



Town of Hilton Head Island
TOWN COUNCIL MEETING
1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers
Tuesday, August 15, 2023, 3:00 PM

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. FOIA Compliance:** Public notification of this workshop 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.
- 3. Pledge to the Flag**
- 4. Invocation – Rev. Edward B. Alston- Queen Chapel AME Church**
- 5. Adoption of the Agenda**
- 6. Approval of the Minutes**
 - a. Workshop Meeting Minutes of July 11, 2023
 - b. Regular Meeting Minutes of July 18, 2023
- 7. Presentations and Recognitions**
 - a. Report of the Town Manager
 - b. Sand Shark Week Proclamation – Mayor Perry
 - c. Planning Commission Biannual Update – Bruce Siebold, Chairman
 - d. Adaptive Traffic Signal Update – Bryan McIllwee, Director of Public Projects and Facilities
- 8. Reports from Members of Town Council**
 - a. General Reports from Town Council
 - b. Report of the Lowcountry Area Transportation Study – Glenn Stanford
 - c. Report of the Lowcountry Council of Governments – Tammy Becker
 - d. Report of the Beaufort County Airports Board – David Ames
 - e. Report of the Southern Lowcountry Regional Board – Glenn Stanford
 - f. Report of the Island Recreation Association Board – Alex Brown
 - g. Report of the Community Services and Public Safety Committee – Tammy Becker

- h. Report of the Public Planning Committee – David Ames
- i. Report of the Finance and Administrative Committee – Alex Brown

9. Appearance by Citizens: Citizens who wish to address the Town Council on the matters being discussed during the meeting may do so by submitting the [Request to Speak form](#) or by 12:00 PM the day of the meeting.

10. Unfinished Business

- a. Consideration of Proposed Ordinance 2023-07 Amending Sections Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to Create a New Use Called Island Mixed-Use with the Sea Pines Circle District – First Reading – Shawn Colin, Assistant Town Manager, Community Development

11. New Business

- a. Consideration of a Resolution of the Town of Hilton Head Island Approving the Technology and Innovation Strategic Plan – Tommy Sunday, Director of Technology and Innovation
- b. Consideration of a Resolution of the Town of Hilton Head Island, South Carolina to Support the Town’s Renewal Application to the League of American Bicyclists for the Bicycle Friendly Community Award – Shawn Colin, Assistant Town Manager, Community Development
- c. Consideration of an Ordinance Authorizing and Directing the Town of Hilton Head Island to Enter into an Intergovernmental Agreement Relating to South Carolina Local Revenue Services; to Participate in one or more Local Revenue Service Programs; to Execute and Deliver one or more Participant Program Supplements; and Other Matters Relating Thereto – First Reading - John Troyer, Director of Finance
- d. Consideration of Proposed Ordinance No. 2023-18 Amending the Millage Rate of the Town of Hilton Head Island General Fund and Debt Service Fund for the Fiscal Year Ending June 30, 2024, so as to Perform Required Rollback of Millage Pursuant to South Carolina Code of Laws Section 12-37-251 – First Reading – John Troyer, Finance Director
- e. Consideration of a Resolution to Appoint a Town of Hilton Head Island Representative to the Beaufort County Sales Tax Advisory Committee – Josh Gruber, Deputy Town Manager

12. Executive Session

- a. Discussion of Personnel Matters [Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1)] related to:

1. Beaufort County Sales Tax Advisory Committee
- b. Discussion of Legal Advice from the Town Attorney on Matters Covered Under the Attorney-Client Privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
 1. Mount Calvary Missionary Baptist Church of HHI, et al vs Town of HHI, et al
 2. Forest Beach Villas
 3. Jonesville Road Drainage
 4. Town of Hilton Head Island v Beaufort County Re: Law Enforcement Fee
- c. Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
 1. Main Street Area
 2. Pope Avenue Area
 3. Shelter Cove Area
 4. Archer Road Area
- d. Discussion and Status Update on the Negotiations Incident to Proposed Contractual Arrangements for the Northpoint Public-Private Partnership Workforce Housing Project (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70[a][2])
- e. Discussion of Employment, Appointment, Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70[a][1] and [2]) related to:
 1. Town Attorney Contract

13. Action from Executive Session

14. Adjournment

Municipal Association of South Carolina (MASC) Civility Pledge:
"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



Town of Hilton Head Island
TOWN COUNCIL WORKSHOP
Tuesday, July 11, 2023, 10:00 a.m.
MINUTES

Present from Town Council: Alan Perry, *Mayor*; David Ames, *Mayor Pro-Tempore*; Tamara Becker, Alex Brown, Steve Alfred, Glenn Stanford, Patsy Brison, *Town Council Members*

Department Heads Present: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Assistant Town Manager – Community Development*; Angie Stone, *Assistant Town Manager*; Ben Brown, *Senior Advisor to the Town Manager*; John Troyer, *Finance Director*; Bob Bromage, *Public Safety Director*; Chris Blankenship, *Fire Chief*; Thomas Sunday, *Technology and Innovation Director*; Carolyn Grant, *Communications Director*; Kimberly Gammon, *Town Clerk*

Others Present: Brian Kinzelman, *Senior Principal, MKSK*; Tony Roell, *Associate Principal, MKSK*; Addie Weber, *Tool Design Group*; Johnathan Guy, *Kimley-Horn and Associates, Inc.*

1. Call to Order

Mayor Perry called the workshop to order at 1:00 p.m.

2. FOIA Compliance

Ms. Gammon affirmed compliance with FOIA.

3. Adoption of the Agenda

Mr. Stanford moved to approve. Mr. Ames seconded. Motion carried 7-0.

4. Workshop Discussion

a. Discussion of Hilton Head Island Major Thoroughfare Corridor Plan

Shawn Colin introduced the consultants that would be conducting presentations. Mr. Colin referenced the previous workshop held in March noting that at that time Council reviewed the system segments which are essential elements that make up safe, functional, and attractive corridor land, which includes landscapes, signage, intersections, etc. He stated that at this workshop the segments will be reviewed applying those systems that were looked at earlier in March. He noted that Council requested staff and the consultants review in detail, specific areas including William Hilton Parkway at Northridge; William Hilton Parkway through the Chaplin Community; Main Street Corridor; Palmetto Bay, Bay Pines and Arrow Road; Sea Pines Circle; Pope Avenue and Coligny Circle. Mr. Colin said the segments will be

a major focus of the presentation and discussion, as well as general recommendation for the overall corridor. He emphasized this is a massive undertaking which has not been done at this level and expressed appreciation for the Council support in advancing the project and providing the resources and ability to do the work to make a meaningful impact to the community from a safety, aesthetic, and functionality perspective for all users within the corridors.

Mr. Colin stated the goal of the workshop is to get Council's input on the segments being presented and later return for follow up as many times as needed with Council to make sure there is a comfort level and to ultimately ask for approval of the major Thoroughfares Corridor Plan by adoption through resolution which will provide a blueprint for execution.

Mr. Colin introduced Brian Kinzelman who conducted a detailed presentation regarding the segments and the implementation priorities. Mr. Kinzelman provided an overview and purpose, which included focusing on analyzing and understanding current conditions; direct improvements to critical areas and corridors; target safety of roadways and pedestrian/bicycle movement; and design standards for infrastructure, materials and aesthetics. Mr. Kinzelman reviewed the project areas which includes William Hilton Parkway, Main Street, New Orleans Road, Sea Pines Circle, Pope Avenue, Coligny Circle, North Forest Beach Drive, South Forest Beach Drive, Palmetto Bay Road, Acher Road, Target Road, Arrow Road and the Cross Island Parkway. He provided a background on the plan framework which consists of systems and segments following by implementation. He emphasized they have started and ended all this looking through the lens of safety. Mr. Kinzelman noted stakeholder meetings have been held resulting with the need to focus on increasing safety for all; update the pathway network; improve the functionality of intersections; create consistent aesthetic; develop a uniform signage and wayfinding system; calm traffic; and reduce travel speeds; and reduce vehicular traffic demand. Mr. Kinzelman reviewed each segment in detail, discussed prioritization, and recommendations and options for each. Mr. Guy and Ms. Weber and Mr. Roell assisted in the presentation.

Council members asked questions and made comments regarding: clarification regarding the role of the SCDOT within the project; possibility of acquisition of roads; a suggestion to place the segment numbers on the map for easy access in locating them; the need to review prioritization of the segments; clarification as to implementation of the segments and breaking them out for advancement in the shorter term; understanding that the timeframe regarding the segments will depend on SCDOT approval confirmation; a reminder that it is the consensus of Council that WHP 3 – Northridge Area is a priority due to traffic safety concerns and traffic fatalities; the need to find some interim solutions regarding safety in the Northridge Area; a request to review and provide the cost of acquiring ownership the roads; concern for taking ownership of the roads and the cost of maintenance; the need for Council to provide notes and input to staff and the consultants; inquiry as to the reason for some 8 foot pathways and some 12 foot pathways; confirmation there

will be further conversation amongst Council, the community and various stakeholders to ensure needs are being met in each area; the need for explanations and reasoning behind some of the suggestions and recommendations to assist in the thought process; confirmation detailed plans will be coming forward at a future date; inquiry as to the need for right of way acquisition and/or easements; the need for adjustment to save significant trees; concern regarding any type of bike path on the road; clarification on bike path connections; suggestion regarding closing the current entrance into Southwood Park and moving it down to the entry lane next to the Oaks for a safer intersection; confirmation that Oaks and Southwood side behind the business center back to Gardner Drive is being addressed; the need to address accidents at intersections where people cross in the middle of the block or jaywalk; inquiry as to reducing speed to address incidents; the need to address crosswalk areas at this time; request for an interim solution to the safety issue of crossing William Hilton Parkway at Palmetto Parkway; the need to be mindful of homeowners regarding closing curb cuts and requesting they use shared access; concern over the value of privately owned property with these changes; suggestion that speed reduction needs to take place before approaching the Cross Island Parkway Bridge to enhance safety measures on the downhill side; notation of the high priority for the residency of Bay Pines and Point Comfort to convert a private drive to a public street for more direct access; inquiry as to what can be done relatively quickly to alleviate the traffic concerns and congestion; the need for bike paths to be far from the roadways so drivers do not mistake them for a road; concern regarding a pedestrian crossing at the Coligny Circle; concern regarding the crossing access at Lagoon Road and a suggestion of an all-stop with no right turns being implemented; the need for the crossing at Lagoon Road and Pope Avenue and Nassau Road and Pope Avenue to be addressed as soon as possible; a request that traffic signals have delay time extended from when they turn from red to green or green to red; suggestion to consider adding the crossing after exiting the Coligny Circle to South Forest Beach and it becomes double lanes as an area of concern for crossing;

5. Appearance by Citizens

Skip Hoagland addressed Council regarding his concern reading what he called special interest groups. He expressed concern regarding the traffic growth on the Island. Mr. Hoagland stated his support for improvement to local infrastructure, bike paths, etc. He expressed his opinion of the need for a full-time Mayor.

Frank Babel addressed Council regarding safety and speeding and expressed his support of the corridor approach. He suggested reduction of speed limits and increased enforcement of traffic violations.

Jocelyn Staiger addressed Council regarding her concern for the safety issues at the entrance for Driessen Beach on Bradley Beach Road. She stated hundreds of people travel that road daily and access from William Hilton Parkway is difficult. She asked that this intersection be included in the corridor improvements. Ms.

Staiger suggested a bike lane be installed when exiting the Cross Island Parkway Bridge to accommodate the high rate of speed of the bicycle.

6. Adjournment

The workshop adjourned at 1:00 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Workshop can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, July 18, 2023, 3:00 PM
Minutes

Present from Town Council: Alan Perry, *Mayor*; David Ames, *Mayor Pro-Tempore* Alex Brown, Patsy Brison, Tamara Becker, Steve Alfred, Glenn Stanford, *Town Council Members*

Department Heads Present: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Assistant Town Manager – Community Development*; Angie Stone, *Assistant Town Manager*; Ben Brown, *Senior Advisor to the Town Manager*; John Troyer, *Finance Director*; Bob Bromage, *Public Safety Director*; Chris Blankenship, *Fire Chief*; Thomas Sunday, *Technology and Innovation Director*; Carolyn Grant, *Communications Director*; Kimberly Gammon, *Town Clerk*; Curtis Coltrane, *Town Attorney*

1. Call to Order

Mayor Perry called the meeting to order at 3:00 p.m.

2. FOIA Compliance

Ms. Gammon affirmed compliance with FOIA.

3. Pledge to the Flag

4. Invocation

Pastor Jeff Dorth of Island Lutheran Church delivered the invocation.

5. Adoption of the Agenda

Upon Mr. Orlando's request Councilmember Alfred moved to amend the agenda to include an Executive Session following Item 9 for the purpose of receiving legal advice from the Town Attorney and other matters covered by the attorney client privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to the creation of an Islander Mixed Use within the Sea Pines Circle District. Glenn Stanford seconded. Motion carried 7-0.

Additionally, Ms. Brison moved to amend the agenda to include two additional lawsuits to Item 11.c. which are Transcon Industries, et al vs Town of HHI, et al and Hilton Head Motorcoach et al vs Town of HHI, et al for the purpose of receiving legal advice from the Town Attorney and other matters covered by the attorney client privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]). Mr. Stanford seconded. Motion carried 7-0.

6. Approval of the Minutes

- a. Regular Meeting Minutes of June 6, 2023
- b. Workshop Meeting Minutes of June 14, 2023
- c. Regular Meeting Minutes of June 20, 2023
- d. Special Meeting Minutes of June 27, 2023

Mr. Ames moved to approve. Ms. Becker seconded. Motion carried 7-0. Ms. Brison noted she was not present at the June 27 meeting and asked that it be corrected in the minutes.

7. Presentations and Recognitions

- a. Report of the Town Manager

Mr. Orlando asked Niki Oxendine, Human Resources Manager to introduce the newly hired summer interns. Ms. Oxendine introduced Adam Bartlett, Masani Ward, Parker Ray and Jontu Singleton providing some background information on each and which department they will be assisting.

- b. Parks and Recreation Month Proclamation – Mayor Alan Perry

Ray Craver and Steve Stauffer were present to accept the proclamation.

- c. Workforce Housing Program Monthly Update – Missy Luick, Assistant Community Development Director

Missy Luick provided an update stating an asset map has been created and posted on our website. She thanked Council for the appointment of six members to the Housing Action Committee and stated she is looking forward to additional appointment to launch the Committee. Ms. Luick noted staff has not made additional progress on the anti-displacement pan but are working on an outline for displacement strategy within the Management Pillar. She added that recruitment continues regarding a Housing Program Manager with interviews taking place. She stated that with the acquisition of the property on Bryant Road, available land for the delivery of workforce housing is near seven acres. She reported the Northpoint Project RFP should be awarded some time this summer. Ms. Luick noted that the Town recently submitted comments to the South Carolina Housing Finance Agency regarding their draft qualified allocation plan which we focused on eligibility for project in the Hilton Head Island/Beaufort County area. She said they also shared the comments with our local delegation. She reported the Beaufort/Jasper Housing Trust has been launched and they are actively reviewing proposals received with anticipation of some funding decisions in August. Ms. Luick expressed appreciation to Senator Tom Davis for the legislation for the development of workforce housing that allows local governments to use up to 15% of their accommodation tax revenues to support workforce housing. She explained staff is now drafting the required Housing Impact Analysis for the utilization of those funds.

- d. Presentation of the 2023 Annual Evaluation Report of the Community

Rating System's Program for Public Information – Shawn Colin, Assistant
Town Manager, Community Development

Shawn Colin informed Council the PPI was adopted in 2015 by the Town and this annual report is presented each year as a requirement for certification for the Community Rating System. He noted the Community Rating System is a volunteer program for the National Flood Insurance Program and the Town chooses to participate noting that not all communities participate. He stated a benefit of participation is that currently citizens receive a 25% discount on their flood insurance premiums. He informed Council the Public Program for Public Information Committee meets annually and the membership consists of four staff members, Shari Mendrick, Brian Eber, Tom Dunn, and Carolyn Grant along with representatives from the Insurance Industry, Association of Realtors, Realtors, Local Property Owners Association, Vacation Time Rentals, Hilton Head Area Home Builders Association, and there is a slot for a mortgage lender here on the Island. He noted a full list of activities was provided in the report included in the packet which includes 36 outreach projects and five flood response preparation projects. Mr. Colin informed Council no action is required from Council, but it is required the report is presented annually for recertification purposes.

- e. Presentation of the 2023 Annual Evaluation Report of the 2020 Lowcountry Natural Hazard Mitigation Plan – Shawn Colin, Assistant Town Manager, Community Development

Shawn Colin noted this plan is also linked to the Community Rating Program. He stated the Town participates in the plan which was coordinated through the Lowcountry Council of Governments with four counties in the region. He said it identifies projects to mitigate impacts of natural hazards in the region but also more specifically to our community. Mr. Colin added that the plan requires an annual report be presented to Town Council each year for that participation in the Community Rating System and enables pursuit of grant funding for identified projects for funding from FEMA and enables an easier transition to request funding for mitigation projects. Mr. Colin noted that participation provides credit toward the CRS Program which increases our class, lowers flood insurance rates and provides credit toward the Emergency Management Accreditation Program which is currently being pursued. He informed Council the Town is on the list of finalists and he hopes to know more later this year. He said Council will receive an update once they get word regarding the program.

8. Reports from Members of Town Council

- a. General Reports from Town Council

Ms. Becker encouraged all to attend the Sound of Freedom Movement movie.

Ms. Brison congratulated Habitat for Humanity on the recent fundraiser held at First Presbyterian Church. She thanked the Church for hosting the event and noted Stephen Arnold was one of the organizers of the concert. She also thanked Lavon Stevens who led a musical group along with a special guest. Mis

Brison stated the event raised \$23,000 and said the Town looks forward to continuing to look for ways to partner with Habitat for Humanity on providing housing.

Mayor Perry asked that everyone open their hearts and minds for a young 12-year-old boy, Cameron Schroeder who is scheduled to undergo brain surgery. He noted the young boy fell and out of precaution he received an MRI which indicated a tumor at the base of his brain. He asked all to keep Cameron in their thoughts and prayers.

b. Report of the Lowcountry Area Transportation Study – Glenn Stanford

No report.

c. Report of the Lowcountry Council of Governments – Tammy Becker

No report.

d. Report of the Beaufort County Airports Board – David Ames

Mr. Ames stated there would be a meeting held on Thursday, July 20 at 1:30 here at Town Hall in Council Chambers.

e. Report of the Southern Lowcountry Regional Board – Glenn Stanford

Mr. Stanford reported the Board is deep into planning the Regional Housing Trust and a meeting is scheduled for next week.

f. Report of the Island Recreation Association Board – Alex Brown

No report.

g. Report of the Community Services and Public Safety Committee – Tammy Becker

Ms. Becker reported there was no meeting in July and a special meeting has been scheduled for August 7 to review applications for boards, committees and commissions. She encouraged citizens to consider applying to serve.

h. Report of the Public Planning Committee – David Ames

Mr. Ames stated the Committee met on July 13 and heard a staff update on District Plans and the initial presentation of the Marshes District Plan.

i. Report of the Finance and Administrative Committee – Alex Brown

Mr. Brown reported the Committee met earlier in the day and received a financial update and voted to move forward to the full Town Council for review and consideration an Intergovernmental Agreement related to South Carolina Revenue Services.

9. Appearance by Citizens

Members of the LowCountry Alliance for Healthy Youth/Teens for Healthy

Youth members Ben Vaught, Amber Van Horn, Jillian Campanella and Jacob Perky addressed Council regarding Hilton Head Island smoking regulations and asked that electronic smoking devices to be included in the current smoking regulation of Hilton Head Island Town Code. They provided statistics regarding the use of the devices in support of their request.

Adam Lipson addressed Council regarding the proposed changes to Chaplin Park. He stated the changes would have a major impact on the residents of Bradley Beach, Burkes Beach and Singleton Beach. He stated there would be problems with parking, and the impact of cost for and future costs maintaining an Olympic size pool. He stated he stands strong with his neighbors and other locals that this is not something which they feel is in the best interest of Hilton Head as a broader community or in the local community,

Skip Hoagland addressed Council regarding the membership of the Hilton Head Island-Bluffton Chamber of Commerce and the Greater Island Council.

Skip Hoagland approached the dais stating he was speaking for Ms. Greely and had a power of attorney to do so. Mayor Perry reminded Mr. Hoagland the Town does not accept the POA and the ramifications if he continues. Mr. Hoagland stated he would accept the citation and proceeded to speak. He questioned use of tax funds by the Hilton Head Island-Bluffton Chamber of Commerce and encouraged transparency.

Mary Amonitti addressed Council regarding an incident on the beach regarding volleyball nets being anchored in the dunes. She contacted Bob Bromage who referred her to Mogan Thompson, Community Code Enforcement Officer. She stated the situation was handled quickly and efficiently and extended her thanks to all concerned.

Peter Kristian addressed Council noting he is a member of the Hilton Head Island-Bluffton Chamber of Commerce and the Greater Island Council. He reminded all that it is hurricane season noting Tom Dunn, Emergency Manager conducts presentations to groups as requested. He encouraged Council and staff to continue their work regarding traffic concerns and workforce housing.

Risa Prince addressed Council regarding the Islander Mixed-Use text amendment stating it should not be addressed at this time and requested it be considered during the review of the Bridge to Beach District Plan.

Eric Somerville addressed Council voicing his support for the Islander Mixed-Use text amendment noting that the area has needed updating for a long time.

Trey Graves addressed Council suggesting the Town create a land bank with the existing land owned by the Town for developers to compete for the opportunity to develop responsibly within the guidelines as set forth by the

Federal Low-Income Housing Tax Credit Framework.

Sherrie Mikrut addressed Council stating her support for the Islander Mixed-Use text amendment noting it will eliminate dilapidated buildings and assist local businesses with employee retention.

Alan Wolf, President, SERG Restaurant Group, addressed Council in support of the Islander Mixed-Use text amendment stating the business community has stepped up with this solution for workforce housing and implored Council to approve the text amendment.

Xiadon Li addressed Council urging them to vote yes on the first reading of the Islander Mixed-Use text amendment noting the robust process conducted to debate the merits of the project. She noted the developers should be given the opportunity to present their case at this meeting. She encouraged Council to vote yes which will encourage other private solutions to address housing affordability.

Diederik Advocaat addressed Council regarding concerns for the need for the results of studies being conducted regarding traffic solutions. He also voiced his concerns that if the buildings are sold, they could possibly be converted back into regular housing. He urged Council not to rush into deciding but to do it after all needed data is available.

Carol Buxser addressed Council stating Council needs to approve the Islander Mixed-Use text amendment stating the private sector has stepped up and is ready to go and if approved, this may result in additional private development of workforce housing.

Matt Sweeney addressed Council regarding his support for the approval of the Islander Mixed-Use text amendment. He stated the buildings have been dilapidated for years and this would improve the area. He added that this would be a game-changer for an under-utilized USCB campus.

Cherry Norris addressed Council stating the Town has a great opportunity and a developer who is willing to take a dilapidated building and turn it into a multi-use residential and retail property. She spoke in support of the Islander Mixed-Use text amendment. She stated it is time to let the private sector take the lead, noting the developer, the college and the employers have the most invested and the most to lose.

Lynne Fontaine addressed Council regarding the Islander Mixed-Use text amendment stating her support noting there could be one of two mindsets created as a result of this meeting. 1. A Town Council that is serious about workforce housing using zero taxpayer dollars, no government subsidies and will provide places for the workforce to live, or 2. A Council whose interest lies in creating a housing authority, adding more bureaucracy, and spending more

taxpayer dollars and still no new housing in place for the workforce.

Steve Birdwell, President, Sea Pines Resort addressed Council with his concerns regarding the text amendment regarding traffic congestion. He noted the proposed ordinance applies not only to the current project, but all properties located in the Sea Pines Circle District within 500 feet of USCB which is a total of 23 properties. He stated traffic could become unbearable if this goes forward at this time. He stated the need for more time to consider and review the proposal.

John Zmarzly addressed Council stating Office Way is an eyesore and needs addressed. He stated there is a local developer partnering with local businesses pledging to lease space and private business working together to solve a problem. He urged Council to move the proposed ordinance forward today for further discussion.

Al Panu addressed Council regarding his support of the Islander Mixed-Use text amendment stating student housing is necessary and essential for the success of the USCB Campus.

Melinda Tunner addressed Council requesting their support to vote yes on the Islander-Mixed Use text amendment for the good of student housing for the USCB Campus and workforce housing for the local businesses.

10. Executive Session

- a. Discussion of legal advice from the Town Attorney and other matters covered by the attorney client privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to the creation of an Islander Mixed Use within the Sea Pines Circle District.

As a result of Item 5 on the agenda, at 4:45 p.m., Ms. Brisson moved to go into Executive Session for the reasons listed above. Mr. Stanford seconded. Motion carried 7-0.

At 5:32 p.m. Council came out of Executive Session and the Mayor stated no action was taken during or as a result of Executive Session.

11. New Business

- a. Consideration of Proposed Ordinance 2023-07 Amending Sections title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to Create a New Use Called Island Mixed-Use within the Sea Pines Circle District – First Reading – Shawn Colin, Assistant Town Manager, Community Development

Missy Luick conducted an extensive presentation regarding the Islander Mixed Use text amendment proposed ordinance. She explained the proposed

ordinance is a result of a request by Josh Tiller of JK Tiller and Associations for a text amendment to create Islander Mixed-Use within the Sea Pines Circle District, to establish a definition for that use, and use specific conditions and exceptions to the development form standards. She noted is specifically amends the following sections in the Code: 16-3-105 – Sea Pines Circle District; 16-4-102A – Principal Uses; 16-4-102B – Use Specific Conditions; and 16-10-103A – Use Classifications, Use Types and Definitions. She reviewed the public process to date and the timeline. She stated the application includes the text amendment, letters of support, traffic impact analysis, and a building mass and scale exhibit. Mis Luick proceeded to review the request and proposed ordinance in detail. She explained the next steps which are as follows: the text amendment can either be approved by ordinance or denied by resolution per Code; if Council approves it at first reading and it is different than what was approved by the Planning Commission, it will need to go back to the Planning Commission for review of the changes; and a Workforce Housing Agreement document would be required before second reading.

Members of Council asked questions and made comments regarding: reasoning that the staff recommendation of a maximum of four bedrooms per unit; confirmation that there will be a floor area ration requirement included in the upcoming LMO amendments; confirmation that the text amendment addresses some of the mass and scale concerns; confirmation that the Bonus Density Program only applies to properties owned in RM4; confirmation that functional open space is defined it as the designated area which should offer active or passive recreational and gathering spaces for the use of residents.

Mayor Perry invited Mr. Tiller to address Council. Mr. Tiller referenced *Our Plan* and the goal of assessing development standards and building codes to foster private sector development of needed and diverse attainable housing options. He noted that is what they are proposing with this request. Mr. Tiller conducted a review of the project and requirements in detail. He thanked Council for their consideration and noted his team was available for any questions.

Mr. DeSpain addressed Council assuring Council they will do their best efforts to make the project work and thanked them, along with staff, for all the time and effort that has gone into this request.

Mayor Perry asked for public comment:

Gray Smith addressed Council noting that while hospitality workers will be living in the proposed housing, they may enroll at USCB to obtain high education which would in turn increase enrollment.

Dee Anthony addressed Council in support of the Islander Mixed-Use text amendment due to the parameters within the amendment which will assist in moving forward with housing needs in a positive way.

Gregory Thompson, representing the Sea Pines Property Owners Association

Advisory Board addressed Council requesting they reject the proposed text amendment to create a new use called Islander Mixed-Use within the Sea Pines Circle District.

David Ellis, Chairman of the Board of Directors of the Sea Pines Community Service Association spoke on behalf of the Association asking that Council either postpone or deny the request.

Donald Sigmon addressed Council stating his support for the text amendment stating he does not see that it will have an impact on Sea Pines traffic.

Mike Wagner, Beach Patrol Director, Shore Beach Services addressed Council noting the need for housing for his employees. He stated he feels the project would satisfy a need for workforce housing.

Daniel Anthony addressed Council in support of the text amendment stating it is a good first step in addressing the housing issues.

Senator Tom Davis addressed Council applauding the process that was taking place. He stated that if the concern regarding the text amendment is an increase in traffic on the Sea Pines Circle and an impact to the quality of life of Sea Pines residents, you not only have to look at what the increase in traffic is going to be as a result of this text amendment, but what would the traffic increase be as a result of the development by right. He stated since there is a meeting scheduled next week for the Planning Commission there is more opportunity for community input and having questions answered.

Lynn Pico Bullard addressed Council in support of the text amendment stating the need to support students that will be attending USCB.

Alan Wolf, President of SERG Group, addressed Council stating his support of the text amendment. He reviewed the reasoning for the AMI of 130%.

Sherry Mikrut addressed Council in support of the Islander Mixed-Use text amendment noting it has been on the Town website for over a year. She voiced her opinion that there will not be a negative impact on traffic.

George Paletta addressed Council in support of the text amendment stating it is an opportunity to address needs. He noted the developer is using his own money.

Ray Deal addressed Council and read a letter written from the Hilton Head Island-Bluffton Chamber of Commerce in support of the Island Mixed-Use text amendment.

Xiaodan Li addressed Council restating her support for the text amendment.

Frank Babel addressed Council stating he is a Sea Pines resident and spoke in support of the text amendment.

Jay Wiendl, General Manager of Beach House Resort spoke in support of the text amendment noting the housing difficulties his employees face.

Sue Gibson, Instructor, Hospitality Management Program at USCB addressed Council in support of the text amendment noting the hardship students face in commuting to the Island for classes.

Peter Kristian addressed Council in support of the text amendment stating that as an employer he is 100% behind the project.

Mayor Perry asked if there was a motion.

Ms. Brison moved to approve the text amendment to the Land Management Ordinance (LMO) as set out in Proposed Ordinance #2023-27 subject to the following amendments:

- (1) A four (4) bedroom per dwelling unit maximum as recommended by the staff.
- (2) Including the definition of “functional open space” or “common amenity space” as has been recommended as staff has included language about that.
- (3) Increase the workforce housing standards closer to that already provided in the LMO for increased density, so that instead of 15% of Islander Mixed Use Units there would be 20%; for households earning up to 90% of the AMI per the Town’s Workforce Housing Agreement requirements; excluding student housing units for USCB, for a term of a minimum of 20 years from the date of the initial certificate of occupancy for completion of construction of the last workforce housing unit, and if there be any document recorded in the Office of the Register of Deeds for Beaufort County to restrict the property to those Workforce Housing requirements.
- (4) That there be a clarification regarding shared use parking so that the Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that the shared parking is limited to the same number of parking spaces as the number of beds provided in student housing for the Education Use.

Ms. Becker seconded.

Mr. Ames Moved to amend the motion to add that a workforce housing provision be attached within the text amendment with the intent that if the property is sold it remains workforce housing and does not become an apartment complex. Mr. Brown seconded. Amendment to the Motion carried 5-1-1 (Brison against, Becker abstained).

Ms. Brison’s original motion, as amended by Mr. Ames motion, was approved by

a vote of 7-0.

12. Executive Session

- a. Discussion of Matters Relating to the Proposed Location, Expansion, or the Provision of Services Encouraging Location or Expansion of Industries or Other Businesses in the area Served by the Public Body (Pursuant to South Carolina Freedom of Information Act Section 30-4-70(a)(5)) related to:
 1. Project Cloud
- b. Discussion of Personnel Matters [pursuant to the South Carolina Freedom of Information Act Section 30-4-70(a)(1)] Related to:
 1. Town Council Appointments to Town Boards and Commissions
 - i. Housing Action Committee
- c. Discussion of Legal Advice from the Town Attorney on Matters Covered Under the Attorney-Client Privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) Related to:
 1. Mount Calvary Missionary Baptist Church of HHI, et al vs Town of HHI, et al
 2. Mitchelville Road Dirt Road Paving
 3. Transcon Industries, et al vs Town of HHI, et al
 4. Hilton Head Motorcoach et al vs Town of HHI, et al
- d. Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
 1. Marshland Road Area
 2. Chaplin Area
 3. Stoney Area
 4. Dillon Road Area
 5. Jonesville Road Area
 6. Pope Avenue Area
 7. Muddy Creek Road Area
 8. Beach City Road Area
- e. Discussion and Status Update on the Negotiations Incident to Proposed Contractual Arrangements for the Northpoint Public-Private Partnership Workforce Housing Project (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2])

Mr. Orlando stated the need to go into Executive Session for the purposes listed above. At 8:05 p.m., Mr. Ames moved to go into Executive Session for the reasons stated by the Town Manager. Mr. Stanford seconded. Motion carried 7-0.

13. Action from Executive Session

At 9:57 p.m. Council returned from Executive Session and Mayor Perry asked if there were any items to be addressed as a result of Executive Session.

Mr. Ames moved to appoint the following to the Housing Action Committee: Jack Alderman, Sarah Jones-Anderson and Luana Graves Sellars. Mr. Stanford seconded. Motion carried 6-1 (Becker opposed).

Mr. Ames moved to adopt a Resolution of the Town Council of The Town Of Hilton Head Island, South Carolina, under the authority of S. C. Code Ann. § 28-2-10, *et seq.* (Supp. 2023), and § 16-5-105(d)(5), *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983), authorizing acceptance of property for a public right of way for a roadway known as "Mitchelville Lane," and a pathway easement. Ms. Brison seconded. Motion carried 7-0.

14. Adjournment

The meeting was adjourned at 10:00 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov

The Town of Hilton Head Island

Proclamation

WHEREAS, the University of South Carolina Beaufort is a fully accredited, comprehensive, baccalaureate institution within the University of South Carolina System, and

WHEREAS, USCB provides specialized instruction in twenty undergraduate degree programs and two graduate degrees to fulfill its mission to respond to regional needs, draw upon regional strengths, and prepare graduates to contribute locally, nationally, and internationally, and

WHEREAS, USCB is a primary regional resource for exceptionally skilled health-care professionals, teachers, hospitality managers, science-based researchers, and computational troubleshooters in the South Carolina Lowcountry, and

WHEREAS, USCB has a reputation for institutional prominence as a regional problem-solver, catalyst for progress, and engine for economic growth, and

WHEREAS, reports on the economic impact of higher education in Beaufort County indicate that 1,066 jobs, \$50.5 million in additional wage and salary income, \$122.4 million in economic output, and \$1.6 million in net government revenue are attributable to USCB each year, and

WHEREAS, this week USCB welcomes more than 2,100 students, their parents, other family members, and friends to campuses in Bluffton, Beaufort, and Hilton Head Island and to athletic facilities in Hardeeville for the start of the 2023-2024 academic year.

NOW, THEREFORE, The Town of Hilton Head Island hereby proclaims August 20-26, 2023, as:

USCB Sand Shark Welcome Week

in the Town of Hilton Head Island and call on all citizens on the Island to welcome the students with open harms as they start the new academic year.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed on this fifteenth day of August, in the year of the Lord, two thousand and twenty-three.



Alan R. Perry, Mayor

Attest:



Kimberly Gammon, Town Clerk



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Missy Luick, Director of Planning
VIA: Shawn Colin, AICP, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
DATE: August 15, 2023
SUBJECT: Consideration of Proposed Ordinance 2023-07 Amending Sections Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to Create a New Use Called Islander Mixed-Use within the Sea Pines Circle District

RECOMMENDATION:

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.

BACKGROUND:

The LMO amendment request is from Josh Tiller of J. K. Tiller Associates, Inc. for a text amendment to the LMO to create a new use called Islander Mixed-Use that is proposed to be permitted with conditions in the Sea Pines Circle (SPC) District.

The Planning Commission's LMO Committee met on September 1, 2022 and November 1, 2022 and reviewed the requested LMO amendments for Islander Mixed-Use. On November 1, 2022, the LMO Committee motioned that the amendment be forwarded to the Planning Commission for consideration. The Planning Commission held a public hearing on December 21, 2022 and motioned that the amendment be recommended for approval to Town Council. The Public Planning Committee met on January 26, 2023 to review the Islander Mixed-Use LMO Amendment and deferred committee action until more information was obtained for consideration specific to a Traffic Impact Analysis and a Mass/Scale/Density Visual that illustrated the proposed policy. The Public Planning Committee met again on June 8, 2023 and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial. Town Council heard the Islander Mixed-Use Text Amendment request at their July 18, 2023 meeting. The following action was taken:

A motion was made to approve the text amendment to the Land Management Ordinance as set out in Proposed Ordinance #2023-27 subject to the following amendments:

- (1) A four (4) bedroom per dwelling unit maximum as recommended by the staff.
- (2) Clarification of definitions of "functional open space or "common amenity space" in the 10% open space requirement
- (3) Increase the workforce housing standards to 20% of Islander Mixed-Use units shall be workforce house units, excluding any units for student housing for USCB; for households earning up to 90% of the AMI per the Town's Workforce Housing Agreement requirements; and rental workforce housing units, excluding student housing units for USCB, shall remain subject to the workforce housing unit requirements in the Town's Workforce Housing Agreement for a minimum of 20 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units as evidenced by restrictive covenants or other compliant document recorded in the Office of the Beaufort County Register of Deeds.
- (4) Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to the same number of parking spaces as the number of beds provided in student housing for the Education Use.

An amendment to the motion was made to add that a workforce housing provision be attached within the text amendment with the intent that if the property is sold it remains workforce housing and does not become an apartment complex.

The motion, as amended, was approved by a vote of 7-0.

The applicant's response to the action by Town Council was received on August 3, 2023 (revised on August 10, 2023) and includes the following:

- (1) Implement a maximum of four (4) bedrooms per dwelling unit, in accordance with the staff's recommendation.
- (2) Clarify the definitions of "functional open space" and "common amenity space" in the 10% open space requirement. We believe the current revised description for "Functional Open Space" and "Common Amenity Space" in the 10% Open Space requirement is sufficient for defining the 10% Open Space requirement.
- (3) Enhance the Workforce Housing Standards by allocating 15% of Islander Mixed-Use units as workforce house units. This percentage excludes any units designated for student housing for USCB. The eligibility for workforce housing units will be extended to households earning up to 130% of the Area Median Income (AMI) for Beaufort County AMI, following the guidelines specified in the Town's Workforce Housing Agreement requirements. Additionally, rental workforce housing units (excluding student housing units for USCB) must adhere to the workforce housing unit requirements in the Town's Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance should be evidenced by restrictive covenants or other compliant documents recorded in the Office of the Beaufort County Register of Deeds.

(4) Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to 75 parking spaces.

The applicant did not address the amendment to the motion in their response to Town Staff. (Refer to Attachment 4, Islander Mixed-Use Response by Applicant.)

Proposed Amendment Request Overview-

The proposed amendment would create a new use called Islander Mixed-Use to be permitted with use-specific conditions in the Sea Pines Circle (SPC) District and includes amendments to LMO Sections 16-3-105.M, Sea Pines Circle District, 16-4-102.A, Principal Uses, 16-4-102.B, Use-Specific Conditions and 16-10-103.A, Use Classifications, Use Types, and Definitions, to allow for a new use to be established called Islander Mixed-Use within the Sea Pines Circle (SPC) District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards. An ordinance has been drafted for consideration. (Refer to Attachment 1, Proposed Ordinance.)

Two text amendment proposals have been drafted for consideration. There is a Town Council Islander Mixed-Use text amendment that reflects the action taken by Town Council on July 18, 2023. There is an Applicant Islander Mixed-Use text amendment that reflects the applicant's response to Town Council action received on August 3, 2023 (and amended on August 10, 2023). (Refer to Attachment 2, Exhibit A Town Council Proposed Islander Mixed-Use LMO Amendments, and Attachment 3, Exhibit A Applicant Proposed Islander Mixed-Use LMO Amendments.)

The majority of the text amendment language in both versions has remained the same. The Town Council amendment set includes changes to the definition and use-specific conditions ii, v, ix, and xi. The Applicant amendment set includes changes to the definitions and use-specific conditions ii, v and xi.

STAFF ANALYSIS:

There were additional areas of analysis requested after the July 18, 2023 Town Council meeting, specifically regarding Area Median Income, Islander Mixed-Use amendment area affected, traffic congestion/impacts and density. Further analysis of those areas are provided below.

Area Median Income

The 2023 Area Median Income (AMI) for Beaufort County per HUD is \$111,300 based on a family of 4. The 90% and 130% AMI for the proposed Islander Mixed-Use amendment options are highlighted in the chart below.

2023 Area Median Income (AMI)								
Family Size								
AMI	1	2	3	4	5	6	7	8
30% AMI	\$ 23,400	\$ 26,750	\$ 30,100	\$ 33,400	\$ 36,100	\$ 38,750	\$ 41,450	\$ 44,100
50% AMI	\$ 39,000	\$ 44,550	\$ 50,100	\$ 55,650	\$ 60,150	\$ 64,600	\$ 69,050	\$ 73,500
60% AMI	\$ 46,800	\$ 53,450	\$ 60,150	\$ 66,800	\$ 72,150	\$ 77,500	\$ 82,850	\$ 88,200
80% AMI	\$ 62,350	\$ 71,250	\$ 80,150	\$ 89,050	\$ 96,200	\$ 103,300	\$ 110,450	\$ 117,550
90% AMI	\$ 70,150	\$ 80,200	\$ 90,200	\$ 100,200	\$ 108,250	\$ 116,250	\$ 124,250	\$ 132,300
100% AMI	\$ 77,950	\$ 89,050	\$ 100,200	\$ 111,300	\$ 120,250	\$ 129,150	\$ 138,050	\$ 146,950
110% AMI	\$ 85,800	\$ 98,000	\$ 110,300	\$ 122,500	\$ 132,300	\$ 142,100	\$ 151,900	\$ 161,700
120% AMI	\$ 93,600	\$ 106,900	\$ 120,300	\$ 133,600	\$ 144,300	\$ 155,000	\$ 165,700	\$ 176,400
130% AMI	\$ 101,300	\$ 115,800	\$ 130,300	\$ 144,700	\$ 156,300	\$ 167,900	\$ 179,500	\$ 191,100
140% AMI	\$ 109,200	\$ 124,800	\$ 140,400	\$ 155,900	\$ 168,400	\$ 180,900	\$ 193,400	\$ 205,800
150% AMI	\$ 116,900	\$ 133,600	\$ 150,300	\$ 167,000	\$ 180,400	\$ 193,800	\$ 207,100	\$ 220,500

Note : Took from HUD AMI 100% of Beaufort AMI as of June 2023 \$111,300
 Utilized the HUD recommended calculation based on family size and % of increase for those above 100% AMI
 Calculation over 100% are rounded to the nearest 100 based on the HUD formula below

****Calculated based on the HUD Median Income, which is assigned to a family of four at 100% AMI. The 1-person family income limit is 70% of limit. The 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person family income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. Limits are rounded up to the nearest 50 below 100% AMI and 100 above 100% AMI. Disclaimer: 2023 Area Median Incomes per household may differ slightly depending on the different federal, state or local funding and/or tax credit programs. For purposes of the Town of Hilton Head Island programs please use the 2023 AMI Chart provided. For all other programs please verify AMIs based on a specific program parameters, to include but not limited to CDBG, HOME, IRS Sec 42 Tax Credit and/or Bond Programs.**

Further analysis was done regarding the occupations, wages and salaries of the Islander Mixed-Use target demographic based on the occupations of the businesses who provided letters of intent (Shore Beach Services, Beach House Resort, SERG Restaurant Group, and Browndog, Inc.) We researched the 2022 Town of Hilton Head Island Bureau of Labor Statistics data for occupation and wage information within the protective service occupations (i.e. lifeguards and other protective recreational service workers); food preparation and serving related occupations (i.e. chefs, cooks, supervisors of food preparation and serving workers, bartenders, food servers, dishwashers, hosts and hostesses); building and grounds cleaning and maintenance; customer service representatives; landscaping workers; hotel, motel, and resort desk clerks; retail salespersons; cashiers; hairdressers, hairstylists, and cosmetologists; and concierges. All occupations listed above have annual salaries between 30-70% AMI. (Refer to Attachment 5, IMU Occupations and Incomes.)

The affordable rents (not exceeding 30% of annual salary) for households of 1, 2 and 3 occupants between 90-130% AMI have been calculated in the chart below.

AMI	1	2	3
90% AMI	\$1,779	\$2,005	\$2,255
100% AMI	\$1,949	\$2,226	\$2,505
110% AMI	\$2,145	\$2,450	\$2,758
120% AMI	\$2,340	\$2,673	\$3,008
130% AMI	\$2,533	\$2,895	\$3,258

Households are considered cost burdened when they spend more than 30% of their income on rent, mortgage, and other housing needs. Households are considered severely cost burdened when they spend more than 50% of their income on rent, mortgage, and other housing needs.

Islander Mixed-Use affected area

The proposed amendment would only be allowed within the Sea Pines Circle Zoning District on properties within 500 feet of an Education Use property. There are a total of 76 properties within the Sea Pines Circle District, only 23 of those are within 500 feet of an Education Use property. Six of the 23 are subject to the proposed project as shown on Attachment 6, Islander Mixed-Use affected area. The district map shows property ownership within the Islander Mixed-Use affected area.

Traffic Analysis

To better understand the potential impacts on traffic, the following chart was developed to illustrate an estimate of the potential total daily trips for the existing, by right commercial, by right residential and Islander Mixed-Use development scenarios. According to the Traffic Impact Analysis provided for the proposed development, the proposed project for Islander Mixed-Use would generate 1,427 daily trips. Based on a similar methodology based on data provided in the Institute of Transportation Engineers' (ITE) Trip Generation informational report for daily trips associated with the respective uses. Those that are identified in red have higher trip rates than the proposed IMU.

Density

Additional information was requested for possible build-out scenarios related to density. The 23 properties within the affected area were analyzed for commercial and residential build-out and are summarized in the chart below.

Six properties are overbuilt per current commercial allowable commercial densities and are considered legal nonconformities. They are Wells Fargo, Spinnaker, 32 Office Park, PNC Bank, TND Bank and Fountain Center. These properties would not be able to add additional commercial development. The remaining properties have additional by right commercial density as indicated in the chart.

Residential development potential was also analyzed. In the by right residential units column, it assumes that the parcel is developed fully as a residential development per the 12 dwelling units/acre allowed within the Sea Pines Circle District. The proposed IMU column, indicates how many additional residential units could be added should the property develop as Islander Mixed-Use (assuming a density of 31 dwelling units/net acre.) This calculation does not assume the density allotment of the required non-residential as part of Islander Mixed-Use.

Existing Density, Development and Trip Generation Comparison

Location	Existing Development Square Feet	By Right Commercial Square Feet	By Right Residential Units	Proposed IMU - 31 DU/A C	Existing Development Daily Trips	By Right Commercial Daily Trips	By Right Residential Daily Trips	Proposed IMU Daily Trips
Reilley's	31,286	47,200	57	146	2814	4246	379	971
Wells Fargo	25,000	14,700	18	46	303	178	120	306
Spinnaker	37,692	10,700	13	33	415	118	86	219
Harris Teeter	73,269	93,400	112	290	7491	9549	745	1929
Harris Teeter Gas	4,473	7,000	8	22	1686	1686	53	146
32 Office Park	67,803	43,100	52	134	747	475	346	891
PNC	24,700	22,800	27	71	300	277	180	472
Visitor's Center	9,558	11,000	13	34	105	121	86	226
CVS	12,023	20,700	25	64	1060	1825	166	426
TND Bank	35,196	23,600	28	73	427	286	186	485
Fountain Center	37,237	19,700	24	61	410	217	160	406
Chronic Golf	8,436	8,900	11	28	759	801	73	186
IMU Properties	42,000	43,400	52	82	462	478	346	1427

NEXT STEPS:

Text amendments shall either be approved by an Ordinance or rejected by a Resolution per Section 16-2-103.B.2.e.i. (For possible Resolution for Denial, refer to Attachment 7, Proposed Resolution.)

If the Town Council recommends approval of the Ordinance at First Reading, and if it is different than what was approved by the Planning Commission, then the amendment needs to go back to the Planning Commission per Section 16-2-103.B.2.e.ii. Because the amendment has changed since the Planning Commission held its public hearing in November of 2022, the amendment will need to be remanded back to the Planning Commission between First and Second Reading of Town Council.

Additionally, a final workforce housing agreement document is required for consideration at Second Reading. (Refer to Attachment 8, Sample Islander Mixed-Use Workforce Housing Agreement.)

The possible timeline for consideration of Ordinance approval is as follows:

- (1) Planning Commission- September 20, 2023
- (2) Town Council Second Reading- October 3, 2023

Finally, for context and background, the packet materials from the July 18, 2023 Town Council meeting related to Islander Mixed-Use are included as Attachment 9, IMU Agenda package from Town Council July 18, 2023 meeting.

RECOMMENDATION:

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.

SUMMARY:

The Planning Commission's LMO Committee met on September 1, 2022 and November 1, 2022 and reviewed the requested LMO amendments for Islander Mixed-Use. On November 1, 2022, the LMO Committee motioned that the amendment be forwarded to the Planning Commission for consideration. The Planning Commission held a public hearing on December 21, 2022 and motioned that the amendment be recommended for approval to Town Council. Public Planning Committee met on January 26, 2023, to review the Islander Mixed Use LMO Amendment and deferred committee action until more information was obtained for consideration. The Public Planning Committee met on June 8, 2023 and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial. Town Council heard the Islander Mixed-Use Text Amendment request at their July 18, 2023 meeting and made a motion to approve the text amendment to the Land Management Ordinance as set out in Proposed Ordinance #2023-27 subject to amendments.

ATTACHMENTS:

1. Proposed Ordinance
2. Exhibit A – Town Council Proposed Islander Mixed-Use LMO Amendments
3. Exhibit A – Applicant Proposed Islander Mixed-Use LMO Amendments
4. Islander Mixed-Use Response by Applicant
5. IMU Occupations and Incomes
6. Islander Mixed-Use affected area
7. Proposed Resolution
8. Sample Islander Mixed-Use Workforce Housing Agreement
9. IMU Agenda package from Town Council July 18, 2023 meeting
10. Presentation

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2023-

PROPOSED ORDINANCE NO. 2023-07

AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), SECTIONS 16-3-105.M, SEA PINES CIRCLE DISTRICT, 16-4-102.A, PRINCIPAL USES, 16-4-102.B, USE-SPECIFIC CONDITIONS AND 16-10-103.A, USE CLASSIFICATIONS, USE TYPES, AND DEFINITIONS, TO ALLOW FOR A NEW USE TO BE ESTABLISHED CALLED ISLANDER MIXED-USE WITHIN THE SEA PINES CIRCLE DISTRICT, ESTABLISH A DEFINITION FOR THE USE, ESTABLISH USE-SPECIFIC CONDITIONS AND EXCEPTIONS TO DEVELOPMENT FORM STANDARDS AS NOTICED IN THE ISLAND PACKET ON NOVEMBER 20, 2022, AS DESCRIBED IN EXHIBIT “A” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

WHEREAS, from time to time it is necessary to amend the LMO; and

WHEREAS, the LMO Committee held public meetings on September 1, 2022 and November 1, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, on November 1, 2022, the LMO Committee recommended that the proposed Islander Mixed-Use LMO amendments be forwarded to the Planning Commission with a recommendation of approval; and

WHEREAS, the Planning Commission held a public hearing on December 21, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO Amendments; and

WHEREAS, after consideration of the Staff presentation and public comments the Planning Commission voted 5-0 to forward the proposed Islander Mixed-Use LMO amendments to the Public Planning Committee with a recommendation of approval; and

WHEREAS, the Public Planning Committee held a public meeting on January 26, 2023 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, the Public Planning Committee held a public meeting on June 8, 2023 and consideration of the Staff presentation, applicant presentation and public comments was given, and the Public Planning Committee voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial; and

WHEREAS, after due consideration of said LMO amendments, the Town Council, upon further review, finds it is in the public interest to approve the proposed Islander Mixed-Use LMO Amendments.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

Section 1. Amendment. That the Islander Mixed-Use LMO Amendments are adopted and the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Section 2. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2023.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Council Clerk

Attachment 1 – Proposed Islander Mixed-Use Ordinance

Public Hearing: December 21, 2022

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

Chapter 16-4: Use Standards

Sec.16-4-102. Principal Uses

A. Principal Use Table

6. Principal Use Table

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																						
P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions																						
SE = Allowed as a Special Exception Blank Cell = Prohibited																						
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS						MIXED-USE AND BUSINESS DISTRICTS													USE-SPECIFIC CONDITIONS
	CON	PR	RSF-	RSF-	RSF-	RM-	RM-	RM-	CR	SPC	CC	MS	WM	S	MF	MV	NC	LC	RD	MED	IL	
RESIDENTIAL USES																						
<i>Group Living</i>						P	P	P				P						P		P		
<i>Mixed-Use</i>									PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.a	
<i>Multifamily</i>						P	P	P	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.b	
<i>Recreational Vehicle</i>						PC	PC	PC					PC	PC	PC	PC	PC	PC				
<i>Recreation Vehicle (RV) Parks</i>																		P			Sec. 16-4-102.B.1.c	
<i>Single-Family</i>			P	P	P	P	P	P					P	P	P	P	P	P	P			

Workforce Housing						P C				P C	P C	P C	P C	P C		P C		P C		P C		Sec 16-4-102.B.1.d	
Islander Mixed-Use										<u>P C</u>												<u>Sec. 16-4-102.B.1.g</u>	
PUBLIC, CIVIC, INSTITUTIONAL, AND EDUCATIONAL USES																							
Aviation and Surface Transportation Uses																					P C	Sec. 16-4-102.B.2.a	
Aviation Services Uses																					P C	Sec. 16-4-102.B.2.b	
Cemeteries		P				P						P				P	P						
Community Service Uses		P				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P C	Sec. 16-4-102.B.2.c
Education Uses						P				P	P	P	P						P		P		
Government Uses		P C	P C	P C	P C	P C	P C	P C	P	P	P	P		P	P		P	P	P	P	P	P	Sec. 16-4-102.B.2.d
Major Utilities		SE	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	P	
Minor Utilities		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Public Parks		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Religious Institutions		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Telecommunication Antenna, Collocated or Building Mounted		P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	Sec. 16-4-102.B.2.e
Telecommunication		P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	Sec. 16-4-

COMMERCIAL SERVICES																				
<i>Adult entertainm ent uses</i>																			SE	Sec. 16-4-102.B.7.a
<i>Animal Services</i>																			PC	Sec. 16-4-102.B.7.b
<i>Bicycle Shops</i>																			PCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.c
<i>Convenienc e Stores</i>																			PCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.d
<i>Eating Establishme nts</i>																			PCPCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.e
<i>Grocery Stores</i>																			PCPCPC	
<i>Landscape Businesses</i>																			PC	Sec. 16-4-102.B.7.f
<i>Liquor Stores</i>																			SESESESESESESESESE	Sec. 16-4-102.B.7.g
<i>Nightclubs or Bars</i>																			PCPCPCPCPCPCPC	Sec. 16-4-102.B.7.h
<i>Open Air Sales</i>																			PCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.i
<i>Shopping Centers</i>																			PCPCPCPCPC	Sec. 16-4-102.B.7.j

Tattoo Facilities																				P C	Sec. 16-4-102.B.7.k
Other Commercial Services Uses						P C	P C		P	P	P	P	P	P	P	P	P	P	P	P	Sec. 16-4-102.B.7.l

VEHICLE SALES AND SERVICES

Auto Rentals								P C	P C	P		P C		P	P C		P	P C		P	Sec. 16-4-102.B.8.a
Auto Repairs										P C							P C			P C	Sec. 16-4-102.B.8.b
Auto Sales										P							P			P	
Car Washes									P	P			P C	P			P			P	Sec. 16-4-102.B.8.c
Commercial Parking Lot								P C	P C	P C		P C						P C			Sec. 16-4-102.B.8.d
Gas Sales								P C	P C	P C			P C	P C			P C	P C		P C	Sec. 16-4-102.B.8.d
Taxicab Services										P			P				P			P	
Towing Services or Truck or Trailer Rentals																				P	
Watercraft Sales, Rentals, or Services											P C	P			P C		P C			P	Sec. 16-4-102.B.8.e

INDUSTRIAL USES

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE

P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions

SE = Allowed as a Special Exception Blank Cell = Prohibited

USE CLASSIFICATION / USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS														MIXED-USE AND BUSINESS DISTRICTS														USE-SPECIFIC CONDITIONS
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	CR	SPC	CC	MS	WMU	S	MF	MV	NC	LC	RD	MED	IL										
Light Industrial, Manufacturing, and Warehouse Uses																								P				Sec. 16-4-102.B.9.a			
Seafood Processing Facilities														PC	PC		PC											Sec. 16-4-102.B.9.b			
Self-Service Storage																									PC	PC		Sec. 16-4-102.B.9.c			
Waste-Related Services Other than Waste Treatment Plants																										P					
Waste Treatment Plants																												SE			
Wholesale Sales																										P	P				

OTHER USES

Agriculture Uses		P	P	P	P	P	P	P						P	P	P	P	P					
Boat Ramps, Docking Facilities, and Marinas	P C	P	P C	P C		P C	P C							P			P						Sec. 16-4- 102.B. 10.a

(Revised 5-17-2016 - Ordinance 2016-07; revised 4-18-2017 - Ordinance 2017-05; revised 9-17-2019 - Ordinance 2019-20; revised 8-18-2020 - Ordinance 2020-19; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 - Ordinance 2021-02)

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

g. Islander Mixed-Use

- i. **Islander Mixed-use development shall designate separate parking spaces for use by the residential units. The parking spaces designated for residential use are eligible to be included as part of a shared parking plan meeting the requirements in Section 16-5-107.H.3.**
- ii. **Islander Mixed-Use development may utilize shared parking on Education Use property if the development provides student housing. Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to the same number of parking spaces as the number of beds provided in student housing for the Education Use.**
- iii. **Islander Mixed-Use development must be on property which is within 500 feet (measured at nearest property line to property line) of Education Uses.**
- iv. **Islander Mixed-Use shall not be a Short-Term Rental Property as defined in the Municipal Code, Section 10-2-20.(6).**
- v. **20% of Islander Mixed-Use units shall be workforce housing units rented to households earning up to 90% of the Area Median Income (AMI) for Beaufort County as defined by the Department of Housing and Urban Development (HUD) following the guidelines specified in the Islander Mixed-Use Workforce Housing Agreement requirements. This percentage excludes any units designated for student housing. Rental workforce housing units (excluding student housing units) must adhere to the workforce housing unit requirements in the Islander Mixed-Use Workforce Housing Agreement for a minimum of 20 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance shall be evidenced by restrictive covenants or other compliant documents recorded in the office of Beaufort County Register of Deeds.**

- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- vii. Islander Mixed-Use shall not exceed a floor area ratio of 0.68.
- viii. Islander Mixed-Use shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. Islander Mixed-Use shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer outdoor active or passive recreational and gathering spaces for the use of residents.
- x. Islander Mixed-Use requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.
- xi. Islander Mixed-Use shall require a 4 bedroom per dwelling unit maximum.

(Revised 11-4-2020 -Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02; revised TBD)

M. Sea Pines Circle (SPC) District

**SPC
Sea Pines Circle District**

1. Purpose

The purpose of the Sea Pines Circle (SPC) District is to provide **lands** for commercial and **mixed-use development** at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale **buildings** and **shopping centers** that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.

2. Allowable Principal Uses

USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential Uses				
Mixed-Use	PC	Sec. 16-4-102.B.1.a	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
Multifamily	P		1 bedroom	1.4 per du
			2 bedroom	1.7 per du
			3 or more bedrooms	2 per du
Islander Mixed-Use	PC	Sec. 16-4-102.B.1.g	Residential	1.5 per du

Created: 2022-04-07 15:54:15 [EST]

(Supp. No. 7)

			Nonresidential	1 per 500 GFA
Public, Civic, Institutional, and Educational Uses				
Community Service Uses	P		1 per 400 GFA	
Education Uses	P		Colleges and High Schools	10 per classroom
			Elementary and Junior High/Middle Schools	4 per classroom
			Other Education Uses	See Sec. 16-5-107.D.2
Government Uses	P		Fire Stations	4 per bay + 1 per 200 GFA of office area
			Other	1 per 200 GFA of office area
Major Utilities	SE		1 per 1,500 GFA	
Minor Utilities	P		n/a	
Public Parks	P		See Sec. 16-5-107.D.2	
Religious Institutions	P		1 per 3 seats in main assembly area	
Telecommunication Antenna, Collocated or Building Mounted	PC	Sec. 16-4-102.B.2.e	n/a	
Telecommunication Towers, Monopole	PC	Sec. 16-4-102.B.2.e	1	
Health Services				
Other Health Services	P		1 per 225 GFA	
Commercial Recreation				
Indoor Commercial Recreation Uses	P		1 per 3 persons + 1 per 200 GFA of office or similarly used area	
Office Uses				
Contactors' Offices	PC	Sec. 16-4-102.B.6.a	1 per 350 GFA of office/administrative area	
Other Office Uses	P		1 per 350 GFA	
Commercial Services				
Adult entertainment use	SE	Sec. 16-4-102.B.7.a	1 per 100 GFA	
Animal Services	PC	Sec. 16-4-102.B.7.b	1 per 225 GFA	
Bicycle Shops	PC	Sec. 16-4-102.B.7.c	1 per 200 GFA	
Convenience Stores	PC	Sec. 16-4-102.B.7.d	1 per 200 GFA	
Eating Establishments	P		1 per 100 sf of gross floor area and outdoor eating area	
Grocery Stores	P		1 per 200 GFA	
Liquor Stores	SE	Sec. 16-4-102.B.7.g	1 per 200 GFA	
Nightclubs or Bars	PC	Sec. 16-4-102.B.7.h	1 per 70 GFA	
Open Air Sales	PC	Sec. 16-4-102.B.7.i	1 per 200 sf of sales/display area	
Shopping Centers	PC	Sec. 16-4-102.B.7.j	1 per 335 GFA	
Other Commercial Services	P		See Sec. 16-5-107.D.2	
Vehicle Sales and Services				
Auto Rentals	PC	Sec. 16-4-102.B.8.a	See Sec. 16-5-107.D.2	

Car Washes	P		10 per wash unit for automatic wash + 5 per bay for manual wash
Commercial Parking Lot	PC	Sec. 16-4-102.B.8.d	See Sec. 16-5-107.D.2
Gas Sales	PC	Sec. 16-4-102.B.8.e	
Industrial Uses			
Self-Service Storage	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area
3. Development Form Standards			
MAX. DENSITY (PERNET ACRE) ²		LOT COVERAGE	
Residential	12 du	Max. Impervious Cover	60%
Nonresidential	10,000 GFA	Min. Open Space for Major Residential Subdivisions	16%
MAX. BUILDING HEIGHT			
All Development	45 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
TABLE NOTES:			
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units ; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable			
1. May be increased by up to ten percent on demonstration to the Official that:			
a. The increase is consistent with the character of development on surrounding land ;			
b. Development resulting from the increase is consistent with the purpose and intent of the building height standards;			
c. The increase either (a) is required to compensate for some unusual aspect of the site or the proposed development , or (b) results in improved site conditions for a development with nonconforming site features ;			
d. The increase will not pose a danger to the public health or safety;			
e. Any adverse impacts directly attributable to the increase are mitigated; and			
f. The increase, when combined with all previous increases allowed under this provision, does not result in a cumulative increase greater than ten percent.			
2. Islander Mixed-Use has undefined density but limited by applicable design and performance standards such as height and parking.			

(Revised 4-18-2017 -Ordinance 2017-05)

Sec.16-10-103. Use Classifications, Use Types, and Definitions

A. Residential Uses

2. Use Types and Definitions

Islander Mixed-Use

Development that includes two or more different **uses**, which shall include **workforce housing use** and one or more of the Office **uses**, as described in Sec. 16-10-103.F or one or more of the Commercial Services **uses**, as described in Sec. 16-10-103.G or some combination thereof. Such **uses** should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian **access**. The intent of Islander Mixed-use development is that if the property is sold it remains workforce housing and does not become an apartment complex.

(Revised 9-17-2019 - Ordinance2019-20; revised 7-21-2020 - Ordinance2020-16; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02)

Chapter 16-4: Use Standards

Sec.16-4-102. Principal Uses

A. Principal Use Table

6. Principal Use Table

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																						
P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions																						
SE = Allowed as a Special Exception Blank Cell = Prohibited																						
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS						MIXED-USE AND BUSINESS DISTRICTS													USE-SPECIFIC CONDITIONS
	CON	PR	RSF-	RSF-	RSF-	RM-	RM-	RM-	CR	SPC	CC	MS	WM	S	MF	MV	NC	LC	RD	MED	IL	
RESIDENTIAL USES																						
<i>Group Living</i>						P	P	P				P						P		P		
<i>Mixed-Use</i>									PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.a	
<i>Multifamily</i>						P	P	P	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.b	
<i>Recreational Vehicle</i>						PC	PC	PC				PC	PC	PC	PC	PC	PC	PC				
<i>Recreation Vehicle (RV) Parks</i>																		P			Sec. 16-4-102.B.1.c	
<i>Single-Family</i>			P	P	P	P	P	P					P	P	P	P	P	P	P			

Towers, Monopole																				102.B.2.e
HEALTH SERVICES																				
Hospitals																			P	
Nursing Homes																			P	
Other Health Services									P	P	P					P	P		P	
RESORT ACCOMMODATIONS																				
Bed and Breakfasts								P			P	P	P	P	P			P		Sec. 16-4-102.B.4.a
Hotels								P			P	P	P		P		P	P		Sec. 16-4-102.B.4.b
Interval Occupancy								P				P			P			P		
COMMERCIAL RECREATION USES																				
Indoor Commercial Recreation Uses										P	P	P	P	P	P	P		P	P	Sec. 16-4-102.B.5.a
Outdoor Commercial Recreation Uses Other than Water Parks										S				S			S	S	S	Sec. 16-4-102.B.5.b
Water Parks										P				P				P		
OFFICE USES																				
Contractor's Office										P	P	P	P	P	P	P	P	P	P	Sec. 16-4-102.B.6.a
Other Office Uses										P	P	P	P	P	P	P	P	P	P	

COMMERCIAL SERVICES

Adult entertainm ent uses										S E											Sec. 16-4-102.B.7.a		
Animal Services									P C	P C							P C				P C	Sec. 16-4-102.B.7.b	
Bicycle Shops									P C	P C	P C	P C	P C	P C	P C		P C	P C				Sec. 16-4-102.B.7.c	
Convenience Stores						P C			P C	P C	P C		P C	P C	P C	P C	P C				P C	Sec. 16-4-102.B.7.d	
Eating Establishments									P C	P C	P C	P C	P C	P C	P C	P C	P C	P C				P C	Sec. 16-4-102.B.7.e
Grocery Stores									P C	P C	P C	P C						P C					
Landscape Businesses													P C					P C				P C	Sec. 16-4-102.B.7.f
Liquor Stores									S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	Sec. 16-4-102.B.7.g
Nightclubs or Bars									P C	P C	P C		P C	P C	P C	P C		P C	P C				Sec. 16-4-102.B.7.h
Open Air Sales			P C						P C	P C		P C	P C	P C	P C	P C	P C	P C		P C			Sec. 16-4-102.B.7.i
Shopping Centers									P C	P C	P C	P C								P C			Sec. 16-4-102.B.7.j

Tattoo Facilities																				P C	Sec. 16-4-102.B.7.k
Other Commercial Services Uses						P C	P C		P	P	P	P	P	P	P	P	P	P	P	P	Sec. 16-4-102.B.7.l
VEHICLE SALES AND SERVICES																					
Auto Rentals									P C	P C	P		P C		P	P C		P	P C	P	Sec. 16-4-102.B.8.a
Auto Repairs											P C							P C		P C	Sec. 16-4-102.B.8.b
Auto Sales											P								P	P	
Car Washes											P	P			P C	P				P	Sec. 16-4-102.B.8.c
Commercial Parking Lot									P C	P C	P C		P C						P C		Sec. 16-4-102.B.8.d
Gas Sales									P C	P C	P C			P C	P C			P C	P C	P C	Sec. 16-4-102.B.8.d
Taxicab Services											P			P					P	P	
Towing Services or Truck or Trailer Rentals																				P	
Watercraft Sales, Rentals, or Services												P C	P			P C			P C	P	Sec. 16-4-102.B.8.e
INDUSTRIAL USES																					

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE

P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions

SE = Allowed as a Special Exception Blank Cell = Prohibited

USE CLASSIFICATION / USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS														MIXED-USE AND BUSINESS DISTRICTS												USE-SPECIFIC CONDITIONS
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	CR	SPC	CC	MS	WMU	S	MF	MV	NC	LC	RD	MED	IL								
Light Industrial, Manufacturing, and Warehouse Uses																		PC				P	Sec. 16-4-102.B.9.a						
Seafood Processing Facilities													PC	PC		PC							Sec. 16-4-102.B.9.b						
Self-Service Storage									PC									PC				PC	Sec. 16-4-102.B.9.c						
Waste-Related Services Other than Waste Treatment Plants																						P							
Waste Treatment Plants																		SE											
Wholesale Sales																		P				P							
OTHER USES																													

Agriculture Uses		P	P	P	P	P	P	P					P	P	P	P	P					
Boat Ramps, Docking Facilities, and Marinas	P C	P	P C	P C		P C	P C						P			P						Sec. 16-4- 102.B. 10.a

(Revised 5-17-2016 - Ordinance 2016-07; revised 4-18-2017 - Ordinance 2017-05; revised 9-17-2019 - Ordinance 2019-20; revised 8-18-2020 - Ordinance 2020-19; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 - Ordinance 2021-02)

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

g. Islander Mixed-Use

- i. **Islander Mixed-use development shall designate separate parking spaces for use by the residential units. The parking spaces designated for residential use are eligible to be included as part of a shared parking plan meeting the requirements in Section 16-5-107.H.3.**
- ii. **Islander Mixed-Use development may utilize shared parking on Education Use property if the development provides student housing, and for so long as the property is used for Education Use. The shared parking on Education Use property is limited to 75 parking spaces.**
- iii. **Islander Mixed-Use development must be on property which is within 500 feet (measured at nearest property line to property line) of Education Uses.**
- iv. **Islander Mixed-Use shall not be a Short-Term Rental Property as defined in the Municipal Code, Section 10-2-20.(6).**
- v. **15% of Islander Mixed-Use units shall be workforce housing units rented to households earning up to 130% of the Area Median Income (AMI) for Beaufort County as defined by the Department of Housing and Urban Development (HUD) following the guidelines specified in the Islander Mixed-Use Workforce Housing Agreement requirements. This percentage excludes any units designated for student housing. Rental workforce housing units (excluding student housing units) must adhere to the workforce housing unit requirements in the Islander Mixed-Use Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance shall be evidenced by restrictive covenants or other compliant documents recorded in the office of Beaufort County Register of Deeds.**

- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- vii. Islander Mixed-Use shall not exceed a floor area ratio of 0.68.
- viii. Islander Mixed-Use shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. Islander Mixed-Use shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.
- x. Islander Mixed-Use requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.
- xi. Islander Mixed-Use shall require a 4 bedroom per dwelling unit maximum.

(Revised 11-4-2020 -Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02; revised TBD)

M. Sea Pines Circle (SPC) District

**SPC
Sea Pines Circle District**

1. Purpose

The purpose of the Sea Pines Circle (SPC) District is to provide **lands** for commercial and **mixed-use development** at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale **buildings** and **shopping centers** that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.

2. Allowable Principal Uses

USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential Uses				
Mixed-Use	PC	Sec. 16-4-102.B.1.a	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
Multifamily	P		1 bedroom	1.4 per du
			2 bedroom	1.7 per du
			3 or more bedrooms	2 per du
Islander Mixed-Use	PC	Sec. 16-4-102.B.1.g	Residential	1.5 per du

			Nonresidential	1 per 500 GFA
Public, Civic, Institutional, and Educational Uses				
Community Service Uses	P		1 per 400 GFA	
Education Uses	P		Colleges and High Schools	10 per classroom
			Elementary and Junior High/Middle Schools	4 per classroom
			Other Education Uses	See Sec. 16-5-107.D.2
Government Uses	P		Fire Stations	4 per bay + 1 per 200 GFA of office area
			Other	1 per 200 GFA of office area
Major Utilities	SE		1 per 1,500 GFA	
Minor Utilities	P		n/a	
Public Parks	P		See Sec. 16-5-107.D.2	
Religious Institutions	P		1 per 3 seats in main assembly area	
Telecommunication Antenna, Collocated or Building Mounted	PC	Sec. 16-4-102.B.2.e	n/a	
Telecommunication Towers, Monopole	PC	Sec. 16-4-102.B.2.e	1	
Health Services				
Other Health Services	P		1 per 225 GFA	
Commercial Recreation				
Indoor Commercial Recreation Uses	P		1 per 3 persons + 1 per 200 GFA of office or similarly used area	
Office Uses				
Contactors' Offices	PC	Sec. 16-4-102.B.6.a	1 per 350 GFA of office/administrative area	
Other Office Uses	P		1 per 350 GFA	
Commercial Services				
Adult entertainment use	SE	Sec. 16-4-102.B.7.a	1 per 100 GFA	
Animal Services	PC	Sec. 16-4-102.B.7.b	1 per 225 GFA	
Bicycle Shops	PC	Sec. 16-4-102.B.7.c	1 per 200 GFA	
Convenience Stores	PC	Sec. 16-4-102.B.7.d	1 per 200 GFA	
Eating Establishments	P		1 per 100 sf of gross floor area and outdoor eating area	
Grocery Stores	P		1 per 200 GFA	
Liquor Stores	SE	Sec. 16-4-102.B.7.g	1 per 200 GFA	
Nightclubs or Bars	PC	Sec. 16-4-102.B.7.h	1 per 70 GFA	
Open Air Sales	PC	Sec. 16-4-102.B.7.i	1 per 200 sf of sales/display area	
Shopping Centers	PC	Sec. 16-4-102.B.7.j	1 per 335 GFA	
Other Commercial Services	P		See Sec. 16-5-107.D.2	
Vehicle Sales and Services				
Auto Rentals	PC	Sec. 16-4-102.B.8.a	See Sec. 16-5-107.D.2	

Car Washes	P		10 per wash unit for automatic wash + 5 per bay for manual wash
Commercial Parking Lot	PC	Sec. 16-4-102.B.8.d	See Sec. 16-5-107.D.2
Gas Sales	PC	Sec. 16-4-102.B.8.e	
Industrial Uses			
Self-Service Storage	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area
3. Development Form Standards			
MAX. DENSITY (PERNET ACRE) ²		LOT COVERAGE	
Residential	12 du	Max. Impervious Cover	60%
Nonresidential	10,000 GFA	Min. Open Space for Major Residential Subdivisions	16%
MAX. BUILDING HEIGHT			
All Development	45 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
TABLE NOTES:			
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units ; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable			
1. May be increased by up to ten percent on demonstration to the Official that:			
a. The increase is consistent with the character of development on surrounding land ;			
b. Development resulting from the increase is consistent with the purpose and intent of the building height standards;			
c. The increase either (a) is required to compensate for some unusual aspect of the site or the proposed development , or (b) results in improved site conditions for a development with nonconforming site features ;			
d. The increase will not pose a danger to the public health or safety;			
e. Any adverse impacts directly attributable to the increase are mitigated; and			
f. The increase, when combined with all previous increases allowed under this provision, does not result in a cumulative increase greater than ten percent.			
2. Islander Mixed-Use has undefined density but limited by applicable design and performance standards such as height and parking.			

