



**The Town of Hilton Head Island
Regular Public Facilities Committee Meeting**

Tuesday, May 6, 2014

2:00 p.m

Benjamin M. Racusin Council Chambers

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Committee Business**
 - Approval of Minutes:
 - March 26, 2014
- 4. Unfinished Business**
- 5. New Business**
 - Easement Request – South Island Public Service District Requests the Town Grant a Permanent Sewer Easement over the Town Hall Parcel
 - Public Dedication of Private Road Rights of Way – East and West Morgan Courts
- 6. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

TOWN OF HILTON HEAD ISLAND PUBLIC FACILITIES COMMITTEE

Date: March 26, 2014

Time: 2:00 P.M.

Members Present: Kim Likins, John McCann, Marc Grant

Members Absent: None

Staff Present: Charles Cousins, Scott Liggett

Others Present: Todd Theodore, *Wood & Partners*

Media Present: None

1. Call to Order:

The meeting was called to order at 2:00 p.m.

2. FOIA Compliance:

Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Committee Business:

Approval of Minutes: Councilman McCann moved to approve the Minutes of March 4, 2014. Chairman Likins seconded. The Minutes of March 4, 2014 were unanimously approved.

4. Unfinished Business: None

5. New Business

• **Request for the Sale of Town Owned Land**

Charles Cousins, Director of Community Development advised the Committee it is staff's recommendation the Public Facilities Committee recommend Town Council authorize the execution of a contract for the sale of approximately ten acres of Town owned property to facilitate the redevelopment of Pineland Station.

In 2001, the Town purchased ten acres on Mathews Drive immediately behind Pineland Station with the intent of creating a law enforcement center and relocating the Town Court. The purchase price was \$1,100,385 of which \$1,000,000 was for the land and the remainder was for 18,000 gallons of water and sewer capacity. Later the Town determined that locating the law enforcement center elsewhere was a better option so this property is no longer needed for its original purpose. The sale of this property to Pineland Associates would facilitate the redevelopment of Pineland Station. The sales price would be \$1,000,000 and the Town would retain the water and sewer capacity it purchased.

Pineland Station is an older shopping center with a large number of vacancies that is really showing its age. The shopping center also has numerous non-conformities as it was developed prior to the Town's Land Management Ordinance. The Town's land offers an

opportunity to work with the owner of a worn out facility to replace much of it and create a new shopping center that corrects many of these non-conformities. This proposal would feature the tear down of the majority of the buildings on the property and create a more exciting retail space with the Town recouping its original investment. The redevelopment would include roughly 20,000 additional square feet which is less than would be allowed on the ten acre Town parcel. Thus the community will experience a new shopping center at no financial cost to the Town or any rezoning to allocate additional square footage. Five acres of the Town's ten acres are wetlands. These would be set aside by the developer and not developed.

After a brief discussion, Councilman McCann moved the Public Facilities Committee recommend Town Council authorize the execution of a contract for the sale of approximately ten acres of Town owned property to facilitate the redevelopment of Pineland Station.

6. Adjournment:

Councilman Grant moved to adjourn. Councilman McCann seconded the motion. The meeting was adjourned at 2:08 p.m.

Respectfully Submitted,

Karen D. Knox
Senior Administrative Assistant

Memo



To: Public Facilities Committee

Via: Stephen G. Riley, Town Manager
Scott Liggett, Dir. of PP&F / Chief Engineer
Mitch Thoreson, Town Attorney

From: Jeff Buckalew, Town Engineer

Subject: Easement Request - South Island Public Service District requests the Town grant a permanent sewer easement over the Town Hall parcel

Date: May 6, 2014

Recommendation:

Staff recommends the Public Facilities Committee endorse a recommendation to the Town Council that the Town grant the South Island Public Service District (SIPSD) a permanent sanitary sewer easement over and across the Town Hall property (PIN R550-015-000-0324-0000).

Summary:

The SIPSD requests the Town grant this easement to facilitate the construction and maintenance of a proposed sanitary sewer line to better serve the Long Cove Club residential development. The proposed line will be a 6" diameter force main that will be installed via directional drilling in accordance with the plans prepared by URS and dated February, 2014. The only land disturbance on the Town Hall property during construction will be a bore pit behind the parking spaces abutting Long Cove, almost directly under the power lines, near the dumpster enclosure. No paved areas on Town property will be cut or impacted. The permanent easement is only 5' wide and will run along the planting strip dividing the parking bays. Construction is estimated to take one week and parking will need to be restricted from a few spaces adjacent to the bore pit (estimated to be 5 spaces). The bore pit area will be restored upon completion of work. To allow the SIPSD to expedite construction at their risk, a temporary Right of Entry will be presented to Town Council as a separate item.

Attachments

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

**SANITARY SEWER
EASEMENT AGREEMENT
TMS # R550 015 000 0324 0000**

THIS SANITARY SEWER EASEMENT AGREEMENT (the "Agreement"), made effective the ____ day of _____, 2014, by and between the **TOWN OF HILTON HEAD ISLAND**, One Town Center Court, Hilton Head Island, South Carolina 29928 (hereinafter referred to as the "Grantor"), and **SOUTH ISLAND PUBLIC SERVICE DISTRICT**, a special purpose District duly chartered and existing under the laws of the State of South Carolina, P.O. Box 5148, Hilton Head Island, South Carolina 29938 (hereinafter referred to as the "District").

WITNESSETH:

WHEREAS, the District owns and operates a water supply and sewage collection, disposal and treatment systems pursuant to the authority granted by the State of South Carolina; and

WHEREAS, the District is extending sanitary sewer service pipelines to sewage treatment facilities owned and operated by the District, and

WHEREAS, Grantor is the owner of certain real property bearing the above-referenced Tax Map Parcel reference (the "Property") within the area serviced by the District through which the extended sanitary sewer line and related infrastructure (collectively the "Improvements") is to be constructed; and

WHEREAS, Grantor wishes to grant and District desires to accept an easement for the purpose of constructing the Improvements on, in and through the Property; and

WHEREAS, Grantor further wishes to grant and District desires to accept a permanent easement to enter upon the Property described below to inspect the Improvements constructed or installed thereon, and to take such steps as the District may deem necessary to maintain or repair the Improvements.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS, that the **TOWN OF HILTON HEAD ISLAND**, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), and no other consideration, to it in hand paid and before the sealing of these presents, by **SOUTH ISLAND PUBLIC SERVICE DISTRICT**, in the State aforesaid, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold and released and by these presents does grant, bargain, sell and release unto the District, its successors and assigns forever, the following easement upon the terms and conditions stated herein:

Easement. A temporary easement during the course of construction, and a perpetual, non-exclusive, appurtenant easement for access, ingress, egress, and the operation and maintenance of the Improvements, on, over, through, and under, the property shown and described as "New 5' Sewer Line Easement" on that certain plat entitled, "Plat of New 5' Sanitary Sewer Easement Through the Property of the Town of Hilton Head Island" said plat being dated March 18, 2014, prepared by URS Corporation, said plat being attached hereto and incorporated herein by reference as Exhibit "A". Said easement is more fully described with reference to metes and bounds, courses and distances on the description attached hereto and incorporated herein by reference as Exhibit "B".

TERMS AND CONDITIONS

(a) This Easement Agreement may be terminated or modified by the Grantor and District at any time by mutual consent by an instrument in writing which refers to this Agreement and which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina.

(b) This Grant of Easement shall run with the land and shall be binding upon and shall benefit the parties hereto, their successors and assigns.

(c) The District may use the property herein conveyed only for purposes of the installation, operation, and maintenance of the Improvements. The District's permitted use of the Property shall also include the right to reasonable access to the Property for purposes of maintenance, repair and replacement of the Improvements located thereon. District shall also have the right to reasonable access to the easement Property for the purpose of testing and inspecting which shall include surface and subsurface tests and inspections.

(d) This conveyance is subject to all applicable restrictions, covenants, easements, etc. applicable to the subject Property and of record in the Office of the Register of Deeds for Beaufort County, South Carolina.

(e) In case of conflict, if any, between the aforementioned courses and distances description and the aforementioned plat of record, said plat shall be controlling.

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the Property belonging to or in anyway incident or appertaining thereto.

TO HAVE AND TO HOLD, all and singular, the rights, privileges and easements aforesaid unto **SOUTH ISLAND PUBLIC SERVICE DISTRICT**, its successors and assigns forever.

AND the said Grantor does hereby bind itself and its successors and assigns forever, to warrant and defend, all and singular, the said premises unto the said District, its successors and assigns, against it and its successors and assigns lawfully claiming or to claim by, through, or under it.

