



**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**

**July 1, 2015**

**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 Lt. Andre Massey and Municipal Clerk Tanya Payne

**I. CALL TO ORDER:**

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

**II. COUNCIL BRIEFING:**

Town Manager Willis told Council they needed to prepare a priorities list for formalization of a CDGB grant application. He explained there were several categories available and said he was interested in the traditional grants and also said the historic approach would work well for the town. Mr. Willis said in order for the town to be eligible for the fall round of grants, the application must be in by August. He said there was nothing new on the Fort Frederick Boat Landing but said the application had been submitted and was being reviewed by the board of engineers.

Town Manager Willis told Council the Parks and Recreation Commission had met at Live Oaks Park and discussed improvements to include lighting, picnic tables, and the tennis court. He said he has spoken with resurfacing companies for upgrade of the court and said they were also considering striping the court for pickle ball. He said a fee schedule for The Shed was being finalized and many events were being booked for that location. Mr. Willis said he had had a good phone conference meeting with the port buyers and SPA representatives, he would be attending four meetings next week on the Stormwater Study, still waiting to hear from Dr. Plaag concerning the historic district, was working with Dean Moss on encroachment permits and signage for the Spanish

Moss Trail, repair work on the tower has been completed and a walk-through is scheduled for today. He said twenty-one pilings for both the tower and the boardwalk have been repaired. Mr. Willis said plans have been finalized for the July 4<sup>th</sup> event at the Sands. He said the town would provide food, drinks and a place to change clothes for Parris Island Band Members who would be performing for the event.

Lt. Andre Massey told those present the Police Department would be assisted by six officers from the City of Beaufort, six from the Sheriff's Department and two from the Highway Patrol for this event.

Town Manager Willis said he was working on a common calendar for himself and council so they could check on dates of scheduled meetings and events, said the Port Royal Pride Program was being finalized by the Redevelopment Commission, explained businesses could apply for a fifty percent match grant up to \$2,500 per business to be used to improve their street-front appearance along commercial corridors.

Redevelopment Commission Chairman Phil Ailing said improvements must be visible from a major street and could include painting, power washing, new windows, sidewalks, landscaping, etc.

### **III. REVIEW AGENDA FOR THE JULY 8, 2015 COUNCIL MEETING**

Town Manager Willis read Ordinance 2015-16 by title and said the metro Planning Commission had unanimously recommended this request to include 902 7<sup>th</sup> Street on the Port Royal Historic Landmark District list.

Town Manager read Ordinance 2015-17 by title and reviewed Ordinance 2015-18. He pointed out the property on the map in relation to adjacent properties already in the town. Mr. Willis said the Metro Planning had unanimously recommended this annexation and had recommended the zoning to be T3 for the larger portion and T4 Neighborhood Center for the smaller portion of the property.

Town Manager Willis reviewed first reading Ordinance 2015-19 to convey property for construction of sidewalk on 13<sup>th</sup> Street. He said this request meets requirements of the town's sidewalk policy. Mr. Willis also reviewed Ordinance 2015-20 to amend the fees schedule for building permits and other various fees. He explained the fees set in Ordinance 2015-9 had included residential increases which should have not been included. Mr. Willis reviewed Resolution 9-2015 and explained it would set the election date and related dates for the upcoming general election to be held November 3, 2015. He told Council appointments were needed for Design Review Board, the Parks and Recreation Commission and the Historic Preservation Commission. Also listed under Council's Action on the agenda was approval of the town manager's contract.

**IV. IMPORTANT DATES AND INFORMATION:**

- A. Friday, July 3, 2015 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Independence Day**
- B. Saturday, July 4, 2015, 5:00 pm until dark – 4<sup>th</sup> of July Celebration at the Sands, sponsored by the Historic Port Royal Foundation and the Town of Port Royal**
- C. Wednesday, July 8, 2015, 6:30 pm - Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- D. Wednesday, July 8, 2015, immediately following the scheduled Public Hearing – Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information and said the shrimp market is open for business.

**V. EXECUTIVE SESSION:**

**A. Contractual Matter - Town Manager's contract**

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

Beaufort County Councilmember Alice Howard told Council the state delegation had turned the County Transportation Commission back to the local level and said each district would appoint a member to that commission. She said more funds would be available to the local area. Ms. Howard said if Council knew of an interested party to serve on this commission to please let her know.

Council adjourned to Executive Session at 7:06 pm.

Council returned at 7:20 pm.

No action was taken.

**VI. ADJOURNMENT:**

The workshop adjourned at 7:20 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 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 workshop.

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

**July 8, 2015**

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

**Staff Present:** Town Manager Van Willis, Planning Administrator Linda Bridges, Police Maj. Ron Wekenmann 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 2015-16. An ordinance adding 902 7<sup>th</sup> Street to the list of properties in the Town of Port Royal Historic Landmark District**

Town Manager Willis read Ordinance 2015-16 by title and explained owners of this residence did not want their property on the Historic Landmark list when the list was established but said the new owners had requested to be on the list. He said the Historic Preservation Commission had unanimously recommended its inclusion.