(Revised 4-18-2017 -Ordinance 2017-05)

Sec.16-10-103. Use Classifications, Use Types, and Definitions

A. Residential Uses

2. Use Types and Definitions

Islander Mixed-Use

Development that includes two or more different **uses**, which shall include **workforce housing use** and one or more of the Office **uses**, as described in Sec. 16-10-103.F or one or more of the Commercial Services **uses**, as described in Sec. 16-10-103.G or some combination thereof. Such **uses** should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian **access**.

Workforce Housing

Housing that is affordable at 60—~~100%~~ 130% of the Area Median Income (AMI) for Beaufort County.

(Revised 9-17-2019 - Ordinance2019-20; revised 7-21-2020 - Ordinance2020-16; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02)

Missy Luick

From: Josh Tiller <josh@jktiller.com>
Sent: Thursday, August 10, 2023 5:10 PM
To: Missy Luick
Cc: Shawn Colin
Subject: RE: Sample agreement
Attachments: 13) Attachment 12 - Sample Islander Mixed-Use Agreement.docx

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

Missy, below is our revised response. Since we're using the Beaufort County AMI, we're going back to 130% AMI. Additionally, we are okay with the attached Islander Mixed Use workforce housing agreement.

1. Implement a maximum of four (4) bedrooms per dwelling unit, in accordance with the staff's recommendation.
2. Clarify the definitions of "functional open space" and "common amenity space" in the 10% open space requirement. We believe the current revised description for "Functional Open Space" and "Common Amenity Space" in the 10% Open Space requirement is sufficient for defining the 10% Open Space requirement.
3. Enhance the Workforce Housing Standards by allocating 15% of Islander Mixed-Use units as workforce house units. This percentage excludes any units designated for student housing for USCB. The eligibility for workforce housing units will be extended to households earning up to 130% of the Area Median Income (AMI) for Beaufort County, following the guidelines specified in the Town's Workforce Housing Agreement requirements. Additionally, rental workforce housing units (excluding student housing units for USCB) must adhere to the workforce housing unit requirements in the Town's Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance should be evidenced by restrictive covenants or other compliant documents recorded in the Office of the Beaufort County Register of Deeds.
4. Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to 75 parking spaces.

JOSH K. TILLER, PLA, ASLA | President
2017 President, ASLA South Carolina
Clemson Architectural Foundation Trustee

PLEASE NOTE OUR NEW SUITE NUMBER (B104)

J. K. TILLER ASSOCIATES, INC.

LAND PLANNING | LANDSCAPE ARCHITECTURE

181 Bluffton Road, Suite B104, Bluffton, South Carolina 29910

Voice: 843.815.4800 **Fax:** 843.815.4802

Web: www.jktiller.com **Facebook:** [J. K. Tiller Associates, Inc.](https://www.facebook.com/jktiller)

From: Missy Luick <missyl@hiltonheadislandsc.gov>
Sent: Wednesday, August 9, 2023 11:17 AM
To: Josh Tiller <josh@jktiller.com>
Subject: Sample agreement



Missy Luick

DIRECTOR OF PLANNING

Office: (843) 341-4693

Mobile: (843) 816-3129

Website: hiltonheadislandsc.gov

Address: Town of Hilton Head Island
1 Town Center Court,
Hilton Head Island, SC 29928

Disclaimer

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From: [Josh Tiller](#)
To: [Missy Luick](#)
Cc: [Shawn Colin](#)
Subject: RE: Islander Mixed-Use follow up
Date: Thursday, August 3, 2023 5:08:49 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

Missy and Shawn,

Good afternoon!

Below you will find our response to your July 27, 2023 memo regarding the July 18, 2023 Town Council hearing action:

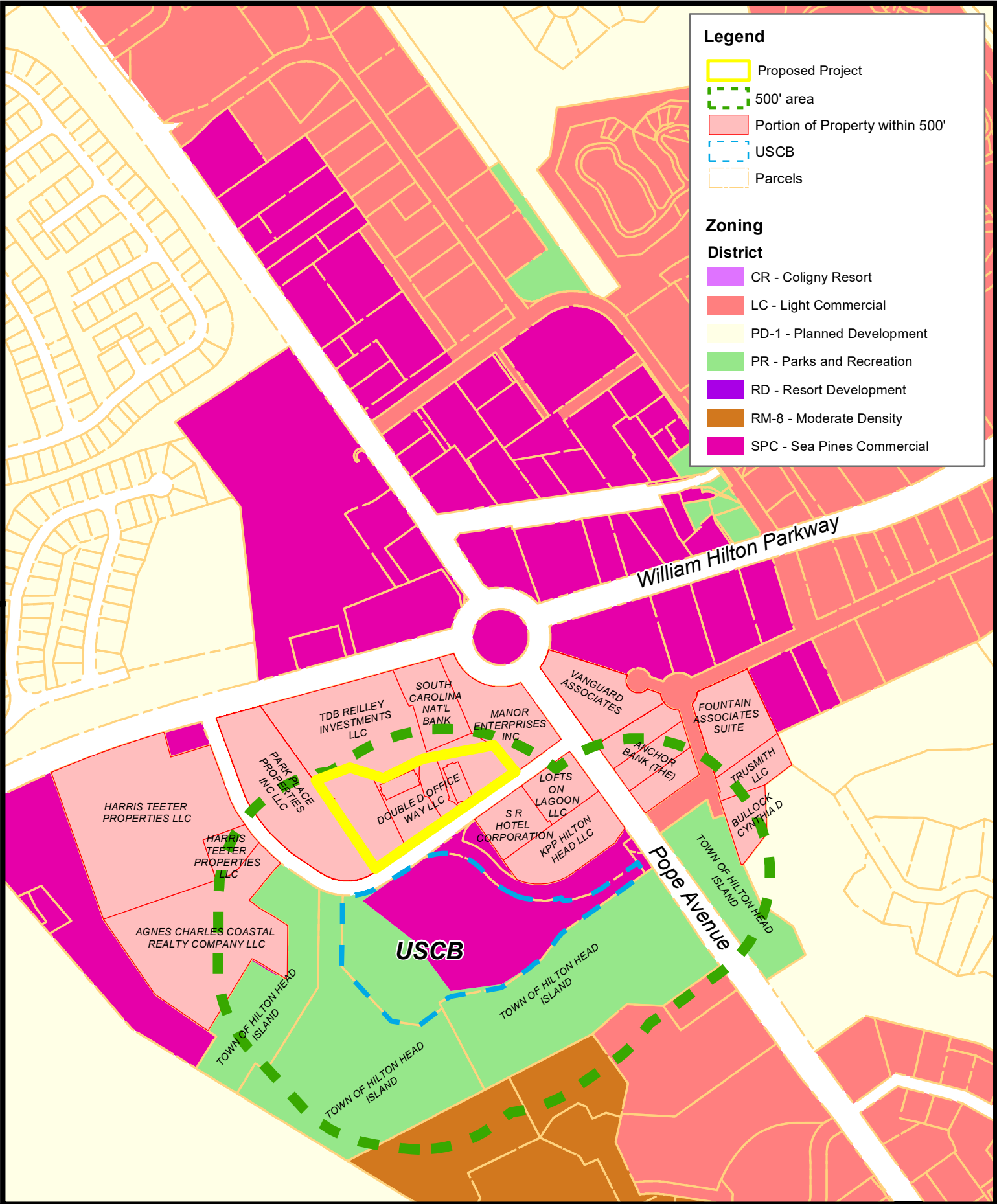
1. Implement a maximum of four (4) bedrooms per dwelling unit, in accordance with the staff's recommendation.
2. Clarify the definitions of "functional open space" and "common amenity space" in the 10% open space requirement. We believe the current revised description for "Functional Open Space" and "Common Amenity Space" in the 10% Open Space requirement is sufficient for defining the 10% Open Space requirement.
3. Enhance the Workforce Housing Standards by allocating 15% of Islander Mixed-Use units as workforce house units. This percentage excludes any units designated for student housing for USCB. The eligibility for workforce housing units will be extended to households earning up to 120% of the Area Median Income (AMI) for the Town of Hilton Head's AMI, following the guidelines specified in the Town's Workforce Housing Agreement requirements. Additionally, rental workforce housing units (excluding student housing units for USCB) must adhere to the workforce housing unit requirements in the Town's Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance should be evidenced by restrictive covenants or other compliant documents recorded in the Office of the Beaufort County Register of Deeds.
4. Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to 75 parking spaces.

We believe our proposed conditions strike a balance between the community's needs and the text amendment's objectives. If you have any further questions or require additional information, please do not hesitate to reach out. Thank you for considering these modifications.

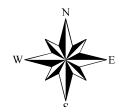
Regards,

Attachment 5 - IMU Occupations and Incomes
2022 Town of Hilton Head Island Bureau of Labor Statistics

Occupation	Hourly Wage	Annual Salary 1 PERSON	AMI (1)	Affordable Rent (30% of Income) 1 Person Rent	2 PERSON Households	AMI (2)	2 PPLE (30% of Income) Affordable Rent	3 PERSON Household	AMI (3)	3 PPLE (30% of income) Affordable Rent
Protective Service Occupations (ALL, 2,030)	\$ 22.01	\$ 45,780.00	50-60%	\$ 1,144.50	\$ 91,560.00	100-110%	\$ 2,289.00	\$ 137,340.00	120-130%	\$ 3,433.50
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	\$ 13.19	\$ 27,440.00	30-40%	\$ 686.00	\$ 54,880.00	60%	\$ 1,372.00	\$ 82,320.00	80-90%	\$ 2,058.00
										\$ -
Food Preparation and Serving Related Occupations (ALL 12,450)	\$ 13.32	\$ 27,700.00	30-40%	\$ 692.50	\$ 55,400.00	60%	\$ 1,385.00	\$ 83,100.00	80-90%	\$ 2,077.50
Chefs and Head Cooks	\$ 27.15	\$ 56,480.00	70%	\$ 1,412.00	\$ 112,960.00	120-130%	\$ 2,824.00	\$ 169,440.00	170%	\$ 4,236.00
First-Line Supervisors of Food Preparation and Serving Workers	\$ 19.69	\$ 40,950.00	50%	\$ 1,023.75	\$ 81,900.00	90%	\$ 2,047.50	\$ 122,850.00	120-130%	\$ 3,071.25
Cooks, Fast Food	\$ 12.47	\$ 25,940.00	30-40%	\$ 648.50	\$ 51,880.00	50-60%	\$ 1,297.00	\$ 77,820.00	70-80%	\$ 1,945.50
Cooks, Institution and Cafeteria	\$ 15.40	\$ 32,030.00	40%	\$ 800.75	\$ 64,060.00	70-80%	\$ 1,601.50	\$ 96,090.00	90-100%	\$ 2,402.25
Cooks, Restaurant (1,880)	\$ 15.16	\$ 31,530.00	40%	\$ 788.25	\$ 63,060.00	70-80%	\$ 1,576.50	\$ 94,590.00	90-100%	\$ 2,364.75
Cooks, Short Order	\$ 16.96	\$ 35,280.00	40-50%	\$ 882.00	\$ 70,560.00	80%	\$ 1,764.00	\$ 105,840.00	100-110%	\$ 2,646.00
Food Preparation Workers	\$ 14.25	\$ 29,640.00	30-40%	\$ 741.00	\$ 59,280.00	70%	\$ 1,482.00	\$ 88,920.00	80-90%	\$ 2,223.00
Bartenders	\$ 11.62	\$ 24,160.00	30%	\$ 604.00	\$ 48,320.00	50-60%	\$ 1,208.00	\$ 72,480.00	70-80%	\$ 1,812.00
Fast Food and Counter Workers (2,160)	\$ 11.46	\$ 23,840.00	30%	\$ 596.00	\$ 47,680.00	50-60%	\$ 1,192.00	\$ 71,520.00	70%	\$ 1,788.00
Waiters and Waitresses (3,060)	\$ 11.17	\$ 23,230.00	30%	\$ 580.75	\$ 46,460.00	50-60%	\$ 1,161.50	\$ 69,690.00	70%	\$ 1,742.25
Food Servers, Nonrestaurant	\$ 13.69	\$ 28,470.00	30-40%	\$ 711.75	\$ 56,940.00	60-70%	\$ 1,423.50	\$ 85,410.00	80-90%	\$ 2,135.25
Dining Room and Cafeteria Attendants and Bartender Helpers	\$ 12.84	\$ 26,710.00	30-40%	\$ 667.75	\$ 53,420.00	60%	\$ 1,335.50	\$ 80,130.00	80%	\$ 2,003.25
Dishwashers	\$ 12.30	\$ 25,590.00	30-40%	\$ 639.75	\$ 51,180.00	50-60%	\$ 1,279.50	\$ 76,770.00	70-80%	\$ 1,919.25
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop (580)	\$ 11.64	\$ 24,200.00	30%	\$ 605.00	\$ 48,400.00	50-60%	\$ 1,210.00	\$ 72,600.00	70-80%	\$ 1,815.00
Building and Grounds Cleaning and Maintenance Occupations (ALL 4,220)	\$ 15.84	\$ 32,950.00	40-50%	\$ 823.75	\$ 65,900.00	70-80%	\$ 1,647.50	\$ 98,850.00	90-100%	\$ 2,471.25
First-Line Supervisors of Housekeeping and Janitorial Workers	\$ 20.62	\$ 42,890.00	50-60%	\$ 1,072.25	\$ 85,780.00	90-100%	\$ 2,144.50	\$ 128,670.00	120-130%	\$ 3,216.75
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	\$ 25.05	\$ 52,100.00	60-70%	\$ 1,302.50	\$ 104,200.00	110-120%	\$ 2,605.00	\$ 156,300.00	150-160%	\$ 3,907.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners (1,140)	\$ 13.65	\$ 28,380.00	30-40%	\$ 709.50	\$ 56,760.00	60-70%	\$ 1,419.00	\$ 85,140.00	80-90%	\$ 2,128.50
Maids and Housekeeping Cleaners (830)	\$ 13.29	\$ 27,650.00	30-40%	\$ 691.25	\$ 55,300.00	60-70%	\$ 1,382.50	\$ 82,950.00	80-90%	\$ 2,073.75
Customer Service Representatives (1,480)	\$ 17.49	\$ 36,390.00	40-50%	\$ 909.75	\$ 72,780.00	80%	\$ 1,819.50	\$ 109,170.00	110%	\$ 2,729.25
Hotel, Motel, and Resort Desk Clerks (380)	\$ 13.22	\$ 27,490.00	30-40%	\$ 687.25	\$ 54,980.00	60%	\$ 1,374.50	\$ 82,470.00	80-90%	\$ 2,061.75
Landscaping and Groundskeeping Workers	\$ 16.67	\$ 34,670.00	40-50%	\$ 866.75	\$ 69,340.00	70-80%	\$ 1,733.50	\$ 104,010.00	100-110%	\$ 2,600.25
				\$ -	\$ -		\$ -	\$ -		\$ -
Retail Salespersons (3,420)	\$ 15.21	\$ 31,640.00	40%	\$ 791.00	\$ 63,280.00	70-80%	\$ 1,582.00	\$ 94,920.00	90-100%	\$ 2,373.00
Cashiers (2,520)	\$ 12.26	\$ 25,500.00	30-40%	\$ 637.50	\$ 51,000.00	50-60%	\$ 1,275.00	\$ 76,500.00	70-80%	\$ 1,912.50
				\$ -	\$ -		\$ -	\$ -		\$ -
Hairdressers, Hairstylists, and Cosmetologists	\$ 16.08	\$ 33,440.00	40-50%	\$ 836.00	\$ 66,880.00	70-80%	\$ 1,672.00	\$ 100,320.00	100%	\$ 2,508.00
Skincare Specialists	\$ 15.65	\$ 32,550.00	40%	\$ 813.75	\$ 65,100.00	70-80%	\$ 1,627.50	\$ 97,650.00	90-100%	\$ 2,441.25
Baggage Porters and Bellhops	\$ 12.80	\$ 26,620.00	30-40%	\$ 665.50	\$ 53,240.00	60%	\$ 1,331.00	\$ 79,860.00	80%	\$ 1,996.50
Concierges	\$ 17.03	\$ 35,420.00	40-50%	\$ 885.50	\$ 70,840.00	80%	\$ 1,771.00	\$ 106,260.00	100-110%	\$ 2,656.50
Tour and Travel Guides	\$ 13.24	\$ 27,540.00	30-40%	\$ 688.50	\$ 55,080.00	60%	\$ 1,377.00	\$ 82,620.00	80-90%	\$ 2,065.50



Attachment 6
Islander Mixed Use Affected Area
 August, 2023



2023-

**RESOLUTION OF THE TOWN OF HILTON HEAD
ISLAND**

2023-__

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND DENYING THE APPLICATION FOR THE TEXT AMENDMENT THAT WOULD AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), SECTIONS 16-3-105.M, SEA PINES CIRCLE DISTRICT, 16-4-102.A, PRINCIPAL USES, 16-4-102.B, USE-SPECIFIC CONDITIONS AND 16-10-103.A, USE CLASSIFICATIONS, USE TYPES, AND DEFINITIONS, TO ALLOW FOR A NEW USE TO BE ESTABLISHED CALLED ISLANDER MIXED-USE WITHIN THE SEA PINES CIRCLE DISTRICT, ESTABLISH A DEFINITION FOR THE USE, ESTABLISH USE-SPECIFIC CONDITIONS AND EXCEPTIONS TO DEVELOPMENT FORM STANDARDS.

WHEREAS, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

WHEREAS, from time to time it is necessary to amend the LMO; and

WHEREAS, the LMO Committee held public meetings on September 1, 2022 and November 1, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, on November 1, 2022, the LMO Committee recommended that the proposed Islander Mixed-Use LMO amendments be forwarded to the Planning Commission with a recommendation of approval; and

WHEREAS, the Planning Commission held a public hearing on December 21, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO Amendments; and

WHEREAS, after consideration of the Staff presentation and public comments the Planning Commission voted 5-0 to forward the proposed Islander Mixed-Use LMO amendments to the Public Planning Committee with a recommendation of approval; and

WHEREAS, the Public Planning Committee held a public meeting on January 26, 2023 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, the Public Planning Committee held a public meeting on June 8, 2023 and consideration of the Staff presentation, applicant presentation and public comments was given, and the Public Planning Committee voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial; and

WHEREAS, after due consideration of said LMO amendments, the Town Council, upon further review, now finds that the requested text amendment does not meet the criteria as set forth in Section 16-2-103 of the LMO.

NOW, THEREFORE, BE IT, AND HEREBY IT IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT THE TOWN COUNCIL HEREBY DENIES APPLICATION FOR ISLANDER MIXED-USE LMO TEXT AMENDMENTS.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2023.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Council Clerk

Public Hearing: December 21, 2022

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

**TOWN OF HILTON HEAD ISLAND
SAMPLE RENTAL ISLANDER MIXED-USE WORKFORCE HOUSING
AGREEMENT**

THIS AGREEMENT, entered into this _____ day of _____, 20____ by and between
(name of owner/corporation and mailing address) _____
_____ (hereinafter “Property Owner”),
and the **TOWN OF HILTON HEAD ISLAND**, a municipal corporation of the State of South Carolina with
offices at Town Hall, One Town Center Court, Hilton Head Island, SC 29928 (hereinafter “Town”).

RECITALS

WHEREAS, the Property Owner is the owner of certain real property (hereinafter “Property”) located in the Town of Hilton Head Island, County of Beaufort, State of South Carolina, commonly known as *(address, parcel number, and/or name)* _____
_____, and legally described in **Exhibit A** attached hereto and incorporated herein by this reference; and

WHEREAS, in consideration of the authorization of a development permit to approve *(development name, type of development, and project description)* _____

_____ (hereinafter the “Project”); and

WHEREAS, the PROJECT is subject to the Islander Mixed-Use Workforce Housing Program requirements described in Sections 16-3-105.M, 16-4-102.A, 16-4-102.B and 16-10-103.A of the Town’s Land Management Ordinance (LMO); and

WHEREAS, pursuant to Ordinance 2023-07:

1. The Property Owner is required to provide at least ___% workforce housing units, totaling _____ workforce units within the Project; and

WHEREAS, the terms and conditions of a Islander Mixed-Use Workforce Housing Agreement for the Project have been agreed upon between the Property Owner and the Town and are set forth herein;

NOW THEREFORE, in consideration of accomplishing the purposes of this Agreement and the mutual covenants and promises made to each other, the Property Owner and the Town agree as follows:

SECTION I. PURPOSE:

The purpose of this Agreement is to provide the mechanism which will implement the required workforce housing units within the proposed residential component of the Project.

SECTION II. COMMITMENT:

The Property Owner hereby commits, subject to the terms and conditions of this Agreement, to the provision of _____ workforce housing units within the residential component of this Project.

SECTION III. WORKFORCE HOUSING:

For the purposes of the Agreement, the term “Islander Mixed-Use Workforce Housing” shall mean housing that is affordable to households earning up to ___ percent of the most recently published U.S. Department of Housing and Urban Development (HUD) Area Median Income (AMI) for Beaufort County.

SECTION IV. IMPLEMENTATION:

A. Types of Workforce Housing Units:

Workforce housing units shall include a range of unit sizes comparable to units in the overall development. This Project contains _____ total units with _____ being workforce units.

Number of Workforce Units	Type of Units	Size of Workforce Units
	Micro-Efficiency	
	Studio	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom Units	

B. Integration of Workforce Housing Units within the Project:

Workforce housing units will be integrated within the residential areas of the Project and will be of similar architecture, design, and quality as market-rate residential units.

C. Eligibility Criteria:

The Property Owner must submit a Certificate of Eligibility verifying that the following eligibility criteria are met for each household occupying a workforce housing unit:

1. Household income shall be between __ and __ percent of the most recently published HUD Area Median Income (AMI) for Beaufort County for rental units.
2. Eligible households shall occupy a workforce housing unit as their sole residence.

3. Eligible households shall have at least one person who is employed at a lawfully licensed business within the Town of Hilton Head Island.

D. Distribution of Workforce Housing Units within the Project:

1. Workforce Housing units are required to be mixed with and not clustered together or segregated in any way from, market-rate units.
2. If the development contains a phasing plan, the phasing plan shall provide for the development of workforce units concurrently with the market-rate units.

SECTION V. ADMINISTRATION:

- A. The Property Owner shall provide a Certificate of Eligibility for each household to the Town, or its designee.
- B. The Property Owner shall provide a sworn affidavit to the Town, or its designee, certifying that the rental rate(s) meet the requirements of Section 16-4-102.B of the LMO.

SECTION VI. TERM:

This Agreement shall expire ____ (__) years from the date the last Certificate of Occupancy is issued for the final Islander Mixed-Use workforce housing unit covered by this Agreement. After the ____ (__) year term is complete, the Property Owner will be free to rent or sell housing units at market-rate.

SECTION VII. MISCELLANEOUS:

- A. This Agreement may not be cancelled, modified, changed, or supplemented, nor may any obligation hereunder be waived, except in writing signed by the parties hereunder.
- B. This Agreement shall extend to and be binding upon the successors, legal representatives, heirs, executors, administrators, and the permitted assigns of the parties hereto.
- C. If any provision or provisions of this Agreement shall be held invalid, illegal, unenforceable, or in conflict with the State of South Carolina or the United States, that provision or those provisions shall be deemed to be null and void and shall be deemed severed from the Agreement, and the validity, legality, and enforceability of the remaining provisions of the Agreement shall not in any way be affected or impaired thereby.

In Witness whereof, the Parties hereto, by and through their duly authorized officers, have set their hands and seals as of this _____ day of _____, 20____.

THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

By: _____ (L.S.)
_____ (print)
Mayor

Attest: _____ (L.S.)
_____ (print)
Town Manager

PROPERTY OWNER

By: _____ (L.S.)
_____ (print)
Title: _____

Attest: _____ (L.S.)
_____ (print)
Title: _____



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Missy Luick, Assistant Community Development Director
VIA: Shawn Colin, AICP, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
DATE: July 18, 2023
SUBJECT: Consideration of Proposed Ordinance 2023-07 Amending Sections Title 16 of the Municipal Code of the Town of Hilton Head Island, the Land Management Ordinance, to Create a New Use Called Islander Mixed-Use within the Sea Pines Circle District

RECOMMENDATION:

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.

BACKGROUND:

The LMO amendment request is from Josh Tiller of J. K. Tiller Associates, Inc. for a text amendment to the LMO to create a new use called Islander Mixed-Use that is proposed to be permitted with conditions in the Sea Pines Circle (SPC) District.

The Planning Commission's LMO Committee met on September 1, 2022 and November 1, 2022 and reviewed the requested LMO amendments for Islander Mixed-Use. On November 1, 2022, the LMO Committee motioned that the amendment be forwarded to the Planning Commission for consideration. The Planning Commission held a public hearing on December 21, 2022 and motioned that the amendment be recommended for approval to Town Council. The Public Planning Committee met on January 26, 2023 to review the Islander Mixed-Use LMO Amendment and deferred committee action until more information was obtained for consideration specific to a Traffic Impact Analysis and a Mass/Scale/Density Visual that illustrated the proposed policy.

The LMO Amendment for Islander Mixed-Use was revised by the applicant team after the January Public Planning Committee meeting. Changes since the January Public Planning Committee include the following:

1. Definition amended to remove reference to group living dormitory use.

2. Shared parking on Education Use owned property is allowed if the development provides student housing.
3. 15% Workforce Housing (WFH) units earning up to 130% Area Median Income for a period of 10 years.
4. Floor Area Ratio shall not exceed 0.68.
5. A minimum average unit size of 750 square feet per dwelling unit is required.
6. Site Coverage Index shall not exceed 50%.
7. 10% functional open space requirement or common amenity space.
8. Adjacent street setback shall meet or exceed an average of 35' feet.
9. The allowable building height was reduced from 55' to 45' feet, which is the maximum within the SPC district.

The Public Planning Committee met on June 8, 2023, and considered the Staff presentation, applicant presentation and public comments, and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial.

The Public Planning Committee requested the applicant consider the following:

1. Shared parking use-specific condition language modification
 - Consider modifying existing condition to "Islander Mixed-Use development may utilize shared parking on Education Use property if the development provides student housing."
2. Adjacent street setback use-specific condition language modification
 - Consider modifying existing condition to "Islander Mixed-Use requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per LMO Table 16-5-102.C whichever is greater."
3. 4 bedroom per dwelling unit maximum suggested use-specific condition
 - Consider adding a use-specific condition that requires "Islander Mixed-Use shall require a 4 bedroom per dwelling unit maximum."
4. Workforce Housing
 - Term- Consider a longer term than 10 years
 - Percentage- Consider increasing the percentage requirement of WFH (currently 15%)
 - AMI- Consider looking further at the AMI of 130%
5. 10% functional open space or common amenity space
 - Provide clarification on common amenity space

The LMO Amendment language for Islander Mixed-Use was revised by the applicant team after the June Public Planning Committee meeting. Changes since the June Public Planning Committee include the following:

1. 10% functional open space or common amenity space requirement
2. Shared parking requirement
3. Adjacent street setback requirement

The applicant did not make changes to the proposed workforce housing regulations nor was a 4 bedroom per dwelling unit maximum added in.

Proposed Amendment Request Overview-

The proposed amendments would create a new use called Islander Mixed-Use to be permitted with conditions in the Sea Pines Circle (SPC) District and includes amendments to LMO Sections 16-3-105.M, Sea Pines Circle District, 16-4-102.A, Principal Uses, 16-4-102.B, Use-Specific Conditions and 16-10-103.A, Use Classifications, Use Types, and Definitions, to allow for a new use to be established called Islander Mixed-Use within the Sea Pines Circle (SPC) District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards. (Refer to Attachments 1 & 2, Proposed Ordinance and Proposed Islander Mixed-Use LMO Amendments.)

The proposal includes:

1. Creation of a new use called “Islander Mixed-Use” with a definition proposed in 16-10-103.A that states: “**Development** that includes two or more different **uses**, which shall include **multifamily or workforce housing use** and one or more of the Office **uses**, as described in Sec. 16-10-103.F or one or more of the Commercial Services **uses**, as described in Sec. 16-10-103.G or some combination thereof. Such **uses** should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian **access**.”
2. Islander Mixed-Use is proposed at a density that is “undefined density but limited by applicable design and performance standards such as height and parking” as proposed in the development form standards in Section 16-3-105.M, SPC District.
3. Parking for the new use is proposed as requiring separate parking spaces for residential use at 1.5 spaces per dwelling unit and separate parking spaces required for nonresidential use at 1 per 500 gross floor area as proposed in Section 16-3-105.M, SPC District.
4. The use is proposed to be permitted with use-specific conditions per 16-4-102.B.1.g. The conditions proposed are as follows:
 - i. **Islander Mixed-Use development** shall designate separate parking spaces for **use** by the residential units. The parking spaces designated for residential **use** are eligible to be included as part of a **shared parking** plan meeting the requirements in Section 16-5-107.H.3.
 - ii. **Islander Mixed-Use development** may utilize **shared parking** on **Education Use** property if the development provides student housing.
 - iii. **Islander Mixed-Use development** must be on property which is within 500 feet (measured at nearest property line to property line) of **Education Uses**.
 - iv. **Islander Mixed-Use** shall not be a **Short-Term Rental Property** as defined in the Municipal Code, Section 10-2-20.(6).
 - v. 15% of **Islander Mixed-Use** units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing

Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.

- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- vii. **Islander Mixed-Use** shall not exceed a floor area ratio of 0.68.
- viii. **Islander Mixed-Use** shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. **Islander Mixed-Use** shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.
- x. **Islander Mixed-Use** requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.

The applicant's text amendment submittal also included letters of support from Shore Beach Services, Beach House Resort, SERG Restaurant Group, Browndog, Inc., and University of South Carolina Beaufort. The applicant provided a Traffic Impact Analysis prepared by Kimley Horn. The applicant also submitted a building massing and scale exhibit that displayed floor area ratio and site coverage index. (Refer to Attachments 3-5, Applicant Provided Letters of Support, Applicant Provided Traffic Impact Analysis, Applicant Provided Building Mass and Scale Exhibit.)

STAFF ANALYSIS:

The Islander Mixed-Use staff analysis includes broad review and analysis of the proposed text amendment in the areas of traffic impact analysis, student housing, district planning, use, density, use-specific conditions including shared parking, proximity to education use, short-term rentals, workforce housing, minimum unit size, floor area ratio, site coverage index, open space and street setbacks. First, staff will summarize existing uses allowed within the Sea Pines Circle District.

Sea Pines Circle District-

The Sea Pines Circle (SPC) District allows a range of uses permitted by right, permitted with conditions and by special exception. SPC allows residential uses; public, civic, institutional and education uses; health services; commercial recreation; office uses; commercial services; vehicle sales and services; and industrial uses. (Refer to Attachment 7, Sea Pines Circle District.)

SPC district uses organized by use type and whether the use is permitted, permitted with conditions or by special exception are noted below:

- Residential use type:
 - Permitted- multifamily
 - Permitted with conditions- mixed-use, workforce housing
- Public, civic, institutional and education use type:
 - Permitted- community service uses, education uses, government uses, minor utilities, public parks, religious institutions
 - Permitted with conditions- telecommunication antenna and telecommunication towers
 - Special Exception- major utilities
- Health services use type:
 - Permitted- other health services
- Commercial recreation use type:
 - Permitted- indoor commercial recreation uses
- Office use type:
 - Permitted- other office uses
 - Permitted with conditions- contractor's offices
- Commercial services use type:
 - Permitted- eating establishments, grocery stores and other commercial services
 - Permitted with conditions- animal services, bicycle shops, convenience stores, nightclubs or bars, open air sales, and shopping centers
 - Special Exception- adult entertainment use and liquor stores
- Vehicle sales and services use type:
 - Permitted- car washes
 - Permitted with conditions- auto rentals, commercial parking lots and gas sales
- Industrial use type:
 - Permitted with conditions- self-service storage

Per Section 16-3-105.M, the purpose of the Sea Pines Circle district is “to provide lands for commercial and mixed-use development at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale buildings and shopping centers that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.”

Traffic Impact Analysis-

Town Engineering staff have reviewed the applicant submitted Traffic Impact Analysis Report from Kimley-Horn for a proposed Islander Mixed-Use development on Office Way and concur with how the study was prepared and analyzed. The data reviewed in the report supports the conclusions and recommendations made by the consultant.

The following improvements are recommended to be constructed by the Office Way Mixed-Use development:

- Office Way at Site Access #1
Construct the proposed Site Access #1 with one ingress lane and one egress lane and operate under minor street stop control
- Office Park Road at Site Access #2
Construct the proposed Site Access #2 with one ingress lane and one egress lane and operate under minor street stop control

Additionally, Town Engineering staff provided the Sea Pines Circle traffic count summary from 2005-2022 which is summarized in the table below. (Refer to Attachment 12, Sea Pines Circle Traffic Count Summary.)

**Sea Pines Circle
Traffic Count Summary**

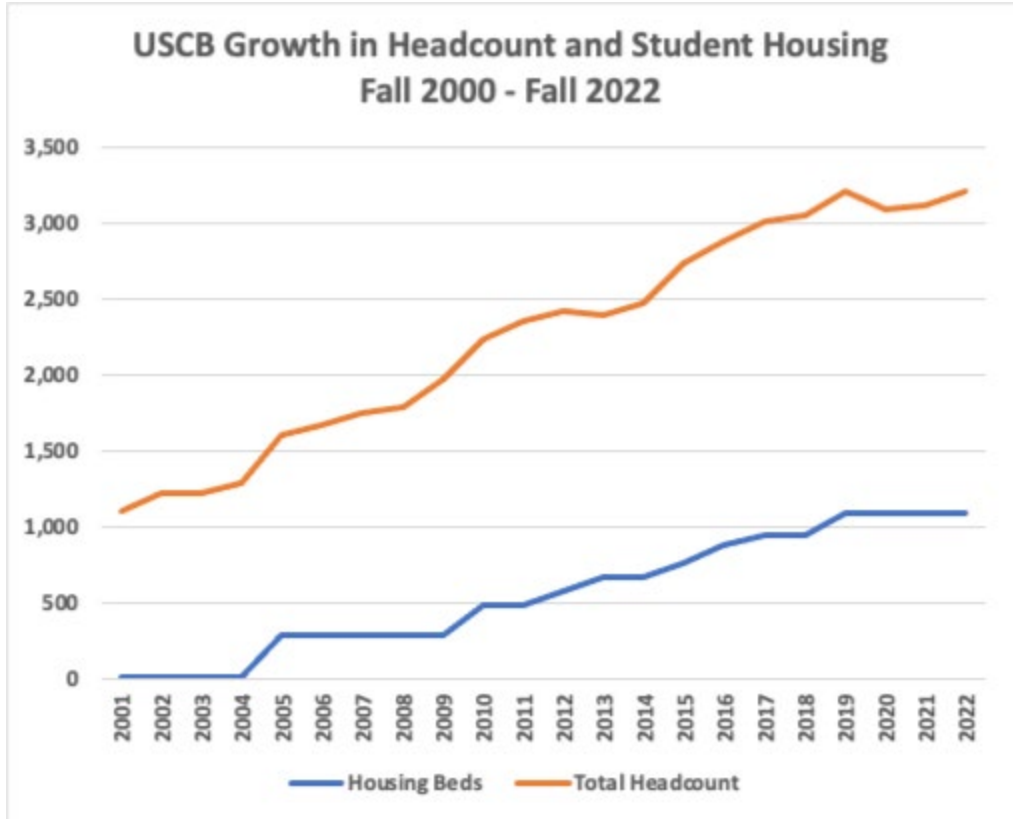
Year	A.M. Peak Hour	Midday Peak Hour	P.M. Peak Hour
2005	3264	4026	4199
2010	2493	3508	3525
2015	2791	3748	3930
2016	3072	3696	4168
2018	3028	3510	3559
2020	2841	3637	3818
2022	3008	3713	3828

The traffic impact analysis assumed that the proposed Islander Mixed-Use development on Office Way to be built out by 2025. It anticipated 44 new trips to the Sea Pines Circle AM peak hour (an increase of 2.9 seconds) and 59 new trips to the PM peak hour (an increase of 4.6 seconds).

Student Housing-

The proposed text amendment is proposed within 500 feet of an Education Use and an Islander Mixed-Use development may use shared parking on an Education Use owned property if the development provides student housing.

University of South Carolina Beaufort (USCB) provided the Growth in Headcount and Student Housing chart below. This chart illustrates the correlation between housing bed growth and enrollment growth.



USCB supplied this comparison chart with a statement that noted that four quad buildings were built in Bluffton in 2005 and the chart shows the corresponding growth in enrollment that year. In 2010, Okatie and May River apartments were added and then roughly 1-2 buildings per year until and including three buildings in Beaufort in 2018. USCB noted the chart also illustrates the impact of Covid and the recovery underway.

Mid-Island District-

Town Council adopted the Mid-Island District Plan on November 1, 2022. The Mid-Island District Plan includes strategies for the 103-acre Town-owned, Mid-Island Tract, as well as redevelopment strategies to help revitalize commercial and residential areas within the district.

The plan included recommendations to increase residential density, allow for a mix of uses and allow shared structured or surface lot parking in existing centers. The plan specified, “as the existing commercial shopping centers redevelop over time, they will likely evolve to be more of a mix of retail, restaurant, commercial, residential, office and public spaces as opposed to being single-use developments. This new mixed-use category delivers on the live-work-play environment supported by the community and represents an opportunity to add needed housing. The development community also favors this style of redevelopment that offers a range of experiences and creates a more walkable, engaging environment.”


The Growth Framework and District Planning initiative is a priority strategic action item of Town Council and will result in the creation of a growth management strategy to include district plans and an Island-wide master plan.

More specifically, this includes supplementing the land use element of Our Plan, the Town of Hilton Head Island Comprehensive Plan, and adoption of an Island-wide master plan that includes creation of district plans focusing on conservation and growth, calibration of a future land use map, and major text amendments to the Town’s Land Management Ordinance.

This will establish a clear vision for future investment on the Island as a pattern framework for growth and conservation. The draft Conservation and Growth Framework Map designates the Sea Pines Circle area as a Primary Center. District Planning for this area has been prioritized within the overall Districts Planning work scope. It is

Mixed-Use

The mixed-use category encourages a mix of uses such as retail, restaurants, apartment flats, townhomes, office, institutional and allocation of open space to promote a green network. This mix of uses will create an area that can support local businesses, variety of housing types and context sensitive architecture. Walkability will be promoted through shared parking areas and pedestrian scaled streets and amenities.



Uses	Retail, Restaurants, Apartment Flats, Townhomes, Office, Institutional, Open Space
Residential Density	12-18 dwelling units per acre
Height	1-3 story height max, adherence to airport height restrictions by area (consistent with Shelter Cove, Harbour Town); 45 feet
Parking	Shared structured parking and surface lots

Excerpt from Mid-Island District Plan

anticipated that initial findings in a draft Bridge to Beach District Plan will be presented to the Public Planning Committee in September 2023.

Assessment Table-

An Islander Mixed-Use assessment table was prepared by staff to analyze the proposed text amendment policy and compare possible development proposals. (Refer to Attachment 6, Islander Mixed-Use Assessment Table). The assessment considered use, use-specific conditions, density, parking, height, impervious coverage, open space, setbacks, buffers and workforce housing.

1. Use-

The use definition proposed for Islander Mixed-Use is the same as the definition of Mixed-Use. The proposed definition is:

Development that includes two or more different ***uses***, which shall include ***multifamily or workforce housing use*** and one or more of the Office ***uses***, as described in Sec. 16-10-103.F or one or more of the Commercial Services ***uses***, as described in Sec. 16-10-103.G or some combination thereof. Such ***uses*** should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian ***access***.

The difference between Mixed-Use and Islander Mixed-Use are the use-specific conditions proposed (which will be analyzed further in #2 below).

The Sea Pines Circle District allows a range of uses permitted by right, permitted with conditions and by special exception. SPC allows residential uses; public, civic, institutional and education uses; health services; commercial recreation; office uses; commercial services; vehicle sales and services; and industrial uses. (Refer to Attachment 7, Sea Pines Circle District.)

The proposed Islander Mixed-Use is generally compatible with other uses in the SPC district.

2. Use-specific conditions-

- Shared parking allowed- SPC district currently allows mixed-use development to be permitted if the use-specific conditions can be met. The use-specific conditions for mixed-use development do not allow parking spaces for residential use to be included as part of a shared parking plan per Sec. 16-4-102.B.1.a.i. Conversely, Islander Mixed-Use conditions state that parking spaces designated for residential use *are eligible* to be included as part of a shared parking plan meeting the requirements in Section 16-5-107.H.3. The conditions further state that Islander Mixed-Use

development may utilize shared parking on an Education Use property if the development provides student housing.

Because the shared parking allowance for Islander Mixed-Use provides workforce housing and student housing, it serves a public purpose.

- Proximity requirement to Education Use- Islander Mixed-Use is proposed to be within 500 feet of an Education Use. Based on walking and biking tolerances from a residential unit to a primary destination, it is reasonable to walk or bike 500-1,500 feet from a residential unit to a primary destination. Per Attachment 8, Education Use Proximity Map, there are 23 parcels within 500 feet within the Sea Pines Circle district that the proposed Islander Mixed-Use could be eligible for.

Furthermore, the 500 feet requirement coincides with a condition within the shared parking requirements which states, "Shared parking spaces ... shall be located no more than 500 feet walking distance from the primary pedestrian entrance(s) to the uses served by the parking, as measured along sidewalks or other pedestrian accessways connecting the shared spaces and such entrance(s)."

- Short-term rental property prohibition- Islander Mixed-Use shall not be a Short-Term Rental Property as defined in the Municipal Code, Section 10-2-20.(6). That definition is:

Short-term rental property means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, that, in whole or in part, is offered for lease or occupancy under a lease or any other form of agreement, for periods of less than thirty (30) days.

Short-term rental properties are allowed in the Sea Pines Circle district with a Town Short-Term Rental Permit. Generally short-term rentals have a use intensity that is greater than residential use due to the turnover and services necessary operate a short-term rental.

As proposed, the short-term rental prohibition will not sunset (like the workforce housing requirement), so the Islander Mixed-Use development units will remain in the long-term rental inventory.

- Workforce Housing- 15% of Islander Mixed-Use units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.

The Town currently allows Workforce Housing commercial conversion in the SPC district with conditions. Any development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105. Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives as described in LMO Sec. 16-10-102B.1, including:

- a. A reduction in minimum unit sizes by 30% and;
- b. Up to 50% of the units in the development may be micro-efficiency and/or studio units.

Per agreement and private covenants requirements, rental units are between 60 and 80% AMI and owner-occupied units are between 80 - 100% AMI.

Rental workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial Certificate of Occupancy. Rental workforce housing units shall not be occupied for a period less than 90 days.

Islander Mixed-Use contains workforce housing provisions, but they differ from the Town's Workforce Housing Program in the following ways:

1. Percent of units in workforce housing- Islander Mixed-Use requires 15% of the units to be in workforce housing. The Town's Workforce Housing Program requires 20% of the units to be in workforce housing.
2. Area Median Income- Islander Mixed-Use AMI is up to 130% AMI. The Town's Workforce Housing Program states that AMI for rental units are between 60 - 80% AMI and owner occupied units are between 80 - 100% AMI.
3. Term of Workforce Housing Agreement- Islander Mixed-Use Workforce Housing term is 10 years. The Town's Workforce Housing term is 30 years.
4. Density- The Islander Mixed-Use has undefined density. The Town's commercial conversion program density is based on the existing building envelope and the minimum unit sizes chart in LMO Section 16-10-102.B.1.
5. Agreement- The applicant has not supplied an Islander Mixed-Use Workforce Housing Agreement document. Staff created a sample Islander Mixed-Use Workforce Housing Agreement based on the Town's Workforce Housing Agreement which was approved with the Workforce Housing policy (Refer to Attachment 12, Sample Islander Mixed-Use Workforce Housing Agreement). The sample agreement has blanks that will need to be filled in by the applicant team as the policy is further defined.

The 2023 Area Median Income (AMI) for Beaufort County per HUD is \$111,300 based on a family of 4. The 130% AMI for the proposed Islander Mixed-Use is highlighted.

**Beaufort County 2023 Median Income By Family Size
Income \$111,300 Effective 05-13-2023**

Family Size	1	2	3	4	5	6	7	8	Income Range
30%	19,300	22,050	24,800	30,000	35,140	40,280	45,420	50,560	Extremely Low
50%	32,150	36,750	41,350	45,900	49,600	53,250	56,950	60,600	Very Low
60%	38,580	44,100	49,620	55,080	59,520	63,900	68,340	72,720	Low
80%	51,450	58,800	66,150	73,450	79,350	85,250	91,100	97,000	Low
100%**	77,950	89,050	100,200	111,300	120,250	129,150	138,050	146,950	Median
120%**	93,500	106,900	120,200	133,600	144,300	155,000	165,700	176,300	Moderate Income
130%**	101,300	115,800	130,300	144,700	156,300	167,900	179,500	191,000	Islander Mixed-Use

Note : Took from HUD AMI 100% of Beaufort AMI as of May 2023 \$111,300

Utilized the HUD recommended calculation based on family size and % of increase for those above 100% AMI
Calculation over 100% are rounded to the nearest 100 based on the HUD formula below.

**Calculated based on the HUD Median Income, which is assigned to a family of four at 100% AMI. The 1-person family income limit is 70% of the 4-person income limit, the 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person family income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. All limits are rounded up to the nearest 100.

- Minimum average unit size- A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building’s total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.

This condition regulates the average unit sizes in the development. It prevents a development with a large quantity of micro-units.

- **Floor Area Ratio-** Islander Mixed-Use is proposing a Floor Area Ratio of 0.68. Floor Area Ratio (FAR) is the measurement of a building's total floor area (gross floor area) in relation to the size of the lot/parcel that the building is located on. A FAR is not required for any other uses in the SPC district.

For context, staff researched floor area ratios of existing Island developments and found:

Development	Floor Area Ratio
32 Office Park (3-story building)	0.36
The Seabrook	0.76
Aquaterra	0.82
Courtyard by Marriott (79 Pope)	1.36
Waterwalk 1	1.82
Waterwalk 2	2.04
The Cypress in HHP	2.79
Bayshore	3.69

Additionally, staff researched floor area ratio of the building structure averages as contained within the 23 parcels within 500-feet of an education use (or the proposed boundary of Islander Mixed-Use eligibility) and found the following:

Development	Floor Area Ratio
USCB	0.09
CVS	0.13
Harris Teeter Gas	0.14
Reilley's Center	0.15
12 Office Way	0.17
Visitor's Center	0.19
Chronic Golf	0.21
10 Office Way	0.25
PNC Bank	0.25
8 Office Way	0.27
TND Bank	0.35
32 Office Park	0.36
Wells Fargo	0.38
Fountain Center	0.45
Spinnaker	0.78

Based on the FAR data above, it is observed that the FAR's tend to be higher for mixed-use or residential developments than for office or commercial developments. The FAR's within the proposed boundary of Islander Mixed-Use eligibility are mostly lower and range from 0.09-0.78.

- Site Coverage Index- Islander Mixed-Use development shall not exceed a site coverage index (SCI) of 50%. The site coverage index is defined as the percentage of lot coverage by the building's footprint square footage. This regulation limits the building footprint to not exceed 50% of the lot area.
- Open Space- Islander Mixed-Use is proposing a required 10% functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.

The SPC district only requires open space (16%) if it is a major single-family residential development. For all other development, no open space is required.

- Average Setback- Islander Mixed-Use proposes requiring an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.

The SPC district uses must meet the setbacks per LMO Table 16-5-102.C. which require:

Other Street- 20' (i.e. Office Way, Office Park Road)
Minor Arterial- 40' (i.e. Greenwood Drive)
Major Arterial- 50' (i.e. Pope Avenue)

As proposed, a greater adjacent street setback average would be required adjacent to an Other Street, but existing setback requirements would apply adjacent to Minor or Major Arterials.

3. Density

Density is a measurement of intensity of the development of a parcel of land. For residential development, it is calculated by dividing the total number of dwelling units by the net acreage of the parcel. For nonresidential development, it is calculated by dividing the total number of square feet of gross floor area by the net acreage of the parcel. In mixed-use developments, acreage allocated to residential use shall not be used to calculate nonresidential density, and acreage allocated for nonresidential uses shall not be used to calculate residential density.

The Sea Pines Circle district has a maximum density of 12 dwelling units per net acre for residential and/or 10,000 gross floor area per net acre for nonresidential.

It should be noted that the calculation of dwelling unit density does not consider dwelling unit size, meaning that a 400 square foot unit and a 5,000 square foot unit both equal 1 dwelling unit.

The Islander Mixed-use development use proposes undefined density and the allowance of residential use parking spaces to be part of a shared parking plan. The undefined density would be limited by applicable design and performance standards such as height, parking, lot coverage, setbacks and buffers. Similarly, the Coligny Resort district, Section 16-3-105.B, also does not have a defined density limit and is limited by required design standards. (Refer to Attachment 9, Coligny Resort District.)

In the Islander Mixed-Use Assessment Table (Attachment 6), pages 4 & 5 compare possible conceptual developments. A workforce housing commercial conversion, Mixed-Use development and Islander Mixed-Use development were compared. Each development concept included 5,623 square feet of commercial service use.

The number of dwelling units (DU) varied on each development type and were as follows:

- Workforce Housing- 44 dwelling units
11 DU/acre effective residential density
- Mixed-Use (By Right)- 45 dwelling units
10 DU/acre effective residential density
- Islander Mixed-Use- 133 dwelling units
31 DU/acre effective residential density

For a point of reference, several existing Hilton Head Island development effective residential densities are listed below:

- Waterwalk apartments in Shelter Cove- 23 & 27 DU/acre
- Aquaterra on Gardner Road- 19 DU/acre
- Harbour Town- 22 DU/acre

The applicant team supplied a by right mixed-use project of 45 dwelling units made up of 25 8-bedroom units and 20 12-bedroom units. While a development with a high bedroom count per dwelling unit is not prohibited per the LMO, a possible development of this type may not meet market demands with the resulting low parking supply.

Staff is recommending a maximum of 4 bedrooms per dwelling unit for Islander Mixed-Use.

4. Parking

Mixed-use and Islander Mixed-Use require 1.5 spaces per dwelling unit for residential and 1 per 500 gross floor area for nonresidential.

Per the proposed use-specific conditions, Islander Mixed-Use will allow:

- The parking spaces designated for residential use are eligible to be included as part of a shared parking plan meeting the requirements in Section 16-5-107.H.3.

- Islander Mixed-Use development may utilize shared parking on an Education Use property if the development provides student housing.

Shared parking plans are currently allowed for other uses (not allowed for mixed-use) meeting the requirements outlined in LMO Section 16-5-107.H.3.

Shared parking plans allow up to 50 percent of the number of parking spaces required for a use be used to satisfy the number of parking spaces required for other uses, provided the uses generate parking demands during different times of the day or different days of the week.

Shared parking and/or Off-Site Parking must meet the requirements of LMO Section 16-5-107.H.3 and/or 16-5-107.H.4 which includes the requirement of a parking agreement that would be reviewed and approved among all owners of lands containing the uses proposed to share off-street parking spaces and be recorded with the Beaufort County Register of Deeds. (Refer to Attachment 10, Off-Street Parking Alternatives.)

5. Height

The height limit for all development within Sea Pines Circle District is 45 feet.

6. Impervious Coverage

The maximum impervious coverage limit for all development within Sea Pines Circle District is 60%.

7. Open Space

Islander Mixed-Use is proposing a required 10% functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents. The SPC district only requires open space if it is a major single-family residential development. In that case, 16% open space is required. For all other development, no open space is required.

8. Setbacks

Islander Mixed-Use proposes requiring an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater. The SPC district uses must meet the setbacks per LMO Tables 16-5-102.C. and 16-5-102.D.

9. Buffers

The SPC district uses must meet the buffers per LMO Tables 16-5-103.D and 16-5-103.E. If applicable, the site must also meet wetland buffers per LMO Table 16-6-102.D.2.

10. Workforce Housing

As proposed, 15% of Islander-Mixed Use units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.

Islander Mixed-Use contains workforce housing provisions, but they differ from the Town's Workforce Housing Program.

A Workforce Housing development could be permitted in the SPC district meeting the requirements of the Town's Workforce Housing commercial conversion program. A fictional workforce housing commercial conversion concept was analyzed in the Islander Mixed-Use Assessment on pages 4 & 5.

The proposed Islander Mixed-Use text amendment does provide a workforce housing provision. Workforce housing is supported by the following documents:

- 2019 Workforce Housing Strategic Plan prepared by Lisa Sturtevant & Associates, LLC which includes housing recommendations.
- 2022 Workforce Housing Framework- Finding Home which includes a policy framework for a workforce housing program on the Island.
- Our Plan 2020-2040, the Town of Hilton Head Island Comprehensive Plan, which includes Housing Goals, Strategies, and Tactics.
- Strategic Action Plan 2023-2025, includes within the Top 15 Strategies, Implementation of the Workforce Housing Framework: *Finding Home*

Final Staff Analysis Comments:

Per Section 16-2-130.B.3, Ordinance Text Amendment Review Standards, the following criteria can be used to weigh the relevance of and consider whether and the extent to which the proposed Text Amendment:

- a. Is in accordance with the Comprehensive Plan;
- b. Is required by changed conditions;
- c. Addresses a demonstrated community need;
- d. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the Town;
- e. Would result in a logical and orderly development pattern; and
- f. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

The information provided in this staff report should provide the necessary analysis to consider the text amendment review standards above.

The policy's undefined density may result in developments with higher densities than what is typical on the Island, but the average dwelling unit size will be smaller. The undefined

density and overall building mass in relationship to the site is controlled by required setbacks, buffers, height limit of 45 feet, floor area ratio, site coverage index, minimum average unit size of 750 square feet per dwelling unit, increased adjacent street setback, and 10% open space requirements.

Staff recommends an additional use-specific condition:

1. Islander Mixed-Use shall require a 4 bedroom per dwelling unit maximum.
The purpose of this recommendation is to limit the maximum number of bedrooms such that the dwelling unit to bedroom count are appropriately sized for this proposed use.

NEXT STEPS:

Text amendments shall either be approved by an Ordinance or rejected by a Resolution per Section 16-2-103.B.2.e.i. (For possible Resolution for Denial, refer to Attachment 14, Proposed Resolution.)

If the Town Council recommends approval of the Ordinance at First Reading, and if it is different than what was approved by the Planning Commission, then the amendment needs to go back to the Planning Commission per Section 16-2-103.B.2.e.ii. which states the following:

“If the applicant proposes a change or departure from the text amendment that is different than what was reviewed by Planning Commission, the application shall be remanded to the Planning Commission for review of and a recommendation on the proposed changes and departures. The Planning Commission shall deliver its recommendation on the proposed changes and departures to the Town Council within 30 days after the remand; if the Planning Commission fails to do so, it is deemed to have recommended approval of the proposed changes and departures.”

Because the amendment has changed since the Planning Commission held its public hearing in November of 2022, the amendment will need to be remanded back to the Planning Commission between First and Second Reading of Town Council.

Additionally, a final workforce housing agreement document is required for consideration at Second Reading.

RECOMMENDATION:

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.

SUMMARY:

The Planning Commission's LMO Committee met on September 1, 2022 and November 1, 2022 and reviewed the requested LMO amendments for Islander Mixed-Use. On November 1, 2022, the LMO Committee motioned that the amendment be forwarded to the Planning Commission for consideration. The Planning Commission held a public hearing on December 21, 2022 and motioned that the amendment be recommended for approval to Town Council. Public Planning Committee met on January 26, 2023, to review the Islander Mixed Use LMO Amendment and deferred committee action until more information was obtained for consideration. The Public Planning Committee met on June 8, 2023 and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial.

ATTACHMENTS:

1. Proposed Ordinance
2. Proposed Islander Mixed-Use LMO Amendments
3. Applicant Provided Letters of Support
4. Applicant Provided Traffic Impact Analysis
5. Applicant Provided Building Mass and Scale Exhibit
6. Islander Mixed-Use Assessment Table
7. Sea Pines Circle District, Section 16-3-105.M
8. Educational Use Proximity Map
9. Coligny Resort District, Section 16-3-105.B
10. Off-Street Parking Alternatives, Section 16-5-107.H
11. Sea Pines Circle Traffic Count Summary
12. Sample Islander Mixed-Use Workforce Housing Agreement
13. Presentation
14. Proposed Resolution

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2023-

PROPOSED ORDINANCE NO. 2023-07

AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), SECTIONS 16-3-105.M, SEA PINES CIRCLE DISTRICT, 16-4-102.A, PRINCIPAL USES, 16-4-102.B, USE-SPECIFIC CONDITIONS AND 16-10-103.A, USE CLASSIFICATIONS, USE TYPES, AND DEFINITIONS, TO ALLOW FOR A NEW USE TO BE ESTABLISHED CALLED ISLANDER MIXED-USE WITHIN THE SEA PINES CIRCLE DISTRICT, ESTABLISH A DEFINITION FOR THE USE, ESTABLISH USE-SPECIFIC CONDITIONS AND EXCEPTIONS TO DEVELOPMENT FORM STANDARDS AS NOTICED IN THE ISLAND PACKET ON NOVEMBER 20, 2022, AS DESCRIBED IN EXHIBIT “A” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

WHEREAS, from time to time it is necessary to amend the LMO; and

WHEREAS, the LMO Committee held public meetings on September 1, 2022 and November 1, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, on November 1, 2022, the LMO Committee recommended that the proposed Islander Mixed-Use LMO amendments be forwarded to the Planning Commission with a recommendation of approval; and

WHEREAS, the Planning Commission held a public hearing on December 21, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO Amendments; and

WHEREAS, after consideration of the Staff presentation and public comments the Planning Commission voted 5-0 to forward the proposed Islander Mixed-Use LMO amendments to the Public Planning Committee with a recommendation of approval; and

WHEREAS, the Public Planning Committee held a public meeting on January 26, 2023 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, the Public Planning Committee held a public meeting on June 8, 2023 and consideration of the Staff presentation, applicant presentation and public comments was given, and the Public Planning Committee voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial; and

WHEREAS, after due consideration of said LMO amendments, the Town Council, upon further review, finds it is in the public interest to approve the proposed Islander Mixed-Use LMO Amendments.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

Section 1. Amendment. That the Islander Mixed-Use LMO Amendments are adopted and the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Section 2. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2023.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Council Clerk

Public Hearing: December 21, 2022

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

Chapter 16-4: Use Standards

Sec.16-4-102. Principal Uses

A. Principal Use Table

6. Principal Use Table

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																						
P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions																						
SE = Allowed as a Special Exception Blank Cell = Prohibited																						
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS						MIXED-USE AND BUSINESS DISTRICTS													USE-SPECIFIC CONDITIONS
	CON	PR	RSF-	RSF-	RSF-	RM-	RM-	RM-	CR	SPC	CC	MS	WM	S	MF	MV	NC	LC	RD	MED	IL	
RESIDENTIAL USES																						
<i>Group Living</i>						P	P	P				P						P		P		
<i>Mixed-Use</i>									PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.a	
<i>Multifamily</i>						P	P	P	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	Sec. 16-4-102.B.1.b	
<i>Recreational Vehicle</i>						PC	PC	PC					PC	PC	PC	PC	PC	PC				
<i>Recreation Vehicle (RV) Parks</i>																		P			Sec. 16-4-102.B.1.c	
<i>Single-Family</i>			P	P	P	P	P	P					P	P	P	P	P	P	P			

Workforce Housing						P C				P C	P C	P C	P C	P C		P C		P C		P C			Sec 16-4-102.B.1.d
Islander Mixed-Use										<u>P C</u>													<u>Sec. 16-4-102.B.1.g</u>
PUBLIC, CIVIC, INSTITUTIONAL, AND EDUCATIONAL USES																							
Aviation and Surface Transportation Uses																						P C	Sec. 16-4-102.B.2.a
Aviation Services Uses																						P C	Sec. 16-4-102.B.2.b
Cemeteries		P				P						P				P	P						
Community Service Uses		P				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P C	Sec. 16-4-102.B.2.c
Education Uses						P				P	P	P	P						P		P		
Government Uses		P C	P C	P C	P C	P C	P C	P C	P	P	P	P		P	P		P	P	P	P	P	P	Sec. 16-4-102.B.2.d
Major Utilities		SE	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	S E	P	
Minor Utilities		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Public Parks		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Religious Institutions		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Telecommunication Antenna, Collocated or Building Mounted		P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	Sec. 16-4-102.B.2.e
Telecommunication		P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	Sec. 16-4-

Towers, Monopole																					102.B.2.e
HEALTH SERVICES																					
Hospitals																				P	
Nursing Homes																				P	
Other Health Services									P	P	P						P	P		P	
RESORT ACCOMMODATIONS																					
Bed and Breakfasts							P C			P C			P C	P C	P C	P C			P C		Sec. 16-4-102.B.4.a
Hotels							P C			P	P	P C			P			P	P		Sec. 16-4-102.B.4.b
Interval Occupancy							P				P				P				P		
COMMERCIAL RECREATION USES																					
Indoor Commercial Recreation Uses									P	P	P	P	P	P C	P	P		P	P		Sec. 16-4-102.B.5.a
Outdoor Commercial Recreation Uses Other than Water Parks									S E				S E				S E	S E	S E		Sec. 16-4-102.B.5.b
Water Parks									P				P				P		P		
OFFICE USES																					
Contractor's Office									P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P C	P	Sec. 16-4-102.B.6.a
Other Office Uses									P	P	P	P	P	P	P	P	P	P	P	P	

(Supp. No. 7)

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COMMERCIAL SERVICES																					
Adult entertainm ent uses																				SE	Sec. 16-4-102.B.7.a
Animal Services																				PC	Sec. 16-4-102.B.7.b
Bicycle Shops																				PCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.c
Convenienc e Stores																				PCPCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.d
Eating Establishme nts																				PCPCPCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.e
Grocery Stores																				PCPCPCPCPC	
Landscape Businesses																				PCPC	Sec. 16-4-102.B.7.f
Liquor Stores																				SESESESESESESESESESE	Sec. 16-4-102.B.7.g
Nightclubs or Bars																				PCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.h
Open Air Sales																				PCPCPCPCPCPCPCPCPC	Sec. 16-4-102.B.7.i
Shopping Centers																				PCPCPCPCPCPC	Sec. 16-4-102.B.7.j

Tattoo Facilities																			P C	Sec. 16-4-102.B.7.k
Other Commercial Services Uses						P C	P C		P	P	P	P	P	P	P	P	P	P	P	Sec. 16-4-102.B.7.l
VEHICLE SALES AND SERVICES																				
Auto Rentals									P C	P C	P		P C		P	P C		P	P C	Sec. 16-4-102.B.8.a
Auto Repairs											P C						P C		P C	Sec. 16-4-102.B.8.b
Auto Sales											P						P		P	
Car Washes										P	P		P C	P			P		P	Sec. 16-4-102.B.8.c
Commercial Parking Lot									P C	P C	P C		P C					P C		Sec. 16-4-102.B.8.d
Gas Sales									P C	P C	P C		P C	P C		P C	P C		P C	Sec. 16-4-102.B.8.d
Taxicab Services											P		P				P		P	
Towing Services or Truck or Trailer Rentals																			P	
Watercraft Sales, Rentals, or Services												P C	P		P C		P C		P	Sec. 16-4-102.B.8.e
INDUSTRIAL USES																				

<i>Grinding</i>																					S	Sec. 16-
																					E	4-
																						102.B.9.
																						a

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE

P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions

SE = Allowed as a Special Exception Blank Cell = Prohibited

USE CLASSIFICATION / USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS							MIXED-USE AND BUSINESS DISTRICTS											USE-SPECIFIC CONDITIONS		
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	CR	SPC	CC	MS	WMU	S	MF	MV	NC	LC	RD	MED		IL	
<i>Light Industrial, Manufacturing, and Warehouse Uses</i>																		PC				P	Sec. 16-4-102.B.9.a
<i>Seafood Processing Facilities</i>													PC	PC		PC							Sec. 16-4-102.B.9.b
<i>Self-Service Storage</i>										PC								PC				PC	Sec. 16-4-102.B.9.c
<i>Waste-Related Services Other than Waste Treatment Plants</i>																						P	
<i>Waste Treatment Plants</i>																		SE					
<i>Wholesale Sales</i>																		P				P	
OTHER USES																							

Agriculture Uses		P	P	P	P	P	P	P					P	P	P	P	P					
Boat Ramps, Docking Facilities, and Marinas	P C	P	P C	P C		P C	P C						P			P						Sec. 16-4- 102.B. 10.a

(Revised 5-17-2016 - Ordinance 2016-07; revised 4-18-2017 - Ordinance 2017-05; revised 9-17-2019 - Ordinance 2019-20; revised 8-18-2020 - Ordinance 2020-19; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 - Ordinance 2021-02)

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

g. Islander Mixed-Use

- i. **Islander Mixed-use development shall designate separate parking spaces for use by the residential units. The parking spaces designated for residential use are eligible to be included as part of a shared parking plan meeting the requirements in Section 16-5-107.H.3.**
- ii. **Islander Mixed-Use development may utilize shared parking on Education Use property if the development provides student housing.**
- iii. **Islander Mixed-Use development must be on property which is within 500 feet (measured at nearest property line to property line) of Education Uses.**
- iv. **Islander Mixed-Use shall not be a Short-Term Rental Property as defined in the Municipal Code, Section 10-2-20.(6).**
- v. **15% of Islander Mixed-Use units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.**
- vi. **A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.**
- vii. **Islander Mixed-Use shall not exceed a floor area ratio of 0.68.**
- viii. **Islander Mixed-Use shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.**

ix. **Islander Mixed-Use** shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.

x. **Islander Mixed-Use** requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.

(Revised 11-4-2020 -Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02; **revised TBD**)

M. Sea Pines Circle (SPC) District

SPC Sea Pines Circle District				
1. Purpose				
The purpose of the Sea Pines Circle (SPC) District is to provide lands for commercial and mixed-use development at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale buildings and shopping centers that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.				
2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential Uses				
Mixed-Use	PC	Sec. 16-4-102.B.1.a	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
Multifamily	P		1 bedroom	1.4 per du
			2 bedroom	1.7 per du
			3 or more bedrooms	2 per du
Islander Mixed-Use	PC	Sec. 16-4-102.B.1.g	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
Public, Civic, Institutional, and Educational Uses				
Community Service Uses	P		1 per 400 GFA	
Education Uses	P		Colleges and High Schools	10 per classroom
			Elementary and Junior High/Middle Schools	4 per classroom
			Other Education Uses	See Sec. 16-5-107.D.2

Government Uses	P		Fire Stations	4 per bay + 1 per 200 GFA of office area
			Other	1 per 200 GFA of office area
Major Utilities	SE		1 per 1,500 GFA	
Minor Utilities	P		n/a	
Public Parks	P		See Sec. 16-5-107.D.2	
Religious Institutions	P		1 per 3 seats in main assembly area	
Telecommunication Antenna, Collocated or Building Mounted	PC	Sec. 16-4-102.B.2.e	n/a	
Telecommunication Towers, Monopole	PC	Sec. 16-4-102.B.2.e	1	
Health Services				
Other Health Services	P		1 per 225 GFA	
Commercial Recreation				
Indoor Commercial Recreation Uses	P		1 per 3 persons + 1 per 200 GFA of office or similarly used area	
Office Uses				
Contactors' Offices	PC	Sec. 16-4-102.B.6.a	1 per 350 GFA of office/administrative area	
Other Office Uses	P		1 per 350 GFA	
Commercial Services				
Adult entertainment use	SE	Sec. 16-4-102.B.7.a	1 per 100 GFA	
Animal Services	PC	Sec. 16-4-102.B.7.b	1 per 225 GFA	
Bicycle Shops	PC	Sec. 16-4-102.B.7.c	1 per 200 GFA	
Convenience Stores	PC	Sec. 16-4-102.B.7.d	1 per 200 GFA	
Eating Establishments	P		1 per 100 sf of gross floor area and outdoor eating area	
Grocery Stores	P		1 per 200 GFA	
Liquor Stores	SE	Sec. 16-4-102.B.7.g	1 per 200 GFA	
Nightclubs or Bars	PC	Sec. 16-4-102.B.7.h	1 per 70 GFA	
Open Air Sales	PC	Sec. 16-4-102.B.7.i	1 per 200 sf of sales/display area	
Shopping Centers	PC	Sec. 16-4-102.B.7.j	1 per 335 GFA	
Other Commercial Services	P		See Sec. 16-5-107.D.2	
Vehicle Sales and Services				
Auto Rentals	PC	Sec. 16-4-102.B.8.a	See Sec. 16-5-107.D.2	
Car Washes	P		10 per wash unit for automatic wash + 5 per bay for manual wash	
Commercial Parking Lot	PC	Sec. 16-4-102.B.8.d	See Sec. 16-5-107.D.2	
Gas Sales	PC	Sec. 16-4-102.B.8.e		
Industrial Uses				
Self-Service Storage	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area	
3. Development Form Standards				
MAX. DENSITY (PERNET ACRE) ²		LOT COVERAGE		
Residential	12 du		Max. Impervious Cover	60%

Nonresidential	10,000 GFA		Min. Open Space for Major Residential Subdivisions	16%
MAX. BUILDING HEIGHT				
All Development	45 ft			
USE AND OTHER DEVELOPMENT STANDARDS				
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.				
TABLE NOTES:				
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units ; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable				
1. May be increased by up to ten percent on demonstration to the Official that:				
a. The increase is consistent with the character of development on surrounding land ;				
b. Development resulting from the increase is consistent with the purpose and intent of the building height standards;				
c. The increase either (a) is required to compensate for some unusual aspect of the site or the proposed development , or (b) results in improved site conditions for a development with nonconforming site features ;				
d. The increase will not pose a danger to the public health or safety;				
e. Any adverse impacts directly attributable to the increase are mitigated; and				
f. The increase, when combined with all previous increases allowed under this provision, does not result in a cumulative increase greater than ten percent.				
<u>2. Islander Mixed-Use has undefined density but limited by applicable design and performance standards such as height and parking.</u>				

(Revised 4-18-2017 -Ordinance 2017-05)

Sec.16-10-103. Use Classifications, Use Types, and Definitions

A. Residential Uses

2. Use Types and Definitions

Islander Mixed-Use

Development that includes two or more different **uses**, which shall include **multifamily or workforce housing use** and one or more of the Office **uses**, as described in Sec. 16-10-103.F or one or more of the Commercial Services **uses**, as described in Sec. 16-10-103.G or some combination thereof. Such **uses** should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian **access**.

(Revised 9-17-2019 - Ordinance2019-20; revised 7-21-2020 - Ordinance2020-16; revised 11-4-2020 - Ordinance 2020-26; revised 2-16-2021 -Ordinance 2021-02)

DOUBLE D OFFICE WAY, LLC
18 Executive Park Rd., Suite 3
Hilton Head Island, SC 29928

March 5, 2023

Mr. Ralph A. Wagner
Shore Beach Services, Inc.
116 Arrow Rd.
Hilton Head Island, SC 29928

Dear Mr. Wagner:

This will constitute a letter of intent (“LOI”) with respect to a proposed lease transaction between Double D Office Way, LLC (“Company”) and Shore Beach Services, Inc. (“SBS”) in connection with the mixed-used development referenced herein.

The Company is the owner of certain commercial property, commonly known and described as 12 Office Way, 10 Office Way, 8 Office Way and 6 Office Way, located in Hilton Head Island, Beaufort County, South Carolina (collectively referred to as the “Property”). The Company intends to develop the Property as a mixed-use commercial and residential apartment community, and it is seeking rezoning approval of the Property to permit certain density allowances consistent with a local government sponsored Workforce Housing Program (the “Project”).

SBS, an operator of beach related commercial activities on Hilton Head Island, is interested in procuring access to housing for its employees through a long-term lease of a portion of the total number of beds within the residential units to be constructed in the Property (“Beds”).

Subject to and conditioned upon (a) the parties’ execution of a definitive written final agreement regarding this transaction, (b) the issuance of a Certificate of Occupancy for the Project by all appropriate governmental agencies (“Project Completion”) and (c) the Company’s continued ownership of all rights in and to the Project at Project Completion, the Company will enter into a written master lease agreement (“Lease”) with SBS on the following terms:

(a) The Company will lease to SBS the usage rights for 25 Beds in the Project, the types and locations of the Beds to be identified in the Lease (“Leased Beds”).

(b) The Leased Beds will be sublet by SBS to tenants consistent with the terms and conditions of a final definitive Lease and in compliance with any rental conditions imposed on the Project.

(c) The term of the Lease shall be five (5) years and SBS shall have an option to renew the Lease for another five (5) Years.

(d) The parties will use best efforts to mutually agree on the terms and conditions of the Lease agreement to include substantive terms and conditions contemplated by this LOI, as well as other terms and conditions typically contained in similar agreements governing similar activities, rights and obligations.



This LOI reflects our understanding, at the present time, of certain preliminary discussions we have had concerning the lease transaction and is intended to be an outline to assist us in preparing a definitive final agreement. This LOI is not intended to contractually bind either of us in any way, nor shall we be legally bound until an agreement, in form and content satisfactory to each of us and our respective counsel is fully executed by us. Neither party shall be entitled to rely upon this LOI nor any promises (whether oral or written) that may have been made or that may be made in the future, in connection with the negotiations pertaining to the lease transaction, except as may be contained in a fully executed final agreement.

