

Town of Port Royal, South Carolina

Council

Samuel E. Murray
Mayor

Henry Robinson
Mayor Pro Tempore

Vernon H. DeLoach
Mary Beth Heyward
Joe Lee



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

June 1, 2011

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

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Lt. Alan Beach, Fire Chief Sammy Negron 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 2011-5. An ordinance annexing to the Town of Port Royal approximately .30 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 34, Parcel 108, located at 923 East Belleview Circle**

Town Manager Willis read Ordinance 2011-5 by title and explained it would annex property located at 923 Belleview Circle East into the Town. He showed the property on the map pointing out surrounding properties already located in the Town and zoned Highway Commercial. Mr. Willis stated the property was located in the Town's future growth area.

- B. Ordinance 2011-6. An ordinance to zone approximately .30 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 34, Parcel 109, Highway Commercial (HC) with the Shell Point Neighborhood Overlay**

Town Manager Willis explained Ordinance 2011-5 would set the zoning for this property as Highway Commercial with the Shell Point Neighborhood Overlay which is consistent with surrounding properties. He told Council the Metro Planning Commission had unanimously recommended the annexation and zoning of this property.

- C. Ordinance 2011-7. An ordinance to amend as follows Section I of Ordinance 2010-6 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, 2011, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2011-7 by title and said it would set the budget for the Fiscal Year 2011-2012 and allow for its expenditure. He explained the \$4,755,928 budget was up 1.7 % from last year, most of which was due to the operation of the shrimp dock. Mr. Willis told Council there was no tax increase planned for citizens and that a mil in the Town was valued at a little over \$26,000. He said he did not think next year's reassessment by the county would affect the Town much since commercial property in the Town had been undervalued in the most recent assessment.

- D. Ordinance 2011-8. An ordinance amending Section 21-268 "Collection rates – Schedule (b), paragraph (1), collection rate schedule of the code of ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2011-8 by title and explained adoption of this ordinance would increase the collection rates by two dollars monthly for each sanitation customer. He said the increase would offset the cost of the service but would not totally cover the bill.

- E. Ordinance 2011-9. An ordinance amending Chapter 15.5 – Overlay districts – of the Code of Ordinances of the Town of Port Royal, South Carolina to include Article VII – Non residential overlay district standards**

Town Manager Willis read Ordinance 2011-9 by title and explained it would set building standards for commercial property in all areas of the Town which are not

currently in an overlay district. He said the Metro Planning Commission had unanimously recommended this change.

III. COMMENTS:

There were no comments.

IV. ADJOURNMENT:

There being no further comment, the Public Hearing adjourned at 6:48 pm.

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 Public Hearing was posted on the Town bulletin board fifteen days prior to the hearing. A copy of the agenda was given to the local news media and posted at the meeting location before the hearing.

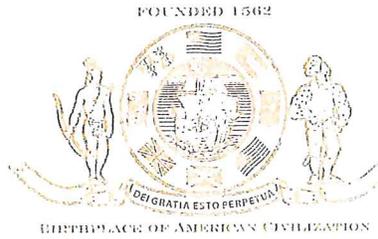
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Minutes Council Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue

June 1, 2011

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

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

I. CALL TO ORDER:

Mayor Murray called the Workshop to order at 6:49 pm and welcomed those present.

II. TRANSFER OF DEVELOPMENT RIGHTS PROGRAM, Tony Criscitiello, Beaufort County Planning:

Tony Criscitiello was not available for presentation.

III. REVIEW AGENDA FOR THE JUNE 8, 2011 COUNCIL MEETING:

Dan Byrne, Port Royal resident and former employee with the fire department opposed the proposed joint fire station with the City of Beaufort. He told Council it would be irresponsible with tax payer money since the Port Royal station was already ideally located and that it was one of the best equipped stations in the county. Mr. Byrne said moving the station would have an impact on citizens' insurance rates and suggested the funds would better be spent on fire prevention services and training. He also objected to building a station in another jurisdiction.

