

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**

March 4, 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, Assistant Police Chief Ron Weckenmann 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 the Parks and Recreation Commission had met with the YMCA and Beaufort County PALS representatives to discuss possible partnerships to provide recreational opportunities in the area.

Nancy Plank, Old Village Association updated Council on plans for the Softshell Crab Festival in April. She said there will be a Corn Hole Tournament this year with an official score keeper, the Marine Band will play along with other bands and face painting and bouncy houses for the kids. Ms. Plank said there will be something for everyone at this year's festival.

Town Manager Willis asked Council to review the proposed Retreat Agenda and provide any input they might have and said the timeline for the port would most likely begin in April with a presentation to the Metro Planning Commission. He said the Comprehensive Plan update was ready for second reading, said the airboat was in the wetlands today cutting back eight feet of new growth, there was a large tree down in the wetlands which would need to be removed, and the town would be looking at clogged private drainage systems with the possibility of helping the homeowners association

with repair. Mr. Willis told Council stormwater rates would likely increase to \$3.18, said he was still checking into public defenders fees, was still waiting for some licensing agreements on the town logo, and explained he has not heard anything from Dr. Plaag on the historic district. He said there is a letter of endorsement on the Spanish Moss Trail from the potential port buyers on the location of the path, the town would be assisting Parris Island with its centennial celebration events coming up in the fall. He said the town was very much involved in these events which included a 100k run which would take place in much of Port Royal.

III. REVIEW AGENDA FOR THE MARCH 11, 2015 COUNCIL MEETING:

Town Manager Willis told Council there would be a proclamation for Special Needs and Disabilities Awareness Month on next week's agenda. He read Ordinance 2014-18 by title and explained the Comprehensive Plan Update had been reviewed and approved by the Metro Planning Commission. Mr. Willis read Ordinance 2015-4 by title and explained this ordinance would provide regulation for radio and television towers in the town. He read first reading Ordinance 2015-5 by title and explained it would allow the annexation of 11.92 acres in the Shell Point area. He pointed out the property on the map and explained it is located within the town's future growth boundary. Mr. Willis told Council the Planning Commission had recommended the annexation but said it was not a unanimous vote. He explained the two county representatives had voted no on the annexation. Mr. Willis reviewed the requested zoning of T4 Neighborhood Center and T3 Sub-urban and said the Metro Planning Commission had recommended T3 Neighborhood Sub-urban for the entire area. He reviewed a list of appointments needed to fill vacancies on town boards.

Councilmember Lee told Council there may be a proclamation by Parris Island for the next meeting.

IV. IMPORTANT DATES AND INFORMATION:

- A. Wednesday, March 11, 2015, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Wednesday, March 11, 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 information and dates. He said the posters for the Spring Street Music Concert Series are now available.

V. ADJOURNMENT:

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

The workshop adjourned at 7:04 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 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



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

March 11, 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 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 2015-4. An ordinance amending the Port Royal Code so as to provide for the regulation and permitting of radio and television transmission towers**

Mayor Murray read Ordinance 2015-4 by title.

Town Manager Van Willis explained when the new Port Royal Code was being developed regulation of radio and television transmission towers had been inadvertently left out. He said this amendment would add those regulations to the code. Mr. Willis told Council the Metro Planning Commission had reviewed and unanimously recommended its adoption.

III. COMMENTS:

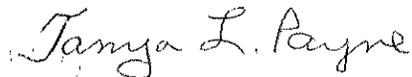
There were no comments.

Public Hearing
March 11, 2015

IV. ADJOURNMENT:

The hearing adjourned at 6:32 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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 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**

March 11, 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 Chief Alan Beach and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray opened the meeting at 6:33 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of February 5, 2015**
- B. Minutes from the Council Workshop of February 5, 2015**
- C. Minutes from the Regular Council Meeting of February 11, 2015**

Councilmember Heyward moved to adopt the minutes from the Public Hearing of February 5, 2015, the Council Workshop of February 5, 2015 and the Regular Council Meeting of February 11, 2015. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

Town Manager Willis requested that the agenda be amended to include a resolution after Section IV. PROCLAMATION.

Regular Council Meeting
March 11, 2015

Councilmember Lee moved to amend the agenda amend the agenda to include a resolution (Resolution 2-2015). Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

IV. PROCLAMATION:

A. Beaufort County Disabilities and Special Needs – Margaret Ann Gatch and Ann Wirz

Mayor Murray read a proclamation recognizing March 2015 as Disabilities and Special Needs month in the town and presented it to Ann Wirz. Ms. Wirz thanked Council for their continued support of Disabilities and Special Needs clients.

