

**URBANNA TOWN COUNCIL REGULAR MEETING
AGENDA**

September 10, 2026 - 6:00 pm

Middlesex Volunteer Fire Department - 330 Virginia St., Meeting Room - Urbanna, VA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. July 2026 Treasurers Report
9. New Business
 - a. Oyster Festival Master Plan Presentation
 - b. Well Repair Update
 - c. Planning Commission Appointment
10. Public Comment 2 & Council Response to Public Comment 2
11. Closed Meeting
12. Council Announcements & Requests
13. Adjourn or Recess



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting

SEPTEMBER 10, 2026 REGULAR MEETING

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 – Approval of Electronic Participation by a Council Member (if needed) Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote (all in favor, any opposed)*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. Temporary disability or medical condition that prevents their physical attendance.
2. 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. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (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.

Agenda Item: 3 – ROLL CALL Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF MEETING AGENDA Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

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

Agenda Item: 6 – Approval of Minutes 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.

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

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

DRAFT — FOR CLERK REVIEW

TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting Minutes
August 27, 2026 — 6:00 p.m.

A regularly scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 27th day of August, 2026, beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

1. Call to Order

Mayor Robbie Wilson called the meeting to order at 6:00 p.m.

2. Approval of Electronic Participation by a Council Member (if needed)

Not applicable; no Council Member requested electronic participation for this meeting.

3. Roll Call

Marjorie Austin..... Absent
Larry Chowning..... Present
Alana Courtney..... Present
Beth Justice..... Present
Martha Lowe..... Present
Bruce Murray..... Present
Robbie Wilson, Mayor..... Present

A quorum was established.

Others Present: Andrea Erard, Town Attorney; John Edwards, Consultant, Local Solutions, Inc. (LSI); Members of the public.

Councilmember Austin was absent for the entire meeting; no reason was stated in the record.

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

A motion was made and seconded to adopt the agenda as presented. The motion was approved by unanimous voice vote.

6. Approval of Minutes

a. 07-23-2026 Work Session Minutes

b. 08-06-2026 Called Meeting Minutes

A motion was made and seconded to approve the minutes of the July 23, 2026 Work Session and the August 6, 2026 Called Meeting as presented. The motion was approved by unanimous voice vote.

7. Public Comment 1 & Council Response to Public Comment 1

Roy Kime of 270B Howard Street, Treasurer of Urbanna Main Street, a volunteer-run nonprofit for economic and community development in the Town, addressed Council regarding the Main Street wayfinding/directory sign project. He reported that on April 9, 2026, Council had accepted a design concept developed by a consulting firm and passed a resolution directing Town staff to develop a memorandum of understanding (MOU) with Urbanna Main Street (UMS) under which UMS would be responsible for installation and maintenance of the signs, including a business directory sign. He stated that no MOU has been produced yet, that a list of Town businesses requested orally two months earlier has not been provided, and that he has submitted a formal FOIA request for the same information. He asked that the Urbanna Main Street sign project be placed on a future Council agenda for discussion. He noted the organization has received a \$15,000 Virginia Main Street grant for the project, with an original completion deadline of July 2026 that was extended to December 31, 2026 due to delays; that the Town has also helped Urbanna Main Street secure a separate \$75,000 grant toward a downtown master plan; and that failure to complete the sign project could jeopardize that \$75,000 grant and a potential future grant of approximately \$1.25 million, as well as Urbanna Main Street's and the Town's standing for future funding applications. He stated that the organization would send a letter to the Council and the Mayor outlining the next steps. No Council response followed this comment.

Megan Hall, on behalf of Urbanna Main Street, spoke in support of the continued Town partnership with the organization, citing the success of Main Street programs in other Middle Peninsula towns (including Warsaw, West Point, Onancock, and Tappahannock). She stated that Urbanna Main Street plans to apply this spring for an additional \$25,000 Virginia Main Street grant, on top of the \$75,000 grant application already pending, representing over \$100,000 in potential funding, not including the possible \$1.25 million grant contingent on completion of the \$75,000-funded project. She stated the organization is ready to do the work and asked for Council's continued support. No Council response followed this comment.

William Mayo, Town resident, raised a concern regarding unregistered golf carts operating in Town. Question: Mr. Mayo asked whether the Town holds property owners accountable when they allow guests to operate golf carts without required Town stickers/registration, citing a recent instance involving guests staying at a residence on West Ave.

Response: Council clarified that the property in question was the former Jack Pitts residence. No further Council action was stated at this time.

Joe Hyman, former town resident, addressed Council regarding the temporary pedestrian/emergency-vehicle crossing at the marina. He described having organized a group of Urbanna and Oyster Festival supporters to develop, without a full engineering design process, a cost estimate for a temporary crossing structure capable of supporting the weight of any fire apparatus, stating that the proposed structure would be fully engineered. He stated that in the absence of Council action, he intends to install a temporary, non-engineered structure suitable for pedestrian and golf-cart use only around the Oyster Festival, to be removed immediately afterward. He expressed concern that concrete barriers currently blocking the crossing pose a fire safety risk to marina slip holders and renters, citing a fire at a local marina roughly 10 years ago. He credited Brian Fletcher of Delta Marine for donating and discounting construction of a floating dock used at the Oyster Festival, and a structural engineering firm official with engineering the proposed crossing. Alana Courtney engaged in follow-up discussion with Mr. Hyman regarding fire truck access along Community Row during the Oyster Festival, noting that vendor placement has been adjusted in recent years, reducing space available to non-profit and small-business vendors from roughly 30 to 10-15 in order to preserve a clear emergency-vehicle lane, in consultation with the fire department and sheriff's office each year. No formal Council response or action was recorded on this item at this time.

