



Urbanna Town Council
REGULAR & 2026 ORGANIZATIONAL MEETING
Thursday, January 8, 2026 - 6:00pm
390 Virginia Street, Suite B
Urbanna, Virginia

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. 2026 Organizational Matters
 - a. Adoption of 2026 Meeting Schedule
 - b. Election of 2026 Mayor Pro Tempore
 - c. Approval of 2026 Board, Committee, and Commission Appointments
 - d. Review of Bylaws and Code of Ethics
7. Approval of Minutes
 - a. December 11, 2025 Regular Meeting Draft Minutes
8. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Finance
 2. Water
 3. Events
 4. Personnel
9. Public Comment 1 & Council Response to Public Comment 1
10. Old Business
 - a. Assessment of 2025 Priorities
11. New Business
 - a. 2026-2027 Pool Management
 - b. Marina Bridge
 - c. Well Pump House
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting (if needed)
15. 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 6:00p.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 (all in favor, any opposed)

*Allowed reasons for electronic participation per§ 2.2-3708.3of 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 (all in favor, any opposed)



Agenda Item Summary

January 8, 2026

Agenda Item: 6a - Adoption of 2026 Meeting Schedule

Background: § 15.2-1416(8) of the Code of Virginia requires that the days, times, and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting.

Fiscal Impact: None

Staff Recommendation: Review the draft schedule and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the schedule, either as presented or with the amendments discussed.

Council Action Requested: **Yes**

Sample Adoption Motion: I move to adopt the 2026 Meeting Schedule as presented [or, with the discussed amendments made by consensus of the Council].



Urbanna Town Council 2026 MEETING SCHEDULE

Unless otherwise indicated, all January meetings shown on this schedule will take place in the Town Hall Council Chambers located at 390 Virginia Street, Suite B, Urbanna, Virginia. After February 1, unless otherwise indicated, all 2026 meetings shown on this schedule will take place in the Meeting Room of the Middlesex Volunteer Fire Department located at 340 Virginia Street, Urbanna Virginia.

DATE	TIME	MEETING TYPE
Thursday, January 8	6:00pm	Organizational & Regular
Thursday, January 22	6:00pm	Work Session
Thursday, February 12	6:00pm	Regular
Thursday, February 26	6:00pm	Work Session
Thursday, March 12	6:00pm	Regular
Thursday, March 26	6:00pm	Work Session
Thursday, April 9	6:00pm	Regular
Thursday, April 23	6:00pm	Work Session
Thursday, May 14	6:00pm	Regular; Budget Presentation
Thursday, May 28	6:00pm	Work Session; Budget Public Hearing
Thursday, June 11	6:00pm	Regular; Budget Adoption
Thursday, June 25	6:00pm	Work Session
Thursday, July 9	6:00pm	Regular
Thursday, July 23	6:00pm	Work Session
Thursday, August 13	6:00pm	Regular
Thursday, August 27	6:00pm	Work Session
Thursday, September 10	6:00pm	Regular
Thursday, September 24	6:00pm	Work Session
Thursday, October 8	6:00pm	Regular
Thursday, October 22	6:00pm	Work Session
Thursday, November 12 Thanksgiving	6:00pm	Regular *No Work Session
Thursday, December 10 Christmas	6:00pm	Regular *No Work Session

***Adjustments to Regular Schedule:** No work sessions in November and December due to holidays.

If the Mayor, or the Mayor pro tempore if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00pm in the Council Chambers of the Town Hall. Such finding shall be communicated to the members of the Council and the press and posted on the Town website as promptly as possible. All hearing and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Council may hold such special meetings as it deems necessary at such times and places as it may find convenient, and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Council shall be called pursuant to Section 1-4 of Council Bylaws in accordance with Section 15.2-1418 of the Code of Virginia.

Approved by Council at the January 8, 2026 Organizational Meeting



Agenda Item Summary

January 8, 2026

Agenda Item: 6b - Election of 2026 Mayor Pro Tempore

Background: Council must select a councilmember who will serve as Mayor Pro Tempore when the Mayor is absent or unavailable.

Fiscal Impact: None

Staff Recommendation: Nominate and elect a Mayor Pro Tempore.

Council Action Requested: **Yes**

Sample Adoption Motion: I nominate _____ to serve as 2026 Mayor Pro Tempore.

I move to elect _____ to serve as 2026 Mayor Pro Tempore.



Agenda Item Summary
January 8, 2026

Agenda Item: 6d- Review of Bylaws and Code of Ethics

Background: Council's Bylaws and Rules of Procedure were last updated in October of 2025. As a new calendar year begins, Council should review the document and make any changes they desire, if any. Changes can be adopted by resolution at the next Council meeting.

Fiscal Impact: None.

Staff Recommendation: Given recent changes as noted above, no changes are offered.

Council Action Requested: Adopt as presented for 2026.

Sample Motion: I move to adopt the existing Bylaws and Rules of Procedure of the Town Council of Urbanna Virginia for the Calendar year 2026.



BYLAWS & RULES OF PROCEDURE
OF THE
TOWN COUNCIL
OF
THE TOWN OF URBANNA, VIRGINIA
FOR

CALENDAR YEAR 2026

Adopted January 9, 2025

Amended October 23, 2025

Table of Contents

SECTION 1 – MEETINGS	3
Section 1-1 Organizational Meeting	3
Section 1-2 Meeting Time and Location	3
Section 1-3 Annual Budget and Tax Levy Meeting	3
Section 1-4 Special Meetings	3
Section 1-5 Quorum and Procedure in Absence of Quorum	3
Section 1-6 Policy and Procedure for Electronic Meetings and Remote Participation in Council Meetings	4
Section 1-7 Voting Procedures	5
Section 1-8 Conflicts of Interest	6
Section 1-9 Council to Sit with Open Doors	6
Section 1-10 Minutes and Recordation of Meetings	6
SECTION 2 – DUTIES OF PRESIDING OFFICERS	7
Section 2-1 Mayor Serves as Presiding Officer	7
Section 2-2 Mayor May Administer Oaths	7
Section 2-3 Clerk – Minutes, Recording of Votes	7
Section 2-4 Parliamentary	7
SECTION 3 - CONDUCT OF BUSINESS (Also see Appendix A – Code of Ethics)	7
Section 3-1 Meeting Agendas	8
Section 3-2 Order of Business	8
Section 3-3 Manner of Addressing Council Generally	10
Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion	10
Section 3-5 Priority in Speaking to Council	10
Section 3-6 Speaking More than Once on Same Subject	10
Section 3-7 Form of Petitions, etc	10
Section 3-8 Motions	11
Section 3-9 Decision on Points of Order	11
Section 3-10 Motion to Adjourn	11
Section 3-11 Motions While a Question is Under Debate	11
Section 3-12 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced	11
Section 3-13 Suspending Rules	11
Section 3-14 Robert's Rules of Order	11
Section 3-15 Confidential and Privileged Information	11
Section 3-16 Appointments	12
SECTION 4 - GENERAL CONDUCT AND DECORUM (Also see Appendix A – Code of Ethics)	12
Section 4-1 Conduct of the Public	12
Section 4-2 Conduct of the Council	12
Section 4-3 Conferences and Conventions	13
SECTION 5 - PUBLIC COMMENT PERIODS	13
Section 5-1 Speakers	13
Section 5-2 Close of Public Comment Period	14
Section 5-3 Council Response	14
SECTION 6 - PUBLIC HEARINGS	14
Section 6-1 Speakers	14
Section 6-2 Staff & Applicant Presentations	14
Section 6-3 Councilmembers' Participation	15
Section 6-4 Close of Hearing	15
SECTION 7 - ADOPTION AND AMENDMENT OF BY-LAWS	15
Section 7-1 Adoption	15
Section 7-2 Amendment	15
Section 7-3 Savings Clause	15
Section 7-4 Interpretation and Nature of Bylaws and Rules of Procedure	15
APPENDIX A – Code of Ethics	16

