

Council

Kevin Phillips
Mayor

Jorge Guerrero
Mayor Pro Tempore

Jerry Ashmore
Mary Beth Heyward
Darryl Owens



Van Willis
Town Manager

Brooke Plank-Buccola
Asst. Town Manager

Tim Ogden
Fire Chief

Jeffrey Meyers
Police Chief

AGENDA

DATE: February 4, 2026

TIME: Immediately following the Public Hearing

SUBJECT: Council Workshop

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

I. CALL TO ORDER

II. PRESENTATION

A. Parking Study – MRB Group

III. COUNCIL BRIEFING

IV. REVIEW AGENDA FOR THE FEBRUARY 11, 2026 COUNCIL MEETING

V. IMPORTANT DATES

- A. Thursday, February 5, 2026 – Design Review Board Meeting - 5:00 PM**
- B. Friday, February 6, 2026 – St. Mark's Episcopal Church Oyster Roast at Live Oaks Park – 5:00 PM**
- C. Saturday, February 7, 2026 – Mardi Gras Golf Cart Parade - 4:00 PM**
- D. Saturday, February 7, 2026 – ABLE Foundation All You Can Eat Oyster Roast at Live Oaks Park - 5:00 PM to 9:00 PM**

Council Workshop

February 4, 2026

VI. PUBLIC COMMENT

VII. 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



Finding Spaces

Presentation on Parking Inventory Management Opportunities
Town of Port Royal – Town Council

February 4, 2026



Project Background

- The Town of Port Royal continues to grow and evolve as a destination for new residents, businesses, and guests
- Downtown Port Royal has experienced solid growth and has multiple new projects on the horizon
- Past and projected growth has the potential to impact parking inventory
- Town leadership seeks to identify existing and projected conditions, and potential opportunities to better address parking needs



Project Scope

- MRB Group was engaged to evaluate:
 - Existing Conditions
 - Current Parking Inventory
 - Regulatory Impacts
 - Potential Impacts of Impending Projects
 - Recommended Inventory Management Approach





Project Approach

- MRB Group staff conducted the following activities to address and identify parking conditions and opportunities:
 - Review of existing planning documents and parking regulations
 - Interviews with key staff and downtown stakeholders
 - Physical observations of parking usage
 - Research and best practice assessment
 - Recommendation development

