

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

Fire Chief
Tim Ogden

Police Chief
Jeffrey Meyers

Minutes

Council Meeting

Yvonne C. Butler Council Chambers, 700 Paris Avenue

February 11, 2026

Members Present: Mayor Kevin Phillips, Council Member Mary Beth Heyward, Council Member Jerry Ashmore, Council Member Jorge Guerrero

Member Absent: Council Member Darryl Owens

Staff Present: Fire Chief Tim Ogden, Police Chief Jeff Meyers, Town Manager Van Willis, Planning Director Noah Krepps

I. CALL TO ORDER

Mayor Phillips called the meeting to order at 6:41 PM.

II. PLEDGE OF ALLEGIANCE

Council Member Guerrero led everyone in the Pledge of Allegiance.

III. INVOCATION

Council Member Ashmore led the 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**

Council Member Ashmore made a motion to approve the minutes from the Public Hearing of January 7th, 2026, minutes from the Council Workshop of January 7th, 2026, and minutes from the Council Meeting January 14th, 2026. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

V. PRESENTATION

A. Police Department Swearing in New Officers – Joshua Cavanagh & Bryce Holthus

Police Chief Meyers and Chaplain Russell swore in new officers Cavanagh and Holthus to rank of corporal.

VI. COUNCIL BRIEFING

Manager Willis gave an update on the following:

Drayton/Battery Park Roads - A notification was received from SCDOT indicating that the permit has been issued, presumably related to Drayton and Battery Park Roads. Further details will be confirmed, and an update will be provided once the timeline for proceeding with the work is determined.

VA Clinic - Regarding the VA clinic, a meeting was held with the construction firm to discuss permitting, potential site plans, sewer availability, and ways to help expedite the process, with assurance provided that full cooperation will be extended. The firm was advised of coordination requirements with outside agencies and assistance will be offered as needed. In connection with the previously discussed military enhancement grant opportunity, expansion of sewer service along Ribaut Road is being explored; while an existing network serves the area around the VA clinic, grant funds may potentially support sewer installation for the facility depending on capacity needs, which could also enhance future expansion along the corridor. Coordination with BJWSA, particularly Charlie Stone, has been ongoing and productive, and the project continues to move forward.

Splash Pad - Coordination with BJWSA regarding the splash pad issues is ongoing, and a productive discussion was held with Charlie Stone today to help move the process forward quickly. The importance of having the splash pad operational prior to warmer weather was emphasized. Efforts are underway to have it operational as soon as possible.

Incubator - Several applications have been received for the incubator, generating strong interest. Following the application deadline, submissions will be compiled and circulated for review and feedback, with the goal of onboarding selected participants into the space as promptly as possible.

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Spanish Moss Trail - Regarding the Spanish Moss Trail, the engineering firm has coordinated with the current contractor to develop a scope of work and schedule for the connection from the end of the trail to Ritter Circle. The intent is for this construction to align with the full reopening of the trail, including installation of appropriate signage.

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.

Dick Stewart and Jen Clementoni added comments regarding the annexation and zoning request for 58 Mudbar Road, noting the intent to transform the property into an educational birding sanctuary similar to Cypress Wetlands.

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).**

Mayor Phillips entertained a motion to approve Ordinance 2026-1 by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

- 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).**

Mayor Phillips entertained a motion to approve Ordinance 2026-2 by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

- 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).**

Mayor Phillips entertained a motion to approve Ordinance 2026-3 by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

IX. FIRST READING

- A. 2026-4. An Ordinance annexing to the Town of Port Royal approximately 8.42 acres of**

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real estate located in Beaufort County described as Beaufort County tax district 600, map 6, parcel 31 (located at 58 Mudbar Road).

Council Member Ashmore made a motion to approve ordinance first reading ordinance 2026-4. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

- 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 T3 Neighborhood.**

Mayor Phillips entertained a motion to approve Ordinance 2026-5 by Council Member Heyward. Seconded by Council Member Guerrero. The motion was carried by unanimous vote.

- C. 2026-6. An Ordinance to rezone approximately 0.54 acres of real estate described as Beaufort County tax district 110, map 10, parcel 125 located in Beaufort County, South Carolina to be rezoned from T5 Main Street to T4 Neighborhood Center (rezone of 1628 West Paris Avenue).**

The applicant Randall Riley withdrew his request.

X. COUNCIL ACTION

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

Council Member Ashmore made a motion to approve staff's recommendation of JOCO as our contractor in the amount of \$117,194 splash pad project. Seconded by Council Member Heyward. The motion was carried by unanimous vote.

XI. IMPORTANT DATES

Manager Willis read the following important dates:

- A. February 13 -14, 2026 – Bands, Brews & BBQ on Paris Avenue**
- 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 YMCA – 9:00 PM**
- E. Thursday, February 26, 2026 – Planning Commission Meeting – 5:00 PM**
- 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.

Dick Stewart congratulated Council on securing the VA clinic in Port Royal, noting that the collective efforts of staff and Council made it possible to compete for—and ultimately win—the opportunity for the benefit of veterans and Port Royal residents.

XIII. COUNCIL COMMENT

Council requested that Charlie Stone with BJWSA attend the upcoming Council Retreat to provide updated information on available resources and any new funding anticipated for 2026. Council expressed appreciation to Mr. Stewart for his leadership and foresight in advancing projects such as the VA clinic and the Lemon Island development, which will significantly benefit local veterans and the broader community. Enthusiasm was also shared regarding recent progress, including continued coordination on the VA clinic, the addition of two new police officers, and the Fire Department’s push-in ceremony for its new 110-foot ladder truck. Mardi Gras was celebrated as a successful community event, drawing more than 500 attendees and reflecting the strong partnership among Town staff, local schools, community organizations, and residents, underscoring the positive momentum in Port Royal.

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 7:29 PM.

Respectfully submitted,



Lisa Graham
Town Clerk

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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.

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.