



**Urbanna Town Council  
REGULAR MEETING  
Thursday, August 14, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St. Suite B  
Urbanna, Virginia**

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**AMENDED 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. **Special Presentation – Memorial Resolution – William “Bill” Jesse Thrift, Jr.**
7. Approval of Minutes
  - a. July 10, 2025 Regular Meeting Draft Minutes
  - b. July 24, 2025 Work Session Draft Minutes
- ~~8. Public Hearing~~
  - ~~a. Ordinance 003-2025: 2025-SUP-02 Pickett~~
9. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
    3. Town Clerk
  - b. Committee Reports
    1. Finance
    2. Water
    3. Events
    4. Personnel
10. Public Comment 1
11. Council Response to Public Comment 1
12. Unfinished Business - None
13. New Business
  - a. 2025 Oyster Festival Master Plan
14. Public Comment 2
15. Council Response to Public Comment 2
16. Council Announcements & Requests
17. Closed Meeting (scheduled)
  - a. Motion to Convene Closed Meeting
  - b. Motion to Reconvene in Open Session
  - c. Certification of Closed Meeting
  - d. Action on Closed Meeting (if necessary)
18. Adjourn or Recess



## TOWN COUNCIL

### 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**

**AUGUST 14, 2025**

**Agenda Item: 6 – SPECIAL PRESENTATION**

**Resolution 2025-015 – In Memory & Appreciation of William “Bill” Jesse Thrift, Jr.**

**Background:** Bill Thrift was a former Council Member for the Town of Urbanna and passed away on July 7, 2025.

**Council Action Requested:** Yes.

**Sample Motion(s):** I move to approve Resolution 2025-015 in memory and appreciation of William “Bill” Jesse Thrift, Jr.

*Proposed for Adoption by the Urbanna Town Council  
August 14, 2025 Regular Meeting*

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**RESOLUTION 2025-015**

**IN MEMORY AND APPRECIATION OF WILLIAM "BILL" JESSE THRIFT, JR.  
Veteran, Chief of the Middlesex Volunteer Fire Department, Town Council Member,  
Husband, Father, Brother, Uncle, Friend**

**WHEREAS** William "Bill" Jesse Thrift, Jr. was born September 28, 1943, grew up in Remlik, Virginia, and attended Middlesex County Public Schools; and

**WHEREAS** Bill gave selflessly of his time and talents to his country and community, serving in the US Army and Reserves, volunteering for the Middlesex Volunteer Fire Department where he served as Fire Chief for 34 years, serving as a member of the Urbanna Masonic Lodge No. 83, and representing the citizens of the Town of Urbanna as a member of Town Council for 16 years;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of The Town of Urbanna, Virginia offers their deep and sincere condolences to the family and friends of William "Bill" Jesse Thrift, Jr. at his passing on July 7, 2025; and

**BE IT FURTHER RESOLVED** that the Urbanna Town Council expresses their gratitude and respect for the incredible example of service, concern for others, and civic pride which Bill embodied for his entire life; and

**BE IT FINALLY RESOLVED** that a copy of this Resolution be presented to Bill's wife, Jessie Foster Thrift, as an expression of sympathy, respect, and appreciation from the Town Council of the Town of Urbanna.

**DONE** this 14th day of August, 2025.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**AUGUST 14, 2025**

**Agenda Item: 7 – APPROVAL OF MINUTES**

- a July 10, 2025 Regular Meeting Draft Minutes
- b. July 24, 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 JULY 10, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 10th day of July, 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	Absent
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Absent
Robbie Wilson	Absent

**Others Present:**

Ted Costin, Town Administrator  
Michele Hutton, Treasurer  
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 Hanson made a motion to amend the agenda by removing Item 14-Closed Meeting and moving Item 10a before Item 6 and to approve the agenda as amended. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.**

**10a. Resolution 2025-012: Recognition of the 250th Anniversary of the Urbanna Post Office**

Mr. Costin presented the Resolution which was then read by Ms. Branch.

**Councilmember Chowning made a motion to adopt Resolution 2025-012 commemorating the 250th Anniversary of the Urbanna Post Office and urging citizens to express their appreciation to its dedicated staff. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.**

## **RESOLUTION 2025-012**

### **COMMEMORATING THE LONGEVITY AND RICH HISTORY OF THE URBANNA POST OFFICE 250th Anniversary of the Urbanna Post Office**

**WHEREAS** the Urbanna Post Office was one of the dozens of post offices operated in colonial America prior to 1775 under the Crown Post; and

**WHEREAS** the Urbanna Post Office is one of only sixty-nine currently-operating post offices in the United States that was in operation on July 26, 1775 when the Second Continental Congress appointed Benjamin Franklin as the first Postmaster General of the United Colonies; and

**WHEREAS** the Urbanna Post Office was once located in the Bristow Store with John P. Bristow acting as Postmaster in 1799, Robert S. Bristow acting as Postmaster in 1889, and Cuthbert Bristow acting as Postmaster in 1921; and

**WHEREAS** the Urbanna Post Office continues to this day to provide a vital service to the community and residents of the Town of Urbanna;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the week of July 20-26, 2025 be celebrated as a time of appreciation to the dedicated staff of the Urbanna Post Office and encourages citizens to take time to express their gratitude, encouragement, and support to the staff of the Urbanna Post Office as they mark their official 250<sup>th</sup> Anniversary; and

**BE IT FURTHER RESOLVED** that, as the town's tribute to the dedicated past and present staff, the 2025 golf cart registration decal shall showcase the Urbanna Post Office; and

**BE IT FINALLY RESOLVED** that a copy of this Resolution be presented to the Urbanna Post Office via the current Urbanna Postmaster, Dana V. Longest, who has served since 2016, and her staff, as a small token of appreciation from the Town Council of the Town of Urbanna.

**DONE** this 10th day of July, 2025.

Mayor Goldsmith presented a framed copy of the resolution to Dana Longest, current Postmaster of the Urbanna Post Office.

#### **AGENDA ITEM 6. APPROVAL OF MINUTES**

##### **6a. June 12, 2025 Regular Meeting Draft Minutes**

##### **6b. June 26, 2025 Work Session Draft Minutes**

**Councilmember Hanson made a motion to approve both sets of minutes as presented. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.**

**AGENDA ITEM 7. REPORTS****7a. STAFF REPORTS****7a.1. Town Administrator**

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

- Work has started on the native plantings at the Payne's Landing site.
- The Taber Park pump water line was cut off today in preparation for its removal. This caused a brief loss of water to citizens which was quickly rectified. The need to remove this well and pump station necessitates an interruption in water services. Water services will be interrupted on Monday, July 14, 2025 beginning at 10am for approximately two hours. The impacted area includes everything east of Town Hall (390 Virginia Street). Notices have been posted on the Town website and Facebook page, shared to the What's Happening Urbanna and What's Up Urbanna Facebook groups, and posted on the door of Town Hall. Flyers were available for citizens to take from the meeting and copies will be posted at the pool and around town.

Mr. Costin thanked Council and everyone involved in the veteran's banner program for giving him and his fraternity brothers the opportunity to remember their friend, Colonel Tommy Felts, who was killed by an IED in Iraq in November of 2006. Col. Felts was killed just days before he was scheduled to come home and celebrate Thanksgiving with his in-laws in Topping, VA.

**7a.2. Treasurer**

Ms. Hutton presented the May Treasurer's report. There were no updates and no questions from Council.

Ms. Hutton said she attended the Treasurer's Association of Virginia Conference, June 15-18, and met with several of our current vendors: Open Gov, Edmunds, Snap, etc. She also met the Virginia Department of Treasury Manager of Cash and Banking Services, Ms. Wilhem, and Assistant Manager, Ms. Hill. They will be assisting her with tax stops. Ms. Hutton said she also attended education sessions on municipal fraud and corruption, leadership skills, economic forecast and investments, debt service, and Virginia Compensation Board.

Councilmember Chowning asked what are tax stops. Ms. Hutton said it's a stop filed with the Virginia Department of Treasury for delinquent local taxes. It allows the state to withhold those amounts from a person's state refund and give it to the locality as payment towards the delinquencies.

Ms. Hutton said the finance system has been updated and is on a preliminary turn, which enables her to work in both the current and prior fiscal years. The final close of FY24-25 will happen within two months. Once closed, the annual audit will start. She said the VRS system and the payroll portal is updated with the adjustments to report accurately; quarterly unemployment reporting is complete; prior-year entries have been completed with enables a year-end statement of revenue and expense to be run for finance committee review; all files from FY24-25 are boxed and labeled; and current year files are in place.

