



URBANNA TOWN COUNCIL WORK SESSION AGENDA

Thursday, May 28, 2026 - 6:00pm

Middlesex Volunteer Fire Department - 330 Virginia St., Meeting Room - Urbanna, VA

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 1 & Council Response to Public Comment 1
7. Work Session Matters
 - a. Presentation of Draft FY 2026-2027 Budget
8. Action Items
 - a. Approval of May 14, 2026 Regular Meeting Draft Minutes
 - b. Approval of May 20, 2026 Special Called Meeting Draft Minutes
 - c. Resolution 2026-008: Announce Candidate Under Consideration to Fill the Unexpired Portion of the Term of Mayor
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
 - a. Now Accepting Applications to Fill Council Vacancies
 - Completed applications due June 10, 2026 by 4:00pm
 - June 11, 2026 – Announcement of Candidates (applications available)
 - Appointments made on June 25, 2026
 - b. Other Announcements
11. 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] from [*state location]. May I have a motion to approve?

Motion, Second, Discussion, Roll Call (Clerk calls each member - Aye, Nay, or Abstain.)

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

1. Temporary disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (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.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then Clerk calls roll for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

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

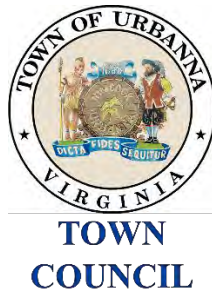
Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

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 FOR ALL WORK SESSIONS

Agenda Item: 6 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

COUNCIL 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 immediately preceding their response.



TOWN COUNCIL

Agenda Item Summary MAY 28, 2026 WORK SESSION

Agenda Item: 7 – WORK SESSION MATTERS

7.a. Presentation of Proposed FY 2026-2027 Budget

Background: In compliance with Code of Virginia §15.2-2503, Council prepares, through the Town Administrator and Finance Committee, a budget for each fiscal year for informative and fiscal planning purposes. The budget is advertised twice in the Sentinel (May 21st & May 28th), and a public hearing is held (June 11th). The budget cannot be approved the same night as the public hearing. Council will approve a budget and appropriate funds for expenditure on June 25, 2026 for the new fiscal year on July 1, 2026.

Fiscal Impact: As presented for discussion

Staff Recommendation & Council Action Requested: Review the budget document in detail and be prepared to bring forward questions, comments, concerns, etc. prior to the public hearing on June 11th.

Attachments: 7.a. Proposed FY26-27 Budget

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
100-11010-0001	Current Real Estate Taxes	293,871	260,000
100-11010-0002	Real Estate Tax - Delinquent	0	0
100-11020-0001	Public Service Corp Taxes		3,100
100-11030-0001	Current Year Personal Property	10,000	9,000
100-11030-0002	Delinquent Personal Property	200	0
100-11060-0001	Penalties	250	200
100-11060-0002	Interest Taxes	400	500
	SUBTOTAL TAXES	304,721	272,800
100-12010-0001	State Sales Tax	30,000	30,000
100-12020-0001	Consumer Utility Tax	3,000	2,500
100-12030-0001	Business License Tax	10,300	7,500
100-12050-0001	Motor Vehicle License Tax	9,000	9,500
100-12060-0001	Bank Franchise Tax	40,000	45,000
100-12100-0001	Lodging Tax	20,000	25,000
100-12100-0002	Lodging Tax Penalty & Interest	500	0
100-12110-0001	Meals Tax - Local	216,000	180,000
100-12110-0002	Penalty Meals Tax	800	0
100-12110-0003	Oyster Festival Meals Tax	9,000	18,000
100-12110-0006	Oyster Festival Business License	20,000	21,000
100-12160-0001	Communication Sales & Use Tax	2,300	2,000
	SUBTOTAL OTHER LOCAL TAXES	360,900	340,500
100-13030-0006	Zoning Applications	834	500
100-13030-0007	Zoning & Subdivision Permits	2,000	1,800
100-13030-0033	Golf Cart Registration	4,000	3,000
100-15010-0001	Interest Operating Account	15,000	15,000
100-15020-0001	Rental of Property	0	45,000
	SUBTOTAL OTHER FEES	21,834	65,300
100-16120-0001	Annual Pool Memberships	8,000	15,000
100-16120-0002	Daily Pool Fees	3,000	2,000
100-16120-0003	Pool Parties/YMCA	2,500	500
100-16120-0005	Food & Beverage Sales	0	0
	SUBTOTAL POOL	13,500	17,500
100-18990-0001	Donation Visitor's Center	300	600
100-18990-0013	Visitor's Center Merchandise Donations	4,000	1,000
100-18990-0021	Misc Revenue	500	500
100-18990-0040	Cat's Meow	200	200
	SUBTOTAL VISITORS CENTER	5,000	2,300
100-22010-0009	PPTRA	6,000	6,000
100-41500-0100	Transfer In (From Marina)	0	16,444
100-24040-0012	Fire Program Funds	15,000	15,000
	SUBTOTAL MISC	21,000	37,444
	SUBTOTAL ALL ABOVE - GENERAL FUND	726,955	735,844

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
110-12040-0001	CIGARETTE TAX (HISTORIC TRUST)	7,000	0
110-15010-0001	Interest on Bank Dep -Historic Trust	1,500	1,500
110-18990-0001	Donations (MOM Grant)	5,000	5,000
	SUBTOTAL HISTORIC TRUST (MUSEUM)	13,500	6,500
130-18990-0055	Banners & Flags	2,000	2,000
	SUBTOTAL BANNERS	2,000	2,000
132-02020-2200	SECOND SATURDAY'S - MERCHANDISE DONATION	0	200
132-02020-2222	SECOND SATURDAY'S - SPONSORS	10,000	5,000
	SUBTOTAL SECOND SATURDAY	10,000	5,200
	SUBTOTAL SELF-FUNDING ACTIVITIES	12,000	7,200
140-15020-0003	Marina and Transient Fees	65,000	70,000
140-15020-0005	Oyster Festival Boat Slip Fees	5,000	5,000
140-15020-0006	Laundry	1,500	1,000
140-15020-0008	Ice Sales	300	750
140-15020-0009	Facilities Pumpout-User-Oyster Boat	100	400
140-15020-0010	Ramp Fees	0	1,500
140-15020-0012	Paddle On	0	0
140-41050-0101	Tansfer Unapp Funds from Prior Year	9,806	
	SUBTOTAL MARINA	81,706	78,650
500-15010-0001	Interest Earned Fund 500	4,000	3,000
500-15010-0002	Water Fund Reserve	0	0
500-15010-0003	USDA Interest Primis	0	
500-17010-0001	Water Sales Charges	380,000	375,000
500-17010-0005	Water Connections	0	0
500-17010-0015	Other	0	0
500-17010-0030	USDA Loan Proceeds Phase 2	0	
500-17010-0016	Water Shut Off Fee	0	2,000
500-18990-0021	Misc. Revenue	0	
	SUBTOTAL WATER	384,000	380,000
710-15010-0002	REVENUE TABER FUND	32,425	30,000
	SUBTOTAL TABER FUND	32,425	30,000
	SUBTOTAL ALL ABOVE - RESTRICTED FUNDS	523,631	502,350
	Revenue Grand Total	1,250,586	1,238,194

