

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 14, 2026

TIME: 6:30 PM

SUBJECT: Council Meeting

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INVOCATION
- IV. APPROVAL OF MINUTES
 - A. Minutes from the Public Hearing of December 10, 2025
 - B. Minutes from the Council Meeting of December 10, 2025
- V. ELECTION OF MAYOR PRO TEMPORE
- VI. PROCLAMATION
 - A. Honorary Mayor – Natalie Kata
- VII. PRESENTATION
 - A. Police Department Promotion and Update

VIII. COUNCIL BRIEFING

IX. 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 three minutes.

X. SECOND READING

- 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).**

XI. FIRST READING

- A. **2026-1. 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 11, parcel 359 (810 11th Street – 100 ft).**
- B. **2026-2. 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 11, parcel 459 (917 8th Street – 100 ft).**
- C. **2026-3. 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 369 (1008C 12th Street – 30 ft).**

XII. COUNCIL ACTION

- A. **Appointment to Beaufort County Transportation Advisory Committee**

B. Approval of London Square Wetlands

XIII. IMPORTANT DATES

- A. Monday, January 19, 2026 – *Martin Luther King, Jr. Day* – Town offices will be closed**
- B. Tuesday, January 20, 2026 – *MASC Hometown Legislative Action Day* in Columbia**
- C. Monday, January 26, 2026 – *Planning Commission Meeting* – 5:30 PM**

XIV. PUBLIC COMMENT

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 three minutes.

XV. COUNCIL COMMENT

XVI. EXECUTIVE SESSION

- A. Potential contractual matter regarding property**

XVII. POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

XVIII. ADJOURNMENT

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 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

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Public Hearing

Port Royal Town Hall, Yvonne C. Butler Council Chambers, 700 Paris Avenue

December 10, 2025

Members Present:

**Mayor Kevin Phillips, Council Member Mary Beth Heyward,
Council Member Jerry Ashmore, Council Member Jorge
Guerrero, Council Member Darryl Owens**

Staff Present:

**Fire Chief Tim Ogden, Police Captain Norman McCown,
Town Manager Van Willis, Assistant Town Manager Brooke
Plank-Buccola, Planning Director Noah Krepps**

I. CALL TO ORDER

Mayor Phillips called the hearing to order at 6:32 PM.

II. PURPOSE

Mayor Phillips read the following:

- A. The Friends of Port Royal Cypress Wetlands is applying for a grant from the South Carolina Parks, Recreation, and Tourism – Recreational Trails Program (“RTP”) for matching financial assistance to pay for the completion of the Cypress Wetlands Pathway Replacement Plan – Phase 2.**

See presentation.

III. 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 three minutes.

There were no comments at this time

IV. ADJOURNMENT

The hearing adjourned at 6:37 PM.

Respectfully submitted,

Lisa Graham
Town Clerk

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.portroval.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.

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Council Meeting

Yvonne C. Butler Council Chambers, 700 Paris Avenue

December 10, 2025

Members Present:

Mayor Kevin Phillips, Council Member Mary Beth Heyward, Council Member Jerry Ashmore, Council Member Jorge Guerrero, Council Member Darryl Owens

Staff Present:

Fire Chief Tim Ogden, Police Captain Norman McCown, Town Manager Van Willis, Assistant Town Manager Brooke Plank-Buccola, Planning Director Noah Krepps

I. CALL TO ORDER

Mayor Phillips called the meeting to order at 6:38 PM.

II. PLEDGE OF ALLEGIANCE

Council Member Heyward led everyone in the Pledge of Allegiance.

III. INVOCATION

Council Member Guerrero led the Invocation.

IV. APPROVAL OF MINUTES

- A. Minutes from the Public Hearing of November 5, 2025**
- B. Minutes from the Council Workshop of November 5, 2025**
- C. Minutes from the Council Meeting of November 12, 2025**

Mayor Phillips entertained a motion to approve the minutes by Council Member Heyward. Seconded by Council Member Owens. The motion was carried by unanimous vote.

V. OATH OF OFFICE FOR COUNCIL MEMBERS

Judge Erin Dean administered the Oath of Office to Council Members Heyward and Owens.

VI. PROCLAMATION

A. Arbor Day – Beaufort Garden Club

Mayor Phillips read the proclamation into record.

VII. PRESENTATION

A. Bands, Brew, and BBQ – Zonta, Marie Larsen

See presentation.

