



City Council Regular Meeting

Meeting Minutes – City Hall Council Chambers, 2nd Floor

August 19, 2025

I. CALL TO ORDER

7:00 PM

Philip Cromer, Mayor

Members of Council in attendance - Philip Cromer, Neil Lipsitz, Michael McFee, Mitch Mitchell, Josh Scallate.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Michael McFee.

III. PUBLIC COMMENT – AGENDA ITEMS

Michael Murphy, 13 Prescient Ave, addressed Council about the tree amendments on Old Business, Item B. regarding Chapter 5, Landscaping, Parking, Lighting of the Development Code.

Paul Trask, 610 Bladen Street, addressed Council on Old Business, Item A. regarding updates to the Beaufort Development Code, Chapters 7 and 9, which would take away the exemption for the TIA and Boundary Street District. He asked for this matter to be tabled for further discussion.

Grant McClure, Coastal Conservation League, addressed Council regarding the tree amendments on Old Business, Item B., Chapter 5, Landscaping, Parking, Lighting of the Development Code.

Graham Trask, 1211 Boundary Street, addressed Council on New Business, Item D. regarding the lease for commercial space located at 500 Carteret Street.

Joe Macdermant, 1809 Boundary Street, addressed Council on New Business, Item F. regarding the budget for the Parks and Tourism Fund.

IV. MEETING AGENDA APPROVAL

Councilman Lipsitz made a motion to approve, and seconded by Mayor Pro Tem, McFee.

Councilman Scallate made a motion to pull New Business, Item I - Authorization to allow the City Manager to enter into a Contractual Agreement for Parking Management and Enforcement Services off the agenda. The motion was seconded by Councilman Mitchell.

All were in favor, motion carried.

V. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Proclamation proclaiming August 18 - 22, 2025, as USCB Sand Shark Welcome Week.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

- B. Resolution honoring and memorializing the life and legacy of Reverend Dr. Elijah Washington.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

Councilman Mitchell made a motion to amend the language by adding he was Camp Commander of Edward Wallace Camp #21, Grand Army of the Republic Hall, Sons of Union Veterans of the Civil War of Beaufort from August 2013 to August 15, 2025; and by including his military service as an Officer in the United States Navy from September 5, 1967 to March 5, 1971, serving as a Lieutenant in the Medical Corps. The motion was seconded by Councilman Lipsitz.

All were in favor of the amended motion.

All were in favor of the main motion.

VI. CONSENT AGENDA

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

Councilman Lipsitz made a motion to amend by removing Item K, Request from JP Signature Events (Building Brighter Futures) for co-sponsorship, waiver of the noise ordinance, drinking in public, and a waiver of alcohol in the Henry C. Chambers Waterfront Park to host the 3rd Annual Music Festival of the Lowcountry on Saturday, June 6, 2026, from 1:00 pm to 12:00 am from the Consent Agenda for further discussion. The motion was seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

Items approved are listed below:

- A. Capital Projects Monthly Report.
- B. Community Development Monthly Report.
- C. Downtown Operations Monthly Report.
- D. Finance Department Monthly Report.
- E. Fire Department Monthly Report.
- F. Human Resources Monthly Report.
- G. Municipal Court Monthly Report.
- H. Police Department Monthly Report.
- I. Public Works Monthly Report.
- J. Request from Beaufort County Veteran's Affairs for street closures to host the annual Veterans Day Parade on Tuesday, November 11, 2025, from 8:00 am to 12:00 pm.

- K. Request from Beaufort Jasper YMCA for co-sponsorship for the 20th Annual Beaufort River Swim on Saturday, June 6, 2026, use of the Marina/Waterfront Park and portion of the Marina Parking Lot from 5:00 am to 12:00 pm.

VII. MINUTES

A. Worksession and Regular Meeting - July 8, 2025.

Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.
Minutes approved as presented.

B. Special Joint Worksession of Council with the Planning Commission - July 15, 2025.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Scallate.
Minutes approved as presented.

VIII. OLD BUSINESS

A. Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code - Second Reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

Councilman Scallate made the following motions to amend and seconded by Mayor Pro Tem, McFee.

