

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

**February 3, 2010**

**Members Present:** Mayor Samuel Murray and Councilmembers  
Vernon DeLoach, Mary Beth Heyward, Joe Lee  
and Henry Robinson

**Staff Present:** Town Manager Van Willis, Planning Administrator  
Linda Bridges, Police Chief Jim Cadien 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 2010-1. An ordinance annexing to the Town of Port Royal approximately .58 acres located at Beaufort County Tax District 100, Map 33B, Parcel 109 (512 Broad River Drive)**

Town Manager Willis read Ordinance 2010-1 by title and explained the property was located within the growth area of the Town's Comprehensive Plan as well as the Beaufort County Northern Regional Plan. He said the owner had requested R-17 zoning which complies with the Future Land Use Map and the Comprehensive Plan and was overlaid with light impact use. Mr. Willis showed the property on the map pointing out surrounding zoning designations.

- B. Ordinance 2010-2. An ordinance to zone approximately .58 acres of real estate located in Beaufort County and described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 33B, Parcel 109 as Residential 17 (R-17) Zoning District with the Shell Point Neighborhood Overlay**

**III. COMMENTS:**

There were no comments.

**IV. ADJOURNMENT:**

There being no further comment, the hearing adjourned at 6:34 pm.

Respectfully submitted,

Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, notification of the public hearing was posted in the local news paper fifteen days before to the meeting. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours prior to the hearing.

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

**February 3, 2010**

**Members Present:** Mayor Samuel Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

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

**I. CALL TO ORDER:**

Mayor Murray called the Workshop to order at 6:34 pm.

**II. REVIEW AGENDA FOR THE FEBRUARY 10, 2010 COUNCIL MEETING:**

Town Manager Willis asked Council to submit topics for discussion at the upcoming Council Retreat.

Council set the date of March 20<sup>th</sup> at 8:30 am to hold the annual retreat.

Town Manager Willis said requests were out for bid to complete drainage projects at 9<sup>th</sup> Street and Madrid Avenue and 13<sup>th</sup> Street and Paris Avenue as well as work on bed extensions along Paris Avenue. He said bidders would have two weeks to apply and that the contracts would be awarded at the March Meeting. Mr. Willis said the stormwater policy would be discussed at the February 15<sup>th</sup> Joint Meeting with the City of Beaufort. He also told Council he had OCRM clearance for work on the Cypress Wetlands and the Duck Blind pond. Mr. Willis said there was ongoing discussion whether to restore the wetlands with salt water which was its original state or with fresh water. He said re-creation of the wetlands would be paid for through TIF funds and would include signage identifying birds, plants and animals and walkways. Mr. Willis said the work should be completed in about two months.

Town Manager Willis also briefed Council concerning:

- looking into an events web site to publicize Port Royal
- things looking positive for sale of port property
- damaged shrimp dock; has been repaired and cost will be billed to boat owner; considering purchase of ice machine for docks; land swap still in litigation
- Jefferson Commons almost vacant; extremely difficult to fix
- DOT evaluating Ribaut Road request made due to lowering of speed limit ; additional planting to be done at Mossy Oaks and Richmond Avenue; looking at extending beds on Paris Avenue
- Northern Regional Plan - Metro Planning Commission to be discussed at Joint Meeting
- Ribaut Road work at West Paris Avenue and Ribaut Road almost complete; work beginning at Edinburg Avenue and Vaigneur Road; resurfacing will begin around March 15<sup>th</sup>
- financials - taxes coming in; tracking as expected
- Burton Fire District, ongoing discussion
- sewer projects list sent to BJWSA
- CDBG request expanded to increase capacity and add houses; trying to set meeting with state to discuss application

Town Manager Willis read Ordinance 2009-8 by title and said a Public Hearing and second reading would be held in March on this ordinance and also 2009-9. He said a meeting had taken place with Shell Point residents, developers and members of Council to discuss this issue. Mr. Willis said another meeting was scheduled for next week.

Attorney David Tedder said developers had made changes to the PUD at the request of those attending the meeting.

Town Manager Willis told Council the Police Department was working with new software which tracks crime and codes violations. He showed a chart of codes violations which broke out concentrated areas where most offences were taking place.

Police Chief Cadien explained this was a GPS/GIS program and that the department would be able to keep track of where violations were taking place. He said the program interfaced with the Law-Track program and would be very beneficial to the department.