8. Reports

a. Treasurer's Report

Presented by Robbie Wilson due to Michele Hutton's absence:

1. Primis Bank General Operating Account balance: \$1,020,102.11 (6/30/25); \$476,416.98 (5/31/26); \$527,081.24 (6/30/26).
2. C&F Bank Historic Trust balance: \$67,212.82 (6/30/25); \$67,185.97 (6/30/26).
3. C&F Bank Water Fund Reserve (13-month CD, matures 4/15/26 cycle): \$122,304.47 (6/30/25); \$126,942.14 (5/31/26).
4. C&F Bank General Fund Reserve (13-month CD): \$101,185.04 (6/30/25); \$105,021.89 (5/31/26); next interest posting 7/15/2026.
5. C&F Bank Operating Reserve (13-month CD): \$423,807.69 (6/30/25); \$439,878.09 (5/31/26); next interest posting 7/15/2026.
6. Taber Trust account value: approximately \$1,205,694.40 as of 5/31/26 and 6/30/26
7. Meals tax collected in June: \$19,946.34 (2025); \$17,046.25 (May 2026); \$29,220.24 (June 2026).

8. Lodging tax collected in June: \$1,528.29 (2025); \$1,513.12 (May 2026); \$4,608.81 (June 2026).
9. Cigarette tax collected in June: \$994.31 (2025); \$703.84 (May 2026); amount for June 2026 unclear due to document quality [verify figure].
10. Expenditure: \$23,400.00 paid to Metro Contractors, Inc. on 6/23/2026 for water valve repairs in the roadway, part of an ongoing project to improve the Town's ability to isolate sections of the water system during main breaks.
11. Revenue: \$14,250.00 received from the USDA well-replacement loan as reimbursement of prior project expenses, deposited to the Primis USDA checking account.

In response to a question about the increase in meals tax collections, it was explained that summer is the Town's busiest season and that the timing of tax collections can cause month-to-month totals to fluctuate.

b. Town Administrator Report

Mayor Wilson presented the report. Highlights include:

1. Worked on receiving bids for a temporary crossing solution for the marina bridge, and was proud to report that several proposals were received. Council would consider selecting a proposal in closed session later in the meeting.
2. Congressman Rob Wittman visited the Town to report that the marina improvement project has been submitted for \$4.4 million in Community Project Funding (CPF), with credit given to the former town administrator and mayor for the effort. The funding is included in a pending appropriations bill that has not yet passed and is not guaranteed; it could be affected by a continuing resolution or removed in conference. Additional information about this funding will be provided when status updates are available.
3. The Administrator met with Lee McKnight, the Saluda resident VDOT engineer, regarding Main Street sign placement, drainage issues, and sidewalk repairs, and the golf cart speed zone. Discussions continue regarding expansion of the golf-cart zone near the Town limits; VDOT has indicated that a speed study is required to determine whether the posted speed limit on that section of road can be lowered to 25 mph, a prerequisite for expanding the golf-cart zone. It was noted that the outcome is not expected to be favorable.
4. Consultant John Edwards (LSI) began assisting the Town in mid-July with the Town Administrator search and has also assisted with other matters, including a draft purchasing policy (to be placed on a future agenda).
5. The mayor was the opening speaker at the Founders Day event, which was reported to have been well attended at the Baptist Church

6. The executed agreement on allowing complementary use of a marina slip for the Luna tall ship was executed and sent to the Colonial Seaport Foundation.
7. A new ¾-horsepower Hayward pool pump was installed at the marina/Town pool to improve pool water cooling using two flat nozzles, intended to reduce the volume of fresh water previously used to turn over pool water; it was installed too late in the season to benefit this year's swim season but is expected to reduce fresh-water use going forward.
8. A nominee has been secured to fill the Board of Zoning Appeals (BZA) vacancy, to be addressed under New Business.
9. Staff has addressed several zoning enforcement matters involving overgrown grass; multiple volunteer-led repair projects are underway around Town with Town support.
10. The Town has obtained volunteer liability insurance; previously, volunteers were asked to sign a liability waiver that was not consistently completed. The Town Attorney recommended volunteers continue to sign a form acknowledging the new coverage, and the Town website will be updated accordingly.
11. A new audio system for Council meetings debuted at this meeting, intended to improve audio quality for the Town's recorded and livestreamed videos.
12. Updated job descriptions have been prepared for two open, part-time positions: Docent and a dock-maintenance position referred to as "Dock Hand".
13. The Town's new well experienced intermittent failures from Wednesday night through Sunday, initially failing to run in automatic mode and later failing to run at all; the Town has reverted to its prior primary well while awaiting a repair quote.
14. The Town's annual audit has been completed, with a copy expected to be available the following week.

c. Marina Report

Highlights of the new monthly marina report:

1. Slip rental revenue: approximately \$4,000 per month.
2. Additional amenity revenue (ice and vending machine sales): approximately \$456.
3. Ice sold at the marina is currently carried by hand across the temporary pedestrian crossing.
4. A secondhand snack-and-drink vending machine was obtained (located by Treasurer Michele Hutton) and installed in the breezeway of the marina office.