B. Marina Area Master Plan – Safe Harbor

See presentation.

VIII. COUNCIL BRIEFING

Manager Willis gave an update on the following:

Speed Humps – The applications for Battery Park and Drayton Drive have been submitted based on the approval letter received from Council. A status update has been requested from the Town Engineer, who will reach out to SCDOT to determine the current standing of both applications. In conjunction with the installation of the speed humps, reducing the posted speed limits—particularly on Drayton Drive—remains an important priority.

Villages (SCIIP) – A low bid was received, and coordination is underway with LOCOG to pursue additional grant funding. The project is still anticipated to move forward near the end of December or early January. This work will address the remaining improvements on the Village side, including the resurfacing of the alleyways.

Casablanca (Fyall) Drainage Improvements – The drainage analysis is still in progress and was incorporated into the master plan presented last month. This includes the full basin study for that portion of Town.

RIA Town Stormwater CIP Master Plan – As noted, the presentation has been received and several grants are in the process of being closed out, including those related to the development of the CIP master plan. The plan will help guide discussion at the Retreat, where the current stormwater utility fee structure will be reviewed and a path forward identified. In addition, a financial group is assisting with cost projections associated with the identified stormwater projects and the stormwater utility fund.

Paris Avenue Streetscape CDBG Grant Project – The Paris Avenue streetscape project, which is funded through a CDBG grant, has been awarded \$750,000. The low bid for the project came in at \$1.64 million, so additional grant funding is being pursued through the Department of Commerce. JOCO has extended the validity of its bid through January, and staff are currently working through the remaining details. While there are some challenges, efforts are ongoing to move the project forward.

Marsh View Park – As previously discussed, a \$300,000 grant application was submitted through CDBG, along with an additional application for another federal funding source. The potential for approximately \$400,000 in additional funding. Including construction of the restroom facility, the total project cost is estimated at approximately \$800,000. The Town will be required to provide matching funds for both grants; however, if awarded, the majority of the project cost could be covered through grant funding. Notably, the second grant allows the use of CDBG funds as the required match, presenting a strong opportunity to leverage available resources.

Sands Beach Causeway – Plans are underway to add a shower rinse-off area, designed to be as user-friendly and vandal-resistant as possible. Several options are being evaluated, and the project is expected to be put out for bid soon.

Town Public Works Facility – While not entirely set aside, stormwater priorities have required additional consideration. Ongoing stormwater challenges affect Public Works, as the basin abutting Waddell Road spans both the City and the Town of Port Royal and also impacts Casablanca Circle. Because the basin straddles multiple jurisdictions and areas, the scope of the issue has proven more complex than initially anticipated.

Splash Pad – BJWSA has approved the project. The process is moving forward with the capacity fees and coordinating timelines with the selected contractor. The site plan work is expected to be advertised for bid on Friday, with bids due on January 13th. The project is moving forward as planned.

STR & Development Permit GIS Database – This is being developed so anyone can visit the Town's website and view information on all projects, including current status, location, scope details, and

whether the project is a Town initiative or a private development. This will provide a clear, centralized overview of activity throughout the Town.

Cypress Wetlands Path – A presentation on the Cypress Wetlands Path was given earlier this evening. Phase One has been completed, and Scot Clark is pursuing funding for Phase Two, with coordination underway to help ensure the project moves forward.

Ritter Circle/Spanish Moss Trail Connection – Plans are underway to connect the Spanish Moss Trail to Ritter Circle and continue the network toward the existing Fish Camp and Shellring areas. Addressing this gap is important to help safely guide trail users through Town. Improvements will need to be made to the existing pad or driveway in that location. A triangular parcel adjacent to the easement has been secured, allowing for a modest expansion of the area. With appropriate signage in place, trail users can be directed through this section until the path is fully completed through to Sands Beach.

Naval Hospital Sidewalk – The remaining tasks are removal of the silt fencing and a ribbon cutting. The sidewalk is already in use and is part of a broader concept that includes evaluating the future conveyance of the roadway between the Naval Hospital and the Town Park. Long-term options for that space include potential additional parking, particularly to help address Farmers Market parking needs. There are also opportunities to improve the transition along the road edge and adjacent parking near the skate park, where asphalt deterioration is occurring, and plans are in place to address those conditions.

Safe Harbor – The presentation was just provided, so no further discussion is needed at this time.

