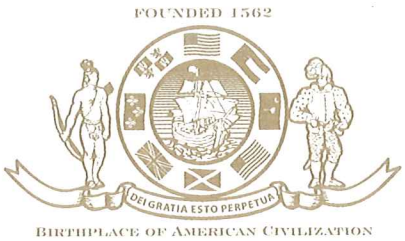
Council

Samuel E. Murray
Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee



Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Budget Workshop
Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 2, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein**

Members Absent: **Councilmember Mary Beth Heyward (family medical)**

Staff Present: **Town Manager Van Willis, and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the budget workshop to order at 6:00 pm and welcomed those present.

II. DISCUSSION:

A. Executive:

Town Manager Willis told Council the Executive budget was much the same as last year but did included increases in health insurance and a two percent Cost of Living increase for employees. Special projects included Christmas Dinner at Dockside, communications, Burton Fire District, Facebook manager, Logics, and ADP for payroll. He said the Shrimp Dock operation was running more smoothly and that the Shrimpers were anticipating a good season. Mr. Willis said the budget showed an increase from $978,542 to $1,017,409.

B. Legislative:

Town Manager Willis reviewed the legislative budget saying there was little change. He said it also included the insurance increase and two percent COLA for employees. Special contracts included fireworks, Military Appreciation Day and John Parker Day.

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C. Court:

Town Manager Willis said there was very little change in the Court Budget. He said it also included the COLA increase, health and dental insurance and state retirement increases. Mr. Willis said the budget would increase from last year's total of $81,716 to $83,962.

Town Manager Willis reviewed expected revenues for the new year and projected they would be similar to last year. He said business licenses activity was up slightly, building permits were holding and said the local government fund will hold. Mr. Willis estimated the new budget to come in at approximately 4.8 million dollars and said no operating funds transfer would be necessary.

III. ADJOURNMENT:

There being no further discussion, the workshop adjourned at 6:24.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the budget workshop was posted on the Town bulletin board two weeks prior to the meeting. A copy of the agenda was given to the local news media and posted at the workshop location twenty-four hours prior to the workshop.

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Council Workshop
Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 2, 2012

Members Present:	**Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein**
Members Absent:	**Councilmember Mary Beth Heyward (family medical)**
Staff Present:	**Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:40 pm.

II. REVIEW AGENDA FOR THE MAY 9, 2012 COUNCIL MEETING:

Town Manager Willis told Council the fire truck which was stolen and subsequently wrecked had been totaled by the insurance company. He said the Town would keep the truck which could be used for parts. Mr. Willis said discussions on the fire contract and the fleet were still underway, the repaving of Ribaut Road was still on schedule, the encroachment permit for landscaping at the foot of the new bridge was pretty well complete and he is talking with the county about landscaping issues for the beds on Highway 802. He said the Ribaut Road sewer project had been tweaked to bring the cost down but said it would include a lift station which would provide the capacity to take sewer to some properties on Columbia and Edinburgh Avenues.

Town Manager Willis further told Council the Cypress Wetlands Project was all but complete. He said the concrete structures for the bronze dedication plaques still needed to be built and said the plaques are ready to be mounted. The dedication ceremony is scheduled for May 15th at 10:00 am.

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Mr. Willis said the amphitheater had already been used for an awards ceremony and that the response was very good. He said financials were performing as expected and the Ft. Frederick Sewer Project was wrapping up and had come in under budget. He said the port property sale was moving forward as anticipated, the second phase of street light installation would bring lights into some neighborhoods, and he was still waiting for final grant approval for playground equipment at Casablanca Park. Mr. Willis told Council the Stormwater Intergovernmental Agreement was still under way with the county. He said Hilton Head Island and Bluffton has already signed their prospective agreements.

Town Manager Willis read second reading Ordinance 2012-4 by title and explained this was the same agreement as discussed in the previous Public Hearing.

Town Manager Willis read Ordinance 2012-5 by title and showed the property on the map. He also reviewed Ordinance 2012-6 and told those present the requested zoning for the property was General Commercial (GC) with the Shell Point Overlay District which was consistent with the Town's Future Land Use Map. Mr. Willis said the Metro Planning Commission had recommended General Commercial zoning with the Shell Point Overlay District.

Attorney David Tedder explained the property was located within the Town's growth boundary and that General Commercial zoning was consistent with the Future Land Use Map. He said owners were looking for a way to tie the property in with the traffic light at Wright's Point.

Town Manager Willis read Ordinance 2012-7 by title and explained this property was already in the Town and that the owners were requesting it to be rezoned to General Commercial (GC) with the Shell Point Overlay District. He said the Metro Planning Commission has recommended the property remain Mixed Use-2 (MU-2).