5. Volunteer dock repair work included replacement of 117 deck boards using Town-supplied lumber; new slip identification boxes have been ordered to replace cracked units.
6. Council thanked a volunteer, Erich Swartz, for his work on the dock repairs.

d. Urbanna Makos Swim Team End of Season Report

Coach Shannon Sears, joined by assistant coach Jill Shores and swimmers CJ Sears, Alan Sears, Sawyer Edwards, and Lacey Page Edwards, presented the team's end-of-season report:

1. The team, drawing swimmers from Middlesex, Mathews, and Gloucester counties, had 105 swimmers this season, ages 4 to 18.
2. The team competed in four scheduled swim meets; weather limited completed competition to approximately two and a half meets, in addition to hosting the league championship meet.
3. The team returned to Urbanna with the regular-season championship trophy (won by going undefeated) and the league championship-meet trophy, both held in Town for the first time since 2016.
4. In past years, pool water temperatures at times exceeded VHSL guidelines for safe competition; a newly installed pool pump/circulation system is expected to help maintain safe competition temperatures going forward, in addition to ongoing weather-related scheduling challenges.
5. It was noted that the team provides swimmers, including those without other access to a pool, with both competitive experience and basic water-safety skills.
6. Coach Sears noted that her daughter began swimming with the program at age five and went on to swim at the NCAA Division I level collegiately, earning an Olympic Trials cut.

Council thanked the coaching staff and swimmers for the presentation.

9. New Business

a. Town Administrator Recruitment discussion

Consultant John Edwards (LSI) reported that approximately seven applications have been received to date. He described a screening worksheet (Council packet, page 25) being used to evaluate each applicant's qualifications, which will be compiled and distributed to Council along with all applications for individual review. He presented a proposed schedule (Council packet, page 23) under which Council would review applications for approximately one week, conduct a first round of interviews, select finalists for a second round, and aim to extend a job offer by mid-to-late October. The application deadline is September 8, 2026, with

application packages to be distributed to Council in advance of the September 10, 2026 regular meeting for discussion. No formal Council action was requested or taken; Council was asked to review the proposed schedule and provide any comments to the Mayor and Mr. Edwards.

b. BZA appointment

Staff reported that the Board of Zoning Appeals (BZA) seat vacated earlier this year by Councilmember Lowe's resignation, with a term expiring August 31, 2026, was advertised publicly, and that one application was received, from Lucy K. Pierce.

Councilmember Chowning made a motion to adopt a resolution recommending Lucy K. Pierce for appointment to the Board of Zoning Appeals, to be forwarded to the Circuit Court for approval as required by law. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Absent
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 6-0.

c. Resolution 2026-015 — In Recognition of Geri Reyes, to be Presented to the Reyes Family

Mayor Wilson introduced Resolution 2026-015, recognizing the contributions and service of Geri Reyes, a longtime Town employee who had worked at the Town museum for many years and had recently begun assisting in the Town office, and expressing condolences on her passing. The Mayor stated that, if adopted, the Town intends to hold a small ceremony at the Town museum to present the resolution to the Reyes family.

Councilmember Courtney made a motion to adopt Resolution 2026-015 in recognition of Geri Reyes. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Absent
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 6-0.

10. Closed Meeting

A motion was made and seconded to convene a closed meeting pursuant to Virginia Code § 2.2-3711(A)(29), for discussion of a contract related to the temporary bridge crossing at the marina, on the grounds that discussion in open session would adversely affect the Council's bargaining position or negotiating strategy. The motion was approved by roll-call vote, with all members present voting in the affirmative.

Council convened in closed session and subsequently reconvened in open session. Upon returning to open session, each member of Council present certified, in accordance with Virginia Code § 2.2-3712, that to the best of their knowledge only public business matters lawfully exempted from open-meeting requirements, and identified in the motion to convene the closed meeting, were discussed in the closed meeting.

Following the closed meeting, Mayor Wilson reported that Council had reviewed proposals for construction of a temporary bridge crossing at the marina.

Councilmember Chowning made a motion to accept the proposal from Falconer Construction, with Timmons Group as engineer, for a temporary timber-mat bridge approximately 24 feet long and 15 feet wide, with a 4-foot-wide walking lane along the side, constructed of wood with a steel driving surface, with an installation window of September 8 through September 11, 2026, and including gravel approach ramps and repositioning of existing concrete barriers to protect the ends of the structure. Councilmember Courtney seconded. The roll was called:

Marjorie Austin..... Absent
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 6-0.

Mayor Wilson thanked the volunteers and community members who assisted in developing the bridge proposal.

11. Public Comment 2 & Council Response to Public Comment 2

Joe Hyman spoke at public comment #2 to express his gratitude for council taking action on a temporary bridge solution.

12. Council Announcements & Requests

Mr. Chowning reported that he attended the Public Access Authority meeting on behalf of the town. The PAA is attempting to launch a regional dredging program, and Mr. Chowning expressed his support for maintaining our creek. Beth Justice spoke of the upcoming Labor Day activities at Taber Park.

