



TOWN OF YEMASSEE

101 Town Circle
Yemassee, SC 29945
(843) 589-2565 Telephone
(843) 589-4305 Fax

Home of the Annual Shrimp Festival



To: Town Council

From: Matthew Games, Town Clerk

Date: January 11, 2020

Re: Monthly Town Clerk Report

Week of December 9, 2019

- Lunch with Beaufort County Vice Chair Paul Sommerville and Mayor Moore.
- Processed weekly payroll
- Contacted Dominion Energy regarding numerous streetlights being out throughout the Town.
- Weekly Phone Call with Town Attorney
- Weekly Senior Staff Meeting with Mayor Moore, Chief Alexander, Lonnie Green & Judge McKinney,

Week of December 16, 2019

- Attended Southern Lowcountry Regional Board Meeting (SoLoCo) in Bluffton with Mayor Moore.
- Working lunch with Mayor Moore, Beaufort County Vice Chair Paul Sommerville and Joe Mantua, General Manager of Beaufort-Jasper Water & Sewer Authority.
- Met with Jessica Dailey of Lowcountry Council of Governments regarding status of the Yemassee Clearance Project (CDBG Grant)
- Designed an effective process for getting copies of new building permits and plans to the Beaufort County Assessor's office, Ms. Lynne Hancock and Beaufort County Records Management.
- Processed Weekly Payroll along with Monthly Council and Judge Payroll.
- Phone conference with Town Auditor
- Weekly Phone Call with Town Attorney
- Weekly Senior Staff Meeting with Mayor Moore, Chief Alexander, Lonnie Green & Judge McKinney.
- Participated in the 3rd Annual Yemassee Christmas Festival

Week of December 23, 2019

- Completed audit on commercial dumpsters issued by S&S Disposal to various businesses in the Town Limits. Several dumpsters were picked up for being 90+ days late.
- Processed Weekly Payroll
- Remitted November 2019 Court Remittance to SC State Treasurers Office
- Conference with the Mayor and potential residential developer
- Closed 12/24, 12/25/, 12/26



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- Worked with Geoff Johnson of South Carolina Revenue & Fiscal Affairs E-911 division to address new residential build on Cochran Street.

Week of December 30, 2019

- Weekly Senior Staff Team Meeting with Mayor Moore, Chief Alexander, Lonnie Green & Sheryl McKinney
- Created “Form-C” for residents and business owners in the Town of Yemassee to apply for membership on Boards & Commissions. These forms will be available at the brochure center in the Reception area.
- Closed at 2PM on 12/31 and closed for New Year’s Day
- Processed Weekly Payroll
- Weekly Senior Staff Meeting with Mayor Moore, Chief Alexander, Lonnie Green & Judge McKinney

Week of January 6, 2020

- Meeting with Mayor Moore, Chief Alexander, Public Works Superintendent Lonnie Green & James Sease, owner of S&S Disposal, the current contractor for solid waste in the Town of Yemassee.
- Worked with Civic Plus, designers of new Town of Yemassee website and provided direction regarding migration of data.
- Conference call with Town Attorney, Council Member O’Banner, Mayor Moore & Chief Alexander.
- Conference Call with Charlie Barrineau, Field Services Representative of the Municipal Association of South Carolina.
- Conference call with Clay Bishop, Chairman of Hampton County Council.
- Processed Weekly Payroll
- Began trash can audit and inventory with various Town Staff members. Staff worked to procure the serial number off each trash can in the Town Limits.
- Provided the Zone D Commander, Garey Gibbs with items necessary for the Zone D Cleanup.
- Called supplier for sign posts to get updated ETA on delivery. These posts will be placed throughout Zone A & B to deter crime “Neighborhood Crime Watch”. Next month, more signs will be placed in Zone C & D.

