

# Town of Port Royal, South Carolina

## Council

Samuel E. Murray  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Vernon DeLoach  
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 Public Hearing

Yvonne C. Butler Council Chambers, 700 Paris Avenue

December 11, 2013

**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, 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 2013-16. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 3.49 acres as shown and described as Beaufort County Tax District 112, Map 30, Parcel 230 rezoned from Mixed Use-1 (MU-1) with the Robert Smalls Parkway Overlay to Highway Commercial (HC) with the Robert Smalls Parkway Overlay District (located at 738 Robert Smalls Parkway)**

Town Manager Willis read Ordinance 2013-16 by title and explained the property is located within the Town's future growth boundary and the Northern Regional Plan. He said the Metro Planning Commission had unanimously recommended the rezoning. Mr. Willis pointed out the property's location on the map saying it is located in the proposed activity center for that area.

**B. Ordinance 2013-17. An ordinance amending Chapter 12 “Licenses and Business Regulations” of the Code of Ordinances of the Town of Port Royal, South Carolina by deleting Article II. Occupational License and replacing it with a new Article II. Occupational License**

Town Manager Willis read Ordinance 2013-17 by title and explained this would bring the Business License ordinance in line with the model ordinance as written by the Municipal Association.

**III. COMMENTS:**

There were no comments at this time.

**IV. ADJOURNMENT:**

The Public Hearing adjourned at 6:33 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 in the local news paper and 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 hearing location twenty-four hours prior to the hearing.

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

December 11, 2013

**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, Police Chief Alan Beach and Municipal Clerk Tanya Payne

### I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:34 pm and led the Pledge of Allegiance.

### II. INVOCATION:

Councilmember DeLoach offered the invocation.

### III. REAPPOINTMENT AND OATH OF OFFICE:

#### A. Judge James Grimsley

Mayor Murray administered the Oath of Office to James Grimsley for a two year term as Municipal Judge for the Town.

### IV. OATH OF OFFICE FOR MAYOR COUNCILMEMBERS:

#### A. Councilmembers: Vernon DeLoach and Mary Beth Heyward

Judge Grimsley administered the Oath of Office to incumbent Councilmembers Vernon DeLoach and Mary Beth Heyward for four year terms on Council.

**V. ELECTION OF MAYOR PRO TEMPORE:**

Council unanimously elected Mary Beth Heyward by paper ballot to a two year term as Mayor Pro Tempore.

**VI. APPROVAL OF MINUTES:**

- A. Minutes from the Public Hearing of November 6, 2013**
- B. Minutes from the Special Meeting/Workshop of November 6, 2013**
- C. Minutes from the Regular Council Meeting of November 13, 2013**

Councilmember Lee moved to adopt the minutes from the Public Hearing of November 6, 2013, the Special Meeting/Workshop of November 6, 2013 and the Regular Council Meeting of November 13, 2013. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**VII. COUNCIL BRIEFING:**

Town Manager Willis told Council problems with the garbage collection change-over had smoothed down to only a few calls coming in. He explained the Town of Estill had agreed to purchase two trucks from public works. Although a final cost has not been decided on, he said it would be in the forty thousand dollar range. He said things are going well at the Shrimp Dock and explained that about twenty-eight thousand pounds of product from the swordfish boats had been brought across the dock. He explained a fee for this service was being worked out. Mr. Willis told Council the installation of sewer on Ribaut Road was moving forward and showed pictures of the work being done there. He said stormwater work on Hillside Court was almost complete, the work at the Battery is underway and that Beaufort County had finished their part of the work.

Police Chief Alan Beach introduced the new Court Security Officer, Tiffany Allen and said she would be attending the Police Academy for a few weeks in the near future.

Town Manager Willis told Council five applicants for the branding of Port Royal had been interviewed and the review committee was close to making a recommendation for that work. He said there is still a lot of interest in the port property and many interested parties had visited the area. Mr. Willis said the audit report has been completed and a presentation would be made at the January 8, 2014 meeting.

Planning Administrator Bridges told Council the Metro Planning Commission has asked for another month to review the Town's Form Based Code and said it would be on the agenda for the commission's December meeting.

Town Manager Willis discussed the Project Sales Tax being considered by the county. He said he had forwarded the Town's Capital Improvement List to them. Mr. Willis said

the final contract with revisions to the Coastal Access Grant had been received. The ground breaking for renovations of the Police Station has been set for 10:00 am on December 18, 2013.

Planning Administrator Bridges updated Council on the Parker's Project. She said the site development permit had come in and was being reviewed for landscaping, trees and stormwater. She stated the project would be ready for permitting very soon.

Town Manager Willis explained staff had approached SCDOT about concerns of the traffic pattern at the Parker's location and reviewed some changes which were agreed upon. He said Parker's would be required to pay for the work.