13. Adjourn or Recess

The meeting was adjourned following completion of the agenda.

Respectfully submitted,

Approved: _____



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 7 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

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

NO SPEAKERS: Mayor closes Public Comment Period.

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

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

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



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 8 – July 2026 Treasurers Report

8. Report

Background: The Treasurer's Report for July 2026 shows the Town's cash and investment balances across its bank accounts, CDs, and trust accounts as of July 31, 2026, compared to June 30, 2026 and July 31, 2025. It also lists meals, lodging, and cigarette tax collections, water sales revenue, interest earned on certificates of deposit, and notable expenditures to MPPDC and William Marr, Jr., Esquire made during the month.

Council Action Requested: Review Report and direct any questions to the treasurer or town administrator



Treasurer's Report

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

Account Balance thru 7/31/2025	Prior Year 7/31/25	Prior Month 6/30/26	Statement Date 7/31/26
Primis Bank General Operating Bank Account	983,062.26	527,081.24	231,748.63
Renter Water Deposits	-19,501.66	-21,231.66	-21,456.66
Net Operating General Bank Account (Adjusted Bal)	979,844.90	509,852.87	492,154.39
Primis – USDA Well Replacement reopened (8/2/24)	34,278.26	14,562.28	88,811.88
C&F Bank Historic Trust (new 3/1/2023)	61,951.69	67,185.97	68,381.38
C&F Bank - Water Fund Reserve (13 mo. CD) 4/15/26	123,505.87	126,942.14	128,034.02
C&F Bank – General Fund Reserve (13 mo. CD) 4/15/26	102,178.98	105,021.89	105,925.22
C&F Bank -Operating Reserve (13 mo. CD) 4/15/26	427,970.76	439,878.09	443,661.64
Taber Trust – Account Value	1,107,362.92	1,205,694.40	1,239,763.55
Taxes listed below are collected for prior month(s)	7/31/25	6/30/2026	7/31/26
Meals Tax collected in July	14,635.00	29,220.24	16,055.04
Lodging Tax collected in July	3,422.1	4,608.81	2,939.41
Cigarette Tax collected in July	878.87	878.87	1,195.41

EXPENDITURES:

7/13/2026 MPPDC \$19,425.33
7/13/2026 Wm. Marr, JR Esquire \$15,000.00

REVENUE:

7/15/2026 Interest received on three CD's
\$1,091.88 – Water Fund
\$ 903.33 – General Fund
\$3,783.55 – Operating Reserve
\$5,706.76 - Total interest received

7/21/2026 received USDA unused loan proceeds \$78,602.79. Will be paid back to loan in August.

Meals Tax

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2020
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/31/2020
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12110-0001	Meals Tax - Local							
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total								
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1							
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00

Lodging Tax

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2020
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/31/2020
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12100-0001	Lodging Tax							
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total								
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1							
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00

Water Sales

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

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
500-17010-0001	Water Sales Charges							
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total								
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1							
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 9a - Oyster Festival Master Plan Presentation

Background: Urbanna Oyster Festival is an annual event held within the Town Limits. This is the 68th event and will take place Friday, November 6 and Saturday, November 7, 2026.

Staff reviewed a draft and found the 2026 plan to be consistent with the 2025 plan. The marina manager and mayor worked to coordinate the marina slip occupancy layout and that was brought to resolution.

Presented tonight is the final version.

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

Staff Recommendation: Approve as presented.

Council Action Requested: Yes. Approve as presented.

Sample motion: Motion to approve the 2026 Oyster Festival Master Plan as presented.

***69th URBANNA OYSTER FESTIVAL MASTER PLAN
November 5th, 6th & 7th, 2026***

**69th Urbanna Oyster Festival
November 5th, 6th & 7th 2026
Urbanna, Virginia**

"The Official Oyster Festival of the Commonwealth of Virginia"

MASTER PLAN

I. Purpose:

The purpose of this 2026 Urbanna Oyster Festival Master Plan is to comply with the requirements of Chapter 7.1, Permits and Business Taxes, of the Urbanna Town Code (1973), as amended. Specifically, Section 7.1-22(b) requires a written Master Plan that addresses non-profit civic status, proof of liability insurance coverage, special licensing procedures, and public safety plans. This Master Plan with addenda is designed to meet the applicable provisions of the Urbanna Town Code (1973), as amended, and the Code of Virginia (1950), as amended, regarding public festivals, and provides the written basis for obtaining approval of the Urbanna Town Council to conduct the 2026 Urbanna Oyster Festival on November 5th, 6th & 7th, 2026.

II. Organization:

The Urbanna Oyster Festival Foundation is a non-profit organization registered as such under the applicable provisions of the Internal Revenue Service. A copy of the organizational charter is included as addendum 1.

