

TOWN COUNCIL

STAFF REPORT

Executive Department



MEETING DATE:	October 14, 2025
PROJECT:	Consideration of an Ordinance and Ratification of an Easement Over Certain Real Property owned by the Town of Bluffton, identified as Beaufort County Tax Map No. R610 030 000 1848 0000, in favor of Beaufort Jasper Water & Sewer Authority, to Provide Service to the Economic Development Project at Buckwalter Place.
PROJECT MANAGER:	Chris Forster, Assistant Town Manager

REQUEST:

Town Council approve First Reading of an Ordinance authorizing the granting and transfer of a permanent utility easement (Attachment 1) to Beaufort Jasper Water and Sewer Authority (BJWSA) over a portion of real property owned by the Town of Bluffton at 101 Progressive Street (Tax Map No. R610 030 000 1848 0000).

BACKGROUND:

In early 2023 a Request for Proposals for the development of a 4.72-acre parcel adjacent to the Law Enforcement Center (LEC) was posted. As a result, on October 30, 2025, the Town entered into a Master Agreement for the Development of Commercial Property in Buckwalter Place with Parkway Commons I, LLC.

BJWSA has requested that the Town grant it a utility easement across a portion of the LEC property for the purpose of installing utilities to serve the economic development project.

Should Town Council desire to pursue the granting of the easement, formal action to authorize the easement via Ordinance is necessary. In accordance with Sections 5-7-40 and 5-7-260 of the South Carolina Code of Laws and Sections 2-13(a)(8) and 2-13(a)(4) of the Code of Ordinances for the Town of Bluffton, Town Council must act by Ordinance to convey, lease, or authorize the conveyance or lease of any Town owned lands as well as easements and public rights-of-way. Therefore, the proposed Ordinance for approval of the Easement is provided as Attachment 1.

NEXT STEPS:

Should Town Council desire to approve First Reading of the proposed Ordinance, the following next steps will be implemented:

1. Town Council approves Second and Final Reading of the proposed Ordinance
2. Town Manager executes Easement

3. Recording of Easement

SUMMARY:

Consideration of a proposed Easement related to Town owned property at 101 Progressive Steet (LEC) in favor of BJWSA.

ATTACHMENTS:

1. Ordinance with Draft Easement
2. Proposed Motion