[remainder of page left blank intentionally – signature pages to follow]

EXHIBIT "A"

[plat(s) of Easement Areas]

EXHIBIT "B"

Land Description-The Town of Hilton Head Island

All that certain piece, parcel or tract of land, lying and being in the Town of Hilton Head Island, Beaufort County, State of South Carolina, and being more fully shown and designated on a Plat titled "NEW 5' SANITARY SEWER EASEMENT THROUGH THE PROPERTY OF THE TOWN OF HILTON HEAD ISLAND" for South Island Public Service District, by URS Corporation, dated March 18, 2014 and recorded in the Beaufort County Register of Deeds in Plat Book _____, page _____, said sanitary sewer easement having the following metes and bounds to wit:

Commencing at a concrete monument along the western right-of-way of Long Cove Drive and the southeast corner of the Wexford Plantation Homeowners Association (PID #R550-015-00d-0238-0000); thence running along the western right-of-way of Long Cove Drive in a direction of S35°44'36"E for a distance of 100.12' to a concrete monument, said monument being the true point of beginning; thence turning and running through the property of the Town of Hilton Head Island (PID #R550-015-000-0324-0000) along the southern edge of an existing 100' Central Electric Cooperative easement in a direction of S54°51'22"W for a distance of 652.61' to a computed point; thence turning and running along the eastern right-of-way of Wexford Drive in a direction of N33°15'01"W for a distance of 5.00' to a computed point; thence turning and running through the property of the Town of Hilton Head Island (PID #R550-015-000-0324-0000) in a direction of N54°51'22"E for a distance of 652.39' to a computed point; thence turning and running along the western right-of-way of Long Cove Drive in a direction of S35°44'36"E for a distance of 5.00' to a concrete monument, this being the true point of beginning.

Said New 5' Sanitary Sewer Easement contains 0.075 acres/ 3,262 square feet.

URS Corporation
4016 Salt Pointe Parkway
North Charleston, SC 29405

Justin Lee Brown, SCPLS #28163

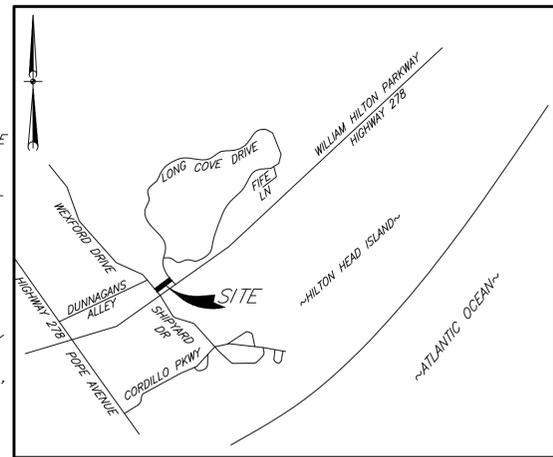
REFERENCES

1. PLAT OF LONG COVE CLUB PHASE I, DATE RECORDED: JUNE 12, 1980. RECORDED IN PLAT BOOK 28, AT PAGE 191, BY THOMAS & HUTTON ENGINEERING CO.
2. PLAT OF A TEMPORARY CONSTRUCTION EASEMENT & PERMANENT PATHWAY EASEMENT [...], DATED JUNE 4, 2012. RECORDED IN PLAT BOOK 136 AT PAGE 61, BY SEA ISLAND LAND SURVEY.
3. A BOUNDARY PLAT SHOWING A 20' DRAINAGE EASEMENT ALONG LONG COVE DRIVE. DATED OCTOBER 17, 1995. RECORDED IN PLAT BOOK 55 AT PAGE 22. BY COASTAL SURVEYING CO., INC.
4. AN AS-BUILT SURVEY SHOWING ADMINISTRATIVE & SALES OFFICES OF THE HILTON HEAD COMPANY, INC. DATED JULY 8, 1991. RECORDED IN PLAT BOOK 41 AT PAGE 192. BY COSTAL SURVEYING CO., INC.
5. A PLAT OF A PORTION OF LONG COVE CLUB PHASE B, SECTION 'C'. DATED JUNE 24, 1986. RECORDED INFO IS UNKNOWN. BY THOMAS & HUTTON ENGINEERING CO. FILE NO. J-4728.
6. EASEMENT AGREEMENT AT DEED BOOK 2512, PAGE 706.
7. AMENDED EASEMENT AGREEMENT AT DEED BOOK 3214, PAGE 303.
8. DEED BOOK 1553, AT PAGE 1968.
9. DEED BOOK 2993, AT PAGE 2278.

SURVEYOR'S NOTES

1. THIS SURVEY IS BASED ON THE PUBLIC REFERENCES SHOWN HEREON. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL FACTS THAT WOULD BE REVEALED BY A CURRENT AND ACCURATE TITLE SEARCH.
2. ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY OF THE SUBJECT PROPERTY IS FOR DESCRIPTIVE PURPOSES ONLY.
3. THIS IS NOT A TRUE, VALID COPY OF THIS DOCUMENT UNLESS IT BEARS THE EMBOSSED SEAL SIGNATURE OF THE PROFESSIONAL LAND SURVEYOR NAMED HEREON.
4. THE NORTH ORIENTATION IS SC GRID NAD83 BASED UPON THE USE OF SOUTH CAROLINA VIRTUAL REFERENCE STATION (SCVRS).
5. ONLY UTILITIES WHICH WERE OBVIOUS AND APPARENT TO THE SURVEYOR WERE LOCATED ON THIS SURVEY. THERE MAY BE ADDITIONAL UTILITIES LOCATED ON THIS PROPERTY WHICH HAVE NOT BEEN SHOWN ON THIS PLAT.
6. THE SOLE PURPOSE OF THIS PLAT IS TO CREATE A NEW 5' SEWER EASEMENT; NO IMPROVEMENTS HAVE BEEN FIELD LOCATED OR SHOWN HEREON.
7. THE AREA SHOWN LIES IN FLOOD ZONE A7 (ELEV. 14) AS DEPICTED ON FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) 450250 0013 D WITH AN EFFECTIVE DATE OF SEPTEMBER 29, 1986.
8. ALL PLAT AND DEED REFERENCES NOTED HEREON ARE FROM THE BEAUFORT COUNTY REGISTER OF MESNE CONVEYANCES, UNLESS NOTED OTHERWISE.

EASEMENT AREA TABLE	
PARCEL	NEW 5' SEWER EASEMENT
PID #R550-015-000-0324-0000	3,262± SQ FT (0.075 AC)



LOCATION MAP (NOT TO SCALE)

COPYRIGHT NOTICE

THIS DRAWING IS THE PROPERTY OF URS CORPORATION AND IS NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT IS ONLY TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN AND IS NOT TO BE USED ON ANY OTHER PROJECT.

