

TOWN COUNCIL MEETING
FEBRUARY 10, 2025
7:05 P.M.

PRESENT

Mayor: Roy M. Gladding
Vice Mayor: Anita J. Latane
Council Members: Kay Carlton
Carolyn Barrett
Fleet Dillard
Kenneth A. Gillis
Troy L. Balderson
Town Manager: Eric S. Pollitt
Assistant Town Manager: James Knighton
Town Clerk: Patsy K. Scates
Town Attorney: M. Tolley Gwinn
Chief of Police: Thomas Carter

VISITORS:

Todd Jones, Couch Essex County High School Football Straton Beamer
Barrett Maddox Tyler Lowery

• **CALLED TO ORDER**

Mayor Gladding called the meeting to order.

• **MINUTES APPROVED**

On motion of Carolyn Barrett, seconded by Anita J. Latane, Council voted unanimously to approve the January 13, 2025, Work Session Meeting minutes, the January 13, 2025 Joint Public Hearing Meeting minutes, the January 13, 2025 Public Hearing meeting minutes and the January 13, 2025 regular council meeting minutes.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

• **COMMITTEE REPORTS**

- *Water and Sewer Report*

**Wastewater Treatment Plant
Monthly Report**

January 2025

-Treat Plant had an average daily Effluent flow of 0.276MGD with a total Effluent Discharge of 8,569,000 Million Gallons processed.

-January’s DMR will be completed and sent before January 10th,2025.

-All Nutrient Effluent samples for the month of January are within and under permit limits.

-With the extreme cold weather the plant is experiencing abnormal conditions due to the extreme cold spell we have had, with constant watch and monitoring we are able to keep plant running with little issues, plant is bouncing back – with the loss of RAS pumps for an extended time earlier in the month and with sewer break quick changes had to be made to keep the plant running smoothly.

-January 9th the plant experienced plant equipment failure, operations had equipment up and running within hours, System East Inc was called to check unit out and discuss adding new alarms to Raco Alarm System.

January 14th Systems East Inc was on site to check equipment and Raco system, could not find the cause of equipment failure.

- January 21st Sewer main break – discovered by operations, no alarm for this type of incident at that time. System East was scheduled to be on site for Racal alarm upgrade, while on site they added alarms to our PLC / SCADA System to notify operations personnel of equipment failure. Upgrades are made to Racal Alarm System that covers most of the main equipment on the plant site.
- January 22nd Had meeting with Contractors about sewer break, DEQ notified about sewer break, Had discussions with DEQ over the phone about sewer break.
- January 23rd 5-day letter sent to DEQ required by plant permit to give overview of sewer break.
- January 30th Had meeting with new lab to discuss upcoming test for PFAS and requirements.
- January 30th Repairs completed on sewer line break.
- January 31st DEQ notified on completion of repairs to sewer line and pump station and sewer line are back in service.

**Public Works
Monthly Report**

December 2024

The Public Works Department did not have anything to report.

Mayor Gladding recognized Council Member Gillis and asked for any comments.

Council Member Gillis stated he did not have anything to add and everything looked good.

o *Public Facilities*

Mayor Gladding recognized Council Member Balderson and asked for any comments.

Council Member Balderson reported the Virginia Department of Health has two AED (Automated External Defibrillator) they will donate to the Town of Tappahannock. He reported one will be located at Central Park and one at the River Park. He stated the public safety had a meeting with the Chief Carter and the Virginia Department of Transportation to discuss the cameras and that project is moving forward. He reported VDOT provided an update on the engineering reviews for speed calming measures for Water Lane. He reported they are waiting on drawings from the engineering department from VDOT for approval, but they have identified some cross walks that need to be upgraded and marked on Water Lane and Duke Street, the need for some non-flashing school zone signs and a street marking sign that says 25 MPH. He reported Chief Carter is doing a speeding study that will provide further data for some traffic calming measures.

o *Historic Downtown Tappahannock*

February 2025

****Farmers’ Market Update****

HDT will use Market Spread for the farmers market again this year. The application has opened for vendors to apply for the 2025 season. Farmers market will be the third Saturday of each month April to October. We will have three themed months. April - Earth Day, July - Christmas in July, October - Fall Festival with Costume contest.

All year long vendors will need to have their application accepted and payment paid by March 1st.

