



Council

Joe DeVito  
*Mayor*

Jerry Ashmore  
*Mayor Pro Tempore*

Mary Beth Heyward  
Darryl Owens  
Kevin Phillips

Van Willis  
*Town Manager*

T. Alan Beach  
*Chief of Police*

Jeffrey S. Coppinger  
*Operations*

Noah Krepps  
*Planning*

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

**August 4, 2021**

**Members Present:** Mayor Joe DeVito, Council Members Jerry Ashmore, Mary Beth Heyward, Darryl Owens and Kevin Phillips

**Staff Present:** Town Manager Van Willis, Police Chief Alan Beach, Planning Administrator Noah Krepps, and Municipal Clerk Brooke Plank-Buccola

**I. CALL TO ORDER**

Mayor DeVito called the Council Workshop to order at 6:35PM.

Mayor DeVito asked that the Town Manager, Mr. Willis, begin with his Council briefing.

**Project update:**

- Four Waters has completed the letter of environmental review for Royal Palms Sewer Project. The letter was submitted to LCOG on July 16<sup>th</sup> for environmental clearance. The estimated completion date for this project is June 2022.
- Four Waters is revisiting and revising drainage improvements plans for 1013 11<sup>th</sup> Street
- Paris Avenue Streetscape Project is still awaiting its irrigation proposal from JK Tiller. The letter of environmental review has been submitted. The estimated completion date for this project is December 2022.
- Dominion Energy will be converting the streetlights to LED beginning early October.
- Still working on the Waddell Road crosswalk.
- Paris Avenue traffic devices will be included in the Paris Avenue Streetscape Improvements Project.

Council Workshop Minutes

08/04/2021

The Town has a meeting with the County scheduled to discuss the ownership of the Sands Beach Landing.

Nothing new to report on the Spanish Moss Trail.

The relocation of the shrimp dock ice machine has been a metered mess. The Town has had to create a new address specifically for the water and power meters' billing purposes.

Speed bumps and 4-way stops have been delivered to the Town. Installation has been delayed due to storm debris clean up from the recent touch down of a tornado in downtown Port Royal.

Major DeVito will get with the municipal clerk to create a doodle poll for Council to decide on a date for the Porter's Chapel ribbon cutting ceremony. Beaufort County is processing a reimbursement for the grant awarded to the Town for Porter's Chapel renovations.

Beaufort County and the Chamber met to discuss creating an educational program to help inform residents about the Local Option Sales Tax.

Smilax/Rahn Road egress and ingress for adjacent homeowners and utility easements have been addressed.

Mr. Willis announced that the role for Ms. Brooke Plank-Buccola will be changing within the Town of Port Royal. She will be taking on more responsibility as well as project management. The Municipal Clerk's position will be advertised soon.

State Legislature has not asked for the American Recovery Act funds to be released for non-entitled communities. They are concerned that smaller municipalities will be unsure on how to spend the money. The Town of Port Royal has American Recovery Act approved projects that would substantially benefit the Town and its residents.

Praise Assembly recently organized a repair of the skateboard park. Mr. Willis would like to recognize them for their hard work.

The issue at the landfill should be resolved.

Mr. Willis contacted SCDOT when the Naval Hospital fence was breached by a car accident. SCDOT has reached out to the Naval Hospital about combining the repair with the relocation of the fence for a future sidewalk.

The Town's tornado damage assessment spreadsheet is still being updated as more information is available. The County still holds that the amount doesn't reach the threshold to create a declaration. The damage would also need to affect 40% of uninsured structures. After evaluating the Cypress Wetlands, it has about 10 to 15 trees down. The storm debris pick up is roughly 50% completed.

The first module of the short-term rental software is under development. This will help identify short-term rentals that do not currently have a business license with the Town.

**REVIEW AGENDA:**

Second reading includes ordinance 2021-27. This is rezoning of a property behind Hardees on Waddell Road to be zoned T4 Neighborhood Center – Open. The request has gone before the Metropolitan Planning Commission and has received a unanimous recommendation to be rezoned.

First readings will include ordinance 2021-28 and 2021-29. Ordinance 2021-28 is an ordinance to rezone the property on Lemon Island adjacent to the Port Royal Sound Foundation as T1 Natural Preserve rezone. The Metropolitan Planning Commission has heard the request and has given it a unanimous recommendation. Ordinance 2021-29 is an ordinance to repeal and replace the Town’s business license ordinance with the State-mandated standardized business license.

Council Action items include appointing a representative to BJWSA and discussion of redevelopment commission. Council Member Ashmore had a prior engagement this evening and was running a little late for tonight’s meeting. Council decided to await his presence to discuss the council action items. Mr. Willis reviewed with Council the rise in COVID cases and the City of Beaufort’s determination to require face masks when entering the building. Council felt it was at the Town Staff’s discretion to determine what they feel safe with. Council Member Ashmore is in attendance now. Mr. Willis provided Council with the history of the redevelopment commission. Council would like to revisit the redevelopment commission ordinance and update their mission. It was suggested to have them focus on Ribaut Road. The other question is whether the commission should have seven or possibly five members? Should Council ask a member of the Beaufort County Economic Development Corporation to join the commission as an ad hoc?

**II. INTERVIEW FOR BOARD POSITIONS**

Council Member Heyward recused herself from the interview of candidates for the BJWSA Representative.

Ms. Brandy Gray has served three terms on this board, totaling of 18 years of service.

Mr. David Strange has also submitted his application to be considered for the BJWSA Representative position.

**III. COUNCIL BRIEFING**

Completed prior to the Interview for Board Positions.

**IV. REVIEW AGENDA FOR THE AUGUST 11, 2021 COUNCIL MEETING**

Completed prior to the Interview for Board Positions.

**V. IMPORTANT DATES AND INFORMATION:**

- A. Saturday, August 7, 2021, 6:00PM Fall Street Music, Randall Bramblett**
- B. Tuesday, August 10, 2021, 6:30PM Parks and Recreation Meeting**
- C. Wednesday, August 11, 2021, 6:30PM Regular Council Meeting**

Earlier this evening, Council Member Ashmore attended the SC redistricting subcommittee meeting at TCL.

Council Member Owens announced that the USDA is offering two weeks of free breakfast and lunch to students under the age of 18 years old. Pick up will be at the Port Royal Elementary School Thursdays, August 5<sup>th</sup> and 12<sup>th</sup>.

Council Member Phillips informed everyone of the Town's Newsletter. He recommends all residents sign up to keep abreast of current events in the Town.

Mr. Greg Shelton proposed that the Town of Port Royal have a resident grievance committee. This committee would be charged with reviewing non-emergency resident grievances. Mr. Shelton left a proposal for each of the Council Members to review.

Ms. Shirley Morgan is a Port Royal resident who would like to build a porch on her mobile home. This project requires engineered diagrams with the building permit submission. Her concern is that the engineered diagrams would cost more than the actual project. Mayor DeVito asked that Town Staff have a chance to review her project, and they should have some information in a week.

Mr. Ronald Jackson asked Council if an informational letter will go out to neighboring properties for developing building projects. Mayor DeVito informed him that notices go out only if the property owner is requesting a zoning. The Town has not received any building plans yet, but as the project moves forward it can be suggested that the developers communicate with adjacent property owners.

## VI. ADJOURNMENT

The council workshop adjourned at 8:04PM.

Respectfully submitted,



Brooke Plank-Buccola  
Municipal Clerk

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