TOWN COUNCIL MEETING
JANUARY 12, 2026
8:25 P.M.

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Members:	Katherine B. "Kay" Carlton
	Carolyn Barrett
	A. Fleet Dillard, III
	Kenneth A. Gillis
Town Manager:	Steve Wright
Assistant Town Manager:	James Knighton
Town Clerk:	Patsy K. Scates
Town Attorney:	M. Tolley Gwinn
Town Treasurer:	Tina F. Brock
Chief of Police:	Thomas D. Carter

ABSENT:
Council Member: Troy L. Balderson

Mayor Gladding called the meeting to order.

CALLED TO ORDER

Mayor Gladding asked if there were any consent agenda items that need to be removed or added from the agenda.

There were none.

MINUTES APPROVED

On motion of Carolyn Barrett, seconded by Anita J. Latane, Council voted unanimously to approve the consent agenda items which were the December 8, 2025 Public Hearing Meeting minutes and the December 8, 2025 Council Meeting Minutes.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

COMMITTEE REPORTS

WATER/SEWER

Mayor Gladding recognized Council Member Gillis and asked if he had any additional comments.

Council Member Gillis did not have any additional comments.

PUBLIC FACILITIES

There was no Public Facilities report.

HISTORIC DOWNTOWN TAPPAHANNOCK

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane recognized a representative of the Historic Downtown Tappahannock.

There were no comments.

TOWN MANAGER REPORT

Mayor Gladding recognized Town Manager Wright.

Town Manager Wright thanked the residents of the town for their involvement and passion for the rezoning application that came before the council tonight in a public hearing and he asked that no matter the outcome that everyone work together collaboratively to make Tappahannock a great place.

Town Manager Wright informed the council members that a family member has requested to exhume the body of a loved one and all the paperwork is in order. He also stated staff distributed a resident survey

and the town has received one-hundred and one (101) response since last week with great feedback on how the Town can enhance our services and quality of life in the town. He stated that if the council members would like a resident survey to let him know he will happily send it to them.

COMMUNITY DEVELOPMENT

Mayor Gladding recognized Assistant Town Manager Knighton.

Assistant Town Manager Knighton reported the Central Park project received its final inspection from the building official. He stated a few minor details are still being worked on with the contractor for the second phase. He stated the Planning Commission recommended the various zoning amendments be forward to the council members for consideration at a public hearing in February 2026.

TAPPAHANNOCK POLICE DEPARTMENT

Mayor Gladding recognized Chief Carter and asked for any additional comments.

Chief Carter did not have any additional comments.

FINANCE

Mayor Gladding recognized Vice Mayor Latane.

Vice Mayor Latane stated ninety percent (90%) of the real estate tax revenue and about seventy percent (70%) personal property tax revenue has been collected. She reported the water and sewer funds, and the water and sewer capital funds are in good shape. She reported a remaining balance of $564,497.52 on the Central Park Project Phase 2 but the Town still has a few more invoices to come in. She reported all the amounts are reflective of the amended budget. She asked for any questions.

SECTION 10-2 HUNTING TOWN CODE

On motion of Anita J. Latane, seconded by Carolyn Barrett, Council voted unanimously to approve the ordinance amending Section 10-2 Hunting of the Tappahannock Town Code as presented.

ORDINANCE ADOPTED ON JANUARY 12, 2026
AN ORDINANCE AMENDING SECTION 10-2 – HUNTING

WHEREAS, the Town of Tappahannock desires to make amendments to the Town Code to further secure the health, safety, and welfare of the citizens of Tappahannock; and

WHEREAS, The Town of Tappahannock has the authority to amend and adopt the ordinance pursuant to Va. Code § 15.2-927 *et seq*; and

NOW THEREFORE, BE IT HEREBY ORDAINED that the Town of Tappahannock amends its Code as follows:

Recommended verbiage:

- **Sec. 10-2 Hunting.**

It shall be unlawful for any person to have in his possession firearms of any type or description or a bow and arrows while engaged in hunting animals of any kind within the town limits.

(Code 1993, § 4-2)

State Law reference— Authority to adopt, Code of Virginia, § 15.2-1113.1.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Anita J. Latane:	Aye
Fleet Dillard:	Aye		

BAREFORD GMC REZONING REQUEST

Bareford Gmc
Signed proffers PH

Assistant Town Manager Knighton stated that the applicant is willing to include additional proffers within the application and Town Attorney Gwinn is researching to see if another public hearing is required.

Assistant Town Manager Knighton stated the applicant is willing to proffer the following use of motor vehicle repair and maintenance, fuel sales, car wash, vehicle painting, auto body work, parts, sales and installation. He reported that is something they would not do on the property.

Council Member Carlton asked if that meant the applicant would not build a building on the property.

Assistant Town Manager Knighton reported this is a specific use. They didn't proffer something that they would never build a building on. They just essentially said that motor vehicle repair, maintenance, fuel sales, car washes, vehicle painting, auto body work, parts, sales, and installation, which I would assume those are uses that typically you would need to have inside of a building.

Mayor Gladding suggested this rezoning request be tabled until the February 2026 meeting since there is one council member not present and the additional proffers had been added.

MOTION TO TABLE BAREFORD GMC REZONING REQUEST NOT APPROVED

On motion of Kay Carlton, seconded by Fleet Dillard, Council had a motion on the floor to table the rezoning request from Bareford GMC until the February Council meeting.

Mayor Gladding stated that now that a motion is on the floor to table the rezoning request until the February council meeting so the item can be discussed by the entire Council.

There was some discussion.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Nay
Fleet Dillard:	Aye	Anita J. Latane:	Nay
Carolyn Barrett:	Nay		

Mayor Gladding stated another motion is in order.

