



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

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. **Moment of Silence**
6. Review and Adoption of Meeting Agenda
7. Approval of Minutes
 - a. August 14, 2025 Regular Meeting Draft Minutes
 - b. August 28, 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. Middlesex Economic Development Authority (EDA) Liaison Appointment
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



Agenda Item Summaries – Opening the Meeting

SEPTEMBER 11, 2025

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 – MOMENT OF SILENCE

Agenda Item: 6 – 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

SEPTEMBER 11, 2025

Agenda Item: 7 – APPROVAL OF MINUTES

- a August 14, 2025 Regular Meeting Draft Minutes**
- b. August 28, 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 AUGUST 14, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 14th day of August, 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 6:01pm.

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

Not necessary.

AGENDA ITEM 3. ROLL CALL

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

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 AMENDED MEETING AGENDA

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

AGENDA ITEM 6. SPECIAL PRESENTATION – MEMORIAL RESOLUTION – WILLIAM “BILL” JESSE THRIFT, JR.

Mr. Costin presented Resolution 2025-015 which was then read by Ms. Branch.

Councilmember Austin made a motion to approve Resolution 2025-015 in memory and appreciation of William “Bill” Jesse Thrift, Jr. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

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.

Mayor Goldsmith presented a framed copy of the resolution to Leslie Thrift Jackson, Bill Thrift’s daughter.

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. July 10, 2025 Regular Meeting Draft Minutes

7b. July 24, 2025 Work Session Draft Minutes

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

AGENDA ITEM 8. PUBLIC HEARING - CANCELED

AGENDA ITEM 9. REPORTS

9a. STAFF REPORTS

9a.1. Town Administrator

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

- Mr. Costin met today with the Eagle Scout candidate working on the kayak launch project. They refined the DEQ permit application details and submitted it at approximately 4:30pm.
- Mr. Costin and Ms. Hutton met with Sheriff David Bushey and were given a tour of their new facility. Sheriff Bushey invited Council to come tour the facility as well. Mr. Costin will arrange a time for those interested.

9a.2. Treasurer

Ms. Hutton presented the June Treasurer's report. She noted an additional \$200 was collected on delinquent property taxes since the report was run and she expects payment on another delinquent account tomorrow.

She continues working on collecting past due taxes. There is currently one customer with past due meals taxes. All lodging taxes are current. She is also in the process of reviewing the list of business licenses not issued and will act accordingly.

Additionally, Ms. Hutton:

- Completed the Fire Grant and received confirmation of submittal.
- Completed the annual VRSA Grant for up to \$500.
- Worked with other staff on the BIG grant and fulfilled requests for additional information.
- Purchased four new lounge chairs and eight umbrellas for the pool and six new chairs for the marina. She thanked Maribel Kimble and Steve Hutton for assembly and delivery assistance.
- Purchased a new Windows 11-compatible laptop to upgrade the Clerk's computer.
- Corresponded with the USDA for Phase II. The first funding reimbursement should be received on Monday, August 18, 2025 for \$289,230.32. The monthly loan payment will be \$1,306.
- Is preparing for tax bill preparation and oyster festival season. She will soon start processing escrow accounts for real estate taxes and business licenses for the festival.

Councilmember Chowning asked about grants received by Urbanna Main Street. Ms. Hutton said they are a separate entity and handle their own finances. Councilmember Chowning said he would like Main Street to update Council on their work.

Mayor Goldsmith said getting the BIG grant documentation together was a lot of work and staff all worked together to get it done.

Councilmember Austin commended Maribel Kimble on all the work she's done on collecting delinquent water accounts and continues to do to ensure they remain current. She also commended Ms. Hutton on all the work she does on tax collections.

9a.3. Town Clerk

Ms. Branch presented her report. She said she is currently working on updates to the Zoning Ordinance which were recommended by Municode and is comparing the Town's ordinance to the Code of Virginia to ensure it is updated and compliant. Mr. Costin is working on the new sections discussed by Council at the last meeting. She completed a course on Parliamentary Fundamentals and will be taking the exam soon. She said she will be sharing some notes from that course with Council next month. She also said she will be attending a records administrators' conference in October which will require her to miss the October Work Session meeting.

Councilmember Chowning asked what files need to be archived. Ms. Branch said everything. Every document, email, recording, etc. is a public record. Things are retained or disposed of according to the retention policies set by the Library of Virginia. Councilmember Chowning asked how far back the minutes go. He said the Town goes back to 1902. Ms. Branch said she's not sure the records go back that far. Mayor Goldsmith said there were some records destroyed from a water leak at the

old Town Hall. Ms. Branch said she found mention in the minutes of the flooding and documents destroyed. Most were maps and property files.

Councilmember Wilson asked how much of the paper in the records room is not backed up yet. Ms. Branch said the financial records are backed up via Edmunds; she's gotten back through the 80's on minutes. All property files need to be scanned. As far as emails, we don't have anything. She said there are many duplicates on the server and she is working with Franktronics to identify those. Councilmember Wilson asked if we need to budget for someone to come in and scan. Ms. Branch said she is planning to do as much of it herself as possible. She said she has heard other localities say it can take 7-10 years to complete an electronics records project.

9b. COMMITTEE REPORTS

9b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said he has been going through training on the State procurement portal, eVA, and hopes it may be beneficial to the Town in the future.

9b.2. Water Committee

The Water Committee did not meet since their last report. Councilmember Austin said she'd like to revisit the painting of the water tower at the next Work Session. She said it is important to advertise the Town as the home of the Oyster Festival. Mr. Costin said there is currently money in the budget for the maintenance painting of the interior of the tower. He is hoping to find a time when water demand is lower since the system will have to run directly off the wells while the tank is being painted. He said there are other considerations for exterior painting such as the possible need for tree removal. He will present the information at the Work Session as requested.

9b.3. Events Committee

The Events Committee did not meet since their last report. Councilmember Justice said the latest Second Saturday event was very successful with over 200 people in attendance. There is one event left for the season. Sweet Justice will be the entertainment and there will be two food vendors. The pool will be closed for the season by then. Councilmember Austin said people really enjoy the Second Saturday events. Mayor Goldsmith said it is an asset to the Town.

9b.4. Personnel Committee

The Personnel Committee did not meet since their last report.

AGENDA ITEMS 10 & 11. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

There were no speakers.

AGENDA ITEM 12. UNFINISHED BUSINESS - NONE

AGENDA ITEM 13. NEW BUSINESS

13a. 2025 Oyster Festival Master Plan

Mr. Costin said one change requested to last year's plan was for the Oyster Festival Foundation to let the marina know two weeks prior to the event if any of the slips they reserved will be unused so the Town can make them available.

Councilmember Austin made a motion to approve the 2025 Oyster Festival Master Plan as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEMS 14 & 15. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

Kristi Anzivino of Howard Street said she agreed that the water tower exterior should be painted to advertise the Town as the home of the Oyster Festival. She said the Urbanna Oyster Festival is the second oldest oyster festival in the world.

Mr. Costin noted that using the Oyster Festival name requires approval by the Oyster Festival Foundation. Ms. Hutton said the Urbanna festival is the only one that is completely volunteer run. The oldest in the world is held in Galway, Ireland and is run by a corporation. She said she has talked with them and there is a possibility that they will not have a festival this year due to the poor health of the person who organizes it. This would then make the Urbanna festival the oldest festival in the world.

AGENDA ITEM 16. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning said there was standing room only at the Founder's Day presentation. He thanked the Friends of Urbanna, Amy Denney, Aubrey Hall, Peni Roberts, Nancy Fisk, and all others who worked on the event for keeping the Town's history alive.

AGENDA ITEM 17. CLOSED MEETING

17a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss 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. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

Councilmembers present for Closed Meeting: Austin, Chowning, Goldsmith, Justice, Wilson;
Absent – Courtney, Hanson

17b. Motion to Reconvene in Open Session

Councilmember Austin made a motion to reconvene in Open Session. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

17c. Certification of Closed Meeting

Councilmember Justice made a motion to approve Standing Resolution – 1 (SR-1) certifying that the Closed Meeting was conducted in conformity 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 Absent
Bill Goldsmith (Mayor) Certify

Merri Hanson **Absent**
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 August 14, 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 14th day of August, 2025.

17d. Action on Closed Meeting

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

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:02pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF AUGUST 28, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 28th day of August, 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 6:03pm.

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 CourtneyPresent
Mayor Bill Goldsmith.....Present
Merri Hanson.....Present
Beth Justice.....Present
Robbie Wilson.....Present

Others Present:

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

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. 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 7-0.