Construction of the Shrimp Dock/Processing Facility – Also discussed was the construction of the shrimp dock and processing facility. One of the final hurdles—the waiver signage by Fish Camp—has been addressed, allowing the dock to be extended in that direction. An operations and maintenance plan is currently being finalized with ATM and is expected to be submitted to DES and the Army Corps of Engineers within the next couple of weeks, as noted by the Mayor. That plan will address on-site processing, hours of operation, and parking. A preliminary parking and interface plan for the dock and processing facility on Lot G already exists and remaining cross-easement issues with Fish Camp and Shellring are being addressed comprehensively as part of this effort.

Cypress Wetlands – A trash guard was added to one of the outfalls to address large debris entering the system. Folkland Management installed the guard, which should help mitigate the issue. As all of the systems are interconnected, proper flow and cascading are important, and that work is currently underway.

London Square Wetland – Coordination is underway with the London Square developer regarding a wetland that is not currently part of the Town's formal network. This area has longstanding drainage and infrastructure considerations, including an existing pipe and dike that must be addressed to

integrate it into the broader wetland system. Folkland has developed a concept to enhance the site as a functional and attractive extension of the Cypress Wetlands, supporting wildlife habitat and resident access. A proposed path forward is expected to be presented in January.

Capital Sales Tax – Many have been following the ongoing discussion with the County, which has decided to move forward with a 15-member committee. Each municipality is required to appoint a civilian representative who is neither an elected official nor a staff member. In January, Council will be asked to consider and approve a recommended individual to serve on this committee.

Airbnb – That issue continues to be addressed. Legal counsel involved in the original settlement has been reengaged to review and discuss the outstanding concerns, and discussions remain ongoing.

IX. 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 three minutes.

There were no comments at this time.

X. FIRST READING

- 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 the Police Department.**

Mayor Phillips entertained a motion to approve for first reading 2025-20 by Council Member Guerrero. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

- 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).**

Mayor Phillips entertained a motion to approve 2025-21 by Council Member Owens. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

- 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).**

Mayor Phillips entertained a motion to approve 2025-22 by Council Member Heyward. Seconded by Council Member Owens. The motion was carried by unanimous vote.

XI. COUNCIL ACTION

A. Approval of 2026 Council Meeting Calendar

Mayor Phillips entertained a motion to approve the 2026 Council Meeting Calendar by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

B. Approval of Associate Municipal Judge

Council Member Owens entered a motion to approve. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

XII. IMPORTANT DATES

Manager Willis read the following important dates:

- A. **Saturday, December 13, 2025 – *Small Business 'Re-Do' Day* – 11:00 AM to 5:00 PM**
- B. **Saturday, December 13, 2025 – *Christmas Golf Cart Parade* – 6:00 PM to 7:00 PM**
- C. **Sunday, December 14, 2025 – *Parris Island Marine Band Holiday Concert* located at the gravel lot between Zen Den and Windhorse – 3:00 PM**
- D. **Monday, December 15, 2025 – *Town of Port Royal Business Breakfast* located at the Port Royal Town Hall – 8:30 AM to 10:30 AM**
- E. **Monday, December 15, 2025 – *Santa Riding through Port Royal* – The Parc, Legends, Liberty Point, Azalea Square, Shell Point Farm – 6:00 PM to 8:00 PM**
- F. **Wednesday, December 17, 2025 – *Santa Riding through Port Royal* – Waddell Road, Lenora Drive, Azalea Drive, Smilax Avenue, Casablanca Circle, Riverside Drive, Camellia Road, Aster Street, Royal Palms Road, and Rosemont Avenue – 6:00 PM to 8:00 PM**
- G. **Wednesday – Friday, December 24-26, 2025 – *Christmas Holiday* – Town Offices Closed**
- H. **Thursday, January 1, 2026 – *New Year's Day* – Town Offices Closed**

XIII. PUBLIC COMMENT

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 three minutes.

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December 10, 2025

Nick Borreggine added that CAPA will host a “Pirate Plunge” on New Year’s Day at Sands Beach at 3:30 PM.

XIV. COUNCIL COMMENT

Council Members thanked the community and extended their wishes for a Merry Christmas, with special appreciation expressed to the Public Works team for their hard work.

XV. EXECUTIVE SESSION

A. Contractual/litigation Advice

Mayor Phillips entertained a motion to go into executive session by Council Member Owens. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

They entered executive at 8:03 PM.

They exited executive session at 8:52 PM.