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
100-00999-0000	** EXPENSE GENERAL FUND *		
100-10000-0000	*GENERAL GOVERNMENT ADMINISTRATION*		
100-11100-0000	TOWN COUNCIL		
100-11100-5510	Mileage	500	100
100-11100-5540	Convention & Education	1,800	1,000
100-11100-5810	Dues & Memberships	2,000	20,105
	Subtotal-Town Council	4,300	21,205
100-11200-0000	TOWN TREASURER		
100-11200-1100	Salaries & Wages - Regular	37,328	35,226
100-11200-2100	FICA	2,856	3,206
100-11200-2210	VRS TREASURER	1,310	1,341
100-11200-2300	Hospital/Medical	8,600	14,000
100-11200-2400	Group Insurance Life	700	690
	Subtotal-Town Treasurer (Expense shared w/Water Fund)	50,794	54,463
100-11300-0000	CLERK FT		
100-11300-1100	CLERK SALARY	57,783	56,650
100-11300-2100	CLERK FICA	4,421	5,172
100-11300-2210	CLERK VRS	580	550
100-11300-2300	CLERK MEDICAL/HOSPITAL	14,300	14,000
100-11300-2400	CLERK GROUP INS/LIFE	1,100	1,089
	Subtotal-Town Clerk	78,184	77,461
100-12000-0000	*GENERAL&FINANCIAL ADMINISTRATION*		
100-12110-0000	*TOWN ADMINISTRATOR*		
100-12110-1100	Salaries & Wages - Regular	104,068	87,550
100-12110-1500	Comp Time Pay Out	0	
100-12110-2100	FICA	7,762	7,967
100-12110-5510	Mileage	8,400	8,400
	Subtotal-Town Admin. (Expense shared w/Water Fund)	120,230	103,917
100-12210-0000	*LEGAL SERVICES*		
100-12210-3150	Legal Services	24,300	27,000
	Subtotal-Legal Services	24,300	27,000
100-12240-0000	*INDEPENDENT AUDITOR*		
100-12240-3160	Audit	5,000	5,000
	Subtotal-Auditor	5,000	5,000
100-12500-0000	*INFORMATION TECHNOLOGY*		
100-12500-3000	Computer/Tech Support	15,000	15,000
100-12500-3001	Web Hosting and Maintenance	3,000	2,500
100-12500-9050	MCSJ ANNUAL SUPPORT	10,500	10,000
	Subtotal-Information Technology	28,500	27,500
100-12600-0000	*OTHER ADMIN SERVICES & EXPENSES*		
100-12600-1300	Custodial Services	3,600	2,358
100-12600-2100	FICA	250	228

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
100-12600-2600	Unemployment Insurance	500	800
100-12600-3310	Repairs & Maintenance	2,000	2,000
100-12600-3600	Advertising	7,500	7,500
100-12600-5110	Electrical Service TOWN HALL B&C	5,500	5,500
100-12600-5210	Postal Services	3,000	3,000
100-12600-5230	Telecommunications & Cell Phones	9,000	9,000
100-12600-5300	Insurance VML	23,000	19,000
100-12600-5510	Mileage	1,500	300
100-12600-5530	Meals & Lodging	2,000	1,000
100-12600-5540	Convention & Education	3,000	1,500
100-12600-5801	Miscellaneous	0	1,500
100-12600-5810	Dues & Association Memberships	25,000	1,500
100-12600-6001	Office Supplies	4,000	4,000
100-12600-6002	Food Supplies & Food Service	300	300
100-12600-6005	Housekeeping/Janitorial Supplies	500	500
100-12600-6012	Books & Subscriptions	1,500	1,000
100-12600-8102	Furniture & Fixtures	200	200
100-12600-8106	Sewer Charges	500	500
100-12600-8107	EDP Equipment	5,000	10,000
100-12600-9310	Hazardous Mitigation Plan	0	400
100-12600-9300	General Admin Expense Other	2,500	1,000
100-12600-9400	THURSTON PROPERTIES, LLC (RENT)FIREHALL	3,000	40,032
	Subtotal-Other Admin. Services & Expenses	103,350	113,118
100-32200-0000	*VOLUNTEER FIRE DEPARTMENT*		
100-32200-5612	Fire Department Grant	15,000	15,000
	Subtotal-VFD Grant	15,000	15,000
100-33300-0000	*OTHER PUBLIC SAFETY/EMERGENCY SVCS		
100-33300-3000	Reverse 911 Services	500	500
	Subtotal-Other Public Safety/Emergency Svcs	500	500
100-42300-0000	**PUBLIC WORKS**		
100-42300-1900	Refuse Contract	90,000	90,600
100-42300-3310	Repairs & Maintenance	2,000	5,000
100-42300-5110	Electrical Service STREET/BRIDGE/EVENT	11,250	11,000
100-42300-6030	Garbage Supplies	1,000	100
	Subtotal-Public Works	104,250	106,700
100-71100-0000	*PARKS AND RECREATION*		
100-71100-3310	Repairs & Maintenance	6,000	3,000
100-71100-5110	Electrical Service PLAYGROUND/PAVILION	250	500
100-71100-6002	Bristow Pavilion	100	100
100-71100-6003	Landscape & Gravel	6,500	5,000
100-71100-6006	Landscape Contract Services	19,500	19,000
100-71100-6007	Repairs & Maintenance Supplies	1,800	1,800

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
100-71100-6008	Vehicle & Powered Equipment Fuels	1,300	1,200
100-71100-6009	Vehicle & Powered Equipment Supp	6,582	500
	Subtotal-Parks & Recreation	42,032	31,100
100-71320-0000	*POOL*		
100-71320-3310	Repairs & Maintenance	600	0
100-71320-3315	Chemicals	1,000	1,000
100-71320-3320	Maintenance Service Contracts	65,970	62,700
100-71320-3600	Advertising	200	150
100-71320-5110	Electrical Service POOL	5,000	2,000
100-71320-6005	HOUSEKEEPING & JANITORIAL	250	0
100-71320-6014	Other Operating Supplies	1,000	50
100-71320-8102	Furniture & Fixtures	200	500
100-71320-8106	Sewerage Charges	100	500
	Subtotal-Pool	74,320	66,900
100-81100-0000	*COMMUNITY DEVELOPMENT*		
100-81100-3600	Advertising (Rivers Realm)	5,000	5,000
100-81100-3607	Procedural Advertising	1,000	500
100-81100-5510	PROMOTIONAL REQUESTS	0	500
100-81100-5550	Urbanna Main Street	1,000	1,000
100-81100-5840	FOUNDERS DAY	2,500	2,500
100-81100-5841	TABOR PARK POTTY	3,000	3,000
100-81100-5842	JULY 4TH CELEBRATION	6,112	15,000
100-81100-5870	MITTS / Blue Water Trail	1,000	1,500
100-81100-9600	Christmas Decorations, permits, prizes	1,000	1,000
	Subtotal-Community Development	20,612	30,000
100-81110-0000	*OYSTER FESTIVAL*	0	0
100-81110-1400	OF Bus Lic Reimburse Police Servi Agrmnt	19,500	21,000
100-81110-3600	Advertising	150	150
100-81110-3800	Permits	200	100
100-81110-6014	Other Operating Supplies	100	0
	Subtotal-Oyster Festival	19,950	21,250
100-81600-0000	*TROLLEY*		
100-81600-3800	Purchase of Services	8,823	8,600
	Subtotal-Trolley	8,823	8,600
100-81700-0000	*VISITORS CENTER*		
100-81700-1300	Salaries & Wages - Part Time	11,460	10,530
100-81700-2100	FICA	900	800
100-81700-3310	Repairs & Maintenance	6,000	5,000
100-81700-3320	Security Contracts	1,000	4,000
100-81700-5110	Electrical Service MUSEUM	2,500	1,900
100-81700-5230	Telecommunications	1,000	1,000
100-81700-6007	Repairs & Maintenance Supplies	750	500

