



**Town of Urbanna
Planning Commission Meeting
Tuesday, May 13, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation (if necessary)
3. Roll Call of Members
4. Review and Adoption of Agenda
5. Organizational Matters
 - a. Election of Chair and Vice Chair
 - b. Establish Meeting Schedule
6. Approval of Minutes
 - a. July 23, 2024
 - b. November 12, 2024
7. Public Hearing on 2025-SUP Application-01: A Special Use Permit Application by Zack Lapinski, Hallinski Properties, LLC for construction of an Additional Dwelling Unit above storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family primary residence. Tax Map No. 20A-27-C consisting of 0.270 acres located in Zoning District R-1.
 - a. Staff presentation
 - b. Applicant presentation
 - c. Open Public Hearing Comment Period
 - d. Close Public Hearing Comment Period
 - e. Commission Discussion
 - f. Action on 2025-SUP Application-01
8. Other Matters
9. Adjourn or Recess



PLANNING COMMISSION

Agenda Item Summaries – Opening the Meeting FOR ALL MEETINGS

Agenda Item: 1 – CALL TO ORDER

Chair calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Chair: Commissioner _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Commissioner _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. Temporary or permanent disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Chair determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – REVIEW AND ADOPTION OF AGENDA

Chair calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



PLANNING COMMISSION

Agenda Item Summary

MAY 13, 2025

Agenda Item: 5 – ORGANIZATIONAL MATTERS

a. **Election of Chair and Vice Chair**

Action Requested: Nominate candidates for each office and then vote to elect them.

Sample Adoption Motion: I move to elect _____ as 2025 Chair/Vice Chair of the Urbanna Planning Commission.

Motion, Second, Discussion, Voice Vote

b. **Establish Meeting Schedule**

Background: Code of Virginia Section 15.2-2214 states: in any locality with a population of not more than 7,500, the Commission shall be required to meet at least once each year.

Staff Recommendation: Set the second Tuesday of each January as the organizational and regular meeting of the Urbanna Planning Commission with additional meetings to be called as necessary.

Sample Adoption Motion: I move to establish the second Tuesday of each January as the organizational and regular meeting of the Urbanna Planning Commission.

Motion, Second, Discussion, Voice Vote



PLANNING COMMISSION

Agenda Item Summary

MAY 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

- a. July 23, 2004 Draft Minutes
- b. November 12, 2004 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus. Then, approve the minutes, either as presented or with the amendments discussed. This can be done one set at a time or together.

Action Requested: Yes

Sample Adoption Motion: I move to approve the July 23rd and November 12th, 2024 minutes as presented [or, with the discussed amendments made by consensus].

Motion, Second, Discussion, Voice Vote

**Town of Urbana
 Planning Commission-Monthly Meeting & Public Hearing
 Council Chambers-390 Virginia St. Suite B
 July 23, 2024**

CALL TO ORDER & ROLL CALL

Planning Commission Members

Present

Lewis Hall, Chair
 Don Drayer
 Merri Hanson
 Katie Wilson
 Gari Lister

Other Attendees

Ted Costin-Town Administrator
 Martha Rodenburg-Town Clerk
 Members of the public

Chair Hall called the meeting to order at 6:01pm.

APPROVAL OF AGENDA

Councilmember Hanson made a motion to approve the agenda as presented.

Mr. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

PUBLIC HEARING-2024-SUP-03 (201 Colorado Ave)

Chair Hall opened the public hearing.

Staff Presentation

Ms. Rodenburg presented the Special Use Permit application, 2024-SUP-03, submitted by Bryan Lee Harrelson, owner of 2021 Colorado to convert a detached single car garage to an accessory dwelling unit to accommodate guests. The renovation would consist of exterior improvements and exterior improvements, including new windows, doors, a patio, and new bathroom, finishes, and HVAC. Utility connections would be fed from the main house.

All legal notices were published and sent to adjacent homeowners. Two responses were received, there were no objections made.

By code definition, it is not a “dwelling unit”, because it does not have a kitchen. Ms. Rodenburg described it as “an addition without a hallway”.

Staff and the Town Attorney suggested the standard permit conditions, with the following added:

- No ingress/egress added to Kent St. side of unit
- Building cannot be expanded

Applicant Presentation

Mr. Harrelson addressed the Commission and shared supplemental material with them. He explained this project is intended for their own private usage, with no plans to use it as a short-term rental.

Public Comment

There was no public comment.

Chairman Hall closed the public hearing.

Mr. Drayer made a motion to recommend Special Use Permit Application 2024-SUP-03 to Town Council for approval with the recommended conditions added.

