

**Council**

Kevin Phillips  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Jerry Ashmore  
Jorge Guerrero  
Darryl Owens



Van Willis  
Town Manager

Jeffrey Meyers  
Chief of Police

Jeffrey S. Coppinger  
Operations

Noah Krepps  
Planning

**AGENDA**

**DATE:** January 7, 2026

**TIME:** 6:30 PM

**SUBJECT:** Public Hearing

**LOCATION:** Yvonne C. Butler Council Chambers, 700 Paris Avenue

**I. CALL TO ORDER**

**II. PURPOSE**

**A. 2025-20. An Ordinance to amend and/or supplement Chapter 2, Article V, Division 2 – Public Records Program, Sections 2-260 and 2-261 of the Code of Ordinances of the Town of Port Royal, South Carolina, to repeal references to the “Town Records Management” and to assign FOIA responsibilities to the Town Clerk and Police Department.**

**B. 2025-21. 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 110, map 10, parcel 158 (1008A 12th Street – 30 ft).**

**C. 2025-22. 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 370 (1008D 12th Street - 30 ft).**

**III. COMMENTS**

Public Hearing  
January 7, 2026

**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 three minutes.**

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80 (a)(d)(e), as amended, notification of regular meetings was given at the beginning of the calendar year. A copy of the agenda was posted on the Town Hall's bulletin board and website [www.portroyal.org](http://www.portroyal.org) twenty-four hours prior to the meeting. A copy of the agenda was given to the local news media and requested public on file.

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 Civil Rights Coordinator. If at all possible, please give us at least a three to five day advance notice so we can adequately meet your needs. Civil Rights Coordinator at 843-986-2211

**Council**

Kevin Phillips  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Jerry Ashmore  
Jorge Guerrero  
Darryl Owens



Van Willis  
Town Manager

Jeffrey Meyers  
Chief of Police

Jeffrey S. Coppinger  
Operations

Noah Krepps  
Planning

**ORDINANCE NO. 2025-20**

**AN ORDINANCE TO AMEND AND/OR SUPPLEMENT CHAPTER 2, ARTICLE V, DIVISION 2 – PUBLIC RECORDS PROGRAM, SECTIONS 2-260 AND 2-261 OF THE CODE OF ORDINANCES OF THE TOWN OF PORT ROYAL, SOUTH CAROLINA, TO REPEAL REFERENCES TO THE “TOWN RECORDS MANAGER” AND TO ASSIGN FOIA RESPONSIBILITIES TO THE TOWN CLERK AND POLICE DEPARTMENT**

**WHEREAS**, in accordance with Chapter 2, Article V – Finance, Division 2, Section 2-255(a), Town Council recognizes the importance of records to the administration of government and the vital need to systematically manage the same; and

**WHEREAS**, pursuant to Section 2-255(c), Town Council is empowered to make deletions, additions, and amendments to the Town Code as necessary and proper to provide for the health, safety, and general welfare of the community; and

**WHEREAS**, Section 2-259 establishes that the purpose of Division 2 – Public Records Program is to systematically manage public records of the Town to achieve efficiency, ensure ready access to information, and promote transparency in government operations; and

**WHEREAS**, Section 2-256 designates the Town’s “Records Custodian” as the overall legal custodian of public records, responsible for implementing the Town’s public records program pursuant to S.C. Code Ann. §30-1-10 et seq.; and

**WHEREAS**, Section 2-261 currently references the appointment of a “Town Records Manager” to act on behalf of the Records Custodian; however, that appointed position is no longer utilized, and the Town Clerk has assumed responsibility for managing records and responding to Freedom of Information Act (FOIA) requests; and

**WHEREAS**, Town Council recognizes that Section 2-260, Objectives, does not specifically reference responsibilities under the South Carolina Freedom of Information Act, S.C. Code Ann. §30-4-10 et seq.; and

**WHEREAS**, Town Council further recognizes that records maintained by the Port Royal Police Department are unique and distinct from other Town departments and that the Police Department should have its own designated FOIA Officer to ensure timely and accurate responses; and

**WHEREAS**, to meet the objectives of Division 2 and ensure continued compliance with state law, the Town Council finds it necessary and appropriate to repeal references to the “Town Records Manager” and clarify that the Town Clerk shall serve as the Town’s FOIA Officer, while authorizing the Police Department to designate its own FOIA Officer.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Port Royal, South Carolina, duly assembled and by the authority of same, as follows:

**SECTION 1.**

Amendment to **Section 2-260 – Objectives**

That Section 2-260 of the Code of Ordinances, Town of Port Royal, South Carolina, is hereby amended and supplemented to include the following objective:

(7) Ensure legal compliance and provide timely responses to requests made to the Town pursuant to the South Carolina Freedom of Information Act, S.C. Code Ann. §30-4-10 et seq.