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
100-81700-6015	Merchandise for Resale	2,500	1,000
100-81700-8102	Furniture & Fixtures	0	100
100-81700-8105	Sewerage Charges	200	300
100-81700-8106	SUPPLIES - SPECIAL EVENTS & OTHER	500	1,000
	Subtotal-Visitors Center	26,810	26,130
	TOTAL ALL ABOVE - GENERAL FUND	726,955	735,844
110-43100-5410	Museum Expense	13,500	6,500
	SUBTOTAL HISTORIC TRUST (MUSEUM)	13,500	6,500
130-81100-5000	**BANNERS & FLAGS**		
130-81100-5850	Banners & Flags Lamp posts	2,000	2,000
	Subtotal-Banners & Flags	2,000	2,000
132-13200-0001	**SECOND SATURDAY'S**		
132-13200-1000	SECOND SATURDAY'S ADVERTISING	1,000	200
132-13200-2000	SECOND SATURDAY'S MERCHANDISE	500	0
132-13200-3000	SECOND SATURDAY'S ENTERTAINMENT	5,900	3,000
132-13200-4000	SECOND SATURDAY'S SECURITY	2,600	2,000
	Subtotal-Second Saturdays	10,000	5,200
	SUBTOTAL SELF-FUNDING ACTIVITIES	12,000	7,200
140-00999-0000	** EXPENSE UPTON'S POINT **		
140-43100-1300	Part-time Salaries & Wages	33,540	27,593
140-43100-2100	FICA	2,566	2,097
140-43100-3310	Repairs & Maintenance	6,000	10,216
140-43100-5110	Electrical Service MARINA	20,000	12,000
140-43100-5230	Telecommunications	2,300	2,300
140-43100-5300	Insurance	1,000	1,700
140-43100-5400	Rental Year Round Outdoor Restroom	2,000	0
140-43100-6001	Office Supplies	400	300
140-43100-6003	Office Equipment	200	0
140-43100-6007	Repairs & Maintenance Supplies	3,300	1,000
140-43100-6009	Dues and Subscriptions	200	200
140-43100-6100	Other Operating Supplies	5,000	17,444
140-43100-6200	Ice	300	300
140-43100-8103	Sewerage Charges	3,900	3,000
140-43100-8104	PROPANE (HOT WATER)	1,000	500
	Subtotal-Upton's Point Marina	81,706	78,650
500-46100-0000	** EXPENSE WATER FUND **		
500-46100-1300	Salaries & Wages - Reg	91,370	99,852
500-46100-2100	FICA	7,000	8,176
500-46100-2210	VRS Retirement	2,320	2,142
500-46100-2300	HOSPITAL MEDICAL	20,000	14,000
500-46100-2400	Group Insurance Life	1,450	1,267
500-46100-3000	Contractual Operator Services	18,000	16,000

Account Number	Account Description	Proposed FY26-27	FY25-26 Adopted
500-46100-3100	Operating License (State)	2,250	2,250
500-46100-3150	Legal Services	2,700	2,700
500-46100-3310	Repairs & Maintenance	42,500	30,000
500-46100-3320	Water Tower Service Contract	18,000	16,000
500-46100-4320	Generator Service Contract	1,300	1,200
500-46100-4500	VA811 Tickets	300	400
500-46100-5110	Electrical Service WATER	11,000	10,000
500-46100-5120	Chemicals and Supplies	8,000	5,000
500-46100-5130	Other/Dues Conferences	7,000	0
500-46100-5140	RENT OF SPACE IN TOWN HALL	12,000	12,000
500-46100-5150	Computer/IT Support	5,000	3,000
500-46100-5230	TELECOMMUNICATIONS	1,700	700
500-46100-5510	Mileage	882	100
500-46100-6007	Repair & Maintenance Supplies	13,000	4,000
500-46100-6008	SCADA SERVICE/MONITOR	0	2,600
500-46100-6009	KAMSTRUP ANNUAL SUPPORT	800	500
500-46100-6010	CARTEGRAPH	5,000	3,250
500-46100-6030	DEQ STATE PERMIT	0	35,000
500-46100-9500	DISTRIBUTION SYSTEM UPGRADE	60,000	49,863
	Subtotal	331,572	320,000
500-95000-0000	*DEBT SERVICE*		
500-95000-0050	USDA LOAN PRINCIPAL PHASE I	19,023	
500-95000-0075	USDA LAON PRINICPAL PHASE II	4,505	
500-95000-0100	USDA LOAN INTEREST PHASE I	17,733	60,000
500-95000-0200	USDA LOAN INTEREST PHASE II	11,167	
	Subtotal	52,428	60,000
	TOTAL - WATER FUND	384,000	380,000
710-00000-0000	** EXPENSE TABER TRUST**		
710-12110-3190	Accounting Tax Work	700	0
710-12110-3200	Court Accountant	1,700	0
710-12110-3300	Court Filling Fee	25	0
710-32100-5610	Contribution to Library	10,000	10,000
710-32200-5610	Vol Fire Dept Contribution	10,000	10,000
710-32300-5610	Rescue Squad Contribution	10,000	10,000
	TOTAL - TABER FUND	32,425	30,000
	Expenses Grand Total	1,250,586	1,238,194



**TOWN
COUNCIL**

**Agenda Item Summary
MAY 28, 2026 WORK SESSION**

Agenda Item: 8 – ACTION ITEMS

8.a. Approval of May 14, 2026 Regular Meeting Draft Minutes

8.b. Approval of May 20, 2026 Special Called 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. Both sets of minutes can be approved together or separately, as Council prefers.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the _____ 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 MAY 14, 2026**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 14th day of May, 2026 beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

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

Councilmember Justice made a motion to approve electronic participation by Councilmember Austin due to personal reasons. Councilmember Wilson seconded. The Mayor called for any discussion. The members were polled:

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

The motion passed 5-0 with 1 absent.

Councilmember Austin joined via Zoom from Chincoteague, VA where she was attending the VML Small Towns Conference on behalf of the Town.