XVI. POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

There was no action taken at this time.

XVI. ADJOURNMENT

Mayor Phillips entertained a motion to adjourn by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

The meeting adjourned at 8:52 PM.

Respectfully submitted,

Lisa Graham
Town Clerk

Council Meeting
December 10, 2025

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.portroval.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.

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Draft

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Chief of Police

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Noah Krepps
Planning

HONORARY MAYOR FOR A DAY PROCLAMATION

WHEREAS, the Town of Port Royal believes in encouraging young residents to learn about their community and how local government works; and

WHEREAS, introducing children to civic leadership helps inspire responsibility, curiosity, and pride in the place they call home; and

WHEREAS, the Town of Port Royal is pleased to recognize a 9-year-old who has shown interest in community involvement and learning about municipal leadership; and

WHEREAS, serving as Honorary Mayor for a Day offers a special opportunity to experience town government, meet community leaders, and better understand how the Town of Port Royal serves its residents.

NOW, THEREFORE, I, Kevin Phillips, Mayor of the Town of Port Royal, do hereby proclaim Natalie Kata, age 9, as Honorary Mayor for a Day in the Town of Port Royal, South Carolina.

IN WITNESS WHEREOF, I extend this honorary title for the day and encourage Natalie Kata to continue learning, asking questions, and taking pride in our town and its future.

PROCLAIMED this 14th day of November 2026.

Kevin Phillips
Mayor, Town of Port Royal

ATTEST:

Lisa Graham
Town Clerk

Council

Kevin Phillips
Mayor

Mary Beth Heyward
Mayor Pro Tempore

Jerry Ashmore
Jorge Guerrero
Darryl Owens



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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

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Mayor

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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 12th 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 12th 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 th 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

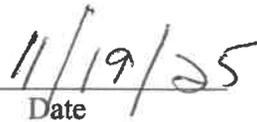
I understand that with Council's approval, I will be deeded 8 feet of right-of-way in exchange for the placement of sidewalks on the property listed below. I agree to pay half the cost for completion of the sidewalk.

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, Ma
 Owner's Phone # 508 542 4632 02664
 Owner's Email # Shacool@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

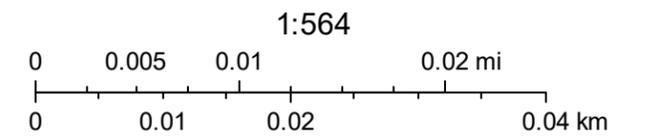



1008A 12th Street



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 12th 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 12th 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 th 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

