



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

Tuesday, July 1, 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:
 - May 6, 2014
- 4. Unfinished Business**
 - Private Road Acceptance Application – East and West Morgan Courts
- 5. New Business**
- 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: May 6, 2014

Time: 2:00 P.M.

Members Present: Kim Likins, John McCann, Marc Grant

Members Absent: None

Staff Present: Steve Riley, Scott Liggett, Charles Cousins, Jeff Buckalew, Julian Walls, Galen Knighten, Darrin Shoemaker

Others Present: George Williams, Bill Harkins *Councilmen*, Richard Jackson, *President*, *Middleton Place POA*

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 Grant moved to approve the Minutes of March 26, 2014. Councilman McCann seconded. The Minutes of March 26, 2014 were unanimously approved.

4. Unfinished Business: None

5. New Business

• **Easement Request – South Island Public Service District Requests the Town Grant a Permanent Sewer Easement over the Town Hall Parcel**

Jeff Buckalew, Town Engineer stated staff recommends the Public Facilities Committee endorse a recommendation to 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.

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.

Councilman Grant moved the Public Facilities Committee recommend to Town Council they grant the South Island Public Service District a permanent sanitary sewer easement over and across the Town Hall property. Councilman McCann seconded. The motion passed unanimously.

- **Public Dedication of Private Road Rights of Way – East and West Morgan Courts**
Jeff Buckalew stated 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 based on the condition that adequate funding be provided in the 2015 fiscal year budget to address the maintenance requirements of these roads. If accepted, the Town's maintenance responsibilities would then begin in July of 2014.

In January, 2014, Town Council adopted a policy for the public dedication of private road rights of way. 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 added cost and responsibility of maintaining the storm water infrastructure within the right of way and drainage easements. Staff had submitted the proposed FY15 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.

Councilman McCann asked what would happen if they decide not to do this. Mr. Buckalew stated that the POA would continue maintaining the roads as they have done since they were built.

Councilman Grant questioned whether in terms of blowing and landscaping whether that was something we do standard for all areas we take over in terms of County or Town roads and if so, what are some examples. Scott Liggett stated they certainly provide landscape and litter control throughout the Town on DOT roads, the main corridor, secondary streets. As relates to any standard that we may set regarding any future roads that come on line, realize this is the first opportunity that we have had to examine the limits to what degree we want to entertain the notion of expanding our system and if we do elect to expand our system what is the level of service we propose to provide. The model that we tried to present recognized that there was a degree of landscape and litter control that goes on now on our roads that we currently own and DOT roads. Informally, we set that as a standard. I am not sure I feel comfortable in

committing that anything we might consider here is forever and what we would always do in every single instance regarding future requests that might come to us.

Steve Riley, Town Manager, addressed the Committee and stated he was not very excited about this at all. I thought we were developing a policy to deal with something like Main Street where there are thru traffic and people are using it to access schools, hospitals, etc. The only subdivision we have ever taken is a Wild Horse Court Subdivision which was a Tom Barnwell project using Federal Funds where they required public ownership of the roads and in that case we set up a Municipal Improvement District so that we would administer it, we would patch the pot holes but we would bill back the residents for those costs. I don't know why we would want to take these small divisions that were laid out by a developer and suddenly relieve those homeowners of responsibility that everyone in the major PUD's already has. I regret that I haven't paid attention to this policy and where it has gone but I am very troubled by where we would be sending ourselves cost wise where we would be creating a set of a few homes whose roads are maintained by all of the rest of us and they are completely off the hook.

Mr. Richard Jackson, President of the Middleton Place POA addressed the committee and summarized the process they have gone through in attempting to have the County take their roads dating back to 2004 and now the Town.

Councilman McCann motioned the Committee postpone a decision on this recommendation until the full Town Council can readdress the policy as pertains to the acceptance of private road rights of way. There seems to be some issues here we need to re-discuss again. A lot of it is costs and when we open the door do we take in more than we can handle. I would rather the full Town Council decide this as quickly as possible rather than us make a decision today.

