

**TOWN COUNCIL**  
**First Subcommittee Meeting**  
**July 13th, 2023**

The Honorable Joshua T. “Jack” Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Jack Lawson, Mayor; Deborah Ball, Vice Mayor; Robert Lawrence, James Pruett, John Ragsdale and Chris Vincent.

Members Absent: Johnny Nein

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Susan Lathan, Town Treasurer; Holly McGowan, Director of Community Development; Donna Pauley, Human Resource Officer; Spencer Cheatham, Fire Chief; Ron Minick, Building Inspector and other interested persons.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

June 13<sup>th</sup> 2023

Mrs. Ball made a motion to adopt the minutes, seconded by Mr. Pruett. Upon a unanimous vote, the motion was approved.

**III. Community Development Committee**

**A. Request to Abandon Streets & Alleys – Glass Island**

Mr. Edwards advised that Herbert Milby is interest in purchasing some property adjoining his property on Glass Island Road and wanted to see if the town would abandon streets and alleys before he purchases the lots. Mr. Edwards suggested that Mr. Milby talk with Town Council before he goes through the process and pays any fees.. Mr. Edwards provided an aerial picture of the area showing the lots, streets and alleys.

Mr. Milby advised that several lots adjoining his property recently became available for purchase. Before Mr. Milby purchases the property, he wanted to see if the town would be willing to abandon the streets and alleys. At this time Mr. Milby has no plans to expand his business, but it would increase the amount of land he owns and affect his set-backs.

Mr. Lawson advised that he has no problem with the abandonment of the streets and alleys, but a right-of-way would need to be in place so there is access to other adjoining properties and houses.

Mr. Pruett reviewed the area and sections of streets and alleys that would need to be abandoned and/or vacated.

The consensus of Town Council is that Mr. Milby can proceed with the process for the abandonment of the streets and alleys.

**B. Crab Carnival Master Plan**

Brent Bohannon presented a draft master plan for the crab carnival and advised that he is the Chairman this year. There are a couple of changes, one being the advertising, Melissa Anderson has been a great help with the advertising that will assist with attracting the public. We are having trouble with obtaining volunteers; we do not want to pay for event staff because we would have to find the money to do that. The one big change we are trying to make is regarding parking. Mr. Bohannon offered three options for the downtown parking permits:

1. No parking permit will be made except for vendors. Vendors are located in their own special lot. Because the vendor parking lots are on private property. Towing can be enforced for that location
2. Parking passes will be generated and made available for pickup at the Chamber's office located at 3560 King William Ave, West Point VA 23181.

Due to staffing shortages, they will be distributed based on an honor system and no additional passes will be printed once they are gone.

3. Residential and business passes will be available for pickup at Town Hall. The town will determine who and how many passes an individual or business may receive.

Vendor and volunteer parking passes will be distributed by the Chamber's office.

Mr. Lawson stated that you are trying to reinvent the wheel, for 41 years each house always got four passes, and each business got four passes. If there is no parking downtown, people park at the mill and ride the bus downtown. People know this and this is how it works. People come home for the crab carnival to visit, and it always works out. Mr. Lawson suggested Mr. Bohannon call Carol Armstrong and tell her, "we are not asking for you to be on a committee, but would you be willing to hand out parking passes two weeks before crab carnival". You should reach out to the National Honor Society; the members are required to have so many community service hours to be a member. There are other groups and organizations that you can contact and the schools.

Mr. Lawson also stated that he is not going to pass on the responsibility of the distribution of parking passes to town employees. There is a lot involved with looking up each house or car, we would have to almost hire someone for the job. The town already does a lot for the Crab Carnival; we pay for security, preparations for the event, barricades, and cleanup.

Mr. Bohannon advised it is hard to handout the passes and it takes time.

Mr. Lawson advised that is part of the Committee's responsibility. If you can get ten people downtown to volunteer, it would get done. Mr. Lawson stated that he volunteered for the Crab Carnival for eight years and that he understands the problems and issues, you need to put it out there that volunteers are needed.

Mr. Bohannon stated that the street dance will be making a return this year. It has been the most requested item that was done in past years. Sweet Justice will be the band, and we do have a contract with them but they are requiring cover. We are trying to arrange a trailer big enough for them.

Mr. Lawson advised that Beth Justice has stated that West Point is the envy of most localities with the stage. You have cover, all the electric you want for the band to accommodate their equipment without any issues. Mr. Lawson also stated that the town has put a lot of money into the stage and town park and you're going to put a band like Sweet Justice on a trailer.

