

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

May 4, 2011

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

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

### I. CALL TO ORDER:

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

Police Chief Cadien introduced Officer Kirk Hogue who graduated from the Police Academy in November and Fred Pasco who graduated from the Police Academy in April.

### II. REVIEW AGENDA FOR THE May 11, 2011 COUNCIL MEETING:

Town Manager Willis discussed ongoing drainage work at the Cypress Wetlands. He explained removing a loop in the drainage at Richmond Avenue would raise the water volume in the main pond by one million gallons. Mr. Willis said he was still working with adjoining property owners to get the easements signed in order to begin the proposed walking paths. He said realigning drainage boxes at the Post Office to the small boardwalk pond would provide more structure and improve drainage.

Town Manager Willis further briefed Council concerning:

- tracking permitting cost on all large development projects in the Town
- striping and stamping parking lot at the Sands
- website upgrade

- TIF spending to include:
  - mast arms at Ribaut Road and Lady's Island Drive
  - sewer survey by BJWSA almost complete
- showing port property
- property taxes tracking as anticipated
- The Shed:
  - electrical work wrapped up
  - plumbing completed
  - Redevelopment Commission Meeting to discuss Shed Issues at 5:30 pm on May 19<sup>th</sup>
  - reviewing a potential RFP for management of The Shed
- examining all franchise agreements to insure the Town is getting proper payment
- examining all utilities to insure the Town is being billed correctly

Town Manager Willis read Ordinance 2011-5 and showed the property on the map. He said Ordinance 2011-6 would allow for zoning the property as Highway Commercial (HC). Mr. Willis said the property is located in the Town's growth area and that the Metro Planning Commission had unanimously recommended this zoning. He said a brick dwelling is located on the Belleview Circle East property.

Town Manager Willis read Ordinance 2011-7 by title and explained it would set the Fiscal Year Budget for 2011-2012. He said he was still working on the budget and that currently there was a two hundred fifty eight thousand dollar shortfall. Mr. Willis said he would be fine tuning the budget before next week. He said he was waiting for City of Beaufort's proposal for the fire department budget. Mr. Willis said the Town's current milage was sixty-nine mils with one mil being worth twenty-nine thousand dollars. He told Council it had been very costly to operate the shrimp docks.

Town Manager Willis read Ordinance 2011-8 by title and said it would allow for an increase of two dollars per household for sanitation services which included garbage collection, yard debris pickup and white goods pickup. He explained the increase would bring in approximately thirty-six thousand dollars per year but said this would not cover the entire cost of that service.

Town Manager Willis read Ordinance 2011-9 by title and explained the ordinance would close gaps in the current ordinance by allowing for oversight of development standards throughout the Town.

Planning Administrator Bridges told Council the Town's portion of the Form Based Code should be ready in draft form for Council's review by August. She said the County already has their code which covers any area of the county that is not in a municipality.

Town Manager Willis reviewed a list of committees needing appointments or reappointments to fill vacant seats.

**III. IMPORTANT DATES AND INFORMATION:**

- A. Thursday, May 5, 2011, 5:30 pm – Design Review Board, Town Hall, 700 Paris Avenue**
- B. Wednesday, May 11, 2011, 6:30 pm - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

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

Sally Germer told Council this year's Soft Shell Crab Festival had been a great success with approximately eight thousand nine hundred people in attendance. She said some food vender's had run out of food because of the large turn-out. Ms. Germer said as far as she knew, there were no problems at this year's festival.

**IV. ADJOURNMENT:**

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

The workshop adjourned at 7:20 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 twenty-four hours prior to the meeting.

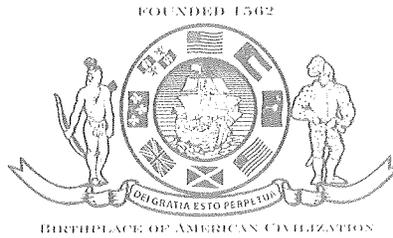
# Town of Port Royal, South Carolina

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## Minutes Regular Council Meeting Yvonne C. Butler Council Chambers, 700 Paris Avenue May 11, 2011

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

**Staff Present:** Planning Administrator Linda Bridges, Police Chief Jim Cadien, Fire Chief Sammy Negron and Municipal Clerk Tanya Payne

**Staff Absent:** Town Manager Van Willis (out of town)

### 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 Town Manager Willis was out of Town and Planning Administrator Bridges would be filling in for him.

### III. APPROVAL OF MINUTES:

- A. Minutes from the Council Workshop of April 6, 2011
- B. Minutes from the Public Hearing of April 13, 2011
- C. Minutes from the Regular Council Meeting of April 13, 2011

Councilmember Robinson moved to adopt the minutes from the Council Workshop of April 6, 2011, the Public Hearing of April 13, 2011 and the Regular Council Meeting of April 13, 2011. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**IV. AMENDMENTS TO THE AGENDA:**

There were no amendments to the agenda.

**V. COUNCIL BRIEFING:**

Mayor Murray reviewed some items from last week's briefing.

**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.**

There were no comments at this time.

**VII. PROCLAMATION:**

**A. Foster Care Month, Department of Social Services – Councilmember Henry Robinson and Linda Robinson, Beaufort County Department of Social Services**

Mayor Murray read a proclamation proclaiming May 2011 as Foster Care Month in the Town and presented it to Linda Robinson.

Ms. Robinson thanked Council for the proclamation and its support of foster care in the Town.

Mayor Murray thanked Ms. Robinson for foster parenting over one hundred children in her many years of service.

Charlie Williams who had brought a list of Immediate and Long Term Goals for the Estuarium answered questions for Council. He said he felt good having a "road map" to follow for marketing and fundraising for the Estuarium.