She will complete the Fire Grant application tomorrow for \$15,000 for the Middlesex VFD.



Ms. Hutton said the Military Banner Dedication was a huge success. A veteran at the event told her that he has been out of the military for 40 years and no one has ever honored him like was done tonight. She said it was an overwhelming feeling that we were able to say "Thank You" to these service men and women along with their families.

### **7a.3. Town Clerk**

Ms. Branch presented her report. She noted that many new laws went into effect on July 1 and a summary of those laws can be downloaded from [dls.virginia.gov](https://dls.virginia.gov). The link is posted on the Town Facebook page.

She noted that July 17<sup>th</sup> has been proclaimed as Beryl R. Newman Day in the Town of Urbanna in recognition of his acts of courage, bravery, and heroism during World War II. First Lieutenant Newman was awarded the Medal of Honor, the highest military decoration awarded by the United States government for extreme courage and bravery in combat. She plans to write something up to commemorate this day and post it to the Town Facebook page.

Ms. Branch said the Urbanna Post Office will have celebrations on July 23 and July 26 commemorating their 250<sup>th</sup> anniversary. Special issue stamps and cancellations will be available on both dates.

Ms. Branch shared information on an organization, [BraverAngels.org](https://BraverAngels.org), which offers free webinars to promote civil discourse and bring people from different political backgrounds together to discuss their beliefs and differences in respectful and constructive ways. There is a webinar focused on ways to communicate with family members who disagree which she attended and found helpful. The webinars are offered in the evening and are free.

## **7b. COMMITTEE REPORTS**

### **7b.1. Finance Committee**

Mayor Goldsmith presented the Finance Committee report.

1. Snack shack is losing money. They will be cutting hours to the weekend (Friday, Saturday and Sunday).
2. Trees at the museum that were hanging over adjoining properties have been removed.
3. The town entered an agreement with the Marshalls in 2019 to reimburse them for real estate taxes on the parking area between Something Different and the ABC store. We had not done that, but the account is now up to date.
4. Approved water bill relief for the Rescue Squad, Fire Department and Library.
5. Status of Well 6 project: Loan closed on the supplemental funding for the project. Well 6 is now on line. Well 3 is being abandoned. Toano is looking for a new fencing contractor. The software that provides the information on well activity is not fully functional and needs to be recalibrated.
6. Friends of Urbanna presented invoices for repair work done at the museum and is getting bids for more repair work associated with doorway lentils. Funds are in a limited access account and the treasurer is waiting to get all costs to be presented before withdrawing funds.
7. Water tank is going to be repainted. Finance agreed with the Water Committee that increased expense is not necessary to paint a logo or name on the tank.

8. Finance agreed with the Water Committee that Urbanna should be involved in the MPPDC's regional water study as a more cost effective way to comply. The cost will be around \$9000 for MPPDC towns. The final cost is not known because King William has decided to do their own study and costs are shared with other participating members. Funds would come from the water budget.
9. Urbanna has multiple CIP challenges (bridge at the marina, water system upgrades, Museum entrance and roof over the pool equipment as examples) and will ask both Davenport and VACo to make a presentation to the committee outlining what they can do to help us and what their expertise will cost the town.
10. With the Taber Fund having gained in value, it was felt that it was reasonable to look for slides for the pool. Chair Robbie Wilson volunteered to get quotes.
11. Clerk Christine Branch presented 2 services for the Town:  
Civic Plus (Municode): A service that would aid in updating and accessing the Town Code. It would provide a web-based searchable code and would be updated on an annual basis. This would improve staff efficiency and be a benefit to citizens looking for the current code. The current access is a PDF file that is not current and staff has to look up current code manually. The committee felt this was worthwhile.  
Revize: An in-house web page service that would be ADA compliant. As of March of 2027, the town website must be ADA compliant. Committee felt it was important to know whether our current vendor could provide that service. That would keep town dollars local and not increase staff tasks.
12. Committee authorized Mr. Costin to send an engagement letter to Davis and associates (our current vendor) for the next Financial Audit.

Councilmember Hanson asked if there was a cost involved in having Davenport and VACo make their presentations. Mayor Goldsmith said no; they will be making the presentations to show the services they offer and the cost of those services.

Councilmember Hanson asked if the Regional Water Plan services were included as part of our MPPDC dues. Mayor Goldsmith said no; this is a special participatory project.

### **7b.2. Water Committee**

Mayor Goldsmith presented the Water Committee report

1. Well 6 is now online. Well 5 is now the backup, but will be exercised periodically to maintain readiness.
2. Toano Construction is looking for a new fencing contractor to finish the project.
3. Well 3 is in the process of being abandoned. Power has already been disconnected. There will be a water service interruption on Monday, July 14<sup>th</sup>, beginning at 10am for approximately two hours.
4. Water bill relief was granted at the last Town Council Meeting for the Rescue Squad, Fire Department, and Library.
5. Tank maintenance is being scheduled. Proposals were presented to add logos to the tank during the repainting. A simple Oyster design would be a \$10,000 total project cost. A more complex design with the name URBANNA added would be \$15,000. \$8,000 has been

budgeted. It was the recommendation of the committee to not do the logo in order to keep the project in budget.

6. Urbanna is required to develop a regional water study. Not having the expertise or resources to do this on our own, it is the recommendation of the committee to sign on to the MPPDC regional study. The cost will be around \$9000 for MPPDC towns. The final cost is not known because King William has decided to do their own study and costs are shared with other participating members. Funds would come from the water budget.
7. Davenport approached the town to engage in developing a long term funding plan for capital improvement projects. That was referred to the finance committee.

**7b.3. Events Committee**

Mr. Costin said the July 5<sup>th</sup> event was successful and there was a nice article in the Sentinel which explained the challenges facing the Town with fireworks. He thanked everyone for the team effort in planning the festivities. He said the committee will need to meet to go over suggestions for improvements such as letting people know the marina restrooms were open and enabling people to better hear the music during the drone show. He said we will need to commit to next year very soon in order to secure the band and Heirloom Drones.

**7b.4. Personnel Committee**

Ms. Hanson said the committee met with staff and created a report on staff perception. The next step is to present it to the Town Administrator.

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

There were no speakers.

**AGENDA ITEM 10. NEW BUSINESS**

**10b. Resolution 2025-013: Authorization to Sign Service Agreement Between the Middle Peninsula Planning District Commission (MPPDC) and the Town of Urbanna for the Regional Water Supply Plan and Appropriation of Funds to Pay for Same**

Mr. Costin said the regional water plan is required by the Code of Virginia. The Finance and Water Committees both met and recommended participation with the MPPDC. He learned that the cost reflected in the contract is not correct because King William County has decided not to participate so their share will be distributed amongst the participating localities.

**Councilmember Hanson made a motion to adopt Resolution 2025-013 authorizing the Town Administrator to execute the service agreement with the Middle Peninsula Regional Planning District Commission for the development of a Regional Water Supply Plan and appropriating \$6,852.90 from the Water Fund to pay the town share amount. Councilmember Courtney seconded. The Mayor called for any discussion. The members were polled:**

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

**The motion passed 4-0 with 3 absent.**

## **RESOLUTION 2025-013**

### **AUTHORIZATION TO SIGN SERVICE AGREEMENT BETWEEN THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION AND THE TOWN OF URBANNA FOR THE REGIONAL WATER SUPPLY PLAN AND APPROPRIATION OF FUNDS TO PAY FOR SAME**

**WHEREAS** the Town of Urbanna (Town) is required to develop a Water Supply Plan pursuant to 9VAC25-780, the Local and Regional Water Supply Planning Regulation; and

**WHEREAS** the Town recognizes the benefits of utilizing a standard agreement to ensure that such plan development is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, program, and authorities; and that it is an accurate reflection of the community's values; and

**WHEREAS** the Town wishes to participate with the Middle Peninsula Regional Planning District Commission (MPPDC) as part of the Northern Plains 2 Regional Planning Unit (RPU);

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Town hereby agrees to engage the MPPDC to provide the Town with services necessary to develop a Regional Water Supply Plan for the Northern Plains 2 RPU as described in the Project Scope of Work in accordance with Chapter 780, Local and Regional Water Supply Planning; and

**BE IT FURTHER RESOLVED** that the Town Council authorizes the Town Administrator to execute the Service Agreement as presented on July 10, 2025 between the MPPDC and the Town for the Regional Water Supply Plan for the town share amount of \$6,852.90; and

**BE IT FINALLY RESOLVED** that the Town Council does appropriate \$6,852.90 from the Water Fund to be used to pay the town share amount.