**SECTION 2.**

Amendment to Section 2-261 – Town Records Manager – Appointed

That Section 2-261 of the Code of Ordinances, Town of Port Royal, South Carolina, cited as Chapter 2, Article V, Division 2 – Public Records Program, is hereby amended to read as follows:

**Sec. 2-261. – Town records manager – Appointed Records Management and FOIA Responsibilities.**

~~The town records custodian Town Manager shall be the overall legal custodian of all public records of the Town and shall be responsible for carrying out the duties and responsibilities of the Town’s public records program pursuant to S.C. Code Ann. §30-1-10 et seq. The records custodian shall appoint in writing a town records manager to act on his or her behalf in carrying out program responsibilities as specified herein below.~~

The Town’s public records program shall be administered in accordance with S.C. Code Ann. § 30-1-10 et seq. The Town Manager shall designate, in writing, a Town Records Manager to carry out the duties and responsibilities associated with the Town’s public records program as outlined below.

The Town Clerk shall serve as the Town’s FOIA Officer and shall be responsible for managing the Town’s public records and responding to requests for information pursuant to the South Carolina Freedom of Information Act, S.C. Code Ann. §30-4-10 et seq.

The Town Manager is further authorized to designate one or more employees to assist in the management of the Town's public records. One such designee shall be an employee within the Port Royal Police Department, who shall serve as the Police Department's FOIA Officer and be responsible for maintaining and responding to requests for law enforcement-related records in accordance with applicable law.

### SECTION 3.

#### **Sec. 2-262. - Same—Duties.**

The town records manager shall administer the town public records program of the town and his or her duties shall include the following:

- 1) Pursuant to state statute and town ordinance, establish and develop standards, procedures, techniques and schedules for the proper and efficient management of town records;
- 2) Communicate and coordinate with the archives as the liaison for town;
- 3) Assist department managers and records coordinators in records surveys, schedule development and approval, training, and record keeping activities;
- 4) Monitor and recommend improvements in use of space, equipment, supplies, computer-aided records management, off-site storage, and security of town records; and
- 5) Prepare and update records manual as approved upon motion of town council detailing public records policy and procedures of the town.

*(This section is hereby repealed in its entirety.)*

### SECTION 4.

#### **Sec. 2-263. - Department managers—Head Duties Responsibilities.**

Department managers-heads shall be records custodians for all public records within their department. It shall be their responsibility to:

- (1) Implement, maintain and direct a public records management program within their respective department in cooperation with the town records manager, and in cooperation with the Town Clerk and in accordance with Town records procedures; and
- (2) Appoint a department records coordinator to work with the town records manager in administering the department public records program. Depending on the nature of a FOIA request, department heads shall provide all necessary documentation, records, and information to the Town Clerk in a timely manner to ensure compliance with the South Carolina Freedom of Information Act.

**SECTION 5.**

**Sec. 2-264. - Responsibilities of town employees; offenses.**

All town employees shall abide by the requirement of these policies and procedures adopted hereto in addition to all other applicable state and federal regulations pertaining to public records management. All information received, created, compiled, and filed by employees or officials of the town is official record material and is the property of the town. Unlawful use, disclosure, removal, defacement, or destruction of town records is prohibited and subjects the offender to disciplinary action in accordance with the personnel manual of the town.

**SECTION 6.**

**Sec. 2-265. - Records retention and disposition schedule.**

~~The town council shall review all records retention and disposition schedules for the town for approval or disapproval and any changes thereto as required. The town records custodian shall sign all approved schedules as the council designate.~~

*(This section remains in effect but shall be updated administratively by the Town Manager and Town Clerk as necessary to ensure compliance with state records retention requirements.)*

This Ordinance shall become effective upon final reading and approval by the Town Council of the Town of Port Royal, South Carolina.