Execution of this LOI shall not obligate either party to accept any particular terms, but will preclude both parties from insisting on any terms that are inconsistent with those terms described in this LOI. It is expressly agreed that if a mutually acceptable final agreement is not agreed to and executed by both parties on or before July 1, 2023 neither party shall have any further obligation to continue negotiating with the other.

If the foregoing reflects the present intention of, and is generally acceptable to, SBS, please execute and date the counterparty signature below and return the executed counterpart to the undersigned.

Very truly yours,

David DeSpain

David DeSpain
Manager of College Acres Development, LLC,
the Manager of Double D Office Way, LLC

AGREED:

SHORE BEACH SERVICES, INC.

By: 
Its: PRESIDENT

Date: 3/6/23, 2023

DOUBLE D OFFICE WAY, LLC

**18 Executive Park Rd., Suite 3
Hilton Head Island, SC 29928**

March 5, 2023

Mr. Jay Wiendl
Beach House Resort Owner, LLC
1 S. Forest Beach Dr.
Hilton Head Island, SC 29928

Dear Mr. Wiendl:

This will constitute a letter of intent (“LOI”) with respect to a proposed lease transaction between Double D Office Way, LLC (“Company”) and Beach House Resort Owner, LLC (“BHRO”) in connection with the mixed-used development referenced herein.

The Company is the owner of certain commercial property, commonly known and described as 12 Office Way, 10 Office Way, 8 Office Way and 6 Office Way, located in Hilton Head Island, Beaufort County, South Carolina (collectively referred to as the “Property”). The Company intends to develop the Property as a mixed-use commercial and residential apartment community, and it is seeking rezoning approval of the Property to permit certain density allowances consistent with a local government sponsored Workforce Housing Program (the “Project”).

BHRO, an owner and operator of a boutique resort on Hilton Head Island, is interested in procuring access to housing for its employees through a long-term lease of a portion of the total number of beds within the residential units to be constructed in the Property (“Beds”).

Subject to and conditioned upon (a) the parties’ execution of a definitive written final agreement regarding this transaction, (b) the issuance of a Certificate of Occupancy for the Project by all appropriate governmental agencies (“Project Completion”) and (c) the Company’s continued ownership of all rights in and to the Project at Project Completion, the Company will enter into a written master lease agreement (“Lease”) with BHRO on the following terms:

(a) The Company will lease to BHRO the usage rights for 50 Beds in the Project, the types and locations of the Beds to be identified in the Lease (“Leased Beds”).

(b) The Leased Beds will be sublet by BHRO to tenants consistent with the terms and conditions of a final definitive Lease and in compliance with any rental conditions imposed on the Project.

(c) The term of the Lease shall be five (5) years and BHRO shall have an option to renew the Lease for another five (5) Years.

(d) The parties will use best efforts to mutually agree on the terms and conditions of the Lease agreement to include substantive terms and conditions contemplated by this LOI, as well as other terms and conditions typically contained in similar agreements governing similar activities, rights and obligations.

This LOI reflects our understanding, at the present time, of certain preliminary discussions we have had concerning the lease transaction and is intended to be an outline to assist us in preparing a definitive

final agreement. This LOI is not intended to contractually bind either of us in any way, nor shall we be legally bound until an agreement, in form and content satisfactory to each of us and our respective counsel is fully executed by us. Neither party shall be entitled to rely upon this LOI nor any promises (whether oral or written) that may have been made or that may be made in the future, in connection with the negotiations pertaining to the lease transaction, except as may be contained in a fully executed final agreement.

Execution of this LOI shall not obligate either party to accept any particular terms, but will preclude both parties from insisting on any terms that are inconsistent with those terms described in this LOI. It is expressly agreed that if a mutually acceptable final agreement is not agreed to and executed by both parties on or before July 1, 2023 neither party shall have any further obligation to continue negotiating with the other.

If the foregoing reflects the present intention of, and is generally acceptable to, BHRO, please execute and date the counterparty signature below and return the executed counterpart to the undersigned.

Very truly yours,

David DeSpain

David DeSpain
Manager of College Acres Development, LLC,
the Manager of Double D Office Way, LLC

AGREED:

BEACH HOUSE RESORT OWNER, LLC

By:

Its:


GENERAL MANAGER

Date: MARCH 6TH, 2023

DOUBLE D OFFICE WAY, LLC

**18 Executive Park Rd., Suite 3
Hilton Head Island, SC 29928**

March 5, 2023

Mr. Alan Wolf
SERG Restaurant Group, LLC
9 Hunter Rd.
Hilton Head Island, SC 29926

Dear Mr. Wolf:

This will constitute a letter of intent ("LOI") with respect to a proposed lease transaction between Double D Office Way, LLC ("Company") and the SERG Restaurant Group, LLC ("SERG") in connection with the mixed-used development referenced herein.

The Company is the owner of certain commercial property, commonly known and described as 12 Office Way, 10 Office Way, 8 Office Way and 6 Office Way, located in Hilton Head Island, Beaufort County, South Carolina (collectively referred to as the "Property"). The Company intends to develop the Property as a mixed-use commercial and residential apartment community, and it is seeking rezoning approval of the Property to permit certain density allowances consistent with a local government sponsored Workforce Housing Program (the "Project").

SERG, an owner and operator of various restaurants in Hilton Head Island and the surrounding area, is interested in procuring access to housing for its employees through a long-term lease of a portion of the total number of beds within the residential units to be constructed in the Property ("Beds").

Subject to and conditioned upon (a) the parties' execution of a definitive written final agreement regarding this transaction, (b) the issuance of a Certificate of Occupancy for the Project by all appropriate governmental agencies ("Project Completion") and (c) the Company's continued ownership of all rights in and to the Project at Project Completion, the Company will enter into a written master lease agreement ("Lease") with SERG on the following terms:

(a) The Company will lease to SERG the usage rights for 100 Beds in the Project, the types and locations of the Beds to be identified in the Lease ("Leased Beds").

(b) The Leased Beds will be sublet by SERG to tenants consistent with the terms and conditions of a final definitive Lease and in compliance with any rental conditions imposed on the Project.

(c) The term of the Lease shall be ten (10) years.

(d) The parties will use best efforts to mutually agree on the terms and conditions of the Lease agreement to include substantive terms and conditions contemplated by this LOI, as well as other terms and conditions typically contained in similar agreements governing similar activities, rights and obligations.

This LOI reflects our understanding, at the present time, of certain preliminary discussions we have had concerning the lease transaction and is intended to be an outline to assist us in preparing a

definitive final agreement. This LOI is not intended to contractually bind either of us in any way, nor shall we be legally bound until an agreement, in form and content satisfactory to each of us and our respective counsel is fully executed by us. Neither party shall be entitled to rely upon this LOI nor any promises (whether oral or written) that may have been made or that may be made in the future, in connection with the negotiations pertaining to the lease transaction, except as may be contained in a fully executed final agreement.

Execution of this LOI shall not obligate either party to accept any particular terms, but will preclude both parties from insisting on any terms that are inconsistent with those terms described in this LOI. It is expressly agreed that if a mutually acceptable final agreement is not agreed to and executed by both parties on or before July 1, 2023 neither party shall have any further obligation to continue negotiating with the other.

If the foregoing reflects the present intention of, and is generally acceptable to, SERG, please execute and date the counterparty signature below and return the executed counterpart to the undersigned.

Very truly yours,

David DeSpain

David DeSpain
Manager of College Acres Development, LLC,
the Manager of Double D Office Way, LLC

AGREED:

SERG RESTAURANT GROUP, LLC

By:

Its:

ALP. Wolff

President

Date:

3/17

, 2023

DOUBLE D OFFICE WAY, LLC

**18 Executive Park Rd., Suite 3
Hilton Head Island, SC 29928**

March 5, 2023

Mr. Patrick Taylor
Browndog, Inc.
1 N. Forest Beach Dr., #18
Hilton Head Island, SC 29928

Dear Patrick:

This will constitute a letter of intent (“LOI”) with respect to a proposed lease transaction between Double D Office Way, LLC (“Company”) and Browndog, Inc. (“Browndog”) in connection with the mixed-used development referenced herein.

The Company is the owner of certain commercial property, commonly known and described as 12 Office Way, 10 Office Way, 8 Office Way and 6 Office Way, located in Hilton Head Island, Beaufort County, South Carolina (collectively referred to as the “Property”). The Company intends to develop the Property as a mixed-use commercial and residential apartment community, and it is seeking rezoning approval of the Property to permit certain density allowances consistent with a local government sponsored Workforce Housing Program (the “Project”).

Browndog, the owner of *The Frosty Frog Cafe* restaurant on Hilton Head Island, is interested in procuring access to housing for its employees through a long-term lease of a portion of the total number of beds within the residential units to be constructed in the Property (“Beds”).

Subject to and conditioned upon (a) the parties’ execution of a definitive written final agreement regarding this transaction, (b) the issuance of a Certificate of Occupancy for the Project by all appropriate governmental agencies (“Project Completion”) and (c) the Company’s continued ownership of all rights in and to the Project at Project Completion, the Company will enter into a written master lease agreement (“Lease”) with Browndog on the following terms:

(a) The Company will lease to Browndog the usage rights for 10 Beds in the Project, the types and locations of the Beds to be identified in the Lease (“Leased Beds”).

(b) The Leased Beds will be sublet by Browndog to tenants consistent with the terms and conditions of a final definitive Lease and in compliance with any rental conditions imposed on the Project.

(c) The term of the Lease shall be five (5) years and Browndog shall have an option to renew the Lease for another five (5) Years.

(d) The parties will use best efforts to mutually agree on the terms and conditions of the Lease agreement to include substantive terms and conditions contemplated by this LOI, as well as other terms and conditions typically contained in similar agreements governing similar activities, rights and obligations.

This LOI reflects our understanding, at the present time, of certain preliminary discussions we have had concerning the lease transaction and is intended to be an outline to assist us in preparing a definitive final agreement. This LOI is not intended to contractually bind either of us in any way, nor shall we be legally bound until an agreement, in form and content satisfactory to each of us and our respective counsel

is fully executed by us. Neither party shall be entitled to rely upon this LOI nor any promises (whether oral or written) that may have been made or that may be made in the future, in connection with the negotiations pertaining to the lease transaction, except as may be contained in a fully executed final agreement.

Execution of this LOI shall not obligate either party to accept any particular terms, but will preclude both parties from insisting on any terms that are inconsistent with those terms described in this LOI. It is expressly agreed that if a mutually acceptable final agreement is not agreed to and executed by both parties on or before July 1, 2023 neither party shall have any further obligation to continue negotiating with the other.

If the foregoing reflects the present intention of, and is generally acceptable to, Browndog, please execute and date the counterparty signature below and return the executed counterpart to the undersigned.

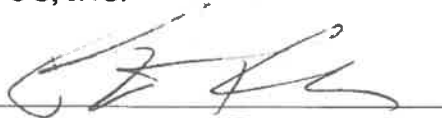
Very truly yours,

David DeSpain

David DeSpain
Manager of College Acres Development, LLC,
the Manager of Double D Office Way, LLC

AGREED:

BROWNDOG, INC.

By: 
Its: President

Date: 3/17, 2023



March 16, 2023

Al M. Panu, Ph.D.
Chancellor

Mayor Alan Perry
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

Dear Mr. Mayor:

I would like to thank you and the Town of Hilton Head for your ongoing support of USCB and its commitment to delivering academic programming on the HHI Campus. I would also like to reaffirm the University's strong support of the proposed housing project located across Office Way from the USCB Hilton Head Island Campus. With the necessary approvals by the Town of Hilton Head on a parking share ordinance, USCB is prepared to execute a long-term parking arrangement with Double D Office Way for 75 parking spaces from our existing parking inventory in exchange for providing USCB students first-refusal access to the rental of 16 student apartment units (64 bedrooms).

Most of the parking spaces that would be included in the parking share agreement are currently spaces currently available to USCB students as they commute from the Bluffton Campus to attend classes. Under this agreement, those commuter spaces will instead serve the students as tenant residential parking in the Office Way housing development and eliminate the students' long daily commute from the Bluffton Campus.

We are confident that having priority access to student housing will greatly enhance USCB's ability to sustain and grow student enrollment in its Hospitality Management Program. Most Hospitality Management students also work or intern on HHI on weekends, evenings and during the summer. Having access to live in property adjacent to the campus will greatly enhance their student experience and provide a stronger and safer living-learning environment.

The opportunity presented in the proposed project is a unique and creative plan that will enable the Town to assist USCB with its need for access to student housing but also address the broader need for affordable workforce housing options without any financial commitment of public funds. USCB is fully committed to making the necessary investments to market and build a world-class Hospitality Management Program within the heart of Hilton Head Island and fill

Mayor Alan Perry
Page 2
March 16, 2023

each of the 64 student beds for which we will have priority access to within the development. Approval of the request to approve a shared parking agreement for this purpose will greatly enhance our ability and timeline to achieve that success.

If I can provide additional information or address any questions there might be about our program and our commitment to partner with the developer to develop and manage a safe and effective affordable housing arrangement, please do not hesitate to contact me.

Sincerely,



Al Panu, Ph.D.
Chancellor

DOUBLE D OFFICE WAY, LLC

**18 Executive Park Rd., Suite 3
Hilton Head Island, SC 29928**

April 3, 2023

Chancellor Al M. Panu
University of South Carolina - Beaufort
1 Sand Shard Drive
Hilton Head Island, SC 29928

Dear Chancellor Panu:

This will constitute a letter of intent (“LOI”) with respect to a proposed lease transaction between Double D Office Way, LLC (“Company”) and the University of South Carolina Board of Trustees on behalf of the University of South Carolina Beaufort (“USCB”) in connection with the mixed-used development referenced herein.

The Company is the owner of certain commercial property, commonly known and described as 12 Office Way, 10 Office Way, 8 Office Way and 6 Office Way, located in Hilton Head Island, Beaufort County, South Carolina (collectively referred to as the “Property”). The Company intends to develop the Property as a mixed-use commercial and residential apartment community, and it is seeking rezoning approval of the Property to permit certain density allowances consistent with a local government sponsored Workforce Housing Program (the “Project”).

USCB is the owner of the property located at 1 Sand Shark Drive, Hilton Head Island, South Carolina (Tax Map No. R552 015 000 0154 0000) (the “Campus”) wherein it operates an educational campus on which there are 218 parking spaces currently serving the Campus. The Campus is located near the Property and the Company is interested in procuring additional parking spaces for exclusive use by residents of the Project which will include access to 64 student housing beds for USCB.

Subject to and conditioned upon (a) the parties’ execution of a definitive written final agreement regarding this transaction, (b) the issuance of a Certificate of Occupancy for the Project by all appropriate governmental agencies (“Project Completion”) and (c) the Company’s continued ownership of all rights in and to the Project at Project Completion, the Company will enter into a written lease agreement (“Lease”) with USCB on the following terms:

- (a) USCB will lease to the Company the exclusive usage rights for seventy-five (75) parking spaces on the Campus, the size and locations of the parking spaces to be identified in the Lease.
- (b) Company will provide enrolled USCB students first-refusal rights to lease 16 student apartments (64 bedrooms total) from a building on the Property to be designed and constructed for university housing at a rate comparable to housing rates on other USCB campuses.

(c) The term of the Lease shall be twenty-five (25) years.

(d) The parties will use best efforts to mutually agree on the terms and conditions of the Lease agreement to include substantive terms and conditions contemplated by this LOI and compensation to be paid by the Company to USCB, as well as other terms and conditions typically contained in similar agreements governing similar activities, rights and obligations.

This LOI reflects our understanding, at the present time, of certain preliminary discussions we have had concerning the lease transaction and is intended to be an outline to assist us in preparing a definitive final agreement. This LOI is not intended to contractually bind either of us in any way, nor shall we be legally bound until an agreement, in form and content satisfactory to each of us and our respective counsel is fully executed by us. Neither party shall be entitled to rely upon this LOI nor any promises (whether oral or written) that may have been made or that may be made in the future, in connection with the negotiations pertaining to the lease transaction, except as may be contained in a fully executed final agreement.

Execution of this LOI shall not obligate either party to accept any particular terms, but will preclude both parties from insisting on any terms that are inconsistent with those terms described in this LOI. It is expressly agreed that if a mutually acceptable final agreement is not agreed to and executed by both parties on or before July 1, 2023 neither party shall have any further obligation to continue negotiating with the other.

If the foregoing reflects the present intention of, and is generally acceptable to USCB, please execute and date the counterparty signature below and return the executed counterpart to the undersigned.

Very truly yours,

David DeSpain

David DeSpain
Manager of College Acres Development, LLC,
the Manager of Double D Office Way, LLC

AGREED:

ON BEHALF OF THE UNIVERSITY OF SOUTH CAROLINA - BEAUFORT

By: 
Its: Al M. Panu, Chancellor

Date: April 3, 2023

Office Way Mixed-Use Development TIA

Traffic Impact Analysis

Hilton Head Island, South Carolina

Prepared for

Double D Office Way, LLC

Prepared by

Kimley»Horn

January 2023

© Kimley-Horn and Associates, Inc.

Updated April 2023

Office Way Mixed-Use Development TIA

Traffic Impact Analysis

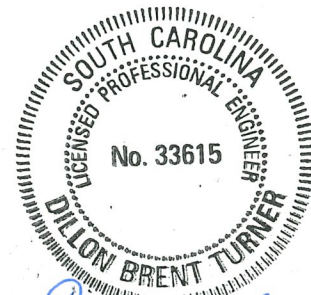
Hilton Head Island, South Carolina

Prepared for

Double D Office Way, LLC

Prepared by

Kimley»Horn



Dillon Brent Turner
April 19, 2023

January 2023

© Kimley-Horn and Associates, Inc.
115 Fairchild Street, Suite 250
Charleston, South Carolina, 29492

Updated April 2023

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- C – Traffic Volume Development Worksheets
- D – Capacity Analysis Worksheets
- E – Turn Lane Warrant Analyses

Executive Summary

The proposed Office Way Mixed-Use development is located in the northwestern quadrant of the Office Park Road at Office Way intersection in Hilton Head Island, SC. Based on the site plan dated October 26, 2022, the proposed development is planned to consist of the following land uses:

- 5,623 square-feet of retail space
- 16 student apartment dwelling units
- 116 multifamily housing dwelling units

This is expected to be constructed and occupied by 2025. New trips generated are expected to utilize Office Park Road and Office Way to access the site and the surrounding network. The development's conceptual site plan is provided in **Appendix A**.

This traffic impact analysis (TIA) evaluates traffic operations under 2022 Existing, 2025 No-Build, and 2025 Build conditions during the AM and PM peak hours at the following study intersections:

1. William Hilton Parkway/Greenwood Drive at Pope Avenue/Palmetto Bay Road (Sea Pines Circle)
2. Office Way at Pope Avenue
3. Pope Avenue at College Center Drive/New Orleans Road
4. Office Park Road at Greenwood Drive
5. Office Park Road/College Center Drive at Office Way
6. Office Way at Site Access #1
7. Office Park Road at Site Access #2

The following improvements are recommended to be constructed by the Office Way Mixed-Use development:

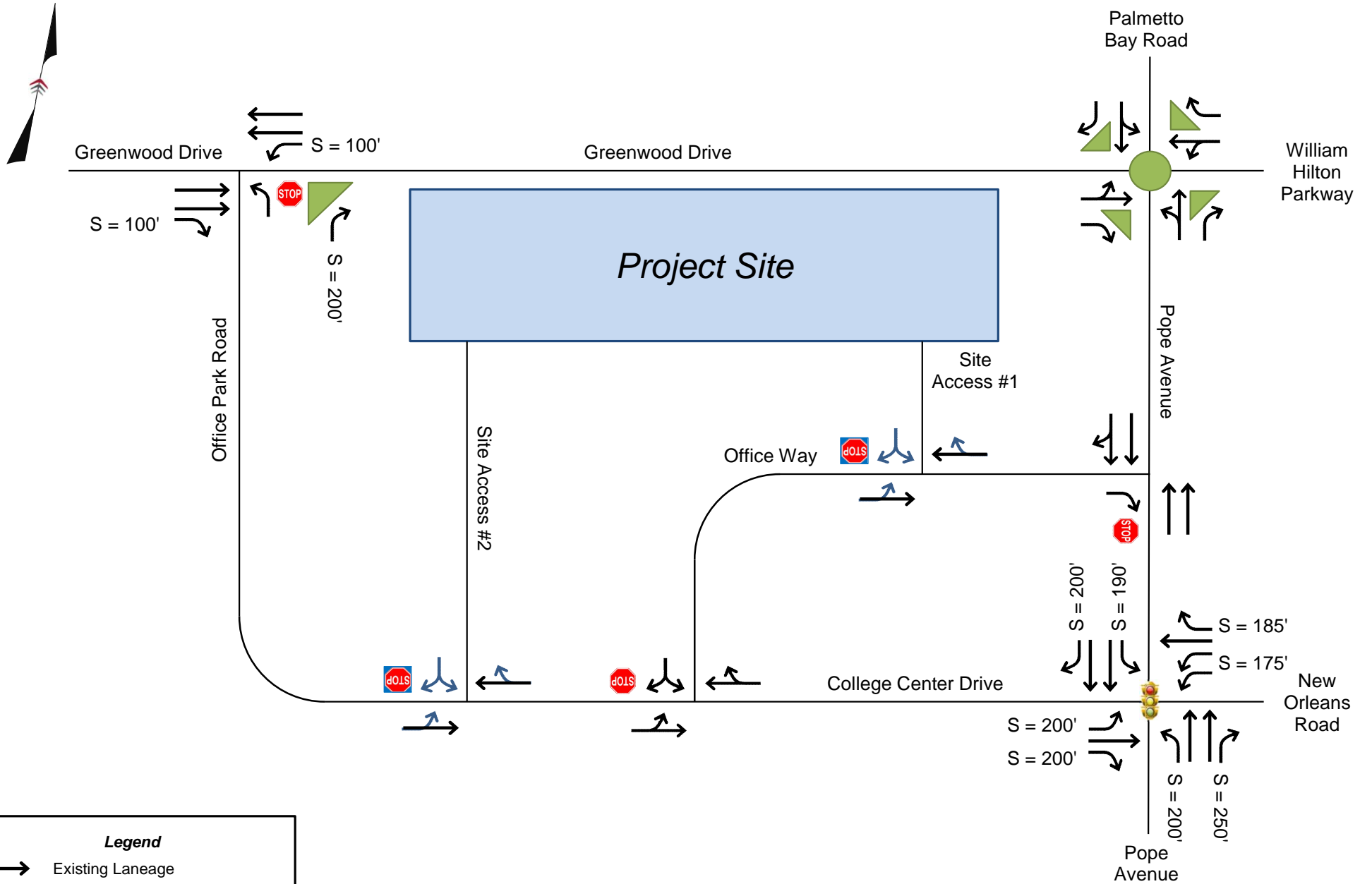
Office Way at Site Access #1

- Construct the proposed Site Access #1 with one ingress lane and one egress lane and operate under minor street stop control

Office Park Road at Site Access #2

- Construct the proposed Site Access #2 with one ingress lane and one egress lane and operate under minor street stop control

Recommended roadway and geometry and intersection control improvements are illustrated in **Figure ES-1**.



Legend

- Existing Laneage
- Recommended Laneage
- S = XX' Storage Length
- Existing Signal
- Existing Stop Control
- Recommended Stop Control

1 Introduction

The proposed Office Way Mixed-Use development is located in the northwestern quadrant of the Office Park Road at Office Way intersection in Hilton Head Island, SC. Based on the site plan dated October 26, 2022, the proposed development is planned to consist of the following land uses:

- 5,623 square-feet of retail space
- 16 student apartment dwelling units
- 116 multifamily housing dwelling units

This is expected to be constructed and occupied by 2025. New trips generated are expected to utilize Office Park Road and Office Way to access the site and the surrounding network. The location of the proposed development is illustrated in **Figure 1**. The development's conceptual site plan is provided in **Appendix A**.

This traffic impact analysis (TIA) evaluates traffic operations under 2022 Existing, 2025 No-Build, and 2025 Build conditions during the AM and PM peak hours at the following study intersections:

1. William Hilton Parkway/Greenwood Drive at Pope Avenue/Palmetto Bay Road (Sea Pines Circle)
2. Office Way at Pope Avenue
3. Pope Avenue at College Center Drive/New Orleans Road
4. Office Park Road at Greenwood Drive
5. Office Park Road/College Center Drive at Office Way
6. Office Way at Site Access #1
7. Office Park Road at Site Access #2



Study Intersections

- 1.) William Hilton Pkwy/Greenwood Dr at Pope Ave/Palmetto Bay Rd
- 2.) Office Way at Pope Avenue
- 3.) Pope Avenue at College Center Drive/New Orleans Road
- 4.) Office Park Road at Greenwood Drive
- 5.) Office Park Road/College Center Drive at Office Way
- 6.) Office Way at Site Access #1
- 7.) Office Park Road at Site Access #2

2 Existing Conditions

2.1 Study Area

The primary roadways within the vicinity of the proposed site are Greenwood Drive, Pope Avenue, College Center Drive, Office Park Road, and Office Way. Key characteristics of each of these roadways are summarized below.

William Hilton Parkway (US 278 Bus.) is a four-lane, undivided, urban principal arterial with a posted speed limit of 35 miles per hour (mph) within the vicinity of the proposed development. Based upon 2021 data from the South Carolina Department of Transportation (SCDOT), 16,900 vehicles per day traveled along William Hilton Parkway east of Palmetto Bay Road/Pope Avenue.

Palmetto Bay Road (US 278) is a four-lane, undivided, urban principal arterial with a posted speed limit of 35 mph within the vicinity of the proposed development. Based upon 2021 data from SCDOT, 32,100 vehicles per day traveled along Palmetto Bay Road north of Greenwood Drive/William Hilton Parkway.

Pope Avenue (S-80) is a four-lane, divided, urban minor arterial with a posted speed limit of 35 mph within the vicinity of the proposed development. Based upon 2021 data from SCDOT, 32,300 vehicles per day traveled along Pope Avenue south of College Center Drive.

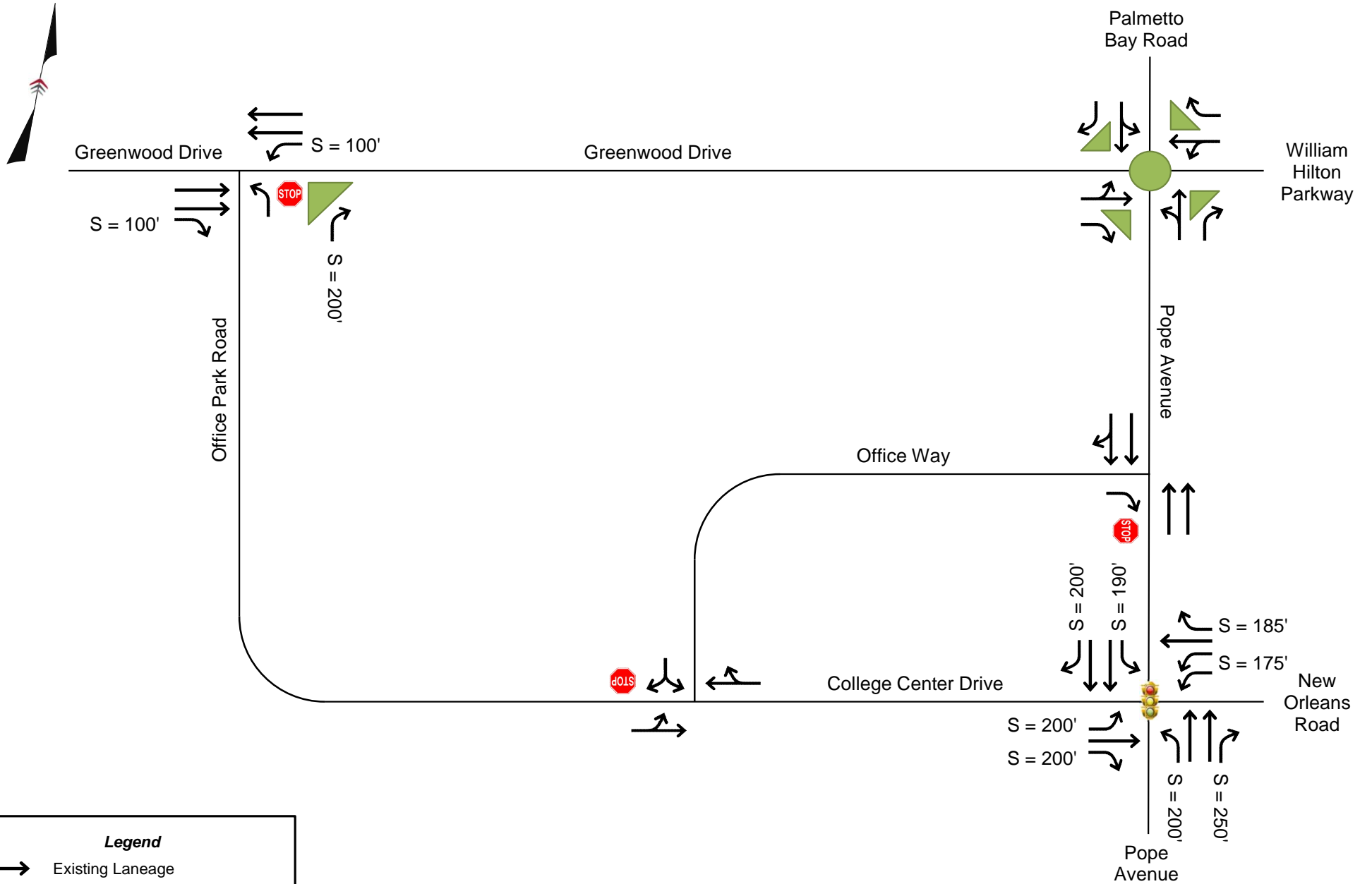
Greenwood Drive (L-1448) is a four-lane, divided, urban local road with a posted speed limit of 25 mph within the vicinity of the proposed development. SCDOT does not provide daily traffic data for Greenwood Drive.

College Center Drive (L-2100) is a two-lane, undivided, urban local road with a posted speed limit of 25 mph. SCDOT does not provide daily traffic data for College Center Drive.






Office Park Road (L-625) is a two-lane, undivided, urban local road with a posted speed limit of 25 mph. SCDOT does not provide daily traffic data for Office Park Road.

Office Way (S-625) is a two-lane, undivided, urban local road with a posted speed limit of 25 mph. Based upon 2021 data from SCDOT, 800 vehicles per day traveled along Office Way.

The existing geometry and traffic control for the study area intersections is illustrated in **Figure 2**.



Legend

-  Existing Laneage
-  Recommended Laneage
- S = XX' Storage Length
-  Existing Signal
-  Existing Stop Control
-  Recommended Stop Control

3 Existing and Future No-Build Traffic Volume Development

3.1 Existing Traffic Development

Peak period intersection turning movement and heavy vehicle counts were performed by All Traffic Data Services, Inc. from 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM on Tuesday, November 15, 2022, at the following intersections:

- Office Way at Pope Avenue
- Office Park Road at Greenwood Drive
- Office Park Road/College Center Drive at Office Way

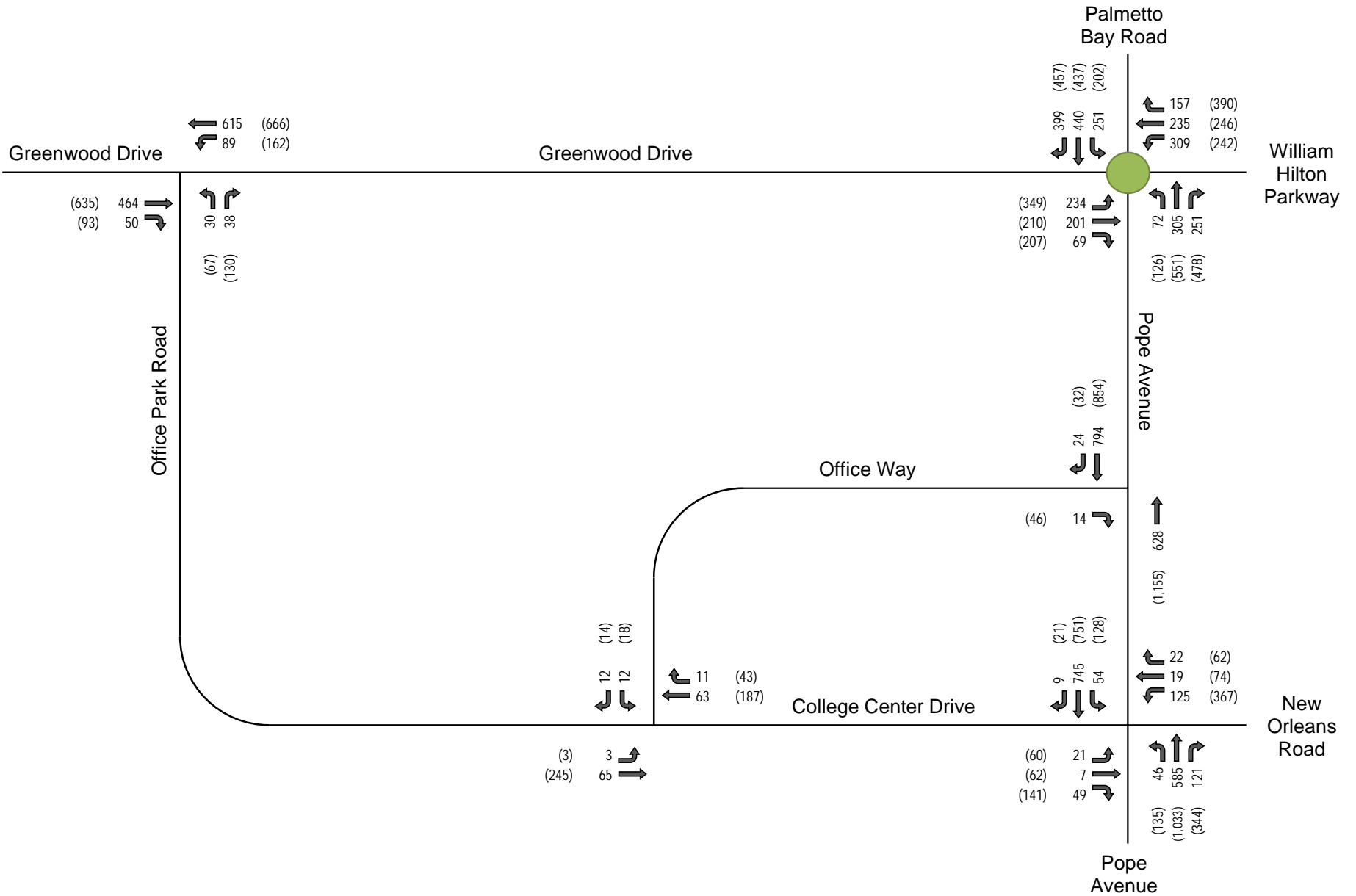
The remaining existing study intersection volumes were obtained from previously collected traffic counts provided by the Town of Hilton Head Island. Although the counts listed above were not collected on an average June weekday they were balanced upwards to intersections that were collected on an average June weekday.

Figure 3 shows the 2022 Existing AM and PM peak hour traffic volumes. The raw turning-movement count data is included in **Appendix B**.

3.2 Future-Year No-Build Traffic Volume Development

Historical traffic growth represents the increase in existing traffic volumes due to usage increases and non-specific growth throughout the area (i.e., that not associated with the subject development). An annual growth rate of 1.0% was established to capture the expected increase in traffic volume associated with the surrounding developments over the next 3 years.

The 2025 No-Build AM and PM peak hour traffic volumes are shown in **Figure 4**. Worksheets documenting the traffic volume development are provided in **Appendix C**.

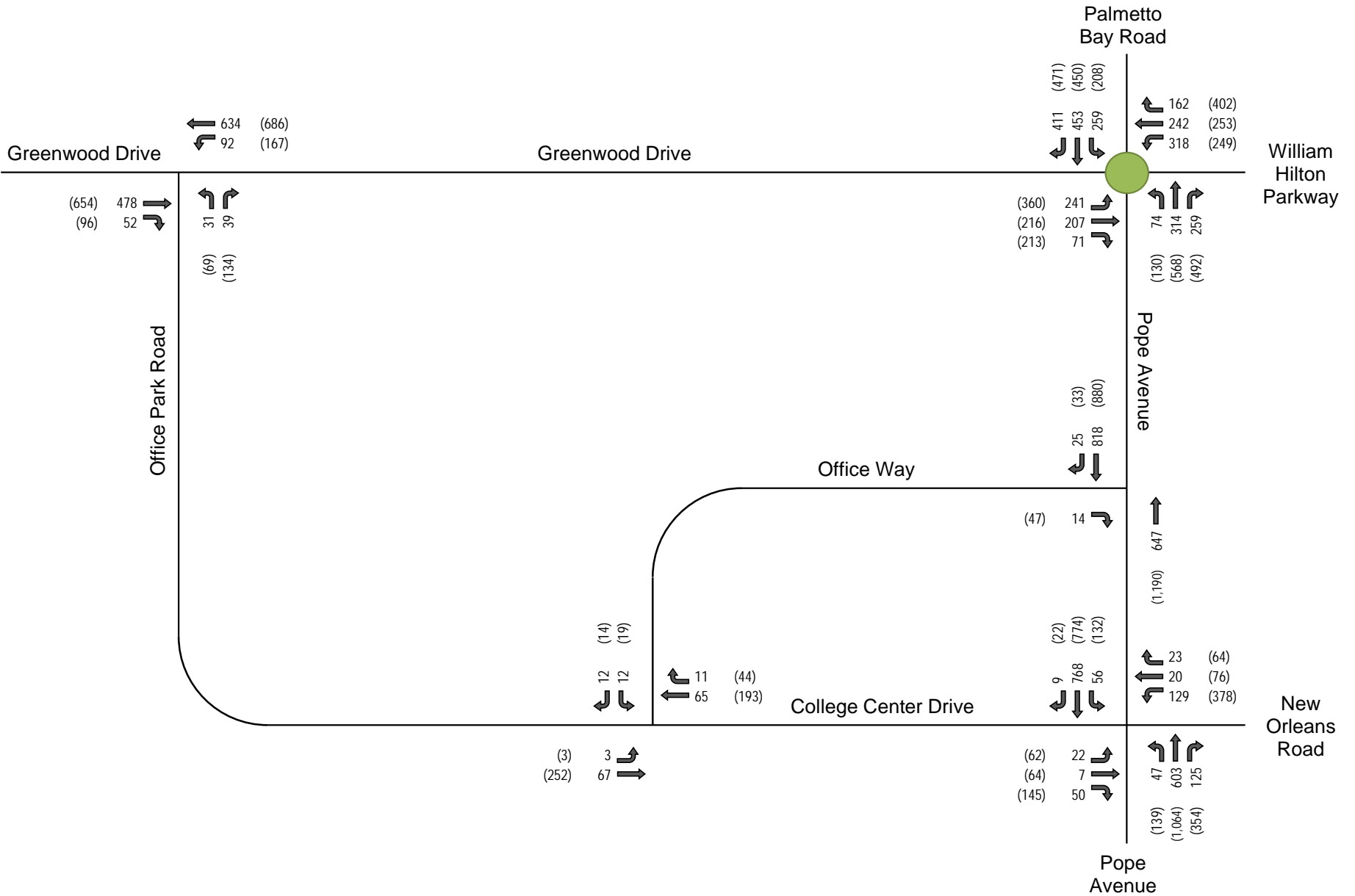


Legend

- xx AM Peak-Hour Traffic Volumes
- (xx) PM Peak-Hour Traffic Volumes



Office Way Mixed-Use Development
Figure 3 - 2022 Existing Peak Hour Traffic Volumes



Legend

- xx AM Peak-Hour Traffic Volumes
- (xx) PM Peak-Hour Traffic Volumes



Office Way Mixed-Use Development
Figure 4 - 2025 No-Build Peak Hour Traffic Volumes

4 Project Traffic

4.1 Trip Generation

The trip generation rates and equations published in the *Institute of Transportation Engineers' (ITE) Trip Generation Manual; 11th Edition* were used to estimate the trip generation potential for the proposed development. The analysis was performed using the information provided for the following land use codes (LUCs):

- LUC 822 – Strip Retail Plaza – 5,623 square feet
- LUC 220 – Multifamily Housing (Low-Rise) – 116 dwelling units
- LUC 225 – Off-Campus Student Apartment (Low-Rise) – 16 dwelling units

Due to the mixed-use nature of this development, internal capture reductions were considered and pass-by trip reductions were not considered in the trip generation analysis.

The estimated trip generation for the Office Way Mixed-Use development is summarized in **Table 1**, which indicates that the development is anticipated to generate 85 trips (28 in/57 out) during the AM peak hour and 115 trips (67 in/48 out) during the PM peak hour.

Table 1 – Trip Generation Summary

Land Use	Intensity	Units	Daily	AM Peak Hour			PM Peak Hour		
				Total	In	Out	Total	In	Out
822 - Strip Retail Plaza (<40k)	5.6	KSF	467	20	12	8	52	26	26
220 - Multifamily Housing (Low-Rise)	116	DU	819	59	14	45	70	44	26
225 - Off-Campus Student Apartment (Low-Rise)	16	DU	141	8	3	5	9	5	4
Subtotal			1,427	87	29	58	131	75	56
Internal Capture			158	2	1	1	16	8	8
Total Net New External Trips			1,269	85	28	57	115	67	48

4.2 Trip Distribution & Assignment

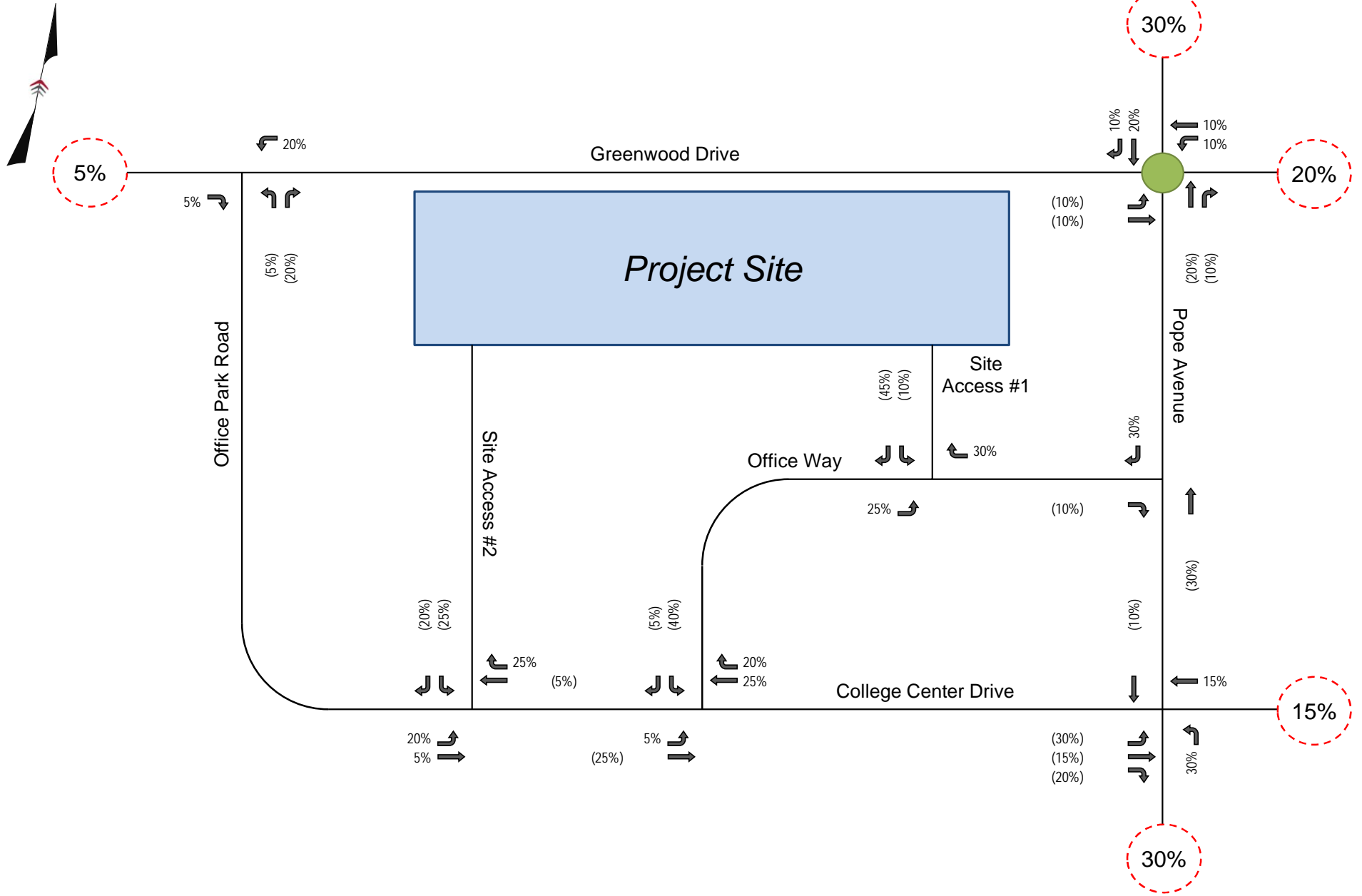
New external trips generated by the proposed development were distributed and assigned to the surrounding roadway network based on existing travel patterns, surrounding land uses, and the proposed site layout. The trip distribution percentages used in this analysis are illustrated in **Figure 5** and include:

- 30% to/from the North via Palmetto Bay Road
- 30% to/from the South via Pope Avenue
- 20% to/from the East via William Hilton Parkway
- 15% to/from the East via New Orleans Road
- 5% to/from the West via Greenwood Drive

The projected trips for the proposed development are presented in **Figure 6**.

4.3 Future Build Traffic Development

The estimated peak hour site trips were added to the 2025 No-Build traffic volumes to develop the 2025 Build traffic volumes. The 2025 Build AM and PM peak hour traffic volumes are shown in **Figure 7**.

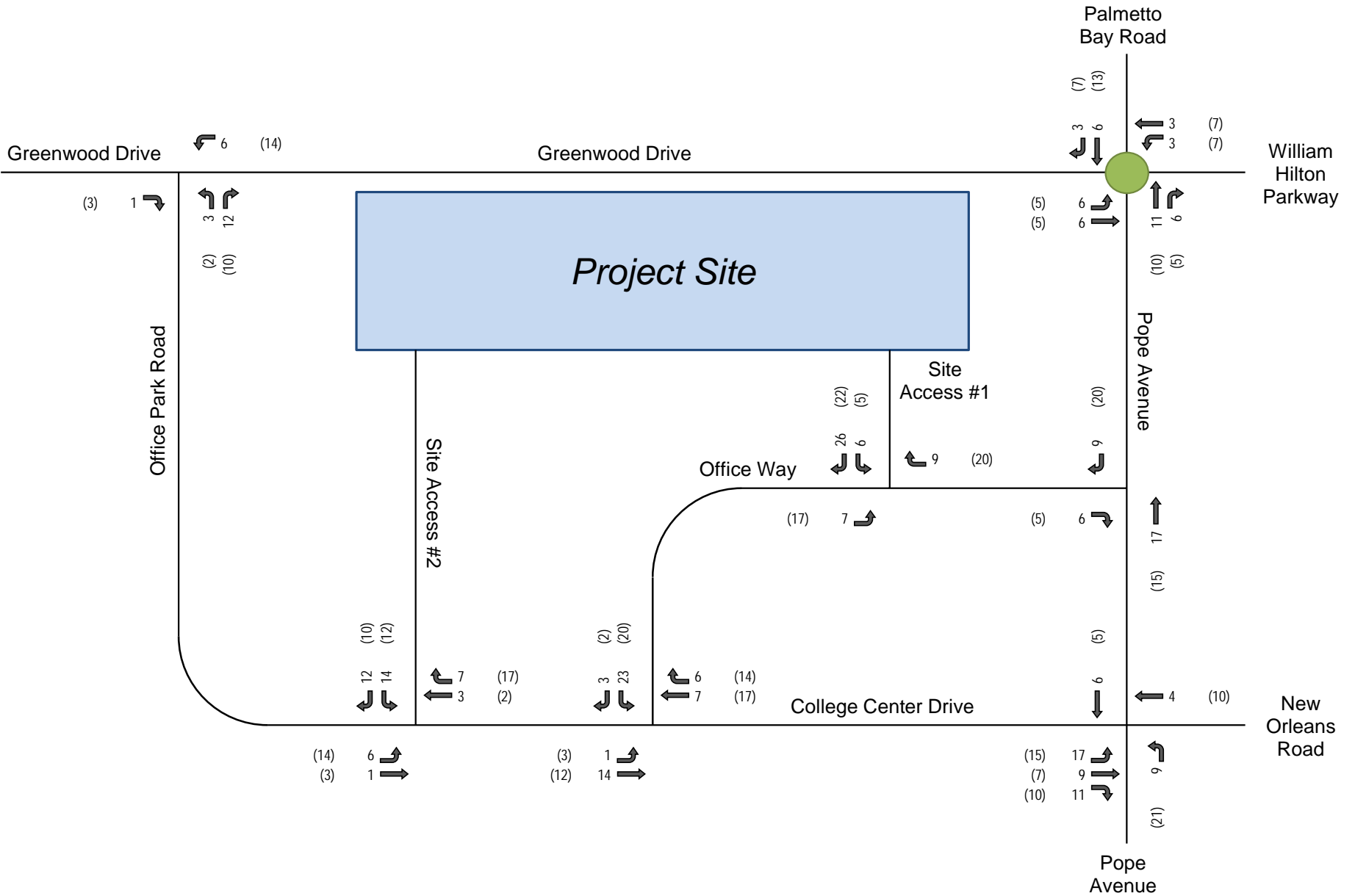


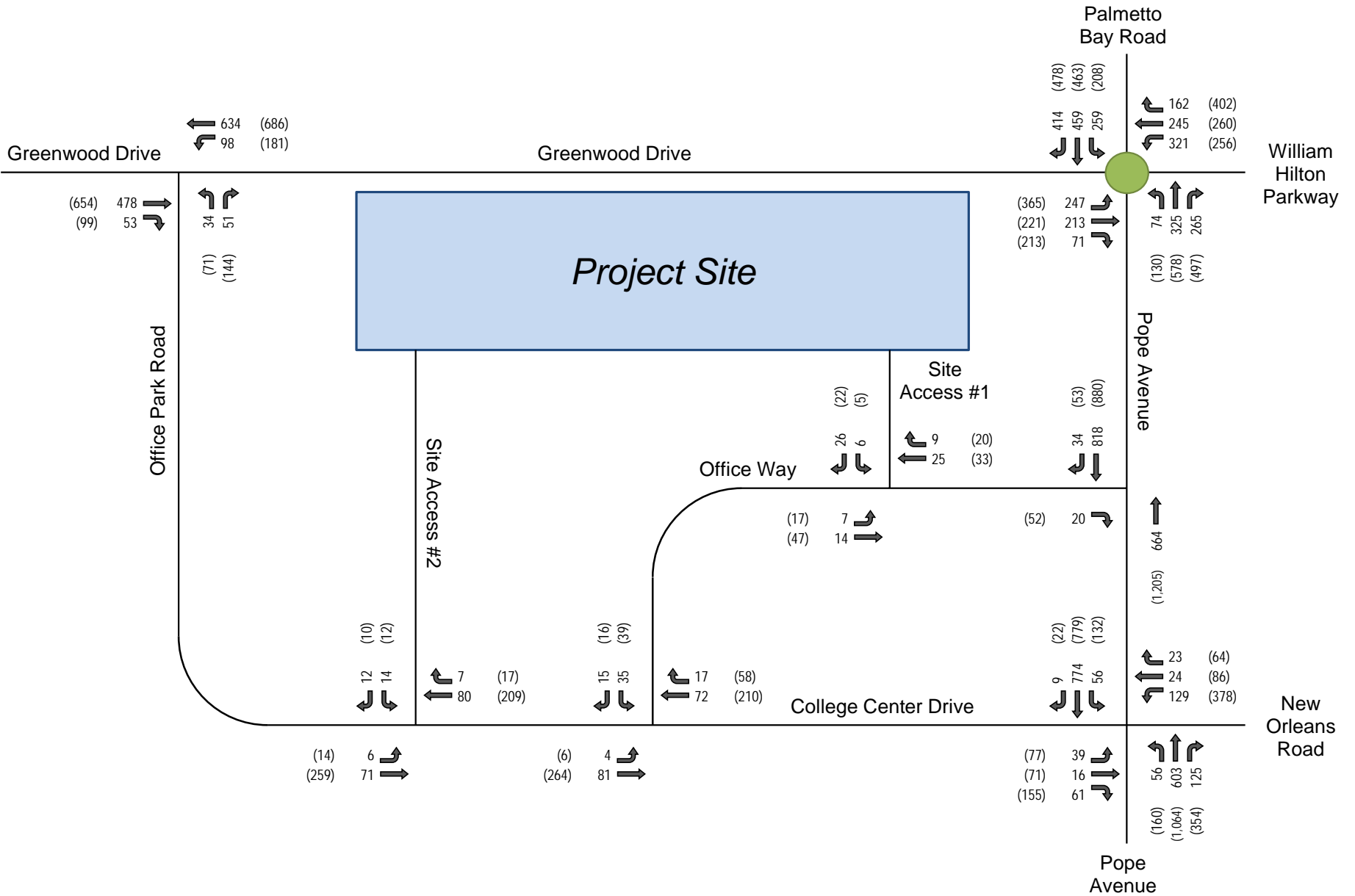
Legend

- xx% Inbound Trip Distribution
- (xx%) Outbound Trip Distribution



Office Way Mixed-Use Development
Figure 5 - Project Trip Distribution and Assignment





5 Capacity Analysis

Capacity/level-of-Service (LOS) analyses were conducted using the *Highway Capacity Manual (HCM)*, 6th Edition, methodologies of the *Synchro*, Version 11, traffic analysis software. Capacity analyses were conducted for the AM and PM peak hours of the 2022 Existing, 2025 No-Build, and 2025 Build analysis conditions.

Intersection LOS grades range from LOS A to LOS F, which are directly related to the level of control delay at the intersection and characterize the operational conditions of the intersection traffic flow. LOS A operations typically represent ideal, free-flow conditions where vehicles experience little to no delays, and LOS F operations typically represent poor, gridlocked conditions with high vehicular delays, and are generally considered undesirable. **Table 2** lists the LOS control delay thresholds published in HCM6 for signalized and unsignalized intersections.

Table 2 – HCM Level of Service Criteria

LOS	Control Delay per Vehicle (sec/veh)	
	Signalized Intersections	Unsignalized Intersections
A	≤ 10	≤ 10
B	> 10 – 20	> 10 – 15
C	> 20 – 35	> 15 – 25
D	> 35 – 55	> 25 – 35
E	> 55 – 80	> 35 – 50
F	> 80	> 50

For the purposes of determining required improvements, the 2025 No-Build and 2025 Build conditions are compared in the following subsections. Capacity analysis worksheets are included in **Appendix D**.

5.1 William Hilton Parkway/Greenwood Dr at Pope Ave/Palmetto Bay Rd (Sea Pines Circle)

Table 3 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Sea Pines Circle under the 2022 Existing, 2025 No-Build, and 2025 Build conditions.

Table 3 – Sea Pines Circle Capacity Analysis Results

Condition	Measure	Greenwood Drive		William Hilton Parkway		Pope Avenue		Palmetto Bay Road		Intersection
		EBLT	EBR	WBLT	WBR	NBLT	NBR	SBLT	SBR	
AM Peak Hour										
2022 Existing	LOS (Delay)	E (48.3)		C (20.9)		A (9.6)		E (40.4)		D (30.5) v/c = 1.02
	HCM6 95th Q	342'	0'	282'	0'	109'	0'	794'	0'	
2025 No-Build	LOS (Delay)	F (53.4)		D (25.1)		B (10.3)		F (52.3)		E (36.9) v/c = 1.08
	HCM6 95th Q	395'	0'	341'	0'	118'	0'	1016'	0'	
2025 Build	LOS (Delay)	F (58.9)		D (27.5)		B (10.8)		B (10.8)		E (39.8) v/c = 1.10
	HCM6 95th Q	453'	0'	370'	0'	127'	0'	1076'	0'	
PM Peak Hour										
2022 Existing	LOS (Delay)	F (68.5)		E (40.7)		F (59.7)		D (25.5)		E (47.4) v/c = 1.13
	HCM6 95th Q	817'	0'	538'	0'	1109'	0'	523'	0'	
2025 No-Build	LOS (Delay)	F (86.6)		E (45.0)		F (67.8)		D (30.4)		F (55.7) v/c = 1.17
	HCM6 95th Q	1048'	0'	623'	0'	1278'	0'	638'	0'	
2025 Build	LOS (Delay)	F (96.2)		E (49.9)		F (70.1)		D (32.9)		F (60.1) v/c = 1.20
	HCM6 95th Q	1164'	0'	707'	0'	1335'	0'	702'	0'	

Results

As shown in **Table 3**, the Sea Pines Circle roundabout currently operates at LOS D during the AM peak hour and LOS E during the PM peak hour. Under the 2025 No-Build condition, the intersection is expected to decrease to LOS E during the AM peak hour and decrease to LOS F during the PM peak hour. With the addition of the projected site trips for the 2025 Build condition, Sea Pines Circle is expected to remain at its' respective LOS during the AM and PM peak hours. The v/c ratio is greater than 1.0 for all analyzed conditions.

Recommendations

Based on Section 16-5-106 of the *Town of Hilton Head Island Land Management Ordinance*, mitigation is not required since the average total delay of the roundabout does not exceed 150 seconds per vehicle during either peak hour. It should be noted that the delay is anticipated to only increase by 2.9 seconds and 4.6 seconds during the AM and PM peak hours, respectively, as a result of the proposed development's site traffic. Therefore, no mitigation is recommended for this intersection.

5.2 Office Way at Pope Avenue

Table 4 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Office Way at Pope Avenue under the 2022 Existing, 2025 No-Build, and 2025 Build conditions.

Table 4 – Office Way at Pope Avenue Capacity Analysis Results

Condition	Measure	Office Way	Pope Avenue	Pope Avenue	
		EBR	NBT	SBT	SBR
AM Peak Hour					
2022 Existing	LOS (Delay)	B (11.8)	A (0.0)	A (0.0)	
	HCM6 95th Q	3'	0'	0'	0'
2025 No-Build	LOS (Delay)	B (11.9)	A (0.0)	A (0.0)	
	HCM6 95th Q	3'	0'	0'	0'
2025 Build	LOS (Delay)	B (12.0)	A (0.0)	A (0.0)	
	HCM6 95th Q	3'	0'	0'	0'
PM Peak Hour					
2022 Existing	LOS (Delay)	B (12.2)	A (0.0)	A (0.0)	
	HCM6 95th Q	8'	0'	0'	0'
2025 No-Build	LOS (Delay)	B (12.5)	A (0.0)	A (0.0)	
	HCM6 95th Q	8'	0'	0'	0'
2025 Build	LOS (Delay)	B (12.7)	A (0.0)	A (0.0)	
	HCM6 95th Q	8'	0'	0'	0'

Results

As shown in **Table 4**, the eastbound approach (Office Way) is anticipated to operate at LOS B during the AM and PM peak hours for all scenarios. There are no left-turn movements at this intersection, therefore, there is no anticipated delay for vehicles traveling along Pope Avenue.

Recommendations

Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore; no improvements are recommended at this intersection.

5.3 Pope Avenue at College Center Drive/New Orleans Road

Table 5 on the following page summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Pope Avenue at College Center Drive/New Orleans Road under the 2022 Existing, 2025 No-Build, and 2025 Build conditions.

Results

As shown in **Table 5**, it is expected that this signalized intersection operates at LOS B during the AM peak hour and LOS C during the PM peak hour for all conditions. The eastbound approach (College Center Drive) and westbound approach (New Orleans Road) are anticipated to operate at LOS E during both AM and PM peak hours for all conditions. The northbound and southbound approaches (Pope Avenue) are anticipated to operate at LOS C during the PM peak hour for the 2025 No-Build and 2025 Build conditions. During the AM peak hour, the northbound approach is expected to operate at LOS A during all analyzed conditions. The southbound approach increases from LOS A to LOS B from the 2025 No-Build to the 2025 Build conditions. However, the delay only increases by 0.2 seconds and on average the queue increases by less than one car length.

Recommendations

Based on Section 16-5-106 of the *Town of Hilton Head Island Land Management Ordinance*, mitigation is not required since the average total delay of the signalized intersection does not exceed 55 seconds per vehicle during either peak hour. Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore, no improvements are recommended.

Table 5 – Pope Avenue at College Center Drive/New Orleans Road Capacity Analysis Results

Condition	Measure	College Center Drive			New Orleans Road			Pope Avenue			Pope Avenue			Intersection
		EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
AM Peak Hour														
2022 Existing	LOS (Delay)	E (69.1)			E (65.0)			A (8.6)			A (9.5)			B (16.8)
	HCM6 95th Q	49'	23'	0'	92'	44'	0'	24'	162'	15'	27'	213'	0'	
2025 No-Build	LOS (Delay)	E (67.4)			E (63.5)			A (8.8)			A (9.9)			B (16.8)
	HCM6 95th Q	50'	23'	0'	93'	45'	0'	24'	168'	15'	28'	221'	0'	
2025 Build	LOS (Delay)	E (69.9)			E (63.7)			A (8.8)			B (10.1)			B (18.1)
	HCM6 95th Q	74'	40'	0'	93'	52'	0'	29'	171'	16'	29'	228'	0'	
PM Peak Hour														
2022 Existing	LOS (Delay)	E (72.2)			E (58.9)			B (19.7)			B (20.0)			C (30.3)
	HCM6 95th Q	101'	103'	66'	215'	107'	0'	89'	504'	35'	86'	324'	0'	
2025 No-Build	LOS (Delay)	E (72.7)			E (59.1)			C (20.8)			C (21.0)			C (31.2)
	HCM6 95th Q	104'	105'	66'	222'	109'	1'	92'	531'	35'	88'	341'	0'	
2025 Build	LOS (Delay)	E (72.9)			E (59.0)			C (21.4)			C (22.2)			C (32.2)
	HCM6 95th Q	121'	114'	69'	222'	123'	1'	106'	539'	36'	89'	358'	0'	

5.4 Office Park Road at Greenwood Drive

Table 6 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Office Park Road at Greenwood Drive under the 2022 Existing, 2025 No-Build, and 2025 Build conditions.

Table 6 – Office Park Road at Greenwood Drive Capacity Analysis Results

Condition	Measure	Greenwood Drive		Greenwood Drive	Office Park Road	
		EBT	EBR	WBL	NBL	NBR
AM Peak Hour						
2022 Existing	LOS (Delay)	A (0.0)		A (8.7)	B (14.4)	
	HCM6 95th Q	0'	0'	8'	5'	0'
2025 No-Build	LOS (Delay)	A (0.0)		A (8.8)	B (14.8)	
	HCM6 95th Q	0'	0'	8'	8'	0'
2025 Build	LOS (Delay)	A (0.0)		A (8.8)	C (15.0)	
	HCM6 95th Q	0'	0'	8'	8'	0'
PM Peak Hour						
2022 Existing	LOS (Delay)	A (0.0)		A (9.8)	C (21.0)	
	HCM6 95th Q	0'	0'	18'	23'	0'
2025 No-Build	LOS (Delay)	A (0.0)		B (10.0)	C (21.9)	
	HCM6 95th Q	0'	0'	18'	25'	0'
2025 Build	LOS (Delay)	A (0.0)		B (10.1)	C (23.1)	
	HCM6 95th Q	0'	0'	20'	28'	0'
<u>Notes:</u> Left-turn movement delay reported for the major street approaches.						

Results

As shown in **Table 6**, the westbound approach (Greenwood Drive) is expected to operate at LOS A during the AM peak hour for all analyzed conditions and LOS B during the PM peak hour for the 2025 No-Build and 2025 Build conditions. The northbound approach (Office Park Road) is expected to increase from LOS B to LOS C during the AM peak hour between the 2025 No-Build and 2025 Build conditions. Even though the LOS increases due to the proposed site traffic, the delay only increases by 0.2 seconds and the queue is expected to increase by less than one car length. The northbound approach during the PM peak hour is anticipated to remain at LOS C for all conditions.

Recommendations

Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore, no improvements are recommended.

5.5 Office Park Road/College Center Drive at Office Way

Table 7 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Office Park Road/College Center Drive at Office Way under the 2022 Existing, 2025 No-Build, and 2025 Build conditions.

Table 7 – Office Park Road/College Center Drive at Office Way Capacity Analysis Results

Condition	Measure	Office Park Road	Office Park Road	Office Way
		EBTL	WBTR	SBLR
AM Peak Hour				
2022 Existing	LOS (Delay)	A (7.4)	A (0.0)	A (9.2)
	HCM6 95th Q	0'	0'	3'
2025 No-Build	LOS (Delay)	A (7.4)	A (0.0)	A (9.1)
	HCM6 95th Q	0'	0'	3'
2025 Build	LOS (Delay)	A (7.4)	A (0.0)	A (9.6)
	HCM6 95th Q	0'	0'	5'
PM Peak Hour				
2022 Existing	LOS (Delay)	A (7.8)	A (0.0)	B (11.4)
	HCM6 95th Q	0'	0'	5'
2025 No-Build	LOS (Delay)	A (7.8)	A (0.0)	B (11.4)
	HCM6 95th Q	0'	0'	5'
2025 Build	LOS (Delay)	A (7.9)	A (0.0)	B (12.5)
	HCM6 95th Q	0'	0'	10'
<u>Notes:</u> Left-turn movement delay reported for the major street approaches.				

Results

As shown in **Table 7**, the eastbound approach (Office Park Road) is anticipated to operate at LOS A during AM and PM peak hours for all conditions. The southbound approach (Office Way) is expected to operate at LOS A during the AM peak hour and LOS B during the PM peak hour for all conditions.

Recommendations

Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore, no improvements are recommended.

5.6 Office Way at Site Access #1

Table 8 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Office Way at Site Access #1 under the 2025 Build conditions.

Table 8 – Office Way at Site Access #1 Capacity Analysis Results

Condition	Measure	Office Way	Office Way	Site Access #1
		EBTL	WBTR	SBLR
AM Peak Hour				
2025 Build	LOS (Delay)	A (7.3)	A (0.0)	A (8.7)
	HCM6 95th Q	0'	0'	3'
PM Peak Hour				
2025 Build	LOS (Delay)	A (7.4)	A (0.0)	A (8.8)
	HCM6 95th Q	0'	0'	3'
Notes:				
Left-turn movement delay reported for the major street approaches.				

Results

As shown in **Table 8**, the eastbound approach (Office Way) and southbound approach (Site Access #1) is anticipated to operate at LOS A during both AM and PM peak hours for the 2025 Build conditions.

Recommendations

The proposed Site Access #1 should be constructed with one ingress lane and one egress lane.

SCDOT turn-lane warrant analyses were conducted for the ingress movements at the proposed Site Access #1 under the 2025 Build conditions. The results of the turn-lane analyses indicate that no turn lanes are warranted and therefore, turn lanes are not recommended.

Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore, no improvements are recommended.

5.7 Office Park Road at Site Access #2

Table 9 summarizes the LOS, control delay, and 95th percentile queue length by movement at the intersection of Office Park Road at Site Access #2 under the 2025 Build conditions.

Table 9 – Office Park Road at Site Access #2 Capacity Analysis Results

Condition	Measure	Office Park Road	Office Park Road	Site Access #2
		EBTL	WBTR	SBLR
AM Peak Hour				
2025 Build	LOS (Delay)	A (7.4)	A (0.0)	A (9.3)
	HCM6 95 th Q	0'	0'	3'
PM Peak Hour				
2025 Build	LOS (Delay)	A (7.8)	A (0.0)	B (11.4)
	HCM6 95 th Q	0'	0'	3'
Notes:				
Left-turn movement delay reported for the major street approaches.				

Results

As shown in **Table 9**, the eastbound approach (Office Park Road) is anticipated to operate at LOS A during both AM and PM peak hours for the 2025 Build conditions. The southbound approach (Site Access #2) is expected to operate at LOS A during the AM peak hour and LOS B during the PM peak hour for the 2025 Build conditions.

Recommendations

The proposed Site Access #2 should be constructed with one ingress lane and one egress lane.

SCDOT turn-lane warrant analyses were conducted for the ingress movements at the proposed Site Access #2 under the 2025 Build conditions. The results of the turn-lane analyses indicate that no turn lanes are warranted and therefore, turn lanes are not recommended.

Site traffic associated with the proposed development is expected to have a minimal impact on delay and queuing at this intersection, therefore, no improvements are recommended.

6 SCDOT Turn Lane Warrants

Additional turn lane improvements for the proposed Site Access #1 and Site Access #2 intersections beyond those necessary for capacity were determined based on guidelines in the 2021 SCDOT *Roadway Design Manual*. The results of the warrants for the left- and right-turn lanes are summarized by intersection below and included in **Appendix E**.

Office Way at Site Access #1

- Eastbound left-turn treatment is not necessary
- Westbound right-turn treatment may not be necessary

Office Park Road at Site Access #2

- Eastbound left-turn treatment is not necessary
- Westbound right-turn treatment may not be necessary

7 Conclusion

The proposed Office Way Mixed-Use development is located in the northwestern quadrant of the Office Park Road at Office Way intersection in Hilton Head Island, SC. Based on the site plan dated October 26, 2022, the proposed development is planned to consist of the following land uses:

- 5,623 square-feet of retail space
- 16 student apartment dwelling units
- 116 multifamily housing dwelling units

This is expected to be constructed and occupied by 2025. New trips generated are expected to utilize Office Park Road and Office Way to access the site and the surrounding network. The development's conceptual site plan is provided in **Appendix A**.

This traffic impact analysis (TIA) evaluates traffic operations under 2022 Existing, 2025 No-Build, and 2025 Build conditions during the AM and PM peak hours at the following study intersections:

1. William Hilton Parkway/Greenwood Drive at Pope Avenue/Palmetto Bay Road (Sea Pines Circle)
2. Office Way at Pope Avenue
3. Pope Avenue at College Center Drive/New Orleans Road
4. Office Park Road at Greenwood Drive
5. Office Park Road/College Center Drive at Office Way
6. Office Way at Site Access #1
7. Office Park Road at Site Access #2

The following improvements are recommended to be constructed by the Office Way Mixed-Use development:

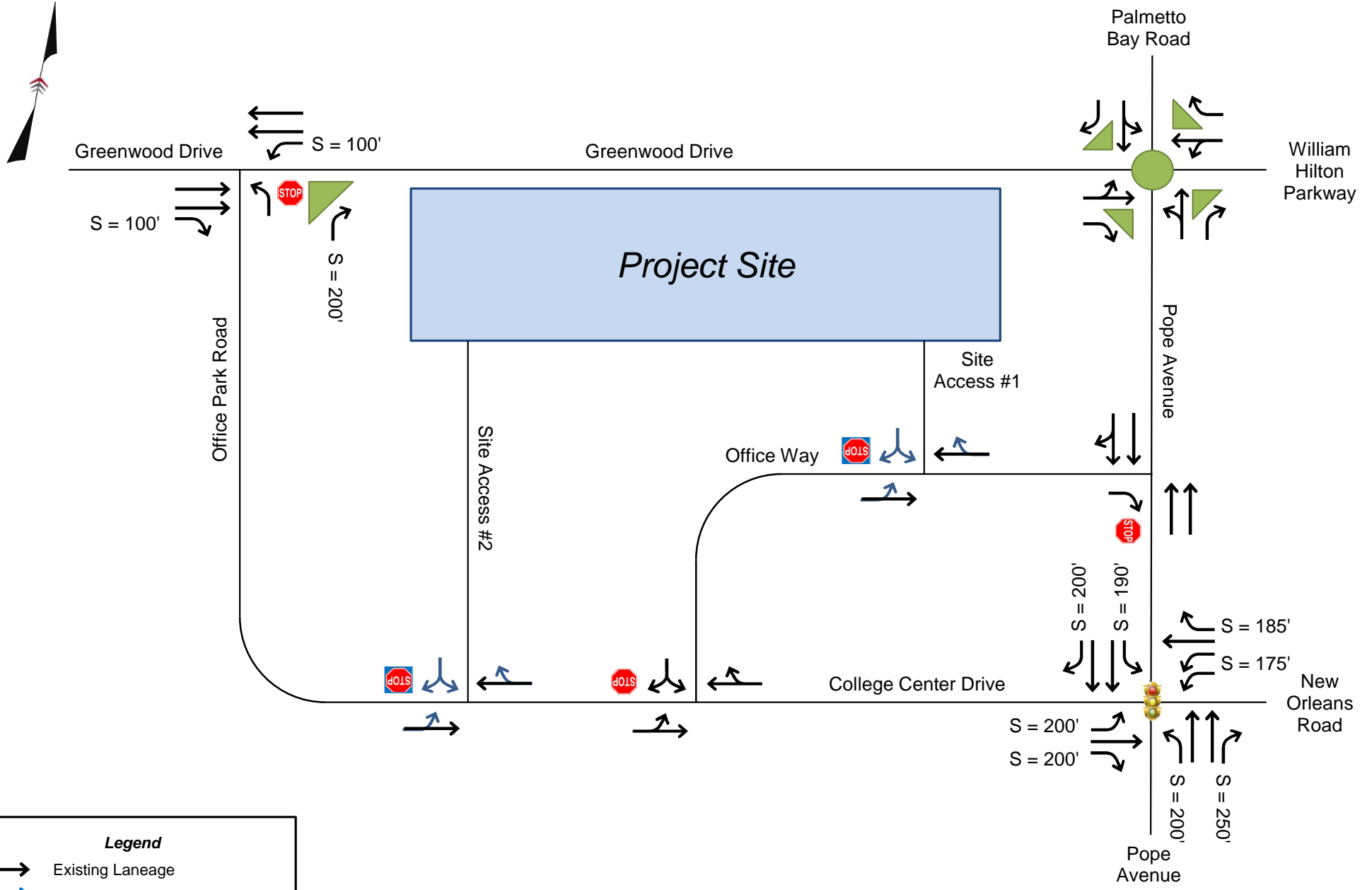
Office Way at Site Access #1

- Construct the proposed Site Access #1 with one ingress lane and one egress lane and operate under minor street stop control

Office Park Road at Site Access #2

- Construct the proposed Site Access #2 with one ingress lane and one egress lane and operate under minor street stop control

Recommended roadway and geometry and intersection control improvements are illustrated in **Figure 8**.