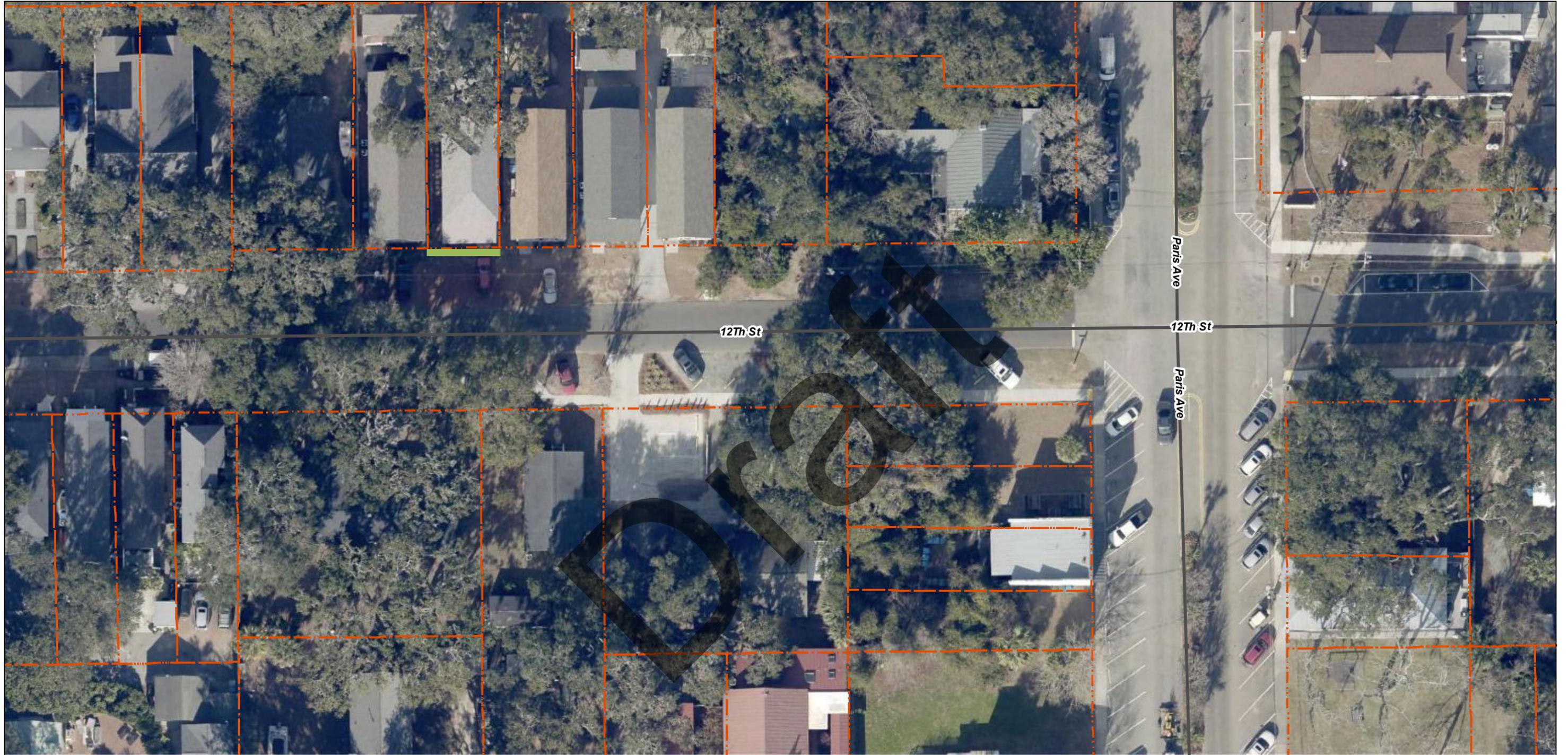
Owner's Email # chericecothran@bellsouth.net

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

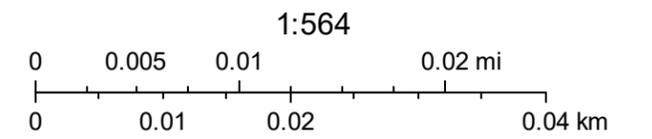
11/19/2025
Date

1008D 12th Street



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

LiveParcels





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 2026-1

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 11, PARCEL 359 (810 11th Street – 100 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 11th St (refer to the attached map).

<u>District</u>	<u>Map</u>	<u>Parcel</u>	<u>Feet</u>	<u>Street</u>
110	11	359	100 ft	11 th 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: January 14, 2026

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 MICHAEL & Donna LARROW

911 Address 810 11TH STREET

District, Map and Parcel # R 110 011 000 0359 0000

Owner's Address 810 11TH STREET

Owner's Phone # 843 384-8210

Owner's Email # MIKE LARROW @ ICLOUD.COM

In order to process your sidewalk request please provide an 8 ½" X 11" copy of a recent plat of the property.

Michael Larrow
Signature

Dec 4 2025
Date

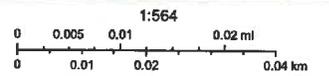
810 11TH STREET



12/18/2025, 11:29:46 AM

Search Results: LiveParcels

-  Override 1
-  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 2026-2

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 11, PARCEL 459 (917 8th Street – 100 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 8th St (refer to the attached map).

<u>District</u>	<u>Map</u>	<u>Parcel</u>	<u>Feet</u>	<u>Street</u>
110	11	459	100 ft	8 th 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: January 14, 2026

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 John + Dana Webb
911 Address 917 8th Street Port Royal, SC
District, Map and Parcel # 8th Street, Parcel B PB 154 PG 24
Owner's Address 20 Westwood Drive East Rochester, NY 14445
Owner's Phone # (585) 721-0599 or (585) 721-0966
Owner's Email # dana.webb11@gmail.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] 12/11/25
Signature Date

