TOWN COUNCIL

URBANNA TOWN COUNCIL REGULAR MEETING
AGENDA
Thursday, November 12, 2026 - 6:00 pm
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
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. Reports
9. New Business
    a. William Pullman ADU
    b. Town Administrator Interviews
10. Closed Meeting
11. Public Comment 2 & Council Response to Public Comment 2
12. Council Announcements & Requests
13. Adjourn or Recess

TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting

NOVEMBER 12, 2026 REGULAR MEETING

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 – APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER (IF NEEDED) (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 § 2.2-3708.3 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

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 MEETING 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)

TOWN
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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 6 – Approval of Minutes

Approval of Minutes

Fiscal Impact: Approving meeting minutes carries no fiscal impact.

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: Council is asked to review the draft minutes of the October 22, 2026 regular meeting and vote to approve them as the official record.

Sample Adoption Motion: I move to approve the Minutes Date 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 — FOR CLERK REVIEW

Town of Urbanna Town Council: Regular Meeting Minutes

Meeting information

Table 1. Meeting details

Item	Detail
Date and time	Thursday, October 22, 2026, 6:04 p.m.
Location	Meeting Room, Middlesex Volunteer Fire Department, 330 Virginia Street, Urbanna, VA
Meeting type	Regular meeting, open to the public
Recording	Video recording of the meeting, posted by the Town

Need these minutes in another format? Call Town Hall at (804)758-2613 or email r.wilson@urbannava.gov for a large-print or plain-text copy.

1. Call to Order

The Mayor called the meeting to order at approximately 6:04 p.m.

2. Approval of Electronic Participation by a Council Member (if needed)

No Council member participated electronically, and no action was required under this item.

3. Roll Call

Table 2. Council attendance

Council member	Title	Attendance
Marjorie Austin	Councilmember	Present
Larry Chowning	Vice Mayor	Absent
Alana Courtney	Councilmember	Absent
Beth Justice	Councilmember	Present
Martha Lowe	Councilmember	Present
Bruce Murray	Councilmember	Present
Robbie Wilson	Mayor	Present

A quorum was established. Also present were Town Treasurer Michelle Hutton, consultant John Edwards of Local Solutions, Inc., and members of the public. Vice Mayor Larry Chowning was absent due to a personal engagement. Councilmember Alana Courtney was absent due to a car issue.

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

The Mayor asked for a motion to adopt the agenda as presented.

> **Motion:** Adopt the meeting agenda as presented.
> **Moved by:** Councilmember Marjorie Austin.
> **Seconded by:** Councilmember Martha Lowe.
> **Result:** Approved by unanimous voice vote.

6. Approval of Minutes

a. October 8th Meeting

Minutes of the October 8, 2026 regular meeting were presented for approval.

b. September 29th Interview Special Meeting Minutes

Minutes of the September 29, 2026, special meeting, held to interview town administrator candidates, were presented for approval.

The two sets of minutes were addressed together in a single combined motion.

> **Motion:** Adopt the October 8, 2026 regular meeting minutes and the September 29, 2026 interview special meeting minutes, as presented.
>
> **Moved by:** Councilmember Marjorie Austin. **Seconded by:** Councilmember Beth Justice.
>
> **Result:** Approved by unanimous voice vote.

7. Public Comment 1 & Council Response to Public Comment 1

Daniel Snead of 271 Colorado spoke and reported that he had attended the Virginia Department of Transportation (VDOT) meeting on the Rappahannock River Bridge replacement project. He stated that VDOT had determined it would not lower the bridge below the currently proposed height of 110 feet, which he described as good news for the Town because it would not interfere with tall ships attending Town events at the harbor. No Council response was recorded.

8. Reports

a. Treasurer’s Report

Treasurer Michelle Hutton presented the September treasurer’s report. No questions were raised. Highlights included:

- The largest line item was $114,500 related to the bridge.
- Tax bills had been sent out for the year.
- Expected income for the year was reported.

b. Marina Report

The Mayor presented the marina report. Highlights included:

- Extra amenities revenue totaled $331, which was noted as higher than expected, particularly from the drink machine.

- Thanks were extended to the volunteers for their continued work on the docks.
- Thanks were extended to Pitts Lumber for providing wood for the docks at cost.

9. New Business

a. 2027 Calendar

Treasurer Hutton presented the proposed 2027 calendar, prepared largely the same as the prior year with state holidays included. It was decided to change December 23 from a half day to a full day off, and November 24 from a half day to a full day off.

> **Motion:** Adopt the 2027 calendar as modified.
> **Moved by:** Councilmember Marjorie Austin.
> **Seconded by:** Councilmember Beth Justice.