SECTION 1- MEETINGS

Section 1-1 Organizational Meeting

The first meeting of the Town of Urbanna Town Council ("Council") in each new calendar year shall be known as the organizational meeting.

Section 1-2 Meeting Time and Location

The time and place of council meetings shall be established at each organizational meeting, consistent with the notice and meeting requirements of the Virginia Freedom of Information Act, Section 2.2-3700 et seq. of the Code of

Virginia, as amended ("VFOIA"). The general schedule for meetings shall be a Regular Meeting on the second Thursday of each month, and a Work Session on the fourth Thursday of each month. Meetings shall be called to order at 6:00 p.m. All meetings of the council shall be held in Council Chambers of the Town Hall. Should council subsequently prescribe any meeting day, time, or place for the council meetings other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Mayor, or the Mayor pro tempore if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a regularly scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00 p.m. in the Council Chambers of the Town Hall. Such finding shall be communicated to councilmembers, the press, and posted on the Town's website and Town Hall door as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required (§ 15.2-1416(B)).

Section 1-3 Annual Budget and Tax Levy Meeting

At the regular meeting in April, annually, council shall determine the sum total necessary to be appropriated for defraying expenses of the town during the ensuing fiscal year and to cover the deficiency in the current fiscal year, on which as a premise council shall proceed to lay a levy on the real and personal property in the town and assess any business which by law a license may be required, for raising a revenue sufficient to meet the several appropriations decided to be requisite for the ensuing fiscal year.

Section 1-4 Special Meetings

A special meeting of the council shall be held when called by the Mayor or requested by any three councilmembers at

any time, upon 24 hours' notice to those not joining in the call, however such notice can be waived by said members. The call or request shall be made to the Town Administrator, and shall specify the matters to be considered at the meeting. After consultation with the Town Administrator or Mayor, the Town Clerk ("Clerk") shall immediately notify each councilmember and the town attorney in writing. Such notice shall specify the matters to be considered. No matter not specified in the notice shall be considered at such meeting, unless all members are present. (§ 15.2-1418)

Section 1-5 Quorum and Procedure in Absence of Quorum

At any meeting, a majority of the councilmembers, including the Mayor, shall constitute a quorum. No business shall be transacted at any meeting without a quorum being present. The names of all members present at any meeting shall be recorded in the minutes.

If a quorum fails to attend any regular or special meeting of the town council within 20 minutes following the hour fixed for convening of the council, those members present may adjourn to another day, in which case

the Clerk shall give notice of such adjournment to the absent members at least 12 hours prior to the time fixed for such adjourned meeting, and in either case, the Clerk shall enter into the minute book the proceedings taken.

Section 1-6 Policy and Procedure for Electronic Meetings and Remote Participation in Council Meetings

Except as provided hereafter, the council does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means. This remote participation policy is applied strictly and uniformly, without exception, to the entire membership of the council and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

For the purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information. For the purposes of this policy, "remote participation" means participation by an individual councilmember by electronic communication means in a meeting.

Quorum Physically Assembled: For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in Section 51.5-40.1 of the Code of Virginia, as amended, who uses remote participation counts toward the quorum as if the individual was physically present.

Pursuant to Section 2.2-3708.3 of the Code of Virginia, as amended, when a quorum of the council is physically assembled, individual councilmembers may attend a meeting by remote participation if all of the following are satisfied:

- (1) On or before the day of a meeting, the councilmember notifies the Mayor that such member is unable to attend the meeting due to:
 - i. a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or
 - ii. a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance, or
 - iii. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting, or
 - iv. a personal matter and identifies with specificity the nature of the personal matter [*this would include being out of town for business or vacation*]; and
- (2) Council approves the member's participation by a majority vote of the members present at the primary or central meeting location based only on the criteria in this policy. If a council member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.
- (3) Remote participation by councilmembers is subject to the following generally applicable requirements:
 - i. A quorum of the council must be physically assembled at one primary or central meeting location;
 - ii. Participation by a councilmember by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number [6 meetings], whichever is greater.
 - iii. Council must arrange for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

(4) The minutes of the meeting must reflect the following:

- i. 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.
- ii. The fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance, (ii) a

family member's medical condition that requires the member to provide care for such family member, residence and the meeting location or (iv) the specific nature of the personnel matter cited by the member, thereby preventing the member's physical attendance, (iii) the distance between the member's principal residence and the meeting location, or (v) the specific nature of the personnel matter cited by the member.

Quorum Not Physically Assembled: Pursuant to Section 2.2-3708.2 of the Code of Virginia, as amended, council may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17, or the Town's

emergency management or council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided: (1) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (2) the purpose of the meeting is to provide for the continuity of council operations or the discharge of its lawful purposes, duties, and responsibilities.

If council holds a meeting pursuant to this section, it shall:

- (1) Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided to councilmembers; and
- (2) Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the council; and
- (3) Provide the public with the opportunity to comment at those meetings when public comment is customarily received; and
- (4) State in the minutes of the meeting the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held; and
- (5) Otherwise comply with the provisions of the Virginia Freedom of Information Act.

Council applies this policy to all town committees, subcommittees, commissions, or other entities in accordance with Section 2.2-3708.3(D) of the Code of Virginia, as amended.

