

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF DECEMBER 11, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 11th day of December, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:02pm.

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

Not necessary.

AGENDA ITEM 3. ROLL CALL

The Mayor called the roll:

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

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Shawn Pickett, Applicant
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

The Mayor announced that the Town closed today on the purchase of 300 Virginia Street.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

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

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. November 13, 2025 Regular Meeting Draft Minutes

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

AGENDA ITEM 7. PUBLIC HEARING: Ordinance 05-2025 – SPECIAL USE PERMIT
APPLICATION 2025-SUP-04: SHAWN PICKETT

Mr. Costin presented the request by Pickett Homes, LLC amending the conditions imposed by 2024-SUP-01 & 2025-SUP-02 by converting a storage room into additional seating which will impact both indoor and outdoor total seating capacity.

Mr. Costin said this request stems from earlier Health Department input that outside seating would not alter the capacity of persons recognized in the Certificate of Occupancy (CO). The current CO is set at twenty (20), but calculations provided by the applicant revealed a higher number should be allowed. The Building Official, who issues Cos, confirmed the existing number is low and can be adjusted up to 24. The applicant also wishes to convert a 12'x15' (180 sq. ft.) area previously used for storage to additional seating. This would increase the occupancy by 12. In total 20 would increase to 36 with approval of this current request.

The Planning Commission held on Public Hearing on December 10, 2025 and voted unanimously to recommendation approval of the SUP subject to the altered language of Condition #5:

5. The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of ~~twenty (20)~~ **thirty-six (36)** persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Mr. Costin said a concern was received this morning from a neighbor who requested a privacy fence between the two properties. He spoke with the applicant regarding the issue today.

Mr. Costin showed photos of the property and the applicant's plan for outdoor seating and fencing. The applicant's concern is that a privacy fence would block what little water view he currently has.

Councilmember Chowning said Council does not need to be encouraging privacy fences. Councilmember Wilson asked if the matter had been advertised. Mr. Costin said yes. Councilmember Wilson asked why the complaint was made now.

The applicant, Shawn Pickett, said he hopes to have a historical feel to the converted seating area where you would feel like you're stepping back into the 1700s. His plans for outside is to convert a window into a door leading outside and erecting a 4' gothic fence around the area.

Councilmember Chowning noted that the person who owns the property with the water view could put something up at any time which would obstruct the applicant's view. Mr. Pickett said he understood this.

Councilmember Austin said she believes Mr. Pickett will do what he needs to in order to comply with the ABC requirements and that it is not a Town issue.

Councilmember Hanson asked Mr. Pickett if he would prefer there to be a condition for the fence added. Mr. Pickett said no.

Mayor Goldsmith opened the Public Hearing Comment Period. There being no speakers, Mayor Goldsmith closed the Public Hearing Comment Period

Councilmember Austin made a motion to approve Ordinance 05-2025 granting Special Use Permit 2025-04 subject to the altered Condition #5 language. Councilmember Courtney seconded the motion. The Mayor called for any discussion. The members were polled:

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

The motion passed 6-1.

ORDINANCE 05-2025 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-04, SHAWN PICKETT
TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01/ORDINANCE 03-2024 AND 2025-SUP-02/ORDINANCE 03-2025, REGARDING CONVERTING A STORAGE ROOM INTO ADDITIONAL SEATING WHICH WILL IMPACT BOTH INDOOR AND OUTDOOR TOTAL SEATING CAPACITY AT THE RESTAURANT LOCATED AT 161 CROSS STREET, URBANNA, VIRGINIA 23175, TAX MAP NO. 20A-17-8 IN THE B-1 ZONING DISTRICT, +/-0.171 ACRES**

WHEREAS the applicant, Shawn Pickett, requests a Special Use Permit (SUP) to convert a storage room into additional seating, which will impact both indoor and outdoor total seating capacity, at the restaurant located at 161 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-17-8, Zoned B-1); and

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

WHEREAS 2025-SUP-02 was granted by Town Council via Ordinance 03-2025 on September 11, 2025 amending the conditions of 2024-SUP-01 regarding hours of operation and seating at the restaurant; and

WHEREAS the applicant has complied with the terms and conditions of 2024-SUP-01 and 2025-SUP-02; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on December 10, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2025 -04 subject to the altered condition number 5 language as proposed; and

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

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2025-04 is hereby granted for Tax Map No. 20A-17-A, 161 Cross Avenue, to amend the terms and conditions of 2024-SUP-01/Ordinance 03-2024 and 2025-SUP-02/Ordinance 03-2025 as follows:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be permitted on Sundays from 9am-9pm, Mondays from noon-10pm, and Tuesdays through Saturdays from 9am-9pm.
4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of ~~twenty (20)~~ **thirty-six (36)** persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.

12. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council; and

This Ordinance shall take effect upon adoption.

DONE this 11th day of December, 2025.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

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

- Closing on the 300 Virginia Street purchase took place this morning. The plan is to complete the move by the end of January. He said the deed has been recorded with the County; the property is now covered by the Town's insurance; water and electricity service have been established; and he is getting quotes from moving companies.
- The Fire Chief will let the Town use one of the rooms at the fire house for holding meetings at a cost of \$100 per meeting to help cover the cost of electricity.

8a.2. Treasurer

Ms. Hutton presented the October Treasurer's Report.

Councilmember Chowning commended Ms. Hutton for doing a good job on Real Estate tax.

Councilmember Austin noted cigarette tax receipts had dropped. Ms. Hutton said she believes this is due to the tobacco shops pulling sales. Councilmember Austin said it should be investigated to see if vape sales can be subject to the cigarette tax.

8a.3. Town Clerk

Ms. Branch presented the Monthly Clerk's Report. She reminded Council to review the new code codification emailed to them prior to discussion at the January 2026 Work Session.

8b. COMMITTEE REPORTS

Councilmember Chowning left the meeting at this time.

8b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said they need to schedule a meeting.

8b.2. Water Committee

The Water Committee did not meet since their last report. Mayor Goldsmith said we are facing repairs at the well house and a meeting needs to be scheduled.

8b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said the Christmas Parade went well. Ms. Hutton thanked the volunteers and said they do an awesome job. Councilmember Hanson said Main Street had good sales and sponsorships for the House Tour. She said they would like to coordinate with the Special Events Committee going forward.

8b.4. Personnel Committee

Councilmember Hanson said the Committee met to discuss how to proceed with updating the Personnel Policy. Ms. Erard said Council needs to be prepared to make a lot of decisions.

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

11a. Resolution 2025-020, 021, and 022 – Reappointments to Boards & Commissions

Mr. Costin said there were several positions expired and expiring at the end of the year: two on the Board of Historic and Architectural Review, one on the Planning Commission, and two on the Board of Zoning Appeals.

Councilmember Austin made a motion to approve Resolution 2025-020 reappointing Amy Denny to the Town of Urbanna Board of Historic and Architectural Review for a five-year term expiring December 31, 2030 and Barbara Hartley to the Town of Urbanna Board of Historic and Architectural Review for a four-year term expiring December 31, 2029. Councilmember Justice seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie Austin..... Aye
Larry Chowning..... Absent
Alana Courtney..... Aye
Bill Goldsmith, Mayor Aye
Merri Hanson..... Aye
Beth Justice..... Aye
Robbie Wilson Aye
The motion passed 6-0 with one absent.

RESOLUTION 2025-020 CITIZEN REAPPOINTMENTS TO THE HISTORIC & ARCHITECTURAL REVIEW BOARD

WHEREAS there are currently two seats on the Town of Urbanna Historic and Architectural Review Board (HARB) which expire on December 31, 2025 – Amy Denney and Barbara Hartley; and

WHEREAS both have expressed interest in being reappointed to the HARB; and

WHEREAS there are currently no additional citizens who have expressed interest in serving on the HARB; and

WHEREAS the Town Council now desires to make appointments to these expiring seats and to adjust term expiration dates such that no two appointments expire in the same year;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the following individuals are reappointed to the Town of Urbanna Historic and Architectural Review Board as follows: Amy Denney for a five-year term expiring December 31, 2030; and Barbara Hartley for a four-year term expiring December 31, 2029.

DONE this 11th day of December, 2025.

Councilmember Hanson made a motion to approve Resolution 2025-021 reappointing Bill Powers to the Town of Urbanna Planning Commission for a four-year term expiring December 31, 2029. Councilmember Austin seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie Austin..... Aye
Larry Chowning..... Absent
Alana Courtney..... Aye
Bill Goldsmith, Mayor Aye
Merri Hanson Aye
Beth Justice..... Aye
Robbie Wilson Aye
The motion passed 6-0 with one absent.