Councilman Grant agreed with Councilman McCann and stated we need to be consistent in a lot of things we do. My concern is if we begin to take on new subdivisions that come into the town are we going to be taking on the highway and if so, is that the direction the Town should go in. One of the reasons why I want to take a second eye at this is in terms of the budget for 2015. We will need to say no to a lot of things this year and we have to be more fiscally responsible with the taxpayers' money. I believe this is something we need to seriously look at and discuss and make a decision. I recommend that we table this and have a full discussion with Town Council and come up with a consistent plan and vision for how we want to handle subdivision roads.

Chairman Likins stated she agreed with her fellow Council members. Clearly it was my recollection that we were talking about this as Steve mentioned when we were looking at roads that were used more by the general public that the county had refused to take over. When we start looking at individual roads that are more in private areas and the public at large is not using we really have to make sure we want to go down this road because we know that we have many roads already that the County is not going to take from us and if we take ownership of these we might as well expect to keep them for a long time. I agree we need to go back to full TC and re-discuss our policies.

Councilman Grant seconded Mr. McCann's motion. The motion passed unanimously.

6. Adjournment:

Councilman Grant moved to adjourn. Councilman McCann seconded the motion. The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

Karen D. Knox
Senior Administrative Assistant

DRAFT



Memo

To: Public Facilities Committee
From: Stephen G. Riley, ICMA-CM, Town Manager
Date: 06/27/2014
Re: Public Dedication of Private Road Rights-of-Way – East and West Morgan Courts

Recommendation: Staff recommends that the Public Facilities Committee recommend to Town Council that the application from the Middleton Place POA to the Town to accept ownership and maintenance responsibility of the private road rights-of-way and associated drainage easements be denied.

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 Morgan Court and West Morgan Court and submitted the requisite application to dedicate these roads to the Town (Exhibit A) on April 21st, 2014. East Morgan Court and West Morgan court are dead-end residential subdivision streets located near Marshland Road that each serve a total of fifteen residences, with a length of 0.11 and 0.16 miles, respectively. While the roads were constructed in 2001 and remain in reasonably good condition, bringing the streets traffic control up to current standards would require an initial investment of \$2,000. An annual recurring cost of \$6,000 for landscaping and routine road maintenance is projected, and the need for major maintenance in the form of milling and resurfacing may be foreseen within the next ten years at an estimated cost of \$80,000. These estimates are attached as Exhibit C. These costs do not include any required maintenance to existing storm drainage infrastructure, which would be funded with Storm Water Utility fees. Staff submitted operating budgets for fiscal year 15 before the receipt of this application, and the roadway maintenance budget would need to be adjusted to reflect these costs upon the acceptance of these roads. Staff previously recommended to the Committee at their May 6th, 2014 meeting that the roads be accepted conditioned on the provision of additional roadway maintenance funding and based on their eligibility for acceptance as defined in the Town's roadway acceptance policy. Action on this recommendation was tabled by the Committee pending a staff reevaluation. A subsequent and more thorough reevaluation by staff indicates that, while the technical merits of the application relative to eligibility under the Town's policy may be satisfied, there is little public benefit resulting from their acceptance by the Town beyond unburdening the roads' current owner from future maintenance responsibilities and shifting these responsibilities to the Town. Further, the roads have not generated any maintenance-related inquiries or complaints of the nature that could be resolved more easily with the roads under public ownership.

Background: The current inventory of roads and streets that are owned and maintained by the Town includes 51 roads with an aggregate length of 11.81 miles. The acceptance of this application would increase these figures to 53 and 12.08 miles respectively. In 2012, Beaufort County denied a request by the Town to dedicate 31 roads for acceptance into the County-maintained system. Hence, staff feels that any additional roads accepted for public ownership and maintenance by the Town are likely to remain a Town responsibility for the foreseeable future in a manner that continues to generate recurring costs.

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: Namoh

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) for 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.

Yes No Are immediate road repairs necessary? If yes, define repairs and estimate cost.

(PAVEMENT MKGS.) STOP BARS, STOP SIGNS, STREET NAME SIGNS

Funding Implications:

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

Staff Recommendation:

ACCEPT R/W REJECT R/W

ACTING
Town Engineer: *[Signature]* FOR JSB

Date: 6/26/14

Conditions for Acceptance: APPLICANT MUST GRANT PERMANENT STORM DRAINAGE EASEMENT TO TOWN. TOWN ROADWAY MAINTENANCE BUDGETS TO BE ADJUSTED ACCORDINGLY.

