

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Planning Commission and Town Council
Joint Meeting Minutes
August 22, 2024
6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

CALL TO ORDER OF THE TOWN COUNCIL

J.P. Wilkerson, Mayor, opened the Town Council Meeting at 6:10 p.m. and noted a quorum was present.

Members Present: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, and Justin McArdle

Others Present: Allyson Finchum, Town Manager, Trish Chenault, Acting Town Clerk, David Carpenter, Andrea Erard, Attorney by Zoom, Len Dameron, John Owens

AMENDMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None

8-10 APPOINTMENTS:

- **8-10.1** – Accept Agreement with Andrea Erard as Temporary Town Attorney
On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 4-0, the Town Council voted to accept the Engagement Agreement between Andrea Erard, Attorney as temporary Town Attorney.

Motion passed unanimously. No further discussion

- **8-10.2** – Appointment to the Town Council to fill the unexpired term of former Council Member Alex Long

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 4-0, the Town Council voted to appoint David Carpenter to Town Council for the unexpired term which ends on 12/31/24.

Motion passed unanimously. No further discussion.

- **8-10.3** – Appointment to the Planning Commission to fill unexpired term of former Planning Commissioner Alex Long

On the motion of Council Member Justin McArdle, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to appoint Council Member Angela Golden to fill unexpired term.

Motion passed unanimously. No further discussion.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 4-0, the Town Council voted to appoint Terri Row to the Planning Commission.

CALL TO ORDER OF PLANNING COMMISSION

Jonni Hower called the meeting to order at 7:40 and noted a quorum was present.

Members Present: Jonni Hower, Angela Golden, and Terri Row

Members Absent: Shannon McArdle, Rick Chenault, and Nathaniel Altaffer

8-11 Public Hearings (Joint Planning Commission & Town Council)

- **8-11.1 SPEX-01-2024-Special Exception Permit**

Crystal Springs LLC, Owner and John Owens DBA Port Royal Automotive, applicant, are requesting a Special Exception Permit in accordance with Chapter 26-Zoning-Boundary Adjusted Lands, Article V-B-1 Business District, Section 26.502.20 – Uses Permitted by Special Exception, (Tow Service Operation) and Article VI Highway Corridor Overlay District (HCOD), Section 26.603.9 – Conditional Uses, (Automobile Repair), to conduct vehicle repairs and towing operations, on Tax Map Number 13A-A-9 (25527 Tidewater Trail). The subject property contains 1.902 acres and is zoned B-1 Business. This area is designated Business in the Comprehensive Plan. TXT-01-2024.

Staff went over the request from the applicant along with the conditions for SPEX-01-2024.

Vice-Mayor Donna Wilkerson expressed her concerns with the 9:00 pm closing time and noise coming from the facility when people are trying to sleep. She would like the time of closing be earlier than 9:00 pm.

Mr. John Owens, the applicant, stated he requested 9:00 pm as the closing time to accommodate people, and get the repairs done in a timely manner. Mr. Owens stated the facility is away from the trailer park, and he does not feel noise will be an issue as the bay doors will be shut most of the time.

Mayor J.P. Wilkerson opened the floor for public comments at 6:55 pm. No comments were made. Mayor J.P. Wilkerson closed the public comments at 6:57.

On the motion of Commission Member Jonni Hower, seconded by Council Member Angela Golden, which carried a vote of 7-0, the Planning Commission and Town Council voted to approve the Special Exception Permit with the conditions outlined along with no salvation area/yard, and no body work or painting on vehicles.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, Justin McArdle, Jonni Hower and Terri Row

Opposed: None.

Absent: Shannon McArdle, Rick Chenault and Nathaniel Altaffer

Motion passed unanimously. No discussion.

8-13 ACTION ITEMS (Not Public Hearing – Town Council Only)

- **8-13.1 Appropriate Funds and authorize Public Hearing for Ordinance Amendments**

Staff went over Zoning (Chapter 25), Subdivision (Chapter 17), and Public Facilities (Chapter 13) **Ordinance Amendments with Council.**

Chapter 13 Public Facilities

On the motion of Mayor J.P. Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 4-0, the Town Council voted to approve the recommendations by staff to retain paragraph 13.103 (A) and appropriate funds and authorize Public Hearing.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, and Justin McArdle

Opposed: None.

Motion passed unanimously. No further discussion.

Chapter 17 Subdivision of Land

On the motion of Council Member Angela Golden, seconded by Council Member Justin McArdle, which carried a vote of 4-0, the Town Council voted to appropriate funds and authorize Public Hearing with staff recommendations.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, and Justin McArdle

Opposed: None.

Absent: None

Motion passed unanimously. No further discussion.

Chapter 25 Zoning

On the motion of Council Member Angela Golden, seconded by Council Member Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to appropriate funds and authorize Public Hearing with staff recommendations.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, and Justin McArdle

Opposed: None.

Absent: None

Motion passed unanimously. No further discussion.