AGENDA ITEM 3. ROLL CALL

The Mayor called the roll:

Marjorie Austin	Present (via Zoom)
Larry Chowning	Present
Alana Courtney.....	Present
Bill Goldsmith, Mayor	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Christine Hall, Town Clerk
Michele Hutton, Treasurer
Andrea Erard, Town Attorney
Members of the public and press

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. April 23, 2026 Work Session Draft Minutes

Councilmember Justice made a motion to approve the April 23, 2026 minutes as presented. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 7. PUBLIC HEARINGS

7a. 2026-SUP-01 (Ordinance 02-2026): William C. Hight, III

Mr. Costin presented the staff report and said the Planning Commission voted to recommend approval following their public hearing on May 6, 2026.

Mr. Hight said this is not a conversion; the space is already there. He said he thinks this should be a by-right use and he shouldn't have to get a SUP.

The Mayor opened the public hearing comment period. There being no speakers, the Mayor closed the public hearing comment period.

Councilmember Austin made a motion to approve Special Use Permit 2026-01 (Ordinance 02-2026) subject to the conditions proposed. Councilmember Justice seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin	Aye (via Zoom)
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith, Mayor.....	Aye
Merri Hanson.....	Absent
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 with 1 absent.

ORDINANCE 02-2026 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2026-SUP-01, WILLIAM C. HIGHT, III
TO ESTABLISH RESIDENTIAL SPACE IN PART OF AN EXISTING COMMERCIAL BUILDING
LOCATED AT 271 PRINCE GEORGE STREET, URBANNA, VIRGINIA 23175,
TAX MAP NO. 20A-1-47 IN THE B-1 ZONING DISTRICT, ACREAGE UNKNOWN**

WHEREAS the applicant, William C. Hight, III, requests a Special Use Permit (SUP) to establish residential space in part of an existing commercial building located at 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47, Zoned B-1); and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 6, 2026 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2026-01 subject to the conditions proposed; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 14, 2026 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Ordinance 08-2024 granting Special Use Permit 2024-SUP-04 for a recreational facility at 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47) is hereby revoked; and

BE IT FURTHER ORDAINED that Special Use Permit 2026-01 is hereby granted for 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47), subject to the following terms and conditions:

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

This Ordinance shall take effect upon adoption.

ADOPTED this 14th day of May, 2026.

7b. 2026-SUP-02 (Ordinance 03-2026): Shawn Pickett (Urbanna Pearl Oyster Tavern)

Mr. Costin presented the staff report and said the Planning Commission voted to recommend approval following their public hearing on May 6, 2026.

Mr. Pickett said he is trying to address possible future changes to avoid having to come back for another SUP.

The Mayor opened the public hearing comment period.

AB Gravatt of Virginia Street said he fully supports the Pearl. He said it is all local and feels like "Cheers", where everyone knows everyone. He said locals go there to have fun and play bingo and charades. He said some of the prizes were a bag of chips, a glass of wine, and tours of Lansdowne. He said the Pearl is an asset to the Town.

Susan Johnston of Red Hill Lane said she echoes what Mr. Gravatt said. She said it is the only place to get local seafood and oysters. She said it is a fun place and nothing criminal takes place there.

Kerry Robusto of Rappahannock Avenue said she also echoes what Mr. Gravatt and Ms. Johnston said. She said the Pearl is her favorite place to go since she moved here and they know you. She

said the property is also historical and used to belong to Dr. Mitchell of the Mitchell's Map. She said everything in the restaurant is all about Virginia.

There being no further speakers, the Mayor closed the public hearing comment period.

Councilmember Austin said she thinks it's ridiculous that Mr. Pickett has to go through all these SUPs. She thinks it's an insult and needs to stop. Mr. Costin said this is the process set out in the Town's ordinance. Councilmember Chowning asked if others are treated differently. Mr. Costin said there are some restaurants that were here before the ordinance and are grandfathered and another came in just under the time limit to take over the SUP from a previous restaurant. Mr. Costin said he finds it strange that the Town's ordinance says restaurants are not a by-right use in the commercial district. He reminded Council that they can change the ordinance to address any issues as they see fit.

Councilmember Wilson said he thinks Condition 4 regarding gaming is onerous. Ms. Erard said Council can completely remove Condition 4 if they so desire.

Council's general consensus is to evaluate both the Zoning Ordinance and the SUP process and make restaurants a by-right use in the commercial district. Mr. Costin asked Council to look at all the by-right uses in the Town's current ordinance and send their suggestions for changes to him. Staff will work on the ordinance and place it on the July 23, 2026 work session agenda.

Councilmember Austin made a motion to approve Special Use Permit 2026-02 (Ordinance 03-2026) with the revisions to Conditions 3, and 5 as presented and the elimination of Condition 4. Councilmember Courtney seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin	Aye (via Zoom)
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith, Mayor.....	Aye
Merri Hanson	Absent
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 with 1 absent.

ORDINANCE 03-2026 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 202-SUP-02, SHAWN PICKETT
TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01/ORDINANCE 03-2024 AND 2025-SUP-02/ORDINANCE 03-2025, AND 2025-SUP-04/ORDINANCE 05-2025 REGARDING GAMING, HOURS OF OPERATION, AND OUTDOOR NOISE 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 amend the conditions imposed by 2024-SUP-01 regarding gaming, hours of operation, and outdoor noise 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 2025-SUP-04 was granted by Town Council via Ordinance 05-2025 on December 11, 2025 amending the conditions of 2024-SUP-01 regarding occupancy limit; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 6, 2026 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2026-02 subject to the altered condition numbers 3, 4, and 5 as proposed; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 14, 2026 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 2026-02 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, 2025-SUP-02/Ordinance 03-2025, and 2025-SUP-04/Ordinance 05-2025 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~~ **seven (7) days a week, 10am to 11pm.**
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.~~
54. The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. ~~Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.~~ **Outside entertainment shall be limited to live performances on the rear patio ending no later than 8pm.**
65. 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).
76. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
87. The property shall be maintained in a clean and orderly manner at all times.

98. 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.
109. 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.
140. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
121. 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.

ADOPTED this 14th day of May, 2026.

7c. Ordinance 01-2026: Recodification of Town Code

Mr. Costin said the Planning Commission reviewed Chapter 20-Planning, Chapter 26-Subdivision, and Chapter 34-Zoning and held a public hearing on May 6, 2026. They voted to recommend approval of those chapters.

The Mayor opened the public hearing comment period. There being no speakers, the Mayor closed the public hearing comment period.

Councilmember Austin made a motion to approve Ordinance 01-2026 adopting and enacting a new code for the Town of Urbanna, Virginia with the changes shown, effective upon adoption. Councilmember Wilson seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin.....	Aye (via Zoom)
Larry Chowning.....	Aye
Alana Courtney.....	Aye
Bill Goldsmith, Mayor.....	Aye
Merri Hanson.....	Absent
Beth Justice.....	Aye
Robbie Wilson.....	Aye

The motion passed 6-0 with 1 absent.