NO.	REVISION	DESCRIPTION	DATE	BY



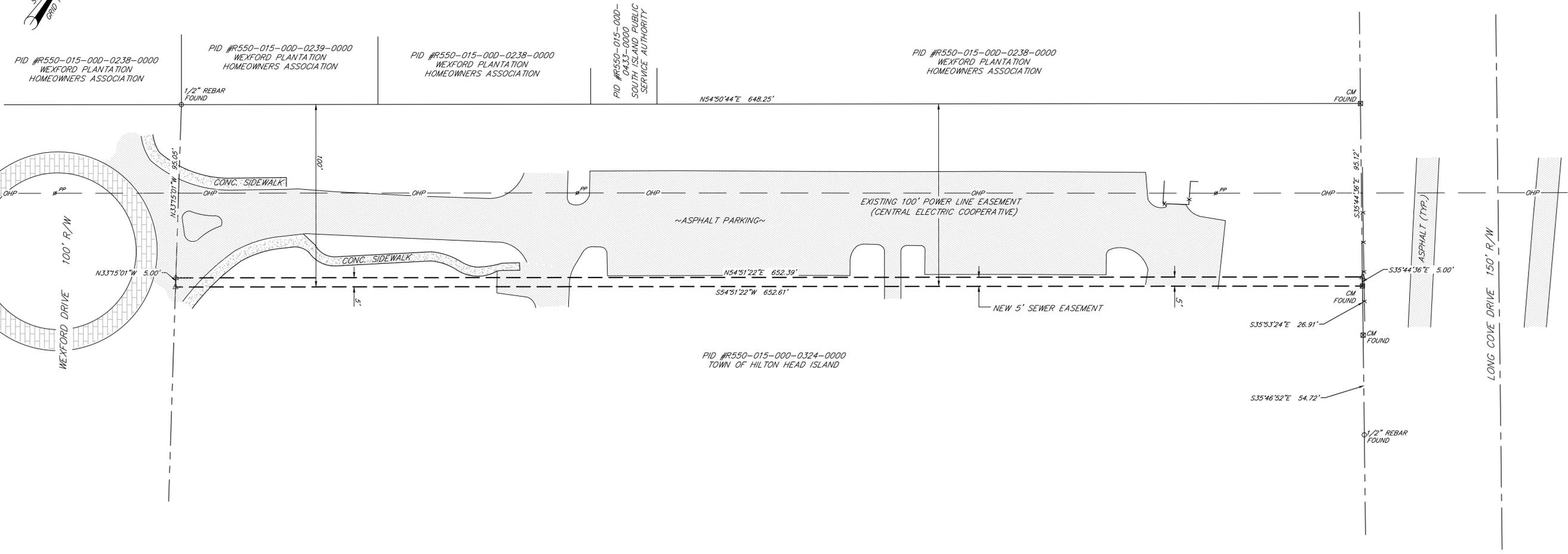
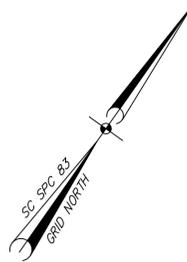
URS
 4016 Salt Pointe Parkway, Suite 200
 N. Charleston, South Carolina 29405
 Telephone (843) 767-4602; Fax (843) 767-4725
 www.URSCorp.com

SHEET TITLE
PLAT OF A NEW 5' SANITARY SEWER EASEMENT THROUGH THE PROPERTY OF HILTON HEAD ISLAND
 THE TOWN OF HILTON HEAD ISLAND
 BEAUFORT COUNTY, SOUTH CAROLINA
 DATE: MARCH 18, 2014 SCALE: 1" = 30'

PROJECT
WASTEWATER SYSTEM IMPROVEMENTS FOR SOUTH ISLAND PSD
 LONG COVE PUMP STATION AND FORCE MAIN
 SOUTH CAROLINA
 BEAUFORT COUNTY

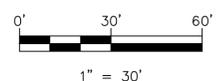
DWG. NAME 46422856-ESMT.dwg	SHEET 1
N.B. NO.	OF
REF.	1
PROJECT NO. 46422856	

FILE NO. **CI-SV-175**



LEGEND

—	BOUNDARY LINE
- - -	RIGHT-OF-WAY (R/W)
—	CENTERLINE (C/L)
- - -	EXISTING EASEMENT
- - -	NEW EASEMENT LINE
OHP	OHP OVERHEAD POWER LINE
x	FENCE LINE
o	IRON PIN FOUND (IPF) (SIZE & TYPE)
Δ	CALCULATED POINT (NO MONUMENT SET)
⊗	CONCRETE MONUMENT FOUND (CMF)
⊗	PP POWER POLE



I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

DRAFT-FOR REVIEW ONLY

JUSTIN L. BROWN S.C.P.L.S. NO. 28163 SIGNATURE DATE
 URS CORPORATION
 4016 SALT POINTE PKWY, NORTH CHARLESTON, S.C. 29405
 TELEPHONE: (843) 767-4602

Memo



To: Public Facilities Committee

Via: Stephen G. Riley, Town Manager
Scott Liggett, Dir. of PP&F / Chief Engineer

From: Jeff Buckalew, Town Engineer

Subject: Public Dedication of Private Road Rights of Way – East and West Morgan Courts

Date: May 6, 2014

Recommendation:

Staff recommends the Public Facilities Committee endorse to Town Council, the Town's acceptance of the public dedication of the East and West Morgan Court private road rights of way and associated drainage easements (see Exhibit A), based on the condition that adequate funding be provided in the 2015 fiscal year budget and beyond to address the maintenance requirements of these roads. If accepted, the Town's maintenance responsibilities would then begin in July of 2014.

Summary:

In January of 2014 Town Council adopted a policy for the public dedication of private road rights of way (Exhibit B). The Middleton Place Property Owners Association owns East and West Morgan Courts and has applied to dedicate these roads to the Town. These roads were constructed in 2001 and are in good condition. Immediate costs of \$2,000 will be required for street signs, stop signs, and pavement markings. An annual recurring cost of approximately \$6,000 should be expected for routine landscape and pavement maintenance. Capital improvements will be required within the next five to ten years. Milling and resurfacing of the asphalt pavement is assumed to have an estimated future cost of \$80,000. There will also be the added cost and responsibility of maintaining the storm water infrastructure within the right of way and drainage easements. Staff had submitted the proposed FY 15 budgets before this application was made and these costs

were estimated, and thus they will have to be added to the final budget if the roads are accepted and to be maintained in the next fiscal year.

Background:

The current inventory of the Town's road maintenance responsibilities includes 51 roads, totaling 11.81 miles. Accepting this offer of dedication would add 2 more roads and .027 miles to our road maintenance responsibilities. In 2012, the County rejected the Town's dedication offering 31 roads for acceptance into their maintenance responsibilities. Thus the Town should expect to be wholly responsible for all costs associated with perpetual maintenance of these rights of way.

There is existing storm drainage infrastructure which conveys storm water runoff from the road rights of way and surrounding lands within an existing 20' wide utility easement and then a separate parcel containing an open retention basin. A condition of the road right of way acceptance must be the POA's dedication to the Town of permanent access and maintenance rights to these storm drainage facilities. Future maintenance costs of these facilities will be funded as needed by the Storm Water Utility fees.

There are no existing pedestrian facilities (sidewalks or pathways), but given these are dead end, low volume residential roads staff does not recommend ever needing to construct such facilities. Palmetto Electric Cooperative, Inc. (PECI) currently has a contract with the POA to operate and maintain nine dusk-to-dawn street lights within the rights of way. The Town does not light its streets and staff does not recommend assuming fiscal responsibilities for the operation and maintenance of these lights. The Town may allow the POA to continue their contract with PECI or if the Town desires to have the lights removed, the PECI contract would have to be purchased at an estimated cost of \$6,500.

Attachments

EXHIBIT A

TOWN OF HILTON HEAD ISLAND APPLICATION FOR THE DEDICATION OF PRIVATE ROAD RIGHT OF WAY

Private Road Name: East and West Morgan Court

Date of Application: 4.21.14

Data for Eligibility Requirements:

Right of Way (R/W) Width: 50 (feet)

Connecting Public Road R/W: Namon

The Road Serves (check those that apply)

Exclusive Access to 30 Dwelling Units (>5)

Exclusive Access to 3 Non-residential Parcels (>1)

Average Annual Daily Traffic (AADT) volume of _____ (>1000)

Copy of the R/W Deed (Attached)

I (We) as the sole owner(s) of this road right of way acknowledge and agree the following to be accurate and true to the best of my (our) knowledge:

The property is free of liens against (or other clouds on) title to the road's dedicated right-of-way, and is free of any other covenants, restrictions, or encumbrances substantially affecting the Town's ability to use the road as a Town Road

The right of way offered for dedication meets or exceeds the minimum width requirements of Section 16-5-504 of the Town's Land Management Ordinance.

The street was constructed and surfaced with finished paving in conformance with the latest edition of the Standard Specifications for Highway Construction, South Carolina Department of Transportation (per Section 16-5-504 of the Town's Land Management Ordinance).

Furthermore, I (we) as the sole owner(s) of this road right of way agree to:

- donate that amount of land needed to assemble a dedicated right-of-way of minimum width that satisfies the requirements of 16-5-504 of the Town's Land Management Ordinance,
- donate any existing or proposed drainage easements that the Town Engineer considers necessary for adequate storm drainage conveyance,
- have the road designated for public use,
- grant Town staff or their assigns right of entry to inspect the road right of way, and
- conduct pavement testing and analysis.

Right of Way Owner: Richard N Jackson POA . Date: April 21 2014
(Print name here) 50+ Middleton Place POA (RICHARD N. JACKSON)

Right of Way Owner: _____ Date: _____

Print name here) _____

(Check here and add sheets if more than two owners involved)

Survey Data:

Right of Way plat, Signed, Sealed, dated by Professional Land Surveyor registered in South Carolina. Provide eight (8) hard copies at legible scale, PDF file and AutoCAD file. Plat must comply with the attached Plat Checklist.