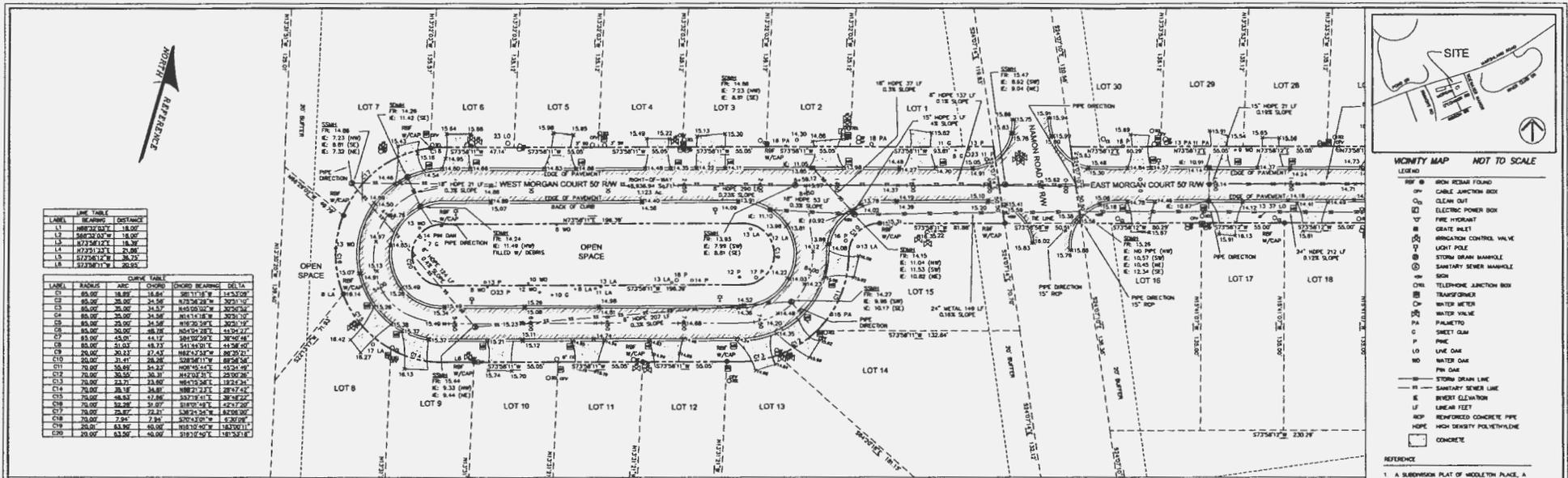
Reasons for Recommendation to Reject: ROADS ARE NOT CONSISTENT IN CHARACTER WITH PUBLICLY-MAINTAINED STREETS, DO NOT SERVE "THROUGH" TRAFFIC, AND ACCEPTANCE INTO THE TOWN'S PUBLICLY MAINTAINED INVENTORY APPEARS TO

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

OFFER NO SIGNIFICANT PUBLIC BENEFIT.
[Signature]

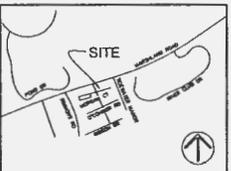
List of Attachments:

- R/W DEDICATION PLAT & SURVEY
- VICINITY MAP



LINE	BEARING	DISTANCE
L1	S89°22'00"W	18.00'
L2	S89°22'00"W	18.00'
L3	S77°56'12"W	18.30'
L4	N77°56'12"E	25.00'
L5	S77°56'12"W	36.75'
L6	S77°56'12"W	25.00'

LINE	RADIUS	ARC	CHORD	CHORD BEARING	DELTA
C1	85.00'	18.89'	16.84'	S81°11'14"W	117°51'00"
C2	85.00'	20.00'	17.50'	S73°28'28"W	90°00'00"
C3	85.00'	20.00'	17.50'	S45°50'00"W	30°00'00"
C4	85.00'	20.00'	17.50'	S15°11'18"W	-30°00'00"
C5	85.00'	20.00'	17.50'	N15°20'28"E	30°00'00"
C6	85.00'	20.00'	17.50'	N45°50'00"E	90°00'00"
C7	85.00'	20.00'	17.50'	N73°28'28"E	150°00'00"
C8	85.00'	20.00'	17.50'	N81°11'14"E	180°00'00"
C9	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C10	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C11	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C12	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C13	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C14	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C15	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C16	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C17	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C18	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C19	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"
C20	20.00'	20.00'	0.00'	N89°22'00"E	90°00'00"



