



**Urbanna Town Council  
WORK SESSION  
Thursday, July 24, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

**AGENDA**

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment
7. Council Response to Public Comment
8. Action Items
  - a. **Ordinance 001-2025:** 2025-SUP-01, Zack Lapinski, Hallinski Properties, LLC
9. Work Session Matters
  - a. Discussion of Potential Amendments to Zoning Ordinance
  - b. Priority List Review & Update
10. Council Announcements & Requests
11. Closed Meeting (**Scheduled**)
  - a. Motion to Convene Closed Meeting
  - b. Motion to Reconvene in Open Session
  - c. Certification of Closed Meeting
  - d. Action on Closed Meeting (if necessary)
12. Adjourn or Recess



**Agenda Item Summaries – Opening the Meeting**  
**FOR ALL REGULAR MEETINGS & WORK SESSIONS**

**Agenda Item: 1 – CALL TO ORDER**

Mayor 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)**

**Mayor:** Councilmember \_\_\_\_\_ 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 Councilmember \_\_\_\_\_'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. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember 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 Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember 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)**

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

**Agenda Item: 4 – PLEDGE OF ALLEGIANCE**

Those able, stand for the Pledge of Allegiance led by the Mayor.

**Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA**

Mayor 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***



## **TOWN COUNCIL**

### **Agenda Item Summary FOR ALL WORK SESSIONS**

#### **Agenda Item: 6 – PUBLIC COMMENT**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

#### **Agenda Item: 7 – COUNCIL RESPONSE TO PUBLIC COMMENT**

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 24, 2025  
WORK SESSION**

**Agenda Item: 8 – ACTION ITEMS**

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

**Background:** See attached Staff Report

**Fiscal Impact:** None

**Staff Recommendation:** Approve 2025-SUP Application-01 by adopting Ordinance 01-2025 with the stated conditions.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to [approve, approve with conditions, deny, or defer] Ordinance 01-2025 granting Special Use Permit #2025-01 for Tax Map No. 20A-27-C, 181 West Avenue, to permit construction of an Additional Dwelling Unit (ADU) subject to the six conditions recommended by the Planning Commission. (If deferred, date needs to be stated.)

***Motion, Second, Discussion, ROLL CALL VOTE***

**Staff Report – July 24, 2025**  
**2025-SUP Application-01 – Ordinance 001-2025**

**Council Action to Date:** Council held a public hearing on 2025-SUP Application-01, Ordinance 001-2025 on May 22, 2025 and received input from the public. Council voted unanimously to defer action until June 12, 2025 in order to receive more information from staff. On June 12, 2025, Council voted unanimously to defer action on Ordinance 001-2025 to the July 24, 2025 meeting. While it was stated that a second public hearing would need to be held, staff is relying on Code of Virginia Section 15.2 – 2285 which notes a second public hearing must be held if the application is altered to a more intensive use or density. That not being the situation here, Council may proceed to act to approve, approve with conditions, deny, or defer. Please note, the applicant has requested a deferral until August 14, 2025 per email dated June 16, 2025.

**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 Sewer connection process to be followed) were received. Still, Condition 2 is intended to limit egress/ingress to West 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, 5, and 6 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.

The Planning Commission held a public hearing on May 13, 2025 and received input from the public. The Planning Commission recommended approval with the six conditions listed below.

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. The Additional Dwelling Unit will not be rented for periods less than thirty (30) days.
5. 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.
6. 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*

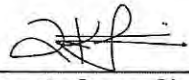
**Applicant(s) Remarks:**

*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

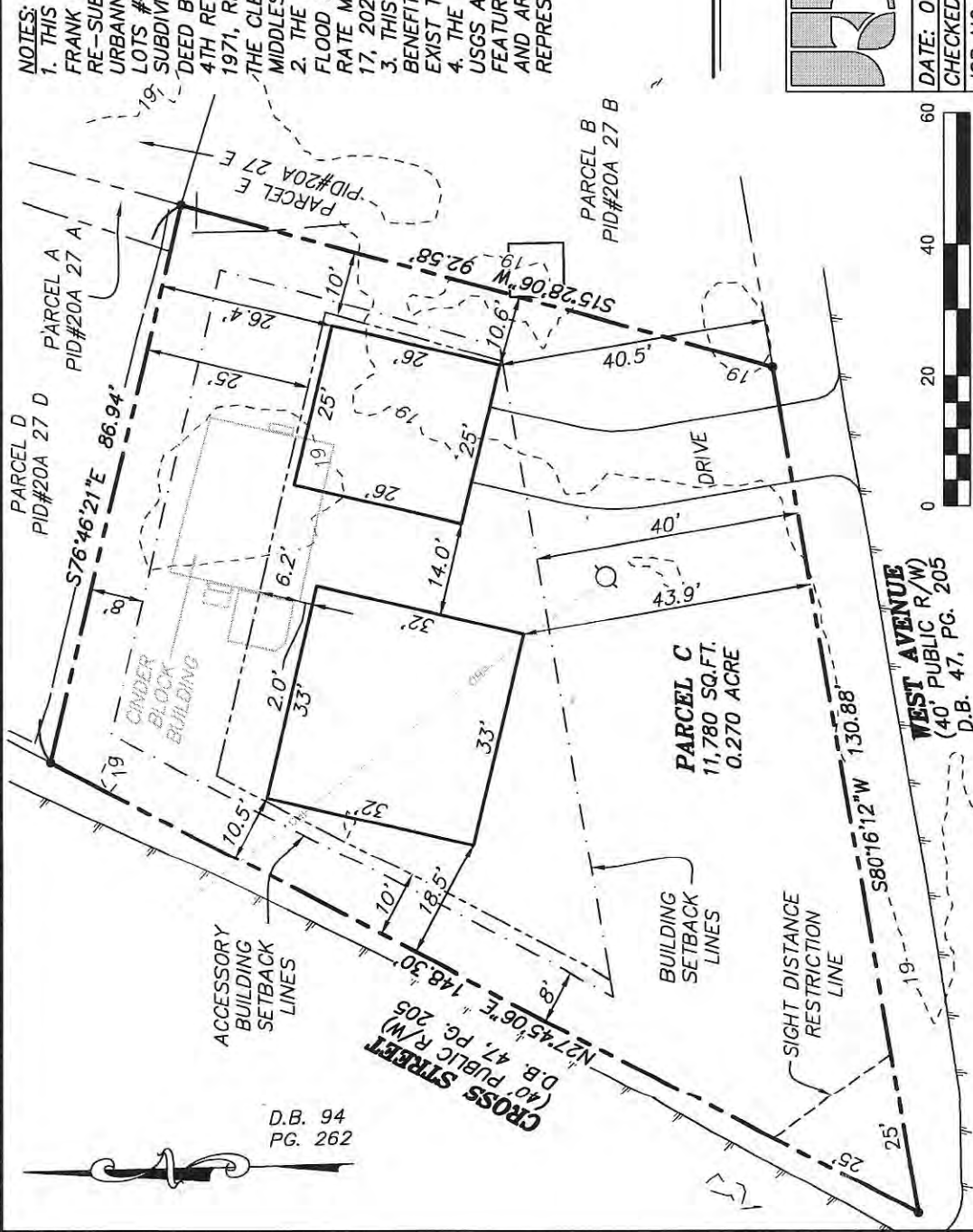
If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use by the Urbanna Zoning Administrator and the Planning Commission			
 Town Official Receiving Application			 Date
Permit Level <u>SUP</u>	Fee paid \$ <u>300</u> <u>#3710</u>	<u>4/3/25</u> Date Paid/Received by	Special Use Permit Application Number
Actions Taken: _____			_____ Date
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)

