

Elkton Town Council
Elkton Area Community Center
20593 Blue and Gold Drive - Elkton, VA 22827
September 5, 2023 – 5:30 p.m.

Unless otherwise indicated or unless relocated by the Council, agenda items will be taken in order. The Council reserves the right to remove, add, and/or relocate agenda items as necessary. Public Hearings will begin promptly at the advertised time.

1. CALL TO ORDER – ROLL CALL
2. ADOPTION OF AGENDA
3. TOWN MANAGER’S REPORT
4. COMMITTEE REPORTS
5. UNFINISHED BUSINESS
 - a. Recommendation by the Elkton Planning Commission to appoint Dean Tills to fill the unexpired term for Roy Gene Davis from September 5, 2023 to May 1, 2025
6. NEW BUSINESS
 - a. 2023 Special Olympics Proclamation
 - b. Constitution Proclamation
 - c. Recommendation by the Elkton Planning Commission to approve the special exception permit request submitted by Kai Li for a short-term rental at 17140 Mt. Pleasant Road, Elkton
7. CLOSED SESSION
 - a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
 - b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or

interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."

- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

8. ADJOURNMENT



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Adoption of Agenda

BACKGROUND: Council may add items to the agenda.

ACTION REQUESTED:

- Information Only
- Action Item
- Discussion
- Public Hearing
- Reports
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- Amount: N/A
- Budget Line Item: N/A
- NO
- No Financial Impact

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council adopt the Agenda as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Town Manager's Report

BACKGROUND: Report to be presented verbally by Mr. Lunsford.

ACTION REQUESTED:

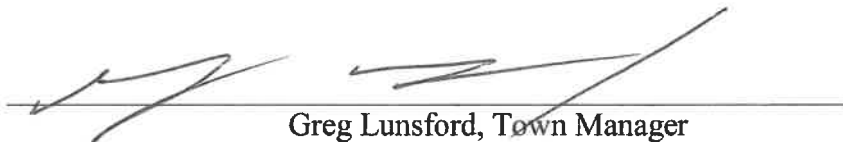
- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

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Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Committee Reports

BACKGROUND: Reports to be presented verbally by committee chairs.

ACTION REQUESTED:

- Information Only
- Discussion
- Reports
- Action Item
- Public Hearing
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- NO
- No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: N/A

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: None

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.



Staff Report/Recommendation

REQUESTING DEPARTMENT: Community Development

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Planning Commission

BACKGROUND: In a Planning Commission meeting held on Monday, August 21, 2023 Dean Tills was recommended to fill the unexpired term of Roy Gene Davis. Mr. Tills term will be September 5, 2023 – May 01, 2025.

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Report	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	No Financial Impact	<input checked="" type="checkbox"/>
Amount:					Positive Financial Impact	<input type="checkbox"/>

Budget Line Item:

If fund expenditure or positive revenue generation is expected, the amount and the line item name/number must be stated. If required funds for an expenditure are not available in the appropriate line item but they are available in a different line item within the department, you must state from which line item name/number you propose to transfer the funds.

STAFF RECOMMENDATION:

TOWN MANAGER APPROVAL: 
Greg Lunsford

ATTACHMENTS: Volunteer application

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

**TOWN OF ELKTON, VIRGINIA
PLANNING COMMISSION**

VOLUNTEER APPLICATION

Applicants for the Planning Commission must be property owners and residents of the Town of Elkton. All candidates must be 18 years of age or older.

Town of Elkton
Community Development Office
173 W. Spotswood Avenue
Elkton, Virginia 22827

Name: Dean Tills

Home Address: 425 E. Rockingham St

Telephone: Work 301-379-9066 Home 301-379-9066

Place of Employment: 1200AE Consulting Engineers

Job Title: Senior Structural Engineer III

Please list any work, volunteer, and/or educational experience you would like to have considered in the review of your application. _____

My engineering career started with the writing of national building code provisions, for the American Iron and Steel Institute, on the use of steel as a building material. Since the mid-1980's I have been working as a registered structural engineer providing designs for commercial and residential buildings. This work involved reviewing and applying building code language during the the development of building construction documents for use by the contractors. Many of our projects involved work assisting with other building trades and utilities. I have been a volunteer with the Fairfax County Urban Search and Rescue as a Structures Specialist and a Building Construction Subject Matter Expert since the mid-1990's. My role as a Structures Specialist required working with people under high stress situations to resolve complex problems. I assisted my sons Scout Troop as a trained leader while my son was in middle and high school. I have been a mentor, presenter and instructor on building construction since the 1990's. I will be happy to provide additional information upon request.

August 9, 2023

Dean Tills

Digitally signed by Dean Tills
DN: C=US, E=rescueeng@aol.com,
CN=Dean Tills
Date: 2023.08.09 20:08:15-04'00'



Staff Report/Recommendation

REQUESTING DEPARTMENT: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: 2023 Special Olympics Proclamation

BACKGROUND: N/A

ACTION REQUESTED:

Information Only	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Reports	<input type="checkbox"/>
Action Item	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Closed Session	<input type="checkbox"/>

FINANCIAL IMPACT:

Budgeted: YES NO No Financial Impact
 Amount: N/A
 Budget Line Item: N/A

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STAFF RECOMMENDATION: That Council approve the Proclamation as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: Proclamation

Request(s) to be added to the agenda MUST be received within five (5) working days prior to the meeting date. All pertinent information MUST be attached in order for this item to be placed on the agenda.