III. Festival Dates and Hours:

Thursday, November 5, 2026	8:00 AM - 6:00 PM
(Setup and School Education Day)	
Friday, November 6, 2026	8:30 AM - 12:00 AM
Saturday, November 7, 2026	8:30 AM - 6:00 PM

**FESTIVAL OFFICIALLY CLOSES AT 6:00 PM ON SATURDAY,
NOVEMBER 7, 2026 - NO EXCEPTIONS**

IV. Public Safety (Unified Command Structure)

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

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

V. Public Safety (Law Enforcement):

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

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

VI. Public Safety (Emergency Services):

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

Emergency Medical Aid Stations will be strategically located throughout the Festival Area, and additional Emergency Medical

personnel will be moving throughout the Festival Area. Transport Resources will be strategically located throughout the Festival Area, predominantly on the perimeters, as not to cause a hazard to citizens. Patients will be moved from the interior to the Festival Areas on "Gator Type" vehicles and transported to a hospital or Medivac Landing Area. Medivac Helicopter Landing Areas will be located at the Rosegill Plantation airstrip, in the field behind 296 Rappahannock Avenue in Urbanna and Red Hill cemetery on State Route 1011, just west of town.

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

Many private properties within the corporate limits of the Town of Urbanna will be available for parking, including parking and occupancy of Recreational campers, for Friday, November 6, 2026 and Saturday, November 7, 2026.

On Saturday, November 7, 2026 vehicular traffic will be restricted starting at 8:30 AM and vehicles parked within the corporate limits of the Town of Urbanna and the areas adjacent to the corporate limits of the Town of Urbanna will be restricted based on the following street closures and associated public safety measures.

The following street closures are made pursuant to a resolution passed by the "Town Council" of the Town of Urbanna, and in accordance with the 2026 Urbanna Oyster Festival permit, as issued by the Virginia Department of Transportation.

On Friday, November 6, 2026, Virginia Street from Cross Street to the Waterfront and from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and a portion of Prince George Street will be closed to vehicular traffic as required by public safety officials. Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 6, 2026 to insure public and/or pedestrian safety as determined by public safety officials.

On Friday, November 6, 2026 vehicular traffic entering or leaving the town will be prohibited from 5:00 PM to 9:00 PM on the West side (Route 602) and from 6:00 PM to 9:00 PM on the East side (Rosegill) for the Fireman's Parade. During this time, the movement of traffic within the town will be limited. Vehicular traffic, except for parade participants will be strictly prohibited along the Fireman's parade route.

At 9:00 AM, or earlier if deemed necessary by State Police, on Saturday, November 7, 2026, State Route 227 (Urbanna Road) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or they will be allowed to turn around and leave the area.

At 9:00 AM, or earlier if deemed necessary by State Police,

on Saturday, November 7, 2026, State Route 602 (Old Virginia Street) will be closed to all vehicular traffic, except law enforcement, fire and rescue vehicles, with a police manned barricade at Route 1011 (Red Hill Drive). The only exceptions for further entrance past the police barricade will be vehicles that display an "Official 2026 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation. The issuance of these permits will be regulated to vehicles for festival sponsors, dignitaries, medical personnel and "parade participants". Vehicles that do not have a permit will be directed to park in the "official" festival parking lots or they will be allowed to turn around and leave the area.

On Saturday, November 7, 2026, beginning at 8:00 AM, Virginia Street from Cross Street to Grace Street, Rappahannock Avenue from Marston Avenue to Virginia Street, and all of Prince George Street will be closed to vehicular traffic, except law enforcement, fire and rescue vehicles.

On Saturday, November 7, 2026, motor vehicles located within the corporate limits of the Town of Urbanna will not be allowed to leave town, until approximately 8:00 PM or at a time deemed appropriate by law enforcement for public safety.

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

VIII. Public Safety (Outlying Parking Areas):

On Saturday, November 7, 2026, traffic approaching Urbanna from the east will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property (Rosegill Farm) on the east and west side of State Route 227 (Urbanna Road). Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

On Saturday, November 7, 2026 traffic approaching Urbanna from the west will be directed by Oyster Festival parking concessionaires into "official" parking areas on private property on the north and south sides of State Route 602 (Old Virginia Street). The "official" parking lots at Lord Mott corner and Knapps Hill, closest to Town will be filled first. After these lots have been filled, as determined by the Virginia State Police, the "official" parking lot at Hewick Plantation may be opened for parking. Vehicles reaching the Virginia State Police barricade and/or traffic control point will be directed to turn around and will not be allowed to enter the town.

IX. Public Safety (No Parking Areas):

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

- A. Between 2:00 AM Friday, November 6, 2026 and 11:00 PM Saturday, November 7, 2026 major "No Parking Tow Away Zones" within the corporate boundaries of the Town of Urbanna shall be prominently marked and shall include;
 - 1. Urbanna Road (State Route 227) from the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street;
 - 2. Watling Street (State Route 227) from its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street;
 - 3. Cross Street (State Route 227 and State Route T1005) from its intersection with Watling Street (State Route 227) all the way past the Marston Avenue (State Route T1006) intersection, both sides of the street;
 - 4. Prince George Street (State Route T1003) from Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street;
 - 5. Virginia Street (State Route 227), east from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street;

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

7. Bonner Street (State Route T1020) west from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street; Grace Avenue (State Route 1010) from Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street; Park Street (State Route T1019) from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street;

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

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

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

B. Between 2:00 AM and 8:00 PM Saturday, November 7, 2026 there shall be a no parking area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).

C. No parking signs will be placed on State Route 227 and State Route 602 outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

Additional details of the no parking areas are contained in the 2026 Oyster Festival Public Safety Plan. "No Parking" areas

will be designated as tow away zones, and towing charges will be at the violator's expense.