Topographic survey, Signed, Sealed, dated by Professional Land Surveyor registered in South Carolina. Provide eight (8) hard copies at legible scale, PDF file and AutoCAD file. Topographic Survey within the road Right of Way must contain the following information.

- Road profile and cross sections at 50-foot intervals (centerline and edges of pavement)
- Storm drainage features with invert/rim elevations (pipes - size and material, structures, ditches)
- Visible utilities (manholes, valves, poles, junction boxes, lights, etc.)
- Driveways (width, material)
- Curb and gutter and sidewalk/pathway if present
- Trees (≥ 6 " DBH)
- Signs and Yard appurtenances (fences, mailboxes, landscaping, irrigation, etc.)
- Property corners at the road R/W

Additional Data:

If available or required by the Town, the applicant shall provide the following data:

- Construction Plans
- Materials Testing Reports from construction
- Any Easement Encumbrances or evidence of utility claims to prior rights
- Maintenance or repair logs
- Post construction testing or analysis of pavement or road sub-structure
- Other additional evidence of title or conveyance of interests in relation to the Right of Way (Deeds, Plats, Easements, Mortgages, etc.)

**Do Not Write Below This Line
To Be Filled out by Town Staff**

LMO Right of Way Width Requirement _____
 Minimum Eligibility Requirements Met _____

Yes No Are additional drainage easements necessary? If yes, define extents and owners involved via an exhibit. DOWNSTREAM STORM DRAINAGE

Yes No Are immediate road repairs necessary? If yes, define repairs and estimate cost. STOP SIGNS, STREET SIGNS, STOP BARS (PAVEMENT MARKINGS)

Funding Implications:

\$ 2,000 Estimated Cost of Immediate Repair Needs
\$ 6,000 Estimated Average Annual Maintenance Cost (PAVEMENT AND LANDSCAPING)
\$ 80,000 Life-Cycle Replacement Cost (in 5-10 years)
\$ _____ Other Potential R/W Cost - Pathway, Storm, Landscaping

Staff Recommendation:

ACCEPT R/W REJECT R/W

Town Engineer: [Signature]
JEFFREY S. BUCKALEW

Date: 5-6-14

Conditions for Acceptance: APPLICANT MUST GRANT PERMANENT STORM DRAINAGE EASEMENT TO THE TOWN. TOWN BUDGETS MUST BE INCREASED ACCORDINGLY.

Reasons for Recommendation to Reject: _____

If this road is accepted for maintenance, an increase of \$ 3,400 will be recommended for the next fiscal year's Road Maintenance budget. (FY-15)

List of Attachments:

- R/W DEDICATION PLAT AND SURVEY
- ROAD R/W DEED
- DRAINAGE EASEMENT
- DECLARATION OF COVENANTS



West Morgan Court
Length = 852 ft/0.16 mi

East Morgan Court
Length = 584 ft/0.11 mi

EXHIBIT A

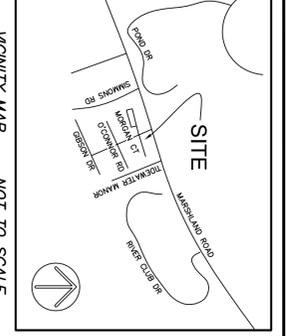
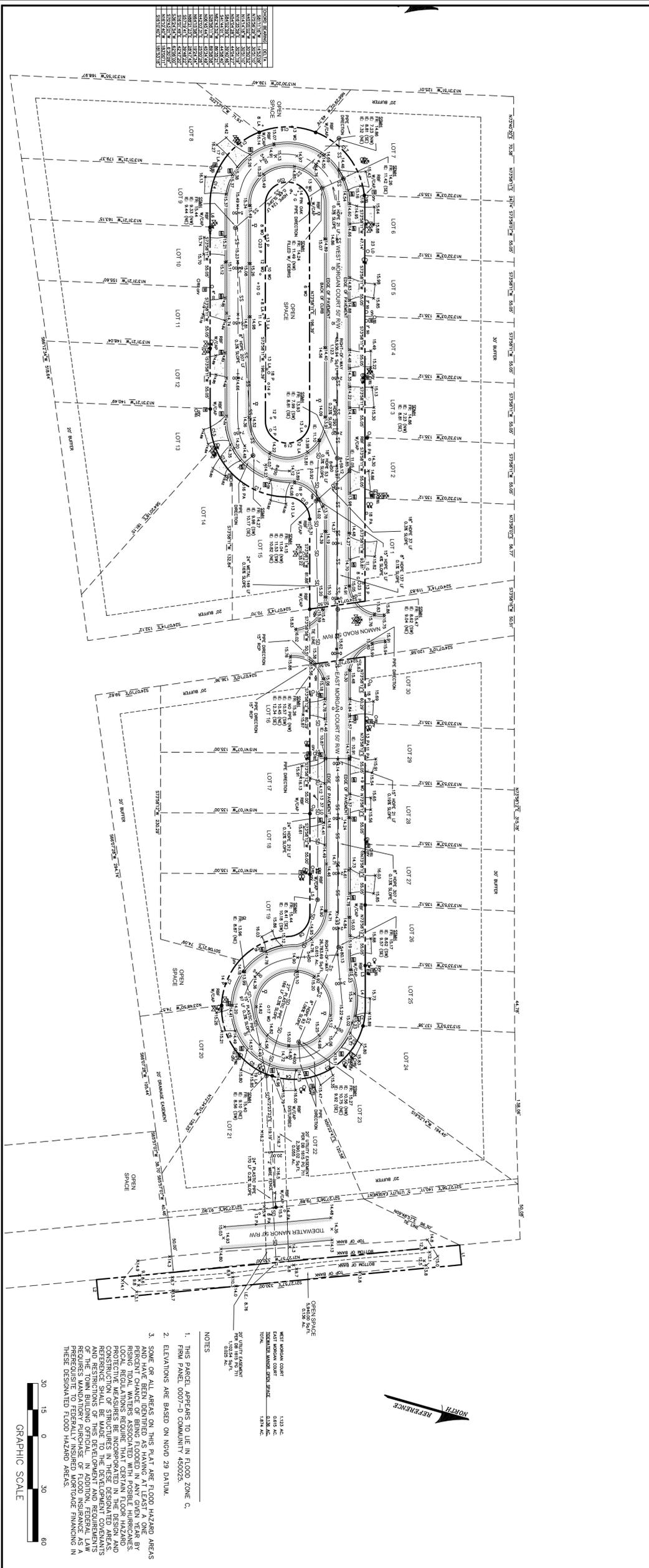
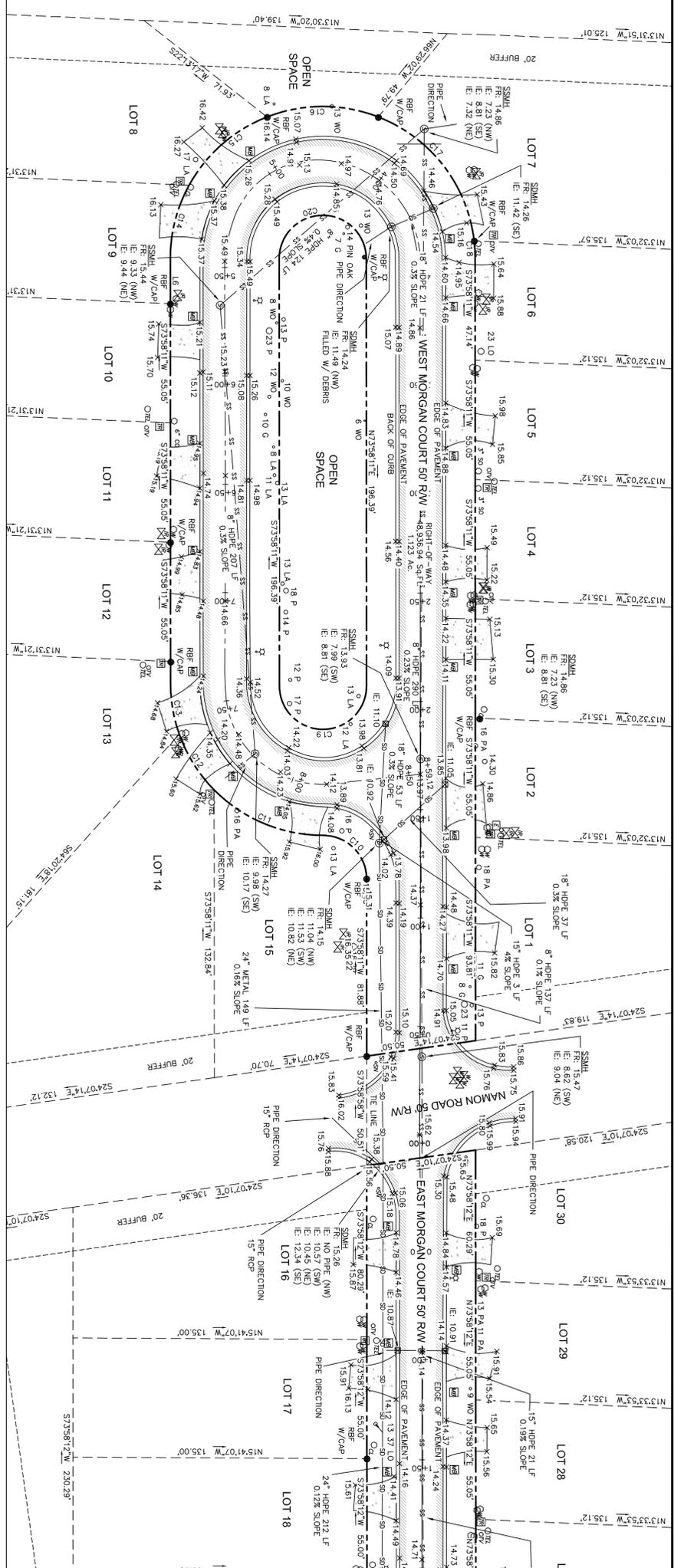
Public Dedication of East and West Morgan Court