Mr. Bohannon advised that the backup plan if we have rain is to move the band to the stage. There has been a big push for the return of a street band, and we have generators that can be used for a street band.

Mr. Edwards stated that you are having the information booth at 11<sup>th</sup> Street down to 3<sup>rd</sup> Street. After the Christmas on the Town there were comments about how far

people had to go for handicap parking. Is there a reason for the increase in distance?

Mr. Bohannon advised that there have been an increase in vendors. The handicap parking people will have the use of golf carts to help people get around.

Mr. Edwards advised that under section H, the beer garden. The West Point Police Department cannot monitor the choke points for the beer garden. The police department will need to be available to patrol the town at all times and cannot be designated for choke point monitoring. The monitoring of the choke points need to be done by the chamber volunteers.

Mr. Lawson asked for the amendments to be made to the Master Plan and brought back to the Committee next month.

#### C. Fowl Ordinance Amendments

Mr. Edwards presented the revised Fowl Ordinance as discussed at the Town Council Work Session.

Mr. Lawson stated that this is what everyone agreed on.

Mrs. Ball advised that she is okay with the amended ordinance.

Mr. Edwards stated that a public hearing is required and can be held at the August meeting.

Mr. Lawson asked for the ordinance to be on the Town Council Work Session for review by the rest of Town Council that are not here today.

### **IV. General Information**

#### A. FY2023 Tax Bills

Mr. Edwards advised that the FY 2023 tax bills have been mailed, the due date for payment is Monday, August 7<sup>th</sup> 2023.

#### B. New Delaware Subdivision

Mr. Edwards advised that the developer and homeowners are still in conflict. Many of the homeowners do not want to form a HOA because there has never been a HOA since the subdivision was built sixteen years ago, and no one has had to pay into a HOA. The developer has stopped paying the refuse bill, the dumpster has been removed. The residents are piling up their trash in the collection area and want the town to pick up the refuse. The town is not going to pick up the refuse it is an issue between the developer and the homeowners. The Town Attorney has been in discussions with the developer to correct the issue.

Mr. Lawson stated that a HOA is responsible for trash pickup, parking lot repairs, grass maintenance and street lighting. The residents don't want a HOA, but when the homeowners purchased their homes, they knew there was going to be a HOA. They have never collected fees all these years, just because you have never paid any fees it doesn't mean you don't owe any fee. It is Paul White's responsibly.

Mr. Edwards advised that Paul White left it for so long before establishing the HOA, he was the HOA and when he eventually tried to do it, the homeowners objected. The Town Attorney told Paul White he is responsible, he then went and transferred the common area into a HOA that does not exist. Mr. Edwards also stated that the Town has no alternative but to proceed with legal action.

The consensus of Town Council members present is for the town to proceed with legal action.

C. Boards and Commission Appointments

Mr. Edwards advised that there are reappointments to the Board of Building Code of Appeals and Planning Commission. Britney Ball's term on the Planning Commission needs reappointment.

Mr. Lawrence made a motion to reappoint Britney Ball to the Planning Commission for a four-year term commencing July 1<sup>st</sup> 2023 expiring June 30<sup>th</sup> 2027, seconded by Mr. Vincent. Upon roll call, Mrs. Ball, Mr. Lawrence, Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

Mr. Edwards advised there is still a vacancy on the EDA and that David Layne and Chase Evans are willing to be reappointed to the Board of Building Code of Appeals.

D. James Hudson's Replacement

Mr. Edwards stated that the town has 45 days from July 3<sup>rd</sup> to appoint a replacement for Jim Hudson.

Mr. Lawson advised we have till August 17<sup>th</sup> 2023 to appoint someone.

Mr. Edwards stated that the Committee meeting in August are on the 8<sup>th</sup> and 17<sup>th</sup> we can wait to make an appointment till one of the Committee meetings.

**V. Town Council Agenda**

Mr. Edwards advised that amendments to the Fowl Ordinance will be placed on the Town Council Work Session for discussion.

**VI. Next 1<sup>st</sup> Committee Meeting: August 8th 2023 @ 4:00 p.m.**

**VII. Adjournment**

There being no further business, the meeting was adjourned at 5:24 p.m.



Joshua T. Lawson  
Mayor, Town of West Point

ATTEST:



Karen M. Barrow  
Town Clerk