**DONE** this 10th day of July, 2025.

#### **AGENDA ITEMS 11 & 12. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2**

There were no speakers.

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

Ms. Hutton mentioned Second Saturdays and the Farmers Market will take place this Saturday.

Councilmember Courtney asked if Middlesex County's Economic Development staff do anything for the Town. Mr. Costin said they are promoting Urbanna through the River Realm and assist with Main Street. Mayor Goldsmith said they also are involved in the kayak trail. Councilmember Hanson said we don't get a lot but they are trying to develop increased collaboration.

#### **AGENDA ITEM 14. CLOSED MEETING**

There was no closed meeting.

**AGENDA ITEM 15. ADJOURN OR RECESS**

**Councilmember Hanson made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:48pm.**

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

**Approved by Council: \_\_\_\_\_**

ATTEST:

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

DRAFT

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF JULY 24, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 24th day of July, 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 .....(Arrived at 6:23pm)  
Mayor Bill Goldsmith.....Present  
Merri Hanson.....Present  
Beth Justice.....Present  
Robbie Wilson.....Present

**Others Present:**

Ted Costin, Town Administrator  
Michele Hutton, Town Treasurer  
Christine Branch, Town Clerk  
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 ITEMS 6 & 7. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT**

There were no speakers for the public comment period.

**AGENDA ITEM 8. ACTION ITEMS**

**8a. Ordinance 001-2025: 2025-SUP-01, Zack Lapinski, Hallinski Properties, LLC.**

Mr. Costin noted that Council held a public hearing on 2025-SUP Application-01, Ordinance 001-2025 on May 22, 2025 and received input from the public. Council voted unanimously to defer action until June 12, 2025 in order to receive more information from staff. On June 12, 2025, Council voted unanimously to defer action on Ordinance 001-2025 to the July 24, 2025 meeting. While it was stated that a second public hearing would need to be held, staff is relying on Code of Virginia Section 15.2 – 2285 which notes a second public hearing must be held if the application is

altered to a more intensive use or density. That not being the situation here, Council may proceed to act to approve, approve with conditions, deny, or defer. He said the applicant has requested a deferral until August 14, 2025 per an email dated June 16, 2025.

Mayor Goldsmith said it was the intent of Council to move forward at this time.

**Councilmember Austin made a motion to approve a resolution denying Special Use Permit #2025-01. Councilmember Hanson seconded. The Mayor called for any discussion. The members were polled:**

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

**The motion passed 6-0 w/1 absent.**

## **RESOLUTION 2025-014**

### **RESOLUTION TO DENY 2025-SUP APPLICATION-01, A REQUEST FOR AN ACCESSORY DWELLING UNIT AT 181 WEST AVENUE, TAX MAP NO. 20A-27-C**

**WHEREAS** the Town of Urbanna has received a request for a special use permit by Hallinski Properties, LLC at 181 West Avenue (Tax Map No. 20A-27-C) to construct an additional dwelling unit; and

**WHEREAS** the Urbanna Town Council has conducted a duly advertised public hearing in accordance with state law; and

**WHEREAS** the Urbanna Town Council has given careful and thorough consideration to the request for the special use permit in light of the Urbanna Comprehensive Plan, the Zoning Ordinance, the current condition of the areas immediately surrounding 181 West Avenue, as well as input from citizens.

**NOW THEREFORE BE IT RESOLVED** by the Urbanna Town Council at its regular meeting on July 24, 2025, that the request for the special use permit for 181 West Avenue (Tax Map No. 20A-27-C) to construct an additional dwelling unit by Hallinski Properties, LLC is hereby denied for the following reasons:

1. 2025-SUP-01 is a request to construct an additional dwelling unit on property that is zoned R-1. The purpose the R-1 district is to provide for low-density single-family detached residential development. An additional dwelling unit is not compatible with the neighboring properties or the neighborhood at this time.
2. While the Zoning Ordinance does allow for an additional dwelling unit in the R-1 district by special use permit, the stated purpose of that provision is to address a housing shortage. The Town Council did not receive any information from Hallinski Properties, LLC to demonstrate a current housing shortage and the Council is not aware of a current housing shortage that would substantiate the need for an additional dwelling unit at 181 West Avenue.

3. The request for the special use permit is not in conformity with the Urbanna Comprehensive Plan.
4. There is no primary dwelling located at 181 West Avenue, and it is inappropriate to grant a special use permit for an additional dwelling unit when there is no primary dwelling.

**DONE** this 24th day of July, 2025.

No motion was made concerning Ordinance 001-2025.

## **AGENDA ITEM 9. WORK SESSION MATTERS**

### **9a. Discussion of Potential Amendments to Zoning Ordinance**

Mr. Costin said the Town's Zoning Ordinance has been updated over the years to address specific sections; however, the original ordinance has not been comprehensively updated since 1991. Citizens have expressed concerns with sections of the Ordinance and the Code of Virginia has also changed.

One concern is height in the B-2 District which may block water views. Mr. Costin said one approach is to establish an overlay district wherein height would be restricted based on the proximity to the shoreline. Councilmember Wilson said yes, an overlay district should be considered. Councilmember Chowning said it is important to protect the view and that raised properties on stilts need to be considered when establishing height restrictions. Councilmember Hanson agreed and said height should be measured from ground to peak.

Councilmember Hanson said another concern is conversion of commercial properties to residential uses in B-2. Mr. Costin said Council already has the ability to approve or deny those requests as they require a Special Use Permit.

Mr. Costin said the Town Code needs to be simplified to include all permitted uses under each district rather than referring to other districts.

Additional Dwelling Unit standards is another area of concern. Mr. Costin referenced House Bill 2533 which passed the General Assembly and clarifies that the comprehensive plan prepared by a local planning commission and adopted by a local governing body may include the use of tiny homes and accessory dwelling units, defined in the bill, as part of any residential development and use designated within such plan.

Another bill addressing accessory dwelling units, HR1832, failed. This bill would have taken control away from localities. Mr. Costin asked Council if they want to place any restrictions on ADUs. The general consensus of the Council was yes. Councilmember Hanson said it should be dependent on there being an existing primary dwelling unit in place. Councilmember Chowning said it should be dependent on lot size and noted that the activities of one property bleed onto others in the neighborhood. Councilmember Hanson said to look at what other localities are doing. Mr. Costin asked Council to read through the failed bill and send him their notes on things they'd like to address in Town Code.

[Councilmember Courtney arrived at this time.]



Councilmember Chowning asked about a bill on site plans. Mr. Costin said it's become a very accelerated process and he's still researching the full scope of the bill.

Mr. Costin said another concern is that restaurants are currently not a permitted use in B-2. Councilmember Chowning said that needs to change. Mr. Costin noted that the new deli coming to town was issued a permit because the previous restaurant left within two years, which grandfathered the use to the property.

Mr. Costin will work with the Planning Commission and Town Attorney to draft changes to the Town Code for Council's review.

### **9b. Priority List Review & Update**

Mr. Costin presented updates to the ten priorities Council set at their January work session.

**Priority 1:** Closing on the purchase of 390 Virginia St. or move to an alternative: attorney-client privileged communication has been received and will be presented to Council in Closed Session.

**Priority 2:** Water system infrastructure upgrades and revenue sources: staff has focused on closing Well 3 termination and Well 6 on-lining; Cartegraph is being updated as changes are found in the field; lesson learned from recent closing of BIG grant – more staff engagement needed from the very beginning of any grant process. Councilmember Courtney said we need to be careful of grant terms which may negate what we're wanting to do.

Councilmember Hanson asked why people weren't notified by phone on the recent water outages. Ms. Hutton said that we are currently working through the County to implement a new system since the previously used system – Blackboard – increased so much in price that we were not able to continue using it. Delays in implementing the County system caused the current lack of notification. She and Ms. Kimble are undergoing training on the County's system and plan to send a test message. The company, Everbridge, is also working to get the Town a free phone line from which the notifications will originate. That way, if citizens call the number back, they will hear the message that was sent.

