

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Agenda
September 19, 2023
6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

CALL Town Council Meeting to Order and Begin Joint Public Hearing with the Planning Commission – Mayor

1. Establish quorum for Town Council and open meeting
2. Request Planning Commission Chair to open that meeting and establish a quorum
3. Announce this is a joint meeting of the Town Council and Planning Commission for consideration of:

Public Hearings

TXT-03-2023 - An ordinance to amend the Zoning Ordinance of Port Royal by amending Chapter 25, Zoning–Original Incorporated Lands, Article II, Definitions; Article III, Residential District, R-1; Article IV, Residential District, R-2; and Chapter 26, Zoning Boundary Adjustment Lands, Article III, Definitions.

TXT-04-2023 – An ordinance to amend the Zoning Ordinance of Port Royal by amending Chapter 25, Zoning–Original Incorporated Lands, Article IV, Residential District, R-2.

TXT-05-2023 – An ordinance to amend the Zoning Ordinance of Port Royal by amending Chapter 25, Zoning–Original Lands, Article V, Business District B-1 and Chapter 26, Zoning–Boundary Adjustment Lands, Article V, Business District, B-1.

4. Town Manager certifies that the notice was published in the Free Lance Star two consecutive weeks: September 05 and September 12; further that notice was posted.
5. Mayor hands the meeting over to the Planning Commission.
 - a. Planning Commission Chair opens the meeting and requests Town Manager Report.
 - b. Town Manager explains the proposed ordinances.
 - c. The Planning Commission Chair opens the public hearing.
 - i. Anyone desiring to speak on the issues is provided an opportunity to speak.
 - ii. The Town Manager will read any written correspondence from the public.
 - iii. After all comments are received and noted, the Chair will close the public hearing.
 - d. Planning commissioners discuss the issues and ask questions of the Town Manager.
 - e. Chair of the Planning Commission asks if the members are ready to take a vote of recommendation of approval or denial of the ordinances (voted separately) to the Town Council.
 - i. The Planning Commission will vote each ordinance separately, please see the detailed descriptions above.
 - ii. After the vote, if the Planning Commission is ready to vote, the Chair informs the Mayor of the vote results.
 - f. Planning Commission Chair recesses its meeting.
6. The Mayor opens the Town Council meeting for the public hearing
 - a. The Town Manager provides a description of the ordinances.
 - b. The Mayor opens the Town Council public hearing
 - i. Anyone desiring to speak to the proposed ordinances has an opportunity to speak.
 - ii. The Town Manager will read any written communications on the subject from the public.
 - iii. After all comments are received and noted from the public, the Mayor will close the public hearing.
 - c. The Mayor will announce to the Town Council the recommendation, if there is a recommendation, from the Planning Commission.
 - d. Members of the Town Council will ask question of the Town Manager, discuss the proposed ordinances, public input, and their views on the issues.
 - e. If the Town Council desires, a motion is made and acted upon.

- f. After final action, the Mayor will request the Planning Commission to adjourn its meeting.
 - g. The Mayor announces the Joint Public Hearing is closed.
7. The Mayor brings the Town Council into the regular Town Council Agenda.

TOWN COUNCIL AGENDA

AMENDMENTS TO THE AGENDA, Adoption of Agenda

PUBLIC COMMENT

- Comments will be limited to three minutes, per person, in order to afford everyone an opportunity to speak. If comments relate to a specific public hearing item, we ask that you offer those comments at the time of the public hearing.
- If any issues arise from public comment to be addressed in detail, such issues will be put on the Agenda for the next meeting, or later, for this meeting, subject to a vote of the majority of Town Council.

REPORTS OF MEMBERS OF THE TOWN COUNCIL (including but not limited to committee/commission updates, reports on Council assignments, and items of interest).

- Donna Wilkerson, Vice-Mayor
- Angela Golden
- J.P. Wilkerson
- Justin McArdle
- Alex Long, Mayor

ITEM NO.	DESCRIPTION
9-11	<u>Consent Agenda</u> 9-11.1 Approval of Meeting Minutes of the August 15, 2023, Town Council Meeting
9-12	<u>Financials – August 2023</u> Review and questions as to documents

9-13 **Report of the Town Attorney**

9-14 **Report of the Town Manager/Clerk/Zoning Administrator**

9-15 **Board/Commissions/Agency Representatives and Public Hearings**

9-16 **Action Items**

9-16.1 Approval of Town Christmas Party

9-16.2 Approval of Chesapeake Bay Act Consent Agreement.

9-16.3 Appointment to Planning Commission

9-16.4 Appointments to Board of Zoning Appeals

9-17 **Discussion Items**

Adjournment