



# City of Hampton

22 Lincoln Street  
Hampton, VA 23669  
www.hampton.gov

## Council Approved Minutes - Final City Council Legislative Session

*Mayor Jimmy Gray*

*Vice Mayor Steven L. Brown*

*Councilmember Randy C. Bowman, Sr.*

*Councilmember Carolyn S. Campbell*

*Councilmember Michelle Taylor Ferebee*

*Councilmember Hope L. Harper*

*Councilmember Martha M. Mugler*

*STAFF: Mary Bunting, City Manager*

*Courtney R. Sydnor, City Attorney*

*Katherine K. Glass, MMC, Clerk of Council*

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**Wednesday, November 12, 2025**

**6:30 PM**

**Council Chambers**

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### CALL TO ORDER

Mayor Gray called the meeting to order at 6:30 p.m. with all members of the City Council being present.

**Present:** 7 - Councilmember Randy C. Bowman Sr., Vice Mayor Steven L. Brown, Councilmember Carolyn S. Campbell, Councilmember Michelle T. Ferebee, Councilmember Hope L. Harper, Councilmember Martha Mugler and Mayor Jimmy Gray

### JIMMY GRAY PRESIDED

### INVOCATION - Councilwoman Martha Mugler

Councilwoman Mugler gave the invocation.

### PLEDGE OF ALLEGIANCE TO FLAG

### MAYOR'S COMMENTS

Mayor Gray introduce Delegate-Elect Virgil Thornton, Sr., who was recently elected to the House of Delegates to represent the House of Delegates District 86.

Mayor Gray also shared remarks about the recent Hampton Education Foundation fundraiser - HEF Fest.

### CONSENT AGENDA

The Clerk of Council, Katherine Glass, read the protocol for the Consent Agenda

and a summary of the consent items.

**Approval of the Consent Agenda**

Motion made by Councilmember Mugler, seconded by Councilmember Harper, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

1. [25-0300](#) Resolution Approving Fiscal Year 2025 Fourth Quarter Budget Adjustments

**Attachments:** [4th Quarter Budget Adjustments](#)

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

2. [25-0328](#) Motion to Accept the Donation of Camera Equipment Valued in Excess of \$7,300 from Canon Virginia, Inc. to the Hampton Police Division for its Forensics Unit.

**Attachments:** [Canon Donation Letter](#)

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

3. [25-0319](#) Ordinance to Amend and Re-Enact Article II of Chapter 41.1 of the City Code of the City of Hampton, Virginia Entitled "Wetlands" to Amend the Requirement Regarding the Number of Alternate Members to be Appointed to the Wetlands Board

**Attachments:** [Clean](#)  
[Redline](#)

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

4. [25-0329](#) Resolution of Hampton City Council Initiating Amendments to the Hampton City Zoning Ordinance Concerning the Regulation of Tobacco and Hemp Product Retail Sale Locations

**Attachments:** [2025 11 4 - Vape Shop Initiating Resolution \(crs11.4.25\)](#)

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

5. [25-0315](#) Approval of the City of Hampton 2026 General Assembly Legislative Priorities

**Attachments:** [2026 Final Legislative Package](#)

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

6. [25-0317](#) Approval of the minutes from the Work Sessions of October 8 and 22, 2025, the Ceremonial and Legislative Sessions of October 24, 2025 (CORRECTED TO OCTOBER 22, 2025), and the Special Session of October 29, 2025.

Item approved.

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

## PRESENTATIONS, PROCLAMATIONS, AWARDS

Mayor Gray read and presented a proclamation recognizing Diabetes Awareness Month and presented it to Tiffany Smith-Stokes, Manager of Patient Care Services at Sentara Careplex Hospital.

## PUBLIC HEARINGS

Ms. Glass read the protocol for public hearings.

### Use Permits

7. [25-0266](#) Use Permit Application by Margaret Lefranc Art Foundation, Inc. to Permit the Development of a Private Museum at 1609 and 1611 Aberdeen Rd [LRSNs: 3003863 and 3003862]

**Attachments:** [Application](#)  
[Conditions](#)  
[Staff Report](#)  
[PC Presentation](#)  
[CC Presentation](#)  
[Applicants Presentation](#)

After the Clerk read the title for the item, City Manager Mary Bunting introduced City Planner Han Vu to make the presentation.

Ms. Vu presented information about the application for the development of a private museum in the Limited Commercial (C-2) District. She summarized what would be offered at the museum and shared images of the site location and the proposed building.

Ms. Vu spoke about Hampton Community Plan public policies and Hampton Youth Commission (HYC) objectives applicable to this application. In summary, Hampton Community Plan public policies encourage promoting high quality design and site planning; family, school and community interactions; access to educational, social, civic, recreational and employment opportunities for youth and seniors; educational facilities for broad-based community use; and partnerships with higher education institutions. Hampton Community Plan public policies also encourage fostering redevelopment of vacant sites in the City. Applicable HYC objectives are to improve youth/adult relationships; make educational, social, civic and recreational opportunities accessible to youth; and create public spaces for youth.