Motion to amend Section 7.5.7.E 2: to state the site plan shall be effective for a period of two years with the option of a one-time 12 month extension, if the applicant applies for the extension at least one month before the expiration date.

Motion to amend by changing the language from Project Permits to Building Permits in the following sections. 9.5.2 Process and Approval Sections D, G, H, I, J.

Motion to amend Section 7.2.2 E: with the following changes, to add the words “for new subdivisions”

Motion to amend Section 7.2.2 E 3: with the following changes, to add subsection 3 as an exception, with the following standards “At the discretion of the Planning Commission, where existing communities own their own streets and have no existing or future street connectivity.”

Motion to amend Section 7.3.2 A 3: to strike the exception found in subsection 3 from the Code: “Exception: Development on lots included in the Boundary Street Master Plan, adopted on August 28, 2006, and lots in the area bounded by Calhoun Street, Carteret Street, Bay Street, and Ribaut Road, and lots zoned Limited Industrial (LI), shall not be subject to the requirements of this section. This exception does not apply to Educational Facilities with greater than 100 students.”

Motion to amend Section 7.3.2 C 2 B: “Strike “one half mile,” and change to “one mile.”

Motion to update the Table found in Section 7.3.2 D:

Background information	Requirement
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List of all nonexistent transportation improvements assumed in the analysis	Required
Map of site location, description of the parcel, general terrain features, and location within the jurisdiction and region.	Required
Description of geographic scope/ limits of study area.	Any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed and at any intersection along such roadway that TRC or the Planning Commission determine may be impacted
Plan at an engineering scale of the existing and proposed site uses.	Required
Description and map or diagram of nearby uses, including parcel zoning.	Required
Description and map or diagram of existing roadways.	Required
Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area.	Required
Analysis of Existing and Future Conditions	
Collected and projected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix.	Required

Analyses for intersections and roadways identified by TRC and the Planning Commission. Delay and Level of Service (LOS) are tabulated, and LOS is presented on diagrams for each lane group.	Required
Incorporation of all Traffic Impact Analysis studies and Trip Generation from approved developments or vested unbuilt developments within mile radius at time of proposal.	Any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed and at any intersection along such roadway that TRC or the Planning Commission determine may be impacted.
Speed Study	If requested by City
Crash history near site	If requested by City
Sight distance	If requested by City
Trip Generation	
Site trip generation, with tabulated data, broken out by analysis year for multi- phase developments, and including justification for deviations from ITE rates, if appropriate.	Required
Description and justification of internal capture reductions for mixed use developments and pass-by trip reductions, if appropriate, including table of calculations used.	Required

Motion to amend the table of Section 7.4.3, to remove the size requirements for each for park/open space type in the table.

Motion to amend Section 7.5.3 C 2: to remove the Title commitment requirement.

Motion to amend Section 7.5.3 E 2: change the public notice requirement to 1,000 feet.

Motion to change Section 7.5.4 C 1: change the public notice requirement to 1,000 feet.

Motion to add Section 7.5.4. H: Post Approval actions for grading, with the following requirements: Post approval actions. Prior to issuance of a grading permit, the applicant shall submit the following documentation to the City:

(1) List of contractors. List of all contractors that will be performing the improvements.

(2) Proof of insurance/business license. Proof of workman's comprehensive insurance and liability insurance for each contractor and business license.

(3) Open space deed restriction. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space until unless the use is modified by the City.

(4) Construction traffic control plan. Applicant will develop a plan for Codes Administrator or appointee, review that addresses construction traffic, construction water, temporary road closures, street repairs, dust, noise and other construction-related concerns.

Motion to change Section 7.5.7 D 1: change the public notice requirement to 1,000 feet.

All were in favor of the amended motion.

All were in favor of the main motion.

B. Ordinance amending Chapter 5, (Landscaping, Parking and Lighting) of the Beaufort Development Code - Second Reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Scallate.

Motion to amend was made by Councilman Lipsitz and seconded by Councilman Scallate to remove chain-link fencing is not permitted outside Light Industrial District from Section 5.8.C.4.

