



**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**

**November 5, 2014**

**Members Present:** Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein

**Members Absent:** Councilmember Mary Beth Heyward (out of town)

**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 2014-15. An ordinance annexing to the Town of Port Royal approximately 3.94 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, Parcel 100A (located at 547 Broad River Blvd)**

Town Manager Willis read Ordinance 2014-15 by title and said the property, located on Broad River Blvd., complies with the Town's Future Land Use Map and future growth area. He said the Metro Planning Commission had reviewed the request and unanimously recommended the annexation. Mr. Willis read Ordinance 2014-16 by title and showed the property on the map. He explained the owners had originally requested T4 Neighborhood Center zoning but said the Metro Planning Commission determined that T3 Neighborhood, which was their unanimous recommendation, was more fitting for the property.

- B. Ordinance 2014-16. An ordinance to zone approximately 3.49 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel 100A, to be zoned as T4 Neighborhood Center (T4NC) (located off 547 Broad River Blvd)**
- C. Ordinance 2014-17. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 3.68 acres as shown and described as Beaufort County Tax District 113, Map 11, Parcel 206 and Beaufort county Tax District 110, Map 11, Parcels 67B, 73, 68, 69, 69A, 70, 67A, 72, 71, 261, 352, 80, 81, 82 and 427 to be rezoned from T5 Main Street (T5 MS) to T4 Neighborhood Center (T4 NC) (various addresses on 7<sup>th</sup> and 8<sup>th</sup> Streets between Paris and London Avenues)**

Town Manager Willis read Ordinance 2014-17 by title and explained it would rezone various properties on 7<sup>th</sup> and 8<sup>th</sup> Streets to T4 Neighborhood Center. He said staff had revisited the zoning and felt the current zoning of T5 Main Street was too intense for this area since it backs up to residential properties. Mr. Willis said the Metro Planning Commission had unanimously recommended this change.

### **III. COMMENTS:**

There were no comments at this time.

### **IV. ADJOURNMENT:**

The Public Hearing adjourned at 6:40 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws, 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 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.



**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

COOL. COASTAL. FAR FROM ORDINARY.

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

**November 5, 2014**

**Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein**

**Members Absent: Councilmember Mary Beth Heyward (out of town)**

**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 6:41 pm.

**II. COUNCIL BRIEFING:**

Town Manager Willis told Council he was still working with Joey Morris to keep the shrimp dock in operation. He said the dock continues to off-load shrimp and sell ice and fuel. Mr. Willis said stormwater work on 11<sup>th</sup> Street is almost complete. He said the new town maps have arrived with the new town logo, there is a bill board on US 21 and Highway 170 with the new logo, a new video has been prepared to show on WHHI-TV and the social media team is working hard to get the town logo out to the public.

Police Chief Beach introduced new court officer Kim Carter and said she had graduated from the Police Academy on Friday where she received her security certification.

Town Manager Willis discussed progress made with the State Ports Authority to bring the Spanish Moss trail to Appleton Lane and 15<sup>th</sup> Street, said town staff was revisiting the TIF, PUD and development agreement for the port property and explained the dry stack building was due to be removed this month. He said some local business owners had filed a law suit against the SPA concerning sale of the port property. Mr. Willis said

the renovation of the Police Station was very near completion and that a dedication would most likely be held the third week of November, said he would be requesting a one month extension on the landscaping contract and that three applications were received for the new contract. Mr. Willis told Council Alvaro Armada, Count DeGuemes would be visiting Port Royal, the Santa Elena site and the City of Beaufort on November 10<sup>th</sup>.

### **III. REVIEW AGENDA FOR THE NOVEMBER 12, 2014 COUNCIL MEETING**

Town Manager Willis reviewed Ordinances 2014-15, 2014-16 and 2014-17 which had been discussed in the preceding Public Hearing. He read Resolution 5-2014 in support of construction of US Highway 17 and explained it had been requested by the Town of Bluffton. Mr. Willis read Ordinance 2014-18 by title and explained it would update the Town's Comprehensive Plan as was required by State Law. He said the Metro Planning Commission had reviewed the document and unanimously recommended its adoption. Mr. Willis also read Ordinance 2014-19 by title and explained this ordinance prohibiting texting while driving was not needed because the state had recently adopted a law concerning this issue. He told Council appointments were needed for both the Municipal Election Commission and the Design Review Board.

Town Manager Willis told Council staff was still working on the three bids for the landscaping contract and said he would be asking for an extension to the current contract until all bids could be considered. He also explained he was working on a MOA with the County and other entities concerning the Public Education element of the stormwater program. Mr. Willis explained the Town's obligation for this was \$1,500.

