

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF AUGUST 28, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 28th day of August, 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 6:03pm.

**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  
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 7-0.**

**AGENDA ITEM 6. SPECIAL PRESENTATION – FRIENDS OF URBANNA**

Joyce Allen presented an update on some things the Friends of Urbanna have undertaken. She presented a check for \$12,750 to Mayor Goldsmith for continuing restoration of the Scottish Factor Store & Museum and noted it is the last Scottish Factor Store in the United States.

Aubrey Hall said there is a moisture problem with the building which they are looking into.

Councilmember Courtney asked if federal money could be received. Mr. Hall said they are always looking for grants and the Department of Historical Resources has given them permission to do what's necessary to fix the problem.

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

Mark Smithson of Taylor Avenue spoke of the need for a kayak launch at the marina. He noted the safety issues with the current areas being utilized. He also said a kayak launch is good for tourism and brings people to town who want to expand their access to kayak trails. Mr. Smithson runs Chesapeake Eco Tours and said an access point in Urbanna is vital.

Mr. Costin said a kayak launch is actively being worked on by a young man doing the work for free as his Eagle Scout project which has to be completed by the end of October. Mr. Costin said there are six different agencies to go through as part of the permitting process. He is currently waiting to hear from the last one, DEQ. He said there have been many issues in getting this launch built including ensuring ownership of the land. Because the land is considered "filled wetland," a permit is required to move the fence and install the launch. He noted this has been discussed repeatedly in council meetings and said he'd sent all the documentation to the Council.

Councilmember Wilson asked if the project can be continued if it doesn't get permitted in time for the Eagle Scout project. Mr. Costin said yes.

Councilmember Wilson asked about a floating kayak launch. Mr. Costin said it still requires permitting; possibly different ones.

Councilmembers Courtney and Austin said kids are pulling the grasses out that were planted in the Payne's Landing area. Councilmember Courtney put up signs.

## **AGENDA ITEM 9. ACTION ITEMS**

### **9a. Resolution 2025-016: Street Closures and Traffic Restrictions During the 2025 Urbanna Oyster Festival**

Mr. Costin said there were no changes from last year's plan.

**Councilmember Austin made a motion to approve Resolution 2025-016 as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.**

## **RESOLUTION 2025-016 STREET CLOSURES AND TRAFFIC RESTRICTIONS DURING THE 2025 URBANNA OYSTER FESTIVAL**

**WHEREAS** the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

**WHEREAS** the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

**WHEREAS** the street closures and traffic restrictions necessary to ensure public safety and the orderly conduct of the festival are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan; and

**WHEREAS** the safety and security of the public, including festival attendees, residents, and participants, necessitate the closure of certain streets and the restriction of vehicular traffic within the town limits; and

**WHEREAS** it is the responsibility of the Town of Urbanna to take necessary actions to ensure the orderly and safe conduct of the festival; and

**WHEREAS** public safety officials have determined that certain streets and locations must be closed to vehicular traffic at specified times to facilitate the festival and the Fireman's Parade;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Urbanna, Virginia as follows:

1. Street Closures on Friday, November 7, 2025:
  - Virginia Street from Cross Street to the waterfront and from Cross Street to Grace Street; Rappahannock Avenue from Marston Avenue to Virginia Street; and a portion of Prince George Street shall be closed to vehicular traffic as required by public safety officials.
  - Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 7, 2025, to ensure public and/or pedestrian safety as determined by public safety officials.
2. Traffic Restrictions During Fireman's Parade on Friday, November 7, 2025:
  - Vehicular traffic entering or leaving the town shall be prohibited on the West side (Route 602) from 5:00 PM to 9:00 PM and on the East side (Rosegill) from 6:00 PM to 9:00 PM.
  - During this time, the movement of vehicular traffic within the town shall be limited, and vehicular traffic, except for parade participants, shall be strictly prohibited along the Fireman's Parade route.
3. Street Closures on Saturday, November 8, 2025:
  - At 9:00 AM, or earlier if deemed necessary by State Police, State Route 227 (Urbanna Road) shall be closed to all vehicular traffic except law enforcement, and fire and rescue vehicles, with a police-manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or will be allowed to turn around and leave the area.
  - At 9:00 AM, or earlier if deemed necessary by State Police, State Route 602 (Old Virginia Street) shall be closed to all vehicular traffic except law enforcement and fire and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). Only vehicles displaying an "Official 2025 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation, shall be permitted further entrance past the police barricade. Vehicles without a permit will be directed to park in the "official" festival parking lots or allowed to turn around and leave the area.
4. Additional Traffic Restrictions on Saturday, November 8, 2025:
  - Beginning at 8:00 AM, Virginia Street from Cross Street to Grace Street; Rappahannock Avenue from Marston Avenue to Virginia Street; and all of Prince George Street shall be closed to vehicular traffic, except law enforcement and fire and rescue vehicles.