AGENDA ITEM 6. SPECIAL PRESENTATION – FRIENDS OF URBANNA

Joyce Allen presented an update on some things the Friends of Urbanna have undertaken. She presented a check for \$12,750 to Mayor Goldsmith for continuing restoration of the Scottish Factor Store & Museum and noted it is the last Scottish Factor Store in the United States.

Aubrey Hall said there is a moisture problem with the building which they are looking into.

Councilmember Courtney asked if federal money could be received. Mr. Hall said they are always looking for grants and the Department of Historical Resources has given them permission to do what's necessary to fix the problem.

AGENDA ITEMS 7 & 8. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT

Mark Smithson of Taylor Avenue spoke of the need for a kayak launch at the marina. He noted the safety issues with the current areas being utilized. He also said a kayak launch is good for tourism and brings people to town who want to expand their access to kayak trails. Mr. Smithson runs Chesapeake Eco Tours and said an access point in Urbanna is vital.

Mr. Costin said a kayak launch is actively being worked on by a young man doing the work for free as his Eagle Scout project which has to be completed by the end of October. Mr. Costin said there are six different agencies to go through as part of the permitting process. He is currently waiting to hear from the last one, DEQ. He said there have been many issues in getting this launch built including ensuring ownership of the land. Because the land is considered “filled wetland,” a permit is required to move the fence and install the launch. He noted this has been discussed repeatedly in council meetings and said he’d sent all the documentation to the Council.

Councilmember Wilson asked if the project can be continued if it doesn’t get permitted in time for the Eagle Scout project. Mr. Costin said yes.

Councilmember Wilson asked about a floating kayak launch. Mr. Costin said it still requires permitting; possibly different ones.

Councilmembers Courtney and Austin said kids are pulling the grasses out that were planted in the Payne’s Landing area. Councilmember Courtney put up signs.

AGENDA ITEM 9. ACTION ITEMS

9a. Resolution 2025-016: Street Closures and Traffic Restrictions During the 2025 Urbanna Oyster Festival

Mr. Costin said there were no changes from last year’s plan.

Councilmember Austin made a motion to approve Resolution 2025-016 as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

**RESOLUTION 2025-016
STREET CLOSURES AND TRAFFIC RESTRICTIONS
DURING THE 2025 URBANNA OYSTER FESTIVAL**

WHEREAS the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

WHEREAS the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

WHEREAS the street closures and traffic restrictions necessary to ensure public safety and the orderly conduct of the festival are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan; and

WHEREAS the safety and security of the public, including festival attendees, residents, and participants, necessitate the closure of certain streets and the restriction of vehicular traffic within the town limits; and

WHEREAS it is the responsibility of the Town of Urbanna to take necessary actions to ensure the orderly and safe conduct of the festival; and

WHEREAS public safety officials have determined that certain streets and locations must be closed to vehicular traffic at specified times to facilitate the festival and the Fireman's Parade;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Urbanna, Virginia as follows:

1. Street Closures 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 shall 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 ensure public and/or pedestrian safety as determined by public safety officials.
2. Traffic Restrictions During Fireman's Parade on Friday, November 7, 2025:
 - Vehicular traffic entering or leaving the town shall be prohibited on the West side (Route 602) from 5:00 PM to 9:00 PM and on the East side (Rosegill) from 6:00 PM to 9:00 PM.
 - During this time, the movement of vehicular traffic within the town shall be limited, and vehicular traffic, except for parade participants, shall be strictly prohibited along the Fireman's Parade route.
3. Street Closures on Saturday, November 8, 2025:
 - At 9:00 AM, or earlier if deemed necessary by State Police, State Route 227 (Urbanna Road) shall be closed to all vehicular traffic except law enforcement, and 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 will be allowed to turn around and leave the area.
 - At 9:00 AM, or earlier if deemed necessary by State Police, State Route 602 (Old Virginia Street) shall be closed to all vehicular traffic except law enforcement and fire and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). Only vehicles displaying an "Official 2025 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation, shall be permitted further entrance past the police barricade. Vehicles without a permit will be directed to park in the "official" festival parking lots or allowed to turn around and leave the area.
4. Additional Traffic Restrictions 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 shall be closed to vehicular traffic, except law enforcement and fire and rescue vehicles.

- Motor vehicles located within the corporate limits of the Town of Urbanna shall not be permitted to leave town until approximately 8:00 PM, or earlier as deemed appropriate by law enforcement.

5. Regulation of Golf Carts:

- Vehicular traffic, as defined herein, 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" as defined under §14-45 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 §14-38 et seq. of the Town Code and shall properly display a Town of Urbanna vehicle license sticker.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

DONE this 28th day of August, 2025.

9b. Resolution 2025-017: Designated No Parking Areas, Enforcement, and Towing During the 2025 Urbanna Oyster Festival

Mr. Costin said there were no changes from last year's plan.

Councilmember Austin made a motion to approve Resolution 2025-017 as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

**RESOLUTION 2025-017
DESIGNATED NO PARKING AREAS, ENFORCEMENT, AND TOWING
DURING THE 2025 URBANNA OYSTER FESTIVAL**

WHEREAS the Town of Urbanna, Virginia will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

WHEREAS, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

WHEREAS, the safety and security of the public, including festival attendees, residents, and participants, necessitate the designation of certain streets as "No Parking" areas to ensure pedestrian safety, the expedient movement of fire and rescue vehicles, and safe parade operations; and

WHEREAS, these "No Parking" designations are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan and are necessary for the orderly conduct of the festival; and

WHEREAS, the Virginia Department of Transportation Parade Permit approval and a resolution of the Urbanna Town Council authorize the establishment of "No Parking Tow Away Zones" within the corporate limits of the Town of Urbanna;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Urbanna, Virginia as follows:

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

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) 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.
7. **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.
8. **Bonner Street (State Route T1020):** West from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
9. **Grace Avenue (State Route 1010):** From Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street.
10. **Park Street (State Route T1019):** From Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
11. **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.
12. **Hilliard Street:** In its entirety, both sides of the street.
13. **Rappahannock Avenue, Cross Street, and Kent Street:** In their entirety.

B. Additional "No Parking" Designations:

14. **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 Outside Corporate Limits:

15. "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.

D. Enforcement and Towing:

"No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

DONE this 28th day of August, 2025.

AGENDA ITEM 10. WORK SESSION MATTERS**10a. Urbanna Main Street (UMS) Grant Report**

Councilmember Hanson said this is the second grant Urbanna Main Street (UMS) has received. UMS now has non-profit status, which is Step Two. Step Three requires a dedicated staff person. This Community Vitality Grant for \$15,000 was awarded for wayfinding signs. UMS was granted seven signs and the work has to be completed by September 30, 2026. They are working with a group that does signage design for a lot of other Main Street programs.

Meghan Hall said UMS has partnered with Arnett Muldrow for the signage project. They have resources that can track how this investment impacts tourism. They are planning an interactive sign for the kayak trail and have volunteers ready to do the work. She said UMS continues to actively apply for additional grants.

10b. Town Welcome Sign Replacement

Mr. Costin said the current Town Welcome Sign on Virginia Street needs to be replaced. The quote received was \$1,659. He said this project was not anticipated and thus not included in the current budget. Replacing the sign means some other project may have to be put off due to budgetary constraints. Installation would be done by volunteers who brought the concern forward.

Councilmember Wilson said the Finance Committee agrees with moving forward on the Virginia Street sign and also replacing the one at the bridge.

Councilmember Austin made a motion to authorize replacement of the welcome signs on the west and east sides of town at a cost of \$3,150, give or take, utilizing Option A and with appreciation to the volunteers involved. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

10c. Water Tower Logo Painting Options

Mr. Costin said the quotes received for painting a logo on the exterior of the water tower range from \$10,170 to \$15,255. There would be additional costs for surveying and any necessary tree removal to make the tower visible. He said the ability to take out trees is limited because part of the property belongs to the Mullins.

Mr. Costin noted these amounts are in addition to the money already budgeted for routine maintenance painting which is scheduled for 2026. He said ideally the work would need to be done at the same time because it requires the tank to be empty. This means the Town water supply would be run off the wells and a mobile distribution tank for two weeks. This needs to be scheduled for a time when there are no extraordinary water demands.

Councilmember Austin said she would like to look into other ways to pay for the project. She believes having a logo on the tank is important. Councilmember Wilson said the Finance Committee agreed to push the discussion back to April to give Councilmember Austin time to explore options.

AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmembers Austin and Justice said the last Second Saturday will be September 13th with Sweet Justice performing and at least two food vendors.

Councilmember Hanson presented Meghan Hall with a certificate awarding Urbanna Main Street 2nd Place in “Best of the Rivah” Best Main Street.

AGENDA ITEM 12. CLOSED MEETING

12a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss 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. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

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

12b. Motion to Reconvene in Open Session

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

12c. Certification of Closed Meeting

Councilmember Austin made a motion to approve Standing Resolution – 1 (SR-1) certifying that the Closed Meeting was conducted in conformity with the Freedom of Information Act. Councilmember Justice 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 August 28, 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 28th day of August, 2025.

12d. Action on Closed Meeting

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

AGENDA ITEM 13. ADJOURN OR RECESS

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

The meeting was adjourned at 7:21pm.

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

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

**SEPTEMBER 11, 2025
REGULAR MEETING**

Agenda Item: 8 – PUBLIC HEARING

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

Background: See attached Staff Report

Fiscal Impact: None

Staff Recommendation: Approve 2025-SUP Application-02 by adopting Ordinance 003-2025 with the stated conditions.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve Ordinance 003-2025 granting revisions to Conditions 3 and 5 originally imposed by Special Use Permit 2024-01, as recommended by staff.

Motion, Second, Discussion, ROLL CALL VOTE

Staff Report
2025-SUP Application-02 (Ordinance 003-2025)
 Revise Conditions associated with 2024-SUP-01

Location: 161 Cross Street

Property Owner: Pickett Homes, LLC

Lessor: N/A

Applicant: Shawn Pickett

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

Acreage: +/- .171 acres

Map: 20A-17-8

Zoning District: B-1

Overlay District(s): Chesapeake Bay

Use: Two-story historically mixed-use building

Adjacent Composition: Mix of Commercial and Residential Zoned

Environmental: This is a developed site and no exterior alterations are proposed that would alter the land as it exists requiring any concerns to be addressed.

Comprehensive Plan: General, Retail and Services

Supporting language for this request aligning to this designation follows:

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

Objectives: ... 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development. 3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so designated on the Future Land Use Exhibit G. 5. Provide an environment for the types of employment that will sustain the local work force through their working years.

Zoning Compliance: There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a two-story building does not exceed. Various state agencies and contractors were contacted for comments on this case and only the Health Department commented. Their comment was that outside seating would not alter the Certificate of Occupancy permitted.

The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc.). However, the ordinance recognizes the authority to impose conditions to mitigate adverse

situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extends to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed. As this is an existing mixed-use area the proposed use can be considered generally compatible. Thus, most conditions imposed were done so as to avoid nuisances such as Condition 5 (noise) and Condition 3 (hours of operation) the focus of this revision request.

No complaints have been received concerning the operation since its initiation in any regard. Therefore, the determination to alter the conditions is to be made considering the mitigation of adverse situations related to the general health, safety, and welfare of those on and about the property.

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

Requested: Hours of operation: Sunday 9a-9p, Monday 12 (noon) – 10p, Tuesday – Saturday 9a-9p.

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

Requested: Outside Service: No more than four served on the front patio with rear patio service allowable at some future date.

The hours of operation changes will result in approximately 50 additional hours of activity. Regardless of total hours of operation or the hour and day, the occupancy limitation of 20 will serve to limit nuisances. Staff therefore suggests altering existing Condition 3 as follows: *Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) – 10p, Tuesday – Saturday 9a-9p.*

Also, because of the occupancy limitation, there will be no additional crowd size associated with the proposed change. However, serving patrons outside; especially in the front, might encourage other patrons or those passing by to linger and create some nuisance. Therefore, staff would recommend this condition only be amended to allow at some future date determined by the owner, rear patio service. To this end, staff suggests altering existing Condition 5 as follows: *The uses permitted by the Special Use Permit are only permitted on the inside of the existing structure so that there shall be no outside food or drink service or consumption and no outside service seating shall be permitted on the front patio. Rear patio service may be initiated by the owner when deemed viable with notice to the town. However, in no case will outside seating alter the occupancy limit established by regulatory authorities. Likewise, no outside speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside the structure.*

For reference, the original conditions-imposed follow.

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.

4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Privacy fencing shall be constructed around the perimeter of the commercial property except for areas that are subject to an easement. The fencing shall be a minimum of six (6) feet in height and made of uniform material, which shall be pressure treated wood or vinyl) with sections/slats that are flush to each other or with support posts where the finished side faces the outside of the property.
10. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
11. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
12. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
13. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

Suggested Motion:

Planning Commission: I move to recommend approval of revisions to Conditions 3 and 5 originally imposed with the granting of Special Use Permit 2024-01, as recommended by staff.

Town Council: I move to approve Ordinance 003-2025 granting revisions to Conditions 3 and 5 originally imposed by Special Use Permit 2024-01, as recommended by staff.

Other motion options are available.

Town of Urbanna, Virginia

Application for Special Use Permit – Standard Form

If so, explain the amendment(s).

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

We would like to serve on the small little patio in front. There is room for 2-4 people. IF things work out we would eventually like to open the back up for extra outdoor seating. (At least 2-3 years away) Also we would like to change hours of operation from Sunday to Saturday 9am - 10pm. @

Maximum Building Height(s) with Proposed Change 11/11

Number of Dwelling Units/Density Calculations _____

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Currently we are not allowed to serve outside, but our ABC license will allow this.

We would like to change our hours as follows Sunday 9-9 Monday 12-10 pm Tuesday 12-10 pm Wednesday 12-10 pm Thursday 12-10 pm Friday 12-10 pm Saturday 9-9 pm

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

No one is permitted outside to eat or drink.

Our approved hours are: Sunday 12-6p, Mon/Tue closed, Wed 12p-9p, Thu 12p-9pm, Fri 12p-9p

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

Safety is our first priority. Since we have opened we have been respectful to neighbors, and are contributing to help revitalizing Urbana. I believe when ready this will only add positive things to the town.

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

Notes

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

- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

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

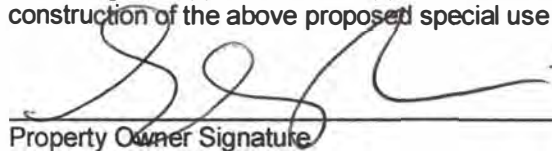
Applicant(s) Remarks:

Use a separate sheet if necessary.

Bill Breeden 151 Cross St.
Zach Lepinski 167 Cross St.

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

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

 7/8/2025
Property Owner Signature Date Applicant Signature (If Not Property Owner) Date

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

Agent Signature Date

For Office Use by the Urbanna Zoning Administrator and the Planning Commission


Town Official Receiving Application

Permit Level _____

Fee paid \$300 7/11/2025
✓ #3125 Date Paid/Received by

7/11/2025
Date

SUP 02-2025
Special Use Permit Application Number

Actions Taken:

Application returned for correction/additional information

Date

Public Hearing advertised

Date

Adjacent property owner notifications mailed

Date

Action by Planning Commission

Dates

Action by Town Council

Date

Additional Action - Describe

Date

Additional Action - Describe

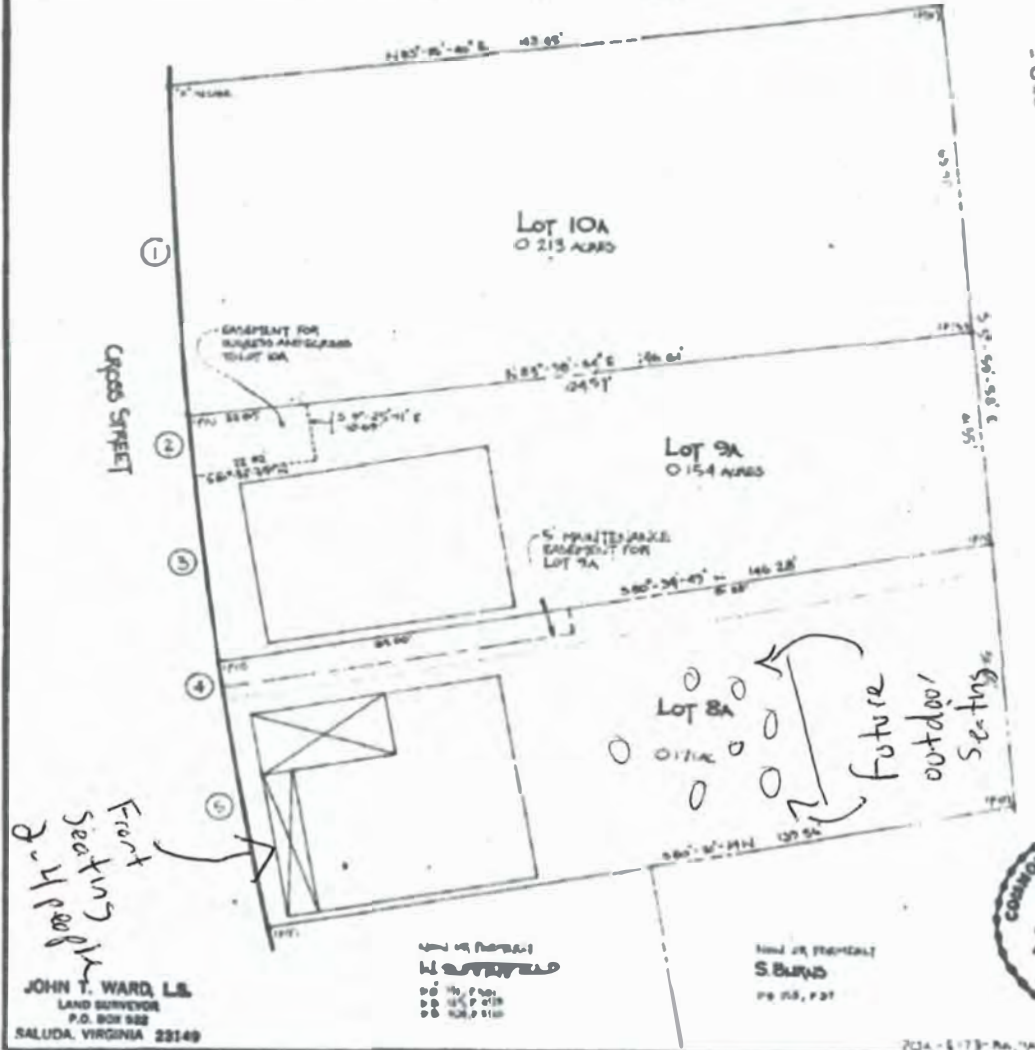
Date

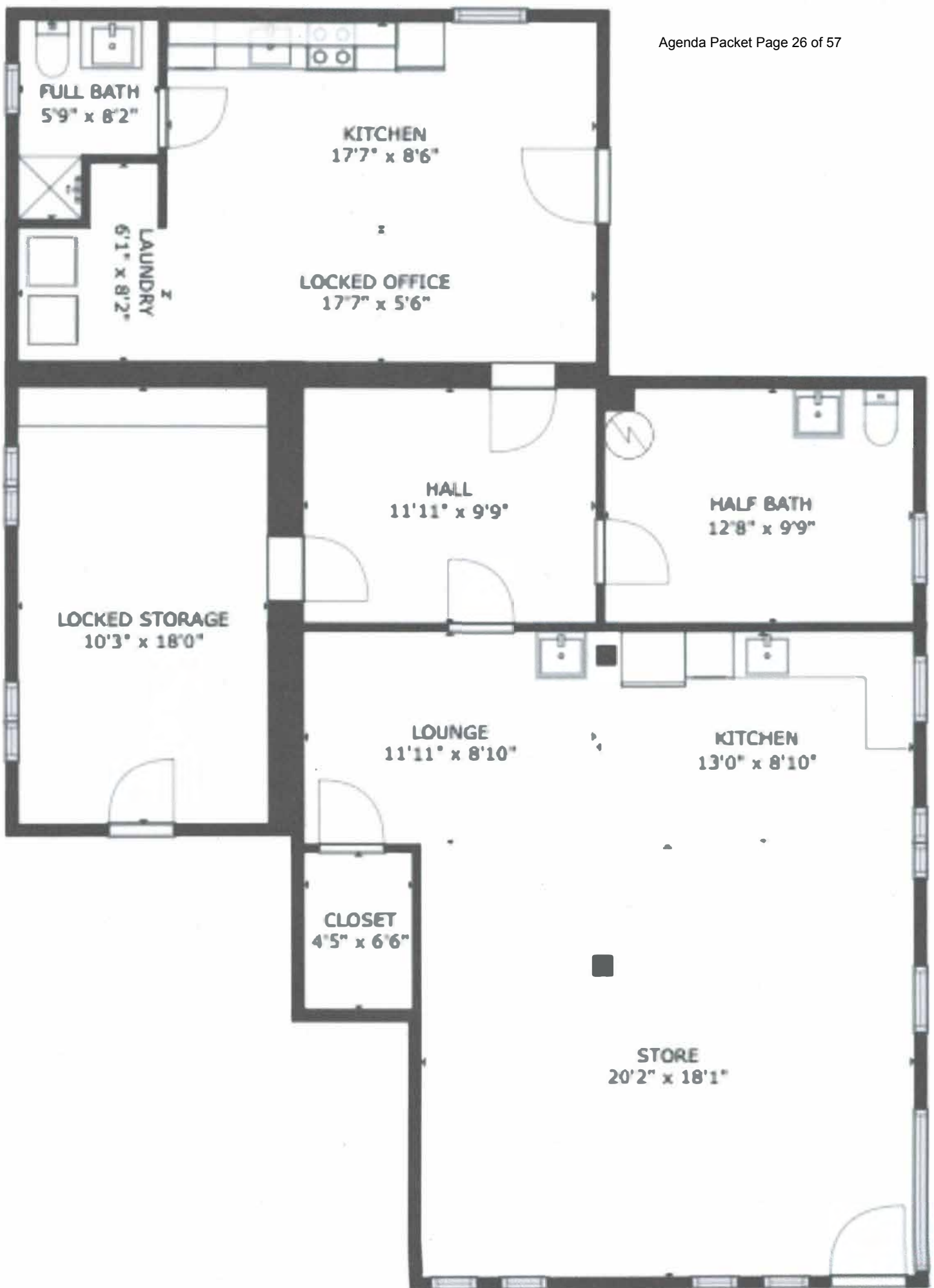
Plat Map

PB 15 Page 178

191-558

CURVE DATA TABLE						
#	DELTA	RADIUS	LENGTH	TANGENT	CHORD	C BEARING
1	3° 16' 31"	929.12'	65.92'	31.97'	65.91'	N 8° 09' 51" W
2	0° 44' 30"	929.12'	12.03'	6.02'	12.03'	N 5° 30' 21" W
3	2° 20' 35"	929.12'	37.98'	19.00'	37.98'	N 7° 05' 02" W
4	0° 25' 43"	929.12'	6.96'	3.48'	6.96'	N 9° 45' 43" W
5	2° 47' 33"	929.12'	45.28'	22.65'	45.28'	N 14° 11' 10" W







Proposed for Approval by the Urbanna Town Council
September 11, 2025 Meeting

ORDINANCE 03-2025 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-02, SHAWN PICKETT
TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01, ORDINANCE 03-2024, REGARDING
HOURS OF OPERATION AND SEATING AT THE RESTAURANT LOCATED AT
161 CROSS STREET, URBANNA, VIRGINIA 23175
TAX MAP NO. 20A-17-8 IN THE B-1 ZONING DISTRICT, +/-0.171 ACRES**

WHEREAS the applicant, Shawn Pickett, requests a Special Use Permit (SUP) to amend the hours of operation and seating at the restaurant located at 161 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-17-8, Zoned B-1); and

WHEREAS 2024-SUP-01 was granted by Town Council via Ordinance 03-2024 on May 9, 2024 allowing a restaurant, retail sale of snacks, sodas, beer, and wine for consumption, on and off premises; as well as an arcade and board games subject to twelve (12) terms and conditions; and

WHEREAS the applicant has complied with the terms and conditions of 2024-SUP-01; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on September 10, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of revisions to Conditions 3 and 5 originally imposed on 2024-SUP-01, Ordinance 03-2024 by Town Council; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on September 11, 2025 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2025-02 is hereby granted for Tax Map No. 20A-17-A, 161 Cross Avenue, to amend the terms and conditions of 2024-SUP-01, Ordinance 03-2024 as follows:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be ~~between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM~~ **permitted on Sundays from 9am-9pm, Mondays from noon-10pm, and Tuesdays through Saturdays from 9am-9pm.**