**Priority 3:** Increase pool revenues: Mr. Costin said we have implemented party rentals, corporate banners, and business employee memberships. To date, there have been two rentals and one banner purchased. He said the next round of improvements, a slide and aeration system, will most likely be paid for via the Taber Fund. The Special Events Committee could also consider a fundraiser but have not discussed it yet. Councilmember Wilson said the pool is new and still getting started. He said the swim team turnout was great. He sees pool revenues growing as improvements are made. He said he does not want the pool to be a big financial burden on the Town.

**Priority 4:** Resolve VA Street Terminus issue: Bay Design has performed a survey on the land but it has not yet been received. Council voted to accept Northern Neck Native Plant Company's no-cost offer to initially plant and restore the land. Planting began July 3<sup>rd</sup> and they are working with the condo association project. Councilmember Austin thanked Susan Armentrout for introducing the company to Town Council.

**Priority 5:** Independence Day fireworks: Drone show was held at a cost of \$18,000. The feedback was mainly positive and improvements are being planned to address the negative feedback received. Mr. Costin said the Special Events Committee met to review improvements and secure vendors for next year. Councilmember Courtney said it was a lot of money for such a short show.

**Priority 6:** Oyster Festival participation/return: Council formed the Special Events Committee to promote increased communication between the Foundation, Town, volunteers, etc. The road access issue (using Oyster Road for emergency access) was investigated at the Foundation's request. The owner of the private property will not allow its use. Councilmember Courtney said it makes no sense that so much money comes into the town during the festival and the Town makes nothing. Councilmember Chowning said the nonprofits make money and noted that the Foundation doesn't make any money either. He said the cost of running the festival has gone up mainly due to outside forces such as Sheriff's fees, etc. Mayor Goldsmith said it is great advertisement for the Town and local businesses make money. The Town makes money through the increase in meals tax revenue. Mr. Costin said the Town has also benefitted by working with the queen contestants and has received the accessible swing and benches at the playground.

**Priority 7:** Zoning enforcement: Mr. Costin said this encompasses more than just complaints and violations. It also includes zoning approvals, variances, special use permits, rezonings, HARB cases, ordinance amendments, and code interpretations. Violations are discovered through complaints and obvious sitings.

**Priority 8:** Past due water collection: Staff worked diligently to collect past due accounts and shut-offs were instituted. Staff continues to keep abreast of current delinquencies to enact collection and shut-off procedures. Delinquencies have decreased since people now know the Town has instituted shut-offs.

**Priority 9:** Personnel policy: Staff performance reviews were instituted. The draft policy and pay plan are with the Town Attorney.

**Priority 10:** Timely responsiveness of counsel: The Personnel Committee has discussed the concerns and will report to Town Council in closed meeting tonight.

#### **AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Austin said Ray Pittman will be at the next Second Saturday.

Councilmember Austin requested signage be placed at Taber Park Pavilion to stop people from grilling under it. She also said the picnic tables are very heavy and the Second Saturday volunteers are unable to move them. They are leaving them in a semi-circle in front of the pavilion and asked that people not move them without consulting Town staff.

Councilmember Wilson said he is looking into the cost and feasibility of campground grills.

#### **AGENDA ITEM 11. CLOSED MEETING**

##### **11a. Motion to Convene Closed Meeting**

**Councilmember Hanson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the assignment, performance,**

salaries, and other recommendations from the Personnel Committee regarding concerns raised by specific staff members, and to discuss the contractual agreement of appointment of a specific appointee; and in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, 390 Virginia Street updates from counsel, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 w/0 absent.

**Councilmembers present for Closed Meeting:** Austin, Chowning, Courtney, Goldsmith, Hanson, Justice, Wilson; **Absent** - None

**11b. Motion to Reconvene in Open Session**

Councilmember Hanson made a motion to reconvene in Open Session. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 w/0 absent.

**11c. Certification of Closed Meeting**

Councilmember Hanson read Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Councilmember Austin seconded. The Mayor called for any discussion. The members were polled:

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

**STANDING RESOLUTION – 1 (SR-1)**

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on July 24, 2025 pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and

2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this 24<sup>th</sup> day of July, 2025.

**11d. Action on Closed Meeting**

No action was taken as a result of the Closed Meeting.

**AGENDA ITEM 12. ADJOURN OR RECESS**

**Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The motion passed 7-0 w/0 absent.**

**The meeting was adjourned at 8:03pm.**

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

**Approved by Council: \_\_\_\_\_**

**ATTEST:**

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



**TOWN  
COUNCIL**

**Agenda Item Summary**

**AUGUST 14, 2025  
REGULAR MEETING**

**~~Agenda Item: 8 — PUBLIC HEARING~~**

**~~8a Ordinance 003-2025: 2025-SUP-02, Pickett~~**

**POSTPONED UNTIL SEPTEMBER 11, 2025 DUE TO PUBLISHING ERROR**



**TOWN  
COUNCIL**

**Agenda Item Summary**

**FEBRUARY 13, 2025**

**Agenda Item: 9 – STAFF & COMMITTEE REPORTS**

**a. Staff Reports**

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch

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

1. Finance
2. Water
3. 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: August 7, 2025

Subject: July 2025 Report given August 2025

I attended Basic Floodplain Management Course and Committee meetings for Special Events (remotely), Personnel, Finance, and Water.

An opportunity presented itself and I did some work over the course of the last few weeks to get the VA 250 Mobile Museum for Oyster Festival 2025 working with several parties. Unfortunately, the Mobile Museum is already booked and will not be available. We will make an effort for next year.

We now have one contractor's proposal with a range of options for the museum entrance. That will be taken up by Finance in consideration of other work at the museum. Another bid may be received.

Still no response from VMRC on next steps for the "No Wake" concern for Urbanna Creek.

The DEQ point of contact for the Eagle Scout Candidate's Kayak Launch Project has changed and I am pushing on that as hard as I can given the Candidate's timeline.

Last month I reported the revised Water Quality Report was not published in time to avoid a reporting violation notice to be issued against the town. I can report, VDH has decided not to issue the violation notice.

BIG Grant: We presented \$113,540 in expenses. VDH discounted about \$32,000 with which I cannot argue. Many items rejected were routine maintenance expenses, gravel for the road, and internet service upgrades. They just were not within the realm of items identified in the application or contract. Total allowable project cost was \$81,254; less 20% match we will likely get back \$60,940. Please keep in mind this was at the project management level of VDH. Their assessment has to go through VDH Finance and US Fish and Wildlife Service. The biggest missed opportunity was not upgrading the electric pedestals. When the grant re-opens, I do believe it might be worth revisiting that project.

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



## Treasurer's Report

AMENDED Agenda Packet Page 24 of 33

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

<b>Account Balance thru 6/30/2025</b>	<b>Prior Year</b>	<b>Prior Month</b>	<b>Statement Date</b>
	<b>6/30/24</b>	<b>5/31/25</b>	<b>6/30/25</b>
Primis Bank General Operating Bank Account	1,043,187.19	1,042,528.13	1,020,102.11
Renter Water Deposits	-17,101.66	-19,501.66	-19,501.66
Net Operating General Bank Account (Adjusted Bal)	948,833.29	1,034,190.85	995,276.17
Primis – USDA Well Replacement reopened (8/2/24)	CLOSED 4/22	49,657.32	46,615.07
C&F Bank Historic Trust (new 3/1/2023)	51,395.80	66,218.51	67,212.82
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	116,847.00	122,304.47	Next int 07/15/25
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	96,669.97	101,185.04	Next int 07/15/25
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	404,896.55	423,807.69	Next int 07/15/25
Taber Trust – Account Value	972,184.46	1,072,687.08	1,020,362.92
Taxes listed below are collected for prior month(s)	<b>6/30/24</b>	<b>5/31/2025</b>	<b>6/30/25</b>
Meals Tax collected in May	15,582.43	12,73.04	19,946.34
Lodging Tax collected in May	1,946.95	4,870.43	1,528.29
Cigarette Tax collected in May	755.98	573.50	994.31

### EXPENDITURES:

- Business as usual

### REVENUE:

- Delinquent Person Property tax (PPT) collected 1 Jan – 30 Jun = \$2,058.25. Outstanding PPT = \$10,238.08
- Delinquent Real Estate collected 1 Jan – 30 June
  - 2024 billing late payments collected \$11,371.77
  - Seriously Delinquent \$3,370.10
  - Released three liens and one remains in place.
  - Total outstanding balance for RE \$4,775.89.