Table 3. Vote on adoption of the 2027 calendar

Council member	Vote
Marjorie Austin	Aye
Larry Chowning	Absent
Alana Courtney	Absent
Beth Justice	Aye
Martha Lowe	Aye
Bruce Murray	Aye
Robbie Wilson	Aye

Result: The motion passed 5–0.

b. Museum Repair

Joyce Allen presented the Museum of Middlesex’s annual check from the County in the amount of $12,750. The Mayor accepted the check and thanked the organization for its continued financial support.

Aubrey Hall then presented photographs of needed repairs and explained the repair quote. The estimated cost of repairs to the front porch totaled $45,808.35, with the Friends of Urbanna agreeing to contribute $5,000 toward the effort. It was explained that this was a worst-case estimate, assuming the substructure beneath the porch is found to be damaged during removal of the porch boards; if the substructure can be saved, the total cost would be lower. It was noted that John England, an expert on the subject, had been brought in and had recommended the contractor River Woodworks and Tony Pullman to perform the work.

> **Motion:** Authorize the use of Historic Trust funds in an amount up to $40,808.35 for repair of the museum porch.
>
> **Moved by:** Councilmember Marjorie Austin.
>
> **Seconded by:** Councilmember Beth Justice.

Table 4. Vote on museum porch repair funding

Council member	Vote
Marjorie Austin	Aye
Larry Chowning	Absent
Alana Courtney	Absent
Beth Justice	Aye
Martha Lowe	Aye
Bruce Murray	Aye
Robbie Wilson	Aye

Result: The motion passed 5–0.

c. Updated Town Administrator Ad

The Mayor explained that interviews had already been conducted for the full-time Town Administrator position and that several qualified candidates had applied. He noted that most candidates came from larger organizations with specialized roles, and that no single candidate stood out as having the generalized, overall knowledge needed to run a town the size of Urbanna. Consultant John Edwards provided detail on proposed changes to the position announcement.

> **Motion:** Approve the revised Town Administrator position announcement as presented and authorize staff to post and publish it.
> **Moved by:** Councilmember Marjorie Austin.
> **Seconded by:** Councilmember Bruce Murray.

Table 5. Vote on revised Town Administrator position announcement

Council member	Vote
Marjorie Austin	Aye
Larry Chowning	Absent
Alana Courtney	Absent
Beth Justice	Aye
Martha Lowe	Aye
Bruce Murray	Aye
Robbie Wilson	Aye

Result: The motion passed 5–0.

10. Closed Meeting

No closed meeting was held during this meeting.

11. Public Comment 2 & Council Response to Public Comment 2

No members of the public were signed up to speak.

12. Council Announcements & Requests

Marjorie Austin

Councilmember Austin reported that she had attended the annual Virginia Municipal League (VML) conference in Norfolk and stated that she had learned a great deal.

Mayor Robbie Wilson

The Mayor reported that major repairs to the Town well had been completed. The well was not yet back in service but was expected to be returned to operation during the week of October 26, in preparation for the Oyster Festival.

No other Council members offered comments during this item.

13. Adjourn or Recess

> **Motion:** Adjourn the meeting.
> **Moved by:** Councilmember Marjorie Austin.
> **Seconded by:** Councilmember Beth Justice.
> **Result:** Approved by unanimous voice vote.

The meeting adjourned at 6:40 p.m.

Approval

Minutes prepared by: Robbie Wilson

Approved by Council on: _____

Approved by: Robbie Wilson, Mayor

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COUNCIL

Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 7 – 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.

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.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their responses to only those comments immediately preceding their responses.

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COUNCIL

Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 8 – Reports

Reports

Background: This report provides the Museum's monthly update for October 2026, covering visitation, donations, staffing, and upcoming events. The museum hosted 152 visitors during the month, including groups attending the Wine-Oyster Stroll and a visit from the Commonwealth Packard Club, and received total gift donations of $720. The report also notes plans for the upcoming Oyster Festival and the Christmas Open House on December 5, as well as ongoing efforts to recruit a volunteer docent and fill a paid docent position.

Fiscal Impact: The museum collected $720 in gift donations during October, split between credit card, cash, and donation box contributions.

Council Action Requested: This item is for informational purposes only and no Council action is requested.

October 2026 Museum Monthly Report

Visitors: 152 (58- Wine-Oyster Stroll; 26 Commonwealth Packard Club)

Total Gift Donations: $720

Credit Card- $565

Cash- $155

Donations in Box: $77.00

Staffing:

1 paid docent worked 82 total hours

1 volunteer worked a total of 16 hours (does not include FOU volunteer hours)

Upcoming Events:

Oyster Festival- Volunteers are in place to assist museum staff both Saturday and Sunday of the festival is underway. Hours will be 10-4 both days.

Christmas Open House- The museum plans to have a Christmas Open House as in years past. The event will be Saturday December 5 during regular hours. This coincides with the Christmas House Tour and refreshments will be available.