*Proposed for Approval by the Urbanna Town Council
September 11, 2025 Meeting*

- 35 4. No game shall be offered that results in the award of monetary prizes of any type, including,
36 but not limited to, cash, gift cards, or credit.
- 37 5. The uses permitted by this Special Use Permit are only permitted on the inside of the
38 existing structure. ~~It~~ **so that** there shall be no outside food or drink service or consumption
39 and no outside service seating shall be permitted **on the front patio. Rear patio service**
40 **may be initiated by the owner when deemed viable with notice to the town. However,**
41 **in no case will outside seating alter the occupancy limit established by regulatory**
42 **authorities.** Likewise, no outdoor speaker system may be utilized and there shall be no
43 noise from inside of the structure that is audible outside of the structure.
- 44 6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and
45 ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
- 46 7. Signage shall be limited to 100 square feet total and must be attached or painted on the
47 structure. There shall be no other signage.
- 48 8. The property shall be maintained in a clean and orderly manner at all times.
- 49 9. Trash containers shall be stored in the rear of the property and shielded from public view.
50 Trash cans shall be securely covered at all times.
- 51 10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00
52 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
- 53 11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space
54 requirements.
- 55 12. If owner and/or applicant violates any of the conditions above or fails to adhere to the
56 representations set forth in the application and supporting materials, this special use
57 permit may be terminated upon notice being given the applicant and hearing by the Town
58 Council; and

59 This Ordinance shall take effect upon adoption.

60 **ADOPTED** this 11th day of September, 2025.



**TOWN
COUNCIL**

Agenda Item Summary

SEPTEMBER 11, 2025

Agenda Item: 9 – STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator – Ted Costin
2. Treasurer – Presented by Town Administrator
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

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

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

Date: September 3, 2025

Subject: August 2025 Report given September 2025

I attended Finance Committee meeting following which I undertook several tasks and reported on those at your last work session. In addition, I attended a Governor's event in White Stone with the mayor and Council member Justice where the Governor signed legislation which will provide long term financing for several special infrastructure projects most notably the Norris Bridge.

Another bid is pending after having met with another contractor for the museum entrance.

I finally heard from DWR concerning No Wake signs. I now have several sources for signs that meet their enforcement criteria and will start to price those out. I have already spoken to Council member Wilson about replacement once the signs are received.

The Kayak Launch Project was started on August 30 having received/confirmed all six agencies needed to grant permission had done so; the last being received on August 29. All the responses came through as "no permit required".

I am working on several water provision projects including Renewal of Permit for Withdrawal and Regional Water Supply study that being the provision of data to the consultants as well as one for preliminary engineering work for the Marina Bridge.

Big Grant reimbursement will not likely be made until near the end of 2025.

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



Treasurer's Report

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

Account Balance thru 7/31/2025	Prior Year 7/31/24	Prior Month 6/30/25	Statement Date 7/31/25
Primis Bank General Operating Bank Account	996,082.41	1,020,102.11	983,062.26
Renter Water Deposits	-17,101.66	-19,501.66	-19,501.66
Net Operating General Bank Account (Adjusted Bal)	996,748.31	995,276.17	979,844.90
Primis – USDA Well Replacement reopened (8/2/24)	CLOSED 4/22	46,615.07	34,278.26
C&F Bank Historic Trust (new 3/1/2023)	52,553.97	67,212.82	61,951.69
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	118,277.37	122,304.47	123,505.87
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	97,853.34	101,185.04	102,178.98
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	409,853.04	423,807.69	427,970.76
Taber Trust – Account Value	972,184.46	1,020,362.92	1,107,362.92
Taxes listed below are collected for prior month(s)	7/31/24	3/30/2025	7/31/25
Meals Tax collected in July	14,797.23	19,946.34	14,635.00
Lodging Tax collected in July	2,610.92	1,528.29	3,422.1
Cigarette Tax collected in July	1,158.17	994.31	878.87

EXPENDITURES:

- 07/08/2025 withdraw Historic Trust \$6,140.00 for museum repairs

REVENUE:

Interest received on three CD's
\$1,201.40 – Water Fund
\$993.94 – General Fund
\$4,163.70 – Operating Reserve
\$6,358.41 - Total interest received

MEALS

August 1, 2022
04:21 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12110-0001 to 100-12110-0001

Start Month: July Start Year: 2022

Type: Revenue Activity Year To Date As Of: 08/01/22

Includes Accounts with Zero Activity: N
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												
14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total													
14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1												
14635.00	14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LODGING

August 1, 2022
04:22 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12100-0001 to 100-12100-0001

Start Month: July Start Year: 2022

Type: Revenue Activity Year To Date As Of: 08/01/22

Includes Accounts with Zero Activity: N
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
100-12100-0001	Lodging Tax												
3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total													
3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1												
3422.19	3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WATER SALES

August 1, 2022
04:28 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 08/01/22
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												
2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total													
2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1												
2878.78	2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



MEMORANDUM

Date: September 11, 2025
To: The Honorable Mayor and Members of the Town Council
Town Administrator
From: Christine H. Branch, Town Clerk
Subject: Monthly Clerk's Report

COMPLETED

- Eagerly awaiting receipt of final Municode product – books expected to be shipped this month!
- Prepared public notices, meeting agendas, minutes, Resolutions, and Ordinances as needed.
- Signed Town up on Volunteer River Counties to gain exposure when volunteers are needed for Town events, office help, etc.

CURRENT/ONGOING PROJECTS

- Continue investigating state contract IT options.
- Continue trying to ensure server is not full of duplicate and unnecessary files.
- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems.
- Continue scanning documents for conversion of paper records to electronic. (LVA has minutes from 1902-1988 on microfilm.)
- Continue updating website with current information and links.
- Continue pursuing new website option.
- 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.
- Complete Parliamentarian exam.

PROFESSIONAL DEVELOPMENT

August 26 – WCAG Compliance Requirement webinar (accessible website)

September 4 – Artificial Intelligence and Public Employees webinar

September 8 – Legal Considerations for Federal Funding Challenges

September 10 – Municipal Clerk continuing education webinar – Taking Ownership

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

PARLIAMENTARY PROCEDURE NOTES

- Under Robert's Rules, minutes do not require a vote. The Mayor can simply ask for any changes or corrections. If there are none, the Mayor declares them approved. Council makes the final decision as to how things will be done and spells it out in its Bylaws and Procedures document.
- Reconvening after Closed Meeting – The purpose of reconvening before certifying the meeting is to make it clear that the meeting is back in Open Session. Since votes cannot be taken in Closed Meeting, this ensures that the certification has clearly occurred during Open Session and is a valid vote.



**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.



**TOWN
COUNCIL**

Agenda Item Summary

SEPTEMBER 11, 2025

Agenda Item: 12 – UNFINISHED BUSINESS - NONE

Agenda Item: 13 – NEW BUSINESS

13a Middlesex Economic Development Authority (EDA) Liaison Appointment

Background: At a recent council meeting there was discussion as to the extent of service rendered to the town by the EDA. Citizen and Chair of the EDA, John Anzivino, responded to the mayor who shared the communications with the rest of council. That communication and its attachment follow.

In addition to identifying the EDA's activity, one suggestion made by Mr. Anzivino was to appoint a liaison to the EDA who could regularly report back to the entire council. The mayor solicited interest and will report on that effort.

Fiscal Impact: None.

Staff Recommendation: Appoint a member of council to serve as a liaison to the Middlesex Economic Development Authority.

Council Action Requested: Yes, as above.

Sample Motion: I move to appoint _____ as council's liaison to the Middlesex Economic Development Authority.

Motion, Second, Discussion, Voice Vote

From: **John Anzivino**

Date: Tue, Aug 26, 2025 at 5:00 PM

Subject: Council Concerns in Regard to What the Town 'Gets' From the Middlesex EDA

Good Afternoon,

I read with interest in the July 10.2025 Town Council minutes that some Council members questioned what the County's EDA 'did' for the town of Urbanna. As noted in the town's minutes, "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."

The Mayors and Managers statements are accurate, but I believe it necessary to help other Council members understand what the County's EDA is and what it does and how we have attempted to expand economic opportunities in the town beyond those cited.

I would note first, that the Middlesex County EDA has a responsibility to promote expansion of the tax base in all of Middlesex County as defined in state enabling legislation (Title 15.2-4901 of the Code of Virginia), in cooperation with the Board of Supervisors (which created the Authority) and within available funding generated by the Authority and provided by the Board of Supervisors. As an independent Authority our annual operating budget primarily consists of general (real estate/ personal property) tax revenues (\$49,000) and County, not town, transient occupancy tax revenues (\$140,000), revenues generated by previous sales of industrial revenue bonds, grants and investment income to satisfy our annual budgetary needs. To assist in better understanding what we are working to do I have included a copy of the EDA's strategic plan which serves as our guide to fostering economic growth in the County as an attachment to this email.