Legend

- Existing Laneage
- Recommended Laneage
- S = XX' Storage Length
- Existing Signal
- Existing Stop Control
- Recommended Stop Control

Appendix A – Conceptual Site Plan

SITE INFORMATION

PARCEL PINS R532 015 000 0355 0000
 R532 015 000 0354 0000
 R532 015 000 0357 0000
 R532 015 000 164A 0000

ZONING ZONED SEA PINES CIRCLE DISTRICT
 ACRES +/-4.38 ACRES

PROPOSED MIXED USE

TOTAL RETAIL 5,623 SF
 STUDENT DWELLING UNITS 16 UNITS (4 BEDS EACH)
 ISLANDER HOUSING DWELLING UNITS 116 UNITS
 TOTAL DWELLING UNITS 132 UNITS

PARKING

NON RESIDENTIAL PARKING (1/500 GFA) 11 SPACES
 RESIDENTIAL PARKING (1.5/ DU) 198 SPACES
 TOTAL PARKING REQUIRED 209 SPACES
 PROPOSED PARKING 136 SPACES
 SHARED PKG. WITH ADJ. USCB PARCEL 75 SPACES
 TOTAL PARKING PROVIDED 211 SPACES
 PROPOSED BIKE PARKING 66 SPACES (2 PER RACK)

TOHH LMO REQUIREMENTS

ORDINANCE	REQUIREMENT
SEC. 16-3-105.M.3 RES. DENSITY	12 DU PER ACRE
SEC. 16-3-105.M.3 NON RES. DENSITY	10,000 GFA
SEC. 16-3-105.M.3 IMPERVIOUS COVER	60%
SEC. 16-3-105.M.3 BLDG. HEIGHT	45'
SEC. 16-3-105.M.2 SPC PARKING	1.5/ DU - RESIDENTIAL 1/500 GEA - NON RES.
SEC. 16-5-107.D.6 ACCESSIBLE PKG.	5 CAR (INCL. 1 VAN)
SEC. 16-5-107.D.10 EV CHARGING	1 STATION
SEC. 16-5-103.C.3.A SHARED PKG.	50% OF REQ. PARKING
SEC.16-5-107.H.7.A BIKE PARKING	4 PER 10 CAR SPACES
SEC.16-5-107.H.8 LOADING AREAS	1/ 25,000 GEA
SEC.16-5-103.D ADJ. ST. BUFFER	TYPE A (10' OR 20')
SEC.16-5-103.E ADJ. USE BUFFER	TYPE B (15' OR 25')
SEC.16-5-102.C ADJ. ST. SETBACK	20/60'
SEC.16-5-102.D ADJ. USE SETBACK	25/75'

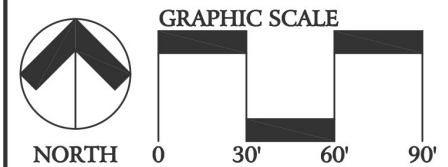


PREPARED FOR:
 DOUBLE D OFFICE WAY, LLC
 PREPARED BY:

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OFFICE WAY MIXED-USE CONCEPT PLAN
SEA PINES CIRCLE DISTRICT
 TOWN OF HILTON HEAD, SOUTH CAROLINA

OCTOBER 26, 2022



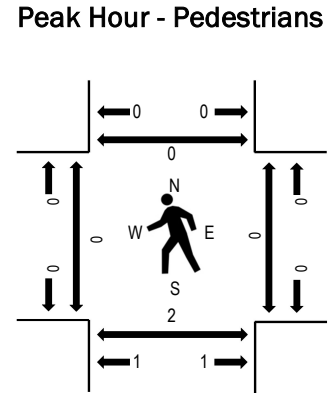
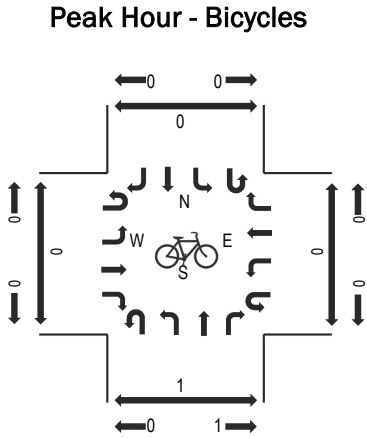
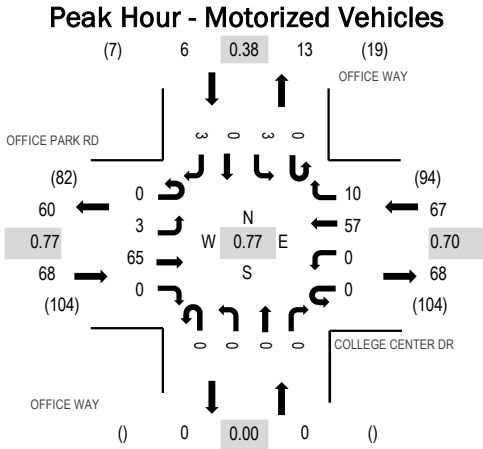
THIS IS A CONCEPTUAL PLAN AND IS SUBJECT TO CHANGE. ALL SURVEY INFORMATION AND SITE BOUNDARIES WERE COMPILED FROM A VARIETY OF UNVERIFIED SOURCES AT VARIOUS TIMES AND AS SUCH ARE INTENDED TO BE USED ONLY AS A GUIDE. ALL PROPERTY LINES, TRACT DIMENSIONS AND NARRATIVE DESCRIPTIONS ARE FOR GRAPHIC REPRESENTATION ONLY, AS AN AID TO SITE LOCATION AND POTENTIAL LAND USE, AND ARE NOT LEGAL REPRESENTATIONS AS TO FUTURE USES OR LOCATIONS. J. K. TILLER ASSOCIATES, INC., ASSUMES NO LIABILITY FOR ITS ACCURACY OR STATE OF COMPLETION, OR FOR ANY DECISIONS (REQUIRING ACCURACY) WHICH THE USER MAY MAKE BASED ON THIS INFORMATION.

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Appendix B – Turning Movement Counts



Attachment 8, IMU Agenda package from Town Council July 18, 2023 meeting
 Location: 1 OFFICE WAY & COLLEGE CENTER DR AM
 Date: Tuesday, November 15, 2022
 Peak Hour: 08:00 AM - 09:00 AM
 Peak 15-Minutes: 08:45 AM - 09:00 AM



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

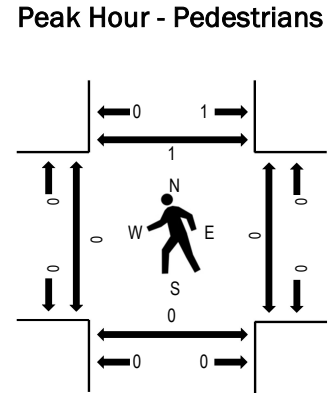
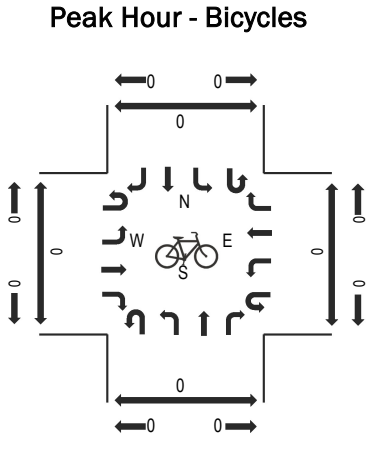
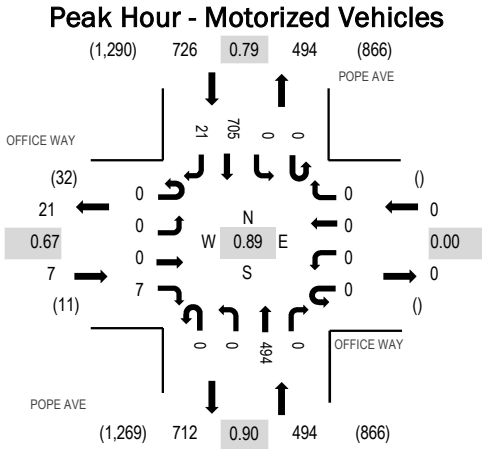
Interval Start Time	OFFICE PARK RD Eastbound				COLLEGE CENTER DR Westbound				OFFICE WAY Northbound				OFFICE WAY Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	3	0	0	0	7	1	0	0	0	0	0	0	0	0	11	64	0	0	0	0
7:15 AM	0	0	9	0	0	0	3	2	0	0	0	0	0	0	0	0	14	80	0	0	0	0
7:30 AM	0	0	8	0	0	0	4	0	0	0	0	0	0	1	0	0	13	99	0	0	0	0
7:45 AM	0	1	15	0	0	0	8	2	0	0	0	0	0	0	0	0	26	121	0	0	0	0
8:00 AM	0	0	10	0	0	0	16	1	0	0	0	0	0	0	0	0	27	141	0	0	0	0
8:15 AM	0	2	20	0	0	0	9	2	0	0	0	0	0	0	0	0	33		0	0	0	0
8:30 AM	0	0	18	0	0	0	12	3	0	0	0	0	0	1	0	1	35		0	0	1	0
8:45 AM	0	1	17	0	0	0	20	4	0	0	0	0	0	2	0	2	46		0	0	1	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	3	64	0	0	0	57	10	0	0	0	0	0	3	0	3	140
Mediums	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	3	65	0	0	0	57	10	0	0	0	0	0	3	0	3	141

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %	0.0%				0.0%				0.0%				0.0%				0.0%
Heavy Vehicle %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Peak Hour Factor	0.77				0.70				0.00				0.38				0.77
Peak Hour Factor	0.00	0.38	0.81	0.00	0.00	0.00	0.71	0.63	0.00	0.00	0.00	0.00	0.00	0.38	0.00	0.38	0.77



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	OFFICE WAY Eastbound				OFFICE WAY Westbound				POPE AVE Northbound				POPE AVE Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	0	0	0	0	0	0	0	0	67	0	0	0	77	0	144	993	0	0	0	0
7:15 AM	0	0	0	0	0	0	0	0	0	0	65	0	0	0	131	2	198	1,137	0	0	0	0
7:30 AM	0	0	0	1	0	0	0	0	0	0	110	0	0	0	194	2	307	1,224	1	0	0	0
7:45 AM	0	0	0	2	0	0	0	0	0	0	107	0	0	0	232	3	344	1,227	0	0	0	1
8:00 AM	0	0	0	1	0	0	0	0	0	0	144	0	0	0	137	6	288	1,174	0	0	0	0
8:15 AM	0	0	0	1	0	0	0	0	0	0	117	0	0	0	164	3	285		0	0	0	0
8:30 AM	0	0	0	3	0	0	0	0	0	0	126	0	0	0	172	9	310		0	0	0	0
8:45 AM	0	0	0	3	0	0	0	0	0	0	130	0	0	0	151	7	291		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	2	0	0	0	3	0	5
Lights	0	0	0	7	0	0	0	0	0	0	490	0	0	0	698	21	1,216
Mediums	0	0	0	0	0	0	0	0	0	0	2	0	0	0	4	0	6
Total	0	0	0	7	0	0	0	0	0	0	494	0	0	0	705	21	1,227

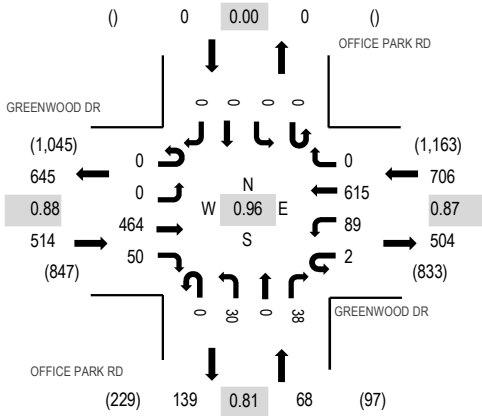
Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %	0.0%				0.0%				0.4%				0.4%				0.4%
Heavy Vehicle %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.4%	0.0%	0.4%
Peak Hour Factor	0.67				0.00				0.90				0.79				0.89
Peak Hour Factor	0.00	0.00	0.00	0.67	0.00	0.00	0.00	0.00	0.00	0.00	0.90	0.00	0.00	0.00	0.78	0.69	0.89

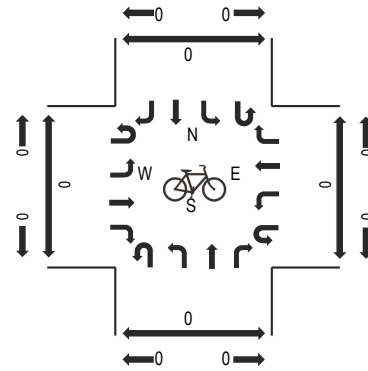


Attachment 8, IMU Agenda package from Town Council July 18, 2023 meeting
 Location: 3 OFFICE PARK RD & GREENWOOD DR AM
 Date: Tuesday, November 15, 2022
 Peak Hour: 08:00 AM - 09:00 AM
 Peak 15-Minutes: 08:45 AM - 09:00 AM

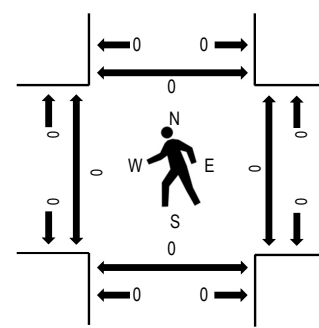
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	GREENWOOD DR Eastbound				GREENWOOD DR Westbound				OFFICE PARK RD Northbound				OFFICE PARK RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	52	5	0	19	59	0	0	0	0	2	0	0	0	0	137	819	0	0	0	0
7:15 AM	0	0	71	4	0	9	76	0	0	4	0	7	0	0	0	0	171	1,000	0	0	0	0
7:30 AM	0	0	87	6	0	13	116	0	0	3	0	7	0	0	0	0	232	1,133	0	0	0	0
7:45 AM	0	0	99	9	0	25	140	0	0	2	0	4	0	0	0	0	279	1,230	0	0	0	0
8:00 AM	0	0	134	12	0	18	133	0	0	10	0	11	0	0	0	0	318	1,288	0	0	0	0
8:15 AM	0	0	116	16	0	17	143	0	0	5	0	7	0	0	0	0	304		0	0	0	0
8:30 AM	0	0	98	9	1	26	175	0	0	9	0	11	0	0	0	0	329		0	0	0	0
8:45 AM	0	0	116	13	1	28	164	0	0	6	0	9	0	0	0	0	337		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Lights	0	0	462	50	2	87	612	0	0	30	0	37	0	0	0	0	1,280
Mediums	0	0	2	0	0	2	3	0	0	0	0	0	0	0	0	0	7
Total	0	0	464	50	2	89	615	0	0	30	0	38	0	0	0	0	1,288

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %	0.0%				0.0%				1.5%				0.0%				0.1%
Heavy Vehicle %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.1%
Peak Hour Factor	0.88				0.87				0.81				0.00				0.96
Peak Hour Factor	0.00	0.00	0.87	0.78	0.50	0.79	0.88	0.00	0.00	0.75	0.00	0.86	0.00	0.00	0.00	0.00	0.96



Attachment 8, IMU Agenda package from Town Council July 18, 2023 meeting

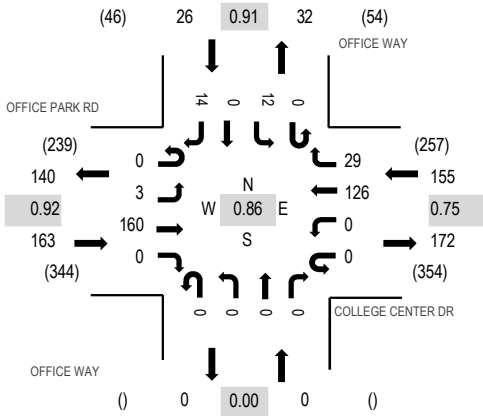
Location: 1 OFFICE WAY & COLLEGE CENTER DR PM

Date: Tuesday, November 15, 2022

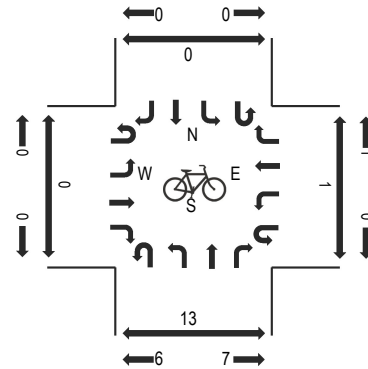
Peak Hour: 04:00 PM - 05:00 PM

Peak 15-Minutes: 04:00 PM - 04:15 PM

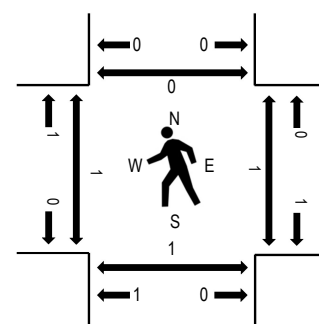
Peak Hour - Motorized Vehicles



Peak Hour - Bicycles



Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

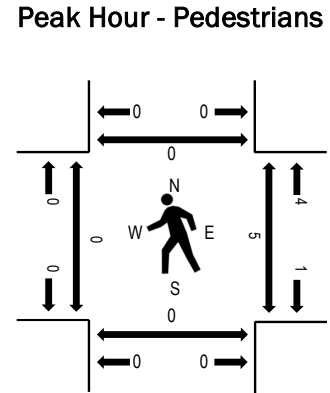
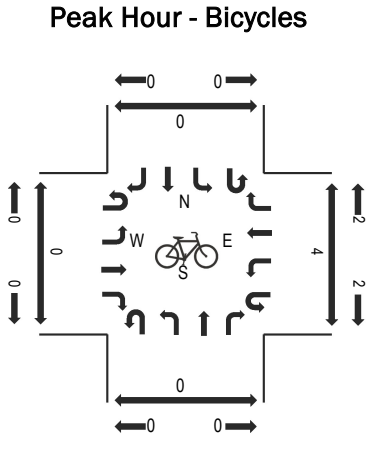
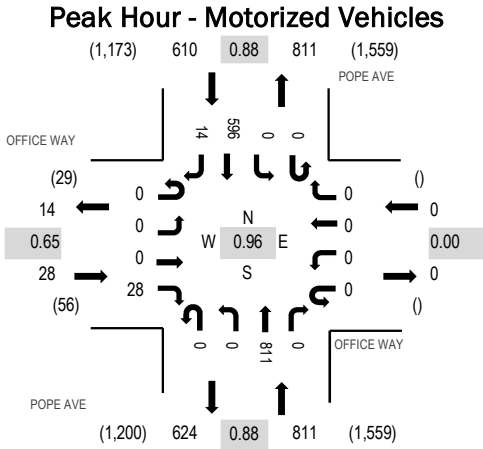
Interval Start Time	OFFICE PARK RD Eastbound				COLLEGE CENTER DR Westbound				OFFICE WAY Northbound				OFFICE WAY Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
	4:00 PM	0	1	50	0	0	0	26	12	0	0	0	0	0	6	0			5	100	344	1
4:15 PM	0	1	43	0	0	0	47	5	0	0	0	0	0	1	0	1	98	318	0	0	0	0
4:30 PM	0	1	26	0	0	0	21	5	0	0	0	0	0	3	0	4	60	308	0	0	0	0
4:45 PM	0	0	41	0	0	0	32	7	0	0	0	0	0	2	0	4	86	319	0	1	0	0
5:00 PM	0	2	39	0	0	0	21	4	0	0	0	0	0	4	0	4	74	303	0	0	0	0
5:15 PM	0	4	45	0	0	0	26	5	0	0	0	0	0	4	0	4	88		0	0	1	0
5:30 PM	0	1	44	0	0	0	21	3	0	0	0	0	0	1	0	1	71		0	0	0	0
5:45 PM	0	1	45	0	0	0	20	2	0	0	0	0	0	0	0	2	70		0	0	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	3	160	0	0	0	126	29	0	0	0	0	0	12	0	14	344
Mediums	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	3	160	0	0	0	126	29	0	0	0	0	0	12	0	14	344

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %																	
Heavy Vehicle %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Peak Hour Factor		0.92				0.75				0.00				0.91			0.86
Peak Hour Factor	0.00	0.50	0.96	0.00	0.00	0.00	0.67	0.60	0.00	0.00	0.00	0.00	0.00	0.81	0.00	1.00	0.86



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	OFFICE WAY Eastbound				OFFICE WAY Westbound				POPE AVE Northbound				POPE AVE Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	0	0	12	0	0	0	0	0	0	237	0	0	0	154	5	408	1,433	0	0	0	0
4:15 PM	0	0	0	7	0	0	0	0	0	0	196	0	0	0	113	5	321	1,393	0	0	0	0
4:30 PM	0	0	0	6	0	0	0	0	0	0	223	0	0	0	140	2	371	1,449	0	2	0	0
4:45 PM	0	0	0	6	0	0	0	0	0	0	176	0	0	0	149	2	333	1,376	0	0	0	0
5:00 PM	0	0	0	10	0	0	0	0	0	0	215	0	0	0	138	5	368	1,355	0	1	0	0
5:15 PM	0	0	0	6	0	0	0	0	0	0	197	0	0	0	169	5	377		0	2	0	0
5:30 PM	0	0	0	4	0	0	0	0	0	0	153	0	0	0	140	1	298		0	0	0	0
5:45 PM	0	0	0	5	0	0	0	0	0	0	162	0	0	0	141	4	312		0	0	0	0

Peak Rolling Hour Flow Rates

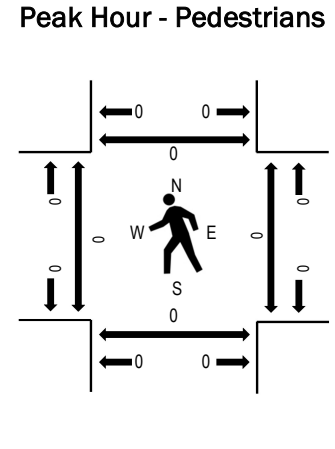
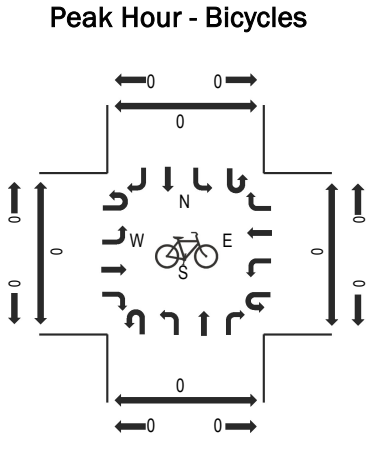
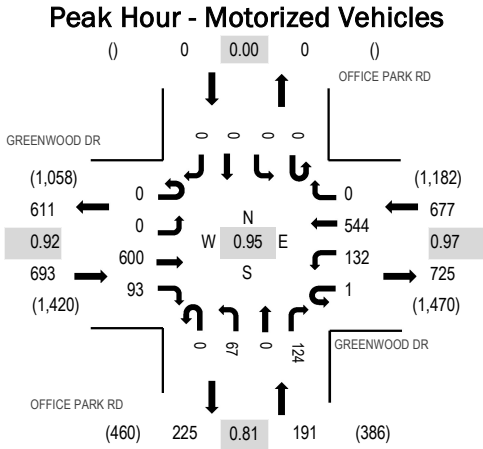
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Lights	0	0	0	28	0	0	0	0	0	0	806	0	0	0	595	14	1,443
Mediums	0	0	0	0	0	0	0	0	0	0	4	0	0	0	1	0	5
Total	0	0	0	28	0	0	0	0	0	0	811	0	0	0	596	14	1,449

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %	0.0%				0.0%				0.1%				0.0%				0.1%
Heavy Vehicle %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%
Peak Hour Factor	0.65				0.00				0.88				0.88				0.96
Peak Hour Factor	0.00	0.00	0.00	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.88	0.00	0.00	0.00	0.88	0.75	0.96



Attachment 8, IMU Agenda package from Town Council July 18, 2023 meeting
 Location: 3 OFFICE PARK RD & GREENWOOD DR PM
 Date: Tuesday, November 15, 2022
 Peak Hour: 04:00 PM - 05:00 PM
 Peak 15-Minutes: 04:00 PM - 04:15 PM



Note: Total study counts contained in parentheses.

Traffic Counts - Motorized Vehicles

Interval Start Time	GREENWOOD DR Eastbound				GREENWOOD DR Westbound				OFFICE PARK RD Northbound				OFFICE PARK RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	0	169	28	1	32	140	0	0	16	0	24	0	0	0	0	410	1,561	0	0	0	0
4:15 PM	0	0	148	23	0	36	139	0	0	21	0	41	0	0	0	0	408	1,552	0	0	0	0
4:30 PM	0	0	140	12	0	31	123	0	0	20	0	30	0	0	0	0	356	1,510	0	0	0	0
4:45 PM	0	0	143	30	0	33	142	0	0	10	0	29	0	0	0	0	387	1,477	0	0	0	0
5:00 PM	0	0	177	23	1	35	114	0	0	19	0	32	0	0	0	0	401	1,427	0	0	0	0
5:15 PM	0	0	175	25	0	26	99	0	0	18	0	23	0	0	0	0	366		0	0	0	0
5:30 PM	0	0	139	25	1	25	81	0	0	15	0	37	0	0	0	0	323		0	0	0	0
5:45 PM	0	0	125	38	0	38	85	0	0	16	0	35	0	0	0	0	337		0	1	0	0

Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Lights	0	0	597	93	1	132	540	0	0	67	0	124	0	0	0	0	1,554
Mediums	0	0	2	0	0	0	4	0	0	0	0	0	0	0	0	0	6
Total	0	0	600	93	1	132	544	0	0	67	0	124	0	0	0	0	1,561

Heavy Vehicle Percentage and Peak Hour Factor

	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Heavy Vehicle %																	0.1%
Heavy Vehicle %	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%
Peak Hour Factor																	0.95
Peak Hour Factor	0.00	0.00	0.90	0.73	0.50	0.94	0.96	0.00	0.00	0.83	0.00	0.80	0.00	0.00	0.00	0.00	0.95

Appendix C – Traffic Volume Development Worksheets

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: William Hilton Pkwy/Greenwood Dr at Pope Ave/Palmetto Bay Rd
COUNT DATE: September 18, 2020
AM PEAK HOUR FACTOR: 0.95 **AM FUTURE PEAK HOUR FACTOR:** 0.95
PM PEAK HOUR FACTOR: 0.95 **PM FUTURE PEAK HOUR FACTOR:** 0.95

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Adjusted Turning Movement Counts ¹		0	226	193	66	0	309	233	157	0	71	305	251	0	251	440	396
AM Volume Balancing		0	8	8	3	0	0	2	0	0	1	0	0	0	0	0	3
AM 2022 EXISTING TRAFFIC		0	234	201	69	0	309	235	157	0	72	305	251	0	251	440	399
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
AM 2025 NO-BUILD TRAFFIC GROWTH		0	7	6	2	0	9	7	5	0	2	9	8	0	8	13	12
AM 2025 NO-BUILD TRAFFIC		0	241	207	71	0	318	242	162	0	74	314	259	0	259	453	411
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
LAND USE	TYPE																
Net New Distribution	Entering						10%	10%								20%	10%
	Exiting		10%	10%							20%	10%					
"AM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
LAND USE	TYPE																
Project Trip	Net New	0	6	6	0	0	3	3	0	0	0	11	6	0	0	6	3
AM TOTAL PROJECT TRIPS		0	6	6	0	0	3	3	0	0	0	11	6	0	0	6	3
AM 2025 BUILD-OUT TRAFFIC		0	247	213	71	0	321	245	162	0	74	325	265	0	259	459	414

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Adjusted Turning Movement Counts ¹		0	349	210	207	0	242	246	390	0	126	551	478	0	202	437	457
PM Volume Balancing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM 2022 EXISTING TRAFFIC		0	349	210	207	0	242	246	390	0	126	551	478	0	202	437	457
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
PM 2025 NO-BUILD TRAFFIC GROWTH		0	11	6	6	0	7	7	12	0	4	17	14	0	6	13	14
PM 2025 NO-BUILD TRAFFIC		0	360	216	213	0	249	253	402	0	130	568	492	0	208	450	471
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
LAND USE	TYPE																
Net New Distribution	Entering						10%	10%								20%	10%
	Exiting		10%	10%							20%	10%					
"PM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
LAND USE	TYPE																
Project Trip	Net New	0	5	5	0	0	7	7	0	0	0	10	5	0	0	13	7
PM TOTAL PROJECT TRIPS		0	5	5	0	0	7	7	0	0	0	10	5	0	0	13	7
PM 2025 BUILD-OUT TRAFFIC		0	365	221	213	0	256	260	402	0	130	578	497	0	208	463	478

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Office Way at Pope Avenue
 COUNT DATE: November 15, 2022
 AM PEAK HOUR FACTOR: 0.89 AM FUTURE PEAK HOUR FACTOR: 0.90
 PM PEAK HOUR FACTOR: 0.96 PM FUTURE PEAK HOUR FACTOR: 0.95

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Adjusted Turning Movement Counts ¹		0	0	0	7	0	0	0	0	0	0	494	0	0	0	705	21
AM Volume Balancing		0	0	0	7	0	0	0	0	0	0	134	0	0	0	89	3
AM 2022 EXISTING TRAFFIC		0	0	0	14	0	0	0	0	0	0	628	0	0	0	794	24
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	0%	2%	2%	2%	0%	2%
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
AM 2025 NO-BUILD TRAFFIC GROWTH		0	0	0	0	0	0	0	0	0	0	19	0	0	0	24	1
AM 2025 NO-BUILD TRAFFIC		0	0	0	14	0	0	0	0	0	0	647	0	0	0	818	25
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering																30%
	Exiting				10%								30%				
"AM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	0	0	6	0	0	0	0	0	0	17	0	0	0	0	9
		0	0	0	6	0	0	0	0	0	0	17	0	0	0	0	9
AM TOTAL PROJECT TRIPS		0	0	0	6	0	0	0	0	0	0	17	0	0	0	0	9
AM 2025 BUILD-OUT TRAFFIC		0	0	0	20	0	0	0	0	0	0	664	0	0	0	818	34

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Adjusted Turning Movement Counts ¹		0	0	0	28	0	0	0	0	0	0	811	0	0	0	596	14
PM Volume Balancing		0	0	0	18	0	0	0	0	0	0	344	0	0	0	258	18
PM 2022 EXISTING TRAFFIC		0	0	0	46	0	0	0	0	0	0	1,155	0	0	0	854	32
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	1%	2%	2%	2%	0%	2%
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
PM 2025 NO-BUILD TRAFFIC GROWTH		0	0	0	1	0	0	0	0	0	0	35	0	0	0	26	1
PM 2025 NO-BUILD TRAFFIC		0	0	0	47	0	0	0	0	0	0	1,190	0	0	0	880	33
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering																30%
	Exiting				10%								30%				
"PM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	0	0	5	0	0	0	0	0	0	15	0	0	0	0	20
		0	0	0	5	0	0	0	0	0	0	15	0	0	0	0	20
PM TOTAL PROJECT TRIPS		0	0	0	5	0	0	0	0	0	0	15	0	0	0	0	20
PM 2025 BUILD-OUT TRAFFIC		0	0	0	52	0	0	0	0	0	0	1,205	0	0	0	880	53

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Pope Ave at New Orleans Rd/College Center Dr
COUNT DATE: September 18, 2020
AM PEAK HOUR FACTOR: 0.95 **AM FUTURE PEAK HOUR FACTOR:** 0.95
PM PEAK HOUR FACTOR: 0.95 **PM FUTURE PEAK HOUR FACTOR:** 0.95

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Adjusted Turning Movement Counts ¹		0	17	6	40	0	125	19	22	0	46	579	121	0	52	722	9
AM Volume Balancing		0	4	1	9	0	0	0	0	0	0	6	0	0	2	23	0
AM 2022 EXISTING TRAFFIC		0	21	7	49	0	125	19	22	0	46	585	121	0	54	745	9
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
AM 2025 NO-BUILD TRAFFIC GROWTH		0	1	0	1	0	4	1	1	0	1	18	4	0	2	23	0
AM 2025 NO-BUILD TRAFFIC		0	22	7	50	0	129	20	23	0	47	603	125	0	56	768	9
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering							15%			30%						
	Exiting		30%	15%	20%											10%	
"AM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	17	9	11	0	0	4	0	0	9	0	0	0	0	6	0
		0	17	9	11	0	0	4	0	0	9	0	0	0	0	6	0
AM TOTAL PROJECT TRIPS		0	17	9	11	0	0	4	0	0	9	0	0	0	0	6	0
AM 2025 BUILD-OUT TRAFFIC		0	39	16	61	0	129	24	23	0	56	603	125	0	56	774	9

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Adjusted Turning Movement Counts ¹		0	57	62	141	0	367	74	59	0	135	978	344	0	118	692	19
PM Volume Balancing		0	3	0	0	0	0	0	3	0	0	55	0	0	10	59	2
PM 2022 EXISTING TRAFFIC		0	60	62	141	0	367	74	62	0	135	1,033	344	0	128	751	21
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
PM 2025 NO-BUILD TRAFFIC GROWTH		0	2	2	4	0	11	2	2	0	4	31	10	0	4	23	1
PM 2025 NO-BUILD TRAFFIC		0	62	64	145	0	378	76	64	0	139	1,064	354	0	132	774	22
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering							15%			30%						
	Exiting		30%	15%	20%											10%	
"PM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	15	7	10	0	0	10	0	0	21	0	0	0	0	5	0
		0	15	7	10	0	0	10	0	0	21	0	0	0	0	5	0
PM TOTAL PROJECT TRIPS		0	15	7	10	0	0	10	0	0	21	0	0	0	0	5	0
PM 2025 BUILD-OUT TRAFFIC		0	77	71	155	0	378	86	64	0	160	1,064	354	0	132	779	22

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Office Park Rd at Greenwood Dr
 COUNT DATE: November 15, 2022
 AM PEAK HOUR FACTOR: 0.96 AM FUTURE PEAK HOUR FACTOR: 0.95
 PM PEAK HOUR FACTOR: 0.95 PM FUTURE PEAK HOUR FACTOR: 0.95

AM Peak Hour

AM 2022 EXISTING TRAFFIC	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR	
AM Adjusted Turning Movement Counts ¹	0	0	464	50	2	89	615	0	0	30	0	38	0	0	0	0	
AM Volume Balancing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AM 2022 EXISTING TRAFFIC	0	0	464	50	2	89	615	0	0	30	0	38	0	0	0	0	
AM Heavy Vehicle Percentage	2%	2%	0%	2%	2%	2%	0%	2%	2%	2%	2%	3%	2%	2%	2%	2%	
AM 2025 NO-BUILD TRAFFIC	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR	
Annual Growth Rate	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	
AM 2025 NO-BUILD TRAFFIC GROWTH	0	0	14	2	0	3	19	0	0	1	0	1	0	0	0	0	
AM 2025 NO-BUILD TRAFFIC	0	0	478	52	2	92	634	0	0	31	0	39	0	0	0	0	
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering				5%		20%										
	Exiting									5%		20%					
"AM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	0	0	1	0	6	0	0	0	3	0	12	0	0	0	0
AM TOTAL PROJECT TRIPS		0	0	0	1	0	6	0	0	0	3	0	12	0	0	0	0
AM 2025 BUILD-OUT TRAFFIC	0	0	478	53	2	98	634	0	0	34	0	51	0	0	0	0	

PM Peak Hour

PM 2022 EXISTING TRAFFIC	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR	
PM Adjusted Turning Movement Counts ¹	0	0	600	93	1	132	544	0	0	67	0	124	0	0	0	0	
PM Volume Balancing	0	0	35	0	0	30	122	0	0	0	0	6	0	0	0	0	
PM 2022 EXISTING TRAFFIC	0	0	635	93	1	162	666	0	0	67	0	130	0	0	0	0	
PM Heavy Vehicle Percentage	2%	2%	1%	2%	2%	2%	1%	2%	2%	2%	2%	2%	2%	2%	2%	2%	
PM 2025 NO-BUILD TRAFFIC	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR	
Annual Growth Rate	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	
PM 2025 NO-BUILD TRAFFIC GROWTH	0	0	19	3	0	5	20	0	0	2	0	4	0	0	0	0	
PM 2025 NO-BUILD TRAFFIC	0	0	654	96	1	167	686	0	0	69	0	134	0	0	0	0	
"SITE TRAFFIC DISTRIBUTION"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering				5%		20%										
	Exiting									5%		20%					
"PM PROJECT TRIPS"		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	0	0	3	0	14	0	0	0	2	0	10	0	0	0	0
PM TOTAL PROJECT TRIPS		0	0	0	3	0	14	0	0	0	2	0	10	0	0	0	0
PM 2025 BUILD-OUT TRAFFIC	0	0	654	99	1	181	686	0	0	71	0	144	0	0	0	0	

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Office Park Rd at Office Way
 COUNT DATE: November 15, 2022
 AM PEAK HOUR FACTOR: 0.77 AM FUTURE PEAK HOUR FACTOR: 0.90
 PM PEAK HOUR FACTOR: 0.86 PM FUTURE PEAK HOUR FACTOR: 0.90

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
AM Adjusted Turning Movement Counts ¹		0	3	65	0	0	0	57	10	0	0	0	0	0	3	0	3			
AM Volume Balancing		0	0	0	0	0	0	6	1	0	0	0	0	0	9	0	9			
AM 2022 EXISTING TRAFFIC		0	3	65	0	0	0	63	11	0	0	0	0	0	12	0	12			
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
AM 2025 NO-BUILD TRAFFIC GROWTH		0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0			
AM 2025 NO-BUILD TRAFFIC		0	3	67	0	0	0	65	11	0	0	0	0	0	12	0	12			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		5%								25%	20%								
	Exiting		25%															40%		5%
"AM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New				0	1	14	0	0	0	7	6	0	0	0	0	0	23	0	3
AM TOTAL PROJECT TRIPS		0	1		14	0	0	0	0	0	7	6	0	0	0	0	0	23	0	3
AM 2025 BUILD-OUT TRAFFIC		0	4	81	0	0	0	72	17	0	0	0	0	0	35	0	15			

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
PM Adjusted Turning Movement Counts ¹		0	3	160	0	0	0	126	29	0	0	0	0	0	12	0	14			
PM Volume Balancing		0	0	85	0	0	0	61	14	0	0	0	0	0	6	0	0			
PM 2022 EXISTING TRAFFIC		0	3	245	0	0	0	187	43	0	0	0	0	0	18	0	14			
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
PM 2025 NO-BUILD TRAFFIC GROWTH		0	0	7	0	0	0	6	1	0	0	0	0	0	1	0	0			
PM 2025 NO-BUILD TRAFFIC		0	3	252	0	0	0	193	44	0	0	0	0	0	19	0	14			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		5%								25%	20%								
	Exiting		25%															40%		5%
"PM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New				0	3	12	0	0	0	17	14	0	0	0	0	0	20	0	2
PM TOTAL PROJECT TRIPS		0	3		12	0	0	0	0	0	17	14	0	0	0	0	0	20	0	2
PM 2025 BUILD-OUT TRAFFIC		0	6	264	0	0	0	210	58	0	0	0	0	0	39	0	16			

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Office Way at Site Access #1
COUNT DATE: November 15, 2022
AM PEAK HOUR FACTOR: 0.90 **AM FUTURE PEAK HOUR FACTOR:** 0.90
PM PEAK HOUR FACTOR: 0.90 **PM FUTURE PEAK HOUR FACTOR:** 0.90

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
AM Adjusted Turning Movement Counts ¹		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
AM Volume Balancing		0	0	14	0	0	0	24	0	0	0	0	0	0	0	0	0			
AM 2022 EXISTING TRAFFIC		0	0	14	0	0	0	24	0	0	0	0	0	0	0	0	0			
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
AM 2025 NO-BUILD TRAFFIC GROWTH		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		25%							30%										
	Exiting																	10%		45%
"AM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	7	0	0	0	0	0	0	0	0	9	0	0	0	0	0	6	0	26
		0	7	0	0	0	0	0	0	0	0	9	0	0	0	0	0	6	0	26
AM TOTAL PROJECT TRIPS		0	7	0	0	0	0	0	0	0	0	9	0	0	0	0	0	6	0	26
AM 2025 BUILD-OUT TRAFFIC		0	7	14	0	0	0	25	9	0	0	0	0	0	6	0	26			

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
PM Adjusted Turning Movement Counts ¹		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PM Volume Balancing		0	0	46	0	0	0	32	0	0	0	0	0	0	0	0	0			
PM 2022 EXISTING TRAFFIC		0	0	46	0	0	0	32	0	0	0	0	0	0	0	0	0			
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
PM 2025 NO-BUILD TRAFFIC GROWTH		0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0			
PM 2025 NO-BUILD TRAFFIC		0	0	47	0	0	0	33	0	0	0	0	0	0	0	0	0			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		25%							30%										
	Exiting																	10%		45%
"PM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	17	0	0	0	0	0	0	0	0	20	0	0	0	0	0	5	0	22
		0	17	0	0	0	0	0	0	0	0	20	0	0	0	0	0	5	0	22
PM TOTAL PROJECT TRIPS		0	17	0	0	0	0	0	0	0	0	20	0	0	0	0	0	5	0	22
PM 2025 BUILD-OUT TRAFFIC		0	17	47	0	0	0	33	20	0	0	0	0	0	5	0	22			

INTERSECTION TRAFFIC VOLUME DEVELOPMENT

INTERSECTION: Office Way at Site Access #2
COUNT DATE: November 15, 2022
AM PEAK HOUR FACTOR: 0.90 **AM FUTURE PEAK HOUR FACTOR:** 0.90
PM PEAK HOUR FACTOR: 0.90 **PM FUTURE PEAK HOUR FACTOR:** 0.90

AM Peak Hour

AM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
AM Adjusted Turning Movement Counts ¹		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
AM Volume Balancing		0	0	68	0	0	0	75	0	0	0	0	0	0	0	0	0			
AM 2022 EXISTING TRAFFIC		0	0	68	0	0	0	75	0	0	0	0	0	0	0	0	0			
AM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
AM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
AM 2025 NO-BUILD TRAFFIC GROWTH		0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		20%	5%							25%									
	Exiting									5%								25%		20%
"AM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	6	1	0	0	0	3	7	0	0	0	0	0	0	0	14	0	12	
AM TOTAL PROJECT TRIPS		0	6	1	0	0	0	3	7	0	0	0	0	0	0	0	14	0	12	
AM 2025 BUILD-OUT TRAFFIC		0	6	71	0	0	0	80	7	0	0	0	0	0	14	0	12			

PM Peak Hour

PM 2022 EXISTING TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
PM Adjusted Turning Movement Counts ¹		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PM Volume Balancing		0	0	248	0	0	0	201	0	0	0	0	0	0	0	0	0			
PM 2022 EXISTING TRAFFIC		0	0	248	0	0	0	201	0	0	0	0	0	0	0	0	0			
PM Heavy Vehicle Percentage		2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%			
PM 2025 NO-BUILD TRAFFIC		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR			
Annual Growth Rate		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%			
PM 2025 NO-BUILD TRAFFIC GROWTH		0	0	8	0	0	0	6	0	0	0	0	0	0	0	0	0			
PM 2025 NO-BUILD TRAFFIC		0	0	256	0	0	0	207	0	0	0	0	0	0	0	0	0			
"SITE TRAFFIC DISTRIBUTION"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Net New Distribution	Entering		20%	5%							25%									
	Exiting									5%								25%		20%
"PM PROJECT TRIPS"		LAND USE	TYPE		EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Project Trip	Net New	0	14	3	0	0	0	2	17	0	0	0	0	0	0	0	12	0	10	
PM TOTAL PROJECT TRIPS		0	14	3	0	0	0	2	17	0	0	0	0	0	0	0	12	0	10	
PM 2025 BUILD-OUT TRAFFIC		0	14	259	0	0	0	209	17	0	0	0	0	0	12	0	10			

Appendix D – Capacity Analysis Worksheets

2022 EXISTING CONDITIONS

MOVEMENT SUMMARY

 **Site: 101 [2022 Existing AM (Site Folder: General)]**

Sea Pine Circle
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
South: Pope Avenue														
3u	U	5	2.0	5	2.0	0.597	15.9	LOS C	4.3	108.4	0.78	0.96	1.35	34.8
3	L2	72	2.0	76	2.0	0.597	15.9	LOS C	4.3	108.4	0.78	0.96	1.35	32.9
8	T1	305	2.0	321	2.0	0.597	15.9	LOS C	4.3	108.4	0.78	0.96	1.35	31.5
18	R2	251	2.0	264	2.0	0.161	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		633	2.0	666	2.0	0.597	9.6	LOS A	4.3	108.4	0.47	0.58	0.81	34.3
East: Wm. Hilton Parkway														
1u	U	29	2.0	31	2.0	0.815	26.6	LOS D	11.1	282.0	0.92	1.38	2.27	29.3
1	L2	309	2.0	325	2.0	0.815	26.6	LOS D	11.1	282.0	0.92	1.38	2.27	28.0
6	T1	235	2.0	247	2.0	0.815	26.6	LOS D	11.1	282.0	0.92	1.38	2.27	27.0
16	R2	157	2.0	165	2.0	0.101	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		730	2.0	768	2.0	0.815	20.9	LOS C	11.1	282.0	0.72	1.08	1.78	29.4
North: Palmetto Bay Road														
7u	U	15	2.0	16	2.0	1.023	63.3	LOS F	31.2	793.4	1.00	2.30	4.89	20.6
7	L2	251	2.0	264	2.0	1.023	63.3	LOS F	31.2	793.4	1.00	2.30	4.89	19.9
4	T1	440	2.0	463	2.0	1.023	63.3	LOS F	31.2	793.4	1.00	2.30	4.89	19.4
14	R2	399	2.0	420	2.0	0.256	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1105	2.0	1163	2.0	1.023	40.4	LOS E	31.2	793.4	0.64	1.47	3.13	23.7
West: Greenwood Drive														
5u	U	16	2.0	17	2.0	0.943	55.6	LOS F	13.5	341.7	0.95	1.71	3.59	21.9
5	L2	234	2.0	246	2.0	0.943	55.6	LOS F	13.5	341.7	0.95	1.71	3.59	21.2
2	T1	201	2.0	212	2.0	0.943	55.6	LOS F	13.5	341.7	0.95	1.71	3.59	20.6
12	R2	69	2.0	73	2.0	0.044	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		520	2.0	547	2.0	0.943	48.3	LOS E	13.5	341.7	0.83	1.49	3.11	22.2
All Vehicles		2988	2.0	3145	2.0	1.023	30.5	LOS D	31.2	793.4	0.66	1.19	2.30	26.4

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: Same as Sign Control.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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HCM 6th TWSC

Office Way Mixed-Use Development

2: Pope Avenue & Office Way

2022 Existing AM Peak

Intersection

Int Delay, s/veh 0.1

Movement EBL EBR NBL NBT SBT SBRLane Configurations 

Traffic Vol, veh/h 0 14 0 628 794 24

Future Vol, veh/h 0 14 0 628 794 24

Conflicting Peds, #/hr 0 0 0 0 0 0

Sign Control Stop Stop Free Free Free Free

RT Channelized - None - None - None

Storage Length - 0 - - - -

Veh in Median Storage, # 0 - - 0 0 -

Grade, % 0 - - 0 0 -

Peak Hour Factor 89 89 89 89 89 89

Heavy Vehicles, % 2 2 2 0 0 2

Mvmt Flow 0 16 0 706 892 27

Major/Minor Minor2 Major1 Major2

Conflicting Flow All - 460 - 0 - 0

Stage 1 - - - - - -

Stage 2 - - - - - -

Critical Hdwy - 6.94 - - - -

Critical Hdwy Stg 1 - - - - - -

Critical Hdwy Stg 2 - - - - - -

Follow-up Hdwy - 3.32 - - - -

Pot Cap-1 Maneuver 0 548 0 - - -

Stage 1 0 - 0 - - -

Stage 2 0 - 0 - - -

Platoon blocked, % - - - - - -

Mov Cap-1 Maneuver - 548 - - - -

Mov Cap-2 Maneuver - - - - - -

Stage 1 - - - - - -

Stage 2 - - - - - -

Approach EB NB SB

HCM Control Delay, s 11.8 0 0

HCM LOS B

Minor Lane/Major Mvmt NBT EBLn1 SBT SBR

Capacity (veh/h) - 548 - -

HCM Lane V/C Ratio - 0.029 - -

HCM Control Delay (s) - 11.8 - -

HCM Lane LOS - B - -

HCM 95th %tile Q(veh) - 0.1 - -

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2022 Existing AM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	22	7	52	132	20	23	48	616	127	57	784	9
v/c Ratio	0.25	0.06	0.21	0.51	0.11	0.09	0.10	0.26	0.10	0.10	0.33	0.01
Control Delay	68.8	62.4	1.9	67.4	58.8	0.7	6.1	10.3	0.9	5.9	10.9	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	68.8	62.4	1.9	67.4	58.8	0.7	6.1	10.3	0.9	5.9	10.9	0.0
Queue Length 50th (ft)	19	6	0	59	17	0	11	116	0	13	157	0
Queue Length 95th (ft)	49	23	0	92	44	0	24	162	15	27	213	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	249	271	373	689	373	390	602	2398	1395	681	2402	1224
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.09	0.03	0.14	0.19	0.05	0.06	0.08	0.26	0.09	0.08	0.33	0.01

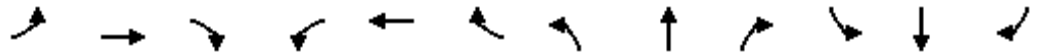
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2022 Existing AM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	21	7	49	125	19	22	46	585	121	54	745	9
Future Volume (veh/h)	21	7	49	125	19	22	46	585	121	54	745	9
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.93	1.00		1.00	1.00		0.96
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	22	7	52	132	20	23	48	616	127	57	784	9
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	44	108	89	188	163	129	514	2381	1148	552	2389	1061
Arrive On Green	0.02	0.06	0.06	0.05	0.09	0.09	0.04	0.67	0.67	0.04	0.67	0.67
Sat Flow, veh/h	1781	1870	1544	3456	1870	1477	1781	3554	1585	1781	3554	1520
Grp Volume(v), veh/h	22	7	52	132	20	23	48	616	127	57	784	9
Grp Sat Flow(s),veh/h/ln	1781	1870	1544	1728	1870	1477	1781	1777	1585	1781	1777	1520
Q Serve(g_s), s	1.7	0.5	4.5	5.1	1.4	2.0	1.1	9.5	3.3	1.3	12.7	0.2
Cycle Q Clear(g_c), s	1.7	0.5	4.5	5.1	1.4	2.0	1.1	9.5	3.3	1.3	12.7	0.2
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	44	108	89	188	163	129	514	2381	1148	552	2389	1061
V/C Ratio(X)	0.50	0.06	0.58	0.70	0.12	0.18	0.09	0.26	0.11	0.10	0.33	0.01
Avail Cap(c_a), veh/h	260	273	225	694	341	269	708	2381	1148	743	2389	1061
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	66.0	61.0	62.9	63.7	57.7	58.0	6.7	9.0	5.7	6.4	9.4	6.3
Incr Delay (d2), s/veh	6.3	0.2	5.9	3.5	0.3	0.7	0.1	0.3	0.2	0.1	0.4	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.8	0.2	1.9	2.4	0.7	0.8	0.4	3.6	1.1	0.5	4.8	0.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	72.2	61.3	68.8	67.2	58.0	58.6	6.7	9.3	5.8	6.4	9.8	6.3
LnGrp LOS	E	E	E	E	E	E	A	A	A	A	A	A
Approach Vol, veh/h		81			175			791			850	
Approach Delay, s/veh		69.1			65.0			8.6			9.5	
Approach LOS		E			E			A			A	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	11.0	98.1	9.4	18.5	11.3	97.8	13.4	14.4				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	27.5	20.0				
Max Q Clear Time (g_c+I1), s	3.1	14.7	3.7	4.0	3.3	11.5	7.1	6.5				
Green Ext Time (p_c), s	0.1	7.4	0.0	0.1	0.1	4.7	0.4	0.1				

Intersection Summary

HCM 6th Ctrl Delay	16.8
HCM 6th LOS	B

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2022 Existing AM Peak

Intersection							
Int Delay, s/veh	1						
Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	464	50	2	89	615	30	38
Future Vol, veh/h	464	50	2	89	615	30	38
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	96	96	96	96	96	96	96
Heavy Vehicles, %	0	2	2	2	0	2	3
Mvmt Flow	483	52	2	93	641	31	40
Major/Minor	Major1	Major2		Minor1			
Conflicting Flow All	0	0	483	483	0	994	-
Stage 1	-	-	-	-	-	483	-
Stage 2	-	-	-	-	-	511	-
Critical Hdwy	-	-	6.44	4.14	-	6.84	-
Critical Hdwy Stg 1	-	-	-	-	-	5.84	-
Critical Hdwy Stg 2	-	-	-	-	-	5.84	-
Follow-up Hdwy	-	-	2.52	2.22	-	3.52	-
Pot Cap-1 Maneuver	-	-	710	1076	-	242	0
Stage 1	-	-	-	-	-	586	0
Stage 2	-	-	-	-	-	567	0
Platoon blocked, %	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	1064	1064	-	220	-
Mov Cap-2 Maneuver	-	-	-	-	-	416	-
Stage 1	-	-	-	-	-	586	-
Stage 2	-	-	-	-	-	517	-
Approach	EB	WB		NB			
HCM Control Delay, s	0	1.1		14.4			
HCM LOS				B			
Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT	
Capacity (veh/h)	416	-	-	-	1064	-	
HCM Lane V/C Ratio	0.075	-	-	-	0.089	-	
HCM Control Delay (s)	14.4	0	-	-	8.7	-	
HCM Lane LOS	B	A	-	-	A	-	
HCM 95th %tile Q(veh)	0.2	-	-	-	0.3	-	

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2022 Existing AM Peak

Intersection						
Int Delay, s/veh	1.5					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	3	65	63	11	12	12
Future Vol, veh/h	3	65	63	11	12	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	77	77	77	77	77	77
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	4	84	82	14	16	16
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	96	0	-	0	181	89
Stage 1	-	-	-	-	89	-
Stage 2	-	-	-	-	92	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1498	-	-	-	808	969
Stage 1	-	-	-	-	934	-
Stage 2	-	-	-	-	932	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1498	-	-	-	806	969
Mov Cap-2 Maneuver	-	-	-	-	806	-
Stage 1	-	-	-	-	931	-
Stage 2	-	-	-	-	932	-
Approach	EB	WB	SB			
HCM Control Delay, s	0.3	0	9.2			
HCM LOS			A			
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1498	-	-	-	880	
HCM Lane V/C Ratio	0.003	-	-	-	0.035	
HCM Control Delay (s)	7.4	0	-	-	9.2	
HCM Lane LOS	A	A	-	-	A	
HCM 95th %tile Q(veh)	0	-	-	-	0.1	

MOVEMENT SUMMARY

 **Site: 101 [2022 Existing PM (Site Folder: General)]**

Sea Pine Circle
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
South: Pope Avenue														
3u	U	13	2.0	14	2.0	1.131	101.0	LOS F	43.7	1109.0	1.00	2.96	7.20	15.6
3	L2	126	2.0	133	2.0	1.131	101.0	LOS F	43.7	1109.0	1.00	2.96	7.20	15.3
8	T1	551	2.0	580	2.0	1.131	101.0	LOS F	43.7	1109.0	1.00	2.96	7.20	14.9
18	R2	478	2.0	503	2.0	0.306	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1168	2.0	1229	2.0	1.131	59.7	LOS F	43.7	1109.0	0.59	1.75	4.25	19.8
East: Wm. Hilton Parkway														
1u	U	28	2.0	29	2.0	1.018	71.3	LOS F	21.2	537.3	1.00	2.12	4.80	19.2
1	L2	242	2.0	255	2.0	1.018	71.3	LOS F	21.2	537.3	1.00	2.12	4.80	18.7
6	T1	246	2.0	259	2.0	1.018	71.3	LOS F	21.2	537.3	1.00	2.12	4.80	18.2
16	R2	390	2.0	411	2.0	0.250	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		906	2.0	954	2.0	1.018	40.7	LOS E	21.2	537.3	0.57	1.21	2.73	23.6
North: Palmetto Bay Road														
7u	U	26	2.0	27	2.0	0.939	42.9	LOS E	20.6	522.6	1.00	1.84	3.48	24.9
7	L2	202	2.0	213	2.0	0.939	42.9	LOS E	20.6	522.6	1.00	1.84	3.48	23.9
4	T1	437	2.0	460	2.0	0.939	42.9	LOS E	20.6	522.6	1.00	1.84	3.48	23.2
14	R2	457	2.0	481	2.0	0.293	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1122	2.0	1181	2.0	0.939	25.5	LOS D	20.6	522.6	0.59	1.09	2.06	27.8
West: Greenwood Drive														
5u	U	21	2.0	22	2.0	1.095	93.0	LOS F	32.2	816.7	1.00	2.59	6.35	16.5
5	L2	349	2.0	367	2.0	1.095	93.0	LOS F	32.2	816.7	1.00	2.59	6.35	16.1
2	T1	210	2.0	221	2.0	1.095	93.0	LOS F	32.2	816.7	1.00	2.59	6.35	15.7
12	R2	207	2.0	218	2.0	0.133	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		787	2.0	828	2.0	1.095	68.5	LOS F	32.2	816.7	0.74	1.91	4.68	18.7
All Vehicles		3983	2.0	4193	2.0	1.131	47.4	LOS E	43.7	1109.0	0.62	1.47	3.38	22.1

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: Same as Sign Control.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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HCM 6th TWSC

Office Way Mixed-Use Development

2: Pope Avenue & Office Way

2022 Existing PM Peak

Intersection

Int Delay, s/veh 0.3

Movement EBL EBR NBL NBT SBT SBRLane Configurations 

Traffic Vol, veh/h 0 46 0 1155 854 32

Future Vol, veh/h 0 46 0 1155 854 32

Conflicting Peds, #/hr 0 0 0 0 0 0

Sign Control Stop Stop Free Free Free Free

RT Channelized - None - None - None

Storage Length - 0 - - - -

Veh in Median Storage, # 0 - - 0 0 -

Grade, % 0 - - 0 0 -

Peak Hour Factor 96 96 96 96 96 96

Heavy Vehicles, % 2 2 2 1 0 2

Mvmt Flow 0 48 0 1203 890 33

Major/Minor Minor2 Major1 Major2

Conflicting Flow All - 462 - 0 - 0

Stage 1 - - - - - -

Stage 2 - - - - - -

Critical Hdwy - 6.94 - - - -

Critical Hdwy Stg 1 - - - - - -

Critical Hdwy Stg 2 - - - - - -

Follow-up Hdwy - 3.32 - - - -

Pot Cap-1 Maneuver 0 547 0 - - -

Stage 1 0 - 0 - - -

Stage 2 0 - 0 - - -

Platoon blocked, % - - - - - -

Mov Cap-1 Maneuver - 547 - - - -

Mov Cap-2 Maneuver - - - - - -

Stage 1 - - - - - -

Stage 2 - - - - - -

Approach EB NB SB

HCM Control Delay, s 12.2 0 0

HCM LOS B

Minor Lane/Major Mvmt NBT EBLn1 SBT SBR

Capacity (veh/h) - 547 - -

HCM Lane V/C Ratio - 0.088 - -

HCM Control Delay (s) - 12.2 - -

HCM Lane LOS - B - -

HCM 95th %tile Q(veh) - 0.3 - -

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2022 Existing PM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	63	65	148	386	78	65	142	1087	362	135	791	22
v/c Ratio	0.50	0.45	0.57	0.75	0.24	0.18	0.37	0.60	0.30	0.48	0.43	0.02
Control Delay	73.0	68.9	17.8	63.7	50.7	1.1	14.0	26.3	1.5	16.9	22.4	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	73.0	68.9	17.8	63.7	50.7	1.1	14.0	26.3	1.5	16.9	22.4	0.0
Queue Length 50th (ft)	54	55	0	167	61	0	47	335	0	44	218	0
Queue Length 95th (ft)	101	103	66	215	107	0	89	504	35	86	324	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	254	277	361	638	357	380	501	1819	1232	397	1833	1009
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.25	0.23	0.41	0.61	0.22	0.17	0.28	0.60	0.29	0.34	0.43	0.02

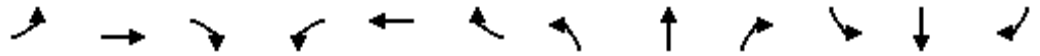
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2022 Existing PM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	60	62	141	367	74	62	135	1033	344	128	751	21
Future Volume (veh/h)	60	62	141	367	74	62	135	1033	344	128	751	21
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.99	1.00		0.96	1.00		1.00	1.00		0.95
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	63	65	148	386	78	65	142	1087	362	135	791	22
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	81	207	173	452	366	298	413	1864	1039	261	1857	862
Arrive On Green	0.05	0.11	0.11	0.13	0.20	0.20	0.05	0.52	0.52	0.05	0.52	0.52
Sat Flow, veh/h	1781	1870	1564	3456	1870	1526	1781	3554	1585	1781	3554	1511
Grp Volume(v), veh/h	63	65	148	386	78	65	142	1087	362	135	791	22
Grp Sat Flow(s),veh/h/ln	1781	1870	1564	1728	1870	1526	1781	1777	1585	1781	1777	1511
Q Serve(g_s), s	4.7	4.3	12.5	14.6	4.7	4.8	4.9	28.1	13.7	4.7	18.3	0.9
Cycle Q Clear(g_c), s	4.7	4.3	12.5	14.6	4.7	4.8	4.9	28.1	13.7	4.7	18.3	0.9
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	81	207	173	452	366	298	413	1864	1039	261	1857	862
V/C Ratio(X)	0.77	0.31	0.86	0.85	0.21	0.22	0.34	0.58	0.35	0.52	0.43	0.03
Avail Cap(c_a), veh/h	266	279	233	645	366	298	584	1864	1039	435	1857	862
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	63.3	54.9	58.5	57.0	45.2	45.3	14.7	21.8	10.3	17.7	19.6	12.7
Incr Delay (d2), s/veh	10.9	0.9	20.1	6.9	0.3	0.4	0.4	1.3	0.9	1.2	0.7	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.4	2.1	5.9	6.8	2.2	1.9	2.0	11.8	5.0	1.9	7.6	0.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	74.2	55.8	78.6	63.9	45.5	45.6	15.0	23.2	11.2	18.9	20.4	12.7
LnGrp LOS	E	E	E	E	D	D	B	C	B	B	C	B
Approach Vol, veh/h		276			529			1591			948	
Approach Delay, s/veh		72.2			58.9			19.7			20.0	
Approach LOS		E			E			B			B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	13.1	76.0	12.1	32.7	12.9	76.3	23.5	21.3				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	25.0	20.0				
Max Q Clear Time (g_c+l1), s	6.9	20.3	6.7	6.8	6.7	30.1	16.6	14.5				
Green Ext Time (p_c), s	0.3	6.9	0.1	0.4	0.2	6.6	0.9	0.4				
Intersection Summary												
HCM 6th Ctrl Delay				30.3								
HCM 6th LOS				C								

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2022 Existing PM Peak

Intersection

Int Delay, s/veh 1.8

Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	635	93	1	162	666	67	130
Future Vol, veh/h	635	93	1	162	666	67	130
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95	95
Heavy Vehicles, %	1	2	2	2	1	2	2
Mvmt Flow	668	98	1	171	701	71	137

Major/Minor	Major1	Major2	Minor1
Conflicting Flow All	0	0	668
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	-	6.44	4.14
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	-	2.52	2.22
Pot Cap-1 Maneuver	-	541	918
Stage 1	-	-	-
Stage 2	-	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	-	914	914
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	WB	NB
HCM Control Delay, s	0	1.9	21
HCM LOS			C

Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT
Capacity (veh/h)	295	-	-	-	914	-
HCM Lane V/C Ratio	0.239	-	-	-	0.188	-
HCM Control Delay (s)	21	0	-	-	9.8	-
HCM Lane LOS	C	A	-	-	A	-
HCM 95th %tile Q(veh)	0.9	-	-	-	0.7	-

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2022 Existing PM Peak

Intersection

Int Delay, s/veh 0.8

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	3	245	187	43	18	14
Future Vol, veh/h	3	245	187	43	18	14
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	86	86	86	86	86	86
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	3	285	217	50	21	16

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	267	0	0	533	242
Stage 1	-	-	-	242	-
Stage 2	-	-	-	291	-
Critical Hdwy	4.12	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	3.518	3.318
Pot Cap-1 Maneuver	1297	-	-	507	797
Stage 1	-	-	-	798	-
Stage 2	-	-	-	759	-
Platoon blocked, %		-	-		
Mov Cap-1 Maneuver	1297	-	-	505	797
Mov Cap-2 Maneuver	-	-	-	505	-
Stage 1	-	-	-	796	-
Stage 2	-	-	-	759	-

Approach	EB	WB	SB
HCM Control Delay, s	0.1	0	11.4
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1297	-	-	-	601
HCM Lane V/C Ratio	0.003	-	-	-	0.062
HCM Control Delay (s)	7.8	0	-	-	11.4
HCM Lane LOS	A	A	-	-	B
HCM 95th %tile Q(veh)	0	-	-	-	0.2

2025 NO BUILD CONDITIONS

MOVEMENT SUMMARY

Site: 101 [2025 Background AM (Site Folder: General)]

Sea Pine Circle
Site Category: (None)
Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
South: Pope Avenue														
3u	U	6	2.0	6	2.0	0.623	17.0	LOS C	4.6	118.0	0.80	1.00	1.43	34.2
3	L2	74	2.0	78	2.0	0.623	17.0	LOS C	4.6	118.0	0.80	1.00	1.43	32.5
8	T1	314	2.0	331	2.0	0.623	17.0	LOS C	4.6	118.0	0.80	1.00	1.43	31.0
18	R2	259	2.0	273	2.0	0.166	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		653	2.0	687	2.0	0.623	10.3	LOS B	4.6	118.0	0.48	0.60	0.86	34.0
East: Wm. Hilton Parkway														
1u	U	33	2.0	35	2.0	0.861	31.9	LOS D	13.4	340.5	0.96	1.52	2.64	27.6
1	L2	318	2.0	335	2.0	0.861	31.9	LOS D	13.4	340.5	0.96	1.52	2.64	26.4
6	T1	242	2.0	255	2.0	0.861	31.9	LOS D	13.4	340.5	0.96	1.52	2.64	25.5
16	R2	162	2.0	171	2.0	0.104	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		755	2.0	795	2.0	0.861	25.1	LOS D	13.4	340.5	0.75	1.19	2.08	28.0
North: Palmetto Bay Road														
7u	U	17	2.0	18	2.0	1.083	81.8	LOS F	40.0	1015.5	1.00	2.69	6.12	17.8
7	L2	259	2.0	273	2.0	1.083	81.8	LOS F	40.0	1015.5	1.00	2.69	6.12	17.3
4	T1	453	2.0	477	2.0	1.083	81.8	LOS F	40.0	1015.5	1.00	2.69	6.12	16.9
14	R2	411	2.0	433	2.0	0.264	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1140	2.0	1200	2.0	1.083	52.3	LOS F	40.0	1015.5	0.64	1.72	3.91	21.2
West: Greenwood Drive														
5u	U	18	2.0	19	2.0	0.971	61.5	LOS F	15.5	395.0	0.97	1.84	3.97	20.8
5	L2	241	2.0	254	2.0	0.971	61.5	LOS F	15.5	395.0	0.97	1.84	3.97	20.2
2	T1	207	2.0	218	2.0	0.971	61.5	LOS F	15.5	395.0	0.97	1.84	3.97	19.6
12	R2	71	2.0	75	2.0	0.046	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		537	2.0	565	2.0	0.971	53.4	LOS F	15.5	395.0	0.84	1.59	3.44	21.2
All Vehicles		3085	2.0	3247	2.0	1.083	36.9	LOS E	40.0	1015.5	0.67	1.33	2.74	24.6

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: Same as Sign Control.

Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.

LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

Delay Model: HCM Delay Formula (Geometric Delay is not included).