****Current Projects and Upcoming Events:****

We have ordered two kiosk systems—one to be installed in Central Park, which will connect with the HDT website and app. The kiosk will allow visitors to receive information about the town and local businesses to advertise on it.

Working on increasing the number of HDT app users in the Tappahannock and surrounding area.

HDT has purchased two benches for Central Park. Benches have arrived and are with Marty Carneal to be installed at the park.

****Restaurant Week ****

We`re excited to announce that ****HDT Restaurant Week**** will be expanded to include all of Essex County on April 19-27, 2025. HDT received a \$10,000 grant with matching in December. We are seeking a county partner to help with the \$5000 matching funds for the grant. EDA has given \$1500 and Essex Chamber has given \$1000. Need an additional \$2500.

Informational Meeting set for February 3rd at 6pm.

****Downtown Dollars****

HDT has successfully distributed all the free tourism dollars that we received. We will continue selling Downtown Dollar gift cards with no bonus money. We will partner with businesses to offer promotions to encourage shoppers to use the Downtown Dollars.
More to come.

****Grants and programs ****

HDT received a \$2500 grant to help towards purchasing a stage for Winterfest in December 2025 from Virginia Tourism.

HDT submitted an application for the Science on Main Street grant. The application was due 1/3/24. Notification will be sent out in February if we receive a grant.

Cupper Dickinson and Jovita Kelly were chosen to participate in Mission Eleveation Cohort 7 program. This is a 15 month program.

Funding requests were sent to the town and county for the fiscal year 2025-26.

****Upcoming Work Sessions ****

January 18 - Executive committee and staff will work to plan the 2025 events calendar.

February 8 - HDT Board and staff will have a work session with Main Street representative Kyle Meyers to review strategic plan and implementation.
RESCHEDULED.

Mayor Gladding recognized Jovita Kelly and asked for any comments.

There were none.

- *Town Manager Report*

MEMORANDUM

Town Manager Report 2/10/2025

Ongoing Major Council Initiative Projects

1. Central Park Project – The plan set for Phase 2 of the project which includes design for all five structures: bathrooms & covered seating, larger pavilion for entertainment, and three smaller pavilions was approved by Essex County in December. Whiting-Turner is reaching out to local contractors for pricing estimates. They intend to provide Council with an update at the March meeting.
2. Hoskins Creek
 - i. Boating Infrastructure Grant (BIG Grant) –The JPA will be submitted to the U.S. Army Corps this month. Engineers anticipate a 6–9-month time frame until the final permit is issued.

- ii. Shoreline Restoration –The substantial infrastructure aspects of the project are complete. After review of current and predicted future weather conditions, the wetland plantings will be installed early next spring.
 - iii. Rec. Access Rd. –We anticipate publishing an RFP for construction early 2025.
 - iv. The old house was removed and backfilled last month. Staff will be working on removing brush, invasive growth, etc. early this spring.
 - v. Town Staff, engineers, and architects will meet over the next two months to finalize the footprint for the hospitality building.
3. Sewer Rehab Phase 2 Project – CHA is drafting a Phase 2 report for our sewer infrastructure needs. This will include a variety of upgrades such as completing the lining and manhole work for downtown, and pump station repairs with electrical upgrades. Engineering design is anticipated to be finished in 2025, with a funding application to USDA-RD for grant and loan assistance. Construction for the next phase is expected to start in 2026.
4. Old Airport Development
- i. Site Design VEDP – We received feedback for a first round of plan review by VDOT for the site. Staff have a meeting set with the engineer to discuss the comments.
 - ii. A public hearing is required for donation/selling of land before Council may act. This will take place at the February Council Meeting.
 - iii. Town Staff will wait until after the economic impact study is completed before seeking federal earmark funding. In the meantime, Town Staff are researching other funding options for construction.