Mikel Swinton told those present clients from Disabilities and Special needs were now working at the MCAS and getting compliments for their work.

Added agenda item:

Resolution 2-2015. A Concurrent Resolution recognizing and honoring Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island for its outstanding contributions to the Lowcountry, State of South Carolina, and the nation throughout the past 100 Years of making Marines.

Councilmember Lee read Resolution 2-2015 and presented it to Col. Neal Pugliese, MCRD Parris Island.

Col. Pugliese, on behalf of Brig. General Terry Williams, thanked Council for the resolution and expounded on its significance in history and his privilege to being a part of the celebration.

V. COUNCIL BRIEFING:

Police Chief Beach introduced the new Court Security Officer Bethany Hopkins and told Council the Police Department was now fully staffed. Ms. Hopkins was welcomed by all.

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

Robbie Robertson opposed the proposed annexation of property in Shell Point.

Kathryn Parker expressed concerns over stormwater drainage should the annexation occur.

Barbara Stanley expressed concerns over the wetlands included on the property and said the soil makeup was not good for development. She also expressed concerns about traffic and access to the property.

Donna Garcia expressed concerns about flooding and possible traffic problems.

Carolyn Davis-Smith opposed development of the property and spoke concerning zoning of the property. She suggested the property be zoned as T1.

John Hogue discussed stormwater and expressed traffic concerns should the property be developed.

Alice Howard, Beaufort County Council, speaking as a private citizen expressed concerns about stormwater management in this area.

VII. SECOND READING:

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 concerns were expressed during first reading of the ordinance. He said the concerns had been addressed and this was the final document. Mr. Willis stated the changes had been reviewed and recommended by the Metro Planning Commission.

Councilmember Lee moved to adopt Ordinance 2014-18 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

B. Ordinance 2015-4. An ordinance amending the Port Royal Code so as to provide for the regulation and permitting of radio and television transmission towers

Town Manager Willis read Ordinance 2015-4 by title and explained regulation of radio and television towers was inadvertently left out of the new Port Royal Code. He said this amendment would establish guide lines for regulation these types of towers.

Councilmember Lee moved to adopt Ordinance 2015-4 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

VIII. FIRST READINGS:

- A. Ordinance 2015-5. An ordinance annexing to the Town of Port Royal approximately 11.92 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, map 33A, Parcels 22, 26, 27, 53, 54, 55, 56, 61, 122, 163, 164, 165, 166, 167, 168, 169, 170, 171 and 172 (located 750, 756, 762 and 766 Parris Island Gateway; 2002, 2004, 2006 and 2008 Shell Point Road; 1016 and 4001 Hickory Street; 2009, 2007, 2005 and 2003 Walnut Street; and the interior parcels in Beaufort County South Carolina**

Town Manager Willis read Ordinance 2015-5 by title and showed the property on the map. He explained the Metro Planning Commission had recommended the annexation but explained it was not a unanimous vote. Mr. Willis told Council the commissioners representing the county had opposed the annexation. He explained the property is located in the town's Future Growth Boundary and said this is very similar to the current county zoning.

Town Manager Willis reviewed the zoning requests for the property and showed the designations on the map. He explained the requests for the property are T4 Neighborhood Center and T3 Sub-Urban Neighborhood. Mr. Willis explained this zoning was very similar to the current county zoning for the property and pointed out some minor differences in the town's zoning and the county's zoning. He told Council the Metro Planning Commission had recommended T3 zoning for the entire property.

Attorney David Tedder, representing the applicant, told Council there is not currently a development plan for the property. He explained with the new codes in the county and the town this is what is supposed to occur when a property is contiguous to the town. He compared the proposed zoning to the county zoning and said this property and said it is in the town's Future Growth Area and conforms to the Comprehensive Plan.

Councilmember Lee moved to adopt first reading of Ordinance 2015-5 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2015-6. An ordinance to zone approximately 11.92 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax district 100), Map 33A, Parcels 22, 26, 27, 53, 54, 55, 56, 61, 122, 163, 164, 165, 166, 167, 168, 169, 170, 171 and 172 located 750, 756, 762, and 766 Parris Island Gateway; 2002, 2004, 2006 and 2008 Shell Point Road; 1016 and 4001 Hickory Street; 2009, 2007, 2005 and 2003 Walnut Street; and the interior parcels in Beaufort County South Carolina to be zoned as T4 Neighborhood Center (T4NC) and T3 Sub-Urban Neighborhood (T3SN)**

Councilmember Lee moved to adopt first reading of Ordinance 2016-6 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

