



Urbanna Town Council  
REGULAR MEETING  
Thursday, December 11, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St. Suite B  
Urbanna, Virginia

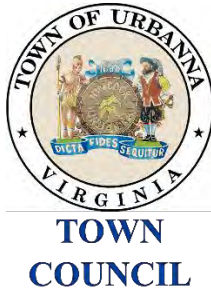
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## AGENDA

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. November 13, 2025 Regular Meeting Draft Minutes
7. Public Hearing: Ordinance 05-2025 – Special Use Permit Application 2025-SUP-04, Shawn Pickett
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
  - a. Resolutions 2025-020, 021, and 022 - Reappointments to Boards & Commissions
  - b. Christmas Leave
  - c. Set Date, Time, and Location for 2026 Organizational Meeting
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, a work session meeting will not be held in December. The date, time, and location of the next meeting of the Urbanna Town Council will be **set as part of today's meeting agenda.**



**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 (all in favor, any opposed)***

\*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 (all in favor, any opposed)***



## **TOWN COUNCIL**

### **Agenda Item Summary**

**DECEMBER 11, 2025**

#### **Agenda Item: 6 – APPROVAL OF MINUTES**

##### **a November 13, 2025 Regular Meeting 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.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve the November 13, 2025 minutes as presented [or, with the discussed amendments made by consensus of the Council].

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

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
REGULAR MEETING OF NOVEMBER 13, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 13th 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**

Mayor pro tempore (pro tem) Chowning 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**

The Clerk called the roll:

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

**Others Present:**

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

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor pro tem 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 Justice seconded. The Mayor pro tem 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. October 9, 2025 Regular Meeting Draft Minutes**

**6b. October 23, 2025 Work Session Draft Minutes**

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

**AGENDA ITEM 7. PUBLIC HEARING ON 2025-SUP APPLICATION-03: White Rose Partners, LLC; Ordinance 04-2025**

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. The Planning Commission held a public hearing on November 12, 2025 and voted unanimously to recommend approval 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.

Sean Hackney of White Rose Partners, LLC was present.

Councilmember Hanson said the proposed project supports the ordinance of commercial downstairs and residential upstairs in B-1. She said the building has its own parking lot, elevator, fire escape, and sprinkler system and it's not eligible for use as a short-term rental (STR).

Councilmember Austin said her concern was that the apartments could be used as STRs. Mr. Costin said the Town's ordinance says STRs are not allowed in the B-1 district without a special use permit.

Mayor pro tem Chowning opened the public hearing comment period.

Kristi Anzivino of Howard Street said she thinks it's an excellent idea and the owners will do an awesome job. She said the third floor would need to be fumigated for cigarette smoke. She said the proposed project is a gift to the community.

Sean Hackney, applicant, of Kent Street said each unit will be approximately 1,000 sq. ft. with two bedrooms and two bathrooms. Each unit currently has one bathroom and a kitchen. He said the first floor currently contains Bay Design, a construction company, an attorney, and possibly another attorney.

Mayor pro tem Chowning closed the public hearing comment period.

Councilmember Austin made a motion to approve Special Use Permit 2025-003 (Ordinance 04-2025) subject to the conditions proposed. Councilmember Courtney seconded the motion. The Mayor pro tem called for any discussion. The members were polled:

Marjorie Austin..... Aye  
Larry Chowning, Mayor pro tempore..... Aye  
Alana Courtney..... Aye  
Bill Goldsmith, Mayor ..... Absent  
Merri Hanson..... Aye  
Beth Justice..... Aye  
Robbie Wilson ..... Absent

The motion passed 5-0 with 2 absent.

### **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 13<sup>th</sup> day of November, 2025.

## **AGENDA ITEM 8. REPORTS**

### **8a. STAFF REPORTS**

#### **8a.1. Town Administrator**

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

- The Personnel Committee will meet on December 3, 2025 to discuss updates to the Personnel Manual.
- The purchase of 300 Virginia Street continues moving forward. The Town's insurance company has all the necessary documentation they need to insure the property once the deal is finalized. The Town Attorney is working with the closing agent and it's possible that closing may occur earlier than December 15, 2025.