Other Initiatives in Progress

- 1. The Fall Retreat was facilitated by retired Manager/Administrator Kim Payne from the Berkley Group. The work plan for the Council and Town Manager was adopted at the January Council meeting.
 - 2. Davenport Financial will be working with Town Staff over the next few months on the logistics for financing upcoming capital projects.
 - 3. Water System Mapping – The initial inventory was completed and submitted to VDH as required. Over the coming year, we will continue to update the inventory as additional field data is gathered to eliminate the remaining unknowns. We will also complete the water system mapping and use this to develop a hydraulic model.
 - 4. USDOT RAISE Grant – Town Staff will begin developing the RFP for professional services in the new year.
 - 5. Tourism & River Realm – The Communications Manager reached out to local businesses for events to populate the calendar for the upcoming months. A new itinerary for VisitTappahannock.com has been added for Valentines Day. A VisitTappahannock.com ad will be placed in the Local Scoop for advertising in their upcoming print publication. Now that the Town adopted the updated our Short Term Rental (STR) Ordinance, those in Town who are registered will be listed on the Visit website. We have the STR locations in Essex County outside of the town already listed on the website.
 - 6. Town Code and Zoning Text Updates – Staff will begin working on updates to our zoning text and sections of Town Code. Summit Design will be assisting us throughout the process. We aim to have these changes adopted in 2025 or early 2026.
 - 7. Fleet Management – The new pump truck for the General Services Department was delivered in late December. This was critical to help with pumping of the Sycamore Pump station.
- *Community Development Report*

Monthly Report – January 2025 Community Development and Zoning Administration

PLANNING COMMISSION (PC)

- The PC met on February 5th and discussed development of food truck ordinance.
- Staff anticipates draft food truck language to be presented to Council in March.
- Staff anticipate draft CC-1 language to be presented to the PC with a public outreach meeting taking place in March.

BOARD OF ZONING APPEALS (BZA)

- The BZA will not meet in Febraury.

LARGER PROJECTS

- Town/County Boundary – At the TC meeting on February 12th TC approved the recommended “pink” boundary line as the acceptable town/county boundary line. It is the goal to ensure that the original town boundaries, as reflected on the Official Zoning Map dated September 16, 1993, are honored, and maintained. On February 13, 2024, Essex County’s agenda included the discussion of the town/county boundary clarification. At this meeting the County did not take action, asking staff and the County Attorney to clarify a few questions. During this review further research has been taken to evaluate the September 29, 1975, Annexation document (Reference Law Order Book 14 pgs. 97+). This review is on-going. County has indicated a desire to wait until after July 1, 2024, to resume these discussions. Still awaiting response from County.
- Public Maintenance Facility/Access Roads – Final plat and land transfer is set for a public hearing at Town Council’s February 10th meeting.
- VEDP Grant - Staff continues to coordinate with TRC, the Town’s consultant engineers. Site design plans are completed and have been sent to various agencies for review. Staff has started the process for grant closeout and begun looking for potential funding sources for site construction.
- FEMA – The FEMA Community Action Visit (CAV) was conducted March 19-21. A summary report from FEMA has been received outlining the corrective action plan with a requirement to respond 60 days from April 24, 2024. The Town’s legal counsel and staff have worked with the Berkley Group to form a response to FEMA and provide service to the Town for administration of the Town’s Floodplain Ordinance. Monthly meetings have been held with FEMA since October 31st, 2024. All property owners in violation of the Town’s floodplain ordinance have come in to compliance. Staff anticipates one final meeting with FEMA to demonstrate compliance with the CAV audit.
- Berkley Group – The Berkley Groups main focus now is assisting the Town with management and administration of the Town’s Floodplain Ordinance and development of a food truck ordinance. The Berkley Group is also assisting the Town with updates to all Twon Zoning forms.
- Summit- Summit Design and Staff have kicked off the process for revising the existing zoning ordinance. The first task is centered around the Downtown Tappahannock area and the CC-1 zoning district. Staff anticipates language to be presented to the Planning Commission and Town Council in the beginning of 2025.

COORDINATION WITH OUTSIDE AGENCIES

- MPPDC - The Monthly planners’ meeting was not held in January 2025.

NEW ACTIVITY

- Starbucks – Interior work is continuing to progress. Site contractor has experienced delays and anticipates a mid February opening date.
- Fitzgerald’s Sports Bar – Zoning and Sign permits have been issued. Waiting on revised plumbing plan to show inclusion of dishwasher and dishwasher drain line being routed through the grease interceptor. No further update on progress at this site. No building permits have been issued at this time.
- A new site plan had been received for the Primis Bank property located at 307 S Church Ln. The proposed use is a Convenience store. Initial review of the site plan has been completed with revisions requested. VDOT has responded to the traffic impact analysis and received the requested additional information from the designer. VDOT has issued Exceptions for the location of the entrances to this site. Revisions have been received and final site plan approval should be complete by the end of February.