DONE AND RATIFIED this \_\_\_\_ day of \_\_\_\_\_, 2026.

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Kevin Phillips

ATTEST:

\_\_\_\_\_  
Town Clerk  
Lisa Graham



**Council**

Kevin Phillips  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Jerry Ashmore  
Jorge Guerrero  
Darryl Owens

Van Willis  
Town Manager

Jeffrey Meyers  
Chief of Police

Jeffrey S. Coppinger  
Operations

Noah Krepps  
Planning

**ORDINANCE 2025-21**

**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 110, MAP 10, PARCEL 158 (1008A 12<sup>th</sup> Street – 30 ft).**

**WHEREAS**, the Town of Port Royal owns specific properties in fee simple; and

**WHEREAS**, the Town of Port Royal has considered the below listed fee simple property excess;

**NOW, THEREFORE, BE IT ORDAINED**, by Council of the Town of Port Royal, South Carolina, duly Assembled and with the authority of same, that the Town Manager and Town Attorney are authorized to convey the property as specified below, upon completion of appropriate documentation.

Eight (8) feet along the Right of Way contiguous to the property line along 12<sup>th</sup> St (refer to the attached map).

<u>District</u>	<u>Map</u>	<u>Parcel</u>	<u>Feet</u>	<u>Street</u>
110	10	158	30 ft	12 <sup>th</sup> Street

This Ordinance shall become effective immediately upon adoption of Council.

**REQUESTED BY:**

\_\_\_\_\_  
Milton E. Willis  
Town Manager

**APPROVED BY:**

\_\_\_\_\_  
Kevin Phillips  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lisa Graham  
Town Clerk

Introduced: December 10, 2025

Final Reading: \_\_\_\_\_

## REQUEST FOR SIDEWALKS

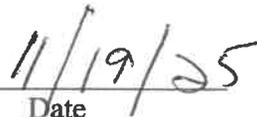
I understand that with Council's approval, I will be deeded 8 feet of right-of-way in exchange for the placement of sidewalks on the property listed below. I agree to pay half the cost for completion of the sidewalk.

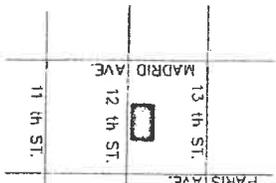
Name on Deed Maeilyn Hughes  
 911 Address 1008 A 12th St, Port Royal  
 District, Map and Parcel # Parcel A PB 157 PG 112  
 Owner's Address 17 Doves Wing Road, South Yarmouth, Fla  
 Owner's Phone # 508 542 4622 02664  
 Owner's Email # Sharoot@aol.com

In order to process your sidewalk request please provide an 8 1/2" X 11" copy of a recent plat of the property.

Signature

Date



LOCATION MAP (N.T.S.)

**NOTES:**

- 1) THE SURVEYING SYMBOL REGION ARE UNLIMITED.
- 2) THIS PLAN DOES NOT CONSTITUTE A TITLE CURATIVE.
- 3) THE ENGINEER OR ARCHITECT OF U.S. GOVERNMENTS.
- 4) THE METHOD OF FIELD CALCULATION USED.
- 5) LOCATION OF UNDESIGNATED UTILITIES ARE FROM SURFACE.
- 6) THE CENTER LINE AND THE INTERSECTION POINTS OF THE LOTS ARE SHOWN AND THE INTERSECTION POINTS OF THE LOTS ARE SHOWN AND THE INTERSECTION POINTS OF THE LOTS ARE SHOWN.
- 7) THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY AND THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY.
- 8) THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY AND THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY.
- 9) THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY AND THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY.
- 10) THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY AND THE CENTER LINE HAS NOT BEEN INTERFERED BY ANY OTHER PARTY.