Queue Model: HCM Queue Formula.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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HCM 6th TWSC

Office Way Mixed-Use Development

2: Pope Avenue & Office Way

2025 No-Build AM Peak

Intersection						
Int Delay, s/veh	0.1					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations		↗		↑↑	↑↑	
Traffic Vol, veh/h	0	14	0	647	818	25
Future Vol, veh/h	0	14	0	647	818	25
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	-	0	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	0	0	2
Mvmt Flow	0	16	0	719	909	28

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	-	469	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	-	6.94	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	-	3.32	-
Pot Cap-1 Maneuver	0	541	0
Stage 1	0	-	0
Stage 2	0	-	0
Platoon blocked, %			
Mov Cap-1 Maneuver	-	541	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	11.9	0	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	-	541	-	-
HCM Lane V/C Ratio	-	0.029	-	-
HCM Control Delay (s)	-	11.9	-	-
HCM Lane LOS	-	B	-	-
HCM 95th %tile Q(veh)	-	0.1	-	-

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 No-Build AM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	23	7	53	136	21	24	49	635	132	59	808	9
v/c Ratio	0.26	0.06	0.25	0.51	0.11	0.09	0.11	0.27	0.11	0.11	0.34	0.01
Control Delay	67.5	61.1	2.9	66.1	57.6	0.7	6.2	10.6	0.9	6.1	11.2	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	67.5	61.1	2.9	66.1	57.6	0.7	6.2	10.6	0.9	6.1	11.2	0.0
Queue Length 50th (ft)	20	6	0	59	17	0	11	121	0	13	163	0
Queue Length 95th (ft)	50	23	0	93	45	0	24	168	15	28	221	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	254	277	339	638	346	372	591	2375	1371	670	2380	1211
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.09	0.03	0.16	0.21	0.06	0.06	0.08	0.27	0.10	0.09	0.34	0.01

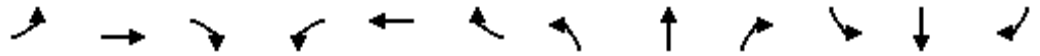
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 No-Build AM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	22	7	50	129	20	23	47	603	125	56	768	9
Future Volume (veh/h)	22	7	50	129	20	23	47	603	125	56	768	9
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.93	1.00		1.00	1.00		0.96
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	23	7	53	136	21	24	49	635	132	59	808	9
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	46	111	91	193	167	132	499	2354	1138	537	2362	1051
Arrive On Green	0.03	0.06	0.06	0.06	0.09	0.09	0.04	0.66	0.66	0.04	0.66	0.66
Sat Flow, veh/h	1781	1870	1545	3456	1870	1479	1781	3554	1585	1781	3554	1520
Grp Volume(v), veh/h	23	7	53	136	21	24	49	635	132	59	808	9
Grp Sat Flow(s),veh/h/ln	1781	1870	1545	1728	1870	1479	1781	1777	1585	1781	1777	1520
Q Serve(g_s), s	1.7	0.5	4.5	5.2	1.4	2.0	1.1	9.8	3.4	1.4	13.2	0.2
Cycle Q Clear(g_c), s	1.7	0.5	4.5	5.2	1.4	2.0	1.1	9.8	3.4	1.4	13.2	0.2
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	46	111	91	193	167	132	499	2354	1138	537	2362	1051
V/C Ratio(X)	0.50	0.06	0.58	0.71	0.13	0.18	0.10	0.27	0.12	0.11	0.34	0.01
Avail Cap(c_a), veh/h	266	279	231	645	349	276	698	2354	1138	732	2362	1051
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	64.4	59.5	61.4	62.2	56.2	56.5	6.9	9.3	5.8	6.5	9.8	6.5
Incr Delay (d2), s/veh	6.2	0.2	5.7	3.5	0.3	0.7	0.1	0.3	0.2	0.1	0.4	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	0.2	1.9	2.4	0.7	0.8	0.4	3.8	1.2	0.5	5.0	0.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	70.6	59.8	67.1	65.7	56.5	57.1	6.9	9.6	6.0	6.6	10.2	6.5
LnGrp LOS	E	E	E	E	E	E	A	A	A	A	B	A
Approach Vol, veh/h		83			181			816			876	
Approach Delay, s/veh		67.4			63.5			8.8			9.9	
Approach LOS		E			E			A			A	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	11.0	95.1	9.5	18.5	11.3	94.8	13.5	14.4				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	25.0	20.0				
Max Q Clear Time (g_c+I1), s	3.1	15.2	3.7	4.0	3.4	11.8	7.2	6.5				
Green Ext Time (p_c), s	0.1	7.7	0.0	0.1	0.1	4.8	0.3	0.1				

Intersection Summary

HCM 6th Ctrl Delay	16.8
HCM 6th LOS	B

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2025 No-Build AM Peak

Intersection

Int Delay, s/veh 1

Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	478	52	2	92	634	31	39
Future Vol, veh/h	478	52	2	92	634	31	39
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95	95
Heavy Vehicles, %	0	2	2	2	0	2	3
Mvmt Flow	503	55	2	97	667	33	41

Major/Minor	Major1	Major2	Minor1	Minor2
Conflicting Flow All	0	0	503	503
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	6.44	4.14
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.52	2.22
Pot Cap-1 Maneuver	-	-	689	1058
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	-	-	1046	1046
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	EB	WB	NB
HCM Control Delay, s	0	1.1	14.8
HCM LOS			B

Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT
Capacity (veh/h)	401	-	-	-	1046	-
HCM Lane V/C Ratio	0.081	-	-	-	0.095	-
HCM Control Delay (s)	14.8	0	-	-	8.8	-
HCM Lane LOS	B	A	-	-	A	-
HCM 95th %tile Q(veh)	0.3	-	-	-	0.3	-

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2025 No-Build AM Peak

Intersection

Int Delay, s/veh 1.4

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	3	67	65	11	12	12
Future Vol, veh/h	3	67	65	11	12	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	3	74	72	12	13	13

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	84	0	-	0	158 78
Stage 1	-	-	-	-	78 -
Stage 2	-	-	-	-	80 -
Critical Hdwy	4.12	-	-	-	6.42 6.22
Critical Hdwy Stg 1	-	-	-	-	5.42 -
Critical Hdwy Stg 2	-	-	-	-	5.42 -
Follow-up Hdwy	2.218	-	-	-	3.518 3.318
Pot Cap-1 Maneuver	1513	-	-	-	833 983
Stage 1	-	-	-	-	945 -
Stage 2	-	-	-	-	943 -
Platoon blocked, %		-	-	-	
Mov Cap-1 Maneuver	1513	-	-	-	831 983
Mov Cap-2 Maneuver	-	-	-	-	831 -
Stage 1	-	-	-	-	943 -
Stage 2	-	-	-	-	943 -

Approach	EB	WB	SB
HCM Control Delay, s	0.3	0	9.1
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1513	-	-	-	901
HCM Lane V/C Ratio	0.002	-	-	-	0.03
HCM Control Delay (s)	7.4	0	-	-	9.1
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.1

MOVEMENT SUMMARY

Site: 101 [2025 Background PM (Site Folder: General)]

Sea Pine Circle
 Site Category: (None)
 Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
South: Pope Avenue														
3u	U	15	2.0	16	2.0	1.168	114.4	LOS F	50.3	1277.9	1.00	3.21	8.02	14.4
3	L2	130	2.0	137	2.0	1.168	114.4	LOS F	50.3	1277.9	1.00	3.21	8.02	14.1
8	T1	568	2.0	598	2.0	1.168	114.4	LOS F	50.3	1277.9	1.00	3.21	8.02	13.8
18	R2	492	2.0	518	2.0	0.315	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1205	2.0	1268	2.0	1.168	67.8	LOS F	50.3	1277.9	0.59	1.90	4.74	18.6
East: Wm. Hilton Parkway														
1u	U	32	2.0	34	2.0	1.045	78.8	LOS F	24.5	622.9	1.00	2.28	5.33	18.2
1	L2	249	2.0	262	2.0	1.045	78.8	LOS F	24.5	622.9	1.00	2.28	5.33	17.7
6	T1	253	2.0	266	2.0	1.045	78.8	LOS F	24.5	622.9	1.00	2.28	5.33	17.3
16	R2	402	2.0	423	2.0	0.258	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		936	2.0	985	2.0	1.045	45.0	LOS E	24.5	622.9	0.57	1.30	3.04	22.6
North: Palmetto Bay Road														
7u	U	29	2.0	31	2.0	0.977	51.2	LOS F	25.1	637.9	1.00	2.03	4.06	22.9
7	L2	208	2.0	219	2.0	0.977	51.2	LOS F	25.1	637.9	1.00	2.03	4.06	22.1
4	T1	450	2.0	474	2.0	0.977	51.2	LOS F	25.1	637.9	1.00	2.03	4.06	21.5
14	R2	471	2.0	496	2.0	0.302	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1158	2.0	1219	2.0	0.977	30.4	LOS D	25.1	637.9	0.59	1.20	2.41	26.3
West: Greenwood Drive														
5u	U	24	2.0	25	2.0	1.162	117.3	LOS F	41.3	1048.0	1.00	3.00	7.78	14.2
5	L2	360	2.0	379	2.0	1.162	117.3	LOS F	41.3	1048.0	1.00	3.00	7.78	13.9
2	T1	216	2.0	227	2.0	1.162	117.3	LOS F	41.3	1048.0	1.00	3.00	7.78	13.6
12	R2	213	2.0	224	2.0	0.137	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		813	2.0	856	2.0	1.162	86.6	LOS F	41.3	1048.0	0.74	2.21	5.74	16.4
All Vehicles		4112	2.0	4328	2.0	1.168	55.7	LOS F	50.3	1277.9	0.62	1.63	3.90	20.6

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
 Roundabout LOS Method: Same as Sign Control.
 Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.
 LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).
 Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).
 Roundabout Capacity Model: US HCM 6.
 Delay Model: HCM Delay Formula (Geometric Delay is not included).
 Queue Model: HCM Queue Formula.
 Gap-Acceptance Capacity: Traditional M1.
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

HCM 6th TWSC

Office Way Mixed-Use Development

2: Pope Avenue & Office Way

2025 No-Build PM Peak

Intersection						
Int Delay, s/veh	0.3					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations		↗		↑↑	↑↑	
Traffic Vol, veh/h	0	47	0	1190	880	33
Future Vol, veh/h	0	47	0	1190	880	33
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	-	0	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95
Heavy Vehicles, %	2	2	2	1	0	2
Mvmt Flow	0	49	0	1253	926	35

Major/Minor	Minor2	Major1	Major2		
Conflicting Flow All	-	481	-	0	-
Stage 1	-	-	-	-	-
Stage 2	-	-	-	-	-
Critical Hdwy	-	6.94	-	-	-
Critical Hdwy Stg 1	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-
Follow-up Hdwy	-	3.32	-	-	-
Pot Cap-1 Maneuver	0	531	0	-	-
Stage 1	0	-	0	-	-
Stage 2	0	-	0	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	-	531	-	-	-
Mov Cap-2 Maneuver	-	-	-	-	-
Stage 1	-	-	-	-	-
Stage 2	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	12.5	0	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	-	531	-	-
HCM Lane V/C Ratio	-	0.093	-	-
HCM Control Delay (s)	-	12.5	-	-
HCM Lane LOS	-	B	-	-
HCM 95th %tile Q(veh)	-	0.3	-	-

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 No-Build PM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	65	67	153	398	80	67	146	1120	373	139	815	23
v/c Ratio	0.51	0.46	0.58	0.76	0.25	0.19	0.39	0.62	0.31	0.51	0.45	0.03
Control Delay	73.1	69.0	17.6	64.0	50.5	1.2	14.5	27.4	1.6	18.1	23.2	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	73.1	69.0	17.6	64.0	50.5	1.2	14.5	27.4	1.6	18.1	23.2	0.0
Queue Length 50th (ft)	56	57	0	172	62	0	49	355	0	46	230	0
Queue Length 95th (ft)	104	105	66	222	109	1	92	531	35	88	341	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	254	277	365	638	358	380	488	1800	1228	386	1814	1001
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.26	0.24	0.42	0.62	0.22	0.18	0.30	0.62	0.30	0.36	0.45	0.02

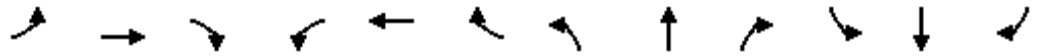
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 No-Build PM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	62	64	145	378	76	64	139	1064	354	132	774	22
Future Volume (veh/h)	62	64	145	378	76	64	139	1064	354	132	774	22
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.99	1.00		0.96	1.00		1.00	1.00		0.95
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	65	67	153	398	80	67	146	1120	373	139	815	23
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	84	213	178	464	376	307	399	1834	1031	252	1827	851
Arrive On Green	0.05	0.11	0.11	0.13	0.20	0.20	0.06	0.52	0.52	0.05	0.51	0.51
Sat Flow, veh/h	1781	1870	1564	3456	1870	1527	1781	3554	1585	1781	3554	1510
Grp Volume(v), veh/h	65	67	153	398	80	67	146	1120	373	139	815	23
Grp Sat Flow(s),veh/h/ln	1781	1870	1564	1728	1870	1527	1781	1777	1585	1781	1777	1510
Q Serve(g_s), s	4.8	4.4	12.9	15.1	4.8	4.9	5.2	29.8	14.4	4.9	19.4	0.9
Cycle Q Clear(g_c), s	4.8	4.4	12.9	15.1	4.8	4.9	5.2	29.8	14.4	4.9	19.4	0.9
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	84	213	178	464	376	307	399	1835	1031	252	1827	851
V/C Ratio(X)	0.77	0.32	0.86	0.86	0.21	0.22	0.37	0.61	0.36	0.55	0.45	0.03
Avail Cap(c_a), veh/h	266	279	233	645	376	307	567	1835	1031	423	1827	851
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	63.1	54.6	58.3	56.8	44.7	44.8	15.3	22.9	10.7	19.0	20.5	13.1
Incr Delay (d2), s/veh	10.7	0.8	21.4	7.5	0.3	0.4	0.4	1.5	1.0	1.4	0.8	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.5	2.2	6.2	7.1	2.3	1.9	2.1	12.6	5.3	2.0	8.1	0.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	73.8	55.4	79.7	64.3	45.0	45.1	15.7	24.4	11.7	20.4	21.3	13.2
LnGrp LOS	E	E	E	E	D	D	B	C	B	C	C	B
Approach Vol, veh/h		285			545			1639			977	
Approach Delay, s/veh		72.7			59.1			20.8			21.0	
Approach LOS		E			E			C			C	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	13.4	74.9	12.3	33.4	13.1	75.2	24.0	21.7				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	25.0	20.0				
Max Q Clear Time (g_c+l1), s	7.2	21.4	6.8	6.9	6.9	31.8	17.1	14.9				
Green Ext Time (p_c), s	0.3	7.1	0.1	0.4	0.2	6.3	0.9	0.4				

Intersection Summary

HCM 6th Ctrl Delay	31.2
HCM 6th LOS	C

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2025 No-Build PM Peak

Intersection

Int Delay, s/veh 1.9

Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	654	96	1	167	686	69	134
Future Vol, veh/h	654	96	1	167	686	69	134
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95	95
Heavy Vehicles, %	1	2	2	2	1	2	2
Mvmt Flow	688	101	1	176	722	73	141

Major/Minor	Major1	Major2	Minor1
Conflicting Flow All	0	0	688
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	-	-	6.44
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	-	-	2.52
Pot Cap-1 Maneuver	-	-	526
Stage 1	-	-	-
Stage 2	-	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	-	-	898
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	WB	NB
HCM Control Delay, s	0	2	21.9
HCM LOS			C

Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT
Capacity (veh/h)	285	-	-	-	898	-
HCM Lane V/C Ratio	0.255	-	-	-	0.197	-
HCM Control Delay (s)	21.9	0	-	-	10	-
HCM Lane LOS	C	A	-	-	A	-
HCM 95th %tile Q(veh)	1	-	-	-	0.7	-

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2025 No-Build PM Peak

Intersection

Int Delay, s/veh 0.8

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	3	252	193	44	19	14
Future Vol, veh/h	3	252	193	44	19	14
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	3	280	214	49	21	16

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	263	0	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	4.12	-	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	2.218	-	-
Pot Cap-1 Maneuver	1301	-	-
Stage 1	-	-	-
Stage 2	-	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1301	-	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	WB	SB
HCM Control Delay, s	0.1	0	11.4
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1301	-	-	-	603
HCM Lane V/C Ratio	0.003	-	-	-	0.061
HCM Control Delay (s)	7.8	0	-	-	11.4
HCM Lane LOS	A	A	-	-	B
HCM 95th %tile Q(veh)	0	-	-	-	0.2

2025 BUILD CONDITIONS

MOVEMENT SUMMARY

Site: 101 [2025 Build AM (Site Folder: General)]

Sea Pine Circle
 Site Category: (None)
 Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist ft]				
South: Pope Avenue														
3u	U	6	2.0	6	2.0	0.643	17.9	LOS C	5.0	126.2	0.81	1.02	1.48	33.8
3	L2	74	2.0	78	2.0	0.643	17.9	LOS C	5.0	126.2	0.81	1.02	1.48	32.1
8	T1	325	2.0	342	2.0	0.643	17.9	LOS C	5.0	126.2	0.81	1.02	1.48	30.7
18	R2	265	2.0	279	2.0	0.170	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		670	2.0	705	2.0	0.643	10.8	LOS B	5.0	126.2	0.49	0.62	0.90	33.8
East: Wm. Hilton Parkway														
1u	U	33	2.0	35	2.0	0.882	34.9	LOS D	14.5	369.4	0.98	1.59	2.84	26.7
1	L2	321	2.0	338	2.0	0.882	34.9	LOS D	14.5	369.4	0.98	1.59	2.84	25.6
6	T1	245	2.0	258	2.0	0.882	34.9	LOS D	14.5	369.4	0.98	1.59	2.84	24.8
16	R2	162	2.0	171	2.0	0.104	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		761	2.0	801	2.0	0.882	27.5	LOS D	14.5	369.4	0.77	1.25	2.24	27.3
North: Palmetto Bay Road														
7u	U	17	2.0	18	2.0	1.098	87.0	LOS F	42.4	1076.9	1.00	2.79	6.45	17.2
7	L2	259	2.0	273	2.0	1.098	87.0	LOS F	42.4	1076.9	1.00	2.79	6.45	16.7
4	T1	459	2.0	483	2.0	1.098	87.0	LOS F	42.4	1076.9	1.00	2.79	6.45	16.3
14	R2	414	2.0	436	2.0	0.265	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1149	2.0	1209	2.0	1.098	55.7	LOS F	42.4	1076.9	0.64	1.78	4.12	20.6
West: Greenwood Drive														
5u	U	18	2.0	19	2.0	0.996	67.7	LOS F	17.8	452.5	0.98	1.97	4.39	19.8
5	L2	247	2.0	260	2.0	0.996	67.7	LOS F	17.8	452.5	0.98	1.97	4.39	19.2
2	T1	213	2.0	224	2.0	0.996	67.7	LOS F	17.8	452.5	0.98	1.97	4.39	18.7
12	R2	71	2.0	75	2.0	0.046	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		549	2.0	578	2.0	0.996	58.9	LOS F	17.8	452.5	0.86	1.71	3.82	20.2
All Vehicles		3129	2.0	3294	2.0	1.098	39.8	LOS E	42.4	1076.9	0.68	1.39	2.92	23.9

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
 Roundabout LOS Method: Same as Sign Control.
 Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.
 LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).
 Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).
 Roundabout Capacity Model: US HCM 6.
 Delay Model: HCM Delay Formula (Geometric Delay is not included).
 Queue Model: HCM Queue Formula.
 Gap-Acceptance Capacity: Traditional M1.
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

HCM 6th TWSC
2: Pope Avenue & Office Way

Office Way Mixed-Use Development
 2025 Build AM Peak

Intersection						
Int Delay, s/veh	0.2					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations		↗		↑↑	↑↑	
Traffic Vol, veh/h	0	20	0	664	818	34
Future Vol, veh/h	0	20	0	664	818	34
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	-	0	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	0	0	2
Mvmt Flow	0	22	0	738	909	38

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	-	474	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	-	6.94	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	-	3.32	-
Pot Cap-1 Maneuver	0	537	0
Stage 1	0	-	0
Stage 2	0	-	0
Platoon blocked, %			
Mov Cap-1 Maneuver	-	537	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	12	0	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	-	537	-	-
HCM Lane V/C Ratio	-	0.041	-	-
HCM Control Delay (s)	-	12	-	-
HCM Lane LOS	-	B	-	-
HCM 95th %tile Q(veh)	-	0.1	-	-

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 Build AM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	41	17	64	136	25	24	59	635	132	59	815	9
v/c Ratio	0.39	0.15	0.31	0.51	0.19	0.11	0.13	0.27	0.11	0.11	0.34	0.01
Control Delay	70.6	63.1	3.7	66.1	61.7	1.0	6.4	10.7	0.9	6.2	11.4	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	70.6	63.1	3.7	66.1	61.7	1.0	6.4	10.7	0.9	6.2	11.4	0.0
Queue Length 50th (ft)	35	14	0	59	21	0	13	121	0	13	166	0
Queue Length 95th (ft)	74	40	0	93	52	0	29	171	16	29	228	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	254	277	339	638	346	372	587	2372	1370	671	2372	1208
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.16	0.06	0.19	0.21	0.07	0.06	0.10	0.27	0.10	0.09	0.34	0.01

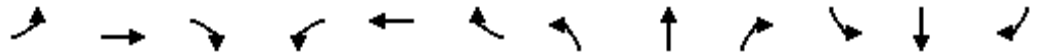
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 Build AM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	39	16	61	129	24	23	56	603	125	56	774	9
Future Volume (veh/h)	39	16	61	129	24	23	56	603	125	56	774	9
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.93	1.00		1.00	1.00		0.96
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	41	17	64	136	25	24	59	635	132	59	815	9
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	62	111	92	193	150	118	497	2352	1138	537	2352	1062
Arrive On Green	0.04	0.06	0.06	0.06	0.08	0.08	0.04	0.66	0.66	0.04	0.66	0.66
Sat Flow, veh/h	1781	1870	1545	3456	1870	1469	1781	3554	1585	1781	3554	1520
Grp Volume(v), veh/h	41	17	64	136	25	24	59	635	132	59	815	9
Grp Sat Flow(s),veh/h/ln	1781	1870	1545	1728	1870	1469	1781	1777	1585	1781	1777	1520
Q Serve(g_s), s	3.0	1.2	5.4	5.2	1.7	2.0	1.4	9.9	3.4	1.4	13.5	0.2
Cycle Q Clear(g_c), s	3.0	1.2	5.4	5.2	1.7	2.0	1.4	9.9	3.4	1.4	13.5	0.2
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	62	111	92	193	150	118	497	2352	1138	537	2352	1062
V/C Ratio(X)	0.66	0.15	0.69	0.71	0.17	0.20	0.12	0.27	0.12	0.11	0.35	0.01
Avail Cap(c_a), veh/h	266	279	231	645	349	274	692	2352	1138	732	2352	1062
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	63.9	59.8	61.8	62.2	57.4	57.6	6.9	9.3	5.8	6.6	9.9	6.2
Incr Delay (d2), s/veh	8.4	0.6	9.0	3.5	0.5	0.8	0.1	0.3	0.2	0.1	0.4	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.5	0.6	2.4	2.4	0.8	0.8	0.5	3.8	1.2	0.5	5.1	0.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	72.2	60.4	70.8	65.7	57.9	58.4	7.0	9.6	6.0	6.6	10.3	6.2
LnGrp LOS	E	E	E	E	E	E	A	A	A	A	B	A
Approach Vol, veh/h		122			185			826			883	
Approach Delay, s/veh		69.9			63.7			8.8			10.1	
Approach LOS		E			E			A			B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	11.3	94.7	10.7	17.3	11.3	94.7	13.5	14.5				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	25.0	20.0				
Max Q Clear Time (g_c+l1), s	3.4	15.5	5.0	4.0	3.4	11.9	7.2	7.4				
Green Ext Time (p_c), s	0.1	7.7	0.0	0.1	0.1	4.8	0.3	0.2				

Intersection Summary

HCM 6th Ctrl Delay	18.1
HCM 6th LOS	B

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2025 Build AM Peak

Intersection							
Int Delay, s/veh	1.1						
Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	478	53	2	98	634	34	51
Future Vol, veh/h	478	53	2	98	634	34	51
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95	95
Heavy Vehicles, %	0	2	2	2	0	2	3
Mvmt Flow	503	56	2	103	667	36	54

Major/Minor	Major1	Major2		Minor1	
Conflicting Flow All	0	0	503	503	0 1047
Stage 1	-	-	-	-	- 503
Stage 2	-	-	-	-	- 544
Critical Hdwy	-	-	6.44	4.14	- 6.84
Critical Hdwy Stg 1	-	-	-	-	- 5.84
Critical Hdwy Stg 2	-	-	-	-	- 5.84
Follow-up Hdwy	-	-	2.52	2.22	- 3.52
Pot Cap-1 Maneuver	-	-	689	1058	- 224 0
Stage 1	-	-	-	-	- 573 0
Stage 2	-	-	-	-	- 546 0
Platoon blocked, %	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	1047	1047	- 202
Mov Cap-2 Maneuver	-	-	-	-	- 396
Stage 1	-	-	-	-	- 573
Stage 2	-	-	-	-	- 491

Approach	EB	WB	NB
HCM Control Delay, s	0	1.2	15
HCM LOS			C

Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT
Capacity (veh/h)	396	-	-	-	1047	-
HCM Lane V/C Ratio	0.09	-	-	-	0.101	-
HCM Control Delay (s)	15	0	-	-	8.8	-
HCM Lane LOS	C	A	-	-	A	-
HCM 95th %tile Q(veh)	0.3	-	-	-	0.3	-

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2025 Build AM Peak

Intersection						
Int Delay, s/veh	2.3					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	4	81	72	17	35	15
Future Vol, veh/h	4	81	72	17	35	15
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	4	90	80	19	39	17
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	99	0	-	0	188	90
Stage 1	-	-	-	-	90	-
Stage 2	-	-	-	-	98	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1494	-	-	-	801	968
Stage 1	-	-	-	-	934	-
Stage 2	-	-	-	-	926	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1494	-	-	-	799	968
Mov Cap-2 Maneuver	-	-	-	-	799	-
Stage 1	-	-	-	-	931	-
Stage 2	-	-	-	-	926	-
Approach	EB	WB	SB			
HCM Control Delay, s	0.3	0	9.6			
HCM LOS			A			
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1494	-	-	-	843	
HCM Lane V/C Ratio	0.003	-	-	-	0.066	
HCM Control Delay (s)	7.4	0	-	-	9.6	
HCM Lane LOS	A	A	-	-	A	
HCM 95th %tile Q(veh)	0	-	-	-	0.2	

HCM 6th TWSC

Office Way Mixed-Use Development

6: Office Way & Site Access #1

2025 Build AM Peak

Intersection

Int Delay, s/veh 3.8

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	7	14	25	9	6	26
Future Vol, veh/h	7	14	25	9	6	26
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	8	16	28	10	7	29

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	38	0	65
Stage 1	-	-	33
Stage 2	-	-	32
Critical Hdwy	4.12	-	6.42
Critical Hdwy Stg 1	-	-	5.42
Critical Hdwy Stg 2	-	-	5.42
Follow-up Hdwy	2.218	-	3.518
Pot Cap-1 Maneuver	1572	-	941
Stage 1	-	-	989
Stage 2	-	-	991
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1572	-	936
Mov Cap-2 Maneuver	-	-	936
Stage 1	-	-	984
Stage 2	-	-	991

Approach	EB	WB	SB
HCM Control Delay, s	2.4	0	8.7
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1572	-	-	-	1020
HCM Lane V/C Ratio	0.005	-	-	-	0.035
HCM Control Delay (s)	7.3	0	-	-	8.7
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.1

HCM 6th TWSC

Office Way Mixed-Use Development

7: Office Park Road & Site Access #2

2025 Build AM Peak

Intersection

Int Delay, s/veh 1.5

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	6	71	80	7	14	12
Future Vol, veh/h	6	71	80	7	14	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	7	79	89	8	16	13

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	97	0	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	4.12	-	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	2.218	-	-
Pot Cap-1 Maneuver	1496	-	-
Stage 1	-	-	-
Stage 2	-	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1496	-	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	WB	SB
HCM Control Delay, s	0.6	0	9.3
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1496	-	-	-	868
HCM Lane V/C Ratio	0.004	-	-	-	0.033
HCM Control Delay (s)	7.4	0	-	-	9.3
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.1

MOVEMENT SUMMARY

Site: 101 [2025 Build PM (Site Folder: General)]

Sea Pine Circle
 Site Category: (None)
 Roundabout

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV %	[Total veh/h	HV %				[Veh. veh	Dist] ft				
South: Pope Avenue														
3u	U	15	2.0	16	2.0	1.178	118.3	LOS F	52.5	1334.4	1.00	3.29	8.25	14.1
3	L2	130	2.0	137	2.0	1.178	118.3	LOS F	52.5	1334.4	1.00	3.29	8.25	13.8
8	T1	578	2.0	608	2.0	1.178	118.3	LOS F	52.5	1334.4	1.00	3.29	8.25	13.5
18	R2	497	2.0	523	2.0	0.319	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1220	2.0	1284	2.0	1.178	70.1	LOS F	52.5	1334.4	0.59	1.95	4.89	18.2
East: Wm. Hilton Parkway														
1u	U	32	2.0	34	2.0	1.071	86.5	LOS F	27.8	707.0	1.00	2.43	5.85	17.2
1	L2	256	2.0	269	2.0	1.071	86.5	LOS F	27.8	707.0	1.00	2.43	5.85	16.8
6	T1	260	2.0	274	2.0	1.071	86.5	LOS F	27.8	707.0	1.00	2.43	5.85	16.4
16	R2	402	2.0	423	2.0	0.258	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		950	2.0	1000	2.0	1.071	49.9	LOS E	27.8	707.0	0.58	1.40	3.37	21.6
North: Palmetto Bay Road														
7u	U	29	2.0	31	2.0	0.995	55.3	LOS F	27.6	701.1	1.00	2.13	4.35	22.1
7	L2	208	2.0	219	2.0	0.995	55.3	LOS F	27.6	701.1	1.00	2.13	4.35	21.3
4	T1	463	2.0	487	2.0	0.995	55.3	LOS F	27.6	701.1	1.00	2.13	4.35	20.7
14	R2	478	2.0	503	2.0	0.306	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.4
Approach		1178	2.0	1240	2.0	0.995	32.9	LOS D	27.6	701.1	0.59	1.26	2.59	25.6
West: Greenwood Drive														
5u	U	24	2.0	25	2.0	1.195	129.8	LOS F	45.8	1163.8	1.00	3.19	8.45	13.3
5	L2	365	2.0	384	2.0	1.195	129.8	LOS F	45.8	1163.8	1.00	3.19	8.45	13.0
2	T1	221	2.0	233	2.0	1.195	129.8	LOS F	45.8	1163.8	1.00	3.19	8.45	12.8
12	R2	213	2.0	224	2.0	0.137	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	39.5
Approach		823	2.0	866	2.0	1.195	96.2	LOS F	45.8	1163.8	0.74	2.36	6.26	15.4
All Vehicles		4171	2.0	4391	2.0	1.195	60.1	LOS F	52.5	1334.4	0.62	1.71	4.16	19.8

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
 Roundabout LOS Method: Same as Sign Control.
 Vehicle movement LOS values are based on average delay and v/c ratio (degree of saturation) per movement.
 LOS F will result if v/c > 1 irrespective of movement delay value (does not apply for approaches and intersection).
 Intersection and Approach LOS values are based on average delay for all movements (v/c not used as specified in HCM 6).
 Roundabout Capacity Model: US HCM 6.
 Delay Model: HCM Delay Formula (Geometric Delay is not included).
 Queue Model: HCM Queue Formula.
 Gap-Acceptance Capacity: Traditional M1.
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

HCM 6th TWSC
2: Pope Avenue & Office Way

Office Way Mixed-Use Development
 2025 Build PM Peak

Intersection						
Int Delay, s/veh	0.3					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations		↗		↑↑	↑↑	
Traffic Vol, veh/h	0	52	0	1205	880	53
Future Vol, veh/h	0	52	0	1205	880	53
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	-	0	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95
Heavy Vehicles, %	2	2	2	1	0	2
Mvmt Flow	0	55	0	1268	926	56

Major/Minor	Minor2	Major1	Major2
Conflicting Flow All	-	491	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	-	6.94	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	-	3.32	-
Pot Cap-1 Maneuver	0	523	0
Stage 1	0	-	0
Stage 2	0	-	0
Platoon blocked, %			
Mov Cap-1 Maneuver	-	523	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	12.7	0	0
HCM LOS	B		

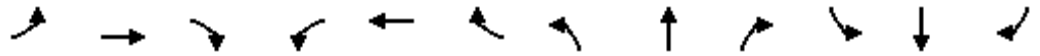
Minor Lane/Major Mvmt	NBT EBLn1	SBT	SBR
Capacity (veh/h)	- 523	-	-
HCM Lane V/C Ratio	- 0.105	-	-
HCM Control Delay (s)	- 12.7	-	-
HCM Lane LOS	- B	-	-
HCM 95th %tile Q(veh)	- 0.3	-	-

Queues

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 Build PM Peak



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Group Flow (vph)	81	75	163	398	91	67	168	1120	373	139	820	23
v/c Ratio	0.57	0.49	0.58	0.76	0.32	0.21	0.44	0.63	0.31	0.51	0.46	0.03
Control Delay	73.9	69.4	17.0	64.0	53.3	1.4	15.5	28.0	1.6	18.4	24.6	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	73.9	69.4	17.0	64.0	53.3	1.4	15.5	28.0	1.6	18.4	24.6	0.0
Queue Length 50th (ft)	69	64	0	172	72	0	58	358	0	47	237	0
Queue Length 95th (ft)	121	114	69	222	123	1	106	539	36	89	358	0
Internal Link Dist (ft)		454			564			932			397	
Turn Bay Length (ft)	200		200	175		185	200		250	200		190
Base Capacity (vph)	254	277	374	638	346	372	479	1783	1223	387	1771	984
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.32	0.27	0.44	0.62	0.26	0.18	0.35	0.63	0.30	0.36	0.46	0.02

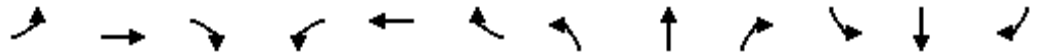
Intersection Summary

HCM 6th Signalized Intersection Summary

Office Way Mixed-Use Development

3: College Center Drive/New Orleans Road & Pope Avenue

2025 Build PM Peak



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	77	71	155	378	86	64	160	1064	354	132	779	22
Future Volume (veh/h)	77	71	155	378	86	64	160	1064	354	132	779	22
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.99	1.00		0.96	1.00		1.00	1.00		0.95
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	81	75	163	398	91	67	168	1120	373	139	820	23
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	103	224	188	464	367	299	399	1809	1020	250	1779	847
Arrive On Green	0.06	0.12	0.12	0.13	0.20	0.20	0.06	0.51	0.51	0.05	0.50	0.50
Sat Flow, veh/h	1781	1870	1565	3456	1870	1526	1781	3554	1585	1781	3554	1509
Grp Volume(v), veh/h	81	75	163	398	91	67	168	1120	373	139	820	23
Grp Sat Flow(s),veh/h/ln	1781	1870	1565	1728	1870	1526	1781	1777	1585	1781	1777	1509
Q Serve(g_s), s	6.0	4.9	13.7	15.1	5.5	4.9	6.1	30.3	14.7	5.0	20.1	0.9
Cycle Q Clear(g_c), s	6.0	4.9	13.7	15.1	5.5	4.9	6.1	30.3	14.7	5.0	20.1	0.9
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	103	224	188	464	367	299	399	1809	1020	250	1779	847
V/C Ratio(X)	0.79	0.33	0.87	0.86	0.25	0.22	0.42	0.62	0.37	0.56	0.46	0.03
Avail Cap(c_a), veh/h	266	279	234	645	367	299	553	1809	1020	419	1779	847
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	62.3	54.1	57.9	56.8	45.5	45.3	16.1	23.6	11.2	19.6	21.7	13.3
Incr Delay (d2), s/veh	9.5	0.9	23.9	7.5	0.3	0.4	0.5	1.6	1.0	1.4	0.9	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.0	2.4	6.7	7.1	2.6	1.9	2.5	12.8	5.5	2.1	8.5	0.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	71.8	54.9	81.8	64.3	45.8	45.6	16.7	25.2	12.2	21.1	22.6	13.3
LnGrp LOS	E	D	F	E	D	D	B	C	B	C	C	B
Approach Vol, veh/h		319			556			1661			982	
Approach Delay, s/veh		72.9			59.0			21.4			22.2	
Approach LOS		E			E			C			C	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	14.4	73.1	13.7	32.8	13.3	74.2	24.0	22.6				
Change Period (Y+Rc), s	6.0	6.0	6.0	6.5	6.0	6.0	6.0	6.5				
Max Green Setting (Gmax), s	20.0	45.0	20.0	25.0	20.0	45.0	25.0	20.0				
Max Q Clear Time (g_c+l1), s	8.1	22.1	8.0	7.5	7.0	32.3	17.1	15.7				
Green Ext Time (p_c), s	0.3	7.0	0.1	0.5	0.2	6.2	0.9	0.3				
Intersection Summary												
HCM 6th Ctrl Delay				32.2								
HCM 6th LOS				C								

HCM 6th TWSC

Office Way Mixed-Use Development

4: Office Park Road & Greenwood Drive

2025 Build PM Peak

Intersection							
Int Delay, s/veh	2						
Movement	EBT	EBR	WBU	WBL	WBT	NBL	NBR
Lane Configurations	↑↑	↑		↑	↑↑	↑	↑
Traffic Vol, veh/h	654	99	1	181	686	71	144
Future Vol, veh/h	654	99	1	181	686	71	144
Conflicting Peds, #/hr	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	Yield	-	-	None	-	Free
Storage Length	-	100	-	100	-	0	200
Veh in Median Storage, #	0	-	-	-	0	2	-
Grade, %	0	-	-	-	0	0	-
Peak Hour Factor	95	95	95	95	95	95	95
Heavy Vehicles, %	1	2	2	2	1	2	2
Mvmt Flow	688	104	1	191	722	75	152
Major/Minor	Major1	Major2		Minor1			
Conflicting Flow All	0	0	688	688	0	1433	-
Stage 1	-	-	-	-	-	688	-
Stage 2	-	-	-	-	-	745	-
Critical Hdwy	-	-	6.44	4.14	-	6.84	-
Critical Hdwy Stg 1	-	-	-	-	-	5.84	-
Critical Hdwy Stg 2	-	-	-	-	-	5.84	-
Follow-up Hdwy	-	-	2.52	2.22	-	3.52	-
Pot Cap-1 Maneuver	-	-	526	902	-	125	0
Stage 1	-	-	-	-	-	460	0
Stage 2	-	-	-	-	-	430	0
Platoon blocked, %	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	898	898	-	98	-
Mov Cap-2 Maneuver	-	-	-	-	-	273	-
Stage 1	-	-	-	-	-	460	-
Stage 2	-	-	-	-	-	338	-
Approach	EB	WB		NB			
HCM Control Delay, s	0	2.1		23.1			
HCM LOS				C			
Minor Lane/Major Mvmt	NBLn1	NBLn2	EBT	EBR	WBL	WBT	
Capacity (veh/h)	273	-	-	-	898	-	
HCM Lane V/C Ratio	0.274	-	-	-	0.213	-	
HCM Control Delay (s)	23.1	0	-	-	10.1	-	
HCM Lane LOS	C	A	-	-	B	-	
HCM 95th %tile Q(veh)	1.1	-	-	-	0.8	-	

HCM 6th TWSC

Office Way Mixed-Use Development

5: Office Park Road/College Center Drive & Office Way

2025 Build PM Peak

Intersection

Int Delay, s/veh 1.3

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	6	264	210	58	39	16
Future Vol, veh/h	6	264	210	58	39	16
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	7	293	233	64	43	18

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	297	0	0
Stage 1	-	-	-
Stage 2	-	-	-
Critical Hdwy	4.12	-	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	-	-	-
Follow-up Hdwy	2.218	-	-
Pot Cap-1 Maneuver	1264	-	-
Stage 1	-	-	-
Stage 2	-	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1264	-	-
Mov Cap-2 Maneuver	-	-	-
Stage 1	-	-	-
Stage 2	-	-	-

Approach	EB	WB	SB
HCM Control Delay, s	0.2	0	12.5
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1264	-	-	-	539
HCM Lane V/C Ratio	0.005	-	-	-	0.113
HCM Control Delay (s)	7.9	0	-	-	12.5
HCM Lane LOS	A	A	-	-	B
HCM 95th %tile Q(veh)	0	-	-	-	0.4

HCM 6th TWSC

Office Way Mixed-Use Development

6: Office Way & Site Access #1

2025 Build PM Peak

Intersection

Int Delay, s/veh 2.5

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	17	47	33	20	5	22
Future Vol, veh/h	17	47	33	20	5	22
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	19	52	37	22	6	24

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	59	0	-	0	138 48
Stage 1	-	-	-	-	48 -
Stage 2	-	-	-	-	90 -
Critical Hdwy	4.12	-	-	-	6.42 6.22
Critical Hdwy Stg 1	-	-	-	-	5.42 -
Critical Hdwy Stg 2	-	-	-	-	5.42 -
Follow-up Hdwy	2.218	-	-	-	3.518 3.318
Pot Cap-1 Maneuver	1545	-	-	-	855 1021
Stage 1	-	-	-	-	974 -
Stage 2	-	-	-	-	934 -
Platoon blocked, %		-	-	-	
Mov Cap-1 Maneuver	1545	-	-	-	844 1021
Mov Cap-2 Maneuver	-	-	-	-	844 -
Stage 1	-	-	-	-	961 -
Stage 2	-	-	-	-	934 -

Approach	EB	WB	SB
HCM Control Delay, s	2	0	8.8
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1545	-	-	-	983
HCM Lane V/C Ratio	0.012	-	-	-	0.031
HCM Control Delay (s)	7.4	0	-	-	8.8
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.1

HCM 6th TWSC

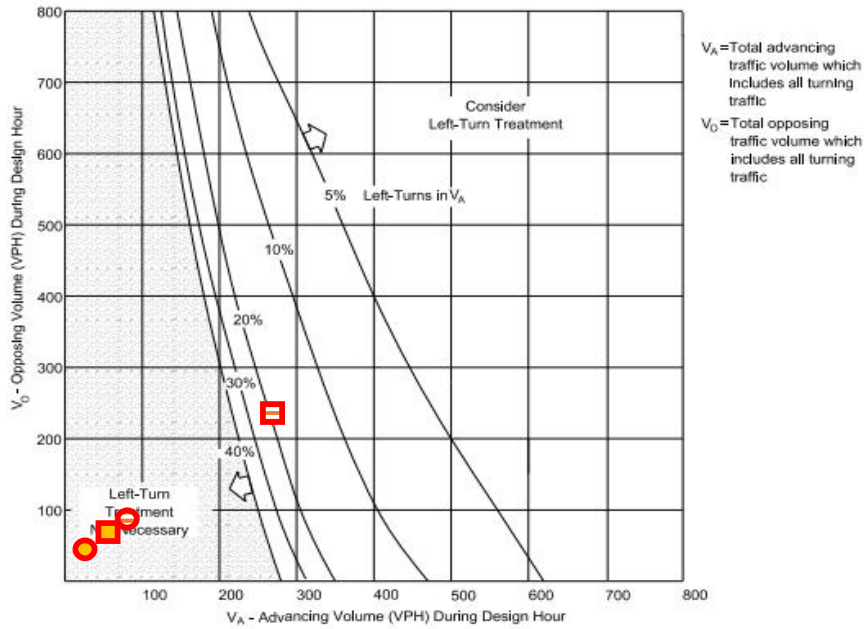
Office Way Mixed-Use Development

7: Office Park Road & Site Access #2

2025 Build PM Peak

Intersection						
Int Delay, s/veh	0.7					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕	↕		↕	
Traffic Vol, veh/h	14	259	209	17	12	10
Future Vol, veh/h	14	259	209	17	12	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	16	288	232	19	13	11
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	251	0	-	0	562	242
Stage 1	-	-	-	-	242	-
Stage 2	-	-	-	-	320	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1314	-	-	-	488	797
Stage 1	-	-	-	-	798	-
Stage 2	-	-	-	-	736	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1314	-	-	-	481	797
Mov Cap-2 Maneuver	-	-	-	-	481	-
Stage 1	-	-	-	-	787	-
Stage 2	-	-	-	-	736	-
Approach	EB	WB	SB			
HCM Control Delay, s	0.4	0	11.4			
HCM LOS			B			
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1314	-	-	-	587	
HCM Lane V/C Ratio	0.012	-	-	-	0.042	
HCM Control Delay (s)	7.8	0	-	-	11.4	
HCM Lane LOS	A	A	-	-	B	
HCM 95th %tile Q(veh)	0	-	-	-	0.1	

Appendix E – Turn Lane Warrant Analyses



Instructions:

1. The family of curves represents the percent of left turns in the advancing volume (V_A). The designer should locate the curve for the actual percentage of left turns. When this is not an even increment of 5, the designer should estimate where the curve lies.
2. Read V_A and V_O into the chart and locate the intersection of the two volumes.
3. Note the location of the point in #2 relative to the line in #1. If the point is to the right of the line, then a left-turn lane is warranted. If the point is to the left of the line, then a left-turn lane is not warranted based on traffic volumes.

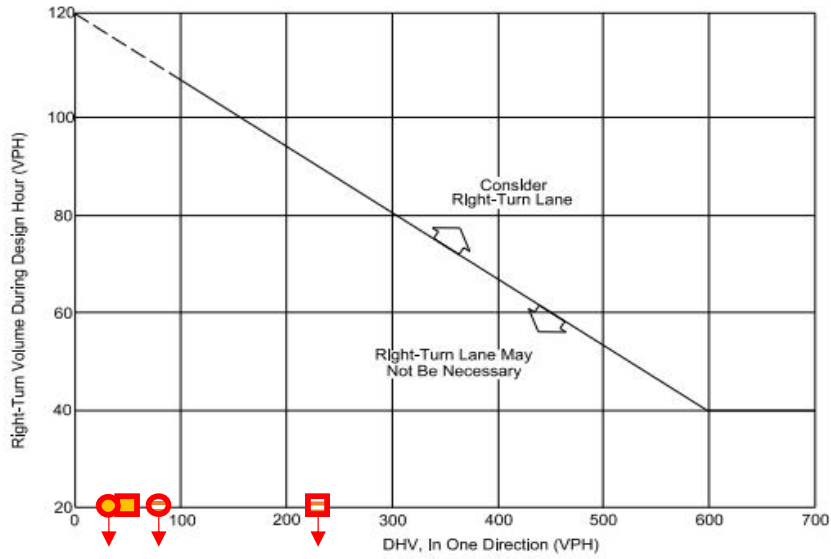
VOLUME GUIDELINES FOR LEFT-TURN LANES AT UNSIGNALIZED INTERSECTIONS ON TWO-LANE HIGHWAYS (55 mph)
Figure 9.5-D

Office Way at Site Access #1

Eastbound	Left	Va	Vo	LTs	LT %
●	2025 Build AM	21	34	7	33.3%
■	2025 Build PM	64	53	17	26.6%

Office Park Road at Site Access #2

Eastbound	Left	Va	Vo	LTs	LT %
●	2025 Build AM	77	87	6	7.8%
■	2025 Build PM	273	226	14	5.1%



Note: For highways with a design speed below 50 miles per hour with a DHV < 300 and where right turns > 40, an adjustment should be used. To read the vertical axis of the chart, subtract 20 from the actual number of right turns.

Example

Given: Design Speed = 35 miles per hour
 DHV = 250 vehicles per hour
 Right Turns = 100 vehicles per hour

Problem: Determine if a right-turn lane is necessary.

Solution: To read the vertical axis, use $100 - 20 = 80$ vehicles per hour. The figure indicates that a right-turn lane is not necessary, unless other factors (e.g., high crash rate) indicate a lane is needed.

GUIDELINES FOR RIGHT-TURN LANES AT UNSIGNALIZED INTERSECTIONS ON TWO-LANE HIGHWAYS
 Figure 9.5-A

Office Way at Site Access #1

Eastbound	Right	DHV	RTs
○	2025 Build AM	34	9
■	2025 Build PM	53	20

Office Park Road at Site Access #2

Eastbound	Right	DHV	RTs
⊖	2025 Build AM	87	7
■	2025 Build PM	226	17

ISLANDER MIXED USE

BUILDING MASSING AND SCALE EXHIBIT

FAR \ FSI \ SCI	0.25 25%	0.50 50%	0.68 68%	1.00 100% (EXCEEDS FAR)	1.50 150% (EXCEEDS FAR)	2.00 200% (EXCEEDS FAR)
17%						
25%						
50%	NOT POSSIBLE					
60%	NOT POSSIBLE	NOT POSSIBLE				
100%	NOT POSSIBLE	NOT POSSIBLE	NOT POSSIBLE			

FAR (Floor Area Ratio): The ratio of a building's gross floor area to the gross site area.

FSI (Floor Space Index): FAR expressed as a percentage.

SCI (Site Coverage Index): The percentage of lot coverage by the building's footprint.

Other HHI Developments (Comparable FARs):

32 Office Park	(0.36 FAR)
Office Way Islander Mixed-use	(0.68 FAR)
The Seabrook	(0.76 FAR)
Aquaterra	(0.82 FAR)
Courtyard by Marriott	(1.36 FAR)
Waterwalk 1	(1.82 FAR)
Waterwalk 2	(2.04 FAR)
The Cypress in HH	(2.79 FAR)
Bayshore	(3.69 FAR)

- ISLANDER HOUSING DENSITY RANGE
- ISLANDER HOUSING WILL NOT EXCEED
- EXCEEDS MAX FAR/FSI



Islander Mixed-Use Assessment Table- Text Amendment			
	Workforce Housing Concept	SPC District Allows	Islander Mixed-Use Proposed
Use	Workforce Housing Commercial Conversion PC	-Mixed-Use PC -Multifamily P -Workforce Housing PC -Community Service Uses P -Education UsesP -Government Uses P -Major Utilities SE -Minor Utilities P -Public Parks P -Religious Institutions P -Telecommunication Antenna, Collocated or Building Mounted PC -Other Health Services P -Indoor Commercial Recreation Uses P -Contactor's Offices PC -Other Office Uses P -Adult entertainment use SE -Animal Services PC -Bicycle Shops PC -Convenience Stores PC -Eating Establishments P -Grocery Stores P -Liquor Stores SE -Nightclubs or Bars PC -Open Air Sales PC -Shopping Centers PC -Other Commercial Services P -Auto Rentals PC -Car Washes P -Commercial Parking Lot PC -Gas Sales PC -Self-Service Storage PC	-Islander Mixed-Use PC -All other uses permitted in SPC District

	Workforce Housing Concept	SPC District Allows	Islander Mixed-Use Proposed
Use-specific conditions	<p>Any development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.</p> <p>Per agreement and private covenants requirements, rental units are between 60 and 80% AMI and owner occupied units are between 80 and 100% AMI.</p> <p>Rental workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial certificate of occupancy. Rental workforce housing units shall not be occupied for a period less than 90 days.</p> <p>Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives as described in Sec. 16-10-102B.1, including: a. A reduction in minimum unit sizes by 30% and; b. Up to 50% of the units in the development may be micro-efficiency and/or studio units.</p>	<p>For Mixed-Use Development:</p> <p>Does not allow parking spaces for residential use to be included as part of a shared parking plan.</p> <p>Density for redevelopment/conversion of existing nonresidential structure to mixed-use is based on existing GFA and minimum unit sizes as described in Sec. 16-10-102.B.1.</p> <p>Mixed-use development that includes workforce housing shall comply with the Workforce Housing Program as outlined in <u>Sec. 16-4-105</u>.</p>	<p>Allows parking spaces for residential use are eligible to be included as part of a shared parking plan.</p> <p>Shared parking on Education Use property allowed if student housing is provided.</p> <p>Must be on property which is within 500 feet of Education Uses.</p> <p>Shall not be a Short-Term Rental Property.</p> <p>15% of units shall be workforce housing up to 130% of the AMI per Workforce Housing Agreement requirement for a minimum of 10 years.</p> <p>Average unit size of 750 square feet per dwelling unit.</p> <p>Floor area ratio of 0.68</p> <p>Site coverage index of 50%</p> <p>10% functional open space or common amenity space</p> <p>35' average adjacent street setback or min adjacent street setback, whichever is greater</p>

	Workforce Housing Concept	SPC District Allows	Islander Mixed-Use Proposed
Density	For conversion of non-residential square footage (commercial conversion) to residential or mixed-use development, density shall be based on the existing gross floor area and the minimum unit sizes established in Sec. 16-10-102.B.	12 du/net acre for residential and/or 10,000 GFA/net acre for nonresidential	Undefined density, but limited by applicable design and performance standards such as height, impervious coverage and parking
Parking	Residential 1.5 per du Nonresidential 1 per 500 GFA	Residential 1.5 per du Nonresidential 1 per 500 GFA	Residential 1.5 per du Nonresidential 1 per 500 GFA
Height	45'	45'	45'
Impervious Coverage	60% maximum	60% maximum	60% maximum
Open Space	Only required for Major Residential Subdivisions	Only required for Major Residential Subdivisions	
Floor Area Ratio	n/a	n/a	0.68
Setbacks	20' Adjacent Street 25' Adjacent Use	20' Adjacent Street 25' Adjacent Use	20' Adjacent Street 25' Adjacent Use
Buffers	Type A Adjacent Street Buffer Type B Adjacent Use Buffer	Type A Adjacent Street Buffer Type B Adjacent Use Buffer	Type A Adjacent Street Buffer Type B Adjacent Use Buffer
Workforce Housing?	Yes	No	Yes, but with different terms than Town WFH regulations

Islander Mixed-Use Assessment Table- <i>Proposed Development Comparison</i>			
	Workforce Housing – Commercial Conversion Concept	Mixed-Use Proposed Development (By Right)	Islander Mixed-Use Proposed Development (Per Proposed Amendment)
Use	Workforce Housing Commercial Conversion (permitted with conditions)	Mixed-Use (permitted with conditions)	Islander Mixed-Use (permitted with conditions)
Use Specific Conditions	<p>Any development that includes workforce housing shall comply with Workforce Housing Program as outlined in Sec. 16-4-105.</p> <p>Rental units are between 60 and 80% AMI and owner occupied units are between 80 and 100% AMI.</p> <p>Rental workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial certificate of occupancy. Rental workforce housing units shall not be occupied for a period less than 90 days.</p> <p>Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives as described in Sec. 16-10-102B.1, including a reduction in minimum unit sizes by 30% and up to 50% of the units in the development may be micro-efficiency and/or studio units.</p>	<p>Does not allow parking spaces for residential use to be included as part of a shared parking plan.</p> <p>Density for redevelopment/conversion of existing nonresidential structure to mixed-use is based on existing GFA and minimum unit sizes as described in Sec. 16-10-102.B.1.</p> <p>Mixed-use development that includes workforce housing shall comply with the Workforce Housing Program as outlined in <u>Sec. 16-4-105</u>.</p>	<p>Allows parking spaces for residential use are eligible to be included as part of a shared parking plan.</p> <p>Shared parking on Education Use property allowed if student housing is provided.</p> <p>Must be on property which is within 500 feet of Education Uses.</p> <p>Shall not be a Short-Term Rental Property.</p> <p>15% of units shall be workforce housing up to 130% of the AMI per Workforce Housing Agreement requirement for a minimum of 10 years.</p> <p>Average unit size of 750 square feet per dwelling unit.</p> <p>Floor area ratio of 0.68</p> <p>Site coverage index of 50%</p> <p>10% functional open space or common amenity space</p> <p>35’ average adjacent street setback or min adjacent street setback, whichever is greater</p>

	Workforce Housing – Commercial Conversion Concept	Mixed-Use Proposed Development (By Right)	Islander Mixed-Use Proposed Development (Per Proposed Amendment)
Density	39,397 sq ft existing commercial space used for conversion. 4 – studios (1,600 sq ft) 8 – 1 bedroom units (4,480 sq ft) 12- 2 bedroom units (9,000 sq ft) 20 - 3 bedroom units (18,600 sq ft) 44 total units 5,623 sq ft of commercial service use Effective residential density is 11 du/ac	25 – 8 bedroom units 20 – 12 bedroom units 45 total units 5,623 sq ft of commercial service use Concept of 440 Bedrooms 37,671 GFA/net acre for residential and nonresidential uses. *Building footprint of 41,250 sq ft based on concept. Effective residential density is 10 du/ac	12 student DU- 4 beds each 121 Islander units 133 total units 5,623 sq ft of commercial service use Concept of 440 Bedrooms** 29,098 GFA/net acre for residential and nonresidential uses. *Building footprint of 31,863 sq ft based on concept. Effective residential density is 31 du/ac
Parking	Retail- 11 spaces Residential- 66 spaces Total- 77 spaces	Retail- 11 spaces Residential- 68 spaces Total- 79 spaces	Retail- 11 spaces Residential- 200 spaces Total Required- 211 spaces Total Proposed- 136 spaces Proposed Shared with USCB- 75 spaces
Height	45'	45'	45'
Impervious Coverage	60% maximum	60% maximum	60% maximum
Open Space	Only required for Major Residential Subdivisions	Only required for Major Residential Subdivisions	Only required for Major Residential Subdivisions
Floor Area Ratio	Not known	0.86	0.68
Setbacks	20' Adjacent Street 25' Adjacent Use	20' Adjacent Street 25' Adjacent Use	20' Adjacent Street 25' Adjacent Use
Buffers	Type A Adjacent Street Buffer Type B Adjacent Use Buffer	Type A Adjacent Street Buffer Type B Adjacent Use Buffer	Type A Adjacent St Buffer Type B Adjacent Use Buffer
Workforce Housing	Yes	No	Yes

****Based on a general measurement of the proposed site development plan with all buildings being four stories in height.***

*****Assessed based on same number of bedrooms (440) as the by right concept.***

Attachment 7 – Sea Pines Circle District

M. Sea Pines Circle (SPC) District

SPC

Sea Pines Circle District

1. Purpose

The purpose of the Sea Pines Circle (SPC) District is to provide **lands** for commercial and **mixed-use development** at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale **buildings** and **shopping centers** that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.

2. Allowable Principal Uses

USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential Uses				
Mixed-Use	PC	Sec. 16-4-102.B.1.a	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
Multifamily	P		1 bedroom	1.4 per du
			2 bedroom	1.7 per du
			3 or more bedrooms	2 per du
Public, Civic, Institutional, and Educational Uses				
Community Service Uses	P		1 per 400 GFA	
Education Uses	P		Colleges and High Schools	10 per classroom
			Elementary and Junior High/Middle Schools	4 per classroom
			Other Education Uses	See Sec. 16-5-107.D.2
Government Uses	P		Fire Stations	4 per bay + 1 per 200 GFA of office area
			Other	1 per 200 GFA of office area
Major Utilities	SE		1 per 1,500 GFA	
Minor Utilities	P		n/a	
Public Parks	P		See Sec. 16-5-107.D.2	
Religious Institutions	P		1 per 3 seats in main assembly area	
Telecommunication Antenna, Collocated or Building Mounted	PC	Sec. 16-4-102.B.2.e	n/a	
Telecommunication Towers, Monopole	PC	Sec. 16-4-102.B.2.e	1	
Health Services				
Other Health Services	P		1 per 225 GFA	
Commercial Recreation				

Attachment 7 – Sea Pines Circle District

Indoor Commercial Recreation Uses	P		1 per 3 persons + 1 per 200 GFA of office or similarly used area
Office Uses			
Contactors' Offices	PC	Sec. 16-4-102.B.6.a	1 per 350 GFA of office/administrative area
Other Office Uses	P		1 per 350 GFA
Commercial Services			
Adult entertainment use	SE	Sec. 16-4-102.B.7.a	1 per 100 GFA
Animal Services	PC	Sec. 16-4-102.B.7.b	1 per 225 GFA
Bicycle Shops	PC	Sec. 16-4-102.B.7.c	1 per 200 GFA
Convenience Stores	PC	Sec. 16-4-102.B.7.d	1 per 200 GFA
Eating Establishments	P		1 per 100 sf of gross floor area and outdoor eating area
Grocery Stores	P		1 per 200 GFA
Liquor Stores	SE	Sec. 16-4-102.B.7.g	1 per 200 GFA
Nightclubs or Bars	PC	Sec. 16-4-102.B.7.h	1 per 70 GFA
Open Air Sales	PC	Sec. 16-4-102.B.7.i	1 per 200 sf of sales/display area
Shopping Centers	PC	Sec. 16-4-102.B.7.j	1 per 335 GFA
Other Commercial Services	P		See Sec. 16-5-107.D.2
Vehicle Sales and Services			
Auto Rentals	PC	Sec. 16-4-102.B.8.a	See Sec. 16-5-107.D.2
Car Washes	P		10 per wash unit for automatic wash + 5 per bay for manual wash
Commercial Parking Lot	PC	Sec. 16-4-102.B.8.d	See Sec. 16-5-107.D.2
Gas Sales	PC	Sec. 16-4-102.B.8.e	
Industrial Uses			
Self-Service Storage	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area
3. Development Form Standards			
MAX. DENSITY (PERNET ACRE)			LOT COVERAGE
Residential	12 du		Max. Impervious Cover
Nonresidential	10,000 GFA		Min. Open Space for Major Residential Subdivisions
			60%
			16%
MAX. BUILDING HEIGHT			
All Development	45 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
TABLE NOTES:			
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units ; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable			
1. May be increased by up to ten percent on demonstration to the Official that:			
a. The increase is consistent with the character of development on surrounding land ;			
b. Development resulting from the increase is consistent with the purpose and intent of the building height standards;			

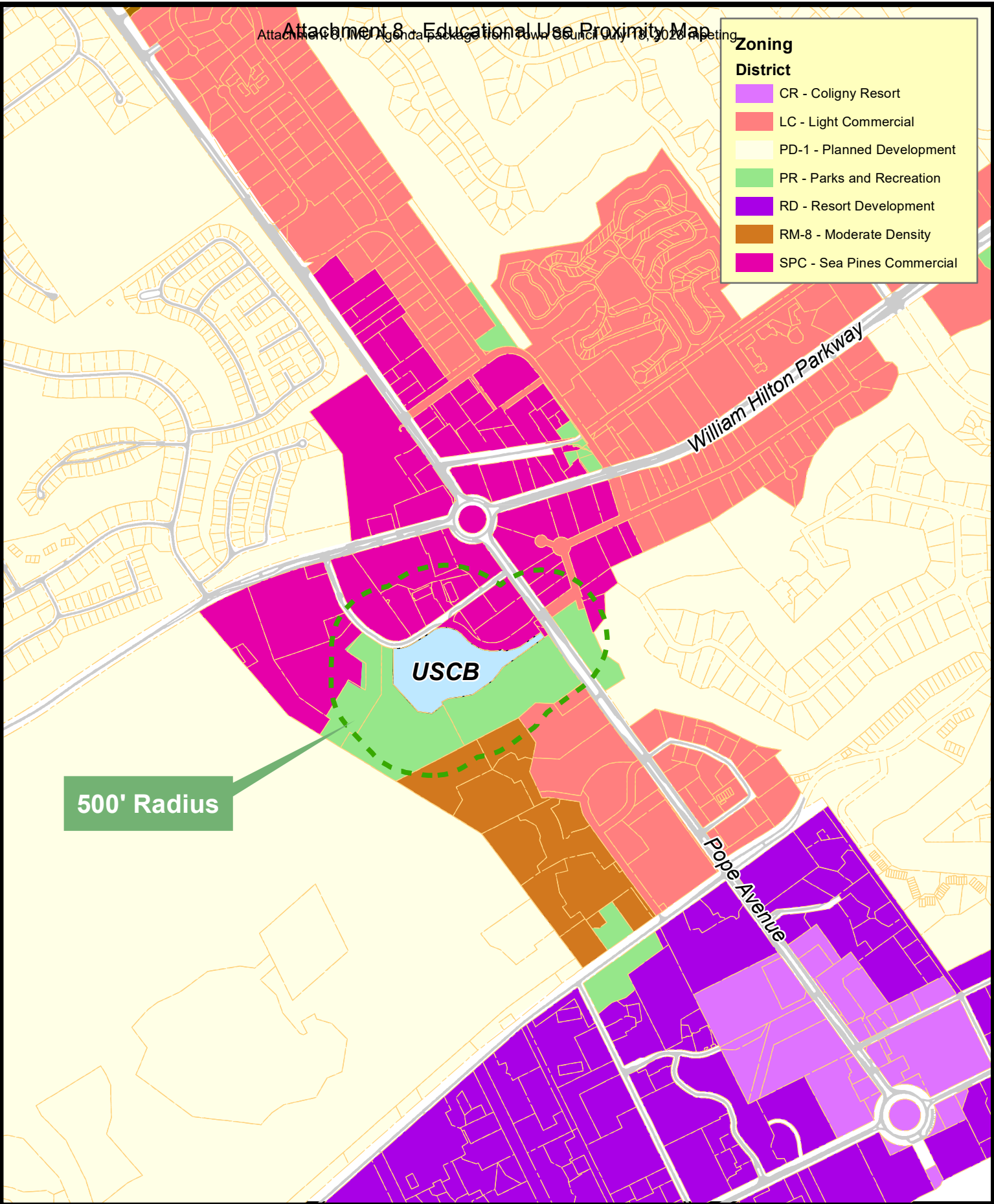
Attachment 7 – Sea Pines Circle District

- | |
|---|
| c. The increase either (a) is required to compensate for some unusual aspect of the site or the proposed development , or (b) results in improved site conditions for a development with nonconforming site features ; |
| d. The increase will not pose a danger to the public health or safety; |
| e. Any adverse impacts directly attributable to the increase are mitigated; and |
| f. The increase, when combined with all previous increases allowed under this provision, does not result in a cumulative increase greater than ten percent. |

(Revised 4-18-2017 -Ordinance 2017-05)

Zoning District

- CR - Coligny Resort
- LC - Light Commercial
- PD-1 - Planned Development
- PR - Parks and Recreation
- RD - Resort Development
- RM-8 - Moderate Density
- SPC - Sea Pines Commercial

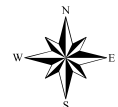


500' Radius

Town of Hilton Head Island
 Educational Use Proximity
 December, 2022



TOWN OF HILTON HEAD ISLAND
 ONE TOWN CENTER COURT
 HILTON HEAD ISLAND, S.C. 29928
 PHONE (843) 341-4600



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.

Sec.16-3-105. Mixed-Use and Business Districts

B. Coligny Resort (CR) District

<h1 style="margin: 0;">CR</h1> <h2 style="margin: 0;">Coligny Resort District</h2>				
1. Purpose				
The purpose of the Coligny Resort (CR) District is to recognize and promote further investment in the area near Coligny Circle as an activity center and a core high-energy and visitor-oriented resort destination that encourages people to live, work, and recreate within the district. The district is intended to accommodate relatively high-intensity commercial, office, residential, and <i>mixed-use development</i> that is pedestrian-oriented and human-scale. It is also intended to promote <i>development</i> that integrates civic and public gathering spaces and connects to such places in nearby developments and public places.				
2. Allowable Principal Uses				
USE CLASSIFICATION/TYPE		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES ¹	
Residential Uses				
Mixed-Use	PC	Sec. 16-4-102.B.1.a	Residential	1.125 per du
			Nonresidential	1 per 650 GFA
Multifamily	PC	Sec. 16-4-102.B.1.b	1 bedroom	1 per du
			2 bedroom	1.25 per du
			3 or more bedrooms	1.5 per du
			Nonresidential	1 per 650 GFA
Public, Civic, Institutional, and Educational Uses				
Community Service Uses	P		1 per 525 GFA	
Education Uses	P		Colleges and High Schools	7.5 per classroom
			Elementary and Junior High/Middle Schools	3 per classroom
			Other Education Uses	See Sec. 16-5-107.D.2
Government Uses	P		Fire Stations	3 per bay + 1 per 300 GFA of office space
			Other	1 per 300 GFA of office area
Major Utilities	SE		1 per 2,000 GFA	
Minor Utilities	P		n/a	
Public Parks	P		See Sec. 16-5-107.D.2	
Religious Institutions	P		1 per 4 seats in main assembly area	
Telecommunication Antenna, Collocated or Building Mounted	PC	Sec. 16-4-102.B.2.e	n/a	
Telecommunication Towers, Monopole	PC	Sec. 16-4-102.B.2.e	1	
Resort Accommodations				
Bed and Breakfasts	PC	Sec. 16-4-102.B.4.a	1 per 1.5 guest rooms	

Attachment 9 – Coligny Resort District

Hotels	PC	Sec. 16-4-102.B.4.b	1 per 1.5 guest rooms	
Interval Occupancy	P		1 bedroom	1 per du
			2 bedrooms	1.25 per du
			3 or more bedrooms	1.5 per du
Commercial Recreation				
Indoor Commercial Recreation Uses	P		1 per 7 persons + 1 per 300 GFA of office or similarly used area	
Outdoor Commercial Recreation Uses Other than Water Parks	PC	Sec. 16-4-102.B.5.b	Miniature Golf Courses	1 per 2.5 tees
			Stadiums	1 per 5 spectator seats
			Other	1 per 4 persons + 1 per 300 GFA of office or similarly used area
Water Parks	P		See Sec. 16-5-107.D.21	
Office Uses				
Contractor's Offices	PC	Sec. 16-4-102.B.6.a	1 per 450 GFA of office/administrative area	
Other Office Uses	P		1 per 500 GFA	
Commercial Services				
Bicycle Shops	PC	Sec. 16-4-102.B.7.c	1 per 250 GFA	
Convenience Stores	PC	Sec. 16-4-102.B.7.d	1 per 250 GFA	
Eating Establishments	PC	Sec. 16-4-102.B.7.e	1 per 150 sf of gross floor area and outdoor eating area	
Grocery Stores	P		1 per 250 GFA	
Liquor Stores	SE	Sec. 16-4-102.B.7.g	1 per 250 GFA	
Nightclubs or Bars	PC	Sec. 16-4-102.B.7.h	1 per 100 GFA	
Open Air Sales	PC	Sec. 16-4-102.B.7.i	1 per 250 GFA of sales/display area	
Shopping Centers	PC	Sec. 16-4-102.B.7.j	1 per 500 GFA	
Other Commercial Services	P		See Sec. 16-5-107.D.2	
Vehicle Sales and Services				
Auto Rentals	PC	Sec. 16-4-102.B.8.a	See Sec. 16-5-107.D.2	
Commercial Parking Lot	PC	Sec. 16-4-102.B.8.d	See Sec. 16-5-107.D.2	
Gas Sales	PC	Sec. 16-4-102.B.8.e		

3. Development Form Standards

MODIFIED ADJACENT STREET AND USE SETBACK STANDARDS	
Adjacent Street Setbacks	Along major and minor arterials, the minimum adjacent street setback distance shall be 30' as follows:
	<ul style="list-style-type: none"> The first 15' of the setback (measured parallel to the required street setback starting from the property line along the street and moving inward) shall include a minimum 5' landscaped area. This landscaped area shall have one street tree planted every 25' along the street frontage. The remaining area may contain a pathway and shall not contain tables, chairs and fountains.
	<ul style="list-style-type: none"> The second 15' of the setback (measured parallel to the required setback starting from the required setback line and moving towards the street) may include plazas, courtyards, tables and chairs, pervious pavers, landscaping and fountains.
	<ul style="list-style-type: none"> The setback angle shall be 60°.
	Along other streets , the minimum adjacent street setback distance shall be 20' as follows:
	<ul style="list-style-type: none"> The first 15' of the setback (measured parallel to the required street setback starting from the property line along the street and moving inward) shall include a minimum 5' landscaped area. This landscaped area shall have one street tree planted every 25' along the street frontage. The remaining area may contain a pathway.
	<ul style="list-style-type: none"> The remaining 5' of the setback (measured parallel to the required setback starting from the required setback line and moving towards the street) may pervious pavers, fountains and benches.
	<ul style="list-style-type: none"> The setback angle shall be 60°.
	Awnings, balconies and overhangs may occupy these setback areas.
Adjacent Use Setbacks	The adjacent use setback standards set forth in Sec. 16-5-102.D, Adjacent Use Setback Requirements, shall apply only along the perimeter of the CR district.
MODIFIED ADJACENT STREET BUFFER STANDARDS	
There are no adjacent street buffers in the CR zoning district.	

MAX. DENSITY (PERNET ACRE)			LOT COVERAGE	
All development	Undefined, but limited by applicable design and performance standards such as height and parking		Max. Impervious Cover	n/a
			Min. Open Space for Major Residential Subdivisions	n/a
Residential ²				
MAX. BUILDING HEIGHT				
All development	36 ft along the adjacent street setback line; 60 ft once the setback angle is attained			
USE AND OTHER DEVELOPMENT STANDARDS				
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.				
TABLE NOTES:				
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units ; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable				
1. Where all required parking spaces are located within a parking structure (e.g., parking deck or parking garage), the standards for the minimum number of parking spaces shall be reduced by 20 percent.				
2. For development that converts nonresidential square footage to residential use refer to Sec. 16-10-102.B.1.				

Sec.16-5-107. Parking and Loading Standards

H. Off-Street Parking Alternatives

1. General; Alternative Parking Plan

The **Official** is authorized to approve an alternative parking plan that proposes alternatives to providing the minimum or maximum number of off-street parking spaces required by this section, in accordance with the standards listed below. The alternative parking plan shall be submitted with an **application** for Development Plan Review (Sec. 16-2-103.G), Small Residential Development Review (Sec. 16-2-103.H), or Corridor Review (Sec. 16-2-103.I), as appropriate.

2. Provision over Maximum Allowed

An alternative parking plan may propose to exceed the maximum number of off-street parking spaces allowed by Sec. 16-5-107.D.5, Maximum Number of Off-Street Parking Spaces, in accordance with the following standards:

a. Parking Demand Study

The alternative parking plan shall include a parking demand study demonstrating how the maximum number of parking spaces allowed by Sec. 16-5-107.D.5, Maximum Number of Off-Street Parking Spaces, is insufficient for the proposed **development**.

b. Limited to Minimum Amount Required

Additional off-street spaces allowed by this subparagraph shall be limited to the minimum number of additional spaces recommended as needed by the required parking demand study.

c. Extra Parking to Have Pervious Surfacing

Any additional parking spaces allowed under this subparagraph shall be constructed with **pervious** materials.

3. Shared Parking

An alternative parking plan may propose to meet a portion of the required minimum number of off-street parking spaces with **shared parking** in accordance with the following standards:

a. Maximum Shared Spaces

Up to 50 percent of the number of parking spaces required for a **use** may be used to satisfy the number of parking spaces required for other **uses**, provided the **uses** generate parking demands during different times of the day or different days of the week.

b. Location and Pedestrian Access

- i. **Shared parking** spaces other than those serving **development** in the CR District shall be located no more than 500 feet walking distance from the primary pedestrian entrance(s) to the **uses** served by the parking, as measured along sidewalks or other **pedestrian accessways** connecting the shared spaces and such entrance(s).

- ii. Adequate and safe pedestrian **access** shall be provided between the **shared parking** spaces and the primary pedestrian entrances to the **uses** served by the parking.
- iii. **Shared parking** spaces shall not be separated from the **use** they serve by an arterial **street** unless pedestrian **access** across the arterial **street** is provided by a grade-separated pedestrian walkway or appropriate traffic controls (e.g., signalized crosswalk).

c. Justification

The alternative parking plan shall include justification of the feasibility of **shared parking** among the proposed **uses**. Such justification shall address, at a minimum, the size and type of the **uses** proposed to share off-street parking spaces, the composition of their tenants, the types and hours of their operations, the anticipated peak parking and traffic demands they generate, and the anticipated rate of turnover in parking space use.

d. Shared Parking Agreement

- i. An approved **shared parking** arrangement shall be enforced through written agreement among all the owners of **lands** containing the **uses** proposed to share off-street parking spaces.
- ii. The agreement shall provide all parties the right to joint use of the **shared parking** area for as long the **shared parking** spaces are needed to comply with this **Ordinance**, and shall be binding on subsequent owners.
- iii. The agreement shall be submitted to the **Official** for review and approval before execution.
- iv. A Certified True Copy of an approved agreement that has been recorded in the Beaufort County Register of Deeds shall be delivered to the **Official** before issuance of a **Building Permit** or Certificate of Occupancy for any **use** to be served by the **shared parking** area.
- v. Any termination of the **shared parking** agreement does not negate the parties' obligations to comply with parking requirements and thus shall constitute a violation of this **Ordinance**. No **use** served by the **shared parking** may be continued if the **shared parking** becomes unavailable to the **use** unless substitute off-street parking spaces are provided in accordance with this section.

4. Off-Site Parking

An alternative parking plan may propose to meet a portion of the required minimum number of off-street parking spaces with **off-site** parking in accordance with the following standards.

a. Maximum Off-Site Spaces

Off-site parking may be used to satisfy up to 100 percent of the number of parking spaces required for a **use** in the CR District. **Off-site** parking may be used to satisfy up to 50 percent of the number of parking spaces required for a **use** in any other district.

b. Zoning

The zoning district classification of the **off-site** parking area shall be one that allows the **use** served by **off-site** parking (and thus off-street parking accessory to such **use**).

c. Location and Pedestrian Access

- i. **Off-site** parking spaces other than those serving **development** in the CR District shall be located no more than 500 feet walking distance from the pedestrian entrance(s) to the **uses** served by the parking, as measured along sidewalks or other **pedestrian accessways** connecting the shared spaces and such entrance(s).
- ii. Adequate and safe pedestrian **access** shall be provided between the **off-site** parking spaces and the primary pedestrian entrances to the **uses** served by the parking.
- iii. **Off-site** parking spaces shall not be separated from the **use** they serve by an arterial **street** unless pedestrian **access** across the arterial **street** is provided by a grade-separated pedestrian walkway or appropriate traffic controls (e.g., signalized crosswalk).

d. Off-Site Parking Agreement

- i. If **land** containing the **off-site** parking area is not under the same ownership as **land** containing the **principal use** served, the **off-site** parking arrangement shall be established in a written agreement between the owners or long-term lessees of **land** containing the **off-site** parking area and **land** containing the served **use**.
- ii. The agreement shall provide the owner of the served **use** the right to use the **off-site** parking area for as long the **shared parking** spaces are needed to comply with this **Ordinance**, and shall be binding on subsequent owners or long-term lessees.
- iii. The agreement shall be submitted to the **Official** for review and approval before execution.
- iv. An attested copy of an approved and executed agreement shall be recorded with the Beaufort County Register of Deeds before issuance of a **Building Permit** or Certificate of Occupancy for any **use** to be served by the **off-site** parking area.
- v. Any termination of an **off-site** parking agreement or transfer of **land** containing the **off-site** parking area does not negate the **developer's** obligation to comply with parking requirements and thus shall constitute a violation of this **Ordinance**. No **use** served by the **off-site** parking may be continued if the **off-site** parking becomes unavailable unless substitute off-street parking spaces are provided in accordance with this section and this **Ordinance**.

5. Deferred Parking

An alternative parking plan may propose to defer **construction** of up to 20 percent of the required minimum number of off-street parking spaces, in accordance with the following standards:

a. Justification

The alternative parking plan shall include an assessment demonstrating that because of the location, nature, or mix of **uses**, there is a reasonable probability the number of parking spaces actually needed to serve the **development** is less than the minimum required by the Minimum Number of Parking Spaces table in Sec. 16-5-107.D.1.

b. Reserve Parking Plan

The alternative parking plan shall include a reserve parking plan identifying the amount of off-street parking being deferred and the location of the area to be reserved for future parking, if future parking is needed.

c. Parking Demand Study

- i. The alternative parking plan shall provide assurance that within 18 months after the initial Certificate of Occupancy is issued for the proposed **development**, an off-street parking demand study evaluating the adequacy of the existing parking spaces in meeting the off-street parking demand generated by the **development** will be submitted to the **Official**.
- ii. If the **Official** determines that the study indicates the existing parking is adequate, then **construction** of the remaining number of parking spaces shall not be required and the areas reserved for future parking shall no longer be so reserved. If the **Official** determines that the study indicates additional parking is needed, such parking shall be provided consistent with the reserve parking plan and the standards of this section.

d. Maintenance of Reserve Areas as Open Space

As long as areas are reserved for future parking, they shall be maintained as **open space**, without any clearing of **trees**. During such time, the reserve areas shall not count as **open space** for purposes of complying with Sec. 16-5-104, Open Space Standards, and shall count as **impervious surface** for purposes of complying with Sec. 16-5-109, Stormwater Management and Erosion and Sedimentation Control Standards.

e. Deferred Parking Agreement

- i. A deferred parking agreement shall be included as part of any **development** approval which includes deferred parking. The agreement shall incorporate by reference the deferred parking plan and agreement by the owner to reserve a future parking area as **open space** consistent with the deferred parking plan, and assurances that a parking demand study will be completed in accordance with the terms of the **development** approval and this section, and additional parking provided, if determined necessary.
- ii. An attested copy of an approved and executed agreement shall be recorded with the Beaufort County Register of Deeds before issuance of a **Building Permit** or Certificate of Occupancy for any **use** subject to deferred parking.
- iii. Any termination of a deferred parking agreement does not negate the **developer's** and owner's obligation to comply with parking requirements of this **Ordinance**. Failure to comply shall constitute a violation.