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

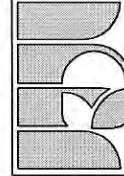


**NOTES:**

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 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: 5119C0114F 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  
JOHNSON  
WILLIAMS**  
1703 N. Parham Rd.  
Suite 202  
Henrico, VA 23229  
(804) 740-9200  
FAX (804) 740-7338  
www.KBJWgroup.com

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

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

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

D.B. 94  
PG. 262

**ORDINANCE 01-2025 (Uncodified)**  
**SPECIAL USE PERMIT APPLICATION 2025-SUP-01**  
**181 WEST AVENUE, HALLINSKI PROPERTIES, LLC,**  
**TO CONSTRUCT AN ADDITIONAL DWELLING UNIT**  
**TAX MAP NO. 20A-27-C IN R-1 ZONING DISTRICT, +/-0.270 ACRES**

**WHEREAS** the applicant, Zack Lapinski, Hallinski Properties, LLC, applied for a Special Use Permit to construct an Additional Dwelling Unit (ADU) at 181 West Avenue, Urbanna, VA 23175 (Tax Map No. 20A-27-C, Zoned R-1); and

**WHEREAS** the Town of Urbanna Zoning Ordinance allows for the construction and use of accessory buildings as a permitted use and structure in the R-1 zoning district (§17.4.2.2.); and

**WHEREAS** the Town of Urbanna Comprehensive Plan land use goals and objectives encourage harmonious use of the land as the area is primarily residential; and

**WHEREAS** 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 outlined in §17-9.4(a) of the Urbanna Town Code; and

**WHEREAS** Town 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; and

**WHEREAS** the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 13, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval by Town Council (3 aye, 1 abstain, 1 absent) with six conditions; and

**WHEREAS** the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 22, 2025 to accept comment from adjacent home owners and the general public;

**NOW, THEREFORE, BE IT ORDAINED** by the Urbanna Town Council that Special Use Permit 2025-01 is hereby granted for Tax Map No. 20A-27-C, 181 West Avenue, to permit construction of an Additional Dwelling Unit (ADU) subject to the following six 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.

- 33 4. The Additional Dwelling Unit shall not be rented out for less than 30 days (not be used as a  
34 short-term rental unit).
- 35 5. If owner and/or applicant violates any of the conditions above or fails to adhere to the  
36 representations set forth in the application and supporting materials, this special use permit  
37 may be terminated upon notice being given the applicant and hearing by the Town Council.
- 38 6. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property  
39 owner; the property owner shall provide a stamped copy of the recorded Ordinance to the  
40 Town Administrator.
- 41 This Ordinance shall take effect upon adoption.
- 42 **ADOPTED** this 24th day of July, 2025.



## Agenda Item Summary

JULY 24, 2025  
WORK SESSION

### Agenda Item: 9 – WORK SESSION MATTERS

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

**Background:** The Town's Zoning Ordinance has been updated over the years to address specific sections; however, the original ordinance has not been comprehensively updated since 1991. Citizens have expressed concerns with sections of the Ordinance and the Code of Virginia has also changed. Tonight's discussion will focus on some of those citizen concerns. Concerns of note are:

Height in the B-2 District, and

Additional Dwelling Unit Standards.

Staff would also suggest:

One particular use in the B-2 District.

**Fiscal Impact:** None

**Staff Recommendation:** Discuss. Direct as deemed appropriate.

**Council Action Requested:** Discuss. Direct as deemed appropriate.

July 8, 2025

From: Franklin D. "Buddy" Wyker

P.O.Box 640, Urbanna, VA 23175

To: Urbanna Town Administrator Ted Costin;  
Urbanna Mayor Bill Goldsmith, and ALL  
Town Council members, Marjorie Austin,  
Larry Chowning, Alana Courtney, Merri Hanson,  
Beth Justice, Robbie Wilson.

Regarding: Zoning Amendment Request:

Reduce the maximum building height in the waterfront district  
to 24 feet measured at the top of the roof ridge.

Reason: In 2006 a condominium development Special Use Permit was approved by the Town Council at the current site of Urbby Marina.

At that time, Urbanna zoning allowed a maximum building height of 34 feet which is taller than the bridge over Urbanna Creek.

The zoning maximum height is still 34 feet measured at the midpoint between the roof ridge and the eaves. This means the roof ridge itself can be substantially higher.

In 2007, I, (Buddy Wyker) was asked to form a citizens committee to address concerns including the building height. Of particular concern was the obstruction of the view of Urbanna Creek. (I have attached an artist's conception of the proposed 2007 project for your review.)

When the Town Council failed to approve a necessary document, (possibly the site plan) the developer sued the town. The case dragged on for years, using town resources. This included 165 town meetings in 3 1/2 years until finally the court found for the Town of Urbanna.

I am writing to officially request that the Town Council consider initiating a zoning ordinance amendment. Specifically, I ask that the council direct you as Town Administrator to propose an amendment to the zoning ordinance. This amendment would reduce the maximum building height allowed in this district to 24 feet measured at the highest point of the roof.

