



TOWN OF TAPPAHANNOCK

P. O. Box 266
Tappahannock, Virginia 22560
(804) 443-3336 Fax (804) 443-1051
www.tappahannock-va.gov

Town Manager
Eric Pollitt

Town Attorney
Diane M. Lank

Town Treasurer
Faye D. Johnson

Town Clerk
Patsy K. Scates

Chief of Police
James G. Ashworth Jr.

Mayor
Roy M. Gladding

Town Council
Kay Carlton
Marcia W. Jenkins
Fleet Dillard
Kenneth A. Gillis
Troy L. Balderson
Anita J. Latane

TOWN COUNCIL MEETING JANUARY 11, 2021 6:45 P.M.

- I. *Joint Public Hearing with the Tappahannock Planning Commission to consider the following amendments Article II Section 22-15; Definition – Short Term Residential Rentals; Article X Section 22-125 Permitted Uses and Article XI Section 22-128.1 Short Term Residential with Special Exceptions with Conditions to the Tappahannock Zoning Ordinance.*

Per the restrictions placed by the Governor of Virginia the meeting will be held by zoom. Please visit our website for instructions on how to attend the meeting at www.tappahannock-va.gov

The regular meeting will reconvene following the public hearing

1. Call to order
2. Reading and approval of the December 14, 2020 Council Meeting Minutes
3. Welcome Visitors
4. Unfinished Business
 - 4.1. **Committee Reports**
 - a. Water/Sewer – Gillis
 - b. Public Facilities – Balderson
 - c. Finance – Jenkins
 - 4.2. Approval of the financial report for the month of December 2020
 - 4.3. Town Manager Monthly Report
 - 5.0. New Business
 - 5.1. **Transient Lodging Tax**
Council should consider adopting and amend the due date of the lodging tax to the 20th of each month
 - 5.2. **Naming of the Park**
Beth Sharpe, Main Street Program will update council with the suggestions for the naming to the park located under the downing bridge



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AGENDA NOTES

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4.2. Approval of the financial report for the month of December 2020

- **MOTION** to approve the financial report for the month of December 2020.

5.1. Transient Lodging Tax

- **MOTION** to adopt and amend the due of the lodging to the 20th of each month



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PUBLIC WORKS & TREATMENT PLANT REPORT

01-11-2021

Public Works:

Eight (8) inch force main sewage pipe break occurred on Dec 27, 2020. The line is located between the treatment plant and sycamore drive pump station and it crosses the Marsh and Hoskins Creek. The sewage line was isolated and pump station was shut down and pump trucks were dispatched to pump and haul from sycamore pump station holding well to treatment plant headworks. The force main leak was clamped and contained and a plan of action to replace this section of pipe is underway. I would like to thank those men who put in the long hours during this event.

Treatment Plant:

The Plant experienced increased flows because of elevated rain fall. (7.3 inches for the month of December and about 30 inches since August of 2020), this has made treatment difficult at times, however, the treatment plant has had no violations and met all requirements. Nice Job Treatment Plant Staff.

Sanitary Dept.

Worked in very wet conditions last month. They had an increased amount of garbage due to the holiday season. They did a super job, and we appreciate this departments dedication.



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MEMORANDUM

Town Manager Report 1/11/2021

- Council Retreat will be held Saturday January 23rd at the Essex-Tappahannock Fire House starting at 9am and will last until approximately 3pm. The following topics will be covered: Importance of annual retreats; State of the Town; Development of a vision statement; Development of a mission statement; and Priority setting over the next 2 years.
- The department heads will submit their requests by Friday January 15th and will be reviewed and ranked by the Finance Committee starting later this month. The 5-Year Capital Improvement Plan (CIP) will be a long-term financial plan for both the General Fund and Water & Sewer Fund.
- As of Wednesday January 6th, 2020, almost all of CARES Act upgrades in town hall are finished. The ladies in the office mailed letters to residents who are delinquent on their utility bills due to reasons related to COVID-19, informing them there are CARES funds available to assist them.
- VDOT has continued to address items of concern we raised with them back in November. Last week, they began to remove the excessive no parking signs on 17/360 on the southern end of town. This will go a long way with the ascetics of the community.

*** REGULATIONS OF SHORT-TERM RESIDENTIAL RENTALS**

In the R-2 and R-3 and R-4 Districts of the Town of Tappahannock are subject to the following:

1. The Board of Zoning Appeals may permit a short term rental as a Special Exception with Conditions
2. After approval shall obtain a business license
3. Shall collect and report Transient Lodging Tax to the Town of Tappahannock
4. Provide record of ownership and a copy of current general liability insurance annually
5. Rentals are limited to owner-occupied single-family detached dwelling and duplexes.
6. No property being used as a residential rental property may be sublet to be used as a short-term rental.
7. Short term rentals may not be occupied by the same transient visitors for a period of more than thirty (30) days during any calendar year (per state law)
8. Applicable provisions of the current Uniform Statewide Building Code, and all other applicable laws and regulations shall be met. Shall provide a certificate of compliance from the Essex County Building Official
9. Owners shall keep a register for two years which shall include name and address and a copy of a photo identification of all transient visitors
10. No sign(s) advertising the conduct of short term rental is allowed on the outside of the property
11. A fully functional smoke detector and carbon monoxide detector shall be installed on each floor of the dwelling
12. Shall be located on or adjoining a state maintained road. Entrance drivers shall be equal to the State construction specifications of the adjoining State road.
13. The furnishing of prepared meals and service shall be approved and certified by the local health department

Air B&B Regulations for short term residential rental

DEFINITIONS

A. SHORT TERM RESIDENTIAL RENTALS: The provision of room(s) or space(s) that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than thirty (30) consecutive days in exchange for charge for occupancy.

