



Town of Urbanna
Planning Commission Meeting
Wednesday, December 10, 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. November 12, 2025
6. Public Hearing on 2025-SUP Application-04: Shawn Pickett; Ordinance 05-2025
 - 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-04
7. Other Matters
 - a. Set Date, Time, and Location for 2026 Organizational Meeting
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 (all in favor, any opposed)*

*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 (all in favor, any opposed)



PLANNING COMMISSION

Agenda Item Summary

DECEMBER 10, 2025

Agenda Item: 5 – APPROVAL OF MINUTES

a. November 12, 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 November 12, 2025 minutes as presented [or, with the discussed amendments made by consensus].

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

**DRAFT MINUTES
TOWN OF URBANNA PLANNING COMMISSION
NOVEMBER 12, 2025**

A meeting of the Planning Commission of the Town of Urbanna, Virginia, was held on the 12th day of November, 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 6:01pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION

Not necessary.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Chair Hanson called the roll.

Planning Commission Members

Merri Hanson	Present
Gari Lister	Present
Ricky Longest	Present
Bill Powers	Absent
Katie Wilson	Arrived at 6:06pm

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk

AGENDA ITEM 4. REVIEW AND ADOPTION OF AGENDA

Ms. Lister made a motion to approve the agenda as presented. Mr. Longest seconded. All were in favor with none opposed. Motion passed 3-0 with 2 absent.

AGENDA ITEM 5. APPROVAL OF MINUTES

Item 5.a. September 10, 2025

Mr. Longest made a motion to approve the minutes as presented. Ms. Lister seconded. The Chair called for any discussion. All were in favor with none opposed. Motion passed 4-0 with 1 absent.

AGENDA ITEM 6. PUBLIC HEARING ON 2025-SUP APPLICATION-03: White Rose Partners, LLC; Ordinance 04-2025

Item 6.a. Staff Presentation & 6.b. Applicant Presentation (Ms. Wilson arrived at this time.) Mr. Costin presented the request by White Rose Partners, LLC for conversion of the second and third floor areas of 40 Cross Street (Tax Map 20A-1-59&60) to two apartments. Staff recommendation was to approve the SUP with six 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.

Sean Hackney and Marnie Harte of White Rose Partners, LLC were present via telephone.

Ms. Wilson asked if the parking lot was owned by the building. Ms. Harte said yes, the whole lot is owned by White Rose Partners. Mr. Longest asked if there is enough parking for guests. Ms. Harte said yes, there are 25-30 spots including two existing handicapped spots. Mr. Costin said one of those spaces would need to be reserved for residents or an additional resident-dedicated handicapped space could be created.

Mr. Hackney said the plan includes staying with the area's precedent of having commercial space on the ground floor and residential on the upper floors. He said the building has an elevator which will be good for residents. The plan is to have flat showers in the bathrooms to be accessible. Each unit will be approximately 1,000 sq. ft. with two bedrooms, two bathrooms, and laundry facilities. Ms. Harte said they are trying to renovate in keeping with the era of the building, which was built in 1902.

Ms. Wilson asked if there is an alternative to the elevator. Ms. Harte said there is a stairway and fire escape.

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

Chair Hanson opened the Public Hearing comment period.

Jane Folliard asked if the square footage of each unit would be the same or different. Mr. Hackney said they will be the same. The second floor is approximately 1,000 square feet. The third floor currently has a business tenant and will be done later.

Chair Hanson asked if there is a time limit to create the apartments. Mr. Costin said the permit runs with the land and there is no time limit.

Mr. Longest asked if there would be two full bathrooms. Mr. Hackney said yes. He said it is their intent that each unit would be a single-family residence. Ms. Harte clarified that their intent is whatever is legally permissible. Mr. Costin said the Health Department anticipates two people per bedroom in making their occupancy determinations. Mr. Longest said the offices were designed with only bathroom and asked if there were any concerns with the water and sewer systems. Mr. Costin said the proposal has been run by HRSD and the Town Water Dept. and both said it is not a problem.

Dan Snead of Colorado Avenue said going from offices to residential requires a lot of changes to be made. Ms. Harte said both floors currently have a kitchen and bathroom.