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

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

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

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

XI. Parade Permit and Public Safety Agency Approval:

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, a Virginia Department of Transportation (VDOT) Application For A Parade Permit shall be submitted for approval to the Virginia Department of Transportation, District Resident Engineer for approval of the Friday, November 6, 2026 Fireman's Parade and the Saturday, November 7, 2026, Oyster Festival Parade in order to temporarily close affected streets and restrict parking. A copy of this Master Plan and its addenda shall be submitted along with the Parade Permits to secure the coordination and approval of the Town of Urbanna Administrator, Middlesex County Sheriff, the Virginia State Police, and the Virginia Department of Transportation. Copies of the Parade permits are attached as addenda to this Master Plan. Final Parade Permit approval is required no later than seven days prior to the event.

XII. Fireman's Parade (Route and Time): The Fireman's Parade will begin at 7:00 PM, Friday, November 6, 2026 and commence east on Virginia Street (State Route 602) from the area of the Urbanna Professional Center (State Route 1011) left on Grace Street (State Route 1010), right on Bonner Street (State Route 1019), left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Virginia Street to a disband area where the parade began, at the Urbanna Professional Center. The Fireman's Parade duration -approximately one (1) hour. The Fireman's Parade will be restricted to sixty-five (65) self-propelled units.

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

The Oyster Festival Parade will begin at 2:00 PM, Saturday,

November 7, 2026 and will commence east from the staging and formation area at the Waverly Commons Office Building on State Route 602 on Virginia Street, left on Grace Street, right on Bonner Street, left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Prince George Street, left on Virginia Street to the disband area where the parade began. Oyster Festival Parade duration - approximately one (1) hour or less. Parade route signage will be furnished by the Oyster Festival Foundation. The maximum number of parade units will be 80 with the slower marching units in front. Parade units may not stop to perform during the parade, except at the reviewing stand. The Oyster Festival Foundation agrees to provide reasonable funding to the Town of Urbanna for additional police officers. The Oyster Festival Foundation will be responsible for any damage along parade route and returning the landscaped areas of Virginia Street back to pre-festival condition.

XIV. Parade (Safety):

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

XV. Virginia Oyster Shucking Contest:

The Oyster Shucking Contest of the Official Oyster Festival of the Commonwealth of Virginia will be held at 11:00 AM, Saturday, November 7, 2026, at the Firehouse field. The gates to the Firehouse field will be open at 10:00 AM. The Oyster Festival Foundation will be selling beer within the fenced area. The area will close promptly at 2:00 PM.

XVI. Waterfront/Scottish Factor Store:

The Waterfront will provide opportunities to view the harbor, enjoy entertainment and view many displays. The Town of Urbanna hereby grants the use of portions of the docks designated slips 21, 22, 23, 24, 25 and 26 for the use of in water displays. On Thursday, the waterfront is used to further educate the children of the community with the heritage of the oyster industry. The Scottish Factor Store now houses the Town of Urbanna Visitor

Center. Visitors may purchase Town of Urbanna souvenirs and listen to soft entertainment.

XVII. Sanitation:

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

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

XVIII. Virginia Department of Health Certification of Temporary Restaurants:

Pursuant to Section 7.1-22, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation shall require all food handlers and concessionaires to have a permit from the Middlesex County Health Department. The Oyster Festival Foundation shall provide each food vendor applicant a copy of the Virginia Department of Public Health Division of Sanitation Services regulations governing the permitting of temporary restaurants as part of the application for Special Business Permit process. Copies of the 2026 Urbanna Oyster Festival Foundation Concession Rules and Regulations, Special Business Permit application form, and Virginia Department of Health regulations governing temporary restaurants are included as addenda to this master plan.

XIX. Communications:

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

XX. Motorized Carts:

The Oyster Festival Foundation will utilize clearly identifiable golf carts or "street carts" for the transportation of key staff in and around the festival grounds. The carts will be maintained by the Oyster Festival Foundation or at the residence of the authorized festival staff member. Only authorized members of the Oyster Festival staff are allowed to operate the carts, and they remain responsible for the vehicle and its operation. Motorized carts for the handicapped will be permitted in the festival areas as crowd density permits. Golf carts or "street carts" motorized skateboards, scooters or mopeds, operated by town citizens or festival attendees will not be permitted on any streets that are otherwise closed to motor vehicles. Any law enforcement officer witnessing an unsafe condition involving a motorized cart may terminate the use of the cart by the individual involved for the duration of the Oyster Festival.

XXI. Musical Entertainment:

The Oyster Festival Foundation shall provide entertainment during the festival.

