

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

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 13th day of November, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor pro tempore (pro tem) Chowning called the meeting to order at 6:00pm.

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

Not necessary.

AGENDA ITEM 3. ROLL CALL

The Clerk called the roll:

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

Others Present:

Ted Costin, Town Administrator

Christine Branch, Town Clerk

Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor pro tem led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

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

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. October 9, 2025 Regular Meeting Draft Minutes

6b. October 23, 2025 Work Session Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented.

Councilmember Justice seconded. The Mayor pro tem called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

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

Mr. Costin presented the request by White Rose Partners, LLC for conversion of the second and third floor areas of 40 Cross Street (Tax Map 20A-1-59&60) to two apartments. Staff recommendation was to approve the SUP with six conditions. The Planning Commission held a public hearing on November 12, 2025 and voted unanimously to recommend approval with the following conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of the second and third floor areas to two apartments at 40 Cross Street, shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
2. All federal, state, and local laws, regulations and rules shall be observed at all times.
3. The property shall be maintained in a clean and orderly manner at all times.
4. First or ground floor activities shall be limited to those commercial uses permitted by right or by special exception under the then existing Town of Urbanna Zoning Ordinance.
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit (total four (4)) one (1) of which shall be further marked for handicapped parking.
6. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accord with legal requirements existing at the time.

Sean Hackney of White Rose Partners, LLC was present.

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

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

Mayor pro tem Chowning opened the public hearing comment period.

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

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

Mayor pro tem Chowning closed the public hearing comment period.

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

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

The motion passed 5-0 with 2 absent.

ORDINANCE 04-2025 (Uncodified)

SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-03, WHITE ROSE PARTNERS, LLC TO CONVERT FLOOR 2 AND FLOOR 3 OF 40 CROSS STREET, URBANNA, VIRGINIA 23175 INTO SINGLE FAMILY APARTMENTS TAX MAP NO. 20A-1-59&60 IN THE B-1 ZONING DISTRICT, ACREAGE UNKNOWN

WHEREAS the applicant, White Rose Partners, LLC, requests a Special Use Permit (SUP) to convert the second and third floors of 40 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-1-59&60, Zoned B-1) to one single-family apartment per floor; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 12, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of 2025-SUP-03, Ordinance 04-2025 by Town Council; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 13, 2025 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2025-03 is hereby granted for Tax Map No. 20A-1-59&60, to convert the second and third floors of 40 Cross Street, Urbanna, VA 23175 to one single-family apartment per floor with the following conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of the second and third floor areas to two apartments at 40 Cross Street, shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
2. All federal, state, and local laws, regulations and rules shall be observed at all times.
3. The property shall be maintained in a clean and orderly manner at all times.
4. First or ground floor activities shall be limited to those commercial uses permitted by right or by special exception under the then existing Town of Urbanna Zoning Ordinance.
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit (total four (4)) one (1) of which shall be further marked for handicapped parking.
6. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accord with legal requirements existing at the time.; and

This Ordinance shall take effect upon adoption.

ADOPTED this 13th day of November, 2025.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

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

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

Mayor pro tem Chowning asked about the outcome of the Oyster Festival. Mr. Costin said we do not have numbers yet. He said there were no major problems that he was aware of.

Councilmember Courtney said she thought the crowd was smaller which made it more enjoyable.

8a.2. Treasurer

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

8a.3. Town Clerk

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

8b. COMMITTEE REPORTS

8b.1. Finance Committee

The Finance Committee did not meet since their last report.

8b.2. Water Committee

The Water Committee did not meet since their last report.

8b.3. Special Events Committee

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

8b.4. Personnel Committee

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

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

There were no speakers.

AGENDA ITEM 10. UNFINISHED BUSINESS - NONE

AGENDA ITEM 11. NEW BUSINESS - NONE

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

There were no speakers.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

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

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

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

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

AGENDA ITEM 14. CLOSED MEETING

None required.

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:26pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: December 11, 2025

ATTEST:

Christine H. Branch, Town Clerk