



**Council**

Samuel E. Murray  
Mayor

Tom Klein  
Mayor Pro Tempore

Jerry Ashmore  
Vernon DeLoach  
Mary Beth Heyward

Van Willis  
Town Manager

T. Alan Beach  
Chief of Police

Jeffrey S. Coppinger  
Operations

Linda Bridges  
Planning

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

**September 7, 2016**

**Members Present:** Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach, Mary Beth Heyward 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 2016-10. An ordinance to amend Chapter 4, "Buildings and Building Regulations" Section 4-1, "Adoption of Codes by Reference" of the Code of Ordinances of the Town of Port Royal, South Carolina to adopt the International Building Codes with South Carolina Building Code Modifications**

Town Manager Willis read Ordinance 2016-10 by title and explained these changes to the building code would bring the town in compliance with the state. He explained periodically the State Building Codes Commission updates its International Building Codes requirements and said the Town is required to adopt the state standards.

**III. COMMENTS:**

There were no comments.

**IV. ADJOURNMENT:**

The Public 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 fifteen days prior to the hearing. A copy of the agenda was given to the local new 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.



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

**September 7, 2016**

**Members Present:** Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach, Mary Beth Heyward 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 6:30 pm and welcomed those present.

Ginnie Kozak gave a presentation on the Joint Land Use Study (JLUS) and said the study ensures that the military and the civilian sector of Beaufort County are communicating and making good land use decisions. She reviewed steps used in developing the study, those who worked on it and its purpose.

**II. COUNCIL BRIEFING:**

**A. Briefing:**

Town Manager Willis told Council he had received \$5,000 from the owner of a shrimp boat which had sunk at the docks. He said the boat has been removed and that the owner would be sending \$1,000 per month until the full removal cost is paid. He said there are only four to five boats using the dock at this time and explained one of these has been posted with a no trespass notice. Mr. Willis said title work on the Porter's Chapel is almost complete and that attorneys will be working on a Memorandum of Understanding between the Town and the church as soon as the title is clear. Town Manager Willis said he would be meeting with the port property appraisers on Friday and said there was some concern about how the law-suit will affect the appraisal. He said the legislation concerning the port does not include a time-line for the sale. Mr.

Willis said the legislation concerning the property is written so the town or county can purchase the property at eight percent of the appraised value.

Jane Abrams, Parks and Recreation Commission Chair, presented the Commission's recommendations concerning the property at the school which is owned by the town and the school district.

Town Manager Willis said he was waiting for a response from the school district on their thoughts on these recommendations and said funding for this project has not yet been established.

Ms. Abrams also said the split rail fence would be going up around the Spanish Galleon at Naval Heritage Park this week. She said work is underway at the John Parker Park.

Town Manager Willis said Dean Moss, Port Royal's representative on the Capital Project Sales Tax Committee is speaking at different meetings concerning the proposed project list and referendum, said due to the storm yard debris pickup is running behind, eleven applicants have applied for the Port Royal Pride grants, Robert Folk will be working in the Cypress Wetlands taking samples. Mr. Willis will be making a presentation to the CTC concerning the sidewalk grant, the Wright's Point project was not recommended by the DRB but said that group will resubmit at a later date. He said damage from the recent storm was being cleaned up but would take a while, he discussed proposed grant submittals to include the Porter's Chapel, fish and wild life and economic development through MASC. Mr. Willis said he had received a call from Congressman Clyburn concerning opening the Ft. Frederick Boat Ramp and its historic assets.

**B. Set date for Volunteer Picnic:**

Council set the date for the Volunteer Picnic as November 5, 2016.

**III. REVIEW AGENDA FOR THE SEPTEMBER 14, 2016 COUNCIL MEETING**

Town Manager Willis read Second Reading Ordinance 2016-10 by title and explained it would update the Town's building codes as periodically required. He explained Resolution 9-16 would allow the town to apply for the SC Economic Development grant through the MASC. He read Ordinance 2016-12 by title and explained it would rezone property located on Parris Island Gateway and Shell Park Drive to T4-Urban Center. Mr. Willis said the Metro Planning Commission had recommended this change in zoning.

Property owner Herb Gray told council he hoped to change the zoning on this property to make it consistent with the adjoining property.

Planning Administrator Bridges compared the requested zoning to the current zoning and existing PUD.

Town Manager Willis told Council they would be asked to reappoint members to the Design Review Board and Parks and Recreation Commission, appoint members to the Zoning Board of Adjustments and Appeals and the Keep America Beautiful Board. He said they would be asked to approve funds to purchase Active Duty Shooter Protective Gear for the Police Department.