Town Manager Willis read Ordinance 2012-8 by title and explained it would set the budget for the Fiscal year 2012-2013 and that the budget did not include a millage increase. He explained first reading would be by title only.

Town Manager Willis reviewed needed appointments for Town committees. He explained the Town had approved participation in the newly formed Economic Alliance and needed to appoint a member to represent the Town Board. Mr. Willis said the appointee needed to be someone in private industry rather than on Council. He said Council had also approved a $10,000 buy-in.

Town Manager Willis told Council that 303 Associates had agreed to all requested changes to "The Shed" contract and said it was ready to be signed.

Councilmember DeLoach expressed concern about the Town's portion of the electric bill for "The Shed" and suggested it be capped at a certain amount.

Town Manager Willis said two proposals for the July 4th fireworks display had been received. He explained he was reviewing the proposals and would have a recommendation at next week's meeting.

III. IMPORTANT DATES AND INFORMATION:

A. Thursday, May 3, 2012, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue

B. Wednesday, May 9, 2012, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue

C. Wednesday, May 9, 2012, Immediately following the scheduled Public Hearing - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue

Town Manager Willis reviewed the list of important dates and information.

IV. ADJOURNMENT:

Councilmember Lee moved to adjourn the workshop and Councilmember Klein seconded the motion.

The workshop adjourned at 7:35 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 2976, Section 30-4-80(d), as amended, notification of the workshop was posted on the Town bulletin board two weeks prior to the meeting. A copy of the agenda was given to the local news media and posted at the hearing location twenty-four hours before the workshop.

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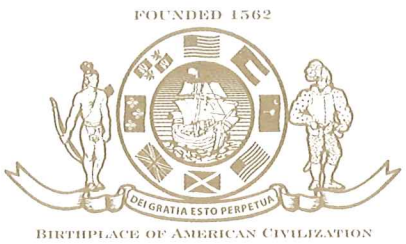

Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Public Hearing
Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 2, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein**

Members Absent: **Councilmember Mary Beth Heyward (family medical)**

Staff Present: **Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the Public Hearing to order at 6:30 pm and welcomed those present.

II. PURPOSE:

A. Ordinance 2012-4. An ordinance authorizing the mayor to execute on behalf of the Town the necessary documents to provide for a Development Agreement between the Town and Lyttleton Partners, LLC pertaining to properties in the Town containing approximately 105.38 acres and designated as Beaufort County Tax District 112, Map 6, Parcel 3c

Town Manager Willis read Ordinance 2012-4 by title and explained the property is located on Lemon Island and formerly known as the Mobley Tract. He reminded Council a development agreement for the property was adopted in 2006 but said the property had since been sold and the agreement had expired.

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Mr. Willis said the new owners had requested a new agreement with some changes.

III. COMMENTS:

As required by state law, Town Manager Willis told those present a second public hearing on the development agreement would be held at 6:30 pm next Wednesday, May 09, 2012 at Town Hall.

There were no further comments.

IV. ADJOURNMENT:

The hearing adjourned at 6:38 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 2976, Section 30-4-80(d), as amended, notification of the Public Hearing was posted in the local newspaper and on the Town bulletin board fifteen days prior to the meeting. A copy of the agenda was given to the local news media and posted at the hearing location twenty-four hours prior to the hearing.

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Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee

FOUNDED 1562

DEI GRATIA ESTO PERPETUA

BIRTHPLACE OF AMERICAN CIVILIZATION

Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Public Hearing
Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 9, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Tom Klein**

Staff Present: **Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. CALL TO ORDER:

Mayor Murray called the Public Hearing to order at 6:30 pm and welcomed those present.

II. PURPOSE:

A. Ordinance 2012-4. An ordinance authorizing the mayor to execute on behalf of the Town the necessary documents to provide for a Development Agreement between the Town and Lyttleton Partners, LLC pertaining to properties in the Town containing approximately 105.38 acres and designated as Beaufort County Tax District 112, Map 6, Parcel 3c

Town Manager Willis read Ordinance 2012-4 by title and explained a development agreement for property formerly known as the Mobley tract had been adopted by Council five years ago. He said consequently the Town had been sued by the Coastal Conservation League over the agreement. Mr. Willis told those present the agreement has now been revised bringing the number of units allowed down to one hundred twenty-five, riparian buffers have been

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added, the number of docks allowed has been reduced to ten and environmental precautions have been added.

Mr. Willis told those present this was the final public hearing on this issue.