Section 1-7 Voting Procedures

Section 1-7.1 Standard Procedure– Voice Vote (all in favor, all opposed)

All questions submitted to council shall be determined by the majority of those members voting on the questions, except where the rules of parliamentary procedure or the requirements of state law specify a greater than majority vote. The Mayor, or Mayor pro tempore in the Mayor's absence, shall put the questions to the council for a voice vote (all in favor, all opposed), unless otherwise provided by law. Any councilmember present at the time of a vote who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the council's consideration of the matter or at the time the vote is taken. If it appears to the Mayor, upon voice vote being taken, that councilmembers are divided on any question, the Mayor shall request that the Clerk determine the vote of the individual councilmembers by a roll call vote. The name of each member voting and how they voted must be recorded for all questions. Council has elected not to have a tie breaker as provided for by Section 15.2-1421 of the Code of Virginia, and a tie vote on any motion shall defeat the motion, resolution, or issue upon which the vote was taken.

Successive tie votes on a motion to approve and a motion to deny any proposed ordinance, resolution,

amendment, or rezoning serves as denial of such proposed ordinance, resolution, amendment, or rezoning. No member may change a cast vote on any matter, except through a reconsideration of the vote by the Council. At the conclusion of the vote on each motion, the Mayor shall announce whether the motion has been adopted or defeated.

Section 1-7.2 Procedure for Roll Call Votes

Roll call votes will be taken on matters that deal with finances, ordinances, and/or other matters as dictated by the Code of Virginia. If it appears to the Mayor, upon voice vote (all in favor, all opposed) being taken, that councilmembers are divided on any question, the Mayor shall request that the Clerk determine the vote of the individual councilmembers by a roll call vote. Any councilmember may make a motion for a roll call vote on any question before council. A second is not required and the motion is not debatable. A majority vote is required for adoption. The Clerk shall call all roll call votes as follows:

- (1) The councilmembers shall cast votes in the order determined by the Mayor.

Section 1-8 Conflicts of Interest

Pursuant to Section 2.2-3100 et seq. of the Code of Virginia, as amended, any councilmember, including the Mayor, who has a personal or financial interest in any matter before council which may lead to biased decision-making including business relationships, family ties, or personal affiliations shall disqualify themselves prior to council's consideration of the matter. Such disqualified councilmember shall not participate in the discussion or vote on any matter which presents a personal conflict of interest. Such disqualification shall be recorded in the meeting minutes. Notwithstanding any other provision of law, if disqualifications of councilmembers leave less than the number required by law to act, the remaining member or members shall constitute a quorum for the conduct of business and have authority to act for the council by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.

Section 1-9 Council to Sit with Open Doors

Except for meetings held by electronic communication means in accordance with the Virginia Code and these rules of procedure, council shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, council may hold closed meetings as provided by VFOIA.

Section 1-10 Minutes and Recordation of Meetings

At all meetings of the Council at which a quorum is present, minutes shall be taken in accordance with VFOIA and shall be approved by the Council. The electronic record of the minutes are the official minutes of the Council for legal purposes.

Minutes shall be prepared based on both written notes and video or audio recordings. The specific language of the minutes of any given meeting shall be at the discretion of the Clerk, who shall endeavor to render the minutes in the most accurate and neutral way possible.

Minutes shall not be considered official until approved by council and recorded by the Clerk. After council approval, but prior to recordation, the Clerk may make clerical additions or corrections to the minutes that do not materially affect the substance or content of the minutes. These include, but are not limited to correction of misspellings, typographical errors and incorrect grammar; page renumbering; and clarification of content, such as acronym usage.

Should an error or evidence of an error in any meeting minutes be discovered after recordation, the Clerk shall bring the error before the council at the next official meeting as is practical. The council, by voice vote of

a majority of those members present at the meeting at which the error was made, shall correct the minutes by amendment.

Councilmembers not present at said meeting shall abstain from voting on the correction. Should no majority of councilmembers be present who were also at the meeting in which an error was made in the minutes, a majority vote of the presently seated councilmembers shall then correct the minutes by amendment.

When video or audio recordings of council meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19 and shall post those recordings on the Town YouTube page for one year. The council may at its discretion direct the preservation of specific recordings, and the Town Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

Approved and draft minutes of the council shall be preserved as prescribed by the Library of Virginia, General Schedule No. GS-19. Minutes shall be posted to the Town website within seven working days of approval.

Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority roll call vote of the council. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official minutes of any meeting. A request by the Town Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated.

SECTION 2_ DUTIES OF PRESIDING OFFICERS

Section 2-1 Mayor Serves as Presiding Officer

The Mayor shall preserve order and decorum, and shall discharge all duties prescribed by state law for presiding officers of town council meetings and such other duties usually pertaining to presiding officers. In the case of the

Mayor's absence from any meeting, the Mayor pro tempore shall preside over the meeting.

If any person behaves in a riotous or disorderly manner in any public meeting of the town council or any division, committee, agency, or authority thereof, or causes any unnecessary disturbance therein, by force, shouting, or any other action calculated to disrupt such meeting, or shall refuse to obey any ruling of the presiding officer of such meeting relative to the orderly process thereof, he shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine not exceeding \$1,000.00 or confinement in jail not exceeding 12 months, or both, at the discretion of the jury or court trying the case without a jury.

Section 2-2 Mayor May Administer Oaths

The Mayor shall have power to administer an oath to any person concerning any matter submitted to the council or connected with its powers and duties.

Section 2-3 Town Clerk

The Clerk shall be ex officio clerk of the town council. The Clerk shall keep the minutes of the council and perform such other administrative duties as council may prescribe. The Clerk shall call all roll call votes as prescribed in Section 1-7.2.

Section 2-4 Parliamentary

The Town Administrator shall serve as the Parliamentary. In the case of the Town Administrator's absence from any meeting, the Clerk shall serve as temporary Parliamentary.

SECTION 3 - CONDUCT OF BUSINESS (Also see Appendix A Code of Ethics)

From time to time, council may adopt and amend resolutions for the transaction of its business; the procedure and order of business at its meetings; the appointment and jurisdiction, power, and duties of standing and special committees; the official conduct of its members; the manner of calling and conducting hearings and investigations and the issuance of subpoenas for the attendance of witnesses and the production of books and papers; the presentation of petitions and other communications to the council and recognition of non-members to address the council thereon; and such other matters not inconsistent with state law, Town Code, or other ordinances as may be deemed appropriate to facilitate the execution of the powers and the performance of the duties of the town council as provided by state law and the Town Charter.

Section 3-1 Meeting

Agendas 3-1a Agenda

Preparation

All requests for inclusion of items on a council agenda must be made in writing and must be in the office of the Clerk by 12:00 p.m. (Noon) no later than seven calendar days prior to the date of the council meeting. A written item summary, along with electronic copies of any other documentation or presentations to be made, must be provided for inclusion in the agenda packet.

Requests received after the deadline may be considered for a proposed amendment to the current agenda or be placed on a future agenda.

Any matter not disposed of at a regular meeting shall be included on the agenda of the next regular meeting, except that council may continue consideration and disposition of the matter to a date, time, and/or place other than the next regular meeting upon a majority vote of those members present.