XXII. Town of Urbanna Special Business Permits:

Pursuant to Chapter 7, Article IV, Sections 7.1-17 through 7.1-29, both inclusive, Urbanna Town Code (1973), as amended, the Urbanna Oyster Festival Foundation, as the sponsoring organization, shall provide for the application and payment of Special Business Permits by concessionaires. The Special Business Permits issued by the Town of Urbanna is comprised of two parts; the first part which is payable to the Town of Urbanna and the second part which is payable to the Urbanna Oyster Festival Foundation as more fully described in the Urbanna Oyster Festival Foundation Concession Application attached hereto as Addenda XVIII(3) and incorporated herein by reference. Application forms, to include Special Business Permit fees, are included as an addendum to this Master Plan. The Special

Business Permits can only be obtained by concessionaires from the Oyster Festival Foundation. Any person or business entity which engages in or conducts any business, calling, profession, or concession in the Town of Urbanna solely or primarily during the Oyster Festival shall qualify for the Special Business Permits prior to engaging in any business activity. No Special Business Permits shall be issued to any such person or business entity unless they have entered into a reciprocal agreement with the Urbanna Oyster Festival Foundation to comply with the provisions of this Master Plan and the ordinances and regulations of the Town of Urbanna, the Virginia State Police, the Virginia Department of Health and the Virginia Department of Transportation. In addition to other penalties that may be imposed, if any person, corporation or partnership shall commence to operate or engage in any business, employment, calling, occupation, profession or concession without a Special Business Permits such person or entity shall be fined a civil penalty of two hundred fifty (\$250.00) dollars. In addition to the civil penalty such persons or entity shall be subject to paying the applicable Special Business Permit Tax plus a penalty of ten (10%) of the amount of the Special Permit (See Section 7.1-29 of Urbanna Town Code (1973). Any person or business entity which has obtained a regular Town of Urbanna business permit and whose business activities within the Town of Urbanna are not limited to the Urbanna Oyster Festival shall be exempt from obtaining a Special Business Permit provided that such person or business entity does not allow unpermitted parties to conduct any business activity ostensibly under the authority of their Urbanna business permit during the annual Urbanna Oyster Festival. Notwithstanding the foregoing, all regular Town of Urbanna business permits issued to a person or business entity engaged as a peddler or itinerant merchant with no definite place of business as defined in Section 7-1.2 of the Town Code shall be null and void during the Urbanna Oyster Festival. Pursuant to Section 7.1-17 of the Urbanna Town Code, any such person or business entity that does not receive remuneration for its activities shall not be required to pay the Town Special Business Permit fee.

XXIII. Insurance and Indemnification Agreement:

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

this Master Plan:

INSURANCE AND INDEMNIFICATION AGREEMENT

This Insurance and Indemnification Agreement is entered into this ____ day of _____, 2026 by and between the Town of Urbanna, Virginia, a Virginia municipal corporation, and the Urbanna Oyster Festival Foundation, a Virginia non-stock, not-for-profit corporation.

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

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

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

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

Notwithstanding the foregoing, this indemnification shall be limited to any claim arising from the Oyster Festival (i.e. November 6th and 7th, 2026) and a period thirty days prior to and thirty days after the Oyster Festival, but alleged to be in connection therewith, and not otherwise covered by the insurance policy. In addition, this indemnification shall be subject to the following:

- 1) Any defenses the Urbanna Oyster Festival Foundation may

have, if any, against the Town of Urbanna, for any claim;
and

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

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

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

The Executed Insurance and Indemnification Agreement are

included as Addendum 5 to this Master Plan.

XXIV: SERVICE MARK:

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

1. That the Urbanna Oyster Festival Foundation (the "Foundation") is the sole and exclusive owner of all right, title and interest in and to the Service Mark, i.e. oysters logo and/or the words, "Urbanna Oyster Festival", (the "Mark") and any colorable imitations, designations, counterfeits or copies of the Mark; and
2. That the Mark has become distinctive of the Foundation's services and has become famous under 15 U.S.C. Section 1125; and
3. The Foundation has registered the Mark in the United States Patent and Trademark office (Registration Nos. 2,198,679 and 2,208,800) and any use of the Mark, without the expressed written consent of the Foundation shall constitute an infringement on this Foundation's federally registered service mark in contravention of 15 U.S.C. Section 1114(1)(a).; and
4. Not to engage in any conduct in violation of this Section XXIV; and
5. That if the Foundation determines, in its sole discretion, that a participant has used the Mark without the expressed written authorization or permit from the Foundation, then the participant after receiving a demand, whether written or oral, from the Foundation to cease and desist from any further use of the Mark, hereby consents to the follows actions:
 - a) The chief law enforcement officer and his deputies or officers may close any activity in violation of this Section XXIV upon written notice from the Foundation; and
 - b) The person or entity in violation of this provision of the Master Plan consents to the entry of an exparte order granting injunctive relief to the Foundation to enjoin any unauthorized use of the Mark; and

- c) The person or entity in violation of this provision of the Master Plan hereby acknowledges that the Foundation is entitled to recover all of the profits earned as a result of the use of the Mark; together with other damages that the Foundation has suffered, which shall be trebled, including but not limited to actual attorney fees.

XXV: Controlled Consumption of Alcoholic Beverages:

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

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

All businesses authorized to operate an Expanded Area hereby

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

XXVI: Raffles:

The Urbanna Oyster Festival Foundation (Foundation) has not permitted raffles and other games of chance at the Urbanna Oyster Festival because these activities were thought to conflict with the family-oriented nature of the Urbanna Oyster Festival. However, the Foundation recognizes that some bona fide non-profit organizations utilize raffles as a fundraising tool for the benefit of the community that they serve as part of their non-profit mission. This shall not apply to the Virginia Lottery. Therefore, the Foundation may permit raffles during the Urbanna Oyster Festival for which the Foundation receives an advance application for review and approval, and which includes evidence of the sponsoring organization's tax-exempt status granted by the U.S. Internal Revenue Service as well as evidence of compliance with the Commonwealth of Virginia's charitable gaming regulations, as amended. Approval of such raffle applications shall be at the sole discretion of the Urbanna Oyster Festival Foundation.