**B. Ordinance 2015-17. An ordinance annexing to the Town of Port Royal approximately 30.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, Parcels 118 and 120 and Beaufort County Tax District 100, Map 31, Parcels 3 and 1047 (these unaddressed parcels are located**

**between Robert Smalls Parkway and Anderson Lane and on  
Castle Rock Road in Beaufort County South Carolina)**

Town Manager Willis read Ordinance 2015-17 by title and showed the property on the map. He said the Metro Planning Commission had reviewed the annexation ordinance and unanimously recommended the request. Mr. Willis said the Metro Planning Commission had recommended T3 Neighborhood zoning for the larger parcel and T4 Neighborhood Center for the smaller parcel. He explained the owners had agreed to this zoning.

- C. Ordinance 2015-18. An ordinance to zone approximately 30.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcels 118 and 120 and Beaufort County Tax District 112, (formerly Beaufort County Tax District 110), Map 31, Parcel 3 to be zoned as T3 Neighborhood (T3N )and Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 31, Parcel 1047 to be zoned as T4 Neighborhood Center (T4NC) all parcels being located in Beaufort County, South Carolina**

**III. COMMENTS:**

There were no comments at this time.

**IV. ADJOURNMENT:**

The hearing adjourned at 6:37 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 newspaper and posted at the meeting location twenty-four hours prior to the hearing.

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

**July 8, 2015**

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

**Members Present:** Town Manager Van Willis, Planning Administrator Linda Bridges, Police Major Ron Wekenmann and Municipal Clerk Tanya Payne

**I. PLEDGE OF ALLEGIANCE:**

Mayor Murray opened the meeting at 6:37 pm and led the Pledge of Allegiance.

**II. INVOCATION:**

Councilmember DeLoach offered the invocation.

**III. APPROVAL OF MINUTES:**

- A. Minutes from the Budget Workshop of June 3, 2015**
- B. Minutes from the Public Hearing of June 3, 2015**
- C. Minutes from the Council Workshop of June 3, 2015**
- D. Minutes from the Regular Council Meeting of June 10, 2015**

Councilmember Heyward moved to adopt the minutes from the Budget Workshop of June 3, 2015, the Public Hearing of June 3, 2015, the Council Workshop of June 3, 2015 and the Regular Council Meeting of June 10, 2015. Councilmember Lee seconded the motion.

Councilmember Klein pointed out an error on page 2 of the June 3<sup>rd</sup> Workshop Minutes, last paragraph under II. Council Briefing, where it stated "walkers" when in fact it should have said "bicyclist".

Correction was made and the motion carried by unanimous vote.

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

Town Manager Willis explained the Parks and Recreation Commission was meeting at the different parks throughout town to evaluate the needs of each park. He said they had met at the Naval Heritage Park with Kit Bruce, manager of the Farmer's Market. Mr. Willis showed a picture of a piece of playground equipment in the shape of a trawler and explained they were considering this for phase one of the playground equipment project. Mr. Willis said there were some TIF funds available to purchase the equipment. He said the commission was also considering exercise stations along the walking path at the park. Mr. Willis told Council the commission would be meeting with a church group that was interested in doing a project in the town. He said next month's meeting would be at the John Parker Park.

Town Manager Willis said he was also working with vendors to resurface the tennis court.

Mr. Willis said he had met with the port buyers and that they were in town again today for meetings with others. He said he would try to have the buyers at the August council meeting to meet council.

#### **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 READING:**

##### **A. Ordinance 2015-16. An ordinance adding 902 7<sup>th</sup> Street to the list of properties in the Town of Port Royal Historic Landmark District**

Town Manager Willis read Ordinance 2015-16 by title and said this request which was discussed at the preceding Public Hearing had been unanimously recommended by the Historic Preservation Commission.

Councilmember Klein moved to adopt Ordinance 2015-16 and Councilmember Lee seconded the motion.



The motion carried by unanimous vote.

- B. Ordinance 2015-17. An ordinance annexing to the Town of Port Royal approximately 30.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 28, Parcels 118 and 120 and Beaufort County Tax District 100, Map 31, Parcels 3 and 1047 (these unaddressed parcels are located between Robert Smalls Parkway and Anderson Lane and on Castle Rock Road in Beaufort County South Carolina)**

Town Manager Willis read Ordinance 2015-17 by title and explained the Metro Planning Commission had unanimously recommended this annexation. He said the property is located within the town's growth boundary.