6. On-Street Parking

An alternative parking plan may propose to meet a portion of the required minimum number of off-street parking spaces with on-street parking spaces, in accordance with the following standards:

- a. On-street parking may be used to satisfy up to 100 percent of the number of parking spaces required for a **use** in the CR District.
- b. The on-street parking spaces shall be located along the **development site's street frontage** or no more than 150 feet walking distance from the primary entrance(s) of the proposed **use**, as measured along sidewalks or other **pedestrian accessways** connecting the on-street spaces and such entrance(s).
- c. The on-street parking spaces are not counted towards meeting the off-street parking requirement for any other **development**; and
- d. There is no negative impact to existing or planned traffic circulation patterns.

7. Bicycle Parking

- a. All **multifamily** and nonresidential **development** shall provide bike racks sufficient to accommodate the parking of at least four bicycles for every ten vehicle parking spaces required, or major fraction thereof except that once twenty bicycle parking spaces are provided, any required bicycle parking after that shall be required at a ratio of two bicycle parking spaces for every ten vehicle parking spaces, or major fraction, thereof. An **applicant** may use developer submitted data to demonstrate fewer bicycle parking spaces should be required. If a lower number of bicycle parking spaces is accepted, the applicant shall submit a **site plan** that includes a reserve parking plan identifying the amount of bicycle parking spaces being deferred and the location of the area to be reserved for future bicycle parking, if future bicycle parking is needed. If the proposed project does not reasonably connect to a Town multi-purpose pathway, then the required bicycle parking spaces can be reduced.

(Revised 5-17-2016 - Ordinance 2016-07)

- b. The bike racks shall be located in visible, well-lit areas and shall be in an area maintained with an all weather surface. They shall be located where they do not interfere with pedestrian traffic and are protected from conflicts with vehicular traffic.

(Revised 5-17-2016 - Ordinance 2016-07)

- c. The required minimum number of vehicular parking spaces shall be reduced by one space for every ten bicycle parking spaces provided.

- d. If the square footage of an existing building on a site is being increased by more than 50% then the applicant will be required to meet the bicycle parking standards.

(Revised 12-5-2017 - Ordinance 2017-19)

8. Loading Areas

a. Minimum Number of Off-Street Loading Spaces

- i. Any **development** involving the routine vehicular delivery or shipping of goods, supplies, or equipment to or from the **development** shall provide a sufficient number of off-street loading spaces to accommodate the delivery and shipping operations of the **development's uses** in a safe and convenient manner.
- ii. Table 16-5-107.H.8, Minimum Number of Off-Street Loading Spaces, sets forth the minimum number of loading spaces that presumptively satisfies the loading area requirement in provision i above for the listed **principal uses**. For proposed **uses** not listed in Table 16-5-107.H.8, the requirement for a **use** most similar to the proposed **use** shall apply.
- iii. The **Official** may require more loading spaces or fewer loading spaces than indicated by Table 16-5-107.H.8 on determining that the characteristics of the particular **development** warrant such addition or reduction and the general standard is met. Such a determination may be based on information submitted by an **applicant** for **development** approval or by documented analyses or case studies.

TABLE 16-5-107.H.8: MINIMUM NUMBER OF OFF-STREET LOADING SPACES

GROSS FLOOR AREA (GFA)	MINIMUM NUMBER OF LOADING SPACES
------------------------	----------------------------------

Attachment 10 – Off-Street Parking Alternatives

Up to 25,000 sf	1
25,001 to 40,000 sf	2
40,001 to 100,000 sf	3
100,001 to 160,000 sf	4
Over 160,000 sf	4 + 1 per additional 80,000 GFA above 160,000 GFA
NOTES: sf = square feet	

- iv. Where a **change of use** not involving the enlargement of a **structure** is proposed on a **lot** with insufficient area to practically accommodate an off-street loading area, the **developer** need only comply with these loading area standards to the **maximum extent practicable**.
- v. No area used to comply with loading area standards may be used to comply with the parking standards, nor shall any area used to comply with parking standards be used to comply with loading area standards.

b. Dimensional Standards for Loading Areas

- i. Each loading space shall be of sufficient size to accommodate the types of delivery/shipping vehicles likely to use the loading area.
- ii. A loading space that presumptively satisfies the needs of delivery/shipping vehicles shall be at least 12 feet wide and 40 feet long, and shall have at least 14 feet of vertical clearance. The **Official** may require larger or smaller loading spaces or lesser or greater vertical clearance on determining that the characteristics of the particular **development** warrant such a variation and the general standard in subparagraph a above is met.

c. Location and Design of Loading Areas

- i. Where possible, loading areas shall be located to the rear of the **building(s)** they serve.
- ii. The loading area shall be located **adjacent** to the **building's** loading doors, in an area that promotes its practical use.
- iii. The loading area shall be located and designed so vehicles using them can maneuver safely and conveniently to it from a public **street** and complete loading without obstructing or interfering with any public **right-of-way** or any parking space or parking lot **drive aisle**—provided, however, that a loading area may overlie a **drive aisle** if it is included as a condition of approval and the **applicant** provides a recorded memorandum of agreement that loading will not occur during normal business hours.

d. Buffering of Loading Areas

Loading areas shall be separated from **adjacent streets** and **uses** by a type D buffer in accordance with Table 16-5-103.F: Buffer Types.

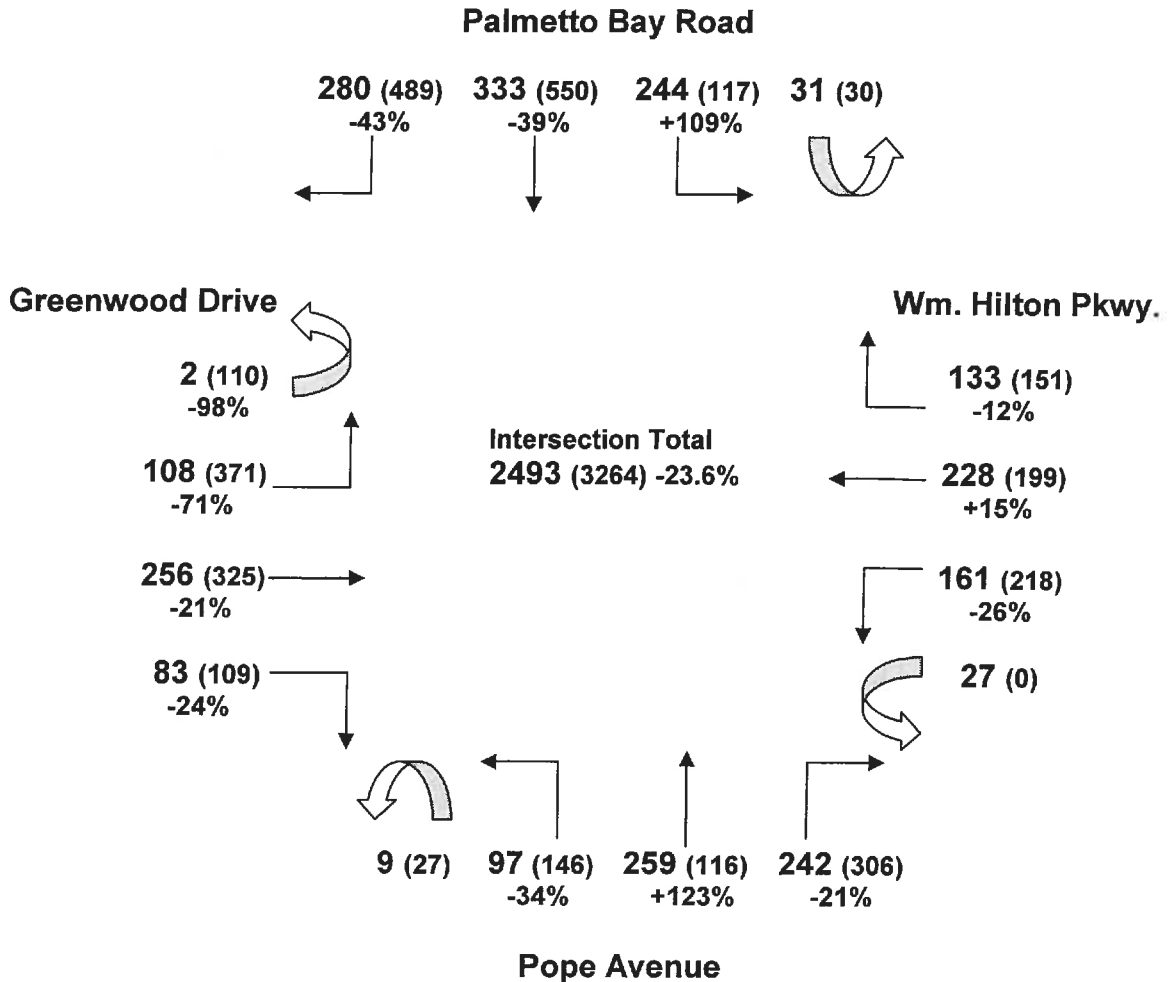
Sea Pines Circle Traffic Count Summary

Year	A.M. Peak Hour	Midday Peak Hour	P.M. Peak Hour
2005	3264	4026	4199
2010	2493	3508	3525
2015	2791	3748	3930
2016	3072	3696	4168
2018	3028	3510	3559
2020	2841	3637	3818
2022	3008	3713	3828

2010 Sea Pines Circle Traffic Count Information

Sea Pines Circle

A.M. PEAK HOUR (8:00 to 9:00 a.m. – Thu. 6/10/10)

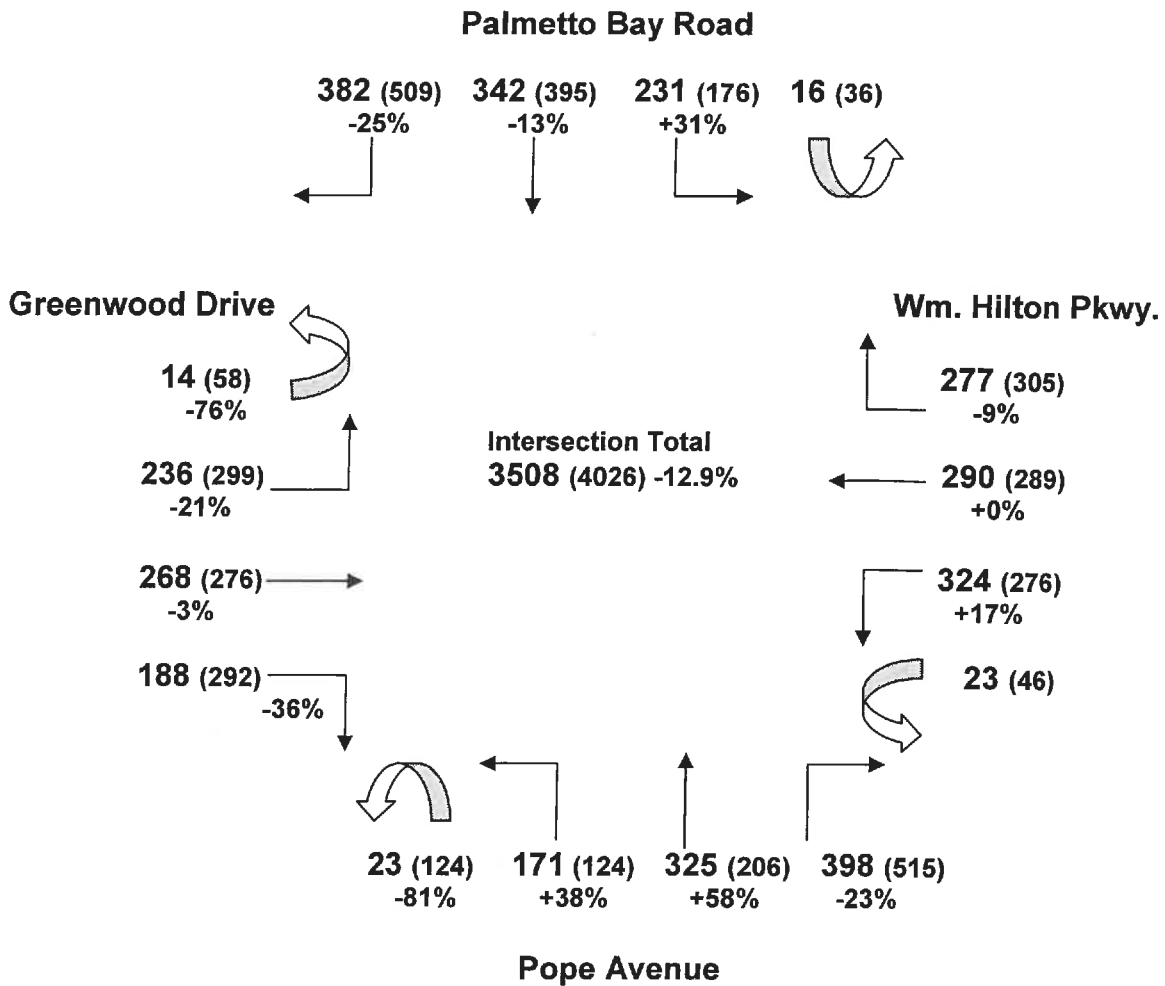


**NO PEDS
RECORDED**

2010 (2005) 5-year %chg

Sea Pines Circle

MIDDAY PEAK HOUR (11:30 a.m. to 12:30 p.m. – Thu. 6/10/10)

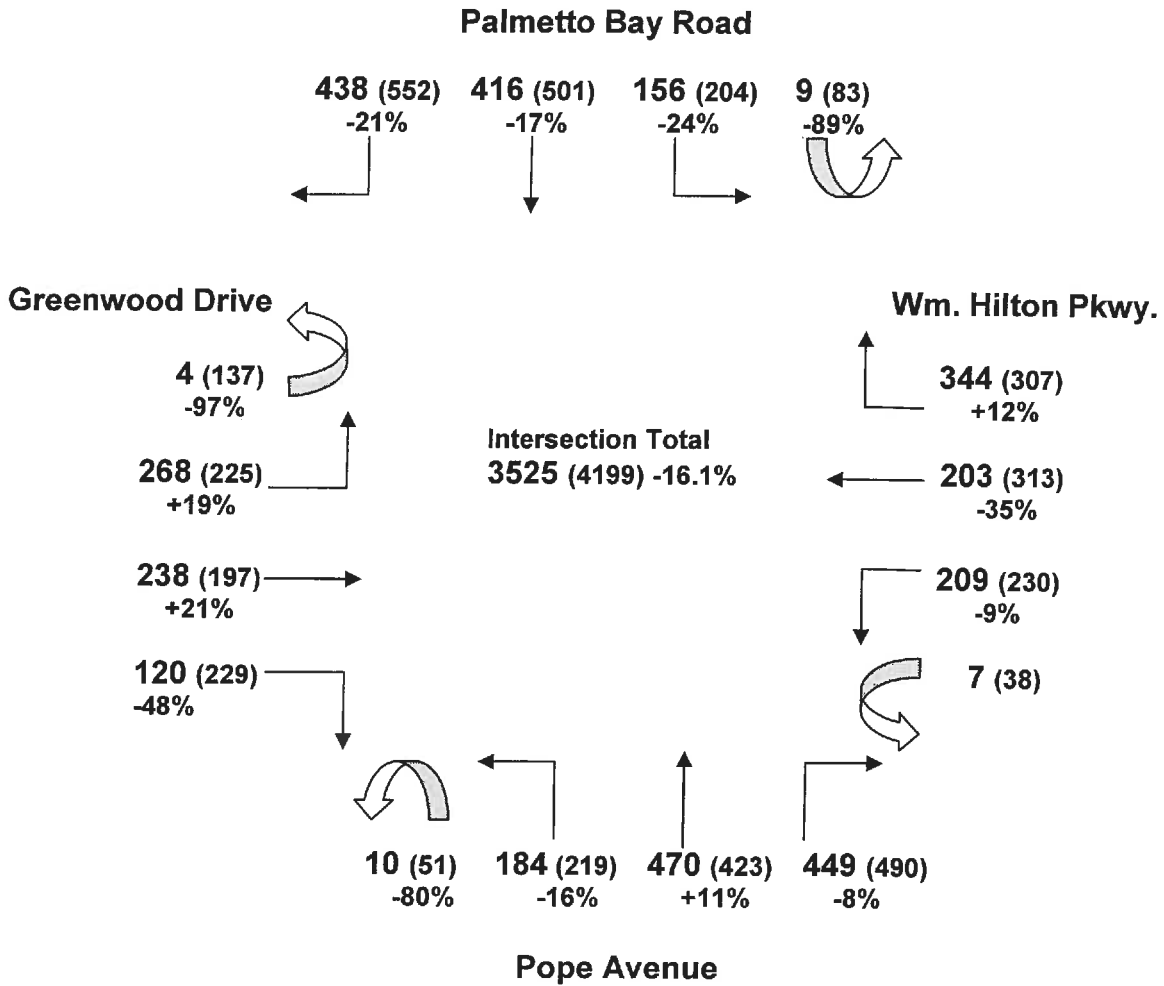


**NO PEDS
RECORDED**

2010 (2005) 5-year %chg

Sea Pines Circle

P.M. PEAK HOUR (4:30 p.m. to 5:30 p.m. – Thu. 6/10/10)



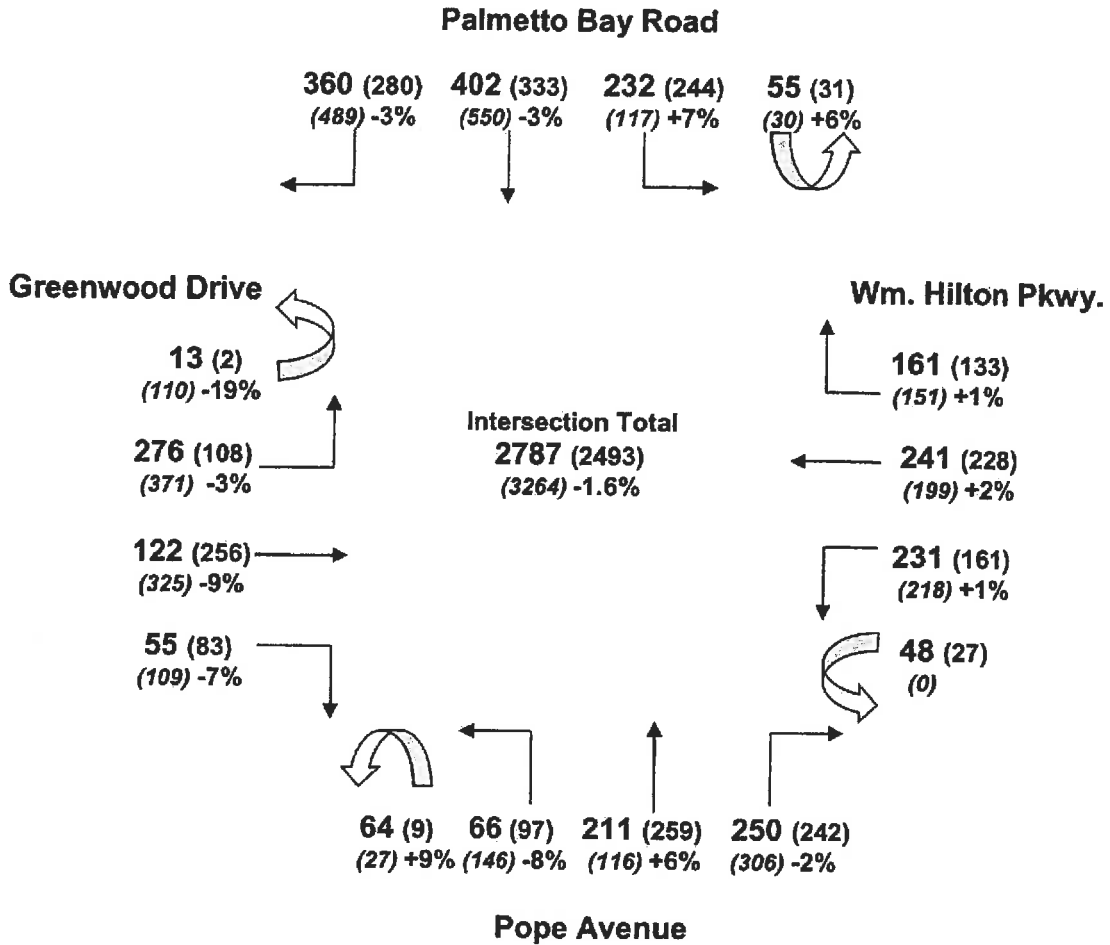
**NO PEDS
RECORDED**

2010 (2005) 5-year %chg

2015 Sea Pines Circle Traffic Count Information

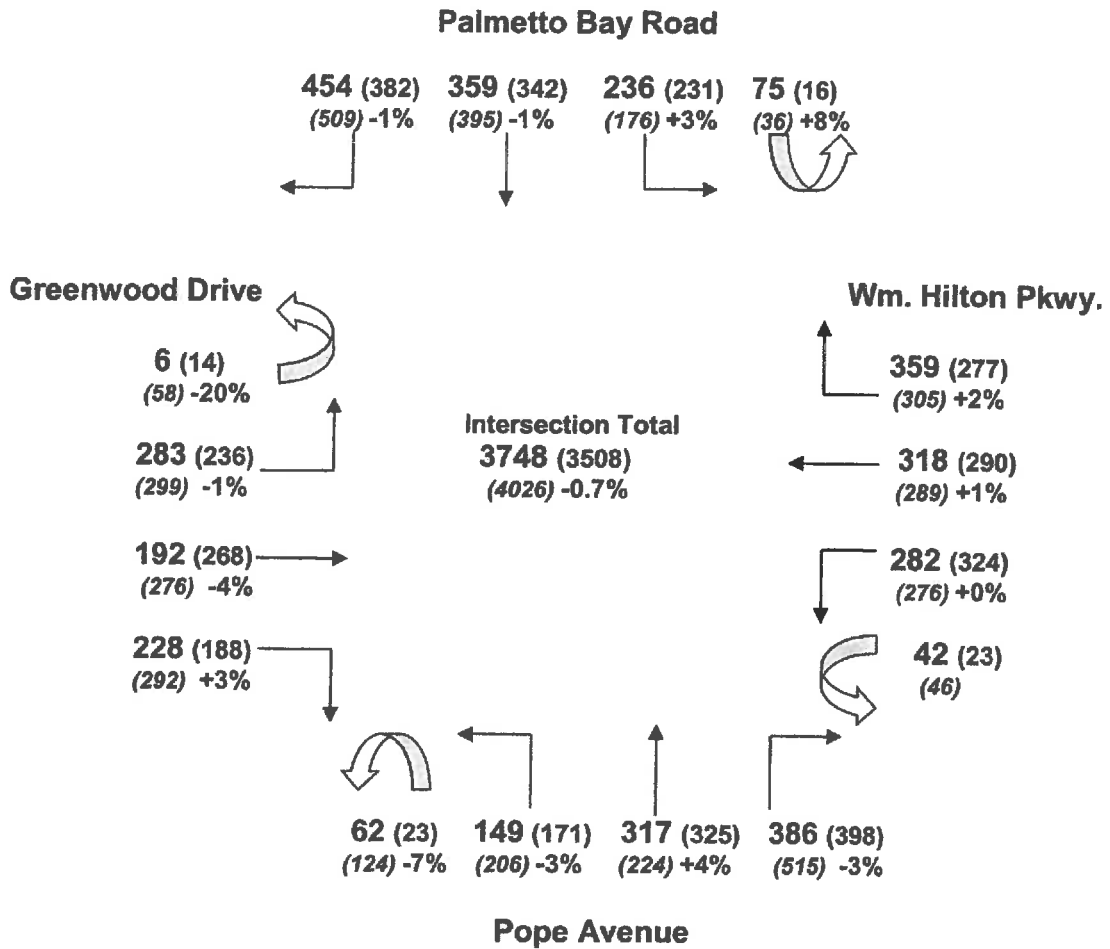
Sea Pines Circle

A.M. PEAK HOUR (8:00 to 9:00 a.m. – Wed. 6/17/15)



2015 (2010)
 (2005) 10-Yr. Effective Annual Change

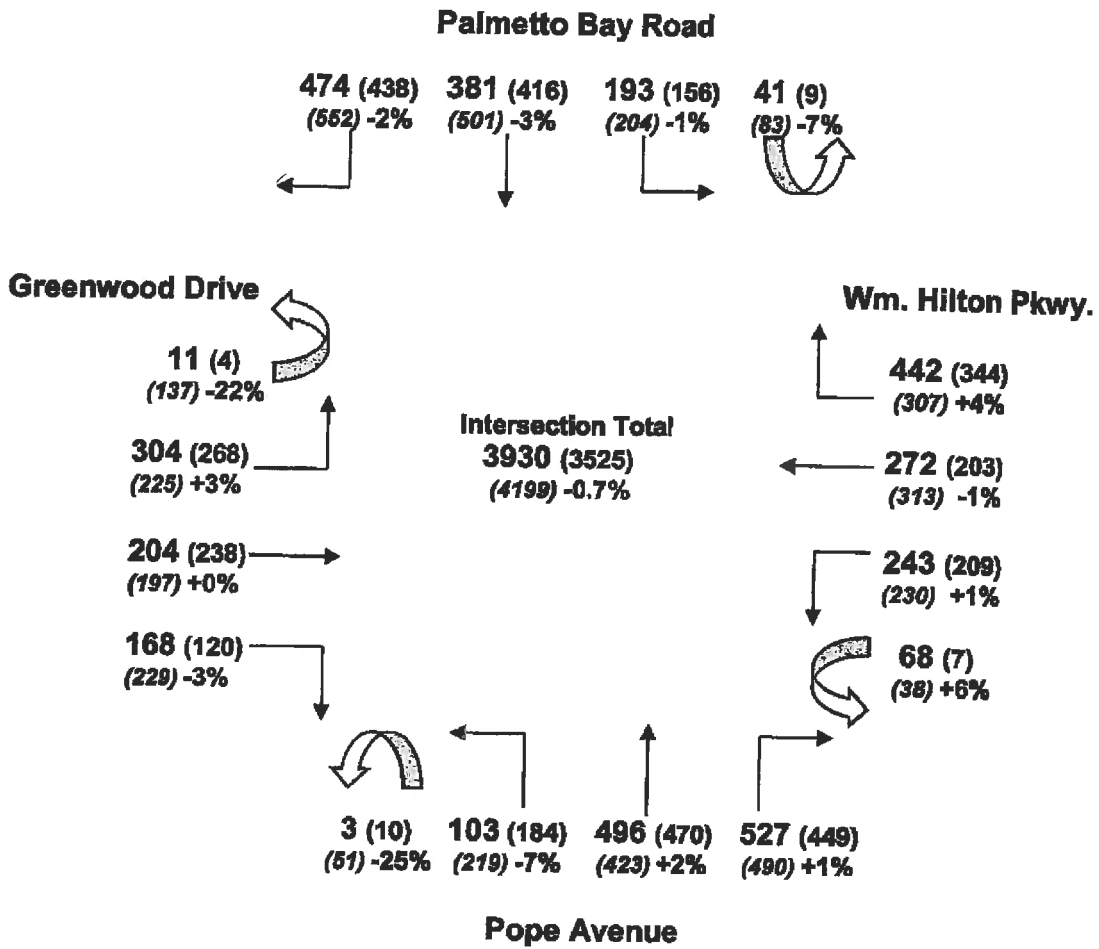
Sea Pines Circle MIDDAY PEAK HOUR (12:00 to 1:00 p.m. – Wed. 6/17/15)



2015 (2010)
(2005) 10-yr Effective Annual Change

Sea Pines Circle

P.M. PEAK HOUR (5:00 p.m. to 6:00 p.m. – Wed. 6/17/15)

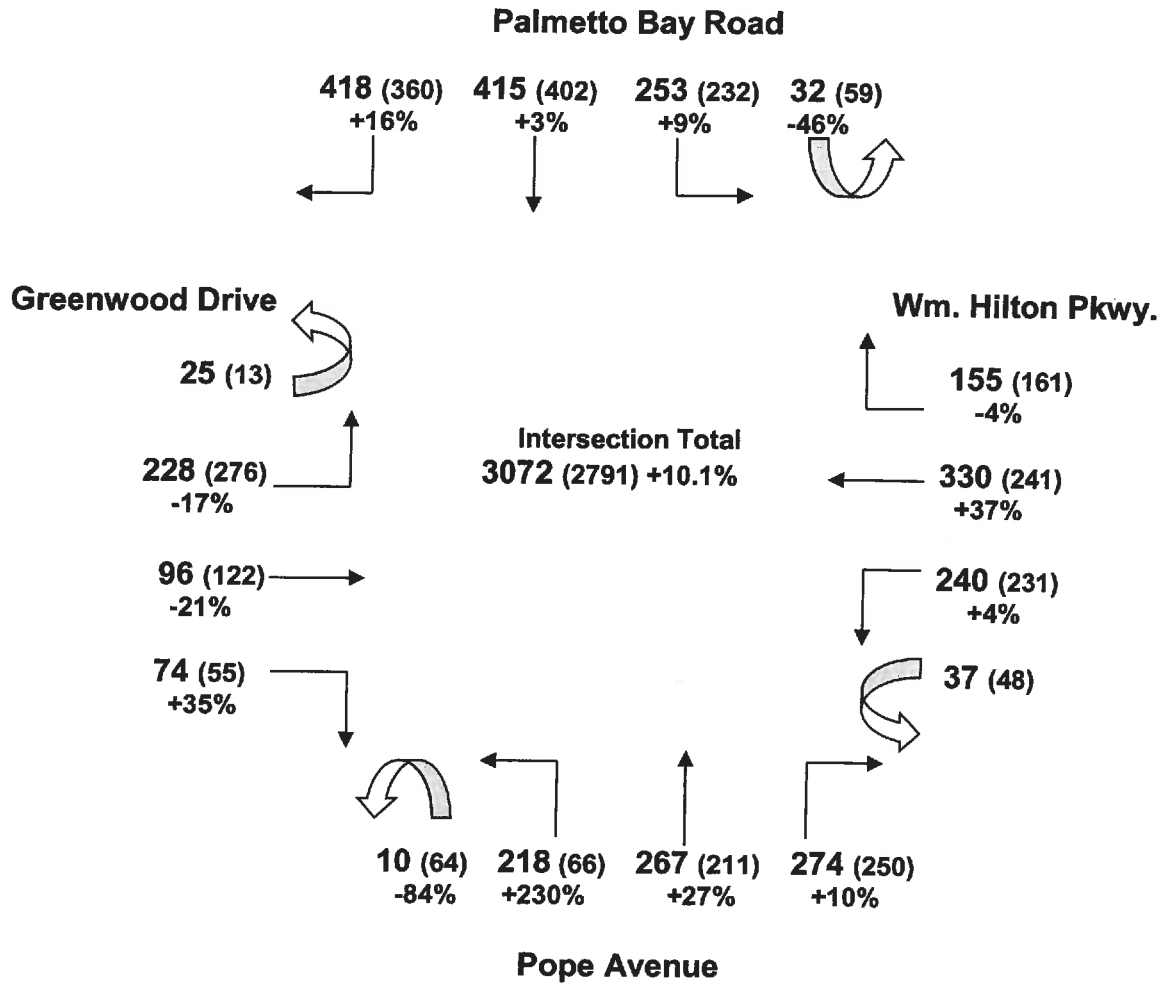


2015 (2010)
(2005) 10-yr Effective Annual Change

2016 Sea Pines Circle Traffic Count Information

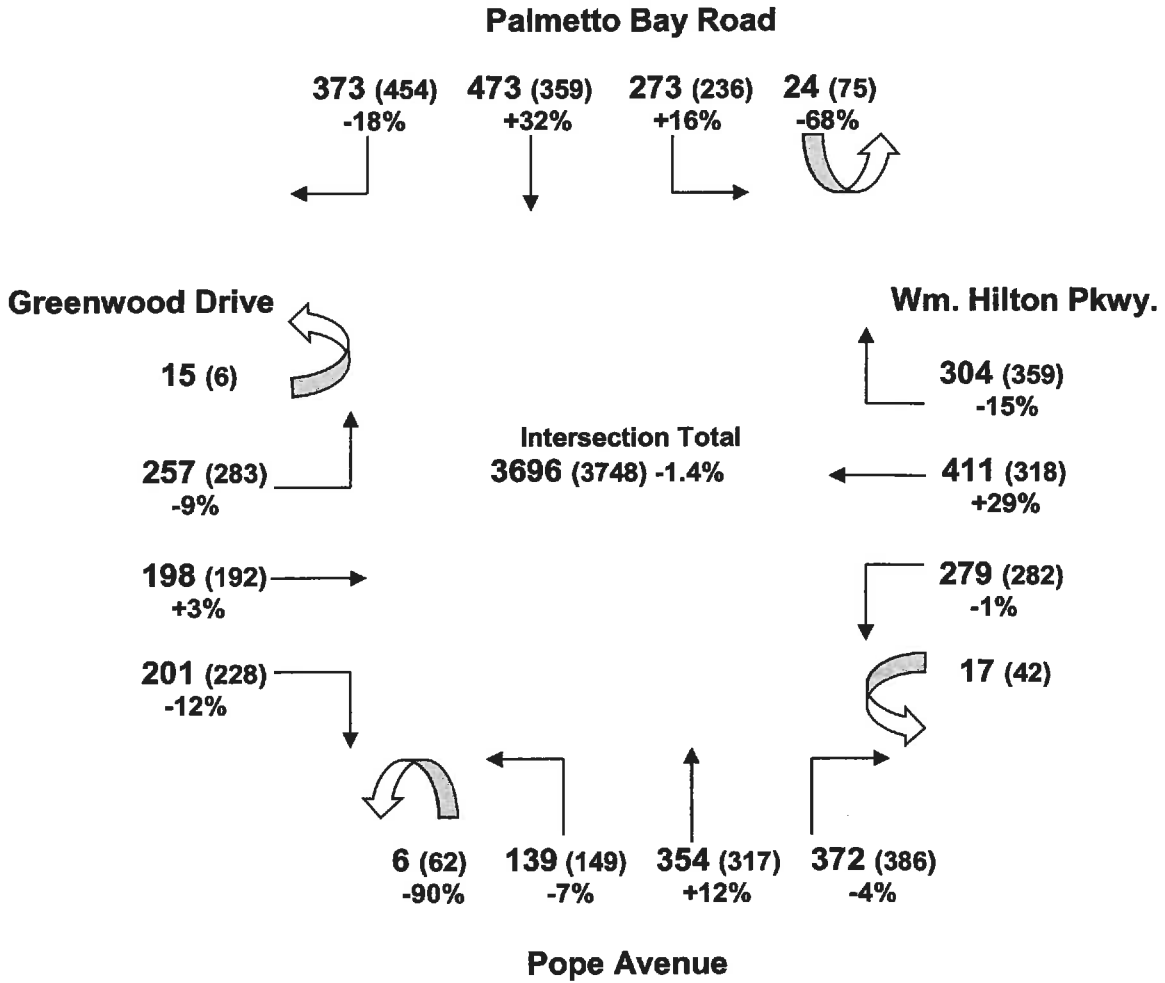
Sea Pines Circle

A.M. PEAK HOUR (8:00 to 9:00 a.m. – Wed. 6/8/16)



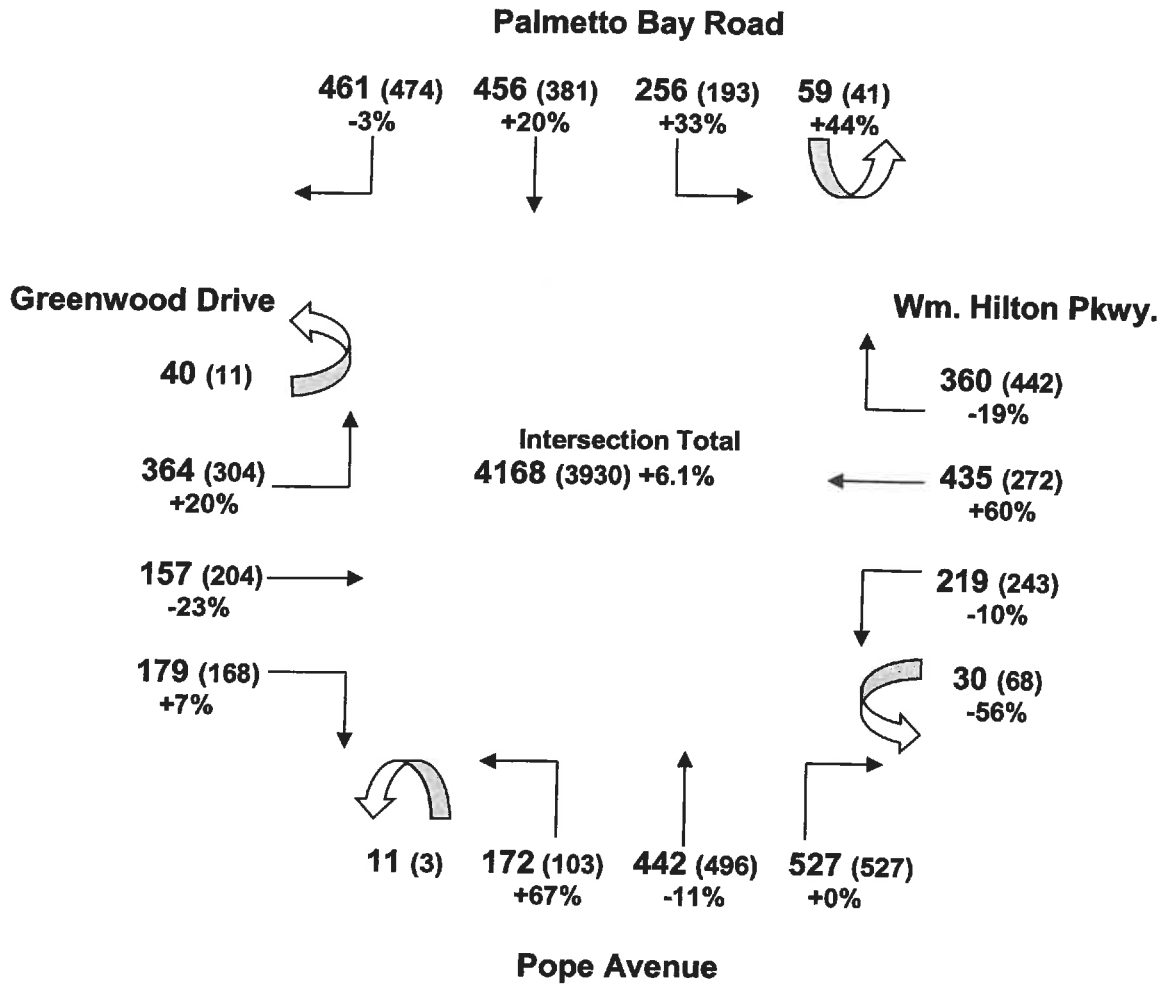
2016 (2015) %chg

Sea Pines Circle MIDDAY PEAK HOUR (11:45 a.m. to 12:45 p.m. – Wed. 6/8/16)



2016 (2015) %chg

Sea Pines Circle P.M. PEAK HOUR (4:15 p.m. to 5:15 p.m. – Wed. 6/8/16)

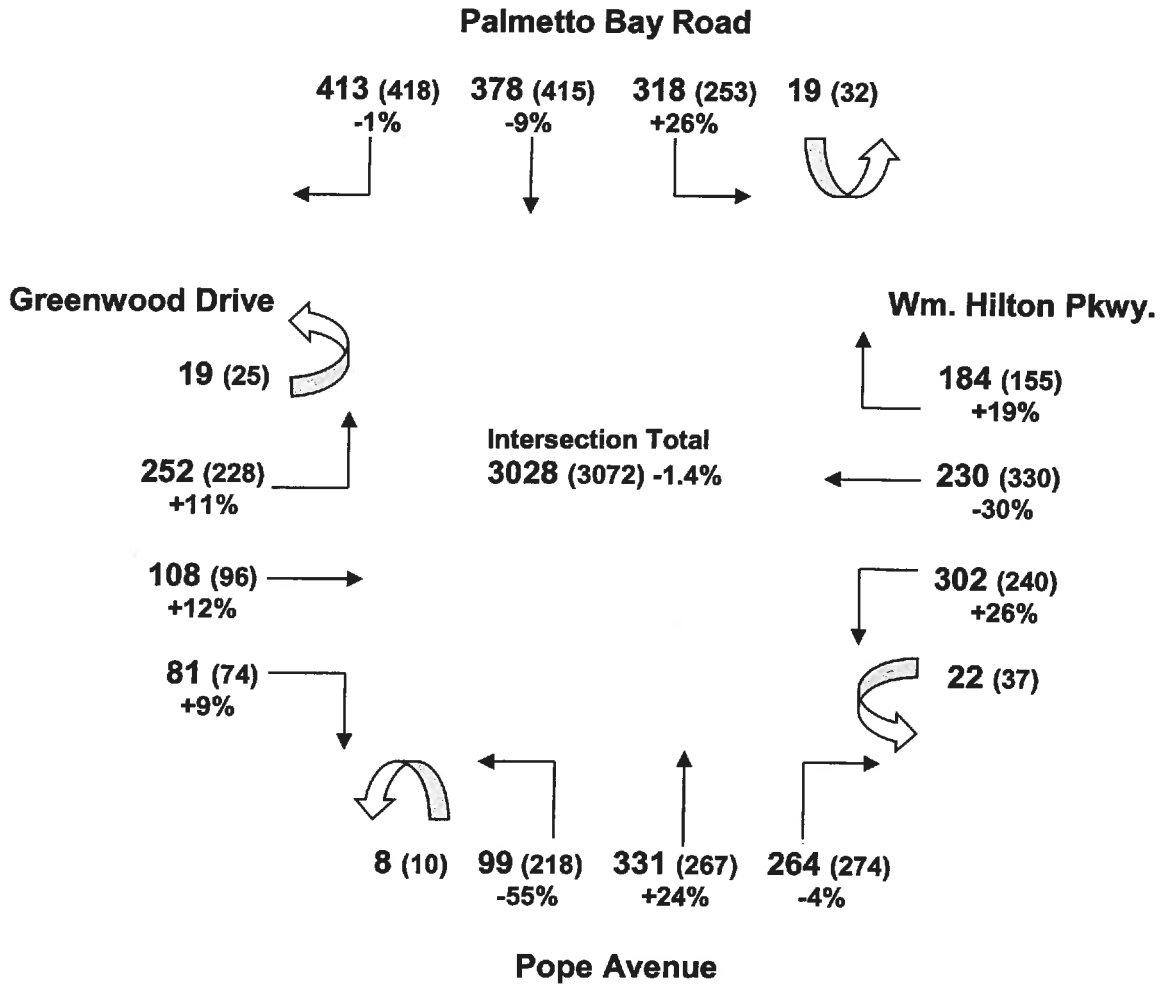


2016 (2015) %chg

2018 Sea Pines Circle Traffic Count Information

Sea Pines Circle

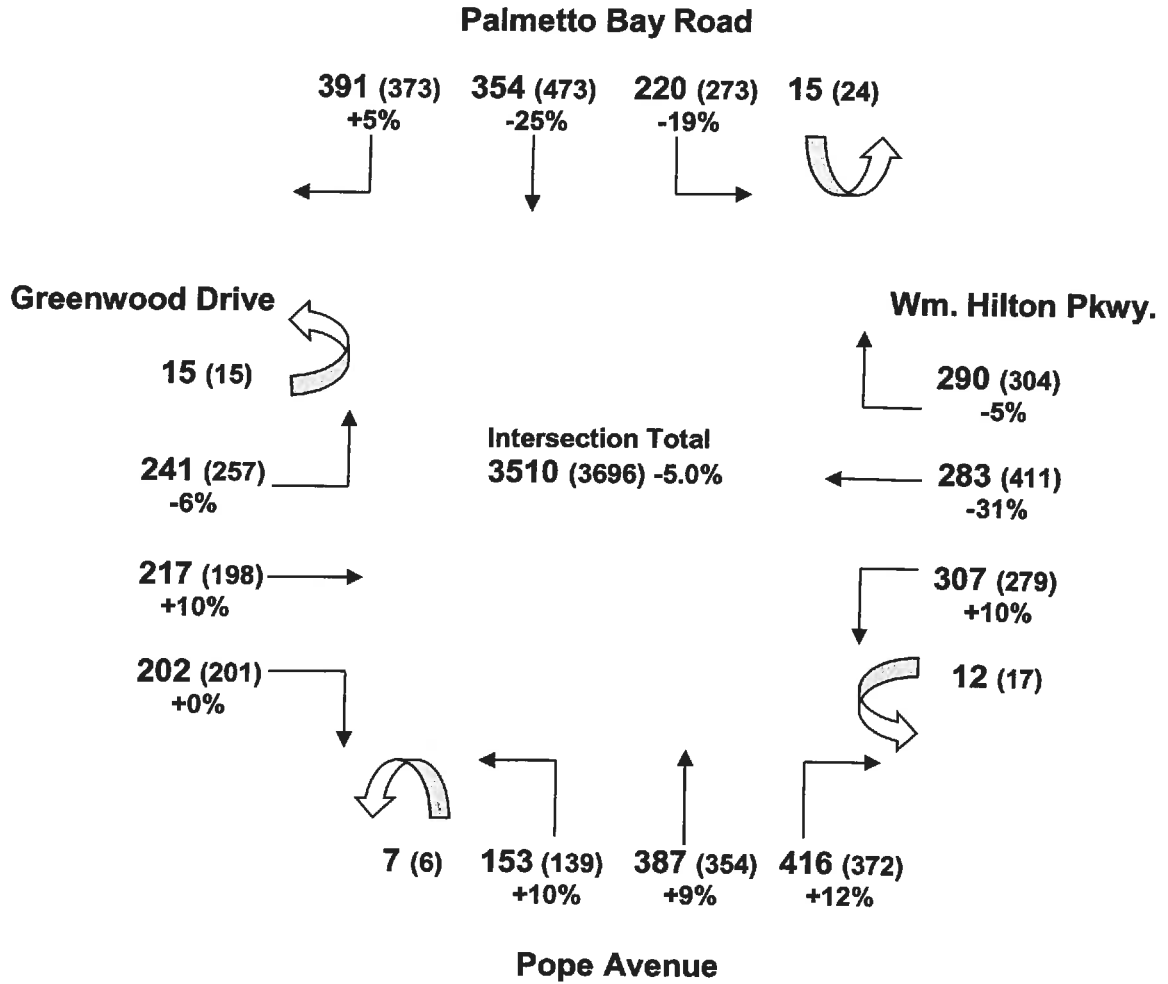
A.M. PEAK HOUR (8:00 to 9:00 a.m. – Wed. 6/6/18)



2018 (2016) %chg

Sea Pines Circle

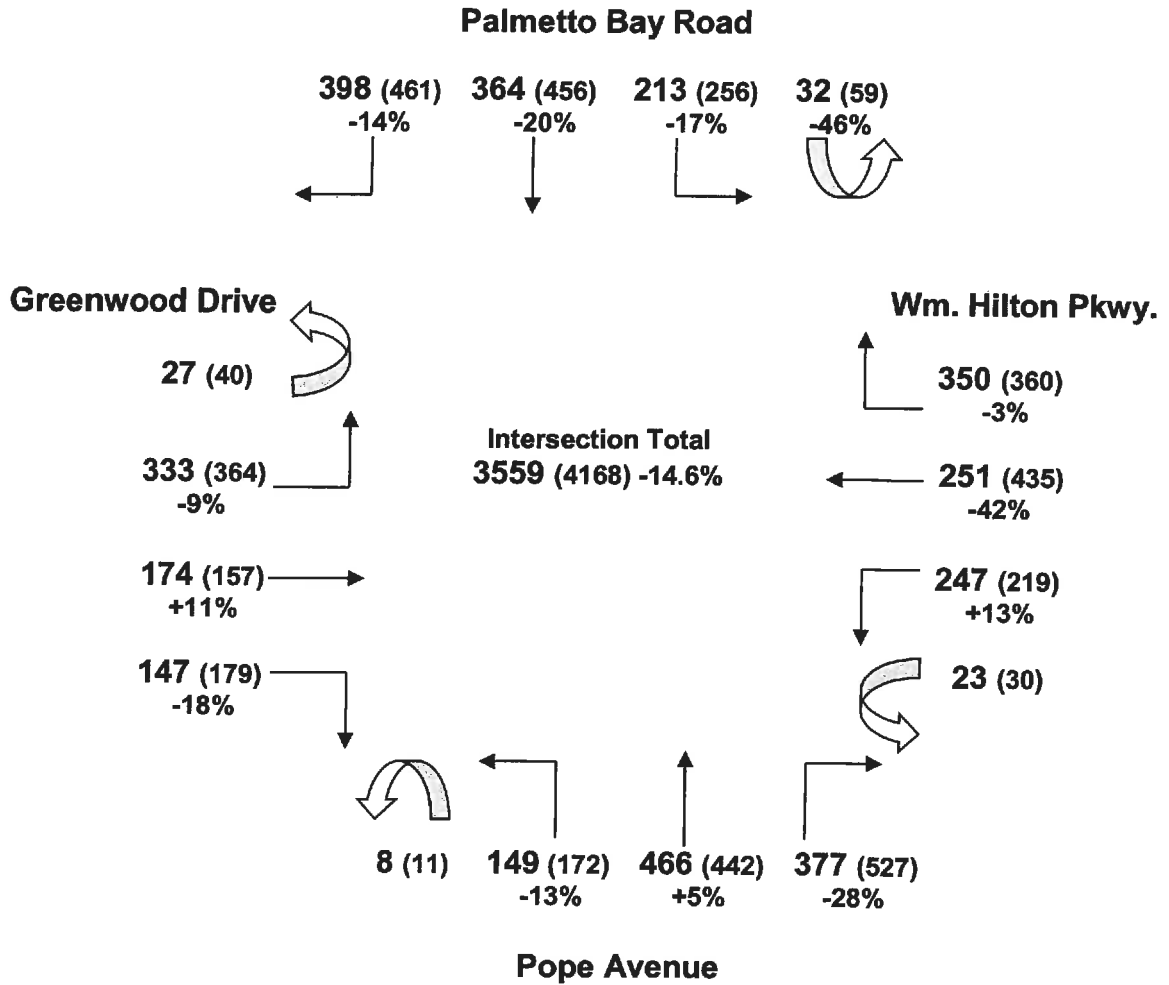
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2018 (2016) %chg

Sea Pines Circle

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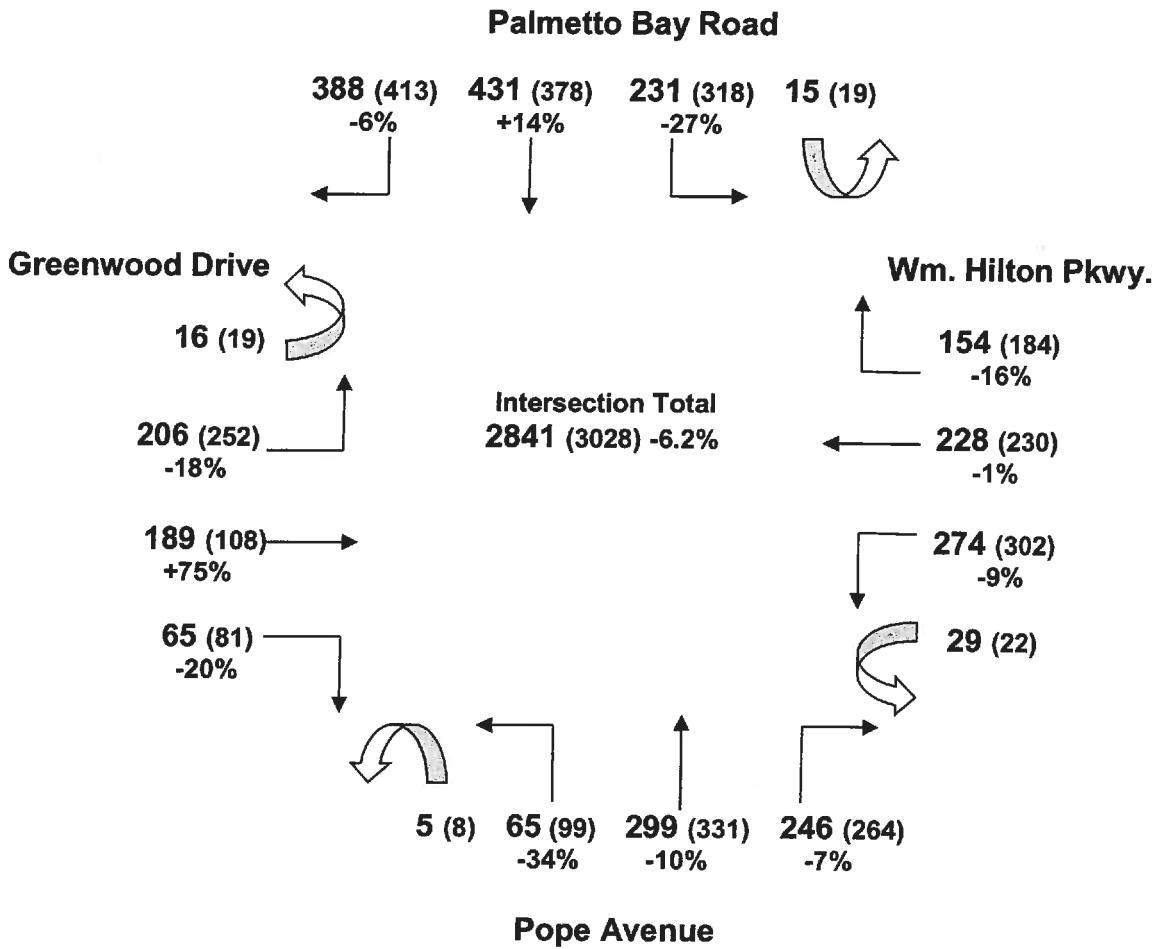


2018 (2016) %chg

2020 Sea Pines Circle Traffic Count Information

Sea Pines Circle

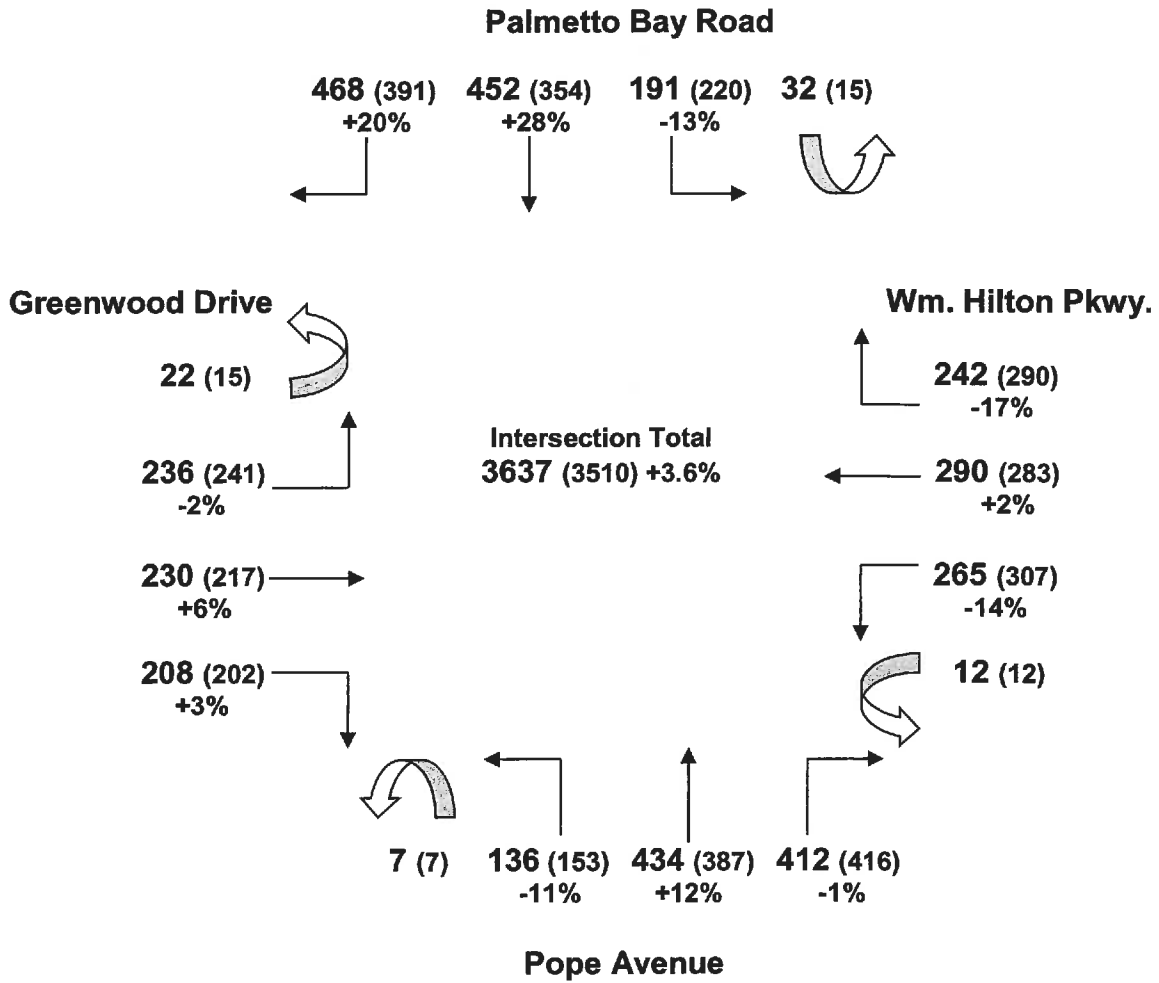
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2020 (2018) %chg

Sea Pines Circle

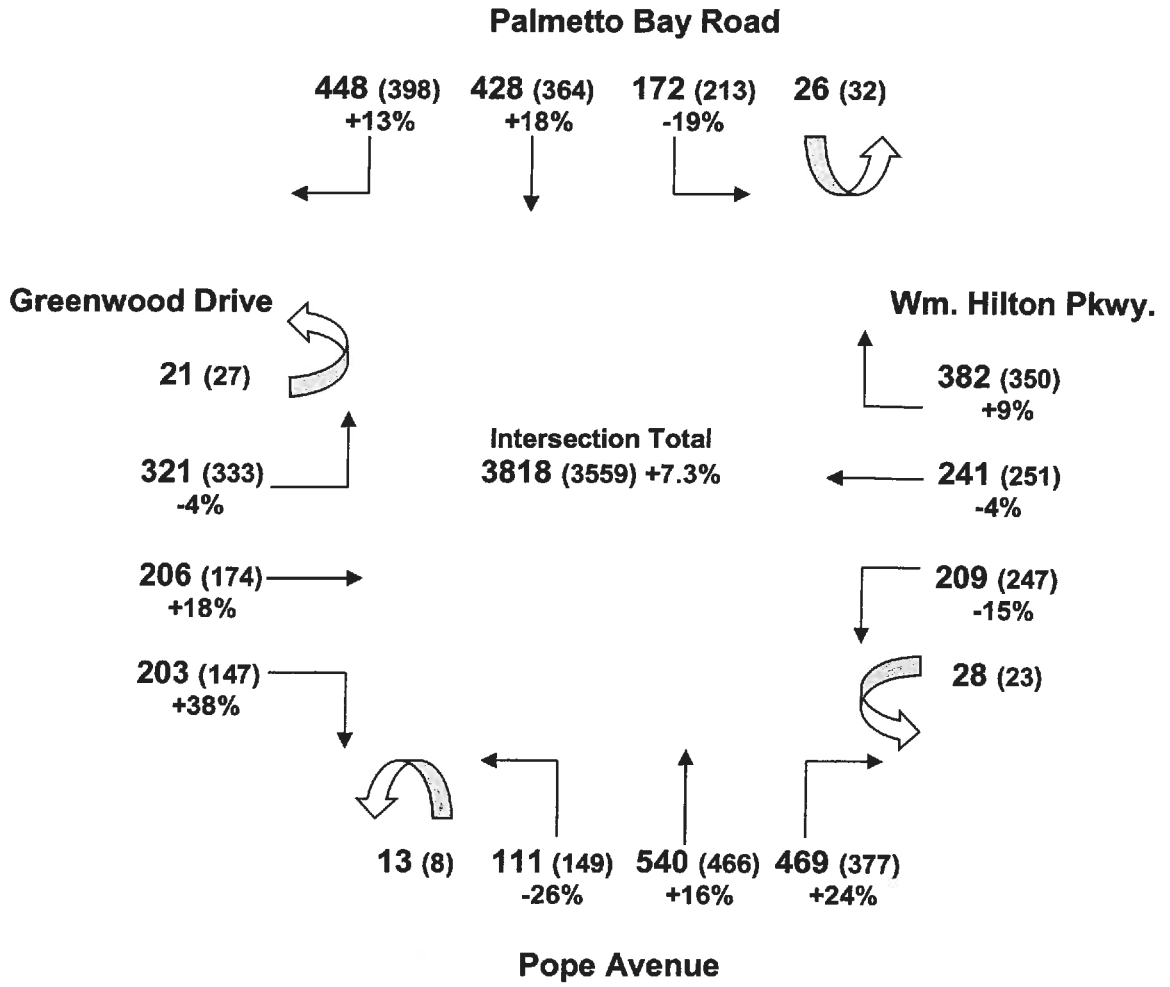
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2020 (2018) %chg

Sea Pines Circle

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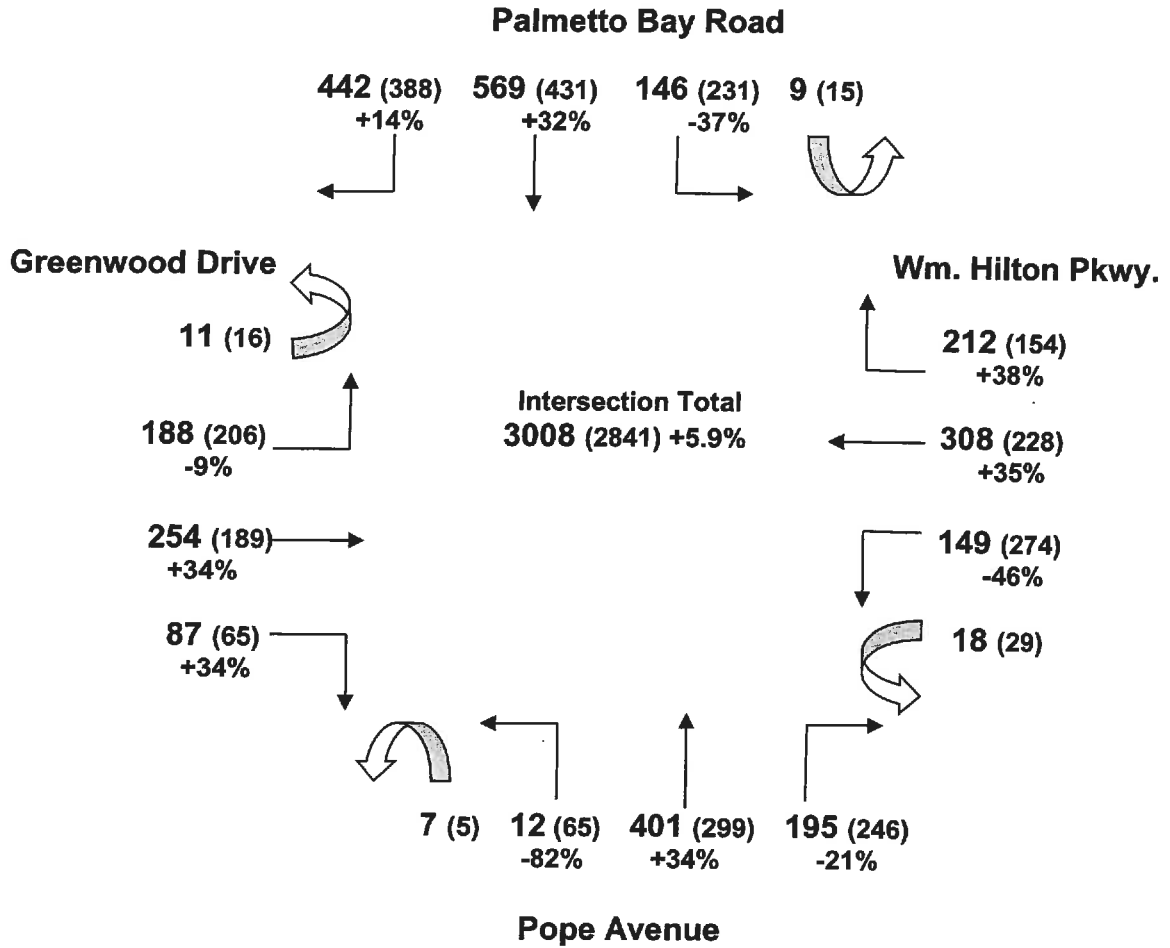


2020 (2018) %chg

2022 Sea Pines Circle Traffic Count Information

Sea Pines Circle

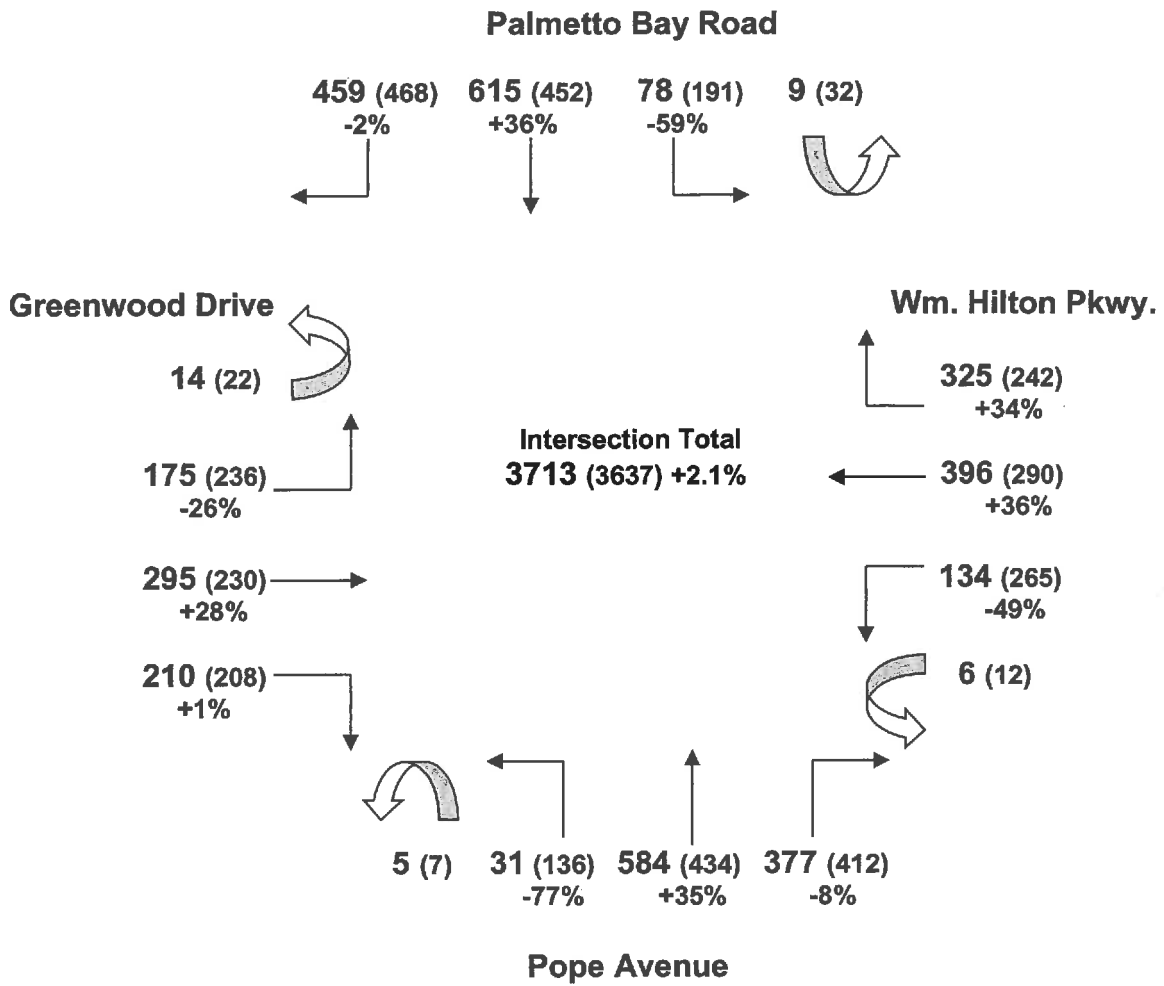
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2022 (2020) %chg

Sea Pines Circle

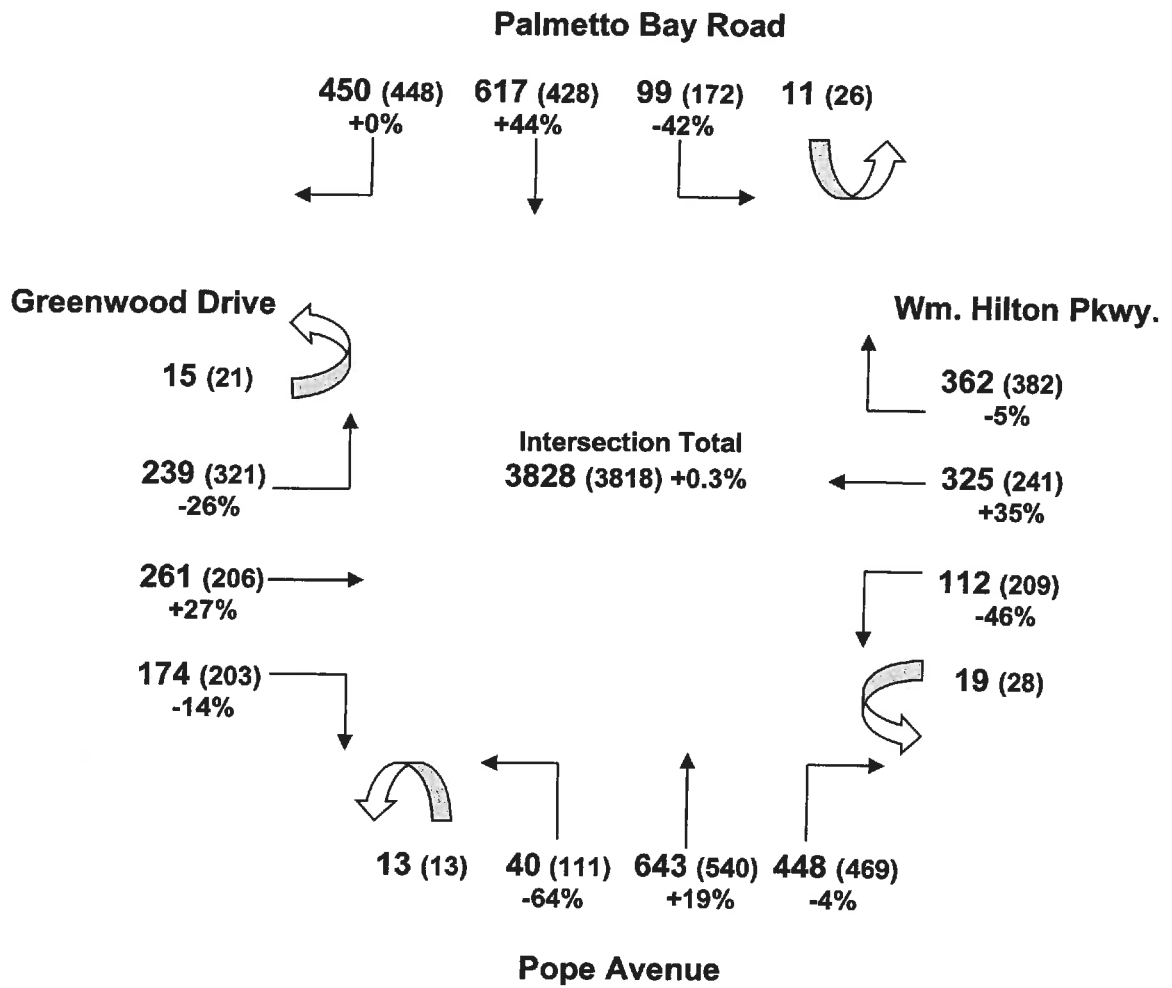
MIDDAY PEAK HOUR (11:45 a.m. to 12:45 p.m. – Wed. 6/8/22)



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

**TOWN OF HILTON HEAD ISLAND
SAMPLE RENTAL ISLANDER MIXED-USE WORKFORCE HOUSING
AGREEMENT**

THIS AGREEMENT, entered into this _____ day of _____, 20____ by and between
(name of owner/corporation and mailing address) _____
_____ (hereinafter “Property Owner”),
and the **TOWN OF HILTON HEAD ISLAND**, a municipal corporation of the State of South Carolina with
offices at Town Hall, One Town Center Court, Hilton Head Island, SC 29928 (hereinafter “Town”).