3-1b Agenda Release

For all regular meetings of the council, the Clerk shall cause to be prepared and provided to each member of council

and the council's attorney at least three calendar days in advance of such meeting, an electronic copy of the final agenda packet listing all matters to be considered by the council at such meeting. The Clerk shall make the final agenda packet available to the public in the Town Hall and on the Town website at the same time it is provided to the council. The Clerk shall have copies of the agenda only available at each meeting.

Any councilmember desiring a printed packet of the agenda materials must inform the Clerk by 12:00 p.m. (Noon) at least three calendar days prior to the council meeting. In an effort to conserve resources, the agenda materials will be shown on the screen during each meeting, when possible.

Section 3-1.1 Councilmember Agenda Review and Preparation

Not less than 48 hours in advance of each meeting, councilmembers should thoroughly review all matters on the agenda. The addition, deletion, or change of items on the agenda may be offered by motion during the Review and Adoption of Meeting Agenda. Changes to minutes may be offered by motion during the Approval of Minutes. Any item not on the adopted agenda shall not be acted upon at the present meeting unless it is with the unanimous consent of Council that the item be put on the floor for action.

Section 3-2 Order of Business

Except as provided herein, no regular, special, or closed meeting or public hearing of the council shall continue after 9:00 p.m., but such meeting or public hearing shall be continued to the next regular meeting or adjourned to another date, time, and place established by a majority vote of those members present. Any agenda item or public hearing matter under consideration by the council at 9:00 p.m. may proceed and be acted upon prior to the adjournment of the meeting or public hearing. After 9:00 p.m., council may consider and act upon any or all of the matters remaining on the meeting or public hearing agenda but not yet considered by the council upon a majority vote of those members present.

Section 3-2.1 Regular Meetings

At regular meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Approval of Minutes (Corrections shall be made by motion.)
7. Scheduled Public Hearings (if any) (See Section 6)
8. Staff and Committee Reports
9. Public Comment 1 (See Section 5) & Council Response to Public Comment 1 (if any)
10. Unfinished Business (if any)
11. New Business (if any)
12. Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)
13. * Council Requests and Announcements
14. Closed Meeting (if needed)
15. Appointments to Boards, Committees, and Commissions (if needed)
16. Adjourn or Recess

* 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.

Section 3-2.2 Work Session Meetings

At Work Session meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Public Comment 1 (See Section 5) & Council Response to Public Comment 1 (if any)
7. Work Session Matters
8. Action Items (if any)
9. Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)
10. * Council Requests and Announcements
11. Closed Meeting (if needed)
12. Adjourn or Recess

* 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.

Section 3-2.3 Special Meetings

At special meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
5. Special Meeting Matters
6. Closed Meeting (if needed)
7. Adjourn or Recess

Section 3-3 Manner of Addressing Council Generally

- (1) Any person, including a councilmember, who speaks to the council shall address the Mayor and shall confine comments to the question before the council.
- (2) No person in attendance at a meeting of the council shall be permitted to address the council while the members are considering any motion, resolution, or ordinance preliminary to a vote on the same, except at the discretion of the Mayor.
- (3) During those times when the public is addressing the council, the Clerk shall act as timekeeper and notify speakers and the council that the allotted time for addressing the council has expired. Speakers shall conclude their remarks at that time unless the consent of a majority of the council is affirmatively given to extend the speaker's allotted time. The time allotted to members of the public is outlined in Section 4-1 and Section 5-1a.
- (4) All agenda item presentations to the council shall normally be limited to no more than ten (10) minutes, except as hereinafter provided.

Section 3-4 Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of council shall, in debate at any meeting of the council use any language or gesture calculated to offend or insult another councilmember or any other person. No discussion of a sectarian or partisan character shall be engaged in by any councilmember.

Section 3-5 Priority in Speaking to Council

When two or more councilmembers wish to speak at the same time, the Mayor shall name the one to speak.

Section 3-6 Speaking More than Once on Same Subject

In any debate before the council, no councilmember shall speak more than once on the same question until all the others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the Mayor.

Section 3-7 Form of Petitions, etc.

Every petition, communication, or address to the council shall be submitted to the Clerk in writing in respectful language and shall be submitted by the agenda preparation deadline defined in Section 3-1a for inclusion in the agenda packet.

Section 3-8 Motions

No proposition for action by the council shall be entertained by the Mayor until a motion for the same has been duly made and seconded, except as specifically noted elsewhere.

Section 3-9 Decision on Points of Order

The Mayor, when presiding at a meeting of the council, without vacating the chair, may give reasons for any decision made by the Mayor on any point of order, and such decision shall be made without debate.

Section 3-9.1 Same; Appeal to Council

Any councilmember may appeal to the council from the decision of the Mayor on any question of order, a majority vote of those present being necessary to overrule the Mayor.

Section 3-10 Motion to Adjourn

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

Section 3-11 Motions While a Question is Under Debate

When a question is under debate at a meeting of the council, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to close debate, to make a substitute motion, to lay on the table, to recess, or to adjourn. Any motion to close debate shall require approval by a two-thirds vote of those members present.

Section 3-12 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

~~At any meeting of the council, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side, provided that such motion shall be made at the session at which it was decided, or at the very next meeting of the council after notice in advance to the other councilmembers, Town Administrator, Clerk, and Town Attorney. For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting. This section shall have no application to a motion to rescind a previous action taken.~~

Section 3-13 Suspending Rules

The rules of the council may be suspended with the unanimous concurrence of the members present.

Section 3-14 Robert's Rules of Order

The proceedings of the council, except as otherwise provided in these rules and by applicable State law or Town Charter, shall be governed by the most current edition of Robert's Rules of Order applicable to small bodies, or by standard practices typically followed by town councils.

Section 3-15 Confidential and Privileged Information

Documents, information, and discussions from a closed session, attorney-client privileged communication, or any other confidential and/or privileged information shall not be disclosed without the approval of the council. In the event confidential or privileged information is released or otherwise disclosed without the consent of the council, the council shall vote either to authorize the disclosure or reaffirm the confidentiality and/or claim of privilege. In addition, the council may, in its discretion, sanction or censure a member for improper disclosure of confidential or privileged information. No recording device shall be used during any Closed Meeting of the council. Minutes will not be taken during any Closed Meeting of the council unless required by law.

Section 3-16 Appointments

The Council encourages citizens to apply for and to serve on town commissions, committees, and other like bodies. To this end, the council shall cause notice to be placed on its website and such other notice as it may from time to time deem appropriate and necessary, identifying positions which it intends to fill.

The council will maintain a standard application for all positions. Such applications will be kept on file in the office for a period of two years and may be considered from time to time by the council as it desires. Prior to making an appointment, the council may choose to interview one or more candidates. Where statutes dictate a process other than this, the council will follow the statutory procedure.