Mayor pro tem Chowning asked about the outcome of the Oyster Festival. Mr. Costin said we do not have numbers yet. He said there were no major problems that he was aware of. Councilmember Courtney said she thought the crowd was smaller which made it more enjoyable.

#### **8a.2. Treasurer**

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

#### **8a.3. Town Clerk**

Ms. Branch presented the Monthly Clerk's Report. She said she emailed the newly codified Town Code to Council for their review prior to discussion at the January 2026 Work Session and adoption at the March 2026 Council meeting.

### **8b. COMMITTEE REPORTS**

#### **8b.1. Finance Committee**

The Finance Committee did not meet since their last report.

#### **8b.2. Water Committee**

The Water Committee did not meet since their last report.

#### **8b.3. Special Events Committee**

The Special Events Committee did not meet since their last report.

#### **8b.4. Personnel Committee**

The Personnel Committee met on November 10, 2025. The next meeting is scheduled for December 3, 2025 at 9am to review draft updates to the Personnel Manual.

**AGENDA ITEM 9. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1**

There were no speakers.

**AGENDA ITEM 10. UNFINISHED BUSINESS - NONE**

**AGENDA ITEM 11. NEW BUSINESS - NONE**

**AGENDA ITEM 12. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2**

There were no speakers.

**AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Courtney said Mr. Gravatt extended his thanks for supporting him as Oyster Festival Marshall.

Mayor pro tem Chowning said Sarah Stokes was unable to attend the Oyster Festival Shucking Contest. He and members of the Oyster Festival Foundation will go to see her and give her her awards.

Councilmember Austin said the Christmas Parade will be held on Saturday, December 6<sup>th</sup>.

Councilmember Hanson said 112 tickets have been sold so far for the Christmas Home Tour.

**AGENDA ITEM 14. 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 6:26pm.

Respectfully submitted,  
Christine H. Branch, Town Clerk

Approved by Council: \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk





## **TOWN COUNCIL**

### **Agenda Item Summary**

**DECEMBER 11, 2025**

#### **Agenda Item: 7 – PUBLIC HEARING**

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

- a. Staff presentation
- b. Applicant presentation
- c. Mayor 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. Council members shall limit their comments during public hearings to ensure participation by the public can occur without interference.)*
- d. Mayor Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Council Discussion
- g. Action on Ordinance 05-2025 / 2025-SUP Application-04

**Action Requested:** Yes

**Sample Adoption Motion:** Move to adopt Ordinance 05-2025 approving 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*

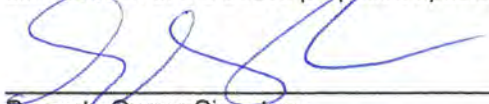
**Applicant(s) Remarks:**

*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.


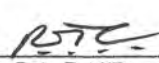
In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