Council Member Dillard asked if the proffers are in writing and signed.

Assistant Town Manager Knighton stated the applicant has put the proffers in writing and signed in and Town Attorney Gwinn is reviewing to see if the Town is required to have another public hearing.

Council Member Dillard stated the town council had a public hearing and closed the public hearing and now we have additional proffers so he is not sure what the council is voting on so he feels the item should be tabled.

On motion of Fleet Dillard, seconded by Kay Carlton, Council had a motion on the floor to table the rezoning request from Bareford GMC.

Mayor Gladding asked for comments or discussion.

MOTION TO TABLE BAREFORD GMC REZONING REQUEST NOT APPROVED

Council Member Dillard thanked everyone for coming here tonight and thanked Valerie Long for her presentation on behalf of Bareford GMC. He stated he would like to see the additional proffers and have time to review them.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Nay
Fleet Dillard:	Aye	Anita J. Latane:	Nay
Carolyn Barrett:	Nay		

Mayor Gladding stated another motion is in order.

Valerie Long stated she wanted to clarify, she wrote out those uses at the end of the proffer page, so the council members would have them in writing and signed. She stated she would be happy to ask Mr. Knighton to circulate the documents so the council members could see them. She stated she respects and appreciates the council members' desire and need to review the written changes to the proper statement, but she wants to make sure it was clear that they do have the written changes on the page. She stated they are proposing less intensive use.

Town Attorney Gwinn stated the initial set of proffers that was provided in the public hearing provided a set of uses and what they've done effectively is they've struck out some of the remaining uses that were remaining and under the statute it says that you can accept amended proffers once the public hearing has started as long as they don't materially change it. He stated he does not know how much case law there is interpreting the material change aspect of that, but he would think that a less intensive use that permits fewer uses and less development would not be a material change. He stated he would view a material change such as adding additional units or increasing the intensity of the use. He thinks it would be permissible to have enforceable set of proffers with more restrictions on it.

Town Attorney Gwinn stated he does not think the council will need to have a public hearing if they wanted to accept the set of proffers since they are more restrictive, but he would be happy to investigate it further and provide a more detailed analysis on that issue.

Assistant Town Manager Knighton stated the proffers are voluntary and have already been added to the list. He stated the council members can vote to approve the application with the amended proffers and the proffers that were just put on the table for the council members will all stand. He stated the council members have the ability as a locality to approve or deny the proffers. He stated you do not have to accept the proffers to govern the land.

There was some discussion about whether a vote was needed to accept the proffers, and it was clarified that the vote would be on the entire application including the proffers.

THE BAREFORD GMC REZONING REQUEST WAS NOT APPROVED

On motion of Fleet Dillard, seconded by Kay Carlton, Council voted to approve the application from Bareford GMC rezoning project consistent with all the proffers offered.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Nay
Fleet Dillard:	Aye	Anita J. Latane:	Nay
Carolyn Barrett:	Nay		

STREET SIGN REPLACEMENT PROJECT

Assistant Town Manager Knighton stated that the council members were shown the preferred option by staff and staff wants to move forward with the project because it is within the budget. He stated he needs to know how the council would like staff to proceed as far as phasing. He stated the staff left the historical markers off the top of the signs because it costs more and the historical markers could be used to identify the Historical Overlay Zone in the future.

Mayor Gladding asked for any objections to beginning the street sign replacement project in Wakefield.

There were no objections.

TAPPAHANNOCK CENTRAL PARK PROJECT

Town Manager Wright stated this item to consider if any improvements should be made to the building known as the "old Shed" located at the Tappahannock Central Park was tabled at the last meeting, so he was looking for some direction.

There was some discussion regarding the cost to paint the "old shed", the condition of the building and the historic value of the building.

Council Member Dillard stated he would like to table this item again until Council Member Balderson is present since he is the Chair of the Public Facilities. He stated that he would like to see the building preserved, painted and remain in place.

Town Manager Wright stated the cost of $22,000.00 was for the building to be painted and the metal roof.

SHARE THE AIR PROGRAM COMMITMENT

Town Manager Wright stated this is a national program and participation is voluntary. There are participants from across the Commonwealth who are part of this. He stated we are going to rely on people to do the right thing. He stated they will provide the Town signage for free, and it promotes compliance with prohibition of tobacco and electronic smoking device use in all town park lands, park facilities, open public spaces, and all enclosed or designated areas, including common areas, playgrounds, and shelters. He stated if we accept it, we are showing support of using our park spaces as tobacco-free areas where people can engage in healthy activities.

SHARE THE AIR PROGRAM ADOPTED

On motion of Carolyn Barrett, seconded by Anita J. Latane, Council voted to adopt the Share the Air Program, which entails promoting voluntary compliance with prohibition of tobacco and electronic smoking device use in all Town parklands, park facilities, open public spaces, and all enclosed and designated areas, including common areas, playgrounds, and shelters.

Votes were cast as follows:

Kay Carlton:	Aye	Kenneth Gillis:	Aye
Fleet Dillard:	Nay	Anita J. Latane:	Aye
Carolyn Barrett:	Aye		

COUNCIL RETREAT UPDATE

Town Manager Wright stated the Council Retreat is scheduled for Saturday, February 28, 2026, and will be held at the Tappahannock Municipal Building, 915 Church Lane, Tappahannock, Virginia. He stated the meeting is a public meeting and the discussion will relate to the FY 27 Budget and creating a strategic plan for the Town.

COUNCIL COMMENTS OR UPDATES

Mayor Gladding asked for any comments or updates from the council members.

There were none.

AJOURNED

There being no further business, the meeting was adjourned.

Roy M. Gladding, Mayor

Patsy K. Scates, Town Clerk