All were in favor of the amended motion.

Motion to amend was made by Councilman Scallate and seconded by Councilman Lipsitz Section 5.3.3 B.1: Tree Protection Zone - Size and Shape to reflect a circle with a radius of 1 foot per 1 inch of DBH, instead of 1/2 inch.

All were in favor of the amended motion.

Motion to amend was made by Councilman Scallate and seconded by Mayor Pro Tem, McFee to change the Mitigation Chart for Landmark Trees in Section 5.5.2. to state a mitigation fee of \$350.00 per caliper Inch. Under Approved Landmark Removal - a 30 inch Live Oak is approved for removal. The applicant must plant back 30 caliper inches of Live Oak or pay a mitigation fee of \$10,500.00 if the site cannot support the replacement.

All were in favor of the amended motion.

All were in favor of the main motion.

C. Ordinance to rename Southside Loop in Southside Park as Clayton Cooler Loop - Second Reading.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

D. Ordinance to name the newly constructed Airport Road Project as Donnie Beer Drive - Second Reading.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

- E. Ordinance to adopt a Nuisance Abatement Ordinance for the City of Beaufort - Second Reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

Councilman Lipsitz made a motion and seconded by Councilman Scallate to hear Item K from the Consent Agenda at the top of New Business.

All were in favor, motion carried.

IX. NEW BUSINESS

- A. Request from JP Signature Events (Building Brighter Futures) for co-sponsorship, waiver of the noise ordinance, drinking in public, and a waiver of alcohol in the Henry C. Chambers Waterfront Park to host the 3rd Annual Music Festival of the Lowcountry on Saturday, June 6, 2026, from 1:00 pm to 12:00 am.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

A motion to amend was made by Councilman Lipsitz to not waive the fees for Parking, and Police and Fire.

Councilman Lipsitz withdrew his motion.

A motion to amend was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee to not waive the fees for Police and Fire.

All were in favor of the amended motion.

All were in favor of the main motion.

- B. Request from Historic Beaufort Foundation to host the 2025 Fall Festival of Houses & Gardens on October 18 & 19, 2025, requesting street closure, signage, and use of golf carts in the historic district to provide transportation to and from designated parking areas.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

All were in favor, motion carried.

- C. Request from NAMI (National Alliance on Mental Illness) for 5K Walk, Bridge/Road Closures on Saturday, May 16, 2026, between 7:00 am and 10:00 am.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

All were in favor, motion carried.

- D. Ordinance for the lease of commercial space that is part of the real property owned by the City of Beaufort, South Carolina located at 500 Carteret Street to Sea Island Insurance Group, LLC - First Reading.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

Linda Roper, Downtown Operations, provided an overview of the lease agreement. She stated Sea Island Insurance Group wished to renew their lease. The lease would start on September 1, 2025, and run through August 31, 2027. The lease may be renewed for an additional two years.

There was a discussion about the condition of the space and market value rates.

The motion failed by a vote of 2 to 3.

Mayor Pro Tem, McFee and Councilman Lipsitz voted for.

Mayor Cromer, Councilman Mitchell and Councilman Scallate voted against.

- E. An ordinance approving the sale of real property owned by the City of Beaufort, South Carolina located at 1101 Coleman Lane, Beaufort, South Carolina - First Reading.

Motion to approve was made by Councilman Lipsitz and seconded by Councilman Scallate.

Scott Marshall, City Manager, stated the parcel is of no use to the city and the owners of 2610 Mossy Oaks Road, Randolph and Monica Martin expressed interest in buying the property so they could relocate their driveway onto Coleman Lane. Cost will be \$500.00.

All were in favor, motion carried.

- F. An ordinance to amend City of Beaufort Ordinance 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget to provide for the revenues and expenditures of General Fund, Parks and Tourism Fund, State Accommodations Tax Fund, American Rescue Plan Act Fund, Fire Impact Fee Fund, TIF II Fund, Stormwater Fund and Capital Projects - First Reading.

Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.

