

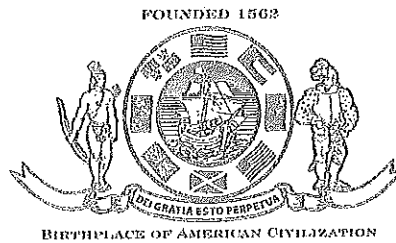
# Town of Port Royal, South Carolina

## 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 Budget Workshop Yvonne C. Butler Council Chambers

May 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 and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 5:45 pm.

Town Manager Willis gave a quick overview of the budget and told Council a 1.5% cost of living increase was built into the budget. He said there was a significant decrease in personnel line item this year because of a decrease in employees and the reduction realized in insurance cost because of the change in providers. Mr. Willis said the budget does include a state mandated increase in retirement cost.

### II. DISCUSSION:

#### A. Legislative:

Town Manager Willis reviewed the legislative budget saying there was an increase of about two thousand dollars over last year. He explained this was partly due to the 1.5% cost of living increase in salaries. He asked Council to consider funds under special contracts for marketing and renovations at the Union Church. Mr. Willis said he would recommend thirty to fifty thousand dollars for the marketing depending on what is available when the total budget is completed. He said the memorandum of understanding with the Historic Port Royal Foundation for use of the church needed to be updated.

**B. Executive:**

Town Manager Willis told Council this budget included the Burton Fire District, the shrimp docks and stormwater. He said he was looking at the Burton Fire contract again since property values had decreased recently. Mr. Willis told Council the shrimp docks were losing a lot of money and recommended finding an operator for the dock. He said a lot of money had been spent to repair the dock and it is in good condition. Mr. Willis recommended the Town stop operation of the dock as of July 1<sup>st</sup> but said he had included twenty thousand dollars toward the dock in this budget. Mr. Willis explained credit card fees are also included in this budget. He said the town is in the process accepting payments of fines on line. He discussed areas of town where stormwater systems need to be repaired. Mr. Willis also discussed the need for a new virtual office computer system which will prove to be more expensive but also more efficient.

**C. Court:**

Town Manager Willis told council the court budget was basically the same as last year's with the exception of the court safety officer who has already been hired. He also discussed security cameras for Town Hall.

Town Manager Willis explained could possibly increase its millage rate by 3.7%. He said he did not expect much growth in taxes this year and business license fees would remain about the same. He said the millage rate for the upcoming year should be about the same.

**III. ADJOURNMENT:**

The workshop adjourned at 6:35 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 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.

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

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

May 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 and Municipal Clerk Tanya Payne

### I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:40 pm and welcomed those present.

### II. COUNCIL BRIEFING:

Town Manager Willis told Council several private stormwater systems in the town are failing and have very little usable capacity. He said the town would most likely have to repair the systems at a cost of between five to ten thousand dollars. Mr. Willis said there had been a little movement by Department of Natural Resources toward opening the Ft. Frederick Boat Landing, discussed possibly closing the Sands to vehicle traffic for safety purposes and said a unique branding statement had been chosen based on the Town's charm.

Town Manager Willis told Council the Town cannot afford to purchase the port property but said a "term sheet" had been sent to the Port's Authority. He said interest in the property has grown. Mr. Willis explained he was working on a Capital Projects List to be presented to the County on May 12<sup>th</sup> and said he would consider placing the purchase of the port on that list. He said this money would be used in place of the TIF but stated he did not know how this would affect other items on the list.

Council further discussed the sale of the port to include legislation to force the sale, the Santa Elena Project, the grant to build the road along the waterfront, the buildings on the property and the appraisal.

Town Manager Willis said renovations on the Police Station were moving along, signs are being placed along the Cypress Wetlands asking visitors to remain quiet due to nesting season, discussed the Spanish Moss Trail and told everyone the "Bird Birthday Party" was scheduled for May 17<sup>th</sup>.