Chair Hanson said the plan supports first floor business and fits nicely into the Town's plans for the area. She asked if White Rose could make the apartments short-term rentals if they wanted to. Ms. Harte said she thinks yes, but that is not their intent. Their intent is high-end

long-term rental apartments. After consulting Town Code, Mr. Costin said no; the Town's ordinance was amended to only allow short-term rentals in the R-1 zoning district and this is in B-1.

Dan Snead of Colorado Avenue asked if there is a sprinkler system in the building. Ms. Harte said yes; it is updated and fully functional.

There being no further speakers, Ms. Lister made a motion to close the Public Hearing comment period. Ms. Wilson seconded. The Chair called for any discussion. All were in favor with none opposed. Motion passed 4-0 with 1 absent.

Item 6.e. Applicant/Staff Response

None.

Item 6.f. Commission Discussion

Ms. Lister said more housing is wonderful.

Item 6.g. Action on 2025-SUP Application-03

Chair Hanson made a motion to recommend approval of Special Use Permit 2025-03 subject to the conditions imposed. Ms. Lister seconded. The Chair called for any discussion. The members were polled:

Merri Hanson	Yes
Gari Lister	Yes
Ricky Longest	Yes
Bill Powers	Absent
Katie Wilson	Yes

The motion passed 4-0 with 1 absent.

AGENDA ITEM 7. OTHER MATTERS (if any)

None.

AGENDA ITEM 8. ADJOURN

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

The meeting was adjourned at 6:30pm.

Respectfully Submitted,
Christine H. Branch

Minutes approved by the Planning Commission on _____, 2025.

ATTEST:

Christine H. Branch, Town Clerk



PLANNING COMMISSION

Agenda Item Summary

DECEMBER 10, 2025

Agenda Item: 6 – PUBLIC HEARING

Public Hearing on 2025-SUP Application-04, Ordinance 05-2025: Shawn Pickett

- a. Staff presentation
- b. Applicant presentation
- c. Chair Opens Public Hearing Comment Period (no vote required)
(This time is for members of the public to express their views, concerns, etc. regarding 2025-SUP-04. Commission members shall limit their comments during public hearings to ensure participation by the public can occur without interference.)
- d. Chair Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Commission Discussion
- g. Action on 2025-SUP Application-04

Action Requested: Yes

Sample Adoption Motion: Move to recommend approval of Special Use Permit 2025 -04 subject to the altered condition number 3 language as proposed.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

Staff Report
2025-SUP Application-04 – November, 2025

Location: 161 Cross Street

Property Owner: Pickett Homes, LLC

Lessor: N/A

Applicant: Shawn Pickett

Request: Revise Conditions associated with 2024-SUP-01 and 2025-SUP-02 which were granted to allow for retail sales of food and drink together with arcade and board game access permitted with a special use permit by and subsequently a restaurant permitted with a special use permit

Acreage: +/- .171 acres

Map: 20A-17-8

Zoning District: B-1

Overlay District(s): None

Use: Two-story historically mixed-use building

Adjacent Composition: Mix of Commercial and Residential Zoned

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. 3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so-designated on the Future Land Use Exhibit G. 5. Provide an environment for the types of employment that will sustain the local workforce through their working years.

Zoning Compliance:

There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a two-story building does not exceed. Various state agencies and contractors were contacted for comments on this case. No comment received was concerning. This present request stems from earlier Health Department input that outside seating would not alter the capacity of persons recognized in the Certificate of Occupancy (CO). The current CO is set at twenty (20), but calculations provided by the applicant revealed a higher number should be allowable. In communications with the Building Official who issues COs confirmed the existing number is low and can be adjusted up to twenty-four (24). To accommodate even more additional seating the applicant wishes to utilize a **12'x15'** (180 sq. ft.) area previously used for storage. This additional seating area would increase the occupancy by twelve (12). In total twenty (20) would increase to thirty-six (36) with approval of this current request; the additional four (4) due to underestimating plus an additional twelve (12) given the utilization of new space.

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 extends 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. Thus, most conditions imposed were done to avoid nuisances such as Condition 5 (noise) and Condition 3 (hours of operation) which were the focus of a revision request 2025-SUP-02.

No complaints have been received concerning the operation since its initiation in any regard to include the very recent allowance for outdoor seating. Therefore, the determination to alter conditions further is to be made considering the mitigation of adverse situations related to the general health, safety, and welfare of those on and about the property. In any situation, more people will generate more noise and more traffic be it pedestrian or vehicular. In addition, given the recent expansion of hours, adverse noise becomes the most concerning issue. The original Condition 5 (2024-SUP-01) contained language which was preserved in the first condition modification request (2025-SUP-02) **that "...there shall be no noise from inside of the structure that is audible outside of the structure."** With this language still in place, the request to expand seating is warranted.