III. COMMENTS:

Reed Armstrong, representing the Coastal Conservation League told Council with the inclusion of terms of the settlement agreement and the good environmental protections the Town has added he had no opposition to the agreement.

IV. ADJOURNMENT:

The Public Hearing adjourned at 6:35 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the Public Hearing was posted in the local newspaper and on the Town bulletin board fifteen days before the hearing. A copy of the agenda was given to the local news media and posted at the hearing location twenty-four hours prior to the hearing.

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Mary Beth Heyward
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Joe Lee

Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes
Regular Council Meeting
Yvonne C. Butler Council Chambers, 700 Paris Avenue

May 9, 2012

Members Present: **Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Tom Klein**

Staff Present: **Town Manager Van Willis, Planning Administrator Linda Bridges, Interim Police Chief Alan Beach and Municipal Clerk Tanya Payne**

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:37 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

A. Minutes from the Council Workshop of April 4, 2012
B. Minutes from the Regular Council Meeting of April 11, 2012

Councilmember Heyward moved to adopt the minutes from the Council Workshop of April 4, 2012 and the Regular Council Meeting of April 11, 2012. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IV. AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

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V. COUNCIL BRIEFING:

Town Manager Willis told Council some painting had been done today at the Cypress Wetlands and said the park was ready for Tuesday's Dedication and Ribbon Cutting.

VI. PUBLIC COMMENTS:

At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on agenda items. Each speaker will be limited to two minute

There were no comments.

VII. PROCLAMATION:

There was no proclamation.

VIII. SECOND READING:

A. Ordinance 2012-4. An ordinance authorizing the mayor to execute on behalf of the Town the necessary documents to provide for a Development Agreement between the Town and Lyttleton Partners, LLC pertaining to properties in the Town containing approximately 105.38 acres and designated as Beaufort County Tax District 112, Map 6, Parcel 3c

Town Manager Willis read Ordinance 2012-4 by title and explained this ordinance had been discussed at the preceding public hearing. He said the ordinance would adopt a development agreement between the Town and Lyttleton Partners for property located on Lemon Island. Mr. Willis reviewed improvements made to the agreement.

Councilmember Heyward moved to adopt Ordinance 2012-4 and Councilmember DeLoach seconded the motion.

Mayor Murray and Councilmembers DeLoach, Heyward and Klein voted yes. Councilmember Lee voted no.

The motion carried.

IX. FIRST READINGS:

A. Ordinance 2012-5. An ordinance annexing to the Town of Port Royal approximately .785 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 34, Parcels 12B, and 12D located at 5 and 7 Marina Blvd

Town Manager Willis read Ordinance 2012-5 by title and showed the property on the map. He explained the property is located in the Town's future growth area and said the applicant was requesting General Commercial zoning with the Shell Point Neighborhood Overlay. He said the Metro Planning Commission had recommended the requested zoning.

Councilmember Lee moved to adopt first reading of Ordinance 2012-5 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

B. Ordinance 2012-6. An ordinance to zone approximately .785 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County tax district 100), Map 34, Parcels 12B, and 12D as General Commercial (GC) with the Shell Point Neighborhood Overlay District

Councilmember Heyward moved to adopt Ordinance 2012-6 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

C. Ordinance 2012-7. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 2.09 acres as shown and described as Beaufort County Tax District 112, Map 34, Parcel 11 from Mixed Use-2 (MU-2) with the Shell Point Neighborhood Overlay District to General Commercial (GC) with the Shell Point Neighborhood Overlay District (30 Wayside Drive)

Town Manager Willis read Ordinance 2012-7 by title and explained owners were requesting that property located on Wayside Drive be rezoned from Mixed Use-2 to General Commercial with the Shell Point Neighborhood Overlay. He showed the property on the map. Mr. Willis said the Metro Planning Commission had concerns about the rezoning and recommended the property remain MU-2. He explained any development of the property would require a traffic impact analysis.

Councilmember Lee moved to adopt first reading of Ordinance 2012-7 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

D. Ordinance 2012-8. An ordinance to amend as follows Section I of Ordinance 2011-7 to provide for the levy of taxes for ordinary town purposes in the Town of Port Royal, South Carolina, for the fiscal year beginning July 1, 2012, and to provide for the expenditures thereof.

Town Manager Willis read Ordinance 2012-8 by title and explained this ordinance would set the budget for the FY-2012-2013. He said he did not anticipate an increase in millage or fees and estimated the budget to come in around 4.8 million dollars. Mr. Willis said the budget did include a two percent cost of living increase for employees. He said things were still unsure about how garbage would be collected in the future and that he was still working on that.

