



Town of Urbanna
Planning Commission Meeting
Wednesday, May 6, 2026 - 6:00pm
Middlesex Volunteer Fire Department
330 Virginia Street, Meeting Room - 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. Election of Chair and Vice Chair for Calendar Year 2026
6. Approval of Minutes
 - a. December 10, 2025
7. **Public Hearing on 2026-SUP-01: William C. Hight, III**
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing Comment Period
 - d. Close Public Hearing Comment Period
 - e. Applicant/Staff Response
 - f. Commission Discussion
 - g. Action on 2026-SUP-01
8. **Public Hearing on 2026-SUP-02: Shawn Pickett**
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing Comment Period
 - d. Close Public Hearing Comment Period
 - e. Applicant/Staff Response
 - f. Commission Discussion
 - g. Action on 2026-SUP-02
9. **Public Hearing on Ordinance 01-2026: Recodification of Town Code**
 - a. Staff Presentation
 - b. Open Public Hearing Comment Period
 - c. Close Public Hearing Comment Period
 - d. Commission Discussion
 - e. Action on Ordinance 01-2026
10. Other Matters (if any)
11. Adjourn or Recess



PLANNING COMMISSION

Agenda Item Summaries – Opening the Meeting

Agenda Item: 1 – CALL TO ORDER

Chair calls the meeting to order at 6pm or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Chair: _____ 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 _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote (all in favor, any opposed)*

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

1. The member has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The member 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. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The member is 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 (all in favor, any opposed)



**PLANNING
COMMISSION**

**Agenda Item Summary
MAY 6, 2026**

Agenda Item 5: ELECTION OF CHAIR AND VICE CHAIR FOR CALENDAR YEAR 2026

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

Sample Adoption Motion: I move to elect _____ as Chair and _____ as Vice Chair of the Urbanna Planning Commission for the calendar year 2026.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)



PLANNING COMMISSION

Agenda Item Summary

MAY 6, 2026

Agenda Item: 6 – APPROVAL OF MINUTES

6.a. December 10, 2025 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.

Action Requested: Yes

Sample Adoption Motion: I move to approve the December 10, 2025 minutes as presented [or, with the discussed amendments made by consensus].

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

**DRAFT MINUTES
TOWN OF URBANNA PLANNING COMMISSION
DECEMBER 10, 2025**

A meeting of the Planning Commission of the Town of Urbanna, Virginia, was held on the 10th day of December, 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

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

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION

Katie Wilson made a motion to approve Gari Lister’s electronic participation in tonight's meeting due to a temporary medical condition that prevents her physical attendance. Ricky Longest seconded the motion. The Chair called for any discussion. All were in favor with none opposing. Motion passed 4-0 with 1 abstaining.

Ms. Lister attended electronically from her home.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Chair Hanson called the roll.

Planning Commission Members

- Merri Hanson Present
- Gari Lister..... Present (via Zoom)
- Ricky Longest..... Present
- Bill Powers..... Present
- Katie Wilson Present

Others Present:

- Ted Costin, Town Administrator
- Christine Branch, Town Clerk
- Shawn Pickett, Applicant

AGENDA ITEM 4. REVIEW AND ADOPTION OF AGENDA

Mr. Longest made a motion to approve the agenda as presented. Ms. Wilson seconded. All were in favor with none opposed. Motion passed unanimously.

AGENDA ITEM 5. APPROVAL OF MINUTES

Item 5.a. November 12, 2025

Mr. Longest made a motion to approve the minutes as presented. Ms. Lister seconded. The Chair called for any discussion. Mr. Powers abstained since he did not attend the November 12, 2025 meeting. All others were in favor with none opposed. Motion passed 4-0 with 1 abstaining.

AGENDA ITEM 6. PUBLIC HEARING ON 2025-SUP APPLICATION-04: Shawn Pickett; Ordinance 05-2025

Mr. Costin presented the request by Pickett Homes, LLC amending the conditions imposed by 2024-SUP-01 & 2025-SUP-02 by converting a storage room into additional seating which will impact both indoor and outdoor total seating capacity.

Mr. Costin said this request stems from earlier Health Department input that outside seating would not alter the capacity of persons recognized in the Certificate of Occupancy (CO). The current CO is set at twenty (20), but calculations provided by the applicant revealed a higher

number should be allowed. The Building Official, who issues Cos, confirmed the existing number is low and can be adjusted up to 24. The applicant also wishes to convert a 12'x15' (180 sq. ft.) area previously used for storage to additional seating. This would increase the occupancy by 12. In total 20 would increase to 36 with approval of this current request.