ORDINANCE 01-2026

ADOPTING AND ENACTING A NEW TOWN CODE FOR THE TOWN OF URBANNA, VIRGINIA; THE ORDINANCE IS RENUMBERED AND MODIFIES, ADDS TO, AND DELETES FROM THE CURRENT TOWN CODE IN ACCORDANCE WITH THE REVIEW PERFORMED BY MUNICODE. ORDINANCES ADOPTED THAT WERE NOT PREVIOUSLY INCLUDED IN THE TEXT OF THE TOWN CODE HAVE BEEN INSERTED.

WHEREAS the Urbanna Town Council undertook a recodification project pursuant to Code of Virginia §15.2-1433 with Civic Plus Municode in 2017 including those ordinances adopted prior to 2019, such project being completed in November 2025; and

WHEREAS, during the recodification process, changes were made to the existing typed version of the Town Code including a new numbering system, changes to some headings and section names, updating any outdated references to the Code of Virginia, and adding various indexes and comparison tables; and

WHEREAS the Urbanna Planning Commission conducted a duly advertised public hearing on those portions of the proposed Town Code authorized by Code of Virginia §15.2-2200 et seq. (planning, zoning, and subdivision) on May 6, 2026 as required by Code of Virginia §15.2-2285, 1950, as amended, and voted to recommend approval; and

WHEREAS the Urbanna Town Council conducted a duly authorized public hearing on May 14, 2026 as required by Code of Virginia §15.2-1427, 1950, as amended;

NOW THEREFORE BE IT ORDAINED that the Town Council of the Town of Urbanna, Virginia does adopt and re-enact a new Town Code for the Town of Urbanna, Virginia as follows:

Section 1. The Code entitled "The Code of the Town of Urbanna, Virginia," published in 2025 by Civic Plus, LLC by Order of the Town Council, consisting of chapters 1 through 34, each inclusive, is adopted with the following corrections:

Sec. 8-135. [Food and Beverage Tax] Tax levied.

... such tax to be at a rate of ~~four~~ **five** percent ...

(Ord. of 1-15-1996, § 7.1-31; **Resolution 2017-RES-03 adopted 06/19/2017**)

Sec. 8-177. [Transient Lodging Tax] Tax levied.

... in the amount of ~~four~~ **five** percent ...

(Code 1973, § 7.1-44; **Resolution 2017-RES-03 adopted 06/19/2017**)

Sec. 34-110. Lot size and setback standards

(7) *Accessory buildings.* No accessory structure may be within eight feet of any party lot line.

Notwithstanding the foregoing, one (1) storage shed accessory building or structure no larger than two hundred (200) square feet in floor area and eight (8') feet in height may be placed within the eight (8;) foot setback of a lot line but not closer than two (2') feet from any lot line provided, however, that the property owner or tenant with the property owner's written consent (a) obtains the written consent of all adjoining property owners agreeing to the location of the storage shed accessory building or structure; and (b) provides the Zoning Administrator with a scaled drawing of the proposed storage shed accessory building or structure containing the proposed material and color; and (c) provides the Zoning Administrator with a site plan indicating the proposed placement of the storage shed accessory building or structure with the requisite set back of at least two (2') feet. For the purposes of this provision, a "storage shed accessory building or structure" is a building or structure used solely for the storage of furniture, tools and equipment, including without limitation yard furniture, lawnmowers/lawn tractors, garden equipment, tools and pool equipment. Nothing herein contained shall be construed as a waiver of any other requirements or provisions, if any, contained in Chapter 34 of the Town Code regarding accessory buildings or structures. The Zoning Administrator shall issue a zoning permit for the storage shed accessory building once the property owner or tenant with the property owner's written consent has complied with all of the requirements of this provision.

(Code 1973, § 17-4.2.5; **Resolution 2014-RES-3 adopted 04/21/2014**)

Sec. 34-167. Uses permitted by special use permit.

(41) Notwithstanding the foregoing, the owner or designated agent of the owner of a premises that has previously been issued a Special Use Permit by the Town Council to operate a restaurant

on the premises, whether or not the owner or designated agent of the owner was the prior holder of the Special Use Permit, may apply to the Zoning Administrator for the issuance of a new Special Use Permit to continue to use the premises as a restaurant, provided, however, the owner or designated agent of the owner of the premises shall agree to accept the following conditions and the Zoning Administrator first determines that the following conditions have been satisfied: (a) the prior holder of the Special Use Permit to operate a restaurant on the premises has paid in full all of the meals taxes and water/sewer charges to the Town of Urbanna and Hampton Roads Sanitation Authority, as applicable; (b) the premises was continually used as a restaurant since the issuance of the last Special Use Permit, whether said Special Use Permit was issued by the Town Council or administratively through this provision and the prior restaurant has not been closed for more than 365 days; (c) the proposed restaurant facility must operate within the same footprint of the prior restaurant facility as evidenced by the application, site plan and conditions approved in the prior Special Use Permit process and the use as a restaurant cannot be expanded without the expressed approval of the Town Council through the Special Use Permit process contained in Article 9 of Chapter 34 of the Town Code; (d) the Zoning Administrator determines that the continued use of the premises as a restaurant is appropriate and does not conflict with the Comprehensive Plan and the chapters and regulations of the Town; (e) the new applicant must agree to accept the special requirements and conditions imposed by the Town Council in the prior Special Use Permit; and (f) the new applicant must agree to accept any new standard requirements and conditions contained in the current Special Use Permits issued by the Town, including without limitation, the applicant's agreement to limit the hours of operation of the restaurant imposed by any appropriate public safety authority including without limitation, the Sheriff of Middlesex County, Virginia during any special festival event or otherwise. If the applicant cannot comply with or refuses to comply with any or all of the conditions and requirements listed above, then the Zoning Administrator cannot issue a new Special Use Permit through this administrative process and the applicant shall follow the procedures in Chapter 34 of the Town Code in order to receive a new Special Use Permit to operate a restaurant on the premises.

(Code 1973, § 17-4.6.3; Resolution 2014-RES-4 adopted 04/21/2014)

Section 2. Ordinances adopted by town council after December 9, 2016 that amend or refer to ordinances that have been codified in the Code, shall be construed as if they amend or refer to like provisions of the Code.

Section 3. Additions or amendments to the Code when passed in such form as to indicate the intention of the town council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 4. This ordinance shall become effective upon adoption.

ADOPTED this 14th day of May, 2026.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

Mr. Costin presented his report.

Mayor Goldsmith asked if the lead pipes are in the houses or the Town. Mr. Costin said we do not know. He said there are no water quality issues. He said we must send a notice to every water customer before July 1 annually and we are looking into a bulk rate permit with the post office.

Councilmember Wilson asked if the notice could go in the HRSD bills. Mr. Costin said the notice is too long and HRSD would not include it.

Councilmember Chowning said, due to a new ordinance passed by the Middlesex Water Authority, the Town cannot expand our system. Mr. Costin said we can connect left and right but cannot expand unless you get their permission. He said he was told that permission would be granted. Councilmember Chowning asked Mr. Costin to get that in writing from the Water Authority. Mr. Costin said we also have to make sure we have the capacity to service any possible future expansion.