Unless otherwise addressed by state law, town ordinance, or governing organizational documents, the council reserves the right to remove any appointee due to lack of attendance, misconduct, or when, in the council's unanimous judgment, the best interest of the Town would be served by such removal.

For the purposes of this policy, "lack of attendance" means absence from three consecutive meetings, or from any four meetings within any 12-month period.

SECTION 4 - GENERAL CONDUCT AND DECORUM (Also see Appendix A Code of Ethics) Section 4-1 Conduct of the Public

The efficient and dignified conduct of public business is the ultimate concern of the council. Accordingly, it is the policy

of the council that its meetings be conducted with the highest degree of order and decorum. Council's integrity and dignity will be established and maintained at all times during the conduct of public business, and the council will permit no behavior which is not in keeping with this policy. The soliciting of funds from meeting attendees, the use of threatening or profane language, the failure to comply with time limits on speakers, violation of council rules, or other forms of disruptive conduct will not be tolerated. The Mayor will maintain proper order at all times during all meetings of the council and shall affect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

Section 4-2 Conduct of the Council

The Mayor and councilmembers are expected to conduct themselves in a professional and proper manner at all times. The Mayor and councilmembers are representatives of the citizens of the Town of Urbanna and may not bring discredit upon themselves, other councilmembers, their constituents, or their Town at any time.

Section 4-2.1 Adherence to Confidentiality & Public Information Requirements

- (1) No Councilmember shall disclose privileged information to any individual, organization, corporation, or the like.
- (2) Any Councilmember receiving a request for records pursuant to VFOIA shall forward the request to the Town FOIA Officer who shall then handle the response. The FOIA Officer shall copy the Town Administrator, Mayor, and all councilmembers on the response.
- (3) Section 4-2.2 Expulsion and Suspension of Councilmembers; Fines for Disorderly Conduct
All disciplinary action must be reviewed and approved by a majority of the council and will include legal guidance from the Town Attorney and possibly the Commonwealth's Attorney as required.
- (1) Council may, with the concurrence of two-thirds of the councilmembers, expel or suspend any councilmember; provided, that no such expulsion or suspension shall be made without reasonable notice to the councilmember complained of and an opportunity afforded him to be heard in his defense.
- (2) Council may fine any of its members for disorderly conduct. Disorderly conduct includes, but is not limited to, actions, statements, or behavior which brings discredit upon other councilmembers, committee members, the Town Council as a body, the Town, or Town citizens. Disorderly conduct also includes, but is not limited to, disclosing privileged information to any individual, organization, corporation, or the like (see Section 4-2.1).

Section 4-2.3 Interactions with Staff

- (1) No one councilmember shall direct the Town Administrator or any staff member to take any action on behalf of the council without a majority consensus of the council.
- (2) No councilmember shall unduly burden Town staff with requests or contacts outside of normal working hours or meetings. Email requests made to staff should also be copied to the Town Administrator and Mayor (at a minimum).

Section 4-3 Conferences and Conventions

- (1) Each councilmember shall make the sole determination as to which government-related conference or training they will attend, except those which may be required by state code.
- (2) Any councilmember who consents to attend an event shall be responsible to take reasonable and timely action to cancel any required registration fees or hotel deposit if they no longer to attend. If the member does not take such action, they shall reimburse to the Town a sum equal to the non-refundable fee/deposit.

SECTION 5 PUBLIC COMMENT PERIODS

Public Comment periods provide a time for citizens to speak on community issues that are not scheduled for public hearing. The Mayor will explain the time limits and requirements for introduction before opening the comment period.

Section 5-1 Speakers

No person shall address the council from the audience unless recognized by the Mayor and, if so recognized, will come forward to state their comments from the podium using a provided microphone.

Those wishing to speak during Public Comment periods must sign up on the form provided by

the council at the meeting site, and the Mayor shall verify that all such registration has been completed before beginning each comment period. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each comment period. Written comments submitted to the Clerk by 12:00 p.m. (Noon) on the day of the meeting will be provided to the council at or before the time of the meeting.

Speakers wishing to address the council shall clearly state their name and address. All comments are addressed to the Mayor. Speakers may address only those matters within the scope of the Council's authority that are not on the agenda for a public hearing for that meeting. No speaker is to engage in political statements, personal attacks upon councilmembers, staff, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the purview of the council.

Violation of this rule shall enable the Mayor by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Mayor deems

appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the Council, bringing appropriate charges against the person in the name of the Town Council.

Section 5-2 Close of Public Comment Period

When a public comment period shall have been closed by the order of the Mayor, no further public comments are in order.

Section 5-3 Council Response

After speakers have been heard, 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 immediately preceding their response.

SECTION 6 - PUBLIC HEARINGS

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- open public hearing, receive public hearing comments, close public hearing
- applicant & staff final comments
- council discussion
- action (if appropriate)

Section 6-1 Speakers

Speakers may address the council only on matters pertaining to or germane to the issue for which the public hearing is being held. If any written or printed materials not already included in the agenda packet are presented to the council, a copy shall also be submitted to the Clerk for entry into the public record. No speaker is to engage in political statements; personal attacks upon councilmembers, Town employees or officials, or any other person; nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held.

Violation of this rule shall enable the Mayor by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Mayor deems appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the council, bringing appropriate charges against the person in the name of the Town Council.

Those wishing to speak during Public Hearing comment periods must sign up on the form provided at the meeting site, and the Mayor shall verify that all such registration has been completed before beginning the hearing. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes and all remarks shall pertain only to the Public Hearing matter under consideration. Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each public hearing, except at the discretion of the Mayor, and only after all other speakers have been given an opportunity to be heard on the subject being considered. Written comments on public hearing matters submitted to the Town Administrator by 12:00 p.m. (Noon) on the day of the meeting will be provided to the council at or before the time of the meeting.

Section 6-2 Staff & Applicant Presentations

Staff presentations on public hearing matters should be concise and normally limited to no more than ten (10) minutes except when necessary to properly inform the public of the issue before the council. The applicant in a land use case or their representative(s) shall be allowed a

maximum of ten (10) minutes to present their case. If any written or printed materials not already included in the agenda packet are presented to the council, a copy shall also be submitted

to the Clerk for entry into the public record.

Section 6-3 Councilmembers' Participation

Councilmembers may ask questions of speakers or staff for clarification; however, Councilmembers shall limit their comments in public hearings to ensure participation by the public without council interference.

Section 6-4 Close of Hearing

When a public hearing shall have been closed by the order of the Mayor, no further public comments are in order.