**IV. IMPORTANT DATES AND INFORMATION:**

- A. Thursday, September 8, 2016, 5:30 pm – Zoning Board of Appeals, Town Hall, 700 Paris Avenue**
- B. Saturday, September 10, 2016, 6:00pm – Street Music on Paris Avenue featuring *Jason Ricci & The Bad Kind*, between 9<sup>th</sup> and 10<sup>th</sup> Streets**
- C. Wednesday, September 14, 2016, 6:30 pm, Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important information and dates and added the OctoPRfest on October 8<sup>th</sup> and the Frogmore Stew Cookoff on October 20<sup>th</sup>.

Bob Bender requested \$1,000 in support of the Lowcountry Estuarium.

Frank Dude from the Power Squadron said over hanging limbs have damaged their boats and asked that limbs be trimmed on 9<sup>th</sup> Street and Madrid.

**V. PRESENTATION:**

- A. Joint Land Use Study (JLUS) – Ginnie Kozak, Lowcountry Council of Governments**

This presentation was given at the beginning of the workshop.

**VI. ADJOURNMENT:**

Councilmember Heyward moved to adjourn.

The Workshop adjourned at 8:07 pm.

Respectfully submitted,



Tanya L. Payne  
Municipal Clerk

In accordance with South Carolina Code of Laws Section 30-4-80(d), 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.

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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 workshop. A copy of the agenda was given to the local newspaper and posted at the meeting location twenty-four hours prior to the workshop.



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

**September 14, 2016**

**Members Present:** Mayor Sam Murray and Councilmembers Jerry Ashmore, Mary Beth Heyward and Tom Klein

**Members Absent:** Councilmember Vernon DeLoach

**Staff Present:** Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Alan Beach, Fire Chief Reece Bertholf and Municipal Clerk Tanya Payne

**I. PLEDGE OF ALLEGIANCE:**

Mayor Murray called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

**II. INVOCATION:**

Councilmember Ashmore offered the invocation.

**III. APPROVAL OF MINUTES:**

- A. Minutes from the Council Workshop of August 3, 2016**
- B. Minutes from the Regular Council Meeting of August 10, 2016**

Councilmember Heyward moved to adopt the minutes from the Council Workshop of August 3, 2016 and the Regular Council Meeting of August 10, 2016.

Mayor Murray pointed out an error in the Regular Council Meeting minutes where it stated Council adjourned to Executive Session at 7:48 pm when it should have said 7:38 pm.

Councilmember Klein made correction to the minutes of the Regular Council Meeting, Section V. where it says Capital Tax Commission when in fact it should have been County Transportation Commission.

Corrections were made and the motion was carried by unanimous vote.

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

Town Manager Willis told Council he had met with the appraiser who was chosen by the Department of Administration to preform the updated appraisal of the port property. He said they had walked the property and he was confident they knew the issues with this property. Mr. Willis reviewed the time-line of what would happen over the next few months concerning the property. He explained the auction for the property should be completed by March or April of 2017 at which time due-diligence would begin.

#### **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 2016-10. An ordinance to amend Chapter 4, "Buildings and Building Regulations", Section 4-1, "Adoption of Codes by Reference", of the Code of Ordinances of the Town of Port Royal, South Carolina to adopt the international Building Codes with South Carolina Building Code Modifications – As the State adopts updated sections of the code; the Town is required to follow-up with inclusion in our code.**

Town Manager Willis read Ordinance 2016-10 by title and explained each year the state adopts the most recent version of the International Building Codes and said the town is also required to adopt those codes.

Councilmember Klein moved to adopt Ordinance 2016-10 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**VII. RESOLUTION:**

- A. Resolution 9-2016. A resolution committing the Town of Port Royal to provide a local match for a Municipal Association of South Carolina Hometown Economic Development Grant**

Town Manager Willis read Resolution 9-2016 by title and explained this resolution approving a funds match for a MASC Hometown Economic Development Grant is required in order to apply for the grant.

Councilmember Heyward moved to adopt Resolution 9-2016 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**VIII. FIRST READING:**

- A. Ordinance 2016-11. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 6.37 acres as shown and described as Beaufort County Tax District 112, Map 31, Parcels 96, 96B, and a portion of 102 to be rezoned from T4-NC to T4-UC (T4-Urban Center) (located 96B – 669 Parris Island Gateway and 102-27 Shell Creek Drive)**

Town Manager Willis read Ordinance 2016-11 by title and said this request for rezoning of property located at Parris Island Gateway and Shell Creek Drive was reviewed and recommended by the Joint Municipal Planning Commission. He showed the property on the map and pointed out the zoning of the surrounding properties.