Port Royal Parking Analysis

Existing Conditions Assessment



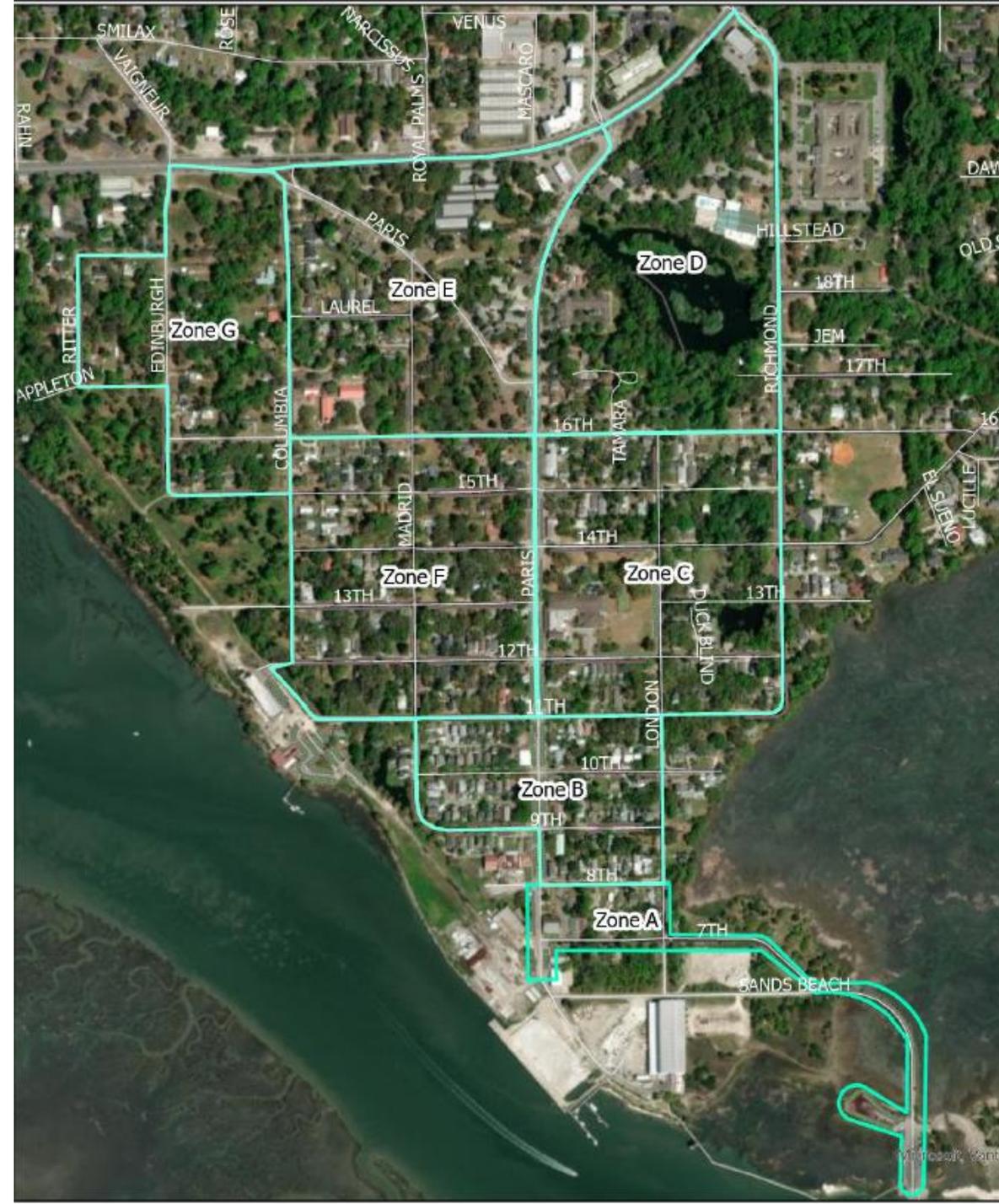
Inventory

- Team members conducted manual counts across seven zones. Counts included:
 - Ten days of data collection (morning and evening counts)
 - Eight weekdays and 2 weekend days (Saturday and Sunday)
 - Two special events (OctoPRfest and Trunk or Treat)



Study Area

- Study area is roughly bounded by:
 - Ribaut Road (North)
 - Sands Beach (South)
 - Water Frontage (East)
 - Richmond Avenue (West)
- The area contains just over 1,200 parking spaces; with a mix of marked and unmarked street parking and off-street opportunities



Zone A

- Generally located south of 8th Street, and includes the Sands Beach parking area.
- Total parking availability is approximately 122 spots:
 - 110 Marked
 - 12 Soft Shoulder
- While one of the more intensively used areas, usage only averages in the low 20% range
- Weekend usage was observed to be somewhat higher – closer to 30% at times



Zone B

- Generally located between 8th and 11th Streets
- Total parking availability is approximately 218 spots:
 - 110 Marked
 - 108 Soft Shoulder
- While one of the more intensively used areas, usage only averages in the low 20% range
- Weekend usage was observed to be somewhat higher – closer to 30% at times



Town of Port Royal

Zone C

- Generally located east of Paris Avenue, between 11th and 16th Streets
- Total parking availability is approximately 180 spots:
 - 74 Marked
 - 106 Soft Shoulder
- While one of the more intensively used areas, usage only averages in the low 20% range
- Weekend usage was observed to be somewhat higher – closer to 30% at times and over 40% in the weekend evening hours (highest average usage)



Town of Port Royal

Zone D

- Generally located between east of Paris Avenue, between Ribaut and 16th Street
- Total parking availability is approximately 110 spots:
 - 78 Marked
 - 32 Soft Shoulder
- Very busy during the weekday hours, with Paris Avenue businesses seeing high visitation
- Weekend usage was observed to be somewhat lower