**Meals Tax**July 2, 2025  
10:43 AMTown of Urbanna  
2025 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12110-0001 to 100-12110-0002 Start Month: July Start Year: 2024  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/30/25  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
100-12110-0001	Meals Tax - Local												
171144.04		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	17273.04	19946.34
100-12110-0002	Penalty Meals Tax												
850.71		0.00	0.00	0.00	0.00	0.00	0.00	10.00	524.77	0.00	171.26	144.68	0.00
Fund Total													
171994.75		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9961.33	13168.99	9958.28	12777.52	17417.72	19946.34
Grand Total	Count: 2												
171994.75		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9961.33	13168.99	9958.28	12777.52	17417.72	19946.34

July 2, 2025  
10:31 AM**Lodging Tax**Town of Urbanna  
2025 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12100-0001 to 100-12100-0002 Start Month: July Start Year: 2024  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/30/25  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
100-12100-0001	Lodging Tax												
32700.66		2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	4870.48	1528.29
100-12100-0002	Lodging Tax Penalty & Interest												
735.09		15.00	221.29	0.00	0.00	292.48	0.00	30.00	0.00	0.00	10.00	166.32	0.00
Fund Total													
33435.75		2625.92	5907.65	1869.72	1194.09	6347.80	2737.22	995.24	1427.07	1455.98	2309.97	5036.80	1528.29
Grand Total	Count: 2												
33435.75		2625.92	5907.65	1869.72	1194.09	6347.80	2737.22	995.24	1427.07	1455.98	2309.97	5036.80	1528.29

## Water Sales

July 2, 2025

Town of Urbanna

Page No: 1

09:53 AM 2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2024  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/30/25  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
500-17010-0001	Water Sales Charges												
368150.58		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92	14606.06
Fund Total													
368150.58		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92	14606.06
Grand Total	Count: 1												
368150.58		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	46770.92	14606.06



## **MEMORANDUM**

**Date:** August 14, 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 PROJECTS**

- Assisted with closeout activities for Boating Infrastructure Grant (BIG)
- Awaiting receipt of final Municode product – books expected to be shipped in September
- Developed draft bylaws for BZA for their review and approval
- Obtained quotes and information for online code hosting and website and presented to Finance Committee
- Prepared public notices, meeting agendas, minutes, Resolutions, and Ordinances as needed

### **CURRENT PROJECTS**

- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems
- Continue scanning documents for conversion of paper records to electronic
- Continue updating website with current information and links
- Continue disposition process for expired records in accordance with LVA retention and disposition schedules

### **FUTURE PROJECTS**

- Work with Franktronics on implementing internal data security and server upgrade
- Meet with staff to develop and implement file naming conventions and discuss records management needs
- Scan and send all minutes to Library of Virginia for microfilm storage
- New website

### **PROFESSIONAL DEVELOPMENT**

ICMA self-guided learning: Council Orientation Programs; Ethics 101; Fundamentals of Local Government

July 17 – Attended 2025 State of the Cities webinar

July 17-31 – Completed Parliamentary Fundamentals 101 coursework

July 28 – Attended 2024-2025 Supreme Court Review for Local Governments webinar

July 30 – Attended Impact of One Big Beautiful Bill on Local Governments & What's Next in Congress webinar

August 26 – WCAG Compliance Requirement webinar (accessible website)

October 22-24 – Virginia Association of Government Archivists & Records Administrators Conference (VA Beach)



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 10 – PUBLIC COMMENT 1**

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

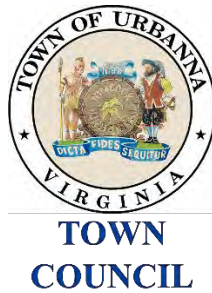
NO SPEAKERS: Mayor closes Public Comment Period.

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

**Agenda Item: 11 – COUNCIL RESPONSE TO PUBLIC COMMENT 1**

After all speakers have 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 presented during the immediately preceding public comment period.



## Agenda Item Summary

AUGUST 14, 2025

### Agenda Item: 12 – UNFINISHED BUSINESS - NONE

### Agenda Item: 13 – NEW BUSINESS

#### 13a 2025 Oyster Festival Master Plan

**Background:** Urbanna Oyster Festival is an annual event held within the Town Limits. This is the 68th event and will take place Friday, November 7, and Saturday, November 8, 2025.

Staff reviewed a draft and made several recommendations and observations addressing mapping, street closure time consistency, permitting, and marina management. Some, but not all recommendations are anticipated to be accepted by the Oyster Festival Foundation. Staff will verbally report on those items.

The final plan version will be available on August 11, and staff will convey that to council at that time.

**Fiscal Impact:** Positive impact for the Town, Oyster Festival Foundation, local charitable organizations, and Middlesex County.

**Staff Recommendation:** Approve as presented.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve the 2024 Oyster Festival Master Plan as presented.

*Motion, Second, Discussion, Voice Vote*

***68th URBANNA OYSTER FESTIVAL MASTER PLAN***  
***November 6th, 7th & 8th, 2025***



*"The Official Oyster Festival of the Commonwealth of Virginia"*

**FESTIVAL OFFICIALLY CLOSES AT 6:00 PM ON SATURDAY,  
NOVEMBER 8, 2025 - NO EXCEPTIONS**



#### **IV. Public Safety (Unified Command Structure)**

The Public Safety Functions of the event will be managed through a Unified Command of the Middlesex County, VA Sheriff's Office and the Town of Urbanna Emergency Services Coordinator.

An Incident Action Plan will be developed for the event, which will outline the Command and General Staff functions, as well as the deployment of all Fire, Emergency Medical and Law Enforcement resources for the duration of the event.

#### **V. Public Safety (Law Enforcement):**

15.2-1730.1 In counties where no police department has been established and the Sheriff is the Chief Law Enforcement Officer, the Sheriff may enter into agreements with any other governmental entity providing law-enforcement services in the Commonwealth, and may furnish and received inter-jurisdictional law enforcement assistance for all law enforcement purposes, including those described in this Chapter, and for purposes for Chapter 3.2 (44-146.13 et seq.) for Title 44.

Crowd and traffic control will be provided through a joint public safety effort by the Town of Urbanna, the Oyster Festival Foundation, Middlesex County Sheriff's Office, Virginia State Police, The Department of Transportation, the Virginia Department of Alcoholic Beverage Control. The Sheriff shall exercise 15.2-1730.1 entering agreements with other law enforcement agencies to ensure adequate crowd control, pedestrian safety and emergency health care, motor vehicle parking and traffic flow, parade control.

#### **VI. Public Safety (Emergency Services):**

Emergency service functions, to include Emergency Medical Services and Fire Protection, will be managed by the Town of Urbanna, VA, Emergency Service Coordinator. The primary resources required to complete these responsibilities will be provided by the Central Middlesex Volunteer Rescue Squad and the Middlesex Volunteer Fire Department. Additional Rescue Squad and Fire Department resources from Middlesex County, VA and surrounding jurisdictions will be utilized to supplement the primary resources.

Emergency Medical Aid Stations will be strategically located throughout the Festival Area, and additional Emergency Medical personnel will be moving throughout the Festival Area. Transport Resources will be strategically located throughout the Festival Area, predominantly on the perimeters, as not to cause a hazard to citizens. Patients will be moved from the interior to the Festival Areas on "Gator Type" vehicles and transported to a hospital or Medivac Landing Area. Medivac Helicopter Landing Areas will be

located at the Rosegill Plantation airstrip, in the field behind 296 Rappahannock Avenue in Urbanna and Red Hill cemetery on State Route 1011, just west of town.

#### **VII. Public Safety (In Town Parking and Vehicle Movement) :**

Many private properties within the corporate limits of the Town of Urbanna will be available for parking, including parking and occupancy of Recreational campers, for Friday, November 7, 2025 and Saturday, November 8, 2025.

On Saturday, November 8, 2025 vehicular traffic will be restricted starting at 8:30 AM and vehicles parked within the corporate limits of the Town of Urbanna and the areas adjacent to the corporate limits of the Town of Urbanna will be restricted based on the following street closures and associated public safety measures.

The following street closures are made pursuant to a resolution passed by the "Town Council" of the Town of Urbanna, and in accordance with the 2025 Urbanna Oyster Festival permit, as issued by the Virginia Department of Transportation.

On Friday, November 7, 2025, Virginia Street from Cross Street to the Waterfront and from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and a portion of Prince George Street will be closed to vehicular traffic as required by public safety officials. Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 7, 2025 to insure public and/or pedestrian safety as determined by public safety officials.