Town Manager Willis also reviewed second reading Ordinances 2010-1 and 2010-2 to annex and zone .58 acres on Broad River Drive. He explained the owner's had requested R-17 zoning which complied with the future land use map and was a light impact zoning area.

Town Manager Willis reviewed first reading Ordinance 2010-3 which would bring the Town's zoning ordinance in line with state statutes, change language concerning Flood Hazard Districts, update the ZOBBA by laws and establish the term Planning Administrator. He also reviewed Ordinance 2010-4 to update the definition of planning commission and add new traffic impact analysis language.

Town Manager Willis reminded Council they needed to appoint one member to the JMPC and vote on a Signage Committee recommendation to redesignate Highway 21 along Highways 280 and 802.

Council discussed the issue of changing signs to re-route Highway 21 traffic through Port Royal. Councilmembers DeLoach and Heyward opposed the redesignation of Highway 21 through Port Royal. Mayor Murray asked that this issue be placed on the agenda for the upcoming Joint Council Meeting with the City of Beaufort Council.

### **III. IMPORTANT DATES AND INFORMATION:**

- A. Thursday, February 4, 2010, 5:30 pm – Design Review Board, Yvonne C. Butler Council Chambers, 700 Paris Ave.**
- B. Monday, February 8, 2010, 5:30 pm – Joint Municipal Planning Commission, Yvonne C. Butler Council Chambers, 700 Paris Ave.**
- C. Wednesday, February 10, 2010, 6:30 pm - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information and added a Public Hearing to be held on March 10<sup>th</sup>. He also said there had been a request for a "Town Hall Meeting" where educational information pertaining to codes enforcement would be presented. Mr. Willis said this would be a good time to educate the public on traffic ticket revenue.

Councilmember Robinson commented that dog walkers were not cleaning up after their animals and suggested that dogs not be allowed on the 16<sup>th</sup> Street ball field.

David Kell spoke concerning drainage problems on 9<sup>th</sup> Street.

### **IV. ADJOURNMENT:**

Councilmember Robinson moved to adjourn the workshop.

The workshop adjourned at 7:37 pm.

Council Workshop  
February 3, 2010

Respectfully submitted,

Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, notification of the workshop was posted on the Town bulletin board two weeks before the meeting date. 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.

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

**February 10, 2010**

**Members Present:** Mayor Samuel Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Vernon DeLoach and Henry Robinson

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

**I. PLEDGE OF ALLEGIANCE – Boy Scouts of America, Coastal Carolina Council, Troop 1100, Port Royal United Methodist Church**

Boy Scout Troop 1100 Color Guard presented the flag and led the Pledge of Allegiance. They also recited the Scout Pledge and Scout Oath at Mayor Murray's request.

**II. INVOCATION:**

Councilmember DeLoach offered the invocation.

**III. PROCLAMATION:**

**A. Boy Scouts of America Centennial Celebration, Matt Miller, Executive Director, Coastal Carolina Council**

Mayor Murray read a proclamation in honor of Boy Scouts of America's 100<sup>th</sup> Birthday and presented it to Coastal Carolina Council Executive, Matt Miller.

Mr. Miller thanked Council for the proclamation. He explained there were three troops located in the Town of Port Royal and welcomed members of Troop 1712 from Beaufort who were present at the meeting.

**IV. APPROVAL OF MINUTES:**

- A. Minutes from the Public Hearing of January 6, 2010**
- B. Minutes from the Council Workshop on January 6, 2010**
- C. Minutes from the Regular Council Meeting of January 13, 2010**

Councilmember Heyward moved to adopt the minutes from the Public Hearing of January 6, 2010, the Council Workshop of January 6, 2010 and the Regular Council Meeting of January 13, 2010. Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

**V. AMENDMENTS TO THE AGENDA:**

Town Manager Willis recommended removal of the Highway 21 Signage Resolution, Section X. Item B from the agenda until it was discussed at the Joint Council Meeting with the City of Beaufort.

Councilmember Robinson moved to amend the agenda as recommended and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**VI. COUNCIL BRIEFING:**

Town Manager Willis told Council a letter of intent had been signed for sale of the port property. He said there would be at least a six month due diligence period before the sale was finalized. Mr. Willis also told Council there had been no third reading today on the Point of Sale bill in the state legislature. He said the request for drainage work to be done at 9<sup>th</sup> Street and Madrid Avenue, 13<sup>th</sup> Street and Paris Avenue and the medians on Paris Avenue had been sent out. Mr. Willis said engineers had looked at road problems on 9<sup>th</sup> Street and an alley way and that Council would need to award a contract for that work at the March meeting.