LINE TABLE	
LABEL	BEARING DISTANCE
L1	N68°32'03"W 18.00'
L2	S68°32'03"W 18.00'
L3	N73°58'12"W 16.39'
L4	S73°58'12"W 16.39'
L5	S73°58'12"W 20.95'
L6	S73°58'12"W 20.95'

CURVE TABLE		
LABEL	RADIUS	ARC CHORD BEARING DELTA
C1	68.00'	16.82°
C2	68.00'	16.82°
C3	68.00'	35.00°
C4	68.00'	35.00°
C5	68.00'	35.00°
C6	68.00'	35.00°
C7	68.00'	35.00°
C8	68.00'	35.00°
C9	68.00'	35.00°
C10	20.00'	31.41°
C11	70.00'	59.69°
C12	70.00'	59.69°
C13	70.00'	23.71°
C14	70.00'	38.18°
C15	70.00'	49.65°
C16	70.00'	49.65°
C17	70.00'	78.87°
C18	70.00'	78.87°
C19	20.01'	63.90°
C20	20.00'	40.00°



- LEGEND**
- IRON REBAR FOUND
 - CABLE JUNCTION BOX
 - CLEAN OUT
 - ⊕ ELECTRIC POWER BOX
 - ⊕ FREE HOPRANT
 - ⊕ GRIATE INLET
 - ⊕ IRRIGATION CONTROL VALVE
 - ⊕ LIGHT POLE
 - ⊕ STORM DRAIN MANHOLE
 - ⊕ SANITARY SEWER MANHOLE
 - ⊕ SIGN
 - ⊕ TELEPHONE JUNCTION BOX
 - ⊕ TRANSFORMER
 - ⊕ WATER METER
 - ⊕ WATER VALVE
 - ⊕ PALMETTO
 - ⊕ SWEET GUM
 - PINE
 - LIVE OAK
 - WATER OAK
 - PINE OAK
 - STORM DRAIN LINE
 - SANITARY SEWER LINE
 - INVERT ELEVATION
 - LINEAR FEET
 - REINFORCED CONCRETE PIPE
 - HOPE
 - HIGH DENSITY POLYETHYLENE
 - CONCRETE

REFERENCE

1. A SUBDIVISION PLAN OF MIDDLETON PLACE, A RESIDENTIAL DEVELOPMENT, PLANNING PLAT BOOK: 82 PAGE: 14 DATE: 01-10-00 BY: ANTOINE VINEL, S.C.P.L.S. NO. 9084

OWNER OF RECORD

PREPARED FOR:
MIDDLETON PLACE P.O.A.
AN ASBUILT AND BOUNDARY SURVEY OF
DEDICATION OF ROAD RIGHTS OF WAY
AND PERMANENT STORM DRAINAGE
EASEMENTS TO THE TOWN OF
HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: 08/21-23/24
FIELD CHECK: 08/21-23/24
DATE: 08-21-24
PROJECT NO.: 4001 10400
SHEET 1 OF 4

48 BROWN'S COVE ROAD, SUITE #3
SURFERSVILLE, SOUTH CAROLINA 29984
PHONE: (843) 645-9277
FAX: (843) 645-9287
WEBSITE: WWW.ATLASSURVEYING.COM

ATLAS SURVEYING INC.

1. HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ANTI-SURVEYORSHIP ACT FOR THE PRACTICE OF SURVEYING IN THE STATE OF SOUTH CAROLINA AND EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

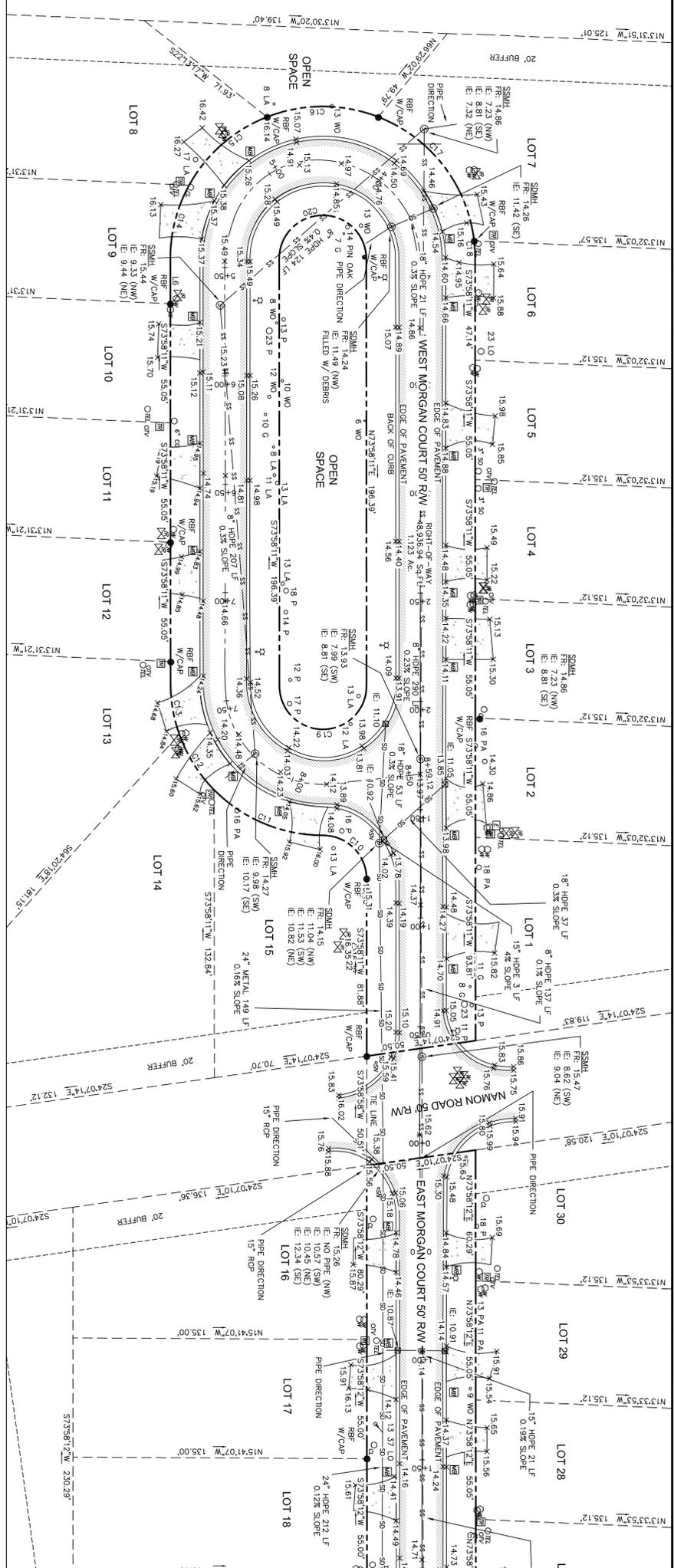
WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS SIGNED WITH SEAL

- NOTES**
1. THIS PARCEL APPEARS TO BE IN FLOOD ZONE C FROM PANEL 0007-D COMMUNITY 430023.
 2. ELEVATIONS ARE BASED ON NGVD 29 DATUM.
 3. SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY FLOOD WATERS RESULTING FROM PROBABLY UNREASONABLE REGIONAL WATERSHED WATERSHED PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW PREVENTS LAND FEDERAL INSURED HOMEOWNERS FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.





