



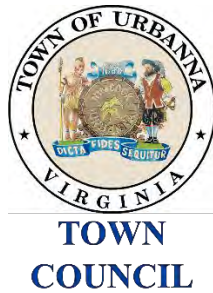
**Urbanna Town Council
REGULAR MEETING
Thursday, November 13, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St. Suite B
Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. October 9, 2025 Regular Meeting Draft Minutes
 - b. October 23, 2025 Work Session Draft Minutes
7. Public Hearing: **Ordinance 04-2025** – Special Use Permit Application 2025-SUP-03, White Rose Partners, LLC
8. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Finance
 2. Water
 3. Special Events
 4. Personnel
9. Public Comment 1 & Council Response to Public Comment 1
10. Unfinished Business - None
11. New Business - None
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting (if needed)
15. Adjourn or Recess

PLEASE NOTE

Due to the holidays, work session meetings will not be held in November or December. The next and last scheduled meeting of the Urbanna Town Council will be on Thursday, December 11, 2025, at 6pm in Town Council Chambers.



Agenda Item Summaries – Opening the Meeting
FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor 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)

Mayor: Councilmember _____ 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 Councilmember _____'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 Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember 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 Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember 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)

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

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor 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



**TOWN
COUNCIL**

Agenda Item Summary

NOVEMBER 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

- a. **October 9, 2025 Regular Meeting Draft Minutes**
- b. **October 23, 2025 Work Session Draft Minutes**

Fiscal Impact: None

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

Each set can be approved individually or both sets can be approved together.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of _____ as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF OCTOBER 9, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 9th day of October, 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

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present (Arrived at 6:05pm)
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. September 11, 2025 Regular Meeting Draft Minutes

6b. September 25, 2025 Work Session Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 7. REPORTS

7a. STAFF REPORTS

7a.1. Town Administrator

[Councilmember Courtney arrived at this time.]

Mr. Costin presented his report and provided the following updates:

- The kayak launch ramp is in place. Oyster shells will be placed around the perimeter of the walkway.
- On October 8th, while conducting normal testing, a pipe in the wellhouse was dislodged and began to leak. Technicians were able to repair it temporarily, however Scott Funk with Kimley-Horn recommended the pipes be replaced. He described the repairs as a band-aid and the pipes are in need of surgery. Mr. Costin said a water committee meeting will be called.

Councilmember Wilson asked if the power for both pumps runs through the wellhouse and was the electric compromised. Mr. Costin said yes, the electric for both pumps runs through the wellhouse and no, nothing electrical was damaged or compromised.

Councilmember Courtney asked if Mr. Costin knew a ballpark figure of how much it would cost to replace the pipes. Mr. Costin said no. Councilmember Wilson said they just learned of emergency funding at the drinking water workshop he and Mr. Costin attended.

Councilmember Courtney asked what the pipes were made of. Mr. Costin said steel. He said photos were sent to water committee members.

- The street sign project is complete and staff will organize an auction for those wishing to purchase the old signs. Many of the old signs are missing and it is assumed people took them off the poles.
- Mr. Costin said finance, special events, and personnel committee meetings need to be called.

7a.2. Treasurer

The Treasurer was not present. There were no questions from Council.

7a.3. Town Clerk

Ms. Branch presented the Monthly Clerk's Report and highlighted the ways members of the public can stay informed of Town government information.

Ms. Branch said October is Archives Month and the Library of Virginia is offering tours and other special events.

Councilmember Wilson asked if a quote had been received on joining the state's Microsoft contract. Ms. Branch said yes; the cost is beyond our means.

7b. COMMITTEE REPORTS

7b.1. Finance Committee

The Finance Committee did not meet since their last report.

7b.2. Water Committee

The Water Committee did not meet since their last report.

7b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said the Christmas Parade is being planned. There will be vendors along Cross and Virginia Streets. There will also be a golf cart contest.

Councilmember Austin said 2nd Saturdays will begin again in May and they hope to have a t-shirt made and bottled water with the 2nd Saturdays logo.

7b.4. Personnel Committee

The Personnel Committee did not meet since their last report. The meeting scheduled for October 1, 2025 was canceled due to a committee member's unavailability and will be rescheduled.

AGENDA ITEMS 8 & 9. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

William Mayo of Rappahannock Avenue said it's been one year since he told Council the steps on the dingy dock need to be replaced and nothing has been done. He also said utility poles were replaced a few years ago near Cross & Virginia and the bricks have not been repaired. Mr. Mayo said he knows of a source for free bricks if they are needed.

Councilmember Austin said they were supposed to repair the bricks and sidewalk after the poles were erected. Councilmember Chowning said Dominion Power needs to fix it.

