

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MARCH 27, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 27th day of March, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

**AGENDA ITEM 1. CALL TO ORDER & ROLL CALL**

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

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

Not necessary.

**AGENDA ITEM 3. ROLL CALL**

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	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  
Members of the public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

**AGENDA ITEM 5. APPROVAL OF AGENDA**

**Councilmember Austin made a motion to amend the agenda to add a Closed Meeting. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.**

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

**AGENDA ITEM 6. PUBLIC COMMENT**

Ricky Longest of Bonner Street said that the sewer at the end of Bonner St. overflows every time there is heavy rainfall. Water flows out which contains raw sewage and this needs to be addressed. He said it has been going on for four years.

Jim Hays of Colorado Avenue said the proposed wax myrtle plantings at the Virginia Street terminus would grow too large (25-30 ft.) and obscure the view of the water. He also asked about

the kayak launch and if the terminus plantings went through, would that area not be able to be used as a launch in the future.

Michael Binns of Oyster Harbor Condominiums said they are about to commence construction of a new bulkhead and requested the town address their portion so that it doesn't ruin their bulkhead.

#### **AGENDA ITEM 7. COUNCIL RESPONSE TO PUBLIC COMMENT**

Council discussed the sewer issue. Mr. Costin will invite HRSD to come before council to discuss the matter. Councilmember Justice said to speak with Delegate Hodges if HRSD is not cooperative.

Mr. Costin said the proposal of options for the Virginia Street terminus would be discussed later in the meeting. Regarding the kayak launch, Councilmember Chowning said never say never. Councilmember Austin said there is an eagle scout project happening there as well. Mayor Goldsmith said to let him know if Mr. Hays had recommendations for different plantings.

Mr. Costin said Bay Design is working with both the town and the condo association and they will help coordinate a solution that protects both bulkheads.

#### **AGENDA ITEM 8. WORK SESSION MATTERS**

##### **8a. Virginia Street Terminus**

Mr. Costin went over the historical discussions with Docks of the Bay regarding a proposal to install a living shoreline at town-owned land at the Virginia Street terminus. The original quote was \$15,000. A lower cost can be obtained by reducing the number of plantings.



Councilmember Hanson said to get rid of the wax myrtles. Councilmember Chowning said a combination of stabilization and view must be considered.

Mr. Costin showed a recent photo (left) of the work that was done at the marina and said the proposed plan for the terminus was similar.

Councilmember Hanson asked if the beach has been lost. Mr. Costin said there is a very small area remaining but it would soon be gone as well.

Councilmember Hanson said she would like to see the cost with the wax myrtles eliminated. Councilmember Austin said she would like a detailed cost breakdown.

Councilmember Courtney asked if there was any room for movement on the price due to the damage caused to the area when Docks of the Bay had their heavy equipment on the land. Mr. Costin said no.

Councilmember Wilson asked the estimated lifetime on the parcel. Mr. Costin said he will ask. Councilmember Wilson asked what the land would be worth and if consideration had been given to selling the land. He said it seemed like a lot of money to spend for such a small park which may

not exist very long. He also said people will be dragging kayaks through since there is no kayak launch and that will cause damage to the plantings.

Councilmember Austin spoke of the historical significance of the site and said it was important for the town to keep it. Councilmember Hanson said it is the only piece of waterfront land the town still owns. Councilmember Hanson said consideration has to be given as to whether or not there is a public benefit that citizens want. If not, it's not worth the investment. Councilmember Austin agreed and said she felt it was important to the citizens of the town. Councilmembers Austin and Hanson said they do not think selling it is a good idea.

Mayor Goldsmith said the land would have the most value to the condo association and spoke of the easement to allow access to emergency vehicles. Mr. Costin said they will be working together to ensure both are protected.

Mr. Costin reviewed potential signage and spoke of the history of Payne's Crab House which once stood on the site. Councilmember Austin said it should be called Payne's Landing, not Payne's Park. Councilmember Courtney asked Mr. Costin to speak with Docks of the Bay about the potential effect the living shoreline would have on the condo association's bulkhead.

Councilmember Hanson said there should be something on the sign about overflow parking being available behind the Scottish Factor Store. Mr. Costin said it's difficult to get to. Councilmember Chowning said there is a lot of parking there.

The consensus of council was that more information was needed before they can make a decision. Mr. Costin will get a cost breakdown, an estimate without the wax myrtles, discuss other plantings that may be more appropriate, get an estimate on the longevity of the property, and work with the condo association on the bulkhead issue.

#### **8b. Freedom of Information Act (FOIA) Training**

Counselor Erard went over key points of VFOIA for council to be aware of including what constitutes a meeting, what is considered a public record, and the transition that occurs from private citizen to public official when one is elected.

#### **AGENDA ITEM 9. ACTION ITEMS** (if any)

There were no action items necessary.

#### **AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Chowning asked about the status of the town hall purchase. Counselor Erard said it has been handed off to Mr. Mawr. She said she has asked him for updates but has not received a response which could be because he is still in conversation and has nothing to report, or he may not have started discussions yet. Councilmember Austin asked Ms. Erard to reach out to Mr. Mawr again. Council stressed again the urgency of the matter. Ms. Erard implored patience.

Councilmember Austin said to continue to keep Bill Thrift and Dale Taylor in people's thoughts and prayers.

#### **AGENDA ITEM 11. CLOSED MEETING**

##### **11a. Motion to Convene Closed Meeting**

**Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) to discuss personnel matters relating to the future performance of**

the Town Administrator. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

**11b. Motion to Reconvene in Open Session**

**11c. Certification of Closed Meeting**

Councilmember Austin made a motion to reconvene in open session and certify that, to the best of each member’s knowledge only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by council in the Closed Meeting and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered. Councilmember Justice seconded.

Marjorie Austin .....	Certify
Larry Chowning .....	Certify
Alana Courney .....	Certify
Bill Goldsmith (Mayor) .....	Certify
Merri Hanson .....	Certify
Beth Justice .....	Certify
Robbie Wilson .....	Certify

**STANDING RESOLUTION – 1 (SR-1)**

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that on this 27th day of March, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this 27th day of March, 2025.

**11d. Action on Closed Meeting**

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

**AGENDA ITEM 12. ADJOURN OR RECESS**

**Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:30pm.**

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

**Approved by Council: April 10, 2025**

ATTEST:

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Christine H. Branch, Town Clerk