With all that said and because what we do is not often highly visible, I'd like to offer some examples beyond what was stated in the Council's recent minutes of how we have tried to work with, or promote, increased economic activity within the town.

Some of these include:

- Participation in development of the town's Tourism Action Plan (TAP), developed in concert with the Virginia Tourism Corporation which serves as a 'bottoms up' blueprint for the town to foster increased growth of a major economic driver
- Marketing of identified business sites through the Virginia Economic Development Partnership (VEDP)
- Holding a business appreciation reception for all town and County businesses. The first event of this type was held in town using local providers for services
- Providing business facade grants (\$5,000 each) for two Urbanna businesses
- Providing a business development grant (\$5,000) for one Urbanna business
- The Authority's Executive Director's advisory support for initiation of the town's Main Street program

- Serving as the conduit for Arts in the Middle Grant - The EDA provides the \$4,500 match for a Virginia Commission for the Arts grant resulting in a \$9,000 grant to AIM's annual festival. While the festival is located just outside of the town many local businesses are benefitted by increased traffic during the festival.
- As part of Virginia's preparation for celebration of the 250th anniversary of the nation's founding the EDA staff meets monthly with County museum representatives, including Urbanna, which results in publicity for the town.
- Our Executive Director includes the Town Manager in our monthly list for all EDA Agenda Packages and has a standing invitation to attend the bi-weekly VRR Google Meetings. While your Manager could discuss or forward any EDA agenda items of interest to you, you might ask Council members if we should include all of the Town Council on our monthly mailing list so that they may be better informed.
- The EDA regularly supports Urbanna Business Association (UBA) events in the town through Virginia River Realm and Middlesex social media channels and EDA staff now packs "SWAG bags" or otherwise provides support for the town's Restaurant Week, Wine Stroll, Christmas Events, etc. EDA staff coordinates with "leaders" of those events.
- The EDA through an independent contractor (Whitney Law) paid by the EDA works to ensure dedicated focus on both tourism and general economic development promotion for Urbanna and the remainder of the County through general marketing and event publicity managed through all Virginia Tourism Corporation and Virginia's River Realm platforms and publications.
- The EDA provides an annual payment (\$25,000) as a founding member of Virginia's River Realm (VRR), a regional tourism marketing program for Northern Neck and Middle Peninsula communities fronting on the Rappahannock. While we recognize the Town also contributes a \$5,000 annual contribution to VRR, other Town's, most recently Tappahannock, have been assessed a full partner rate of \$25,000 for their annual participation.
- Development of an 'Explore Middlesex' mobile/web app which features County and town events at no cost to the town.

The EDA would be open to discussions with the town as to what we could do better to foster economic growth in Urbanna since the town is a unique part of the County. As one idea, perhaps appointment of a designated liaison from the town council to communicate with on a regular basis could help us better understand the town's needs and what the town's approved economic goals, objectives, strategies and projects are.

In closing I would note that the Town's population (population 492; 2020 Census) and tax base represents only a portion of the County's (10,569 population; 2020 Census) and I believe that we are actively working to improve the tax base of the entire County including the town on a fair basis.

As Chair of the EDA I am happy to answer any questions you may have concerning the EDA and welcome further discussion, if necessary.

Best wishes.

John Anzivino

Chairman

Middlesex County EDA



County of Middlesex
Economic Development Authority
Strategic Plan
Adopted
December 15, 2022

Table of Contents

Executive Summary	1
Introduction.....	2
Background of the EDA’s Strategic Plan and Strategic Planning Process	4
History and Economic Overview of Middlesex County	5
A General Background of Middlesex County	5
A Brief History of Middlesex County	6
Data Indicating Where Middlesex County Currently Stands	7
Future EDA Economic Objectives to be Addressed	11

Executive Summary

The Middlesex County Economic Development Authority (EDA), an independent authority, appointed by the Middlesex County Board of Supervisors, is charged with the responsibility of improving the economic conditions of Middlesex County. Last adopting a strategic plan in 1998, the Authority recognizes that much has changed in Middlesex County and past original initiatives have changed, as have those in the Commonwealth and the United States.

This plan, developed with significant participation by current EDA Board members with input from the Board of Supervisors and County Administrator, provides a roadmap for the next generation of economic development work in Middlesex County. The plan establishes a local framework for economic development efforts while establishing a stronger commitment to business engagement and private sector job creation. The Strategic Plan is data-driven, has been informed by extensive member and elected official engagement sessions and recognizes and complements other County planning and development efforts. The plan seeks to leverage the resources of the Economic Development Authority, County and external (state and federal) assistance and supports the broader mission of Middlesex County government.

The plan intends to:

- Assist the County in deploying its economic development and planning resources in the best way possible to meet resident and commercial needs
- Address the County's most pressing economic challenges as they affect Middlesex County
- Take advantage of major investments (water, sewer and broadband) supported by the County
- Work in a collaborative fashion with the County and regional and state partners so that it complements rather than overlaps other initiatives
- Provide tangible efforts to sharpen the County's economic development focus for the next five years while resulting in positive job growth and tax base expansion.

Introduction

The Middlesex County Economic Development Authority (EDA) authorized under Section 15.2 - 4903 of the Code of Virginia is comprised of seven (7) members appointed by the County's Board of Supervisors to staggered four-year terms. Powers of the EDA authorized under Virginia law include: acquiring by purchase, lease or donation and leasing or selling real property, issuing bonds with adequate security used to carry out the EDA's powers, employing staff, borrowing money and accepting contributions, grants and other financial assistance for, or in the aid of, construction, acquisition, ownership, maintenance or repair of Authority facilities, payment of bonds of the Authority, making loans or grants to any person, partnership, corporation, business or governmental entity in furthering the Authority's objectives and other activities allowed under Virginia law.

The Middlesex County Economic Development Authority (EDA) recognizes the value of a strong and well developed strategic planning process to guide the EDA's future activities in Middlesex County. The Authority's prior plan, adopted in 1998, was based upon an assumption that the County would grow, served as a guide for prior Boards and a few of the sixteen (16) identified projects outlined in the 1998 plan have been fully or partially fulfilled. Among those which the EDA approved, cooperated with, or completed are:

- Hiring of a central point of contact for economic development activities in the County (Retention of an Executive Director)
- Expansion of marketing activities taking advantage of the County's location aimed at tourism expansion (Participation with Virginia Tourism Corporation, partnering with Lancaster County and the Town of Kilmarnock to form Virginia's River Realm)
- Creation of a website – Visit Middlesex VA - promoting economic development and tourism in the County (partnering with Middlesex County government)
- Creation of an inventory of existing business ready sites in conjunction with guidelines issued by the Virginia Economic Development Partnership (VEDP), many of which require additional investment to improve their readiness under VEDP guidelines
- Support civic organizations dedicated to creation of a museum system dedicated to boating in the County (Museums of Middlesex and Deltaville Maritime Museum)
- Support for creation of a visitors center in the County and development of print and electronic tourism related materials (in conjunction with Middlesex Museums)

In addition, the EDA assisted in supporting construction of the County's first public water system by providing short-term financing for the Middlesex Water Authority.

Middlesex County recognizes that its rural setting and the natural resources provided by its location in relationship to the Rappahannock and Piankatank Rivers and the Chesapeake Bay have provided the County with past opportunities to provide for an economic base rooted in agriculture, forestry and water-based activities such as fishing, boating and tourism.

However, the EDA also recognizes that the County continues to change, as do all organizations and the previous core economic drivers, such as population increases and job growth, have not been realized and are changing as well. In Middlesex County's future, change which will influence this plan and its objectives will be driven by the provision of a public central water system serving a significant portion of the County by the Middlesex Water Authority, a corresponding provision of central sewage collection and treatment processes to areas served by central wastewater services by the Hampton Roads Sanitation District and the provision of broadband services to a significant portion of the County.

Expansion of these services, particularly digital services, coupled with a changing work environment which allows for sharing of information and expansion of business in more remote areas, while offering employees options to work 'from anywhere' are likely to be driving forces in Middlesex County's future economic development program.