Kristi Anzivino of Howard Street said the poles that the street signs are hung on are decrepit, peeling, and horrible. She said she believed the Town received a cost estimate for the poles when they received the pole estimate. She said the poles need to be replaced with something that does not need to be painted.

Mayor Goldsmith said the cost of the poles was the same as the signs. He said the County said they would replace them if needed. This was done as part of the County's 911 initiative. Mr. Costin will contact the County Administrator tomorrow.

AGENDA ITEM 10. UNFINISHED BUSINESS - NONE

AGENDA ITEM 11. NEW BUSINESS

11a. Voting Delegate Designation for Virginia Municipal League (VML) Annual Business and Section Meetings

Mr. Costin said a councilmember must be appointed as Council's voting delegate at the upcoming Virginia Municipal League annual conference.

Councilmember Chowning made a motion to designate Councilmember Austin as the voting delegate for both the Annual Business meeting and Town Section meeting and Town Clerk, Ms. Branch, as the alternate voting delegate for the Town Section meeting at the upcoming Virginia Municipal League's 2025 Annual Conference being held in Roanoke. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEMS 12 & 13. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

There were no speakers.

AGENDA ITEM 14. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said she will be attending the October 14th County EDA meeting as Town Liaison and requested that councilmembers text or email her with any questions or concerns they'd like her to address with the EDA.

Mayor Goldsmith announced that, as of Monday, the Town finalized a contract for a new Town Hall at 300 Virginia Street. The tentative closing date is December 15, 2025. The price is \$615,000 including furniture and the Town, due to the sale of the old town hall and the designated ARPA funds, will be paying cash; no mortgage. Council and staff have seen the space and are excited about it. Councilmember Wilson said this will improve our cash flow.

Councilmember Chowning said it's critical to stick to only allowing public comment during the public comment period and not allow people to talk outside that. He said the County and School Board have both had issues with this recently. He said some cannot be allowed to do it and not others. Everything has to be equal. He said he'd like to add a second public comment period to Council work sessions to give the public as much opportunity as possible to speak.

Councilmember Austin made a motion to add a second public comment period during Town Council work sessions. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 15. CLOSED MEETING

None required.

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:33pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF OCTOBER 23, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of October, 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

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Absent
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Andrea Erard, Town Attorney
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 6. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 7. WORK SESSION MATTERS

7a. DRIVE Tourism + Grant

Mr. Costin said the Middlesex County EDA applied for and received a tourism grant. The EDA contacted staff concerning the spending plan which would include promoting the kayak trail and new kayak launch.

Whitney Law said the EDA was awarded the grant in March/April. After holding a workshop, it was determined to help enhance the Urbanna Kayak Trail and new kayak launch. [Clerk's Note: No

one from the Town of Urbanna was included in that workshop or informed of the grant until October, 2025.]

Ms. Erard asked if the County would have an agreement to lease the property. Ms. Law said no, it was “use at your own risk.” Ms. Erard asked that the EDA keep her informed of when they’re ready to go so she can ensure the Town is compliant with anything that needs to be done such as a public hearing. She asked if the kiosk would be located on Town property. Ms. Law said the kiosk will be floating to different places; it is not stationary.

Ms. Erard asked again about the kayak rentals. Mr. Costin said there would not be a rental kiosk. The kayaks would be free for people to use. Ms. Law said there is zero responsibility on the Town.

Ms. Law said the EDA is also seeking a \$20,000 grant for wildlife spotting. Council gave some ideas of people who should be involved with the project. The Mayor asked if the grant was to cover things such as a brochure of what wildlife you may see in the Town. Ms. Law said yes.

7b. Status of Move to 300 Virginia Street

Mr. Costin said he has received both the environmental site assessment and building inspection reports for 300 Virginia Street. He said the environmental report was clean and the building inspection brought up some very small things. He said the plat is in progress and he expects to have it before November 1st. He also obtained the original construction plans for the building from 1995 and an interior layout from VDOT from when they had their offices there.

Regarding layout, Mr. Costin said one idea was to remove the wall between the current conference room and an adjoining office to create a Council Chambers. Upstairs would initially be used for storage. Staff is investigating options for public meetings until a space is ready in the building.

Councilmember Chowning asked what sort of things the inspection report showed. Mr. Costin said the gutters need to be cleaned, an electrical plate is missing, and there’s a loose commode.

Councilmember Wilson asked about the location of IT equipment. Mr. Costin said the plan was to move the IT closet upstairs. It is currently in a small closet which also contains the hot water heater.

Councilmember Wilson said the Finance Committee should start putting the moving costs together.