Past Events:

Month of October- UBA's Great Scarecrow Showoff - The museum's colonial scarecrow couple displayed on the porch of the museum received honorable mention.

Saturday October 10, 2-5: UBA's Urbanna Oyster Wine Stroll was a success at the museum. Friends of Urbanna volunteers assisted museum staff with wine serving and food prep. Snack type foods were served to participants.

In October, there was one scheduled map presentation with Dr. Robusto. 26 members of the Commonwealth Packard Club visited the museum along with Bob Montague during their car show and visit to Urbanna.

Current Museum Needs:

We continue to look for a volunteer interested in serving as a docent from time to time when paid staff are unavailable.

Additionally, we continue to accept applications for the paid docent position. A job description has been written- town office staff will oversee the process. Interested applicants should contact the town office directly.

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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 9 – New Business

- Pullman ADU

- Town Administrator Interviews

TOWN COUNCIL

Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 9a – William Pullman ADU

William Pullman ADU

Background: William A. Pullman applied for Special Use Permit 2026-SUP-03 to convert the existing detached two-car garage on his property at 168 Linden Ave. into a two-bedroom accessory dwelling unit, with a utility shed also on the 0.496-acre, R-1 zoned lot. Staff reviewed the request against the Town Code's definition of an accessory dwelling unit and found the converted structure would meet lot area and zoning requirements, with adequate parking available, and the Planning Commission held a public hearing on the application on November 4, 2026. Staff noted that state law (effective July 1, 2027) will eventually require ADUs to be permitted as a use by right, though that does not yet apply to this application.

Staff Recommendation: Staff found that the proposed ADU would not adversely affect the surrounding neighborhood and recommended favorable action on the Special Use Permit, subject to nine suggested conditions limiting the unit to one dwelling, prohibiting expansion or separate conveyance of the structure, restricting short-term rental use, and requiring compliance with parking standards and recordation requirements.At the November 4th Planning Commission meeting, the committee voted 4-0 to approve the application with conditions.

Council Action Requested: The Town Council is asked to act on Special Use Permit 2026-SUP-03 following the Planning Commission's public hearing and recommendation, deciding whether to approve the permit subject to the proposed conditions.

Sample Motions:

> I move to [approve, approve with conditions, deny, or defer] Ordinance 04-2026 granting Special Use Permit #2026-03 for Tax Map No. 20A-21-127, 168 Linden Avenue, to permit conversion of the existing detached garage to an Accessory Dwelling Unit (ADU) subject to the nine conditions recommended by the Planning Commission. (If deferred, date needs to be stated.)
>
> ***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote***

Staff Report
Application 2026-SUP-03

Location: 168 Linden Ave.

Property Owner/Applicant: William A. “Tony” Pullman

Request: Approval of a Special Use Permit for an Accessory Dwelling Unit with the conversion of the existing detached garage on a lot containing a single-family primary residence.

Acreage: 0.496 acres

Map: 20A-21-127

Zoning District: R-1

Overlay District(s): Chesapeake Bay Preservation Area Overlay District (CB-1) (Resource Management Area)

Use: Single-family home with a detached garage and a utility shed in the rear.

Per §34-74(a) of the Urbanna Town Code, an “Accessory Dwelling Unit” is a subordinate dwelling unit in a main building or accessory building as approved by special use permit. A “Dwelling Unit” is defined as: Space, within a building, comprising living, dining, and sleeping rooms, storage closets, and space and equipment for cooking, bathing, and toilet facilities, occupied as separate living quarters by a single family or other group of persons living together as a household or by a person living alone and having its own permanently installed cooking and sanitary facilities.

Staff has treated cooking equipment (a kitchen) as the operative test of a dwelling unit. Based on this definition, the proposed unit would be a complete dwelling unit, because it will include cooking equipment. Because the lot contains a principal single-family dwelling, the proposed unit would be subordinate to it.

Adjacent Composition: Residential-zoned R-1.

Environmental: The proposal does not increase the impervious area on the lot. Therefore, not mitigation is required.

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

Zoning Compliance: The existing structure that is proposed for conversion to an ADU conforms to the current zoning requirements.

Analysis:

- *Unit count:* The Code defines an accessory dwelling unit in the singular, so a special use permit under this provision may authorize one unit only.

- *Lot area:* Sec. 34-417 requires that the lot area per family equal the district minimum for new structures (10,000 square feet in R-1 with public water and sewer). The proposal meets the lot area requirement.

- *Parking:* The Code has no ADU-specific parking standard. Schedule 34-498-1 requires two spaces per unit for single-family dwellings, and §34-609 applies the parking requirements for other uses in the district absent a condition. Adequate parking is available to meet this requirement.

Staff finds that the proposed use would not have an adverse effect on the surrounding neighborhood, so a favorable action is recommended of the SUP with the conditions below.