Mayor Gladding recognized Assistant Town Manager Knighton and asked for any comments.

There were none.

- *Tappahannock Police Department*

Mayor Gladding recognized Chief Carter and asked for any comments.

There were none.

○ Finance

Mayor Gladding recognized Vice Mayor Latane.

Town Manager Pollitt reported the business licenses revenue is coming in and the Town is waiting to see how much additional revenue was generated from the new cigarette tax rate which went into effect January 1, 2025.

• FINANCE REPORT APPROVED FOR JANUARY 2025

On motion of Troy Balderson, seconded by Carolyn Barrett, Council voted unanimously to approve the financial report for the month of January 2025.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

Vice Mayor Latane read the following Proclamation and presented it to Couch Todd Jones of the Essex High School Football and team.

• PROCLAMATION – ESSEX HIGH SCHOOL FOOTBALL TEAM

Proclamation Honoring the 2024 Essex High School Football Team
for Winning the VHSL Class 1 State Championship

WHEREAS, the Essex High School Trojans demonstrated exceptional athleticism, perseverance, and teamwork throughout the 2024 Season, culminating in their remarkable victory in the Virginia High School League (VHSL) Class 1 State Football Championship; and

WHEREAS, on December 14, 2024, the Essex Trojans defeated the Grayson County Blue Devils 22-0 at the Salem Civic Center, securing the program’s first state championship title since 2009; and

WHEREAS, the Trojans exhibited outstanding performance on offense all season, with over 5,000 total yards and 84 touchdowns, exemplifying diligent execution; and

WHEREAS, the Trojans’ defense, demonstrated resilience and determination throughout the season, holding their opponents to 63 total points over 15 games, solidifying the team’s dominance; and

WHEREAS, the Essex Trojans finished the season with a stellar 14-1 record, returning to the state title game after narrowly missing victory the previous year, a testament to their unwavering dedication and hard work; and

WHEREAS, the athletes, coaches, and staff of Essex High School’s football program have brought immense pride and recognition to their school, families, and the entire Essex County community;

NOW, THEREFORE, BE IT PROCLAIMED, that the Town of Tappahannock officially recognizes and congratulates the 2024 Essex High School Trojans football team, their coaches, and support staff for their outstanding achievement in winning the VHSL Class 1 State Championship; and

BE IT FURTHER PROCLAIMED, that a copy of this Proclamation be presented to the Essex High School football team and be entered into the permanent records of the Town of Tappahannock as a lasting tribute to their success.

February 10th, 2025.

• TOWN MANAGER POLLITT EMPLOYMENT CONTRACT

On motion of Troy Balderson, seconded by Kay Carlton, Council voted unanimously to authorize Mayor Gladding the authority to sign the employment contract for Town Manager Pollitt.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

- **STRATON BEAMER**

Straton Beamer asked the Council members to deny the rezoning request. She is referring to a lot known as tax parcel 32B 1 74. The lot is approximately 13 acres and is located at the corner of Warner St. and Pegram Ln. in the Town of Tappahannock. The applicant is requesting to rezone the property from CG-2 General Commercial to R-4 Multi-Family Residential. She is concerned there is no guarantee of what will be developed if the request is approved or what will happen to the development in the future if the units and built but are not sold. She discussed the traffic issues that have not been addressed, and she expressed her concerns if the property is rezoned.

- **LAND TRANSFER TO ESSEX COUNTY SCHOOL BOARD (EXPAND FACILITIES)**

On motion of Troy Balderson, seconded by Anita J. Latane, Council voted to approve the conveyance of 3.358 Acres of land through a boundary line vacation from Tax Map parcel 32-33 also known as 540 Airport Rd. owned by the Town of Tappahannock, to the County School Board of Essex County, Tax Map parcel 32-34 also known as 713 Marsh St. This transfer is for the purpose of allowing the County School Board of Essex County to expand their facilities.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Aye

Mayor Gladding recognized Barrett Maddox.

Barrett Maddox stated she resides in the adjacent neighborhood where the proposed rezoning request is proposed, and she is in favor of the request. She discussed why she was in favor of the rezoning request.