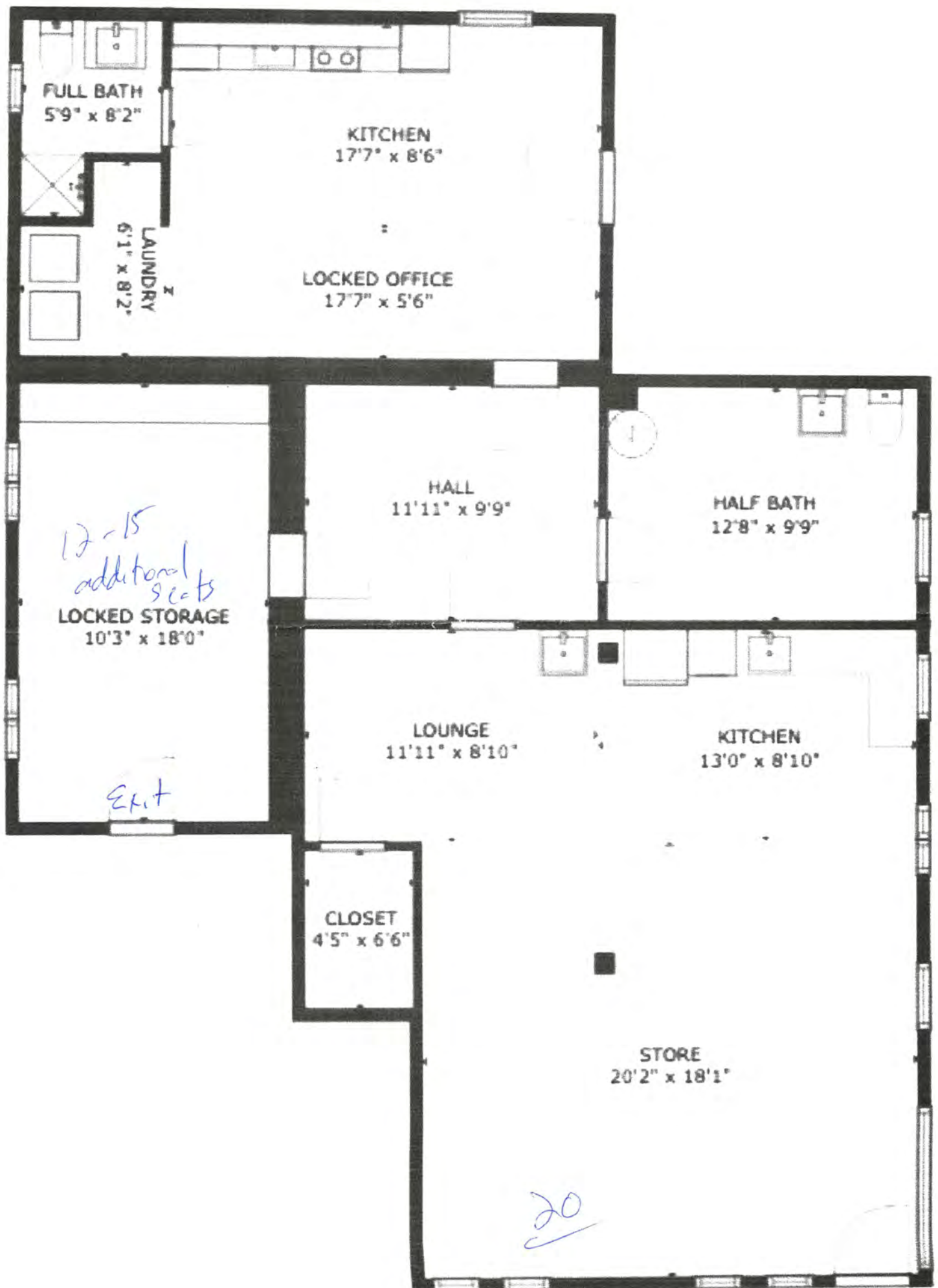
 10/27/2005  
Property Owner Signature Date Applicant Signature (If Not Property Owner) Date

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

	<u>10/28/2005</u>
Town Official Receiving Application	Date
Permit Level _____	Fee paid \$300 VA #1116
	 Date Paid/Received by
Actions Taken:	<u>2025-SUP-04</u> Special Use Permit Application Number
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'





## **TOWN COUNCIL**

### **Agenda Item Summary**

**DECEMBER 11, 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

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

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

Date: December 3, 2025

Subject: November 2025 Report given December 2025

Time was spent in leadup to and supporting the Oyster Festival. Meetings were held with our insurer, county officials, Y Street, Planning Commission, and our website manager. I also attended multiple NWS briefings virtually.

Requested meetings of committees are Finance for multiple projects and FY 26-27 Budget process start. This includes a special events estimate for July 4<sup>th</sup>, 2026 for which a committee meeting is requested as well as Water for several water related projects. The requested Personnel Committee meeting was held.