Town Manager Willis told Council Town staff would be working on stormwater management projects to include community ISO rating, stormwater budget, flood plain management, maintenance and BMP's. He said the RFP for vertical elements at the

Cypress Wetlands would be bid out soon. Mr. Willis said the easements were being completed but he still needed to get a couple signatures from property owners. He told Council he was trying to find a way to open the Ft. Frederick boat landing which had been closed by Homeland Security since 9-11. Mr. Willis said funds were available for improvements to the landing. He said the Department of Natural Resources owns the landing and the Open Land Trust owns the abutting property. Mr. Willis explained there is a ten foot easement to get into the landing but said that is not enough to get in and out adequately. He said the Emancipation Proclamation Oak is located on the site and is also inaccessible.

Town Manager Willis further discussed:

- need to replace all crossbeams on the Sands boardwalk
- one bid received for work at the boat landing parking lot
- mooring field has been approved; both permits in hand
- newly upgraded website should go live in a few days
- mast arm poles at Ribaut Road and Lady's Island Drive are up
- sewer installation along Ribaut Road, Columbia Avenue, Ritter Circle, Madrid Avenue and parts of W. Paris Avenue
- Port property development agreement
- working on issues at Shrimp docks
- May finances
- Redevelopment Commission refining RFP for management of "The Shed"
- Public relations
- replacement lighting on Paris Avenue

Capt. Beach introduced Officer Kevin Heany who came to the Town after ten years with the Beaufort County Sheriff's Department.

Town Manager Willis reviewed second reading Ordinances 2011-5 and 2011-6 to annex and zone property on Belleview Circle East, Ordinance 2011-7 setting the budget for the FY 2011-2012 and its expenditure, Ordinance 2011-8 to increase sanitation collections fees by two dollars per customer and Ordinance 2011-9 setting building standards for all commercial properties in the Town not already located in an overlay district. He said these ordinances had been discussed at the preceding Public Hearing.

Town Manager Willis reviewed first reading Ordinance 2011-10 which would rezone 3.4 acres of real estate located at 1712 West Paris Avenue from Mobil Home District to Highway Commercial Zoning. He told Council the Metro Planning Commission had recommended General Commercial Zoning for the property. Mr. Willis also reviewed Resolution-3-2011 in support of Beaufort County's implementation of a Transfer of Development Rights Program and Resolution 4-2011 approving a committee including the Town and the City of Beaufort to consider the development of a joint fire station that would serve both municipalities. He also told Council appointments were needed to the Historic Preservation Commission, the Zoning Board of Adjustments and Appeals, the

Extended Design Review Board and the Housing Advisory Committee. Mr. Willis said the approval of the Fort Frederick Sewer grant contract was on the agenda for consideration.

IV. IMPORTANT DATES AND INFORMATION:

- A. Thursday, June 2, 2011, 5:30 pm – Design Review Board, Town Hall, 700 Paris Avenue**
- B. Wednesday, June 8, 2011, 6:30 pm - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

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

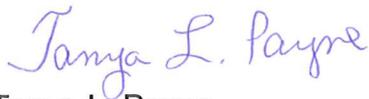
Kent Bishop suggested that since the Ft. Frederick site was on the National Historical Register, maybe that group could help with restoring public access to Ft. Frederick.

V. ADJOURNMENT:

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

The Workshop adjourned at 7:52 pm.

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. A copy of the agenda was given to the local news media and posted at the meeting location.

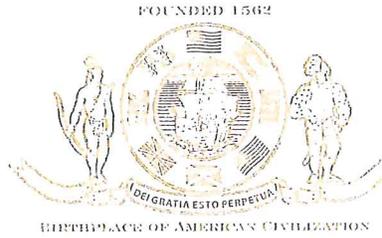
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Minutes Regular Council Meeting Yvonne C. Butler Council Chambers, 700 Paris Avenue

June 8, 2011

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

Members Absent: Councilmember Henry Robinson (illness)

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

I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

Mayor Murray explained Councilmember Robinson would not be attending the meeting because he was in the hospital.

III. APPROVAL OF MINUTES:

- A. Minutes from the Council Workshop of May 4, 2011
- B. Minutes from the Regular Council Meeting of May 11, 2011

Councilmember Heyward moved to adopt the minutes from the Workshop of May 4, 2011 and the Regular Council Meeting of May 11, 2011 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IV. AMENDMENTS TO THE AGENDA:

Town Manager Willis requested the two items listed under Executive Session be considered in reverse order.