Ms. Erard said the title work is done and everything seems to be on schedule for a December 15, 2025 closing.

7c. Resolution 2025-019 Council Bylaws & Rules of Procedure Amendments

Mr. Costin presented updates to the bylaws including the addition of a second public comment period during work sessions.

Councilmember Hanson made a motion to adopt Resolution 2025-019 amending the Urbanna Town Council Bylaws & Rules of Procedure as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-019

ADOPT AMENDMENTS TO THE 2025 COUNCIL BYLAWS AND RULES OF PROCEDURE

WHEREAS Town Council established for itself a set of Bylaws and Rules of Procedure pursuant to Town Code Section 2-35a and 2-42 at their January 9, 2025 organizational meeting; and

WHEREAS amendments to those Bylaws and Rules of Procedure are necessary to accurately reflect the current Council procedures and to add new procedures as determined by Council;

NOW, THEREFORE, BE IT RESOLVED by the Urbanna Town Council adopts the amendments to the 2025 Council Bylaws and Rules of Procedure as set forth in the October 23, 2025 work session meeting and below.

DONE this 23rd day of October, 2025.

Section 1-2 Meeting Time and Location

All meetings of the council shall be held in Council Chambers of the Town Hall ~~390 Virginia Street, Suite B, Urbanna, Virginia.~~

Section 1-7.1 Standard Procedure – Voice Vote (all in favor, all opposed)

The Mayor, or ~~Vice Mayor~~ **the Mayor pro tempore** in the Mayor's absence ...

Section 1-7.2 Procedure for Roll Call Votes

(1) The councilmembers shall cast votes **in the order determined by the Mayor** ~~on a rotating basis.~~

~~(2) The Mayor shall always cast the last vote.~~

Section 1-10 Minutes and Recordation of Meetings

The electronic **online** record of the minutes are the official minutes of the Council for legal purposes.

When video or audio recordings of council meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19 **and shall post those recordings on the Town YouTube page for one year.**

Section 2-1 Mayor Serves as Presiding Officer

In the case of the Mayor's absence from any meeting, the ~~Vice~~ Mayor **pro tempore** shall preside over the meeting.

Section 3-2.1 Regular Meetings

At regular meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)

6. Approval of Minutes (Corrections shall be made by motion.)
7. Scheduled Public Hearings (if any) (See Section 6)
8. Staff and Committee Reports
9. Public Comment 1 (See Section 5) **& Council Response to Public Comment 1 (if any)**
10. Unfinished Business (if any)
11. New Business (if any)
12. Public Comment 2 (See Section 5) **& Council Response to Public Comment 2 (if any)**
13. * Council Requests and Announcements
14. Closed Meeting (if needed)
15. Appointments to Boards, Committees, and Commissions (if needed)
16. Adjourn or Recess

Section 3-2.2 Work Session Meetings

At Work Session meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Public Comment **1** (See Section 5) & Council Response to Public Comment **1** (if any)
7. Work Session Matters
8. Action Items (if any)
9. **Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)**
10. * Council Requests and Announcements
11. Closed Meeting (if needed)
12. Adjourn or Recess

Section 3-3 Manner of Addressing Council Generally

~~(5) — Where persons desire to be heard, other than during public comment periods, upon matters not on the agenda, the consent of a majority of the councilmembers present shall be required.~~

Section 5-3 Council Response

After **all** speakers have been heard, councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments **presented during the immediately preceding public comment period their response.**

SECTION 6 - PUBLIC HEARINGS

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- open public hearing, receive public hearing comments, close public hearing
- **applicant & staff final comments**
- council discussion
- action (if appropriate)

AGENDA ITEM 8. ACTION ITEMS (if any)

There were no action items.

AGENDA ITEM 9. PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no speakers.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said she attended the VML conference and learned a lot. She said she gathered a lot of information as well. She said Virginia Tech is working with Towns on strategic plans and are very eager to come talk to Council. She also has information on the Virginia Rural Water Association.

Councilmember Austin asked if we could put out a bid request for the pool snack bar for next year. She said there is someone interested in running it. Mr. Costin said he is working on it.

Councilmember Chowning said the Womans Club received a preservation award for their care of the old courthouse which they acquired in 1948.

AGENDA ITEM 11. CLOSED MEETING

The motion was read by Ms. Erard. Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council; related to Town Hall. Councilmember Wilson seconded. The Mayor called for any discussion. The Mayor called the roll.

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney.....	Absent
Bill Goldsmith (Mayor)	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 w/1 absent.

The motion was read by Ms. Erard. Councilmember Austin made a motion to reconvene in open session and certify that only the matter that was identified in the motion to go into closed meeting was heard, discussed, or considered. Mayor Goldsmith seconded. The Mayor called the roll.