LINE TABLE		CURVE TABLE	
LABEL	BEARING DISTANCE	CHORD	CHORD BEARING DELTA
L1	N68°32'03"W 18.00'	16.82	N81°11'16"W 1433.19'
L2	S68°32'03"W 18.00'	16.82	N81°11'16"W 1433.19'
L3	N73°58'11"W 16.39'	34.57	N45°05'02"W 3030.92'
L4	S73°58'11"W 16.39'	34.58	N44°14'18"W 3031.10'
L5	S73°58'11"W 20.95'	50.00'	N18°35'59"E 3031.19'
L6	S73°58'11"W 20.95'	50.00'	N54°02'28"E 4470.27'

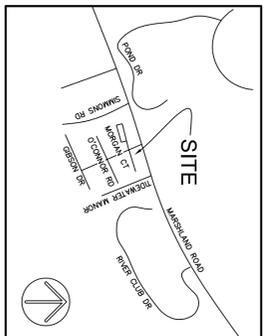


EG	14.0	14.0	14.2	14.5	14.7	15.0	15.2	15.5	15.2	14.8	14.7	14.9	14.7	14.4	14.0	14.4	14.4	14.0
8+00																		
6+00																		
5+00																		
4+00																		
3+00																		
2+00																		
1+00																		

WEST MORGAN COURT

NOTES

- THIS PARCEL APPEARS TO BE IN FLOOD ZONE C FROM PANEL 0007-D COMMUNITY 430023.
- ELEVATIONS ARE BASED ON NGVD 29 DATUM.
- SOME OR ALL AREAS ON THIS PLAN ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY REGIONAL RIVERS, STREAMS AND WATERSHEDS. LOCAL FLOODING MAY OCCUR IN AREAS NOT IDENTIFIED AS FLOOD HAZARD AREAS. CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS SHOULD BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW PREVENTS AND RESTRICTS THE DEVELOPMENT AND REQUIREMENTS OF THESE DESIGNATED FLOOD HAZARD AREAS.



- LEGEND**
- IRON REBAR FOUND
 - CABLE JUNCTION BOX
 - CLEAN OUT
 - ⊕ ELECTRIC POWER BOX
 - ⊖ FREE HOB/NANT
 - ⊕ GATE INLET
 - ⊕ IRRIGATION CONTROL VALVE
 - ⊕ LIGHT POLE
 - ⊕ STORM DRAIN MANHOLE
 - ⊕ SANITARY SEWER MANHOLE
 - ⊕ SIGN
 - ⊕ TELEPHONE JUNCTION BOX
 - ⊕ TRANSFORMER
 - ⊕ WATER METER
 - ⊕ WATER VALVE
 - ⊕ PALMETTO
 - ⊕ SWEET GUM
 - ⊕ PIPE
 - ⊕ LIVE OAK
 - ⊕ WATER OAK
 - ⊕ PINE OAK
 - ⊕ SAND/DRAIN LINE
 - ⊕ SANITARY SEWER LINE
 - ⊕ INVERT ELEVATION
 - ⊕ LINEAR FEET
 - ⊕ REINFORCED CONCRETE PIPE
 - ⊕ HOPE
 - ⊕ HIGH DENSITY POLYETHYLENE
 - ⊕ CONCRETE

REFERENCE

- A SUBDIVISION PLAN FOR MIDDLETON PLACE, A PLANNED COMMUNITY DEVELOPMENT, PLANNING PLAT BOOK 82 PAGE 14, BY: ANTOINE VINEL, S.C.P.L.S. No. 9084

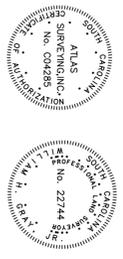
OWNER OF RECORD

PREPARED FOR:
MIDDLETON PLACE P.O.A.
ANY ASSEULT AND BOUNDARY SURVEY OF EASEMENTS TO THE TOWN OF HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: 01-21-14
FIELD CHECK: 03-21-14
DATE: 03-21-14
PROJECT NO.: 1404
DRAWN BY: [Signature]
CHECKED BY: [Signature]
SHEET 2 OF 4

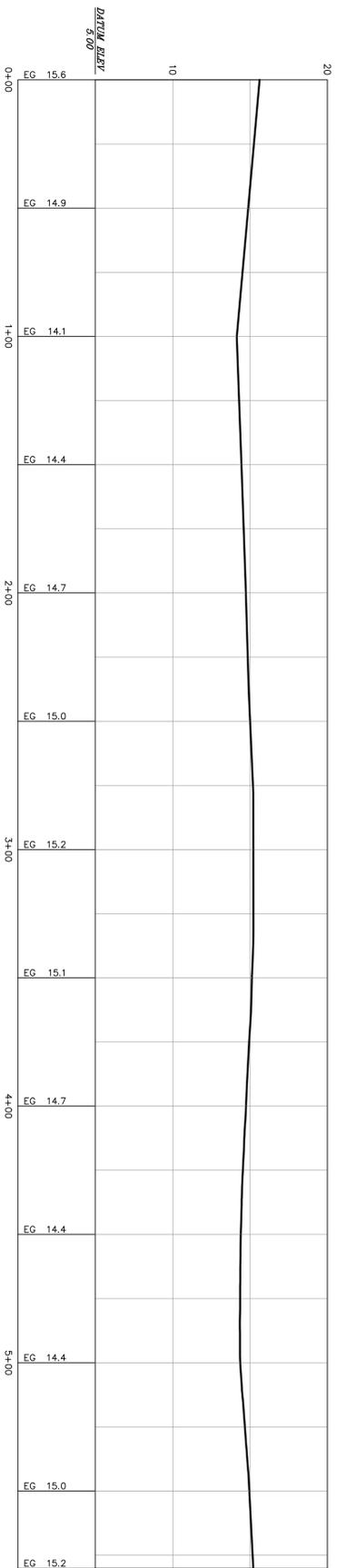
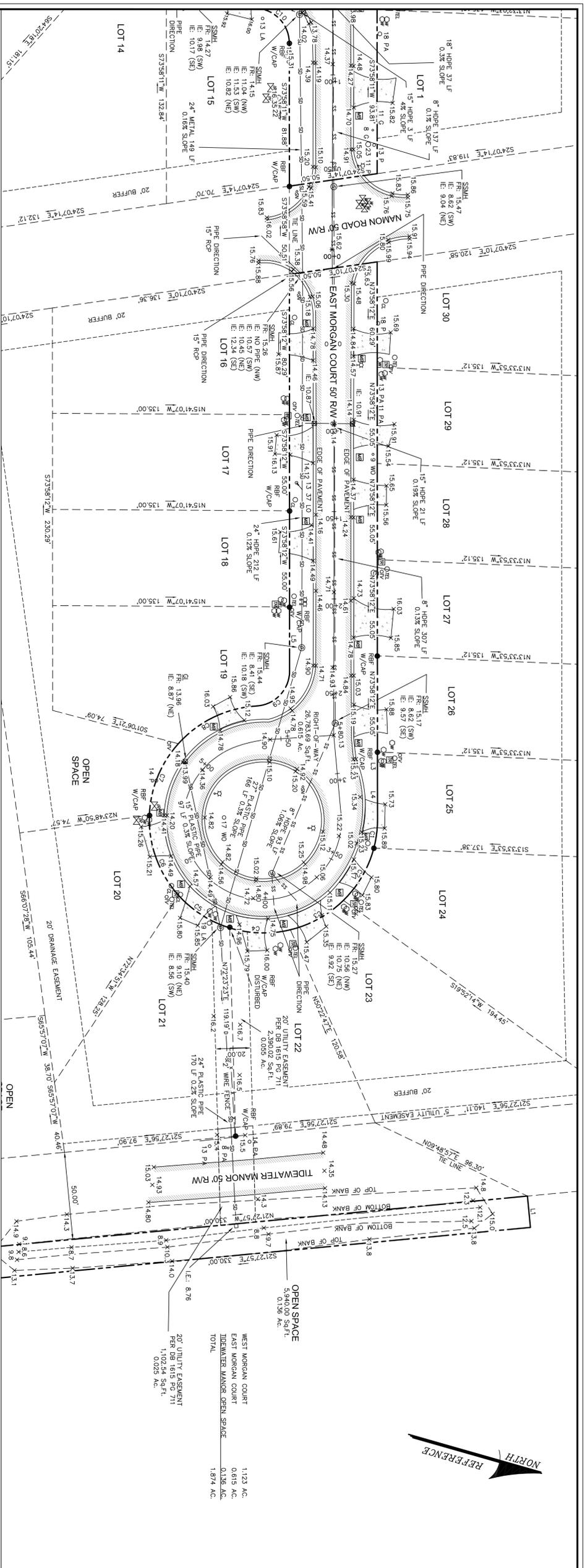
ATLAS
SURVEYING INC.