### **III. REVIEW AGENDA FOR THE MAY 14, 2014 COUNCIL MEETING:**

Town Manager Willis read Ordinance 2014-2 by title and explained the Form Based Code Review Committee had met and determined appropriate areas to allow gas sales in the Town. He read Ordinance 2014-3 by title and explained the new map was necessary to comply with the new Port Royal Code. Town Manager Willis also read Ordinances 2014-4 and 5 to move allowance of chickens from the zoning chapter to the animals chapter of the Code of Ordinances and remove Chapters 15.5, 17.5 and 22 from the Code, all due to the adoption of the new form based code. Town Manager Willis reviewed Resolution 4-2014 to approve the Town's participation in the State of South Carolina Insurance Benefits Program. He told Council appointments were needed to fill a seat on the Design Review Board and the Redevelopment Commission.

### **IV. IMPORTANT DATES AND INFORMATION:**

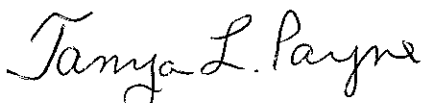
- A. Thursday, May 8, 2014, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Wednesday, May 14, 2014, 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information and added the "Bird Birthday Party" on May 17<sup>th</sup>.

### **V. ADJOURNMENT:**

The workshop adjourned at 7:35 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 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 prior to the workshop.

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

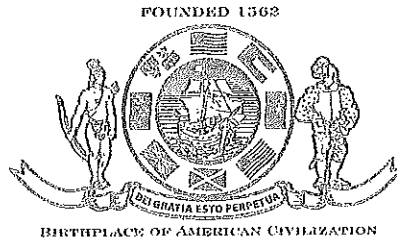
# Town of Port Royal, South Carolina

## 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 Budget Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue May 14, 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 5:53 pm.

### II. DISCUSSION:

#### A. Fire Department:

Town Manager Willis reviewed the contract with the City of Beaufort for fire service in the amount of \$777,659.04. He said requested improvements to the fire station would cost \$23,900. Mr. Willis showed the amortization schedule for the new fire truck which cost of \$51,202.

#### B. Police Department:

Town Manager Willis said this budget included the 1.5% pay increase and a savings on health insurance. He said new vehicles, in car video cameras, radar units, body worn cameras, body armor, upgrades to work stations and evidence processing filters have been included in the budget at an approximate cost of \$25,000. Mr. Willis said the patrol officer position can be funded without any increase in millage if Council chose to do so.

**C. Building and Codes:**

Town Manager Willis explained because of a special contract for commercial inspections service the cost for personnel in this department has decreased. He said \$20,000 has been included in the budget for improvements to The Shed. As with the other budgets it includes cost of living and retirement increases.

**D. Public Works:**

Town Manager Willis explained the landscaping contract would increase because of the islands on Savannah Highway and some work added throughout the year. He said he had increased the capital projects total to \$125,000 to include repaving two more roads and repair work on the boardwalk.

Town Manager Willis said the budget was prepared using very conservative estimates because he was unsure how much money would be received from taxes, business licenses and the Local Government Fund. He said the budget was down from \$4,950,569 last year to \$4,871,370. Mr. Willis said right now there was an excess of revenue above expenses which could be used to fund the new officer. He said this budget was prepared with no increases in taxes or fees.

Town Manager Willis showed a rendering of what the new Henry Robinson Boardwalk sign would look like.

**III. ADJOURNMENT:**

The workshop adjourned at 6:20 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 in advance. A copy of the agenda was given to the local news media and posted at the workshop location twenty-four hours prior to the workshop.

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

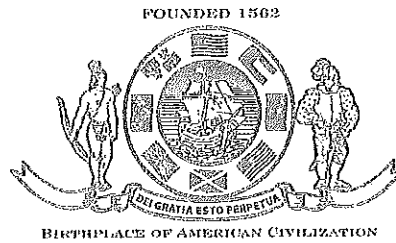
# Town of Port Royal, South Carolina

## 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

May 14, 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.