On Friday, November 7, 2025 vehicular traffic entering or leaving the town will be prohibited from 5:00 PM to 9:00 PM on the West side (Route 602) and from 6:00 PM to 9:00 PM on the East side (Rosegill) for the Fireman's Parade. During this time, the movement of traffic within the town will be limited. Vehicular traffic, except for parade participants will be strictly prohibited along the Fireman's parade route.

At 9:00 AM, or earlier if deemed necessary by State Police, on Saturday, November 8, 2025, State Route 227 (Urbanna Road) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or they will be allowed to turn around and leave the area.

At 9:00 AM, or earlier if deemed necessary by State Police, on Saturday, November 8, 2025, State Route 602 (Old Virginia Street) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police manned barricade at Route 1011 (Red Hill Drive). The only exceptions for further entrance past the police barricade will be vehicles that display an

"Official 2025 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation. The issuance of these permits will be regulated to vehicles for festival sponsors, dignitaries, medical personnel and "parade participants". Vehicles that do not have a permit will be directed to park in the "official" festival parking lots or they will be allowed to turn around and leave the area.

On Saturday, November 8, 2025, beginning at 8:00 AM, Virginia Street from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and all of Prince George Street will be closed to vehicular traffic, except law enforcement, fire and rescue vehicles.

On Saturday, November 8, 2025, motor vehicles located within the corporate limits of the Town of Urbanna will not be allowed to leave town, until approximately 8:00 PM or at a time deemed appropriate by law enforcement for public safety.

Vehicular traffic shall include, but not be limited to, all golf carts as defined under Chapter 14, Article 4, Sections 14-38 et seq. of the Town Code (except "official golf carts" defined under S14-45 of the Town Code). All golf carts, except for "official golf carts" operating within the Town of Urbanna boundaries as may be expanded for this event shall be properly licensed under S14-38 et seq. of the Town Code and properly display a Town of Urbanna vehicle license sticker.

#### **VIII. Public Safety (Outlying Parking Areas):**

On Saturday, November 8, 2025, traffic approaching Urbanna from the east will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property (Rosegill Farm) on the east and west side of State Route 227 (Urbanna Road). Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

On Saturday, November 8, 2025 traffic approaching Urbanna from the west will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property on the north and south sides of State Route 602 (Old Virginia Street). The "official" parking lots at Lord Mott corner and Knapps Hill, closest to Town will be filled first. After these lots have been filled, as determined by the Virginia State Police, the "official" parking lot at Hewick Plantation may be opened for parking. Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

**IX. Public Safety (No Parking Areas) :**

Pursuant to Resolution of The Urbanna Town Council and Virginia Department of Transportation Parade Permit approval, the following streets are designated "no parking" areas within the corporate limits of the Town of Urbanna between the dates and times indicated in order to ensure pedestrian safety, expedient movement of fire and rescue vehicles, and safe parade operations:

A. Between 2:00 AM Friday, November 7, 2025 and 11:00 PM Saturday, November 8, 2025 major "No Parking Tow Away Zones" within the corporate boundaries of the Town of Urbanna shall be prominently marked and shall include;

1. Urbanna Road (State Route 227) from the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street;

2. Watling Street (State Route 227) from its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street;

3. Cross Street (State Route 227 and State Route T1005) from its intersection with Watling Street (State Route 227) all the way past the Marston Avenue (State Route T1006) intersection, both sides of the street;

4. Prince George Street (State Route T1003) from Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street;

5. Virginia Street (State Route 227), east from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street;

6. Marston Avenue (State Route T1006) from Cross Street (State Route T1005) to Rappahannock Avenue (State Route T1001), both sides of the street; Rappahannock Avenue (State Route T1001) south from the Marston Avenue (State Route T1006) intersection to Virginia Street (State Route 227), both sides of the street; Marston Avenue (State Route T1006) east from Cross Street (State Route T1005) *to first house on each side of street (excludes Sears house).*

7. Bonner Street (State Route T1020) west from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street; Grace Avenue (State Route 1010) from Bonner Street (State Route

T1020) to Virginia Street (State Route 227), both sides of the street; Park Street (State Route T1019) from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street;

8. Upton Lane (State Route T1017) in its entirety, both sides of the street. Post Office patron 10-minute parking will be authorized on Friday until the road is closed by the Sheriff.

9. Hilliard Street in its entirety, both sides of the street.

10. Rappahannock Avenue in its entirety, Cross Street in its entirety, Kent Street in its entirety.

- B. Between 2:00 AM and 8:00 PM Saturday, November 8, 2025 there shall be a no parking area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).
- C. No parking signs will be placed on State Route 227 and State Route 602 outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

Additional details of the no parking areas are contained in the 2025 Oyster Festival Public Safety Plan. "No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

#### **X. Public Safety (Parking Permits and Vehicle Passes):**

Parking permits and vehicle passes are not issued by the Town of Urbanna or the Urbanna Oyster Festival Foundation for passage into or out of Urbanna during the hours that routine vehicle traffic is restricted within the Town of Urbanna.

Also, please see Section VII of this document that also discusses parking permits and vehicle passes.

Parade and other Oyster Festival participants must follow published instructions in order to arrive, park, and meet scheduled activities.

**XI. Parade Permit and Public Safety Agency Approval:**

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, a Virginia Department of Transportation (VDOT) Application For A Parade Permit shall be submitted for approval to the Virginia Department of Transportation, District Resident Engineer for approval of the Friday, November 7, 2025 Fireman's Parade and the Saturday, November 8, 2025, Oyster Festival Parade in order to temporarily close affected streets and restrict parking. A copy of this Master Plan and its addenda shall be submitted along with the Parade Permits to secure the coordination and approval of the Town of Urbanna Administrator, Middlesex County Sheriff, the Virginia State Police, and the Virginia Department of Transportation. Copies of the Parade permits are attached as addenda to this Master Plan. Final Parade Permit approval is required no later than seven days prior to the event.

**XII. Fireman's Parade (Route and Time):** The Fireman's Parade will begin at 7:00 PM, Friday, November 7, 2025 and commence east on Virginia Street (State Route 602) from the area of the Urbanna Professional Center (State Route 1011) left on Grace Street (State Route 1010), right on Bonner Street (State Route 1019), left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Virginia Street to a disband area where the parade began, at the Urbanna Professional Center. The Fireman's Parade duration -approximately one (1) hour. The Fireman's Parade will be restricted to sixty-five (65) self-propelled units.

**XIII. The Oyster Festival Parade (Route and Time):**

The Oyster Festival Parade will begin at 2:00 PM, Saturday, November 8, 2025 and will commence east from the staging and formation area at the Waverly Commons Office Building on State Route 602 on Virginia Street, left on Grace Street, right on Bonner Street, left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Prince George Street, left on Virginia Street to the disband area where the parade began. Oyster Festival Parade duration - approximately one (1) hour or less. Parade route signage will be furnished by the Oyster Festival Foundation. The maximum number of parade units will be 80 with the slower marching units in front. Parade units may not stop to perform during the parade, except at the reviewing stand. The Oyster Festival Foundation agrees to provide reasonable funding to the Town of Urbanna for additional police officers. The Oyster Festival Foundation will be responsible for any damage along parade route and returning the landscaped areas of Virginia Street back to pre-festival condition.

#### **XIV. Parade (Safety) :**

Parade participants are instructed that no objects are to be thrown from any parade vehicle or floats or by any parade marchers. Parade participants will be instructed that no stopping will be allowed along the parade route. Parade officials will be located at critical areas and intersections along parade routes to establish and maintain roadblocks and barriers to keep the parade flowing smoothly at all times and to limit pedestrians from obstructing the parade route. Air cannons, explosive devices and other objects to create excessive noise are prohibited. No sirens to be blown if parade stops.

#### **XV. Virginia Oyster Shucking Contest:**

The Oyster Shucking Contest of the Official Oyster Festival of the Commonwealth of Virginia will be held at 11:00 AM, Saturday, November 8, 2025, at the Firehouse field. The gates to the Firehouse field will be open at 10:00 AM. The Oyster Festival Foundation will be selling beer within the fenced area. The area will close promptly at 2:00 PM.

