

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
October 18, 2022
6:00 p.m.

CALL TO ORDER

Mayor Long opened the Town Council Meeting at 6:07 p.m. and noted a quorum was present.

Town Manager called roll.

Members Present: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Members Absent: Edgar Yates, Monica Chenault.

Others Present: Allyson Finchum, Town Manager, Nathaniel Ulfers, Town Resident

AMENDMENTS TO THE AGENDA

The Mayor requested to add Discussion Item 10-18.2, Noise Ordinance.

On the motion of Ms. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to adopt the agenda as amended by a vote of 4-0.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Opposed: None.

Absent: Edgar Yates, Monica Chenault.

Motion passed unanimously. No discussion.

PUBLIC COMMENT

None. Public comment closed.

REPORTS FROM TOWN COUNCIL MEMBERS

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

Monica Chenault – Absent.

J.P. Wilkerson – None.

Edgar Yates – Absent.

Justin McArdle – None.

Alex Long, Mayor – Mayor Long attended the board meeting of the regional jail. The Town will receive the yearly stipend of \$10,000.

The Mayor spoke with new citizens who expressed interest on appointment to the Planning Commission.

CONSENT AGENDA

Approval of Meeting Minutes of the September 20, 2022, Town Council Meeting

On the motion of Mr. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to adopt the minutes of the September 20, 2022, Town Council Meeting.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Opposed: None.

Absent: Edgar Yates, Monica Chenault.

Motion passed unanimously. No discussion.

Financials – September 2022

On the motion of Mr. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to accept the September 2022 Financials.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

Motion passed unanimously. No discussion.

Report of the Town Attorney

None.

Report of the Town Clerk

Report with the Town Manager.

Report of the Town Zoning Administrator

The site plan process of Royal Farms continues. VDOT comments were received and concerns on various issues include length of turn lanes and right-of-way.

Report of the Town Manager

The Town Manager attended the Intergovernmental Support Agreement Partnership Program at A.P. Hill. The meeting covered information for local and military bases to partner on various projects.

Town Council requested information on the sale of the Madison property on Route 301. The Town Manager was contacted by two realtors prior to sale and explained limited development potential with existing zoning.

Boards/Commissions/Agency Representatives and Public Hearings

Discharging Firearms in the Town of Port Royal.

The game warden was available by phone. Town Council questioned regulations on use of firearms within Town limits. The game warden stated that both state and local ordinances must be followed. Enforcement of local ordinances occurs through the local Police or Sheriff's Department. Duck blinds in the water are enforced through the state.

ACTION ITEMS

10-17.1 – Landscaping at End of King Street at the River.

Mr. Bill Henderson, citizen, has received a donation for use on beautification of the Town. He requests to landscape around the sign at the end of King Street near the pier. Council requested a drawing/sketch for themselves and VDOT to understand details.

10-17.2 – Municode Contract

Documentation of proposal submitted by Municode was distributed to Town Council. The project was explained by the Town Manager.

On the motion of Mr. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to allow the Town Manager to negotiate a contract with Municode for the sum of \$11,000-\$14,000 to codify the existing Town code.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Opposed: None.

Absent: Edgar Yates, Monica Chenault.

Motion passed unanimously. No discussion.

10-17.3 – Consultant for Preparation of Historic District Document

Mayor Long provided a presentation to Town Council and citizens. The Town contains one of the original historic districts in Virginia. The original Town was placed on the state and national registers. After annexation, the Town and the Virginia Department of Historic Resources contributed funds to update the state and national registers. The geography of the Town’s historic area was expanded from 70 to 300 acres in size. The time frame of historic structures increased to include the period from 18th century to 20th century.

Historic District Guidelines are a tool allowing local government to appoint an Architectural Review Board to oversee reconstruction, infill development, and new development within an historic area. Keeping the historic character of the Town has benefits such as a positive impact on economic development and quality of life. Mayor Long spoke with two potential candidates with experience preparing historic district documents. The approximate cost of the project will be \$30,000. No action was requested of Town Council at this time. The mayor will send more information for review and consideration by the Town Council.

DISCUSSION ITEMS

10-18.1 Update on Planning Commission and a joint meeting to arrive at a formal consensus on Route 301 and Route 17 improvements.

Nathaniel Ulfers, new resident, and candidate for the Planning Commission, joined the meeting. Mr. Ulfers holds a degree in Historic Preservation from Mary Washington University. He has worked throughout Virginia including Mount Vernon and Colonial Williamsburg as a craftsman in framing, roofing, and metal work.

On the motion of Ms. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to appoint Mr. Ulfers to the Planning Commission with a term to expire December 31, 2022.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Opposed: None.

Absent: Edgar Yates, Monica Chenault.

Motion passed unanimously. No discussion.

10-18.2 Noise Ordinance

The Town Manager provided information on the current Town codes pertaining to noise, nuisance, and mass outdoor gatherings that may assist with noise violations in the Town. Typically, the Sheriff's Department must be involved due to expertise and calibration of noise meters.

INFORMATION ITEMS

None.

OTHER MATTERS

None.

ADJOURNMENT

On the motion of Ms. Wilkerson, seconded by Mr. McArdle, which carried a vote of 5-0, the Town Council voted to adjourn the October 18, 2022, meeting at 7:37 p.m.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), J.P. Wilkerson, Justin McArdle.

Opposed: None.

Absent: Edgar Yates, Monica Chenault.

Motion passed unanimously. No discussion.

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Town Council.

Allyson Finchum, Town Manager/Clerk

Date