- **8-13.2 Consideration of Exceptions and Modifications (waivers) for subdivision requirements for Dameron Builders subdivision parcels #13A-1-C-25A and 13A-1-B-34A**

Waivers as follows:

- 1. Topographical, existing and finished, as required for approval of drainage and sewer facilities at vertical intervals of a maximum of two feet.**

On the motion of Mayor J.P. Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 4-0, the Town Council voted to grant the request for a waiver.

Motion passed unanimously. No further discussion.

- 2. Location of Water Supply, sanitary and/or storm sewers and other drainage facilities.**

On the motion of Mayor J.P. Wilkerson, seconded by Council Member Justin McArdle, which carried a vote of 4-0, the Town Council voted to grant the request for a waiver for sanitary and/or storm sewers and other drainage facilities. Does not include location of water supply.

Motion passed unanimously. No further discussion.

3. Location and dimensions of all lot and street lines and center lines of all streets, both within and adjoining subdivision; names and widths of all streets; and boundaries of all easements, school sites, parks, and or other public areas

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Justin McArdle, which carried a vote of 4-0, the Town Council voted to approve waiver.

Motion passed unanimously. No further discussion.

4. Excessive lot depth in relation to lot width shall be avoided: A ratio of depth to width of two to one shall be considered optimum.

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 3-1, the Town Council voted to not grant waiver.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden

Opposed: Justin McArdle

Absent: None

Motion passed 3-1. No further discussion.

5. Water Service Public water service shall be extended to all lots within the subdivision by the subdivider or developer.

On the motion of Council Member Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to not grant waiver.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, Angela Golden, and Justin McArdle

Opposed: None

Absent: None

Motion passed unanimously. No further discussion.

• 8-13.3 Remove former Mayor Alex Long from Town of Port Royal CD's and bank accounts

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 4-0, the Town Council voted to remove former Mayor Alex Long from CD's and bank accounts.

Motion passed unanimously. No further discussion.

8-14 Unfinished Business (Not Public Hearing – Planning Commission Only)

- **8-14.1** Consideration of Subdivision-Dameron Builders Subdivision Parcels #13A-1-C-25A and 13A-1-B-34A

On the motion of Commission Member Jonni Hower, seconded by Commission Member Terri Row, which carried a vote of 2-1, the Planning Commission voted to approve the subdivision with Town Council recommendations and connection to the Towns water.

Voting Aye: Jonni Hower and Terri Row

Opposed: Angela Golden

Absent: Shannon McArdle, Rick Chenault, and Nathaniel Altaffer

No further discussion

ADJOURNMENT OF PLANNING COMMISSION MEETING

On the motion of Commission Member Jonni Hower, seconded by Terri Row, which carried a vote of 3-0, the Planning Commission voted to adjourn the August 22, 2024 joint meeting at 8:19 pm.

8-15 FINANCIALS – June & July 2024

On the motion of Council Member Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to accept the June & July 2024 Financial Reports as presented.

Motion passed unanimously. No further discussion.

8-16 CONSENT AGENDA

- **8-16.1** Approval of Meeting Minutes of the June 27, 2024 Town Council Meeting

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 4-0, the Town Council voted to approve the Consent Agenda as presented.

Motion passed unanimously. No further discussion.

8-17 REPORTS

- **8-17.1** Reports of Members of Town Council

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – Advised Council of the amount spent for National Night Out, and that they were way under budget. Also, the Town will receive \$300-\$500 from Caroline County towards the event.

J.P. Wilkerson, Mayor – Also spoke about National Night Out, and felt the sheriff's office should have done more as it is a mostly a police event.

Justin McArdle – None

- **8-17.2** Reports of Staff

Town Manager/Clerk/Zoning Administrator – The Town Manager would like to discuss staffing/personnel with the Town Council at the September meeting.

- **8-17.3** Reports of Board/Commissions/Agency Representatives

Planning Commission – None

8-18 INFORMATION ITEMS

- **8-18.1** Fort Walker Executive Steering Committee –

The Steering Committee meeting was going to be held at Port Royal on September 11, 2024, but due to schedule conflicts it has been moved to Bowling Green.

- **8-18.2** Rappahannock River Withdrawal Permit –

This is a long-term multi-jurisdictional solution to the water problems. The County has put in significant time and money towards the application to withdraw water from the Rappahannock River and recently received approval. The Town Manager informed the Town Council at their meeting on August 22, 2023 that the original letter submitted by the Town of Port Royal to participate in the project was not acceptable and must be rewritten to meet DEQ approval or the Town could not participate. The Town Manager advised that a letter acceptable to DEQ was prepared for the Town of Bowling Green. Former Mayor Alex Long stated at the meeting that he would re-write the letter. A revised letter was never submitted to DEQ and Port Royal is not a participant in the approved project.

ADJOURNMENT

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 4-0, the Town Council voted to adjourn the August 22, 2024 Town Council meeting at 8:39 pm.