- VICINITY MAP NOT TO SCALE
- LEGEND
- REF. IRON REBAR FOUND
 - CBY. CABLE JUNCTION BOX
 - CL. CLEAN OUT
 - EP. ELECTRIC POWER BOX
 - HY. HYDRANT
 - GR. GRATE INLET
 - IC. INVERSION CONTROL VALVE
 - LP. LIGHT POLE
 - SM. STORM DRAIN MANHOLE
 - SB. SANITARY SEWER MANHOLE
 - SI. SIGN
 - CT. TELEPHONE JUNCTION BOX
 - TR. TRANSFORMER
 - WM. WATER METER
 - WV. WATER VALVE
 - PA. PALM/TRO
 - SD. SHEET PILE
 - P. PILE
 - LO. LINE OAK
 - MO. WATER OAK
 - FD. FIRE OAK
 - ST. STORM DRAIN LINE
 - SS. SANITARY SEWER LINE
 - BE. BENTH ELEVATION
 - LE. LEAKAGE TEST
 - RF. REINFORCED CONCRETE PIPE
 - HP. HIGH DENSITY POLYETHYLENE
 - CON. CONCRETE

REFERENCE

1. A SUBSEQUENT PLAT OF MIDDLETON PLACE, A SECTION OF HILTON ROAD, PLANNING AND CONSTRUCTION, IS BEING PREPARED BY THE SAME ENGINEER UNDER THE SAME CONTRACT.

OWNER OF RECORD

PREPARED FOR:
MIDDLETON PLACE P.O.A.

AN ASSAULT 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

THIS SURVEY WAS MADE BY
DATE: 08-10-2011
BY: WILLIAM H. GRAY, JR.
REGISTERED PROFESSIONAL SURVEYOR
NO. 23714

SHEET 1 OF 4

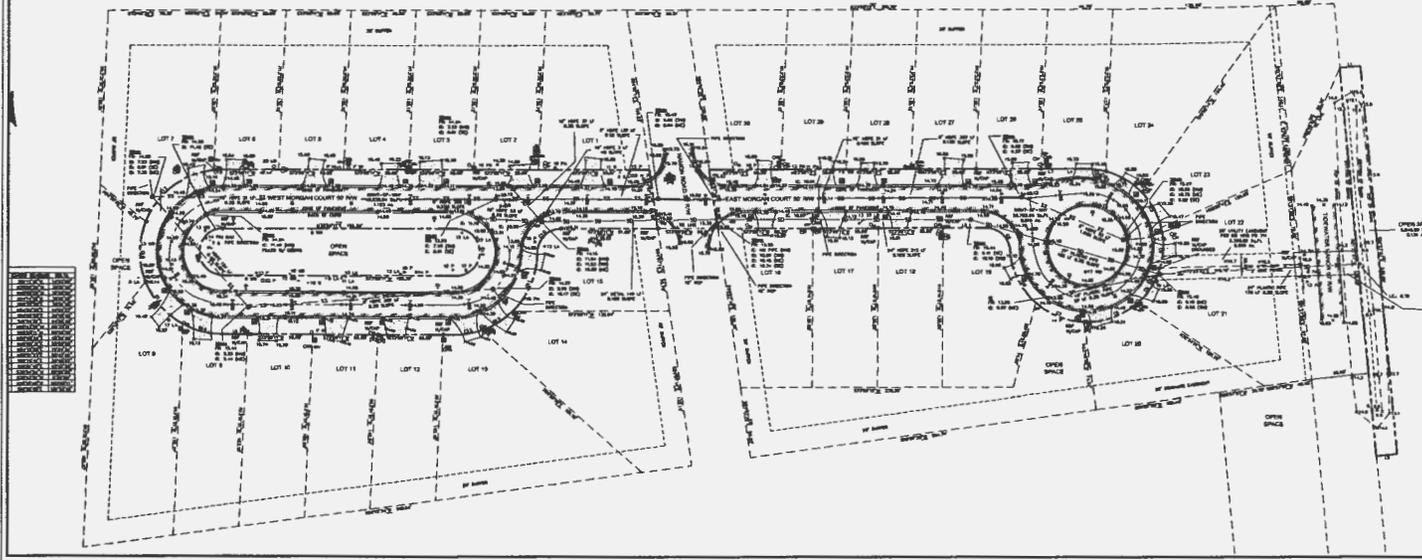
ATLAS
SURVEYING INC.