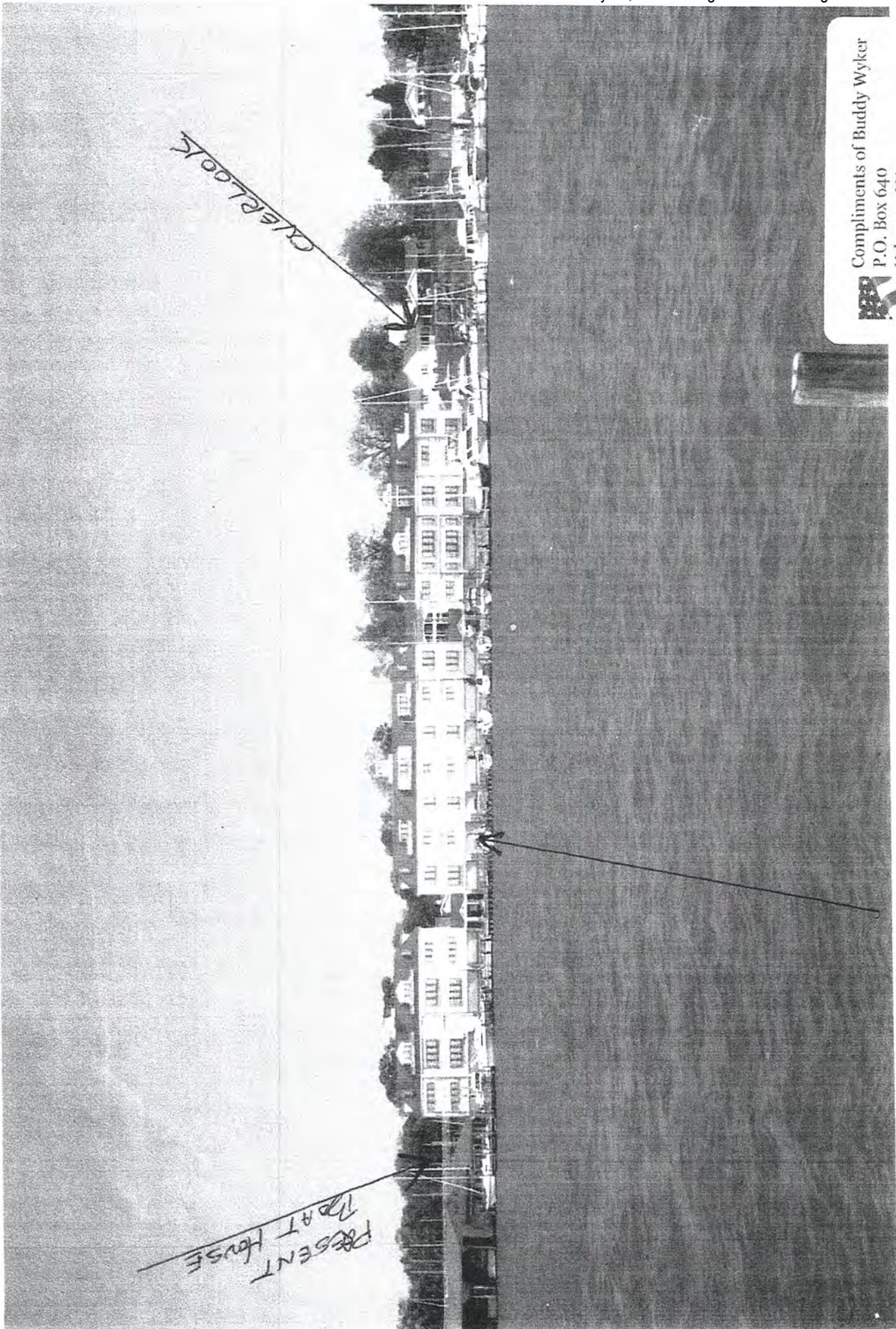
Thank you for your consideration of this important matter. I urge you to support this request and help preserve the charm and accessibility of our historic waterfront for generations to come.

Sincerely,

A handwritten signature in cursive script, appearing to read "Buddy Wyker".

Franklin D. "Buddy" Wyker





Compliments of Buddy Wyker  
P.O. Box 640  
Urbanna, VA  
804-694-7760



ARTIST  
CONCEPTION

PROPOSED URBANINA LANDING

PRESENT  
HOUSE

CRAB  
LOOK



## 2025 Regular Session

### HB2533: Counties, cities, and towns; comprehensive plan may include tiny homes or accessory dwelling units.

**Status:** Acts of Assembly Chapter

**Patrons:** Introduced by: [Briana D. Sewell \(Chief Patron\)](#)

**Summary As Passed: Local comprehensive plan; tiny homes; accessory dwelling units.** Clarifies that the comprehensive plan prepared by a local planning commission and adopted by a local governing body may include the use of tiny homes and accessory dwelling units, defined in the bill, as part of any residential development and use designated within such plan. The bill contains technical amendments. This bill incorporates [HB 1832](#).

**From Ted:** *Pertinent language pulled from legislation – now law*

C. The comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, shall show the locality's long-range recommendations for the general development of the territory covered by the plan. It may include, but need not be limited to: 1. The designation of areas for various types of public and private development and use, such as different kinds of residential, including age-restricted, housing, tiny homes, or accessory dwelling units; business; industrial; agricultural; mineral resources; conservation; active and passive recreation; public service; and flood plain and drainage. For purposes of this subdivision, the term "tiny home" means a dwelling that is 400 square feet or less in floor area, excluding lofts, and the term "accessory dwelling unit" means an independent dwelling unit on a single-family dwelling lot with its own living, bathroom, and kitchen space. An accessory dwelling unit may be within or attached to a single-family dwelling unit or in a detached structure on a lot containing a single-family dwelling; and other areas.

### HB1832: Zoning; development and use of accessory dwelling units.

**Status:** Failed

**From Ted:** *Note – bill failed.*

**Patrons:** Introduced by: [Shelly A. Simonds \(Chief Patron\)](#)

**Summary As Introduced: Zoning; development and use of accessory dwelling units.** Requires a locality to include in its zoning ordinances for single-family residential zoning districts accessory dwelling units, or ADUs, as defined in the bill, as a permitted accessory use. The bill requires a person to seek a permit for an ADU from the locality, requires the locality to issue such permit if the person meets certain requirements enumerated in the bill, and restricts the fee for such permit to \$500 or less. The bill prohibits the locality from requiring (i) dedicated parking for the ADU except in densely developed neighborhoods; (ii) setbacks for the ADU greater than that of the primary dwelling; and (iii) consanguinity or affinity between the occupants of the ADU and the primary dwelling. The bill has a delayed effective date of July 1, 2026. This bill was incorporated into [HB 2533](#).