Staff recommendation was to approve the SUP subject to the altered language of Condition #5:

- 5. The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of ~~twenty (20)~~ **thirty-six (36)** persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Chair Hanson confirmed with Mr. Costin that there have been no noise or parking complaints since the business's inception.

Ms. Lister asked if the addition of outdoor seating increases the occupancy. Mr. Costin said the Health Department says no. For example, if it rained and there are 20 people inside the restaurant and 20 people in outdoor seating, only 16 people could be allowed to come indoors.

Mr. Pickett said he hopes to convert the existing storage room to an Urbanna-themed room for additional seating. He said the building currently has one bathroom and he has been advised by the Building Official that one bathroom is required for every 50 occupancy seats.

Chair Hanson confirmed with Mr. Costin that the occupancy limit of 36 was for inside the restaurant. Additional patrons in outdoor seating are allowed.

There were no members of the public in attendance to speak during the Public Hearing comment period.

Ms. Lister made a motion to recommend approval of Special Use Permit 2025-04 subject to the altered Condition #5 language. Mr. Longest seconded. The Chair called for any discussion.

The members were polled:

- Merri Hanson..... Yes**
- Gari Lister Yes**
- Ricky Longest..... Yes**
- Bill Powers..... Yes**
- Katie Wilson..... Yes**

The motion passed unanimously.

AGENDA ITEM 7. OTHER MATTERS

Item 7.a. Set Date and Location for 2026 Organizational Meeting

Ms. Branch informed the Commission that staff recommend changing the meetings from the second Wednesday of the month to the first Wednesday of the month. This would give staff the opportunity to update the Council agenda packet with the decision of the Planning

Commission. She said the Commission would meet at the same location where Town Council meetings are held.

Mr. Longest made a motion to set the 2026 Planning Commission meeting calendar as the first Wednesday of the month at 6pm, when there is business to be considered, at the same location where Town Council meetings are held. Ms. Wilson seconded the motion. The Chair called for any discussion.

Mr. Costin clarified that if a meeting is necessary in January, it would be on January 8, 2026 at 6pm in the current Town Hall located at 390 Virginia Street, Suite B, Urbanna, VA.

All were in favor with none opposed. Motion passed unanimously.

AGENDA ITEM 8. ADJOURN

Mr. Powers made a motion to adjourn. Mr. Longest seconded. All were in favor with none opposed.

The meeting was adjourned at 6:30pm.

Respectfully Submitted,
Christine H. Branch

Minutes approved by the Planning Commission on _____, 2025.

ATTEST:

Christine H. Branch, Town Clerk



PLANNING COMMISSION

Agenda Item Summary MAY 6, 2026

AGENDA ITEM: 7 – PUBLIC HEARING ON 2026-SUP-01: WILLIAM C. HIGHT, III

- a. Staff presentation
- b. Applicant presentation
- c. Chair Opens Public Hearing Comment Period (no vote required)
(This time is for members of the public to express their views, concerns, etc. regarding 2026-SUP-01. Commission members shall limit their comments during public hearings to ensure participation by the public can occur without interference.)
- d. Chair Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Commission Discussion
- g. Action on 2026-SUP-01

Action Requested: Yes

Sample Adoption Motion: Move to recommend approval of Special Use Permit 2026-01 subject to the conditions proposed.

Motion, Second, Discussion, Roll Call Vote

(Clerk calls the name of each member for their vote – aye, nay, abstain)

Staff Report

2026-SUP Application-01: William C. Hight, III

Request:	To allow for conversion of some commercial space (approximately 1000 sq. ft.) to an apartment.
Location:	271 Price George Street
Map:	20A-1-47
Property Owner:	William C. (Chris) Hight III
Applicant:	As above
Lessor:	N/A
Acreage:	1/10 +/-
Zoning District:	B-1
Overlay District(s):	Historic District
Use:	One-story office building with past uses including auto parts sales and training facility.
Adjacent Composition:	Commercially zoned and used as well as residentially used.
Environmental:	This is a developed site and no exterior additions are proposed that would alter the land as it exists requiring any concerns to be addressed.
Consultations:	The Virginia Department of Transportation, Hampton Roads Sanitation District and local water staff were contacted for comments on this case and no comments of concern were received.
Zoning Compliance:	There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a one-story building does not come close to exceeding.
Comprehensive Plan:	General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives

Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development.

