

**Town of Urbanna  
Town Council  
Work Session  
Council Chambers-390 Virginia St. Suite B  
August 22, 2024**

**CALL TO ORDER & ROLL CALL**

**Members of Council**

**Present**

Mayor Bill Goldsmith  
Marjorie Austin  
Larry Chowning  
Alana Courtney  
Merri Hanson  
Beth Justice  
Sandy Sturgill

**Others Present**

Ted Costin-Town Administrator  
Michele Hutton-Town Treasurer

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

All present said the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Austin made a motion to amend the agenda to add the Urbanna Tourism Plan under Discussion Items.**

**Councilmember Hanson seconded.**

In response to a question by Councilmember Hanson, Councilmember Austin the plan was presented in August, and there had been no action taken. Further discussion took place and it was determined the plan should be formally adopted.

**Councilmember Austin made a motion to amend the agenda, adding 8f-Adoption of the Urbanna Tourism Action Plan.**

**Councilmember Hanson seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**

**Councilmember Austin made a motion to approve the agenda as amended.**

**Councilmember Hanson seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**

**PUBLIC COMMENT**

There was no public comment.

**COUNCIL COMMENT**

There was no council comment.

## **DISCUSSION ITEMS**

There were no discussion items.

## **ACTION ITEMS**

### **Oyster Festival Master Plan-2024**

Mr. Costin presented the background on the Oyster Festival Master Plan, as well as the two related resolutions. Staff recommends approving the plan as presented.

Joe Heyman, Oyster Festival Foundation Chair spoke to council regarding the plan. There was a revision in the plan to allow for RV parking. The Foundation is requesting 6 slips at the Town Marina for the various boats brought in by the Foundation for educational purposes.

Mayor Goldsmith explained the resolutions were needed to support enforcement of the parking and traffic regulations as stated in the Master Plan.

**Councilmember Austin made a motion to approve the 2024 Oyster Festival Master Plan as presented.**

**Councilmember Justice seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**

### **2024-RES-003-Restricting Parking and Traffic During the 2024 Urbanna Oyster Festival**

**Councilmember Austin made a motion to approve Resolution 2024-RES-003 as presented.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**



## **RESOLUTION 2024-RES-003**

### **RESTRICTING PARKING AND TRAFFIC DURING THE 2024 URBANNA OYSTER FESTIVAL**

**WHEREAS**, the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 1, 2024, and Saturday, November 2, 2024; and

**WHEREAS**, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 67th 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 2024 Oyster Festival Master 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 of Urbanna, Virginia, as follows:

**1. Street Closures on Friday, November 1, 2024:**

- **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 1, 2024, to ensure public and/or pedestrian safety as determined by public safety officials.
- 2. **Traffic Restrictions During Fireman's Parade on Friday, November 1, 2024:**
  - 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 2, 2024:**
  - 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, 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, fire, and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). Only vehicles displaying an "Official 2024 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 2, 2024:**
  - 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, 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 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 shall properly display a Town of Urbanna vehicle license sticker.

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

Adopted the 22<sup>nd</sup> day of August, 2024

A Copy Teste:



Martha J Rodenburg  
Town Clerk

**2024-RES-004-Designating NO PARKING Areas During the 2024 Urbanna Oyster Festival**  
Councilmember Hanson made a motion to approve Resolution 2024-RES-004 as presented.  
Councilmember Austin seconded.  
Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.  
Motion passed 7-0



## **RESOLUTION 2024-RES-004**

### **DESIGNATING NO PARKING AREAS DURING THE 2024 URBANNA OYSTER FESTIVAL**

**WHEREAS**, the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 1, 2024, and Saturday, November 2, 2024; and

**WHEREAS**, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 67th 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 2024 Oyster Festival 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 of Urbanna, Virginia, as follows:

1. **Major "No Parking Tow Away Zones":**
  - o **Between 2:00 AM Friday, November 1, 2024, and 11:00 PM Saturday, November 2, 2024**, 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.
2. **Additional "No Parking" Designations:**
    - o **Between 2:00 AM and 8:00 PM Saturday, November 2, 2024,** 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).
  3. **No Parking Signs Outside Corporate Limits:**
    - o 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.
  4. **Enforcement and Towing:**
    - o "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.

Adopted the 22<sup>nd</sup> day of August, 2024

A Copy Teste:

Martha J Rodenburg  
Town Clerk

Mr. Costin reported to council about the following donations being made by Oyster Festival Queen contestants:

- Anna Crown-handicap swing for Taber Park
- Hailey Bruce-white composite benches to honor our veterans

Staff will work with them to appropriately locate these items.

Discussion took place about the generosity of the donations.

Councilmember Austin reported \$222 collected from a 50/50 raffle held by the 2<sup>nd</sup> Saturday event had been donated to an Oyster Festival Queen & Spat contestant.

**Councilmember Austin made a motion to accept the donation of a handicap swing for Taber Park playground from Oyster Festival Queen candidate Anna Crown, and two white composite benches from Oyster Festival Queen candidate Hailey Bruce.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**

#### **Determination of Trick-or-Treating Date**

Mr. Costin reported that due to Oyster Festival taking place on November 1 & 2, and set-up taking place October 31, for safety reasons, staff is recommending moving Trick-or-Treating in the Town of Urbanna to Tuesday, October 29.

Discussion took place about other possible dates.

**Councilmember Austin made a motion to move Trick-or-Treating in the Town of Urbanna to Tuesday, October 29, 2024.**

**There was no second. Motion failed.**

**Councilmember Austin made a motion to move Trick-or-Treating in the Town of Urbanna to Sunday, October 27, 2024.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 7-0**

#### **Urbanna Tourism Action Plan**

**Councilmember Austin made a motion to approve the Tourism Action Plan.**

**Councilmember Hanson seconded.**

Conversation took place regarding the plan, created by Laura Messer with Virginia Tourism, along with Urbanna Main Street.

Councilmember Hanson said the Urbanna Main Street holiday house tour is to raise funds to hire a part-time employee to move forward with the Tourism Action Plan. No taxpayer money will be used.

Councilmember Austin informed council the Middlesex County EDA is interested in assisting.

Further discussion took place regarding the Oyster Festival's financial situation and ways to generate more income for the town. Mr. Heyman explained it is not legal to charge admission to the festival since it is held on VDOT streets. The town collects income from meals tax, and business license fees are used to pay police.

Councilmember Austin added 2<sup>nd</sup> Saturday would like to work improvements at the Payne's Landing site, and requested it be added to the next meeting agenda.

**Austin, Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Courtney abstained.**

**Motion passed 6-0-1**

### **ANNOUNCEMENTS**

There were no announcements.

### **CLOSED MEETING**

**Councilmember Austin moved to go into Closed Meeting pursuant to Virginia Code 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town Council – purchase of 390 Virginia Street; And 2.2-3711(A)(1) for the discussion of performance of employees of and public body.-Ted Costin**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 7-0**

Council entered Closed Meeting.

### **OPEN MEETING**

**Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.**

**Motion passed 7-0**

Council entered Open Meeting.

Mayor Goldsmith announced council has directed staff to attend to the matter associated with item 1, and item 2 will be taken up by the Personnel Committee.

### **ADJOURN**

**Councilmember Austin made a motion to adjourn.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**

**Motion passed 7-0**

**Submitted by:**

**Martha J. Rodenburg, Town Clerk**

**Approved by Town Council February 13, 2025**

ATTEST:

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Christine H. Branch, Town Clerk