**From Ted:** *My take is that the 2533 allows localities to designate – or not - residential areas in the Comp Plan where tiny houses/ADU would be allowed. It does define what those are, which is helpful to some degree for tiny houses, but not so much for ADU's. The language does not say the ADU has to be of a certain lesser square footage compared to the main dwelling as an example. When you read through 1832 it does not have that size specificity language, but would have limited height in Paragraph D item 8. Clearly 1832 was an attempt to remove any locality being able to stop tiny houses/ADU's from being placed in any single-family district – See Paragraph B.*

*Council could go forward with a Zoning Ordinance Amendment where we keep ADU's as a special use, but incorporate some or all of the Paragraph D criteria from 1832.*

25102648D

**HOUSE BILL NO. 1832**

Offered January 13, 2025

Prefiled January 6, 2025

A *BILL to amend the Code of Virginia by adding a section numbered 15.2-2292.3, relating to zoning; development and use of accessory dwelling units.*

Patron—Simonds; Senator: Salim

Referred to Committee on Counties, Cities and Towns

**Be it enacted by the General Assembly of Virginia:**

**1. That the Code of Virginia is amended by adding a section numbered 15.2-2292.3 as follows:**

**§ 15.2-2292.3. Development and use of accessory dwelling units.**

A. As used in this section, "accessory dwelling unit" or "ADU" means a dwelling unit on a residential dwelling lot that is accessory to and within, attached to, or detached from the single-family dwelling that is the primary use on the lot.

B. Zoning ordinances for single-family residential zoning districts shall be deemed to include accessory dwelling units as a permitted accessory use, and no locality shall require a special use permit for an ADU or compliance with any other requirements except as provided in this section.

C. Any person proposing an ADU shall first obtain an ADU permit from the locality, for which the locality may charge a fee of no more than \$500. This fee shall be in addition to any other applicable fees, including inspection, site, or building permit fees, that may be required in connection with the ADU. A locality shall issue the permit if the applicant demonstrates that the ADU complies with the requirements of this section and the local codes and ordinances referenced herein.

D. Localities may require the following:

1. No more than one ADU located on a lot with a single-family dwelling;
2. A lease term for the rental of an ADU of 30 consecutive days or longer;
3. Replacement of a primary dwelling's required parking if the construction of the ADU eliminates such parking;

4. Floor area, lot coverage, and impervious area of an ADU, in combination with the floor area, lot coverage, and impervious area of the primary dwelling unit, that does not exceed the allowable floor area, lot coverage, and impervious area for a single-family dwelling on the lot;

5. Compliance with (i) building codes, including the requirements of the Uniform Statewide Building Code (§ 36-97 et seq.), for an accessory dwelling unit if the ADU is attached or for a dwelling unit if the ADU is detached; (ii) water, sewer, septic, emergency access, flood zone, and stormwater requirements; (iii) historic and architectural districts and corridor protection restrictions; and (iv) Air Installations Compatible Use Zone restrictions;

6. Owner occupancy of the ADU or the primary dwelling, but not both;
7. No ADUs on a residential lot that has more than one dwelling unit;
8. No ADUs with a height that exceeds 80 percent of the allowable height for a single-family dwelling on the lot or the height of the primary dwelling;
9. No ADUs sold separately or subdivided from the primary dwelling; and
10. No ADUs located more than 500 feet from the primary dwelling.

E. Localities shall not require the following:

1. Dedicated parking for an ADU unless the ADU is located in a single-family zoning district with minimum lot sizes of less than 10,000 square feet;

2. Rear or side setbacks for an ADU that are greater than the setback required for the primary dwelling; or

3. Consanguinity or affinity between the occupants of an ADU and the primary dwelling.

F. Nothing in this section shall be construed to supersede or limit contracts or agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants, the provisions of condominium instruments of a condominium created pursuant to the Virginia Condominium Act (§ 55.1-1900 et seq.), the declaration of a common interest community as defined in § 54.1-2345, the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (§ 55.1-2100 et seq.), or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (§ 55.1-1800 et seq.).

G. Nothing in this section shall apply to any existing permits for an ADU approved by the locality prior to July 1, 2026.

H. Nothing in this section shall be construed to restrict a locality's passage prior to July 1, 2026, of an

**FAILED**

HB1832

2 of 2

58 *ADU ordinance, or a subsequent amendment thereof, that substantially complies with the requirements of*  
59 *this section.*  
60 *I. Nothing in this section shall apply to a locality that adopted an ADU ordinance prior to January 1,*  
61 *2025, if such ordinance does not deem an attached or detached ADU to be a special use.*  
62 **2. That the provisions of this act shall become effective on July 1, 2026.**



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 24, 2025  
WORK SESSION**

**Agenda Item: 9 – WORK SESSION MATTERS**

**9b Priority List Review & Update**

**Background:** Town Council held a strategic planning session and developed the top eight priorities for 2025 at the January 23<sup>rd</sup> Work Session. This is a mid-year staff update on the work that's been done on those priorities.