- Motor vehicles located within the corporate limits of the Town of Urbanna shall not be permitted to leave town until approximately 8:00 PM, or earlier as deemed appropriate by law enforcement.

5. Regulation of Golf Carts:

- Vehicular traffic, as defined herein, shall include, but not be limited to, all golf carts as defined under Chapter 14, Article 4, Sections 14-38 et seq. of the Town Code, except "official golf carts" as defined under §14-45 of the Town Code.
- All golf carts, except for "official golf carts" operating within the Town of Urbanna boundaries as may be expanded for this event, shall be properly licensed under §14-38 et seq. of the Town Code and shall properly display a Town of Urbanna vehicle license sticker.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

**DONE** this 28th day of August, 2025.

**9b. Resolution 2025-017: Designated No Parking Areas, Enforcement, and Towing During the 2025 Urbanna Oyster Festival**

Mr. Costin said there were no changes from last year's plan.

**Councilmember Austin made a motion to approve Resolution 2025-017 as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.**

**RESOLUTION 2025-017  
DESIGNATED NO PARKING AREAS, ENFORCEMENT, AND TOWING  
DURING THE 2025 URBANNA OYSTER FESTIVAL**

**WHEREAS** the Town of Urbanna, Virginia will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

**WHEREAS**, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

**WHEREAS**, the safety and security of the public, including festival attendees, residents, and participants, necessitate the designation of certain streets as "No Parking" areas to ensure pedestrian safety, the expedient movement of fire and rescue vehicles, and safe parade operations; and

**WHEREAS**, these "No Parking" designations are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan and are necessary for the orderly conduct of the festival; and

**WHEREAS**, the Virginia Department of Transportation Parade Permit approval and a resolution of the Urbanna Town Council authorize the establishment of "No Parking Tow Away Zones" within the corporate limits of the Town of Urbanna;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Urbanna, Virginia as follows:

**A. Major "No Parking Tow Away Zones": Between 2:00 AM Friday, November 7, 2025, and 11:00 PM Saturday, November 8, 2025,** the following streets within the corporate boundaries of the Town of Urbanna shall be designated as "No Parking Tow Away Zones" and shall be prominently marked:

1. **Urbanna Road (State Route 227):** From the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street.
2. **Watling Street (State Route 227):** From its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street.
3. **Cross Street (State Route 227 and State Route T1005):** From its intersection with Watling Street (State Route 227) past the Marston Avenue (State Route T1006) intersection, both sides of the street.
4. **Prince George Street (State Route T1003):** From Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street.
5. **Virginia Street (State Route 227):** East from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street.
6. **Marston Avenue (State Route T1006):** From Cross Street (State Route T1005) to Rappahannock Avenue (State Route T1001), both sides of the street.
7. **Rappahannock Avenue (State Route T1001):** South from the Marston Avenue (State Route T1006) intersection to Virginia Street (State Route 227), both sides of the street.
8. **Bonner Street (State Route T1020):** West from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
9. **Grace Avenue (State Route 1010):** From Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street.
10. **Park Street (State Route T1019):** From Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
11. **Upton Lane (State Route T1017):** In its entirety, both sides of the street.  
Post Office patron 10-minute parking will be authorized on Friday until the road is closed by the Sheriff.
12. **Hilliard Street:** In its entirety, both sides of the street.
13. **Rappahannock Avenue, Cross Street, and Kent Street:** In their entirety.