Ms. Vu shared staffs' analysis of the proposal which is that it will provide a needed educational service, the location is compatible with surrounding land uses, and there

will be minimal impact to the surrounding neighborhood.

Next, Ms. Vu highlighted staffs recommended conditions, some of which are related to issuance of permit, conceptual plan, property line vacation, landscape plan, Coliseum Central design standards, fencing and screening, hours of operation, traffic, capacity, Certificate of Occupancy, compliance with laws, and revocation and nullification.

Ms. Vu closed the presentation with the following information. A community meeting was held on July 8, 2025, at which some concerns were raised about traffic, drainage, and sewage, but no community members in attendance were in opposition of the proposal. Staff and the Planning Commission recommend approval of the use permit application with 15 conditions.

The following summarizes information Ms. Vu provided in response to questions posed by Vice Mayor Brown and Councilman Bowman. Staff will confirm and report the number of parking spaces proposed for the project to Council at a later date. Community members were concerned about sewage and drainage in the Edgewood Drive neighborhood, particularly during heavy rainfall. They were also concerned about the nearby shopping center potentially generating high traffic flows. A traffic study was not done because the nearby shopping center is not very large and does not typically produce high traffic during peak hours.

President and CEO of the Margaret LeFranc Art Foundation, Sandra McKenzie, shared information about Margaret LeFranc and the proposed plan for how Margaret LeFranc's legacy will be showcased in the museum. She also briefly spoke about an intern program at the Margaret LeFranc Art Foundation.

Councilwoman Mugler asked Ms. McKenzie if she had information about parking, to which Ms. McKenzie replied that the proposal includes plans for 121 parking spaces and a bicycle rack.

Vice Mayor Brown again shared his concern about drainage and asked what plans are underway to address that. Mr. Donald Davis, the land surveyor with Davis and Associates, addressed the concern with the following information: The site plan design has been reviewed by the City. In addition, the drainage is based on current standards by the Department of Environmental Quality (DEQ) standards and the design is made to infiltrate into the ground, resulting in a limited amount of drainage that would be less than what exists today.

Ms. Vu clarified that the concerns were not related to this specific development, instead, community members wanted the concern in general to be brought before

City officials.

Councilman Bowman shared that he loves the concept, but cannot support this tonight because, in his opinion, this is not the right fit for the community due to heavy traffic on Aberdeen Road, parking concerns and the impact on the Edgewood community.

An extensive discussion took place among staff, Ms. McKenzie, Mr. Davis and the members of Council. Topics of discussion included challenges associated with busses coming through and parking at the venue; the difficulty vehicles may experience entering the museum from Edgewood Drive and/or Aberdeen Road; there being one way in and one way out of the facility; approximately 10 community members attended the community meeting, most of whom were Edgewood Drive residents; and feedback at the community meeting revealed that residents were excited about this development, expressed concern about drainage and sewage lines in general, and expressed concern about traffic at the intersection near the shopping center.

Prior to making the motion, Councilwoman Ferebee stated, for the record, that she is excited about this project and about visiting the museum, but is concerned about the unrest amongst Council about the feedback received at the community meeting.

There were no speakers at the public hearing.

A motion was made by Councilmember Michelle Ferebee and seconded by Vice Mayor Steven Brown, that this Use Permit be deferred to the City Council Legislative Session, due back on 1/28/2026. The motion carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

## Ordinances

8. [25-0018](#) Ordinance To Amend And Re-Enact The Zoning Ordinance Of The City Of Hampton, Virginia By Adding And Amending Section 1-37 Entitled, "Accessory Dwelling Units" To Create Regulations and Standards For Accessory Dwelling Units.

Attachments: [Redline Version 1](#)  
[Redline Version 2](#)  
[Presentation](#)

Ms. Glass noted that one presentation will be given regarding this and the next three items and then read the titles for all four items.

Ms. Bunting introduced the presenters.

Community Engagement Manager Monica Meharg began the presentation by defining an accessory dwelling unit as a small, secondary housing unit on a one-family residential lot that can either be attached or detached. She noted that staff was tasked with finding ways to introduce another housing option to increase housing opportunities in existing neighborhoods, and thought this would encourage an economic and efficient use of existing parcels.

Ms. Meharg shared the timeline for the project. It began with research in September 2024. The end goal is to amend and expand zoning ordinance provisions applicable to accessory dwelling units by the end of this year.