Councilmember Heyward moved to accept the request and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

V. COUNCIL BRIEFING:

Town Manager Willis told Council the RFP for vertical elements at the Cypress Wetlands was out and eight interested parties had attended the pre-construction meeting. He said he was very close to finalizing the easement agreements needed for the project. Mr. Willis told those present the Town's official Facebook page is up and running and can be accessed at portroyalsc. He also said the website was near completion and that Josh Chastain would be attending next month's meeting to preview the many new elements of the site. Mr. Willis also discussed improvements that would be made on the road at the sands.

Fire Chief Sammy Negron told Council the Town along with the City of Beaufort was pursuing a \$163,000 fire prevention grant from the Homeland Security Department to be used for a door-to-door fire prevention program. He said this would allow the firefighters to install fire alarms and provide fire extinguishers to residents. Chief Negron said it would also allow the department to build an important relationship with Town citizens. He requested a letter from the Town in support of this grant.

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 minutes.

Reed Armstrong, Coastal Conservation League, spoke in support of the TDR resolution which was on the agenda for consideration by Council.

VII. SECOND READINGS:

- A. Ordinance 2011-5. An ordinance annexing to the Town of Port Royal approximately .30 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 34, Parcel 108, located at 923 East Belleview Circle**

Town Manager Willis read Ordinance 2011-5 which would annex property located at East Belleview Circle. He showed the property on the map pointing out adjacent

properties already in the Town and zoned as Highway Commercial (HC). Mr. Willis said the Metro Planning Commission had unanimously recommended this zoning.

Councilmember Lee moved to adopt Ordinance 2011-5 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2011-6. An ordinance to zone approximately .30 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 34, Parcel 109, Highway Commercial (HC) with the Shell Point Neighborhood Overlay**

Councilmember Lee moved to adopt Ordinance 2011-6 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2011-7. an ordinance to amend as follows Section I of Ordinance 2010-6 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, 2011, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2011-7 by title and explained it would set the budget for the Fiscal Year 2011-2012. He said the \$4,755,928 budget included a 1.75% increase over the current year. Mr. Willis explained that much of the increase was due to the operation of the shrimp dock and a thirteen percent increase in health insurance. He told Council the budget did not include a cost of living increase for employees and as requested, the milage rate would not increase.

Councilmember Lee moved to adopt Ordinance 2011-7 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- D. Ordinance 2011-8. An ordinance amending Section 21-268 "Collection rates – Schedule (b), paragraph (1), collection rate schedule of the code of ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2011-8 by title and explained it would allow for a two dollar increase in collection rates for household, garbage, white goods and yard debris pickup. He explained the increase would offset the downfall but would not completely cover the cost of this service.

Councilmember Lee moved to adopt Ordinance 2011-8 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- E. Ordinance 2011-9. An ordinance amending Chapter 15.5 – Overlay districts – of the Code of Ordinances of the Town of Port Royal, South Carolina to include Article VII – Non residential overlay district standards**

Town Manager Willis read Ordinance 2011-9 by title and explained this ordinance would create construction standards for commercial property located in the Town that was not already in an overlay district. He told Council this ordinance was unanimously recommended by the Metro Planning Commission.

Councilmember Heyward moved to adopt Ordinance 2011-9 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

VIII. FIRST READING:

- A. Ordinance 2011- 10. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 3.4 acres as shown and described as Beaufort County Tax District 111, Map 10, Parcel 121 from Mobile Home (MH) to highway Commercial (HC) (1712 West Paris Avenue**

Town Manager Willis read Ordinance 2011-10 by title and explained it would rezone property located on West Paris Avenue as Highway Commercial. He said the Municipal Planning Commission recommended General Commercial zoning with the Traditional Town Overlay. Mr. Willis showed the property on the map.

Property owner Kent Bishop said Highway Commercial was the best use for the property. He said there were no plans for the property at this time but it was for sale.

Councilmember DeLoach said General Commercial zoning better suited the property and would allow for every reasonable use.

Councilmember Heyward moved to adopt first reading of Ordinance 2011-10 with General Commercial zoning and the Traditional Town Overlay Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IX. RESOLUTIONS:

A. Resolution 3-2011. A resolution supporting Beaufort County's Implementation of a pilot Transfer of Development Rights Program for the area surrounding MCAS Beaufort

Town Manager Willis read Resolution 3-211 by title and explained the Lowcountry Council of Government had requested adoption of this resolution in support of the TDR program. He said there were no financial obligations at this time.