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
ACTIVE CASES
(as of 11 January 2020)

ANNEXATION PETITIONS			
100%			
ANNX-05-10-1605	05/10/19 (HOLD)	Annexation Petition	TMS: 196-00-00-003
Applicant: Dr. Greg Westergaard		Owner: Rising Star Investments, LLC	
<p>Plan Description: The applicant, Dr. Greg Westergaard on behalf of Rising Star Investments, LLC is requesting Annexation of the property that is commonly referred to as the Alpha Genesis Early Branch site, which is currently in unincorporated Hampton County. The intent is to annex the entire 63.82-acre tract comprised of various research buildings and laboratories. The Parcel is located on Kelly Barnes Drive, off Salkehatchie Road and is identified by Hampton County TMS: 196-00-00-003. 5/15/19 STATUS – the parcel is not contiguous to the existing town limits and is approximately 6418 feet past the current Town Limit. There are multiple property owners who would need to consent to achieve annexation.</p> <p>6/10/19 STATUS – Application is on hold due to lack of contiguity.</p>			
Project Address: 3837 Kelly Barnes Dr		County: Hampton	

Total Annexations: 1

MISC PERMITS			
RE-ROOFING			
ROOF-01-20-1000	01/03/20 (ACTIVE)	Residential Roofing Permit	R710 001 000 0025 0000
Applicant: DBM Construction, LLC.		Owner: Beaufort Housing Authority	
<p>Plan Description: The applicant, DBM Construction is requesting a permit for the installation of asphalt shingles on each of the apartment buildings in addition to the administration office. All debris will be removed per Town of Yemassee Ordinance</p>			
Project Address: 21 Castle Hall Rd		County: Beaufort	

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TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
ACTIVE CASES
(as of 11 January 2020)

MISC PERMITS			
RE-ROOFING			
ROOF-01-20-1001	01/06/20 (ACTIVE)	Commercial Re-Roofing	198-09-02-005
Applicant: Roger Washington		Owner: Town of Yemassee	
Plan Description: The applicant, Roger Washington on behalf of the Town of Yemassee is requesting a permit for the addition of asphalt shingles to the new restroom at the Town basketball court. Roof received minor damage during a Tropical Event and needs to be re-installed. The applicant is aware of the debris disposal requirements and will be removed in accordance with Town of Yemassee Ordinances.			
Project Address: 19 Willis St S		County: Hampton	

MISC PERMITS			
FRAMING			
CADD-12-19-1960	12/26/19 (ACTIVE)	Commercial Remodel	204-02-02-004
Applicant: Charles Brown		Owner: Town of Yemassee	
Plan Description: The applicant, Charles Brown on behalf of the Town of Yemassee is requesting a permit for a remodel of the front lobby area of the Yemassee Municipal Complex. The proposed remodel will enclose the reception desk, make a unisex bathroom and provide a secure area for visitors to stage while awaiting their escort. Two security doors with proxi-card access are to be installed.			
Project Address: 101 Town Cir		County: Hampton	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1959	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 150		County: Beaufort	

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
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(as of 11 January 2020)

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1958	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 149		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1958	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 149		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1957	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 148		County: Beaufort	

ELECTIRCAL PERMITS

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
ACTIVE CASES
(as of 11 January 2020)

PERMANENT SERVICE			
ELEC-12-19-1956	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 147		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1955	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 146		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1954	12/19/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 145		County: Beaufort	

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
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ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1953	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 140		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1952	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 139		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1951	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 138		County: Beaufort	

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
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ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1950	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 137		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1949	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 136		County: Beaufort	

ELECTIRCAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1948	12/17/19 (ACTIVE)	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 135		County: Beaufort	

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TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
ACTIVE CASES
(as of 11 January 2020)

COMMERCIAL BUILDING PERMITS			
FOUNDATIONS / FOOTINGS			
CNEW-12-19-1947	12/17/19 (ACTIVE)	Commercial Outbuilding Foundation Inspection	R710 001 000 0023 0000
Applicant: Rising Star Investments, LLC.		Owner: Rising Star Investments, LLC	
Plan Description: The applicant, Rising Star Investments is requesting a permit to construct two prefabricated outbuildings with electrical and water connections for the purposes of storing medical equipment. The buildings will be identical and further identified as Building 12A & Building 12B. Water connection into new buildings will feed off existing LRWS tap on site. Dominion Energy is the franchised electricity provider in the Town of Yemassee.			
Project Address: 95 Castle Hall Rd, Bldg 12A		County: Beaufort	