Ms. Meharg summarized the findings from the research that was done about accessory dwelling units in nearby localities. This information will assist in the framework for Hampton's ordinance. She also elaborated on staff's engagement with the community and staff from other City departments. This effort allowed staff to gain knowledge about the community's and staff's opinions on the matter. The effort included a survey and meetings with steering groups and City staff.

This portion of the presentation included a breakdown of survey questions and some charts depicting how various topics ranked amongst the surveyors.

Ms. Meharg announced that, based on community input and the steering group discussions, staff recommends a phased, data-informed approach to introducing accessory dwelling units, with the first phase emphasizing family safety and unity.

City Planner Quinn Heinrich presented information on the proposed amendments to Chapters One, Two, Four and 11 of the Zoning Ordinance.

The following summarizes what is being proposed.

Proposed amendments to Chapter One involve creating additional standards and regulations for accessory dwelling units; permitting only one accessory dwelling unit per lot; having no lot requirements; including specific setback requirements; meeting rear lot coverage, dwelling area, and height requirements; prohibiting newly

constructed accessory dwelling units from being used as short-term rentals; incorporating principal access and owner occupancy requirements; incorporating nonconforming structure requirements; and using the existing standards in Buckroe Bayfront Districts.

Proposed amendments to Chapter Two include revising the definitions of an accessory dwelling unit and a dwelling area.

Proposed amendments to Chapter Four include refining and clarifying language related to principal dwellings in all one-family residential districts.

Proposed amendments to Chapter 11 involve amending parking requirements for accessory dwelling units in residential districts to exempt lots with on-street parking and to require additional off-street parking for lots with no on-street parking.

Mr. Heinrich reviewed the requirements for new accessory dwelling units and existing structure renovations. Requirements include the application process for a Zoning Administrator Permit (ZAP), building permit and any other required permits; inspection for compliance with ZAP conditions and other approved plans; and a certificate of occupancy.

Mr. Heinrich concluded the presentation by sharing the steps in the enforcement process when a complaint is received, recapping the proposed amendments and stating that staff and the Planning Commission recommend approval of the four Zoning Ordinance Amendments.

Mr. Heinrich and Mayor Gray opened the floor for questions from Council, but none were posed.

Agenda items 25-0018, 25-0019, 25-0268, and 25-0269 were presented together by Monica Meharg, Community Engagement Manager and Quinn Heinrich, City Planner. Mayor Gray opened the public hearing on the four items. There were no speakers present so the Mayor closed the public hearing.

Councilwoman Harper moved that the Council adopt Zoning Ordinance Amendments 25-0018, 25-0019, 25-0268, and 25-0269 as revised and approved by the Planning Commission, identified in the Council agenda package as "Version 2," with an effective date of December 31, 2025. The motion was seconded by Councilwoman Mugler and carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

9. [25-0019](#) Ordinance To Amend And Re-Enact The Zoning Ordinance Of The City Of Hampton, Virginia By Amending Section 2-2 Entitled, "Definitions" To Add A Definition of "Accessory Dwelling Unit (ADU)" and to amend the definition of "Dwelling Area".

**Attachments:** [Redline](#)  
[Presentation Reference](#)

Agenda items 25-0018, 25-0019, 25-0268, and 25-0269 were presented together by Monica Meharg, Community Engagement Manager and Quinn Heinrich, City Planner. Mayor Gray opened the public hearing on the four items. There were no speakers present so the Mayor closed the public hearing.

Councilwoman Harper moved that the Council adopt Zoning Ordinance Amendments 25-0018, 25-0019, 25-0268, and 25-0269 as revised and approved by the Planning Commission, identified in the Council agenda package as "Version 2," with an effective date of December 31, 2025. The motion was seconded by Councilwoman Mugler and carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

10. [25-0268](#) Ordinance To Amend And Re-Enact Chapter 4 Of The Zoning Ordinance Of The City Of Hampton, Virginia Entitled "One- And Two-Family Residential Districts" To Eliminate The Permitted Additional Standards And Uses In The R-R District And To Add Language Regarding The Required Minimum Dwelling Area For All Principal Dwellings In All One- and Two-Family Residential Districts.

**Attachments:** [Red Line](#)  
[Presentation Reference](#)

Agenda items 25-0018, 25-0019, 25-0268, and 25-0269 were presented together by Monica Meharg, Community Engagement Manager and Quinn Heinrich, City Planner. Mayor Gray opened the public hearing on the four items. There were no speakers present so the Mayor closed the public hearing.

Councilwoman Harper moved that the Council adopt Zoning Ordinance Amendments 25-0018, 25-0019, 25-0268, and 25-0269 as revised and approved by the Planning Commission, identified in the Council agenda package as "Version 2," with an effective date of December 31, 2025. The motion was seconded by Councilwoman Mugler and carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

11. [25-0269](#) Ordinance To Amend And Re-Enact Chapter 11 Of The Zoning Ordinance Of The City Of Hampton, Virginia Entitled "Parking" To Amend The Parking Requirements For Accessory Dwelling Units In All One- and Two-Family Residential Districts.

