

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	July 8, 2025
PROJECT:	Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete Portions of the Pritchard Street Streetscape and Drainage Project
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Town Staff requests Town Council approve the Resolution (Attachment 1) authorizing the acceptance of easement donations for the purpose of completing the Pritchard Street Streetscape and Drainage Project.

BACKGROUND: With the approval of the Fiscal Year (FY) 2023-2024 Strategic Plan and Fiscal Year 2025 Consolidated Budget, Town staff continues with planning of the Pritchard Street Streetscape and Drainage Improvements. The acquisition of these easements is necessary to complete some of the parking, sidewalks and lighting improvements from Bridge Street to Bruin Road, approximately. Sample Easement language identified as Exhibit B in Resolution include Streetscape, Drainage and Temporary Construction Easements.

NEXT STEPS:

1. Town Council approve the acceptance of the easement donations.
2. Town Manager executes easements.
3. Recording of easements.

SUMMARY: Town Staff requests Town Council accepts the donation of the easement(s) and authorizes the Town Manager and Town Staff to take such actions as are necessary to complete the acceptance of the easement donation(s).

ATTACHMENTS:

1. Resolution
 - a. Exhibit A – Easement Tax Parcel Numbers
 - b. Exhibit B – Sample Easements Language
2. Proposed Motion