

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF JULY 24, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 24th day of July, 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 .....(Arrived at 6:23pm)  
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  
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 ITEMS 6 & 7. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT**

There were no speakers for the public comment period.

**AGENDA ITEM 8. ACTION ITEMS**

**8a. Ordinance 001-2025: 2025-SUP-01, Zack Lapinski, Hallinski Properties, LLC.**

Mr. Costin noted that Council held a public hearing on 2025-SUP Application-01, Ordinance 001-2025 on May 22, 2025 and received input from the public. Council voted unanimously to defer action until June 12, 2025 in order to receive more information from staff. On June 12, 2025, Council voted unanimously to defer action on Ordinance 001-2025 to the July 24, 2025 meeting. While it was stated that a second public hearing would need to be held, staff is relying on Code of Virginia Section 15.2 – 2285 which notes a second public hearing must be held if the application is altered to a more intensive use or density. That not being the situation here, Council may proceed

to act to approve, approve with conditions, deny, or defer. He said the applicant has requested a deferral until August 14, 2025 per an email dated June 16, 2025.

Mayor Goldsmith said it was the intent of Council to move forward at this time.

**Councilmember Austin made a motion to approve a resolution denying Special Use Permit #2025-01. Councilmember Hanson seconded. The Mayor called for any discussion. The members were polled:**

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

**The motion passed 6-0 w/1 absent.**

### **RESOLUTION 2025-014**

#### **RESOLUTION TO DENY 2025-SUP APPLICATION-01, A REQUEST FOR AN ACCESSORY DWELLING UNIT AT 181 WEST AVENUE, TAX MAP NO. 20A-27-C**

**WHEREAS** the Town of Urbanna has received a request for a special use permit by Hallinski Properties, LLC at 181 West Avenue (Tax Map No. 20A-27-C) to construct an additional dwelling unit; and

**WHEREAS** the Urbanna Town Council has conducted a duly advertised public hearing in accordance with state law; and

**WHEREAS** the Urbanna Town Council has given careful and thorough consideration to the request for the special use permit in light of the Urbanna Comprehensive Plan, the Zoning Ordinance, the current condition of the areas immediately surrounding 181 West Avenue, as well as input from citizens.

**NOW THEREFORE BE IT RESOLVED** by the Urbanna Town Council at its regular meeting on July 24, 2025, that the request for the special use permit for 181 West Avenue (Tax Map No. 20A-27-C) to construct an additional dwelling unit by Hallinski Properties, LLC is hereby denied for the following reasons:

1. 2025-SUP-01 is a request to construct an additional dwelling unit on property that is zoned R-1. The purpose the R-1 district is to provide for low-density single-family detached residential development. An additional dwelling unit is not compatible with the neighboring properties or the neighborhood at this time.
2. While the Zoning Ordinance does allow for an additional dwelling unit in the R-1 district by special use permit, the stated purpose of that provision is to address a housing shortage. The Town Council did not receive any information from Hallinski Properties, LLC to demonstrate a current housing shortage and the Council is not aware of a current housing shortage that would substantiate the need for an additional dwelling unit at 181 West Avenue.
3. The request for the special use permit is not in conformity with the Urbanna Comprehensive Plan.

4. There is no primary dwelling located at 181 West Avenue, and it is inappropriate to grant a special use permit for an additional dwelling unit when there is no primary dwelling.

**DONE** this 24th day of July, 2025.

No motion was made concerning Ordinance 001-2025.

## **AGENDA ITEM 9. WORK SESSION MATTERS**

### **9a. Discussion of Potential Amendments to Zoning Ordinance**

Mr. Costin said the Town's Zoning Ordinance has been updated over the years to address specific sections; however, the original ordinance has not been comprehensively updated since 1991. Citizens have expressed concerns with sections of the Ordinance and the Code of Virginia has also changed.

One concern is height in the B-2 District which may block water views. Mr. Costin said one approach is to establish an overlay district wherein height would be restricted based on the proximity to the shoreline. Councilmember Wilson said yes, an overlay district should be considered. Councilmember Chowning said it is important to protect the view and that raised properties on stilts need to be considered when establishing height restrictions. Councilmember Hanson agreed and said height should be measured from ground to peak.

Councilmember Hanson said another concern is conversion of commercial properties to residential uses in B-2. Mr. Costin said Council already has the ability to approve or deny those requests as they require a Special Use Permit.

Mr. Costin said the Town Code needs to be simplified to include all permitted uses under each district rather than referring to other districts.

Additional Dwelling Unit standards is another area of concern. Mr. Costin referenced House Bill 2533 which passed the General Assembly and clarifies that the comprehensive plan prepared by a local planning commission and adopted by a local governing body may include the use of tiny homes and accessory dwelling units, defined in the bill, as part of any residential development and use designated within such plan.

Another bill addressing accessory dwelling units, HR1832, failed. This bill would have taken control away from localities. Mr. Costin asked Council if they want to place any restrictions on ADUs. The general consensus of the Council was yes. Councilmember Hanson said it should be dependent on there being an existing primary dwelling unit in place. Councilmember Chowning said it should be dependent on lot size and noted that the activities of one property bleed onto others in the neighborhood. Councilmember Hanson said to look at what other localities are doing. Mr. Costin asked Council to read through the failed bill and send him their notes on things they'd like to address in Town Code.

[Councilmember Courtney arrived at this time.]

Councilmember Chowning asked about a bill on site plans. Mr. Costin said it's become a very accelerated process and he's still researching the full scope of the bill.