SECTION 7 - ADOPTION AND AMENDMENT OF BY-LAWS

Section 7-1 Adoption

These bylaws shall be adopted annually at the organizational meeting of the Town Council. Upon adoption, the provisions of these rules of order shall supersede any previous rules of order, shall take effect immediately, and shall continue until amended and formally readopted. The full text of these rules shall be made part of the minutes of the meeting at which they were adopted. The Clerk shall provide a copy of these rules and any amendment thereto to the Mayor, all councilmembers, and the public within thirty (30) days of adoption.

Section 7-2 Amendment

Amendment of these by-laws may be made as an item of new business on the meeting agenda or amendment thereof at any meeting of the council. Amendment to these by-laws shall be by vote of a majority of councilmembers. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment shall be made part of the minutes of the meeting at which they were adopted.

Section 7-3 Savings Clause

If any provision of these Bylaws and Rules of Procedure be found inconsistent with the provisions of Virginia law, the Town Charter, Town Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions shall remain in effect.

Section 7-4 Interpretation and Nature of Bylaws and Rules of Procedure

These Bylaws and Rules of Procedure are rules of parliamentary procedure and are for the convenience of the Town's councilmembers only. They do not have the force of law. Only councilmembers or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Mayor or other action of the council on the basis of compliance or non-compliance with these Bylaws and Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order as provided in Section 3-14. In no event may questions over compliance herewith be raised judicially. Non-compliance with these Bylaws and Rules of Procedure must be raised at the time of the noncompliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with the Bylaws and Rules of Procedure. If a challenge is not timely made, the right to challenge the noncompliance is waived. In no event will a violation hereof result in the voiding or overturning of any action of the council. Failure to comply with these Bylaws and Rules of Procedure or Robert's Rules of Order shall not invalidate council action otherwise valid by law.

APPENDIX A



Code of Ethics

Town of Urbanna Town Council

Recognizing that persons holding a position of public trust are under constant observation by the media and interested town residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the governing body should adhere to the following Standards of Conduct.

1. Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or staff at all times.
2. Act in a financially responsible manner to ensure public trust and set a high standard of integrity, paying government bills on a local, state, and federal level.
3. Show impartiality, integrity, and ethical behavior during Town Council meetings and in their conduct with citizens, staff, and colleagues.
4. Make a conscientious effort to be well prepared for each meeting by reading packet materials and communications, and by seeking information as deemed prudent.
5. Avoid offering public criticism of colleagues, citizens, or staff, recognizing the dignity of each individual.
6. Work to create a positive environment in public meetings where citizens and staff will feel comfortable in their roles as observers or participants.
7. Maintain an attitude of courtesy and consideration toward all colleagues, citizens, and staff during all discussions and deliberations.
8. Be tolerant. Allow citizens, staff, and colleagues sufficient opportunity to

present their views.

9. Be respectful and attentive. Avoid comments, body language, or distracting activity that conveys a message of disrespect for presentations from citizens, staff, or colleagues.
 10. Be concise. Avoid taking more time to address an issue before the body than is necessary and essential for an adequate consideration of the matters being discussed.
 11. Communicate directly with the Town Administrator, Town Attorney, and the Mayor on Town matters to enhance communication between staff and the Town Council.
 12. Avoid the use of electronic devices during meetings to communicate with others regarding town business.
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Agenda Item Summary
January 8, 2026

Agenda Item: APPROVAL OF MINUTES

a. December 11, 2025 Regular Meeting Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes.

Sample Adoption Motion: I move to approve the December 11, 2025 minutes as presented [or, with the discussed amendments made by consensus of the Council].

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

DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF DECEMBER 11, 2025

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 11th 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

Mayor Goldsmith called the meeting to order at 6:02pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

The Mayor called the roll:

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney.....	Present
Bill Goldsmith, Mayor	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Shawn Pickett, Applicant
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

The Mayor announced that the Town closed today on the purchase of 300 Virginia Street.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. November 13, 2025 Regular Meeting Draft Minutes

Councilmember Austin made a motion to approve the minutes as presented.

Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0.

AGENDA ITEM 7. PUBLIC HEARING: Ordinance 05-2025 – SPECIAL USE PERMIT APPLICATION 2025-SUP-04: SHAWN PICKETT

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.

The Planning Commission held on Public Hearing on December 10, 2025 and voted unanimously to recommendation approval of 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.

Mr. Costin said a concern was received this morning from a neighbor who requested a privacy fence between the two properties. He spoke with the applicant regarding the issue today.

Mr. Costin showed photos of the property and the applicant's plan for outdoor seating and fencing. The applicant's concern is that a privacy fence would block what little water view he currently has.

Councilmember Chowning said Council does not need to be encouraging privacy fences. Councilmember Wilson asked if the matter had been advertised. Mr. Costin said yes. Councilmember Wilson asked why the complaint was made now.

The applicant, Shawn Pickett, said he hopes to have a historical feel to the converted seating area where you would feel like you're stepping back into the 1700s. His plans for outside is to

convert a window into a door leading outside and erecting a 4' gothic fence around the area.

Councilmember Chowning noted that the person who owns the property with the water view could put something up at any time which would obstruct the applicant's view. Mr. Pickett said he understood this.

Councilmember Austin said she believes Mr. Pickett will do what he needs to in order to comply with the ABC requirements and that it is not a Town issue.

Councilmember Hanson asked Mr. Pickett if he would prefer there to be a condition for the fence added. Mr. Pickett said no.

Mayor Goldsmith opened the Public Hearing Comment Period. There being no speakers, Mayor Goldsmith closed the Public Hearing Comment Period

Councilmember Austin made a motion to approve Ordinance 05-2025 granting Special Use Permit 2025-04 subject to the altered Condition #5 language. Councilmember Courtney seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie Austin	Aye
Larry Chowning	Nay
Alana Courtney.....	Aye
Bill Goldsmith, Mayor.....	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-1.

ORDINANCE 05-2025 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-04, SHAWN PICKETT
TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01/ORDINANCE 03-2024 AND 2025-
SUP-02/ORDINANCE 03-2025, REGARDING CONVERTING A STORAGE ROOM INTO
ADDITIONAL SEATING WHICH WILL IMPACT BOTH INDOOR AND OUTDOOR TOTAL
SEATING CAPACITY AT THE RESTAURANT LOCATED AT 161 CROSS STREET,
URBANNA, VIRGINIA 23175, TAX MAP NO. 20A-17-8 IN THE B-1 ZONING DISTRICT,
+/-0.171 ACRES**

WHEREAS the applicant, Shawn Pickett, requests a Special Use Permit (SUP) to convert a storage room into additional seating, which will impact both indoor and outdoor total seating capacity, at the restaurant located at 161 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-17-8, Zoned B-1); and

WHEREAS 2024-SUP-01 was granted by Town Council via Ordinance 03-2024 on May 9, 2024 allowing a restaurant, retail sale of snacks, sodas, beer, and wine for

consumption, on and off premises; as well as an arcade and board games subject to twelve (12) terms and conditions; and

WHEREAS 2025-SUP-02 was granted by Town Council via Ordinance 03-2025 on September 11, 2025 amending the conditions of 2024-SUP-01 regarding hours of operation and seating at the restaurant; and

WHEREAS the applicant has complied with the terms and conditions of 2024-SUP-01 and 2025-SUP-02; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on December 10, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2025 -04 subject to the altered condition number 5 language as proposed; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on December 11, 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 2025-04 is hereby granted for Tax Map No. 20A-17-A, 161 Cross Avenue, to amend the terms and conditions of 2024-SUP-01/Ordinance 03-2024 and 2025-SUP-02/Ordinance 03-2025 as follows:

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 permitted on Sundays from 9am-9pm, Mondays from noon-10pm, and Tuesdays through Saturdays from 9am-9pm.
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 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.

