



BEAUFORT COUNTY STORMWATER UTILITY
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TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

FROM: Robert McFee, PE, Division Director for Engineering and Infrastructure *JRM*
Eric W. Larson, Beaufort County Stormwater Utility *Eric W Larson*

SUBJECT: Discussion of a Policy for Acquisition of Storm Water Drainage Easements.

Date: August 6, 2014

BACKGROUND: The following Standard Operating Procedure is recommended for all drainage easement acquisitions:

- 1) Stormwater Engineer, assisted by Easement Manager, determines easement needs; the easement acquisition process is initiated
 - a) identification of adjacent property owners (names and mailing addresses)
 - b) preparation of easement request letters
 - c) drafting of easement deeds or easement agreements
 - d) initial request letter is mailed
 - e) second request letter, if necessary, is mailed
 - f) if all the easement requests are granted, Easement manager records the documents and the drainage project proceeds
 - g) if the requested easement is not granted, County Staff attorney reports the same to Public Facilities Committee/County Council and recommends one of two courses of action
 - 1) Council designates the drainage as private and removes it from the drainage maintenance inventory; property owners are notified of this action by mail
 - 2) Council agrees to provide funding for the condemnation of the easement; drainage project proceeds when County takes title to the condemned easement
- 2) Stormwater department conducts/oversees the contract letting process
- 3) Contract is awarded
- 4) Construction phase commences

FOR ACTION: Public Facilities Committee meeting occurring on August 18, 2014.

RECOMMENDATION: Staff recommends the above process to be endorsed by the Public Facilities Committee of County Council for the acquisition of drainage easements and maintenance of the stormwater system.

CC: Gary Kubic, County Administrator *GK*
Bryan Hill, Deputy Administrator *BH*

/ewl

County Council approval August 25, 2014