Suggested Permit Conditions:

1. All federal, state, and local laws shall be observed at all times.
2. The property shall be maintained in a clean and orderly manner at all times.
3. The accessory dwelling unit shall be limited to one (1) dwelling unit and shall not be divided into additional dwelling units.
4. The accessory dwelling unit shall be contained in the existing detached garage, and the structure shall not be expanded.
5. The accessory dwelling unit shall not be conveyed separately from the principal dwelling, and no condominium or similar ownership regime shall be established.
6. The accessory dwelling unit shall not be used for short-term rental except under a separate permit issued under §34-465.
7. Parking shall be provided in accordance with §34-498.
8. If the 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 to the applicant and a hearing by the Town Council.
9. 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.

Planning Commission Recommendation:

At its meeting on November 4, 2026, the Planning Commission voted 4-0 to recommend Town Council approval of Application 2026-SUP-03 with the suggested conditions.

ORDINANCE 04-2026 (Uncodified)
SPECIAL USE PERMIT APPLICATION 2026-SUP-03
168 LINDEN AVENUE, WILLIAM A. PULLMAN,
TO CONVERT AN EXISTING DETACHED GARAGE TO AN ACCESSORY DWELLING UNIT
TAX MAP NO. 20A-21-127 IN R-1 ZONING DISTRICT, +/-0.496 ACRES

WHEREAS the applicant and property owner, William A. Pullman, applied for a Special Use Permit to convert the existing detached garage to an Accessory Dwelling Unit (ADU) at 168 Linden Avenue, Urbanna, VA 23175 (Tax Map No. 20A-21-127, Zoned R-1); and

WHEREAS the Town of Urbanna Zoning Ordinance provides for accessory dwelling units in the R-1 zoning district by special use permit; and

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

WHEREAS the existing structure proposed for conversion conforms to current zoning requirements, the proposal does not increase the impervious area on the lot, and the lot area and parking requirements are met; and

WHEREAS Town staff finds the proposed use would not have an adverse effect on the surrounding neighborhood; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 4, 2026 to accept comment from adjacent homeowners and the general public and voted to recommend approval by Town Council (4 aye, 0 nay, 0 abstain, 1 absent) with nine conditions; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on November 12, 2026 to accept comment from adjacent homeowners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2026-03 is hereby granted for Tax Map No. 20A-21-127, 168 Linden Avenue, to permit conversion of the existing detached garage to an Accessory Dwelling Unit (ADU) subject to the following nine conditions:

1. All federal, state, and local laws shall be observed at all times.

2. The property shall be maintained in a clean and orderly manner at all times.
3. The Accessory Dwelling Unit shall be limited to one (1) dwelling unit and shall not be divided into additional dwelling units.
4. The Accessory Dwelling Unit shall be contained in the existing detached garage, and the structure shall not be expanded.
5. The Accessory Dwelling Unit shall not be conveyed separately from the principal dwelling, and no condominium or similar ownership regime shall be established.
6. The Accessory Dwelling Unit shall not be used for short-term rental except under a separate permit issued under §34-465.
7. Parking shall be provided in accordance with §34-498.
8. If the 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 to the applicant and a hearing by the Town Council.
9. 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.

This Ordinance shall take effect upon adoption.

ADOPTED this 12th day of November 2026.

The Council vote on the foregoing was as follows:

Marjorie Austin
Larry Chowning
Alana Courtney
Beth Justice
Martha Lowe
Bruce Murray
Robbie Wilson, Mayor

_____ _____

TOWN
COUNCIL

Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 9b – Town Administrator Interviews

9b. Town Administrator interview meeting motion

Background: Town council will be interviewing potential candidates for the position of town council. This motion will provide the required affirmative vote required per the state code.

Va Code Section § 2.2-3712. Closed meetings procedures; certification of proceedings. A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting. B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter. C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

Fiscal Impact: None

Council Action Requested: Approve motion

Sample Motions:

> I move to announce that within the next 15 days, the Urbanna Town Council will meet at an undisclosed location and go into closed meeting for the sole purpose of interviewing candidates for Town Administrator.
>
> ***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote***

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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 10 – CLOSED MEETING

Item 10 – Motion to Convene Closed Meeting

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss or consider discussion, consideration, or interviews of prospective candidates for employment.

Motion, Second, Discussion, Roll Call by Clerk

10b – Motion to Reconvene in Open Session

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

Motion, Second, Discussion, Voice Vote

10c – Certification of Closed Meeting

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

Motion, Second

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

Roll Call by Clerk

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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 11 – 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.

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.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.

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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 12 – COUNCIL ANNOUNCEMENTS & REQUESTS

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

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members 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.

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Agenda Item Summary

NOVEMBER 12, 2026 REGULAR MEETING

Agenda Item: 13 – ADJOURN OR RECESS

Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)