

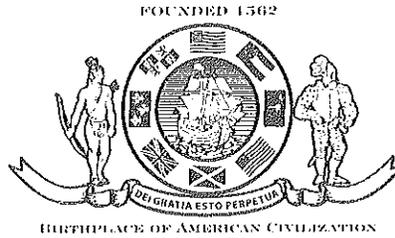
Town of Port Royal, South Carolina

Council

Samuel E. Murray
Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee



Van Willis
Town Manager

T. Alan Beach
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes

Council Workshop

Yvonne C. Butler Council Chambers, 700 Paris Avenue
November 7, 2012

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

Members Absent: Councilmember Mary Beth Heyward

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

I. CALL TO ORDER:

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

II. REVIEW AGENDA FOR THE NOVEMBER 14, 2012 COUNCIL MEETING:

Town Manager Willis told Council repaving work on 9th, 11th, and 15th Streets had begun, JOCO Construction was working on sidewalk replacements and stormwater covers, problems with the Ribaut Road resurfacing project were being addressed and said that also included restriping the newly paved road. He also discussed problems with last month's annexation on Cypress Street due to the property owner's Power of Attorney not being properly recorded. Mr. Willis explained the Port's Authority would be revising the development agreement for the port property based upon Council's comments and the property swap, gave an update on a meeting with property owners along Ribaut Road concerning sewer connections, discussed a film concerning a visitor's center at The Shed, and said the requested salary information had been released to the newspaper. He told Council he had met with Louise Coleman concerning a new simple, user friendly Port Royal map and that prices looked good for that project. Mr. Willis discussed a proposed rental ordinance and asked Council for their thoughts on this subject.

Councilmember Lee told those present he would be taping a segment with WHHI at The Shed the next morning and that the station would be opening an office in Beaufort.

Planning Administrator Bridges told Council the Form Based Code Review Committee meetings were going well and that there was good participation from the members. She said they had just completed Article 2 of the code.

Town Manager Willis asked Council for feedback on the Fire Department Service Contract draft with the City of Beaufort, told them the yearly financial audit was under way and said the new Christmas Decorations were on order and would be delivered in time for Christmas.

Police Chief Beach told Council he had nominated the Port Royal NET team officers for the Rotary officer of the year award and that the nomination had been accepted.

Councilmember Lee asked about reopening the PUD for the port property.

Town Manager Willis reviewed the agenda for the November meeting. He read Ordinance 2012-19 by title and said the request for approximately 200 feet of sidewalk on London Avenue was in compliance with the Town's Sidewalk Policy. Mr. Willis also discussed Ordinance 2012-20 which would bring the Town's Business License ordinance up to date with the Dodd-Frank Act which was adopted by Congress in 2010 and signed into SC law in 2012.

Town Manager Willis read Ordinances 2012-21 and 2012-22 annexing and zoning property located on Robert Smalls Parkway at the Broad River Bridge. He showed the property on the map and pointed out how each area would be zoned. Mr. Willis said the Metro Planning commission had recommended the annexation of the property but requested that R-17 zoning be added for property located on the water.

Attorney David Tedder, representing the owners, pointed out the proposed zoning for property.

Town Manager Willis read Ordinance 2012-23 which would rezone property located contiguous to the property discussed with Ordinances 2012-21 and 22. He pointed out the proposed zoning for the property.

Town Manager Willis told Council one seat was up for reappointment on the Zoning Board of Adjustments and Appeals and discussed the proposed Business License Agreement with the Municipal Association. He explained this agreement was needed to comply with changes that would be made to the Business License Ordinance by Ordinance 2012-20.

III. IMPORTANT DATES AND INFORMATION:

- A. Monday, November 12, 2012 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Veteran's Day**
- B. Wednesday, November 14, 2012, 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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

IV. ADJOURNMENT:

There being no further comment, the workshop adjourned at 7:14 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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

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

November 14, 2012

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

Members Absent: Councilmember Tom Klein

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Assistant Police Chief Ron Wekenmann and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of October 3, 2012
- B. Minutes from the Council Workshop of October 3, 2012
- C. Minutes from the Regular Council Meeting of October 10, 2012

Councilmember Heyward moved to adopt the minutes from the Public Hearing of October 3, 2012, the Council Workshop of October 3, 2012 and the Regular Council Meeting of October 10, 2012. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IV. COUNCIL BRIEFING:

Assistant Police chief Ron Wekenmann introduced new Police Officer Richard Guisti.

Town Manager Willis told Council road work was under way on 9th, 11th and 15th Streets but said due to the weather plans for paving have been delayed for a few days. He said JOCO Construction is in the process of repairing sidewalks and curbing throughout the Town and are also preparing covers for stormwater drains. Mr. Willis said problems with the repaving project on Ribaut Road were being addressed and would be completed soon. He explained the property owner at 1001 Cypress had not filed her power-of-attorney allowing her to perform legal matters concerning the property and explained the annexation could not take place until the POA was properly filed. Mr. Willis told Council the Ports Authority was revising the development agreement for the port property, said he had spoken to property owners along Ribaut Road concerning sewer installation, told Council the requested salary information had been given to the Beaufort Gazette, explained he had met with Louise Coleman concerning the Town map and discussed the proposed rental ordinance. He said the fire service contract had been sent to the City of Beaufort for review.

Police Chief Beach told Council the three NET Team officers, Heidi Light, Scott O'Neal and Charles McGuire, had been awarded the Rotary Club's Officer of the Year Award for their work in the community.

Town Manager Willis discussed a letter from Arts Council Director, J.W. Rone concerning The Shed and told Council the Town's new Christmas decorations were on order.

V. 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 minutes

There were no comments at this time.