Ms. Wilson seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

PUBLIC HEARING-2024-ZOA-01 (Home Occupancy Permits/B-1 Uses)

Chair Hall opened the public hearing.

Staff Presentation

Mr. Costin presented the proposed zoning amendment which would do the following:

- Amend Sections 17-4.2.3(6), 17-4.4.3(7), and 17-5.2 and add Section 17-4.2.2(10), which will allow Home Occupations in residential districts as Permitted Uses and no longer require Special Use Permit, unless administrative standards in 17-5.2 can't be met.
- Amend Section 17-4.6.2(1) by repeal and replace with an allowance for public and private utilities and amend Section 17-4.6.2(21), which would remove any permitted use by right in R-1 to take place in B-1.

Councilmember Hanson inquired whether or not she should abstain from voting, since she her business is based out of her home. Mr. Costin's opinion was that she did not, since hers would be considered a "diluted interest", due to the number of people this issue affects.

Mr. Costin explained that until action is taken on the amendment, all business licenses for home occupation businesses are waiting to be processed.

Additional discussion took place regarding the business license process.

Answering a question from Ms. Lister, Mr. Costin explained the change to 17-4.6.2(1) would end the ability for residential uses to be created in the B-1 zoning district.

Existing residential units in the B-1 district would be considered non-conforming uses. Discussion took place regarding different possible scenarios.

Public Comment

Tammie Putney-spoke to inquire about signage language in the current code.

Discussion took place between staff and the Commission regarding the wording of Section 17-5.2(5).

Chair Hall closed the public hearing.

Ms. Lister made a motion to recommend Zoning Amendment 2024-ZOA-01 to Town Council for approval.

Mr. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

OTHER BUSINESS

Town Initiated Re-zoning

Mr. Costin spoke to the Commission to inform them of the proposed re-zoning of the properties that were incorporated into the Town of Urbanna by the Boundary Line Adjustment completed in 2023. Per Town Code, all property brought into the town this way is automatically zoned R-1. The proposed re-zoning will align with each parcel's current usage, or the proposed usage of the property owner.

A joint public hearing of the Planning Commission and the Urbanna Town Council will be held August 8, 2024, and Mr. Costin explained how the process of this joint hearing will take place. Due to Chair Hall's conflict of interest, he will abstain from participating in the hearing.

ADJOURN

Mr. Drayer made a motion to adjourn.

Ms. Wilson seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

Meeting adjourned at 6:52pm

Submitted by:

DRAFT

**Town of Urbana
Planning Commission-Monthly Meeting & Public Hearing
Council Chambers-390 Virginia St. Suite B
November 12, 2024**

CALL TO ORDER & ROLL CALL

Planning Commission Members

Present

Lewis Hall, Chair
Don Drayer
Merri Hanson
Katie Wilson
Gari Lister

Other Attendees

Ted Costin-Town Administrator
Martha Rodenburg-Town Clerk
Members of the public

Chair Hall called the meeting to order at 6:00pm.

APPROVAL OF AGENDA

Councilmember Hanson made a motion to approve the agenda as presented.

Mr. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

MINUTES

Councilmember Hanson made a motion to approve the June 11, 2024 minutes as presented.

Mr. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

PUBLIC HEARING-2024-SUP-04-Warning Track, Inc.

Chair Hall opened the public hearing.

Staff Presentation

Mr. Costin presented the staff report regarding the application to allow for a Recreational Facility per Section 17-4.6.3(9) of the Town of Urbana Zoning Ordinance.

- Property address is 271 Prince George St.
- The applicant is The Warning Track, Inc.
- Exterior modifications approved by HARB
- Facility will be used as an athletic training facility for groups, as well as a gym that can be used by the public.
- Staff supports the application with certain conditions.

Councilmember Hanson spoke to parking, discussion took place with Mr. Hight (owner of the building) stating the possible number of parking spaces could be 10-12.

Applicant Presentation

William Glenn, the applicant and owner of The Warning Track, answered questions from the commission and spoke to his plans for the business.

In response to questions about managing parking, he explained the training groups would consist of approximately 12-14 participants, there will be signage to indicate parking spaces reserved for the business, and they would discourage any parking along the roads.

Mr. Glenn told the commission there would be 2 batting cages and a gym facility that the public can purchase access to.

Public Comment

Tammy Putney-spoke in favor of the facility.

Chair Hall closed the public hearing.

Ms. Lister made a motion to recommend to approve, with conditions as outlined by Mr. Costin [in the Staff Report].

Mr. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

Mr. Costin explained the matter would next go before the Town Council and a public hearing at their next meeting.