Over the years, the Middlesex EDA has met regularly with limited guidance and resources from the Board of Supervisors which has caused the Authority to have a more limited mission focus. The recent formation of a liaison committee comprised of EDA and Board of Supervisors members, the County Administrator and Authority's Economic Development & Tourism Coordinator (Executive Director) is serving as an initial step in improving communication between the two Boards and better defining next steps in the County's economic development efforts.

Tourism historically has served as the primary focus of economic development in Middlesex. With significant recent investments in broadband, water and sewer services by the Board of Supervisors and an identification of a need for refocused work force training programs, the two Boards are beginning to focus on development of more diverse efforts to serve the existing business community and provide a needed expansion of the County's tax base and job opportunities for its citizens better matching the County's identified needs.

Realizing that change is inevitable and the County and its economic development plan must adapt to that change to maximize benefits to the County's citizens, this plan replaces the Authority's 1998 strategic plan and focuses on a new set of economic development objectives or projects centered on taking advantages of the strengths of the County and addressing weaknesses which could impede the plan's objectives.

Background of the EDA's Strategic Plan and Strategic Planning Process

The Middlesex Economic Development Authority adopted its original strategic plan in 1998 utilizing the services of Virginia's River Country, the Middle Peninsula Planning District Commission and the Middlesex County Planning Department. In reviewing the existing document, the EDA Board, at its July 2022 meeting, recognized that economic conditions and opportunities nationally, statewide, regionally and in Middlesex County have changed and a new, forward-looking document was required to guide the Authority in future economic development planning and programmatic activities.

The process to develop a new and fresher strategic plan commenced in August 2022 using staff and EDA resources. The new strategic plan was developed and centered around answering three fundamental questions:

- 1) Where is the County and EDA in its economic development efforts now?
- 2) Where should the County and EDA go in developing its economic development program?
- 3) How do we get or move the County to where it wants to go in its economic development efforts?

The new economic development plan, to address the three questions above has been developed using analysis of existing data to determine 'where the County is' in better developing economic opportunities, and gaining input by the members of the EDA, its Executive Director and the Board of Supervisors, the County's Administrator and designated staff to chart a course of 'where do we want to go? and 'how do we get there?'

The Plan is viewed to be fluid in its approach in working to achieve new and expanded economic opportunities for the County's residents and businesses and recognizes that a well-developed and unified effort driven by development of a stronger partnership between the EDA, Board of Supervisors, the private sector and state and federal agencies is key to reaching the objectives of the plan and the success in developing a stronger economic base for the County's residents. As such the new plan will touch on a wide range of factors which drive economic development which includes expanded workforce training opportunities, expansion of existing business, and creation of new, higher paying jobs. Because change and trends in economic development occur quickly in today's world, the EDA will revisit the plan and its relevancy to the County's needs annually and adjust the plan at five-year intervals.

History and Economic Overview of Middlesex County

In developing a strategic plan an assessment of ‘where are we now?’ is important to understanding the organization’s history and its past efforts, as well as its competitive standing in the economic development ‘marketplace.’ The following represents a brief description of the County’s current condition as the plan answers the question of ‘where are we now?’ and explores the County’s history, recent EDA efforts and an analysis of data related to economic data reflecting the County’s current conditions.

A General Background of Middlesex County

Middlesex County is located at the eastern end of Virginia’s Middle Peninsula; a rural region, steeped in history, with 132 square miles of land and 135 linear miles of shoreline. The County has the Rappahannock River to the northeast, the Piankatank River and Dragon Swamp to the southwest and the Chesapeake Bay to the east. Middlesex shares a northern border with Essex County, Gloucester County to the south, King & Queen County to the west and Lancaster County to the east. At Stingray Point, the village of Deltaville is located between the mouths of the Rappahannock and Piankatank Rivers. Once a major center for wooden boat building, the village remains a commercial and recreational boating center today. According to the Middle Peninsula Planning District Commission’s most recent CEDS update the total economic impact of resident and non-resident boaters on Middlesex County was \$53.9 million in 2007 and boating related business was responsible for generating 588 full time jobs in the County generating \$14.8 million in labor income.

Middlesex remained largely rural over the years with farming, forestry, fin, and shell fishing providing the principal elements of its economic base. The County’s historically remote location among Counties with larger towns, better roads and other advantages has helped retain a rural character.

The 2020 Census showed the population to be 10,673, a decrease of 308 (2.8%) residents from the 2010 Census, with a continuing slight decline (48) based on 2021 estimates. According to Census data, the population was equally split with 5,466 males and 5,493 females and was comprised of 8,680 whites, 1,978 African-Americans, and 301 people of other races. Projections indicate that Middlesex County, along with numerous other rural counties statewide has begun to experience a slight population decrease (-0.4 %) according to population estimates from the University of Virginia’s Cooper Center and in opposition to the County’s [2010] Comprehensive Plan which predicted continued population growth.

A Brief History of Middlesex County

In the middle 1800's tobacco, Virginia's, and the County's major cash crop, had significantly worn out the soil, and had nearly disappeared. During this period, the County's economy began to change, and many new residents came to Middlesex and established businesses here.

Also, during this period, the economy in the central and eastern part of Middlesex relied more on the water with harvesting of fish and oysters, a significant contributor, with much commerce moving through the port of Urbanna. Market hunting of waterfowl was also a significant business. Oysters became an important part of the local economy with large quantities being shipped to the north. With no railroad service and very poor roads to the south, west and north, water transportation was the chief form of travel for both goods and passengers, by steamship or freight boats to Washington DC and Baltimore and the Old Bay Line, and others, were an important transportation method into the 1960's.

Due to its location Deltaville, became and remains an important center of boat building and boating, with many workers in the county employed as watermen, boat builders and working in marine-related businesses. Farms in Middlesex grew vegetables such as beans, tomatoes and melon for the Washington, Baltimore, and Norfolk markets. Early in the 20th century canning plants were built in the County that employed a number of workers.

In the early part of that 20th century there were no electrical or other utilities in Middlesex and the County had, and still has, no rail or natural gas service; two important resources for economic development purposes. Today, the County still has limited areas where central water or sewer service is provided; another hindrance to economic growth, which is now being addressed by the Board of Supervisors through development of the Middlesex Water Authority (MWA) and partnering with the Hampton Roads Sanitation Authority (HRSD).

While the County's location and services limited significant economic opportunities in the 1920's, the growing metropolitan areas of Norfolk, Richmond, Washington, and Baltimore brought summer visitors to Middlesex, largely by water, since there were no paved roads until the 1930's. Samuel J. Moore built the Samore Hotel in Deltaville and as paved roads made access to the County easier, many small waterfront cabins were built giving the County a considerable economic boost.

The pre-war defense buildup and World War II brought growth in the County to a halt. Postwar, summer residents slowly returned, but roads leading to the County remained in poor condition, making it difficult for many visitors and part-time residents to easily access the County. Electrical utility services did not reach most of the county until the 1950's, also limiting business opportunities in the County.

The growth of the metropolitan areas of Norfolk, Richmond, and Washington DC in the 1960's and improvement to Virginia's road system renewed interest in the County for summer and retirement homes. In the 1970's local realtors recognized these opportunities and began

developing new residential developments comprised of single-family homes and condominiums throughout the County, many centered on the County's waterfront properties.

During the 1980's Middlesex entered a period of more intense development, culminating in 1990 when 180 residential building permits were issued. That rate of development, even though it tapered off sharply in the recession of the early 1990's, created changes the County was experiencing among some County residents, due to what was perceived as too rapid a rate of growth, and a movement to better manage growth resulted in a new outlook on protection and development of the County's resources. A new zoning ordinance was adopted, limiting both business and residential construction to specific areas. Special Use Permits, requiring action by both the Planning Commission and the Board of Supervisors for many projects, were adopted.

With increased demands from the Federal and Commonwealth governments for un-funded environmental and other mandates on local governments, and with a more static tax base, the County increased its Real Estate tax rate to 61¢ per \$100 of assessed valuation, an 82% increase since 1996. The County also adopted Lodging (Transient Occupancy), Meals and Cigarette taxes, to diversify the tax base and to take advantage of a developing tourism base created by the County's access to the water.

Data Indicating Where Middlesex County Currently Stands

Though the tax rate is still below the rates in the Norfolk area, Richmond, and Northern Virginia, which are in close proximity to the County, both household income and local Middlesex wages have not kept pace with those jurisdictions. The tax rate increases in Middlesex far exceeded the growth of local incomes. Average per capita income in Middlesex in 2020 was \$33,392 lagging behind both the state and national figures in chart below. Average weekly wages in the County were \$828 compared to \$1,142 in Virginia.