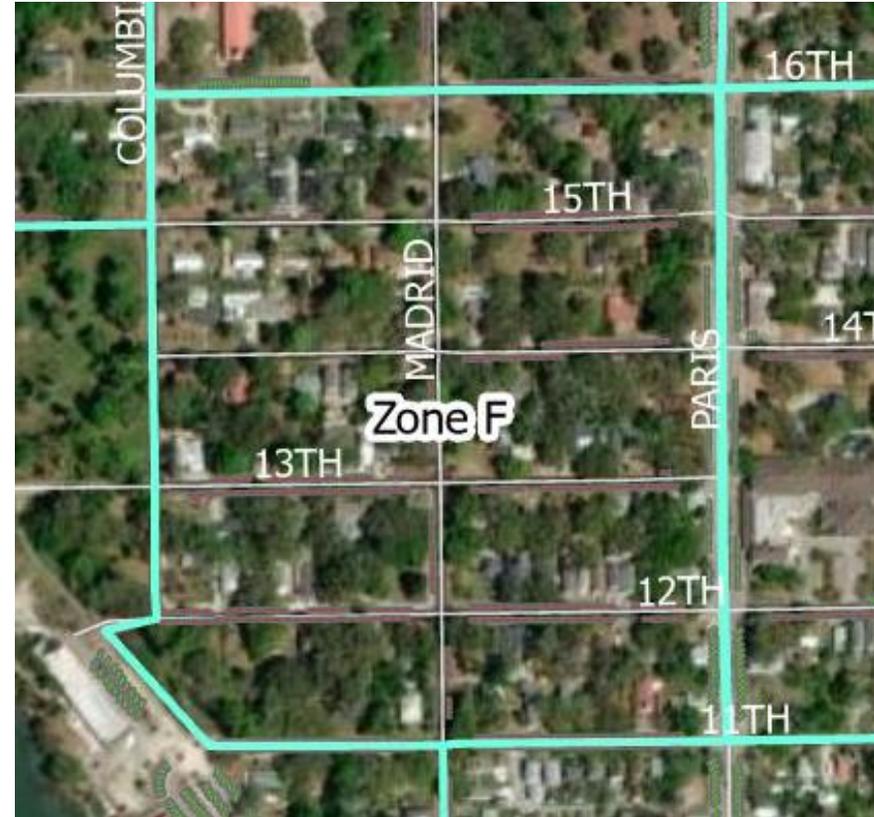
Zone E

- Generally located between boundaries of Ribaut, Paris, 16th, and Columbia
- Total parking availability is approximately 143 spots:
 - 76 Marked
 - 67 Soft Shoulder
- Generally lower usage than other zones; dominated by residential use
- Weekend usage was observed to be somewhat lower



Zone F

- Generally located west of Paris Avenue, between 11th and 16th Streets
- Total parking availability is approximately 350 spots:
 - 42 Marked
 - 302 Soft Shoulder
- Less intense usage than other zones, with used capacity typically at or less than 20%
- Weekend usage was observed to be somewhat higher – closer to 30% at times and over 40% in the weekend evening hours (highest average usage)



Zone G

- Generally located in the northeastern corner of the study area
- Smallest zone of the study with approximately 95 spaces – all soft-shoulder spots
- Less intense usage than other zones, with used capacity typically at or less than 10%
- Weekend usage was observed to be consistent with weekday capacity



Regulatory Review

- Team members identified three elements of Town regulation that drive parking:
 - The Development Code of Ordinance Division 5.6 addresses requirements for off-street parking counts and bicycle parking
 - Article 3 addresses transect and overlay zone regulations
 - The Safe Harbor PUD identifies parking requirements for this specific development





Stakeholder Interviews

- Residents and business owners were interviewed and the following themes emerged:
 - Overall, parking availability is adequate for current needs
 - Special events create constraints in the parking inventory
 - Residential street parking is confusing and underutilized
 - Angled parking and additional off-street lots can ease near term parking congestion



Port Royal Parking Analysis

Inventory Management Recommendations









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Recommendations

- Leverage wayfinding, signage, and user/resident education to maximize use of soft-shoulder parking in residential areas
- Assess on-street inventory to identify opportunities for angled parking to increase space count
- Improve wayfinding overall to direct users to existing parking opportunities
- Identify opportunities to increase off-street public parking





Conclusions

- Overall, Port Royal has a more-than-sufficient parking inventory to serve existing use and near-term growth
- Modest physical improvements, signage, and education will improve stakeholder perceptions of parking availability
- Expanding parking inventory takes significant time and resources, so early planning is critical. Identify potential lots and secure low-threshold cost right to use available lots in the next several years
- Ensure regular updates to the analysis. Counts and plans should be updated every three years at a minimum, as well as when significant development begins to impact the inventory





Finding Spaces

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PROPOSED AGENDA

DATE: February 11, 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 January 7, 2026
 - B. Minutes from the Council Workshop of January 7, 2026
 - C. Minutes from the Council Meeting of January 14, 2026
- V. PRESENTATION
 - A. Beaufort Jasper Housing Trust Update – Christine Rogers-Raetsch
- VI. COUNCIL BRIEFING
- VII. 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.

VIII. SECOND 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 – 51 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).**

IX. FIRST READING

- A. 2026-4. An Ordinance annexing to the Town of Port Royal approximately 8.42 acres of real estate located in Beaufort County described as Beaufort County tax district 600, map 6, parcel 31 (located at 58 Mudbar Road).**
- B. 2026-5. An Ordinance to zone approximately 8.42 acres of real estate located in Beaufort County described as Beaufort County tax district 600, map 6, parcel 31 in Beaufort County, South Carolina to be zoned as T1 Natural Preserve.**

X. COUNCIL ACTION

- A. Approval of site work contract for the Splash Pad**

XI. IMPORTANT DATES

- A. February 13 – 14, 2026 – *Bands, Brews & BBQ* at Live Oaks Park**
- B. Monday, February 16, 2026 – *President's Day* – Town offices will be closed**
- C. Thursday, February 19, 2026 – *HPRF Third Thursday* at Live Oaks Park – 5:30 PM to 7:30 PM**
- D. Saturday, February 21, 2026 – *YMCA Beast Obstacle Course Event* at Live Oaks Park – 9:00 AM**
- E. Monday, February 23, 2026 – *Planning Commission Meeting* – 5:00 PM**

Council Meeting
February 11, 2026

- F. **Saturday, February 28, 2026 – Complete Student 5K Swamp Stomp at Live Oaks Park – 8:00 AM**

XII. 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.

XIII. COUNCIL COMMENT

XIV. ADJOURNMENT

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