COMMERCIAL BUILDING PERMITS			
FOUNDATIONS / FOOTINGS			
CNEW-12-19-1946	12/17/19 (ACTIVE)	Commercial Outbuilding Foundation Inspection	R710 001 000 0023 0000
Applicant: Rising Star Investments, LLC.		Owner: Rising Star Investments, LLC.	
Plan Description: The applicant, Rising Star Investments is requesting a permit to construct two prefabricated outbuildings with electrical and water connections for the purposes of storing medical equipment. The buildings will be identical and further identified as Building 12A & Building 12B. Water connection into new buildings will feed off existing LRWS tap on site. Dominion Energy is the franchised electricity provider in the Town of Yemassee.			
Project Address: 95 Castle Hall Rd, Bldg 12B		County: Beaufort	

COMMERCIAL BUILDING PERMITS			
SLAB			
CNEW-12-19-1945	12/17/19 (ACTIVE)	Commercial Building Slab Inspection	204-02-02-009
Applicant: Town of Yemassee (The)		Owner: Town of Yemassee (The)	
Plan Description: The applicant, Town of Yemassee is requesting a permit for the installation of a new concrete front porch slab on their Community Center building. The slab will include an ADA compliant ramp with appropriate handlebars and will connect to the front of the building.			
Project Address: 10 Mixon St		County: Hampton	

TOWN OF YEMASSEE BUILDING & ZONING DEPARTMENT
ACTIVE CASES
(as of 11 January 2020)

COMMERCIAL BUILDING PERMITS			
INITIAL PLANS / ANCILLARY BUILDING CONSTRUCTION			
CNEW-12-19-1944	12/17/19 (ACTIVE)	Commercial Outbuilding Construction	R710 001 000 0023 0000
Applicant: Rising Star Investments, LLC.		Owner: Rising Star Investments, LLC.	
Plan Description: The applicant, Rising Star Investments is requesting a permit to construct two prefabricated outbuildings with electrical and water connections for the purposes of storing medical equipment. The buildings will be identical and further identified as Building 12A & Building 12B. Water connection into new buildings will feed off existing LRWS tap on site. Dominion Energy is the franchised electricity provider in the Town of Yemassee. Plans have been submitted to the Building Inspector for review and upon approval or approval w/ conditions, copies of the permit and plans will be forwarded to Beaufort County Records Management.			
Project Address: 95 Castle Hall Rd		County: Beaufort	

RESIDENTIAL BUILDING PERMITS			
INITIAL PLANS / RESIDENTIAL EXPANSION			
RADD-12-19-1943	12/13/19 (ACTIVE)	Preliminary Plan for residential expansion	198-09-01-015
Applicant: Thomas Reid		Owner: Thomas Reid	
Plan Description: The applicant, Thomas Reid is requesting a permit for an approximately 400sqft addition onto the existing single-family dwelling. The addition will be comprised of two bathrooms, two bedrooms and a common area. Water connection into new extension will feed off existing LRWS tap on site. Dominion Energy is the franchised electricity provider in the Town of Yemassee. Residential plans verified and approved by Town Inspector and forwarded to the Hampton County Assessor's Office.			
Project Address: 32 Willis St S		County: Hampton	

ELECTRICAL PERMITS			
PERMANENT SERVICE			
ELEC-12-19-1942	12/13/19	Residential Perm. Service	R710 001 000 0025 0000
Applicant: Williams Electrical, LLC.		Owner: Beaufort Housing Authority	
Plan Description: The applicant, Williams Electrical on behalf of Beaufort Housing Authority is requesting a permit for an upgrade on the current electrical system in the individual apartments as well as converting gas appliances to electric.			
Project Address: 21 Castle Hall Rd, Apt 122		County: Beaufort	

Total Permits/Inspections: 22