**Fiscal Impact:** None

**Staff Recommendation:** Review and comment. Redirect as deemed appropriate.

**Council Action Requested:** Review and comment. Redirect as deemed appropriate.

# STRATEGIC PLANNING SESSION UPDATE

*July 24, 2025 Town Council Work Session*

**RED – YELLOW – GREEN**

On January 23, 2025, Council Determined

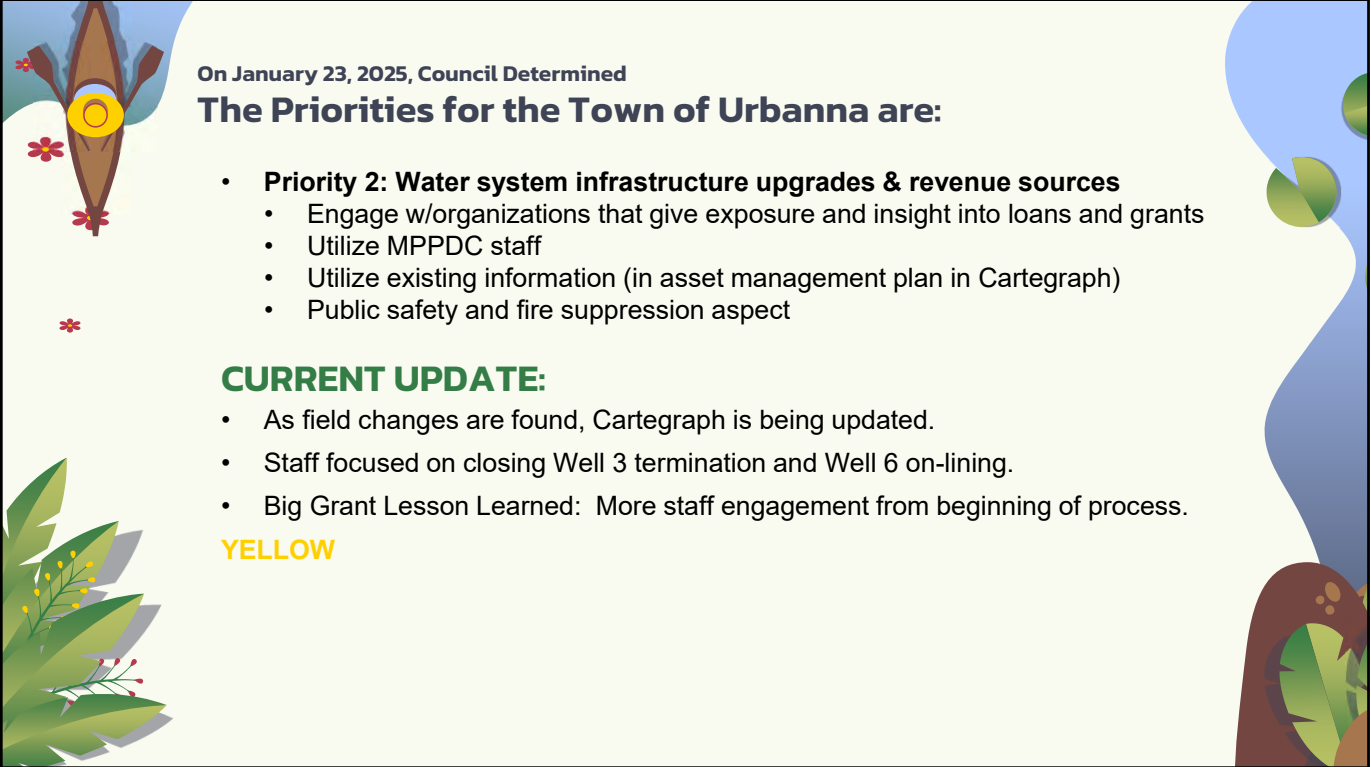
## The Priorities for the Town of Urbanna are:

- **Priority 1: Closing on purchase of 390 Virginia St. or move to an alternative**
  - Express urgency, with attorneys hearing from mayor and Town Administrator by January 31 and receiving a timeline response

### **CURRENT UPDATE:**

- Time line held, then faltered.
- Council received Attorney/Client privileged update with draft of communication to seller's attorney on ways to resolve/address issues.

**RED**



On January 23, 2025, Council Determined

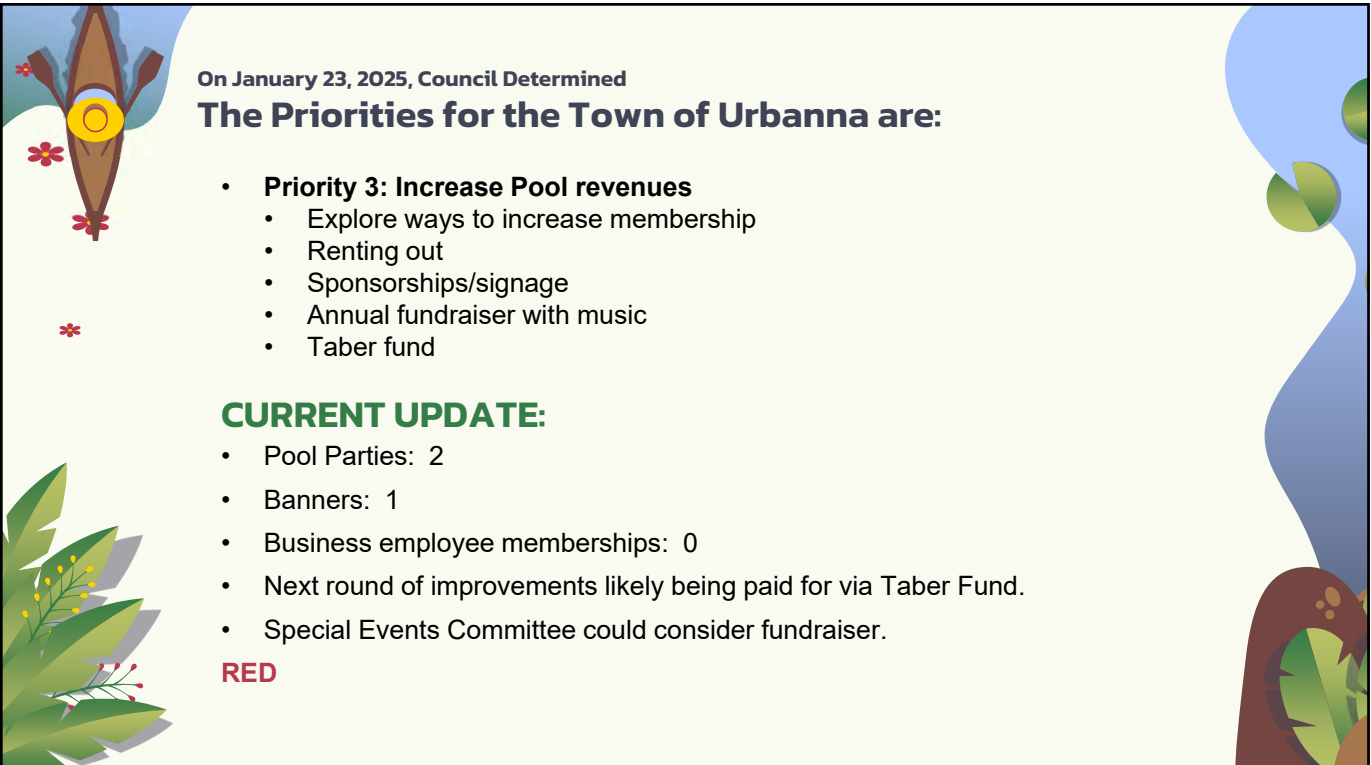
**The Priorities for the Town of Urbanna are:**

- **Priority 2: Water system infrastructure upgrades & revenue sources**
  - Engage w/organizations that give exposure and insight into loans and grants
  - Utilize MPPDC staff
  - Utilize existing information (in asset management plan in Cartegraph)
  - Public safety and fire suppression aspect

**CURRENT UPDATE:**

- As field changes are found, Cartegraph is being updated.
- Staff focused on closing Well 3 termination and Well 6 on-lining.
- Big Grant Lesson Learned: More staff engagement from beginning of process.