Councilmember Chowning said that the Water Committee Chair, Mayor, and Town Administrator should have been at the meeting held by the Middlesex Water Authority and be at any future meetings.

8a.2. Treasurer

Ms. Hutton presented the March Treasurer's Report. She said she continues collection attempts for all delinquencies.

Councilmember Austin asked if there was a late fee on meals taxes. Ms. Hutton said yes. There is a minimum of \$10 or 10% of the amount due.

8a.3. Town Clerk

Ms. Hall presented the Monthly Clerk's Report and noted that her name changed from Branch to Hall due to her recent marriage. There were no questions from Council.

8b. COMMITTEE REPORTS

8b.1. Finance Committee

The Finance Committee met on April 24, May 1, and May 12, 2026. Councilmember Wilson said the budget is ready to present to Council at the May 28th meeting.

8b.2. Water Committee

The Water Committee did not meet since their last report.

8b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said there was a huge turnout for the first 2nd Saturday event and it was amazing. She said there were enough kids there that they played baseball.

Councilmember Justice said she continues working on the 4th of July celebration and she needs to get with Mr. Costin. She said there will be three bands for the weekend, a movie in the park, sparklers for the kids, a pie-eating contest, and food vendors.

8b.4. Personnel Committee

The Personnel Committee did not meet since their last report. Mr. Costin said a meeting needs to be called to go over staff performance reviews.

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

A.B. Gravatt of Virginia Street said this month was the fifth anniversary of his wife Diane's passing and Donald Richwine also passed away. Both served the Town as councilmembers and also as Mayor. He said the Town should recognize both of them for their contributions and love for Urbanna.

Billy Mayo of Rappahannock Avenue said the people in the back row cannot hear what's being said.

Councilmember Wilson said he looked into a wireless sound system but it cost \$23,000. He will work with Councilmember Justice to come up with other ideas. Councilmember Austin said it is also difficult to hear on the Zoom meeting and recordings.

AGENDA ITEM 10. OLD BUSINESS**10.a. Personnel Policy Presentation (Added 05-11-26)**

Councilmember Austin made a motion to table this item. She said the document provided has not been updated, still contains errors, and was provided too late for members to review properly. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Ms. Erard asked Ms. Austin to let her know what items are incorrect.

AGENDA ITEM 11. NEW BUSINESS**11a. Main Street DHCD Planning Grant**

Mr. Costin said Sarah Jane Wyatt, who is working on the writing of the grant, told him that, although the deadline is not until later, submissions are dated as they come in and are reviewed in that order. Once the grant money runs out, reviews stop. He said the Town's Comprehensive Plan needs to be updated, which could cost \$40,000. He said the Town's contribution to this effort could cost as much as \$20,000 plus staff time because comprehensive plans are costly.

Roy Kime with Urbanna Main Street presented information about the grant opportunity. He said this is a \$75,000 planning grant to the Town, not to Main Street; they are organizing the submission of the grant to the Virginia Department of Housing and Community Development (DHCD). He said there is a second grant for up to \$1.25 million which we would have a good chance at getting if we're awarding anything from this first grant.

Councilmember Austin asked the cost to the Town if this grant were awarded. Mr. Kime said there is no match. Ms. Austin asked why the Town's fiscal impact is "up to \$20,000" if there is no match. Mr. Kime said that is assuming it would cost \$40,000 for a Comprehensive Plan. He said the money from the second grant could be used to update the Town's Comprehensive Plan if we get that far. He said he did a plan using AI and it did a pretty good job. He thinks we can get one done for less than \$40,000. He said we won't know if we get this initial grant for a year.

Ms. Hutton asked who would be responsible for tracking the money. Ms. Erard said the Town. Ms. Hutton said she does not have the capacity to add this to her current duties. Mr. Kime said the grant could pay for someone to do the administrative work.

Councilmember Austin made a motion to authorize submission of a grant application to the Virginia Department of Housing and Community Development Planning Grant for a planning grant. Councilmember Justice seconded. The Mayor called for any discussion. The members were polled.

Marjorie Austin	Aye (via Zoom)
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith, Mayor	Aye
Merri Hanson	Absent
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 with 1 absent.

11.b. Memorial Day Proclamation

Councilmember Austin made a motion to accept the Memorial Day Proclamation for May 25, 2026 as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

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

There were no speakers.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning said we need to do the proclamations for the two former Mayors.

AGENDA ITEM 14. CLOSED MEETING

Mayor Goldsmith asked if Council wanted to skip this item due to the time. Council's general consensus was to proceed with the Closed Meeting.

Convene Closed Meeting

Councilmember Wilson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the performance reviews of the Town Administrator and Town Attorney. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with The members were polled:

Marjorie Austin	Aye (via Zoom)
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith, Mayor	Aye
Merri Hanson	Absent
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 with 1 absent.

Reconvene/Certification of Closed Meeting

Councilmember Austin made a motion to reconvene in open session and certify that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by Town Council; and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by Town Council in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950. Councilmember Justice seconded. The members were polled:

Marjorie Austin I so certify (via Zoom)
Larry Chowning I so certify
Alana Courtney I so certify
Bill Goldsmith, Mayor I so certify
Merri Hanson Absent
Beth Justice I so certify
Robbie Wilson I so certify

Action on Closed Meeting (if necessary)

No action was taken.

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 9:48pm.

Respectfully submitted,
Christine H. Hall, Town Clerk

Approved by Council: _____, 2026

ATTEST:

Christine H. Hall, Town Clerk

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
SPECIAL CALLED MEETING OF MAY 20, 2026**

A special called meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 20th day of May, 2026 beginning at 9:00am in the Conference Room of Town Hall located at 300 Virginia Street in Urbanna, VA. The purpose of the meeting was to conduct a closed meeting.

AGENDA ITEM 1. CALL TO ORDER

Mayor Pro Tempore Wilson called the meeting to order at 9:00am.

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

Councilmember Austin made a motion to approve electronic participation for Alana Courtney for personal reasons. Councilmember Chowning seconded. The Mayor Pro Tempore called for any discussion. The members were polled:

Marjorie Austin..... Yes

Larry Chowning Yes

Beth Justice Yes

Robbie Wilson, Mayor Pro Tempore..... Yes

The motion passed 4-0.

Councilmember Courtney joined the meeting via Zoom from Pawley's Island, SC.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Marjorie Austin Present

Larry Chowning Present

Alana Courtney..... Present (Via Zoom)

Beth Justice Present

Robbie Wilson, Mayor Pro Tempore Present

Others Present:

Ted Costin, Town Administrator

Christine Hall, Town Clerk

Andrea Erard, Town Attorney

Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

Those present recited the Pledge of Allegiance.

AGENDA ITEM 5. AMENDMENTS TO THE AGENDA

5.a. Acceptance of Resignations of Mayor William T. Goldsmith and Merri Hanson

Mayor Pro Tempore Wilson and Ms. Erard noted the changes made to the amended agenda. Council was in agreement with the changes.