The applicant notes the building, "...can be divided into several different areas depending on the need". This assessment is very much in line with "diversified...mixed use development" expressed in the Comprehensive Plan. While the Comprehensive Plan does not offer a Housing focused goal or subsequent objectives it does, under general Land Use, state the following:

Land Use Goals and Objectives:

Goal: Encourage harmonious and wise use of the land in all future development decisions.

Objectives: 5. Retain and promote low-density residential development within the town.

Analysis: The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc.). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extend to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed.

As this is an existing mixed-use area, the proposed use can be considered generally compatible. Still Condition 4 is suggested to secure a diversified, mixed-use environment combining residential and commercial uses in accord with the Comprehensive Plan objective noted above. Most conditions are standard such as 1, 2, 3, and 7. The remaining conditions, 5 and 6 are suggested to avoid burdening on-street parking demand (Condition 5 - parking) and recognize the change in use for the remaining commercial portion of the building (Condition 6 – revocation of prior SUP).

Suggested Conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of approximately 1000 sq. ft. into an apartment at 271 Prince George Street, 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.
2. All federal, state, and local laws, regulations and rules shall be observed at all times.
3. The property shall be maintained in a clean and orderly manner at all times.
4. Remaining first floor activities shall be limited to those commercial uses permitted by right or by special use permit under the then existing Town of Urbanna Zoning Ordinance.
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit one (1) of which shall accommodate handicapped parking.
6. Special Use Permit 2024-SUP-04 for a recreational facility is hereby revoked.
7. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accord with legal requirements existing at the time.

Suggested Motion:

Planning Commission: Move to recommend approval of Special Use Permit 2026-01 subject to the conditions proposed.

Town Council: Move to approve Special Use Permit 2026 -01 subject to the conditions proposed.

Other motion options are available.



Special Use Permit Application Number 2026-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

Applicant Name William C. Hight III "Chris"

Applicant Address P.O. Box 127 Urbanna Virginia 23175
City/Town State Zip Code

Applicant phone number 804-400-2609 Applicant fax number _____

You are the 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

Street Address 271 Prince George Street Tax parcel ID number 20A-1-47

General Description of Property

A mixed use property that can be divided into several different areas depending on the need. The building sits between commercial and residential use. Front & left side are commercial Rear and Right side are residential

Current Zoning District B-1 Tax Map 20A DC 1 Lot(s) 47

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

Existing Use(s) of Property

Currently the building is being used by the Warring Tractor. I am working on a new tenant for the front section of the building. The Warring Tractor is in the back left and I am using the apartment for storage

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.

I would like to reestablish the apartment in the back right of The building as residential space. The tenant who is taking over the front and eventually the back left has a need for residential living spaces

Maximum Building Height(s) with Proposed Change None

Number of Dwelling Units/Density Calculations Currently 1 Apartment - NO additional apartments necessary

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

~~The front of the~~

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

The front of the building currently has a special use permit

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?

No impacts, No site plans

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 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*

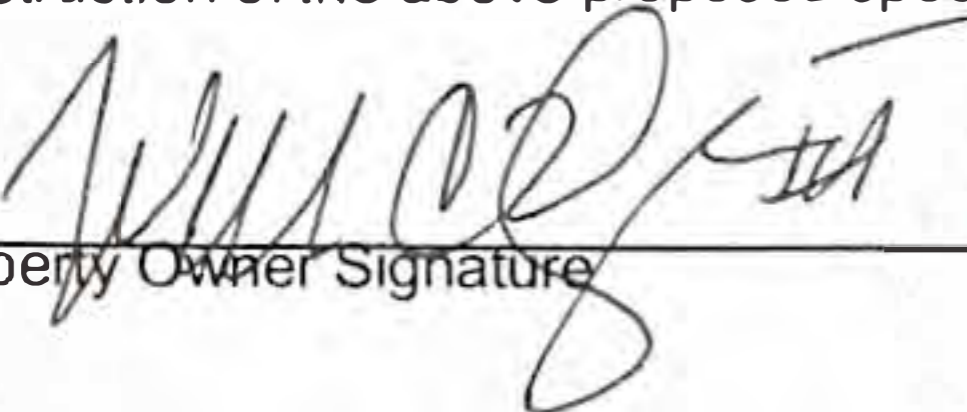
Applicant(s) Remarks:

Use a separate sheet if necessary.