Town Manager Willis said the newly formed Parks and Recreation Commission had met and established its meeting date as the third Tuesday of each month at 5:30 pm. He explained Lundy Baker was elected as chairman of the committee and Lisa Redwine would serve as vice-chairman.

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

- A. Tuesday, November 11, 2014 – Town hall, Public Works and the administrative offices of the Police Department will be closed in observance of Veteran's Day**
- B. Wednesday, November 12, 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 unveiling ceremony for the Port Royal Elementary Historic Plaque at 3:00 on December 13<sup>th</sup> and the 5<sup>th</sup> Annual Golf Cart Parade at 5:15 also on December 13<sup>th</sup>.

Councilmember Lee who serves on the Municipal Association Board reviewed the 2015 Legislative Agenda for that organization. Items on the agenda included training, dilapidated buildings, open agendas, formulas for distributing state mandated funds,

streamline business license form, roads and road user fees. He also discussed a proposed bill concerning golf carts, an archeological dig at Fort Frederick and told everyone Count DeGuemes would be in town to meet with Santa Elena Foundation.

Sing Pappas expressed concern about the future shrimp dock since Council had not approved the lease contract.

Sammy Smalls asked for an update on the Waddell Road Sidewalk project.

Nancy Plank and Erik Fenell discussed the OctoPRfest events and said both were a great success. They also said they had accepted the golf cart parade as another event the OVA would host and said they were working on the upcoming Soft Shell Crab Festival.

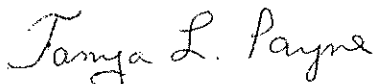
Bob Bender spoke concerning the failed shrimp dock contract.

#### **V. ADJOURNMENT:**

Councilmember Klein moved to adjourn the workshop and Councilmember Lee seconded the motion.

The workshop adjourned at 7:34 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 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



**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**

**November 12, 2014**

**Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Joe Lee and Tom Klein**

**Members Absent: Councilmember Mary Beth Heyward**

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

**Staff Absent: Municipal Clerk Tanya Payne (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.

**III. APPROVAL OF MINUTES:**

**A. Minutes from the Council Workshop of October 1, 2014**

**B. Minutes from the Regular Council Meeting of October 8, 2014**

Councilmember Lee moved to adopt the minutes from the Council Workshop of October 1, 2014 and the minutes from the Regular Council Meeting of October 8, 2014.

Councilmember Klein seconded the motion.

Mayor Murray pointed out an error on page six of the October 8, 2014 Regular Council Meeting minutes where it stated his concerns about golf carts being out after dark when

in fact it should have stated "he expressed concerns about golf carts being out after dark with no lights.

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

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

Town Manager Willis updated Council on progress of the port sale saying the Budget and Control Board would be taking up the potential contract for sale of the port at a special called meeting on November 26<sup>th</sup> at 10 am. He said this meeting would take place contingent upon the Ports Authority's approval of the contract.

Sgt. Bapties of the Port Royal Police Department presented a plaque to Council recognizing Port Royal as a "2014 Outstanding South Carolina Traffic Safety Community". He told Council this is the sixth consecutive year Port Royal has received this award.

Town Manager Willis said the visit with Don Alvaro from Spain concerning the Santa Elena Project had gone well. He said the Count had been touring the southeast discussing Spain's role in the settlement of America. He also told Council SCE&G would be replacing burned out lights on the bridge within the next few weeks. Mr. Willis explained a piece of art had been donated to the Town by the Greenery and said it had been placed in the median on Paris Avenue. He further explained several attempts had been made to grow a tree at this location with no success. Mr. Willis said the art was created by a Bluffton artist.

#### **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**

#### **VI. SECOND READING ORDINANCES:**

- A. Ordinance 2014-15. An ordinance annexing to the Town of Port Royal approximately 3.94 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, Parcel 100A (located at 547 Broad River Blvd)**

Town Manager Willis read Ordinance 2014-15 by title and explained this annexation was reviewed by and unanimously recommended by the Metro Planning Commission. He showed the property on the map and said the property is within the Town's future growth boundary and fits into the land use plan. Mr. Willis explained the owners had requested T4 zoning for the property but said the Metro Planning Commission had recommended T3N.