As a reference, the most current set of conditions reads as follows:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance 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.
3. Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) – 10p, Tuesday – Saturday 9a-9p.
4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses authorized by this Special Use Permit are 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.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).

7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

To accommodate the present request Condition 5 would need to be altered to increase the cited occupancy from twenty (20) to thirty-six (36). Thus, Condition 5 would read:

5. The uses authorized by this Special Use Permit are 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 **thirty-six (36) 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.

Suggested Motion:

Planning Commission: Move to recommend approval of Special Use Permit 2025 -04 subject to the altered condition number 3 language as proposed.

Town Council: Move to adopt Ordinance 05-2025 approving Special Use Permit 2025 -04 subject to the altered condition number 3 language as proposed.

Other motion options are available.



Special Use Permit Application Number 2025-SUP-04

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

Shawn Pickett
Applicant Name

161 Cross St. Urbanna VA 23175
Applicant Address City/Town State Zip Code

(804) 994-1163 pickettshawn27@yahoo.com
Applicant phone number Applicant email

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.

Shawn Pickett
Property Owner Name

1207 Beach Lane Midlothian VA 23114
Property Owner Mailing Address City/Town State Zip Code

(804) 994-1163
Property owner telephone number

Property owner fax number

Location of Property

161 Cross St.
Street Address

Tax parcel ID number

General Description of Property

Black building on Cross St.

Current Zoning District GB Tax Map 20A DC 17 Lot(s) 8

Overlay District(s): Flood Zone ☒ Zone X () Zone AE Historic District () Yes ☒ No
Chesapeake Bay () RMA () RPA

Existing Use(s) of Property

Currently an AirBnB upstairs and an Oyster Bar on the first floor

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.

Also wanted to bring up outdoor seating capacity (20 inside)

We would like to convert the storage room into additional seating. We would like to add additional seating and finish the room with heating and air. This finished room will be a reflection on Urban history.

Maximum Building Height(s) with Proposed Change

N/A

Number of Dwelling Units/Density Calculations

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Currently ~~Occupancy~~ Occupancy is 20 and with the additional square ft. we can add 10-15 seats per code.

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

Yes current max occupancy is 20.

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?

I believe by adding this room it will only add to the charm of the town. We as owners have always respected the town and only want to preserve the history and charm.

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*

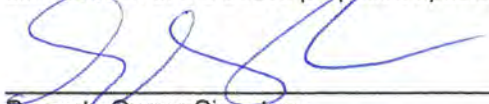
Applicant(s) Remarks:

Use a separate sheet if necessary.

*Bill Braden 151 Lross St. and others
Zach Lapinski 167 Lross St.*

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.

