

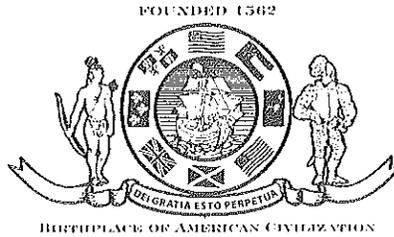
Town of Port Royal, South Carolina

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

November 6, 2013

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

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 hearing to order at 6:30 pm and welcomed those present.

II. PURPOSE:

- A. **Ordinance 2013-14. An ordinance annexing to the Town of Port Royal approximately .303 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel (portion of) 120D, located at 599 Robert Smalls Parkway and 3.88 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, parcel 254 located at 591 Robert Smalls Parkway**

Town Manager Willis read Ordinance 2013-14 by title and explained this request had been reviewed and unanimously recommended by the Metro Planning Commission. He said the annexation is in compliance with the Town's future growth boundary and the Northern Regional Plan. Mr. Willis reviewed Ordinance 2013-15 which covers zoning for the property. He explained the zoning request of Highway Commercial with the Robert Smalls Parkway Overlay was also

recommended by the Metro Planning Commission and is in compliance with the future growth boundary and the Northern Regional Plan. Mr. Willis showed the property on the map and pointed out neighboring parcels in the Town with the same zoning.

- B. Ordinance 2013-15. An ordinance to zone approximately .303 acres of real estate located in Beaufort County described as Beaufort County Tax District 112(formerly Beaufort County Tax District 100), Map 28, Parcel (portion of) 120D and approximately 3.88 acres described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel 254, with both parcels being zoned as Highway Commercial (HC) with the Robert Smalls Parkway Overlay (599 and 591 Robert Smalls Parkway)**

III. COMMENTS:

IV. ADJOURNMENT:

There being no further comment, the Public Hearing adjourned at 6:34 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 newspaper 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 the hearing.

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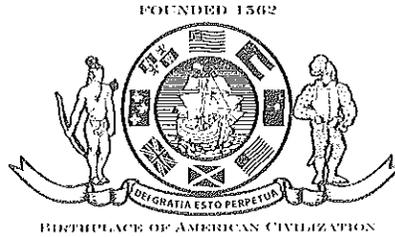
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Minutes Special Meeting/Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue

November 6, 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 6:35 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. EXECUTIVE SESSION:

A. Discussion of the Parker's Project mediation

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

Council adjourned to Executive Session at 6:36 pm and returned to the Special Meeting at 7:52.

Town Manager Willis explained Council would decide whether or not to reconsider the motion to not accept the Parker's mediation which passed at the October Council Meeting. He said if Council chose not to reconsider the motion than the motion of the October meeting would stand. He explained if this were the case, Town attorneys would seek further mediation with Parker's. Mr. Willis said if Council chose to

reconsider that motion then it would result in confirming the original decision of the Design Review Board.

Mayor Murray offered anyone who wished to speak on an agenda item the opportunity to do so.

Andy Corriveau told Council the mediation team had worked hard to settle this issue and discussed the benefits of having a Design Review Board.

IV. COUNCIL'S ACTION:

A. Reconsideration of mediated agreement pertaining to the Parker's Project

No motion was made.

V. COUNCIL BRIEFING:

Town Manager Willis told Council the garbage changeover was running smoothly. He also told them another municipality in the state was interested in purchasing the 2003 freightliner garbage truck from the town at a price in the mid \$20,000 range. Mr. Willis said the shrimp docks look good but so far there are no shrimp to be caught. He explained two jellyball companies are interested in moving product across the dock.

Town Manager Willis further briefed Council as follows:

- abandoned boats can be removed for approximately \$8,000
- discussed the stormwater project at the Battery; county has completed their ditch work and dangerous tree has been removed
- RFP for branding is out and many calls have been received from interested parties
- port property has had many visitors interested in portions of the property
- must increase value of port to generate TIF
- audit is underway
- plans are being made for Santa's visit to the park
- Form Based Code is being reviewed by the Metro Planning Commission
- volunteer dinner went well, would like to continue with this event in the future
- texting while driving discussion will be on agenda for next week's meeting
- would like Council's comments on the CIP document
- discussed possible Local Options Sales Tax

VI. REVIEW AGENDA FOR THE NOVEMBER 13, 2013 COUNCIL MEETING

Town Manager Willis told Council a proclamation to raise public awareness regarding violence against women would be on the agenda for next week. He reviewed Ordinances 2013-14 and 2013-15 to annex and zone property located at 254 Robert

Smalls Parkway. He explained these are the same ordinances just discussed in the preceding Public Hearing. Mr. Willis read first reading Ordinance 2013-16 to rezone property located at 738 Robert Smalls Parkway by title and showed the property map. He explained the ordinance had been unanimously recommended by the Metro Planning Commission and said it complies with the Town's Future Land Use Map. Town Manager Willis also read first reading Ordinance 2013-17 by title and explained it would standardize the Town's Business License Ordinance classifications with other municipalities in the state.

