

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
November 21, 2024
7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

CALL TO ORDER OF THE TOWN COUNCIL

J.P. Wilkerson, Mayor, opened the Town Council Meeting at 6:05 p.m. and noted a quorum was present.

Members Present: Mayor J.P. Wilkerson, David Carpenter, Angela Golden, and Justin McArdle.

Others Present: Allyson Finchum, Town Manager

AMENDMENTS TO THE AGENDA

None.

PUBLIC COMMENT

- Comments 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.

No one spoke.

CALL TO ORDER OF THE PLANNING COMMISSION

Jonni Hower reconvened the Planning Commission meeting originally started at 5:30 p.m. and noted a quorum was present.

Members Present: Jonni Hower, Angela Golden, Terri Row, and Nathaniel Ulfers.

ITEM NO.	DESCRIPTION
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11-11	<u>PUBLIC HEARINGS (JOINT PLANNING COMMISSION AND TOWN COUNCIL)</u>
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- 1) An ordinance to amend the Subdivision Ordinance of Port Royal, Virginia, by repealing and replacing Chapter 17 to amend language to meet the subdivision plat review requirements for [preliminary and final plats as set forth in 15.2-of the Code of Virginia, to designate review and approval authority for preliminary and final plats, amend development and construction standards and processes, and add definitions applicable to the subdivision review process.
- 2) An ordinance to amend the Zoning Ordinance of Port Royal, Virginia, by repealing and replacing Chapter 25, Article III, to amend language to clarify setback and frontage requirements, and to specify a minimum lot size of ½ acre where no public water or central water system is required.

The Town Manager provided a report. The amendments have been discussed and revised during several public meetings.

The public hearing was opened at 6:08. No one spoke.

The public hearing was closed at 6:09.

PLANNING COMMISSION DISCUSSION AND RECOMMENDATION

Discussion ensued. Jonni Hower asked if these amendments will affect the recently approved subdivision. The Town Manager responded that it will not. Angela Golden asked if the amendments affect the dispute on the property line of that subdivision and the Town Manager stated the amendments do not affect that issue.

On the motion of Commission Member Jonni Hower, seconded by Council Member Terri Row, which carried a vote of 4-0, the Planning Commission voted to recommend to Town Council approval of both text amendments as presented.

Voting Aye: Jonni Hower, Angela Golden, Terri Row, and Nathaniel Ulfers.

Opposed: None.

Absent: Shannon McArdle and Rick Chenault.

Motion passed unanimously. No further discussion.

TOWN COUNCIL DISCUSSION AND DECISION ON JOINT PUBLIC HEARING

On the motion of Council Member Angela Golden, seconded by Council Member David Carpenter, which carried a vote of 4-0, the Town Council voted to approve both amendments as recommended by the Planning Commission.

Voting Aye: Mayor J.P. Wilkerson, David Carpenter, Angela Golden, Justin McArdle.

Opposed: None.

Absent: Vice-Mayor Donna Wilkerson

Motion passed unanimously. No discussion.

PLANNING COMMISSION - OTHER BUSINESS

The Planning Commission requested having a flexible schedule on an as needed basis as the state law only requires small towns to meet once a year. They set their next meeting for February 6, 2025, at 6:30 pm.

ADJOURN PLANNING COMMISSION MEETING

The Planning Commission adjourned the meeting at 6:24 pm.

TOWN COUNCL CONTINUED THEIR REGULAR MEETING

11-16 ACTION ITEMS

- **11-16.1 Approval of Contract for Town Manager**

On the motion of Angela Golden seconded by David Carpenter, which carried a vote of 4-0, the Town Council voted to approve a new contract with the current Town Manager as discussed.

Motion passed unanimously. No further discussion.

- **11-16.2 Lunch with Santa**

Mayor JP Wilkerson provided information on expenses for “Lunch With Santa” to take place on December 7th from noon – 2 pm.

11-12 PUBLIC HEARING (TOWN COUNCIL ISSUE ONLY)

11-12.1 An ordinance to amend the Code of Port Royal, Virginia by repealing and replacing Chapter 18 - Taxation, to bring all taxes collected or which may be collected by the Town under one ordinance, including Business Licenses, Cigarettes, Meals, Consumer Utility, Machinery and Tools and Transient Occupancy, to add penalties for failure to pay taxes by the specified times, and to clean up language to bring the regulations into conformance with the applicable provisions of the Code of Virginia.

The Town Manager provided information on the draft ordinance. She explained the ordinance is the first step in allowing pursuit of legal action on BPOL and meals tax.

Mayor J.P. Wilkerson opened the floor for public comments at 7:05 pm. No comments were made.

The Town Council discussed the ordinance and stated they wanted time to review and deferred action to the next meeting.

Mayor J.P. Wilkerson did not close the public hearing which will remain open for additional public comments until the Council meeting on December 19, 2024.

11-13 REPORTS

- **11-13.1** Reports of Members of Town Council

Donna Wilkerson, Vice-Mayor – Absent.

David Carpenter – None.

Angela Golden – None.

Justin McArdle – None.

J.P. Wilkerson, Mayor – None.

- **11-13.2** Reports of Staff

Town Manager/Clerk/Zoning Administrator – The Town Manager updated the Town Council on current issues. Royal Farms is scheduled to open January 2025. Windows will be installed at Town Hall on December 12th & 13th.

- **11-13.3** Reports of Board/Commissions/Agency Representatives/Planning Commission

Nathaniel Ulfers stated he has been appointed by HPR as the liaison between the Town government and HPR. He requested that HPR be placed on the monthly Council agenda.

11-14 CONSENT AGENDA

- **11-14.1** Approval of Meeting Minutes of the October 24, 2024 Town Council Meeting

On the motion of Council Member David Carpenter, seconded by Council Member Justin McArdle, which carried a vote of 4-0, the Town Council voted to approve the minutes as presented.

Motion passed unanimously. No further discussion.

11-15 FINANCIALS – October 2024

On the motion of Council Member David Carpenter, seconded by Council Member Justin McArdle, which carried a vote of 4-0, the Town Council voted to accept the October 2024 Financial Reports as presented.

Motion passed unanimously. No further discussion.

11-17 DISCUSSION ITEMS

None

11-18 INFORMATION ITEMS

The Town Manager reminded Council that the ARPA money must be obligated by December 31, 2024.

ADJOURNMENT

The Town Council adjourned the November 21, 2024 Town Council meeting at 7:38 pm.