40 BROWN'S CREEK ROAD, SUITE #3
INGLESIDE, SC 29928
PHONE: (803) 845-9777
FAX: (803) 845-9707
WEBSITE: WWW.ATLASSURVEYING.COM



I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEYING STATUTES AND REGULATIONS OF THE STATE OF SOUTH CAROLINA, AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF SOUTH CAROLINA.

WILLIAM H. GRAY, JR.
REGISTERED PROFESSIONAL SURVEYOR
NO. 23714



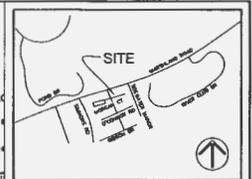
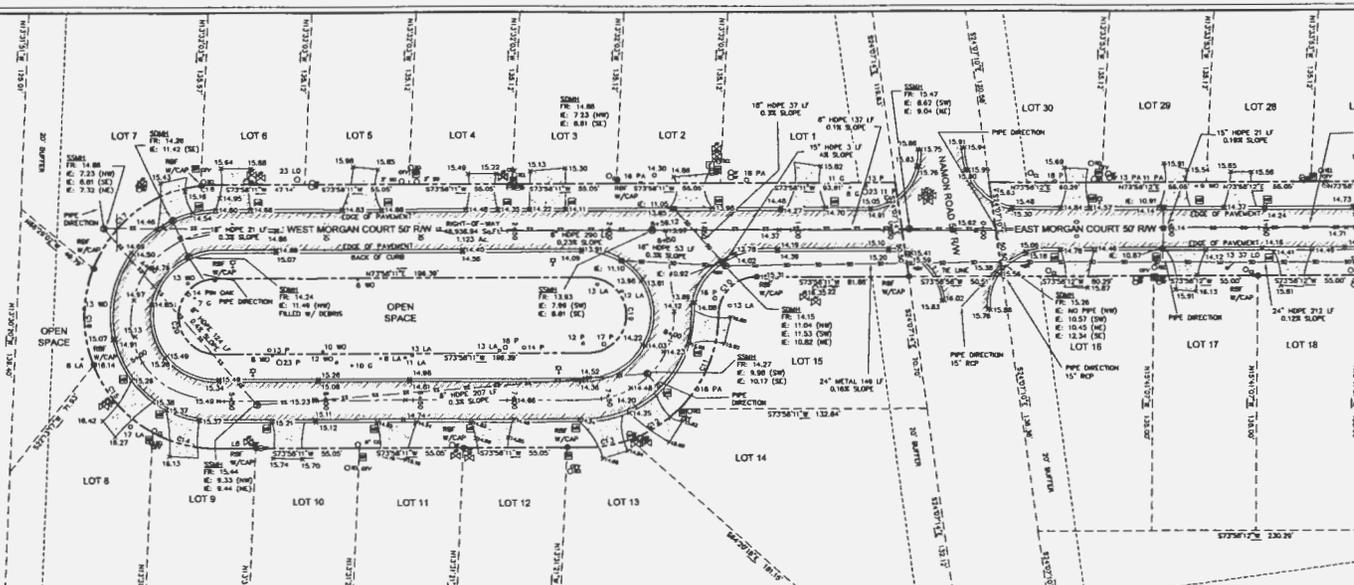
- NOTES
1. THIS PARCEL APPEARS TO BE IN FLOOD ZONE C. FIRM PANEL 0807-D CORRELATES CORRECTLY.
 2. ELEVATIONS ARE BASED ON NAVD 83 DATUM.
 3. SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY FRESH TIDE WATERS ASSOCIATED WITH POSSIBLE SURGECAUSE LOCAL REGULATIONS REQUIRE THAT CERTAIN FLOOD HAZARD PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS. REFERENCE SHALL BE MADE TO THE DEVELOPMENT COMMENTS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW REQUIRES MANDATORY PURCHASE OF FLOOD INSURANCE AS A PREREQUISITE TO FEDERALLY INSURED MORTGAGE FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.