Councilmember Ashmore moved to adopt first reading of Ordinance 2016-11 and Councilmember Klein seconded the motion.

Mayor Murray and Councilmembers Ashmore and Klein voted yes. Councilmember Heyward abstained.

The motion carried.

**IX. COUNCIL'S ACTION:**

**A. Appointment:**

- 1. Design Review Board – reappoint one**

Councilmember Ashmore moved to reappoint Rob Merchant to the Design Review Board and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**2. Parks and Recreation Commission – reappoint two**

Councilmember Heyward moved to reappoint Michael Ruthstanz and Samuel Smalls to the Parks and Recreation Commission and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

**3. Zoning Board of Adjustments and Appeals – appoint one**

There was no appointment at this time.

**4. Keep Beaufort County Beautiful Board – appoint one**

Councilmember Klein moved to appoint Kathleen Bray to represent Port Royal on the Keep Beaufort County Beautiful Board and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**B. Approval to purchase Active Shooter Protective Gear for the Police Department**

Police Chief Beach told Council he has researched prices for Active Shooter Protective Gear and said the price would be between \$24,000 and \$27,000. He said the equipment included ballistic blankets, helmets and rifle vest.

Councilmember Ashmore moved to approve funds not exceed \$27,000 for the purchase of Active Shooter Protective Gear for the Police Department. Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

**X. IMPORTANT INFORMATION AND DATES:**

- A. Monday, September 19, 2016, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. Tuesday, September 20, 2016, 4:00 pm – Redevelopment Commission, Town Hall, 700 Paris Avenue**
- C. Tuesday, September 20, 2016, 5:30 pm – Parks and Recreation Commission, Town hall, 700 Paris Avenue**

- D. **Saturday, September 24, 2016, 6:00 pm – Street Music on Paris Avenue featuring *Guy Davis Trio*, 9<sup>th</sup> and 10<sup>th</sup> Streets on Paris Avenue**
- E. **Wednesday, October 5, 2016, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- F. **Wednesday, October 5, 2016, immediately following the scheduled Public Hearing - Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. **Saturday, October 8, 2016, 11:00 am until 4:00 pm, *OktoPRfest “Port Royal Style”*, sponsored by the Old Village Association and the Town of Port Royal, Paris Avenue**
- H. **Wednesday, October 12, 2016, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, Paris Avenue**
- I. **Thursday, October 20, 2016, *Frogmore Stew Cook-off*, sponsored by the Beaufort County Association of REALTORS®, at the Beaufort Yacht & Sailing Club**

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

Fire Chief Bertholf told Council the Fire Department had answered twenty-two calls during Tropical Storm Hermine. He told Council very little over time was used and that all had gone well.

Town Manager Willis told those present the Town is still picking up large amounts of debris from the storm and said crews would be doing so for the next few weeks. He said he has authorized additional hours for the Public Works Staff in order to get the streets cleaned as soon as possible.

#### **XI. COUNCIL’S COMMENTS:**

Councilmember Ashmore asked the status of updating the entry-way sign at Ribaut Road and Paris Avenue. He suggested that Council might discuss matching funds given to the Estuarium by other entities or fundraisers..

Town Manager Willis said he had recently discussed recreating all entry-way signs and needed to determine where the seven flags would be placed in the Town.

Councilmember Klein suggested that Council give one dollar for each two dollars the Estuarium receives from other sources up to a certain amount.

Councilmember Heyward asked how the proposed county golf cart ordinance was coming along.

Town Manager Willis said Bluffton had passed the resolution in support of a county ordinance and said the County has asked for a list of roads the golf carts would be allowed on.

Councilmember Klein suggested the Volunteer Picnic be moved to another date because there were several events going in the on in the town on November 5<sup>th</sup>.

Council changed the picnic to November 13<sup>th</sup> at 3:00 pm.

**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.**

Sara Kimball from Senator Mark Sanford's office told Council if they needed any assistance, she and other staff members would be glad to help. She also said they would be happy to hear Council's opinions on anything they wished to discuss.

Bob Bender told Council he had made a request for financial assistance from the City of Beaufort the previous evening. He told Council the Estuarium is not eligible for ATAX funds from the city or county.

**XIII. ADJOURNMENT:**

Councilmember Heyward moved to adjourn.

The meeting adjourned at 7:10 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 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 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 at 843-986-2245.