IX. COUNCIL'S ACTION:

A. Appointment:

- 1. Design Review Board – appoint one**
- 2. Zoning Board of Adjustments and Appeals – appoint one**
- 3. Historic Preservation Commission – appoint one**

Councilmember Lee moved to appoint Anna Ellerbe to the Historic Preservation Commission and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

- 4. Municipal Election Commission – appoint one**

X. IMPORTANT INFORMATION AND DATES:

- A. Saturday, March 14, 2015, 8:30 am – Council Retreat, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Monday, March 16, 2015, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Tuesday, March 17, 2015, 5:30 pm – Parks and Recreation Commission Meeting, Town hall, 700 Paris Avenue**
- D. Wednesday, April 1, 2015, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers**
- E. Wednesday, April 1, 2015, immediately following the scheduled Public Hearing – Council Workshop, Yvonne C. Butler Council Chambers**

- F. **Wednesday, April 8, 2015, 6:30 pm – Council Meeting, Yvonne C. Butler Council Chambers, Paris Avenue**
- G. **Monday, April 20, 2015,, 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:

There were no comments at this time.

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.

Kristina Wetzel asked what day the Parks and Recreation would meet.

Alice Howard asked Council to support an outlying air field for the Marine Corps Air Station by passing a resolution

XIII. ADJOURNMENT:

Councilmember Heyward moved to adjourn.

The meeting adjourned at 7:30 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.

Regular Council Meeting
March 11, 2015

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

March 14, 2015

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

Staff Present: Town Manager Van Willis, Municipal Clerk Tanya Payne, Fire Chief Sammie Negron, Police Chief Alan Beach, Court Clerk Traci Haddock, Operations Manager Dan Lemieux, Public Works Supervisor Jeff Coppinger, Engineer Tony Maglione and Planning Administrator Linda Bridges

Items on this agenda were not necessarily discussed in the order as listed.

CALL TO ORDER:

Mayor Murray called the retreat to order at 8:35 am and welcomed those present.

II. OPENING COMMENTS:

Town Manager Willis explained this retreat would be different from past retreats to include more discussion and less budget information. He said the budgets would be discussed in the May Budget Workshops.

III. TOPICS FOR DISCUSSION:

A. Citizens Committee Review Board

Council asked that information on changes to the Form Based Code be sent to them before they are sent to the Metro Planning Commission. Also they suggested ordinances be broken down to include fewer issues per ordinance. They decided a citizen's review committee was not needed to review proposed changes to the Form

Based Code. It was also decided to review the Form Based Code every few years as is done with the Comp. Plan.

B. Estuarium:

Bob Bender discussed the future of the Estuarium and asked Council to adopt a MOU between the town and the Estuarium. He said this MOU was very similar to the previous one except they were not asking for funds. Plans were discussed for a future site for the Estuarium and its possible funding. Mr. Bender asked Council to sign the MOU showing their support of the Estuarium. Town Manager Willis said he would look into assisting with the capital and fund raising. Council asked to see market research data for the Estuarium, a true business plan for the facility and financial statements for the past three years.

C. Off Shore Drilling/alternative energy:

Town Manager Willis told Council the Town was second in the state to pass a resolution opposing off shore drilling and seismic testing off the coast of South Carolina and said many municipalities were following the lead.

D. Parks and Recreation Committee requests:

Lundy Baker, chairman of the Parks and Recreation Commission reviewed a list of projects the Commission would like Council to consider. These are: (a.) revisit the parks and facilities fees, (b.) play ground equipment at Naval Heritage Park, (c.) long term consideration of a new tennis facility, (d) recommended taking over management of "The Shed", (e.) address long term management of festivals, and (f.) consider elimination of all or partial traffic to the Sands which would for allow events to take place there. Council decided to resurface the existing tennis court.

E. Website update:

After discussion on what is needed to make the website useful to the citizens Council asked Town Manager Willis to track data from the current website and research the cost to update and maintain a good website.

F. Ribaut Commercial Store Front Grants:

Town Manager Willis said Hardeeville has a program where they create a 50% funding with commercial property owners to spruce up their businesses.

Councilmember Klein said he likes what they are doing in Hardeeville and said he would like to have the Redevelopment Commission look into this program. He said Council would need to decide what area of town they wanted to focus on. Councilmember Klein suggested scheduling a meeting of the commission and inviting Chris Damgen from

Hardeeville to speak on this issue. Councilmember Klein also said the Redevelopment Commission ordinance needed to be updated to include the town's new zoning.