I showed the Town Administrator the property, in particular the old apartment and no external construction is needed. The apartment already has the necessary item for a dwelling

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.


4/2/2026

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 _____
Permit Level _____	Fee paid \$ _____	Date Paid/Received by _____	Special Use Permit Application Number _____
Actions Taken:			
Application returned for correction/additional information _____			Date _____
Public Hearing advertised _____			Date _____
Adjacent property owner notifications mailed _____			Date _____
Action by Planning Commission _____			Date _____
Action by Town Council _____			Date _____
Additional Action - Describe _____			Date _____
Additional Action - Describe _____			Date _____



PLANNING COMMISSION

Agenda Item Summary MAY 6, 2026

AGENDA ITEM: 8 – PUBLIC HEARING ON 2026-SUP-02: SHAWN PICKETT

- a. Staff presentation
- b. Applicant presentation
- c. Chair Opens Public Hearing Comment Period (no vote required)
(This time is for members of the public to express their views, concerns, etc. regarding 2026-SUP-01. Commission members shall limit their comments during public hearings to ensure participation by the public can occur without interference.)
- d. Chair Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Commission Discussion
- g. Action on 2026-SUP-01

Action Requested: Yes

Sample Adoption Motion: Move to recommend approval of revisions to Conditions 3, 4 and 5 imposed with the granting of Special Use Permit 2024- 01 as presented..

Motion, Second, Discussion, Roll Call Vote

(Clerk calls the name of each member for their vote – aye, nay, abstain)

Staff Report

2026-SUP Application-02: Shawn Pickett

Revise Conditions associated with 2024-SUP-01, 2024-SUP-04, and 2025- SUP-02

Request:	Revise Conditions associated with 2024-SUP-01 which was granted to allow for retail sales of food and drink together and restaurant with arcade and board game access permitted. Subsequent amendments noted above were approved and are set out as Attachment A.
Location:	161 Cross Street
Map:	20A-17-8
Property Owner:	Pickett Homes, LLC
Applicant:	Shawn Pickett
Lessor:	N/A
Acreage:	+/- .171 acres
Zoning District:	B-1
Overlay District(s):	Chesapeake Bay
Use:	Two-story historically mixed-use building
Adjacent Composition:	Mix of Commercial and Residential Zoned
Environmental:	This is a developed site and no exterior alterations are proposed that would alter the land as it exists requiring any concerns to be addressed.
Consultations:	The Virginia Department of Transportation, Hampton Roads Sanitation District and local water staff were contacted for comments on this case and no comments of concern were received.
Zoning Compliance:	There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a one-story building does not come close to exceeding.
Comprehensive Plan:	General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives:

Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: ... 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development. 3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so designated on the Future Land Use Exhibit G. 5. Provide an environment for the types of employment that will sustain the local work force through their working years.

Analysis: The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc.). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extends to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed. As this is an existing mixed-use area the proposed use can be

considered generally compatible. Thus, most conditions originally imposed or revised were done so as to avoid nuisances such as Condition 5 (noise) and Condition 3 (hours of operation). These are again the focus of the present request as is now Condition 4 (gaming) which was originally imposed to avoid gaming potentially detrimental to the community.

While Condition 5 has not been fully complied with relative to the rear patio plan submission, there is still time to comply. Primarily, no complaints – other than parking - have been received concerning the operation since its initiation in any regard. Therefore, the determination to alter the conditions is to be made considering the mitigation of potential adverse situations related to the general health, safety, and welfare of those on and about the property.

Enforcement action related to Condition 4 brought about the present request to amend Condition 4. The applicant additionally seeks to use the opportunity to amend Conditions 3 and 5.

Present Condition 3 Reads: Hours of operation: Sunday 9a-9p, Monday noon–10p, Tuesday-Saturday 9a-9p.

Revision Requested: Hours of operation: Seven (7) days a week, 10 am to 11 pm

The hours of operation changes will result in 91 hours of potential activity, up from 51 originally granted. The applicant has stated the desire for flexibility to operate within a window, but at the same time avoid another SUP process. Full utilization of these days/hours may be in the long term or seasonal. The additional hours may assist in meeting customer demand while not exceeding the occupancy limit and lessen parking demand.

Present Condition 4 Reads: No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.

Revision Requested: No game shall be offered that is not controlled by the applicant. The applicant shall not conduct or allow to be conducted any game that involves any aspect of electronic, internet, or media-linked gaming.