Attorney David Tedder told Council the newest section of the Spanish Moss Trail had been completed under budget and they were working on ways to get the trail across Ribaut Road.

#### **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.

#### **IX. SECOND READINGS:**

- A. Ordinance 2013-16. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 3.49 acres as shown and described as Beaufort County Tax District 112, Map 30, Parcel 230 rezoned from Mixed Use-1 (MU-1) with the Robert Smalls Parkway Overlay to Highway Commercial (HC) with the Robert Smalls Parkway Overlay District (located at 738 Robert Smalls Parkway)**

Town Manager Willis read Ordinance 2013-16 by title and explained this ordinance had been discussed in the preceding Public Hearing.

Councilmember Heyward moved to adopt Ordinance 2013-16 and Councilmember Lee seconded the motion.

Mayor Murray and Councilmembers Heyward, Lee and Klein voted yes.

Councilmember DeLoach abstained.

The motion carried.

- B. Ordinance 2013-17. An ordinance amending Chapter 12 “Licenses and Business Regulations” of the Code of Ordinances of the Town of Port Royal, South Carolina by deleting Article II. Occupational License and replacing it with a new Article II. Occupational License**

Town Manager Willis read Ordinance 2013-17 by title.

Councilmember Heyward moved to adopt Ordinance 2013-18 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**X. FIRST READING:**

- A. Ordinance 2013-18. An ordinance establishing a regulation prohibiting the use of a handheld electronic communication device for the reviewing, drafting, or sending of electronic communications while operating a motor vehicle in the Town of Port Royal; and providing for severability and an effective date**

Town Manager Willis read Ordinance 2013-18 by title and explained this is a basic no texting while driving ordinance. He said it was modeled after the Hilton Head and Beaufort County ordinances.

Councilmember Lee moved to adopt first reading of Ordinance 2013-18 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2013-19. An ordinance amending Chapter 15, Section 15-10 of the Code of Ordinances of the Town of Port Royal titled Weapons; fireworks and other explosives – discharging prohibited; exceptions.**

Town Manager Willis read Ordinance 2013-19 by title and explained it concerned firing a weapon within the Town. He said there are certain areas in the Town where firing is appropriate for hunting or target ranges. Mr. Willis said the change would apply to properties of twenty-five acres or more.

Councilmember Heyward moved to adopt Ordinance 2013-19 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**XI. COUNCIL'S ACTION:**

**A. Selection of Branding Strategy Company**

Town Manager Willis explained the five respondents to the branding RFP had been interviewed and that the review team was recommending Rawle Murdy for the job. He said all entries were very good but that this company stood out from the rest.

Councilmember Klein who had sat on the committee said the group would be working closely with Clemson University and that three charettes would be held for public input.

Councilmember Lee moved to accept Rawle Murdy Associates for the branding of Port Royal and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**B. Appointments**

**1. Design Review Board (appoint one to fill unexpired term)**

Councilmember Klein asked that this appointment be held over until next month to allow Council time to find an appropriate person to fill this position.

Councilmember Heyward moved to table this appointment until next month and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**2. Municipal Election Commission (appoint one)**

Councilmember Heyward moved to reappointment Thelma Lewis to a six year term on the Municipal Election Commission and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**XII. IMPORTANT INFORMATION AND DATES:**

- A. Saturday, December 14, 2013, 5:15 – Golf Cart Parade, begins at Cypress Wetlands Amphitheater**
- B. Monday, December 16, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Wednesday and Thursday, December 24<sup>th</sup> and 25<sup>th</sup>, 2013, Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Christmas**

- D. **Wednesday, January 1, 2014 - Town Hall, Public Works and the Administrative Offices of the Police Department will be closed in Observance of New Year's Day**
- E. **Thursday, January 2, 2014, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- F. **Wednesday, January 8, 2014, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers**
- G. **Monday, January 13, 2014, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

Town Manager Willis reviewed the list of important dates and information and added the Story Telling event at the Shed on December 12<sup>th</sup>.

Councilmember Lee suggested since the Legislative Action Day was on Wednesday, February 5<sup>th</sup> making it difficult for Council to be at a 6:30 pm workshop on that day it would be beneficial to change the Workshop date.

Council decided to move the Workshop date to Thursday, February 6<sup>th</sup>.

### **XIII. COUNCIL'S COMMENTS:**

Councilmember Lee asked about the renovations of Porters Chapel and what business was opening on Paris Avenue at the former 7 Palms Boutique.

Planning Administrator Bridges said the old church was being renovated by Keith's Renovations and would be used as a church.

Town Manager Willis thanked Brad Samuel from SCANA for its contribution to the Town's Christmas Tree Lighting.

### **XIV. 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.**

### **XIV. ADJOURNMENT:**

Councilmember Heyward moved to adjourn the meeting.

The meeting adjourned at 7:24 pm.

Regular Council Meeting  
December 11, 2013

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 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.

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