

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

August 6, 2014

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.

Captain John Robinson of the Beaufort-Port Royal Fire Department told those present the newly purchased Engine 3 was outside and invited everyone to step outside to see the new truck. He explained this truck would replace the one which was stolen and wrecked in 2012. Captain Robison said the new \$450,000 truck had arrived a few weeks ago and was replacing the old Engine 4 which was in poor condition. Much of Council and the audience proceeded outside to get a look at the new truck.

II. PURPOSE:

A. Ordinance 2014-10. An ordinance establishing a Town of Port Royal Parks and Recreation Commission

Town Manager Willis read Ordinance 2014-10 by title and explained this item had been discussed at the Council Retreat in March. He said the commission would help with long range plans for the Town's parks. Mr. Willis said this ordinance would establish the commission and set guidelines for that commission.

B. Ordinance 2014-11. An ordinance amending Chapter 14, Section 5 and Chapter 10, Section 78 of the Code of Ordinances of the Town of Port Royal to be consistent with State Code and Chapter 1 Section 8 of the Town Code as pertaining to allowable fees imposed by a municipal judge

Town Manager Willis read Ordinance 2014-11 by title and explained this ordinance would bring the town code in compliance with the allowable amount for fees imposed by a municipal judge.

C. Ordinance 2014-12. An ordinance amending Chapter 3, "Animals", of the Code of Ordinances of the Town of Port Royal, Sections 3-54 (a), 3-53 and 3-62

Town Manager Willis read Ordinance 2014-12 by title and explained this ordinance would correct inconsistencies based on recommendation of the town attorney.

Kristina Wetzel asked questions about why certain areas of the ordinance were being changed. She also gave suggestions about how animals could be provided for during times when the shelter is closed.

III. COMMENTS:

There were no comments.

IV. ADJOURNMENT:

There being no further comment, the public hearing 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 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 at the meeting location twenty-four hours prior to the hearing.

THE TOWN OF PORT ROYAL DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION TO, ACCESS TO, OR OPERATIONS OF PROGRAMS, SERVICES, OR ACTIVITIES. QUALIFIED INDIVIDUALS WHO NEED ACCESSIBLE COMMUNICATION AIDS AND SERVICES OR OTHER ACCOMMODATIONS TO PARTICIPATE IN PROGRAMS AND ACTIVITIES ARE INVITED TO MAKE YOUR NEEDS AND PREFERENCES KNOWN TO THE 504/ADA COORDINATOR. IF AT ALL POSSIBLE, PLEASE GIVE US AT LEAST A THREE TO FIVE DAY ADVANCE NOTICE SO WE CAN ADEQUATELY MEET YOUR NEEDS. 504/ADA COORDINATOR: DANIEL LEMIEUX, 986-2237.

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

August 6, 2014

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 workshop to order at 7:00 pm and welcomed those present.

II. COUNCIL BRIEFING:

Town Manager Willis told Council only one response to the Shrimp Dock RFP had been received. He explained the bid was placed by CJ Seafood. Mr. Willis said shrimp was still moving across the dock but it was slowing down for this shrimping season

Town Manager Willis said due to recent heavy rains, the Cypress Wetlands had a lot of water in it. He said storm drain boxes had been cleaned near the Post office but there was still some backup due to the hard rains. Mr. Willis explained the Town was already meeting some of the MS-4 mandates although they are not yet required for the Town. He said the RFP for the social media component of the branding effort would be issued soon. Mr. Willis told Council the new town logo is getting out to the public, the audit will begin soon, an offer has been made on the port and a new appraisal for that property is underway. Mr. Willis told Council the Police Station renovation was going well and the new sign for that building was being worked on, he is working with Dean Moss and the Port's Authority on bringing the Spanish Moss Trail across Ribaut Road to 15th Street, cameras are in place at the Cypress Wetlands to help catch vandals and he asked for Council's direction concerning problems at the Sands. Mr. Willis said the newly landscaped islands on Savannah Highway look good, the Street Music series begins

this week-end, staff will begin placing new white and blue street signs in more areas of Town and said the proposed Capital Projects sales tax option was dead. Council discussed bulk items and white goods pick-up and suggested these items be picked up on a monthly basis.

Councilmember Klein suggested placing a dumpster at Public Works for residents to bring their bulk items to.

Town Manager Willis said he had been researching white goods pickup and said the town needed to specify a certain day of the month for that service.

III. REVIEW AGENDA FOR THE AUGUST 13, 2014 COUNCIL MEETING

Town Manager Willis discussed changes made to Ordinance 2014-10 which establishes a Parks and Recreation Commission as an advisory committee for the Town.