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; and

This Ordinance shall take effect upon adoption.

DONE this 11th day of December, 2025.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

Mr. Costin presented his report and provided the following updates:

- Closing on the 300 Virginia Street purchase took place this morning. The plan is to complete the move by the end of January. He said the deed has been recorded with the County; the property is now covered by the Town's insurance; water and electricity service have been established; and he is getting quotes from moving companies.
- The Fire Chief will let the Town use one of the rooms at the fire house for holding meetings at a cost of \$100 per meeting to help cover the cost of electricity.

8a.2. Treasurer

Ms. Hutton presented the October Treasurer's Report.

Councilmember Chowning commended Ms. Hutton for doing a good job on Real Estate tax.

Councilmember Austin noted cigarette tax receipts had dropped. Ms. Hutton said she believes this is due to the tobacco shops pulling sales. Councilmember Austin said it should be investigated to see if vape sales can be subject to the cigarette tax.

8a.3. Town Clerk

Ms. Branch presented the Monthly Clerk's Report. She reminded Council to review the new code codification emailed to them prior to discussion at the January 2026 Work Session.

8b. COMMITTEE REPORTS

Councilmember Chowning left the meeting at this time.

8b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said they need to schedule a meeting.

8b.2. Water Committee

The Water Committee did not meet since their last report. Mayor Goldsmith said we are facing repairs at the well house and a meeting needs to be scheduled.

8b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said the Christmas Parade went well. Ms. Hutton thanked the volunteers and said they do an awesome job. Councilmember Hanson said Main Street had good sales and sponsorships for the House Tour. She said they would like to coordinate with the Special Events Committee going forward.

8b.4. Personnel Committee

Councilmember Hanson said the Committee met to discuss how to proceed with updating the Personnel Policy. Ms. Erard said Council needs to be prepared to make a lot of decisions.

AGENDA ITEM 9. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 10. UNFINISHED BUSINESS - NONE

AGENDA ITEM 11. NEW BUSINESS

11a. Resolution 2025-020, 021, and 022 – Reappointments to Boards & Commissions

Mr. Costin said there were several positions expired and expiring at the end of the year: two on the Board of Historic and Architectural Review, one on the Planning Commission, and two on the Board of Zoning Appeals.

Councilmember Austin made a motion to approve Resolution 2025-020 reappointing Amy Denny to the Town of Urbanna Board of Historic and Architectural Review for a five-year term expiring

December 31, 2030 and Barbara Hartley to the Town of Urbanna Board of Historic and Architectural Review for a four-year term expiring December 31, 2029. Councilmember Justice seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie AustinAye
Larry ChowningAbsent
Alana Courtney.....Aye
Bill Goldsmith, Mayor.....Aye
Merri HansonAye
Beth JusticeAye
Robbie WilsonAye

The motion passed 6-0 with one absent.

RESOLUTION 2025-020 CITIZEN REAPPOINTMENTS TO THE HISTORIC & ARCHITECTURAL REVIEW BOARD

WHEREAS there are currently two seats on the Town of Urbanna Historic and Architectural Review Board (HARB) which expire on December 31, 2025 – Amy Denney and Barbara Hartley; and

WHEREAS both have expressed interest in being reappointed to the HARB; and

WHEREAS there are currently no additional citizens who have expressed interest in serving on the HARB; and

WHEREAS the Town Council now desires to make appointments to these expiring seats and to adjust term expiration dates such that no two appointments expire in the same year;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the following individuals are reappointed to the Town of Urbanna Historic and Architectural Review Board as follows: Amy Denney for a five-year term expiring December 31, 2030; and Barbara Hartley for a four-year term expiring December 31, 2029.

DONE this 11th day of December, 2025.

Councilmember Hanson made a motion to approve Resolution 2025-021 reappointing Bill Powers to the Town of Urbanna Planning Commission for a four-year term expiring December 31, 2029. Councilmember Austin seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie AustinAye
Larry ChowningAbsent
Alana Courtney.....Aye
Bill Goldsmith, Mayor.....Aye
Merri HansonAye

Beth JusticeAye
Robbie WilsonAye

The motion passed 6-0 with one absent.

RESOLUTION 2025-021

CITIZEN REAPPOINTMENT TO THE PLANNING COMMISSION

WHEREAS there is currently one seat on the Town of Urbanna Planning Commission which expires on December 31, 2025 – William (Bill) Powers; and

WHEREAS Mr. Powers has expressed interest in being reappointed to the Planning Commission; and

WHEREAS there are currently no additional citizens who have expressed interest in serving on the Planning Commission; and

WHEREAS the Town Council now desires to make an appointment to this expiring seat;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that William (Bill) Powers is reappointed to the Town of Urbanna Planning Commission a four-year term expiring December 31, 2029.

DONE this 11th day of December, 2025.

Councilmember Austin made a motion to approve Resolution 2025-022 recommending to the Circuit Court of Middlesex County that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029 and Lewis Hall for reappointment to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2030. Councilmember Justice seconded the motion. The Mayor called for any discussion. The members were polled:

Marjorie AustinAye
Larry ChowningAbsent
Alana Courtney.....Aye
Bill Goldsmith, Mayor.....Aye
Merri HansonAye
Beth JusticeAye
Robbie WilsonAye

The motion passed 6-0 with one absent.

RESOLUTION 2025-022

RECOMMENDATION TO THE MIDDLESEX COUNTY CIRCUIT COURT FOR CITIZEN REAPPOINTMENTS TO THE TOWN OF URBANNA BOARD OF ZONING APPEALS

WHEREAS there are currently two seats on the Town of Urbanna Board of Zoning Appeals (BZA), one which expired on August 31, 2024 – John Anzivino, and one which expired on August 31, 2025 – Lewis Hall; and

WHEREAS both Mr. Anzivino and Mr. Hall are eligible to and have expressed interest in being reappointed to the BZA; and

WHEREAS there are currently no additional eligible citizens who have expressed interest in serving on the BZA; and

WHEREAS the Town Council now desires to make a recommendation to the Middlesex County Circuit Court for appointments to these expired seats;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia to recommend to the Middlesex County Circuit Court that John Anzivino be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2029, and that Lewis Hall be reappointed to the Town of Urbanna Board of Zoning Appeals for a five-year term expiring August 31, 2030.