OTHER ISSUES

Mr. Costin and the commission discussed several topics, including:

- Sidewalk repairs on Cross and Virginia completed
- Street sign replacement update
 - New signs are green with white reflective writing
 - Replacement is "ongoing"
 - Poles are being repaired or replaced as necessary
- Comprehensive Plan
- Other projects/documents in need of updating
 - Personnel policy-not updated since the 90s
 - Town Code-proof of recodification sent in 2019, but not completed
- Budget

ADJOURN

Mr. Lister made a motion to adjourn.

Ms. Drayer seconded.

Drayer, Lister, Hanson, Wilson, and Hall voted yes.

Motion passed 5-0

Meeting adjourned at 6:46pm



PLANNING COMMISSION

Agenda Item Summary

MAY 13, 2025

Agenda Item: 7 – PUBLIC HEARING

Public Hearing on 2025-SUP Application-01: A Special Use Permit Application by Zack Lapinski, Hallinski Properties, LLC for construction of an Additional Dwelling Unit above storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family primary residence. Tax Map No. 20A-27-C consisting of 0.270 acres located in Zoning District R-1.

- a. **Staff presentation**
- b. **Applicant presentation**
- c. **Open Public Hearing Comment Period**
- d. **Close Public Hearing Comment Period**
- e. **Commission Discussion**
- f. **Action on 2025-SUP Application-01**

Action Requested: Yes

Sample Adoption Motion: I move to recommend to Town Council the approval of 2025-SUP Application-01 granting a special use permit to Zack Lapinski, Hallinski Properties, LLC for construction of an Additional Dwelling Unit above storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family primary residence. Tax Map No. 20A-27-C consisting of 0.270 acres located in Zoning District R-1 with the recommended conditions.

Motion, Second, Discussion, Voice Vote

Staff Report
2025-SUP Application-01

- Location:** 181 West Ave.
- Property Owner:** Hallinski Properties, LLC
- Applicant:** Zack Lapinski
- Request:** Construction of an Additional Dwelling Unit above storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family primary residence.
- Acreage:** 0.270 acres
- Map:** 20A-27-C
- Zoning District:** R-1
- Overlay District(s):** Chesapeake Bay Preservation Area Overlay District
- Use:** Vacant, but for accessory building (identified on plat as Cinder Block Building) to be removed with a mixed history between occupancy and storage.

Per §17-13.2 of the Urbanna Town Code, the definition of a “Dwelling Unit” is: Space, within a building, comprising living, dining, and sleep rooms, storage closets, and space and equipment for cooking, bathing, and toilet facilities, occupied as separate living quarters by a single family or other group of persons living together as a household or by a person living alone and having its own permanently installed cooking and sanitary facilities.

Based on this definition, the existing building would not be a complete dwelling unit, due to its lack of cooking equipment (kitchen) limiting its use as a separate living unit. This is based on an interior inspection allowed by the applicant.

- Adjacent Composition:** Residential-zoned R-1
- Environmental:** An increase in non-pervious surface would result, but adequate mitigation measures would mitigate these.

Comprehensive Plan: Under Land Use Goals and Objectives, it would encourage harmonious use of the land as the area is primarily residential.

Zoning Compliance: As proposed the structure's placement is conforming.

Analysis:

The configuration of the lot and imposition of setbacks leaves a significant area of open space and would not "unreasonably impair an adequate supply of light and air to adjacent property" as found in §17-9.4(a) of the Urbanna Town Code.

Various agencies, to include the Virginia Department of Transportation and contractors, were contacted for comments on this case. No comments outside routine development requirements (residential access permit from VDOT, Water and Swer connection process to be followed) were received. Still, Condition 2 is intended to limit egress/ingress to Kent Street which reduces points of conflict along the heavier traveled Cross Street.

New construction generally enhances the value of surrounding properties thus no impairment of adjacent land values is likely. Condition 3 is proposed for further enhancement.

Proposed conditions 1, 4, and 5 are standard.

Staff finds, per §17-9.4(a) of the Urbanna Town Code, the proposed use would not have an adverse effect on the surrounding neighborhood so that a favorable action is recommended of the SUP with the conditions below.

Suggested Permit Conditions:

1. All federal, state and local laws shall be observed at all times with particular reference to second floor ingress and egress for the additional dwelling unit.
2. No ingress/egress will be added to the Cross Street side of the property.
3. The property shall be maintained in a clean and orderly manner at all times.
4. 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.
5. 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.