The EDA's Strategic Plan, adopted in 1998, predicted the county's population would grow by the same rate as the rest of the Commonwealth, increasing almost 800 people during the 2000-2011 decade. The County's Comprehensive Plan, adopted in 2010, also continued to predict population growth. Instead, the County's population has decreased.

Most recent (2021) data, as provided below, indicate that the County's population decreased between the 2020 census and 2021 estimates by 39 residents, essentially flat (no change) yet slightly trailing state and national growth rates. Also, according to available data, the percentage of the County's population over 65 years of age grew significantly, from 11% in 1994 to 32.5% in 2021 indicating a more aged population and an outmigration of younger residents.

Comparative Population Change in Middlesex County 1990-2021							
	1990	2020 (2)	Change	% Change	2020-2021(1)	Change	% Change
Entity							
Middlesex County	8653	10,625	+1972	+22.8%	10,586	-39	0.0%
Virginia	6,187,358	8,631,393	+2,444,035	+39.5%	8,655,608	+10,081	+0.1%
United States	248,709,873	331,449,281	+87,232,130	+35.1%	331,893,745	+444,464	+0.13%

1.Cooper Center Population Estimates, UVA 2022

2.US Census Quick Facts

The general decrease in population growth from 2010 to 2020 has had a negative impact on the local economy and creates challenges for maintaining existing businesses, as well as promoting new business locations.

However, certain factors are likely to positively influence population growth in the County such as the recent installation of public water supply systems in various areas as well as planned sewer installations. The County could experience higher in-migration and the typical situation of death rates exceeding birth rates could reverse, a trend the County schools have observed most recently in total student population increases in 2022 relative to previous years of minimal changes. Analysis of detailed 2020 Census data, once released, and monitoring of annual population estimates prepared by the Weldon Cooper Center for Public Service will provide more insight on demographic trends.

Seasonal population is also a factor that deserves regular monitoring. Middlesex County is relatively unique given the number of homes occupied on a seasonal basis (27% of total housing units), the number of campground sites (over 2,000) relative to total homes and trends such as Airbnb rentals. While anecdotal evidence suggests the seasonal population could double or triple, there is currently no formal model used to provide specific estimates. However, a conservative estimate using seasonal housing units (2,003) only and the average household size of 2.16 indicates a seasonal increase (primarily on weekends in March – November) of 40% (approximately 4,300 people). Including approximately 2,000 campground sites adds approximately 4,000 people resulting in the “doubling” of population many people believe occurs each year during “Tourist Season”.

While there has been some economic growth around the airport and the County seat, Saluda, the County has lacked an aggressive stance in promoting economic growth, other than tourism, and has lacked focus in creating new, higher paying employment opportunities for its citizens.

There is some good news in that the County’s annual unemployment rate typically is less than both the state and nations, and average weekly wages, while below the Commonwealth’s

median, have grown at a faster rate than the state or the U.S. as a whole. The relatively high 2020 unemployment rates and reduced labor force participation rates due to the COVID-19 Pandemic seem to have abated given 2021 data and 2022 information to-date.

The table below notes the County's labor force over the 1990-2020 period has remained flat while other economic indicators such as per capita income lag behind Virginia and the United States and the decrease in the poverty level is less than that experienced in the state and the United States as a whole.

Comparative Economic Data 1990-2021					
	1990	2020	Change	% Change	2021
Labor Force Middlesex County *					
Total Employed	4,914	4,617	-297	- 6%	
Unemployed	171	463	+292	+170.1%	
Total	5,085	5,080	-5	0 Relative Change	
Unemployment Rate					
Middlesex County	3.6% (1996)	5.1%		+1.5%	3.4%
Virginia	4.3%	6.2%		+1.9%	3.9%
United States	5.4%	8.1%		+2.7%	5.3%
Average Weekly Wages*					
Middlesex County	\$323	\$876	+\$553	+171%	
Virginia	\$526	\$1,142	+\$616	+117%	
United States	\$535	\$1,435	+\$900	+168%	
Per Capita Income					
Middlesex County	\$20,768	\$33,392	+\$12,064	+58.1%	
Virginia	\$22,493	\$41,255	+\$18,762	+83.4%	
United States	\$21,696	\$35,384	+13,688	+63.1%	
Poverty Rate					

Middlesex County	13.9%	11.6%		-2.3%	
Virginia	12.1%	9.2%		-2.9%	
United States	13.8%	11.4%		-2.4%	
Out Commute Rate					
Middlesex County	41%	70%		+29%	
Per Capita Taxable Sales					
Middlesex County	\$4,892	\$9,582	+\$4,690	+95.9%	
Virginia	\$8,096	\$14,185	+\$6,089	+75.2%	
United States	\$7,443	\$15,244	+\$7,801	+104.8%	

- BLS, December,1990-2020
- US Department of Commerce, Economic and Statistics Administration Reports 1990-2020
- US Census,1990-2020

The lack of local job opportunities, as shown in the table above, has led 70% of employed residents commuting to work outside the County with many commuters shopping outside of Middlesex, hindering retail sales growth and demand for expanded and/or new business(es). The lack of a growing or at least stable population and a variety of national and state economic challenges (recessions, Covid) has led to the closure of many small businesses and only national chains such as Dollar General stores have opened in the County in recent years.

The lack of a growing, or at least stable population and labor force coupled with the seasonal nature of tourism in Middlesex has, unsurprisingly has led to reduced hours for some businesses, numerous business closures, and lack of new job opportunities for Middlesex residents.

Future EDA Economic Objectives to be Addressed

Upon analysis of the County's past and recent development, the data above and the discussion of County economic development needs by current EDA members, the following objectives have been identified to assist in strengthening the County's assets and overcoming identified weaknesses.

During the next five (5) years the Middlesex EDA will work on:

- Maintaining and building upon a reasonably mature tourism program which continues to focus on the County's water resources (boating, existing watermen, aquaculture, etc.) and rural nature (agriculture, equestrian, etc.) to enhance tourism growth and capture a larger share of the market (and tax revenues) using available local, state, and federal resources.
- Supporting increases in the current boating tourism efforts by the County by working with the County, and participate in, and support specific efforts to find good locations, acceptable, as far as possible, to adjoining property owners for new boat launch sites.
- Recognizing numerous businesses are currently under-staffed and the County has a high out-commuter rate, the EDA will initiate a focus on the need for enhanced workforce training and begin discussions with local businesses to identify the types of training, needed, presenting the findings to the County School Board, Board of Supervisors, Rappahannock Community College and related workforce training agencies while serving as an advocate for training programs that better meet the County's needs.
- Identify and improve, where practical, development of industrial, marine and commercial sites, consistent with standards established by the Virginia Economic Development Partnership (VEDP) to recruit smaller industrial/business or maritime related users appropriate to Middlesex County and matching workforce development program outputs. In carrying out this objective the EDA will create an inventory of existing VEDP identified properties and all County-owned property, including unused property under the control of the School Board, assessing its possibility for development; and developing a descriptive inventory with current zoning, comprehensive plan designation, traffic counts, nearby amenities, etc.

- Reaching out to all existing businesses in the County, the EDA will serve as a resource for businesses looking to relocate or expand, and work to improve their competitiveness through establishment of a business retention program, identifying and communicating resources that are available and establishing a method of constant communication with them.
- Recognizing that successful economic development is a community-wide effort, research and serve as an advocate for the need for improved opportunities for business expansion, work force housing, quality of life improvements (health care/urgent care, transportation, etc.) and small business opportunities the County currently lacks.
- Developing well-researched, reasonable proposals, which work to expand the County's tax base, which are thoroughly discussed and approved by the EDA Board that are related to implementation of the strategic plan.
- Taking a leadership role as the County's lead economic development agency the EDA will work to build a stronger relationship through positive and continuous communication with the Board of Supervisors, developing that relationship through an ongoing presentation of fact-based proposals and programs that speak to the benefits of economic development for the County's businesses and all citizens.
- Exploring the development of partnerships with local, regional, state, and federal programs that fund identified and needed initiatives and let the BOS know that opportunities exist for partnering when those opportunities are presented.



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.



**TOWN
COUNCIL**

Agenda Item Summary

SEPTEMBER 11, 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 2.2-3711 (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 by Clerk

17b – Motion to Reconvene in Open Session

Motion: I move to reconvene in open session.

Motion, Second, Discussion, Voice Vote

17c – Certification of Closed Meeting

Motion: I move to 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.