G. Waddell Road sidewalks:

Town Manager Willis explained match grant funds were available for sidewalk installation this year. He said there was also the possibility of taking this issue to the County Transportation Committee for assistance. Council decided, for safety reason, installing the Waddell Road sidewalk should be a priority for the town. Town Manager Willis said he would resubmit the grant application and will check with the City of Beaufort to see if they will share the match since Waddell Road is in both the city and the town.

H. Parks, Recreation and Leisure readout

I. Funding for parks, increase cost for non-residents

J. The Shed:

Town Manager Willis said the town would now be managing The Shed and asked Council what they wanted to do with it long-term. Council said they did not want to stay in The Shed business and suggested it might be beneficial property for the port buyers. Councilmember Klein suggested turning this issue over to the Redevelopment Commission for their thoughts and also ask them to get an appraisal. Council also asked for data showing what it cost to operate The Shed over a certain period of time. Councilmember Heyward suggested there be a monthly function for the kids at The Shed.

K. Driving at the Sands, block off marsh areas:

Councilmember Klein expressed concerns about motorist driving through the marsh area at the Sands and suggested blocking this area off. Council discussed parking problems that would arise should the Sands beach be closed to vehicles. It was decided to create a vehicle free area by posting "No motorized vehicles beyond this point" signs in an effort to keep vehicles off the far end of the beach and out of the marsh.

L. Spanish Moss Trail:

Councilmember Lee suggested once the Spanish Moss Trail crosses Ribaut Road that a street be designated for bikers to get them to the Sands.

Councilmember Klein suggested not spending funds on getting to the Sands until the trail is actually there. He said in the meantime, bikers could go to the light at Ribaut Road to get safely across.

Town Manager Willis said plans in place to install a Hawk Signal at Ribaut Road in order to get trail walkers across the road.

M. Marketing effort, new welcome signs and banners for street lights, event sign on Ribaut Road:

Council discussed upgrading the town's welcome signs and purchasing banners for Paris Avenue to highlight town events. They said funds are short and this would most likely have to wait. They also discussed a sign at the Paris Avenue, Ribaut Road intersection to announce events taking place in the town.

Bob Bender said the Old Village Association was looking for ways to give back to the town and he would make this suggestion at the next meeting.

N. Street paving and painting stop lines:

Town Manager Willis said he has asked the county for an accounting of funds used to pave roads. He said Port Royal residents pay county taxes but no roads in Port Royal get paved.

Councilmember Klein suggested painting stop lines on the town's streets at the stop signs.

O. Display 7 flags (maybe not confederate flag):

Council discussed ways to display the seven flags that have flown over Port Royal.

P. Civic participation:

Q. Committee fulfillment:

Council discussed ways to get citizens to participate in local government, town events and to serve on town volunteer committees. They discussed holding neighborhood meetings throughout the town to get citizens interested. They also discussed holding Council Workshops throughout the town and reinstating the town news letter.

R. Ordinance updates:

Council discussed the outdated code book and decided to review and update the town's ordinances (code) a few at a time.

S. Street Concerts:

Council suggested lights and a tent be provided for the stage at the Street Music Concerts. They also asked whether a PA system is needed. Town Manager Willis will price PA systems.

Fire Chief Negron offered use of the fire department's light trailer when needed for town events.

T. Funding of non-profit events policy:

Councilmember Klein asked that a written policy be established to define the town's part in non-profit events.

U. Chafin/Navarro update

V. LOST/alternative revenue (when is it time to start a LOST campaign)

Town Manager Willis told Council the county was considering a LOST campaign again this year and said the town needed to refine its project list. The county is also considering a Capital Sales Tax, therefore, the town might need to appoint someone to that committee.

W. Building Permit fees

X. Shrimp Docks:

Town Manager Willis said Dock Supervisor Joey Morris has submitted paper work for opening the market at the dock. He explained one problem boat should be leaving the dock soon and that funds are needed to remove another boat that is in the marsh. Mr. Willis said when the sale of the port is complete the town owned parking lot will be swapped for the shrimp dock, the brown section of the building (market), the fuel pump and the front parking area.

Council agreed to put out a RFP for operation of the seafood market.

Y. Festivals (held in the Town) Policy & Procedures/Rules & Regulations

Z. Historic District:

Town Manager Willis told Council Eric Plaag could come to do an evaluation of the town to determine if there are enough properties to create an historic district in the town. Council decided to ask Mr. Plaag move forward with the evaluation and make a presentation to the Historic Preservation Commission.

AA. Engineering:

1. Speed Hump installation and costs

Engineer Maglione discussed speed bumps and speed humps and recommended pre-fabricated speed humps for traffic calming in the town. He said signs are required to inform drivers the devices are there. Mr. Maglione showed a map of streets east of Ribaut Road and pointed possible places these devices might be used. He explained they needed to be placed with consideration of their impact on emergency vehicles. Mr. Maglione said the cost of the devices would be between \$2,000 and \$2,500 each.