Councilmember Heyward moved to adopt Ordinance 2015-17 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2015-18. An ordinance to zone approximately 30.32 acres of real estate located in Beaufort county described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcels 118 and 120 and Beaufort County Tax District 112, (formerly Beaufort County Tax District 110), Map 31, Parcel 3 to be zoned as T3 Neighborhood (T3N) and Beaufort County Tax District 112 (formerly Beaufort County Tax District 100) Map 31, Parcel 1047 to be zoned as T4 Neighborhood Center (T4NC), all parcels being located in Beaufort County, South Carolina**

Town Manager Willis read Ordinance 2015-18 by title and told Council the Metro Planning Commission had unanimously recommend this zoning. He said the owners had agreed to accept this zoning.

Councilmember Lee moved to adopt Ordinance 2015-18 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

#### **VII. FIRST READINGS:**

- A. Ordinance 2015-19. An ordinance to authorize the town manager to convey excess real property to facilitate construction of sidewalks within the town described as Beaufort County Tax District 110, Map 10, Parcel 98A (approximately 75 ft. on 13<sup>th</sup> Street)**

Town Manager Willis read first reading Ordinance 2015-19 by title, showed the property on the map and said this request is in compliance with the town's sidewalk policy.

Councilmember Heyward moved to adopt first reading of Ordinance 2015-19 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**B. Ordinance 2015-20. An ordinance amending Ordinance 2015-9 pertaining to fee schedules for building permits and other various fees as necessary for ease in operation and services of the Town of Port Royal.**

Town Manager Willis read Ordinance 2015-20 by title and explained in the recent fees ordinance some fees were amended when they should not have been. He said this ordinance would make corrections to the ordinance...

Councilmember Klein moved to adopt first reading Ordinance 2015-20 and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**C. Ordinance 2015-21. An ordinance to authorize the town manager to convey excess real property to facilitate construction of sidewalks within the town described as Beaufort County Tax District 11., Map 11, Parcel 86A ( approximately 75 ft. on 10<sup>th</sup> Street and 108 ft. on London Avenue**

Town Manager Willis read Ordinance 2015-21 by title and told Council this ordinance would allow for sidewalks on 10<sup>th</sup> Street and London Avenue.

Councilmember Heyward moved to adopt first reading of Ordinance 2015-21 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

Town Manager Willis told Council sidewalks were being considered as a project for the town's Capital Sales Tax List.

**VIII. RESOLUTIONS:**

**A. Resolution 9-2015. A resolution setting election and related dates for mayor and two (2) members of council pursuant to Sections 6-6 through 6-11 of the Town of Port Royal Code of Ordinances**

Town Manager Willis reviewed the dates in Resolution 9-2015 and explained this resolution would set the dates for the upcoming Port Royal General Election to be held in November. He said seats would be open for mayor and two councilmembers.

Councilmember Lee moved to adopt Resolution 9- 2015 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**IX. COUNCIL'S ACTION:**

**A. Appointment:**

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

Councilmember Heyward moved to appoint Trish Dean to the Design Review Board and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

**2. Parks and Recreation Commission – appoint one**

Councilmember Lee moved to appoint Michael Ruthstaz to the Parks and Recreation Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**3. Historic Preservation Commission – appoint one**

There was no appointment for this commission.

**B. Approval of Town Manager's contract**

Mayor Murray told these present the town attorney had reviewed and approved the proposed contract between the town and Mr. Willis.

Councilmember Klein said everyone was pleased with Mr. Willis' work and said Council has decided to approve a four year contract rather than the usual two years.

Councilmember Klein moved to adopt the Town Manager contract and Councilmember Lee seconded the motion.

The motion carried by unanimous vote.



**X. IMPORTANT INFORMATION AND DATES:**

- A. Monday, July 20, 2015, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Monday, July 20, 2015, 5:30 pm – Parks and Recreation Commission Meeting, Town Hall, 700 Paris Avenue**
- C. Tuesday, July 21, 2015, 4:00 pm – Redevelopment Commission Meeting, Town hall, 700 Paris Avenue**
- D. Wednesday, August 5, 2015, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers**
- E. Wednesday, August 5, 2015, immediately following the scheduled Public Hearing – Council Workshop, Yvonne C. Butler Council Chambers**
- F. Wednesday, August 12, 2015, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers, Paris Avenue**
- G. Monday, August 17, 2015, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

Town Manager Willis reviewed the list of important information and dates and told Council the Redevelopment Commission had done a good job on the Store Front Improvement Program. He said he expected a September launch for this program. He also told council the lineup for the Street Music Fall Series had been finalized and said the posters were ready for pickup.

**XI. COUNCIL'S COMMENTS:**

Councilmember Klein thanked everyone who helped make the July 4<sup>th</sup> event a success.

**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.**

Phil Alling thanked Jeff Coppinger and the Public Works crew for the good job they did at the July 4<sup>th</sup> event.

Joe McDermant spoke to Council concerning area tennis events and area tennis facilities.

**XIII. ADJOURNMENT:**

Councilmember Heyward moved to adjourn.

The meeting adjourned at 6:45 pm.

Regular Council Meeting  
July 8, 2015

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

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