**REFERENCES:**

- 1) T.M.S. 11110 010 000 0000 0000
- 2) T.M.S. 11110 010 000 0000 0000
- 3) T.M.S. 11110 010 000 0100 0000
- 4) T.M.S. 11110 010 000 0100 0000
- 5) T.M.S. 11110 010 000 0100 0000
- 6) T.M.S. 11110 010 000 0100 0000
- 7) T.M.S. 11110 010 000 0100 0000
- 8) T.M.S. 11110 010 000 0100 0000
- 9) T.M.S. 11110 010 000 0100 0000
- 10) T.M.S. 11110 010 000 0100 0000

**GASQUE & ASSOCIATES INC.**  
**LAND SURVEYORS - PLANNERS**  
 28 PROFESSIONAL WILSON DRIVE, BEAUFORT, S.C.  
 P.O. BOX 1343, BEAUFORT, S.C.  
 (843) 822-1798

DATE: 08/1/2021  
 SCALE: 1"=10'

PIAT SHOWING EASEMENT MODIFICATION  
 PARCELS A, B, C, D, & E  
 PREPARED FOR  
 MCN PROPERTY SOLUTIONS  
 TOWN OF PORT ROYAL  
 BEAUFORT COUNTY SOUTH CAROLINA

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

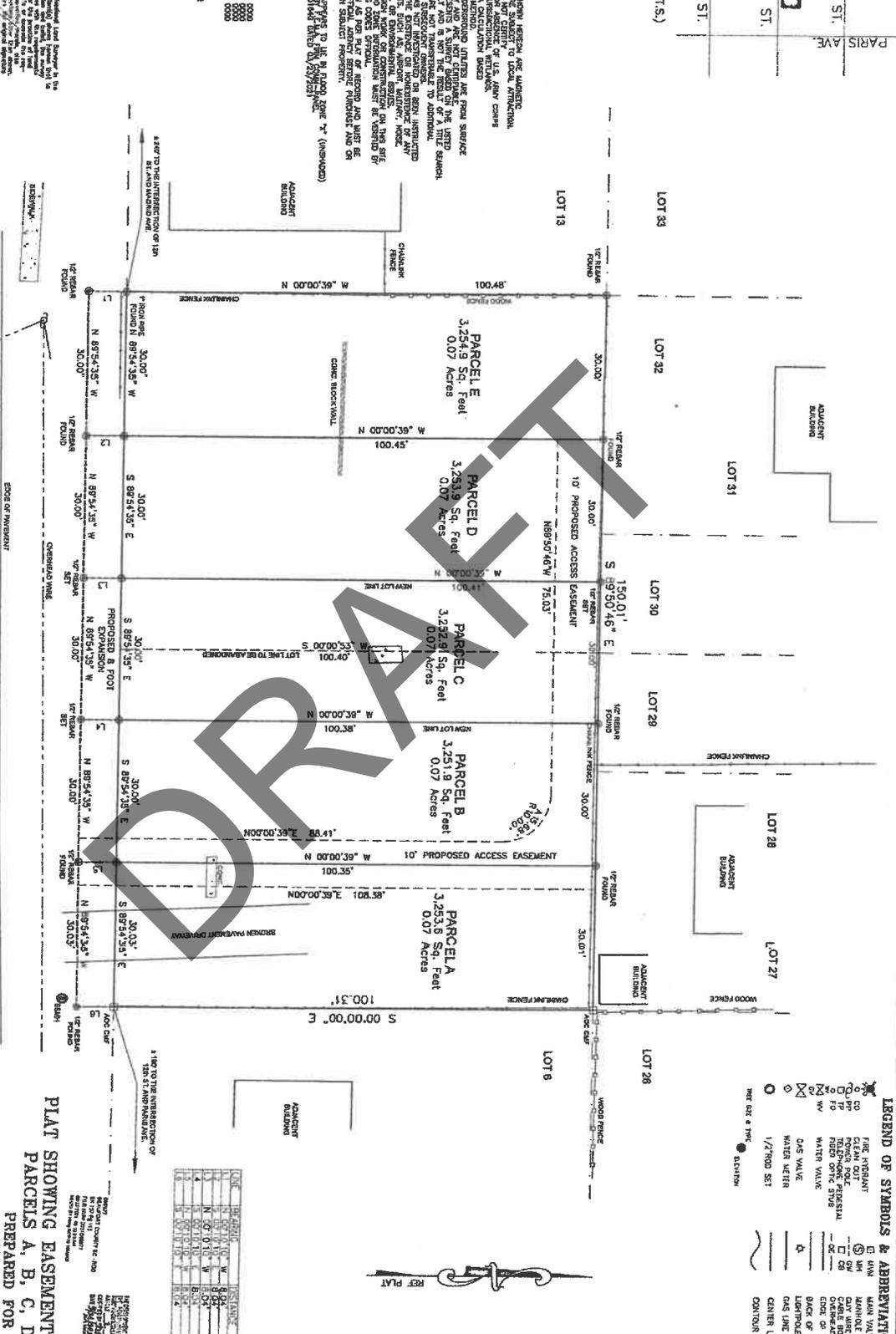
SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30



