



**Town of Urbanna
Planning Commission Meeting
Wednesday, November 12, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation (if necessary)
3. Roll Call of Members
4. Review and Adoption of Agenda
5. Approval of Minutes
 - a. September 10, 2025
6. **Public Hearing on 2025-SUP Application-03: White Rose Properties; Ordinance 04-2025**
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing Comment Period
 - d. Close Public Hearing Comment Period
 - e. Applicant/Staff Response
 - f. Commission Discussion
 - g. Action on 2025-SUP Application-03
7. Other Matters (if any)
8. Adjourn or Recess



PLANNING COMMISSION

Agenda Item Summaries – Opening the Meeting

Agenda Item: 1 – CALL TO ORDER

Chair calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Chair: _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The member has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The member must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Chair determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – REVIEW AND ADOPTION OF AGENDA

Chair calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



PLANNING COMMISSION

Agenda Item Summary

SEPTEMBER 10, 2025

Agenda Item: 5 – APPROVAL OF MINUTES

a. September 10, 2025 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus. Then, approve the minutes, either as presented or with the amendments discussed.

Action Requested: Yes

Sample Adoption Motion: I move to approve the September 10, 2025 minutes as presented [or, with the discussed amendments made by consensus].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA PLANNING COMMISSION
SEPTEMBER 10, 2025**

A meeting of the Planning Commission of the Town of Urbanna, Virginia, was held on the 10th day of September, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Chair Hanson called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION

Not necessary.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Mr. Costin said Commissioner Susan Caskie resigned her position on the Planning Commission due to moving out of the area. Chair Hanson called the roll.

Planning Commission Members

Merri Hanson	Present
Gari Lister	Arrived at 6:05pm
Ricky Longest	Present
Katie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk

AGENDA ITEM 4. REVIEW AND ADOPTION OF AGENDA

Chair Hanson made a motion to approve the agenda as presented. Ms. Wilson seconded. All were in favor with none opposed. Motion passed 3-0 with 1 absent.

AGENDA ITEM 5. APPROVAL OF MINUTES

Item 5.a. May 13, 2025

Chair Hanson made a motion to approve the minutes as presented. Mr. Longest seconded. The Chair called for any discussion. All were in favor with none opposed. Motion passed 3-0 with 1 absent.

AGENDA ITEM 6. PUBLIC HEARING ON 2025-SUP APPLICATION-02: Shawn Pickett; Ordinance 003-2025

Item 6.a. Staff Presentation & Item 6.b. Applicant Presentation

[Ms. Lister arrived at this time.] Neither the applicant nor any representative was in attendance.

Mr. Costin presented the request by Mr. Pickett for expanded hours and outdoor seating. Staff recommendation was to approve the new hours as requested and approve outdoor seating on a rear patio only, thus denying the request for a front patio area due to concerns of congestion on the public sidewalk.

Chair Hanson asked if this meant the restaurant could be open seven days a week. Mr. Costin said yes. Chair Hanson asked if there were a limit on ABC hours. Mr. Costin said he did not know but the restaurant still has to comply with whatever those regulations are.

Ms. Lister said the concerns of the neighbors when the original SUP was discussed were about parking and noise. There have been no complaints made to date. Ms. Lister said she was concerned that pre-approving a rear patio could increase the noise due to higher capacity. Mr. Costin said the Department of Health (VDH) said the existing occupancy permit allowing 20 persons would remain in effect. The Commission agreed language limiting occupancy to 20 should be added to the proposed changes to Condition 5 of the SUP.

Ms. Lister was also concerned about giving permission to have a patio in the rear before the patio was constructed. Mr. Costin recommended adding a condition that the site plan must be approved by the Planning Commission. Mr. Longest suggested adding a timeframe of within one year of the passing of this new SUP.

Chair Hanson said she felt front patio seating would be beneficial for the business and the Town by making it more attractive and recognizable as a restaurant. The Commissioners agreed but raised concerns about delineating the patio area from the public sidewalk to avoid congestion and promote safety.

Item 6.c. Open Public Comment Hearing Period & Item 6d. Closed Public Hearing Comment Period

Chair Hanson opened the Public Hearing. There being no meeting attendees and no speakers, Chair Hanson closed the Public Hearing.

Item 6.e.1 Applicant Rebuttal

Neither the applicant nor any representative was in attendance.

Item 7.e. Commission Discussion

After much discussion, the following revisions were proposed:

Original Condition 3: Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.

Recommended Revision to Condition 3: *Hours of operation shall be permitted on Sunday 9a-9p, Monday 12 (noon) – 10p, Tuesday – Saturday 9a-9p.*

Original Condition 5: The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Recommended Revision to Condition 5: The uses permitted by this Special Use Permit are ~~permitted: only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted.~~ *1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of twenty (20) persons established by regulatory authorities and at no time shall the public sidewalk be blocked.* Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Chair Hanson made a motion to recommend approval of the revisions to Conditions 3 and 5 as discussed and grant Special Use Permit 2025-02 as discussed by the Commission and recommended by staff. Ms. Lister seconded. The Chair called for any discussion. The members were polled:

Merri Hanson	Yes
Gari Lister	Yes
Ricky Longest	Yes
Katie Wilson	Yes

The motion passed 4-0.