**YELLOW**



On January 23, 2025, Council Determined


**The Priorities for the Town of Urbanna are:**

- **Priority 3: Increase Pool revenues**
  - Explore ways to increase membership
  - Renting out
  - Sponsorships/signage
  - Annual fundraiser with music
  - Taber fund

**CURRENT UPDATE:**

- Pool Parties: 2
- Banners: 1
- Business employee memberships: 0
- Next round of improvements likely being paid for via Taber Fund.
- Special Events Committee could consider fundraiser.

**RED**



On January 23, 2025, Council Determined



### The Priorities for the Town of Urbanna are:

- **Priority 4: Resolve VA Street Terminus Issue**
  - Work w/contractor to determine options
  - Work w/neighbors

**CURRENT UPDATE:**

- Discussed options including working with MPPDC and potential sale of the property. Funding was not certain.
- Council voted to engage Bay Design to perform a survey on the land. The survey has been done based on field markers, but not yet delivered.
- Council voted to accept the no cost offer of Northern Neck Native Plant Company to initially plant and restore the land. Planting began July 3<sup>rd</sup>. Disturbed July 5<sup>th</sup> and subsequent.

**GREEN**



On January 23, 2025, Council Determined


### The Priorities for the Town of Urbanna are:

- **Priority 5: Independence Day Fireworks**
  - Barge cost estimate with engagement of vendor

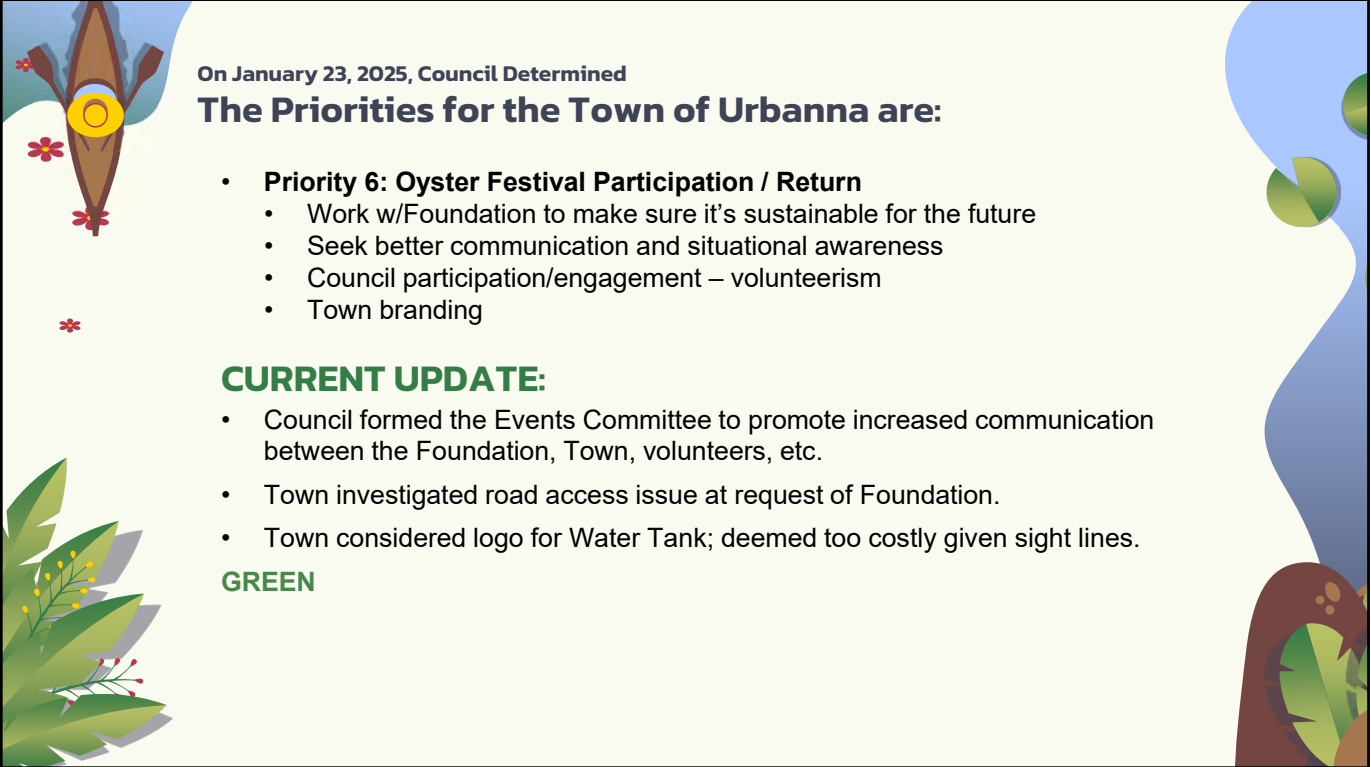
**CURRENT UPDATE:**

- Discussed options including using a barge to launch fireworks. Costs were found to be prohibitive.
- Investigated and chose to hold a drone display using Heirloom Drone Shows at a cost of \$18,000.
- Positive and negative feedback received, but overall success with addition of band given this was a first-time event.
- Events Committee reviewing for improvements and securing same vendors for next year.