VI. FIRST READINGS:

- A. Ordinance 2012- 19. An ordinance to authorize the Town Manager to convey excess real property to facilitate construction of sidewalks within the town described as Beaufort County Tax District 110, Map 11, Parcel 95 (approximately 200 ft. on London Avenue)**

Town Manager Willis read Ordinance 2012-19 by title and explained it would allow the placement of approximately two hundred feet of sidewalk along London Avenue. He said the request meets the requirements of the Town's Sidewalk Policy and that the sidewalk would be installed by JOCO Construction at an estimated cost of thirty-four hundred dollars.

Councilmember Lee moved to adopt first reading of Ordinance 2012-19 and Councilmember Heyward seconded the motion.

Mayor Murray and Councilmembers Heyward and Lee voted yes. Councilmember DeLoach abstained from the vote due to personal interest in the request.

The motion carried.

B. Ordinance 2012-20. An ordinance amending the Business License Ordinance provisions for insurance companies

Town Manager Willis read Ordinance 2012-20 by title and explained it would bring the Town's Business License Ordinance up to date with changes made by the Dodd-Frank Act which was passed by congress in 2010 and was signed into state law by Governor Nikki Haley in 2012.

Councilmember Lee moved to adopt first reading of Ordinance 2012-20 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

C. Ordinance 2012-21. An ordinance annexing to the Town of Port Royal approximately 11.65 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 30, Parcels 3, 321 and 322 located at 860 Robert Smalls Parkway

Town Manager Willis read Ordinance 2012-21 by title and explained the zoning requests for the property which is covered by Ordinance 2012-22. He showed the property on the map and stated it was located at the Broad River Bridge on Robert Smalls Parkway. Mr. Willis explained the annexation was unanimously recommended by the Metro Planning Commission but said the MPC had recommended adding R-17 zoning for a portion of the property along the water. He showed the property on the map pointing out the proposed zoning of each parcel.

Attorney David Tedder answered questions concerning stormwater runoff at this property. He told Council the Town's Best Management Practices would be used for the any development of the property.

Councilmember Lee moved to adopt first reading of Ordinance 2012-21 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- D. Ordinance 2012- 22. An ordinance to zone approximately 11.65 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 30, Parcels 3, 321 and 322. The northern portion of Parcel 3 will be zoned as General Commercial (GC), the southern portion of Parcel 3 will be zoned as Highway Commercial (HC) with the Robert Smalls Parkway Overlay. The western half of Parcels 321 and 322 will be zoned as Residential-17 (R-17) and the eastern half will be zoned as Highway Commercial (HC) with the Robert Smalls Parkway Overlay (860 Robert Smalls Parkway)**

Councilmember Lee moved to adopt first reading of Ordinance 2012-22 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- E. Ordinance 2012-23. An ordinance to rezone in the town of Port Royal, South Carolina, approximately 5.09 acres (3 separate parcels) as shown and described as Beaufort County Tax District 112, Map 30, Parcels 307, 308 and 316. Parcel 316 will be rezoned from Mixed Use-2 (MU-2) to northern half as General Commercial (GC) and the southern half as Highway Commercial (HC) with the Robert Smalls Parkway Overlay. Parcels 307 and 308 from General Commercial (GC) with the Robert Smalls Parkway Overlay to Highway Commercial (HC) with the Robert Smalls Parkway Overlay (located at or near 848 Robert Smalls Parkway)**

Town Manager Willis read Ordinance 2012-23 by title. He showed the property on the map showing its relation to the property discussed with Ordinances 2012-21 and 22.

Councilmember Heyward moved to adopt first reading of Ordinance 2012-23 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

VII. FOR COUNCIL'S ACTION:

A. Appointments:

1. Zoning Board of Adjustments and Appeals – reappoint one

Councilmember Lee moved to reappoint Garner Jones to the Zoning Board of Adjustments and Appeals and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

B. Adopt a Business License Agreement with the Municipal Association of South Carolina

Town Manager Willis explained this agreement was dependent on passage of the Ordinance 2012-20 and would be delayed until next month's meeting.

C. Renew/extend Greenery Contract

Town Manager Willis explained the contract for landscaping services with the Greenery was expiring and needed to be extended. He said some minor changes had been made in the contract to better meet the Town's needs. Mr. Willis said the new contract in the amount of \$168,523 showed a slight increase over last year's contract.

Councilmember Lee moved to renew the landscaping contract with the Greenery and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

VIII. FOR COUNCIL'S INFORMATION:

A. Mutual Aid Agreements with the City of Beaufort Police Department and the City of Bluffton Police Department

Town Manager Willis explained this was formalization of Mutual Aid Agreements between Town and the City of Beaufort and the Town and the Town of Bluffton Police Departments. He explained these agreements were approved by Resolution 6-2012 which was adopted at the October meeting.

IX. IMPORTANT INFORMATION AND DATES:

- A. Monday, November 19, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Wednesday, December 5, 2012, 6:30 pm – *Christmas in the Park with Santa, 14th Street between Paris and London Avenues***
- C. Thursday, December 6, 2012, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- D. Wednesday, December 12, 2012, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. Wednesday, December 12, 2012, immediately following the scheduled Public Hearing - Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- F. Monday, December 17, 2012, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

- G. Monday and Tuesday, December 24 & 25, 2012, Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Christmas**
- H. Tuesday, January 1, 2013 - Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of New Year's Day**

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

X. 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.

Jane Abrams spoke to Council concerning brush along the fence line at the port property which was blocking the view of the water. She asked if she and some citizens could clear the fence line at the property at 9th Street and whether the Town would remove the debris created by the clearing.

XI. ADJOURNMENT:

Councilmember Heyward moved to adjourn the meeting.

The meeting adjourned at 7:14 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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