Property ID = R110 011 000 0459 0000



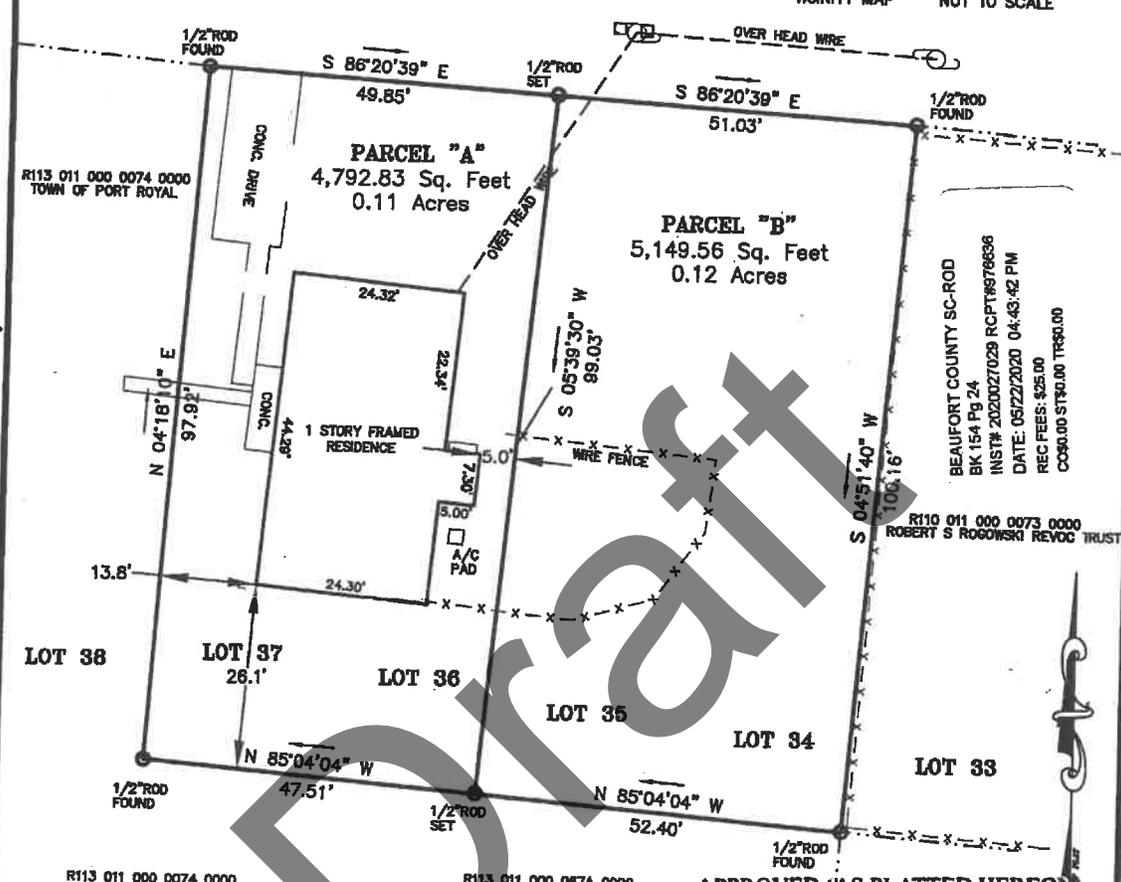
GASQUE & ASSOCIATES INC.
LAND SURVEYORS & PLANNERS

28 PROFESSIONAL VILLAGE CIRCLE, BEAUFORT, S.C.
 P.O. BOX 1363, BEAUFORT, S.C.
 PHONE (843) 522-1798



EIGHTH STREET 50' R/W

VICINITY MAP NOT TO SCALE



BEAUFORT COUNTY SC-ROD
 BK 154 Pg 24
 INST# 2020027029 RCP19876836
 DATE: 05/22/2020 04:43:42 PM
 REC FEES: \$25.00
 C036.00 ST\$61.00 TR\$0.00

R110 011 000 0073 0000
 ROBERT S ROGOWSKI REVOC TRUST

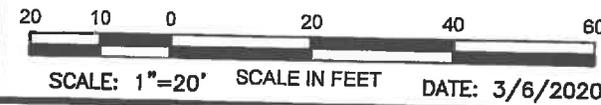
PROPOSED 2 LOT SUBDIVISION PREPARED FOR
COASTAL HOMES & SUNROOMS

BEING LOTS 34-37 BLOCK 43 TOWN OF PORT ROYAL AS SHOWN ON A PLAT BY DAVID E. GASQUE DATED 2/18/98 RECORDED IN BOOK 1017, PAGE 2158 BEAUFORT COUNTY R.M.C. OFFICE
 LOCATED IN THE TOWN OF PORT ROYAL, BEAUFORT COUNTY SOUTH CAROLINA
 TAX MAP R110 011 000 067B 0000