XXVII: Financial Responsibility:

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

XVIII. Addenda:

1. Urbanna Oyster Festival Foundation Charter.
2. Urbanna Oyster Festival Foundation Concession Rules and Regulations.

3. Urbanna Oyster Festival Foundation Concession Applications.
4. The Virginia Department of Health Guidelines And Checklist For Temporary Food Events, and Application For Temporary Restaurant Permit.
5. Executed Insurance and Indemnification Agreement.
6. Ordinance of the County of Middlesex authorizing the Town of Urbanna to apply its Master Plan to certain portions of Middlesex County during Oyster Festival weekend, Friday, November 6, 2026 and Saturday, November 7, 2026.
7. VDOT Permit Application for Oyster Festival 2026.
8. VDOT Permit for Oyster Festival 2026.



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 9b – Well Repair Update

9.b. Well Repair Update

Background: Well 6 is offline with a well pump failure. The Mayor/Town Administrator is working to obtain quotes for repairs. At the time this packet was produced, one quote had been obtained, and a second was expected. The town administrator will review the quotes for the council's action to authorize a repair.

Fiscal Impact: Price of the quote, to be paid from the water system repair budget

Staff Recommendation: Authorize repair

Council Action Requested: Authorize Resolution 2026-017 for the repair of Well 6

Sample Motions:

I move to approve resolution 2026-017 to authorize _____ to repair Well 6.

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

Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)

*Proposed for Adoption by the Urbanna Town Council
September 10, 2026 Regular Meeting*

RESOLUTION 2026-017

**AWARD OF A PUBLIC CONTRACT FOR INSTALLATION OF TEMPORARY BRIDGE
ON OYSTER RD**

WHEREAS the Town solicited for three and received two quotes for removal, troubleshooting and repair of the #6 Well pump; and

WHEREAS _____ proposal presented the methodology best suited to the project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Town Council awards a public contract to _____ in the amount of \$_____ for troubleshooting and repair of the Well #6 pump subject to final review and approval of the contract by town attorney.

DONE this 10th day of September, 2026.

Mayor, Town of Urbanna



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 9c – Planning Commission Appointment

9.c. Planning Commision Appointment

Background: The resignation of Councilmember Merri Hanson left vacant the Planning Commission seat reserved for a member of Town Council. Town Code § 20-3 requires that one member of the Commission be a member of Council, and Virginia Code § 15.2-2212 permits a member of the governing body to serve on the Commission for a term coextensive with the member's term of office. Ms. Martha Lowe was appointed to the Town Council in June 2026 to fill the unexpired term ending December 31, 2026. In light of her extensive real estate experience and her long service on the Board of Zoning Appeals, the Mayor asked Ms. Lowe whether she would be willing to serve on the Planning Commission, and she has expressed interest in doing so.

Council Action Requested: The Council is asked to adopt Resolution 2026-018 appointing Ms. Martha Lowe to the Planning Commission for a term from September 10, 2026 through December 31, 2026.

Sample Motions:

I move to ...

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

Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)

*Proposed for Adoption by the Urbanna Town Council
September 10, 2026 Regular Meeting*

RESOLUTION 2026-018

**RESOLUTION APPOINTING MS. MARTHA LOWE TO THE TOWN OF URBANNA
PLANNING COMMISSION**

WHEREAS, Urbanna, VA (Hereinafter "the Town") is a municipal corporation located within the County of Middlesex; and

WHEREAS, the Code of Virginia § 15.2-2212 states "the Planning Commission shall be composed of not less than five (5) nor more than fifteen (15) members";

WHEREAS, the Code of Virginia § 15.2-2212 further states "One member of the commission may be a member of the governing body";

WHEREAS, Town Code § 20-3 requires that one member of the Commission be a member of Council;

WHEREAS, Ms. Martha Lowe was appointed to the Town Council in June 2026 for a partial-year term expiring December 31st, 2026; and

WHEREAS, Ms. Lowe has expressed interest in a Planning Commission appointment; and

WHEREAS, the Town Council has determined Ms. Lowe meets all appointment requirements;

NOW, THEREFORE, BE IT RESOLVED that the Urbanna Town Council appoints Ms. Martha Lowe to the Planning Commission for a term from September 10, 2026 through December 31, 2026.

DONE this 10th day of September, 2026.

Mayor, Town of Urbanna



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 10 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

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

NO SPEAKERS: Mayor closes Public Comment Period.

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

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

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



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 11 – CLOSED MEETING

Item 10 – 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)(1) of the Code of Virginia to discuss or consider discussion, consideration, or interviews of prospective candidates for employment.

Motion, Second, Discussion, Roll Call by Clerk

10b – Motion to Reconvene in Open Session

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

Motion, Second, Discussion, Voice Vote

10c – Certification of Closed Meeting

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

Motion, Second

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

Roll Call by Clerk



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 12 – COUNCIL ANNOUNCEMENTS & REQUESTS

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

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



**TOWN
COUNCIL**

Agenda Item Summary

SEPTEMBER 10, 2026 REGULAR MEETING

Agenda Item: 13 – ADJOURN OR RECESS

Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)