 10/27/2005
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

Permit Level _____

Fee paid \$300
VA#1116


Date Paid/Received by

10/28/2005
Date

2025-SUP-04
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

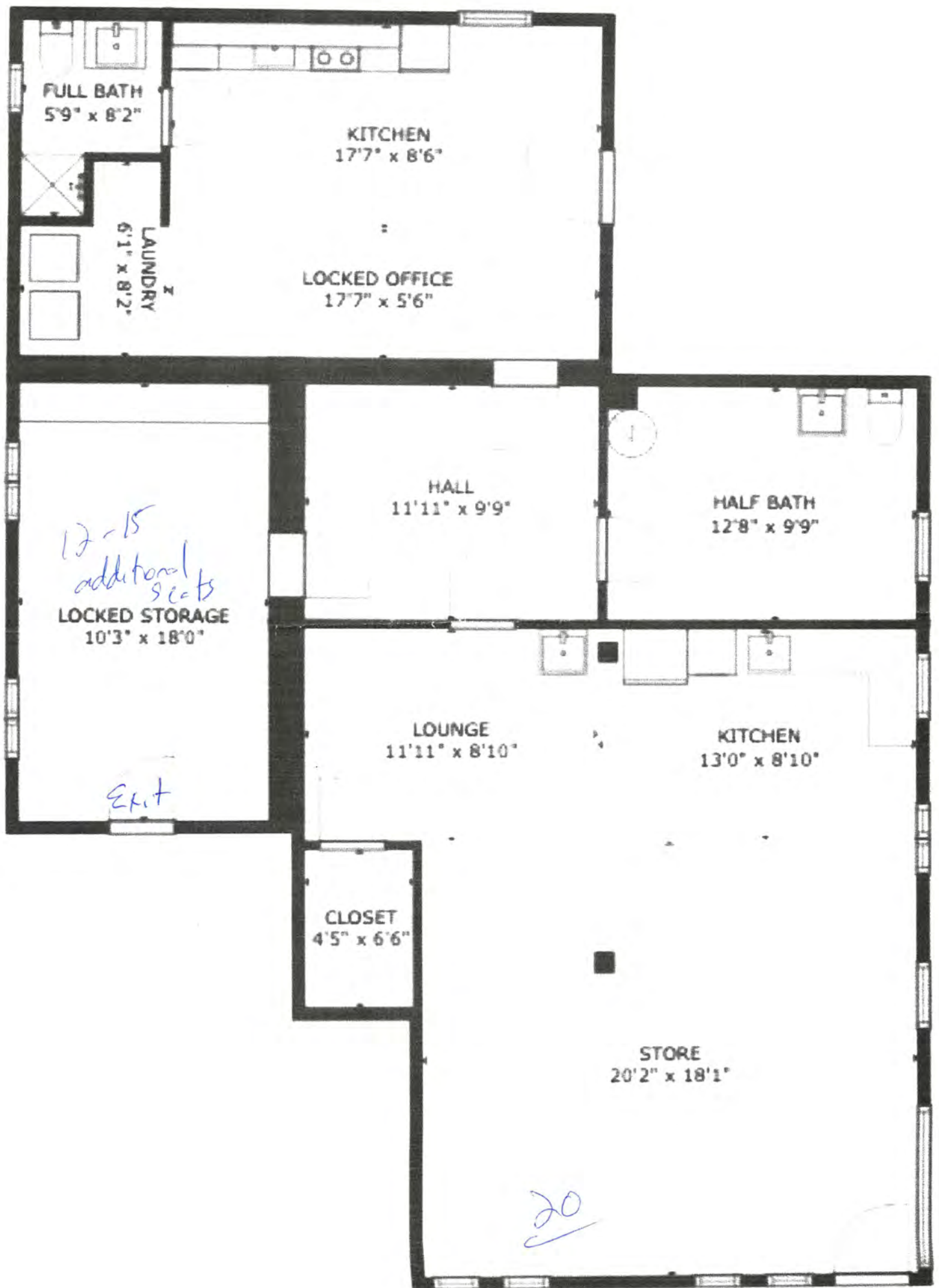
Date

Additional Action - Describe

Date

Additional Action - Describe

Date



Plat Map

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191-528

CURVE DATA TABLE					
#	DELTA	RADIUS	LENGTH	TANGENT	CHORD
1	5° 52' 30"	929.12'	65.92'	31.97'	65.92'
2	0° 44' 30"	929.12'	12.03'	6.02'	12.03'
3	2° 20' 35"	929.12'	37.99'	19.00'	37.99'
4	0° 25' 45"	929.12'	6.796'	3.40'	6.796'
5	2° 47' 35"	929.12'	45.28'	22.65'	45.28'





PLANNING COMMISSION

Agenda Item Summary

DECEMBER 10, 2025

Agenda Item: 7 – OTHER MATTERS

7a. Set Date, Time, and Location for 2026 Organizational Meeting

Background: Meetings for the new calendar year must be set at this time. The Commission currently meets on the second Wednesday of the month at 6pm when there is business to be considered. Staff recommends changing the date to the first Wednesday of the month to give additional time between the Commission's meeting and the Town Council's meeting. This gives staff the opportunity to update the Council agenda packet with the decision of the Planning Commission. The first meeting held in 2026 will be the organizational meeting at which the Commission will elect a Chair and Vice Chair and review the bylaws for any desired changes. The Commission will meet at the same location where Town Council meetings are held.

Action Requested: Yes

Sample Adoption Motion: I move to set the 2026 Planning Commission meeting calendar as the first Wednesday of the month at 6pm, when there is business to be considered, at the same location where Town Council meetings are held.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

Agenda Item: 8 – ADJOURN OR RECESS

Motion to adjourn; Second not required; No discussion, Voice Vote (all in favor, any opposed)