Town Manager Willis told Council one appointment was needed for the Redevelopment Commission and one for the Design Review Board.

Town Manager Willis stated that Council would be asked to approve contracts for drainage repair on Hillside Court, the Ribaut Road Sewer Project and renovation of the Police Station.

VII. IMPORTANT DATES AND INFORMATION:

- A. Thursday, November 7 2013, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Monday, November 11, 2013 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Veteran's Day**
- C. Wednesday, November 13, 2013, 2013 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information and added the Golf Cart parade on December 14th at 5:15 pm and the Spanish Moss Trail Ribbon Cutting at 11:00 am on November 26th.

Councilmember Klein commented on the nice job done revitalizing the tennis court and the tie-in of the Spanish Moss Trail.

Councilmember Lee introduced Lundy Baker who had participated in the recent Town election as a write-in candidate. Councilmember Lee asked about permits for the Interpretive Center on Lemon Island. He discussed issues which would be before the state legislature this upcoming term.

VIII. ADJOURNMENT:

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

The workshop adjourned at 8:48 pm.

Special Meeting/Workshop
November 6, 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 workshop was posted on the Town bulletin board two weeks prior to 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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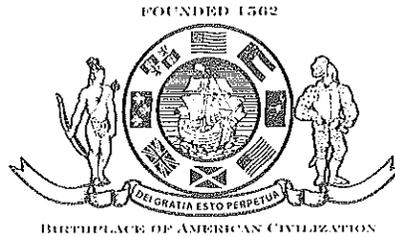
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Minutes Regular Council Meeting Yvonne C. Butler Council Chambers, 700 Paris Avenue

November 11, 2013

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

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

Staff Absent: Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:35 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Council Workshop of October 2, 2013
- B. Minutes from the Regular Council Meeting of October 9, 2013

Councilmember Heyward moved to adopt the minutes from the Council Workshop of October 2, 2013 and the Regular Council Meeting of October 9, 2013. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

IV. COUNCIL BRIEFING:

Town Manager Willis told Council the Metro Planning Commission had gotten to Article 5 in their review of the Town's Form Based Code.

He said they were very complimentary of the work Planning Administrator Bridges and the Form Based Code Committee had done in their review.

Mayor Murray thanked Planning Administrator Bridges and the committee for their part in preparing the code.

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. PROCLAMATION:

A. A proclamation to Raise Public Awareness Regarding Violence Against Women – Gail Weickhardt, Zonta Club of Beaufort

Councilmember Heyward read a proclamation concerning violence against women and presented it to Gail Weickhardt, representative of the Zonta Club of Beaufort.

Ms. Weickhardt thanked Council for the proclamation and passed out brochures to those present. She invited everyone to join her at the Zonta Club Oyster Friday night at the Live Oaks Park.

VII. SECOND READINGS:

A. Ordinance 2013-14. An ordinance annexing to the Town of Port Royal approximately .303 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel (portion of) 120D, located at 599 Robert Smalls Parkway and 3.88 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, parcel 254 located at 591 Robert Smalls Parkway

Town Manager Willis read Ordinance 2013-14 and said the annexation was unanimously recommended by the Metro Planning Commission. He said the request complies with the Town's growth boundary.

Mr. Willis also reviewed Ordinance 2013-15 which covers the request of zoning for the property to Highway Commercial with the Robert Smalls Parkway Overlay. He said this request was also unanimously recommended by the Metro Planning Commission and meets the requirements of the Northern Regional Plan and the Comprehensive Plan. Mr. Willis showed the property on the map and pointed out adjacent properties with the HC zoning designation.

Councilmember Lee moved to adopt Ordinance 2013-14 and Councilmember Klein seconded the motion.

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

Councilmember DeLoach abstained.

The motion carried.

- B. Ordinance 2013-15. An ordinance to zone approximately .303 acres of real estate located in Beaufort County described as Beaufort County Tax District 112(formerly Beaufort County Tax District 100), Map 28, Parcel (portion of) 120D and approximately 3.88 acres described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel 254, with both parcels being zoned as Highway Commercial (HC) with the Robert Smalls Parkway Overlay (599 and 591 Robert Smalls Parkway)**

Councilmember Heyward moved to adopt Ordinance 2013-15 and Councilmember Lee seconded the motion.

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

Councilmember DeLoach abstained.

The motion carried.