Town Manager Willis read Ordinance 2014-11 by title and said this ordinance would bring consistency with the state code concerning permissible fines imposed by a municipal judge. He also read first reading Ordinance 2014-12 by title and said this is the same ordinance discussed in the preceding public hearing concerning animals.

Town Manager Willis read Ordinance 2014-13 to move parking and storage or use of campers and other recreational equipment from the Zoning to the Traffic and Motor Vehicles chapter. He also read Ordinance 2014-14 by title and explained it would clean up some scribner's errors in the new Port Royal Code pertaining to signs. Mr. Willis also told Council they would need to make appointments to the Municipal Election Commission, the Design Review Board, the Redevelopment Commission and the Parks and Recreation Commission.

IV. IMPORTANT DATES AND INFORMATION:

- A. Thursday, August 7, 2014, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Saturday, August 9, 2014, 6:00 pm – Street Music on Paris Avenue featuring *Chelsea Reed & the Fair Weather Five*, between 9th and 10th Streets on Paris Avenue**
- C. Wednesday, August 13, 2014, 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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

Councilmember Klein said he had gotten complaints about speeding on Madrid Avenue and asked if the police would concentrate on that area. He also suggested that stop signs may be needed to slow the traffic on Madrid Avenue.

Councilmember Lee told everyone the Town had been asked to participate in the Hunting Island Renourishment Project in 2016. He also said the JLUS study would be ending in August, the bike rack at Parker's was being installed today and asked if there was a problem with the Maritime Center's Certificate of Occupancy.

Councilmember Heyward said the Christmas Decoration Committee would be getting together to order more decorations for the town.

V. EXECUTIVE SESSION:

A. Contractual matter regarding the port

Councilmember Lee moved to adjourn to Executive Session at 7:18 pm. Council returned from Executive Session at 8:13 pm.

VI. ADJOURNMENT:

The workshop adjourned at 8:13 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 local news media and posted at the meeting location twenty-four hours in advance of the workshop.

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

August 13, 2014

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

Staff Present: Town Manager Van Willis, Police Chief Alan Beach and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

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

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of July 2, 2014**
- B. Minutes from the Council Workshop of July 2, 2014**
- C. Minutes from the Regular Council Meeting of July 9, 2014**

Councilmember Heyward moved to adopt the minutes from the Public Hearing of July 2, 2014, the Council Workshop of July 2, 2014 and the Regular Council Meeting of July 9, 2014. Councilmember Lee seconded the motion.

Councilmember Lee pointed out an error in the July 2nd workshop minutes where it stated the name Katherine Gray when in fact the name is Katherine Bray.

The correction was made and the motion carried by unanimous vote.

IV. RECOGNITION:

A. Mr. Silas Green

Mayor Murray presented a certificate of Recognition to Mr. Silas Green who had recently retired at the age of 90 after working for the town sixteen years. He also presented Mr. Green with a framed picture of himself with a newspaper article and a gift card.

Mr. Green thanked Council for the certificate and gifts and the opportunity to work for the Town. He told those present he started working for the Town through the Senior Aid Program.

V. COUNCIL BRIEFING:

Town Manager Willis updated Council saying:

- Redevelopment Commission will be meeting to review a Social Media RFP and discuss the Shed contract which will be up for renewal next year
- shrimp dock management contract and lease documents are being merged into one document for review by that commission
- although there were a few problems, drainage held up well during the very heavy rains over the past few days

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. SECOND READINGS:

A. Ordinance 2014-10. An ordinance establishing a Town of Port Royal Parks and Recreation Commission

Town Manager Willis read Ordinance 2014-10 by title and explained this ordinance would establish a Parks and Recreation Commission to be an oversight committee for the Town's many parks. He explained this would be a five member committee.

Councilmember Lee told those present there are nineteen parks in the town covering thirty-five and one half acres. He said the town owns twenty-eight and one half acres of the parks and the county owns three and one half acres. Mr. Lee stated he did not

know who owns the remaining three and one half acres at Fort Frederick. He said the Spanish Moss Trail once completed would be considered a linear park.

Town Manager Willis explained the property at Fort Frederick is owned by the Beaufort County Open Land Trust.

Councilmember Klein moved to adopt Ordinance 2014-10 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2014-11. An ordinance amending Chapter 14, Section 5 and Chapter 10, Section 78 of the Code of Ordinances of the Town of Port Royal to be consistent with State Code and Chapter 1 Section 8 of the Town Code as pertaining to allowable fees imposed by a municipal judge**

Town Manager Willis read Ordinance 2014-11 by title and explained this ordinance would bring consistency to the town code as it applies to the amount a municipal judge can impose for a fine.