**VII. 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.**

Gerald Eller asked why the Town was interested in annexing property located at 512 Broad River Drive and wanted to know if the annexation would cause extra expense to the Town.

**VIII. SECOND READINGS:**

- A. Ordinance 2010-1. An ordinance annexing to the Town of Port Royal approximately .58 acres located at Beaufort County Tax District 100, Map 33B, Parcel 109 (512 Broad River Drive)**

Town Manager Willis read Ordinance 2010-1 by title and explained the owners had requested R-17 zoning for the property. He said the Joint Municipal Planning Commission had recommended this zoning. Mr. Willis told those present the property was located within the Town's growth boundary as stated in the Comprehensive Plan and the Northern Regional Plan. Mr. Willis showed the property on the map and pointed out surrounding zoning.

Councilmember Heyward moved to adopt Ordinance 2010-1 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2010-2. An ordinance to zone approximately .58 acres of real estate located in Beaufort County and described as Beaufort County Tax District 100, Map 33B, Parcel 109 as a Residential 17 (R-17) zoning district**

Councilmember Robinson moved to adopt Ordinance 2010-2 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**IX. FIRST READINGS:**

- A. Ordinance 2010-3. An ordinance amending various sections of Chapter 22, "Zoning" of the Code of Ordinances of the Town of Port Royal to comply with state statutes, change language concerning Flood Hazard Districts, update by-laws of the Zoning Board of Adjustment and Appeals and establish the term "Planning Administrator"**

Town Manager Willis read Ordinance 2010-3 by title and explained it would bring the Zoning Ordinance in line with state statutes, change language concerning Flood Hazard Districts, update the Zoning Board by-laws and establish the term Planning Administrator.

Councilmember Lee moved to adopt Ordinance 2010-3 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2010-4. An ordinance to amend various sections of Chapter 17.5, “Subdivision Regulations” of the Code of Ordinances of the Town of Port Royal, South Carolina to bring the chapter in line with state statutes, update the definition of the planning commission and add new traffic impact analysis language**

Town Manager Willis read Ordinance 2010-4 by title and explained it would clean up language in the Subdivision ordinance and bring the ordinance in line with state statutes. He further stated it would update the definition of planning commission and add new traffic impact analysis language to the ordinance.

Councilmember Heyward moved to adopt Ordinance 2010-4 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

**X. FOR COUNCIL’S ACTION:**

**A. Appointment:**

**1. Joint Municipal Planning Commission (appoint 1)**

Councilmember Lee moved to appoint Louis Bruce to the Joint Municipal Planning Commission and Councilmember DeLoach seconded the motion.

Councilmembers Lee and DeLoach voted yes.

Mayor Murray and Councilmembers Heyward and Robinson voted no.

The motion failed.

Councilmember Heyward moved to appoint Darryl Owens to the Joint Municipal Planning Commission and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

**B. Resolution regarding Signage Committee recommendation**

This item was removed from the agenda.

**XI. IMPORTANT INFORMATION AND DATES:**

- A. Monday, February 15, 2010, 6:00 pm – Joint Meeting with the City of Beaufort Council, Keyserling Cancer Center, 1680 Ribaut Road**

- B. Wednesday, March 3, 2010, 6:30 pm - Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- C. Wednesday, March 3, 2010 immediately following the scheduled Public Hearing, Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- D. Thursday, March 4, 2010, 5:30 pm – Design Review Board Meeting (DRB), 700 Paris Avenue**
- E. Monday, March 8, 2010, 5:30 pm – Joint Municipal Planning Commission, 1901 Boundary Street, Beaufort, Municipal Court Building**
- F. Wednesday, March 10, 2010, 6:00 pm – Lowcountry Council of Government Needs Assessment Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. Wednesday, March 10, 2010, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. Wednesday, March 10, 2010, immediately following the scheduled Public Hearing, Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- I. Saturday, March 20, 2010, 8:30 am – Council Retreat Town Hall, 700 Paris Avenue**

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

**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.**

Nick Russell presented a written statement to Council and then read the statement. He asked Council to write a letter to the Beaufort County Council in support of signalization at the intersection of Highway 802 and Riverwind Drive. He also asked that this letter request a letter from the County to the State in support of a light at this intersection.

**XIII. ADJOURNMENT:**

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

The meeting adjourned at 6:55 pm.

Regular Council Meeting  
February 10, 2010

Respectfully submitted,

Tanya L. Payne  
Municipal Clerk

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