This language has been shared with the applicant and they are agreeable. The applicant notes their business plan has shifted away from "...the original arcade plan..." The proposed condition allows games to be played for prizes, but not any game that would be potentially detrimental to the community as earlier noted.

Present Condition 5 Imposed: The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Revision Requested: *No change until the last sentence which would be deleted and replaced with:* Outside entertainment shall be limited to live performances on the rear patio ending no later than 8 pm.

The applicant proposes acoustic musicians using a standalone speaker occasionally performing on the rear patio. In lieu of a decibel level being imposed due to variation in the instrument and speaker, the hour "hard stop" as proposed is recommended.

Suggested Motion:

Planning Commission: Move to recommend approval of revisions to Conditions 3, 4 and 5 imposed with the granting of Special Use Permit 2024- 01 as presented.

Town Council: Move to approve revisions to Conditions 3, 4, and 5 imposed with the granting of Special Use Permit 2024- 01 as presented.

Other motion options are available.

ATTACHMENT A TO STAFF REPORT 2026-SUP Application-02: SHAWN PICKETT

SUP-2024-1 CONDITIONS

Amendments are in Bold:

1. All federal, state and local laws shall be observed at all times.
2. 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.
3. Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.

AMENDED BY SUP-2025-02 TO READ:

Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) -10p, Tuesday-Saturday 9a-9p.

4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

AMENDED BY SUP-2025-02 THEN AMENDED BY SUP-2024-04 TO READ:

The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. 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.



Special Use Permit Application Number 2026-SUP-02

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

Shawn Pickett

Applicant Name

161 Cross Street

Urbanna

VA

23175

Applicant Address

City/Town

State

Zip Code

804.994.1163

pickettshawn27@yahoo.com

Applicant phone number

Applicant fax number

You are the () 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.

Shawn Pickett

Property Owner Name

1207 Bach Lane

Midlothian

VA

23114

Property Owner Mailing Address

City/Town

State

Zip Code

804.994.1163

Property owner telephone number

Property owner fax number

Location of Property

161 Cross Street

20A-17-8

Street Address

Tax parcel ID number

General Description of Property

This 1954 2-story cinderblock triplex sits on a slab with public water and sewer. At least one if not two additions occurred previously. Since the 2023 purchase, HVAC has been added, all new windows and roof installed, the building painted black with the carport removed, and the interiors fully renovated. The downstairs garage was recently renovated to be a private event room for the restaurant.

Current Zoning District GB Tax Map 20A DC 17 Lot(s) 8

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

Existing Use(s) of Property

161 Cross Street is designated as 400R: COMMERCIAL/INDUSTRIAL – RES with an Airbnb apartment upstairs and a restaurant with office/storage in the two downstairs units. The Urbanna Pearl Oyster Tavern was opened in October 2024 via SUP.

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.

- 1- Since our first application, the business plan for The Pearl shifted towards a casual dining spot with local oysters and drinks being the focus over the original arcade plan both due to space/electrical constraints as well as ongoing ~~feedback from our customers~~. ~~We now want to host family friendly game nights such as bingo and trivia with Pearl~~ food/merchandise and local gift card prizes to achieve some of that old school community fun we originally aimed for while keeping the focus on local products and businesses. No game shall be offered that is not controlled by the applicant and he applicant shall not conduct or allow to be conducted any game that involves any aspect of electronic internet or media linked gaming.
- 2- Additionally, we will want to expand hours of operation in the years to come so are now asking for 7 days a week 10am-11pm to not have to apply for another SUP modification down the line.
- 3- And one the back patio area is in use in the future, acoustic musicians might be hired for events and they often bring their own stand alone speaker. Live music outside will only occur between the hours of 12pm and 8pm and no permanent speaker system shall ever be affixed outside.

Maximum Building Height(s) with Proposed Change no change

Number of Dwelling Units/Density Calculations no change

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Maximum occupancy is now 36 but otherwise no restrictions beyond the current SUP conditions below.

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

SUP-2024-1 CONDITIONS... Previous Amendments are in Bold with #3, 4, and 5 being further tweaked now

1. All federal, state and local laws shall be observed at all times.
2. 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.
3. Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.
AMENDED BY SUP-2025-02 TO READ: Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) -10p, Tuesday-Saturday 9a-9p.
4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
AMENDED BY SUP-2025-02 THEN AMENDED BY SUP-2024-04 TO READ: The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.

9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. 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.

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?