AGENDA ITEM 6. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to adopt the agenda with the addition. Councilmember Chowning seconded. The Mayor Pro Tempore called for any discussion. The members were polled:

Marjorie Austin..... Yes
 Larry Chowning Yes
 Alana Courtney Yes (Via Zoom)
 Beth Justice Yes
 Robbie Wilson, Mayor Pro Tempore..... Yes

The motion passed unanimously.

6.a. Acceptance of Resignation of Mayor William T. Goldsmith

6.b. Acceptance of Resignation of Merri Hanson

Councilmember Austin made a motion to accept the resignations of Mayor William Goldsmith and Merri Hanson. Councilmember Chowning seconded. The Mayor Pro Tempore called for any discussion. The members were polled:

Marjorie Austin..... Yes
 Larry Chowning Yes
 Alana Courtney Yes (Via Zoom)
 Beth Justice Yes
 Robbie Wilson, Mayor Pro Tempore..... Yes

The motion passed unanimously.

AGENDA ITEM 7. CLOSED MEETING

7.a. Closed Meeting pursuant to Virginia Code section 2.2-3711(A)(1) for the purpose of discussing the performance of a specific appointee; and

7.b. Closed Meeting pursuant to Virginia Code section 2.2-3711(A)(8) for consultation with the Town Attorney regarding a specific legal matter – employment contract.

AGENDA ITEM 8. CONVENE CLOSED MEETING

Councilmember Austin made a motion to convene in Closed Meeting pursuant to Virginia Code section 2.2-3711(A)(1) for the purpose of discussing the performance of a specific appointee; and pursuant to Virginia Code section 2.2-3711(A)(8) for consultation with the Town Attorney regarding a specific legal matter – employment contract. Councilmember Justice seconded. The Mayor Pro Tempore called for any discussion. The members were polled:

Marjorie Austin..... Yes
 Larry Chowning Yes
 Alana Courtney Yes (Via Zoom)
 Beth Justice Yes
 Robbie Wilson, Mayor Pro Tempore..... Yes

The motion passed unanimously.

AGENDA ITEM 9. RECONVENE OPEN MEETING & CERTIFY

Councilmember Austin made a motion to reconvene and certify that only those matters that were identified in the motion to go into closed meeting were discussed or considered.

Councilmember Chowning seconded. The members were polled:

Marjorie Austin..... I so certify

Larry Chowning I so certify

Alana Courtney I so certify (Via Zoom)

Beth Justice I so certify

Robbie Wilson, Mayor Pro Tempore..... I so certify

AGENDA ITEM 10. ACTION RELATED TO CLOSED MEETING

Mayor Pro Tempore Wilson made a motion to terminate the Town Administrator's amended employment agreement without cause, pursuant to Section 9A, effective immediately. In accordance with Section 9A of the amended Employment Agreement, the Town Administrator shall be paid a lump sum equivalent to three months' pay, which is approximately \$26,000 less applicable taxes. Councilmember Austin seconded. The Mayor Pro Tempore called for any discussion. The members were polled:

Marjorie Austin..... Yes

Larry Chowning Yes

Alana Courtney Yes (Via Zoom)

Beth Justice Yes

Robbie Wilson, Mayor Pro Tempore..... Yes

The motion passed unanimously.

AGENDA ITEM 11. ADJOURN

Mayor Pro Tempore Wilson made a motion to adjourn. Councilmember Austin seconded. All were in favor with none opposed.

The meeting was adjourned at approximately 9:10am.

Respectfully submitted,
Christine H. Hall, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Hall, Town Clerk



**TOWN
COUNCIL**

**Agenda Item Summary
MAY 28, 2026 WORK SESSION**

Agenda Item: 8 – ACTION ITEMS

8.c. Resolution 2026-008: Announce Candidate Under Consideration to Fill the Unexpired Portion of the Term of Mayor

Fiscal Impact: None

Staff Recommendation: With the acceptance of the resignation of Mayor William Goldsmith at the May 20, 2026 Special Called Meeting, Council must now formally appoint an Interim Mayor to serve until the end of the current term, December 31, 2026. Citizens will elect a new Mayor at the November election, who will take office on January 1, 2027.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve Resolution 2026-008 announcing that Council is considering Robbie Wilson to fill the unexpired portion of the Mayor's term.

Motion, Second, Discussion, Roll Call (Clerk calls each member for their Aye, Nay, or Abstain vote.)

Attachments: 8.c. Draft Resolution 2026-008
Robbie Wilson's Resume

RESOLUTION 2026-008

**RESOLUTION TO ANNOUNCE CANDIDATE UNDER CONSIDERATION TO FILL
THE UNEXPIRED PORTION OF THE TERM OF MAYOR**

WHEREAS the Honorable William T. Goldsmith resigned his position as Mayor of the Town of Urbanna on May 15, 2026; and

WHEREAS Mayor Goldsmith's resignation was accepted by the Urbanna Town Council on May 20, 2026; and

WHEREAS the term of the Mayor expires on December 31, 2026; and

WHEREAS state law authorizes the Urbanna Town Council to appoint an individual to fulfill the unexpired portion of the Mayor's term; and

WHEREAS Robbie Wilson has faithfully served as a member of the Urbanna Town Council and also currently services as the Vice-Mayor; and

WHEREAS Robbie Wilson has declared his candidacy for the office of Mayor for the four-year term beginning on January 1, 2027.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council, at its regular monthly work session on May 28, 2026 that, in accordance with Virginia Code section 24.2-228, the Urbanna Town Council announces that it is considering Robbie Wilson to fill the unexpired portion of the Mayor's term; and

BE IT FINALLY RESOLVED that a copy of Mr. Wilson's resume is attached to this Resolution and available for inspection.

DONE this 28th day of May, 2026.

Robert “Robbie” Edward Wilson III

LOCAL GOVERNMENT EXPERIENCE

- Elected member of Town of Urbanna Town Council in November 2024, Term 2025-2029
- Chair of Urbanna Finance Committee, 2025-2026
- Urbanna Town Council Mayor Pro Tempore, 2026
- Virginia Municipal League (VML) Elected Officials Training, 2025
- Various VML Conferences & Workshops, 2025-2026

CERTIFICATES & RATINGS • FLIGHT TIME

FAA ATP-ME Pilot

FAA Certified Flight Instructor (CFI, CFII)

FAA Certified Mechanic (A&P)

FAA Part 107 Remote Pilot (Drone)

BE-300 (King Air 350) Single Pilot Type Rating

Total Hours: 2,839

PIC Hours: 1,855

Turbine Hours: 862

FAA First Class Medical

US Passport: Current, Unrestricted

EMPLOYMENT HISTORY

Aviation

Virginia Department of Aviation — Command Pilot

Nov 2022 – Present

- Provide executive air transportation for the Governor, his Cabinet, and employees of the Commonwealth.
- Pilot King Air 350 (Proline 21) in PIC and SIC roles.
- Pilot Cessna 182 and 206 in PIC roles.
- Low-level survey experience; proficient with BART scheduling software.

RVA Flyers — CFI / CFII

Feb 2022 – Sep 2022

- Provided primary and instrument flight instruction in G1000-equipped Diamond DA40.
- Delivered primary and instrument ground instruction.
- Conducted stage checks.