Marjorie Austin	Certify
Larry Chowning	Certify
Alana Courney	Absent
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Certify
Robbie Wilson	Certify

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. Councilmember Hanson seconded. All were in favor with none opposed.

The meeting was adjourned at approximately 7:20pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Video of this meeting was not taken. Minutes were created using an audio recording of the meeting which was taken on an old device. The device did not allow downloading of the recording; therefore, nothing was posted to the public. The Town Treasurer recorded the votes on the Council Voting Record sheet.

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

NOVEMBER 13, 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. Council Discussion
- g. Action on 2025-SUP Application-03, Ordinance 04-2025

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 Urbanna VA 23175
 Applicant Address City/Town State Zip Code
(804) 441-5229 N/A
 Applicant phone number 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 59+60
 Street Address 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 Historic District ☒ Yes () No
 Chesapeake Bay ☒ RMA () RPA

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.

Use a separate sheet if necessary.

For Office Use by the Urbanna Zoning Administrator and the Planning Commission	
<u>PT Carlin</u> Town Official Receiving Application	Date <u>10/2/2025</u>
Permit Level _____	Fee paid \$ <u>300.00</u> <u>✓ #182</u> Date Paid/Received by <u>10/2/25 [signature]</u>
Actions Taken:	Special Use Permit Application Number _____
_____	Date _____
Application returned for correction/additional information	_____
_____	Date _____
Public Hearing advertised	_____
_____	Date _____
Adjacent property owner notifications mailed	_____
_____	Dates _____
Action by Planning Commission	_____
_____	Date _____
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

*Proposed for Approval by the Urbanna Town Council
November 13, 2025 Meeting*

ORDINANCE 04-2025 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-03, WHITE ROSE PARTNERS, LLC
TO CONVERT FLOOR 2 AND FLOOR 3 OF 40 CROSS STREET, URBANNA, VIRGINIA 23175
INTO SINGLE FAMILY APARTMENTS
TAX MAP NO. 20A-1-59&60 IN THE B-1 ZONING DISTRICT, ACREAGE UNKNOWN**

WHEREAS the applicant, White Rose Partners, LLC, requests a Special Use Permit (SUP) to convert the second and third floors of 40 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-1-59&60, Zoned B-1) to one single-family apartment per floor; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 12, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of 2025-SUP-03, Ordinance 04-2025 by Town Council; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 13, 2025 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2025-03 is hereby granted for Tax Map No. 20A-1-59&60, to convert the second and third floors of 40 Cross Street, Urbanna, VA 23175 to one single-family apartment per floor with the following 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.; and

This Ordinance shall take effect upon adoption.

ADOPTED this 13th day of November, 2025.



**TOWN
COUNCIL**

Agenda Item Summary

NOVEMBER 13, 2025

Agenda Item: 8– STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator – Ted Costin
2. Treasurer – Not Present
3. Town Clerk – Christine Branch

b. Committee Reports – each committee chair will present their report

1. Finance
2. Water
3. Special Events
4. Personnel



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175

PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Urbanna Town Council

From: P. S. T. (Ted) Costin, Administrator

Date: November 6, 2025

Subject: October 2025 Report given November 2025

The meeting with the area Health Department contact has not been held although we have communicated via phone concerning recent events such as the water line leak repair in the Well House noted during council's October 9 meeting. I am awaiting bids and once received suggest a joint meeting of the Water and Finance Committees to review those as well as timing; that is whether or not to coincide that work with the elevated tank inspection and painting. Additional topics would be addressing Meadow Lane pressure issues and consumer notices concerning potential lead piping.

I should note in conversations with two bidders on the above I may also get some additional bids on the Museum Entrance.

Meetings of Committees; Special Events (July 2026 topic) and Personnel (Policy) are also requested.

I completed a report to the Department of General Services concerning completed Capital Projects for FY25 and a Critical Infrastructure Site Inventory for Urbanna as part of the All-Hazards Plan.

As to No Wake signs, only one source responded and the proposal needed revision to meet Department of Wildlife Resource's (DWR) enforcement criteria. A revision has been received and DWR opinion sought.

The Kayak Launch Project has been completed with all Final Reports required submitted.

I had various companies initiate work to advance the purchase and occupancy of 300 Virginia Street. To that end, I received and read through both the Building Inspection Report and Environmental Site Assessment for 300 Virginia Street. In my opinion, neither document presents a "deal killer". The buyer's agent is agreeable to getting two issues addressed revealed in the Building Inspection Report. The town in turn will take care of the rest of the items which are minor. I received the final version of the plat which shows improvements of the property. I passed that to the attorney for review and use. I also spent time exploring temporary and long-term options for meeting space until renovations as may be necessary are completed. Nothing has been firmed up as of this date.