48 BROWN'S COVE ROAD, SUITE #9
BEAUFORT, SOUTH CAROLINA 29516
PHONE: (843) 645-9277
FAX: (843) 645-9257
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I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARD MANUAL FOR THE PRACTICE OF SURVEYING IN THE STATE OF SOUTH CAROLINA OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

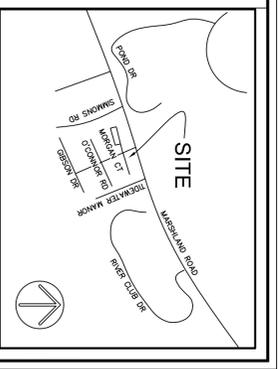
WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS SIGNED WITH SEAL



EAST MORGAN COURT

NOTES

1. THIS PARCEL APPEARS TO BE IN FLOOD ZONE C. FIRM PANEL 0007-0- COMMUNITY 430023.
2. ELEVATIONS ARE BASED ON NGVD 29 DATUM.
3. SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY REGIONAL WATERSheds AND WATERSHEDS. LOCAL JURISDICTIONS SHOULD BE CONSULTED FOR FLOOD HAZARD INFORMATION. PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW PREVENTS LAND FROM BEING DESIGNATED AS FLOOD HAZARD AREAS IN THESE DESIGNATED FLOOD HAZARD AREAS.



- LEGEND
- IRON REBAR FOUND
 - RFB
 - CABLE JUNCTION BOX
 - CLEAN OUT
 - ELECTRIC POWER BOX
 - FRIE HORRANT
 - GRATE INLET
 - IRRIGATION CONTROL VALVE
 - LIGHT POLE
 - STORM DRAIN MANHOLE
 - SANITARY SEWER MANHOLE
 - SIGN
 - TELEPHONE JUNCTION BOX
 - TRANSFORMER
 - WATER METER
 - WATER VALVE
 - PALMETTO
 - SWEET GUM
 - PINE
 - L O WATER OAK
 - W O WATER OAK
 - P M OAK
 - CONCRETE
 - 30" STORM DRAIN LINE
 - 18" SANITARY SEWER LINE
 - EE INVERT ELEVATION
 - LF LINEAR FEET
 - RCP REINFORCED CONCRETE PIPE
 - HDPE HIGH DENSITY POLYETHYLENE
 - CONCRETE

REFERENCE

1. A SUBDIVISION PLAT OF MIDDLETON PLACE, A SUBDIVISION OF HILTON HEAD ISLAND PLANNING, PLAT BOOK 82 PAGE 14 DATE 01-10-00 BY: ANTOINE VINEL, S.C.P.L.S. No. 9064

OWNER OF RECORD

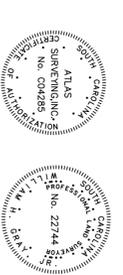
PREPARED FOR:
MIDDLETON PLACE P.O.A.

AN ASBUILT AND BOUNDARY SURVEY OF
DEDICATION OF ROAD RIGHTS OF WAY
AND PERMANENT STORM DRAINAGE
EASEMENTS TO THE TOWN OF
HILTON HEAD ISLAND

HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA
FIELD BOOK: 03-2-108
DRAWING BY: T.H. GRAY, JR.
SCALE: 1" = 40'
FILE: 1609 ATDRG
DATE: 01-10-00
SHEET 3 OF 4

ATLAS
SURVEYING INC.

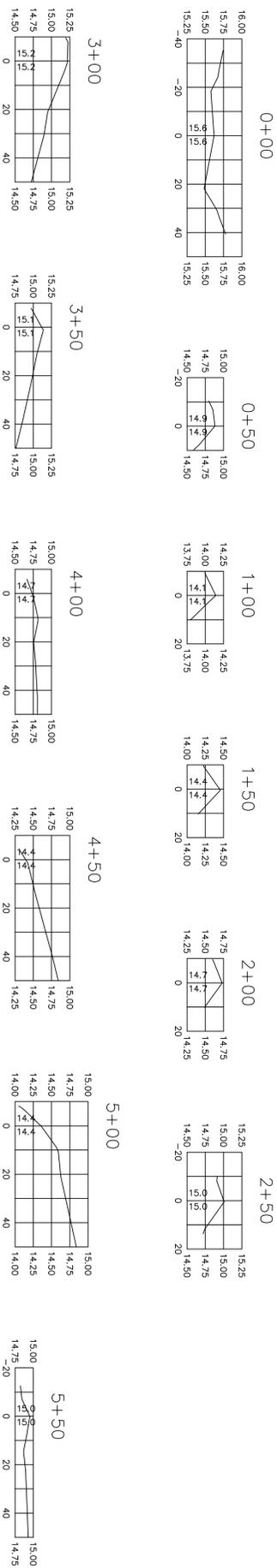
48 BROWN'S COVE ROAD, SUITE #3
HILTON HEAD ISLAND, SOUTH CAROLINA 29928
PHONE: (843) 645-9277
FAX: (843) 645-9267
WEBSITE: WWW.ATLASSURVEYING.COM



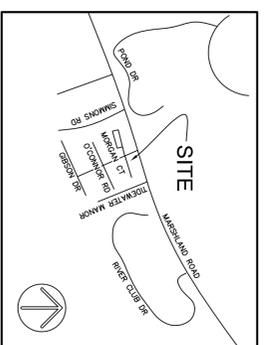
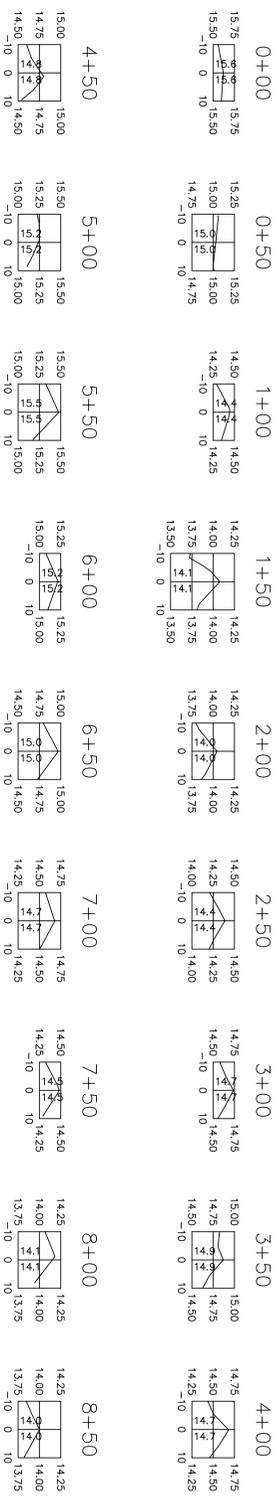
I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ANNOTATED SURVEYING MANUAL FOR THE PRACTICE OF SURVEYING IN THE STATE OF SOUTH CAROLINA, OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS SIGNED WITH SEAL

EAST MORGAN COURT



WEST MORGAN COURT



VICINITY MAP NOT TO SCALE

LEGEND

- REF ● IRON REBAR FOUND
- /▽ CABLE JUNCTION BOX
- _{CL} CLEAN OUT
- _{EP} ELECTRIC POWER BOX
- ▽ FIRE HYDRANT
- ⊗ GRATE INLET
- ⊗ IRRIGATION CONTROL VALVE
- ⊗ LIGHT POLE
- ⊗ STORM DRAIN MANHOLE
- ⊗ SANITARY SEWER MANHOLE
- ⊗ SIGN
- ⊗ TELEPHONE JUNCTION BOX
- ⊗ TRANSFORMER
- _W WATER METER
- _{WV} WATER VALVE
- _{PA} PALLETTO
- _G SWEET GUM
- _P PINE
- _{LO} LIVE OAK
- _{WO} WATER OAK
- _{PO} PIN OAK
- 30 — STORM DRAIN LINE
- SS — SANITARY SEWER LINE
- IE INVERT ELEVATION
- LF LINEAR FEET
- RCP REINFORCED CONCRETE PIPE
- HDPE HIGH DENSITY POLYETHYLENE
- CONCRETE

REFERENCE

1. A SUBDIVISION PLAT OF MIDDLETON PLACE, A SUBDIVISION OF THE TOWN OF MIDDLETON, PLAT BOOK: 82 PAGE: 14 DATE: 01-10-00 BY: ANTOINE VINEL, S.C.R.L.S. No. 9084

OWNER OF RECORD

PREPARED FOR:
MIDDLETON PLACE P.O.A.
AN ASBUILT AND BOUNDARY SURVEY OF

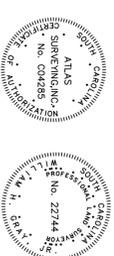
DEDICATION OF ROAD RIGHTS OF WAY
AND PERMANENT STORM DRAINAGE
EASEMENTS TO THE TOWN OF
HILTON HEAD ISLAND

HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: ONE
FIELD CHECK: TWO
DATE: 01-21-14
PROJECT No.: 10001400
SHEET 4 OF 4

ATLAS
SURVEYING INC.