The ongoing renovation and development of The Pearl has improved both the physical location as well as provided an intimate spot to try various VA foods and drinks. Family friendly game nights/tournaments will continue this laidback Cheers ~~vibe we've come to love with our regulars helping fully bake this idea to go along with \$1 oysters and other specials~~ that they might not otherwise try. The expanded hours and outside live music from time to time will allow us to better serve more customers in the warmer months especially if there's a special like Kentucky Derby, NFL game, etc. that people want to gather for in the years to come.

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.

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for 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

Robert Kelley & Karen Kelley
181 Cross Street
Urbanna, VA 23175-2007
Lot H

Palmetto Dominion Llc
160 Cross Street
Urbanna, VA 23175-2007
Lot L1

Adas Place Llc
167 Cross Street
Urbanna, VA 23175-2007
Lot 9

Richard Waller & George Whitman
171 Virginia Street
Urbanna, VA 23175-9901
Lot I

Barbara Whitbeck
151 Cross Street
Urbanna, VA 23175-2007
Lot 7

John Magness & Joan Magness
161 Virginia Street
Urbanna, VA 23175-9901
Lot J

Applicant(s) Remarks:

The concern when we first applied with the arcade request was that gambling/casino style games might occur making #4 a particular focus to ensure this would not happen. We reached out directly to ensure the proposed prizes including gift cards would be okay given game nights now started not being gambling in nature and found out we had misinterpreted monetary prizes to be actual money when it actually meant anything of value including t-shirts, hats, appetizers, etc. and immediately stopped giving prizes on game nights from there. Once approved to have prizes now, these game nights will have no buy in fee to be able to play with community fun remaining the focus. Possible prizes include but are not limited to Pearl merchandise, food product, and gift cards good for only non-alcohol items as well as various local gift cards and gift baskets. Other possible future games include tournament style trivia with a winning team crowned over several weeks, timed oyster shucking contests, a day-long cornhole or checkers/chess tournament, etc. with various local/Pearl gifts awarded.

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.

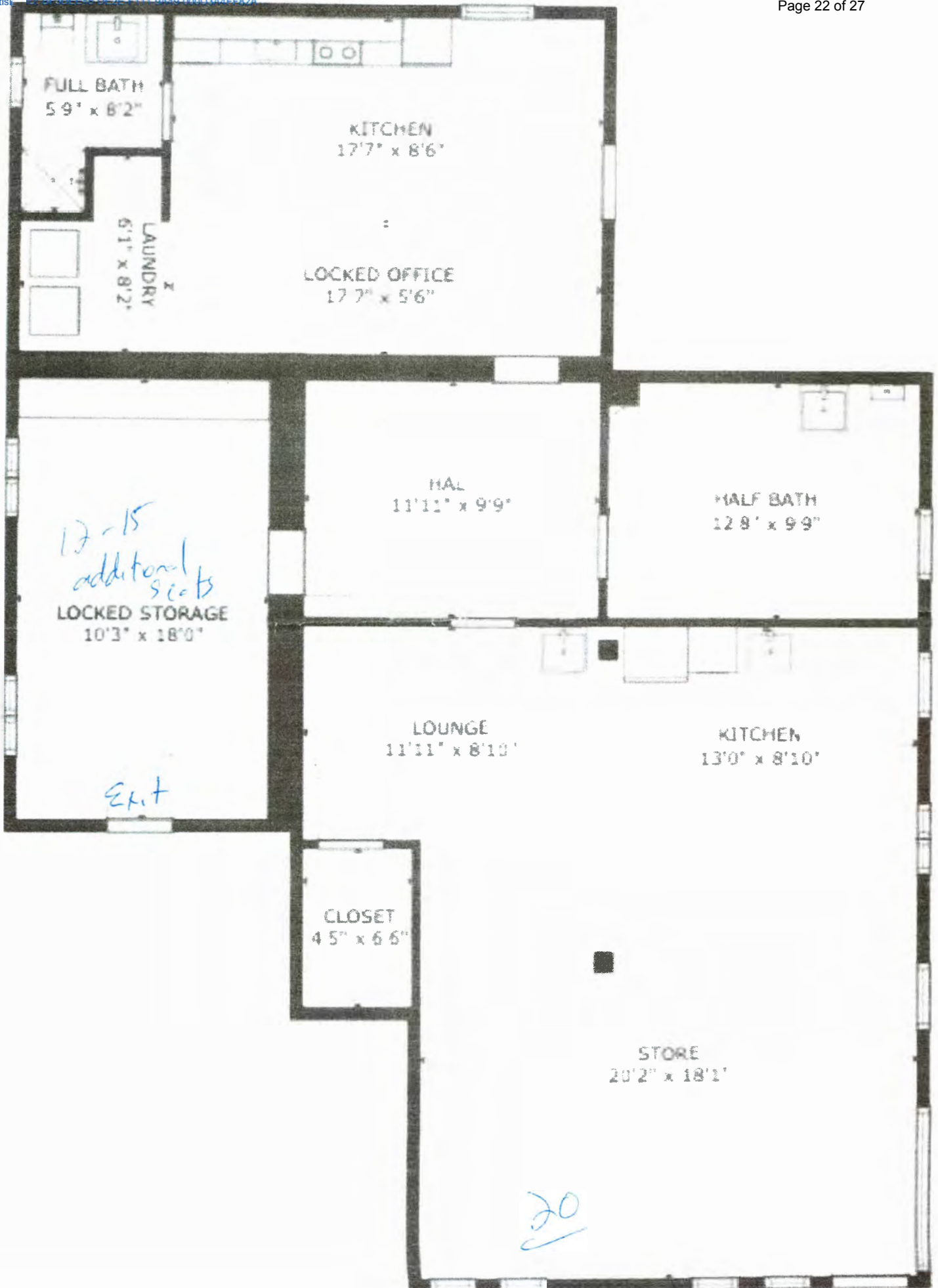
<small>Authentisign</small>			
<u>Shawn Pickett</u>		<u>04/08/26</u>	
Property Owner Signature	Date	Applicant Signature (If Not Property Owner)	Date