No update as to No Wake signs.

We received the updated Town Code Draft from CivicPlus (operating as Municode). The plan going forward is to send it to you in Chapter "chunks" for review (that process has already been started) with a collective review as the work session topic for January 2026. Eventually adoption will follow. This is a project started when Holly Gailey was the Administrator.

As of this date, the closing on 300 Virginia Street has not occurred, but may take place prior to council's meeting. I continue to spend 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 10/31/2025	Prior Year 10/31/24	Prior Month 9/30/25	Statement Date 10/31/25
Primis Bank General Operating Bank Account	952,764.69	999,518.09	1,047,947.13
<b>Renter Water Deposits</b>	-17,101.66	-20,176.66	-20,401.66
Net Operating General Bank Account (Adjusted Bal)	942,498.25	983,838.68	1,025,780.09
Primis – USDA Well Replacement reopened (8/2/24)	74,470.54	37,626.60	29,227.00
C&F Bank Historic Trust (new 3/1/2023)	59,981.34	63,981.39	64,424.55
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	119,741.16	123,505.87	124,732.40
C&F Bank – General Fund Reserve (11 mo CD) 11/16/25	99,064.36	102,178.98	103,193.72
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	414,925.34	427,970.76	432,220.92
Taber Trust – Account Value	1,063,289.62	1,146,544.14	No change
Taxes listed below are collected for prior month(s)	<b>10/31/24</b>	<b>9/30/2025</b>	<b>10/31/25</b>
Meals Tax collected in October	13,071.47	17,179.60	14,185.24
Lodging Tax collected in October	1,194.09	1,975.45	3,285.83
Cigarette Tax collected in October	562.33	849.08	443.16

### EXPENDITURES:

- \$10,000 deposit placed on 300 Virginia Street

### REVENUE:

Real estate & personal property taxes were mailed 10/22/2025

December 3, 2025  
05:43 PM

## Meals Tax

Town of Urbanna  
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: 11/01/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Total									
100-12110-0001	Meals Tax - Local								
69683.22		16394.51	21923.87	17179.60	14185.24	0.00	0.00	0.00	0.00
Fund Total									
69683.22		16394.51	21923.87	17179.60	14185.24	0.00	0.00	0.00	0.00
Grand Total	Count: 1								
69683.22		16394.51	21923.87	17179.60	14185.24	0.00	0.00	0.00	0.00

December 3, 2025  
05:42 PM

## Lodging Tax

Town of Urbanna  
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: 11/01/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Total									
100-12100-0001	Lodging Tax								
14356.12		4273.19	4821.65	1975.45	3285.83	0.00	0.00	0.00	0.00
Fund Total									
14356.12		4273.19	4821.65	1975.45	3285.83	0.00	0.00	0.00	0.00
Grand Total	Count: 1								
14356.12		4273.19	4821.65	1975.45	3285.83	0.00	0.00	0.00	0.00

## Water Sales

October 30, 2025  
02:18 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: 10/30/25	
Subtotal CAFR: No			

Account No	Description								
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
500-17010-0001	Water Sales Charges								
180368.62	55355.82	11198.46	23023.65	90790.69	0.00	0.00	0.00	0.00	
Fund Total									
180368.62	55355.82	11198.46	23023.65	90790.69	0.00	0.00	0.00	0.00	
Grand Total	Count:	1							
180368.62	55355.82	11198.46	23023.65	90790.69	0.00	0.00	0.00	0.00	



## MEMORANDUM

Date: December 11, 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

- All new ordinances are ready to be sent to Municode to bring the Town Code current once Council adopts the recodification.
- Spoke with and received a quote from another website vendor who also offers pdf compliance services.
- Attended Personnel Committee meeting on December 3<sup>rd</sup>.
- Attended Planning Commission meeting on December 10<sup>th</sup>.