**VIII. FIRST 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**

Planning Administrator Bridges read Ordinance 2011-5 by title and showed the property on the map. She pointed out the property located on East Belleview Circle. Ms.

Bridges said the property was located in the Town's growth boundary and showed surrounding properties in the Town already zoned as Highway Commercial with the Shell Point Overlay. She said the Metro Planning Commission had recommended this zoning.

Councilmember Heyward moved to adopt first reading of Ordinance 2011-5 and Councilmember Robinson 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**

Planning Administrator Bridges read Ordinance 2011-5 by title.  
Councilmember Heyward moved to adopt first reading of Ordinance 2011-6 and Councilmember Robinson 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.**

Planning Administrator Bridges read Ordinance 2011-7 by title and explained it would adopt the budget for the fiscal year 2011-2012 and set guidelines for its expenditure.

Councilmember DeLoach stated that due to the economy, he would not vote for second reading of a budget that contained a cost of living increase for town employees.

Councilmember Robinson moved to adopt first reading of Ordinance 2011-5 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**

Planning Administrator Bridges read Ordinance 2011-8 by title and explained it would increase the garbage collection fee by two dollars per month per customer.

Councilmember Heyward moved to adopt first reading of Ordinance 2011-5 and Councilmember Robinson 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**

Planning Administrator Bridges read Ordinance 2011-9 by title and explained it would provide for non-residential overlay standards to all areas of the Town that was not already in an overlay district. She said the change would apply only to commercial and intuitional properties and properties with duplexes.

Councilmember Robinson moved to adopt first reading of Ordinance 2011-5 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**IX. FOR COUNCIL'S ACTION:**

**A. Appointments:**

- 1. Historic Preservation Commission – appoint one**
- 2. Zoning Board of Adjustments and Appeals – appoint one**
- 3. Housing Advisory Committee – reappoint Arthermae Alston and Georgella Allen**

Councilmember Heyward moved to reappoint Arthermae Alston and Georgella Allen to the Housing Advisory Committee and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

- 4. Design Review Board – reappoint John Ellerbe**

Councilmember Robinson moved to reappoint John Ellerbe to the Design Review Board and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

- 5. Extended Design Review Board – appoint one:**

Planning Administrator Bridges told Council this appointee needed to be someone who lives in or owns property in the unincorporated Shell Point area. She said current member Paul Keyserling had agreed to serve until a new appointee was found to fill the seat. Ms. Bridges also said Mr. Keyserling was helping with a search for a volunteer to serve on the board.

**X. IMPORTANT INFORMATION AND DATES:**

- A. Saturday, May 14, 2011, 6:30 pm – Street Music on Paris Avenue with Malia Kaneshige, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- B. Monday, May 16, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Monday, May 16, 2011, 6:00 pm – Joint Council Meeting with the City of Beaufort, Keyserling Cancer Center, 1680 Ribaut Road**
- D. Thursday, May 19, 2011, 5:30 pm – Redevelopment Commission Meeting, Town hall, 700 Paris Avenue**
  
- E. Saturday, May 28, 2011, 6:30 pm – Street Music on Paris Avenue with Homemade Jamz Blues Band, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- F. Monday, May 30, 2011 – Town Hall, Public Works and the Administrative Offices of the Police Department will be closed in observance of Memorial Day**
- G. Wednesday, June 1, 2011, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. Wednesday, June 1, 2011, immediately following the scheduled Public Hearing – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- I. Thursday, June 2, 2011, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- J. Wednesday, June 8, 2011, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- K. Saturday, June 11, 2011, 6:30 pm – Street Music on Paris Avenue with Candace Woodson & the Domino Theory Band, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- L. Monday, June 20, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street, Beaufort**
- M. Saturday, June 25, 2011, 6:30 pm – Street Music on Paris Avenue with Julie Gribble, between 9<sup>th</sup> and 10<sup>th</sup> Streets**

Planning Administrator Bridges reviewed the list of important dates and information.

- XI. 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.**

Kristina Wetzel spoke to Council about cleaning up the entrance to the Sands Beach and filling in holes in the non-paved areas of the road. She offered a financial contribution to purchase gravel or fencing to help with the cleanup.

Planning Administrator Bridges stated that the area is on the critical line and that the Town would have to check with DHEC before anything could be done there.

Veronica Black expressed concerns for getting across traffic from the River Club Condos when the new bridge opens. She said it is already difficult to get across the road and that it would be even more difficult once there are more lanes to cross. Ms. Black asked for any assistance Council might be able to give in this situation.

Rose Bennett asked for a curfew at the John Parker Park saying patrons were staying late and playing loud music. She said there was a lot of activity at the park and she had concerns for those living nearby.

Shirley Heyward also expressed concerns about the situation at the John Parker Park. She said the noise at the park was ridiculous at night and asked Council to help with the situation. Ms. Heyward said there seemed to be a lot of people coming in from other areas and that high school students were using the park during school hours.

Port Royal business owner Michael D'Ottavio discussed ways of promoting Port Royal to bring in more businesses. He said he was looking at producing a video for this purpose to post on Facebook and also using businesses to post notices for events that are happening in the Town.

Shirley Heyward asked for a sign identifying the area of Town known as MidTown Port Royal. She said when she tries to give directions to her business many people do not know where MidTown Port Royal is located.

Bob Bender showed an informative three minute video of feeding the shrimp at the Estuarium which he had made to post on Facebook.

Mayor Murray discussed nonpayment of fees issues at the shrimp docks by those using the docks. He said the Town was losing money on the docks and that this could not continue.

## **XII. ADJOURNMENT:**

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

The meeting adjourned at 7:31 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 fifteen days

Regular Council Meeting  
May 11, 2011

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.