AGENDA ITEM 7. OTHER MATTERS

Item 7a. Bylaws Approval

Ms. Branch presented draft Bylaws and Rules of Procedure noting that Code of Virginia §15.2-2217 required the Commission to “adopt rules for the transaction of business...” She said the bylaws presented were based on the Town Council bylaws.

Ms. Branch pointed out that paragraph three under Section 3 – Meetings allowed the Commission to automatically continue a meeting to another time if the Chair or Vice Chair finds and declares that conditions are hazardous for commission members to attend a regularly scheduled meeting. All matters on the advertised agenda would be conducted at the continued meeting with no further advertisement required. This is allowed by Code of Virginia §15.2-2214. Ms. Branch asked if the proposed language should be amended to say the following Wednesday, rather than Tuesday, since the Commission chose Wednesday as their regular meeting day. The Commissioners said yes, it should be Wednesday.

Chair Hanson made a motion to approve the 2025 Planning Commission Bylaws as amended. Ms. Lister seconded. The Chair called for any discussion. All were in favor with none opposed. Motion passed 4-0 with 0 absent.

RESOLUTION

ADOPT THE 2025 PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURE AND ESTABLISH 2025 MEETING SCHEDULE

WHEREAS the Urbanna Planning Commission wishes to establish for itself a set of Bylaws and Rules of Procedure pursuant to Code of Virginia §15.2-2217; and

WHEREAS Code of Virginia §15.2-2214 allows “the commission, by resolution adopted at a regular meeting, to fix the day or days to which any meeting shall be continued if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.”

NOW, THEREFORE, BE IT RESOLVED that the Town of Urbanna Planning Commission adopts the 2025 Planning Commission Bylaws and Rules of Procedure as amended during the

September 10, 2025 regular meeting establishing regular Commission meetings on the second Wednesday of each month at 6:00pm in the Council Chambers of Town Hall, and if conditions are such that it is hazardous for commission members to attend a regularly scheduled meeting, the meeting shall be continued to the following Wednesday at 6:00pm. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

DONE this 10th day of September, 2025.

AGENDA ITEM 9. ADJOURN

Ms. Wilson made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at 7:13pm.

Respectfully Submitted,
Christine H. Branch

Minutes approved by the Planning Commission on _____.

ATTEST:

Christine H. Branch, Town Clerk



PLANNING COMMISSION

Agenda Item Summary

NOVEMBER 12, 2025

Agenda Item: 6 – PUBLIC HEARING

Public Hearing on 2025-SUP Application-03, Ordinance 04-2025: White Rose Properties

- a. Staff presentation**
- b. Applicant presentation**
- c. Open Public Hearing Comment Period**
- d. Close Public Hearing Comment Period**
- e. Applicant/Staff Response**
- f. Commission Discussion**
- g. Action on 2025-SUP Application-03**

Action Requested: Yes

Sample Adoption Motion: See Staff Report.

Motion, Second, Discussion, Voice Vote

Staff Report
2025-SUP Application-03

Request:	To allow for conversion of the second and third floor areas to two apartments.
Location:	40 Cross Street
Property Owner:	White Rose Partners, LLC
Lessor:	N/A
Applicant:	Sean Hackney
Acreage:	Undetermined
Map:	20A-1-59 and 60
Zoning District:	B-1
Overlay District(s):	Historic District
Use:	Three-story office building with past uses including bank and retail.
Adjacent:	Commercially zoned and used as well as Residentially used.
Environmental:	This is a developed site and no exterior additions are proposed that would alter the land as it exists requiring any concerns to be addressed.

Comprehensive Plan: General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives

Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development.

The applicant notes additional residences as a positive attribute. While the Comprehensive Plan does not offer a Housing focused goal or subsequent objectives it does, under general Land Use, state the following:

Land Use Goals and Objectives:

Goal: Encourage harmonious and wise use of the land in all future development decisions.

Objectives: 5. Retain and promote low-density residential development within the town.

Zoning Compliance:

There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a three-story building comes close to meeting and perhaps exceeding. Given the time of construction for the building it would be considered a legal non-conforming (grandfathered) structure.

Analysis:

Various state agencies and contractors were contacted for comments on this case and no comments of concern were received.

The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extend to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed.

As this is an existing mixed-use area, the proposed use can be considered generally compatible. Still Condition 4 is suggested to secure a diversified, mixed-use environment combining residential and commercial uses in accord with the Comprehensive Plan objective noted above. Most conditions are standard such as 1, 2, 3, and 6. The remaining condition (Condition 5 -parking) is suggested to avoid burdening on-street parking demand.

Suggested Conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of the second and third floor areas to two apartments at 40 Cross Street, shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
2. All federal, state, and local laws, regulations and rules shall be observed at all times.
3. The property shall be maintained in a clean and orderly manner at all times.
4. First or ground floor activities shall be limited to those commercial uses permitted by right or by special exception under the then existing Town of Urbanna Zoning Ordinance.
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit (total four (4)) one (1) of which shall be further marked for handicapped parking.
6. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accord with legal requirements existing at the time.