Councilmember Lee moved to adopt first reading of Ordinance 2012-8 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

X FOR COUNCIL'S ACTION:

A. Appointments:

1. Historic Preservation Commission (appoint one)

There was no appointment at this time.

2. Alliance Board (appoint one)

Town Manager Willis recommended Dean Moss to represent the Town on Lowcountry Economic Alliance Board.

Councilmember Heyward moved to appoint Dean Moss represent the Town on the Lowcountry Economic Alliance Board and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

B. Council approval of "The Shed" contract:

Town Manager Willis told Council the electric bills for "The Shed" ranged from one hundred eighty-five dollars to eleven hundred dollars monthly. He said the temperature

inside the building was kept at eighty degrees to maintain the humidity level and deter mildew.

Councilmember DeLoach expressed concerns about the Town's portion of the bill and suggested it be capped at a certain amount.

Councilmember Lee moved to approve a management contract for "The Shed" with 303 Associates with the stipulation that a monthly, $1500 cap be placed on the Town's portion of the electric bill. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

C. Fireworks contract:

Town Manager Willis explained bids were received from East Coast Pyrotechnics, Inc. and South East Pyrotechnics Inc. to provide fireworks for the July 4th Celebration at the Sands. He said both bids were for $15,000 shows which were similar in length, number of "shots" and presentation.

Councilmember Lee moved to award the fireworks contract to East Coast Pyrotechnics Inc. and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

XI. IMPORTANT INFORMATION AND DATES:

A. Thursday, May 10, 2012, noon – Robert Prioleau – Jean Ribaut at Beaufort Yacht and Sailing Club off Meridian Rd., Lady's Island – optional catered lunch at 11:30 am $10 RSVP – presented by the Beaufort County Historical Society

B. Saturday, May 12, 2012, 6:30 pm – StreetMusic on Paris Avenue featuring *The GrooveTones,* Paris Avenue between 9th and 10th Streets

C. Tuesday, May 15, 2012, 10:00 am - Cypress Wetlands Park Dedication and Ribbon Cutting on Paris Avenue – Reception to follow in the Police/Fire Department Training room at 1748 Paris Avenue

D. Thursday, May 17, 2012, noon – Dr. Chester DePratter – The Archaeology of Charlesfort at Beaufort Yacht and Sailing Club off Meridian Rd., Lady's Island – optional catered lunch at 11:30 am $10 RSVP –presented by Beaufort County Historical Society

E. Thursday, May 17, 2012, 7:00 pm – Dr. Chester DePratter – Excavating Charlesfort at Coastal Discovery Museum at Historic Honey Horn off Hwy 278, Hilton Head presented by the Archaeology Society of SC/Hilton Head Chapter - Reception begins at 6:30 pm

F. Monday, May 21, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street

G. **Wednesday, May 23, 2012, The Goliards Musical Concert at "The Shed" on Paris Avenue, 7:00 – harpsichord, instruments and music of the era of Jean Ribaut presented by Beaufort County Historical Society**

H. **Saturday, May 26, 2012, 6:30 pm – StreetMusic on Paris Avenue featuring *Angela Easterling and the Beguilers*, Paris Avenue at 12th Street 10th Street**

I. **Monday, May 28, 2012 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Memorial Day**

J. **Wednesday, June 6, 2012, 6:30 pm – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

K. **Thursday, June 7, 2012, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**

L. **Saturday, June 9, 2012, 6:30 – StreetMusic on Paris Avenue featuring *HavanaSon*, Paris Avenue at 10th Street**

M. **Wednesday, June13, 2012, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

N. **Monday, June 18, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

O. **Saturday, June 23, 2012, 6:30 pm – StreetMusic on Paris Avenue featuring *Webb Wilder and The Beatnecks*, Paris Avenue at 10th Street**

Town Manager Willis reviewed the list of information and dates.

Councilmember Lee thanked Tanya Payne and Linda Bridges for their work at Town Hall. He also expressed concerns about the Town's involvement in the Economic Alliance.

XII. PUBLIC COMMENTS:

At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on non-agenda items. Each speaker will be limited to two minutes.

Brenda Merritt discussed concerns about the new billing policy for water at the Preserve Apartments on North Paris Avenue and asked what agency she could bring these concerns to.

Town Manager Willis told her there was no state or federal agency that had jurisdiction over a private entity concerning utilities.

XIII. ADJOURNMENT:

Councilmember Heyward moved to adjourn the meeting and Councilmember Klein seconded the motion.

The meeting adjourned at 7:22 pm.

Respectfully submitted,

Tanya L. Payne

Tanya L. Payne
Municipal Clerk

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