2. Status of bond for road cuts Ribaut Road Sewer

Mr. Maglione told Council all TIF projects have been completed and said there are still funds in the account. He explained the police station addition had come in ten percent less than budgeted. Mr. Maglione said the Ribaut Road Sewer project is complete and it also came in slightly under budget.

3. Dawson Place road improvements ???

Mr. Maglione said there were many property issues on Dawson Place making it very difficult to place a road there.

4. Pinckney Blvd. parking and road shoulder repairs

Mr. Maglione discussed possibilities for solving parking issues for the Port Royal Baptist Church and the Farmer's Market. He said he has discussed the problem with the SCDOT since this is a DOT road. Mr. Maglione also discussed enlarging the parking at the Skate Park. Town Manager Willis said he would create a cost estimate for enlarging the parking area at the Naval Heritage Park.

5. Stormwater

- a. Status of SW Rate study
- b. Explanation of reduction in SW fees received
- c. MOU on NCW Website and Website design update
- d. Request from County SW Utility to increase management fee

Mr. Maglione explained discrepancies in storm water collections and said this had lowered the stormwater funds by about \$4,300 dollars. He said the stormwater study with the City of Beaufort, Bluffton, Beaufort County and the Town was underway. He discussed the public education part of stormwater requirements which requires a website. Mr. Maglione explained Bluffton has a good website for this purpose and is willing to partnership with the other municipalities. He said he has a MOU ready to be signed for the joint website. He also said the county was requesting an increase in the stormwater management fee from \$2.80 to \$3.18.

Mr. Maglione said he had put out an RFP for repairing the tower and boardwalk. He said two responders had attended the pre-proposal meeting and that they had expressed concerns about the support system under the structure. Council decided to

redo the RFP and in the meantime, close off the tower. Mr. Maglione recommended using the \$70,000 they now have to pay for an inspection to see what needs to be done.

6. Lack of citizen segregation of yard and house debris

Public Works Supervisor Coppinger said residents are not separating their yard waste and house debris. Council discussed the problem and decided items would not be picked up if it is not separated. A notice would be left at the residence explaining why the items were not picked up.

IV. MISCELLANEOUS:

Town Manager Willis asked department heads their thoughts on what will happen the next few years and their ideas on how to work out these issues.

- Police Chief Beach discussed town growth and said his department was already putting its sergeants on the road in split shifts to increase coverage of service. He said they were looking at ways to stretch overtime without decreasing service. Chief Beach stated they are charging for special services such as security and traffic control.
- Fire Chief Negron said the budget for next year would be much the same as this year. He said some finishing touches were being done at the Port Royal fire station and construction of the new station would be underway next week. He said there were no plans to increase the number of firefighters this year. Chief Negron said the new ladder truck would be ready in November and it would be very helpful to Port Royal due to the town's apartment complexes. He said the contract with the Burton Fire District was up for renewal next year.
- Operations Manager Lemieux compared the town's building permit fees to those of the City of Beaufort and said the town's fees are low. He said the plans checking fee also needed to be increased and explained the proposed fees. Mr. Lemieux said the town is not covering its cost for inspections and suggested adopting the International Building Code fees schedule.
- Town Manager Willis discussed indigent defense and said the state house of representatives was requesting more funds from the municipalities to pay for public defenders. He said he had concerns about this because citizens already pay county and state taxes and a portion of traffic fines go toward this service.
- Town Manager Willis said he had spoken to a second firm about town T-shirts but had not formalized a licensing agreement with them. He said he was also waiting for the first applicant to supply a licensing agreement.

- Councilmember Lee said there would be a need in the future to move Town Hall and said Council needed to be looking for property for a Town Hall campus. He also said compensation for Town Manager Willis needed to be discussed and suggested the Mayor appoint a couple people to address this issue before Mr. Willis' contract expires.
- Operations Manager Lemieux discussed reforestation of the town and suggested a fee be charged for removal of trees on new construction sites. He said the fees would be placed in a tree fund to be used as needed to place trees in parks or other places throughout the town. Council agreed to update the tree ordinance as needed.
- Operations Manager Lemieux asked that new street signs be provided for another street this year. Council agreed.

V. CLOSING COMMENTS

VI. ADJOURNMENT:

The retreat adjourned at 2:25 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 retreat was posted on the town bulletin board two weeks in advance of the retreat. A copy of the agenda was posted at the meeting location and given to the local news media twenty-four hours prior to the retreat.

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