West Point Aviation — Mechanic’s Assistant

Jun 2020 – Present

- Assist A&P/IA mechanics at a general aviation maintenance shop.
- Under supervision, perform tasks including tire and oil changes, engine installations, and annual inspections.

Information Technology

Metrocast Communications / Atlantic Broadband — Senior Network Engineer

Jul 2007 – Apr 2020

- Lead CMTS engineer ran lab trials and design prototyping for equipment supporting High-Speed Internet in a five-nines uptime environment.
- Managed the Mid-Atlantic CMTS engineering group, supervising engineers across multiple states.
- Created configuration standards and technical documentation of network designs.
- Operated the CMTS design lab; tested new equipment and technologies.
- Designed and implemented RF Head Ends, including physical infrastructure, wiring, RF levels, and optical transport.

O.A.S.I.S. Inc. — Founder & Owner

Fall 1996 – Jul 2007

- Started ISP and IT-solutions business as a high school sophomore.
 - Provided dial-up, ISDN, web hosting, email hosting, and network consulting services.
 - Developed and ran an IT consulting division.
-

EDUCATION & TRAINING

ATP Flight School — Richmond, VA

Jun – Oct 2020

- Airline Career Pilot Program: IFR, Commercial SE, Commercial ME.
- No check-ride failures.

Fly Right

Dec 2022, Jan 2023 & Mar 2023

- King Air 350 recurrent training (Dec 2022, Jan 2023).
- King Air 350 Single-Pilot initial type rating (Mar 2023).

Rappahannock Community College — Glenss, VA

2002

- Associate of Arts & Sciences

Middlesex High School

1993 – 1998

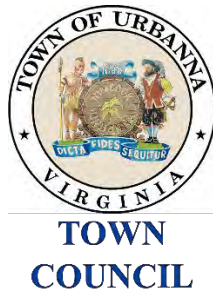
- High School Diploma
-

ADDITIONAL SKILLS

- Highly proficient with VFR and IFR navigation using Garmin G1000, GNS 430/530, GX60, Garmin GTN series, Collins Proline 21, and Avidyne IFD series navigators.
 - Strong computer proficiency and customer-service background from prior IT career.
 - Personal aircraft owner for over 20 years.
-

PERSONAL

- US Citizen.
- Clean driving record.



**Agenda Item Summary
FOR ALL WORK SESSIONS**

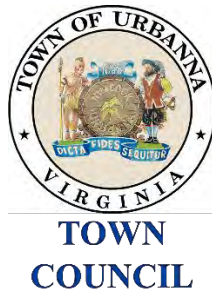
Agenda Item: 9 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

COUNCIL 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 immediately preceding their response.



**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS

10.a. Now Accepting Applications to Fill Council Vacancies

- Completed applications due June 10, 2026 by 4:00pm
- June 11, 2026 – Announcement of Candidates (applications available)
- Appointments made on June 25, 2026

Attachment: 10.a. Temporary Town Council Member Interest & Registration Form

10.b. Other Announcements

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 OF URBANNA, VIRGINIA

INTEREST & REGISTRATION FORM

Temporary Town Council Member · Remainder of Term Through December 31, 2026

PURPOSE OF THIS FORM:

The Town Council of Urbanna is accepting expressions of interest from qualified residents who wish to be considered for appointment as a Temporary Town Council Member to fill a current vacancy through the end of the 2026 term. Completion of this form does not guarantee appointment. The Council retains sole discretion over the selection process.

DEADLINE: June 10, 2026 at 4:00 PM

SUBMIT TO: Urbanna Town Office · 300 Virginia St · Urbanna, VA 23175

SECTION 1 — APPLICANT INFORMATION

FULL LEGAL NAME (FIRST · MIDDLE · LAST · SUFFIX) *

DATE OF BIRTH *

PHONE NUMBER *

EMAIL ADDRESS *

SECTION 2 — PHYSICAL / RESIDENTIAL ADDRESS

Must be your current physical residence address within town limits. P.O. Boxes are not accepted here.

STREET ADDRESS *

CITY / TOWN *

STATE *

ZIP *

COUNTY

SECTION 3 — MAILING ADDRESS

☐ Same as physical / residential address above

MAILING STREET ADDRESS / P.O. BOX

CITY / TOWN

STATE

ZIP

TOWN OF URBANNA — TEMPORARY COUNCIL MEMBER REGISTRATION FORM (continued)

SECTION 4 — ELIGIBILITY CONFIRMATION

Check each box to confirm you meet the stated requirement. Incomplete eligibility sections will disqualify your submission.

- ☐ I am a current resident of the Town of Urbanna and reside within its corporate limits.
- ☐ I am a registered voter in the Town of Urbanna and am qualified to vote in a municipal election.
- ☐ I am at least 18 years of age (or the minimum age required by applicable Virginia state law).
- ☐ I am not aware of any current legal, ethical, or financial conflict of interest that would prevent me from serving on the Town Council.
- ☐ I understand this appointment is temporary, covering only the remainder of the 2026 term (through December 31, 2026), and carries no guarantee of future appointment or election.

SECTION 5 — BACKGROUND & STATEMENT OF INTEREST

CURRENT OCCUPATION / EMPLOYER

PRIOR CIVIC, BOARD, OR GOVERNMENT SERVICE (IF ANY)

STATEMENT OF INTEREST *

SECTION 6 — PUBLIC RECORDS ACKNOWLEDGMENT

- ☐ I understand and acknowledge that this registration/interest form and all information submitted herein — including but not limited to my full legal name, address(es), contact information, and statement of interest — may be considered a public record under applicable Virginia law and MAY BE RELEASED TO THE PUBLIC, including through posting on the Town's official website, distribution to media, inclusion in public meeting agendas or minutes, or in response to a Freedom of Information Act (FOIA) request.

★ You must check this box to submit a complete application.

TOWN OF URBANNA — TEMPORARY COUNCIL MEMBER REGISTRATION FORM (continued)

SECTION 7 — CERTIFICATION & SIGNATURE

By signing below, I certify that all information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation may result in immediate disqualification from consideration and/or removal from office if discovered after appointment.

APPLICANT SIGNATURE

PRINTED NAME

DATE

SUBMISSION INSTRUCTIONS

Email: _____

In Person: Town Hall · 300 Virginia Street · Urbanna, VA 23175 (regular business hours)

Mail: Town of Urbanna · P.O. Box 179, Urbanna, Virginia 23175

Questions: Town Office · (804) 758-2613

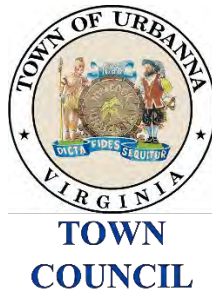
All submissions must be received no later than the deadline noted above. Late or incomplete submissions may be disqualified.

FOR OFFICE USE ONLY

RECEIVED BY

DATE & TIME RECEIVED

APPLICATION #



**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 11 – CLOSED MEETING (if necessary)

Agenda Item: 12 – ADJOURN OR RECESS

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

Motion, Voice Vote (all in favor, any opposed), Mayor declares meeting adjourned or recessed