#### **XVI. Waterfront/Scottish Factor Store:**

The Waterfront will provide opportunities to view the harbor, enjoy entertainment and view many displays. The Town of Urbanna hereby grants the use of portions of the docks designated slips 21, 22, 23, 24, 25 and 26 for the use of in water displays. The marina and Town of Urbanna will be notified in writing by October 15 if any of the listed slips won't be utilized. On Thursday, the waterfront is used to further educate the children of the community with the heritage of the oyster industry. The Scottish Factor Store now houses the Town of Urbanna Visitor Center. Visitors may purchase Town of Urbanna souvenirs and listen to soft entertainment.

#### **XVII. Sanitation:**

Portable public sanitation facilities and supplies will be provided under contract by a private waste management firm, and the portable bathrooms will be positioned throughout the festival area to optimize utilization by festival participants. Handicapped facilities will be made available and conveniently located. Positioning of the portable sanitary facilities and solid waste dumpsters will be a coordinated effort between the Oyster Festival Foundation staff and the Town of Urbanna. Festival officials will contract for cleanup services and traffic control signs/devices with the Virginia Department of Transportation, Saluda Resident Engineer.

The Oyster Festival Foundation will provide trash cleanup and

disposal services throughout the festival in coordination with, and in addition to, Middlesex County, the VDOT and private waste management contracted services. The Urbanna Oyster Festival Foundation, in coordination with the Town of Urbanna, shall obtain the approval of the Middlesex County Administrator for the private waste contractor and the Virginia Department of Transportation to dispose of permitted solid wastes in the Middlesex County solid waste transfer station, if required. The Oyster Festival Foundation shall guarantee to the citizens of the Town of Urbanna that the Town of Urbanna will be returned to pre-festival condition as soon as possible after the conclusion of the event.

**XVIII. Virginia Department of Health Certification of Temporary Restaurants:**

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation shall require all food handlers and concessionaires to have a permit from the Middlesex County Health Department. The Oyster Festival Foundation shall provide each food vendor applicant a copy of the Virginia Department of Public Health Division of Sanitation Services regulations governing the permitting of temporary restaurants as part of the application for Special Business License process. Copies of the 2025 Urbanna Oyster Festival Foundation Concession Rules and Regulations, Special Business License application form, and Virginia Department of Health regulations governing temporary restaurants are included as addenda to this master plan.

**XIX. Communications:**

The Oyster Festival Foundation will maintain a communication capability with key staff personnel of the Oyster Festival through the use of a mobile radio net provided exclusively for the Oyster Festival. The command post will be the established communications center during oyster festival operations. The command post will be located on the corner of Rappahannock and Virginia Street.

**XX. Motorized Carts:**

The Oyster Festival Foundation will utilize clearly identifiable golf carts or "street carts" for the transportation of key staff in and around the festival grounds. The carts will be maintained by the Oyster Festival Foundation or at the residence of the authorized festival staff member. Only authorized members of the Oyster Festival staff are allowed to operate the carts, and they remain responsible for the vehicle and its operation. Motorized carts for the handicapped will be permitted in the festival areas as crowd density permits. Golf carts or "street carts" motorized skateboards, scooters or mopeds, operated by town



citizens or festival attendees will not be permitted on any streets that are otherwise closed to motor vehicles. Any law enforcement officer witnessing an unsafe condition involving a motorized cart may terminate the use of the cart by the individual involved for the duration of the Oyster Festival.

**XXI. Musical Entertainment:**

The Oyster Festival Foundation shall provide entertainment during the festival.

**XXII. Town of Urbanna Special Business Licenses:**

Pursuant to Chapter 7, Article IV, Sections 7.1-17 through 7.1-29, both inclusive, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation, as the sponsoring organization, shall provide for the application and payment of Special Business Licenses by concessionaires. The Special Business Licenses issued by the Town of Urbanna is comprised of two parts; the first part which is payable to the Town of Urbanna and the second part which is payable to the Urbanna Oyster Festival Foundation as more fully described in the Urbanna Oyster Festival Foundation Concession Application attached hereto as Addenda XVIII(3) and incorporated herein by reference. Application forms, to include Special Business License fees, are included as an addendum to this Master Plan. The Special Business Licenses can only be obtained by concessionaires from the Oyster Festival Foundation. Any person or business entity which engages in or conducts any business, calling, profession, or concession in the Town of Urbanna solely or primarily during the Oyster Festival shall qualify for the Special Business License prior to engaging in any business activity. No Special Business License shall be issued to any such person or business entity unless they have entered into a reciprocal agreement with the Urbanna Oyster Festival Foundation to comply with the provisions of this Master Plan and the ordinances and regulations of the Town of Urbanna, the Virginia State Police, the Virginia Department of Health and the Virginia Department of Transportation. In addition to other penalties that may be imposed, if any person, corporation or partnership shall commence to operate or engage in any business, employment, calling, occupation, profession or concession without a Special Business License such person or entity shall be fined a civil penalty of two hundred fifty (\$250.00) dollars. In addition to the civil penalty such persons or entity shall be subject to paying the applicable Special Business License Tax plus a penalty of ten (10%) of the amount of the Special License (See Section 7.1-29 of Urbanna Town Code (1973)). Any person or business entity which has obtained a regular Town of Urbanna business license and whose business activities within the Town of Urbanna are not limited to

the Urbanna Oyster Festival shall be exempt from obtaining a Special License Permit provided that such person or business entity does not allow unlicensed parties to conduct any business activity ostensibly under the authority of their Urbanna business license during the annual Urbanna Oyster Festival. Notwithstanding the foregoing, all regular Town of Urbanna business licenses issued to a person or business entity engaged as a peddler or itinerant merchant with no definite place of business as defined in Section 7-1.2 of the Town Code shall be null and void during the Urbanna Oyster Festival. Pursuant to Section 7.1-17 of the Urbanna Town Code, any such person or business entity that does not receive remuneration for its activities shall not be required to pay the Town Special Business License fee.

**XXIII. Insurance and Indemnification Agreement:**

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, the following insurance and indemnification agreement shall be executed between the Town of Urbanna and the Urbanna Oyster Festival Foundation upon approval of the Master Plan by the Urbanna Town Council, but no later than thirty days prior to the date of the Oyster Festival. The duly executed Insurance and Indemnification Agreement shall be included as an Addendum to this Master Plan:

**INSURANCE AND INDEMNIFICATION AGREEMENT**

This Insurance and Indemnification Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Town of Urbanna, Virginia, a Virginia municipal corporation, and the Urbanna Oyster Festival Foundation, a Virginia non-stock, not-for-profit corporation.

**WHEREAS**, the Urbanna Oyster Festival Foundation, and not the Town of Urbanna, but with the cooperation and support of the residents, businesses and the governmental authorities of the Town of Urbanna, sponsors an annual event known as the Oyster Festival within the municipal limits of the Town of Urbanna; and

**WHEREAS**, Section 7.1-22(5) of the Urbanna Town Code, 1973, as amended, requires, among other things, that the Urbanna Oyster Festival Foundation execute an Insurance and Indemnification Agreement that provides for an indemnity to the Town of Urbanna and a general liability insurance policy in an amount established by a resolution of the Urbanna Town Council (as herein described) as a condition precedent to holding the annual Oyster Festival; and

**WHEREAS**, it is the intent of the Town of Urbanna that the indemnity given in this Insurance and Indemnification Agreement be limited to those claims (as herein described) not covered by the

insurance policy.

**NOW THEREFORE, THE URBANNA OYSTER FESTIVAL FOUNDATION** hereby agrees to save, indemnify and hold harmless the Town of Urbanna, Virginia against all liability claims, demands, losses, damages, judgments or actions of any nature whatsoever arising from acts, omissions, accidents or claims thereof, to persons or property occasioned in connection with the Oyster Festival Foundation and the agents, invitees, employees, volunteers, or others under the general aegis and control of the Urbanna Oyster Festival Foundation in its sponsorship of an annual event known as the Urbanna Oyster Festival (hereinafter "claims") not covered by the insurance policy.

