

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MAY 22, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 22nd day of May, 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 6:05pm.

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

Councilmember Austin made a motion to approve Councilmember Wilsons' electronic participation in tonight's meeting due to a personal matter relating to work travel. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.  
The motion passed 5-0 w/1 absent.

Mr. Wilson joined the meeting from Roanoke, VA via Zoom.

**AGENDA ITEM 3. ROLL CALL**

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present (via Zoom)

**Others Present:**

Ted Costin, Town Administrator  
Michele Hutton, Town Treasurer  
Christine Branch, Town Clerk  
Zack Lapinski, Hallinski Properties (via Zoom)  
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 approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.  
The motion passed 6-0 w/1 absent.

**AGENDA ITEM 6. PUBLIC HEARING**

**Item 6.a. Ordinance 001-2025: SUP 2025-01, Hallinski Properties**

Mr. Costin read the staff report included in the agenda package regarding 2025-SUP Application-01: Zack Lapinski, Hallinski Properties to construct of an Additional Dwelling Unit (ADU) above a storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family

primary residence. The location is 181 West Avenue, Tax Map 20A-27-C, 0.270 acres in the R-1 zone. The Planning Commission held a Public Hearing on May 13, 2025 and voted to recommend the application to Council for review (3 aye, 1 abstain, 1 absent). He noted that the property was not located in the Historic District, therefore things such as style and color are not germane.

Mr. Lapinski with Hallinski Properties joined the meeting via Zoom and asked Council for any questions.

Mayor Goldsmith asked the intended purpose of having two dwelling units on the same property. Councilmember Courtney asked if Mr. Lapinski's family will be occupying the property.

Mr. Lapinski said the second dwelling unit is needed for space. He said yes, his family will occupy the property but they have no immediate plans. He said the intent is to build a smaller unit first and a larger unit when they can afford it.

Councilmember Chowning asked for clarification. Mr. Lapinski said he is not asking for anything outside of the Town Zoning Ordinance. He plans to build a dwelling over a 26x26 storage unit first and noted that he's building less than legally allowed under the ordinance.

Mr. Lapinski noted that Ordinance 2024-06 was passed by Council last year for 201 Colorado Avenue for an additional dwelling unit and his request was similar. Councilmember Chowning said that was the conversion of a garage to a dwelling unit and was not quite the same because the structures already existed.

Councilmember Wilson asked if Council could approve an additional dwelling unit before the primary is built. Mr. Costin said, if the four criteria defining a dwelling unit are met, whatever is built first becomes the primary dwelling.

Mr. Lapinski said the second unit may be smaller than is shown on the plat. He has to abide by zoning and fire code.

Councilmember Austin asked how soon construction would begin. Mr. Lapinski said it depends on how long it takes to get a building permit. He anticipates 30-60 days after receiving the permit. The second unit would be constructed as soon as he secures funding.

Mayor Goldsmith opened the Public Hearing Comment Period:

Patsy Panis of 191 Taylor Avenue said she agrees that anyone has a right for a primary residence. Her concern is that the Planning Commission was very confused over the application and some members seemed coerced by others into voting. She said she is not sure what is going to be built there and doesn't understand the need for two dwellings on that size lot. She wants to know the size of the buildings. She is concerned about the number of cars that will be there and said the congestion in the area is already enormous. She said Town Council needs to look into what happened and be transparent and clear about what's being built.

Lisa Wiggins of 190 Colorado said the letter she received said the ADU was over storage, now that's the primary. She said the setbacks are there but it's not right. She said with the density, she is concerned about overdevelopment which will require more services from the Town. She said

the previous owner told her she sold the property to an older couple who said their in-laws wanted to move back. She said there are other lots available for development.

Vicki Satterwhite of 150 Colorado said three people approving a plan is not right. She thinks there will be two rental units on the property for the foreseeable future and the street is already 20% composed of short-term rentals. She said she gathered 27 signatures on a petition opposed to the SUP (Attachment A) and Council needed to consider setting a precedent of overdevelopment. She said the people at 201 Colorado told neighbors they would not rent their accessory dwelling unit.