### II. PURPOSE:

#### A. Ordinance 2014-2. An ordinance adopting a Form Based Zoning Code known as The Port Royal Code of the Town of Port Royal, South Carolina

Town Manager Willis read Ordinance 2014-2 by title and explained town staff, along with Beaufort County and the City of Beaufort to create a form based code. He explained although each entity would be customizing the code to its own needs the codes would be similar. Mr. Willis said the Citizen's Review Committee which had worked to refine the code had reconvened to designate certain areas of the town where fuel sales would be permitted. He explained, if adopted, this code would replace the existing zoning ordinances.

There were no public comments on this item.



- B. Ordinance 2014-3. An ordinance to replace the Town of Port Royal official zoning map dated February 12, 2014 and signed by Mayor Samuel E. Murray with a new zoning map which correlates with the newly adopted Form Based Code known as The Port Royal Code of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2014-3 by title and explained it was necessary to adopt a new zoning map to reflect the zones of the new form based code.

There were no public comments on this item.

- C. Ordinance 2014-4. An ordinance amending Chapter 22, "Zoning" to remove allowance of chickens within residential zones as a dwelling accessory and amending Chapter 3, "Animals" to include allowance of chickens within residential zones as a dwelling accessory**

Town Manager Willis read Ordinance 2014-4 by title and explained this ordinance would remove "allowance of chickens" from the zoning chapter of the town code and place it in the more appropriate animals chapter.

There were no public comments at this time.

- D. Ordinance 2014-5. An ordinance to delete Chapter 15.5, "Overlay Districts", Chapter 17.5, "Subdivision Regulations", and Chapter 22, "Zoning" in their entirety from the code of ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2014-5 by title and explained these chapters of the town code would be covered by the new zoning code and were no longer needed.

There were no public comments at this time.

### **III. COMMENTS:**

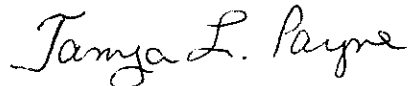
There were no comments at this time.

### **IV. ADJOURNMENT:**

The Public Hearing adjourned at 6:44 pm.

Public Hearing  
May 14, 2014

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 placed 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.

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.

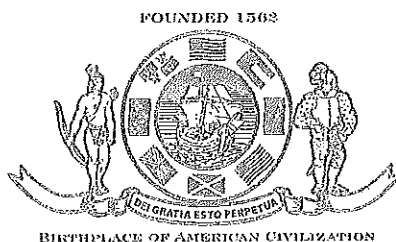
# Town of Port Royal, South Carolina

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

May 14, 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. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:44 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 April 2, 2014
- B. Minutes from the Regular Council Meeting of April 9, 2014

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

The motion carried by unanimous vote.

#### **IV. COUNCIL BRIEFING:**

Town Manager Willis presented a plan to slow vehicle traffic at the Sands. He showed renderings of traffic patterns, proposed parking spaces with posts which would be placed at widths to accommodate pedestrians and golf carts and said signs would be used to enforce no parking areas. Mr. Willis asked for Council's feed-back on this issue. He said the road would be graded for potholes within the next few days.

Town Manager Willis told Council the idea to add the sale of the port property to the capital projects list was well received at the presentation session on Monday. He said he had scheduled a conference call with the County Administrator and attorney to discuss how the transaction and sale could be managed.

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

##### **A. Ordinance 2014-2. An ordinance adopting a Form Based Zoning Code known as The Port Royal Code of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2014-2 by title and explained adopting this ordinance would replace the current zoning ordinance with the newly completed form based code.

Councilmember Lee moved to adopt Ordinance 2014-2 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

##### **B. Ordinance 2014-3. An ordinance to replace the Town of Port Royal official zoning map dated February 12, 2014 and signed by Mayor Samuel E. Murray with a new zoning map which correlates with the newly adopted Form Based Code known as The Port Royal Code of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2014-3 by title and explained adoption of this ordinance was necessary to allow the zoning map to correlate with the newly adopted Port Royal Code.

Councilmember Heyward moved to adopt Ordinance 2014-3 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2014-4. An ordinance amending Chapter 22, "Zoning" to remove allowance of chickens within residential zones as a dwelling accessory and amending Chapter 3, "Animals" to include allowance of chickens within residential zones as a dwelling accessory**

Town Manager Willis read Ordinance 2014-4 by title and explained this ordinance would place the "allowance of chickens in residential zones" in Chapter 3 of the Code of Ordinances.