If you have any questions or concerns, please bring them forward.

Thank you.



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 9/30/2025	Prior Year 9/30/24	Prior Month 8/31/25	Statement Date 9/30/25
Primis Bank General Operating Bank Account	976,753.66	961,119.26	999,518.09
Renter Water Deposits	-17,101.66	-19,501.66	-20,176.66
Net Operating General Bank Account (Adjusted Bal)	972,216.57	929,320.59	983,838.68
Primis – USDA Well Replacement reopened (8/2/24)	73,946.91	40,546.06	37,626.60
C&F Bank Historic Trust (new 3/1/2023)	59,419.01	63,132.31	63,981.39
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	118,277.37	123,505.87	Next interest 10/15/25
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	97,853.34	102,178.98	Next interest 10/15/25
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	409,853.04	427,970.76	Next interest 10/15/25
Taber Trust – Account Value	1,053,706.29	1,134,687.01	1,146,544.14
Taxes listed below are collected for prior month(s)	9/30/24	8/31/2025	9/30/25
Meals Tax collected in September	15,038.79	21,923.87	17,179.60
Lodging Tax collected in September	1,869.72	4,821.65	1,975.45
Cigarette Tax collected in September	904.94	688.94	849.08

EXPENDITURES:

- Business as usual

REVENUE:

Business as usual

03:01 PM

Meals Tax

2026 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2025
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/01/25
 Subtotal CAFR: No

Account No	Description								
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
100-12110-0001	Meals Tax - Local								
55497.98	16394.51	21923.87	17179.60	0.00	0.00	0.00	0.00	0.00	
Fund Total									
55497.98	16394.51	21923.87	17179.60	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count:	1							
55497.98	16394.51	21923.87	17179.60	0.00	0.00	0.00	0.00	0.00	

03:00 PM

Lodging Tax

2026 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2025
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/01/25
 Subtotal CAFR: No

Account No	Description								
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
100-12100-0001	Lodging Tax								
11070.29	4273.19	4821.65	1975.45	0.00	0.00	0.00	0.00	0.00	
Fund Total									
11070.29	4273.19	4821.65	1975.45	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count:	1							
11070.29	4273.19	4821.65	1975.45	0.00	0.00	0.00	0.00	0.00	

Water Sales

October 1, 2025

02:58 PM

Town of Urbanna

2026 Revenue Summary by Month

Range of Accounts: 500-17010-0001	to 500-17010-0001	Start Month: July	Start Year: 2025
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 10/01/25	
Subtotal CAFR: No			

Account No	Description								
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
500-17010-0001	Water Sales Charges								
89577.93	55355.82	11198.46	23023.65	0.00	0.00	0.00	0.00	0.00	
Fund Total									
89577.93	55355.82	11198.46	23023.65	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count: 1								
89577.93	55355.82	11198.46	23023.65	0.00	0.00	0.00	0.00	0.00	



MEMORANDUM

Date: November 13, 2025
To: The Honorable Mayor and Members of the Town Council
Town Administrator
From: Christine H. Branch, Town Clerk
Subject: Monthly Clerk's Report

COMPLETED

- Municode books received November 5th! Council has received an electronic copy to read and proof before adoption at the January 2026 work session.

CURRENT/ONGOING PROJECTS

- Continue scanning documents for conversion of paper records to electronic.
- Continue disposition process for expired records in accordance with LVA retention and disposition schedules.
- Continue trying to ensure server is not full of duplicate and unnecessary files.
- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems.
- Continue updating website and Facebook with current information and links.

FUTURE PROJECTS

- Once recodification is adopted by Council, begin updating to current.
- Meet with staff to develop and implement file naming conventions and discuss records management needs.
- Work with Franktronics on implementing internal data security and server upgrade.
- Overhaul website and write social media management policy.

PROFESSIONAL DEVELOPMENT

- October 22-24 – Virginia Association of Government Archivists & Records Administrators Conference



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 9 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response.



**TOWN
COUNCIL**

Agenda Item Summary

NOVEMBER 13, 2025

Agenda Item: 10 – UNFINISHED BUSINESS - NONE

Agenda Item: 11 – NEW BUSINESS - NONE



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL MEETINGS**

Agenda Item: 12 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 13 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.

Agenda Item: 14 – CLOSED MEETING – NOT NECESSARY

Agenda Item: 15 – ADJOURN OR RECESS

Motion to adjourn. No second needed. Voice Vote.