**LEGEND OF SYMBOLS & ABBREVIATIONS**

⊙	IRON NAIL	⊙	MAIN VALVE MONUMENT
⊙	CLEAN OUT	⊙	CABLE BOX
⊙	TELEPHONE PERSERIAL	⊙	BACK OF PARAPET
⊙	RISER ON THE STUB	⊙	LEAKHOLE
⊙	WATER VALVE	⊙	GAS LINE
⊙	GAS VALVE	⊙	CENTER LINE
⊙	WATER METER	⊙	CONTIGUOUS LINE
⊙	1/2" ROD SET		
⊙	NET SET & TYPE		
⊙	LOCATION		

**PIAT SHOWING EASEMENT MODIFICATION**

PARCELS A, B, C, D, & E

PREPARED FOR

MCN PROPERTY SOLUTIONS

TOWN OF PORT ROYAL

BEAUFORT COUNTY SOUTH CAROLINA

DATE: 08/1/2021

SCALE: 1"=10'

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

SCALE IN FEET

0 5 10 15 20 25 30

12th STREET 66' RW

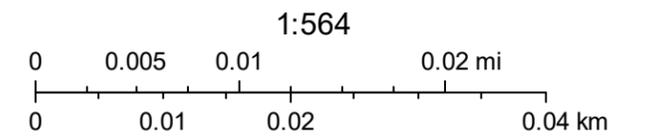
SCALE IN FEET

# 1008A 12th Street



12/9/2025, 12:16:03 PM

 LiveParcels





**Council**

Kevin Phillips  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Jerry Ashmore  
Jorge Guerrero  
Darryl Owens

Van Willis  
Town Manager

Jeffrey Meyers  
Chief of Police

Jeffrey S. Coppinger  
Operations

Noah Krepps  
Planning

**ORDINANCE 2025-22**

**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 370 (1008D 12<sup>th</sup> Street – 30 ft).**

**WHEREAS**, the Town of Port Royal owns specific properties in fee simple; and

**WHEREAS**, the Town of Port Royal has considered the below listed fee simple property excess;

**NOW, THEREFORE, BE IT ORDAINED**, by Council of the Town of Port Royal, South Carolina, duly Assembled and with the authority of same, that the Town Manager and Town Attorney are authorized to convey the property as specified below, upon completion of appropriate documentation.

Eight (8) feet along the Right of Way contiguous to the property line along 12<sup>th</sup> St (refer to the attached map).

<u>District</u>	<u>Map</u>	<u>Parcel</u>	<u>Feet</u>	<u>Street</u>
110	10	370	30 ft	12 <sup>th</sup> Street

This Ordinance shall become effective immediately upon adoption of Council.

**REQUESTED BY:**

\_\_\_\_\_  
Milton E. Willis  
Town Manager

**APPROVED BY:**

\_\_\_\_\_  
Kevin Phillips  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lisa Graham  
Town Clerk

Introduced: December 10, 2025

Final Reading: \_\_\_\_\_

REQUEST FOR SIDEWALKS

I understand that with Council's approval, I will be deeded 8 feet of right-of-way in exchange for the placement of sidewalks on the property listed below. I agree to pay half the cost for completion of the sidewalk.