NOTICE

Notice is hereby given that in accordance with Section 15.2-107 of the 1950 Code of Virginia the Tappahannock Town Council at a regular meeting will consider the adoption of the following amended amendment to the Town Code at their meeting held on Monday, January 11, 2021 at 7:00 p.m. in the Tappahannock Municipal Building, 915 Church Lane, Tappahannock, Virginia.

Pursuant to Section 26-154 of the Tappahannock Code of Virginia, as amended to amend and re-enact Section 26-154 - Report of collection and remittance of tax of the Tappahannock Town Code as follows:

Section 26-154 – Report of collection and remittance of tax

Such reports and remittances shall be made on or before the twentieth day of each month covering the amount of tax due and collected during the preceding month.

A copy of the full text of the proposed amendments is on file at the Tappahannock Municipal Building, 915 Church Lane, Tappahannock, Virginia, Monday thru Friday between the hours of 8:30 a.m. to 4:30 p.m. and interested parties may appear to express their opinions regarding the proposed amendment.

Eric Pollitt
Town Manager

Notice – Transient Lodging Tax changed from 10th to 20th

NOTICE

In accordance with Section 15.2-2204 of the 1950 Code of Virginia, as amended Notice is hereby given that the Tappahannock Town Council will hold a Joint Public Hearing with the Tappahannock Planning Commission on:

January 11, 2021
6:45 p.m.
Tappahannock Municipal Building
915 Church Lane

The purpose of the Joint Public Hearing is to consider the following amendments to the Tappahannock Zoning Ordinance:

1. Article II - Section 22-15: Definition - Short Term Residential Rentals
2. Article X - Section 22-125: Permitted Uses 3.04.300 Short Term Residential Rentals Section 22-128.1
3. Article XI -Section 22-128.1: Short Term Residential Rentals (Special Exception with Conditions)

A full copy of the proposed amendments is on file at the Tappahannock Municipal Building, 915 Church Lane, Tappahannock, Monday thru Friday between the hours of 8:30 a.m. to 4:30 p.m. and interested parties may appear to express their opinions regarding the proposed amendments.

Eric Pollitt
Zoning Administrator

Diane

Town of Tappahannock

General Fund

Monthly Financial Report to Council for December 2020

	Estimated 2020 / 2021 Budget to Date July - December	Actual 2020 / 2021 Budget to Date July - December	(Over) or Under Budget to Date
Revenue:			
Balance Forward (1)	\$699,606.93	\$1,315,028.63	
Fund Revenue	\$1,266,729.00	\$1,326,125.13	\$59,396.13
Total Revenue	\$1,966,335.93	\$2,641,153.76	\$674,817.83
Expenditures:			
General Gov. Adm.	\$467,662.00	\$390,053.72	\$77,608.28
Fire and Rescue Servs			
Police	\$494,843.00	\$471,625.43	\$23,217.57
DCJS Grant			
Federal Forfeitures			
Public Works	\$474,438.00	\$384,742.50	\$89,695.50
Unclassified	\$36,230.00	\$22,888.38	\$13,341.62
Transfers Out	\$280,000.00		\$280,000.00
Debt Service	\$114,158.00	\$113,966.44	\$191.56
Total Expenditure	\$1,867,331.00	\$1,383,276.47	\$484,054.53
Total Revenues			
Less Total Expenditures (2)	\$99,004.93	\$1,257,877.29	\$1,158,872.36

(1) Balance Forward is fund balance from prior year.

(2) End of Month Fund Balance

Town of Tappahannock

Water and Sewer fund

Monthly Financial Report to Council for December 2020

	Estimated 2020/2021 Budget to Date July - December	Actual 2020/2021 Budget to Date July - December	(Over) or Under Budget to Date
Revenue:			
Balance Forward (1)	\$131,055.78	-\$19,800.00	
Fund Revenue	\$1,203,595.00	\$1,662,293.30	\$458,698.30
Total Revenue	\$1,334,650.78	\$1,642,493.30	\$307,842.52
Expenditures:			
Water and Sewer	\$709,506.00	\$899,873.79	\$190,367.79
Debt Service	\$495,000.00	\$527,821.85	-\$32,821.85
Total Expenditures	\$1,204,506.00	\$1,427,695.64	-\$223,189.64
Total Revenue			
Less Total Expenditures (2)	\$130,144.78	\$214,797.66	\$84,652.88

(1) Balance Forward is fund balance from prior year.

(2) End of the Month Fund Balance

*Actual Budget Revenue reflects Repair Loan