Councilmember DeLoach moved to adopt Resolution 3-2011 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

B. Resolution 4-2011. A resolution approving the formulation of a committee between the Town of Port Royal and the City of Beaufort for the development of a new joint Fire Station that will serve both the City and the Town and bring forth their recommendations to both Councils within 30 days.

Town Manager Willis read Resolution 4-2011 by title and explained it would allow the formation of a committee with the City of Beaufort to consider building a joint fire station.

Mayor Murray said the committee would explore the idea of a joint station but that this resolution did not obligate the Town to construction of the station. He suggested that a sixty day study might be a more reasonable time frame.

Councilmember Heyward moved to adopt Resolution 4-2011 with a sixty day duration. Councilmember DeLoach seconded the motion.

Councilmember Lee abstained from the vote because his son works for the Fire Department.

Mayor Murray and Councilmembers DeLoach and Heyward voted yes.

The motion carried.

Mayor Murray recommended Councilmember Heyward to represent the Town on the committee and Council agreed.

Fire Chief Negron agreed to the sixty days duration.

X. FOR COUNCIL'S ACTION:

A. Appointments:

- 1. Historic Preservation Commission – appoint one**
- 2. Zoning Board of Adjustments and Appeals – appoint one**
- 3. Extended Design Review Board – appoint one**

Councilmember Lee moved to appoint Gary Glaeser to the Extended Design Review Board and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

Councilmember Lee suggested that a letter thanking Paul Keyserling for his lengthy service on the Extended DRB be sent to Mr. Keyserling.

- 4. Housing Advisory Committee – appoint three**

B. Notice of intent to award Fort Frederick Sewer Contract

Town Manager Willis explained this contract was for the Community Development Block Grant to install sewer in the Ft. Frederick area. He explained the lowest responsible bidder was DuPriest Construction Co. which is located in the Town.

Councilmember Heyward moved to approve a letter of intent to DuPriest Construction in the amount of \$210,999.50 for construction of sewer in the Fort Frederick area. Councilmember DeLoach seconded the motion.

The motion carried by unanimous vote.

XI. IMPORTANT INFORMATION AND DATES:

- A. Thursday, June 9, 2011, 5:30 pm – Redevelopment Commission Meeting, Town hall, 700 Paris Avenue**
- B. Saturday, June 11, 2011, 6:30 pm – Street Music on Paris Avenue with Candace Woodson & the Domino Theory Band, between 9th and 10th Streets**
- C. Monday, June 20, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street, Beaufort**
- D. Saturday, June 25, 2011, 6:30 pm – Street Music on Paris Avenue with Julie Gribble, between 9th and 10th Streets**
- E. Monday, July 4, 2011 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observation of Independence Day**

- F. **Monday, July 4, 2011, 5:00 pm – July 4th Celebration at the Sands with fireworks at dusk sponsored by the Historic Port Royal Foundation and the Town of Port Royal**
- G. **Wednesday, July 6, 2011, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. **Wednesday, July 6, 2011, immediately following the scheduled Public Hearing – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- I. **Thursday, July 7, 2011, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- J. **Wednesday, July 13, 2011, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- K. **Monday, July 18, 2011, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

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.

Tom Klein representing the Historic Port Royal Foundation told Council the Annual 4th of July Celebration at The Sands would include vendors, food, a DJ and fireworks. He said no coolers would be allowed.

Bob Bender invited those present to attend "Critter Fest" at the Estuarium on June 18th.

XIII. EXECUTIVE SESSION:

Councilmember Lee moved to adjourn to Executive Session to discuss a personnel matter and a contractual matter concerning port redevelopment. Councilmember Heyward seconded the motion.

Council adjourned to Executive Session at 8:15 pm.

- A. **Discussion of a personnel matter**
- B. **Contractual matter concerning port redevelopment**

Council returned from Executive Session at 8:45 pm.

No action was taken.

XIV. ADJOURNMENT:

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

The meeting adjourned at 8:45 pm.

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 meeting 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 meeting location twenty-four hours before the meeting.