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 _____
Permit Level _____ Fee paid \$ _____	Special Use Permit Application Number _____
Date Paid/Received by _____	
Actions Taken:	
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 _____

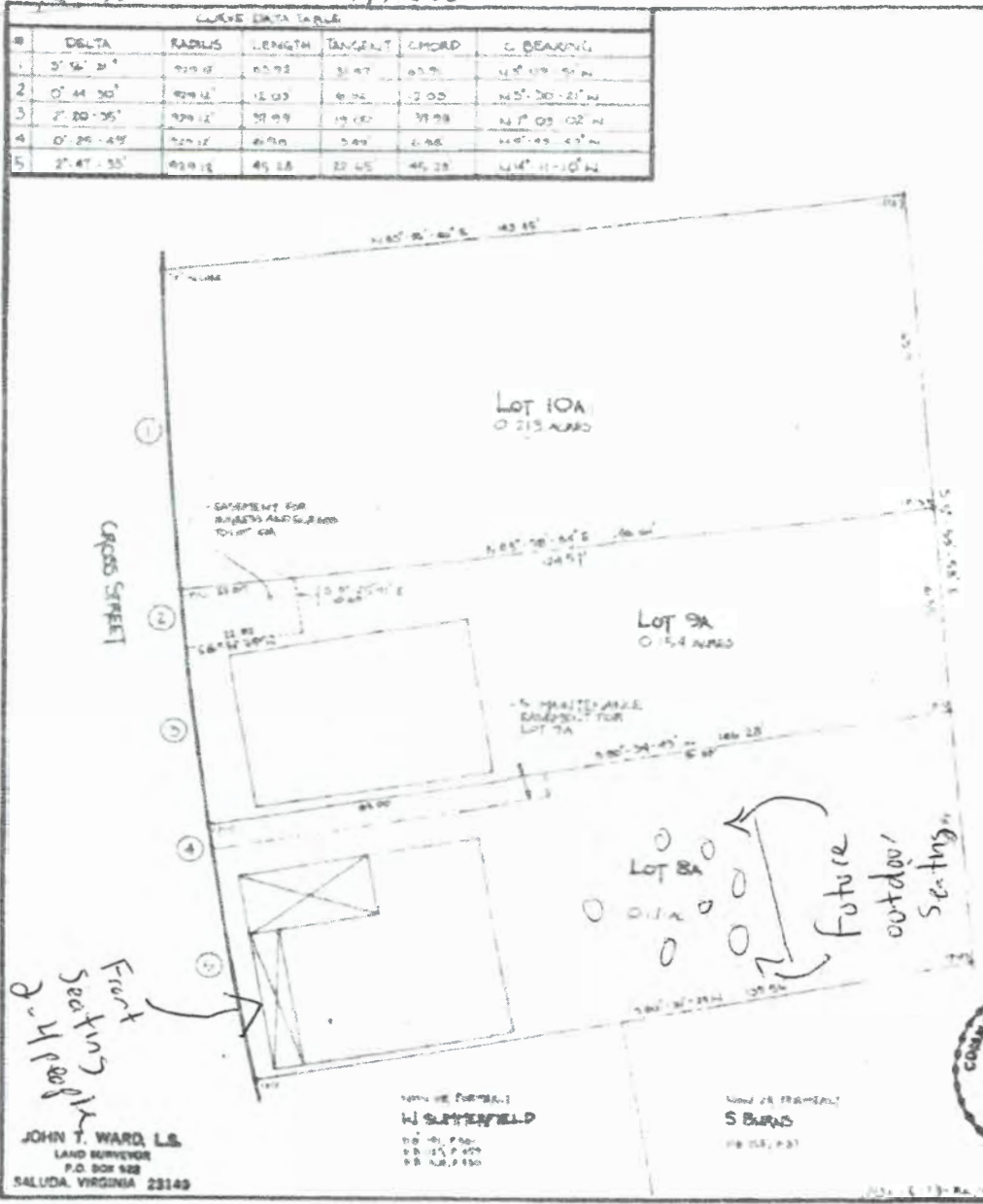
(Revised 7/2013)