Name on Deed David B. + Cherice T. Cothran

911 Address 1008D 12th St. Port Royal, S.C. 29935

District, Map and Parcel # District 4 / map=25940 / #R110 010 000  
Parcel 0370 0000

Owner's Address 1008D 12th St Port Royal, S.C. 29935

Owner's Phone # 404-403-5531

Owner's Email # chericecothran@bellsouth.net

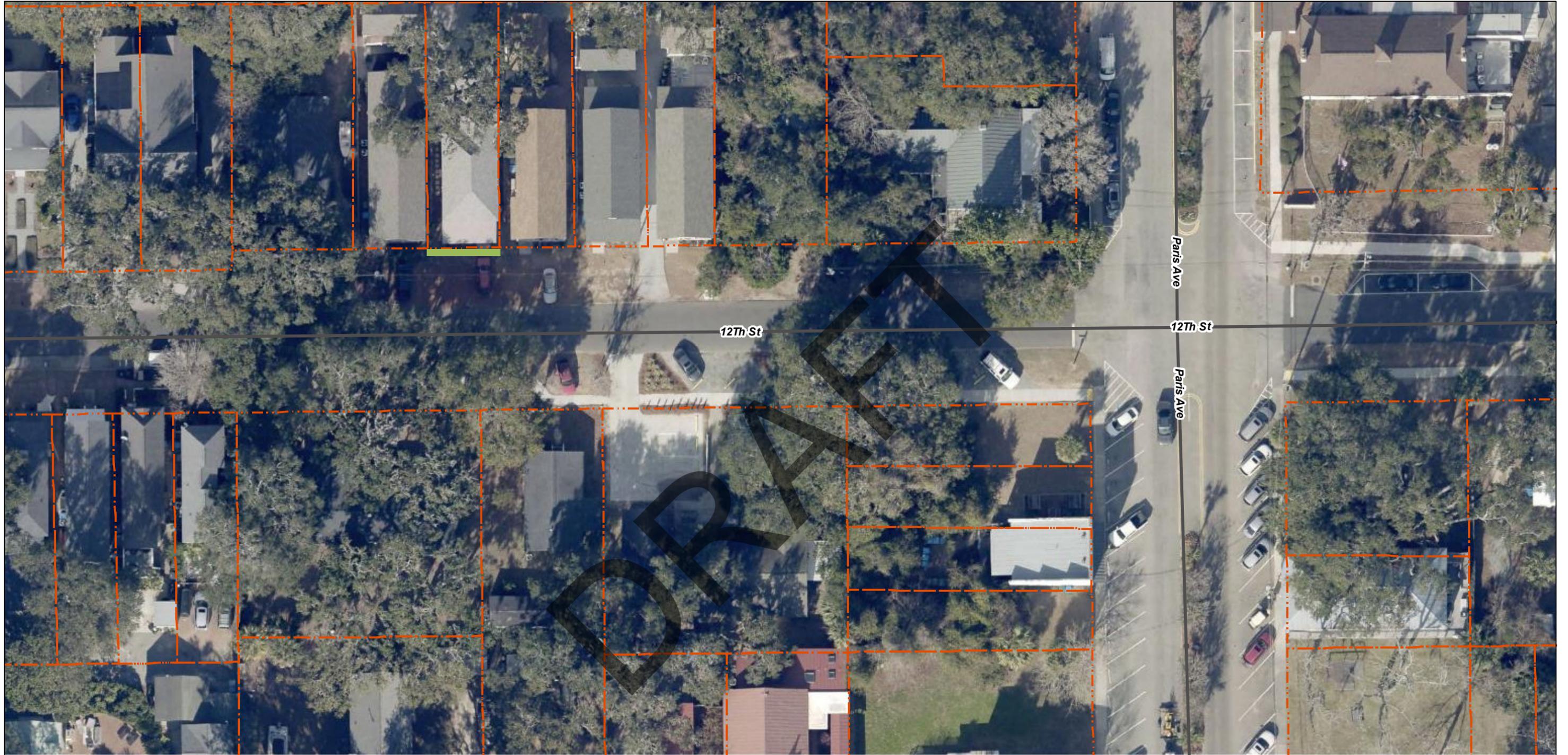
In order to process your sidewalk request please provide an 8 1/2" X 11" copy of a recent plat of the property.

Cherice T. Cothran  
Signature

11/19/2025  
Date



# 1008D 12th Street



12/9/2025, 12:17:10 PM

 LiveParcels