**GREEN**







On January 23, 2025, Council Determined

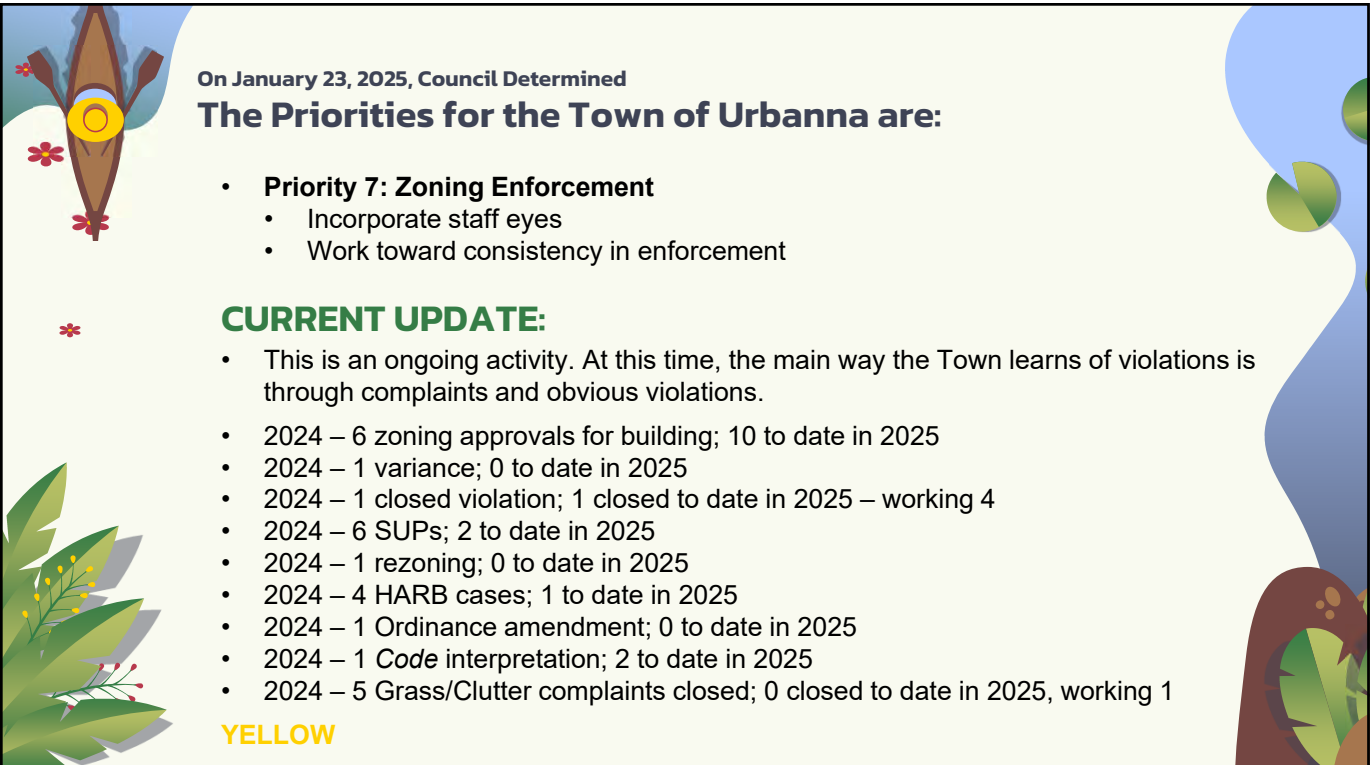
**The Priorities for the Town of Urbanna are:**

- **Priority 6: Oyster Festival Participation / Return**
  - Work w/Foundation to make sure it's sustainable for the future
  - Seek better communication and situational awareness
  - Council participation/engagement – volunteerism
  - Town branding

**CURRENT UPDATE:**

- Council formed the Events Committee to promote increased communication between the Foundation, Town, volunteers, etc.
- Town investigated road access issue at request of Foundation.
- Town considered logo for Water Tank; deemed too costly given sight lines.

**GREEN**



On January 23, 2025, Council Determined

**The Priorities for the Town of Urbanna are:**

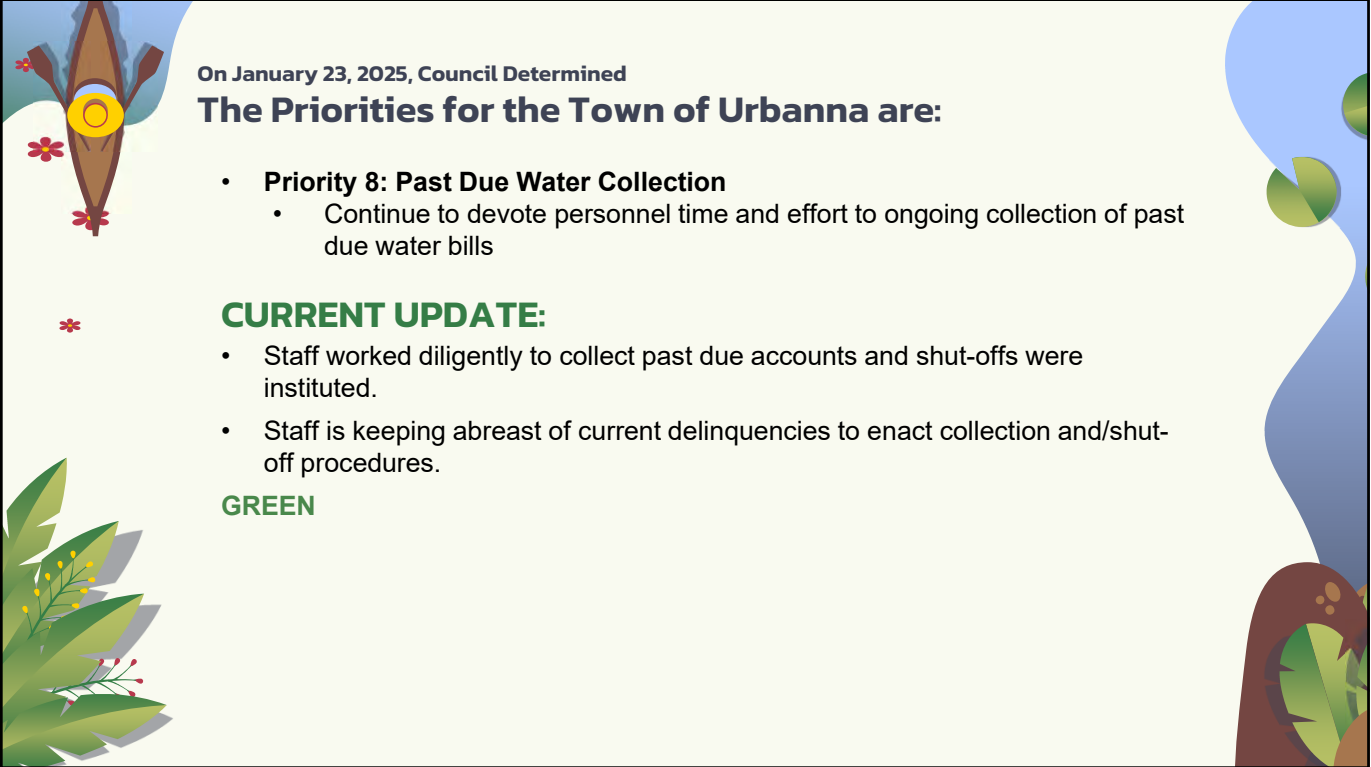
- **Priority 7: Zoning Enforcement**
  - Incorporate staff eyes
  - Work toward consistency in enforcement

**CURRENT UPDATE:**

- This is an ongoing activity. At this time, the main way the Town learns of violations is through complaints and obvious violations.
- 2024 – 6 zoning approvals for building; 10 to date in 2025
- 2024 – 1 variance; 0 to date in 2025
- 2024 – 1 closed violation; 1 closed to date in 2025 – working 4
- 2024 – 6 SUPs; 2 to date in 2025
- 2024 – 1 rezoning; 0 to date in 2025
- 2024 – 4 HARB cases; 1 to date in 2025
- 2024 – 1 Ordinance amendment; 0 to date in 2025
- 2024 – 1 Code interpretation; 2 to date in 2025
- 2024 – 5 Grass/Clutter complaints closed; 0 closed to date in 2025, working 1