VIII. FIRST READING:

- 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 said the Metro Planning Commission had unanimously recommended the rezoning. He said the requested zoning is in compliance with the land use ordinance.

Councilmember Lee moved to adopt first reading of Ordinance 2013-16 and Councilmember Heyward 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 and explained the SC Municipal Association had recommended that the Town adopt the business license model ordinance which updates the occupational license categories and insures licenses are consistent across the state. He said the fee schedule would not increase.

Councilmember Lee moved to adopt first reading of Ordinance 2013-17 and Councilmember Klein seconded the motion.

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

Councilmember DeLoach abstained.

The motion carried.

IX. COUNCIL ACTION:

A. Appointment:

1. Appoint one to the Redevelopment Commission (1)

Councilmember Lee moved to reappoint Philip Alling to another term on the Redevelopment Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

2. Design Review Board (1) to fill unexpired term

Councilmember Lee moved to appoint Judy Alling to the Design Review Board and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

B. Contract approval for:

1. Hillside Court Drainage Contract

Town Manager Willis explained only one response had been received for this project. He said the bid was very reasonable and recommended approval of the contract with JOCO Construction.

Councilmember Heyward moved to approve the Drainage Contract for Hillside Court and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

2. Ribaut Road Sewer Contract

Town Manager Willis recommended approval of a \$623,214.80 contract with DuPriest Construction for the Ribaut Road Sewer Project.

Councilmember Heyward moved to approve the Ribaut Road Sewer Contract with DuPriest Construction and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

3. Police Station Renovation Contract

Town Manager Willis said plans were complete for renovation of the Police Station and recommended approval of a \$461,855 contract with Beaufort Construction. He said, if approved, work would begin December 1, 2013 and be completed by June 1, 2014. Mr. Willis said this contract included builder's risk and performance bonds.

Councilmember Lee moved to approve the contract with Beaufort Construction for renovation of the Police Department and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

C. Resolution of Parker's litigation

Town Attorney Mary Lohr reviewed proceedings which had taken place since the last Council Meeting concerning the Parker's gas station. She said the SC Department of Transportation would be asked to revisit the highway configuration in that area due to concerns about traffic and danger getting into and out of the Parker's station. She said the plan includes six pumps and a low profile canopy.

Councilmember Lee moved to accept the Parker's mediation and Councilmember Heyward seconded the motion.

Councilmember Klein stated he could not support the plan unless the building faced on Paris Avenue.

Mayor Murray and Councilmembers Lee and Heyward voted yes.

Councilmembers DeLoach and Klein voted no.

The motion carried.

D. Approve sale of garbage truck

Town Manager Willis told Council the Town of Estill was interested in purchasing one of the Town's garbage trucks. He said Public Works Supervisor Jeff Coppinger had estimated the value of the truck in the mid twenties. Mr. Willis said this would leave the Town with two trucks.

Councilmember Klein moved to sell the garbage truck and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

X. COUNCIL'S INFORMATION:

A. Start discussion concerning texting while driving

Town Manager Willis told Council the Town and Hilton Head, the City of Beaufort and Beaufort County have the same texting ordinances except the City's ordinance disallows those under eighteen any usage of this type of devices.

Police Chief Beach said he had reviewed all three ordinances and felt the Hilton Head and County ordinances were more fitting to the Town's needs.

Council requested that an ordinance to ban texting while driving be drafted.

XI. IMPORTANT INFORMATION AND DATES:

- A. Monday, November 18, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Tuesday, November 26, 2013, 11:00 am – Spanish Moss Trail Ribbon Cutting, West Vine Drive**
- C. Thursday and Friday, November 28th and 29th, 2013, Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Thanksgiving**
- D. Wednesday, December 4, 2013, _____ - Christmas in the Park and Tree Lighting with Santa**
- E. Thursday, December 5, 2013, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- F. Wednesday, December 11, 2013, 6:30 – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. Wednesday, December 11, 2013, immediately following the scheduled Public Hearing - Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. Saturday, December 14, 2013, 5:15 – Golf Cart Parade, Paris Avenue (Rain date December 15, 2013)**
- I. Wednesday, December 24 and 25, 2013 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Christmas**
- J. Monday, January 20, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

Council decided since the usual Workshop falls on the first Wednesday in January is New Year's Day there will be no workshop for the month of January. The Council Meeting will be held January 8th as scheduled.

XII. COUNCIL'S COMMENTS

Councilmember Klein reminded everyone the Port Royal Elementary School would be considered for nomination for placement on the National Historic Register.

XIII. 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.

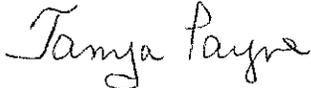
There were no comments at this time.

XIV. ADJOURNMENT:

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

The meeting adjourned at 7:00 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 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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