Alan Eisenman, Finance Director, provided an overview. He stated this budget amendment is for fiscal year 2025 and it addresses a few projects that were budgeted for but not completed and therefore will be de-obligated in Fiscal Year 2025 and re-obligated in Fiscal Year 2026. It also includes budget adjustments for year-end actual amounts.

All were in favor, motion carried.

- G. An ordinance to amend City of Beaufort Ordinance 2025/13 regarding the Fiscal Year 2025-2026 City of Beaufort Budget to provide for the revenues and expenditures of General Fund, State Accommodations Tax Fund, TIF II Fund, Stormwater Fund, and Capital Projects Fund - First Reading.

Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

Alan Eisenman, Finance Director, provided an overview. He stated this budget amendment is for Fiscal Year 2026 and addresses projects that were budgeted in Fiscal Year 2025 but not completed and therefore reallocated in Fiscal Year 2026. The budget amendment also requests additional funding of \$100,000 for the Arsenal Windows Restoration project.

All were in favor, motion carried.

- H. Authorization to allow the City Manager to enter into a Contractual Agreement for Landscaping and Maintenance of the Core Commercial District.

Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.

Alan Eisenman, Finance Director, provided an overview. The city received four bids. The Greenery, Inc. was chosen as the most responsive bidder. Contract total is \$409,992.00 annually for the first two years and then \$442,292.00 for the third year. The contract will start on September 1, 2025 for a three year term to end on August 31, 2028, with two one year optional terms.

All were in favor, motion carried.

- I. Authorization to allow the City Manager to enter into a Contractual Agreement for Landscape and Maintenance Right of Ways.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Scallate.

Alan Eisenman, Finance Director, provided an overview. The city received five bids. Tri-Scapes, LLC. was chosen as the most responsive bidder. Contract total is \$205,835.00 annually. The contract will start on September 1, 2025, for a three year term to end on August 31, 2028, with two one year optional terms.

All were in favor, motion carried.

- J. An ordinance to regulate the Operation of Golf Carts within the City of Beaufort Pursuant to § 56-2-90 of the South Carolina Code - First Reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

JJ Sauvé, Deputy City Manager, provided an overview.

Councilman Lipsitz made a motion to amend by adding turn signals in Section 4.2 Night Operation. The motion was seconded by Mayor Pro Tem McFee.

All were in favor of the amended motion.

There was a discussion about golf carts not being allowed on certain roads.

Councilman Lipsitz made a motion to exclude Ribaut Road, Boundary Street, and Carteret Street.

City Manager, Scott Marshall, stated per his understanding the state statute does not allow golf carts on secondary highways/roads. Both Ribaut Road and Boundary Street (US 21) are considered secondary roads, therefore golf carts are not allowed on those roads.

Councilman Lipsitz withdrew his motion.

The Mayor has a concern and would like for this to be made clearer in the ordinance. Mr. Sauvé will work with the City Attorney on some amended motion language.

All were in favor of the main motion.

- K. Resolution supporting the selection of the City of Beaufort as the location for the new Veterans Affairs Community-Based Outpatient Clinic.

Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.

Scott Marshall, City Manager, provided an overview.

All were in favor, motion carried.

X. PUBLIC COMMENT – NON-AGENDA ITEMS

No public comment.

XI. REPORTS

City Manager's Report

Asked that we observe a moment of silence for the passing of Reverend Dr. Elijah Washington.

Met with County Administrator Michael Moore and Hank Amundson, Special Assistant to the Administrator, on July 9, 2025, for a staff-level discussion about the possibility of a future penny sales tax referendum to support capital projects.

Welcomed Meaghan Silsby, the new Executive Director of the American Red Cross Lowcountry Chapter, along with their Board Chairman, Ambassador Thomas Carter on July 10, 2025, along with the Mayor.

Attended a video call with our Ukrainian sister city, Ostroh, hosted by our three local Rotary clubs. He was honored to attend both as City Manager and as a Rotarian. He commended Mayor Pro Tem McFee, who represented the City very well when speaking to the people of Ostroh.

Reported on the following promotions in the Fire Department:

Promoted from Recruit to Firefighter I: Maeve McDonough, Damien Henry, and Corey Hagens.