Special Use Permit Application Number 2025 SUP 01

Town of Urbanna, Virginia
Application for Special Use Permit – Standard Form

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

Applicant / Property Owner Information

Zack Lapinski; Hallinski Properties, LLC

Applicant Name _____

2044 Eastwood Ridge Drive, Moseley, VA 23120

Applicant Address _____ City/Town _____ State _____ Zip Code _____

804-221-7247

Applicant phone number _____ Applicant fax number _____

You are the (X) property owner; () agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

Property Owner Name _____

Property Owner Mailing Address _____ City/Town _____ State _____ Zip Code _____

Property owner telephone number _____ Property owner fax number _____

Location of Property

181 West Avenue, Urbanna, VA 23175

20A27C

Street Address _____ Tax parcel ID number _____

General Description of Property

~11,800 Square Foot corner lot, at the intersection of Cross St and West Ave, with and existing guest house on the property.

Current Zoning District R Tax Map 20A DC 27 Lot(s) C

Overlay District(s): Flood Zone () Zone X () Zone AE Chesapeake Bay () RMA () RPA Historic District () Yes (X) No

Existing Use(s) of Property

Lot currently has a vacant accessory dwelling unit;

Is this application a request to amend an existing special use permit? Yes No If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

Proposal to allow for an ADU on the property, creating 2 habital spaces on the property. One detached single family dwelling and an ADU. The proposed ADU would reflect a 25'x26' footprint. Applicant has show on the plot plan the locations of structures on the property

Maximum Building Height(s) with Proposed Change 35' to align with the zoning ordinance

Number of Dwelling Units/Density Calculations 2

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Working hours for construction shall be between 8 AM - 7 PM Monday thru Friday, and 9 AM - 5 PM Saturday.

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

NA

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

ADU is requested to provide additional dwelling area and storage space. The ADU will consist of similar high quality building materials to the adjacent properties, and will comply with the residential building code enforced by Middlesex County, VA.

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for a either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.

- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

Attach the Names and Addresses of All Adjacent Property Owners to this Application: *Please include lot numbers*


Applicant(s) Remarks:

Use a separate sheet if necessary.

Accessory buildings are a by right permitted structure per the zoning ordinance in the R-1 zoning per 17-4.2.2. We request per the SUP guidelines in section 17-4.2.3 to activate that request. A similar SUP request in the same general area listed as 2024-SUP Application -03 was approved at 201 Colorado Avenue, located in the R-1 District, and was approved by the Town of Urbanna 7/25/2024.


Application Fee: A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable.

In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

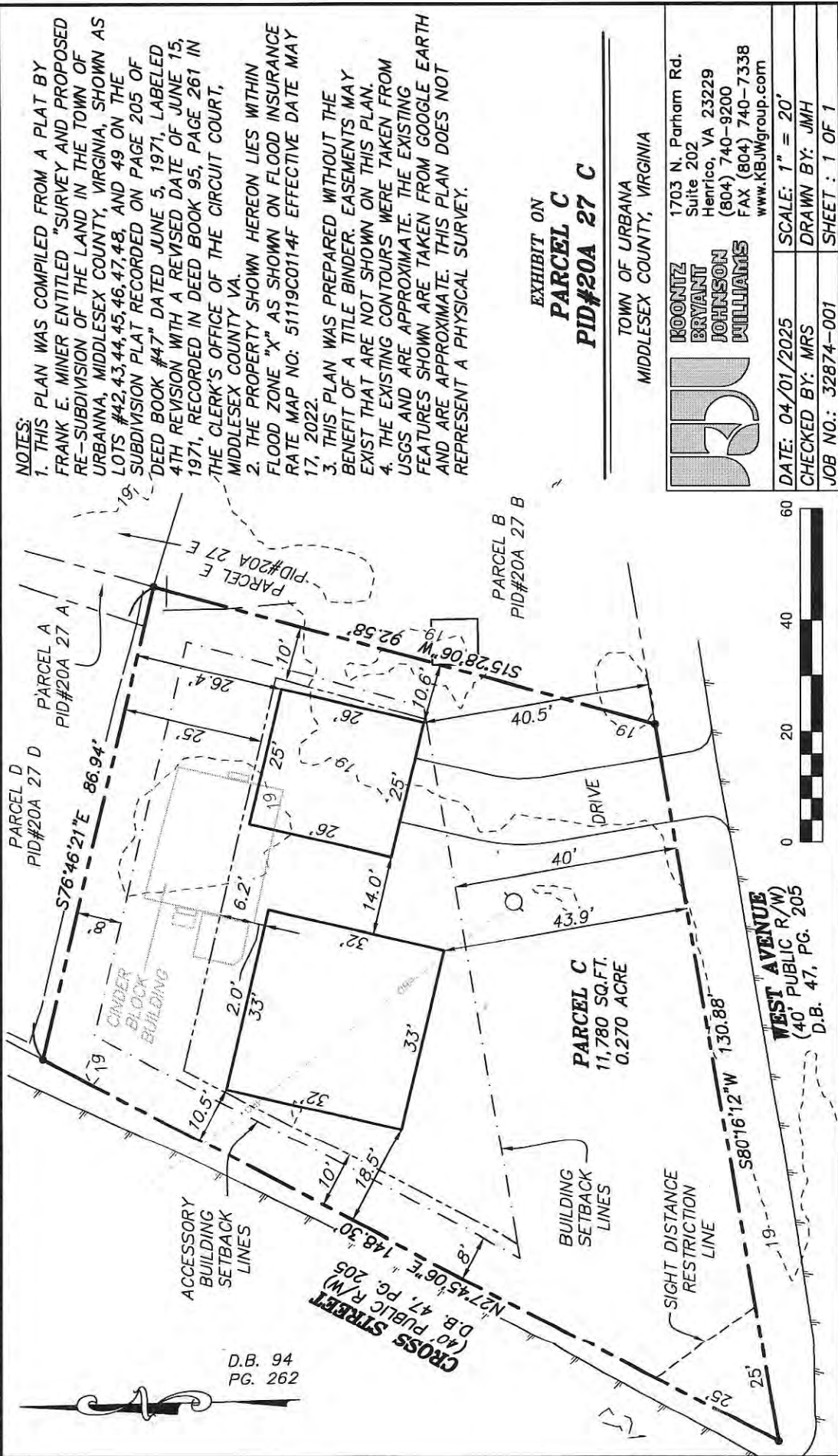
	04.03.2025		
Property Owner Signature	Date	Applicant Signature (If Not Property Owner)	Date