DONE this 11th day of December, 2025.

11b. Christmas Leave

Mr. Costin said a member of council (Ms. Austin) has asked for council to consider closing the office on Christmas Eve (December 24th) completely. It is currently scheduled as a half-day. Activity on the half-day before Thanksgiving was limited to two tax payments. No significant activity is anticipated. Councilmember Austin said she'd like to amend her request to include New Year's Eve as well.

Councilmember Austin made a motion to close the town office for the entire day of Christmas Eve – December 24, and New Year's Eve – December 31 and direct staff to communicate closure to the community. Councilmember Hanson seconded the motion. The Mayor called for any discussion. All were in favor with none opposed. **The motion passed 6-0 with 1 absent.**

11c. Set Date, Time, and Location for 2026 Organizational Meeting

Mr. Costin said the first meeting for the new calendar year must be set at this time. If Council desires to keep the meetings on the second and fourth Thursdays of the month, the date would be January 8, 2026. Meetings currently begin at 6pm. This will be the organizational meeting at which Council will elect a Mayor Pro Tempore, set the rest of the meeting schedule for 2026, and review the bylaws for any desired changes. The January meeting will be held at the current Town Hall location.

Councilmember Austin made a motion to set **Thursday, January 8, 2026 at 6pm as the date and time for the next regularly scheduled meeting of the Urbanna Town Council, and to set the location of the meeting at the current Town Hall located at 390 Virginia Street, Suite B, Urbanna, Virginia.** Councilmember Hanson seconded the motion. The Mayor called for any discussion.

Councilmember Wilson said he would like to discuss Top 5 priorities like last year. Mr. Costin asked councilmembers to send him their priorities, ranked 1-5.

All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Austin requested Council to again consider passing a leash law. Councilmember Courtney said a leash law isn't effective when there are people walking their dogs who are unable to maintain control of the dog. Councilmember Justice asked who was going to enforce a leash law. Mr. Costin said the current ordinance says dogs with a collar may be unleashed. Mayor Goldsmith suggest Councilmember Austin include the item in her priority list.

AGENDA ITEM 12. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mr. Mayo of Rappahannock Avenue said there is a woman who walks her dog off-leash and allows it to defecate in his yard. He said there are many things that are brought before Council that are never finished, such as the dinghy dock steps and the bricks around the poles and they should be put on the agenda under Unfinished Business.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin shared that her last treatment will be on January 2nd.

Councilmember Courtney wished everyone a wonderful holiday.

Councilmember Justice asked for prayers for her upcoming medical procedure.

Mayor Goldsmith wished everyone a Happy Hannukah, Merry Christmas, and Happy New Year.

AGENDA ITEM 14. CLOSED MEETING (if needed)

None required.

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at 7:16pm.

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

Approved by Council: _____, 2025

ATTEST:

Christine H. Branch, Town Clerk



TOWN COUNCIL

Agenda Item Summary

January 8, 2026

Agenda Item: 8- STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator - Ted Costin
2. Treasurer- Michele Hutton
3. Town Clerk - Christine Branch

b. Committee Reports - each committee chair will present their report

1. Finance
2. Water
3. Special Events
4. Personnel



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Urbanna Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: January 5, 2026
Subject: December 2025 Report given January 2026

Meetings attended included Planning Commission, the Public Access Authority, Finance and Personnel Committees and the closing on 300 Virginia Street as well as (virtually) the Regional All Hazards Planning Committee. I also attended the events of December 6th, but these were not on town time.

Activity in several areas was interrupted by efforts to address the marina bridge. I will speak in detail to the bridge's situation under a separate agenda item. This situation though moots concern about accessing the dingy dock for now.

No update as to No Wake signs replacement.

Dominion addressed one of three pole bases along Virginia Street and a local contractor has been tasked to reset pavers at the others.

Packing, discarding, and some transfer of items has started for the office's move to 300 Virginia Street. I continue to spend time exploring temporary and long-term options for meeting space until renovations as may be necessary are completed. Nothing has been firmed up as of this date.

As to other infrastructure concerns, VDH advised via letter our request for waiver of certain chemical testing in water was approved. The water tank was inspected externally. We await those results.

The cost estimates for many other items were taken up by the Finance Committee which will be reported out separately or as part of the Fiscal Year 2026-2027 Budget development.

If you have any questions or concerns, please bring them forward.

Thank you.

Treasurer's Report: Meals, Lodging, and Water to be reported.

W

Account Balance thru 11/30/2025		tdor-Yea	r l.Month	U!ffit! Ont
		11/30/24	10/31/25	11/30/25
Primis Bank General Operating	Bank Account	1;071,865.64	1;0471947.13	1,143,377.04
Renter Water Deposits		-:17,11.66	-20,401.66	-20A01.6fi
Net operating General Hank Account (Adjusted Bal)		"1.1073,496.38	1,025,780. 09	1,136,.829.91
Primis- USDA Well Rep 1ac-ernent reopened (8/2/24)		67J.880,75	29,227.00	24□868 16
C&F Bank Historic Trust (new 3/1/2023)		60,533.76	64,424.55	64□916.00
C&F Bank - Water Fund iRes-erve (13!!12CD) 12/16/26		119,74 1.16	124,732.40	125,149.79
C&F Bank-General Fund Resei-ve(:13!!!,2_CD)12/16/26		99,064.36	103,193.72	103,539.04
C&F Bank-Operating Reserve (13 .!!!.R CD) 12/16/26		414,925.34	432,220.92.	433,667.26
Taber Trust-Account Value		1,063,289.62	1,146,544.1"4	1,160.776 .99
Taxes listed below are collected for prior month(s)		11/31/,24	10/31/2025	11/30/25
Mea ls Tax collected In November		131278.88	14,185.24	17,676.99
Lodging Tax collected in November		6,0'::iJ.32'	3,285.83	3i30G.60
Cigarette Tax collected 1n November		1,055.48	443.16	491.95

EXPENDITURES:

- \$9,000 Treasurer of VA for ground water permit
- \$6,852.90 Mtddle Penn. Planning Commission,

REVENUE:

- Real estate & per..onal property taxes see page 1t4.
- 10/14/2025 HRUBS overpaid water \$37,023.12 instead,of taking the funds baek, they debit the overpayment until paid back in full.
- Three: certificate of deposit matured at C&F-Bank. Renewed to 13 months at 3.50 APY