Suggested Motion:

Planning Commission: Move to recommend approval Special Use Permit 2025 -03 subject to the conditions proposed.

Town Council: Move to approve Special Use Permit 2025 -03 subject to the conditions proposed.

Other motion options are available.

Special Use Permit Application Number 2025-SUP-03

Town of Urbanna, Virginia

Application for Special Use Permit – Standard Form

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

Applicant / Property Owner Information

White Rose Partners, LLC

Applicant Name

PO Box 833

Applicant Address

Urbanna

City/Town

VA

State

23175

Zip Code

(804) 441-5229

Applicant phone number

N/A

Applicant fax number

You are the ☒ property owner; () agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

Sean Hackney

Property Owner Name

same as above

Property Owner Mailing Address

City/Town

State

Zip Code

Property owner telephone number

Property owner fax number

Location of Property

40 Cross St. Urbanna, VA

Street Address

59 + 60

Tax parcel ID number

General Description of Property

Former Bank of Middlesex. Currently leased to small business
owners as office space.

Current Zoning District B-1 Tax Map 20A DC 1 Lot(s) 59 + 60

Overlay District(s): Flood Zone ☒ Zone X () Zone AE
Chesapeake Bay ☒ RMA () RPA

Historic District ☒ Yes () No

Existing Use(s) of Property

Currently leased to small businesses as office space.

Is this application a request to amend an existing special use permit?

Yes / ☒ No

If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

See attached.

Maximum Building Height(s) with Proposed Change *n/a*

Number of Dwelling Units/Density Calculations *2 apartments proposed*

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

None

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

No

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

See attached.

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.
- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

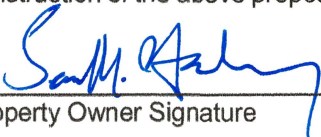
Attach the Names and Addresses of All Adjacent Property Owners to this Application: *Please include lot numbers*

Applicant(s) Remarks:

Use a separate sheet if necessary.

Application Fee: A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable.

In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.


9/29/2025
 Property Owner Signature Date Applicant Signature (If Not Property Owner) Date

If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

Agent Signature Date

For Office Use by the Urbanna Zoning Administrator and the Planning Commission	
Town Official Receiving Application	Date <u>10/2/2025</u>
Permit Level _____	Fee paid \$ <u>300.00</u> <u>10/2/25</u> <u>POC</u> <div style="display: flex; justify-content: space-between;"> ✓ #182 Date Paid/Received by </div>
Special Use Permit Application Number _____	
Actions Taken:	
Application returned for correction/additional information _____	Date _____
Public Hearing advertised _____	Date _____
Adjacent property owner notifications mailed _____	Date _____
Action by Planning Commission _____	Dates _____
Action by Town Council _____	Date _____
Additional Action - Describe _____	Date _____
Additional Action - Describe _____	Date _____

(Revised 7/2013)

September 29, 2025

Sean Hackney
White Rose Partners, LLC
PO Box 833
Urbanna, VA 23175

Ted Costin
Town Administrator/Zoning Administrator
PO Box 179
Urbanna, VA 23175

RE: Application for Special Use Permit

Dear Ted:

Pursuant to Urbanna Town Code Section 17-4.6.3, White Rose Partners, LLC is seeking approval for a Special Use Permit for the existing building at 40 Cross Street to enable it to convert floor 2 and floor 3 into single family apartments.

Project Overview

- Floor 2 will immediately begin construction, with Floor 3 to convert at a later date to be determined. Floor 1 will remain in use as office space and/or retail space.
- Both Floor 2 and Floor 3 are accessible by an emergency stair case as well as an elevator and so are handicap accessible.
- Renovations on each floor will include a remodel of the existing bath room, the addition of 1 additional bath room and renovation of the existing kitchen.
- There will be one apartment unit on each floor and the general structure of the floor/building will remain the same with no material changes to existing support walls envisioned.
- The exterior of the building will not be altered.
- More than sufficient off street parking is available in the existing parking lot behind the building.
- The design of each apartment will be high-end and consistent with an early 1900s look and feel, updated with modern conveniences keeping it in line with the original use of the building which was a home to the Bank of Middlesex.

Positive Attributes of Project

There are many positive attributes to the Town of Urbanna from this project, including:

- Adding 2 additional long term residences to the town, both of which will be handicap accessible for older residents or others that may struggle with mobility

- Drastic improvement of the interior of an existing structure within the historic district (the current design of the areas in question look like they have not been updated since the 1970s)

Negative Impacts of Project

There are no noted negative attributes of the Town of Urbanna from this project.

Site Plan

No site plan is being submitted as this project does not alter the outside of the building in any manner. The general layout of each floor will remain the same.

I look forward to hearing next steps and obtaining approval for this requested special use permit.

Respectfully Yours,

Sean Hackney
White Rose Partners, LLC