If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

Agent Signature Date

For Office Use by the Urbanna Zoning Administrator and the Planning Commission	
 Town Official Receiving Application	Date <u>4/3/2025</u>
Permit Level <u>SUP</u>	Fee paid \$ <u>300</u> <u>4/3/25</u> <u>PTC</u> # <u>3710</u> Date Paid/Received by
Actions Taken: _____	Special Use Permit Application Number _____
Application returned for correction/additional information _____	Date _____
Public Hearing advertised _____	Date _____
Adjacent property owner notifications mailed _____	Date _____
Action by Planning Commission _____	Dates _____
Action by Town Council _____	Date _____
Additional Action - Describe _____	Date _____
Additional Action - Describe _____	Date _____

T:\Projects\RVIA_Projects\32874-001_West_Av & Cross Str (pid20A-27-C)_Middlesex County, Urbanna VA\Survey\CAD\Houses\Buildable Area\BA_PARCEL_C.dwg

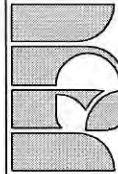


NOTES:

1. THIS PLAN WAS COMPILED FROM A PLAT BY FRANK E. MINER ENTITLED "SURVEY AND PROPOSED RE-SUBDIVISION OF THE LAND IN THE TOWN OF URBANNA, MIDDLESEX COUNTY, VIRGINIA, SHOWN AS LOTS #42,43,44,45,46,47,48, AND 49 ON THE SUBDIVISION PLAT RECORDED ON PAGE 205 OF DEED BOOK #47" DATED JUNE 5, 1971, LABELED 4TH REVISION WITH A REVISED DATE OF JUNE 15, 1971, RECORDED IN DEED BOOK 95, PAGE 261 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT, MIDDLESEX COUNTY VA.
2. THE PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE "X" AS SHOWN ON FLOOD INSURANCE RATE MAP NO: 51119C0114F EFFECTIVE DATE MAY 17, 2022.
3. THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER. EASEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS PLAN.
4. THE EXISTING CONTOURS WERE TAKEN FROM USGS AND ARE APPROXIMATE. THE EXISTING FEATURES SHOWN ARE TAKEN FROM GOOGLE EARTH AND ARE APPROXIMATE. THIS PLAN DOES NOT REPRESENT A PHYSICAL SURVEY.

**EXHIBIT ON
PARCEL C
PID#20A 27 C**

TOWN OF URBANNA
MIDDLESEX COUNTY, VIRGINIA



**KOONITZ
BRYANT
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DATE: 04/01/2025 SCALE: 1" = 20'
CHECKED BY: MRS DRAWN BY: JMH
JOB NO.: 32874-001 SHEET : 1 OF 1

D.B. 94
PG. 262

CROSS STREET
(40 PUBLIC R/W)
D.B. 47, PG. 205

WEST AVENUE
(40 PUBLIC R/W)
D.B. 47, PG. 205