- **REZONE REQUEST**

Mayor Gladding stated that the council members have before them a petition of support for the rezoning project that did not make the council members packet because it was presented on February 10, 2025. He stated some of the signatures are of citizens that do not live in the town but own businesses within the Town limits.

- **MOTION FOR REZONING REQUEST**

On motion of Troy Balderson, seconded by Fleet Dillard, Council voted to approve the rezoning request for a lot known as tax parcel 32B 1 74. The lot is approximately 13 acres and is located at the corner of Warner St. and Pegram Ln. in the Town of Tappahannock. The applicant is requesting to rezone the property from CG-2 General Commercial to R-4 Multi-Family Residential.

Mayor Gladding asked for any comments or discussion.

Council Member Balderson stated he was on the fence regarding the rezoning request but then he listened to the statements made by Planning Commission David Hammond (at January 8, 2025, Planning Commission meeting) and he provided the following quotes from Commission Member Hammond.

- Currently the existing CG-2 zoning would allow general commercial development of this property. For example, if someone wanted to build a hotel overlooking the marsh and creek there would be no zoning change needed, and we would not even be having this discussion.
- For instance, Hampton Inn sits on **1.94 acres and has 87 rooms**. Conversely, the townhouse project would sit on **2.75 acres with 26 units**.
- 87 hotel rooms with only 2 people per room would be 174 people. If there were only 1 vehicle per room that would be 87 vehicles. This scenario would require NO rezoning.
- 26 two-bedroom townhouses with 2 people per bedroom would be 104 people. If every 2 people had a vehicle it would be 52 vehicles.

- We heard concerns about traffic flow impacts on Warner St, Pegram Lane, and the streets of the Wakefield / Tanyard Farms area. I feel that these are valid concerns by those that spoke. I have always thought that the intersection of Warner St., Essex St., and Church Lane could use some work. I am putting some marked up overviews of those intersections with suggestions as part of this document. These suggestions are a combination of mine and others. These changes are ones that the developer may be willing to pay for if VDOT were ok with them. If a commercial establishment (hotel, restaurant, etc.) was going on that property this would not even be a public hearing discussion point as no rezoning would be needed.
- Facebook groups are often filled with discussions on businesses that people want to come to Tappahannock. I read all sorts of recommendations such as Chick-Fil-A, TJ Maxx, Kolh's, etc. All of those businesses want residents that are willing to spend money with them before they will even consider coming to Tappahannock. The same Facebook groups are also filled with people who oppose any rezoning that would permit residential development. I feel that the "wants" and "do not wants" are contradictory.

Council Member Balderson stated those are the reasons he made the motion.

Council Member Dillard asked for clarification for the tax map presented in the packet regarding the rezoning request. He asked if the rezoning request was for 12 ¾ acres as shown on the Michael A. Wind plat.

Assistant Town Manager Knighton stated that was correct the rezoning request was just for that parcel.

Town Attorney Gwinn recommended the motion be amended to add as proffers after the rezoning request to make the motion clear. (see below)

Mayor Gladding asked Council Member Balderson if that was his motion was to be amended to add as proffers after the rezoning request.

Council Member Balderson stated it was and Council Member Dillard seconded the amended motion.

On motion of Troy Balderson, seconded by Fleet Dillard, Council voted to approve the rezoning request **as proffers** for a lot known as tax parcel 32B 1 74. The lot is approximately 13 acres and is located at the corner of Warner St. and Pegram Ln. in the Town of Tappahannock. The applicant is requesting to rezone the property from CG-2 General Commercial to R-4 Multi-Family Residential.

Votes were cast as follows:

Kay Carlton:	Nay	Kenneth Gillis:	Abstain
Carolyn Barrett:	Nay	Troy L. Balderson:	Aye
Fleet Dillard:	Aye	Anita J. Latane:	Nay

➤ Mayor Gladding stated the motion failed to pass.

• **ROBERT TYLER LOWERY**

Robert "Tyler" Lowery stated he was presented tonight on behalf of Lowery's Restaurant in Tappahannock. He expressed his frustration with the lack of communication regarding money that is owed, and he asked if the debt could not be forgiven then perhaps the penalties and interest accrued could be forgiven. He discussed the impact Lowerys Restaurant had on the community over the years.

Mayor Gladding asked for any comments or questions.

There being none, the meeting was adjourned.


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk