



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, April 19, 2023, 2:00 p.m.**  
**AGENDA**

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The Planning Commission Meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be broadcast and can be viewed at: [Beaufort County Channel](#), the [Town's YouTube Channel](#), and Spectrum Channel 1304.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**4. Roll Call**

**5. Approval of Agenda**

**6. Approval of Minutes**

- a. Special Meeting of March 8, 2023
- b. Regular Meeting of March 15, 2023
- c. Special Meeting of March 29, 2023

**7. Appearance by Citizens**

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. the day prior to the scheduled meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.

**8. Unfinished Business**

**9. New Business**

- a. 2022 Traffic Monitoring & Evaluation Report
- b. Rules of Procedure

**10. Commission Business**

**11. Chairman's Report**

**12. Staff Reports**

- a. Quarterly Report

**13. Adjournment**

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



Town of Hilton Head Island  
**Planning Commission Special Meeting**

March 8, 2023, at 3:00 p.m.

## **MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Tom Henz; John Campbell, Rick D'Arienzo

**Present from Town Staff:** Missy Luick, *Assistant Community Development Director*; Shea Farrar, *Senior Planner*; Ashley Goodrich, *Principal Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Tamara Becker

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### **1. Call to Order**

Chairman Scanlon called the meeting to order at 3:00 p.m.

### **2. Pledge of Allegiance**

### **3. FOIA Compliance**

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

### **4. Roll Call**

As noted above.

### **5. Approval of Agenda**

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Siebold moved to approve. Vice-Chairman O'Neil seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

### **6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. No comments were received on the Open Town Hall Portal. No citizens spoke at the Meeting.

### **7. Unfinished Business**

None

### **8. New Business**

- a. Review of Proposed Ordinance 2023-08 Amending Section 16-2-103.(F)

Ms. Goodrich provided an overview of the proposed amendment for review by the Planning Commission. She provided details on the differences between major and minor subdivisions, as well as commercial subdivisions. Ms. Luick provided additional information about the changes suggested in the amendment. After a short discussion, Chairman Scanlon asked for a motion.

Commissioner D'Arienzo moved to strike "single-family residential" from the first and second paragraphs. Amended to add "major" to the second paragraph. Commissioner Siebold seconded the motion. The motion carried with a vote of 5-1-0. Commissioner. Henz voted against the motion.

Vice-Chairman O'Neil moved to forward the proposed amendments to Town Council. Commissioner Campbell seconded the motion. The motion carried with a vote of 5-1-0. Commissioner Henz voted against the motion.

**9. Commission Business**

None

**10. Chairman's Report**

None

**11. Staff Reports**

None

**12. Adjournment**

Chairman Scanlon adjourned the meeting at 3:24 p.m.

**Submitted by:** Brian Glover  
Administrative Assistant

**Approved:** [DATE]



Town of Hilton Head Island  
**Planning Commission Meeting**

March 15, 2023, at 2:00 p.m.

**MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Rick D'Arienzo; Tom Henz; John Campbell

**Present from Town Staff:** Shawn Colin, *Assistant Town Manager Community Development*; Missy Luick, *Assistant Community Development Director*; Taylor Ladd, *Interim Community Planning Manager*; Shea Farrar, *Senior Planner*; Krishana Perry, *Principal Planner Historic Neighborhood Preservation*; Ashley Goodrich, *Principal Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Patsy Brison, Tammy Becker

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**1. Call to Order**

Chairman Scanlon called the meeting to order at 2:00 p.m.

**2. Pledge of Allegiance**

**3. FOIA Compliance**

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

**4. Roll Call**

As noted above.

**5. Approval of Agenda**

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Henz moved to approve. Commissioner Siebold seconded. By a show of hands, the motion passed with a vote of 6-0-0.

**6. Approval of Minutes**

**a. Meeting of February 15, 2023**

Chairman Scanlon asked for a motion to approve the Minutes of February 15, 2023. Commissioner Henz moved to approve. Commissioner O'Neil seconded. By a show of hands, the motion passed with a vote of 6-0-0.

**7. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. The comments that were received on the Open Town Hall Portal were sent to the Commission and made part of the official record. Mr. Taiwan Scott, Mr. Radu Chindris, and Mr. Carl Braden spoke about the potential impacts of the LMO Amendments.

## 8. Unfinished Business

None

## 9. New Business

### a. Public Hearing

**LMO Amendments** – The Town of Hilton Head Island is proposing to amend Chapters 4 and 10 of the Land Management Ordinance (LMO) to revise the following sections:

Section 16-4-103.D.2, 16-4-103.E.2 and 16-10-105 to eliminate the allowance of divisible swelling units; and Section 16-10-103.A.2 to modify multifamily and single-family definitions.

Chairman Scanlon asked for a motion to open the Public Hearing. Commissioner Siebold moved to open the Public Hearing. Commissioner D'Arienzo seconded. The Motion passed with a vote of 6-0-0.

Ms. Luick provided the staff's presentation on the amendments. Additionally, she covered information about the comments received on the online portal. Following her presentation, she answered many questions from the Commission about the purpose, impact, and goals of the LMO amendments.

Ms. Goodrich and Mr. Colin answered further questions from the Commission. The Commission had a lengthy discussion on the topic, then asked for public comments. Mr. Scott, Mr. Williams, Mr. Chindris, Mr. Storin, and Mr. Braden provided input on the amendments.

Vice-Chairman O'Neil moved to send the amendments back for further analysis. Commissioner Henz seconded. The motion carried with a vote of 6-0-0.

Chairman Scanlon closed the Public Hearing at 2:52 p.m.

### b. Proposed Amendments to Planning Commission Rules of Procedure

Ms. Luick provided the staff's presentation on the proposed changes to the Rules of Procedure. Mr. Deford provided some additional information on the purpose of the changes.

Mr. Williams expressed concerns about the availability of the draft amendments for the public.

The Commission held a discussion on the wording of each part of the amendment.

Mr. Williams commented that the amendment did not have a proper notification for the current Planning Commission Rules and Procedure.

Chairman Scanlon moved that the item be withdrawn. Commissioner Henz seconded the motion. The motion carried with a vote of 6-0-0. Chairman Scanlon asked that the amendment is prepared for the next meeting and that the appropriate public notice is posted.

### c. Proposed Revised 2023 Meeting Schedule

Ms. Luick advised that this item would be withdrawn because it cannot be done without changing the Planning Commission Rules and Procedures.

## **10. Commission Business**

Chairman Scanlon advised that a nominating committee needs to be formed due to his resignation. He asked that Commissioners Campbell, O'Neil, and Siebold serve on the Committee.

## **11. Chairman's Report**

Chairman Scanlon discussed his resignation and thanked many of his colleagues and the town staff.

## **12. Staff Reports**

Mr. Brian Eber gave an update on the ongoing Deep Well project, as discussed during the previous meeting. He stated that they are currently approved to drill one shallow well and one deep well. At this time, Town staff is not satisfied with the conditions at the site. However, they have provided plans to mitigate these issues which meet town standards. The Motorcoach Resort has chosen to pursue legal action with South Island Public Service District.

## **13. Adjournment**

Chairman Scanlon adjourned the meeting at 3:24 p.m.

**Submitted by:** Brian Glover

Administrative Assistant

**Approved:** [DATE]



Town of Hilton Head Island  
**Planning Commission Meeting**

March 29, 2023, at 3:00 p.m.

**MEETING MINUTES**

**Present from the Commission:** Mark O'Neil, Vice-Chairman; Rick D'Arienzo; Tom Henz; John Campbell; Chuck Lobaugh; Albert Mealer; Ellen Whaley

**Present from Town Staff;** Joshua A. Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Missy Luick, *Assistant Community Development Director*; Bob Bromage, *Director of Public Safety*; Shea Farrar, *Senior Planner*; Krishana Perry, *Principal Planner Historic Neighborhood Preservation*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Glenn Stanford, Patsy Brison, Tammy Becker, Steve Alfred

**Other's Present:** Curtis Coltrane, Esquire

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**1. Call to Order**

Vice-Chairman Mark O'Neil called the meeting to order at 3:00 p.m.

**2. Pledge of Allegiance**

**3. FOIA Compliance**

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

**4. Roll Call**

**5. Swearing in Ceremony of New Commissioners:**

Josh Gruber, Deputy Town Manager, swore in Chuck Lobaugh, Albert Mealer, and Ellen Whaley and thanked them for serving.

**6. Approval of Agenda**

Chairman O'Neil asked for a motion to approve the agenda. Commissioner Lobaugh moved to approve. Commissioner D'Arienzo seconded. By a show of hands, the motion passed with a vote of 7-0-0.

**7. Approval of Minutes**

None

**8. Appearance by Citizens**

Many citizens spoke about development on the island and the impacts of the LMO changes. Those citizens included Kelly Leblanc, Mark Simmson, Skip Hoaglin, Ronda Carper, Daniel Anthony, Mary Pratt, Karl Braden, Newton Green, Jack Daly, Amy Fee, George Poletta, and Joe Judge.

Josephine Wright spoke about her treatment by developers trying to purchase her property.

## **9. Unfinished Business**

- a. LMO Amendments – The Town of Hilton Head Island is proposing to amend Chapters 4 and 10 of the Land Management Ordinance (LMO) to revise the following sections: Section 16-4-103.D.2, 16-4-103.E.2, and 16-10-105 to eliminate the allowance of divisible dwelling units; and Section 16-10-103.A.2 to modify multifamily and single-family definitions.

Ms. Luick provided the staff's presentation as included in the packet. The commission asked about the locations of the properties, the buffer regulations, and the creation of non-conforming structures.

Commissioner Henz moved to approve the amendments. Commissioner Lobaugh seconded the motion. With a motion on the floor, the commission held a short discussion on the motion. The discussion was open to public comment, and several citizens spoke. The chairman called for a vote on the motion. The motion was carried with a vote of 7-0-0.

## **10. New Business**

- a. Nomination and Election of Officers for a term from March 29, 2023 – June 30, 2023.

The nominating committee nominated Bruce Siebold as Chairman and Mark O'Neil as Vice-Chairman. No other nominations were made. The officers were voted in with a vote of 7-0-0.

## **11. Commission Business**

Commissioner O'Neil stated that there should be a workshop to help further educate the commission on several topics to help future meetings go smoothly.

## **12. Chairman's Report**

None

## **13. Staff Reports**

Ms. Luick stated that a workshop is being planned, including the topics Commissioner O'Neil mentioned previously. Additionally, the commission asked for additional items to be added to the workshop.

## **14. Adjournment**

Commissioner Whaley moved to adjourn the meeting. Commissioner D'Arienzo seconded. The meeting was adjourned at 4:44 p.m.

**Submitted by:** Brian Glover

Administrative Assistant

**Approved:** [DATE]





# TOWN OF HILTON HEAD ISLAND

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## *Community Development*

**TO:** Planning Commission  
**FROM:** Darrin Shoemaker, P.E., PTOE  
**VIA:** Shawn Colin, AICP, Assistant Town Manager Community Development Director  
**DATE:** April 13, 2023  
**SUBJECT:** 2022 Traffic Monitoring & Evaluation Report

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### **RECOMMENDATION:**

It is recommended that the Commission review and consider the subject annual report at a public meeting, discuss its findings and recommendations, and elicit public comments at the meeting in accordance with Section 16-2-103.J.10.c of the Land Management Ordinance (LMO). It is further recommended that the Planning Commission provide its comments on the report as well as any supplemental comments or recommendations to Town Council in accordance with Section 16-2-103.J.10.c.ii of the LMO.

### **BACKGROUND:**

Section 16-2-103.J.10 of the LMO provides that this report will be prepared and submitted annually by the LMO Official to the Planning Commission for their review and discussion at a public meeting. The report is based on traffic counts that are collected annually by the Engineering Division each June on one or more typical weekdays, excluding Mondays and Fridays. The 24-hour arterial counts reflected in the report were collected from Tuesday, June 7th through Thursday, June 9th, 2022, and all of the intersection turning movement counts except Sea Pines Circle were collected on taken on Tuesday, June 7th, 2022. Sea Pines Circle was counted on Wednesday, June 8th, 2022. The counts were certified by the LMO Official on Wednesday, April 12th, 2023. Upon their certification in this regard, the traffic counts summarized herein became the Town's background dataset for existing traffic demand for use by staff and consultants in their preparation of Traffic Impact Analysis Plan studies that are required to be submitted to the Town as part of the development review process, in accordance with the requirements of LMO Section 16-2-103.J.10.b.

### **SUMMARY:**

This report and recommendations proffered herein are prepared and respectfully submitted to the Planning Commission in accordance with the requirements outlined in Section 16-2-103.J.10 of the Town's LMO. The report summarizes trends relating to

traffic demand within the Town, including June weekday traffic demand on intersections and major arterials within the Town, and includes operational analyses for the weekday morning and afternoon peak volume hours recorded at all the Town's signalized intersections and Sea Pines Circle. As required by the LMO, the report includes mitigation recommendations for instances where intersections are found to be deficient relative to the dual operational goals outlined in LMO Section 16-5-106.C. The only intersection found deficient relative to the Town's goals in June 2022 was that of William Hilton Parkway with Squire Pope Road and Chamberlin Drive during the weekday afternoon peak volume hour.

Continuous traffic counts taken on the Town's major arterials during a consecutive Tuesday, Wednesday, and Thursday in June 2022 indicated that demand decreased 2.7 percent relative to comparable counts taken in June 2021, when aggregate demand was the highest ever measured by the Town as a result of the traffic counts conducted annually during visitor season. Aggregate demand measured in June 2022 was approximately two percent higher than that recorded in both June 2017 and June 2019, prior to the COVID-19 pandemic. In aggregate, the June 2022 three-day arterial counts represented the fifth highest traffic demand ever recorded by the Town during the annual June traffic counts, trailing 2021, 2005, 2018, and 2006 in that order. Traffic demand on the Town's major arterials has increased at an effective rate of approximately 0.4 per annum during the most recent five-year period from June 2017 to June 2022. Morning and afternoon peak-hour demand on the Town's signalized intersections decreased 13.3 and 9.8 percent, respectively relative to the June 2021 counts, indicating that a significantly smaller percentage of the daily 24-hour demand occurred within these two peak volume hours relative to June 2021.

Off-street pedestrian and bicycle activity at the Town's signalized intersections was found to be 15.0 percent greater in June 2022 than June 2021, and was the highest demand ever recorded, though this significant increase was the result of crossing demand more than doubling at the Town's Coligny Beach pedestrian signal on South Forest Beach Drive near Coligny Circle. If this high volume crossing is ignored, off-street bicycle and pedestrian crossing demand actually declined 4.3 percent.

Demand on Sea Pines Circle increased 2.4 percent over that recorded during the previous count of this rotary in June 2020, with morning, midday, and afternoon peak hour demand up a respective 5.9, 2.1, and 0.3 percent over the June 2020 count. Generally, traffic demands on various segments of William Hilton Parkway from Gum Tree Road around to Sea Pines Circle were down 12 to 18 percent from those recorded in June 2021, while demand on segments of the Cross Island Parkway and Palmetto Bay Road were up 18 to 20 percent, reflecting an ongoing significant shift in demand off of the aforementioned segment of William Hilton Parkway onto the former tollway following the ending of toll collections in June 2021.

**To:** Hilton Head Island Planning Commission

**From:** Darrin Shoemaker, P.E., PTOE

**Via:** Jeff Buckalew, Town Engineer  
Bryan McIlwee, Assistant Community Development Director  
Shawn Colin, Assistant Town Manager – Community Development  
Marc Orlando, Town Manager

**Cc:** Town Council

**Date:** February 13<sup>th</sup>, 2023

**Re:** 2022 TRAFFIC MONITORING AND EVALUATION REPORT

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### **PART ONE – EXECUTIVE SUMMARY**

The Town collected three days of 24-hour bi-directional traffic counts at ten locations on designated major arterials in June 2022 from Tuesday, June 7<sup>th</sup> through Thursday, June 9<sup>th</sup>, 2022. Based exclusively on these 24-hour counts, aggregate demand decreased 2.7 percent over the comparable traffic counts collected in June 2021. The June 2021 annual counts represented an increase of over ten percent from those recorded the previous year in June 2020, in the early days of the COVID-19 pandemic. The 24-hour counts collected in June 2022 were, in aggregate, 2.1% higher than the most recent pre-pandemic annual counts collected in June 2019. Further, the level of traffic demand on the Town's major arterials as measured in June 2021 was the highest ever recorded during the Town's annual June counts, exceeding the previous high June demand recorded in 2005 by over 1.2 percent. Thus, given the fluctuations that typically occur in the annual June traffic counts, the decrease of 2.7 percent in the composite major arterial counts in June 2022 relative to June 2021 is not surprising. The four highest-demand years as recorded during the Town's annual June counts are 2021, 2005, and 2018, and 2006 in that order. The level of aggregate traffic demand recorded on the Town's major arterials during the June 2022 counts is the fifth-highest recorded, placing just behind 2006. This aggregate June 2022 demand was 2.0 percent higher than that recorded five years ago in June 2017, equating to an effective average annual growth rate of June demand on the Town's major arterials of approximately 0.4% during the most recent five-year period.

The Town also collected morning and afternoon peak hour turning movement counts at all signalized intersections within the Town on Tuesday, June 7<sup>th</sup>, 2022, and a turning movement count was conducted at Sea Pines Circle during the morning, midday, and afternoon peak volume periods the following day on June 8<sup>th</sup>. Based exclusively on these counts, composite morning and afternoon peak hour volume demand on all of the signalized intersections within the Town and Sea Pines Circle decreased 13.3 percent and 9.8 percent over that recorded in June 2021, respectively. While the traffic demand recorded in June 2022 declined in general relative to the comparable counts collected in June 2021, significant decreases were recorded at locations along William Hilton Parkway from the Gum Tree Road intersection around to the south end, while increases in demand were recorded on Palmetto Bay Road, reflecting the continued impact of the July 2021 removal of the toll collection on the Cross Island Parkway.

South Carolina Department of Transportation (SCDOT) figures for 2022 calendar-year-average daily traffic demand on various roadway segments under their ownership and maintenance jurisdiction within the Town will become available early in 2023, but were not available at the time of this report's preparation. An examination of the total traffic demand crossing Jenkins Island in both directions of US 278 in calendar year 2022 using the SCDOT's count station data reflected a modest 0.1% decrease from the calendar year 2021 total. Based on the SCDOT's official calendar year average demand figure for the bridges connecting Hilton Head Island to mainland southern Beaufort County, the effective rate of change has been an increase of 1.0% per year during the most-recent five-year period from 2016-2021, and an increase of 1.4% per year during the most-recent ten-year period 2011-2021.

Based on traffic demand figures reported nationwide by the Federal Highway Administration (FHWA), total traffic demand nationwide was up 2.8% in calendar year 2022 compared with 2021, but the total traffic demand in June 2022 was down 1.7% from that recorded in June 2021. The FHWA's South Atlantic region consists of all coastal states from Delaware to Florida, and also includes West Virginia. Volume demand recorded in this region by the FHWA in June 2022 was down 1.4% from that recorded in June 2021. Statewide in South Carolina, total traffic demand in vehicle-miles traveled decreased 1.6% from the comparable June 2021 figure.

Based on the June 2022 figures reported in Table One on page 9, traffic demand on the Cross Island Parkway and Palmetto Bay Road has increased 18.6 percent over the comparable figures recorded in June 2021 when the toll was still active. Prior to the cessation of the toll collection, approximately 68.5 percent of motorists entering or departing the island used William Hilton Parkway as their preferred travel route, while 31.5 percent used the Cross Island Parkway. Since the

removal of the toll, the shift in demand away from William Hilton Parkway toward the Cross Island Parkway resulted in a 63.0 to 37.0 percentage split in June 2022.

The only intersection that was analyzed as being out-of-compliance with the Town's operational goals in June 2022 as outlined in the Land Management Ordinance (LMO) was the intersection of William Hilton Parkway with Squire Pope Road and Chamberlin Drive, an intersection that has been identified as being deficient relative to operational goals on a recurring basis during the previous couple of decades. This intersection was found to be deficient based on a failure to satisfy both of the Town's operational goals during the afternoon peak hour in June 2022. Both of the operational goals were satisfied by the intersection's operation during the morning peak volume hour in June 2022, however. The last time that any other signalized intersection within the Town was identified as operating out of compliance with the LMO's dual operational goals was in 2013. The fact that multiple signalized intersections routinely were evaluated as being out of compliance with the Town's goals prior to then is a testament to the success of the Town's Capital Improvements Program and its targeted mitigation of intersections found to be operating non-compliant with the goals. The Wm. Hilton Pkwy./Squire Pope Road/Chamberlin Drive intersection is slated to be improved within the SCDOT's US 278 Gateway Corridor project, improvements designed to adequately serve future 2045 traffic-demand projections. Staff is working closely with the SCDOT, Beaufort County, and private consultants to ensure that the operational deficiencies at this intersection are successfully mitigated within the project in a manner that minimizes impacts to the surrounding communities, and an independent engineering review of the project is now being conducted by the Town. Numerous previous engineering analyses conducted by staff have demonstrated that widening of westbound US 278 to include three through lanes of travel through this intersection is necessary to bring this intersection into compliance with the Town's LMO operational goals.

The LMO requires that Sea Pines Circle be counted and analyzed in calendar years that are multiples of five. In recent years, staff has begun to also count and analyze Sea Pines Circle in all even-numbered calendar years. This rotary intersection was counted and analyzed in 2022. The morning and midday peak hour demand on Sea Pines Circle increased 5.9 and 2.1 percent over the previous count taken in June 2020, and the afternoon peak hour demand increased 0.3% over that recorded previously in June 2020.

## **PART TWO – INTRODUCTION**

As required by Section 16-2-103.J.10 of the Town's LMO, this report will summarize June 2022 traffic volume demand on the Town's major roadway

network and recommend improvements to mitigate operating conditions identified as being non-compliant with the Town's adopted operational goals, which are outlined in Section 16-5-106.C of the LMO. The requirements for this report are also codified in Section 16-2-103.J.10 of the LMO as follow: 1) Summary of weekday morning and afternoon peak hour turning movement counts for all signalized intersections within the Town 2) Summary of twenty-four hour volume demand on the Town's major arterial network 3) Historical trends relative to the most-recent five year period 4) Description of existing operating conditions as compared with the adopted traffic goals by utilizing the analysis methodology outlined in the current (2016) edition of the Transportation Research Board's *Highway Capacity Manual* (HCM), and how these conditions have changed since the previous year's Traffic Monitoring and Evaluation Report, and 5) Recommendations on improvements to mitigate any intersections found to be operating out of compliance with the Town's goals.

The Town's adopted traffic goals for signalized intersections as outlined in Section 16-5-106.C of the LMO state that each signalized intersection within the Town must operate at a volume-to-capacity ratio of 0.9 or lower and that motorists at each intersection must experience an average total delay-per-vehicle of 55.0 seconds or less during both the morning and afternoon peak hours of an average weekday in June, criteria that are applicable to the intersection's operation as a whole. The Town's LMO requires that morning peak volume hour and afternoon peak volume hour be evaluated and analyzed annually for each signalized intersection. The LMO also outlines an operational goal for roundabout intersections, and requires analysis of Sea Pines Circle in calendar years that are evenly divisible by five. In spite of the codified requirement to count and analyze Sea Pines Circle every five years, the Town has typically counted and conducted analysis of Sea Pines Circle in all even years since 2016 as a result of heightened interest in this feature intersection and its performance since then.

This report will examine the morning and afternoon weekday peak hour turning movement demand at signalized intersections within the Town in accordance with the definition of "peak hour" offered in Section 16-10-105 of the LMO. The LMO requires that this report be based on data collected on a typical June weekday. This enables the analyst to identify deficiencies and base design decisions on traffic volume demand that approximates the 85<sup>th</sup>-percentile, demand that may occur on fair-weather summer weekdays, without considering atypically high traffic demand days that occur on holiday weekends or special events. But as is evidenced in Appendix C, the 2022 calendar year spreadsheet summarizing SCDOT reporting of daily traffic demand crossing Jenkins Island, a noticeable shift in peak traffic demand from midyear toward

mid- to late spring has become increasingly evident in recent years. More recent assessments suggest that this 85<sup>th</sup> percentile demand may be more likely to occur in late March or July, however, and it is suggested that the Town may wish to consider conducting future assessments on a typical weekday during the second half of March or July to approximate 85<sup>th</sup> percentile demand based on the latest available volume surveys. The Town is currently considering a revision to the LMO that would result in the annual traffic counts being conducted in July instead of June.

The Town retained a traffic counting contractor to collect the data on three consecutive weekdays beginning on Tuesday, June 7<sup>th</sup>, 2022. All of the morning and afternoon peak hour turning movement count data summarized in Appendix A was collected on the same calendar day, Tuesday, June 8<sup>th</sup>, 2022, with the exception of the turning movement counts taken at Sea Pines Circle, which were collected on Wednesday, June 9<sup>th</sup>, 2022. Pneumatic bi-directional 24-hour tube counts were conducted at strategic locations on the Town's network of major arterials from midnight on Monday, June 6<sup>th</sup>, through midnight on Thursday, June 9<sup>th</sup>, 2022 to collect three representative weekdays of data, one Tuesday, one Wednesday, and one Thursday. An average demand for these three days is shown in Table One on page 9 of this report. Town staff monitored traffic conditions on these dates to ensure that the collected data was not influenced by atypical events such as adverse weather, road construction, or unforeseen incidents such as traffic collisions. As required by the LMO, this report includes historical data for these 24-hour counts that enable the reader to draw conclusions based on trends recorded during the most recent five-year period. All of the traffic counts collected in June 2022 were judged by staff to be consistent with expectations, and none of the collected data was found to be aberrant or unsuitable for analysis purposes. The data set was certified by the LMO Official on April 12<sup>th</sup>, 2023, and thus became the official data set to be employed for use in the preparation of traffic or transportation studies undertaken within the Town in accordance with Section 16-2-103.J.10.b of the LMO.

The operational goals for all signalized intersections as outlined in Section 16-5-106.C of the LMO are based on the intersection's volume-to-capacity (v/c) ratio and the average total delay experienced by motorists as a result of operating conditions during the weekday morning and afternoon peak traffic-volume hour. The volume-to-capacity ratio is essentially a percentage of the intersection's capacity to discharge traffic that is being utilized by all motorized and non-motorized traffic. The denominator in this ratio ("c"), the signalized intersection's capacity, is dependent to a large extent on the lanes available at the intersection, their availability to motorists for executing specific traffic movements, geometrics such as lane width, length, and turning radii, the signal's timing, and the frequency of conflicting bicycle and pedestrian movements. Other factors affecting capacity are more subtle, such as unequal distributions of traffic

demand on multiple lanes that serve the same traffic movement, and the influence on operations from other nearby traffic signals. The numerator in the ratio (“v”) is basically the intersection’s hourly vehicular demand adjusted to account for a variety of factors such as variability in demand within the peak volume hour and the percentage of heavy vehicles in the traffic stream.

One of the Town’s operational goals for signalized intersections is a v/c ratio that indicates that the demand on the intersection is not exceeding 90 percent of its calculated capacity during either the morning or afternoon peak volume hours. This percentage is expressed as a decimal fraction in Tables Six and Seven on pages 16 and 17. The other operational goal for signalized intersections is an average total delay of 55.0 seconds or less experienced by all motorists passing through the intersection during either the morning or afternoon peak volume hour. The 55.0-second average delay figure is the maximum average delay at the intersection as a whole that corresponds with Level-of-Service “D” for signalized intersections in the *Highway Capacity Manual*, a measure of operational effectiveness that is commonly considered by traffic engineers to be the effective limit of acceptable operations during peak volume hours in built-up, developed areas. It should be noted that total delay experienced by a motorist at an intersection includes, but is not limited to, the time that a motorist is physically stopped in traffic. Delay may also accrue when a motorist is moving forward, such as that which occurs during deceleration or subsequent acceleration back up to the background, “free-flow” speed. The total delay experienced by a motorist at a traffic signal is the actual time required to pass through the intersection, from the time that a motorist brakes in advance of queued traffic until free-flow speed is reestablished on the downstream side of the intersection, less the time that would’ve been required to traverse the roadway segment at free-flow speed if no intersection, traffic signal, or conflicting traffic were present to impede flow. Total delay is therefore experienced by motorists forced to slow for congestion in traversing an intersection, even if they are able to pass through the intersection without having to come to a complete stop. Total delay is generally not experienced by a motorists that arrive at an intersection on a green signal and passes through the intersection at free-flow running speed without slowing due to conflicting motor-vehicle traffic, bicyclists, or pedestrians.

Each time that a traffic signal changes, one group of motorists must come to a stop while flow must be reestablished on a different group of traffic lanes. There are routinely a couple of seconds where no one at all is moving. Therefore, a signalized intersection's capacity can theoretically be increased by changing traffic signals less frequently (using longer cycle lengths), thereby keeping traffic flowing a larger percentage of the time and reducing the frequency of signal changes and their



associated starts and stops. Traffic signals within the Town change somewhat infrequently, every two to three minutes, during peak volume hours in order to help ensure that capacity is increased and that the Town's capacity-based operating goals are met. Changing signals less frequently to increase capacity, however, means that motorists will be confronted with longer red signals, and this typically increases the average delay experienced by motorists. Therefore, the Town's operational goals are competing goals that require a balance in the way that the Town's traffic signals are operated, ensuring that capacity is not inordinately reduced by changing the signals too frequently, nor delay inordinately increased by changing the signals too infrequently.

### **PART THREE – TURNING MOVEMENT COUNTS AT SIGNALIZED INTERSECTIONS – JUNE 2020 PEAK VOLUME HOURS**

Turning movement counts for all twenty-six signalized intersections within the Town during the intersection's morning and afternoon peak volume hours were conducted on Tuesday, June 7<sup>th</sup>, 2022. These fifty-two turning movement counts are summarized in diagrammatic form in Appendix A. Each turning movement diagram depicts the morning or afternoon peak hour intersection demand as identified by an evaluation of demand on the intersection as a whole recorded in 15-minute increments. Demand for each individual traffic movement during the identified peak volume hour is shown. In each diagram, U-turn maneuvers are combined with left-turn maneuvers, consistent with their treatment for analysis purposes within the *Highway Capacity Manual* (HCM) methodology for signalized intersections. Separate counts of pedestrians and bicyclists crossing each intersection approach were also collected and are shown separately on the diagrams adjacent to the approach in question. The percentage change for each motor vehicle movement in the June 2022 counts relative to the comparable June 2021 figure is shown rounded to the nearest whole percent, excepting instances where demand in neither June 2022 nor June 2021 were equal to or greater than fifty in order to avoid the indication of extremely large percentage changes on the diagrams. The percentage change in the demand on the entire intersection from that measured in June 2021 is shown in the center of each diagram, rounded to the nearest *tenth* of one percent. This percentage change in demand on the entire intersection from the previous year is also summarized in Table Three on pages 11 and 12 of this report. Where pedestrian or bicycle crossing activity was observed, these demands are shown adjacent to the vehicular volume data for the street approach that was crossed. The bicycle and pedestrian volume data reflect total number of crossings but do not indicate the direction of the crossing. A breakdown by direction of the crossing is collected and available within the Town's count data, however. The pedestrian and bicycle crossing demands shown in the diagrams are for street crossings by off-street users only. The Town also counts movements by on-

street bicyclists, but these are typically negligible demands, typically six or fewer bicyclists per hour, that are combined with the motor vehicle demand numbers in the diagrams and for subsequent operational analyses. For purposes of consistency, and because William Hilton Parkway is oriented in varying alignments relative to cardinal directions as it winds through the Town, the off-island direction is shown to the right of each diagram for William Hilton Parkway and the on-island direction toward Sea Pines Circle is shown to the left. This consistency results in north being at the bottom of the count diagrams on pages A-2 through A-19. Palmetto Bay Road and Pope Avenue are generally oriented in a north-south alignment, and the diagrams for these roadways show the off-island direction toward the Charles Fraser bridge spanning Broad Creek at the top of the diagram, and the on-island direction toward Coligny Circle at the bottom of the diagram. North is generally to the right in each diagram for the count diagrams on pages A-20 through A-25 for intersection in the island's heel where William Hilton Parkway is aligned north-south, and is generally at the top of each diagram in Appendix A beginning with page A-26 and continuing through page A-56.

#### **PART FOUR – AVERAGE DAILY DEMAND ON MAJOR TOWN ARTERIALS AND INTERSECTIONS**

Average 24-hour traffic demand at strategic locations on major arterials within the Town as counted on Tuesday, June 7<sup>th</sup>, through Thursday, June 9<sup>th</sup>, 2022 is shown in Table One on the following page. Comparable figures are also shown for each of the ten count locations for each year from 2017 through 2021, enabling five-year volume-demand comparisons. The effective annual rate of change for the 2017-2022 five-year period for each location is shown in the far-right column. When reviewing Table One, the words “east” or “south” refer to the on-island side of the referenced intersection, and the word “west” refers to the off-island side of the referenced intersection. A map showing the location of each count location shown in Table One is included as Appendix B to this report.

Table Two on page 10 shows calendar-year-average data supplied by the South Carolina Department of Transportation (SCDOT) for the daily traffic demand on US 278 crossing Jenkins Island for each year from 2016 through 2021. Since calendar year average data is not yet available for 2022, the 2016-2021 period represents the most recent five years of data available. The Town's June 24-hour counts typically generate figures that are approximately ten percent higher than the SCDOT's calendar year averages due to June demand exceeding the calendar-year-average. The average annual rate-of-change in this figure for the years 2011-2021 is an increase of 1.4 percent, while this effective annual rate-of-change for the years 2016-2021 is 1.0 percent.

The total 24-hour traffic volume counted by the Town in June 2022 as shown in Table One was 2.7 percent less than that counted by the Town in June 2021, following a sharp 10.3 percent pandemic-influenced increase recorded in June 2021 as compared to June 2020. The total figure recorded in June 2021 was the highest June demand ever recorded by the Town during the annual June counts, surpassing June 2005 as the previous high. The total demand measured in June 2022 was 2.0 percent greater than that counted five years ago in June 2017, resulting in the effective annual rate of increase of 0.4 percent indicated in the lower right corner of Table One. The reader should be cautioned, however, that the numbers shown in Table One collected during a few days in June are a mere sample compared with the SCDOT calendar-year-average daily demand shown in Table Two. The spreadsheet that is included as Appendix C to this report reflects total bi-directional demand crossing Jenkins Island on William Hilton Parkway for calendar year 2022. The average daily demand of 57,368 vehicles per day shown at below right in the table considers all traffic crossing Jenkins Island in total during calendar year 2022, and this figure declined 0.1 percent from the average of 57,413 vehicles per day recorded in calendar year 2021. This annual

**TABLE ONE**

**24-HOUR BI-DIRECTIONAL TRAFFIC DEMAND – JUNE 2017-2022**

Map Ref.	Location	2017	2018	2019	2020	2021	2022	5-year %change/yr.
1)	Wm. Hilton Pkwy. at J. Wilton Graves Br.	60,602	62,620	61,434	58,973	63,304	61,628	+0.3
2)	Wm. Hilton Pkwy. west of Cross Is. Pkwy.	54,881	56,601	55,691	49,660	56,270	56,492	+0.6
3)	Wm. Hilton Pkwy. east of Whooping Crane	46,056	46,449	45,626	42,120	46,901	41,679	-2.0
4)	Wm. Hilton Pkwy. east of Coggins Pt. Rd.	33,607	34,095	33,215	30,655	34,758	29,282	-2.7
5)	Wm. Hilton Pkwy. west of Queens Folly Rd	40,457	40,603	39,794	39,361	43,806	36,678	-1.9
6)	Wm. Hilton Pkwy. west of Arrow Road	29,773	29,046	28,097	26,347	29,682	26,310	-2.4
7)	Pope Avenue south of New Orleans Rd.	30,252	33,137	31,085	31,709	34,156	32,569	+1.5
8)	Palmetto Bay Rd. south of Pt. Comfort Rd.	26,126	26,959	26,476	26,029	27,661	32,634	+4.5
9)	Sol Blatt Jr. XIP south of W.Hilton Pkwy.	17,377	17,929	17,064	16,593	17,734	20,905	+3.8
10)	Sol Blatt Jr. Cross-Is. at Toll Plaza	26,655	27,578	27,024	26,421	29,256	34,990	+5.6
<b>TOTAL OF ALL TEN STATIONS</b>		<b>365,786</b>	<b>375,017</b>	<b>365,506</b>	<b>347,868</b>	<b>383,528</b>	<b>373,167</b>	<b>+0.4</b>

Composite Rate of Change – 2021-2022 = -2.7 % \*

Composite Rate of Change – 2020-2021 = +10.3% \*

Effective Composite *Annual* Rate of Change – 2017-2022 = +0.4 % \*

\*All three rates based *exclusively* on data in Table One

**TABLE TWO**  
**SCDOT 24-HOUR AVERAGE BI-DIRECTIONAL DEMAND ON JENKINS ISLAND**  
**2011-2021 (calendar year average – AADT)**

<b>2011 - 49900</b>		
<b>2016 - 54700</b>	<b>% change 2021 vs. 2020:</b>	<b>11.7%</b>
<b>2017 - 56300</b>	<b>% change 2020 vs. 2019:</b>	<b>-8.4%*</b>
<b>2018 - 56100</b>	<b>Avg. annual rate of change 2016 – 2021:</b>	<b>+1.0%</b>
<b>2019 - 57100</b>	<b>Avg. annual rate of change 2011 – 2021:</b>	<b>+1.4%</b>
<b>2020- 51400</b>		
<b>2021 - 57400</b>		

\*This rate of change was influenced significantly by the substantial decrease in demand in 2020 associated with the pandemic

average demand has increased 1.9 percent from the average recorded in 2017, equating to an average annual rate-of-change of 0.4 percent during the most recent five-year period.

The information in Appendix D is a report released by the Federal Highway Administration (FHWA) in August 2022 that summarizes trends in volume demand on the nation’s roadways nationwide, regionally, and within the state of South Carolina as updated through June 2022. The report indicates that total vehicle-miles traveled in the United States was down 1.8 percent in June 2022 versus June 2021, but is 0.7 percent greater than the comparable June 2017 figure, five years earlier, and 0.3 percent greater than the pre-pandemic June 2019 total, which was an all-time high prior to being surpassed by the June 2021 demand. The FHWA’s report indicates that total vehicle-miles traveled within the state of South Carolina in June 2022 was down 1.6 percent, following a sharp 9.6 percent increase recorded in June 2021 relative to June 2020. This data somewhat mirrors the June numbers summarized in Table One. Similarly, the South Atlantic region of the United States, comprised of all states on the Atlantic seaboard from Delaware south to Florida and including West Virginia, experienced a decrease in total vehicle-miles traveled of 1.4 percent in June 2022 compared with June 2021.

On June 30<sup>th</sup>, 2021, shortly after the Town’s June 2021 traffic counts were conducted, the SCDOT’s toll collection operation on the Sol Blatt Jr. Cross Island Parkway terminated permanently in accordance with the requirements outlined in the bonding documents used to fund the tollway’s construction. Based exclusively on the data in Table One for June 2022 and June 2021, traffic demand on the former toll road increased 17.9 percent, while demand on William Hilton Parkway just east of the Cross

Island Parkway decreased 7.7 percent. Based on counts taken in June 2021 prior to the end of toll collections, traffic demand entering and departing the island was split approximately 68.5 percent to 31.5 percent in favor of William Hilton Parkway over the Cross Island Parkway. Based on the June 2022 counts taken nearly a year after toll collections ended, this split in demand has changed to 63.0 percent to 37.0 percent in favor of William Hilton Parkway. Even with the shift in traffic demand away from William Hilton Parkway and toward the Cross Island Parkway, William Hilton Parkway continued to serve approximately 70 percent more traffic than does the Cross-Island Parkway based on the June 2022 counts shown in Table One.

Table Three below and continued on the following page shows the total combined vehicular, bicycle, and pedestrian morning and peak hour demand on each of the Town’s twenty-six signalized intersections and Sea Pines Circle in June 2022, and the percentage change from the comparable June 2021 figure. A midday count was conducted at Sea Pines Circle based on historical counts that indicate that midday demand far exceeds morning peak period demand and that the morning peak hour cited in the LMO actually occurs in the hour between 11:00 a.m. and 12:00 p.m. Based exclusively on the data contained in Table Three, aggregate morning peak hour volume demand at signalized intersections within the Town decreased 14.1 percent and 10.2 percent from June 2021 to June 2022, during the morning and afternoon peak hours, respectively. These percentage decreases decline slightly to 13.3 and 9.8

**TABLE THREE  
PEAK HOUR SIGNALIZED INTERSECTION VOLUME – June 2022**

	AM			PM		
	2022 Vol.	2021 Vol.	%Chg.	2022 Vol.	2021 Vol.	%Chg.
William Hilton Pkwy. / Squire Pope Rd.	4104	4498	-8.8	5081	5301	-4.2
William Hilton Pkwy. / Spanish Wells Rd.	4069	4537	-10.3	4902	4985	-1.7
William Hilton Pkwy. / Gumtree Rd.	3122	3764	-17.1	4330	4680	-7.5
William Hilton Pkwy. / Wilborn Rd.	2783	3846	-27.6	3593	4028	-10.8
William Hilton Pkwy. / Pembroke Dr.	2720	3613	-24.7	3480	3770	-7.7
William Hilton Pkwy. / Whooping Crane Way	2850	3475	-18.0	3720	4144	-10.2
William Hilton Pkwy. / Beach City Rd.	2551	3336	-18.9	3466	4002	-13.4
William Hilton Pkwy. / Mathews Dr. (north)	2551	2961	-14.8	3341	3943	-15.3
William Hilton Pkwy. / Dillon Rd.	2179	2596	-16.1	2918	3432	-15.0
William Hilton Pkwy. / Coggins Point Rd.	1988	2382	-16.5	2587	3209	-19.4
William Hilton Pkwy. / Beachwood Dr.	1653	1982	-16.6	2253	2740	-17.8
William Hilton Pkwy. / Mathews / Folly Field	2350	2798	-16.0	3306	3933	-15.9
William Hilton Pkwy. / Singleton Beach Rd.	2063	2453	-15.9	2860	3580	-20.1
William Hilton Pkwy. / Shelter Cove Lane (off-island)	1978	2337	-15.4	2804	3600	-22.1
William Hilton Pkwy. / Shelter Cove Lane (central)	1937	2396	-19.2	2932	3585	-18.2
William Hilton Pkwy. / Queens Folly Rd.	2343	2725	-14.0	3479	4042	-13.9
William Hilton Pkwy. / Queens Way	1681	2052	-18.1	2683	3244	-17.3
William Hilton Pkwy. / Shipyard / Wexford	1815	2100	-13.6	2848	3330	-14.5

William Hilton Pkwy. / New Orleans Rd.	1625	1864	-12.8	2617	2933	-10.8
William Hilton Pkwy. / Arrow Rd.	1637	1790	-8.5	2528	2634	-4.0
Pope Ave. / New Orleans / Office Park	1712	1865	-8.2	3082	3191	-3.4
Pope Ave. / Cordillo Pkwy.	1645	1733	-5.1	2628	2860	-8.1
Pope Ave. / Lagoon Road	1076	1141	-5.7	1903	2025	-6.0
South Forest Beach Pedestrian Signal	656	636	+3.1	1373	1352	+1.6
Palmetto Bay Rd. / Target Rd.	2253	2222	+1.4	2994	2860	+4.7
Palmetto Bay Rd. / Arrow / Point Comfort	2417	2307	+4.8	3350	2887	+16.0
Sea Pines Circle	3008	2841*	+5.9	3828	3818*	+0.3
<b>TOTAL</b>	<b>60922</b>	<b>70250</b>	<b>-13.3</b>	<b>84886</b>	<b>94109</b>	<b>-9.8</b>

	<u>2022 Vol.</u>	<u>2020 Vol.</u>	<u>%Chg.</u>
Sea Pines Circle Midday Peak Hour	3713	3637*	+2.1%

\*Table entry is June 2020 demand; intersection was not counted in June 2021

percent when increases in demand at Sea Pines Circle are taken into account.

In recent years, there has been a significant amount of interest in Town efforts to record bicycle and pedestrian demands. Bicycle and pedestrian crossing demands at signalized intersections within the Town as counted in June 2022 substantially increased by fifteen percent over those recorded in June 2021, again reaching a historic maximum. It should be noted, however, that this dramatic increase wholly resulted from recorded bicycle and crossings at the Town's South Forest Beach Drive pedestrian signal near Coligny Circle more than doubling over the count of crossings recorded in June 2021. If crossings at this pedestrian signal near Coligny Beach Park are ignored, aggregate bicycle and pedestrian crossings at the Town's signalized intersections declined 4.4 percent over the number recorded in June 2021. It should be noted, however, that this is not altogether unexpected given the historically high counts of pedestrian and bicycle crossings at signalized intersections counted in both June 2020 and June 2021. Several of the intersections that were counted in June 2022 have been signalized in the past few years and were not counted in June 2017. But when June 2021 bicycle and pedestrian crossing demands are compared with available comparable June 2017 counts, pedestrian and bicycle crossing demand at the Town's signalized intersections has increased by over eight percent during this period. Table Four on the following page and page 14 shows the total off-street bicycle and pedestrian crossing demand observed during the morning and afternoon (four-hour) count period at each signalized intersection for June 2022, June 2021, and June 2020.

The HCM methodology requires separate counts of pedestrian and bicycle crossing activity on immediate approaches to signalized intersections for analysis purposes, which raises the question of how far away a crossing must occur from the effective boundary of an intersection before it no longer influences intersection

operations and performance. The Town typically attempts to count only those crossings that occur within approximately 50 feet of the intersection's boundaries. Crossings that occur at a greater distance from the intersection, including those within crosswalks that are set back a significant distance from the intersection as with many crossings near the entrances to private, gated communities, are not tabulated or enumerated in Table Four. Neither is pedestrian/bicycle activity that is immediately adjacent to an intersection but doesn't entail the crossing of a street, such as that parallel to the major street on the side of a "T" intersection opposite the side street. Specific movements by all on-street bicyclists are counted by the Town and are typically negligible, numbering six or less during peak volume hours. They are counted and combined with the motor vehicle counts for each turning movement within this report and for analysis purposes. The Town retains records on the precise number of on-street bicyclists making each traffic movement at each signalized intersection, however.

**TABLE FOUR**

**OFF-STREET\* FOUR-HOUR PEDESTRIAN / BICYCLE CROSSING DEMAND AT SIGNALIZED INTERSECTIONS – June 2022 - 2020**

	<u>June 2022</u>	<u>June 2021</u>	<u>June 2020</u>	<u>% Chg. 2021-2022</u>
William Hilton Pkwy. / Squire Pope Rd.	1	0	0	--
William Hilton Pkwy. / Spanish Wells Rd.	24	9	12	+166
William Hilton Pkwy. / Gumtree Rd.	20	9	13	+122
William Hilton Pkwy. / Wilborn Rd.	35	25	20	+40
William Hilton Pkwy. / Pembroke Dr.	41	48	32	-15
William Hilton Pkwy. / Whooping Crane Way	1	1	3	0
William Hilton Pkwy. / Beach City Rd.	55	47	29	+17
William Hilton Pkwy. / Mathews Dr. (north)	87	70	80	+24
William Hilton Pkwy. / Dillon Rd.	65	65	85	0
William Hilton Pkwy. / Coggins Point Rd.	0	3	0	-100
William Hilton Pkwy. / Beachwood Dr.	115	85	157	+35
William Hilton Pkwy. / Mathews / Folly Field	181	100	194	+81
William Hilton Pkwy. / Singleton Beach Rd.	177	188	180	-6
William Hilton Pkwy. / Shelter Cove Lane (off-island)	53	8	64	+562
William Hilton Pkwy. / Shelter Cove Lane (central)	52	60	64	-13
William Hilton Pkwy. / Queens Folly Rd.	0	2	0	-100
William Hilton Pkwy. / Queens Way	191	277	279	-31
William Hilton Pkwy. / Shipyard / Wexford	33	27	35	+22
William Hilton Pkwy. / New Orleans Rd.	142	209	267	-32
William Hilton Pkwy. / Arrow Rd.	283	254	243	+11
Pope Ave. / New Orleans / Office Park	331	315	403	+5
Pope Ave. / Cordillo Pkwy.	573	686	598	-17
Pope Ave. / Lagoon Road	834	996	914	-16
South Forest Beach Pedestrian Signal	1553	746	915	+108

Palmetto Bay Rd. / Target Rd.	92	113	74	-19
Palmetto Bay Rd. / Arrow / Point Comfort	55	99	56	-44
<b>TOTAL</b>	<b>4994</b>	<b>4342</b>	<b>4717</b>	<b>+15</b>

\*Off-street refers to pedestrians and bicyclists using sidewalks, pathways, or shoulders, not the roadway

### **PART FIVE – SEA PINES CIRCLE**

The Town conducted morning, midday, and afternoon turning movement counts at Sea Pines Circle on Wednesday, June 8<sup>th</sup>, 2022. As shown in Table Three on page 12, total traffic demand on the circle increased 5.9 percent during the morning peak hour over that recorded during the previous count of the circle in June 2020. Total demand increased by 2.1 and 0.3 percent from June 2020 during the midday and afternoon peak hour counts, respectively. When all three peak hours are combined, the total demand on Sea Pines Circle increased 2.5 percent over June 2021. Compared with comparable figures recorded in 2018, 2016, and 2010, this total increased 10.7 percent from 2010 and 4.5 percent from 2016, although it represents a 3.5 percent decrease from the total recorded in 2016. The effective annual rate of increase in this total of peak hour demand from 2010 to 2022 has been 0.9 percent.

The LMO operational goal for roundabout intersections such as Sea Pines Circle is different from the dual operational goals that are applied to signalized intersections, which consider the entire intersection. For roundabouts, the LMO operational goal is applicable to each specific approach to the roundabout intersection, and is a total delay of 150.0 seconds or less on each individual approach. Based on HCM roundabout analysis of Sea Pines Circle and the counts collected in June 2022, the total delay on each individual approach to Sea Pines Circle is shown in Table Five below.

**TABLE FIVE – JUNE 2022 HCM ANALYSIS TOTAL AVERAGE DELAY PER VEHICLE RESULTS ON APPROACHES TO SEA PINES CIRCLE (in seconds)**

	<u>AM Peak Hour</u>	<u>Midday Peak Hour</u>	<u>PM Peak Hour</u>
Greenwood Drive	98.0	45.3	74.0
Palmetto Bay Road	61.9	47.7	43.8
Pope Avenue	17.6	27.6	66.0
William Hilton Parkway	25.0	52.1	53.5



Based on the turning movement counts conducted at Sea Pines Circle in June 2022 and the resulting analysis results summarized in Table Five, Sea Pines Circle was analyzed as being fully-compliant with the LMO-based operational goal in June 2022.

## **PART SIX – DESCRIPTION OF OPERATING CONDITIONS RELATIVE TO ADOPTED SERVICE GOALS**

Analyses of the Town's signalized intersections are based on the traffic volume data collected during the morning and afternoon peak volume hours counted on Tuesday, June 7<sup>th</sup>, 2022. The analyses were conducted in accordance with the current (2016) edition of the Transportation Research Board's *Highway Capacity Manual* (HCM) as required by the LMO. It is important to note that the HCM methodology isolates the peak 15-minute volume period within the peak hour being analyzed, and bases the analysis results on modeled conditions within this peak quarter-hour period, not the average condition experienced during the peak volume hour. Hence, the analysis results shown in Tables Six and Seven on the following pages are based on the highest-demand 15-minute period recorded within the peak volume hours that are summarized in the count diagrams in Appendix A.

A summary of existing volume-to-capacity ratios and average total delay per vehicle resulting from analyses conducted of morning peak hour conditions in June 2022 is shown in Table Six on page 16. Table Six also includes comparable results for June 2021, June 2017, and June 2012 to enable comparisons with analyses of conditions a year ago, five years ago, and ten years ago. The same information for the afternoon peak hour is summarized in Table Seven on page 17. Values that are non-compliant with the Town's operational goals are shown in bold. Tables Six and Seven do not include the pedestrian signal on South Forest Beach Drive near Coligny Circle, as the HCM does not include an analysis methodology for exclusive pedestrian signals.

The HCM software outputs used to develop the analysis results summarized in Tables Six and Seven are not included in this report, but are available for review in the Engineering office. The software outputs the average delay-per-vehicle in seconds at the intersection during the analysis period but does not output the intersection's volume-to-capacity ratio, which must be calculated by hand. Instructions for calculating this ratio are included in the HCM, and a summary of each calculation appears on the back of the respective software output kept on file in the Engineering office.

**TABLE SIX – MORNING PEAK HOUR  
INTERSECTION VOLUME-TO-CAPACITY RATIOS AND AVERAGE TOTAL DELAY PER VEHICLE –  
JUNE 2022 AND COMPARABLE 2021, 2017 AND 2012 FIGURES**

	2022		2021		2017		2012	
	v/c	dpv	v/c	dpv	v/c	dpv	v/c	dpv
WHP w/ Squire Pope Rd/Chamberlin Drive	0.76	19.3	0.75	18.6	0.83	21.7	<b>0.91</b>	19.5
WHP w/ Spanish Wells Rd./Wild Horse Road	0.60	14.0	0.72	18.3	0.64	14.0	0.65	12.4
WHP w/ Gumtree Road/XIP Ramps	0.72	35.3	0.85	54.3	0.79	27.9	0.84	48.0
WHP w/ Wilborn Road/Jarvis Park Road	0.60	5.1	0.81	14.4	0.77	6.7	0.85	21.3
WHP w/ Pembroke Dr./Museum Street	0.67	12.4	0.74	21.0	0.63	10.4	0.74	22.3
WHP w/ Whooping Crane Way/Indigo Run Dr.	0.55	20.7	0.66	18.5	0.70	20.8	0.64	20.7
WHP w/ Beach City Rd./Gardner Dr.	0.46	16.1	0.55	16.1	0.61	16.6	0.76	18.0
WHP w/ Mathews Drive (north)	0.43	23.1	0.49	18.9	0.53	22.6	0.50	20.3
WHP w/ Dillon Road	0.43	15.2	0.49	14.7	0.50	13.7	0.46	12.1
WHP w/ Coggins Point Rd.	0.38	14.8	0.46	14.9	0.47	13.9	0.30	24.9
WHP w/ Beachwood Dr.	0.30	2.0	0.37	1.5	0.35	1.7	0.27	1.8
WHP w/ Folly Field Rd./Mathews Dr.	0.39	20.0	0.50	20.1	0.47	24.3	0.33	18.9
WHP w/ Singleton Beach Rd.	0.40	3.2	0.52	2.3	0.52	2.8	0.38	2.3
WHP w/ Shelter Cove Lane (off-island int.)	0.40	3.5	0.51	4.0	<b>NOT SIGNALIZED OR ANALYZED</b>			
WHP w/ Shelter Cove Lane (central int.)	0.39	4.4	0.52	4.6	0.48	6.8	0.42	3.1
WHP w/ Queens Folly Rd./King Neptune Dr.	0.38	21.7	0.44	20.2	0.57	18.8	0.76	18.7
WHP w/ Queens Way	0.31	4.4	0.41	5.6	0.42	5.2	<i>Not signalized</i>	
WHP w/ Shipyard Dr./Wexford Dr.	0.36	14.9	0.44	17.0	0.48	14.8	0.44	26.8
WHP w/ New Orleans Rd.	0.34	7.5	0.34	7.5	0.47	9.1	0.50	14.0
WHP w/ Arrow Road	0.36	17.8	0.36	17.8	0.39	15.0	0.45	14.7
Pope Ave. w/ New Orleans/Office Park Rds.	0.34	18.2	0.32	17.6	0.44	22.1	0.31	27.6
Pope Ave. w/ Cordillo Parkway	0.35	19.5	0.30	18.8	0.41	20.8	0.39	25.0
Pope Ave. w/ Lagoon Road	0.23	11.7	0.21	10.6	<b>NOT SIGNALIZED OR ANALYZED</b>			
Palmetto Bay Road w/ Target Road	0.55	13.5	0.49	12.4	0.49	14.4	0.49	14.5
Palmetto Bay Road w/ Arrow Road/Point Comfort Road	0.49	17.5	0.50	18.4	0.65	17.2	0.47	13.5

**v/c** – volume-to-capacity ratio

**dpv** – average total delay per vehicle in seconds

WHP-William Hilton Parkway

**TABLE SEVEN – AFTERNOON PEAK HOUR  
INTERSECTION VOLUME-TO-CAPACITY RATIOS AND AVERAGE TOTAL DELAY PER VEHICLE –  
JUNE 2022 AND COMPARABLE 2021, 2017 AND 2012 FIGURES**

	2022		2021		2017		2012	
	v/c	dpv	v/c	dpv	v/c	dpv	v/c	dpv
WHP w/ Squire Pope Rd/Chamberlin Drive	<b>1.09</b>	<b>82.2</b>	<b>1.08</b>	<b>84.9</b>	<b>1.11</b>	<b>58.8</b>	<b>1.25</b>	<b>43.7</b>
WHP w/ Spanish Wells Rd./Wild Horse Road	0.70	19.4	0.68	22.9	0.80	19.0	0.69	15.5
WHP w/ Gumtree Road/XIP Ramps	0.71	43.8	0.77	42.3	0.81	26.4	0.81	34.8
WHP w/ Wilborn Road/Jarvis Park Road	0.70	12.0	0.74	15.3	0.80	7.4	0.76	7.2
WHP w/ Pembroke Dr./Museum Street	0.70	22.5	0.70	23.9	0.69	16.8	0.77	30.2
WHP w/ Whooping Crane Way/Indigo Run Dr.	0.71	18.8	0.73	21.0	0.80	18.4	0.69	18.3
WHP w/ Beach City Rd./Gardner Dr.	0.65	21.3	0.72	25.5	0.69	18.9	0.68	15.3
WHP w/ Mathews Drive (north)	0.58	22.8	0.72	25.0	0.72	27.5	0.64	28.8
WHP w/ Dillon Road	0.61	13.4	0.68	13.3	0.69	13.7	0.50	12.9
WHP w/ Coggins Point Rd.	0.56	10.5	0.62	10.6	0.66	10.0	0.60	17.4
WHP w/ Beachwood Dr.	0.43	2.6	0.47	1.9	0.49	1.6	0.38	2.3
WHP w/ Folly Field Rd./Mathews Dr.	0.58	27.1	0.67	28.6	0.70	27.2	0.52	24.2
WHP w/ Singleton Beach Rd.	0.48	3.7	0.57	4.0	0.55	4.4	0.49	4.0
WHP w/ Shelter Cove Lane (off-island int.)	0.48	4.2	0.59	4.4	<b>NOT SIGNALIZED OR ANALYZED</b>			
WHP w/ Shelter Cove Lane (central int.)	0.54	10.0	0.60	9.2	0.61	16.9	0.49	13.9
WHP w/ Queens Folly Rd./King Neptune Dr.	0.58	26.5	0.58	28.2	0.72	26.4	0.62	30.2
WHP w/ Queens Way	0.44	4.9	0.56	8.0	0.58	8.2	<i>Not Signalized</i>	
WHP w/ Shipyard Dr./Wexford Dr.	0.57	19.7	0.62	20.2	0.64	16.3	0.49	10.7
WHP w/ New Orleans Rd.	0.54	15.2	0.54	16.7	0.75	28.2	0.58	17.7
WHP w/ Arrow Road	0.56	40.5	0.53	31.5	0.56	27.0	0.39	22.7
Pope Ave. w/ New Orleans/Office Park Rds.	0.63	26.5	0.58	25.8	0.65	27.0	0.60	36.8
Pope Ave. w/ Cordillo Parkway	0.52	23.5	0.70	25.0	0.57	33.6	0.58	36.5
Pope Ave. w/ Lagoon Road	0.42	34.8	0.41	29.2	<b>NOT SIGNALIZED OR ANALYZED</b>			
Palmetto Bay Road w/ Target Road	0.53	21.3	0.51	23.0	0.64	17.9	0.52	16.9
Palmetto Bay Road w/ Arrow Road/Point Comfort Road	0.80	28.0	0.63	21.2	0.69	22.0	0.57	20.0

**v/c** – volume-to-capacity ratio

**dpv** – average total delay per vehicle in seconds

WHP-William Hilton Parkway

*Note: Operational conditions failing to comply with the goals outlined in the LMO are shown in bold.*

As shown in bold in Table Seven, the intersection of William Hilton Parkway with Squire Pope Road and Chamberlin Drive was the only signalized intersection identified as failing to meet the Town's operational goals in June 2022, based on an intersection volume-to-capacity ratio of 1.09 and an average total delay of 82.2 seconds per vehicle during the afternoon peak hour. The intersection was operating in compliance with the Town's goals during the morning peak hour, based on the analysis results in Table Six indicating a 0.76 volume-to-capacity ratio and average total delay per vehicle of 19.3 seconds. The analyses indicate that all other signalized intersections within the Town are fully compliant with the Town's goals during both the morning and afternoon peak volume hours. Analysis results indicating non-compliance with one or more of the Town's operational goals at the intersection of William Hilton Parkway with Squire Pope Road and Chamberlin Drive, while all other signalized intersections' analyses indicate compliance with the Town's dual operational goals, have become common in recent years. The most recent year in which an intersection other than this one was identified to be operating out of compliance with the Town's dual operational goals in a manner that required improvements other than minor traffic signal timing adjustments was in 2013. In 2013 and previous years, it was not uncommon for the analyses to report multiple intersections out of compliance with one or both of the LMO-based goals. The fact that no signalized intersection other than the William Hilton Parkway/Squire Pope Road/Chamberlin Drive have been analyzed as being out of compliance for the most recent nine years is indicative of the success of the Town's aggressive roadway improvements element of the Town's Capital Improvements Program undertaken during the past three decades. The Town's current project to upgrade the Town's coordinated signal system to one incorporating the latest-available adaptive traffic signal control technology is expected to result in further improvements to these results.

## **PART SEVEN – INTERSECTIONS OPERATING OUT OF COMPLIANCE WITH TOWN OPERATIONAL GOALS IN JUNE 2022**

### **WILLIAM HILTON PARKWAY WITH SQUIRE POPE ROAD/CHAMBERLIN DRIVE**

As shown in Tables Six and Seven, the intersection of William Hilton Parkway with Squire Pope Road and Chamberlin Drive is the only signalized intersection that was found to be failing to meet the Town's operational goals in June 2022, based on a volume-to-capacity ratio of 1.09 and an average delay-per-vehicle of 82.2 seconds calculated for the afternoon peak volume hour. Both the volume-to-capacity ratio and average delay-per-vehicle based goals were satisfied during the morning peak hour in June 2022, but neither were satisfied during the afternoon peak hour.

The deficiency at this intersection during the afternoon peak volume hour is due

primarily to the high volume demand on westbound William Hilton Parkway that is served by only two through lanes and exceeds their effective capacity. A third westbound approach lane terminates at the intersection as an exclusive right-turn lane serving motorists turning onto Squire Pope Road. Previous analyses of the intersection have indicated that the mere extension of a third lane through the intersection to serve westbound through motorists may not be sufficient in itself to achieve the intersection's compliance with the LMO goals, and that improvements to the approach of Squire Pope Road may be required as well. An acceleration lane to serve the high volume of right-turning motorists originating from Squire Pope Road has been previously considered, but largely abandoned due to the significant impact to properties on the north side of William Hilton Parkway west of Squire Pope Road that would result from the need to satisfy South Carolina Department of Transportation (SCDOT) design standards. Significant improvements to the intersection, including the provision of three through lanes through the intersection in both directions of travel and significant auxiliary lane improvements should be sufficient to bring this intersection into compliance with the LMO goals for several years based on additional HCM signalized intersection analysis. But due to the very high demand on the right-turn movement originating from Squire Pope Road, the provision of a free right-turn movement via the construction of an acceleration lane will likely be necessary to fully mitigate the intersection in the long term, ten years or more into the future. The design of these improvements is currently being assessed by the Town's US 278 gateway corridor independent engineering review consultant, and include the aforementioned US 278 widening as well as the provision of deceleration lanes to serve right-turn movements onto both side streets, two left-turn lanes to serve the movement from on-island William Hilton Parkway onto Squire Pope Road and two right-turn lanes to serve the complementary right turn from Squire Pope Road onto William Hilton Parkway. It is anticipated that both of these movements would be served by "protected only" signals that display either a green, yellow, or red arrow indication exclusively. Special signage installed to permit right-turn-on-red movements from the rightmost approach lane on Squire Pope Road while prohibiting right turns on red from the second (outer) right-turn lane will likely be installed if two right-turn lanes are ultimately constructed on the intersection's Squire Pope Road approach.

A significant positive impact on operations at this intersection, interim to Beaufort County's and SCDOT's corridor improvement project, is anticipated to result from the Town's adaptive signal system project. This project has entered the construction phase as of the date of this report. The overwhelming majority of motorists entering and leaving the island must necessarily pass through the signals at this intersection and at the intersection of William Hilton Parkway with Spanish Wells and Wild Horse Roads. Given the capacity issues that originate from the Squire Pope Road intersection and the congestion and backups that often result during peak volume periods, the positive

impact of the adaptive signal system project on these two signals ability to discharge traffic more efficiently is a key metric for project success. Toward this end, the SCDOT is assisting the Town with pre- and post-project travel time surveys, with the pre-project surveys anticipated to be conducted in late March.

**APPENDIX A**

PEAK HOUR TURNING MOVEMENT DIAGRAMS  
FOR EACH SIGNALIZED  
INTERSECTION WITHIN THE TOWN  
AND SEA PINES CIRCLE

JUNE 2022











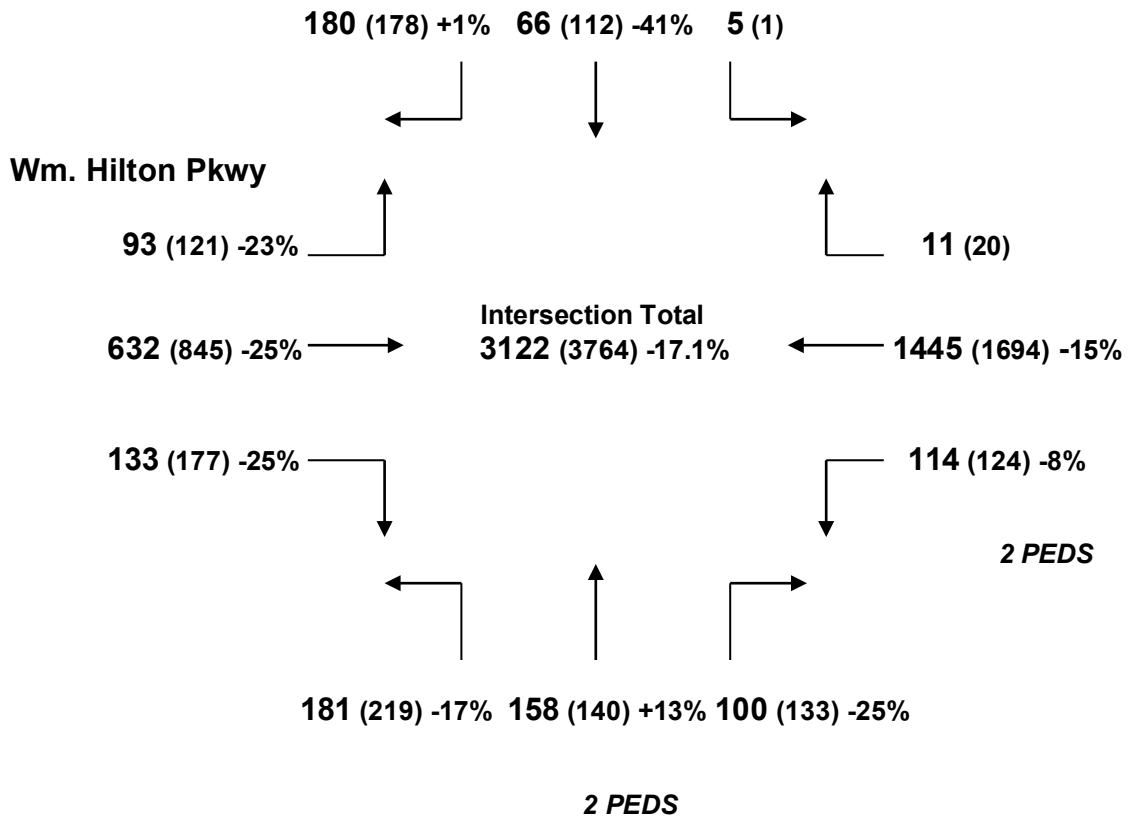
# William Hilton Parkway with Gum Tree Road and Cross Island Parkway

A.M. PEAK HOUR (7:15 to 8:15 a.m. – Tue. 6/7/22)

## Cross Island Expressway

← Sea Pines Circle

Mainland →



## Gumtree Road

2022 (2021) %chg

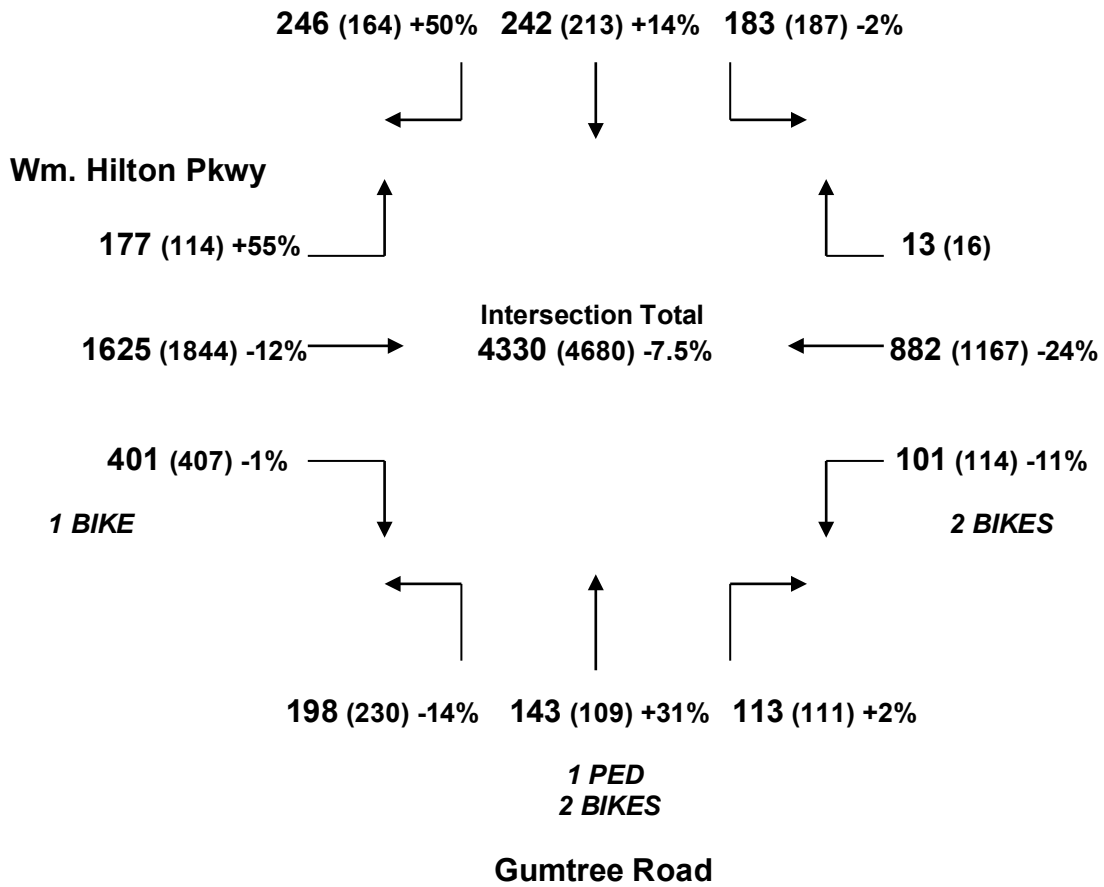
# William Hilton Parkway with Gum Tree Road and Cross Island Parkway

P.M. PEAK HOUR (4:45 to 5:45 p.m. – Tue. 6/7/22)

## Cross Island Expressway

← Sea Pines Circle

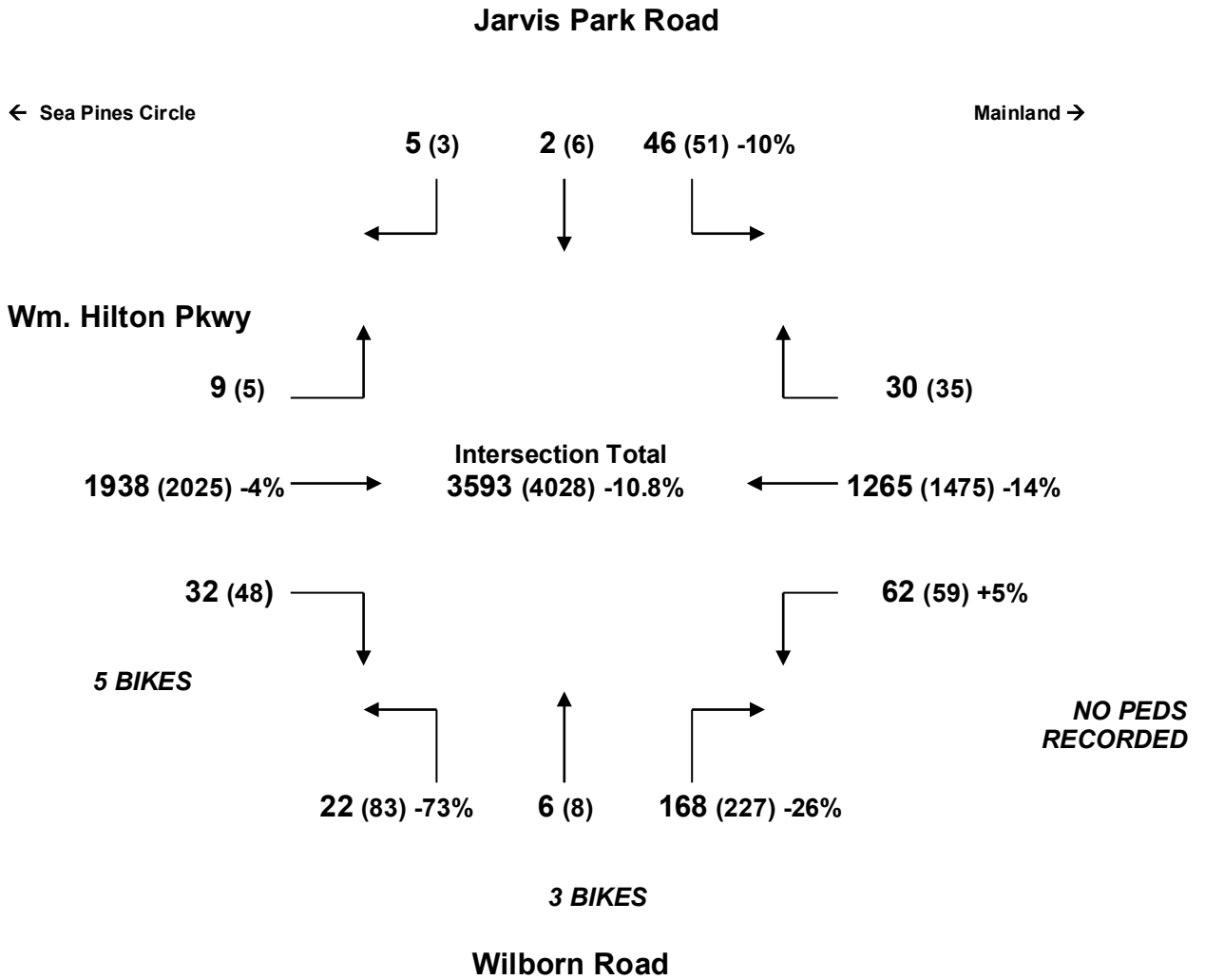
Mainland →





# William Hilton Parkway with Wilborn Road and Jarvis Park Road

P.M. PEAK HOUR (4:00 to 5:00 p.m. – Tue. 6/7/22)



2022 (2021) %chg











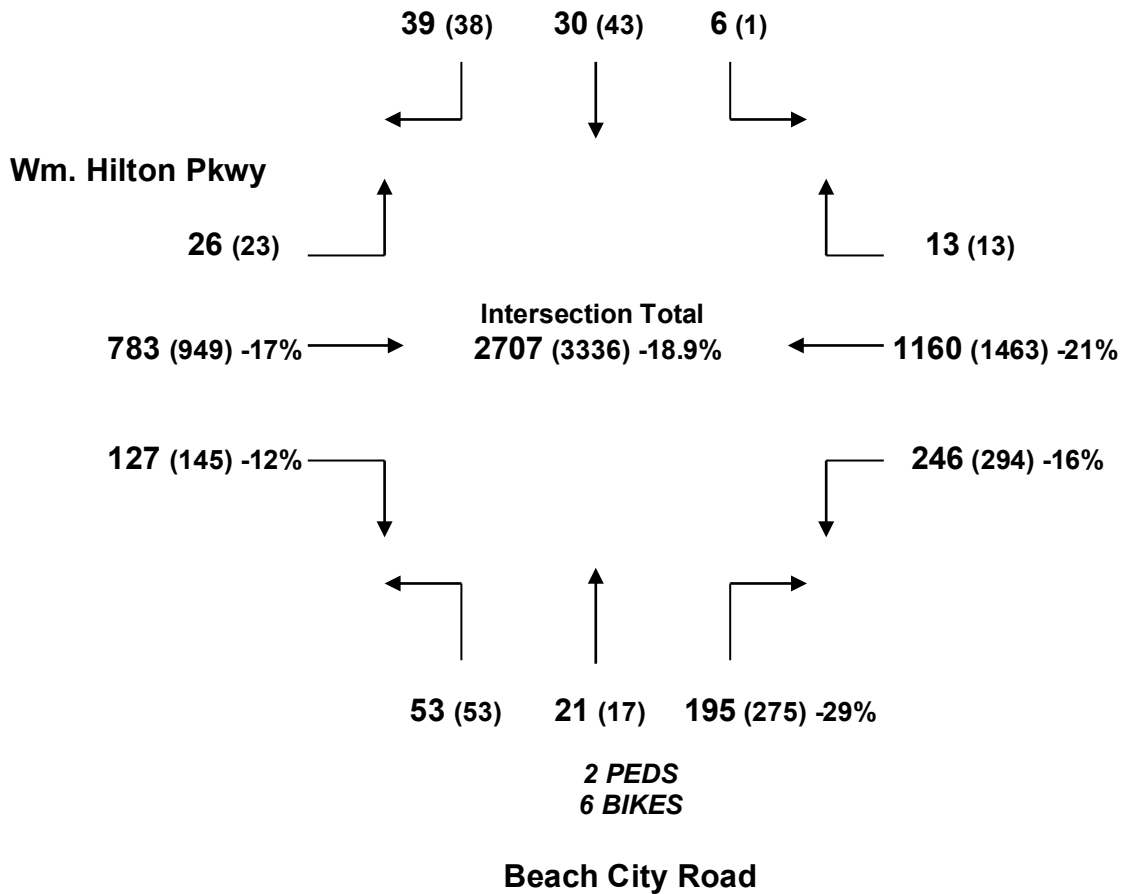
# William Hilton Parkway with Beach City Road and Gardner Drive

A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

## Gardner Drive

← Sea Pines Circle

Mainland →



2022 (2021) %chg



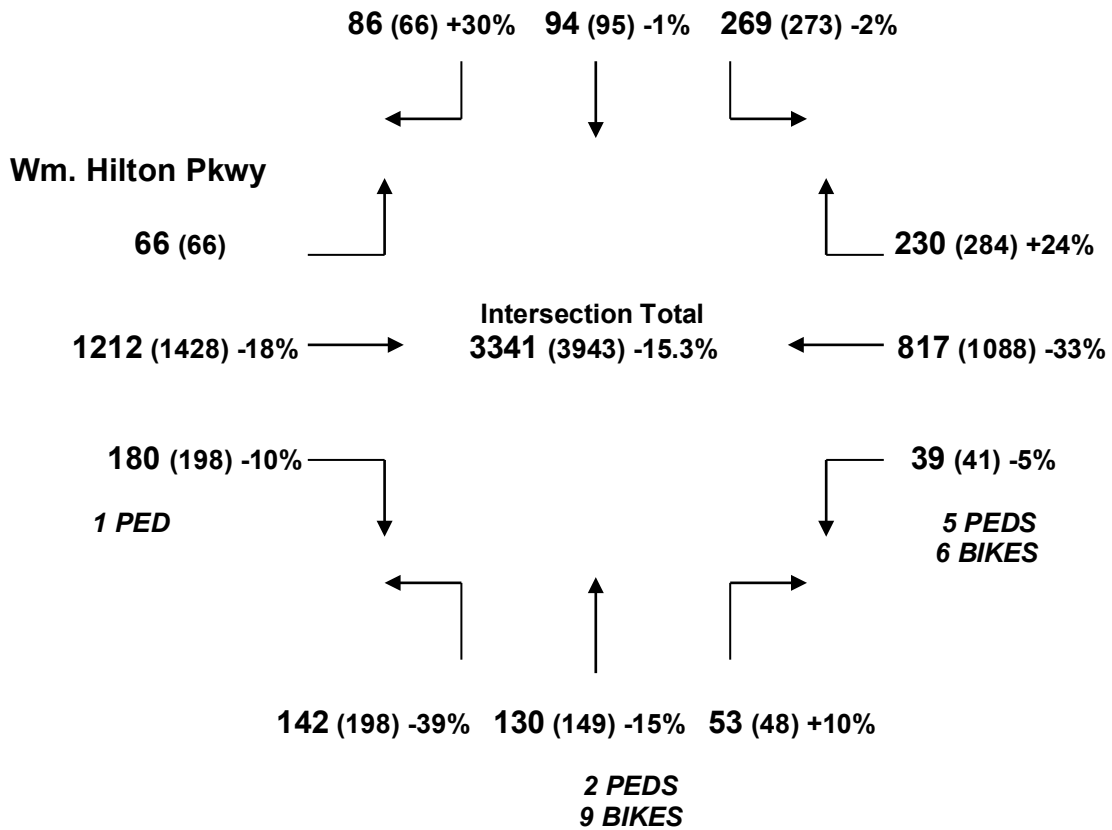


**William Hilton Parkway with Mathews Drive  
(NORTHERN INTERSECTION)  
P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)**

**Mathews Drive**

← Sea Pines Circle

Mainland →



**Mathews Drive**

**2022 (2021) %chg**

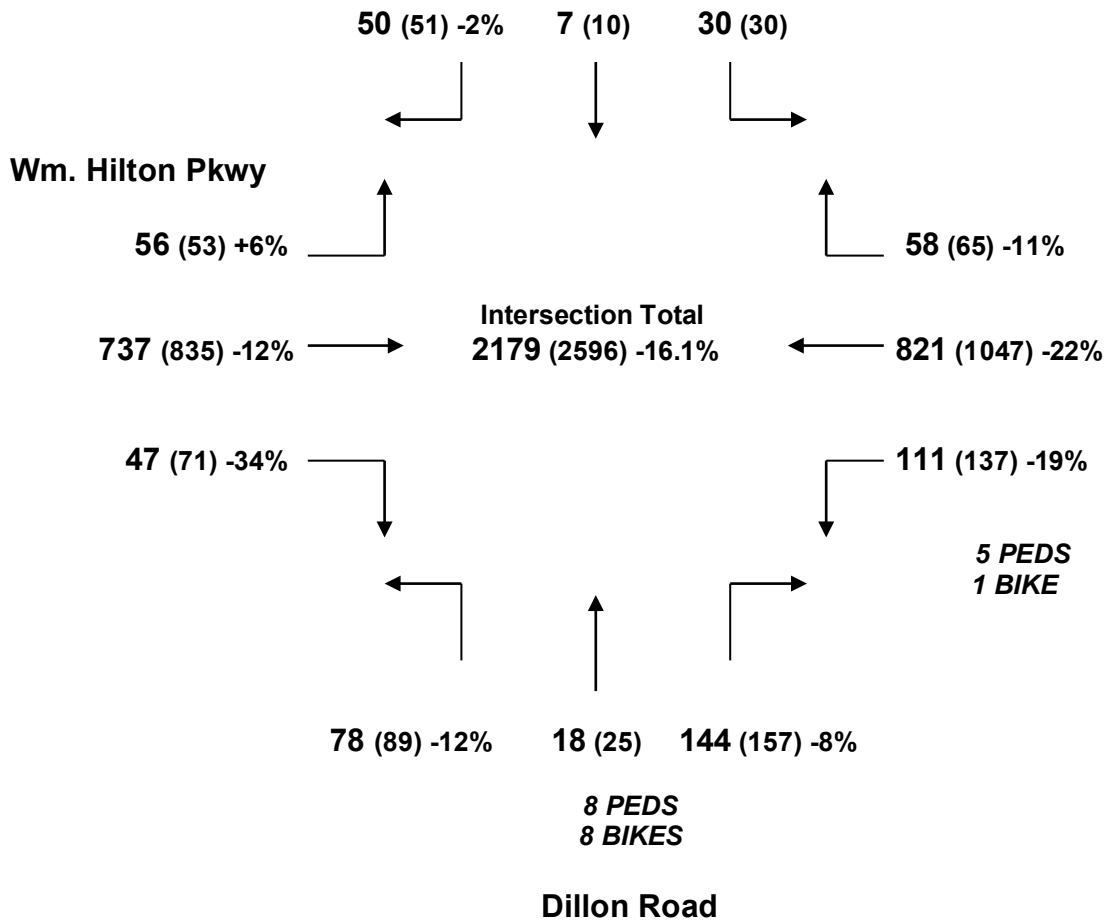
# William Hilton Parkway with Dillon Road and Port Royal Plaza

A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

## Plaza Drive

← Sea Pines Circle

Mainland →



2022 (2021)%chg



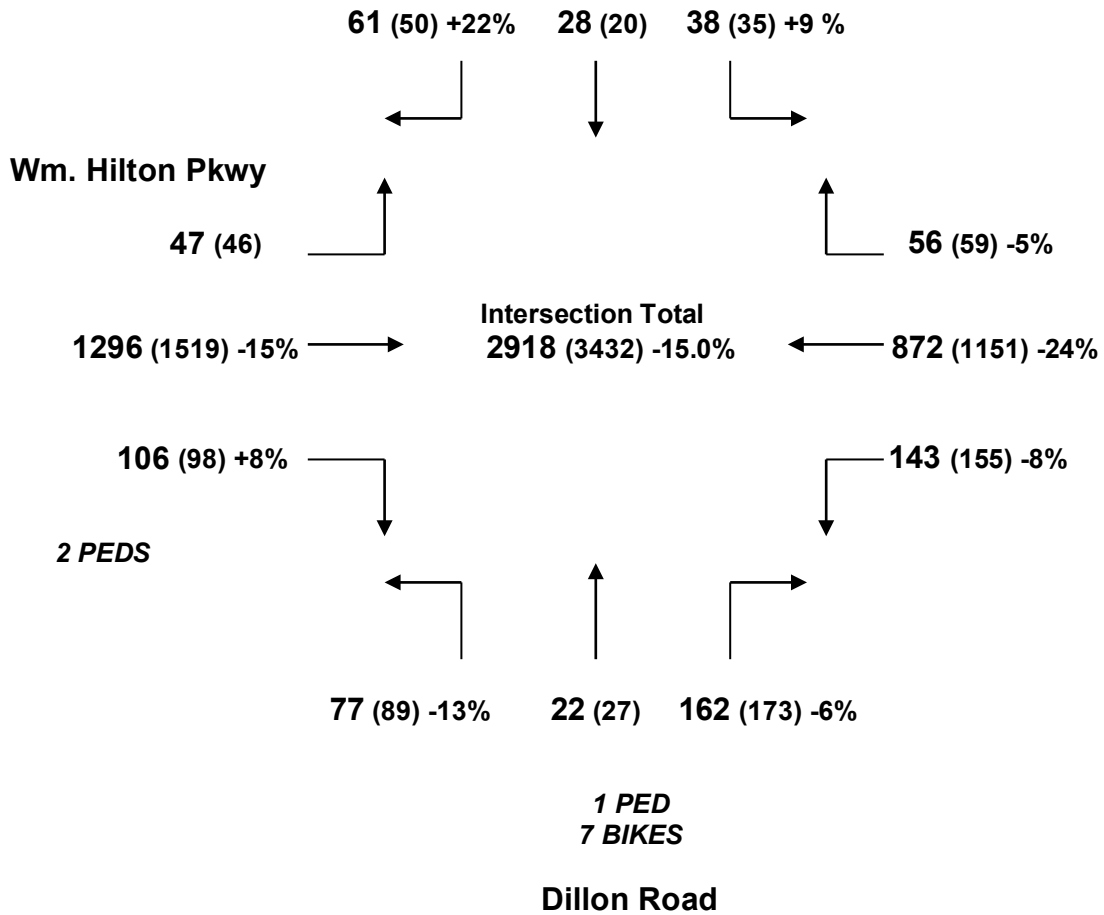
# William Hilton Parkway with Dillon Road and Port Royal Plaza

P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)

## Plaza Drive

← Sea Pines Circle

Mainland →



2022 (2021) %chg

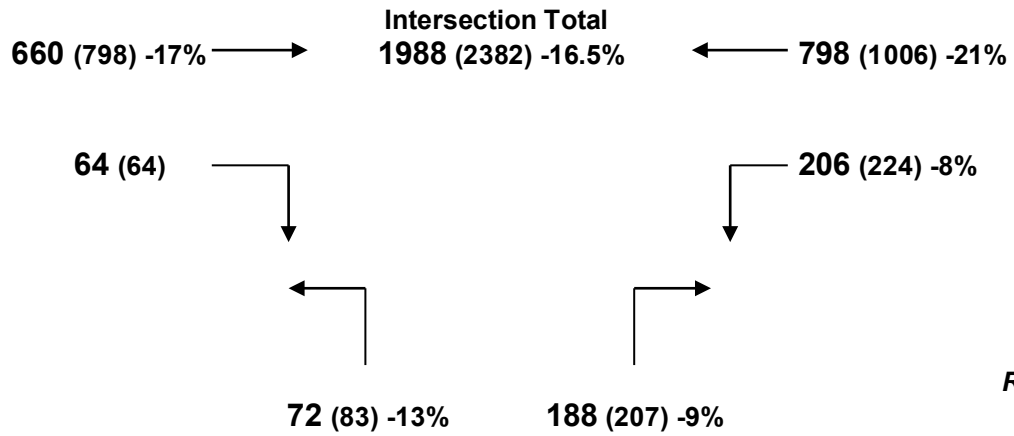
# William Hilton Parkway with Coggins Point Road

A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

← Sea Pines Circle

Mainland →

## Wm. Hilton Pkwy



**NO PEDS  
OR BIKES  
RECORDED**

## Coggins Point Road

**2022 (2021) %chg**

# William Hilton Parkway with Coggins Point Road

P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)

← Sea Pines Circle

Mainland →

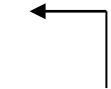
## Wm. Hilton Pkwy

1202 (1397) -14% → **Intersection Total 2587 (3209) -19.4%** ← 789 (1111) -29%

76 (78) -3%



192 (208) -8%



84 (113) -26%



244 (301) -19%

**NO PEDS  
OR BIKES  
RECORDED**

## Coggins Point Road

2022 (2021) %chg

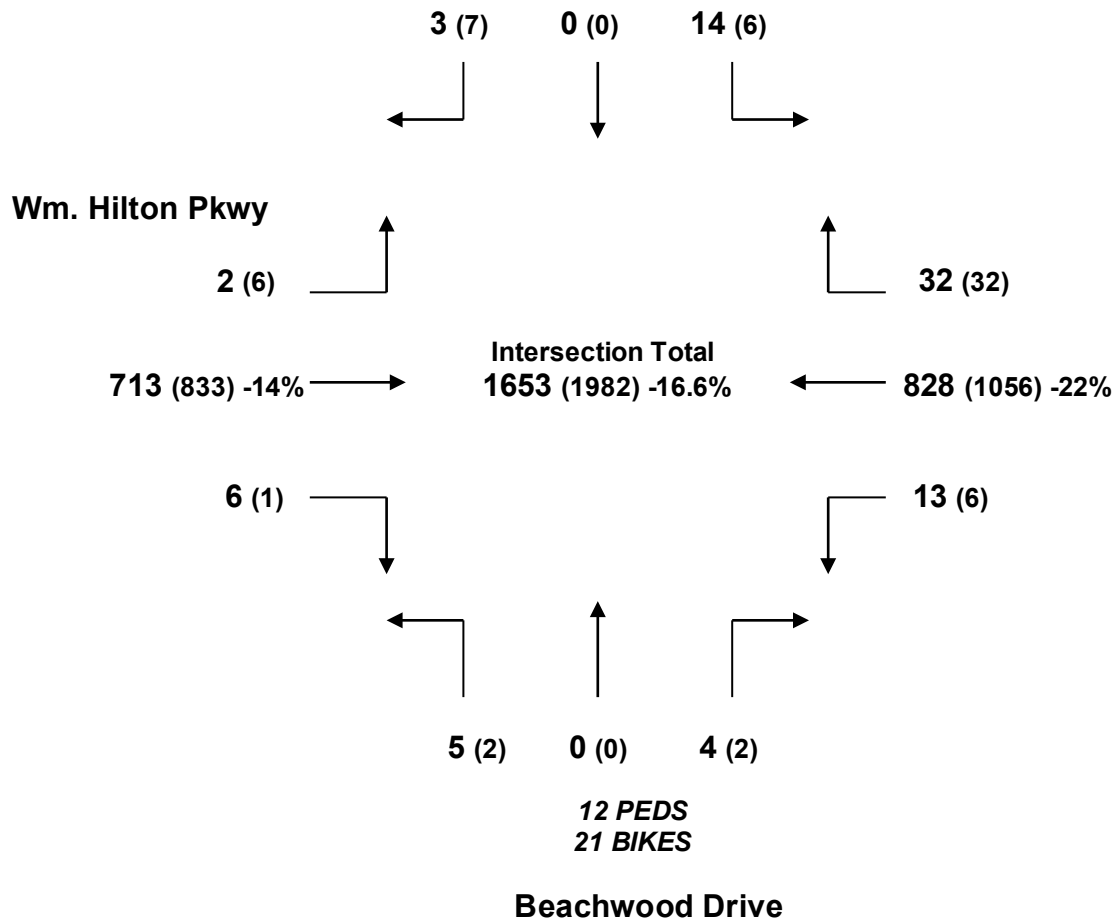
# William Hilton Parkway with Beachwood Drive

A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

## Beachwood Drive

← Sea Pines Circle

Mainland →



2022 (2021) %chg

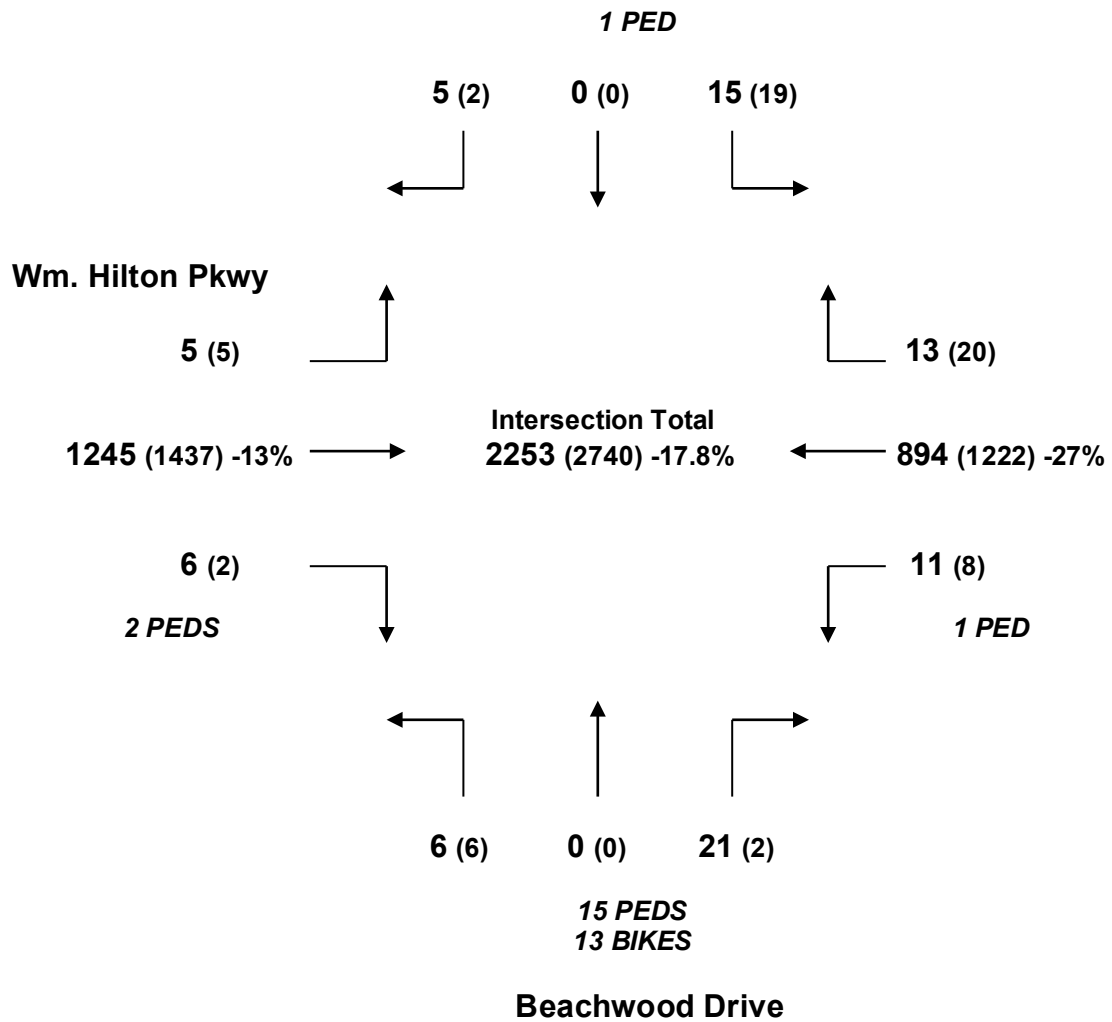
# William Hilton Parkway with Beachwood Drive

P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)

## Beachwood Drive

← Sea Pines Circle

Mainland →



2022 (2021) %chg





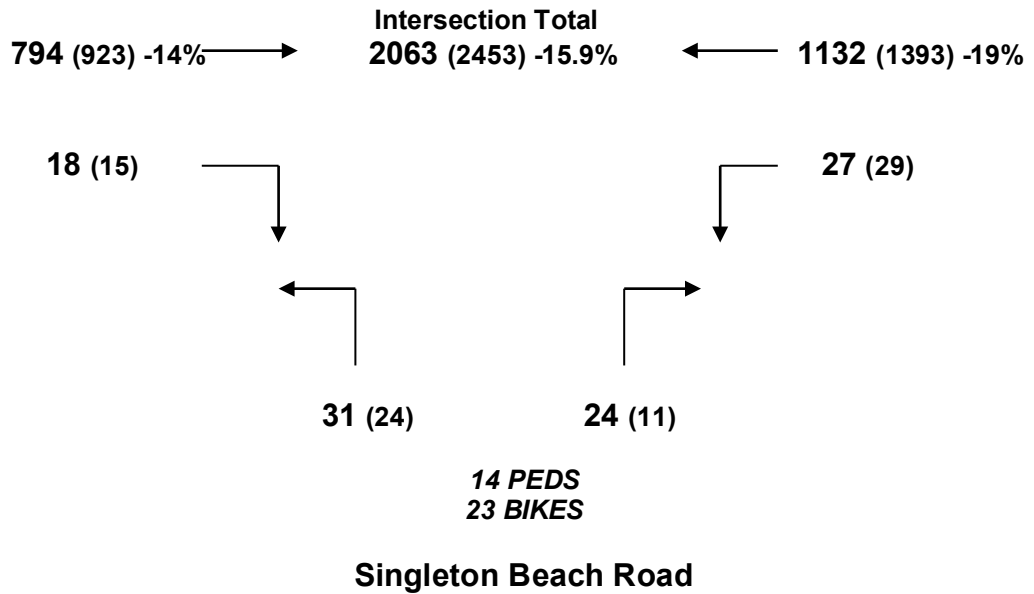
# William Hilton Parkway with Singleton Beach Road

A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

← Sea Pines Circle

Mainland →

## Wm. Hilton Pkwy



2022 (2021) %chg



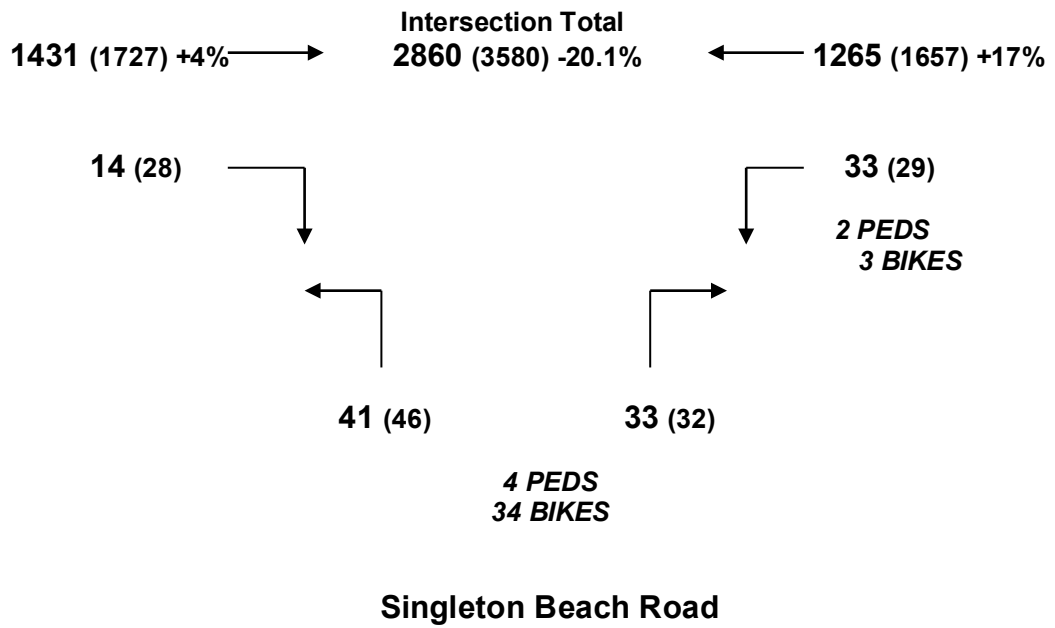
# William Hilton Parkway with Singleton Beach Road

P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)

← Sea Pines Circle

Mainland →

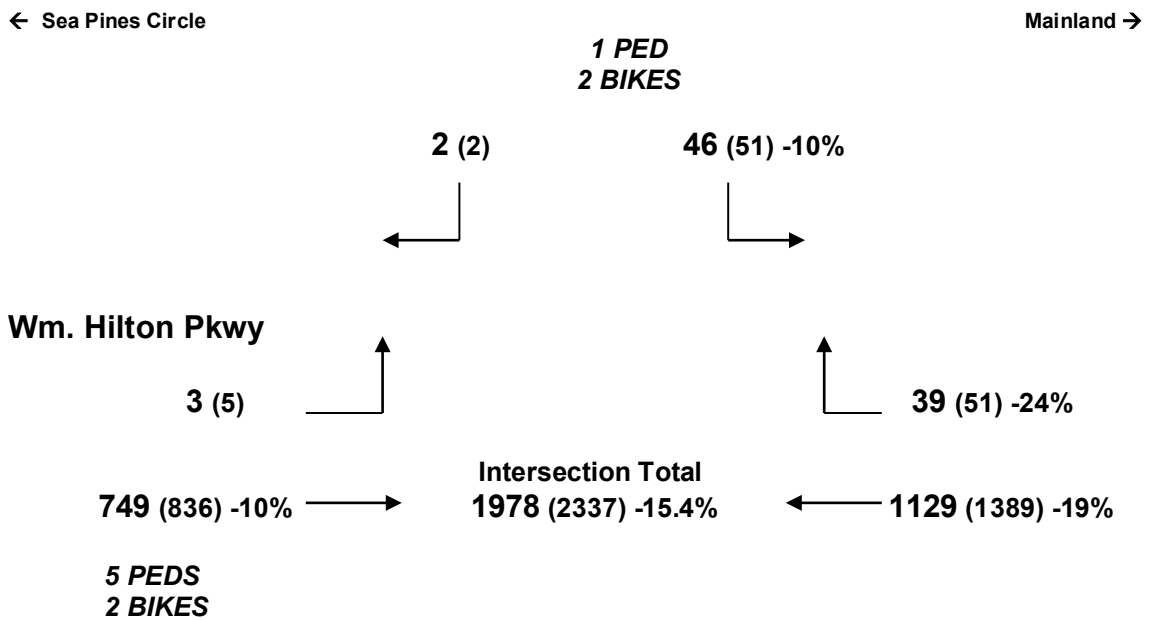
## Wm. Hilton Pkwy



**2022 (2021) %chg**

**William Hilton Parkway with Shelter Cove Lane  
(off-island intersection near BCSO)  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)**

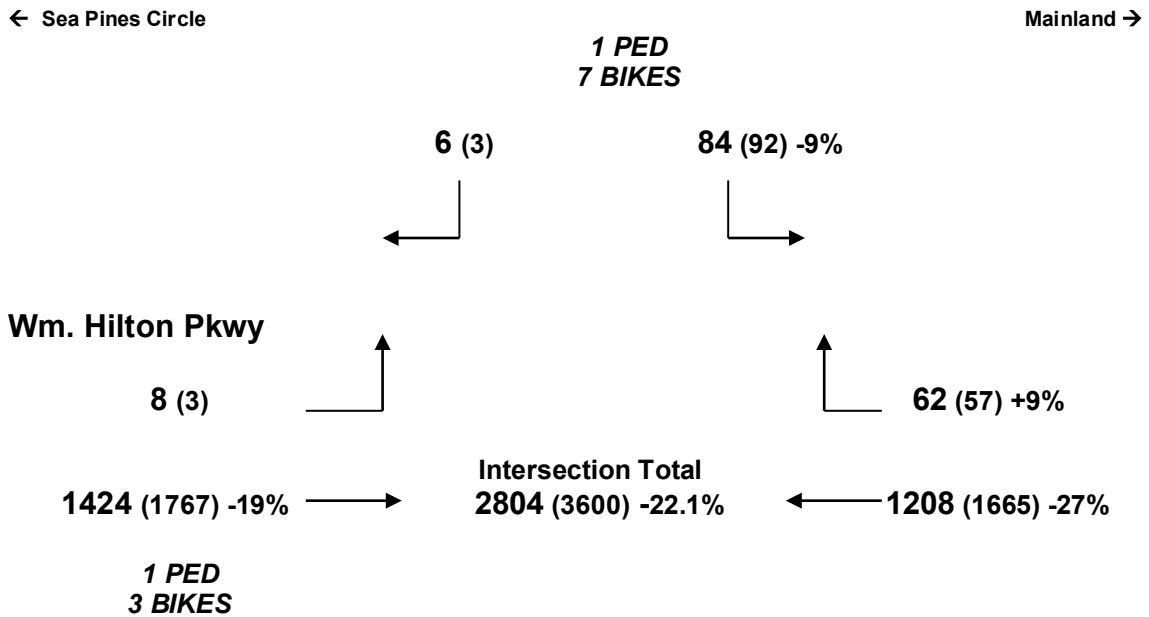
**Shelter Cove Lane**



**2022 (2021) %chg**

**William Hilton Parkway with Shelter Cove Lane  
(off-island intersection near BCSO)  
P.M. PEAK HOUR - (4:30 to 5:30 p.m. – Tue. 6/7/22)**

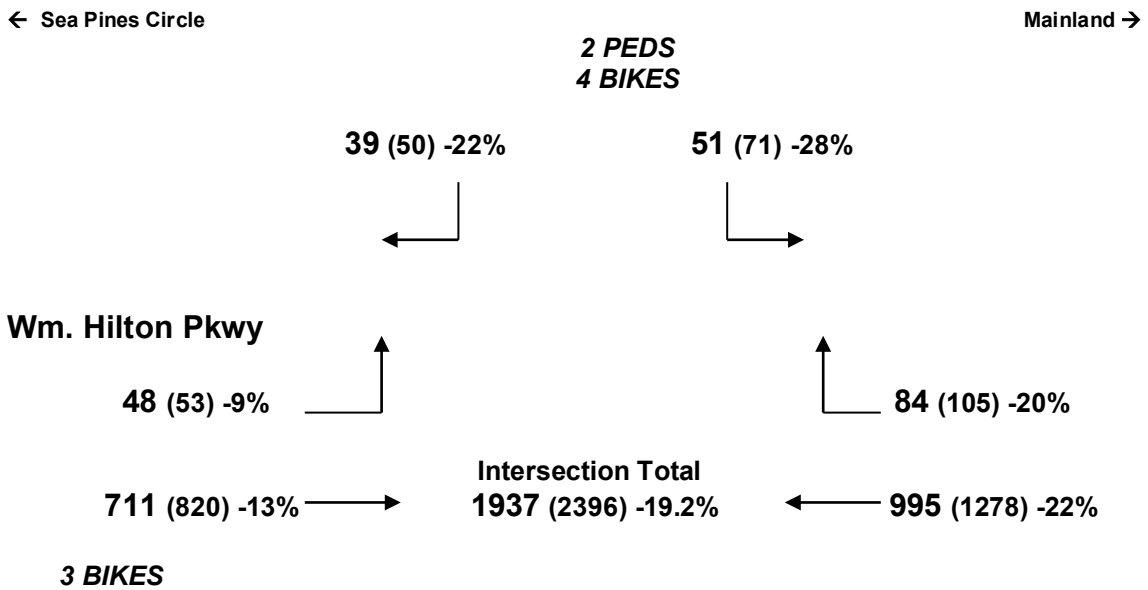
**Shelter Cove Lane**



**2022 (2021) %chg**

**William Hilton Parkway with Shelter Cove Lane  
(central intersection near Hickory Tavern)  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)**

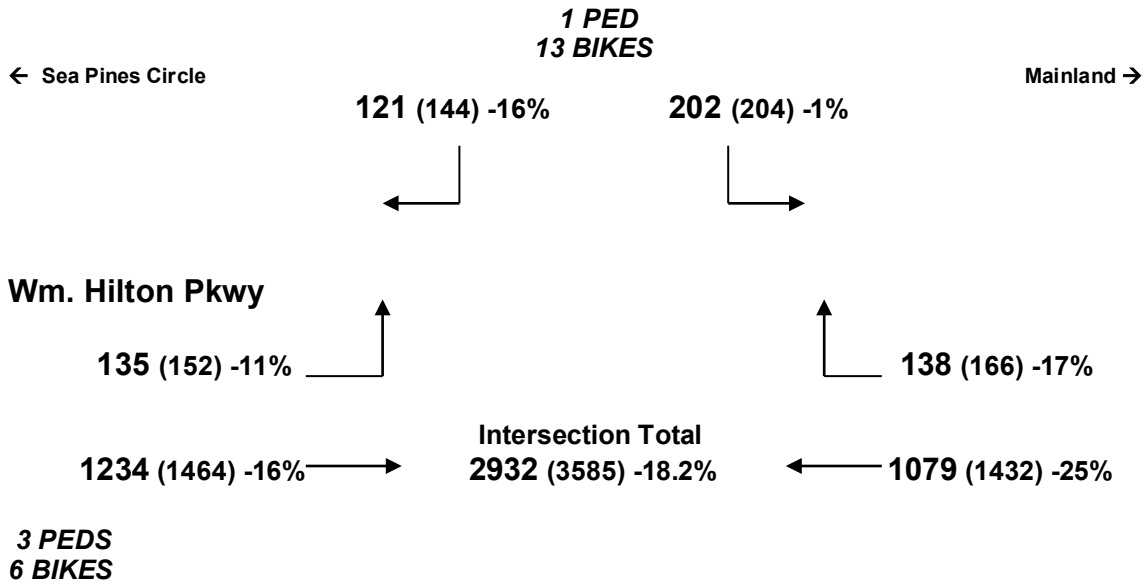
**Shelter Cove Lane**



2022 (2021) %chg

**William Hilton Parkway with Shelter Cove Lane  
 (central intersection near Hickory Tavern)  
 P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)**

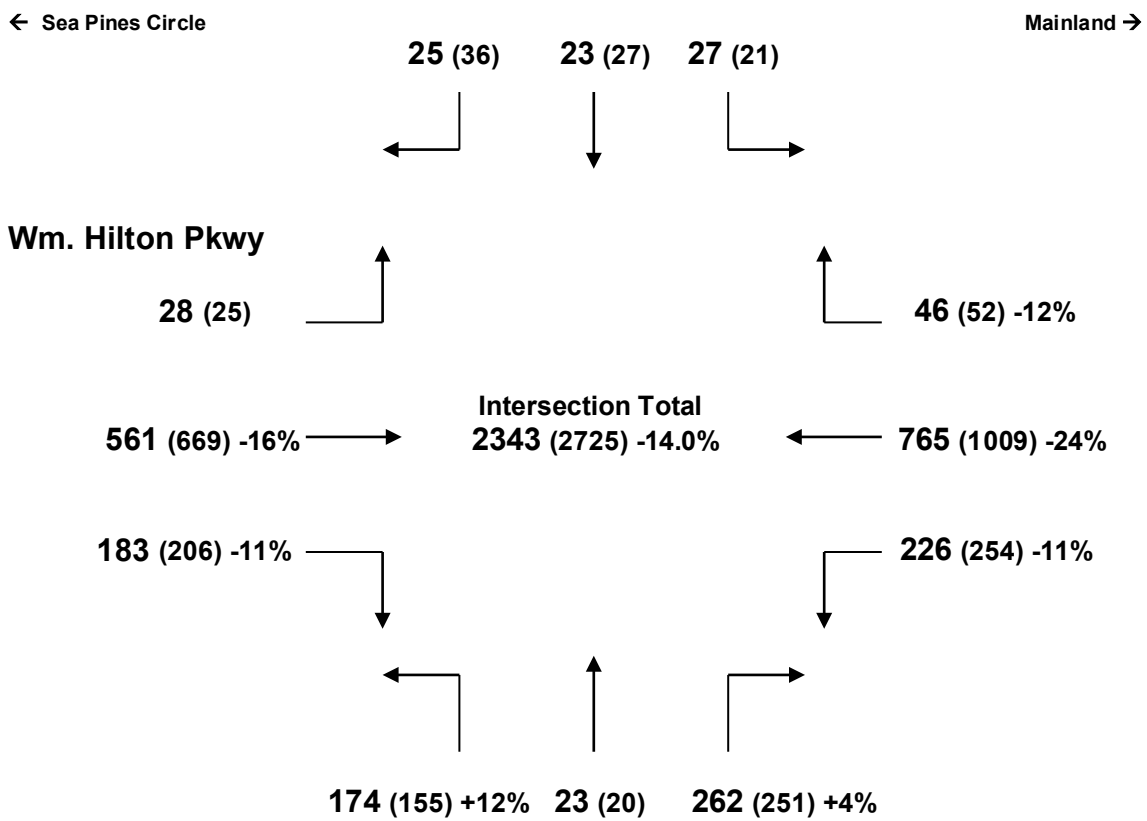
**Shelter Cove Lane**



**2022 (2021) %chg**

**William Hilton Parkway with Queens Folly Road  
and King Neptune Drive**  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

**King Neptune Drive**



**NO PEDS  
OR BIKES  
RECORDED**

**Queen's Folly Road**

**2022 (2021) %chg**

# William Hilton Parkway with Queens Folly Road and King Neptune Drive

P.M. PEAK HOUR - (4:30 to 5:30 p.m. – Thu. 6/7/22)

## King Neptune Drive

← Sea Pines Circle

Mainland →

70 (55) +27%    34 (44)    76 (109) -30%



Wm. Hilton Pkwy

78 (64) +22%

93 (63) +47%

975 (1206) -19%

**Intersection Total**  
3479 (4042) -13.9%

925 (1234) -25%

186 (204) -9%

264 (297) -11%



264 (311) -15%    82 (61) +34%    432 (394) +10%

**NO PEDS  
OR BIKES  
RECORDED**

## Queens Folly Road

2022 (2021) %chg





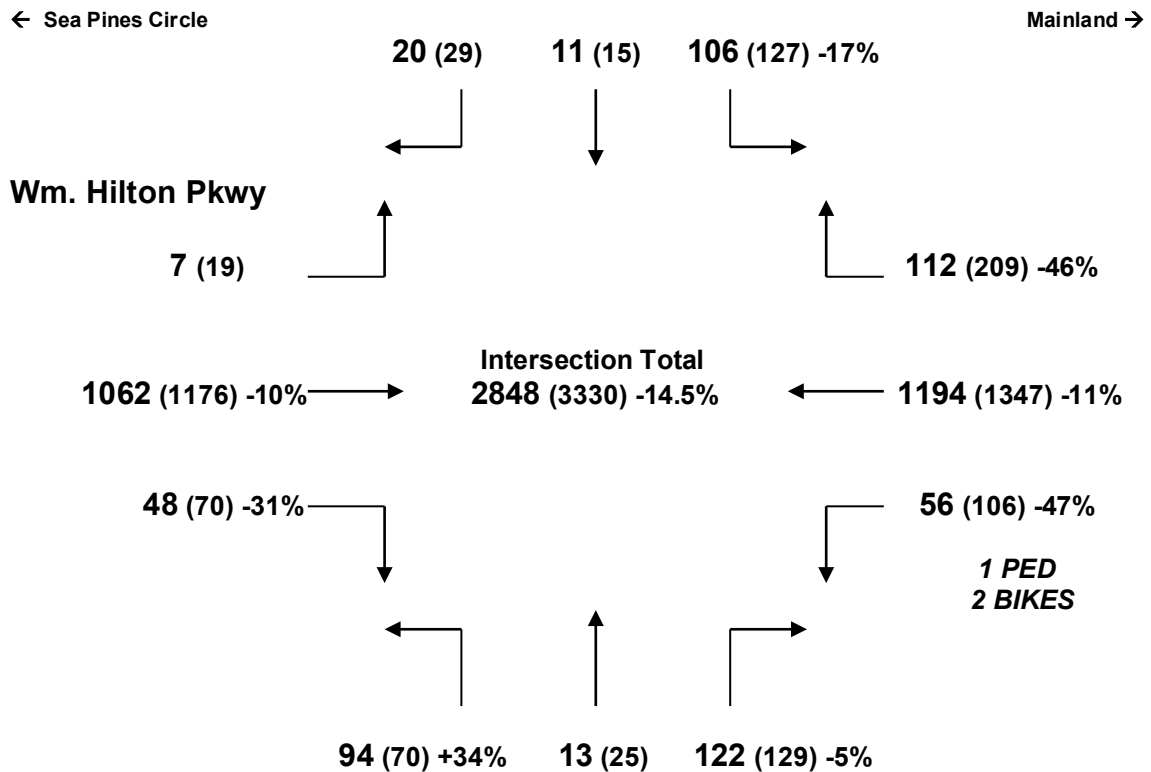




# William Hilton Parkway with Shipyard Drive and Wexford Drive

P.M. PEAK HOUR - (4:45 to 5:45 p.m. – Tue. 6/7/22)

## Wexford Drive



## Shipyard Drive

2022 (2021) %chg







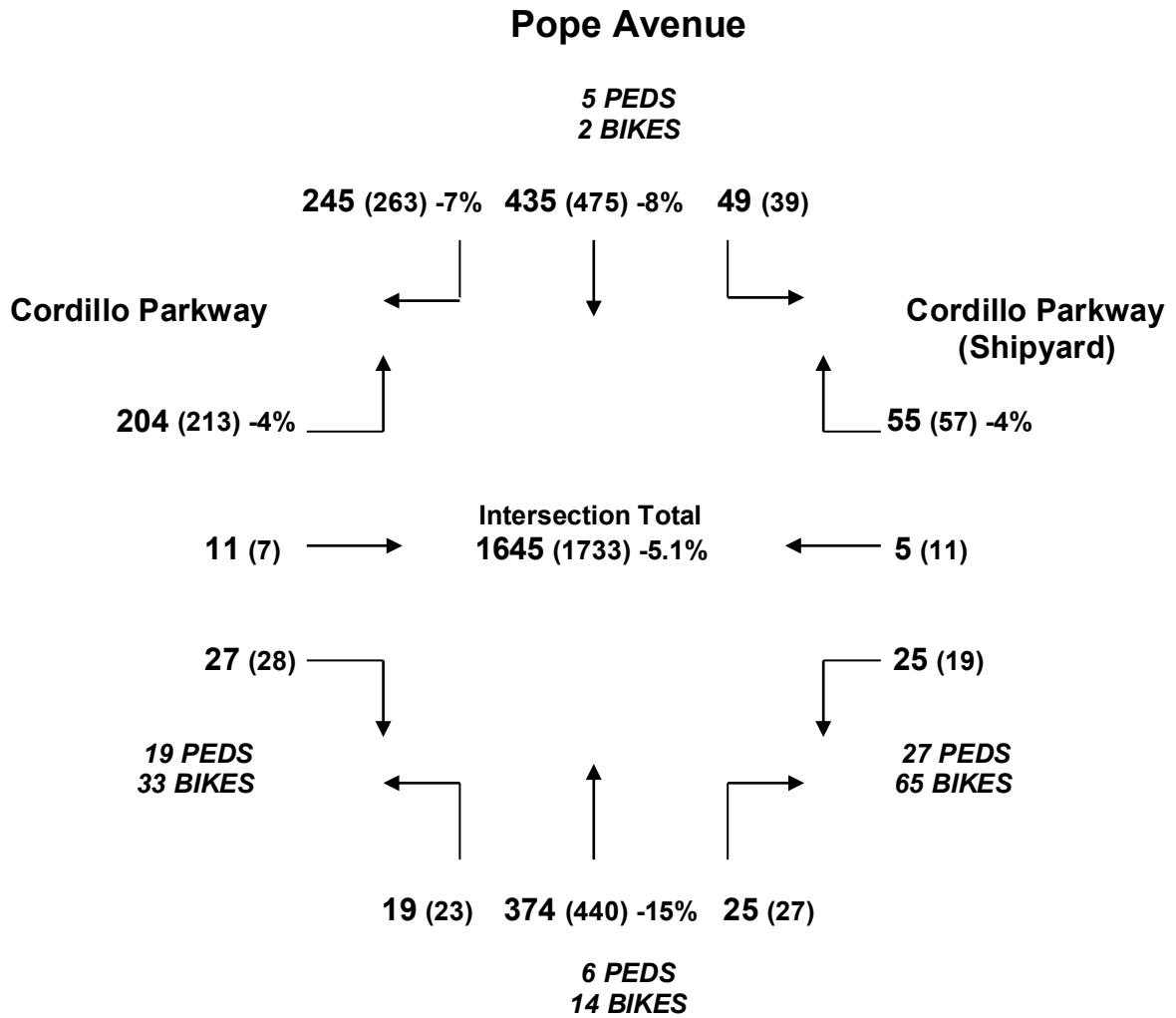








**Pope Avenue with Cordillo Parkway**  
**A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)**

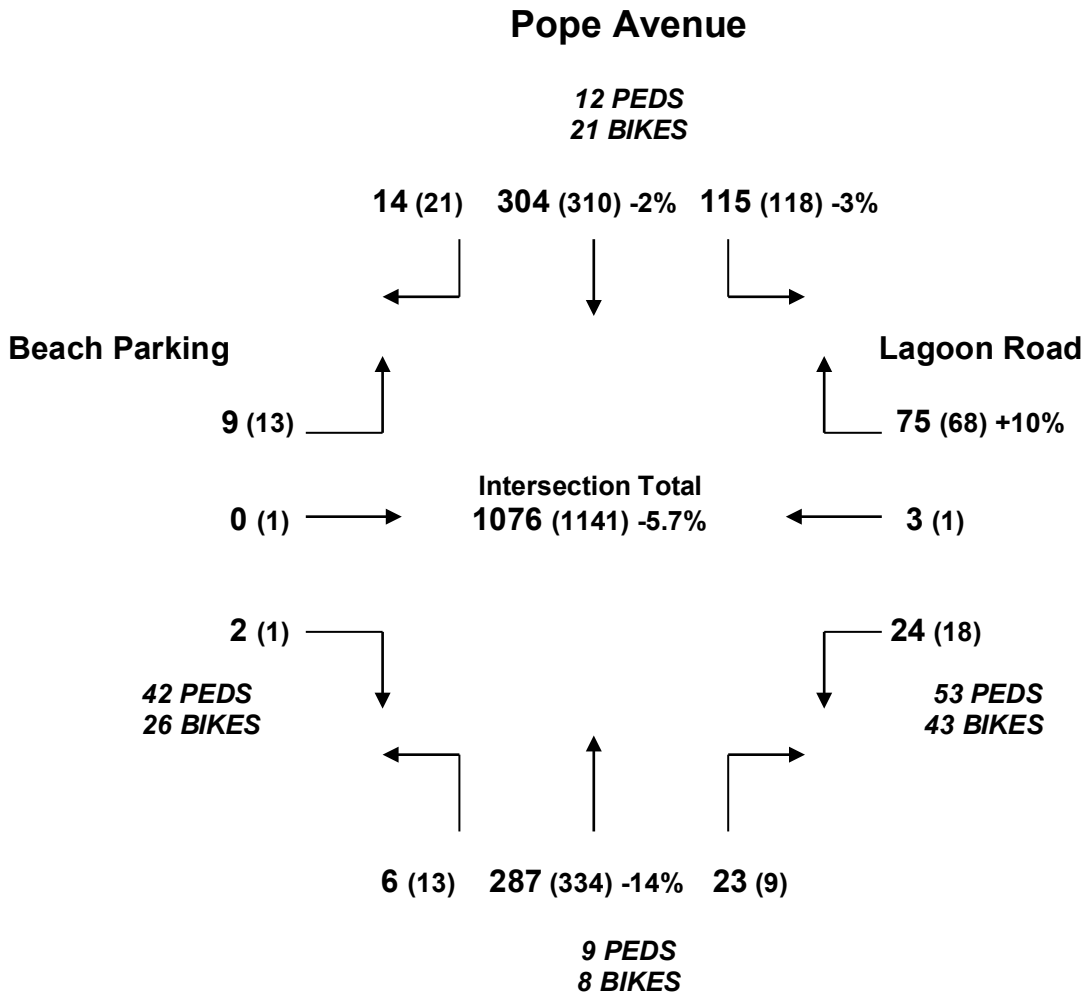


**Pope Avenue**

2022 (2021) %chg



**Pope Avenue with Lagoon Road**  
**A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)**

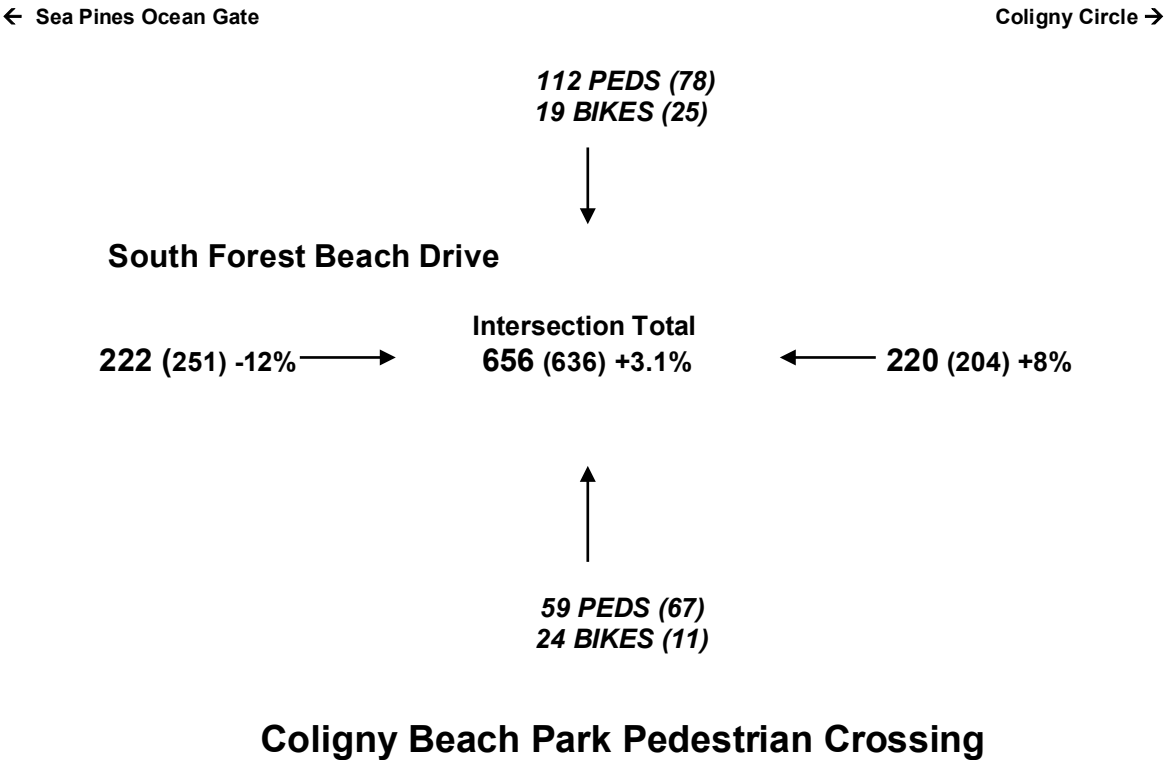


**Pope Avenue**

**2022 (2021) %chg**

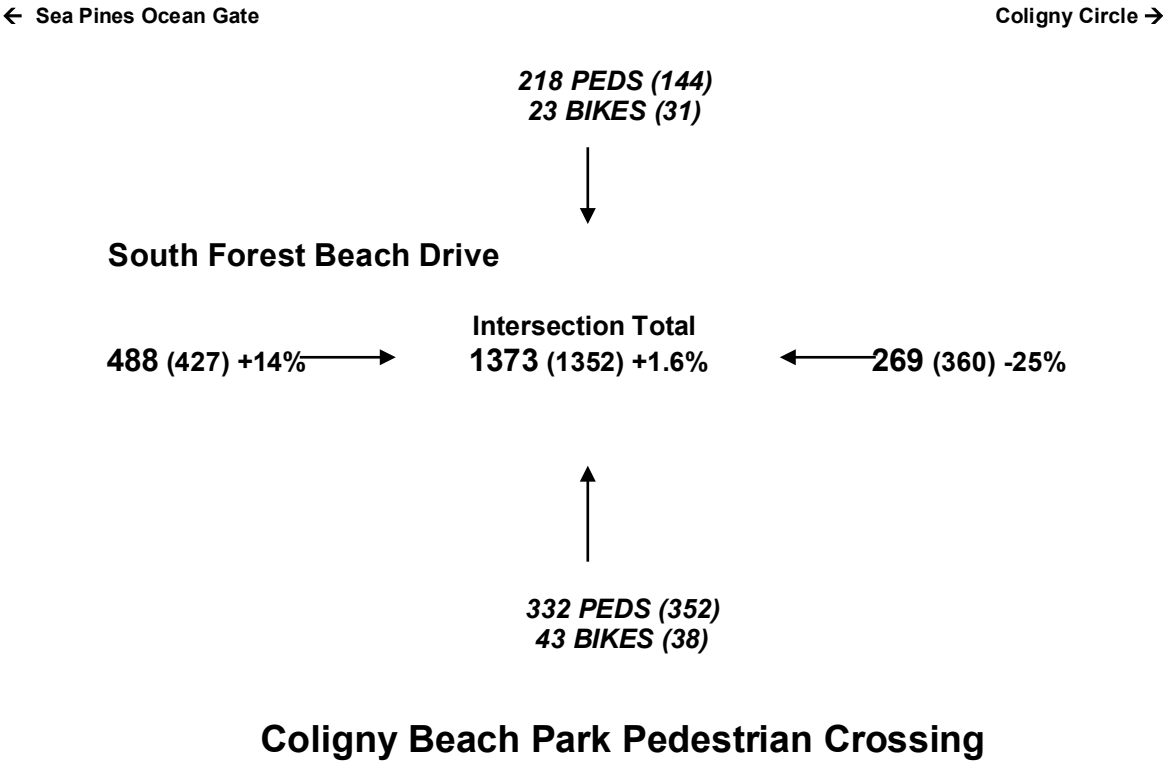


**South Forest Beach Drive with  
Coligny Beach Park Pedestrian Crossing  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)**



2022 (2021)

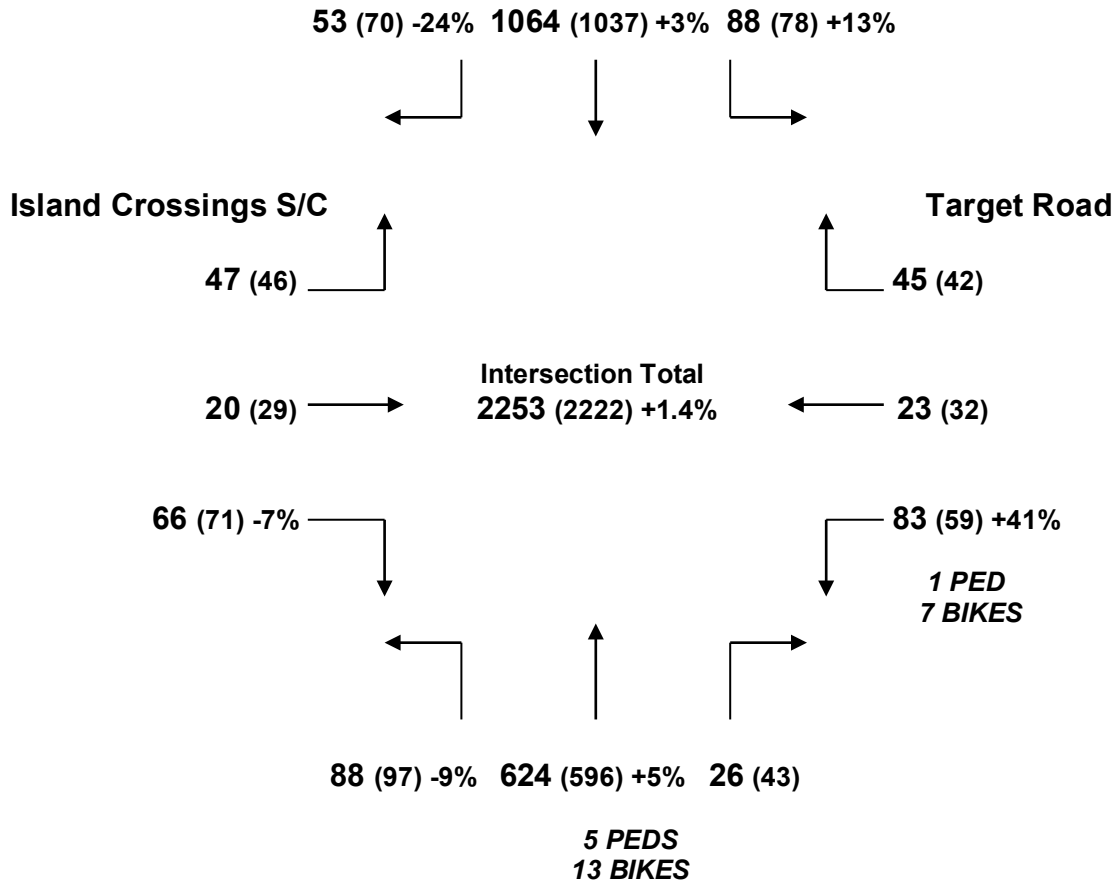
**South Forest Beach Drive with  
Coligny Beach Park Pedestrian Crossing  
P.M. PEAK HOUR - (4:45 to 5:45 p.m. – Tue. 6/7/22)**



2022 (2021)

**Palmetto Bay Road with Target Road  
and Entrance to Island Crossings S/C**  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

**Palmetto Bay Road**



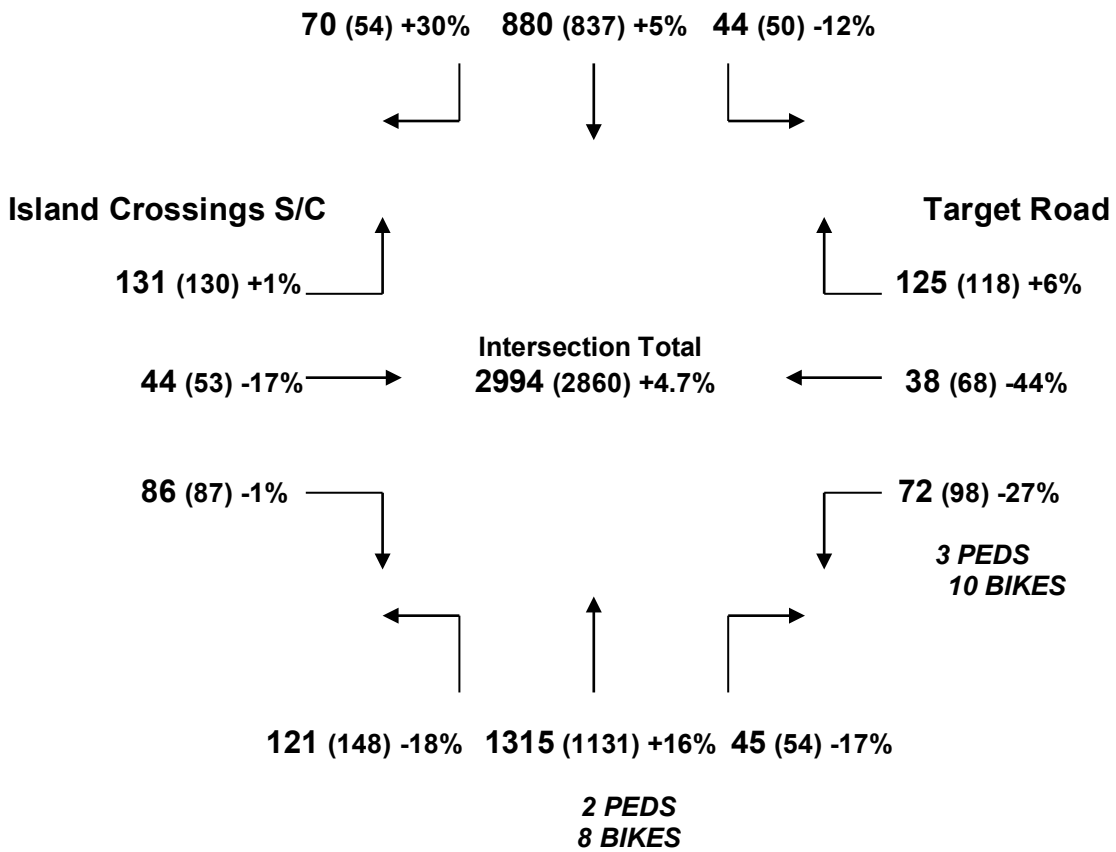
**Palmetto Bay Road**

2022 (2021) %chg



**Palmetto Bay Road with Target Road  
and Entrance to Island Crossings S/C**  
P.M. PEAK HOUR - (4:30 to 5:30 p.m. – Tue. 6/7/22)

**Palmetto Bay Road**

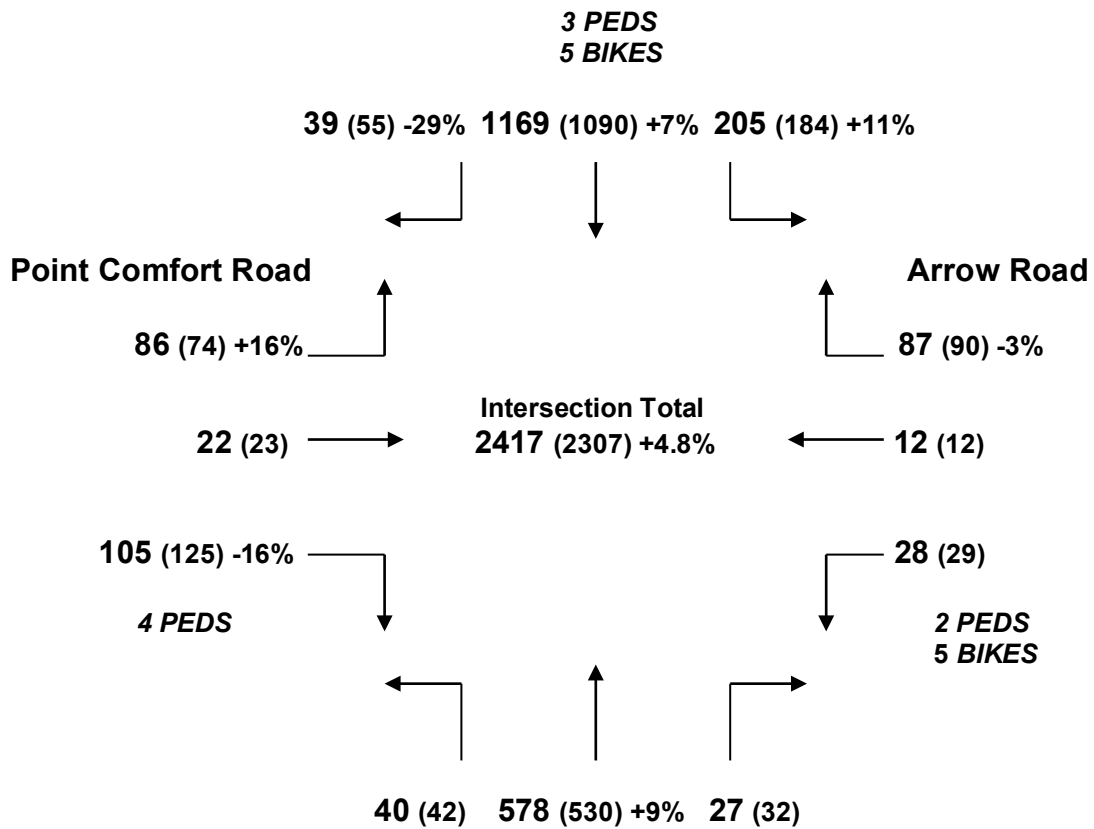


**Palmetto Bay Road**

2022 (2021) %chg

**Palmetto Bay Road with Arrow Road  
and Point Comfort Road**  
A.M. PEAK HOUR - (8:00 to 9:00 a.m. – Tue. 6/7/22)

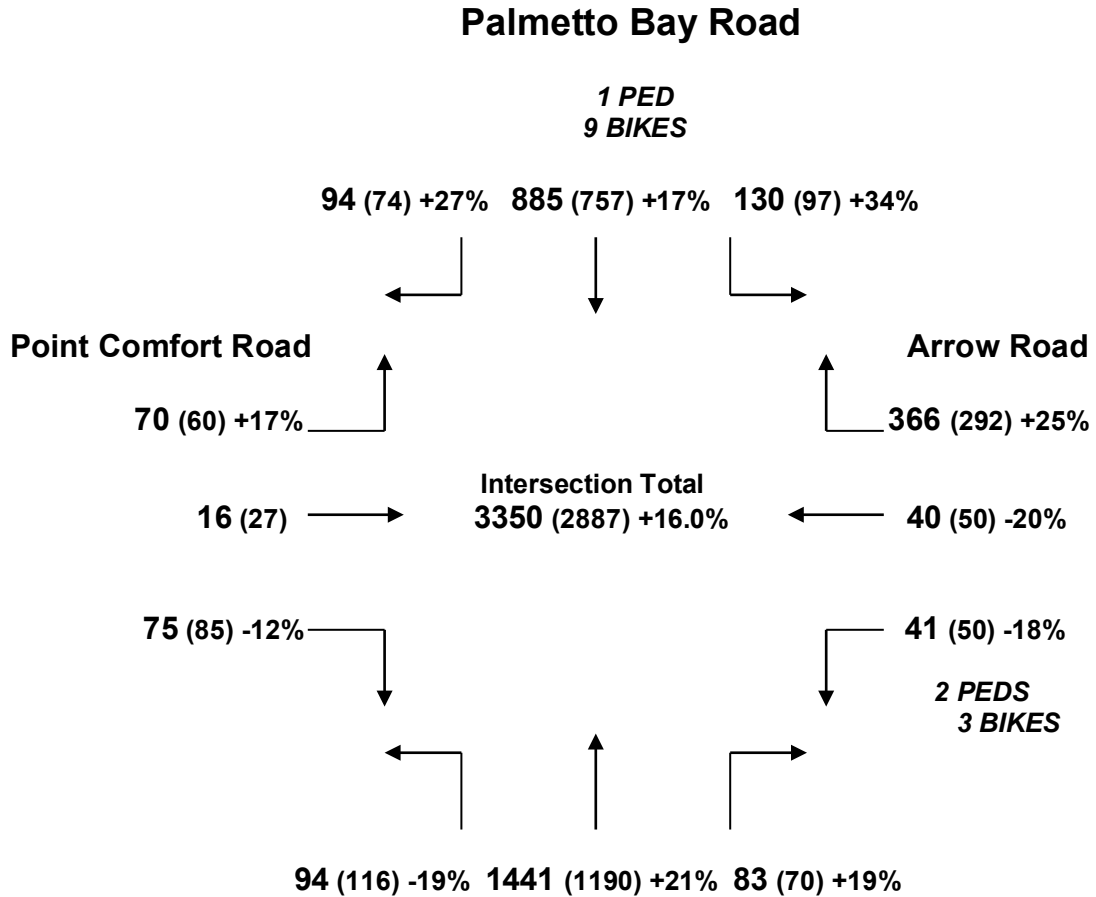
**Palmetto Bay Road**



**Palmetto Bay Road**

2022 (2021) %chg

**Palmetto Bay Road with Arrow Road  
and Point Comfort Road**  
P.M. PEAK HOUR - (4:15 to 5:15 p.m. – Tue. 6/7/22)

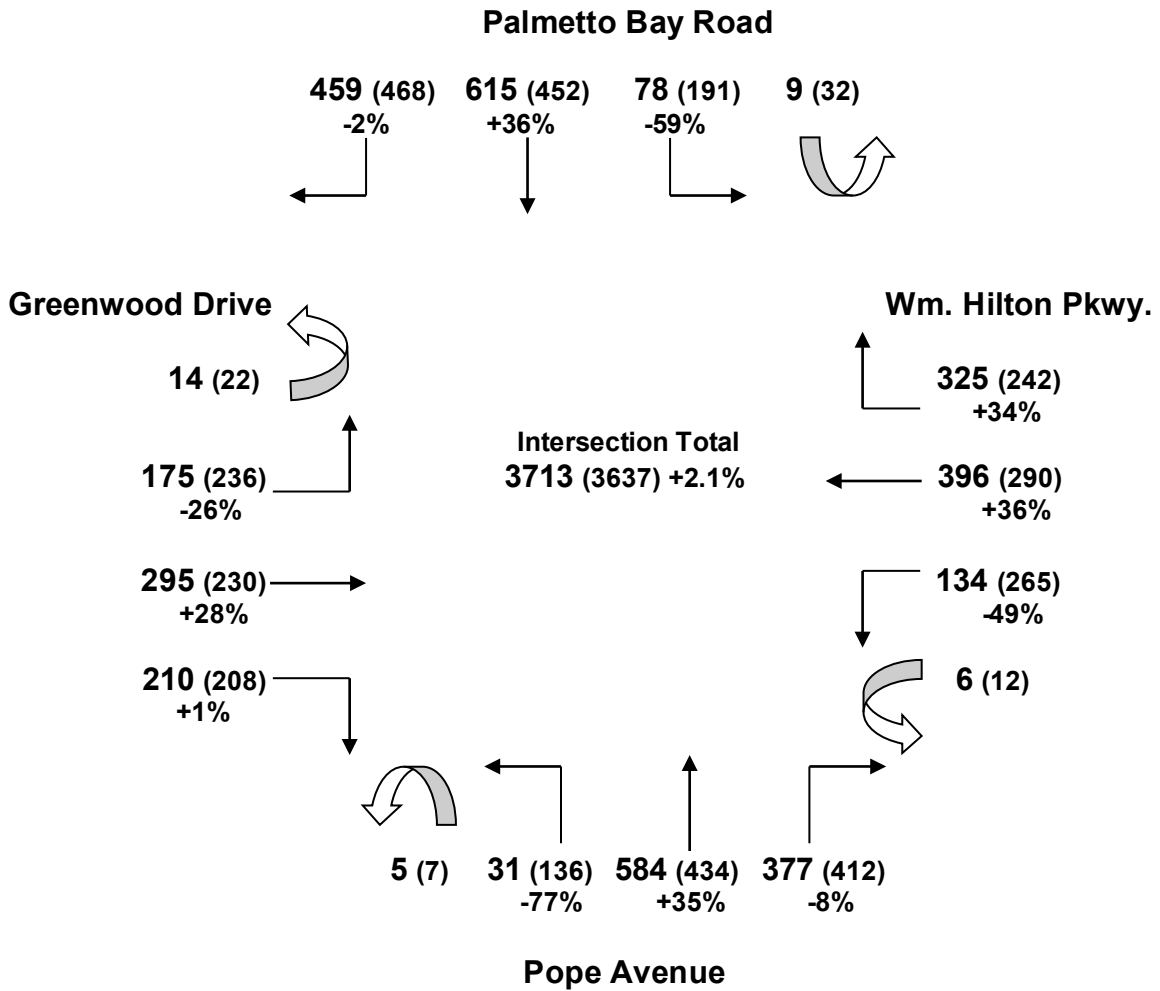


2022 (2021) %chg



# Sea Pines Circle

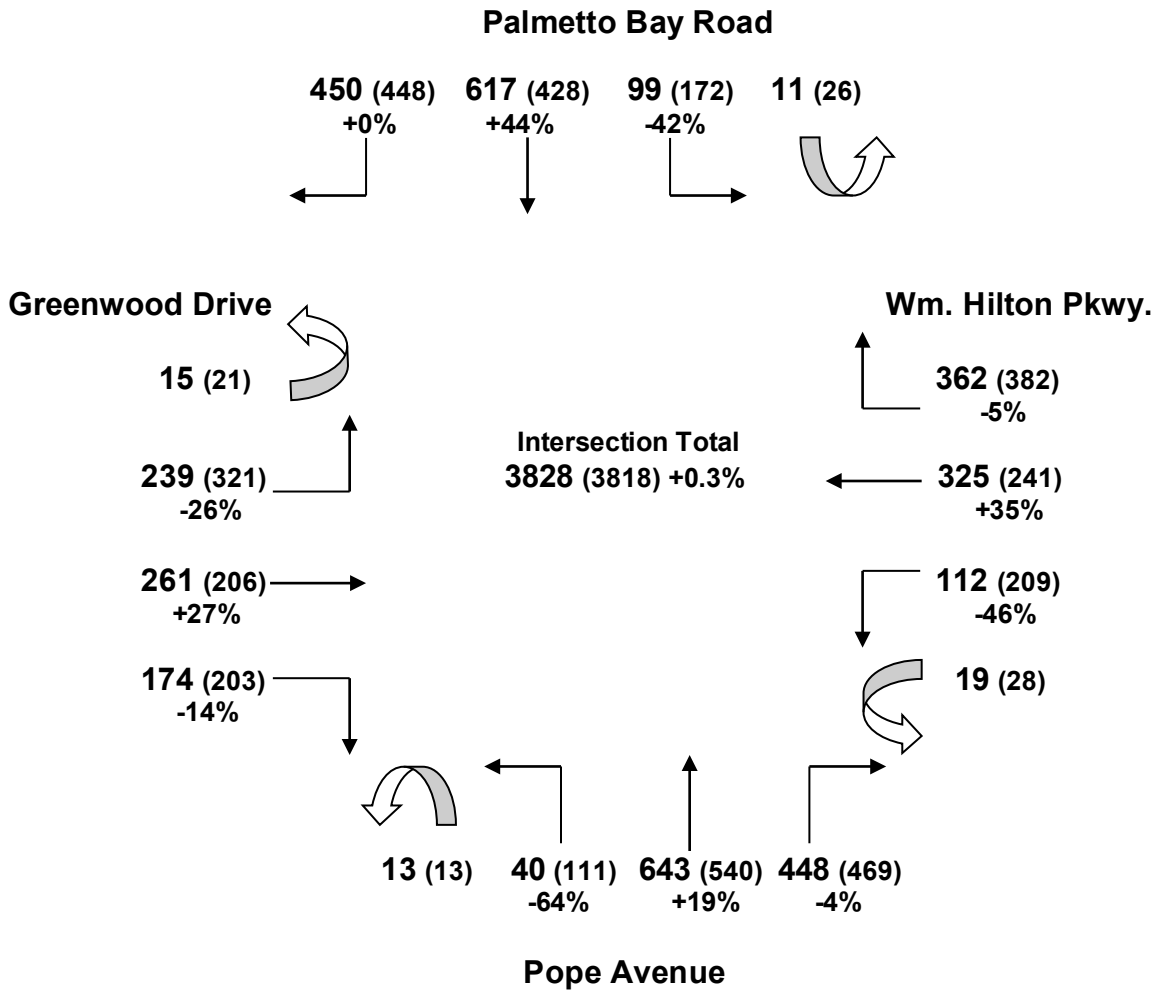
MIDDAY PEAK HOUR (11:45 a.m. to 12:45 p.m. – Wed. 6/8/22)



2022 (2020) %chg

# Sea Pines Circle

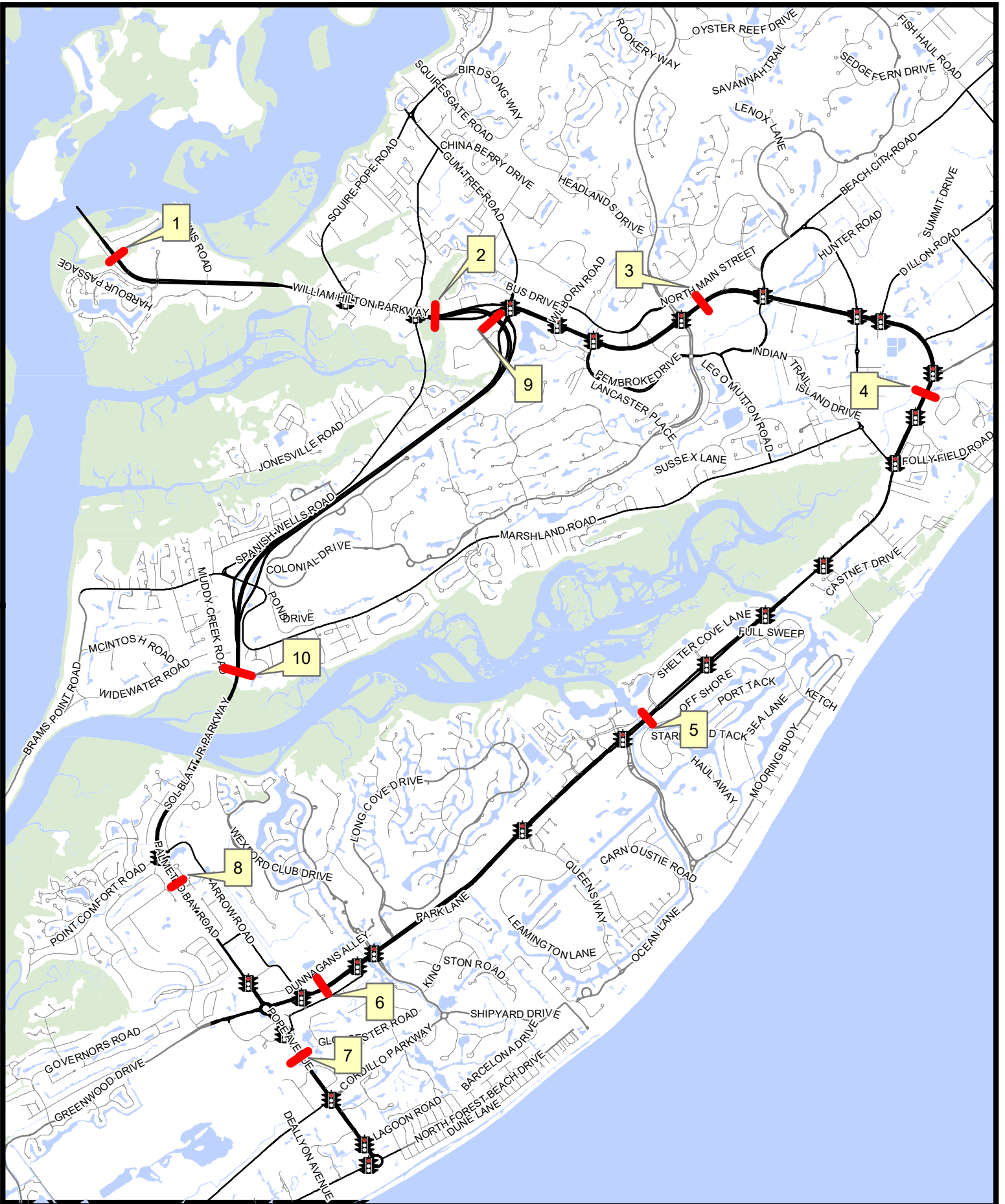
P.M. PEAK HOUR (4:00 p.m. to 5:00 p.m. – Wed. 6/8/22)



2022 (2020) %chg

## **APPENDIX B**

MAP SHOWING LOCATIONS OF 24-HOUR BI-DIRECTIONAL  
COUNTS SUMMARIZED IN TABLE ONE



**Town of Hilton Head Island**  
 24-Hour Traffic Count Locations  
 June 2022



TOWN OF HILTON HEAD ISLAND  
 ONE TOWN CENTER COURT  
 HILTON HEAD ISLAND, S.C. 29928  
 PHONE (843) 341-4600  
 Date Created:  
 Project - map.mxd

**B-2**



The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.



**APPENDIX C**

**DAILY BI-DIRECTIONAL TRAFFIC DEMAND  
CROSSING JENKINS ISLAND  
FOR EACH DAY  
IN CALENDAR YEAR 2022**

January Volume	February Volume	March Volume	April Volume	May Volume	June Volume	July Volume	August Volume	September Volume	October Volume	November Volume	December Volume
1 41308	1 56573	1 60831	1 65845	1 50145	1 64292	1 68034	1 60073	1 60274	1 47147	1 58476	1 58248
2 39406	2 57020	2 60937	2 59695	2 61002	2 65257	2 65830	2 62282	2 65242	2 39534	2 59895	2 58996
3 50281	3 58286	3 62858	3 49496	3 62018	3 64129	3 52323	3 63117	3 54325	3 58576	3 61132	3 46520
4 53765	4 57899	4 65010	4 64275	4 63584	4 61874	4 45359	4 64388	4 47250	4 59873	4 63488	4 38251
5 53751	5 46475	5 54027	5 60823	5 64787	5 48144	5 65491	5 66868	5 47550	5 60837	5 51170	5 54049
6 55102	6 34469	6 47021	6 64074	6 64130	6 61015	6 65325	6 64486	6 59961	6 62942	6 44147	6 56344
7 55942	7 53487	7 60647	7 66540	7 59744	7 61195	7 64554	7 48730	7 60005	7 66033	7 58629	7 57212
8 42026	8 56001	8 61315	8 68780	8 49619	8 63139	8 66871	8 59336	8 60372	8 57388	8 58505	8 58856
9 35101	9 57146	9 60299	9 60506	9 60936	9 62818	9 64984	9 61790	9 58438	9 47447	9 60644	9 59114
10 51526	10 59910	10 61209	10 47712	10 61457	10 66656	10 46351	10 62919	10 52612	10 61325	10 47509	10 47745
11 53474	11 61942	11 62621	11 62397	11 63510	11 63794	11 59131	11 62720	11 42996	11 61625	11 56028	11 38386
12 53440	12 51876	12 52456	12 64094	12 64583	12 49709	12 61229	12 65018	12 57446	12 63521	12 51290	12 55075
13 55367	13 39012	13 44492	13 66520	13 66140	13 61093	13 63167	13 61891	13 59069	13 63728	13 41927	13 56324
14 57916	14 58736	14 61211	14 68437	14 59602	14 62010	14 63813	14 48705	14 61000	14 65221	14 56960	14 56743
15 45885	15 57890	15 62594	15 68688	15 50096	15 64412	15 65284	15 58945	15 63057	15 54367	15 57450	15 55543
16 28943	16 59795	16 64686	16 59788	16 61434	16 65389	16 65821	16 60271	16 63792	16 46920	16 59777	16 59997
17 51379	17 61542	17 65026	17 47670	17 63571	17 67310	17 47415	17 61670	17 55746	17 58289	17 60506	17 47206
18 53963	18 62983	18 67194	18 65786	18 65673	18 67898	18 59281	18 62090	18 45233	18 61190	18 61433	18 37905
19 54904	19 53844	19 56644	19 60489	19 65250	19 51650	19 61510	19 62342	19 57491	19 62733	19 50000	19 56605
20 54604	20 44899	20 47747	20 66028	20 67538	20 62294	20 62102	20 58210	20 59723	20 63234	20 41474	20 54627
21 49245	21 59554	21 61357	21 65995	21 61962	21 63006	21 64807	21 42958	21 61502	21 63733	21 60330	21 56920
22 37137	22 61720	22 62914	22 68451	22 47429	22 64846	22 66632	22 55825	22 62977	22 53417	22 63444	22 56669
23 33625	23 63116	23 62126	23 61203	23 61685	23 65541	23 66546	23 57571	23 64434	23 43997	23 61390	23 54011
24 52339	24 63818	24 62671	24 50576	24 63387	24 67626	24 49488	24 60260	24 55701	24 58751	24 30315	24 37335
25 54474	25 64042	25 67862	25 61324	25 65816	25 66557	25 60266	25 60142	25 46806	25 59589	25 52615	25 22524
26 55207	26 54112	26 58975	26 61349	26 66945	26 50478	26 62522	26 62587	26 58494	26 61054	26 49752	26 45240
27 56893	27 42617	27 47761	27 63456	27 68348	27 61007	27 64372	27 53851	27 60361	27 61826	27 40128	27 56228
28 57324	28 59515	28 61757	28 65125	28 63414	28 62480	28 64890	28 43535	28 62247	28 62615	28 56276	28 58965
29 45304	29 64325	29 66801	29 66801	29 52844	29 63642	29 67220	29 52527	29 44673	29 49267	29 57197	29 60493
30 34986	30 64321	30 59990	30 59990	30 50978	30 65554	30 66437	30 56896	30 16472	30 40292	30 55871	30 58993
31 54435	31 62692	31 62692	31 62692	31 63857	31 50420	31 50420	31 57920	31 55266	31 55266	31 55266	31 42890

Average	49002	55653	59858	62064	61080	62161	61209	58707	55508	57153	54259	51742
Departure	-14.58%	-2.99%	4.34%	8.19%	6.47%	8.35%	6.70%	2.33%	-3.24%	-0.37%	-5.42%	-9.81%

Busiest Days of Week-Average

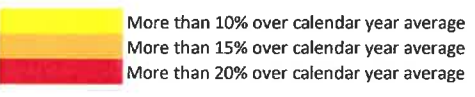
Fri	62383
Wed	61287
Thu	60999
Tue	59983
Mon	57664
Sat	55057
Sun	44246

Busiest Months-Avg. Chg. From '21

June	62161 --
April	62064 +2
July	61209 -1
May	61080 -1
March	59858 --
August	58707 --
October	57153 --
February	55653 +3
September	55508 -1
November	54259 -1
December	51742 -1
January	49002 --

Busiest Days

1	8-Apr	68780
2	15-Apr	68688
3	22-Apr	68451
4	14-Apr	68437
5	27-May	68348
6	1-Jul	68034
7	18-Jun	67898
8	25-Mar	67862
9	24-Jun	67626
10	20-May	67538
11	17-Jun	67310
12	29-Jul	67220
13	18-Mar	67194
14	26-May	66945
15	8-Jul	66871
16	5-Aug	66868
17	29-Apr	66801
18	10-Jun	66656
19	22-Jul	66632
20	25-Jun	66557
21	23-Jul	66546
22	7-Apr	66540
23	13-Apr	66520
24	30-Jul	66437
25	13-May	66140
26	6-May	66130
27	20-Apr	66028
28	7-Oct	66033
29	21-Apr	65995
30	1-Apr	65845
31	2-Jul	65830
32	16-Jul	65821



Effective 45th Highest Day -->

Busiest Days (Cont'd)

33	25-May	65816
34	18-Apr	65786
35	18-May	65673
36	30-Jun	65554
37	23-Jun	65541
38	05-Jul	65491
39	16-Jun	65389
40	06-Jul	65325
41	15-Jul	65284
42	2-Jun	65257
43	18-May	65250
44	02-Sep	65242
45	14-Oct	65221
46	28-Apr	65125
47	17-Mar	65026
48	12-Aug	65018
49	04-Mar	65010
50	14-Oct	64992
51	09-Jul	64984
52	27-Jun	64846
53	21-Jul	64807
54	5-May	64787
55	16-Mar	64686

Busiest Days (Cont'd)

56	12-May	64583
57	7-Jul	64554
58	06-Aug	64486
59	23-Sep	64434
60	15-Jun	64412
61	04-Aug	64388
62	27-Jul	64372
63	29-Mar	64325
64	30-Mar	64321
65	01-Jun	64292
66	4-Apr	64275
67	03-Jun	64129
68	12-Apr	64094
69	06-Apr	64074
70	25-Feb	64042

YEAR AVERAGE 57368

**APPENDIX D**

FEDERAL HIGHWAY ADMINISTRATION REPORT

“TRAFFIC VOLUME TRENDS”

JUNE 2022



U. S. Department of Transportation

Federal Highway Administration

Office of Highway Policy Information

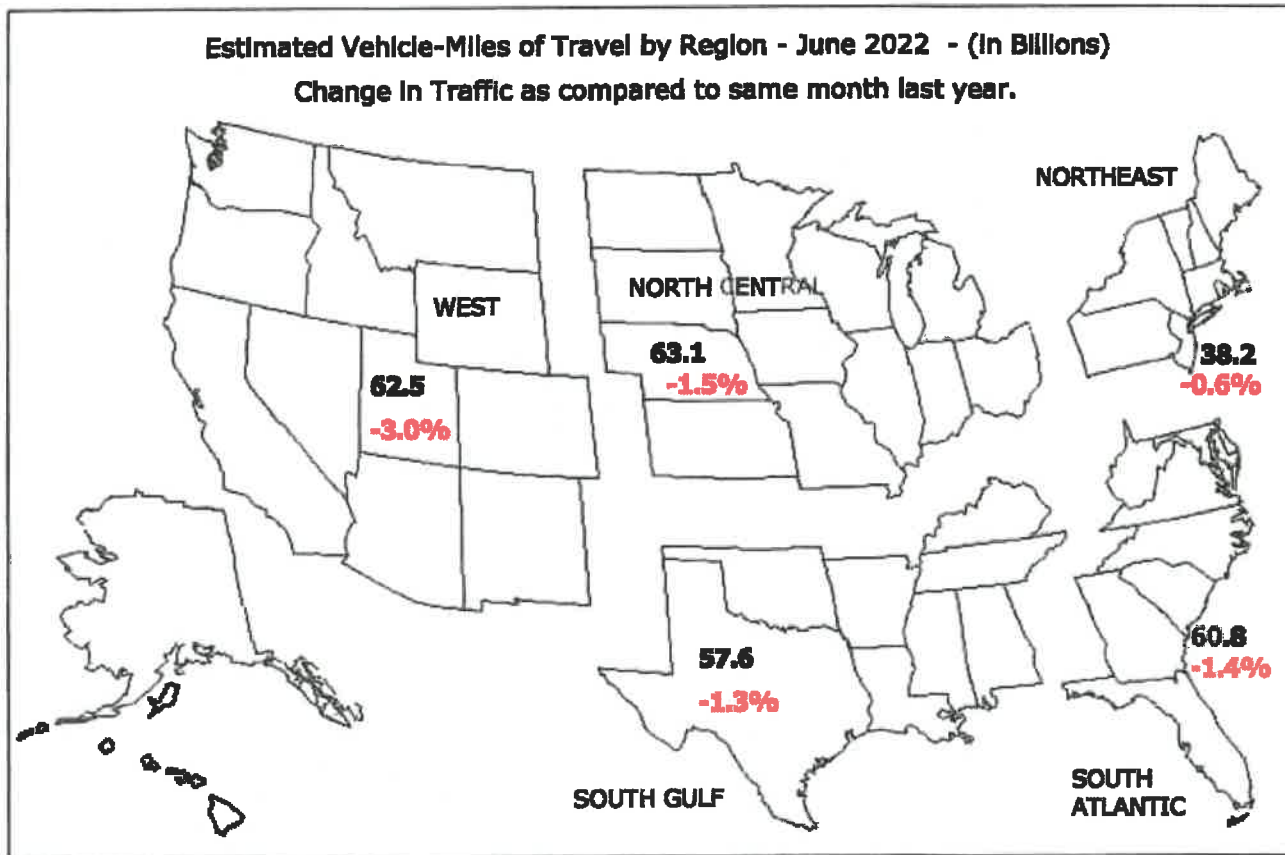
# TRAFFIC VOLUME TRENDS

## June 2022

Travel on all roads and streets changed by **-1.7%** (-4.8 billion vehicle miles) for June 2022 as compared with June 2021. Travel for the month is estimated to be 282.1 billion vehicle miles.

The seasonally adjusted vehicle miles traveled for June 2022 is 268.0 billion miles, a **-1.8%** (-4.8 billion vehicle miles) change over June 2021. It also represents a **-1.0%** change (-2.7 billion vehicle miles) compared with May 2022.

Cumulative Travel for 2022 changed by **+2.8%** (+43.2 billion vehicle miles). The cumulative estimate for the year is 1,587.1 billion vehicle miles of travel.



**Notes:** All data for this month are preliminary. Revised values for the previous month are shown in Tables 1 and 2.  
 All vehicle-miles of travel computed with Highway Statistics 2020 Table VM-2 as a base.  
 Compiled with data on hand as of August 01, 2022.

Some historical data were revised based on HPMS and amended TVT data as of December 2020.  
 For information on total licensed drivers in the U.S. visit <http://www.fhwa.dot.gov/policy/ohp/hss/hsspubs.htm>.  
 Select the year of interest then Section 6 (Driver Licensing).  
 For information on total registered motor vehicles in the U.S., visit <http://www.fhwa.dot.gov/policy/ohp/hss/hsspubs.htm>.  
 Select the year of interest and Section 7 (Motor Vehicles).  
 To facilitate historic analysis, the VMT values for the seasonally adjusted series have been updated for the 12 months prior to the current month and in all other months, held at the value from last month's release.

## Traffic Volume Trends - June 2022

Based on preliminary reports from the State Highway Agencies, travel during June 2022 on all roads and streets in the nation changed by **-1.7%** (-4.8 billion vehicle miles) resulting in estimated travel for the month at **282.1**\*\* billion vehicle-miles.

This total includes **89.4** billion vehicle-miles on rural roads and **192.7** billion vehicle-miles on urban roads and streets.

Cumulative Travel changed by **+2.8%** (+43.2 billion vehicle miles).

The larger changes to rural and urban travel are primarily because of the expansion in urban boundaries reflected in the 2010 census. Travel estimates for 2014 and beyond will also reflect this adjustment.

Travel for the current month, the cumulative yearly total, as well as the moving 12-month total on all roads and streets is shown below. Similar totals for each year since 1997 are also included.

### Travel in Millions of Vehicle Miles

#### All Roads and Streets

Year	June	Year to Date	Moving 12-Month
1997	222,254	1,245,655	2,524,178
1998	228,733	1,272,811	2,587,529
1999	235,970	1,293,581	2,646,133
2000	242,963	1,348,355	2,734,232
2001	243,498	1,364,517	2,763,088
2002	247,868	1,396,362	2,827,457
2003	252,145	1,403,694	2,862,841
2004	257,383	1,453,148	2,939,676
2005	263,816	1,474,580	2,986,220
2006	263,782	1,488,412	3,003,262
2007	265,374	1,498,035	3,023,739
2008	257,484	1,477,638	3,009,425
2009	258,395	1,460,959	2,956,830
2010	260,083	1,456,657	2,952,462
2011	258,350	1,452,389	2,962,998
2012	260,376	1,472,434	2,970,447
2013	259,980	1,473,698	2,969,833
2014	263,459	1,480,218	2,994,800
2015	270,574	1,512,965	3,058,404
2016	276,991	1,552,453	3,134,861
2017	280,290	1,571,005	3,192,960
2018	282,648	1,584,690	3,226,032
2019	281,359	1,597,579	3,253,216
2020	250,330	1,369,133	3,033,325
2021	286,898	1,543,906	3,078,394
2022	282,121	1,587,137	3,270,926

Traffic Volume Trends is a monthly report based on hourly traffic count data. These data, collected at approximately 5,000 continuous traffic counting locations nationwide, are used to determine the percent change in traffic for the current month compared to the same month in the previous year. This percent change is applied to the travel for the same month of the previous year to obtain an estimate of travel for the current month. Because of the limited sample sizes, caution should be used with these estimates. The Highway Performance Monitoring System provides more accurate information on an annual basis.

\*\* System entries may not add to give "All Systems" total due to rounding for Page 2 to 8.

Table - 3. Changes on Rural Arterial Roads by Region and State\*\*

Region and State	June				May			
	Number of Stations	Vehicle-Miles (Millions)		Percent Change	Number of Stations	Vehicle-Miles (Millions)		Percent Change
		2022 (Preliminary)	2021			2022 (Revised)	2021	
<b>Northeast</b>								
Connecticut	1	163	165	-1.3	2	142	141	0.4
Maine	70	545	553	-1.5	68	467	481	1.3
Massachusetts	16	157	158	-0.2	16	153	147	4.0
New Hampshire	78	328	333	-1.4	81	308	304	1.4
New Jersey	4	267	272	-1.9	19	258	255	1.0
New York	43	1,225	1,228	-0.2	45	1,173	1,148	2.1
Pennsylvania	44	2,093	2,149	-2.6	46	2,089	2,086	0.1
Rhode Island	1	66	67	-1.0	4	61	59	4.1
Vermont	20	246	240	2.4	22	232	223	3.8
<b>Subtotal</b>		<b>5,090</b>	<b>5,165</b>	<b>-1.5</b>		<b>4,883</b>	<b>4,824</b>	<b>1.2</b>
<b>South Atlantic</b>								
Delaware	6	116	120	-3.3	3	111	112	-0.9
District of Columbia	-	0	0	0.0	-	0	0	0.0
Florida	96	2,424	2,469	-1.8	96	2,497	2,486	0.4
Georgia	57	1,798	1,832	-1.9	59	1,864	1,852	0.6
Maryland	6	561	564	-0.6	8	555	533	4.1
North Carolina	44	1,934	1,967	-1.7	37	1,961	1,998	-1.8
South Carolina	55	1,620	1,642	-1.3	56	1,660	1,642	1.1
Virginia	327	1,934	1,976	-2.1	328	1,951	1,940	0.6
West Virginia	18	497	521	-4.6	15	497	507	-1.9
<b>Subtotal</b>		<b>10,884</b>	<b>11,091</b>	<b>-1.9</b>		<b>11,096</b>	<b>11,070</b>	<b>0.2</b>
<b>North Central</b>								
Illinois	35	1,604	1,612	-0.5	35	1,617	1,573	2.8
Indiana	21	1,567	1,602	-2.1	22	1,565	1,575	-0.6
Iowa	79	1,263	1,295	-2.4	76	1,254	1,251	0.3
Kansas	64	952	977	-2.6	63	951	946	0.5
Michigan	55	1,734	1,778	-2.4	57	1,807	1,779	1.6
Minnesota	29	1,619	1,575	2.8	29	1,511	1,451	4.1
Missouri	86	1,765	1,833	-3.7	86	1,784	1,778	0.3
Nebraska	9	775	845	-8.3	9	757	815	-7.2
North Dakota	49	391	402	-2.8	50	382	382	-0.1
Ohio	54	1,709	1,737	-1.6	56	1,724	1,718	0.3
South Dakota	38	521	566	-8.0	40	504	528	-4.5
Wisconsin	114	1,678	1,722	-2.6	122	1,626	1,615	0.7
<b>Subtotal</b>		<b>15,578</b>	<b>16,944</b>	<b>-2.3</b>		<b>15,482</b>	<b>15,411</b>	<b>0.5</b>
<b>South Gulf</b>								
Alabama	78	1,569	1,615	-2.9	78	1,575	1,623	-2.9
Arkansas	13	965	987	-2.3	15	1,002	994	0.8
Kentucky	28	1,619	1,664	-2.7	30	1,665	1,653	0.7
Louisiana	15	1,150	1,184	-2.8	16	1,213	1,258	-3.6
Mississippi	52	1,254	1,310	-4.3	22	1,300	1,338	-2.8
Oklahoma	38	1,215	1,270	-4.4	39	1,277	1,294	-1.3
Tennessee	31	1,724	1,737	-0.7	33	1,727	1,698	1.7
Texas	149	5,170	5,251	-1.6	135	5,286	5,207	1.5
<b>Subtotal</b>		<b>14,666</b>	<b>15,018</b>	<b>-2.3</b>		<b>15,045</b>	<b>15,065</b>	<b>-0.1</b>
<b>West</b>								
Alaska	31	124	129	-3.9	32	108	110	-2.5
Arizona	68	1,261	1,229	2.7	83	1,241	1,269	-2.3
California	44	3,963	4,259	-6.9	36	4,002	4,048	-1.1
Colorado	68	1,123	1,164	-3.6	72	1,039	1,045	-0.6
Hawaii	13	66	69	-4.0	11	69	70	-1.9
Idaho	115	662	689	-3.9	121	627	641	-2.2
Montana	64	679	732	-7.2	65	592	600	-1.3
Nevada	39	423	451	-6.4	41	422	442	-4.5
New Mexico	15	899	939	-4.2	17	935	936	-0.1
Oregon	95	941	992	-5.1	89	896	939	-4.6
Utah	-	616	644	-4.3	-	587	601	-2.3
Washington	77	995	1,020	-2.4	73	1,027	1,045	-1.7
Wyoming	102	521	561	-7.1	92	448	469	-4.5
<b>Subtotal</b>		<b>12,273</b>	<b>12,878</b>	<b>-4.7</b>		<b>11,893</b>	<b>12,215</b>	<b>-1.8</b>
<b>TOTALS</b>	<b>2,654</b>	<b>58,492</b>	<b>60,094</b>	<b>-2.7</b>	<b>2,650</b>	<b>58,498</b>	<b>58,584</b>	<b>-0.1</b>

Note: Where Number of Stations are shown as dashes, the values for the Vehicle-Miles and Percent Change are derived from the estimated VMT based on data from surrounding States or the nationwide average VMT.

**Table - 1. Estimated Individual Monthly Motor Vehicle Travel in the United States\*\***

System	Month											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2021 Individual Monthly Vehicle-Miles of Travel in Billions</b>												
Rural Interstate	18.3	16.4	21.9	20.7	23.9	24.7	26.5	24.5	22.9	23.7	22.7	22.4
Rural Other Arterial	27.5	24.9	32.5	31.5	34.6	35.4	36.9	35.4	33.9	34.7	32.1	31.7
Other Rural	24.5	22.1	28.6	28.1	31.3	31.6	33.4	31.8	30.5	31.0	28.4	27.8
Urban Interstate	40.1	37.2	47.1	44.6	48.6	49.4	50.6	48.8	47.8	49.5	47.0	46.8
Urban Other Arterial	81.7	76.3	94.2	90.1	98.1	98.2	100.7	99.7	96.3	99.3	93.0	93.8
Other Urban	39.0	36.1	45.1	44.1	47.8	47.6	48.4	47.2	46.5	47.6	44.5	45.9
<b>All Systems</b>	<b>231.0</b>	<b>213.0</b>	<b>269.4</b>	<b>259.2</b>	<b>284.3</b>	<b>285.9</b>	<b>296.5</b>	<b>267.4</b>	<b>278.0</b>	<b>285.8</b>	<b>267.7</b>	<b>268.4</b>
<b>2022 Individual Monthly Vehicle-Miles of Travel in Billions</b>												
Rural Interstate	19.0	18.4	22.7	20.9	24.0	24.2						
Rural Other Arterial	28.1	27.5	32.6	31.2	34.5	34.3						
Other Rural	24.7	24.2	28.6	27.9	31.5	30.9						
Urban Interstate	42.1	41.6	49.4	46.2	49.6	49.3						
Urban Other Arterial	85.2	83.9	96.9	91.9	99.3	96.9						
Other Urban	41.4	40.2	47.0	45.1	49.2	46.5						
<b>All Systems</b>	<b>240.5</b>	<b>235.8</b>	<b>277.3</b>	<b>263.2</b>	<b>288.2</b>	<b>282.1</b>						
<b>* Percent Change in Individual Monthly Travel 2021 vs. 2022</b>												
Rural Interstate	3.8	12.2	3.8	0.9	0.2	-2.1						
Rural Other Arterial	2.1	10.1	0.5	-1.0	-0.4	-3.1						
Other Rural	1.2	9.6	0.2	-0.7	0.5	-2.0						
Urban Interstate	5.0	11.8	4.7	3.4	2.2	-0.3						
Urban Other Arterial	4.3	10.0	2.9	2.0	1.3	-1.3						
Other Urban	6.1	11.4	4.2	2.4	3.0	-2.3						
<b>All Systems</b>	<b>4.1</b>	<b>10.7</b>	<b>2.9</b>	<b>1.6</b>	<b>1.4</b>	<b>-1.7</b>						

**Table - 2. Estimated Cumulative Monthly Motor Vehicle Travel in the United States\*\***

System	Month											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2021 Cumulative Monthly Vehicle-Miles of Travel in Billions</b>												
Rural Interstate	18.3	34.7	56.6	77.3	101.3	126.0	152.4	176.9	199.8	223.5	246.2	268.7
Rural Other Arterial	27.5	52.4	84.9	116.4	151.0	186.4	223.3	258.7	292.7	327.4	359.5	391.2
Other Rural	24.5	46.6	75.1	103.3	134.6	166.1	199.5	231.3	261.8	292.8	321.3	349.0
Urban Interstate	40.1	77.3	124.5	169.1	217.7	267.1	317.7	366.5	414.2	463.7	510.7	557.5
Urban Other Arterial	81.7	158.0	252.2	342.3	440.4	538.6	639.3	739.1	835.4	934.7	1027.6	1121.5
Other Urban	39.0	75.1	120.2	164.3	212.1	259.7	308.0	355.3	401.8	449.4	494.0	539.8
<b>All Systems</b>	<b>231.0</b>	<b>444.1</b>	<b>713.5</b>	<b>972.7</b>	<b>1257.0</b>	<b>1543.9</b>	<b>1840.4</b>	<b>2127.8</b>	<b>2405.8</b>	<b>2691.5</b>	<b>2959.3</b>	<b>3227.7</b>
<b>2022 Cumulative Monthly Vehicle-Miles of Travel in Billions</b>												
Rural Interstate	19.0	37.4	60.1	81.0	105.0	129.2						
Rural Other Arterial	28.1	55.5	88.1	119.3	153.8	188.1						
Other Rural	24.7	49.0	77.6	105.5	137.0	167.9						
Urban Interstate	42.1	83.7	133.1	179.3	228.9	278.2						
Urban Other Arterial	85.2	169.1	266.0	357.9	457.3	554.2						
Other Urban	41.4	81.7	128.6	173.7	223.0	269.5						
<b>All Systems</b>	<b>240.5</b>	<b>476.4</b>	<b>753.6</b>	<b>1016.8</b>	<b>1305.0</b>	<b>1587.1</b>						
<b>* Percent Change in Cumulative Monthly Travel 2021 vs. 2022</b>												
Rural Interstate	3.8	7.8	6.2	4.8	3.7	2.6						
Rural Other Arterial	2.1	5.9	3.8	2.5	1.9	0.9						
Other Rural	1.2	5.2	3.3	2.2	1.8	1.1						
Urban Interstate	5.0	8.3	6.9	6.0	5.2	4.2						
Urban Other Arterial	4.3	7.1	5.5	4.6	3.8	2.9						
Other Urban	6.1	8.7	7.0	5.8	5.1	3.8						
<b>All Systems</b>	<b>4.1</b>	<b>7.3</b>	<b>5.6</b>	<b>4.5</b>	<b>3.8</b>	<b>2.8</b>						

\* Percent change is based on vehicle travel in millions of miles.

**Table - 5. Changes on ALL\* Estimated Roads by Region and State\*\***

Region and State	June				May			
	Number of Stations	Vehicle-Miles (Millions)		Percent Change	Number of Stations	Vehicle-Miles (Millions)		Percent Change
		2022 (Preliminary)	2021			2022 (Revised)	2021	
<b>Northeast</b>								
Connecticut	16	3,037	3,058	-0.7	18	3,028	2,991	1.2
Maine	121	1,371	1,396	-1.8	119	1,283	1,267	1.3
Massachusetts	232	5,360	5,379	-0.3	242	5,501	5,324	3.3
New Hampshire	157	1,231	1,245	-1.1	164	1,185	1,168	1.5
New Jersey	64	6,866	6,884	-0.3	135	6,767	6,622	2.2
New York	118	10,371	10,375	0.0	119	10,013	9,787	2.3
Pennsylvania	94	8,597	8,721	-1.4	96	8,739	8,617	1.4
Rhode Island	21	712	714	-0.3	24	722	673	7.3
Vermont	46	610	596	2.4	53	602	572	5.2
<b>Subtotal</b>		<b>38,158</b>	<b>38,368</b>	<b>-0.6</b>		<b>37,840</b>	<b>37,021</b>	<b>2.2</b>
<b>South Atlantic</b>								
Delaware	22	863	890	-3.0	22	851	857	-0.7
District of Columbia	2	280	295	-4.9	2	282	282	-0.1
Florida	241	19,908	20,262	-1.7	242	21,698	20,602	5.3
Georgia	208	10,946	11,039	-0.8	210	11,424	11,218	1.8
Maryland	47	4,798	4,816	-0.4	55	4,939	4,810	2.7
North Carolina	103	10,005	10,140	-1.3	95	10,243	10,247	0.0
South Carolina	117	5,063	5,148	-1.6	121	5,283	5,268	0.3
Virginia	700	7,364	7,483	-1.6	694	7,397	7,332	0.9
West Virginia	34	1,568	1,607	-2.5	29	1,601	1,621	-1.2
<b>Subtotal</b>		<b>60,795</b>	<b>61,680</b>	<b>-1.4</b>		<b>63,718</b>	<b>62,237</b>	<b>2.4</b>
<b>North Central</b>								
Illinois	94	9,172	9,160	0.1	97	9,792	9,427	3.9
Indiana	60	7,541	7,595	-0.7	68	7,823	7,708	1.5
Iowa	138	2,911	2,976	-2.2	134	2,952	2,927	0.9
Kansas	89	2,625	2,691	-2.5	89	2,690	2,668	0.8
Michigan	101	8,896	8,825	0.8	103	9,012	8,732	3.2
Minnesota	52	5,500	5,450	0.9	50	5,487	5,300	3.5
Missouri	163	7,066	7,310	-3.3	165	7,053	7,030	0.3
Nebraska	26	1,820	1,912	-4.8	24	1,843	1,927	-4.4
North Dakota	69	863	885	-2.5	69	861	863	-0.2
Ohio	159	9,848	10,210	-3.5	165	10,143	10,174	-0.3
South Dakota	44	975	1,050	-7.1	46	968	1,001	-3.3
Wisconsin	255	5,837	5,950	-1.9	262	5,748	5,684	1.1
<b>Subtotal</b>		<b>63,054</b>	<b>64,014</b>	<b>-1.5</b>		<b>64,372</b>	<b>63,441</b>	<b>1.5</b>
<b>South Gulf</b>								
Alabama	202	6,187	6,387	-3.1	203	6,371	6,540	-2.6
Arkansas	22	3,107	3,209	-3.2	23	3,255	3,253	0.0
Kentucky	68	4,459	4,566	-2.3	69	4,639	4,621	0.4
Louisiana	31	4,451	4,412	0.9	30	4,970	4,782	3.9
Mississippi	94	3,564	3,735	-4.6	48	3,783	3,905	-3.1
Okahoma	82	3,863	4,017	-3.8	82	4,067	4,069	-0.1
Tennessee	64	7,120	7,156	-0.5	63	7,410	7,274	1.9
Texas	260	24,847	24,888	-0.2	243	25,841	24,934	3.6
<b>Subtotal</b>		<b>57,598</b>	<b>58,370</b>	<b>-1.3</b>		<b>60,336</b>	<b>59,378</b>	<b>1.6</b>
<b>West</b>								
Alaska	97	567	576	-1.6	101	510	518	-1.5
Arizona	188	6,464	6,411	0.8	194	6,435	6,422	0.2
California	85	29,428	30,506	-3.5	117	29,395	29,552	-0.5
Colorado	110	4,813	4,957	-2.9	114	4,695	4,676	0.4
Hawaii	75	854	874	-2.3	70	854	848	0.7
Idaho	205	1,756	1,815	-3.2	213	1,701	1,722	-1.2
Montana	88	1,269	1,341	-5.4	89	1,165	1,169	-0.3
Nevada	88	2,468	2,582	-4.4	91	2,412	2,423	-0.4
New Mexico	42	2,330	2,410	-3.3	45	2,482	2,453	1.2
Oregon	142	3,176	3,296	-3.7	140	3,044	3,148	-3.3
Utah	-	2,806	2,903	-3.4	-	2,904	2,910	-0.2
Washington	171	5,581	5,731	-2.6	170	5,379	5,477	-1.8
Wyoming	155	1,007	1,063	-5.3	142	923	934	-1.1
<b>Subtotal</b>		<b>62,519</b>	<b>64,465</b>	<b>-3.0</b>		<b>61,899</b>	<b>62,252</b>	<b>-0.6</b>
<b>TOTALS</b>	<b>5,862</b>	<b>282,121</b>	<b>286,898</b>	<b>-1.7</b>	<b>5,959</b>	<b>288,167</b>	<b>284,326</b>	<b>1.4</b>

Note: Where Number of Stations are shown as dashes, the values for the Vehicle-Miles and Percent Change are derived from the estimated VMT based on data from surrounding States or the nationwide average VMT.  
 \* All Estimated roads include travel from Table 3 and 4 plus remaining roads.



Table - 4. Changes on Urban Arterial Roads by Region and State\*\*

Region and State	June				May			
	Number of Stations	Vehicle-Miles (Millions)		Percent Change	Number of Stations	Vehicle-Miles (Millions)		Percent Change
		2022 (Preliminary)	2021			2022 (Revised)	2021	
<b>Northeast</b>								
Connecticut	15	2,212	2,227	-0.6	16	2,218	2,189	1.3
Maine	22	275	277	-0.8	22	253	245	3.0
Massachusetts	204	3,936	3,943	-0.2	214	4,044	3,817	3.3
New Hampshire	67	573	579	-0.9	71	548	539	1.6
New Jersey	56	4,944	4,950	-0.1	110	4,907	4,766	3.0
New York	60	6,167	6,159	0.1	60	5,957	5,848	1.9
Pennsylvania	36	4,194	4,256	-1.5	35	4,243	4,180	1.5
Rhode Island	20	524	525	-0.2	20	542	503	7.7
Vermont	15	123	123	0.1	18	123	121	2.1
Subtotal		22,948	23,039	-0.4		22,835	22,308	2.4
<b>South Atlantic</b>								
Delaware	15	458	474	-3.4	18	457	465	-1.6
District of Columbia	2	189	199	-4.9	2	188	189	-0.1
Florida	138	10,687	10,822	-1.2	138	11,122	11,039	0.7
Georgia	122	5,610	5,646	-0.6	123	5,875	5,751	2.2
Maryland	33	3,214	3,226	-0.4	37	3,294	3,223	2.2
North Carolina	43	4,610	4,627	-0.4	42	4,584	4,590	-0.1
South Carolina	44	2,196	2,205	-0.4	48	2,260	2,233	1.2
Virginia	360	3,903	3,915	-0.3	353	3,943	3,872	1.8
West Virginia	10	632	644	-1.8	9	650	652	-0.2
Subtotal		31,489	31,758	-0.8		32,373	32,014	1.1
<b>North Central</b>								
Illinois	53	4,801	4,801	0.0	55	5,246	5,032	4.2
Indiana	31	2,715	2,712	0.1	35	2,842	2,766	2.7
Iowa	33	918	939	-2.1	32	934	930	0.4
Kansas	15	925	951	-2.8	16	950	938	1.3
Michigan	46	4,914	4,820	2.0	46	4,919	4,740	3.8
Minnesota	17	2,281	2,268	0.6	15	2,419	2,316	4.4
Missouri	63	2,813	2,808	0.2	65	2,779	2,718	2.3
Nebraska	11	625	650	-3.8	10	631	643	-1.8
North Dakota	11	180	185	-2.9	10	189	188	0.5
Ohio	92	4,949	4,950	0.0	95	5,059	4,957	2.1
South Dakota	4	227	246	-7.8	4	237	245	-3.3
Wisconsin	130	2,342	2,328	0.6	129	2,334	2,289	2.0
Subtotal		27,690	27,658	0.1		28,539	27,762	2.5
<b>South Gulf</b>								
Alabama	115	2,317	2,384	-2.8	116	2,419	2,460	-1.7
Arkansas	4	1,237	1,278	-3.2	4	1,294	1,296	-0.2
Kentucky	21	1,562	1,602	-2.5	21	1,588	1,589	0.0
Louisiana	14	2,062	2,015	2.3	12	2,223	2,076	7.1
Mississippi	28	1,092	1,159	-5.8	15	1,134	1,195	-5.2
Oklahoma	35	1,584	1,647	-3.8	33	1,676	1,667	0.6
Tennessee	23	3,548	3,545	0.1	21	3,592	3,573	0.5
Texas	78	14,224	14,214	0.1	75	14,753	14,178	4.1
Subtotal		27,626	27,844	-0.8		28,679	28,035	2.3
<b>West</b>								
Alaska	51	203	209	-3.0	55	201	201	0.5
Arizona	93	3,452	3,427	0.7	86	3,601	3,544	1.6
California	41	20,450	21,053	-2.9	80	20,488	20,532	-0.2
Colorado	40	2,749	2,817	-2.4	40	2,717	2,694	0.9
Hawaii	53	456	464	-1.6	51	447	441	1.5
Idaho	77	548	560	-2.1	79	557	548	1.7
Montana	14	226	240	-5.7	13	226	228	-0.8
Nevada	37	1,288	1,338	-3.8	38	1,255	1,241	1.1
New Mexico	17	751	766	-2.0	18	792	770	2.9
Oregon	40	1,481	1,516	-2.4	43	1,464	1,491	-1.8
Utah	-	1,487	1,534	-3.0	-	1,581	1,575	0.4
Washington	91	3,167	3,246	-2.4	93	3,059	3,089	-0.9
Wyoming	28	167	173	-3.7	27	160	162	-0.9
Subtotal		36,425	37,343	-2.5		36,548	36,516	0.1
<b>TOTALS</b>	<b>2,668</b>	<b>146,187</b>	<b>147,641</b>	<b>-1.0</b>	<b>2,768</b>	<b>148,976</b>	<b>146,834</b>	<b>1.6</b>

Note: Where Number of Stations are shown as dashes, the values for the Vehicle-Miles and Percent Change are derived from the estimated VMT based on data from surrounding States or the nationwide average VMT.

**Table - 7. Estimated Urban Vehicle Miles (Millions) and Percent Change from Same Period Previous Year\*\***

<b>Year - 2021</b>														
<u>Urban Interstate</u> %			<u>Urban Other Arte</u> %			<u>Other Urban</u> %			<u>Total Urban</u> %			<u>All Systems</u> %		
Jan	40,130	-14.3	Jan	81,653	-13.0	Jan	39,018	-11.9	Jan	160,801	-13.1	Jan	231,030	-11.4
Feb	37,201	-14.4	Feb	76,324	-12.8	Feb	36,115	-12.5	Feb	149,639	-13.1	Feb	213,038	-12.2
Mar	47,134	19.8	Mar	94,232	17.9	Mar	45,086	17.2	Mar	186,452	18.2	Mar	269,426	18.9
Q1	124,465	-4.0	Q1	252,209	-3.5	Q1	120,218	-3.1	Q1	496,892	-3.5	Q1	713,493	-2.3
Apr	44,642	63.3	Apr	90,124	53.0	Apr	44,062	51.1	Apr	178,828	54.9	Apr	259,189	54.6
May	48,555	34.8	May	98,078	28.1	May	47,804	26.5	May	194,438	29.3	May	284,326	28.7
Jun	49,424	18.6	Jun	98,216	14.0	Jun	47,601	13.2	Jun	195,242	14.9	Jun	286,898	14.6
Q2	142,622	35.8	Q2	286,419	29.2	Q2	139,467	28.0	Q2	568,508	30.5	Q2	830,413	30.0
1st Half	267,087	13.8	1st Half	538,628	11.5	1st Half	259,686	11.4	1st Half	1,065,400	12.1	1st Half	1,543,906	12.8
Jul	50,607	13.8	Jul	100,721	10.9	Jul	48,363	10.1	Jul	199,691	11.4	Jul	296,458	11.6
Aug	48,761	10.4	Aug	99,716	8.5	Aug	47,242	8.3	Aug	195,719	8.9	Aug	287,409	8.4
Sep	47,769	9.5	Sep	96,337	8.2	Sep	46,534	8.1	Sep	190,640	8.5	Sep	277,998	7.9
Q3	147,136	11.3	Q3	296,775	9.2	Q3	142,138	8.8	Q3	586,050	9.6	Q3	861,865	9.4
Oct	49,486	8.8	Oct	99,281	6.9	Oct	47,603	6.9	Oct	196,370	7.4	Oct	285,755	7.2
Nov	46,981	13.8	Nov	92,964	11.7	Nov	44,525	12.3	Nov	184,470	12.4	Nov	267,749	12.4
Dec	46,803	12.0	Dec	93,812	10.6	Dec	45,877	11.2	Dec	186,492	11.1	Dec	268,420	11.2
Q4	143,269	11.4	Q4	286,058	9.7	Q4	138,004	10.0	Q4	567,332	10.2	Q4	821,924	10.1
2nd Half	290,406	11.4	2nd Half	582,833	9.4	2nd Half	280,143	9.4	2nd Half	1,153,381	9.9	2nd Half	1,683,789	9.7
<b>Year</b>	<b>557,492</b>	<b>12.5</b>	<b>Year</b>	<b>1,121,461</b>	<b>10.4</b>	<b>Year</b>	<b>539,828</b>	<b>10.4</b>	<b>Year</b>	<b>2,218,781</b>	<b>10.9</b>	<b>Year</b>	<b>3,227,695</b>	<b>11.2</b>

<b>Year - 2022</b>														
<u>Urban Interstate</u> %			<u>Urban Other Arte</u> %			<u>Other Urban</u> %			<u>Total Urban</u> %			<u>All Systems</u> %		
Jan	42,123	5.0	Jan	85,188	4.3	Jan	41,414	6.1	Jan	168,724	4.9	Jan	240,540	4.1
Feb	41,596	11.8	Feb	83,935	10.0	Feb	40,249	11.4	Feb	165,781	10.8	Feb	235,812	10.7
Mar	49,357	4.7	Mar	96,923	2.9	Mar	46,966	4.2	Mar	193,246	3.6	Mar	277,253	2.9
Q1	133,076	6.9	Q1	266,046	5.5	Q1	128,629	7.0	Q1	527,750	6.2	Q1	753,605	5.6
Apr	46,176	3.4	Apr	91,901	2.0	Apr	45,116	2.4	Apr	183,192	2.4	Apr	263,243	1.6
May	49,639	2.2	May	99,337	1.3	May	49,228	3.0	May	198,204	1.9	May	288,167	1.4
Jun	49,286	-0.3	Jun	96,901	-1.3	Jun	46,526	-2.3	Jun	192,713	-1.3	Jun	282,121	-1.7
Q2	145,102	1.7	Q2	288,138	0.6	Q2	140,869	1.0	Q2	574,109	1.0	Q2	833,532	0.4
1st Half	278,177	4.2	1st Half	554,184	2.9	1st Half	269,498	3.8	1st Half	1,101,859	3.4	1st Half	1,587,137	2.8
Jul			Jul			Jul			Jul			Jul		
Aug			Aug			Aug			Aug			Aug		
Sep			Sep			Sep			Sep			Sep		
Q3	0.0		Q3	0.0		Q3	0.0		Q3	0.0		Q3	0.0	
Oct			Oct			Oct			Oct			Oct		
Nov			Nov			Nov			Nov			Nov		
Dec			Dec			Dec			Dec			Dec		
Q4	0.0		Q4	0.0		Q4	0.0		Q4	0.0		Q4	0.0	
2nd Half	0.0		2nd Half	0.0		2nd Half	0.0		2nd Half	0.0		2nd Half	0.0	
<b>Year</b>	<b>278,177</b>	<b>4.2</b>	<b>Year</b>	<b>554,184</b>	<b>2.9</b>	<b>Year</b>	<b>269,498</b>	<b>3.8</b>	<b>Year</b>	<b>1,101,859</b>	<b>3.4</b>	<b>Year</b>	<b>1,587,137</b>	<b>2.8</b>

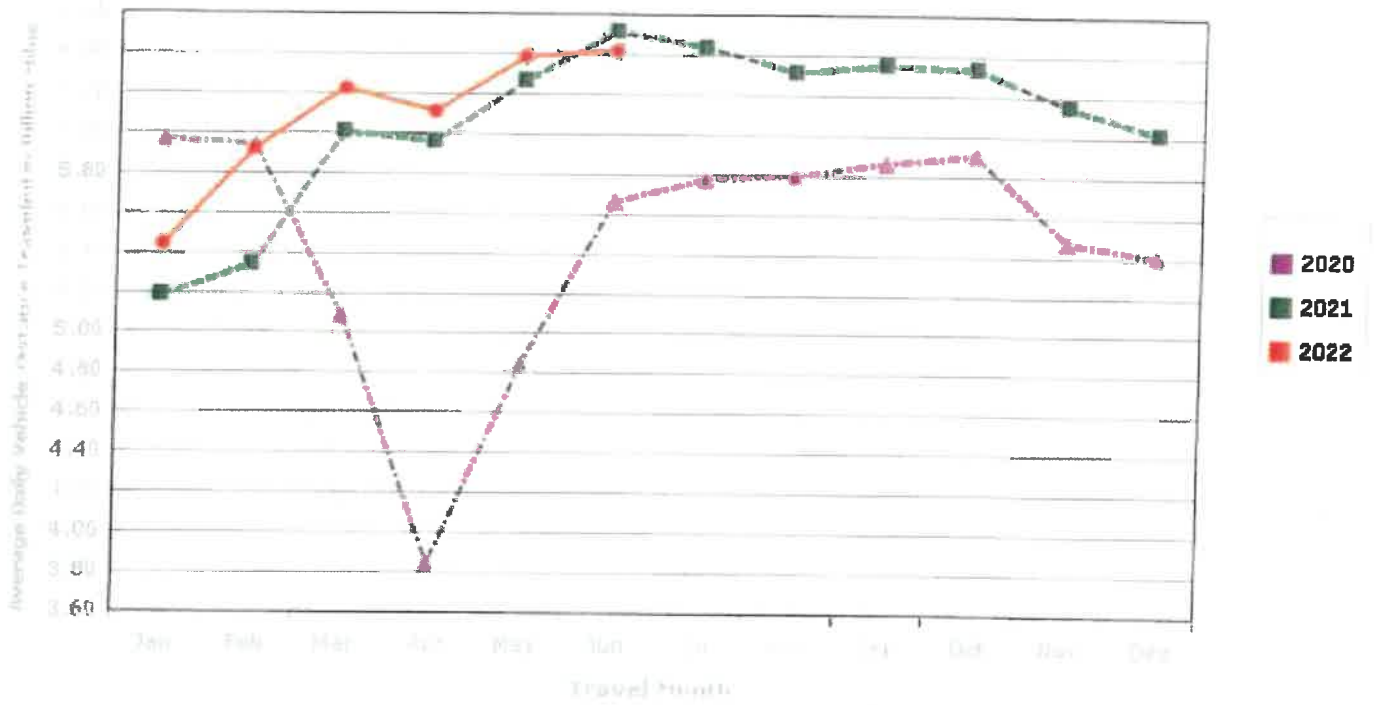
**Table - 6. Estimated Rural Vehicle Miles (Millions) and Percent Change from Same Period Previous Year\*\***

Year - 2021														
Rural Interstate %		Rural Other Arter %		Other Rural %		Total Rural %		All Systems %						
Jan	18,310	-6.8	Jan	27,467	-7.8	Jan	24,451	-7.2	Jan	70,228	-7.3	Jan	231,030	-11.4
Feb	16,359	-10.5	Feb	24,934	-10.5	Feb	22,106	-9.3	Feb	63,399	-10.1	Feb	213,038	-12.2
Mar	21,910	22.0	Mar	32,484	20.1	Mar	28,581	19.5	Mar	82,974	20.4	Mar	269,426	18.9
Q1	56,579	1.3	Q1	84,885	0.2	Q1	75,137	0.7	Q1	216,601	0.7	Q1	713,493	-2.3
Apr	20,749	70.7	Apr	31,479	52.9	Apr	28,133	44.6	Apr	80,361	53.9	Apr	259,189	54.6
May	23,943	37.8	May	34,641	25.4	May	31,304	22.1	May	89,888	27.2	May	284,326	28.7
Jun	24,693	20.5	Jun	35,401	12.9	Jun	31,561	10.5	Jun	91,656	14.0	Jun	286,898	14.6
Q2	69,385	38.7	Q2	101,522	27.6	Q2	90,998	23.5	Q2	261,905	28.8	Q2	830,413	30.0
1st Half	125,964	19.0	1st Half	186,406	13.5	1st Half	166,135	12.0	1st Half	478,506	14.3	1st Half	1,543,906	12.8
Jul	26,477	18.9	Jul	36,936	10.5	Jul	33,354	8.7	Jul	96,767	12.1	Jul	296,458	11.6
Aug	24,500	11.1	Aug	35,390	6.6	Aug	31,800	5.5	Aug	91,690	7.4	Aug	287,409	8.4
Sep	22,907	9.4	Sep	33,921	6.5	Sep	30,531	5.2	Sep	87,358	6.8	Sep	277,998	7.9
Q3	73,884	13.2	Q3	106,247	7.9	Q3	95,685	6.5	Q3	275,815	8.8	Q3	861,865	9.4
Oct	23,664	9.7	Oct	34,718	6.5	Oct	31,003	5.0	Oct	89,386	6.8	Oct	285,755	7.2
Nov	22,729	16.1	Nov	32,115	11.8	Nov	28,435	10.0	Nov	83,279	12.3	Nov	267,749	12.4
Dec	22,433	14.9	Dec	31,726	10.6	Dec	27,769	9.2	Dec	81,928	11.3	Dec	268,420	11.2
Q4	68,826	13.4	Q4	98,558	9.5	Q4	87,207	7.9	Q4	254,592	10.0	Q4	821,924	10.1
2nd Half	142,710	13.3	2nd Half	204,806	8.7	2nd Half	182,892	7.2	2nd Half	530,407	9.4	2nd Half	1,683,789	9.7
Year	268,674	15.9	Year	391,212	10.9	Year	349,027	9.4	Year	1,008,913	11.7	Year	3,227,895	11.2

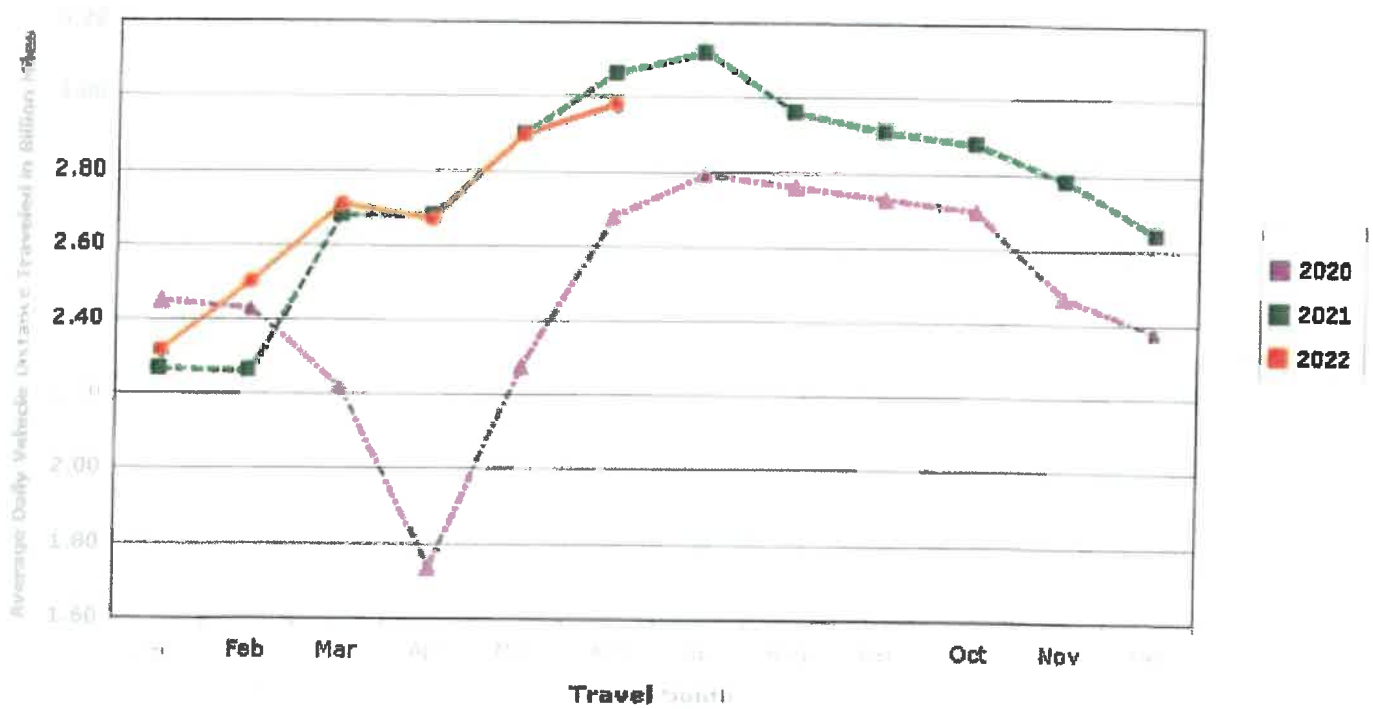
Year - 2022														
Rural Interstate %		Rural Other Arter %		Other Rural %		Total Rural %		All Systems %						
Jan	19,014	3.8	Jan	28,054	2.1	Jan	24,749	1.2	Jan	71,817	2.3	Jan	240,540	4.1
Feb	18,352	12.2	Feb	27,460	10.1	Feb	24,220	9.6	Feb	70,032	10.5	Feb	235,812	10.7
Mar	22,735	3.8	Mar	32,635	0.5	Mar	28,637	0.2	Mar	84,007	1.2	Mar	277,253	2.9
Q1	60,101	6.2	Q1	88,149	3.8	Q1	77,605	3.3	Q1	225,855	4.3	Q1	753,605	5.6
Apr	20,931	0.9	Apr	31,179	-1.0	Apr	27,941	-0.7	Apr	80,051	-0.4	Apr	263,243	1.6
May	23,987	0.2	May	34,511	-0.4	May	31,465	0.5	May	89,963	0.1	May	288,167	1.4
Jun	24,183	-2.1	Jun	34,308	-3.1	Jun	30,917	-2.0	Jun	89,408	-2.5	Jun	282,121	-1.7
Q2	69,101	-0.4	Q2	99,998	-1.5	Q2	90,323	-0.7	Q2	259,423	-0.9	Q2	833,532	0.4
1st Half	129,202	2.6	1st Half	188,147	0.9	1st Half	167,928	1.1	1st Half	485,278	1.4	1st Half	1,587,137	2.8
Jul			Jul			Jul			Jul			Jul		
Aug			Aug			Aug			Aug			Aug		
Sep			Sep			Sep			Sep			Sep		
Q3		0.0	Q3		0.0	Q3		0.0	Q3		0.0	Q3		0.0
Oct			Oct			Oct			Oct			Oct		
Nov			Nov			Nov			Nov			Nov		
Dec			Dec			Dec			Dec			Dec		
Q4		0.0	Q4		0.0	Q4		0.0	Q4		0.0	Q4		0.0
2nd Half		0.0	2nd Half		0.0	2nd Half		0.0	2nd Half		0.0	2nd Half		0.0
Year	128,202	2.6	Year	188,147	0.9	Year	167,928	1.1	Year	485,278	1.4	Year	1,587,137	2.8

**Figure - 2. Average Daily Travel on U.S. Highways by Month**

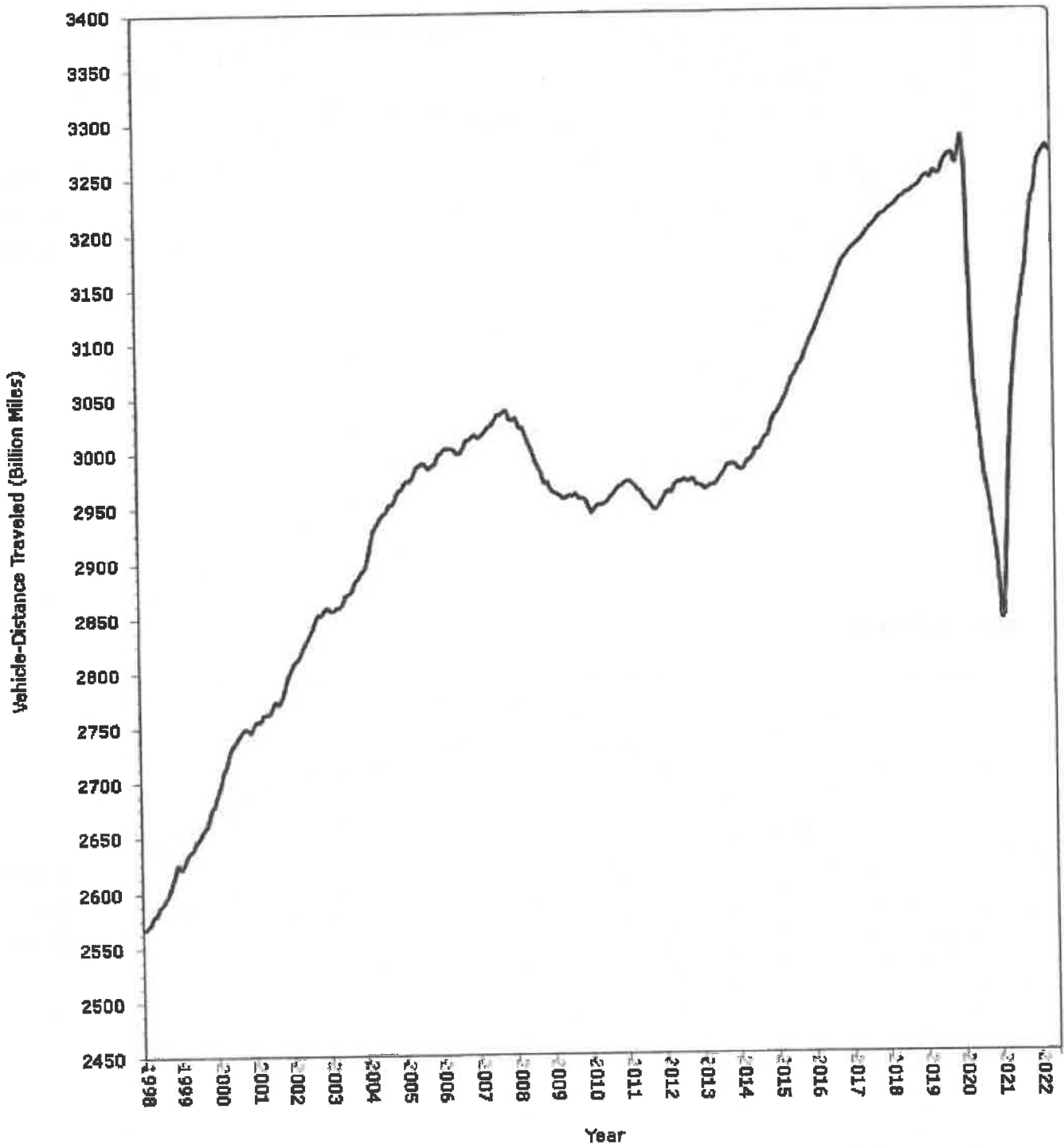
**Urban Highways**



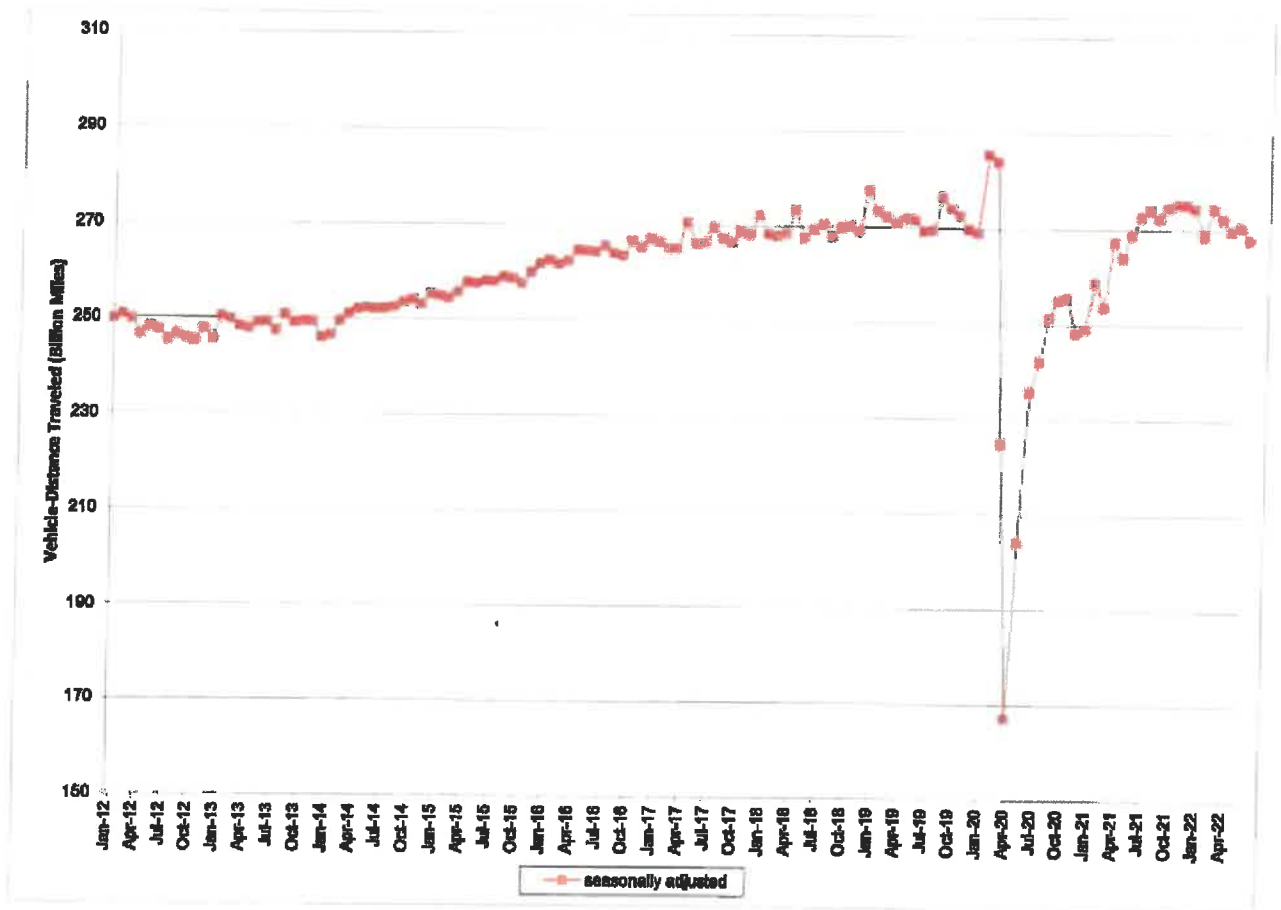
**Rural Highways**



**Figure - 1. Moving 12-Month Total on ALL Roads**



**Figure – 3. Seasonally Adjusted Vehicle Miles Traveled by Month**



Seasonally adjusted data are modeled by the Bureau of Transportation Statistics, Office of the Assistant Secretary for Research and Technology, U.S. Department of Transportation. See <http://www.transtats.bts.gov/OSEA/SeasonalAdjustment/> for additional seasonally adjusted travel data and information.



# TOWN OF HILTON HEAD ISLAND

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## *Staff Report Memo*

**TO:** Planning Commission  
**FROM:** Shea Farrar, *Senior Planner & Board Coordinator*  
**VIA:** Missy Luick, *Assistant Community Development Director*  
**DATE:** April 6, 2023  
**SUBJECT:** Proposed Amendments to the Planning Commission Rules of Procedure

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### **RECOMMENDATION:**

That the Planning Commission approve the proposed amendments to Rules of Procedure.

### **SUMMARY:**

Amendments are proposed to the Planning Commission Rules of Procedure, which are shown in Attachment A, Proposed Amendments to the Rules of Procedure, and are outlined below.

#### *Amendment to Rules of Procedure*

Article III, Section 2 (Amendment), requires that the Rules and Procedures Committee review and make a recommendation on changes to the Planning Commission's Rules of Procedure. It is recommended that this be changed to a majority vote of the Planning Commission at a regular meeting based on the subsequent recommended changes that follow. The change would allow the Planning Commission to amend its Rules of Procedure by majority vote provided that such amendments are properly noticed in accordance with the South Carolina Freedom of Information Act.

#### *Standing Committees*

Currently, the Rules of Procedure identifies five standing committees in Article IV, Section 5., They are identified as the Comprehensive Plan, Land Management Ordinance, Capital Improvements Program, Rules of Procedure and Nominating Committees. Establishing and operating with standing committees is not required by South Carolina State Law.<sup>1</sup> To continue to

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<sup>1</sup> See South Carolina Code of Laws Section 6-29-360.

allow committees to be established as needed, no changes are proposed to the current provisions for establishing Ad Hoc Committees. Most Planning Commissions in South Carolina do not have subcommittees. In fact, state law does not contemplate the formation of subcommittees for Planning Commissions. The rationale for dissolving subcommittees of the Planning Commission are as follows:

- **Streamlining decision-making process:** Since subcommittees are not mandated by state law, their existence might complicate the decision-making process in the Planning Commission. Dissolving subcommittees can help create a more streamlined and efficient approach, where all relevant discussions occur within the main commission, leading to quicker decisions and implementation.
- **Reducing bureaucracy:** Subcommittees can inadvertently contribute to bureaucratic inefficiencies, resulting in slower progress on essential projects. By eliminating subcommittees, the Planning Commission can focus on cutting through red tape and promoting a more agile and responsive organization.
- **Enhancing transparency and accountability:** The presence of subcommittees can sometimes obscure decision-making processes and dilute accountability. By centralizing discussions and decisions within the Planning Commission, transparency will be improved, and members will be more directly accountable for their actions and decisions.
- **Ensuring equal participation:** In some cases, subcommittees can create an environment where only a select few members are involved in specific discussions or decisions. Dissolving subcommittees can encourage broader participation among all commission members, ensuring diverse perspectives and a more equitable decision-making process.
- **Reducing costs:** Maintaining subcommittees often requires additional resources, such as staff support and meeting spaces. By dissolving subcommittees, the Planning Commission can reduce administrative costs and allocate these resources more effectively towards mission-critical projects and initiatives.
- **Facilitating better communication:** In organizations with multiple subcommittees, communication breakdowns can occur as information gets lost or diluted between different groups. By dissolving subcommittees, the Planning Commission can foster clearer and more direct communication channels, leading to better-informed decisions and more efficient operations.
- **Aligning with state law:** As subcommittees are not required under state law, their dissolution aligns the Planning Commission with state legal requirements.

### Meeting Schedules

This proposed amendment to Article V, Sections 1 and 2, aims to specify that the schedule for regular meetings must be published in January each year, in compliance with South Carolina Code of Laws Section 30-4-80(A). Additionally, it removes the Commission's capacity to revise or republish the regular meeting schedule, which is not permitted under South Carolina Code of Laws Section 30-4-80(A).



Public Hearings

This proposed amendment to Article VII, Section 2 modifies the public comment duration from five minutes to three minutes. This change aims to harmonize the Planning Commission's public comment periods with those of other Town public bodies and enhance meeting efficiency while still providing citizens with a fair chance to express their views.

Procedures for Hearing an Appeal

The suggested revision to Article V, Section 3 updates the correct citation to the Municipal Code of the Town of Hilton Head Island with respect to actions which may be taken by the Planning Commission in hearing an appeal. Further, it includes that a motion by Planning Commission in hearing an appeal must contain conclusions of law, in addition to findings of fact.

**BACKGROUND:**

Each year the Commission establishes a monthly meeting schedule and elects standing committees as required by the current Rules of Procedure. Holding only one monthly meeting, in addition to Committee reviews, can lengthen the time associated with the review of applications. At this time, an increase is anticipated in the number of projects that will require Planning Commission review, including the potential for amendments to the LMO, amendments to the Comprehensive Plan and other project reviews. To provide increased flexibility, staff has proposed that the Commission amend the Rules of Procedure to allow more flexibility for when the Commission meets and the requirements for Committee reviews.

**ATTACHMENTS:**

- A. Proposed Amendments to the Rules of Procedure

*Planning Commission Rules of Procedure*  
*Town of Hilton Head Island*

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**Article I**

**Purpose and Function**

The Planning Commission exists to provide an ongoing and futuristic look at a continuing planning program that allows for the physical, societal and economic growth, as well as direction for the development and redevelopment of the Town of Hilton Head Island. Its main responsibilities include: the required and timely review of the Comprehensive Plan; to provide for the implementation of the Land Management Ordinance to ensure and promote the public health, safety, and community values; and to promote the general welfare of the Island community while providing economic opportunities for all Islanders. The Commission deliberates with public input, and serves as a recommending body to Town Council and not as a final decision-making entity except as provided by law. During public forums it may also act as an arbiter among staff, the public, applicants, and special interest groups. In carrying out its duties, the Planning Commission must work within the framework and requirements of the governing law while exercising elemental fairness and open mindedness.

**Article II**

**Authority**

**Section 1. Authority.**

The Town of Hilton Head Island Planning Commission is established by Sec. 16-2-201 of the Land Management Ordinance (LMO) of the Town of Hilton Head Island pursuant to the authority of Section 6-29-310, *et seq.*, of the Code of Laws of South Carolina, and hereinafter shall be referred to as the "Commission."

**Section 2. Territorial Jurisdiction.**

Pursuant to Appendix A.2.E of the LMO, the Commission shall have jurisdiction over all the lands within the Town. This jurisdiction may be expanded by the Town Council by ordinance and/or by intergovernmental agreement, in accordance with Section 6-29-330 of the Code of Laws of South Carolina.

**Article III**  
**Rules of Procedure**

**Section 1. Rules of Procedure.**

These *Rules of Procedure* are adopted by the Commission pursuant to SC Code 6-29-360 and Appendix A.2 of the LMO. Any Committee of the Commission so appointed by the Chairperson shall follow these *Rules of Procedure* to the extent applicable to the conduct of its proceedings. These *Rules of Procedure* can be suspended by majority vote of the Commission or Committee members to meet circumstances that may arise in the course of the deliberations. If a situation arises in which these *Rules of Procedure* are not specific concerning an issue, then the most recent edition of *Robert's Rules of Order* shall govern the conduct of meetings of the Commission or Committee on the issue not covered.

**Section 2. Amendment.**

These *Rules of Procedure* may be amended at any regular meeting of the Planning Commission **by a majority vote, provided such amendments are properly noticed in accordance with the South Carolina Freedom of Information Act.** ~~after review and recommendation by its Rules and Procedures Committee. Any amendment must be by a majority vote of the Commission members held at a meeting of the Commission at least seven (7) calendar days after a written draft of the amendment is delivered to all of its members.~~

**Article IV**  
**Commission Organization and Duties**

**Section 1. Membership.**

**A. Number and Qualifications.** The Commission shall consist of nine members appointed as Commissioners by the Town Council. To the extent practicable, the appointed members shall include at least one attorney and one design professional (either a registered architect or a registered landscape architect). None of the members shall hold an elected public office or position with the Town of Hilton Head Island or Beaufort County, South Carolina.

**B. Length of Terms.** One third of the members of the Commission shall be appointed annually for three-year terms effective each July 1, with all such terms ending on June 30 of the applicable year, unless a member is appointed to fill a vacancy. Vacancies shall be filled by the Town Council by appointments for the balance of any unexpired terms.

**C. Term Limits.** No member may serve more than two successive terms, except at the pleasure of the Town Council for extraordinary circumstances where Council believes it is in the best interest of the community to have a continuation for a specified period of a particular member of the Commission. This limitation shall not prevent any person from

## Attachment A: Revisions to the Rules of Procedure

being appointed to the Commission after an absence of one year. Service to fill an unexpired term of less than one and one-half years shall not constitute a term of service for the purpose of these term limits.

**D. Attendance/Absences.** Commissioners are expected to attend all Commission meetings and all Committee meetings to which they are appointed. If a Commissioner is unable to attend a meeting, the Chairperson or Secretary of the Commission shall be notified in advance of the scheduled meeting. The Chairperson will determine if the absence is excused or unexcused. The Secretary shall keep records on an annual basis of the number of unexcused absences of members.

**E. Removal.** If a Commissioner has a total of three unexcused absences from the annually scheduled regular meetings, the Commission shall consider and may recommend to the Town Council that the Commissioner's appointment be revoked. The Town Council may remove a Commissioner for cause, according to Section 2-13-70(b) of the Code of the Town of Hilton Head Island. Cause may include, but shall not be limited to, nonattendance at the Commission's meetings.

### Section 2. Officers.

The officers of the Commission shall be a Chairperson and a Vice-Chairperson, elected annually by the Commissioners at the last meeting in the month of June for one-year terms beginning on the first meeting in July. Neither of these two positions shall be filled by a Commissioner beginning his or her first year of service as a Commissioner.

**A. Chairperson.** The Chairperson shall be a voting member of the Commission and shall:

1. In consultation with the Staff Coordinator, create agendas for all meetings;
2. Preside at all meetings and hearings of the Commission;
3. Act as spokesperson for the Commission;
4. Sign documents for the Commission;
5. Designate a Commissioner or personally act as liaison with other governmental agencies and Town Commissions;
6. Assign or delegate tasks to other Commissioners as may be necessary to perform the Commission's functions;
7. Make appointments to Committees of the Commission and be an ex-officio member of all Committees with a voice in discussions, but with no authority to vote on questions before Committees of the Commission unless otherwise specified herein;
8. Prepare a semi-annual report of Planning Commission's activities;
9. Transmit reports and recommendations to Town Council;
10. Work with the Staff Coordinator to ensure all business is conducted in accordance with these Rules of Procedure;
11. Cancel a scheduled Commission meeting if there are no agenda items; and
12. Perform such other duties as approved by the Commission.

**B. Vice-Chairperson.** The Vice-Chairperson shall exercise the duties of the Chairperson in the absence, disability, or disqualification of the Chairperson, or if the Chairperson is the proponent of a motion as provided in these Rules of Procedure. In the absence of both the Chairperson and Vice-Chairperson, an acting Chairperson shall be elected by the members present at a meeting of the Commission.

**C. Secretary.** With the advice and consent of the Town's Community Development Director, the Chairperson annually shall appoint or reappoint a member of the Town's Community Development Department staff as Secretary of the Commission. The Secretary will not be eligible to vote or to otherwise deliberate in the proceedings of the Commission. The Secretary shall:

1. Publish and post notices of all meetings of the Commission;
2. Assist the Commission's Staff Coordinator in preparation of meeting agendas;
3. Distribute the agenda, prior minutes and other relevant materials to each Commissioner in advance of each meeting;
4. Record the proceedings of Commission's meetings on audio tape and prepare written minutes of meetings for approval by the Commission at its next regular meeting, as well as recording in the written minutes the attendance of Commissioners at each meeting;
5. Maintain the Commission's notices, correspondence, reports and forms as public records for a period of time consistent with the records retention schedule of the Town of Hilton Head Island; and,
6. Assist in the preparation and forwarding of all reports and recommendations of the Commission.

### **Section 3. Staff Coordinator.**

The Town's Community Development Director shall appoint a member of Staff to assist the Chairperson and the Secretary in Commission coordination, including discussing agenda items and any other item that needs attention for the efficient running of the Commission's meetings.

### **Section 4. Duties of the Commission.**

The LMO and the Code of South Carolina set forth the duties of the Commission and those mandated items that fall under the Commission's purview, including the review process. These duties include, among others:

1. preparing and periodically revising plans and programs for the development and redevelopment of areas in the Town;
2. preparing and recommending for adoption to the Town Council as a means for implementing the plans and programs:
  - a. zoning ordinances to include zoning district maps and appropriate revisions thereof;
  - b. regulations for subdivision or development of land and appropriate revisions thereof, and to oversee the administration of the regulations that may be adopted;

## Attachment A: Revisions to the Rules of Procedure

- c. an official map and appropriate revisions on it showing the exact location of existing or proposed public street, highway and utility rights-of-way, and public building sites, together with regulations to control the erection of buildings or other structures or changes in land use within the rights-of-way, building sites, or open spaces within its jurisdiction, or a specified portion of it;
  - d. a landscaping ordinance setting forth required planting, tree preservation and other aesthetic considerations for land and structures;
  - e. a capital improvements program setting forth projects required to implement plans which have been prepared and adopted, including an annual listing of priority projects for consideration by the governmental bodies responsible for implementation prior to preparation of their capital budgets; and
  - f. policies or procedures to facilitate implementation of planning elements ;
3. reviewing and making decisions on applications for street/vehicular access easement name reviews;
  4. reviewing and making decisions on applications for public project reviews for compatibility with the Comprehensive Plan for location, character, and extent of the project;
  5. reviewing and taking action on traffic impact analysis plans;
  6. reviewing and approving all subdivisions. The Commission has currently delegated review and approval authority for subdivision plats to the LMO Official. Staff shall submit a quarterly report to the Commission summarizing all subdivision plats approved for the past year; and
  7. reviewing and deciding appeals on subdivision reviews (minor and major), development plan reviews (minor and major), development project name reviews, and small residential development reviews.

Pursuant to the Code of South Carolina, all new members of the Commission shall attend a 6 hour Orientation Program and all members shall attend a 3 hour/year Continuing Education Program.

### Section 5. Ad Hoc Committees.

~~With permission of Town Council, the Commission, in the performance of its duties, has formed Committees consisting of members of the Commission. These Committees assist staff in refining plans and issues before them, and report their findings to the Commission for action.~~

#### ~~A. Standing Committees.~~

- ~~1. *Comprehensive Plan Committee.* This Committee reviews all elements and appendices of the Town of Hilton Head Island Comprehensive Plan, and other special studies or plans as directed by the Commission. This Committee will review the staff prepared periodic updates on implementation of the Comprehensive Plan and make timely recommendations to the Planning Commission.~~
- ~~2. *LMO Committee.* This Committee reviews all proposed amendments to the Land Management Ordinance.~~
- ~~3. *CIP Committee.* This Committee reviews the Capital Improvements Program in light of the implementation of the Comprehensive Plan.~~

## Attachment A: Revisions to the Rules of Procedure

- ~~4. *Rules of Procedure Committee.* This Committee reviews and recommends revisions to these Rules of Procedure as may be needed.~~
- ~~5. *Nominating Committee.* This Committee is formed by appointment by the Chairperson with confirmation of the Committee members by the Commission, no later than the first meeting in the month of June of each year. This Committee shall recommend a slate of officers for the coming year, and shall report their recommendation to the Commission at the election. In the event the Committee fails to recommend the appointees, the slate of officers shall be elected by the members of the Commission. The Commission may decide to not elect a nominating Committee, instead holding the election of officers by accepting all nominations from the floor during the election.~~

~~A majority vote is normally required to be elected to office. If no one in an election receives a majority vote, the vote must be repeated until one of the candidates does get a majority. Votes can be taken by secret ballot or show of hands if there is more than one candidate.~~

### **~~B. Membership of Committees.~~**

- ~~1. No Committee shall have more than four regular members.~~
- ~~2. The Chairperson of the Commission shall sit as an Ex-officio member on all Committees except the Nominating Committee. The Chairperson may be a member of the Nominating Committee with voting privileges.~~
- ~~3. Committee members are responsible for attending Committee meetings in accordance with these Rules of Procedure.~~

### **~~C. Referral Back to Committee.~~**

~~The Planning Commission may refer an agenda item back to a Committee for further review no more than two times after it has been sent to the full Commission for action.~~

### **~~D. Ad Hoc Committee.~~**

~~From time to time Town Council may establish an *ad hoc* committee with its membership and charge determined by Town Council and such committee may be designated a committee of the Planning Commission with duty to report regularly to the Planning Commission and periodically to Town Council.~~

## **Article V** **Meetings and Quorum**

### **Section 1. Regular and Special Meetings.**

**A. Meeting Schedule.** An annual schedule of regular meetings of the Commission shall be adopted, published and posted at the Town Government Center in ~~December~~ **January** of each year. The Commission may ~~revise and republish the schedule of regular meetings~~ **reschedule a regular meeting in accordance with the South Carolina Freedom of Information Act** by majority vote.

**B. Regular Meetings.** ~~On the third Wednesday of each month,~~ †The Commission may hold a regularly scheduled meetings to take action on such items as applications, ordinance amendments, map amendments or projects as set forth in Appendix A.2 of the LMO. = A Public Hearing may be required as part of these meetings as provided in Chapter 2 of the LMO. The Commission may also conduct a regular meeting as a work session on certain projects and other business to allow for discussion of a project or for training of the Commissioners.

**C. Special Meetings.** Other special meetings may be called by the Chairperson of the Commission, or by majority vote of the Commission, upon 24 hours notice that is posted and delivered to all members of the Commission and to the local media.

## **Section 2. Quorum.**

A majority of the members of the Commission or a majority of a Committee shall constitute a quorum for that body. A quorum shall be present on each agenda item before any action is taken by the Commission or Committee. If there is lack of a quorum of the Commission, the agenda item may be discussed by those members present; however, no action shall be taken and the item will be rescheduled to the next meeting. If there is a lack of a quorum of a Committee, the item may be discussed by those members present and they may forward their comments to the full Commission at their next meeting. Since Committees are advisory in nature, the Commission Chairperson may take the submitted Committee comments, note in the record that they represent comments from individual members and not the full Committee, and may then decide to take action on the project or remand the project back to the Committee for a full Committee recommendation.

The Secretary will notify the Chairperson in the event projected absences will result in the lack of a quorum.

If a quorum is initially established at a meeting, then a member leaves, the quorum is no longer present. In such an event, transaction of substantive business will not continue for lack of a quorum and the item will be postponed to the next meeting.

## **Article VI** **Meeting Administration**

### **Section 1. Media Notices.**

The Secretary shall give the notice required by statute or ordinance for all meetings of the Commission and Committees to include LMO Section 16-2-102E.2 and Appendix A.2.D.4.



## **Section 2. Agenda.**

A written agenda shall be furnished by the Secretary to each member of the Commission and media. An agenda may be changed at the related meeting by a majority vote of the members present. Any agenda item which requires a public hearing shall be so noted on the agenda and publicly announced at the scheduled meeting. Generally, the agenda should contain:

1. Call to Order;
2. Pledge of Allegiance to the Flag;
3. Roll Call;
4. Freedom of Information Act Compliance;
5. Approval of Agenda;
6. Approval of Minutes;
7. Appearance by Citizens for Items Not on Agenda;
8. Unfinished Business;
9. New Business;
10. Commission Business;
11. Chairperson's Report;
12. Committee Reports;
13. Staff Reports; and
14. Adjournment.

## **Section 3. Minutes.**

**A. Meetings.** Minutes of meetings is governed by the Code of South Carolina Sections 30-4-70 through 30-4-90. Minutes of each Commission and Committee meeting shall be recorded by the Secretary and approved at the next available meeting after their preparation. Minutes of the Commission shall be sent to the Town Council and distributed to the Commission. Final approved Minutes shall be available on microfilm for previous years, and may be posted on the Town's Web site for public information.

### **B. Minimum Contents of Minutes.**

1. Kind of meeting (regular, working or special).
2. Name of the organization.
3. Date and place of the meeting.
4. Presence of the Chairperson and Secretary or the names of substitutes.
5. Presence of a quorum.
6. Names of all members present.
7. Names of all those elected or appointed in appearance, including Town Council members.
8. Time the meeting was called to order.
9. Whether the minutes of the previous meeting were approved or corrected.
10. All adopted and defeated motions. (Withdrawn motions need not be recorded.)
11. Name of the maker of the motion.
12. Record the vote of each member upon each motion, or, if absent or failing to vote,

## Attachment A: Revisions to the Rules of Procedure

indicating that fact.

13. Record any stated reason(s) for a member's vote.
14. The adjournment and the time of adjournment.
15. Attached reports.

C. **Lack of Quorum.** If there is lack of a quorum of the Commission or a Committee, minutes may be recorded but shall include a statement in the header of each page indicating that a quorum was not present and the minutes are not official. Such minutes shall not be approved by the Commission or Committee at a later meeting.

D. **Motions.** Motions must be recorded verbatim.

### **Article VII** **Meeting Organization**

#### **Section 1. Regular Meetings.**

The below sequence shall generally be followed:

1. The Chairperson introduces the agenda item by reading its description on the agenda;
2. Staff presents the item and their recommendation to approve, approve with conditions, or disapprove;
3. If the item involves an application, the Applicant, his attorney, or agent may make remarks;
4. At the discretion of the Chairperson, comments from the public may be received on the agenda item; (Public comment is not required during these types of meetings; only during a public hearing.)
5. Staff may speak to clarify the issue;
6. If the item involves an application, the Applicant, his attorney, or agent shall have the right to reply last;
7. Motion and discussion by the Commission;
8. Clarification from Staff, if necessary; and
9. Vote by the Commission.

#### **Section 2. Public Hearings.**

The below sequence shall be followed:

1. The Chairperson *declares the Public Hearing open* after reading the item on the agenda;
2. Staff presentation of the application or proposal and their recommendation to approve, approve with conditions, or disapprove;
3. The Applicant, his attorney, or agent may make remarks;
4. Comments from the public. No person shall speak for more than ~~five~~**three** minutes without the consent of the Commission Chairperson. All questions will be posed by members of the Commission. The Chairperson asks the public to approach the podium and speak their name into the microphone for the record. The Chairperson has a right to get the speaker 'back on track.' The Chairperson has the right to limit the number of

## Attachment A: Revisions to the Rules of Procedure

- times a member of the public may speak;
5. The Applicant, his attorney, or agent shall have the right to reply last. The Chairperson has the right to limit the number of times the Applicant, his attorney, or agent may speak;
  6. No member of Staff, the public, or the Commission shall be subjected to cross-examination by the Applicant, his attorney, or his agent;
  7. The Chairperson *declares the public hearing closed*. No other comment from the public should be allowed after the closing of the public hearing;
  8. Motion and discussion by the Commission. Motions should not be made until the hearing on the issue is closed and the Commission then discusses the information they have heard, deliberates, and a motion is made;
  9. Clarification from Applicant, if necessary;
  10. Clarification from Staff, if necessary; and
  11. Vote by the Commission.

### **Section 3. Recess.**

A recess shall be declared as deemed appropriate by the Chairperson or by majority vote of the Commissioners present at the meeting.

### **Section 4. Executive Session.**

Executive Session is a meeting at which the proceedings are closed to the public. A member can be punished under disciplinary procedures if he violates the secrecy of an executive session. Any non-members permitted to be present in Executive Session are honor-bound not to divulge anything that occurred or that was discussed in Executive Session.

Permitted reasons for Executive Session are:

1. Personnel reasons
2. Contracts
3. Legal advice relating to a pending, threatened or potential claim(s)
4. Discussion regarding development of security personnel
5. Investigative proceedings regarding allegations of criminal misconduct
6. Economic development (specific criteria in FOIA)
7. Other specific criteria (contained in the FOIA).

Entering and Adjourning an Executive Session:

1. A motion to close the current meeting and go into executive session is made and passed by a majority vote;
2. Chairperson must announce the specific purpose of the executive session;
3. No formal action may be taken in executive session except to:
  - a. Adjourn
  - b. Return to public session

The Commission can request attendance by non-members as they deem appropriate.

**Section 5. Submission of Additional Material.**

1. Except for materials submitted for a matter which is the subject of a public hearing, all additional material must be submitted to the Secretary of the Commission and received by the Secretary no later than four business days prior to the meeting date. This material shall be sent by the Secretary to the Commission on the third business day prior to the meeting date.
2. Written materials or other communication which has not been sent to the Secretary, but which has been sent directly to the Commission Members, shall not be considered by the member or the Commission. This is to ensure that the Staff and the Planning Commission members have adequate time to review and consider the additional material, and to ensure that all Commission members receive the same information.

**Section 6. Communication (Written or Oral) with Outside Parties.**

1. Once a decision or action has been rendered by the Commission on any agenda item, discussions between Commission members and applicants and their attorneys on that agenda item should no longer take place. All further communications should be handled through the Town Attorney.
2. Communication with non-Commission members on behalf of the Commission on any matter will be at the discretion of the Chairperson or by a majority vote of the majority of the members.
3. Commission members shall refrain from discussing a pending agenda item with the Applicant, his Attorney, or his Agent prior to the scheduled public meeting. Commission members shall refrain from discussions other than administrative matters regarding a pending agenda item with staff prior to the public meeting. All discussion of a pending matter before the Commission shall take place in the public meeting. This is to avoid the appearance of improper ex parte communications and comply with the Freedom of Information Act.

**Section 7. Communication (Written or Oral) among Commission Members.**

All discussion of agenda items among Commission Members, with the exception of administrative matters, is to be conducted only during the public meeting and not prior to the meeting or during recesses.

**Section 8. Postponement of Agenda Items.**

At the Chairman's discretion, no scheduled agenda item may be postponed by the Applicant, his Attorney, or Town Staff for more than one meeting without reasonable cause. If an Applicant, his Attorney or Town Staff is denied a postponement of a scheduled agenda item, they may withdraw the application. Nothing shall prevent refile of the application at a later date.

**Article VIII**  
**Procedures for Hearing an Appeal**

The following procedures shall be applicable in the presentation of an Appeal from a decision of any Administrator:

**Section 1. Jurisdiction.**

Once an appeal has been accepted by the Planning Commission, the jurisdiction of the Official shall cease.

**Section 2. Presentation of the Appellant, Town Staff and Applicant.**

1. Staff shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Staff believes support the position of Staff with respect to the Appeal. During the presentation by Staff, members of the Planning Commission may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Planning Commission.
2. The Appellant shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Appellant believes support the position of Appellant with respect to the Appeal. During the presentation by Appellant, members of the Planning Commission may ask such questions as they deem appropriate. At the discretion of the Chairman, Appellant's time may be extended if the Appellant is unable to complete the presentation due to questioning from the Planning Commission.
3. The Party in Interest, if other than the Appellant, shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Party in Interest believes supports the Application that is the subject of the Appeal. During the presentation by the Party in Interest, members of the Planning Commission may ask such questions as they deem appropriate. At the discretion of the Chairman, the Applicant's time may be extended if the Party in Interest is unable to complete the presentation due to questioning from the Planning Commission.
4. The parties may determine who shall present their case first to the commission. If the parties do not agree, then the Planning Commission shall determine who shall present their case first. The party that presents their case first shall have a maximum of five (5) minutes to present any desired rebuttal. The other party shall then have a maximum of five (5) minutes to present any desired rebuttal to any new matters raised or discussed.
5. Following the presentation, the Planning Commission may ask such additional questions of the Appellant, Party in Interest or Staff as the members deem appropriate.
6. Either party may call witnesses to testify regarding facts related to the appeal case. Witnesses shall be sworn in by the Chairperson.
7. The Planning Commission may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.
8. Public comment is not normally permitted in a case involving an appeal.

### **Section 3. Vote on the Appeal.**

Following the presentation by all parties as set forth above, the Planning Commission, upon a Motion duly made and seconded, shall vote on the Appeal.

1. Pursuant to the provisions of Section 6-29-1150, *South Carolina Code of Laws* and ~~Section 16-3-607~~ **Chapter 16, Appendix A-2, *Municipal Code of the Town of Hilton Head Island, South Carolina***, the Planning Commission shall **take any of the following actions:**
  - a) Approve the Staff Action on the land development plan from which the Appeal was taken; or,
  - b) Modify the Staff Action on the land development plan from which the Appeal was taken, and to that end, the Planning Commission shall have authority to impose any conditions on the Land Development Plan authorized by law; or,
  - c) Reverse the Staff Action on the land development plan from which the Appeal was taken.
2. The Motion shall contain, at a minimum, a finding of those facts **and conclusions of law** which the member making the Motion deems material to the decision.
3. Following the Vote, the Planning Commission shall issue a written Notice of Action. The written notice of action shall include the decision as well as the findings of fact and conclusions of law, if any, adopted by the Planning Commission.
4. The Notice of Action shall be mailed by certified letter to the Appellant and Applicant affected by the Appeal, if different from that of the Appellant.
5. The decision of the Planning Commission shall be deemed final and applicable upon mailing of the Notice of Action.

The certificate of mailing shall be made a part of the Planning Commission's file on the Appeal.

### **Article IX Conducting the Meeting**

The Chairperson:

1. Is responsible for maintaining order.
2. Should begin the meeting promptly at the scheduled hour if a quorum is present.
3. Should have a well prepared agenda and follow it.
4. Should be familiar with these Rules of Procedure.
5. Keeps the Commission working together by explaining procedure clearly and communicating the next order of business. If a motion is confusing, it is his duty to clarify it. This may mean helping a member rephrase a motion or requiring that a long

## Attachment A: Revisions to the Rules of Procedure

- motion be submitted in writing.
6. “Assigns” the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. Private discussion between Commission or Committee members while another has the floor is out of order and disruptive members should be reminded of this rule.
  7. Should impartially call on members of the public wishing to speak. He should give such members on both sides of an issue an opportunity to speak.
  8. Should remain calm and objective, keeping the meeting moving. A sense of humor and a smile can often save the day!
  9. Should always restate the motion before taking a vote. If a motion is confusing, it is the Chairperson’s duty to clarify it – rephrasing it or putting a long motion in writing. (Complex motions may be brought to the meeting pre-written.) The motion is said to be pending once it has been stated by the Chairperson. It must be disposed of in some manner before other business can be considered.
  10. States, “Since there is no second, the motion is not before this meeting,” if a motion fails to get a second.
  11. Opens debate by saying “Is there any discussion?” The Chairperson *must* open all debatable questions to debate.
  12. May take part in the discussion and vote on the issue. The Chairperson should not dominate the discussion, but seek to involve everyone’s comments in an equal and impartial manner.
  13. May make a motion by passing the gavel to the Vice-Chairperson or designee who will then preside over the issue.
  14. Recognizes members who wish to speak by stating their names.
  15. Puts the question to vote. The vote is taken in the following way:
    - a. The Chairperson restates the motion – keeping the members clear about the purpose of the vote.
    - b. “All in favor of the motion please say aye.....those opposed say no.”
  16. Announces the result of the vote by interpreting the action taken.
  17. Should not allow irrelevant discussion. Restate the question and, if necessary directly request the member to “confine his remarks to the pending question.”
  18. Should use the gavel sparingly, tapping it once to open and close the meeting.
  19. Can assist a member in making a motion.
  20. Should not make the motion unless it is a small Committee.
  21. Can adjourn the meeting without a motion by stating “If there is no further business and there is no objection, the meeting will be adjourned. There being no objection, the meeting is adjourned.”

**Article X**  
**Commission Actions**

**Section 1. Motions.**

<b>Main Motions</b>	<b>A main motion is defined as a proposal that certain action is taken or an opinion be expressed by the group.</b> The words to use are: “I Move.”
<b>Secondary Motions</b>	<b>A secondary motion is one which can be made <i>while</i> the main motion is on the floor and <i>before</i> it has been decided.</b> Secondary motions are divided into three classes which relate to their use in parliamentary procedure. Those classes are: <ul style="list-style-type: none"> <li>○ Subsidiary motions</li> <li>○ Privileged motions</li> <li>○ Incidental motions</li> </ul>
<b>Subsidiary Motions</b>	<b>Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a Committee, delay it, etc.</b> They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. <i>Subsidiary motions are the class of motions most frequently used in meetings.</i> These motions have rank (order of precedence of motions) among themselves. A motion of higher rank can be made while a motion of lower rank is on the floor. The lower rank motion “yields” to the higher rank motion. (Motion to postpone has higher rank than the motion to commit and takes precedence. If motion to postpone is adopted, the main motion and the motion to commit are postponed until the next meeting.)
<b>Privileged Motions</b>	<b>Privileged motions are motions of an emergency nature,</b> such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending.
<b>Incidental Motions</b>	<b>Incidental motions are procedural.</b> They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.
<b>Amending Motion</b>	General consent can be used with amendments to motions if the Chairperson feels the group will accept the amendment. “If there is no objection, the motion is so amended.” <i>Restate the motion.</i>
<b>Motions Commit</b>	Have precedence over the motion to amend. <b>More than one motion can be on the floor but only one question.</b> All pending motions must relate to the main motion on the floor. No new business may be introduced.
<b>Point of Order</b>	Motion used if a Commission member feels the Chairperson is failing to operate within the rules.

**Restorative Motions or Motions that Bring Back a Question**

<b>Restorative Motion</b>	<b>Allows a group to change its mind.</b> <ul style="list-style-type: none"> <li>○ They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting.</li> <li>○ Within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information.</li> <li>○ The two most commonly used restorative motions are: <i>Rescind</i> and <i>Reconsider</i>.</li> </ul>
<b>Rescind</b>	<b>Rescind is the motion to use to quash or nullify a previously adopted motion.</b> It may strike out an entire motion, resolution, bylaw, etc. <ul style="list-style-type: none"> <li>○ Rescind is <i>not in order</i> when any action has already been taken as a result of the vote, such as any kind of contract when the other party has been notified.</li> </ul>



Attachment A: Revisions to the Rules of Procedure

	<ul style="list-style-type: none"> <li>○ It must be seconded.</li> <li>○ It requires a <i>two-thirds</i> vote unless <i>notice has been given</i> at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a <i>majority</i> vote.</li> </ul>
<b>Reconsider</b>	<p><b>Reconsider is the motion which allows a group to reconsider the vote on a motion.</b> It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.</p> <ul style="list-style-type: none"> <li>○ Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again.</li> <li>○ Rules limit who can make the motion. <b>It can only be made by someone who voted on the <i>prevailing</i> (winning) side.</b></li> <li>○ <b>It has a <i>time limit</i>. It must be made on the <i>same day</i> that the vote to be reconsidered was taken.</b></li> <li>○ It requires a second.</li> <li>○ It may be debated and it opens up the motion to which it is applied to debate.</li> <li>○ It requires only a majority vote.</li> <li>○ It may be made and seconded while other business is pending because of its time limit. However, it is not debated and voted on until the business on the floor is completed.</li> <li>○ All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion, and it should be made as quickly as the situation calling for it is recognized.</li> </ul>
<b>Amend a Motion</b>	<p><b>Change the wording to make it clearer, more complete, or more acceptable <i>before the motion is voted upon</i>.</b> The amendment must be germane to the motion on the floor to be in order. Adoption of the amendment does not adopt the motion. If the group votes “no” on the amendment, the motion is on the floor in its original wording.</p>
<b>Amend an Amendment</b>	<p>First amendment is called the primary and the amendment to the amendment is the secondary amendment. Only two amendments may be pending at any time. First vote on the amendment to the amendment (secondary), then vote on the original amendment (primary), then vote on the main motion. Amendments require a majority vote.</p>
<b>Friendly Amendments</b>	<p>Change in wording to enhance the original motion – can be changed by general consent.</p>
<b>Hostile Amendments</b>	<p>Gives a different meaning to a motion and may defeat the intent of the main motion.</p>
<b>To Commit or Refer a Motion</b>	<p>Sends the question to a small group (Committee) to be studied and put into proper form for the group to consider. Motion includes specific directions as to where the question ought to go (what Committee). Motion can be applied to any main motion with any amendments that may be pending. It must be seconded, it can be debated, and requires a majority vote.</p>
<b>Postpone</b>	<p><b>Delays action on a question until later in the same meeting or until the next meeting.</b> <i>A motion cannot be postponed further than the next regular meeting.</i> Can be applied to all main motions, it must be seconded, it can be debated, it can be amended (as to time of the postponement), it requires a majority vote. Motion is called up automatically when the time to which it was postponed arrives (place under Unfinished Business on agenda of next meeting).</p>
<b>Limit Debate</b>	<p><b>Motion to exercise special control over debate</b> – reducing the number and length of speeches allowed. Used with any motion, must be seconded, is not debatable, can be amended (but only as to the length of speeches or when the vote will be taken), requires 2/3 vote, vote must be taken by show of hands or a rising vote in a large group. (Need a timekeeper and timer if speeches have a time limit.)</p>
<b>Previous Question</b>	<p><b>The motion used to cut off debate and to bring the group to an immediate vote on the pending motion. (Call the question for an immediate vote).</b> Previous question can be ruled out of order if the motion is debatable and has not received debate. Motion requires 2/3 vote (by show of hands or standing vote). Not debatable.</p>
<b>Postpone</b>	<p>Lowest-ranked subsidiary motion is used to kill a main motion. It avoids a direct vote on the</p>

Attachment A: Revisions to the Rules of Procedure

<b>Indefinitely</b>	question on the floor. Shouldn't be used.
<b>Lay on the Table</b>	Highest-ranked subsidiary motion. Cannot be amended or debated. It is out of order when used to "kill or avoid dealing with a measure". <b>Was designed as a courtesy motion to allow a group to set aside a question for something more important, such as arrival of a speaker.</b>
<b>Withdraw a Motion</b>	<b>Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group.</b> This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent.
<b>Dilatory Tactics</b>	A dilatory tactic is the misuse of parliamentary procedure to deliberately delay or prevent action in a meeting. It is the duty of the presiding officer to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized.

**Section 2. Voting.**

**A. General.** A Commissioner must be present to vote. Each Commissioner, including the Chairperson, shall vote on every question before the Planning Commission unless disqualified by law. The Chairperson, who sits as an ex-officio member of all Committees, shall not vote on any question before any Committee. However, the Chairperson may be a member of the Nominating Committee with voting privileges.

**B. Disqualification.** The question of disqualification shall be decided by the Commissioner affected, who shall announce the reason for disqualification, give it to the Chairperson in writing, and have it placed in the minutes of the meeting. Any Commissioner so disqualified shall leave the dais while the disqualifying matter is being considered and refrain from deliberating or voting on the question.

**C. Reason(s) for Votes.** A commissioner shall be given the opportunity to express the reason for his/her vote.





# TOWN OF HILTON HEAD ISLAND

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## Community Development

**TO:** Planning Commission  
**FROM:** Shea Farrar, Senior Planner & Board Coordinator  
**VIA:** Missy Luick, Assistant Director Community Development  
**DATE:** April 12, 2023  
**SUBJECT:** Quarterly Report – January - March

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### **Major Subdivision Applications**

Subdivision Applications	Status
SUB-000716-2023 107 LEG O MUTTON ROAD 19 Townhomes	Under Review

### **Major Development Plan Applications**

Development Applications	Status
DPR-000070-2023 592 WILLIAM HILTON PARKWAY- Chaplin Townhomes 3 Townhomes	Under Review
DPR-000784-2023 10 TANGLEWOOD DRIVE – Holiday Inn Express Addition of common areas to hotel. No increase in rooms.	Under Review

### **Committees & Task Force**

Capital Improvements Committee
January 18, 2023 <ul style="list-style-type: none"><li>FY 2024 Capital Improvement Program – Recommendation of Approval</li></ul>

<b>Gullah-Geechee Land &amp; Cultural Preservation Task Force</b>
January - Cancelled due to holiday.
February – <ul style="list-style-type: none"><li>• Review of business licenses and special events.</li><li>• Discussion on accomplishments thus far in the implementation of the Gullah Geechee Culture Preservation Project Report:<ul style="list-style-type: none"><li>○ Creating an economic and community resources page with information for services from the business sector, heirs' property service providers, land use and Gullah Geechee Culture.</li><li>○ Adoption of Family Subdivision and Family Compound regulations</li><li>○ Adopted Dirt Road Paving program regulations Adopted Gullah History and Cultural Education Program</li><li>○ Adopted Mid-Island District Plan with recommendations for the 5 Historic Neighborhoods within the district boundaries</li><li>○ Launched Historic Neighborhood Permitting &amp; Design Studios</li></ul></li><li>• Priority goals for implementing the remaining 13 of the 16 Top Priority Projects are:<ul style="list-style-type: none"><li>○ Fully implementing the Gullah History and Cultural Education Program;</li><li>○ Addressing the Historic Overlay District through the Town's District Planning; efforts, and</li><li>○ Refining the online and physical resource center.</li></ul></li></ul>
March – Further discussion on the resource center and cultural education program from the Gullah Geechee Culture Preservation Project Report.
April - Low Country Gullah foundation as introduced to the Taskforce as a community partner in the Town's historic Gullah land-ownership preservation efforts around heirs' property and delinquent tax support

**Capital Improvement Projects**

For more information and updates, please visit the CIP dashboard and updates on the Town's website:

<https://www.hiltonheadislandsc.gov/cip/>