Councilmember Lee moved to adopt 2014-15 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2014-16. An ordinance to zone approximately 3.49 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel 100A, to be zoned as T3 Neighborhood (T3N) (located off 547 Broad River Blvd)**

Councilmember Klein moved to adopt 2014-16 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2014-17. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 3.68 acres as shown and described as Beaufort County Tax District 113, Map 11, Parcel 206 and Beaufort county Tax District 110, Map 11, Parcels 67B, 73, 68, 69, 69A, 70, 67A, 72, 71, 261, 352, 80, 81, 82 and 427 to be rezoned from T5 Main Street (T5 MS) to T4 Neighborhood Center (T4 NC) (various addresses on 7<sup>th</sup> and 8<sup>th</sup> Streets between Paris and London Avenues)**

Town Manager Willis read ordinance 2014-17 by title and explained staff was recommending T4 NC zoning for the property located on 7<sup>th</sup> and 8<sup>th</sup> Streets saying it was more appropriate for this area bordering on the port property.

Councilmember Lee moved to adopt 2014-17 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

## **VII. RESOLUTION:**

- A. Resolution 5-2014. A resolution in support of construction of US Highway 17 to ensure the health, safety and welfare of the region's citizens and visitors.**

Town Manager Willis read Resolution 5-2014 by title and explained this resolution was requested by Lowcountry Council of Governments. He said it would allow construction on Highway 17 to Savannah. Mr. Willis said this was a very significant project and recommended its adoption.

Councilmember Lee moved to adopt Resolution 5-2014 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**VIII. FIRST READINGS:**

**A. Ordinance 2014-18. An ordinance adopting an update to the Town of Port Royal Comprehensive Plan as required under South Carolina Code of Laws, Section 6-29-510(e)**

Town Manager Willis read Ordinance 2014-18 by title and explained the updated plan had been reviewed and approved by the Metro Planning. He said this would basically update the statistical information, the executive summary of the plan and incorporate the new growth boundary line set with the City of Beaufort.

Councilmember Lee moved to adopt first reading of Ordinance 2014-18 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**B. Ordinance 2014-19. An ordinance repealing Ordinance 2013-18 prohibiting the use of handheld electronic communication devices for the reviewing, drafting or sending electronic communications while operating a motor vehicle in the Town of Port Royal**

Town Manager Willis read Ordinance 2014-19 by title and explained the State had adopted a state wide ordinance concerning texting and the use of electronic devices while driving making the Town's more stringent ordinance obsolete. Therefore, he said it was necessary to repeal the Town's ordinance.

Councilmember Klein moved to adopt first reading of Ordinance 2014-19 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**IX. COUNCIL'S ACTION:**

**A. Appointment:**

- 1. Municipal Election Commission – appoint one**
- 2. Design Review Board – appoint one**

There were no appointments at this time.

**B. Extension of existing landscaping contract**

Town Manager Willis said three companies had responded to the landscaping RFP and explained since staff was still reviewing these proposals he was requesting a one month extension to the Greenery contract to allow time to complete the reviews. He said the extension would cost about \$14,000.

Councilmember Lee moved to extend the landscaping contract with the Greenery and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**C. Memorandum of Agreement for stormwater Public Education**

Town Manager Willis explained the Town partners with other local entities concerning public education for the stormwater utility program in order to make the public aware of what they should and should not be doing concerning stormwater. He said the Town's part in this program was approximately \$1,500 and said he recommended this MOA.

Councilmember Klein moved to adopt the MOA for stormwater Public Education and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**X. IMPORTANT INFORMATION AND DATES:**

- A. Monday, November 17, 2014 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Tuesday, November 18, 2014, 5:30 pm – Parks and Recreation Commission Meeting at Town Hall, 700 Paris Avenue**
- C. Thursday and Friday, November 27 and 28, 2014 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Thanksgiving**
- D. Wednesday, December 3, 2014, 6:00 pm, Annual Tree Lighting and Christmas in the park with a visit from Santa**
- E. Wednesday, December 10, 2014, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers**
- F. Saturday, December 13, 2014, 3:00 pm – Port Royal Elementary School, Revealing of National Historic Register plaque**
- G. Saturday, December 13, 5:15 – 5<sup>th</sup> Annual Port Royal Christmas Golf Cart Parade**
- H. Monday, December 15, 2014, 2014, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

**XI. COUNCIL'S COMMENTS:**

Councilmember Lee invited everyone to a presentation on Fort Freemont to be held at the Union Church on December 14<sup>th</sup> at 6:00 pm.

**XII. PUBLIC COMMENTS:**

There were no comments at this time.

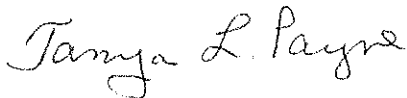
**At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on non-agenda items. Each speaker will be limited to two minutes.**

**XIII. ADJOURNMENT:**

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

The meeting adjourned at 6:55 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws, 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