RESOLUTION 2025-021

CITIZEN REAPPOINTMENT TO THE PLANNING COMMISSION

WHEREAS there is currently one seat on the Town of Urbanna Planning Commission which expires on December 31, 2025 – William (Bill) Powers; and

WHEREAS Mr. Powers has expressed interest in being reappointed to the Planning Commission; and

WHEREAS there are currently no additional citizens who have expressed interest in serving on the Planning Commission; and

WHEREAS the Town Council now desires to make an appointment to this expiring seat;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that William (Bill) Powers is reappointed to the Town of Urbanna Planning Commission a four-year term expiring December 31, 2029.

DONE this 11th day of December, 2025.

Councilmember Austin made a motion to approve Resolution 2025-022 recommending to the Circuit Court of Middlesex County that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029 and Lewis Hall for reappointment to the Town of Urbanna Board of Zoning Appeals for a five-year

term expiring August 31, 2030. Councilmember Justice seconded the motion. The Mayor called for any discussion. The members were polled:

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

The motion passed 6-0 with one absent.

RESOLUTION 2025-022

RECOMMENDATION TO THE MIDDLESEX COUNTY CIRCUIT COURT FOR CITIZEN REAPPOINTMENTS TO THE TOWN OF URBANNA BOARD OF ZONING APPEALS

WHEREAS there are currently two seats on the Town of Urbanna Board of Zoning Appeals (BZA), one which expired on August 31, 2024 – John Anzivino, and one which expired on August 31, 2025 – Lewis Hall; and

WHEREAS both Mr. Anzivino and Mr. Hall are eligible to and have expressed interest in being reappointed to the BZA; and

WHEREAS there are currently no additional eligible citizens who have expressed interest in serving on the BZA; and

WHEREAS the Town Council now desires to make a recommendation to the Middlesex County Circuit Court for appointments to these expired seats;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia to recommend to the Middlesex County Circuit Court that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029, and that Lewis Hall be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2030.

DONE this 11th day of December, 2025.

11b. Christmas Leave

Mr. Costin said a member of council (Ms. Austin) has asked for council to consider closing the office on Christmas Eve (December 24th) completely. It is currently scheduled as a half-day. Activity on the half-day before Thanksgiving was limited to two tax payments. No significant activity is anticipated. Councilmember Austin said she'd like to amend her request to include New Year's Eve as well.

Councilmember Austin made a motion to close the town office for the entire day of Christmas Eve – December 24, and New Year’s Eve – December 31 and direct staff to communicate closure to the community. Councilmember Hanson seconded the motion. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

11c. Set Date, Time, and Location for 2026 Organizational Meeting

Mr. Costin said the first meeting for the new calendar year must be set at this time. If Council desires to keep the meetings on the second and fourth Thursdays of the month, the date would be January 8, 2026. Meetings currently begin at 6pm. This will be the organizational meeting at which Council will elect a Mayor Pro Tempore, set the rest of the meeting schedule for 2026, and review the bylaws for any desired changes. The January meeting will be held at the current Town Hall location.

Councilmember Austin made a motion to set Thursday, January 8, 2026 at 6pm as the date and time for the next regularly scheduled meeting of the Urbanna Town Council, and to set the location of the meeting at the current Town Hall located at 390 Virginia Street, Suite B, Urbanna, Virginia. Councilmember Hanson seconded the motion. The Mayor called for any discussion.

Councilmember Wilson said he would like to discuss Top 5 priorities like last year. Mr. Costin asked councilmembers to send him their priorities, ranked 1-5.

All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Austin requested Council to again consider passing a leash law. Councilmember Courtney said a leash law isn’t effective when there are people walking their dogs who are unable to maintain control of the dog. Councilmember Justice asked who was going to enforce a leash law. Mr. Costin said the current ordinance says dogs with a collar may be unleashed. Mayor Goldsmith suggest Councilmember Austin include the item in her priority list.

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

Mr. Mayo of Rappahannock Avenue said there is a woman who walks her dog off-leash and allows it to defecate in his yard. He said there are many things that are brought before Council that are never finished, such as the dinghy dock steps and the bricks around the poles and they should be put on the agenda under Unfinished Business.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin shared that her last treatment will be on January 2nd.

Councilmember Courtney wished everyone a wonderful holiday.

Councilmember Justice asked for prayers for her upcoming medical procedure.

Mayor Goldsmith wished everyone a Happy Hannukah, Merry Christmas, and Happy New Year.

AGENDA ITEM 14. CLOSED MEETING (if needed)

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 7:16pm.

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

Approved by Council: January 8, 2026

ATTEST:

Christine H. Branch, Town Clerk