TOWN OF ELKTON



VIRGINIA

2023 SPECIAL OLYMPICS PROCLAMATION

Special Olympics is a global movement of over 5 million people creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability. We are helping to make the world a better, healthier and more joyful place - one athlete, one volunteer, one family member at a time; and

WHEREAS, Organizations like Special Olympics Virginia Area 4 are dependent on their neighbors and their own communities to continue their activities with the support of volunteers that participate in all aspects of the organization; and

WHEREAS, the Town of Elkton, Virginia affirms the principles of unity, inclusion and respect among all individuals with disabilities living in or visiting our town, our state and our country; and

WHEREAS, the Town of Elkton welcomes this organization which strives to create a better world by fostering the acceptance and inclusion of all people.

NOW THEREFORE, it is hereby declared and proclaimed by me, Joshua Gooden, Mayor of the Town of Elkton, Virginia, that on this day, Saturday September 16, 2023, be known as Special Olympics Day in Elkton, Virginia.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Elkton, Virginia, to be affixed on this ___ day of _____, in the year of two thousand twenty-three.

Joshua J. Gooden, Mayor

ATTEST:

Clerk of Council



Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Constitution Proclamation

BACKGROUND: Shenandoah River Chapter of NSDAR, Dolores Lackovitch, requested that Council adopt the attached proclamation. The Elkton Town Council has adopted the proclamation each year beginning in 2006.

ACTION REQUESTED:


- Information Only
- Action Item
- Discussion
- Public Hearing
- Reports
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES NO No Financial Impact
- Amount: N/A
- Budget Line Item: N/A

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STAFF RECOMMENDATION: That Council adopt the Proclamation as presented.

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS: Proclamation

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TOWN OF ELKTON



VIRGINIA

CONSTITUTION PROCLAMATION 2023

WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

WHEREAS, at the culmination of months of deliberation, debate and compromise, on September 17, 2023, marks the 235th anniversary of the signing of the Constitution of the United States of America was signed; and

WHEREAS, through all its changes over the years, the Constitution's foundation has endured and adapted; and it is the supreme law of our land; and

WHEREAS, Constitution Week is celebrated each year from September 17th through September 23rd; and

WHEREAS, the adoption of the Constitution and the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week.

NOW, THEREFORE, I, Joshua J. Gooden, Mayor of the Town of Elkton, do hereby proclaim September 17 through September 23, 2023, as Constitution Week. I encourage governmental leaders, as well as leaders of civic, social and educational organizations to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

FURTHERMORE, I urge all citizens of Elkton to reflect during this week on the many benefits of our Federal Constitution and the responsibilities and privileges of American citizenship.

ADOPTED this 5th day of September, 2023.

Signed: _____
Joshua J. Gooden, Mayor
Town of Elkton

Attest:

Denise R. Monger, Clerk



Staff Report/Recommendation

REQUESTING DEPARTMENT: Community Development

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: A request from Kai Li at 17140 Mt. Pleasant Road for issuance of Special Exception Permit for a Short Term Rental.

BACKGROUND: On August 21, 2023 the Elkton Planning Commission voted unanimously to recommend approval on a request from Kai Li for the issuance of Special Exception Permit §110-605 C (11) Short Term Rental in compliance with code §110-715 Short-term rentals for a single family detached dwelling located at 17140 Mt. Pleasant Road, Elkton.

ACTION REQUESTED:

- Information Only
- Discussion
- Report
- Action Item
- Public Hearing
- Closed Session

FINANCIAL IMPACT:

- Budgeted: YES
- NO
- No Financial Impact
- Positive Financial Impact

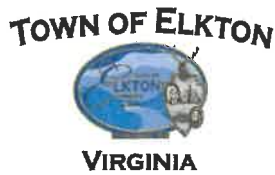
If fund expenditure or positive revenue generation is expected, the amount and the line item name/number must be stated. If required funds for an expenditure are not available in the appropriate line item but they are available in a different line item within the department, you must state from which line item name/number you propose to transfer the funds.

STAFF RECOMMENDATION:

APPROVAL: 
Greg Lunsford, Town Manager

ATTACHMENTS:

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Staff Report/Recommendation

REQUESTED: Town Manager Greg Lunsford

MEETING DATE: September 5, 2023

SUBJECT/TOPIC: Closed Session pursuant to Virginia Code § 2.2-3711.A.7, § 2.2-3711.A.1, and § 2.2-3711.A.3.

BACKGROUND: N/A

ACTION REQUESTED:

- | | | |
|---|---|--|
| Information Only <input type="checkbox"/> | Discussion <input type="checkbox"/> | Reports <input type="checkbox"/> |
| Action Item <input type="checkbox"/> | Public Hearing <input type="checkbox"/> | Closed Session <input checked="" type="checkbox"/> |

FINANCIAL IMPACT:

- Budgeted: YES NO No Financial Impact
 Amount: N/A
 Budget Line Item: N/A

If expenditure of funds is required, the amount and the line item name/number that the funds are to be taken from must be stated. If funds are not available in the appropriate line item but they are available in a different line item within the department, this must be explained. If no funds are to be expended, simply state "There is no financial impact to the Town."

STAFF RECOMMENDATION: That Council go into a Closed Session pursuant to the following:

- a. Pursuant to Virginia Code § 2.2-3711.A.7 for, "Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter."
- b. Pursuant to Virginia Code § 2.2-3711.A.1 for, "Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body."



Staff Report/Recommendation

- c. Pursuant to Virginia Code § 2.2-3711.A.3 for, "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body."

APPROVAL: _____

Greg Lunsford, Town Manager

ATTACHMENTS: None

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