Mr. Costin said another concern is that restaurants are currently not a permitted use in B-2. Councilmember Chowning said that needs to change. Mr. Costin noted that the new deli coming to town was issued a permit because the previous restaurant left within two years, which grandfathered the use to the property.

Mr. Costin will work with the Planning Commission and Town Attorney to draft changes to the Town Code for Council's review.

### **9b. Priority List Review & Update**

Mr. Costin presented updates to the ten priorities Council set at their January work session.

**Priority 1:** Closing on the purchase of 390 Virginia St. or move to an alternative: attorney-client privileged communication has been received and will be presented to Council in Closed Session.

**Priority 2:** Water system infrastructure upgrades and revenue sources: staff has focused on closing Well 3 termination and Well 6 on-lining; Cartegraph is being updated as changes are found in the field; lesson learned from recent closing of BIG grant – more staff engagement needed from the very beginning of any grant process. Councilmember Courtney said we need to be careful of grant terms which may negate what we're wanting to do.

Councilmember Hanson asked why people weren't notified by phone on the recent water outages. Ms. Hutton said that we are currently working through the County to implement a new system since the previously used system – Blackboard – increased so much in price that we were not able to continue using it. Delays in implementing the County system caused the current lack of notification. She and Ms. Kimble are undergoing training on the County's system and plan to send a test message. The company, Everbridge, is also working to get the Town a free phone line from which the notifications will originate. That way, if citizens call the number back, they will hear the message that was sent.

**Priority 3:** Increase pool revenues: Mr. Costin said we have implemented party rentals, corporate banners, and business employee memberships. To date, there have been two rentals and one banner purchased. He said the next round of improvements, a slide and aeration system, will most likely be paid for via the Taber Fund. The Special Events Committee could also consider a fundraiser but have not discussed it yet. Councilmember Wilson said the pool is new and still getting started. He said the swim team turnout was great. He sees pool revenues growing as improvements are made. He said he does not want the pool to be a big financial burden on the Town.

**Priority 4:** Resolve VA Street Terminus issue: Bay Design has performed a survey on the land but it has not yet been received. Council voted to accept Northern Neck Native Plant Company's no-cost offer to initially plant and restore the land. Planting began July 3<sup>rd</sup> and they are working with the condo association project. Councilmember Austin thanked Susan Armentrout for introducing the company to Town Council.

**Priority 5:** Independence Day fireworks: Drone show was held at a cost of \$18,000. The feedback was mainly positive and improvements are being planned to address the negative feedback received. Mr. Costin said the Special Events Committee met to review improvements and secure vendors for next year. Councilmember Courtney said it was a lot of money for such a short show.

**Priority 6:** Oyster Festival participation/return: Council formed the Special Events Committee to promote increased communication between the Foundation, Town, volunteers, etc. The road access issue (using Oyster Road for emergency access) was investigated at the Foundation's request. The owner of the private property will not allow its use. Councilmember Courtney said it makes no sense that so much money comes into the town during the festival and the Town makes nothing. Councilmember Chowning said the nonprofits make money and noted that the Foundation doesn't make any money either. He said the cost of running the festival has gone up mainly due to outside forces such as Sheriff's fees, etc. Mayor Goldsmith said it is great advertisement for the Town and local businesses make money. The Town makes money through the increase in meals tax revenue. Mr. Costin said the Town has also benefitted by working with the queen contestants and has received the accessible swing and benches at the playground.

**Priority 7:** Zoning enforcement: Mr. Costin said this encompasses more than just complaints and violations. It also includes zoning approvals, variances, special use permits, rezonings, HARB cases, ordinance amendments, and code interpretations. Violations are discovered through complaints and obvious sitings.

**Priority 8:** Past due water collection: Staff worked diligently to collect past due accounts and shut-offs were instituted. Staff continues to keep abreast of current delinquencies to enact collection and shut-off procedures. Delinquencies have decreased since people now know the Town has instituted shut-offs.

**Priority 9:** Personnel policy: Staff performance reviews were instituted. The draft policy and pay plan are with the Town Attorney.

**Priority 10:** Timely responsiveness of counsel: The Personnel Committee has discussed the concerns and will report to Town Council in closed meeting tonight.

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

Councilmember Austin said Ray Pittman will be at the next Second Saturday.

Councilmember Austin requested signage be placed at Taber Park Pavilion to stop people from grilling under it. She also said the picnic tables are very heavy and the Second Saturday volunteers are unable to move them. They are leaving them in a semi-circle in front of the pavilion and asked that people not move them without consulting Town staff.

Councilmember Wilson said he is looking into the cost and feasibility of campground grills.

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

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

**Councilmember Hanson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the assignment, performance, salaries, and other recommendations from the Personnel Committee regarding concerns raised by specific staff members, and to discuss the contractual agreement of appointment of a specific appointee; and in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, 390 Virginia Street updates from counsel, where discussion in an open meeting would**

adversely affect the bargaining position or negotiating strategy of the Council. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 w/0 absent.

**Councilmembers present for Closed Meeting:** Austin, Chowning, Courtney, Goldsmith, Hanson, Justice, Wilson; **Absent** - None

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

Councilmember Hanson made a motion to reconvene in Open Session. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 w/0 absent.

**11c. Certification of Closed Meeting**

Councilmember Hanson read Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Councilmember Austin seconded. The Mayor called for any discussion. The members were polled:

- Marjorie Austin ..... Certify
- Larry Chowning ..... Certify
- Alana Courtney ..... 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 July 24, 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 24<sup>th</sup> day of July, 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 motion passed 7-0 w/0 absent.**

**The meeting was adjourned at 8:03pm.**

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

**Approved by Council: August 14, 2025**

ATTEST:

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Christine H. Branch, Town Clerk