LINE TABLE
11
12
13
14
15
16

CHORD TABLE					
C1	85.00	18.89	18.89	301.1118° W	134.5091'
C2	85.00	38.89	31.86	R 125.5020° W	3025.705'
C3	85.00	58.89	51.57	R 143.9026° W	30749.242'
C4	85.00	78.89	64.58	R 157.1416° W	30621.102'
C5	85.00	98.89	74.38	R 162.2038° W	30251.78'
C6	85.00	118.89	80.71	R 159.2821° W	29529.22'
C7	85.00	138.89	84.17	R 149.5625° W	28424.85'
C8	85.00	158.89	84.42	R 134.2421° W	26926.25'
C9	85.00	178.89	81.32	R 114.2324° W	25129.21'
C10	28.00	31.41	28.28	S 88.78111° W	38789.242'
C11	78.00	58.86	54.53	R 105.4421° W	45234.49'
C12	78.00	78.86	70.31	R 114.2421° W	42502.26'
C13	78.00	98.86	74.87	R 118.2324° W	39742.42'
C14	78.00	118.86	76.41	R 118.2324° W	36982.58'
C15	78.00	138.86	74.86	R 107.7421° W	34222.74'
C16	78.00	158.86	70.47	R 89.2524° W	31462.90'
C17	78.00	178.87	63.21	R 63.2424° W	28703.06'
C18	78.00	198.87	53.81	R 37.2324° W	25943.22'
C19	28.00	83.87	48.87	R 118.2324° W	18193.11'
C20	28.00	83.87	48.87	R 118.2324° W	18193.11'



VICINITY MAP NOT TO SCALE

- LEGEND
- RF# IRON REBAR FOUND
 - CB CABLE JUNCTION BOX
 - CL CLEAN OUT
 - EB ELECTRIC POWER BOX
 - FD FIRE HYDRANT
 - IB GRATE INLET
 - IC IRRIGATION CONTROL VALVE
 - LP LIGHT POLE
 - SB STORM DRAIN MANHOLE
 - SD SANITARY SEWER MANHOLE
 - SO SOIL
 - OW TELEPHONE JUNCTION BOX
 - TR TRANSFORMER
 - OW WATER METER
 - WA WATER VALVE
 - PA PALMETTO
 - ST STREET SIGN
 - P POLE
 - LD LINE DIAL
 - WD WATER DIAL
 - PH PH DIAL
 - SD STORM DRAIN LINE
 - SS SANITARY SEWER LINE
 - IB INVERT ELEVATION
 - LI LINEAR FEET
 - ROP REINFORCED CONCRETE PIPE
 - HP HIGH DENSITY POLYETHYLENE
 - CON CONCRETE

REFERENCE
 1 A SUBDIVISION PLAT OF MIDDLETON PLACE, A SECTION OF PARCO BURN PLANTATION PLAT BOOK 82 PAGE 14 DATE 07-10-00 BY: AUTUMN WALKER, S.C.R.L.S. No. 8084

OWNER OF RECORD
 PREPARED FOR:
 MIDDLETON PLACE P.O.A.
 AN ASSELT AND BOUNDARY SURVEY OF
 DEDICATION OF ROAD RIGHTS OF WAY
 AND PERMANENT STORM DRAINAGE
 EASEMENTS TO THE TOWN OF
 HILTON HEAD ISLAND
 RE: FOR HEAD ISLAND
 HILTON HEAD COUNTY, SOUTH CAROLINA
 ROAD WIDTH: 66'-0"
 ROAD RIGHT-OF-WAY: 85'-0"
 SURVEY BY: ATLAS SURVEYING INC.
 PROJECT NO.: 1000
 SHEET 2 OF 4