Plat Map

Page 178

191-533



JOHN T. WARD, L.S.
LAND SURVEYOR
P.O. BOX 422
SALUDA, VIRGINIA 22149

W. SUMMERFIELD
10-10-2009
9:30 AM
P.B. 191-533

S. BURNS
10-10-2009

JOB OFFICE 23-190



MONDAY GAME NIGHTS



UPCOMING SCHEDULE:

March 2: Bingo

March 9: Bingo

March 16: St. Paddy's Trivia 🍀

March 23: Bingo

March 30: Bingo

April 6: NO GAME (Easter)

April 13: Easter Trivia 🐰

April 20: Bingo

April 27: Bingo



Or play chess, checkers, cards in the quiet back room!

COLLECT CHIPS EVERY WEEK -

Redeem for Prizes!

BINGO PRIZES

Dessert

= **2 Chips** =

Appetizer

= **4 Chips** =

Hat

= **6 Chips** =

T-Shirt

= **8 Chips** =

50% Off at The Pearl

= up to **\$50** =

10 Chips

Check the Upcoming Game Schedule

— ★ **FOR BINGO NIGHTS!** ★ —



PLANNING COMMISSION

Agenda Item Summary MAY 6, 2026

Agenda Item: 9 – ORDINANCE 01-2026: RECODIFICATION OF TOWN CODE

Background: The Town Council first undertook a recodification project with CivicPlus Municode in 2017. All ordinances prior to 2019 were included.

During the recodification process, the following overall changes were made to the existing version of the Town Code:

- A new numbering system including some chapter numbers changing to allow sections to be placed in alphabetical order.
- Some headings and section names were changed.
- Any outdated references to the Code of Virginia have been updated to current; 15.1 became 15.2.
- Various indexes and comparison tables were added.

The Planning Commission is to review and make recommendation on those sections of the Town Code under their purview – Chapter 20-Planning, Chapter 26-Subdivision, and Chapter 34-Zoning. Once Council adopts the new version of the entire Code, it can be brought up to date by adding those ordinances adopted since 2019. The Code's narrative content is not being changed or updated at this time. This will be a future project.

Fiscal Impact: As this effort has already been paid for, there is no fiscal impact.

Staff Recommendation: Review the sections of Town Code for accuracy at: <https://rebrand.ly/PC-Code>. Then, following public hearing, recommend approval of the recodified Chapter 20-Planning, Chapter 26-Subdivision, and Chapter 34-Zoning to the Town Council.

Action Requested: Yes, in accord with the Staff Recommendation.

Sample Adoption Motion: I move to recommend approval of the recodified Chapter 20-Planning, Chapter 26-Subdivision, and Chapter 34-Zoning of the Town Code to the Urbanna Town Council.

Motion, Second, Discussion, Roll Call Vote
(Clerk calls the name of each member for their vote – aye, nay, abstain)



**PLANNING
COMMISSION**

Agenda Item Summary

MAY 6, 2026

Agenda Item: 10 – OTHER MATTERS (if any)

Agenda Item: 11 – ADJOURN OR RECESS

Motion to adjourn; Second not required; No discussion, Voice Vote (all in favor, any opposed)