Notwithstanding the foregoing, this indemnification shall be limited to any claim arising from the Oyster Festival (i.e. November 7th and 8th<sup>2</sup>, 2025) and a period thirty days prior to and thirty days after the Oyster Festival, but alleged to be in connection therewith, and not otherwise covered by the insurance policy. In addition, this indemnification shall be subject to the following:

- 1) Any defenses the Urbanna Oyster Festival Foundation may have, if any, against the Town of Urbanna, for any claim; and
- 2) In the event that any act or omission by the Town of Urbanna shall cause a lack or failure of the coverage of the claim by the insurance carrier, the Urbanna Oyster Festival Foundation shall not be obliged to indemnify the Town of Urbanna for any claim otherwise covered or provided for by the insurance policy; and
- 3) In the defense of the Town of Urbanna under this indemnity, the Urbanna Oyster Festival Foundation shall have and may exercise all of the same or similar rights, duties, obligations and privileges which accrue to the insurance carrier under the insurance policy, including without limitation any defenses available to the Town of Urbanna as a municipal corporation and political subdivision of the Commonwealth of Virginia.
- 4) Any claims arising from any existing business operation, including any claims arising from the operation of the expanded business area(s) for the consumption of alcoholic beverages, shall be expressly excluded from this indemnity.

The URBANNA OYSTER FESTIVAL FOUNDATION shall provide a general

liability policy which covers both bodily injury and property damage with a per occurrence limit of One Million Dollars, Five Million Dollars aggregate, to include products coverage, liquor legal liability endorsement, and personal and advertising injury. Such policy shall be provided by an insurance carrier with an A.M. Best rating of B+ or better.

Said insurance shall insure against any and all liability of the Town of Urbanna with respect to the Urbanna Oyster Festival, in any connection therewith, whether thirty days before, during, or thirty days after the actual event. Any such policy of insurance shall be issued by a company reasonably acceptable to the Town of Urbanna and the Urbanna Oyster Festival Foundation, shall provide the Town Administrator a certificate of such insurance, without demand therefor, dated not more than thirty days prior to the date of the event showing evidence of current insurance as above stipulated with the Town of Urbanna as an additional insured. Such policy shall provide therein that such policy shall not be canceled or terminated without thirty days prior notice from the insurance company to the Town of Urbanna (the 'insurance policy').

The Executed Insurance and Indemnification Agreement is included as Addendum 5 to this Master Plan.

**XXIV: SERVICE MARK:**

All participants in the Urbanna Oyster Festival under this Master Plan, hereby acknowledge and agree, as a condition to participate in the festival:

1. That the Urbanna Oyster Festival Foundation (the "Foundation") is the sole and exclusive owner of all right, title and interest in and to the Service Mark, i.e. oysters logo and/or the words, "Urbanna Oyster Festival", (the "Mark") and any colorable imitations, designations, counterfeits or copies of the Mark; and
2. That the Mark has become distinctive of the Foundation's services and has become famous under 15 U.S.C. Section 1125; and
3. The Foundation has registered the Mark in the United States Patent and Trademark office (Registration Nos. 2,198,679 and 2,208,800) and any use of the Mark, without the expressed written consent of the Foundation shall constitute an infringement on this Foundation's federally registered service mark in contravention of 15 U.S.C. Section 1114(1)(a).; and

4. Not to engage in any conduct in violation of this Section XXIV; and
5. That if the Foundation determines, in its sole discretion, that a participant has used the Mark without the expressed written authorization or license from the Foundation, then the participant after receiving a demand, whether written or oral, from the Foundation to cease and desist from any further use of the Mark, hereby consents to the follows actions:
  - a) The chief law enforcement officer and his deputies or officers may close any activity in violation of this Section XXIV upon written notice from the Foundation; and
  - b) The person or entity in violation of this provision of the Master Plan consents to the entry of an exparte order granting injunctive relief to the Foundation to enjoin any unauthorized use of the Mark; and
  - c) The person or entity in violation of this provision of the Master Plan hereby acknowledges that the Foundation is entitled to recover all of the profits earned as a result of the use of the Mark; together with other damages that the Foundation has suffered, which shall be trebled, including but not limited to actual attorney fees.

**XXV: Controlled Consumption of Alcoholic Beverages:**

The Virginia Alcoholic Beverage Control Board ("ABC") has recommended the establishment of controlled areas for the consumption of alcoholic beverages during events such as the Urbanna Oyster Festival ("Expanded Area"). In accordance with that recommendation and to accommodate certain existing businesses operating within the Town of Urbanna, such businesses shall, in addition to complying with any existing laws and regulations in the Commonwealth of Virginia, agree to the following terms and conditions, which must be included and made a part of their application to the ABC for an administrative expansion to their existing license during this event:

1. Provide adequate security within the expanded area to the satisfaction of the appropriate government authorities of the Town of Urbanna and the Urbanna Oyster Festival

Foundation; and

2. Provide a general liability insurance policy which covers both bodily injury and property damage with an occurrence limit of One Million Dollars and include products coverage, a liquor legal liability endorsement, and personal and advertising injury. Said policy shall be provided by an insurance carrier with an A.M. Best rating of B+ or better. In addition, the business shall name the Urbanna Oyster Festival Foundation and the Town of Urbanna as an additional insured; and
3. Agree to operate within the hours prescribed by the Urbanna Oyster Festival Foundation and the appropriate governmental authorities of the Town of Urbanna; and
4. Agree to abide by all of the rules and regulations promulgated by the Urbanna Oyster Festival Foundation.

All businesses authorized to operate an Expanded Area hereby acknowledge, as evidenced by their application to the ABC, that this business activity is a privilege agreed to by the Town of Urbanna under this Master Plan and not a right under any existing business license issued by the Town of Urbanna. The failure of any business operating an Expanded Area to comply with one or more of the conditions contained in this Master Plan shall constitute a default under this Master Plan and result in the automatic termination of the privilege to operate an Expanded Area.

**XXVI: Raffles:**

The Urbanna Oyster Festival Foundation (Foundation) has not permitted raffles and other games of chance at the Urbanna Oyster Festival because these activities were thought to conflict with the family-oriented nature of the Urbanna Oyster Festival. However, the Foundation recognizes that some bona fide non-profit organizations utilize raffles as a fundraising tool for the benefit of the community that they serve as part of their non-profit mission. This shall not apply to the Virginia Lottery.

Therefore, the Foundation may permit raffles during the Urbanna Oyster Festival for which the Foundation receives an advance application for review and approval, and which includes evidence of the sponsoring organization's tax-exempt status granted by the U.S. Internal Revenue Service as well as evidence of compliance with the Commonwealth of Virginia's charitable gaming regulations, as amended. Approval of such raffle applications shall be at the sole

discretion of the Urbanna Oyster Festival Foundation.

**XXVII: Financial Responsibility:**

The Urbanna Oyster Festival Foundation agrees to fully fund any short fall in revenues that would result in any financial loss to the Town of Urbanna.

**XVIII. Addenda:**

1. Urbanna Oyster Festival Foundation Charter.
2. Urbanna Oyster Festival Foundation Concession Rules and Regulations.
3. Urbanna Oyster Festival Foundation Concession Applications.
4. The Virginia Department of Health Guidelines And Checklist For Temporary Food Events, and Application For Temporary Restaurant Permit.
5. Executed Insurance and Indemnification Agreement.
6. Ordinance of the County of Middlesex authorizing the Town of Urbanna to apply its Master Plan to certain portions of Middlesex County during Oyster Festival weekend, Friday, November 7, 2025 and Saturday, November 8, 2025.
7. VDOT Permit Application for Oyster Festival 2025.
8. VDOT Permit for Oyster Festival 2025.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 14 – 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.

**Agenda Item: 15 – COUNCIL RESPONSE TO PUBLIC COMMENT 2**

After all speakers have 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 presented during the immediately preceding public comment period.





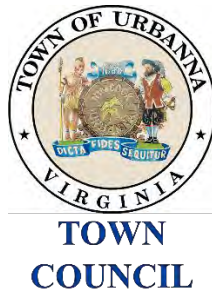
**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 16 – 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 Summary

AUGUST 14, 2025

### Agenda Item: 17 – CLOSED MEETING

#### 17a – Motion to Convene Closed Meeting

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **Section 2.2-3717 (A)(3)** of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, the location of Town Hall, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council.

*Motion, Second, Discussion, Roll Call*

#### 17b – Motion to Reconvene in Open Session

**Motion:** I move that the Town of Urbanna Town Council reconvene in open session.

*Motion, Second, Discussion, Voice Vote*

#### 17c – Certification of Closed Meeting

**Motion:** I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

*Motion, Second*

*Discussion - If any councilmember disagrees, they must so state at this time.*

*Roll Call by Clerk*

#### 17d – Action on Closed Meeting (if necessary)

Action on matters discussed in Closed Session, if necessary.

## **CERTIFICATION OF CLOSED MEETING**

### **STANDING RESOLUTION – 1 (SR-1)**

#### **A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on \_\_\_\_\_, 2025 pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.