RECITALS

WHEREAS, the Property Owner is the owner of certain real property (hereinafter “Property”) located in the Town of Hilton Head Island, County of Beaufort, State of South Carolina, commonly known as *(address, parcel number, and/or name)* _____
_____, and legally described in **Exhibit A** attached hereto and incorporated herein by this reference; and

WHEREAS, in consideration of the authorization of a development permit to approve *(development name, type of development, and project description)* _____

_____ (hereinafter the “Project”); and

WHEREAS, the PROJECT is subject to the Islander Mixed-Use Workforce Housing Program requirements described in Sections 16-3-105.M, 16-4-102.A, 16-4-102.B and 16-10-103.A of the Town’s Land Management Ordinance (LMO); and

WHEREAS, pursuant to Ordinance 2023-07:

1. The Property Owner is required to provide at least ___% workforce housing units, totaling _____ workforce units within the Project; and

WHEREAS, the terms and conditions of a Islander Mixed-Use Workforce Housing Agreement for the Project have been agreed upon between the Property Owner and the Town and are set forth herein;

NOW THEREFORE, in consideration of accomplishing the purposes of this Agreement and the mutual covenants and promises made to each other, the Property Owner and the Town agree as follows:

SECTION I. PURPOSE:

The purpose of this Agreement is to provide the mechanism which will implement the required workforce housing units within the proposed residential component of the Project.

SECTION II. COMMITMENT:

The Property Owner hereby commits, subject to the terms and conditions of this Agreement, to the provision of _____ workforce housing units within the residential component of this Project.

SECTION III. WORKFORCE HOUSING:

For the purposes of the Agreement, the term “Islander Mixed-Use Workforce Housing” shall mean housing that is affordable to households earning up to ___ percent of the most recently published U.S. Department of Housing and Urban Development (HUD) Area Median Income (AMI) for Beaufort County.

SECTION IV. IMPLEMENTATION:

A. Types of Workforce Housing Units:

Workforce housing units shall include a range of unit sizes comparable to units in the overall development. This Project contains _____ total units with _____ being workforce units.

Number of Workforce Units	Type of Units	Size of Workforce Units
	Micro-Efficiency	
	Studio	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom Units	

B. Integration of Workforce Housing Units within the Project:

Workforce housing units will be integrated within the residential areas of the Project and will be of similar architecture, design, and quality as market-rate residential units.

C. Eligibility Criteria:

The Property Owner must submit a Certificate of Eligibility verifying that the following eligibility criteria are met for each household occupying a workforce housing unit:

1. Household income shall be between __ and __ percent of the most recently published HUD Area Median Income (AMI) for Beaufort County for rental units.
2. Eligible households shall occupy a workforce housing unit as their sole residence.

3. Eligible households shall have at least one person who is employed at a lawfully licensed business within the Town of Hilton Head Island.

D. Distribution of Workforce Housing Units within the Project:

1. Workforce Housing units are required to be mixed with and not clustered together or segregated in any way from, market-rate units.
2. If the development contains a phasing plan, the phasing plan shall provide for the development of workforce units concurrently with the market-rate units.

SECTION V. ADMINISTRATION:

- A. The Property Owner shall provide a Certificate of Eligibility for each household to the Town, or its designee.
- B. The Property Owner shall provide a sworn affidavit to the Town, or its designee, certifying that the rental rate(s) meet the requirements of Section 16-4-102.B of the LMO.

SECTION VI. TERM:

This Agreement shall expire ____ (__) years from the date the last Certificate of Occupancy is issued for the final Islander Mixed-Use workforce housing unit covered by this Agreement. After the ____ (__) year term is complete, the Property Owner will be free to rent or sell housing units at market-rate.

SECTION VII. MISCELLANEOUS:

- A. This Agreement may not be cancelled, modified, changed, or supplemented, nor may any obligation hereunder be waived, except in writing signed by the parties hereunder.
- B. This Agreement shall extend to and be binding upon the successors, legal representatives, heirs, executors, administrators, and the permitted assigns of the parties hereto.
- C. If any provision or provisions of this Agreement shall be held invalid, illegal, unenforceable, or in conflict with the State of South Carolina or the United States, that provision or those provisions shall be deemed to be null and void and shall be deemed severed from the Agreement, and the validity, legality, and enforceability of the remaining provisions of the Agreement shall not in any way be affected or impaired thereby.

In Witness whereof, the Parties hereto, by and through their duly authorized officers, have set their hands and seals as of this _____ day of _____, 20____.

**THE TOWN OF HILTON HEAD ISLAND, SOUTH
CAROLINA**

By: _____ (L.S.)
_____ (print)
Mayor

Attest: _____ (L.S.)
_____ (print)
Town Manager

PROPERTY OWNER

By: _____ (L.S.)
_____ (print)
Title: _____

Attest: _____ (L.S.)
_____ (print)
Title: _____

Islander Mixed-Use LMO Text Amendment Request

Town Council
July 18, 2023



Recommendation

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



Text Amendment Application

Request by Josh Tiller of J. K. Tiller Associates, Inc. for a text amendment to allow for a new use to be established called Islander Mixed-Use within the Sea Pines Circle District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards.

Request to amend Land Management Ordinance

Sections:

16-3-105.M, Sea Pines Circle District

16-4-102.A, Principal Uses

16-4-102.B, Use-Specific Conditions

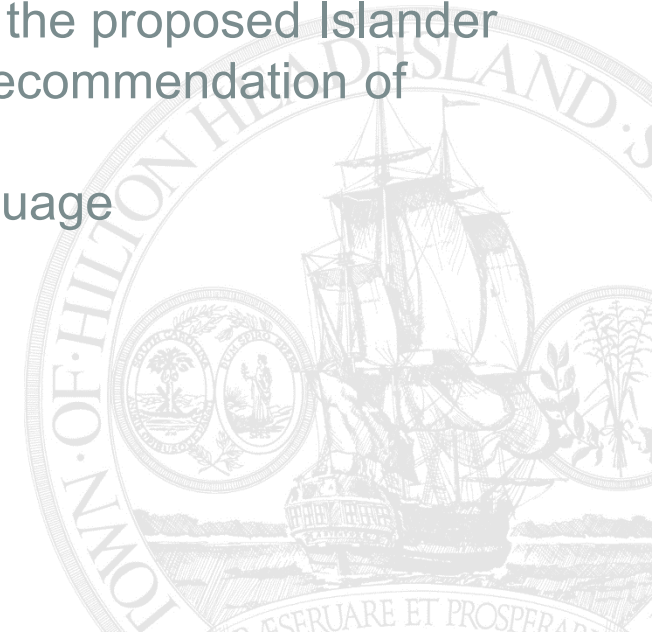
16-10-103.A, Use Classifications, Use Types, and Definitions



Background

Public Process:

- Initial request received July 22, 2022
- Initial discussion with Planning Commission held August 17, 2022
- LMO Committee reviewed on September 1, 2022, and moved the amendment forward to the Planning Commission on November 1, 2022
- Planning Commission held a public hearing on December 21, 2022, and moved the amendment be recommended for approval to Town Council.
- Public Planning Committee met January 26, 2023, but deferred action until a Traffic Impact Analysis and a Mass/Scale/Density Visual was received that illustrated the proposed policy.
- Public Planning Committee met on June 8, 2023, and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial and requested the applicant consider the following:
 - Shared parking and adjacent street setback use-specific condition language
 - 4 bedroom per dwelling unit maximum use-specific condition
 - Workforce Housing requirements (term, percentage, AMI)
 - 10% functional open space or common amenity space



Text Amendment Request

Applicant Submittal:

- Text Amendment
- Letters of support from:
 - Shore Beach Services
 - Beach House Resort
 - SERG Restaurant Group
 - Browndog, Inc.
 - University of South Carolina Beaufort
- Traffic Impact Analysis
- Building Mass and Scale Exhibit



Text Amendment Request

Creation of a new use called “Islander Mixed-Use” within the Sea Pines Circle (SPC) District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards.

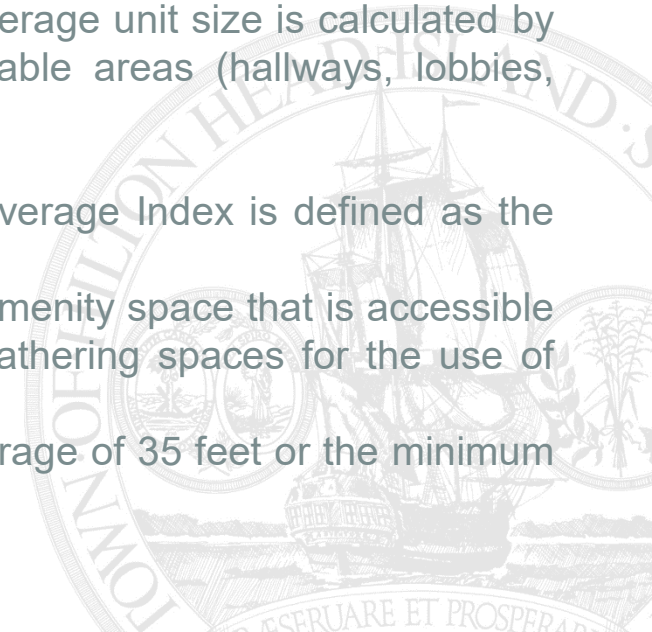
- **Islander Mixed-Use Definition:** Development that includes two or more different uses, which shall include multifamily or workforce housing use and one or more of the Office uses, as described in Sec. 16-10-103.F or one or more of the Commercial Services uses, as described in Sec. 16-10-103.G or some combination thereof. Such uses should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian access.
- **Density:** Proposed at a density that is “undefined density but limited by applicable design and performance standards such as height and parking”
- **Parking:** Requires separate parking spaces for residential use at 1.5 spaces per dwelling unit and separate parking spaces required for nonresidential use at 1 per 500 gross floor area



Text Amendment Request

- **Use-specific conditions:**

- i. Islander Mixed-Use development* shall designate separate parking spaces for **use** by the residential units. The parking spaces designated for residential **use** are eligible to be included as part of a **shared parking** plan meeting the requirements in Section 16-5-107.H.3.
- ii. Islander Mixed-Use development* may utilize **shared parking** on **Education Use** property if the development provides student housing.
- iii. Islander Mixed-Use development* must be on property which is within 500 feet (measured at nearest property line to property line) of **Education Uses**.
- iv. Islander Mixed-Use* shall not be a *Short-Term Rental Property* as defined in the Municipal Code, Section 10-2-20.(6).
- v. 15% of Islander Mixed-Use* units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.
- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.*
- vii. Islander Mixed-Use* shall not exceed a floor area ratio of 0.68.
- viii. Islander Mixed-Use* shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. Islander Mixed-Use* shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.
- x. Islander Mixed-Use* requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.



Analysis

Sea Pines Circle District Analysis

Sea Pines Circle District purpose:

“To provide lands for commercial and mixed-use development at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale buildings and shopping centers that balance the needs of the driving public and pedestrian activity and circulation among the district's retail, dining, and entertainment activities. The district is also intended to accommodate nighttime activities.”



Analysis

Sea Pines Circle District Analysis

The Sea Pines Circle (SPC) District allows a range of uses permitted by right, permitted with conditions and by special exception.

- **Residential use type:**
 - *Permitted*- multifamily
 - *Permitted with conditions*- mixed-use, workforce housing
- **Public, civic, institutional and education use type:**
 - *Permitted*- community service uses, education uses, government uses, minor utilities, public parks, religious institutions
 - *Permitted with conditions*- telecommunication antenna and telecommunication towers
 - *Special Exception*- major utilities
- **Health services use type:**
 - *Permitted*- other health services
- **Commercial recreation use type:**
 - *Permitted*- indoor commercial recreation uses
- **Office use type:**
 - *Permitted*- other office uses
 - *Permitted with conditions*- contractor's offices
- **Commercial services use type:**
 - *Permitted*- eating establishments, grocery stores and other commercial services
 - *Permitted with conditions*- animal services, bicycle shops, convenience stores, nightclubs or bars, open air sales, and shopping centers
 - *Special Exception*- adult entertainment use and liquor stores
- **Vehicle sales and services use type:**
 - *Permitted*- car washes
 - *Permitted with conditions* - auto rentals, commercial parking lots and gas sales
- **Industrial use type:**
 - *Permitted with conditions*- self-service storage

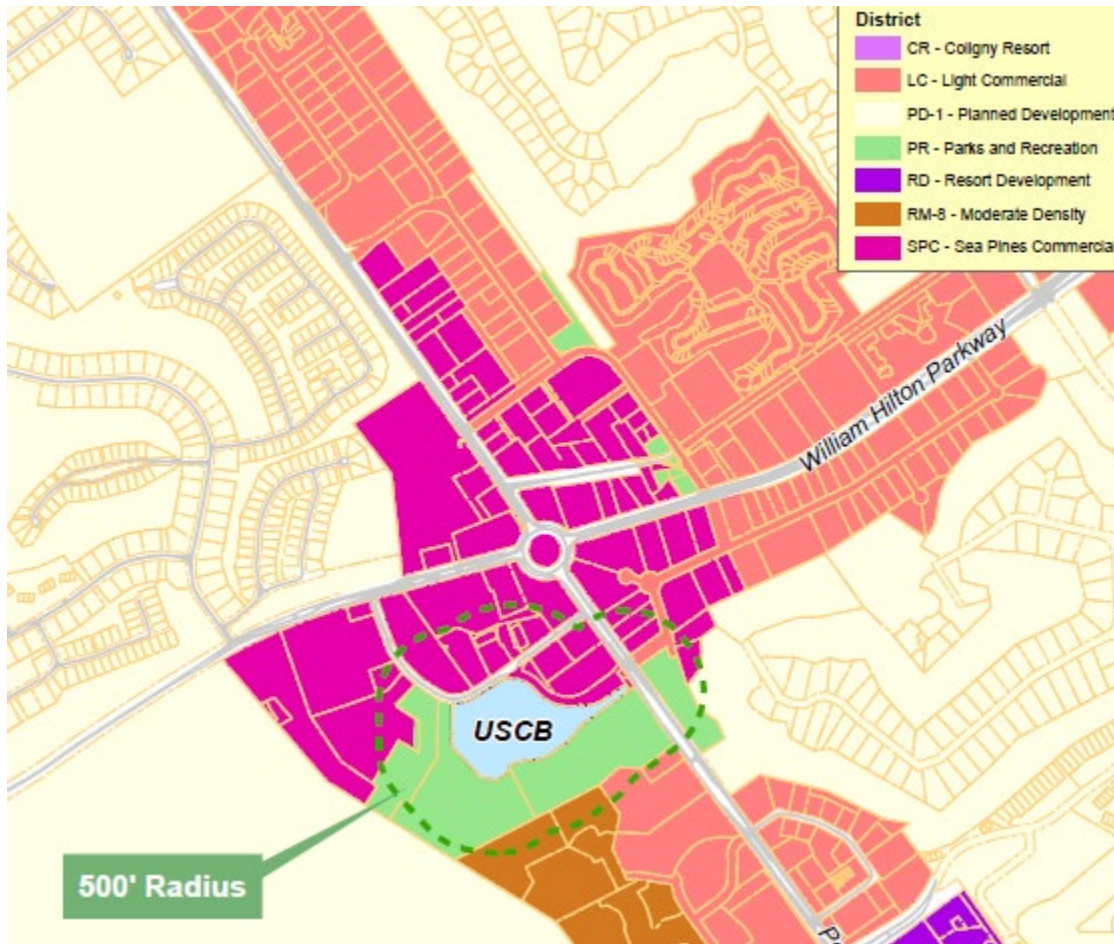
Analysis

Use

- The use definition proposed for Islander Mixed-Use is the same as the definition of Mixed-Use.
- The difference between Mixed-Use and Islander Mixed-Use are the use-specific conditions proposed.
- The Sea Pines Circle District allows a range of uses permitted by right, permitted with conditions and by special exception.
 - residential uses
 - public, civic, institutional and education uses
 - health services
 - commercial recreation
 - office uses
 - commercial services
 - vehicle sales and services; and
 - industrial uses
- Workforce Housing use is allowed in the SPC district with use-specific conditions.
- Islander Mixed-Use is generally compatible with other uses in SPC district.



Analysis



Use Specific Conditions - Proximity to Education Use

- Proposal is to allow use within 500 feet of Education Use.
- 23 parcels are within 500 feet.
- Based on walking and biking tolerances from a residential unit to a primary destination, it is reasonable to walk or bike 500-1,500 feet from a residential unit to a primary destination.
- “Shared parking spaces ... shall be located no more than 500 feet walking distance from the primary pedestrian entrance(s) to the uses served by the parking, as measured along sidewalks or other pedestrian accessways connecting the shared spaces and such entrance(s).”

Analysis

Density

- Density is a measurement of intensity of the development of a parcel of land.
 - For residential, it is calculated by dividing the total number of dwelling units by the net acreage of the parcel.
 - For nonresidential development, it is calculated by dividing the total number of square feet of gross floor area by the net acreage of the parcel.
 - In mixed-use developments, acreage allocated to residential use shall not be used to calculate nonresidential density, and acreage allocated for nonresidential uses shall not be used to calculate residential density.
 - The calculation of dwelling unit density does not consider dwelling unit size, meaning that a 400 square foot unit and a 5,000 square foot unit both equal 1 dwelling unit.
- Sea Pines Circle District density:
 - 12 dwelling units per net acre for residential, and/or
 - 10,000 gross floor area per net acre for nonresidential
- Proposal is for **undefined density** limited by applicable design and performance standards such as height, parking, lot coverage, setbacks and buffers.
- Coligny Resort district does not have a defined density limit and is limited by required design standards.



Analysis

Density

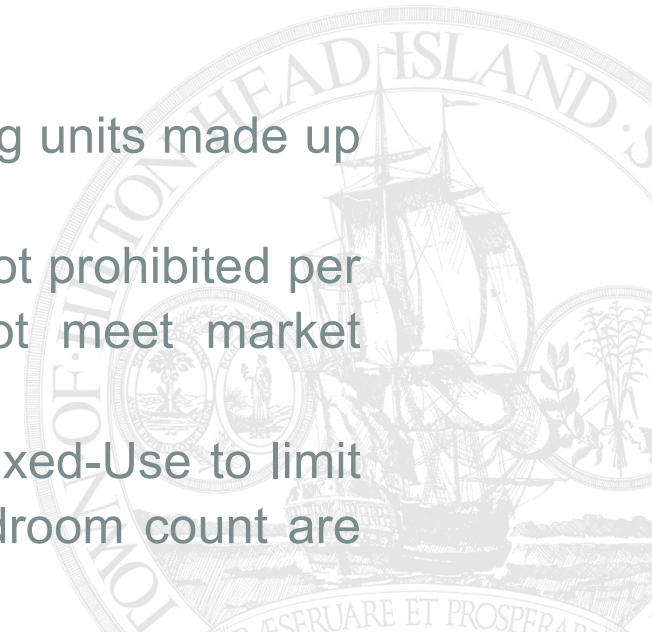
- In the Islander Mixed-Use Assessment Table, a comparison of possible conceptual developments was analyzed:
 - Each development concept includes 5,623 square feet of commercial service use.
 - The number of dwelling units (DU) varied on each development type and were as follows:
 - Workforce housing commercial conversion concept
 - 44 dwelling units
 - 11 DU/acre effective residential density
 - # of bedrooms not known
 - Mixed-Use development concept
 - 45 dwelling units, 0.86 FAR
 - 10 DU/acre effective residential density
 - 440 bedrooms
 - Islander Mixed-Use development
 - 132 dwelling units, 0.68 FAR
 - 31 DU/acre effective residential density
 - 292 bedrooms



Analysis

Density

- Existing Hilton Head Island effective residential densities are listed below:
 - Waterwalk I and II apartments in Shelter Cove
 - 23 and 27 dwelling units/acre
 - FAR 1.82 and 2.04
 - Aquaterra on Gardner Drive
 - 19 dwelling units/acre
 - FAR 0.82
 - Harbour Town
 - 22 dwelling units/acre
 - FAR unknown
- The applicant team supplied a by right mixed-use project of 45 dwelling units made up of 25 8-bedroom units and 20 12-bedroom units.
- While a development with a high bedroom count per dwelling unit is not prohibited per the LMO, a possible development scenario such as this may not meet market demands with the resulting low parking supply.
- Staff recommends a maximum of 4 bedrooms per unit for Islander Mixed-Use to limit the maximum number of bedrooms such that the dwelling unit to bedroom count are appropriately sized for this use.



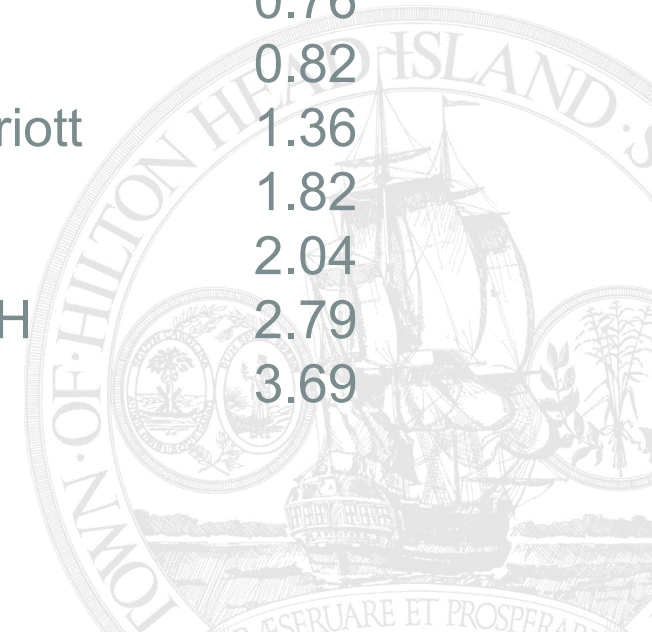
Analysis

Use Specific Conditions - Floor Area Ratio

- Floor Area Ratio (FAR) is the measurement of a building's total floor area (gross floor area) in relation to the size of the lot/parcel that the building is located on.
- FAR ratio is a calculation for maximum building size to the land area of the lot square footage.
- FAR is a separate calculation to density, dwelling units per net acreage of the parcel.
- Proposal requires a maximum Floor Area Ratio of 0.68.
- A FAR is not required for any other uses in the SPC district.

- For context, staff researched floor area ratios of existing Island-wide developments and found:

Development	FAR
The Seabrook	0.76
Aquaterra	0.82
Courtyard by Marriott	1.36
Waterwalk 1	1.82
Waterwalk 2	2.04
The Cypress in HH	2.79
Bayshore	3.69



FAR Analysis

Existing Property Island-wide



Development - The Seabrook

FAR - 0.76



FAR Analysis

Existing Property Island-wide



Development - Aquaterra

FAR - 0.82



FAR Analysis

Existing Property Island-wide



Development - Courtyard by Marriott

FAR – 1.36



FAR Analysis

Existing Property Island-wide



Development - Waterwalk 1

FAR - 1.82



FAR Analysis

Existing Property Island-wide



Development - Waterwalk 2

FAR – 2.04



FAR Analysis

Existing Property Island-wide



Development - The Cypress in HH

FAR – 2.79



FAR Analysis

Existing Property Island-wide



Development - Bayshore

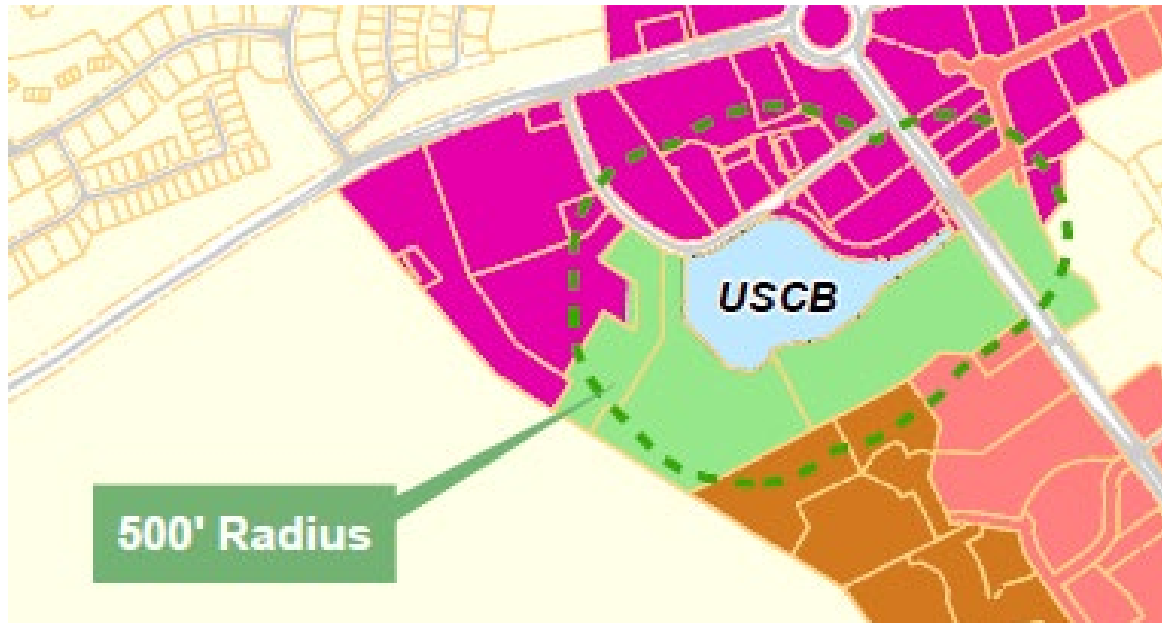
FAR – 3.69



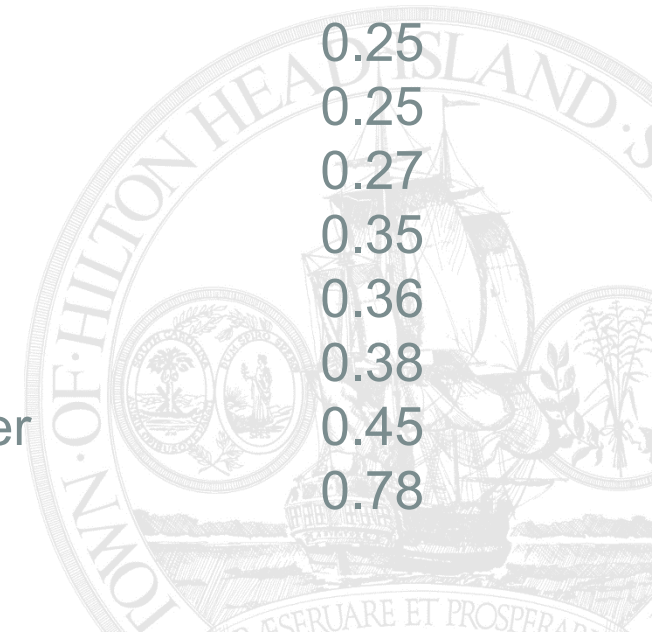
Analysis

Use Specific Conditions - Floor Area Ratio

- FAR for the 23 parcels in the 500-foot potential educational use boundary are listed on this page.
- FAR's tend to be higher for mixed-use or residential developments than for office or commercial developments.
- FAR's within the proposed boundary of Islander Mixed-Use eligibility are mostly lower and range from 0.09-0.78.



Development	FAR
USCB	0.09
CVS	0.13
Harris Teeter Gas	0.14
Reilley's Center	0.15
12 Office Way	0.17
Visitor's Center	0.19
Chronic Golf	0.21
10 Office Way	0.25
PNC Bank	0.25
8 Office Way	0.27
TND Bank	0.35
32 Office Park	0.36
Wells Fargo	0.38
Fountain Center	0.45
Spinnaker	0.78



FAR Analysis

Existing Property within 500ft IMU

Office Way	FAR
Building 6	0.27
Building 10	0.25
Building 12	0.17



Building 12

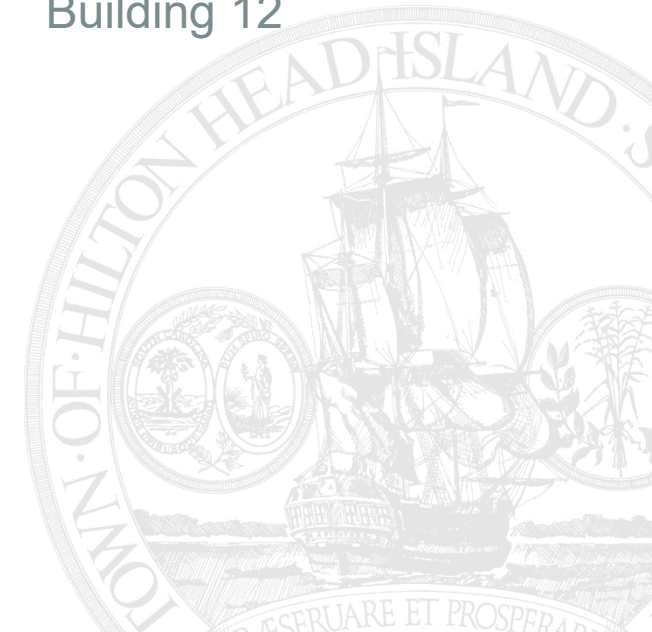


Building 6

0.27



Building 10



FAR Analysis

Existing Property within 500ft IMU



Development - 32 Office Park

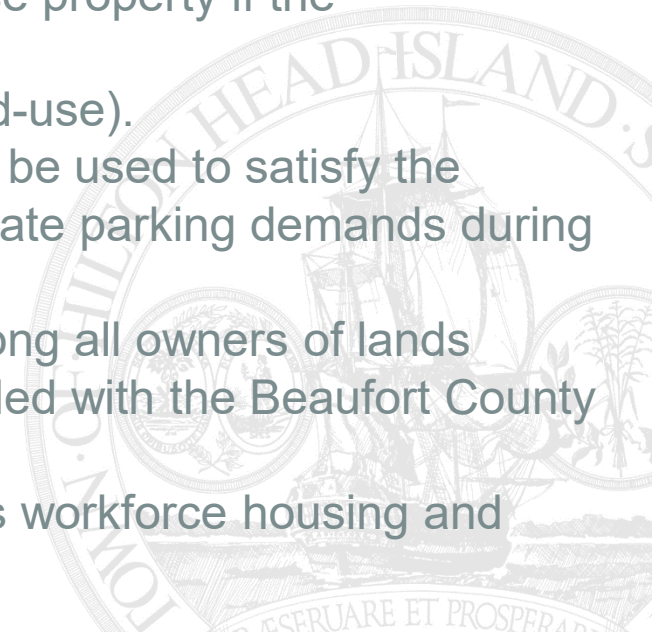
FAR - 0.36



Analysis

Use Specific Conditions - Parking

- Mixed-use and Islander Mixed-Use require 1.5 spaces per dwelling unit for residential and 1 per 500 gross floor area for nonresidential.
- SPC district allows mixed-use development with conditions. One of the use-specific conditions **does not** allow parking spaces for residential use to be included as part of a shared parking plan.
- Per the proposed use-specific conditions, Islander Mixed-Use will allow:
 - The parking spaces designated for residential to be eligible to be included as part of a shared parking agreement.
 - Islander Mixed-Use development may use shared parking on Education Use property if the development provides student housing.
- Shared parking plans are currently allowed for other uses (not allowed for mixed-use).
 - Shared parking plans allow up to 50% of parking spaces required for a use be used to satisfy the number of parking spaces required for other uses, provided the uses generate parking demands during different times of day/ different days of week.
 - A parking agreement is required that would be reviewed and approved among all owners of lands containing the uses proposed to share off-street parking spaces and recorded with the Beaufort County Register of Deeds.
- Islander Mixed-Use shared parking serves a public purpose as the use provides workforce housing and student housing.



Analysis

Use Specific Conditions - Site Coverage Index

- Islander Mixed-Use development shall not exceed a site coverage index (SCI) of 50%. The site coverage index is defined as the percentage of lot coverage by the building's footprint square footage.
- This regulation limits the building footprint to not exceed 50% of the lot area.

FAR / FSI / SCI	0.25 / 25%	0.50 / 50%	0.68 / 68%	1.00 / 100% (EXCEEDS FAR)	1.50 / 150% (EXCEEDS FAR)	2.00 / 200% (EXCEEDS FAR)
17%						
25%						
50%	NOT POSSIBLE					
60%	NOT POSSIBLE	NOT POSSIBLE				
100%	NOT POSSIBLE	NOT POSSIBLE	NOT POSSIBLE			

Analysis

Use Specific Conditions- Open Space

Open Space

- Islander Mixed-Use is proposing a required 10% functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.
- The SPC district only requires open space if it is a major single-family residential development. In that case, 16% open space is required.
- For all other development, no open space is required.

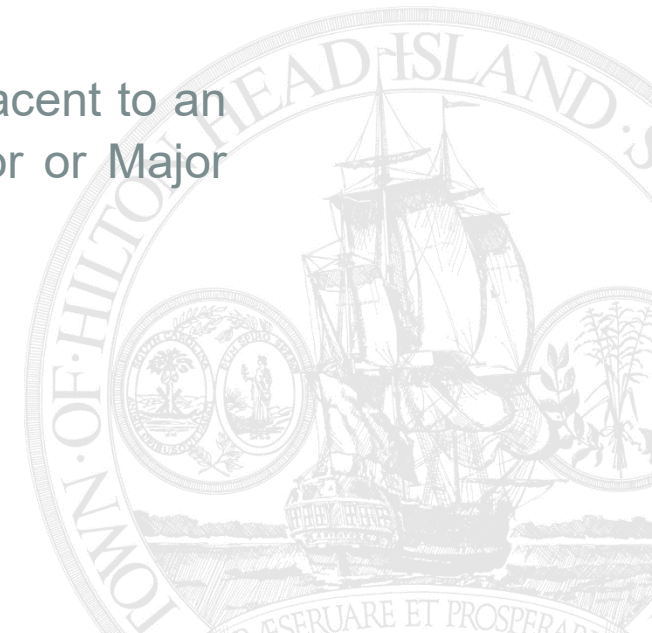


Analysis

Use Specific Conditions- Adjacent Street Setback

Adjacent Street Setback

- Proposal requires an adjacent street setback that shall meet or exceed an average of 35 feet.
- The SPC district uses must meet the setbacks per LMO Table 16-5-102.C. which require:
 - Other Street- 20' (i.e. Office Way, Office Park Road)
 - Minor Arterial- 40' (i.e. Greenwood Drive)
 - Major Arterial- 50' (i.e. Pope Avenue)
- As proposed, a greater adjacent street setback average would be required adjacent to an Other Street, but existing setback requirements would apply adjacent to Minor or Major Arterials.



Analysis

Use Specific Conditions – Minimum Average Unit Size

- A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- This condition regulates the average unit sizes in the development.
- It prevents a development with a large quantity of micro-units.

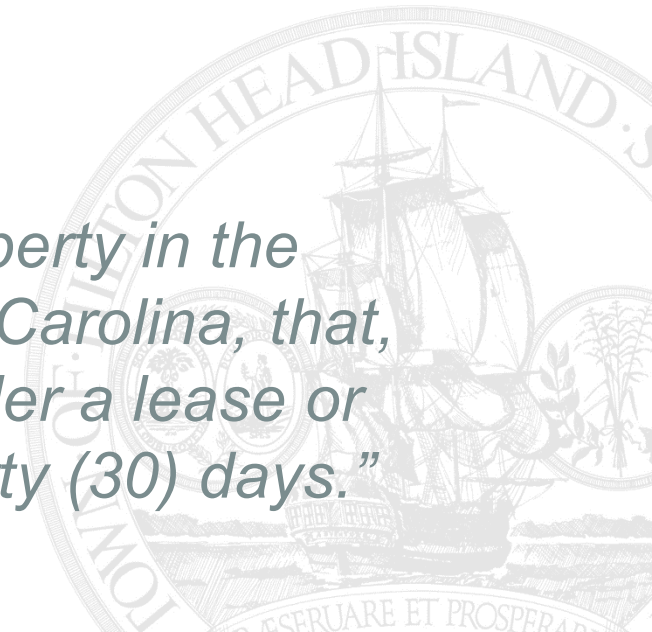


Analysis

Use Specific Conditions - Short-term Rentals

- Short-term rentals are prohibited for Islander Mixed-Use.
- Short-term rental properties are allowed in the SPC with Short-term rental permit.
- Short-term rental use intensity is generally greater than residential use intensity due to turnover and services necessary to operate a short-term rental.
- As proposed, the short-term rental prohibition will not sunset (like the workforce housing requirement), so the Islander Mixed-Use development units will remain in the long-term rental inventory.

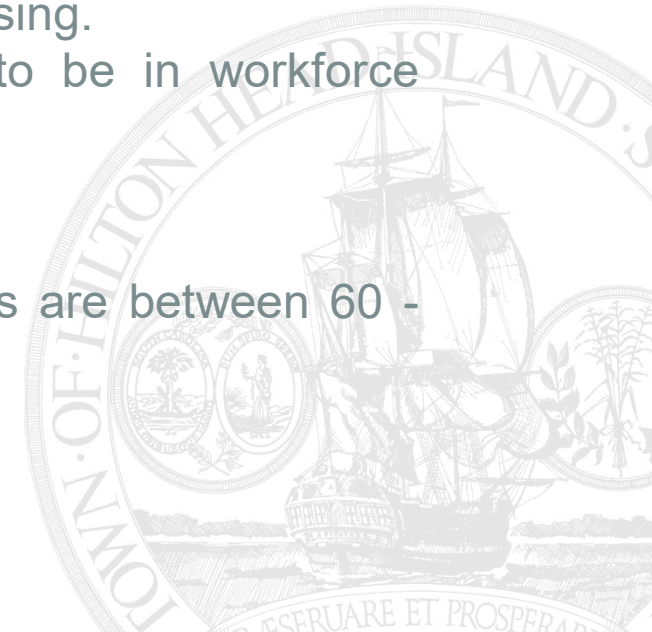
“Short-term rental property means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, that, in whole or in part, is offered for lease or occupancy under a lease or any other form of agreement, for periods of less than thirty (30) days.”



Analysis

Use Specific Conditions- Workforce Housing

- As proposed, 15% of Islander-Mixed Use units shall be workforce housing units rented to households earning up to 130% of the AMI per a Workforce Housing Agreement requirement. Rental workforce housing units shall remain in the WFH Program for a minimum of 10 years from the date of the initial certificate of occupancy.
- Islander Mixed-Use contains workforce housing provisions, but they differ from the Town's Workforce Housing Program in the following ways:
 1. Percent of units in workforce housing-
 - a. Islander Mixed-Use requires 15% of the units to be in workforce housing.
 - b. Town's Workforce Housing Program requires 20% of the units to be in workforce housing.
 2. Area Median Income-
 - a. Islander Mixed-Use AMI is up to 130% AMI.
 - b. Town's Workforce Housing Program states that AMI for rental units are between 60 - 80% AMI and owner-occupied units are between 80 - 100% AMI.
 3. Term of Workforce Housing Agreement-
 - a. Islander Mixed-Use Workforce Housing term is 10 years.
 - b. Town's Workforce Housing term is 30 years.



Analysis

Use Specific Conditions- Workforce Housing

- Islander Mixed-Use contains workforce housing provisions, but they differ from the Town's Workforce Housing Program in the following ways:
 4. Density-
 - a. The Islander Mixed-Use has undefined density.
 - b. Town's commercial conversion program density is based on the existing building envelope and the minimum unit sizes chart in LMO Section 16-10-102.B.1.
 5. Agreement-
 - a. The applicant has not supplied an Islander Mixed-Use Workforce Housing Agreement document.
 - b. Staff created a sample Islander Mixed-Use Workforce Housing Agreement based on the Town's Workforce Housing Agreement which was approved with the Workforce Housing policy. The sample agreement has blanks that will need to be filled in by the applicant team as the policy is further defined.



Analysis

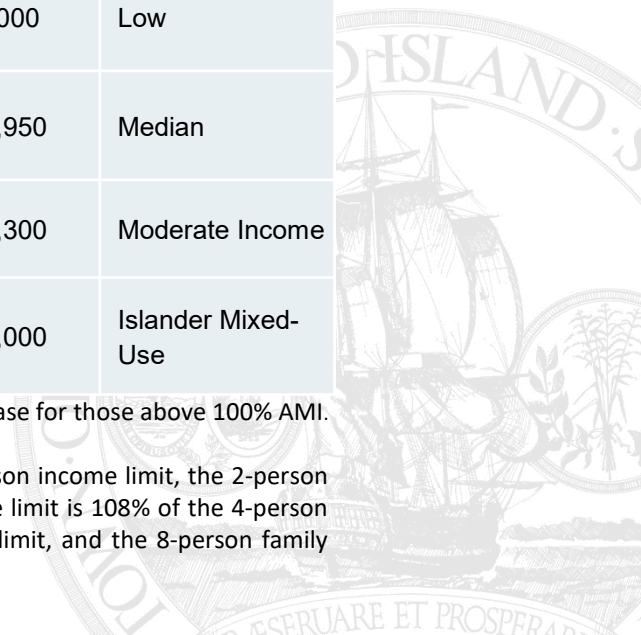
Use Specific Conditions- Workforce Housing

- Beaufort County 2023 Area Median Income By Family Size

Family Size	1	2	3	4	5	6	7	8	Income Range
30%	19,300	22,050	24,800	30,000	35,140	40,280	45,420	50,560	Extremely Low
50%	32,150	36,750	41,350	45,900	49,600	53,250	56,950	60,600	Very Low
60%	38,580	44,100	49,620	55,080	59,520	63,900	68,340	72,720	Low
80%	51,450	58,800	66,150	73,450	79,350	85,250	91,100	97,000	Low
100%**	77,950	89,050	100,200	111,300	120,250	129,150	138,050	146,950	Median
120%**	93,500	106,900	120,200	133,600	144,300	155,000	165,700	176,300	Moderate Income
130%**	101,300	115,800	130,300	144,700	156,300	167,900	179,500	191,000	Islander Mixed-Use

Note : Took from HUD AMI 100% of Beaufort AMI as of May 2023 \$111,300. Utilized the HUD recommended calculation based on family size and % of increase for those above 100% AMI. Calculation over 100% are rounded to the nearest 100 based on the HUD formula below.

**Calculated based on the HUD Median Income, which is assigned to a family of four at 100% AMI. The 1-person family income limit is 70% of the 4-person income limit, the 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person family income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. All limits are rounded up to the nearest 100.



Analysis

Use Specific Conditions- Workforce Housing

- The proposed Islander Mixed-Use text amendment provides workforce housing. Workforce housing is supported by the following documents:
 - 2019 Workforce Housing Strategic Plan prepared by Lisa Sturtevant & Associates, LLC which includes housing recommendations.
 - 2022 Workforce Housing Framework- *Finding Home* which includes a policy framework for a workforce housing program on the Island.
 - Our Plan 2020-2040, the Town of Hilton Head Island Comprehensive Plan, which includes Housing Goals, Strategies, and Tactics.
 - Strategic Action Plan 2023-2025, includes within the Top 15 Strategies, Implementation of the Workforce Housing Framework: *Finding Home*



Analysis

Traffic Analysis

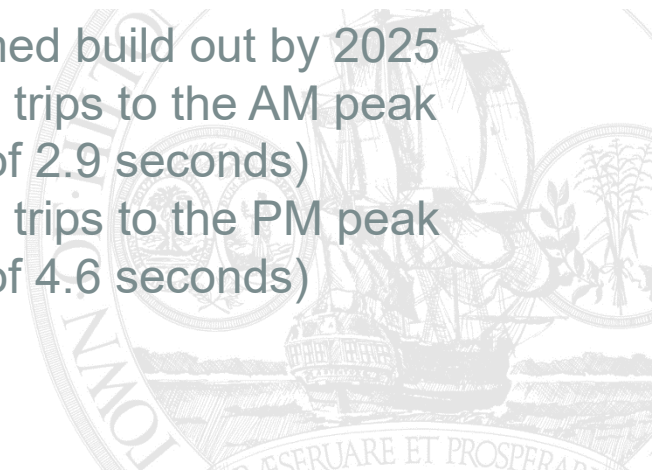
- Analysis prepared by Kimley Horn
- *The following improvements are recommended to be constructed by the Office Way Mixed-Use development:*
 - *Office Way at Site Access #1*
 - *Construct the proposed Site Access #1 with one ingress lane and one egress lane and operate under minor street stop control*
 - *Office Park Road at Site Access #2*
 - *Construct the proposed Site Access #2 with one ingress lane and one egress lane and operate under minor street stop control.*
- Reviewed by Town Engineering

- Engineering provided traffic counts from Sea Pines Circle 2005-2022:

**Sea Pines Circle
Traffic Count Summary**

Year	A.M. Peak Hour	Midday Peak Hour	P.M. Peak Hour
2005	3264	4026	4199
2010	2493	3508	3525
2015	2791	3748	3930
2016	3072	3696	4168
2018	3028	3510	3559
2020	2841	3637	3818
2022	3008	3713	3828

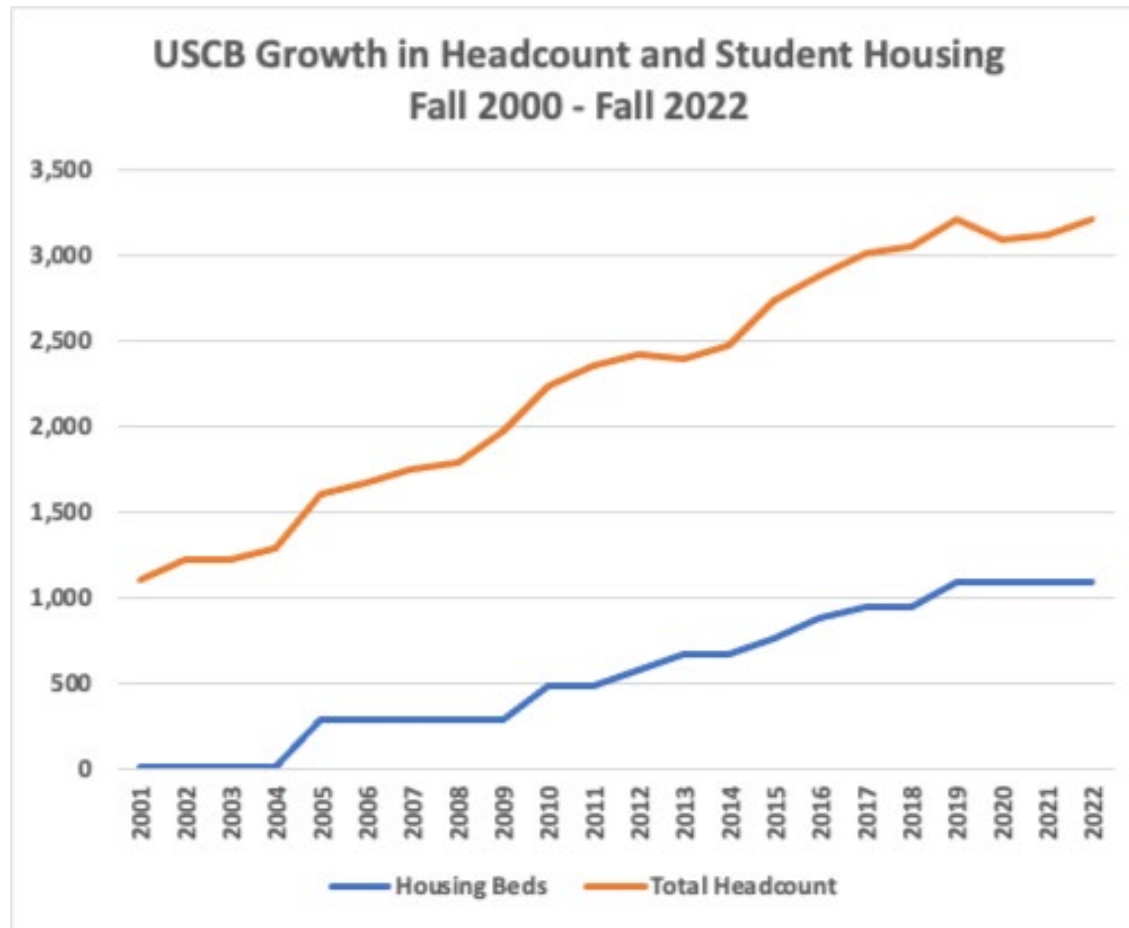
- TIA analysis assumed build out by 2025
- Anticipated 44 new trips to the AM peak hour (an increase of 2.9 seconds)
- Anticipated 59 new trips to the PM peak hour (an increase of 4.6 seconds)



Analysis

Student Housing

- USCB comparison chart: Student Housing and enrollment growth. USCB noted the chart also illustrates the impact of Covid and the recovery underway.



Analysis

Mid-Island District

The plan included recommendations to:

- Increase residential density
- Allow for a mix of uses
- Allow shared structured or surface lot parking in existing centers

“As the existing commercial shopping centers redevelop over time, they will likely evolve to be more of a mix of retail, restaurant, commercial, residential, office and public spaces as opposed to being single-use developments. This new mixed-use category delivers on the live-work-play environment supported by the community and represents an opportunity to add needed housing. The development community also favors this style of redevelopment that offers a range of experiences and creates a more walkable, engaging environment.”

- Draft Conservation and Growth Framework Map designates the Sea Pines Circle area as a Primary Center
- District Planning for this area has been prioritized and it is anticipated that initial findings in a draft Bridge to Beach District Plan will be presented to the Public Planning Committee in September 2023

Mixed-Use

The mixed-use category encourages a mix of uses such as retail, restaurants, apartment flats, townhomes, office, institutional and allocation of open space to promote a green network. This mix of uses will create an area that can support local businesses, variety of housing types and context sensitive architecture. Walkability will be promoted through shared parking areas and pedestrian scaled streets and amenities.



Uses	Retail, Restaurants, Apartment Flats, Townhomes, Office, Institutional, Open Space
Residential Density	12-18 dwelling units per acre
Height	1-3 story height max, adherence to airport height restrictions by area (consistent with Shelter Cove, Harbour Town); 45 feet
Parking	Shared structured parking and surface lots

Assessment Table

Islander Mixed-Use Assessment Table-			
	SPC District Allows	Islander Mixed-Use Proposed	Workforce Housing Concept
Use	<ul style="list-style-type: none"> -Mixed-Use PC -Multifamily P -Workforce Housing PC -Community Service Uses P -Education Uses P -Government Uses P -Major Utilities SE -Minor Utilities P -Public Parks P -Religious Institutions P -Telecommunication Antenna, Collocated or Building Mounted PC -Other Health Services P -Indoor Commercial Recreation Uses P -Contactor's Offices PC -Other Office Uses P -Adult entertainment use SE -Animal Services PC -Bicycle Shops PC -Convenience Stores PC -Eating Establishments P -Grocery Stores P -Liquor Stores SE -Nightclubs or Bars PC -Open Air Sales PC -Shopping Centers PC -Other Commercial Services P -Auto Rentals PC -Car Washes P -Commercial Parking Lot PC -Gas Sales PC -Self-Service Storage PC 	<ul style="list-style-type: none"> -Islander Mixed-Use PC -All other uses permitted in SPC District 	<ul style="list-style-type: none"> Workforce Housing Commercial Conversion PC

Assessment Table

	SPC District Allows	Islander Mixed-Use Proposed	Workforce Housing Concept
<p>Use-specific conditions</p>	<p>For Mixed-Use Development:</p> <p>Does not allow parking spaces for residential use to be included as part of a shared parking plan.</p> <p>Density for redevelopment/conversion of existing nonresidential structure to mixed-use is based on existing GFA and minimum unit sizes as described in Sec. 16-10-102.B.1.</p> <p>Mixed-use development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.</p>	<p>Allows parking spaces for residential use are eligible to be included as part of a shared parking plan.</p> <p>Shared parking on Education Use property allowed if student housing is provided.</p> <p>Must be on property which is within 500 feet of Education Uses.</p> <p>Shall not be a Short-Term Rental Property.</p> <p>15% of units shall be workforce housing up to 130% of the AMI per Workforce Housing Agreement requirement for a minimum of 10 years.</p> <p>Average unit size of 750 square feet per dwelling unit.</p> <p>Floor area ratio of 0.68</p> <p>Site coverage index of 50%</p> <p>10% functional open space or common amenity space</p> <p>35' average adjacent street setback or min adjacent street setback, whichever is greater</p>	<p>Any development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.</p> <p>Per agreement and private covenants requirements, rental units are between 60 and 80% AMI and owner-occupied units are between 80 and 100% AMI.</p> <p>Rental workforce housing units shall remain in the WFH Program for a minimum of 30 years from the date of the initial certificate of occupancy. Rental workforce housing units shall not be occupied for a period less than 90 days.</p> <p>Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives as described in Sec. 16-10-102B.1, including: a. A reduction in minimum unit sizes by 30% and; b. Up to 50% of the units in the development may be micro-efficiency and/or studio units.</p>

Assessment Table

	SPC District Allows	Islander Mixed-Use Proposed	Workforce Housing Concept
Density	12 du/net acre for residential and/or 10,000 GFA/net acre for nonresidential	Undefined density, but limited by applicable design and performance standards such as height, impervious coverage and parking	For conversion of non-residential square footage (commercial conversion) to residential or mixed-use development, density shall be based on the existing gross floor area and the minimum unit sizes established in Sec. 16-10-102.B.
Parking	Residential 1.5 per du Nonresidential 1 per 500 GFA	Residential 1.5 per du Nonresidential 1 per 500 GFA	Residential 1.5 per du Nonresidential 1 per 500 GFA
Height	45'	45'	45'
Impervious Coverage	60% maximum	60% maximum	60% maximum
Open Space	Only required for Major Residential Subdivisions	10% functional open space or common open space	Only required for Major Residential Subdivisions
Floor Area Ratio	n/a	0.68	n/a
Setbacks	16-5-102.C	35' Adjacent Street Average Buffer 16-5-102.C, whichever is greater	16-5-102.C
Buffers	16-5-103.D; 16-5-103.E; 16-6-102.D.2	16-5-103.D; 16-5-103.E; 16-6-102.D.2	16-5-103.D; 16-5-103.E; 16-6-102.D.2
Workforce Housing	Yes	Yes, but with different terms than Town WFH policy	Yes

Review Standards

Text Amendment Review Standards per LMO Sec. 16-2-103.B.3

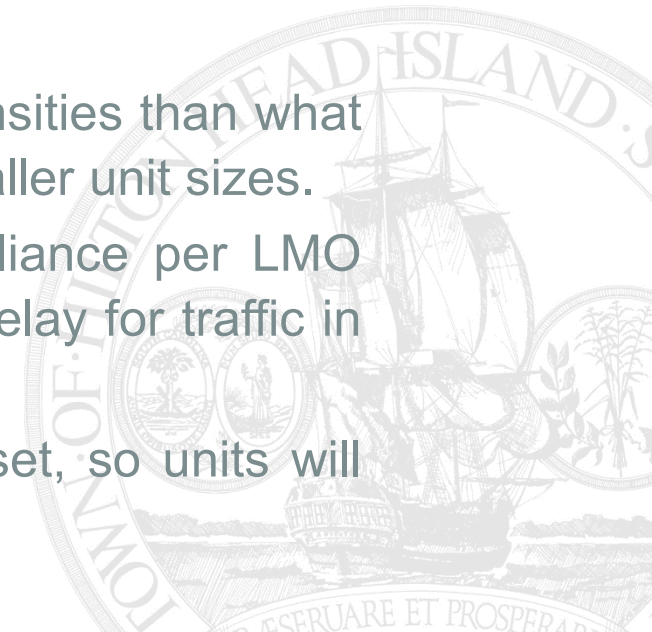
- Is in accordance with the comprehensive plan;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is consistent with the purpose and intent of the zoning districts in this ordinance, or would improve compatibility among uses and ensure efficient development within the Town;
- Would result in a logical and orderly development pattern; and
- Would not result in significant adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.



Summary

Community Development Staff Assessment

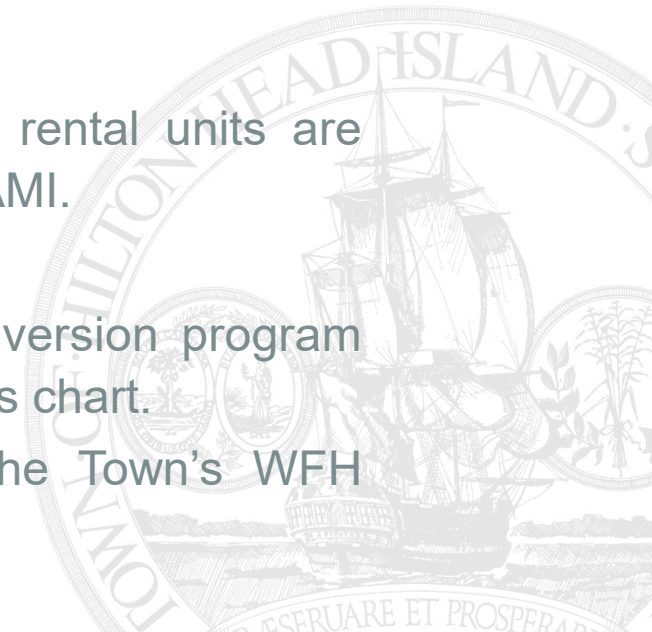
- Islander Mixed-Use meets the general purpose of the Sea Pines Circle District which is “to provide lands for commercial and mixed-use development at moderate to relatively high intensities in the area around Sea Pines Circle. District regulations emphasize moderate-scale buildings...”
- The undefined density and overall building mass in relationship to the site is limited by design and performance standards including parking, setbacks, buffers, impervious coverage, height limit of 45 feet, and use-specific conditions including floor area ratio, site coverage index, minimum average unit size of 750 square feet per dwelling unit, increased adjacent street setback, and 10% open space requirements.
- The policy’s undefined density may result in developments with higher densities than what is typical on the Island and within the Sea Pines Circle vicinity, but with smaller unit sizes.
- The traffic impact to the Sea Pines Circle does not result in non-compliance per LMO Traffic Impact Analysis Plan Standards even with the 2.9 second longer delay for traffic in the a.m. peak and 4.6 second longer delay in the p.m. peak.
- The use prohibits short-term rentals, and this requirement does not sunset, so units will remain in long-term inventory.



Summary

Community Development Staff Assessment

- The Bridge to Beach District Plan effort is underway, but not complete. District planning in this area has been prioritized and is intended to provide a clear vision for future investment within the policy area under consideration. It is anticipated that initial findings and draft Bridge to Beach District Plan will be presented to the Public Planning Committee in September 2023.
- The policy does not regulate the maximum number of bedrooms per dwelling unit.
- Islander Mixed-Use contains workforce housing provisions, but they differ from the Town's Workforce Housing Program:
 - Percent of units- IMU requires 15%. The Town's WFH requires 20%.
 - Area Median Income- IMU is up to 130% AMI. The Town's WFH for rental units are between 60 - 80% AMI and owner-occupied units are between 80 - 100% AMI.
 - Term- IMU term is 10 years. The Town's WFH term is 30 years.
 - Density- IMU has undefined density. The Town's WFH commercial conversion program density is based on the existing building envelope and a minimum unit sizes chart.
 - Agreement- IMU has not drafted a Housing Agreement document. The Town's WFH Agreement was approved with the Workforce Housing policy.



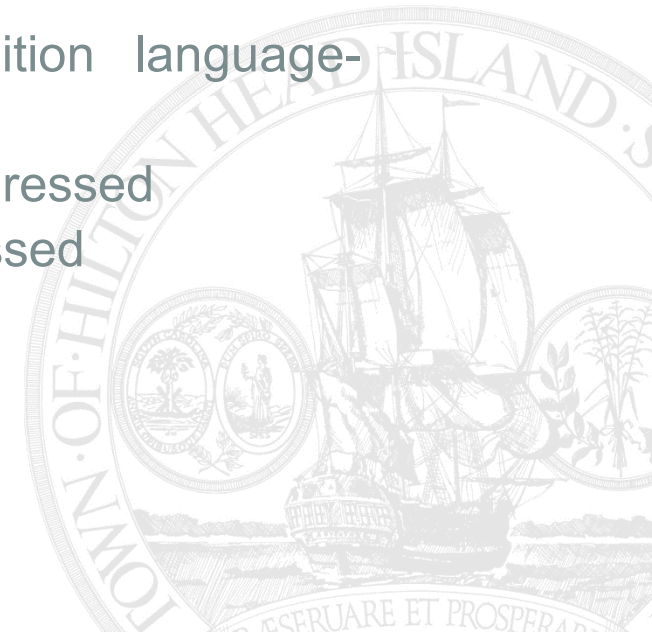
Summary

Community Development Staff Assessment

A full staff analysis was conducted to review the proposed policy. The staff analysis included broad review and breakdown of the proposed text amendment in the areas of traffic impact analysis, student housing, district planning, use, density, use-specific conditions including shared parking, proximity to education use, short-term rentals, workforce housing, minimum unit size, floor area ratio, site coverage index, open space and street setbacks.

Finally, the following were requested by Public Planning Committee:

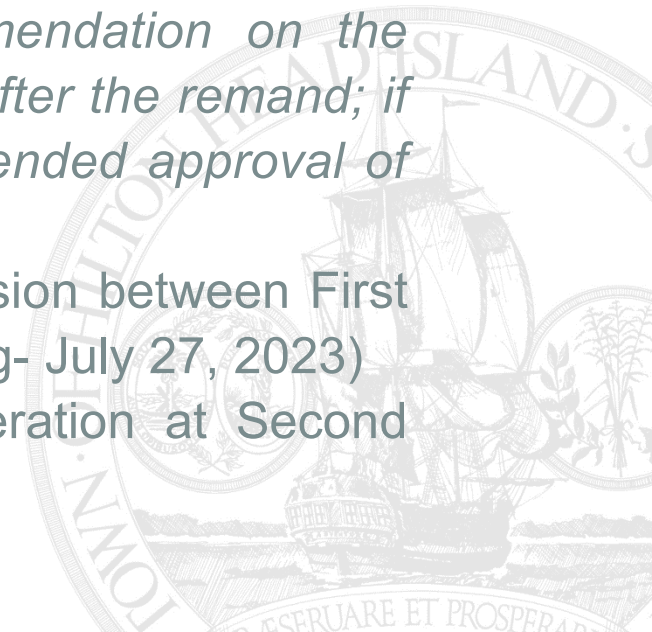
1. Shared parking and adjacent street setback use-specific condition language- Addressed
2. 4 bedroom per dwelling unit maximum use-specific condition- Not addressed
3. Workforce Housing requirements (term, percentage, AMI)- Not addressed
4. 10% functional open space or common amenity space- Addressed



Next Steps

Process

- Text amendments shall either be approved by an Ordinance or rejected by a Resolution per Section 16-2-103.B.2.e.i.
- If Town Council recommends approval at First Reading, and if it is different than what was approved by the Planning Commission, then the amendment needs to go back to the Planning Commission per Section 16-2-103.B.2.e.ii. which states the following:
“If the applicant proposes a change or departure from the text amendment that is different than what was reviewed by Planning Commission, the application shall be remanded to the Planning Commission for review of and a recommendation on the proposed changes and departures. The Planning Commission shall deliver its recommendation on the proposed changes and departures to the Town Council within 30 days after the remand; if the Planning Commission fails to do so, it is deemed to have recommended approval of the proposed changes and departures.”
- The amendment will need to be remanded back to the Planning Commission between First and Second Reading of Town Council. (Next Planning Commission meeting- July 27, 2023)
- A final workforce housing agreement document is required for consideration at Second Reading. (Possible Town Council Second Reading- August 15, 2023)



Recommendation

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



Questions?

Town Council
July 18, 2023



Motion

I move that Town Council adopt Proposed Ordinance 2023-07 to approve amendments to sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



Motion

I move that Town Council adopt a Resolution to deny amendments to sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



2023-

**RESOLUTION OF THE TOWN OF HILTON HEAD
ISLAND**

2023-__

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND DENYING THE APPLICATION FOR THE TEXT AMENDMENT THAT WOULD AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), SECTIONS 16-3-105.M, SEA PINES CIRCLE DISTRICT, 16-4-102.A, PRINCIPAL USES, 16-4-102.B, USE-SPECIFIC CONDITIONS AND 16-10-103.A, USE CLASSIFICATIONS, USE TYPES, AND DEFINITIONS, TO ALLOW FOR A NEW USE TO BE ESTABLISHED CALLED ISLANDER MIXED-USE WITHIN THE SEA PINES CIRCLE DISTRICT, ESTABLISH A DEFINITION FOR THE USE, ESTABLISH USE-SPECIFIC CONDITIONS AND EXCEPTIONS TO DEVELOPMENT FORM STANDARDS.

WHEREAS, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

WHEREAS, from time to time it is necessary to amend the LMO; and

WHEREAS, the LMO Committee held public meetings on September 1, 2022 and November 1, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

WHEREAS, on November 1, 2022, the LMO Committee recommended that the proposed Islander Mixed-Use LMO amendments be forwarded to the Planning Commission with a recommendation of approval; and

WHEREAS, the Planning Commission held a public hearing on December 21, 2022 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO Amendments; and

WHEREAS, after consideration of the Staff presentation and public comments the Planning Commission voted 5-0 to forward the proposed Islander Mixed-Use LMO amendments to the Public Planning Committee with a recommendation of approval; and

WHEREAS, the Public Planning Committee held a public meeting on January 26, 2023 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed Islander Mixed-Use LMO amendments; and

Attachment 14 – Proposed Resolution

WHEREAS, the Public Planning Committee held a public meeting on June 8, 2023 and consideration of the Staff presentation, applicant presentation and public comments was given, and the Public Planning Committee voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial; and

WHEREAS, after due consideration of said LMO amendments, the Town Council, upon further review, now finds that the requested text amendment does not meet the criteria as set forth in Section 16-2-103 of the LMO.

NOW, THEREFORE, BE IT, AND HEREBY IT IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT THE TOWN COUNCIL HEREBY DENIES APPLICATION FOR ISLANDER MIXED-USE LMO TEXT AMENDMENTS.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2023.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Council Clerk

Public Hearing: December 21, 2022

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

Attachment 14 – Proposed Resolution

Islander Mixed-Use LMO Text Amendment Request

Town Council
August 15, 2023



Recommendation

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



Text Amendment Application

Request by Josh Tiller of J. K. Tiller Associates, Inc. for a text amendment to allow for a new use to be established called Islander Mixed-Use within the Sea Pines Circle District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards.

Request to amend Land Management Ordinance

Sections:

16-3-105.M, Sea Pines Circle District

16-4-102.A, Principal Uses

16-4-102.B, Use-Specific Conditions

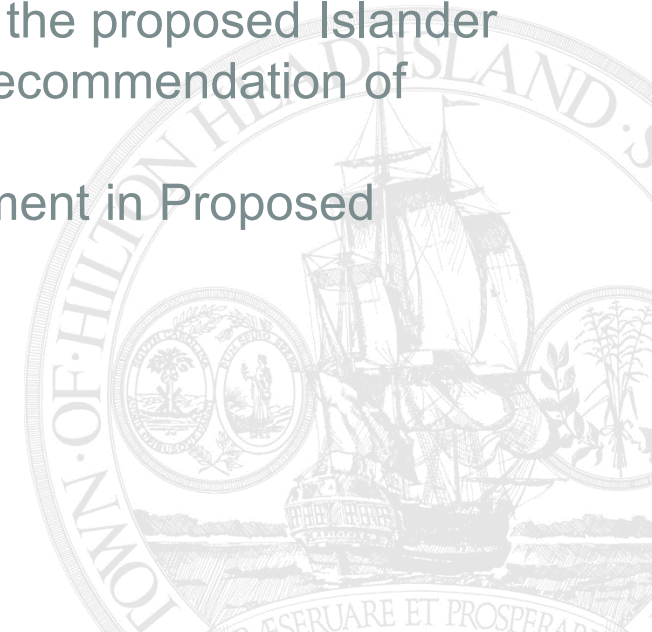
16-10-103.A, Use Classifications, Use Types, and Definitions



Background

Public Process:

- Initial request received July 22, 2022
- Initial discussion with Planning Commission held August 17, 2022
- LMO Committee reviewed on September 1, 2022, and moved the amendment forward to the Planning Commission on November 1, 2022
- Planning Commission held a public hearing on December 21, 2022, and moved the amendment be recommended for approval to Town Council.
- Public Planning Committee met January 26, 2023, but deferred action until a Traffic Impact Analysis and a Mass/Scale/Density Visual was received that illustrated the proposed policy.
- Public Planning Committee met on June 8, 2023, and voted 4-0 to advance the proposed Islander Mixed-Use LMO amendments to Town Council for consideration without a recommendation of approval or denial.
- Town Council met on July 18, 2023, and voted 7-0 approve the text amendment in Proposed Ordinance #2023-27 subject to further amendments.



Background

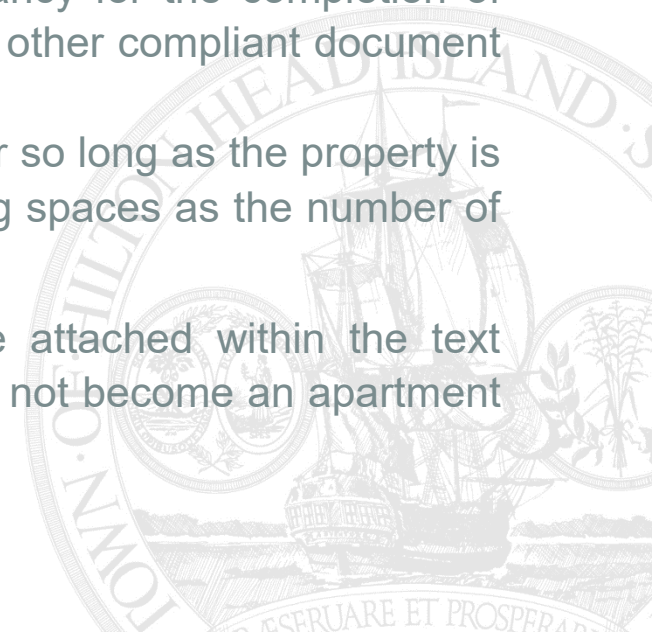
Public Process:

Town Council action on July 18, 2023 included amendments to the Text Amendment as follows:

- (1) A four (4) bedroom per dwelling unit maximum as recommended by the staff.
- (2) Clarification of definitions of “functional open space or “common amenity space” in the 10% open space requirement
- (3) Increase the workforce housing standards to 20% of Islander Mixed-Use units shall be workforce house units, excluding any units for student housing for USCB; for households earning up to 90% of the AMI per the Town’s Workforce Housing Agreement requirements; and rental workforce housing units, excluding student housing units for USCB, shall remain subject to the workforce housing unit requirements in the Town’s Workforce Housing Agreement for a minimum of 20 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units as evidenced by restrictive covenants or other compliant document recorded in the Office of the Beaufort County Register of Deeds.
- (4) Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to the same number of parking spaces as the number of beds provided in student housing for the Education Use.

An amendment to the motion was made to add that a workforce housing provision be attached within the text amendment with the intent that if the property is sold it remains workforce housing and does not become an apartment complex.

The motion, as amended, was approved by a vote of 7-0.

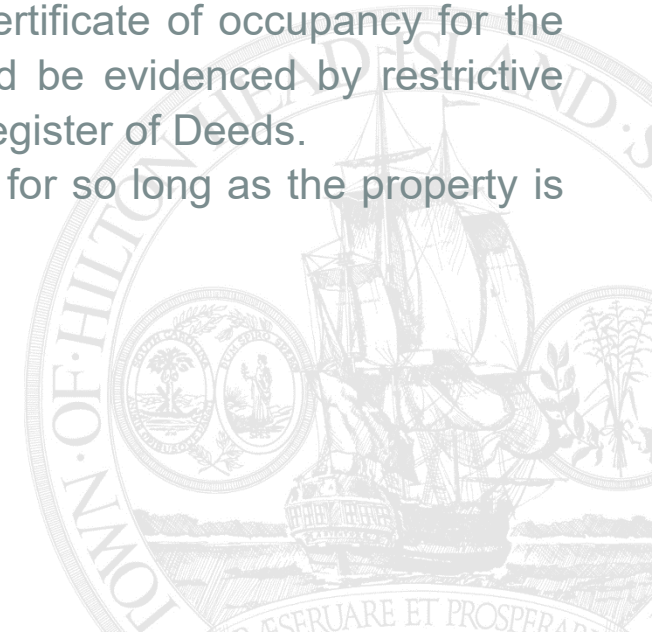


Text Amendment Request

Applicant Response to Town Council July 18, 2023 action:

- (1) Implement a maximum of four (4) bedrooms per dwelling unit, in accordance with the staff's recommendation.
- (2) Clarify the definitions of "functional open space" and "common amenity space" in the 10% open space requirement. We believe the current revised description for "Functional Open Space" and "Common Amenity Space" in the 10% Open Space requirement is sufficient for defining the 10% Open Space requirement.
- (3) Enhance the Workforce Housing Standards by allocating 15% of Islander Mixed-Use units as workforce house units. This percentage excludes any units designated for student housing for USCB. The eligibility for workforce housing units will be extended to households earning up to 130% of the Area Median Income (AMI) for Beaufort County, following the guidelines specified in the Town's Workforce Housing Agreement requirements. Additionally, rental workforce housing units (excluding student housing units for USCB) must adhere to the workforce housing unit requirements in the Town's Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance should be evidenced by restrictive covenants or other compliant documents recorded in the Office of the Beaufort County Register of Deeds.
- (4) Islander Mixed-Use development may utilize shared parking on Education Use property for so long as the property is used for Education Use and that shared parking is limited to 75 parking spaces.

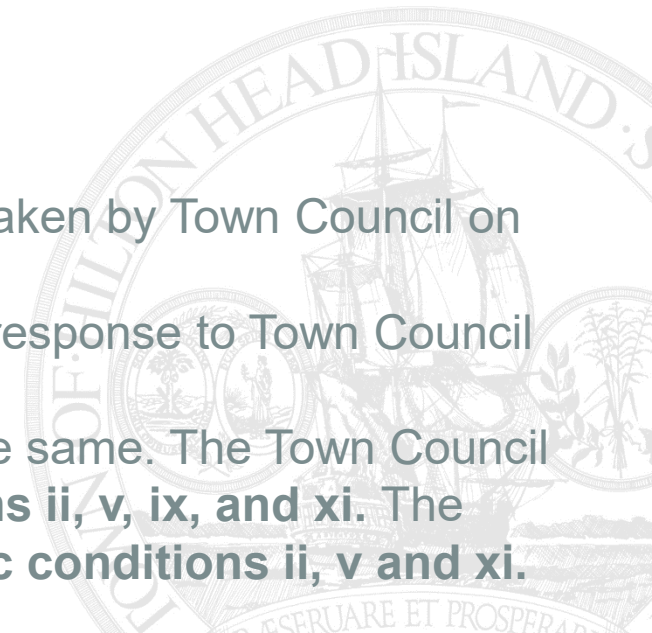
The applicant did not address the amendment to the motion in their response to Town Staff.