Sharon Sharp of 440 Cross Street said the plat submitted is from 1971, is not a survey, and urged Council to read the text to get more accurate information. She said the Comprehensive Plan calls for low-density residential development and the Zoning Ordinance says due regard to all adjacent uses must be considered. She read Sections 17-4.2.1 which says the purpose of the R-1 district is to provide for low-density single-family homes and 17-3.7 regarding Accessory Buildings. She said she prefers the area stay single-family.

Dan Snead of 271 Colorado Avenue said he moved here in 1986 and doesn't see Urbanna becoming a big place for vacation rentals. He prefers single-family use. He said the Royer water drawings show the area is serviced by a 1.5" water pipe and adding more families will affect water, sewer, and parking.

Meghan Hall of 261 Taylor Avenue said there are several other short-term rentals nearby, including her next-door neighbor but that is not Mr. Lapinski's responsibility. She said the area is desperate for affordable housing and affordable long-term rentals. She said businesses are struggling to find employees. She said she appreciates people are concerned but also wonders if the people asked to sign the petition were told untruths. She said Ms. Satterwhite talked to her about tiny homes and tiny home communities, which is not true.

Sandy Hays of 280 Colorado Avenue said there are seven short-term rentals in Urbanna and three of them are on Kent Street. She said the Town needs to look at reviewing how many are allowed and where and set a cap and limitations going forward. She said she wants Urbanna to stay a quaint little town, not a place filled with people she doesn't know coming and going all the time.

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

Mr. Lapinski responded that his request has nothing to do with short-term rentals. He said the Planning Commission's decision was not questionable because they considered the special use of an accessory dwelling unit, not a short-term rental. He said his in-laws are moving back into town and will be living on the property. He said the people at 201 Colorado may have told their neighbors they wouldn't rent their property, but that's not in the ordinance and they still have a right to do so. He said this is not a multi-family dwelling. Regarding the stress on utilities, he said Mr. Costin had contacted all government agencies and none of them had concerns. He said the driveway will exceed the minimums and have four parking spots.

Mr. Costin said everything in the SUP application file is public record and the signup and petition from tonight's meeting will also be in the file. He said he spoke to Council about limiting certain uses when they discussed the short-term rental ordinance in the past and told them they cannot

limit one use (STRs) without limiting other uses. He said it is called free market enterprise. He also noted the reason for the cluster of STRs in that area is because of their proximity to the water.

Mayor Goldsmith closed the Public Hearing.

**Councilmember Austin made a motion to defer action on SUP 2025-01 so Council could receive more information. Councilmember Courtney seconded. The Mayor called for any discussion. Mr. Costin said the matter would be placed on the June 12, 2025 agenda under Old Business. The Mayor called for a voice vote. All were in favor with none opposed. The motion passed 6-0 w/1 absent.**

#### **AGENDA ITEM 6. PUBLIC HEARING**

##### **Item 6.b. FY2025-2026 Budget**

Mr. Costin read the staff report included in the agenda package and noted that Council received the budget on May 22, 2025 and the vote on the budget could take place at the June 26, 2025 meeting.

Mayor Goldsmith opened the Public Hearing Comment Period

Meghan Hall of 261 Taylor Avenue spoke on behalf of Urbanna Main Street and asked Council to consider adding them as a line item in the budget. She said this would not only help them operate, but also legitimize them. She said they want to hire a part-time Executive Director and this is an investment in all of Urbanna.

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

Councilmember Courtney said economic development is very important and thinks \$5,000 is a fair amount to give it a try.

Mayor Goldsmith said the Finance Committee did not include Main Street in the budget because they were having trouble balancing it.

Councilmember Austin asked if it could be done as a one-time expense from the Taber Fund. Mayor Goldsmith said the Finance Committee will consider it and discuss it at their next meeting.

#### **AGENDA ITEMS 7 & 8. PUBLIC COMMENT AND COUNCIL RESPONSE TO PUBLIC COMMENT**

There were no speakers for public comment.