Promoted from Firefighter II to Firefighter III: Curtis Yockey and Tawana Kozlowski.

Promoted to Lieutenant: Andrew Cox and Andre Piedra.

Promoted to Captain: Brett Johnson.

Promoted to Battalion Chief: Trey Carter.

Promoted to Deputy Chief of Operations: Peter Dontje.

Reported on the following promotions in the Police Department:

Officer Joshua Taylor was promoted to Patrolman II.

Master Police Officer Greg Linacre was promoted to Sergeant.

Officer D.J. Bullington was promoted to Patrolman II.

Additionally in July, Deputy Chief Vezin and Firefighter Brian Hakes served as counselors at the South Carolina Burn Victims Children's Summer Camp. At the close of camp, Firefighter Hakes was selected to represent our state at the International Burn Camp in Washington, D.C.—a well-deserved honor that reflects highly on both our Fire Department and the City.

He, along with the Mayor, Deputy City Manager JJ Sauvé, joined with Beaufort County, the Town of Port Royal, and USCB staff to meet with Representative Shannon Erickson and SCDOT representatives. They highlighted several city concerns, including Bellamy Curve and pedestrian safety improvements for students traveling between housing, dining facilities, Boundary Street, and the main campus.

On July 28, 2025, the city celebrated the ribbon cutting for the new Pigeon Point playground. Thanked staff for making this project a reality, especially Capital Projects Director Raul Dominguez and Public Works Director Nate Farrow.

On August 1, 2025, the city hosted Lindsey LaRouque from the U.S. Army Corps of Engineers' Charleston office to review erosion issues in Cuthbert Park and along Bay Street. She shared several potential programs that may assist us in addressing sea-level rise impacts.

On Tuesday, August 26, 2025, Council will hold its Quarterly Capital Projects Workshop at 5:00 p.m., followed by a Special Worksession on employee compensation based on our recently completed classification and compensation study.

Thanked Medical Officer David Evans, who also serves as the City's Emergency Manager, for leading CPR and First Aid training for all City staff.

Reminded everyone of Beaufort's Patriot Day Ceremony on September 11, 2025, from 8:00 to 8:30 p.m. at the Henry C. Chambers Waterfront Park. Special thanks to Angel Flewelling and the Exchange

Club, and to our Downtown Operations staff led by Linda Roper, for planning and organizing this important commemoration of 9/11.

Mayor's Report

Thanked all who helped and were present for the Fox and Friends Showcase Downtown.

Reported on meetings he had/will be attending which included addressing the Beaufort Rotary Club.

Councilman Mitchell

Congratulated Deputy Fire Chief Vezin on becoming the Fourth Vice President for the South Carolina Firefighters Association.

Thanked all for supporting the Unity in the Community event held at the Charles Lind Brown Center in June.

Spoke about the upgrades being done at the Charles Lind Brown Center and thanked Beaufort County for following through on their commitment.

Remembered Reverend Dr. Elijah Washington, and stated his funeral will be held on Saturday, August 23, 2025, at 1:00 pm.

Mayor Pro Tem, McFee

Spoke about the updates from the last Lowcountry Area Transportation study (LATS) meeting.

Councilman Scallate

Thanked Jared Madison for his presentation in the Worksession regarding downtown employee parking.

Councilman Lipsitz

Spoke about his memories of Reverend Dr. Elijah Washington.

Members of Council thanked all who helped with the Beaufort Development Code changes.

XII. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussions of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student or a person regulated by a public body , or the appointment of a person to a public body.
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussions regarding the purchase or sale of property.

Councilman Lipsitz made a motion to go into Executive Session and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

Councilman Lipsitz made a motion to come out of Executive Session and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion for Council to seek independent counsel to investigate Freedom of Information Act (FOIA) concerns. The motion was seconded by Councilman Mitchell.

All were in favor, motion carried.

XIII. ADJOURN

11:13 PM

Motion to adjourn was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

Disclaimer: This document captures all actions taken by Council and summarizes discussions. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at www.cityofbeaufort.org (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.

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 City's bulletin board and website www.cityofbeaufort.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.

Approved: September 9, 2025
Traci Guldner