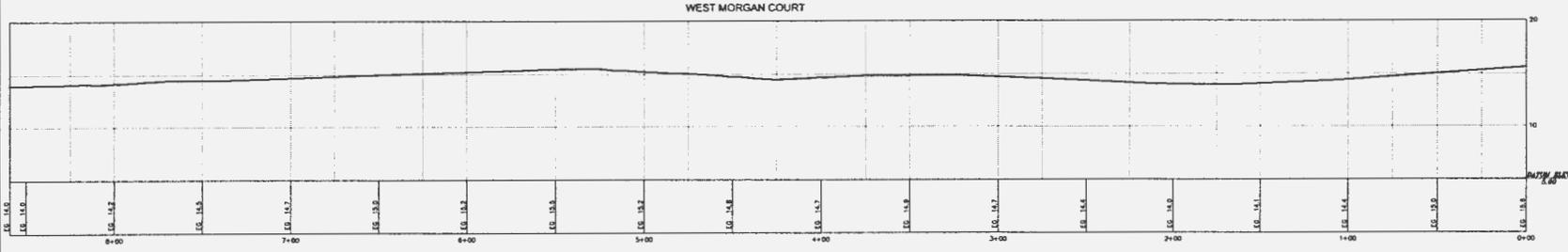
ATLAS
 SURVEYING INC.

48 BROWN'S CONE ROAD, SUITE 10
 MIDDLETON, SC 29628
 PHONE: (843) 845-8777
 FAX: (843) 845-8987
 WEBSITE: WWW.ATLASURVINGINC.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 MICHIGAN STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

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



- NOTES
- THIS PANEL APPEARS TO BE IN FLOOD ZONE C. FIRM PANEL 0007-D IS COMPARABLE ADDED.
 - ELEVATIONS ARE BASED ON INDIO 29 DATUM.
 - 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 FEMA MAPS ASSOCIATED WITH FEDERAL HIGHWAY'S LOCAL REGULATIONS REQUIRE THAT CERTAIN FLOOD HAZARD PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS. REFERENCE SHALL BE MADE TO THE DEVELOPMENT COVENANTS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW REQUIRES MANDATORY PURCHASE OF FLOOD INSURANCE AS A PREREQUISITE TO FEDERALLY INSURED HOUSING FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.





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



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:

_____, Town Clerk

EAST and WEST MORGAN COURTS - ROAD R/W DEDICATIONS

Cost Estimates for Road Ownership

PROJECT: Public Dedication of East and West Morgan Courts
 DATE: 15-Apr-14
 BY: JSB

IMMEDIATE NEEDS

ITEM	DESCRIPTION	QUANT.	UNIT	UNIT PRICE	AMOUNT
1	Stop Signs (Std size)	2	EA	\$150.00	\$300.00
2	24" White Stop Bars, Thermo - 125 MIL.	48	LF	\$10.00	\$480.00
3	Street Signs (Town Standard)	2	EA	\$576.00	\$1,152.00

Total = \$1,932.00

IMMEDIATE NEEDS COST

SAY \$2,000.00

ANNUAL MAINTENANCE COSTS

Landscape Maintenance @ \$317/MO	\$3,804.00
General Road Maintenance 0.27 MI @ \$5K/MI/YR	\$1,350.00

Total = \$5,804.00

ANNUAL MAINTENANCE COSTS (not including storm)

SAY \$6,000.00

EXPENSES OF OTHERS (POA)

Palmetto Electric Street Light Contract Monthly Power Bill: 9 lights @ \$175.89/MO	\$2,110.68
BUY OUT the PECL contract (If the Town requires the lights to be removed) Buy out 8 lights (2 yrs) = $((\$175.89 \times 8) / 9) \times 24$ Months = \$3,752.32 Buy out 1 lights (12 yrs) = $((\$175.89 \times 1) / 9) \times 144$ Months = \$2,814.24	\$6,567.00

OR

FUTURE CAPITAL EXPENSES

Asphalt Milling and Overlay	AREA (SF)	Mill/Fill	Base cost	x 1.50 Factor
East and West Morgan Court	3,313.00	\$12.40	\$41,081.20	\$61,621.80

*(1.5 contingency factor used for traffic control, pavement markings, staging, mobilization, oil price fluctuation)
 Increase cost over time at 3% compounded annually, i.e. cost at 8 years roughly \$80,000)*

FUTURE CAPITAL EXPENSES

SAY \$80,000.00