48 BROWN'S COVE ROAD, SUITE #3
MOUNTAIN VIEW, SOUTH CAROLINA 29571
PHONE: (843) 645-9277
FAX: (843) 645-9287
WEBSITE: WWW.ATLASSURVEYING.COM



I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MANUAL OF STANDARD PRACTICE FOR THE PRACTICE OF SURVEYING AND MAPPING IN THE STATE OF SOUTH CAROLINA OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS SIGNED WITH SEAL



GRAPHIC SCALE

EXHIBIT B

TOWN OF HILTON HEAD ISLAND POLICY FOR THE DEDICATION AND ACCEPTANCE OF PRIVATE ROAD RIGHTS OF WAY

Approved by Town Council
January 7, 2014

The Town desires a policy for the dedication and acceptance of private roads that clearly defines the requirements and procedures for the offer of dedication and further to guide staff and Town Council in the decision to accept or reject the offer. The Town Council of Hilton Head Island has approved the following policy on the management of these dedications and their disposition.

The following definitions are intended for use with this policy:

Town Road – Any road or street, paved or unpaved, improved or unimproved, that is owned and maintained by the Town of Hilton Head Island and available for use by the traveling public.

Public Road – Any road or street, that is owned and maintained by a public or governmental entity and available for use by the traveling public; all Town roads are public roads.

Private Road – Any road or street, that is owned and maintained by a privately-held landowner or multiple landowners, be they an individual, multiple individuals, or a corporation, and that is situated in a dedicated right-of-way recorded with the Beaufort County Register of Deeds, and subdivided from adjoining parcels.

Private Driveway - Any facility providing vehicular access, that is owned and maintained by a privately-held landowner or multiple landowners, be it an individual, multiple individuals, or a corporation, that is not situated within a readily identifiable dedicated right-of-way subdivided from adjoining parcels.

Dwelling Unit – A building, or a portion of a building, providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

ACCEPTANCE CRITERIA

To be considered for acceptance of ownership and perpetual maintenance responsibility by the Town of Hilton Head Island, a private road must:

1. Be situated in a readily identifiable, dedicated right-of-way recorded with the Beaufort County Register of Deeds;
2. Be directly accessible by and connected to a public road;

3. Provide exclusive access to at least six (6) dwelling units or multiple non-residential properties, or have an Annual Average Daily Traffic (AADT) volume of one thousand (1,000) or greater;
4. Be formally proposed for acceptance by the Town of Hilton Head Island via submission of a road dedication application as defined herein by the roadway's owner or owners;
5. Be free of liens against (or other clouds on) title to the road's dedicated right-of-way, and be free of any other covenants, restrictions, or encumbrances substantially affecting the Town's ability to use the road as a Town Road; and
6. Be situated within a dedicated right-of-way of a minimum width that satisfies the requirements of Section 16-5-504 of the Town's Land Management Ordinance.
7. All streets offered for public dedication shall be constructed and surfaced with finished paving in conformance with the latest edition of the Standard Specifications for Highway Construction, South Carolina Department of Transportation (per Section 16-5-504 of the Town's Land Management Ordinance).

ROAD RIGHT OF WAY DEDICATION APPLICATION PROCEDURE

1. A completed Application for Road Right of Way Dedication must be submitted to the Town of Hilton Head Island by the owner(s) of the private road right of way. It will be the applicant's responsibility to have each and every owner sign the application. One hundred percent participation on the part of the right of way (property) owners is required for acceptance consideration.
2. A complete application must include a copy of the deed on file that evidences the applicant's ownership of the road, a survey plat of the road right of way, and a topographic survey of the physical features within the road right of way. This plat and survey shall be certified by a professional land surveyor registered in South Carolina. The Town reserves the right to ask for additional information such as pavement corings and construction reports if deemed necessary for condition assessment and cost-estimating purposes. The Town further reserves the right to require the road owner to make certain repairs if deemed a necessary condition for acceptance. The application shall also include a right of entry to allow Town staff to inspect the right of way.
3. Applications shall be submitted to the Town Manager. The Town Manager will assign review of the application to the Town Engineer and Town Attorney.

4. The submission of a completed application indicates the property owners' willingness to:
 - a. donate that amount of land needed to assemble a dedicated right-of-way of minimum width that satisfies the requirements of 16-5-504 of the Town's Land Management Ordinance,
 - b. donate any existing or proposed drainage easements that the Town Engineer considers necessary for adequate storm drainage conveyance, and
 - c. have the road designated for public use
5. Engineering staff shall assess the existing conditions of the right-of-way and develop an inventory of immediate, short-term, and long-term maintenance needs, as well as a cost estimate associated with each. This information shall include the Town Engineer's estimated costs of any potential rights-of-way and easement acquisition as outlined in the preceding item. This information will be provided to the Town Manager for consideration by Town Council accompanied by a staff recommendation on whether the Town should consider accepting the ownership and perpetual maintenance responsibility for the road. The staff recommendation shall include a discussion on the impacts to existing and future budgets, and whether improvements or compensation to address deficiencies by the roadway owner(s) is recommended.
6. Staff will present the offer of dedication and its recommendation as an item to the Public Facilities Committee and Town Council.
7. The Town Attorney shall advise the Town Manager when the acquisition process has been completed. The road will then be added to the Town's road inventory and the Town shall be responsible for perpetual maintenance, with a level of service based on a prioritization scheme and available funding.

ROADWAY INSPECTION

Once a complete Application for Road Right of Way Dedication is received, the Town Engineer shall determine the length of the road and the number of discrete dwelling units served by the road. The Town Engineer, or their designee, shall conduct an inspection of the existing roadway for the purpose of assessing needed repairs, surface conditions, drainage adequacy, and the estimated cost of bringing the road up to acceptable condition. A summary of these findings, along with staff comments and recommendations shall be documented and attached to the application. The inspection report shall include projected yearly maintenance cost as well as estimated life cycle replacement cost.

PUBLIC FACILITIES COMMITTEE

The Town Engineer shall prepare an agenda item summarizing all of the data regarding the subject road dedication. The agenda item shall include a recommendation of the Engineering Division to accept or reject the dedication. The Public Facilities Committee shall act on the staff recommendation and forward its recommendation to the full council.

TOWN COUNCIL

An affirmative vote by simple majority of Town Council is required for public acceptance of the road right of way.

RIGHT-OF-WAY DEEDS

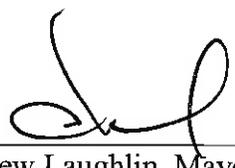
Once Town Council has approved the acceptance of the dedication, the Town Attorney shall prepare the necessary right-of-way deeds. Each deed will reference the applicant's survey and plat of the proposed road right-of-way. The deeds will be mailed to the property owner(s) at the address used by the County Treasurer for property tax mailings. All deeds must be properly executed and returned to the Town Attorney and the Town Attorney must record the deed(s) with the Beaufort County Register of Deeds to consummate the acceptance of ownership and perpetual maintenance responsibilities.

NOW THEREFORE, BE IT RESOLVED, the Hilton Head Island Town Council does approve this Policy for Dedication and Acceptance of Private Road Rights of Way.

Adopted this 7th day of January, 2014.

TOWN COUNCIL OF HILTON HEAD ISLAND

By: _____


Drew Laughlin, Mayor

ATTEST:



Victoria L. Pfannenschmidt, Town Clerk