### 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.
- Preparing for move to new office space.

### FUTURE PROJECTS

- 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

- December 4 – Attended Supreme Court Cases Impacting Local Government webinar



## **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 council member response.

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

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#### **Agenda Item: 10 – UNFINISHED BUSINESS - NONE**





## TOWN COUNCIL

### Agenda Item Summary

DECEMBER 11, 2025

#### Agenda Item: 11 – NEW BUSINESS

##### 11.a. Reappointments to Boards & Commissions (Resolutions 2025-020, 021, and 022)

**Background:** As we close out calendar year 2025, several terms expire. Specifically, two on the Board of Historic and Architectural Review, one on the Planning Commission, and one on the Board of Zoning Appeals. Council can appoint/reappoint directly to the first two bodies but can only recommend appointment/reappointment to the third. Each incumbent was contacted, and each is agreeable to continue to serve another term, but council can appoint, or recommend in the case of the Board of Zoning Appeals, whomever they choose. If council defers action, the incumbent continues to serve until reappointed or appointment of another.

As presented in the suggested motions, terms would maintain or establish an annual expiration so no more than one person's term is expiring at any one time.

**Fiscal Impact:** None.

**Staff Recommendation:** Make appointments for the expiring terms to the Planning Commission and Board of Historic and Architectural Review as well as make a recommendation for appointment to the Board of Zoning Appeals.

**Council Action Requested:** Yes, that being to make appointments for the expiring terms to the Planning Commission and Board of Historic and Architectural Review as well as make a recommendation for appointment to the Board of Zoning Appeals.

##### Sample Motions:

I move to approve **Resolution 2025-020** reappointing Amy Denny to the Town of Urbanna Board of Historic and Architectural Review for a five-year term expiring December 31, 2030 and Barbara Hartley to the Town of Urbanna Board of Historic and Architectural Review for a four-year term expiring December 31, 2029.

I move to approve **Resolution 2025-021** reappointing Bill Powers to the Town of Urbanna Planning Commission for a four-year term expiring December 31, 2029.

I move to approve **Resolution 2025-022** recommending to the Circuit Court of Middlesex County that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029 and Lewis Hall for reappointment to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2030.

**RESOLUTION 2025-020**  
**CITIZEN REAPPOINTMENTS TO THE HISTORIC & ARCHITECTURAL REVIEW BOARD**

**WHEREAS** there are currently two seats on the Town of Urbanna Historic and Architectural Review Board (HARB) which expire on December 31, 2025 – Amy Denney and Barbara Hartley; and

**WHEREAS** both have expressed interest in being reappointed to the HARB; and

**WHEREAS** there are currently no additional citizens who have expressed interest in serving on the HARB; and

**WHEREAS** the Town Council now desires to make appointments to these expiring seats and to adjust term expiration dates such that no two appointments expire in the same year;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the following individuals are reappointed to the Town of Urbanna Historic and Architectural Review Board as follows: Amy Denney for a five-year term expiring December 31, 2030; and Barbara Hartley for a four-year term expiring December 31, 2029.

**DONE** this 11th day of December, 2025.

**RESOLUTION 2025-021  
CITIZEN REAPPOINTMENT TO THE PLANNING COMMISSION**

**WHEREAS** there is currently one seat on the Town of Urbanna Planning Commission which expires on December 31, 2025 – William (Bill) Powers; and

**WHEREAS** Mr. Powers has expressed interest in being reappointed to the Planning Commission; and

**WHEREAS** there are currently no additional citizens who have expressed interest in serving on the Planning Commission; and

**WHEREAS** the Town Council now desires to make an appointment to this expiring seat;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that William (Bill) Powers is reappointed to the Town of Urbanna Planning Commission a four-year term expiring December 31, 2029.