**B. Additional "No Parking" Designations:**

14. **Between 2:00 AM and 8:00 PM Saturday, November 8, 2025,** there shall be a "No Parking" area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).

**C. "No Parking" Signs Outside Corporate Limits:**

15. "No Parking" signs will be placed on **State Route 227 and State Route 602** outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

#### **D. Enforcement and Towing:**

"No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

**DONE** this 28th day of August, 2025.

#### **AGENDA ITEM 10. WORK SESSION MATTERS**

##### **10a. Urbanna Main Street (UMS) Grant Report**

Councilmember Hanson said this is the second grant Urbanna Main Street (UMS) has received. UMS now has non-profit status, which is Step Two. Step Three requires a dedicated staff person. This Community Vitality Grant for \$15,000 was awarded for wayfinding signs. UMS was granted seven signs and the work has to be completed by September 30, 2026. They are working with a group that does signage design for a lot of other Main Street programs.

Meghan Hall said UMS has partnered with Arnett Muldrow for the signage project. They have resources that can track how this investment impacts tourism. They are planning an interactive sign for the kayak trail and have volunteers ready to do the work. She said UMS continues to actively apply for additional grants.

##### **10b. Town Welcome Sign Replacement**

Mr. Costin said the current Town Welcome Sign on Virginia Street needs to be replaced. The quote received was \$1,659. He said this project was not anticipated and thus not included in the current budget. Replacing the sign means some other project may have to be put off due to budgetary constraints. Installation would be done by volunteers who brought the concern forward.

Councilmember Wilson said the Finance Committee agrees with moving forward on the Virginia Street sign and also replacing the one at the bridge.

**Councilmember Austin made a motion to authorize replacement of the welcome signs on the west and east sides of town at a cost of \$3,150, give or take, utilizing Option A and with appreciation to the volunteers involved. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.**

##### **10c. Water Tower Logo Painting Options**

Mr. Costin said the quotes received for painting a logo on the exterior of the water tower range from \$10,170 to \$15,255. There would be additional costs for surveying and any necessary tree removal to make the tower visible. He said the ability to take out trees is limited because part of the property belongs to the Mullins.

Mr. Costin noted these amounts are in addition to the money already budgeted for routine maintenance painting which is scheduled for 2026. He said ideally the work would need to be done at the same time because it requires the tank to be empty. This means the Town water supply would be run off the wells and a mobile distribution tank for two weeks. This needs to be scheduled for a time when there are no extraordinary water demands.

Councilmember Austin said she would like to look into other ways to pay for the project. She believes having a logo on the tank is important. Councilmember Wilson said the Finance Committee agreed to push the discussion back to April to give Councilmember Austin time to explore options.

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

Councilmembers Austin and Justice said the last Second Saturday will be September 13<sup>th</sup> with Sweet Justice performing and at least two food vendors.

Councilmember Hanson presented Meghan Hall with a certificate awarding Urbanna Main Street 2<sup>nd</sup> Place in “Best of the Rivah” Best Main Street.

#### **AGENDA ITEM 12. CLOSED MEETING**

##### **12a. Motion to Convene Closed Meeting**

Councilmember Austin made a motion to convene in Closed Meeting 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, the location of Town Hall, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

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

##### **12b. 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 7-0.

##### **12c. Certification of Closed Meeting**

Councilmember Austin made a motion to approve Standing Resolution – 1 (SR-1) certifying that the Closed Meeting was conducted in conformity with the Freedom of Information Act. Councilmember Justice 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 August 28, 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 28<sup>th</sup> day of August, 2025.

**12d. Action on Closed Meeting**

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

**AGENDA ITEM 13. ADJOURN OR RECESS**

**Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The motion passed 7-0.**

**The meeting was adjourned at 7:21pm.**

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

**Approved by Council: September 11, 2025**

ATTEST:

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Christine H. Branch, Town Clerk