Councilmember Heyward moved to adopt Ordinance 2014-11 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2014-12. An ordinance amending Chapter 3, "Animals", of the Code of Ordinances of the Town of Port Royal, Sections 3-54 (a), 3-53 and 3-62**

Town Manager Willis read Ordinance 2014-12 by title and explained this ordinance would correct some misleading language in the code.

Councilmember Klein moved to adopt Ordinance 2014-12 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

VIII. FIRST READING:

- A. Ordinance 2014-13. An ordinance amending Chapter 19, Article I. of the Code of Ordinances of the Town of Port Royal concerning parking, storage or use of campers or other major recreational equipment**

Town Manager Willis read Ordinance 2014-13 by title and explained regulations concerning parking, storage or use of campers or other major recreational equipment would be moved from Zoning to the Vehicles and Registration section of the town code.

Councilmember Heyward moved to adopt first reading of Ordinance 2014-13 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

B. Ordinance 2014-14. An ordinance amending Article 5, Section 5.9.100, Table B, Section 5.9.170; Article 9, Section 9.1.40 and Article 2, Section 2.5.20 of the Port Royal Code adopted May 14, 2014

Town Manager Willis read Ordinance 2014-10 by title and explained this is a catch all ordinance concerning exemptions pertaining to certain types of signs.

Councilmember Heyward moved to adopt first reading of Ordinance 2014-10 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

IX. COUNCIL'S ACTION:

A. Appointments:

1. Municipal Election Commission – appoint one

There was no appointment at this time.

2. Design Review Board – appoint one

There was no appointment at this time.

3. Redevelopment Commission – appoint two

Councilmember Lee moved to reappoint Matthew Brady to the Redevelopment Commission for a two year term. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

4. Parks and Recreation Commission – appoint five (three 2 year terms and two 1 year terms)

Council agreed to hold the Parks and Recreation Commission appointments at the September meeting.

Rose Bennett asked Council to consider Sammy Smalls, who lives in the Casablanca neighborhood, for a position on the Parks and Recreation Commission.

X. IMPORTANT INFORMATION AND DATES:

- A. Monday, August 18, 2014 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Saturday, August 23, 2014, 6:00 pm, Street Music on Paris Avenue featuring, *Moreland & Arbuckle* between 9th and 10th Streets on Paris Avenue**
- C. Monday, September 1, 2014 – Town Hall, Public Works, and the administrative offices of the Police Department will be closed in observance of Labor Day**
- D. Wednesday, September 3, 2014, 6:30 – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. Wednesday, September 3, 2014, immediately following the scheduled Public Hearing – Council Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- F. Thursday, September 4, 2014, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- G. Saturday, September 6, 2014, 6:00 pm, Street Music on Paris Avenue featuring the *Karp Foley Band*, between 9th and 10th Streets on Paris Avenue**
- H. Wednesday, September 10, 2014, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers**
- I. Monday, September 15, 2014, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- J. Saturday, September 20, 2014, 6:00 pm, Street Music on Paris Avenue featuring *Bonnie Bishop*, between 9th and 10th Streets on Paris Avenue**

Town Manager Willis reviewed the list of important information and dates. He added the October Fest which will be held on October 17th and 18th.

Councilmember Klein added the PTO 5K and Chili Cook-off on October 11th.

XI. COUNCIL'S COMMENTS:

Councilmember Lee asked if the new Port Royal Code would be maintained by Municode and if the current Town Code would still be managed by Municode.

Town Manager Willis said the new Port Royal Code would be managed in-house and the remainder of the code would stay with Municode.

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Councilmember DeLoach had questions and expressed concerns about the placement of the sewer pump station on 19th Street.

Councilmember Heyward suggested that the words South Carolina be added to the new Town logo.

Councilmember Klein thanked everyone who had applied to serve on the Parks and Recreation Commission.

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.

Carolyn Bennett asked for someone to check the drainage near her property.

Kristina Wetzel asked if there were descriptions of the duties of town committees.

Sammie Smalls suggested an area to place "SC" on the logo and asked about the progress of the proposed sidewalks in the Casablanca area.

Town Manager Willis explained the grant application had been submitted for the sidewalks but said Beaufort County had not been included in this year's grant. He said however, the application had been turned in for when money does become available.

Councilmember Heyward, who is on the LOCOG board, said she would check on the upcoming funds.

XIII. ADJOURNMENT:

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

The meeting adjourned at 7:12 pm.

Respectfully submitted,

Tanya L. Payne
Municipal Clerk

Council Meeting
August 13, 2014

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