**DONE** this 11th day of December, 2025.

**RESOLUTION 2025-022**  
**RECOMMENDATION TO THE MIDDLESEX COUNTY CIRCUIT COURT FOR CITIZEN**  
**(RE)APPOINTMENTS TO THE TOWN OF URBANNA BOARD OF ZONING APPEALS**

**WHEREAS** there are currently two seats on the Town of Urbanna Board of Zoning Appeals (BZA), one which expired on August 31, 2024 – John Anzivino, and one which expired on August 31, 2025 – Lewis Hall; and

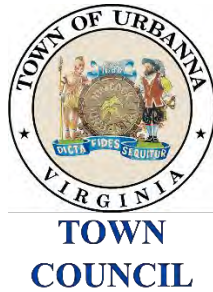
**WHEREAS** both Mr. Anzivino and Mr. Hall are eligible to and have expressed interest in being reappointed to the BZA; and

**WHEREAS** there are currently no additional eligible citizens who have expressed interest in serving on the BZA; and

**WHEREAS** the Town Council now desires to make a recommendation to the Middlesex County Circuit Court for appointments to these expired seats;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia to recommend to the Middlesex County Circuit Court that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029, and that Lewis Hall be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2030.

**DONE** this 11th day of December, 2025.



## **Agenda Item Summary**

**DECEMBER 11, 2025**

### **Agenda Item: 11 – NEW BUSINESS**

#### **11.b. Closure of Town Offices on Christmas Eve**

**Background:** The town follows the state leave schedule. At present, the state is scheduled to work a half-day on Christmas Eve with the remainder of the day and the next two days (December 25 and 26) being paid holidays. A member of council has asked for council to consider closing the office on Christmas Eve (December 24<sup>th</sup>) completely. Activity on the half-day before Thanksgiving was limited to two tax payments. No significant activity is anticipated.

**Fiscal Impact:** Three full-time employees being paid for a half-day closure or not having to take leave.

**Staff Recommendation:** Close the office for the entire day of Christmas Eve.

**Council Action Requested:** Close the office for the entire day of Christmas Eve.

**Sample Motion:** I move to close the town office for the entire day of Christmas Eve – December 24 and direct staff to communicate closure to the community.



# Town of Urbanna

## 2025 Pay and Holiday Calendar

# 2025

### State Holidays

#### January 1

New Year's Day

#### January 20

Martin Luther King, Jr. Day

#### February 17

George Washington Day

#### May 26

Memorial Day

#### June 19

Juneteenth

#### July 4

Independence Day

#### September 1

Labor Day

#### October 13

Columbus Day & Yorktown

Victory Day

#### November 4

Election Day

#### November 11

Veterans Day

#### November 26

4 hours additional holiday time

#### November 27

Thanksgiving

#### November 28

Day After Thanksgiving

#### December 24

4 hours additional holiday time

#### December 25

Christmas

#### December 26

8 hours additional holiday time

Denotes: Holidays FT & 1/2 PT



4 Hours Holiday



8 Hours Holiday



Payday



Town Council Meeting



Town Council Work Session



Council - Holiday Meeting



Oyster Festival

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



## TOWN COUNCIL

### Agenda Item Summary

DECEMBER 11, 2025

#### Agenda Item: 11 – NEW BUSINESS

##### 11c. Set Date, Time, and Location for 2026 Organizational Meeting

**Background:** The first meeting for the new calendar year must be set at this time. If Council desires to keep the meetings on the second and fourth Thursdays of the month, the date would be January 8, 2026. Meetings currently begin at 6pm. This will be the organizational meeting at which Council will elect a Mayor Pro Tempore, set the rest of the meeting schedule for 2026, and review the bylaws for any desired changes. The January meeting will be held at the current Town Hall location.

**Action Requested:** Yes

**Sample Adoption Motion:** I move to set Thursday, January 8, 2026 at 6pm as the date and time for the next regularly scheduled meeting of the Urbanna Town Council, and to set the location of the meeting at the current Town Hall located at 390 Virginia Street, Suite B, Urbanna, Virginia.

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



## **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 council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members 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 council member by name to share any announcements or requests.

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members 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 (all in favor, any opposed)***

\*\*\*\*\*