Councilmember Lee moved to adopt Ordinance 2014-4 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

- D. Ordinance 2014-5. An ordinance to delete Chapter 15.5, "Overlay Districts", Chapter 17.5, "Subdivision Regulations", and Chapter 22, "Zoning" in their entirety from the code of ordinances of the Town of Port Royal, South Carolina**

Town Manager Willis read Ordinance 2014-5 by title and explained adopting this ordinance would delete Chapters 15.5, 17.5 and 22 from the Town Code.

Councilmember Lee moved to adopt Ordinance 2014-5 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

## **VII. PROCLAMATION:**

- A. Foster Parents Month – Linda and Henry Robinson, Beaufort County Foster Parents**

Mayor Murray read a proclamation proclaiming May as Foster Parents Month in the Town and presented it to Henry Robinson, Beaufort County Foster Parents Association.

Mr. Robinson thanked Council for the proclamation and its support. He also thanked the Police Department for its support. Mr. Robinson told those present fostering children is not an easy job but said it is a rewarding one.

**VIII. RESOLUTION:**

**A. Resolution 4-2014. A resolution authorizing participation in the State of South Carolina Insurance Benefits Program**

Town Manager Willis read Resolution 4-2014 and explained he had been shopping for lower cost health insurance and said the State Plan would save money. He said he needed Council's endorsement in order to pursue this option further.

Councilmember Lee moved to adopt Resolution 4-2014 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**IX. FIRST READING:**

**A. Ordinance 2014-6. An ordinance to amend as follows Section I of Ordinance 2013-9 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, 2014, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2014-6 by title and recommended that Council adopt first reading of the proposed \$4,871,371 budget. He told them this total may be modified slightly before second reading to include the salary of a new police office. Mr. Willis explained this budget had been prepared using the current millage rate of 69 mils.

Councilmember Lee moved to adopt first reading of Ordinance 2014-6 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**X. COUNCIL'S ACTION:**

**A. Appointment:**

**1. Design Review Board – (appoint one)**

Councilmember Lee moved to appoint Rob Merchant to the Design Review Board and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**2. Redevelopment Commission – (appoint one)**

Councilmember Klein moved to appoint Tom Wilson to the Redevelopment Commission and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**XI. IMPORTANT INFORMATION AND DATES:**

- A. **Saturday, May 17, 11:00 am until 2:00 pm – Birthday Party for the Birds “These chicks know how to party!” Cypress Wetlands and Rookery**
- B. **Saturday, May 17, 2014, 6:30 pm – Street Music on Paris Avenue featuring *Reckless Mercy*, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- C. **Monday, May 19, 2014 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- D. **Monday, May 26, 2014 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Memorial Day**
- E. **Saturday, May 31, 2014, 6:30 pm – Street Music on Paris Avenue featuring *Lauren Mitchell Band*, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- F. **Wednesday, June 4, 2014, 6:30 – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. **Wednesday, June 4, 2014, immediately following the scheduled Public Hearing – Council Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. **Wednesday, June 5, 2014, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- I. **Wednesday, June 11, 2014, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- J. **Monday, June 16, 2014, 5:30 pm – metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

**XII. COUNCIL’S COMMENTS:**

Councilmember Klein asked the date of the next State Port’s Authority Board Meeting.

**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.**

Reed Armstrong, Coastal Conservation League, congratulated Council on the adoption of the new form based code.

Councilmember Lee asked whether transecs in the Town would be the same as those in the County.

Planning Administrator Bridges explained those in the Shell Point area would be the same but said those located further out in the growth boundary would not be the same.

Mayor Murray thanked the Police Department and the Rotary Club of the Lowcountry for working to remove large amounts of trash from one Port Royal citizen's yard. He also asked if parking on the grass at the John Parker Park would be permitted when events are held there.

Carolyn Bennett thanked the Town for repairing drainage on Hillside Court and pointed out one area that still has a problem.

**XIV. ADJOURNMENT:**

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

The meeting adjourned at 7:15 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.



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