#### **AGENDA ITEMS 9 & 10. WORK SESSION MATTERS AND ACTION ITEMS**

There were no additional work session matters or action items.

#### **AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor Goldsmith said he received an email from Oceana.org saying the Bureau of Ocean Energy Management (BOEM) is currently seeking public input on its upcoming 11th National Outer Continental Shelf Oil and Gas Leasing Program, which could expand offshore oil and gas drilling near our coast. Council passed a resolution opposing offshore drilling in 2018. This is an opportunity for citizens to express their views. The information and link will be placed on the Town website and Facebook page.

Councilmember Austin said the next Second Saturday is June 14<sup>th</sup> and features Ray Pittman.

**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)(3) to discuss or consider the acquisition of real property for a public purpose, 390 Virginia Street, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council; and Section 2.2-3711 (A)(7) for briefings by staff members pertaining to probable litigation against a known party, where such briefing in open meeting would adversely affect the negotiating or litigating posture of the Council. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 w/1 absent.

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

Councilmember Austin made a motion to reconvene in open session. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 w/1 absent.

**11c. Certification of Closed Meeting**

Councilmember Austin made a motion to approve Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Mayor Chowning seconded. The members were polled:

Marjorie Austin .....	Certify
Larry Chowning .....	Certify
Alana Courney .....	Certify
Bill Goldsmith (Mayor) .....	Certify
Merri Hanson .....	Absent
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 May 22, 2025 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, 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 22nd day of May, 2025.

**11d. Action on Closed Meeting**

No action was taken as a result 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 7:40pm.**

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

**Approved by Council: June 12, 2025**

ATTEST:

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Christine H. Branch, Town Clerk

## ATTACHMENT A

May 15, 2025

We, the undersigned citizens of The Town of Urbanna, are opposed to the planned development of 181 West Avenue by Zack Lapinski, Hallinski Properties LLC. We believe by approving this application the town would be setting a precedence for overdevelopment, and under Code 17-9.4(a) would have adverse effects on the surrounding neighborhood.

NAME

ADDRESS

SIGNATURE

- 1 PATRICIA T. PANIS 191 TAYLOR AVE. URBANNA. Patricia T. Panis
- 2 Vicki L. Satterwhite 150 Colorado Ave Vicki L. Satterwhite
- 3 SAM B SNEAD 271 COLORADO AVE. Sam B. Snead
- 4 Jane Folliard 63 Island Drive Jane Folliard
- 5 SHARON SHARP 440 CROSS ST Sharon Sharp
- 6 Chad Winget 440 Cross St Chad Winget
- 7 Bobbie Jo Eubank 371 Virginia St. Bobbie Jo Eubank
- 8 Jan Hays 280 Colorado Ave Jan Hays
- 9 Lundy Hays 280 Colorado Ave. Lundy Hays
- 10 Kang Wakefield Buxton, 290 Kent Street Kang Wakefield
- 11 Joseph Buxton 290 Kent St. Urbanna Va Joseph Buxton



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SIGNATURE

12 Dave Lipscombe 291 Howard St *Dave Lipscombe*

13 Joanna Hackney 240 Colorado *Joanna Hackney*

14 Charles HACKNEY 240 Colorado *Charles Hackney*

15 Emily Eaves 224 West Ave *Emily Eaves*

16 <sup>Wilkins</sup> ~~Timothy Wilkins~~ 110 West Ave *Timothy Wilkins*

17 Robert Eaves 224 West Ave *Robert Eaves*

18 Steve Chapman 221 Colorado Ave. *Steve Chapman*

19 Mike Matthews 261 West Avenue *Mike Matthews*

20 Sue Warner 353 Cross St. *Sue Warner*

21 JUD RIETDORF 190 COLORADO AVE *Jud Riendorf*



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NAME

ADDRESS

SIGNATURE

12 J. Marc Carraway 151 Taylor Ave, Urbanna

3 Richard Y. Bradley 150 Colorado

24 LISA POWERS 210 COLORADO AVENUE

15 Lisa Wiggins 190 Colorado Ave

26 KIRSTEN LADENDORF 171 TAYLOR AVE