**YELLOW**





On January 23, 2025, Council Determined

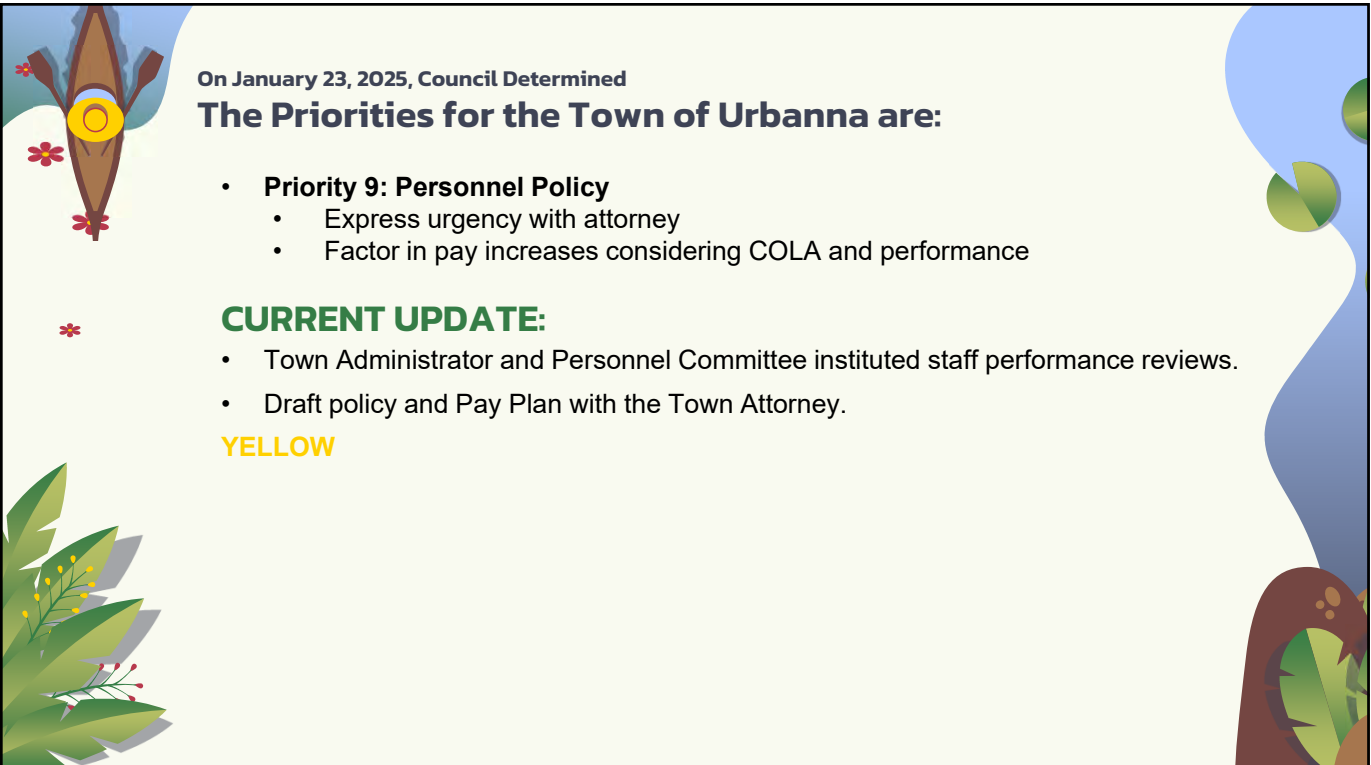
**The Priorities for the Town of Urbanna are:**

- **Priority 8: Past Due Water Collection**
  - Continue to devote personnel time and effort to ongoing collection of past due water bills

**CURRENT UPDATE:**

- Staff worked diligently to collect past due accounts and shut-offs were instituted.
- Staff is keeping abreast of current delinquencies to enact collection and/shut-off procedures.

**GREEN**



On January 23, 2025, Council Determined


**The Priorities for the Town of Urbanna are:**

- **Priority 9: Personnel Policy**
  - Express urgency with attorney
  - Factor in pay increases considering COLA and performance

**CURRENT UPDATE:**

- Town Administrator and Personnel Committee instituted staff performance reviews.
- Draft policy and Pay Plan with the Town Attorney.

**YELLOW**



On January 23, 2025, Council Determined

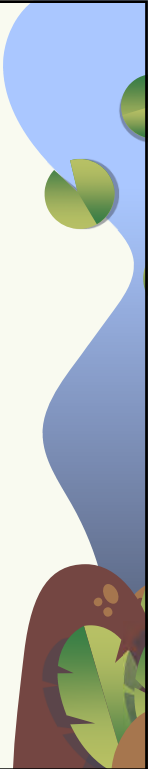

## The Priorities for the Town of Urbanna are:

- **Priority 10: Timely Responsiveness of Counsel**
  - On time sensitive, high-priority needs


**CURRENT UPDATE:**

- The Personnel Committee has discussed the concerns and will report to Town Council in closed meeting tonight.

**YELLOW**



## Strategic Planning



- **RED – 2**
- **YELLOW – 4**
- **GREEN – 4**
- Staff continues to focus on these priorities in addition to their other responsibilities including the unexpected; water leaks, weather events, walk-ins, etc.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JULY 24, 2025**

**Agenda Item: 11 – CLOSED MEETING**

**11a – Motion to Convene Closed Meeting**

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **Section 2.2-3711 (A)(1)** of the Code of Virginia to discuss the assignment, performance, salaries, and other recommendations from the Personnel Committee regarding concerns raised by specific staff members, and to discuss the contractual agreement of appointment of a specific appointee; and in accordance with **Section 2.2-3711 (A)(3)** of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, 390 Virginia Street, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council.

***Motion, Second, Discussion, Roll Call***

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

**Motion:** I move that the Town of Urbanna Town Council reconvene in open session.

***Motion, Second, Discussion, Voice Vote***

**11c – Certification of Closed Meeting**

**Motion:** I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

***Motion, Second***

***Discussion - If any councilmember disagrees, they must so state at this time.***

***Roll Call by Clerk***

**11d – Action on Closed Meeting (if necessary)**

Action on matters discussed in Closed Session, if necessary.

## **CERTIFICATION OF CLOSED MEETING**

### **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 \_\_\_\_\_, 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 \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.