APPROVED (AS PLATTED HEREON)
 THIS SUBDIVISION PLAT MEETS THE REQUIREMENTS OF THE PORT ROYAL CODE AND IS HEREBY APPROVED FOR RECORDING WITH THE BEAUFORT COUNTY REGISTER OF MEANS CONVEYANCES.
 DATE OF TECH. REVIEW COMM. APPROVAL 5-8-2020
 CERTIFIED BY L. Bridges
 DATE 5-8-2020

THE CERTIFIER HAS NOT INVESTIGATED OR BEEN INSTRUCTED TO INVESTIGATE THE EXISTENCE OR NONEXISTENCE OF ANY OVERLAY DISTRICTS, SUCH AS; AIRPORT, MILITARY, NOISE, CRASH POTENTIAL OR ENVIRONMENTAL ISSUES.
 CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
 THIS PLAT IS COPYRIGHTED AND IS INTENDED ONLY FOR THE ENTITY OR PERSON(S) SHOWN HERE ON.
 THIS PLAT REPRESENTS A SURVEY BASED ON THE LISTED REFERENCES ONLY AND IS NOT THE RESULT OF A TITLE SEARCH.
 BEFORE ANY DESIGN WORK OR CONSTRUCTION ON THIS SITE IS STARTED FLOOD ZONE INFORMATION MUST BE VERIFIED BY PROPER BUILDING CODES OFFICIAL.
 THIS PROPERTY APPEARS TO LIE IN FLOOD ZONE AB EL. 13.00' AS DETERMINED BY F.E.M.A FIRM COMM-PANEL NUMBER 450028 0005 D. DATED 09/29/86
 THE UNDERSIGNED DOES NOT CERTIFY THAT THE PROPERTY SHOWN HEREON COMPLIES WITH ANY RESTRICTIVE CONVEYANCES OR ANY CITY AND/OR COUNTY ORDINANCES.

I, DAVID E. GASQUE, HEREBY CERTIFY TO COASTAL HOMES & SUNROOMS THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THERE IN. ALSO THERE ARE NO ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN. THIS SURVEY IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE AND HAS AN EMBOSSED SEAL. AREA DETERMINED BY COORDINATE METHOD.



David E. Gasque 4-8-2020
 DAVID E. GASQUE, L.S. JOB # 52194
 S.C. REGISTRATION NUMBER 10608 FB#1027/JB DSGN#7
 THIS PLAT IS NOT BINDING UNLESS ACCOMPANIED BY AN ORIGINAL SIGNATURE AND AN EMBOSSED SEAL.

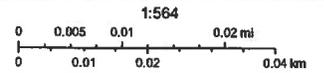
917 8TH STREET



12/18/2025, 11:26:00 AM

Search Results: LiveParcels

-  Override 1
-  LiveParcels



Council

Kevin Phillips
Mayor

Mary Beth Heyward
Mayor Pro Tempore

Jerry Ashmore
Jorge Guerrero
Darryl Owens



COOL. COASTAL. FAR FROM ORDINARY.

Van Willis
Town Manager

Jeffrey Meyers
Chief of Police

Jeffrey S. Coppinger
Operations

Noah Krepps
Planning

ORDINANCE 2026-3

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 369 (1008C 12th 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 8th St (refer to the attached map).

<u>District</u>	<u>Map</u>	<u>Parcel</u>	<u>Feet</u>	<u>Street</u>
110	10	369	30 ft	12 th 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: January 14, 2026

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 Darcie Wenner Osborne & Richard Dodge Osborne,
Trustees of The Darcie and Richard Osborne Living Trust dated May 13, 2019

911 Address 1008 C 12th Street, Port Royal, SC 29935

District, Map and Parcel # Parcel ID: R110 010 000 0369 0000
AIN: 242009078

Owner's Address Physical: 1008 C, 12th Street, Port Royal, SC 29935
Mailing: PO Box 281, Port Royal, SC 29935

Owner's Phone # 805-440-6171

Owner's Email # darcieozma@gmail.com

In order to process your sidewalk request please provide an 8 ½" X 11" copy of a recent plat of the property.

Darcie Wenner Osborne

Richard Dodge Osborne

Signature

01/07/2026

Date

1008C 12th Street



1/8/2026, 4:29:33 PM

Search Results: LiveParcels

 Override 1

 LiveParcels