**Attachments:** [Redline](#)  
[Presentation Reference](#)  
[Table](#)

Agenda items 25-0018, 25-0019, 25-0268, and 25-0269 were presented together by Monica Meharg, Community Engagement Manager and Quinn Heinrich, City Planner. Mayor Gray opened the public hearing on the four items. There were no speakers present so the Mayor closed the public hearing.

Councilwoman Harper moved that the Council adopt Zoning Ordinance Amendments 25-0018, 25-0019, 25-0268, and 25-0269 as revised and approved by the Planning Commission, identified in the Council agenda package as "Version 2," with an effective date of December 31, 2025. The motion was seconded by Councilwoman Mugler and carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

12. [25-0267](#) Ordinance to Amend and Reenact the Zoning Ordinance of the City of Hampton, Virginia by Amending Chapter 14, Titled "Reviews by the Planning Commission and City Council", by Adding a New Article III, Titled "Community Meetings"

**Attachments:** [Redline Ordinance](#)  
[Presentation](#)

Ms. Glass read the title for the item and then Ms. Bunting introduced City Planner Quinn Heinrich to make the presentation.

Mr. Heinrich explained that current practice is to request and encourage applicants to conduct community meetings, however, the Hampton Zoning Ordinance does not require community meetings for rezoning and use permit applications. Council has directed staff to consider a community meeting requirement, thus the request for the amendment that would require community meetings going forward.

Mr. Heinrich spoke about the purpose of community meetings. In summary, community meetings give residents and neighborhood organizations an opportunity to engage with applicants; allow the applicant and staff to hear community feedback and address concerns; provide an opportunity for the Planning Commission and City Council to hear community support and concerns; and allow an opportunity for concerns, such as issues affecting general public welfare and adopted policies of the City, to be raised.

Mr. Heinrich elaborated on four components of what is being proposed, including the requirement that every applicant for a use permit or rezoning conduct a community meeting; that the applicant provide notice of the meeting to property owners and neighborhood groups within one-fourth mile of the subject property and to community development staff; that at least one community development staff member attend the meeting as an observer and notetaker; and exceptions include those for government entities and the ability for the Community Development Director to adjust notice area in some cases due to geographic characteristic.

Mr. Heinrich noted that staff and the Planning Commission recommend approval of the amendment and then opened the floor for discussion.

The City Manager explained that there may be a very few

situations when the City might not adhere to this and explained some examples of reasons for that. In those instances, she would brief the members of City Council as to the reason a community meeting did not take place. A few members of Council expressed some concerns about the timing, provision of the addresses, and the increase in the timeline. There were no speakers on this public hearing item so the Mayor closed the public hearing and called for a motion.

A motion was made by Vice Mayor Steven Brown and seconded by Councilwoman Martha Mugler that this Zoning Ordinance - Text be approved. The motion carried by the following vote:

**Aye:** 7 - Councilmember Bowman Sr., Vice Mayor Brown, Councilmember Campbell, Councilmember Ferebee, Councilmember Harper, Councilmember Mugler and Mayor Gray

## **PUBLIC COMMENT**

Ms. Glass read the protocol for the public comment period.

Mayor Gray called on the first speaker, Ambalita Robinson, but she was not present when her name was called. Mayor Gray called on the second and last speaker, Pauline Antomattei.

Ms. Pauline Antomattei greeted those on the dais and stated her name as Pauline Antomattei and made the following statement: Thank you for this opportunity. I hadn't planned to actually speak today, but I saw that you had on your consent agenda, number four, in reference to the vape shops, and I wanted to go on record on behalf of my community and express our concern and thank you for looking into it, because we have a lot of vape shops in our community, particularly in Buckroe Beach, and as it relates to density, and when you look at this situation that you don't allow so many in a particular area. I personally would not like to see them at all, but I can't tell businesses how to operate, and it being close to a public tourist area is a concern for us. So, thank you for taking it on, and we hope that you think about our neighboring communities when you make decisions as it relates to those things that will impact us and our residents. That's it.

## **GENERAL ITEMS**

There were no general items.

**REPORTS BY CITY MANAGER, CITY COUNCIL, STAFF, COMMITTEES**

There were no reports.

**MISCELLANEOUS NEW BUSINESS**

There were no items of new business.

**ADJOURNMENT**

The meeting adjourned at 7:48 p.m.

**Contact Info:**

**Clerk of Council, 757-727-6315, [council@hampton.gov](mailto:council@hampton.gov)**

\_\_\_\_\_  
Jimmy Gray  
Mayor

\_\_\_\_\_  
Katherine K. Glass, MMC  
Clerk of Council

Date approved by Council \_\_\_\_\_