Text Amendment Request

Applicant Submittal:

- Text Amendment
- Letters of support from:
 - Shore Beach Services
 - Beach House Resort
 - SERG Restaurant Group
 - Browndog, Inc.
 - University of South Carolina Beaufort
- Traffic Impact Analysis
- Building Mass and Scale Exhibit
- **Exhibit A Text Amendment Proposals:**
- Two text amendment proposals have been drafted for consideration.
 - Town Council Islander Mixed-Use text amendment that reflects the action taken by Town Council on July 18, 2023.
 - Applicant Islander Mixed-Use text amendment that reflects the applicant's response to Town Council action received on August 3, 2023 (and amended on August 10, 2023).
- The majority of the text amendment language in both versions has remained the same. The Town Council amendment set includes changes to the **definition** and **use-specific conditions ii, v, ix, and xi**. The Applicant amendment set includes changes to the **definitions** and **use-specific conditions ii, v and xi**.



Text Amendment Request- Town Council

Creation of a new use called “Islander Mixed-Use” within the Sea Pines Circle (SPC) District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards.

- **Islander Mixed-Use Definition:** Development that includes two or more different uses, which shall include workforce housing use and one or more of the Office uses, as described in Sec. 16-10-103.F or one or more of the Commercial Services uses, as described in Sec. 16-10-103.G or some combination thereof. Such uses should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian access. The intent of Islander Mixed-use development is that if the property is sold it remains workforce housing and does not become an apartment complex.
- **Density:** Proposed at a density that is “undefined density but limited by applicable design and performance standards such as height and parking”
- **Parking:** Requires separate parking spaces for residential use at 1.5 spaces per dwelling unit and separate parking spaces required for nonresidential use at 1 per 500 gross floor area



Text Amendment Request- Town Council

- **Use-specific conditions:**

- i. **Islander Mixed-use development** shall designate separate parking spaces for **use** by the residential units. The parking spaces designated for residential **use** are eligible to be included as part of a **shared parking** plan meeting the requirements in Section 16-5-107.H.3.
- ii. **Islander Mixed-Use development** may utilize **shared parking** on **Education Use** property if the development provides student housing. **Islander Mixed-Use development** may utilize **shard parking** on **Education Use** property for so long as the property is used for **Education Use** and that shared parking is limited to the same number of parking spaces as the number of beds provided in student housing for the **Education Use**.
- iii. **Islander Mixed-Use development** must be on property which is within 500 feet (measured at nearest property line to property line) of **Education Uses**.
- iv. **Islander Mixed-Use** shall not be a *Short-Term Rental Property* as defined in the Municipal Code, Section 10-2-20.(6).
- v. 20% of **Islander Mixed-Use** units shall be workforce housing units rented to households earning up to 90% of the Area Median Income (AMI) for Beaufort County as defined by the Department of Housing and Urban Development (HUD) following the guidelines specified in the Islander Mixed-Use Workforce Housing Agreement requirements. This percentage excludes any units designated for student housing. Rental workforce housing units (excluding student housing units) must adhere to the workforce housing unit requirements in the Islander Mixed-Use Workforce Housing Agreement for a minimum of 20 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance shall be evidenced by restrictive covenants or other compliant documents recorded in the office of Beaufort County Register of Deeds.
- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- vii. **Islander Mixed-Use** shall not exceed a floor area ratio of 0.68.
- viii. **Islander Mixed-Use** shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. **Islander Mixed-Use** shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer outdoor active or passive recreational and gathering spaces for the use of residents.
- x. **Islander Mixed-Use** requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.
- xi. **Islander Mixed-Use** shall require a 4 bedroom per dwelling unit maximum.

Text Amendment Request- Applicant

Creation of a new use called “Islander Mixed-Use” within the Sea Pines Circle (SPC) District, establish a definition for the use, establish use-specific conditions and exceptions to development form standards.

- **Islander Mixed-Use Definition:** Development that includes two or more different uses, which shall include workforce housing use and one or more of the Office uses, as described in Sec. 16-10-103.F or one or more of the Commercial Services uses, as described in Sec. 16-10-103.G or some combination thereof. Such uses should be functionally integrated and share vehicular use areas, ingress/egress, and pedestrian access.
- **Workforce Housing Definition:** Housing that is affordable at 60—130% of the Area Median Income (AMI) for Beaufort County.
- **Density:** Proposed at a density that is “undefined density but limited by applicable design and performance standards such as height and parking”
- **Parking:** Requires separate parking spaces for residential use at 1.5 spaces per dwelling unit and separate parking spaces required for nonresidential use at 1 per 500 gross floor area



Text Amendment Request- Applicant

- **Use-specific conditions:**

- i. **Islander Mixed-use development** shall designate separate parking spaces for **use** by the residential units. The parking spaces designated for residential **use** are eligible to be included as part of a **shared parking** plan meeting the requirements in Section 16-5-107.H.3.
- ii. **Islander Mixed-Use development** may utilize **shared parking** on **Education Use** property if the development provides student housing, and for so long as the property is used for Education Use. The **shared parking** on **Education Use** property is limited to 75 parking spaces.
- iii. **Islander Mixed-Use development** must be on property which is within 500 feet (measured at nearest property line to property line) of **Education Uses**.
- iv. **Islander Mixed-Use** shall not be a *Short-Term Rental Property* as defined in the Municipal Code, Section 10-2-20.(6).
- v. 15% of **Islander Mixed-Use** units shall be workforce housing units rented to households earning up to 130% of the Area Median Income (AMI) for Beaufort County as defined by the Department of Housing and Urban Development (HUD) following the guidelines specified in the Islander Mixed-Use Workforce Housing Agreement requirements. This percentage excludes any units designated for student housing. Rental workforce housing units (excluding student housing units) must adhere to the workforce housing unit requirements in the Islander Mixed-Use Workforce Housing Agreement for a minimum of 10 years from the date of the initial certificate of occupancy for the completion of construction of the last workforce housing units. This compliance shall be evidenced by restrictive covenants or other compliant documents recorded in the office of Beaufort County Register of Deeds.
- vi. A minimum average unit size of 750 square feet per dwelling unit is required. Minimum average unit size is calculated by taking the building's total gross floor area without commercial use less the non-habitable areas (hallways, lobbies, mechanical rooms, etc.) divided by the total number of dwelling units.
- vii. **Islander Mixed-Use** shall not exceed a floor area ratio of 0.68.
- viii. **Islander Mixed-Use** shall not exceed a Site Coverage Index (SCI) of 50%. The Site Coverage Index is defined as the percentage of lot coverage by the building's footprint square footage.
- ix. **Islander Mixed-Use** shall have a 10% requirement of functional open space or common amenity space that is accessible to the residents. This designated area should offer active or passive recreational and gathering spaces for the use of residents.
- x. **Islander Mixed-Use** requires an adjacent street setback that shall meet or exceed an average of 35 feet or the minimum setback distance required per Table 16-5-102.C whichever is greater.
- xi. **Islander Mixed-Use** shall require a 4 bedroom per dwelling unit maximum.

Analysis

- There were additional areas of analysis requested after the July 18, 2023 Town Council meeting, specifically regarding **Area Median Income, Islander Mixed-Use amendment area affected, traffic congestion/impacts and density**.
- NOTE: The packet materials from the July 18, 2023 Town Council meeting related to Islander Mixed-Use are included as an attachment in the packet materials. The package reviewed by Town Council last month included extensive amendment analysis.



Analysis

Area Median Income

The 2023 Area Median Income (AMI) for Beaufort County per HUD is \$111,300 based on a family of 4. As proposed, the AMI for the proposed Islander Mixed-Use is 120%.

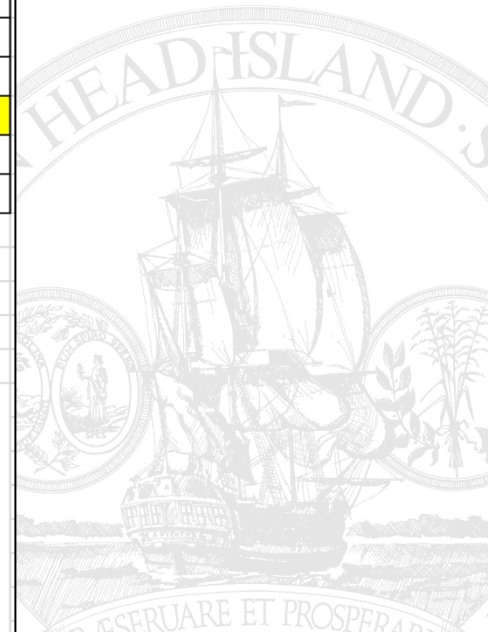
AMI	2023 Area Median Income (AMI)							
	Family Size							
	1	2	3	4	5	6	7	8
30% AMI	\$ 23,400	\$ 26,750	\$ 30,100	\$ 33,400	\$ 36,100	\$ 38,750	\$ 41,450	\$ 44,100
50% AMI	\$ 39,000	\$ 44,550	\$ 50,100	\$ 55,650	\$ 60,150	\$ 64,600	\$ 69,050	\$ 73,500
60% AMI	\$ 46,800	\$ 53,450	\$ 60,150	\$ 66,800	\$ 72,150	\$ 77,500	\$ 82,850	\$ 88,200
80% AMI	\$ 62,350	\$ 71,250	\$ 80,150	\$ 89,050	\$ 96,200	\$ 103,300	\$ 110,450	\$ 117,550
90% AMI	\$ 70,150	\$ 80,200	\$ 90,200	\$ 100,200	\$ 108,250	\$ 116,250	\$ 124,250	\$ 132,300
100% AMI	\$ 77,950	\$ 89,050	\$ 100,200	\$ 111,300	\$ 120,250	\$ 129,150	\$ 138,050	\$ 146,950
110% AMI	\$ 85,800	\$ 98,000	\$ 110,300	\$ 122,500	\$ 132,300	\$ 142,100	\$ 151,900	\$ 161,700
120% AMI	\$ 93,600	\$ 106,900	\$ 120,300	\$ 133,600	\$ 144,300	\$ 155,000	\$ 165,700	\$ 176,400
130% AMI	\$ 101,300	\$ 115,800	\$ 130,300	\$ 144,700	\$ 156,300	\$ 167,900	\$ 179,500	\$ 191,100
140% AMI	\$ 109,200	\$ 124,800	\$ 140,400	\$ 155,900	\$ 168,400	\$ 180,900	\$ 193,400	\$ 205,800
150% AMI	\$ 116,900	\$ 133,600	\$ 150,300	\$ 167,000	\$ 180,400	\$ 193,800	\$ 207,100	\$ 220,500

Note : Took from HUD AMI 100% of Beaufort AMI as of June 2023 \$111,300

Utilized the HUD recommended calculation based on family size and % of increase for those above 100% AMI

Calculation over 100% are rounded to the nearest 100 based on the HUD formula below

**Calculated based on the HUD Median Income, which is assigned to a family of four at 100% AMI. The 1-person family income limit is 70% of limit. The 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person family income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. Limits are rounded up to the nearest 50 below 100% AMI and 100 above 100% AMI. Disclaimer: 2023 Area Median Incomes per household may differ slightly depending on the different federal, state or local funding and/or tax credit programs. For purposes of the Town of Hilton Head Island programs please use the 2023 AMI Chart provided. For all other programs please verify AMIs based on a specific program parameters, to include but not limited to CDBG, HOME, IRS Sec 42 Tax Credit and/or Bond Programs.



Analysis

Area Median Income

- Occupations, wages and salaries of the Islander Mixed-Use target demographic based on businesses who provided letters of intent (Shore Beach Services, Beach House Resort, SERG Restaurant Group, and Browndog, Inc.)
- 2022 Town of Hilton Head Island Bureau of Labor Statistics data for occupation and wage information of the following occupation types:
 - Protective service occupations (i.e. lifeguards and other protective recreational service workers)
 - Food preparation and serving related occupations (i.e. chefs, cooks, supervisors of food preparation and serving workers, bartenders, food servers, dishwashers, hosts and hostesses)
 - Building and grounds cleaning and maintenance
 - Customer service representatives
 - Landscaping workers
 - Hotel, motel, and resort desk clerks
 - Retail salespersons
 - Cashiers
 - Hairdressers, hairstylists, and cosmetologists
 - Concierges.
- All occupations listed above have annual salaries between 30-70% AMI.



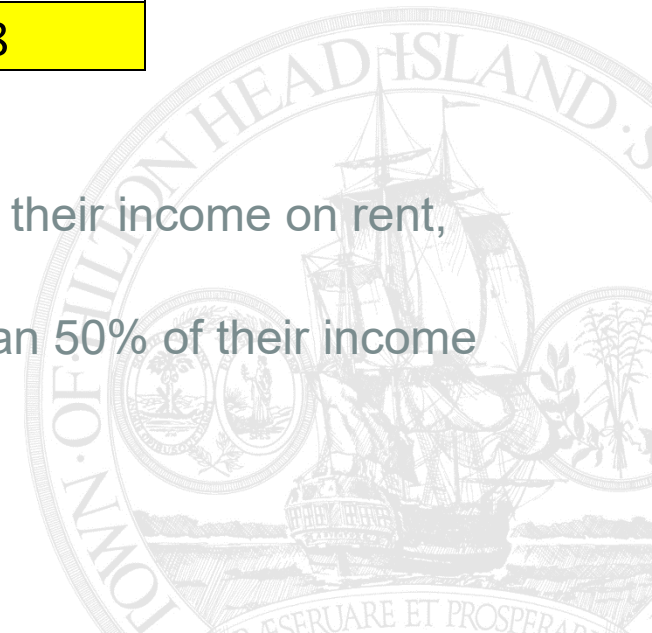
Analysis

Area Median Income

- The affordable rents (not exceeding 30% of annual salary) for households of 1, 2 and 3 occupants between 90-130% AMI have been calculated in the chart below.

AMI	1	2	3
90% AMI	\$1,779	\$2,005	\$2,255
100% AMI	\$1,949	\$2,226	\$2,505
110% AMI	\$2,145	\$2,450	\$2,758
120% AMI	\$2,340	\$2,673	\$3,008
130% AMI	\$2,533	\$2,895	\$3,258

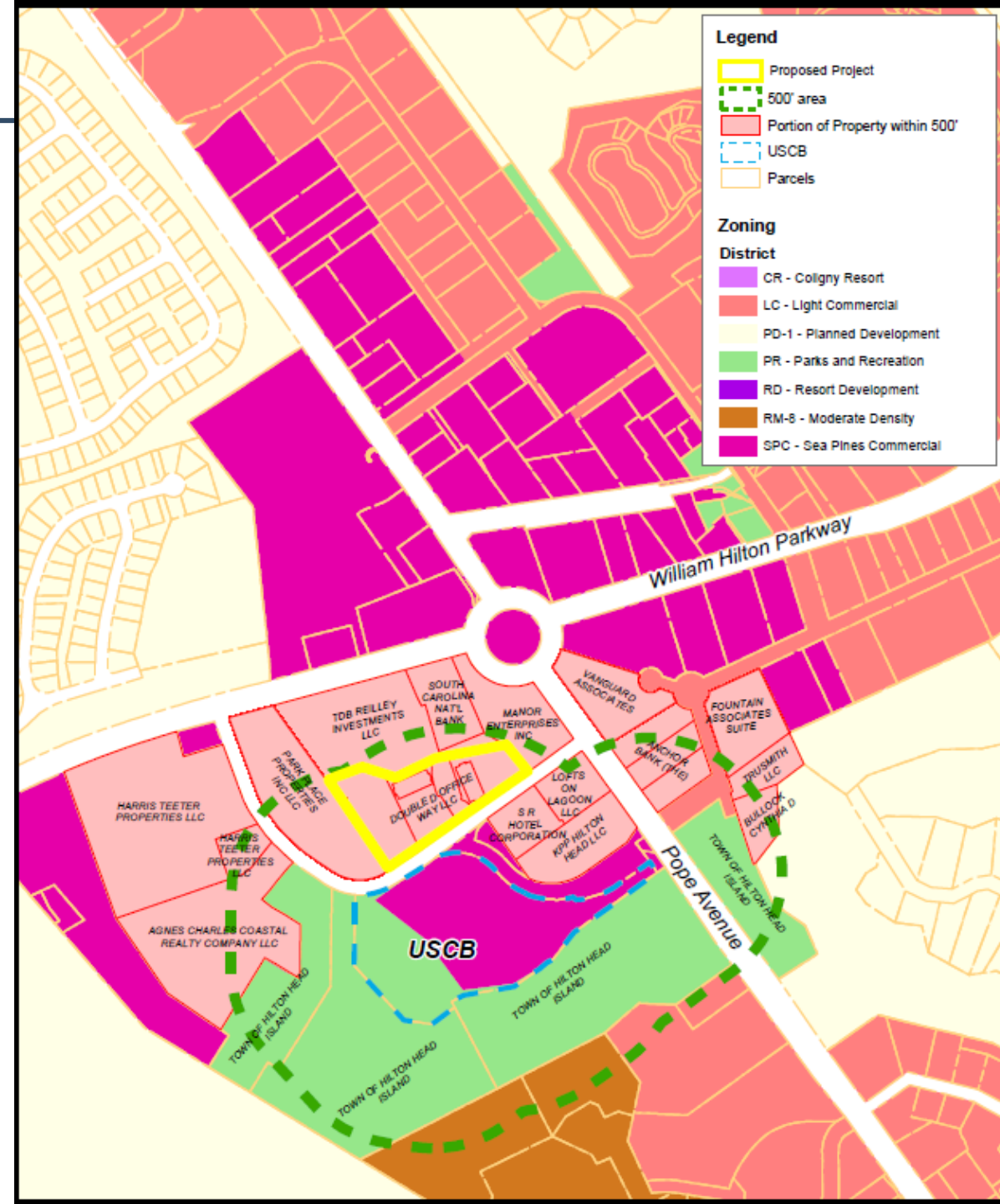
- Households are considered **cost burdened** when they spend more than 30% of their income on rent, mortgage, and other housing needs.
- Households are considered **severely cost burdened** when they spend more than 50% of their income on rent, mortgage, and other housing needs.



Analysis

Islander Mixed-Use affected area






- The proposed amendment would only be allowed within the Sea Pines Circle Zoning District on properties within 500 feet of an Education Use property.
- There are a total of 76 properties within the Sea Pines Circle District
- Only 23 of those are within 500 feet of an Education Use property.
- Six of the 23 are subject to the proposed project.
- The district map shows property ownership within the Islander Mixed-Use affected area.



Analysis

Islander Mixed-Use affected area

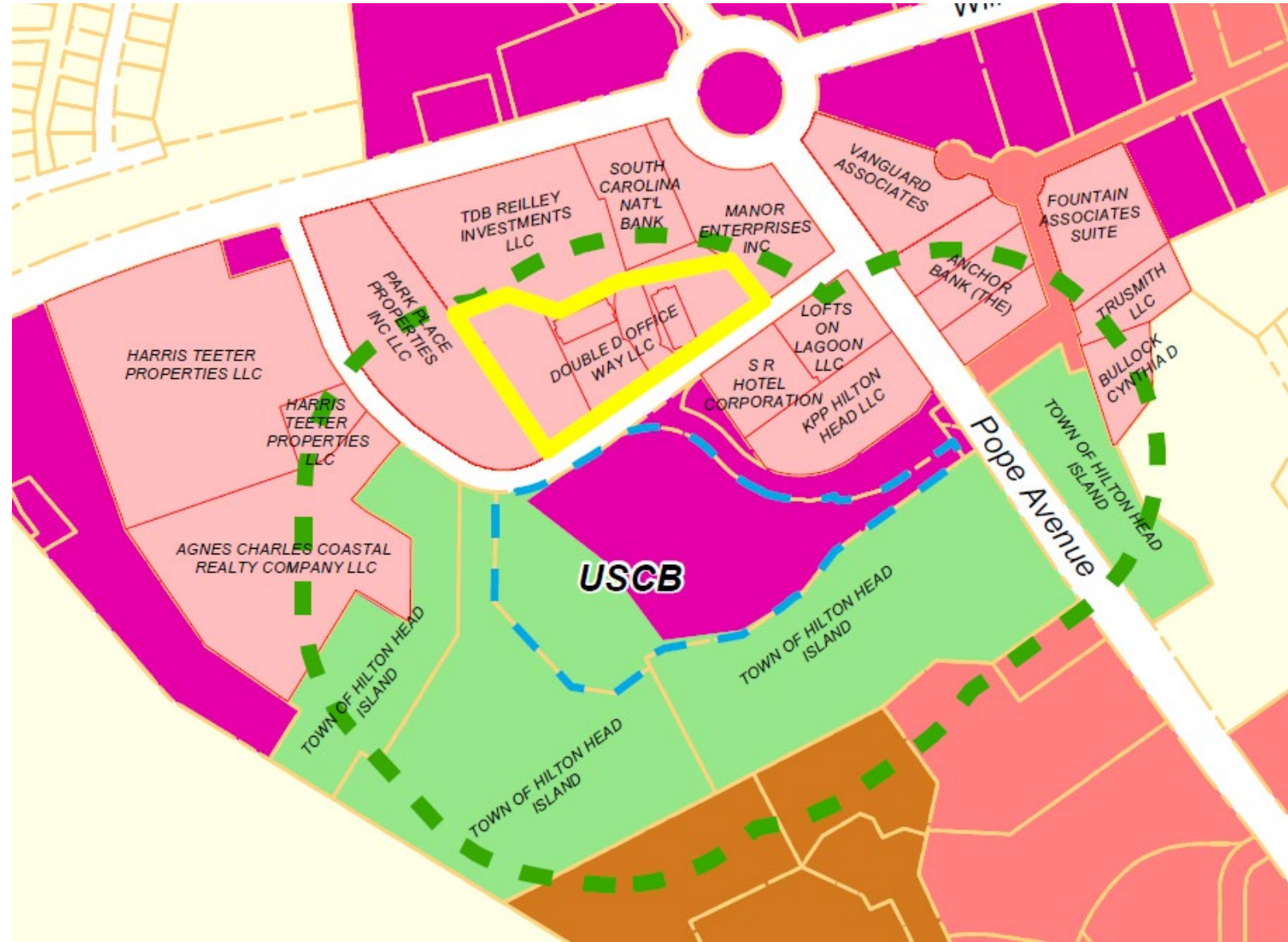
Legend

-  Proposed Project
-  500' area
-  Portion of Property within 500'
-  USCB
-  Parcels

Zoning

District

-  CR - Coligny Resort
-  LC - Light Commercial
-  PD-1 - Planned Development
-  PR - Parks and Recreation
-  RD - Resort Development
-  RM-8 - Moderate Density
-  SPC - Sea Pines Commercial



Analysis

Traffic Analysis

- To better understand the potential impacts on traffic, the following table was developed to illustrate an estimate of the potential total daily trips for the existing, by right commercial, by right residential and Islander Mixed-Use development scenarios.
- According to the Traffic Impact Analysis provided for the proposed development, the proposed project for Islander Mixed-Use would generate 1,427 daily trips.
- Based on a similar methodology based on data provided in the Institute of Transportation Engineers' (ITE) Trip Generation informational report for daily trips associated with the respective uses.



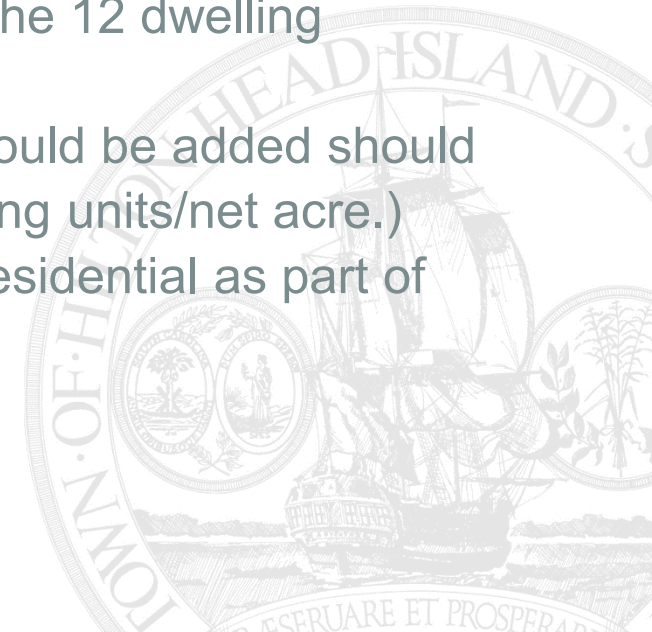
Analysis

Location	Existing Development Square Feet	By Right Commercial Square Feet	By Right Residential Units	Proposed IMU - 31 DU/AC	Existing Development Daily Trips	By Right Commercial Daily Trips	By Right Residential Daily Trips	Proposed IMU Daily Trips
Reilley's	31,286	47,200	57	146	2814	4246	379	971
Wells Fargo	25,000	14,700	18	46	303	178	120	306
Spinnaker	37,692	10,700	13	33	415	118	86	219
Harris Teeter	73,269	93,400	112	290	7491	9549	745	1929
Harris Teeter Gas	4,473	7,000	8	22	1686	1686	53	146
32 Office Park	67,803	43,100	52	134	747	475	346	891
PNC	24,700	22,800	27	71	300	277	180	472
Visitor's Center	9,558	11,000	13	34	105	121	86	226
CVS	12,023	20,700	25	64	1060	1825	166	426
TND Bank	35,196	23,600	28	73	427	286	186	485
Fountain Center	37,237	19,700	24	61	410	217	160	406
Chronic Golf	8,436	8,900	11	28	759	801	73	186
IMU Properties	42,000	43,400	52	82	462	478	346	1427

Analysis

Density- Possible Build-Out Scenarios

- The 23 properties within the affected area were analyzed for commercial and residential build-out.
- Six properties are overbuilt per current **commercial** allowable commercial densities and are considered legal nonconformities.
 - They are Wells Fargo, Spinnaker, 32 Office Park, PNC Bank, TND Bank and Fountain Center.
 - These properties would not be able to add additional commercial development.
- The remaining properties have additional by right commercial density as indicated in the chart.
- **Residential** development potential was also analyzed. In the by right residential units column, it assumes that the parcel is developed fully as a residential development per the 12 dwelling units/acre allowed within the Sea Pines Circle District.
- The proposed IMU column, indicates how many additional residential units could be added should the property develop as Islander Mixed-Use (assuming a density of 31 dwelling units/net acre.)
- This calculation does not assume the density allotment of the required non-residential as part of Islander Mixed-Use.



Review Standards

Text Amendment Review Standards per LMO Sec. 16-2-103.B.3

- Is in accordance with the comprehensive plan;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is consistent with the purpose and intent of the zoning districts in this ordinance, or would improve compatibility among uses and ensure efficient development within the Town;
- Would result in a logical and orderly development pattern; and
- Would not result in significant adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.



Next Steps

Process

- Text amendments shall either be approved by an Ordinance or rejected by a Resolution per Section 16-2-103.B.2.e.i.
- If Town Council recommends approval at First Reading, and if it is different than what was approved by the Planning Commission, then the amendment needs to go back to the Planning Commission per Section 16-2-103.B.2.e.ii.
- The amendment will need to be remanded back to the Planning Commission between First and Second Reading of Town Council.
- A final workforce housing agreement document is required for consideration at Second Reading.
- The possible timeline for consideration of Ordinance approval is as follows:
 - Planning Commission- September 20, 2023
 - Town Council Second Reading- October 3, 2023



Recommendation

That the Town Council review and consider Proposed Ordinance 2023-07 to amend sections of the Land Management Ordinance (LMO) to create a new use called Islander Mixed-Use within the Sea Pines Circle District.



Questions?

Town Council
August 15, 2023





TOWN OF HILTON HEAD ISLAND

Technology and Innovation Department

TO: Mayor and Town Council
FROM: Thomas Sunday, Technology & Innovation Director
VIA: Marc Orlando, Town Manager
DATE: August 8th, 2023
SUBJECT: Resolution for adopting Technology & Innovation Strategic Plan

RECOMMENDATION:

That Town Council consider a Resolution adopting the Technology & Innovation Strategic Plan.

BACKGROUND:

The Town's Technology & Innovation Department is responsible for the operation and maintenance of all technology assets and as technology is an ever-changing world, it is necessary that we strive to keep up with the changes and address the coming challenges. Providing our customers with efficient core offerings and exceeding their expectations is the driving force behind our customer service initiatives. We will continue to improve our operations in innovative ways. The Goals and Strategies set forth in this document will guide the Town's use of technology to enhance security capabilities, leverage new technologies to meet our customers' needs, develop a strong and collaborative workforce, and implement financial stewardship in our departmental budgeting. Our Tactics specify the ways we continue to improve our processes, investigate new capabilities, support workforce needs, and implement solutions to keep the department abreast of technology and service delivery.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

RESOLUTION No. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ADOPTING THE FISCAL YEARS 2024-2026 TECHNOLOGY STRATEGIC PLAN

WHEREAS, the Town of Hilton Head Island Town Council (the "Town Council") believes that the development of specific goals and objectives is vital to planning for the future of the community; and

WHEREAS, a defined strategic plan for technology needs will identify the priorities of the Town of Hilton Head Island to guide the budget process and ensure that the Town Council clearly communicates its priorities; and

WHEREAS, with input and collaboration from the Town Manager, the Town senior Staff, and various stakeholders, the Fiscal Year 2024-2026 Technology Strategic Plan was crafted to identify those goals, priorities, and actions that will be pursued through Fiscal Year 2026 and identifies the indicators needed to measure progress towards achieving these priorities; and

WHEREAS, the Town Council desires to adopt the Fiscal Year 2024-2026 Technology Strategic Plan.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA AS FOLLOWS:

The Fiscal Year 2024-2026 Technology Strategic Plan is hereby adopted and attached to this Resolution as Exhibit A and incorporated herein by reference.

The Technology Strategic Plan shall be used as the guiding principles for making decisions on Town matters and Town staff shall follow and implement elements of the Strategic Plan as identified within the Plan document.

MOVED, APPROVED, AND ADOPTED ON THIS DAY _____ OF _____ 2023.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Town of Hilton Head Island

Technology Strategic Plan

FY2024- FY2026



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2	Technology Trends
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18	Appendix: Sample Results of IT User Survey

Message from the Technology & Innovation Director Thomas Sunday, CGCIO



I am pleased to present to you the **Technology Strategic Plan for Fiscal Years 2024-2026**. This plan has been a collaboration between the Technology & Innovation Department and Town staff to guide the needs of the Town as we move into the future.

Technology is an ever-changing world, and it's necessary that we strive to keep up with the changes and address the coming challenges. Providing our customers with efficient core offerings and exceeding their expectations is the driving force behind our customer service initiatives. We will continue to improve our operations in innovative ways.

The boundaries of technology continue to be pushed and it is imperative that our services enable the Department to effectively navigate dynamic changes. Cyber-attacks happen daily and impact local governments throughout the United States. We will continue to diligently protect the Town's critical data through increased cyber resilience and optimize data utilization to provide safe and secure activity, both locally and through cloud-based applications.

The **Goals and Strategies** set forth in this document will guide the Town's use of technology to enhance security capabilities, leverage new technologies to meet our customers' needs, develop a strong and collaborative workforce, and implement financial stewardship in our departmental budgeting. Our **Tactics** specify the ways we continue to improve our processes, investigate new capabilities, support workforce needs, and implement solutions to keep the department abreast of technology and service delivery.

Thank you to everyone who had a part of this plan, and we look forward to implementing our strategic initiatives for the years to come.

INTRODUCTION TO TECHNOLOGY STRATEGIC PLAN

The **Town of Hilton Head Island FY2024-2026 Technology Strategic Plan** describes the goals and objectives of the Technology & Innovation Department over the next three years to evolve our organization **for the benefit of the Town’s mission, workforce, partner organizations, and stakeholders.**

Our focus is on enabling the Town’s mission through technology. Our vision for the future of technology at the Town is aligned to the Town’s priorities so that we are moving in lockstep with the overall enterprise plan. This includes the Department’s strategic priorities on enhancing cybersecurity, achieving management excellence through innovation, leadership development, and furthering accessibility to foster a talented workforce representative of the public we serve.

TECHNOLOGY & INNOVATION DEPARTMENT

MISSION

Provide innovative, secure, and high-quality customer service to all our internal and external users.

VISION

Deliver exceptional technology services and capabilities, while continually being able to adapt to a future of changing technology demands.

TECHNOLOGY TRENDS

Several trends play a major role in shaping the direction in which we will take the Town’s technology and our subsequent strategic plan.

1. USER EXPERIENCE EXPECTATIONS

As part of our continued SWOT analysis, we strive to improve our user experience. We will continue to improve customer service for all end users. We will improve our new employee onboarding as staff begin their positions with the Town. We also continue to improve on our response to Help Desk requests and meeting the day-to-day needs for all users. A well-planned user experience provides a considerable return on investment for the Town by fulfilling customer needs; increasing productivity, collaboration, and engagement; optimizing development time and costs; and building a relationship of trust and partnership between the Technology Department and internal and external users.

2. CYBER THREATS

Over the last decade, threats to government have increased in the form of cyber-attacks originating from a wide array of players: foreign intelligence services, criminal groups, hacktivists, and insider threats. The attacks have grown in sophistication and include exploitation of systemic weaknesses in authentication architecture, ransomware attacks, social media misinformation, and attacks on supply chains and industrial controls. These risks pose significant danger to our Town's critical infrastructure and could cost millions of dollars to government and commercial organizations in recovery.

Combating cybercrime and cyber-enabled threats to our security remain among our highest priorities in our department's mission to ensure safety against foreign and domestic threats. These risks require us to fortify our existing technology environment and update our approach on how we advise other organizations on cyber capabilities. Our initial focus is to expand and reinforce a resilient enterprise that is both well-protected from threats and has the mechanisms to rapidly recover from attacks with minimal disruption to our mission operations.

3. TECHNOLOGY COMPLEXITY

Technology is rapidly changing how people work. Intelligent automation, process automation, artificial intelligence, machine learning, and natural language processing, to name a few disciplines, all show great potential in transforming operations.

In a rapidly evolving and increasingly more complex digital landscape, our goal is to become the technology advisor and implementation partner of choice to the mission areas. We aim to enhance mission operations and support our users in an impactful way while effectively managing the cost of risk within a more sophisticated technology environment. In addition to becoming savvy on emerging technologies, standardizing architecture, and improving governance and oversight, managing costs and integrating different solutions into our technology ecosystem will be critical. We plan on being at the forefront of understanding and applying best practices to accelerate technology adoption and integration into the mission.

4. OPTIMIZATION OF RESOURCES

As we tackle all the factors needed to perform at a highly efficient level, we will continue to examine our operations for cost savings that can be used to support our strategic initiatives. We must accurately forecast the budgets and resources needed to execute our strategic priorities. To do so, we will need to set up practices to enable cost transparency to support better planning and decision-making in allocating resources to our most critical projects, initiatives, and assets.

5. DISTRIBUTED WORKFORCE

During the COVID-19 pandemic, we learned the importance of adapting to an ever-changing work environment. We see the need for new and flexible tools, policies, and mindsets to support a distributed workforce more effectively and securely. Effectively using technology will continue to enable the organization's people to be productive, communicate, and collaborate well to execute mission responsibilities and maintain our Town culture, even while working remotely.

GOALS AND STRATEGIES

GOAL: ENHANCE SERVICE DELIVERY

Strategy 1: Establish a customer-centric culture that delivers services that meet the dynamic and evolving needs of the organization's mission

Strategy 2: Deliver industry-leading service management practices to improve reliability of IT services and vendor accountability

Strategy 3: Use innovative new capabilities and service offerings to improve or enhance mission operations

GOAL: ELEVATE CYBERSECURITY

Strategy 1: Reinforce Town's cybersecurity foundation

Strategy 2: Enhance cloud security to support the organization's growing cloud adoption

Strategy 3: Centralize cloud monitoring and secure access to cloud services

GOAL: EMBRACE INNOVATION

Strategy 1: Create a culture of innovation to reduce barriers for adopting emerging technology

Strategy 2: Optimize infrastructure and applications to enhance mission-critical operations and collaboration

Strategy 3: Implement intelligent automation to enhance productivity and efficiency

GOAL: EXPAND AND ENHANCE THE WORKFORCE

Strategy 1: Recruit a talented and diverse workforce

Strategy 2: Upskill workforce to keep pace with the transformative impacts of emerging and expanding technologies

Strategy 3: Enable workforce to be agile and responsive so that Town can work efficiently without disruption

GOAL: ENHANCE SERVICE DELIVERY

The Technology & Innovation Department's number one priority is customer service. We strive to provide excellent customer service to our internal and external customers. We continue to enhance the quality of our end-user experiences through a SWOT analysis. We will leverage the voice of the customer, holding vendors that provide us support accountable, while monitoring our services so we can provide quick responses to be more proactive in our service deliveries.

Strategy 1: Establish a customer-centric culture that delivers services that meet the dynamic and evolving needs of the organization's mission.

We will leverage customer feedback to better understand where our services and customer engagement can be improved. This knowledge will be used to facilitate improvements in communication with our internal and external users.

Strategy 2: Deliver industry-leading service management practices to improve reliability of IT services and vendor accountability.

We are responsible for ensuring that the services we contract from providers and the services offered to our customers are reliable, resilient, and transparent. With the prevalence of large-scale cyber-attacks, it is more important than ever that we closely monitor services to detect abnormalities. This is a priority as we moved towards a cloud-based platform for hosted services.

Effective use of technology is critical to the Department's mission and requires limited disruption of service. To prevent unexpected or recurring failures of service, we must enhance our service management practices, such as performing post-incident analysis to apply lessons learned and enhancing configuration management to clearly define connections and dependencies across the environment. We will also prioritize using enhanced cloud technology features for disaster recovery to increase service resiliency and reliability. Resilient services will decrease downtime and allow the Town to remain operational when unexpected events or challenges arise.

We must proactively monitor services to improve delivery of reliable services and detect abnormalities that could cause interruption in service or result in a security breach. Through increased visibility into the performance of services, we can minimize disruptions and meet or exceed performance standards.

As a consumer of both cloud and hosted services, we will establish service level agreements for services that currently do not have one in place or ones that are not sufficiently robust. This will allow us to be a liaison for our customers and be able to hold vendors accountable to a comprehensive set of metrics, responsibilities, and expectations for both parties.

GOAL: ENHANCE SERVICE DELIVERY

Strategy 3: Use innovative new capabilities and service offerings to improve or enhance Mission operations.

As improvements and technologies change, we must be proactive by improving back-office functions to enable staff to be more efficient in their day-to-day operations. Within the various software applications we manage, we have opportunities to work with staff to address their daily challenges and needs. We will continue to use innovative technologies to support these needs.

As the Town's Fire Rescue Department continues to grow and evolve, we must continue to support their mission. The technologies used daily in Fire Rescue and EMS services continue to change, and we will need to adapt to support their needs. As new applications and equipment are developed, we have an opportunity to help make these important and difficult jobs easier and more efficient with technology enhancements.

To help achieve the goals and objectives of this initiative, Town IT will support enterprise tools to address gaps in current technology. The Department is assessing new technology to offer to all components as part of a shared service model to address common requirements and business needs. Over the next 24 months, we will also create an information management strategy and enhance governance to better manage data, information, files, and knowledge to make it easier to access through cloud-based applications.



GOAL: ELEVATE CYBERSECURITY

We must have a standard of excellence for cybersecurity to effectively identify risks and address challenges within our network. These challenges include vulnerabilities and various threats that are changing daily. Our goal is to strengthen our security posture against complex cybersecurity attacks, improve and fortify internal remote access for hybrid work abilities, and streamline identity and access management.

Strategy 1: Reinforce Town’s cybersecurity foundation.

Modernize monitoring and management of internet traffic. Traditional foundational principles implement Trusted Internet Connections. As we build off that foundation, we will implement Zero Trust architecture. This is a strategic approach to cybersecurity that secures an organization by eliminating implicit trust and continuously validates every stage of digital interaction. We will accomplish this through a segmented network to limit interaction, implement least privilege access at the firewall, and log and analyze security events.

Strategy 2: Enhance cloud security to support the Department’s growing cloud adoption.

As we continue to implement cloud technology, we need do so in a coordinated, deliberate way that allows us to prevent, detect, assess, and remediate cyber incidents. In order to protect cloud data from threats, the Department will closely monitor and manage cloud accounts and services while also integrating new technology to tighten security. This is called a Zero Trust security. Zero Trust is a security framework requiring all users, whether in or outside the organization’s network, to be authenticated, authorized, and continuously validated for security configuration and posture before being granted or keeping access to applications and data. Zero Trust assumes that there is no traditional network edge; networks can be local, in the cloud, or a combination or hybrid, with resources anywhere as well as workers in any location. We will focus on three key areas, including improving our cloud service management, enhancing cloud monitoring, and better securing cloud access.

Strategy 3: Centralize cloud monitoring and secure access to cloud services.

As we transition to more cloud services, we need to be able to monitor logins and events within the systems. We also need to secure this through multifactor authentication (MFA) for secure access. We can closely monitor access through MFA when accessing data and applications outside of our network.

GOAL: EMBRACE INNOVATION

We will accelerate innovation by supporting information sharing, improving collaboration, and removing barriers to technology adoption across the Town. As a result, the Town will be better equipped to use data to make strategic decisions, modernize IT systems, and capitalize on new technologies.

Strategy 1: Create a culture of innovation to reduce barriers for adopting emerging technologies.

Today's fast-paced work environment requires us to adapt actively and continuously. We must have the infrastructure and resources to aid in the exploration and pursuit of emerging technologies.

We will continue to improve collaboration between Town departments. This will foster development of technology growth, support day-to-day needs, and help us prepare for future needs.

Strategy 2: Optimize infrastructure and applications to enhance mission-critical operations and collaboration.

As we continue to support hosted services and applications, we need to ensure these important pieces of our day-to-day business are running efficiently and reliably. We will continue to work internally and externally with our service providers to ensure these resources are running at optimal levels.

Strategy 3: Implement intelligent automation to enhance productivity and efficiency.

Taking advantage of new technologies and enhancing our automation processes will help increase productivity and efficiency. Within our existing and future applications, these automation processes will improve functionality and our response time to internal and external users.



GOAL: EXPAND AND ENHANCE THE WORKFORCE

As technologies change and grow, we need to ensure that we have adequate staffing and that the team has the proper training and equipment to be efficient in our day-to-day needs along with being able to properly plan for the future.

Strategy 1: Recruit a talented and diverse workforce.

Attracting a strong workforce that has the skills the organization needs to be successful is a priority as we experience staff turnover. In today's world, most businesses expect an employee to be with the organization five years or less. We will work with Human Resources to ensure our opportunities reach all areas to recruit great people to join our team.

Strategy 2: Upskill workforce to keep pace with the transformative impacts of emerging and expanding technologies.

To be successful with new and emerging technologies requires a team with the skills to use these technologies. We will commit to making the investments in staff to build upon their talents and skills to keep up with demand. Staff upskilling and training is imperative to achieve and maintain our goals. We live in and work in a fast-paced technology environment and must continuously grow to keep up.

Strategy 3: Enable workforce to be agile and responsive so that Town can work efficiently without disruption.

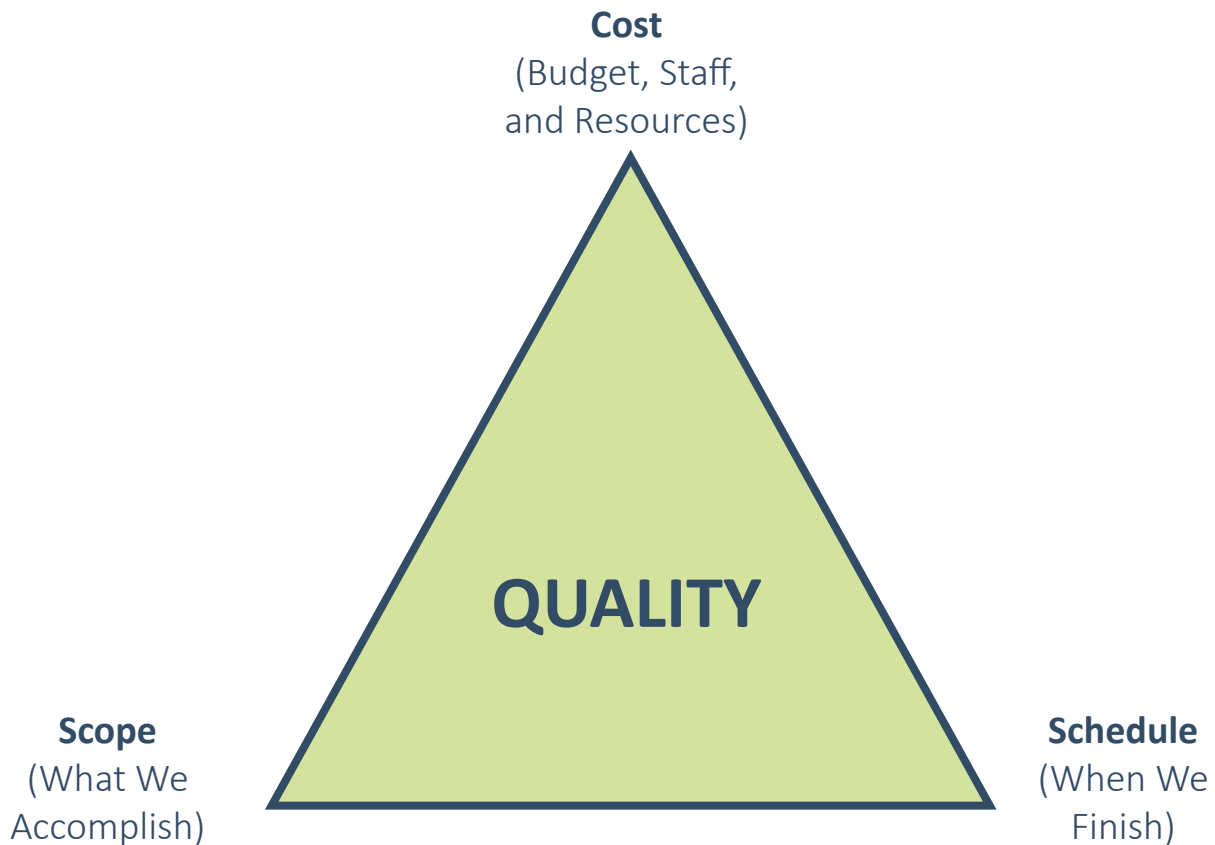
As we learned during the COVID-19 pandemic, we must be more agile in how we accomplish our day-to-day duties. Being a model employer includes evolving our workspaces and work practices to reflect the needs of our staff for today and tomorrow. With the increased adoption of remote work opportunities and the potential need to widen our geographical remote work capabilities, we need to have adequate equipment and resources to handle the hybrid environment to accomplish this efficiently and securely. The idea of being able to support a staff of tomorrow to work from anywhere at any time, both securely and efficiently, is imperative to our growth as a Department and a Town. We will continue to enhance our security and implement modern collaboration tools to accomplish this goal.

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INTRODUCTION TO FY2024-FY2026 TACTICS

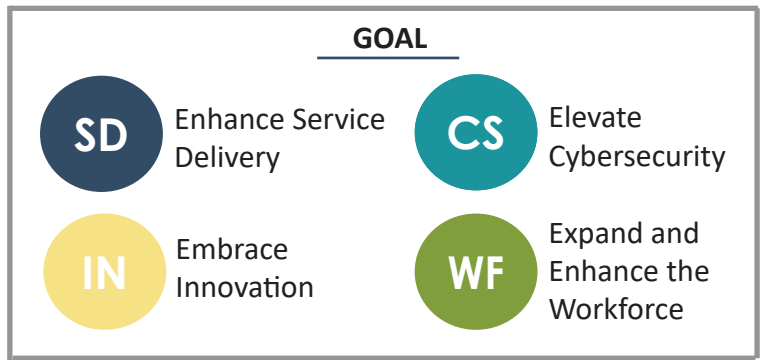
The following pages contain our tactics by goal for fiscal years 2024, 2025, and 2026. Accomplishing these objectives in full, on time, and at a high level of quality will require adequate budget funds, staff time, and resources. These factors will be vital to our success.



























If adequate funding or resources are unavailable, some of our tactics may need to be delayed or reduced in scope in order to maintain quality. This principle is demonstrated in the triangle below, where cost, scope, and schedule are interconnected, and all three have an impact on project quality.



Fiscal Year 2024

TACTICS



				1. Implement Monthly Staff Trainings for all Town staff.
				2. Improve Technology onboarding for new Town staff.
				3. Expand online offerings for all citizens.
				4. Implement cyber-security measures to improve Townwide network security.
				5. Place all vital network infrastructure on a five-year lifecycle replacement.
				6. Improve connectivity between all Town buildings, fire stations and parks.
				7. Place staff laptops/desktops into a four-year lifecycle replacement plan.
				8. Communicate with citizens with interactive displays in various Town locations.
				9. Update existing and implement new policies to address departmental issues.
				10. Move current on-premises document management and user files to cloud-based option.


Fiscal Year 2024 Tactics Detail

- 1. Implement Monthly Staff Trainings for all Town staff.** Give staff training opportunities to help them become more effective with existing and future applications that are used at the Town. Trainings will be offered monthly, and this is an ongoing project.
- 2. Improve Technology onboarding for new Town staff.** As new hires begin with the Town, we will implement improved initial training to help staff become comfortable with Townwide technologies. This will be beneficial to both the Technology Department and the hiring department.
- 3. Expand online offerings for all citizens.** We will improve our online access for citizens. We will review the current abilities within our Customer Self Service Portal and continue to expand this with added capabilities for Special Events and electronic reviews. As part of our continued SWOT analysis, we will look at additional offerings to enhance the Town's online presence.
- 4. Implement additional cyber-security measures to improve Townwide network security.** With the added cloud-based systems local government and business are using, we need to implement multi-factor authentication when outside of our Town network to ensure safety. We will also improve our password requirements for all staff. The addition of Single Sign On focus will also improve security within the various applications we use at the Town.
- 5. Place all vital network infrastructure on a five-year lifecycle replacement.** This equipment is important to our day-to-day continuity of government operations. Our network switches, access points, firewalls, and servers are what maintain the high level of service needed for staff to complete their duties. This is the driving force of our technology needs. We estimate an added cost of \$225,000 to our budget each year to accomplish this goal.
- 6. Improve connectivity between all Town buildings, fire stations and parks.** As technology demands expand year after year, we need to enhance our network connectivity. We can use fiber optics to implement larger bandwidth speed between buildings as we use larger chunks of data. This can be obtained with the adoption of the improved network infrastructure request above. We will also re-cable our existing buildings that have old and outdated low-voltage cabling over the next two years. The cost over the next two years will be an estimated \$85,000.
- 7. Place staff laptops/desktops into a four-year lifecycle replacement plan.** We will replace 25% of our equipment each year. As we become more agile with staff working, most Town staff will have laptops to give that ability to work in the office, at home or in a remote location. Laptops make it easier with our disaster planning and the need to evacuate. Also, after COVID we have learned we need to make the ability to work remote or in a hybrid situation more accessible. In previous budgets we have added funds to replace equipment but not on a set schedule. This process will involve buying equipment with a full four-year warranty to cover the needs of the equipment for its lifecycle. The added cost for this each year is an estimated \$100,000, but as stated earlier, this is not a fully added cost each year due to existing budgeting for equipment purchases.
- 8. Communicate with citizens with interactive displays in various Town locations.** These interactive displays will be able to share information to citizens about upcoming events, meetings, announcements, and other information. With multiple locations that are Town owned properties this will help improve our communication abilities. The cost for this would be for a large monitor and android computer to control the cloud-based software for remote deployment.
- 9. Update existing and implement new policies to address many different issues in our department.** Some of these will be a Disaster Recovery Plan, Cybersecurity training, Hybrid and remote work, and others as we continue to grow.
- 10. Move our current on-premises document management and user files to a cloud-based option.** By using our current Office 365 software, we can help departments and staff transition to a cloud-based solution that we already pay for. With the need to easily access and view these documents, this helps us to move forward in the technology realm and gives staff the ability to access these vital documents from anywhere as long as they have internet access. This project will be phased in over the next two years.


Fiscal Year 2025

TACTICS


GOAL




SD Enhance Service Delivery




















CS Elevate Cybersecurity



IN Embrace Innovation



WF Expand and Enhance the Workforce

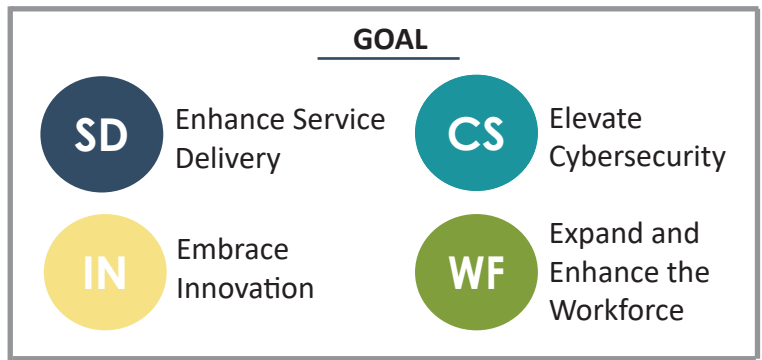
				1. Update the Town’s phone system to a more modern approach.
				2. Improve park and facilities public safety cameras by building off connectivity enhancements from previous years.
				3. Enhance cybersecurity with an Intrusion Detection System.
				4. Continue cloud-based migration of document management system and user documents.
				5. Continue to place all vital network infrastructure on a five-year lifecycle replacement.
				6. Maintain goal of placing staff laptops/desktops into a four-year lifecycle replacement plan.
				7. Hire a Cybersecurity Engineer.
				8. Perform SWOT analysis to identify and improve customer service needs.










Fiscal Year 2025 Tactics Detail

- 1. Update the Town's phone system to a more modern approach.** As we learned from COVID-19, our staff needs to be more agile with their ability to use and answer the phone to improve our service deliveries. With modern phone systems, it is not always necessary to have a physical desk phone anymore. Employees may be able to use applications on their computers or iPad or their cell phone to be able to answer the "desk phone." Certain staff that answer the phone throughout the day will also still be able to have a true desk phone in this instance too. Ease of use and portability are important in the modern workforce. The estimated cost for the project would be approximately \$100,000 and an ongoing yearly cost of \$65,000.
- 2. Improve our park and facilities public safety cameras by building off connectivity enhancements from previous years.** With the harsh weather conditions of the summers in the Lowcountry we need to implement a life cycle replacement plan for the cameras. This will be a five-year plan to address all existing cameras and will also incorporate new parks and facilities into our inventory. This plan is currently in place with CIP funds and will continue as a proactive measure. This cost will be an estimated \$175,000 each year.
- 3. Enhance cybersecurity with an Intrusion Detection System.** This expands off our improvements to network infrastructure from 2024. This system will improve our cyber posture and the ability to quickly detect any abnormalities within our system. This, along with the firewall improvements from FY24, will help make our network more secure and proactive rather than reactive in nature.
- 4. Build off the cloud-based migration of document management system and user documents.** This should be wrapped up within this fiscal year as the two-year project concludes.
- 5. Maintain all vital network infrastructure on a five-year lifecycle replacement.** This equipment is important to our day-to-day continuity of government. Our network switches, access points, firewalls and servers are what maintains the high level of service needed to staff to complete their duties. This is the driving force of our technology needs. As we implement this project, there will be a need to dedicate funds to our annual budget to reach our goal. We estimate this will be roughly an added cost of \$225,000 each year.
- 6. Maintain goal of placing staff laptops/desktops into a four-year lifecycle replacement plan.** We are committed to replacing 25% of our equipment each year. As we become more agile with staff working on laptops, most Town staff will have the ability to work in the office, at home, or in a remote location. Laptops make it easier with our disaster planning and the need to evacuate. Also, after COVID, we have learned we need to make the ability to work remotely or in a hybrid situation an easier transition. In previous budgets we have added funds to replace equipment but not on a set schedule. This process will involve buying equipment with a full four-year warranty to cover the needs of the equipment for its lifecycle. The added cost for this each year is an estimated \$100,000, but as stated earlier this is not a fully added cost each year due to existing budgeting for equipment purchases.
- 7. Hire a Cybersecurity Engineer.** As the need to have a dedicated focus on cybersecurity with the expanded cyber threat that grows daily for local governments, this position will help in the proactive versus reactive state of security. They will monitor the firewalls and intrusion detection systems we have implemented over last fiscal year and this year to properly monitor for abnormalities, and they will help to craft policies and procedures for day-to-day needs. We estimate this position would be compensated in the \$100,000 annual salary range, along with the cost for insurance and benefits.
- 8. Perform SWOT analysis to identify and improve customer service needs.** This will be an ongoing process through the lifecycle of the strategic plan.

Fiscal Year 2026

TACTICS



				1. Improve park and facilities public safety cameras by building off connectivity enhancements from previous years.
				2. Maintain all vital network infrastructure on a five-year lifecycle replacement.
				3. Maintain goal of placing staff laptops/desktops into a four-year lifecycle replacement plan.
				4. Perform SWOT analysis to identify and improve customer service needs.

Fiscal Year 2026 Tactics Detail

- 1. Improve our park and facilities public safety cameras by building off connectivity enhancements from previous years.** With the harsh weather conditions of the summers in the Lowcountry we need to implement a life cycle replacement plan for the cameras. This will be a five-year plan to address all cameras in place and incorporate new parks and facilities into the rotation. This plan is currently in place with CIP funds and will continue as a proactive measure. This cost will be an estimated \$175,000 each year.
- 2. Maintain all vital network infrastructure on a five-year lifecycle replacement.** This equipment is important to our day-to-day continuity of government. Our network switches, access points, firewalls and servers are what maintains the high level of service needed for staff to complete their duties. This is the driving force of our technology needs. As we implement this it will be an added cost to our yearly budget to dedicate funds to obtain this goal. We estimate this will be roughly an added cost of \$225,000 each year.
- 3. Maintain goal of placing staff laptops/desktops into a four-year lifecycle replacement plan.** We will replace 25% of our equipment each year. As we become more agile with staff working on laptops, most Town staff will have the ability to work in the office, at home, or in a remote location. Laptops make it easier with our disaster planning and the need to evacuate. Also, after COVID, we have learned we need to make the ability to work remotely or in a hybrid situation an easier transition. In previous budgets we have added funds to replace equipment but not on a set schedule. This process will involve buying equipment with a full four-year warranty to cover the needs of the equipment for its lifecycle. The added cost for this each year is an estimated \$100,000, but as stated earlier this is not a fully added cost each year due to existing budgeting for equipment purchases.
- 4. Perform SWOT analysis to identify and improve customer service needs.** This will be an ongoing process through the lifecycle of the strategic plan.

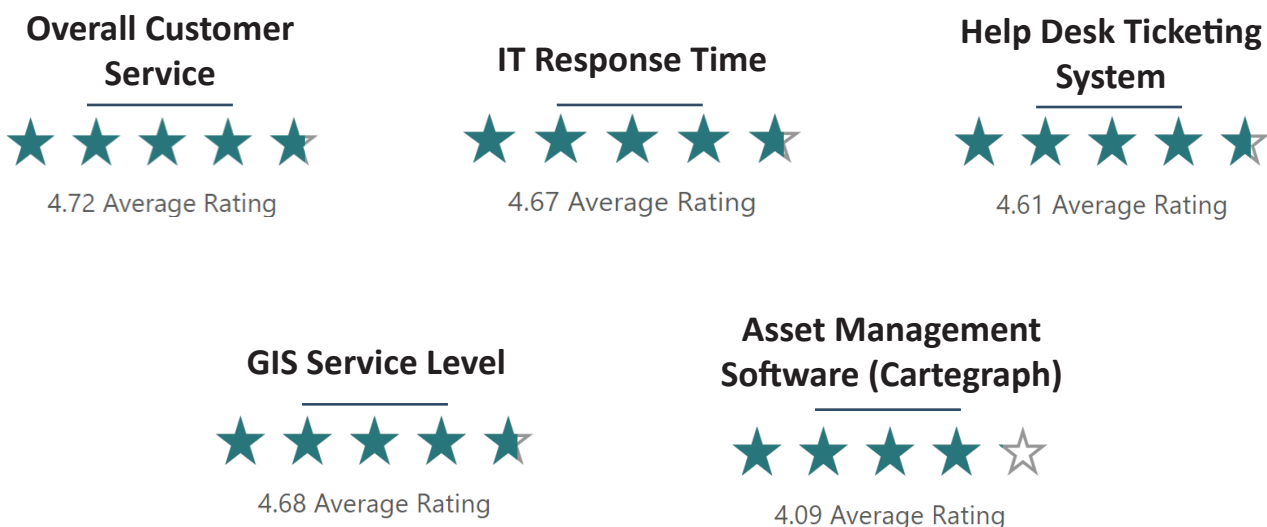
APPENDIX

Sample Results of IT User Survey

October 2022

Below is a summary of 56 responses received. Survey was delivered via email to all staff on October 10 and closed on October 24.

Customer Service Ratings



Overarching Themes

- Desire for cloud-based resources
- Need for training on currently owned software and hardware
- Desire for IT to take greater initiative with training, solution design, and process enhancements
- Proactive IT over reactive IT
- File management and project management is a huge challenge
- Need to balance technology fatigue with technology enhancements
- Individuals working in IT are great at providing individualized customer service, but overall IT management needs direction

APPENDIX

Sample Results of IT User Survey

October 2022

Summary of Open-Ended Responses

What software not currently in use by the Town of HHI would you like to see implemented in the future?

- Access to cloud-based applications for sharing and collaborating such as Confluence
- Better creative solutions- screen capture programs, photo/video editing software such as Canva, interactive presentation software such as Mentimeter, greater access to InDesign
- Forerunner for Floodplain Management
- Agenda planning software
- Secure electronic signature software like DocuSign
- Single sign-on solution, biometrics, facial recognition
- Special event approval software
- Better mobile CAD system, ASAP to PSAP for Dispatch
- Time tracking solution for disasters/EOC and timecard routing for Fire Rescue

What hardware not currently in use by the Town of HHI would you like to see implemented in the future?

- Council Chambers technology enhancements
- Server updates for speed
- Interactive kiosk in lobby for information and permitting
- Large monitors for those who want them
- Bluetooth printers for cell/mobile devices
- Security upgrades to Town facilities – cameras, alarms
- New GPS receivers for field data collection
- Webcam and microphone updates for Fire Rescue conference rooms and classrooms
- Biometrics/facial recognition hardware
- More streamlined and updated CAD, phone and radio consoles
- Docking stations in EOC and conference rooms at Town facilities to enable working from different locations
- Additional Apple products

APPENDIX

Sample Results of IT User Survey

October 2022

Summary of Open-Ended Responses

What mobile apps not currently in use by the Town of HHI would you like to see implemented in the future?

- Enterprise password manager
- Tidal gauge app
- Field access to files from cell/mobile
- Help desk mobile app
- Weather Sentry/DTN (WxSentry on the app store)
- Heat Index- OSHA app
- App to access CAD on mobile

How do you feel we can improve our customer service?

- Continue to improve communication
- Be proactive instead of reactive
- Improve Help Desk ticket management
- Provide tutorials, entry-level, and ongoing technology training
- Testing settings and training users before deployment
- Find new ways to broadcast Council meetings

What technology processes, if any, would you like to see change? Ex: IT Orientation, monthly trainings, etc.

- Training on apps and software
- Improve administration of certain programs and hardware to decrease user frustration
- Better communication about how, why, and what programs to use for different scenarios
- Provide department and use-case-specific tutorials, short videos
- Conduct comprehensive review of software systems currently in use
- Single source of information for training and resources
- Better orientation on IT systems
- Streamlined databases so same information isn't entered in multiple places
- File organization structure and naming convention
- Strategic IT planning and involvement from upper management
- Move processes such as daily apparatus check offs to an online solution
- Install a Town-wide technology committee

APPENDIX

Sample Results of IT User Survey

October 2022

Summary of Open-Ended Responses

What kind of training would be beneficial to you, your department, or the Town as a whole?

- Photo and file management in OneDrive and Teams
- Strategic project management in Teams
- Microsoft Office programs (Word, Outlook, Excel, PowerPoint) basic, intermediate, and advanced
- Shadowing and cross training with other employees
- GIS training
- Cyber security training
- Munis Cubes
- Records retention
- Other software – Fireworks, Payroll/ESS

What improvements to the IT Help Desk ticketing system would you like to see?

- Additional training for responders
- Improved login screen options
- Reduce confusion in terminology
- Reduce number of automated emails
- Add estimated wait time
- Improve knowledge base

What GIS services would you like to see us offer that are not currently being offered?

- Drone services
- GIS training for basic users
- Other software programs like Google Earth 3D
- ArcGIS Pro and Spatial Analyst
- Better CAD mapping
- More proactive use of GIS for planning and public communications
- Regular demos of GIS capabilities
- Survey123/Quick Capture testing and training

What dashboards would you like to see added to the Town's GIS Open Data Portal?

- Park and amenity map enhancements
- Town-owned property assets and restrictions
- RETF acquisitions
- Workforce Housing
- Public-facing Property Viewer
- Storm water utility dashboard
- EOC common operating picture



**Prepared by the
Town of Hilton Head Island**

One Town Center Court
Hilton Head Island, South Carolina 29928
hiltonheadilandsc.gov



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Ashley Goodrich, Principal Planner
VIA: Richard Edwards, Community Planning Manager
VIA: Missy Luick, Director of Planning
VIA: Shawn Colin, Assistant Town Manager - Community Development
CC: Marc Orlando, Town Manager
DATE: August 15, 2023
SUBJECT: Consideration of a Resolution of the Town of Hilton Head Island, South Carolina to Support the Town's Renewal Application to the League of American Bicyclists for the Bicycle Friendly Community Award

RECOMMENDATION:

That Town Council consider a Resolution of the Town of Hilton Head Island to support the Town's Renewal Application to the League of American Bicyclists for the Bicycle Friendly Community Award

BACKGROUND:

The Town of Hilton Head Island is recognized as one of the top 39 bicycle-friendly communities in the United States and has held Gold-Level Bicycle Friendly Community (BFC) status with the League of American Bicyclists since 2015 and Silver-Level BFC status starting in 2011. The Gold-Level distinction recognizes the Town's commitment to improving conditions for bicycling through its investment in bicycling promotion, education programs, infrastructure, and pro-bicycling policies. In this year's renewal application, the Town strives to apply for and achieve Platinum status, defined by the league as being in the top 6 nationally for thriving Bicycle Friendly Communities.

On May 8, 2023, Town staff hosted a coordination meeting together with Bike Walk Hilton Head and special guests from the League of American Bicyclists, including League President Bill Nesper. National Bike Month is celebrated each May on the Island to highlight the benefits of bicycling and to encourage more residents and visitors to try biking. The Town of Hilton Head Island now hosts more than 72.5 miles of public pathways with a 15% percent growth in pedestrian and bicycle activity from June 2021 to June 2022 with recent count data collected in July 2023.

The Town of Hilton Head Island has committed in the FY23 – FY25 Strategic Action Plan to the adoption and implementation of Major Corridor and Street Enhancement Policies. These efforts will focus on "right-size" infrastructure. A Major Thoroughfare

Corridors Plan (MTCP) will address improvements to the Island's major thoroughfares and include the provision for fair and reasonable application of traffic calming measures. When completed, the purpose of the Major Thoroughfare Corridors Plan (MTCP) will strive to ensure safe access for all people who need to move and travel including pedestrians, bicyclists, motorists, and transit riders in a manner for all ages and abilities.

SUMMARY:

Adoption of the Resolution will authorize the Town's official submission to the League of American Bicyclists to renew Gold-level status and apply for attaining the next level of Platinum Bicycle Friendly Community Status.

ATTACHMENTS:

Attachment 1: BFC 2023 Resolution

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON
HEAD ISLAND, SOUTH CAROLINA TO SUPPORT THE TOWN'S RENEWAL
APPLICATION TO THE LEAGUE OF AMERICAN BICYCLISTS FOR THE
BICYCLE FRIENDLY COMMUNITY AWARD**

WHEREAS, the Town of Hilton Head Island in 1987 adopted a Parks, Open Space, and Recreation Resolution which references a natural links policy to connect and integrate the island's bikeways and public recreation facilities; and

WHEREAS, the 1995 Recreation and Open Space Plan was adopted as an appendix to the Town's Comprehensive Plan and included recommendations for trails and bicycle facilities to meet AASHTO standards; roadway widening projects to include accommodations for bicycle travel; and street intersections be improved to accommodate bicycles; and

WHEREAS, the Recreation Element, including pathway recommendations, was adopted as an element of the Comprehensive Plan in 2005 and revised in the 2010 and 2017 updates; and

WHEREAS, the Parks and Recreation Master Plan with the Comprehensive Plan (Our Plan) Parks and Recreation Section, including pathway assessments, analysis, and recommendations with discussion about bicycling as a popular Island amenity, were adopted in 2020; and

WHEREAS, the Beaufort County Connects Bicycle and Pedestrian Plan, including pathway project recommendations, was adopted as an implementation element by the Town of Hilton Head Island in 2021; and

WHEREAS, the number of miles of Town constructed and maintained multi-use pathways has increased from 10.5 miles in 1995 to 72.5 miles in 2022; and

WHEREAS, Bike Walk Hilton Head Island in conjunction with the Town of Hilton Head Island and the Hilton Head Island-Bluffton Chamber of Commerce has promoted bicycling education and awareness through annual bicycle events and the Bike Walk Ambassador Program; and

WHEREAS, the Town of Hilton Head Island is a vacation destination where visitors enjoy bicycling on pathways and the beach; and

WHEREAS, Hilton Head Island residents increasingly ride bicycles for pleasure, exercise, and as a means of commuting to and from work; and

WHEREAS, the League of American Bicyclists designated the Town of Hilton Head Island a Bicycle Friendly Community at the Gold level in 2019 for a four-year validity period.

NOW THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA DOES HEREBY SUPPORT THE RENEWAL APPLICATION TO THE LEAGUE OF AMERICAN BICYCLISTS FOR THE BICYCLE FRIENDLY COMMUNITY AWARD.

MOVED, APPROVED, AND ADOPTED THIS 15TH DAY OF AUGUST 2023.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

Public Hearing: July 27, 2023

First Reading:

Second Reading:

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member:



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: John Troyer, Finance Director
CC: Marc Orlando, Town Manager
DATE: August 15, 2023
SUBJECT: Consideration of an Ordinance Authorizing and Directing the Town of Hilton Head Island to Enter into an Intergovernmental Agreement Relating to South Carolina Local Revenue Services; to Participate in one or more Local Revenue Supplements; and Other Matters Relating Thereto – First Reading – John Troyer, Director of Finance

RECOMMENDATION:

The Finance and Administrative Committee recommends that Town Council review and consider approval of the proposed ordinance amending Title 10, Sec. 10-1-220, and Sec.10-1-230, of the Municipal Code of the Town of Hilton Head Island updating the ordinances and agreements by which the Town may participate in the Municipal Association's Local Revenue Service collection programs and forward a recommendation to Town Council.

BACKGROUND:

For many years the Town has participated in the Municipal Association's collection programs for certain business license taxes. These programs include the Insurance Tax Collection Program, the Brokers Tax Collection Program, and the Telecommunications Tax Collection Program. The Municipal Association has collectively rebranded these program as Local Revenue Services and has renamed the three business license programs as the Insurance Tax Program (ITP), the Brokers Tax Program (BTP), and the Telecommunication Tax Program (TTP).

In addition, by Act 176 of 2020 (The Business License Standardization Act, found at S.C. Code Sec. 6-1-400 to -420), the General Assembly standardized business licensing in the State of South Carolina. Following the adoption of this Act, the Municipal Association provided a revised business license ordinance based on Act 176 and the new model ordinance.

As a result of the Local Revenue Services rebranding and the adoption of new local business license ordinances under Act 176, the Association is required to update the ordinance and agreement by which the Town may participate in Local Revenue Services.

SUMMARY:

The updated ordinance, agreement, and supplement will not substantially change the operation of the Local Revenue Services programs for the Town. The Municipal Association will continue to administer and collect business license taxes within ITP, BTP, and TTP. The rates for the Municipal Association's services will remain the same as they are now. The distributions of collected amounts will be made in the same manner and at approximately the same times as they are now.

The substantial changes to the Local Revenue Services programs are as follows:

- The new agreement is an intergovernmental agreement among all the participating governments, rather than a series of standalone agreements.
- Local Revenue Services will act in its own name as a division of the Municipal Association and will be governed by a committee of the Municipal Association's Board of Directors.
- The terms on which the Municipal Association is delegated the authority to resolve litigation on behalf of its members have been clarified.
- An appeals process, as required by and consistent with Act 176, has been formally adopted.

A presentation by staff was included at the Finance & Administrative Committee meeting on July 18, 2023.

ATTACHMENTS:

1. Proposed Ordinance
2. Local Revenue Services Agreement
3. Local Revenue Services Participant Program Supplement
4. Presentation

LOCAL REVENUE SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____ A.D., 20____, by and among the Municipal Association of South Carolina (the "Association") and all the parties who are now or may hereafter become participants ("Participants") in South Carolina Local Revenue Services, a division of the Association ("LRS"),

WITNESSETH:

WHEREAS, certain governmental functions may be more efficiently and effectively provided in cooperation with other governments, particularly when the sharing of such functions may deliver economies of scale, avoid redundancies in staffing, facilitate intergovernmental communication and coordination, benefit the citizens and taxpayers of the State by offering single points of contact, and allow retention of highly trained and specialized staff or private contractors in situations in which it would not be cost effective for a single government to retain such professionals;

WHEREAS, Article VIII, sec. 13 of the South Carolina Constitution provides that any incorporated municipality "may agree with . . . any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof," and that "[n]othing in this Constitution may be construed to prohibit the State or any of its counties, incorporated municipalities, or other political subdivisions from agreeing to share the lawful cost, responsibility, and administration of functions with any one or more governments, whether within or without this State;"

WHEREAS, S.C. Code § 4-9-41(A) provides that any "incorporated municipality ... may provide for the joint administration of any function and exercise of powers as authorized by Section 13 of Article VIII of the South Carolina Constitution;"

WHEREAS, certain municipalities in the State have determined that it would be effective and efficient to jointly perform certain functions, including without limitation the business license functions more fully described below;

WHEREAS, LRS is a division of the Association and a committee of the board of directors of the Association and will establish or continue one or more Revenue Service Programs (as hereinafter defined); and

WHEREAS, the Participants, through action of their respective governing bodies, have elected to comply with the conditions of this Agreement and to authorize LRS to perform the functions and exercise the powers herein described;

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and obligations herein contained, which are given to and accepted by each signatory hereof to the other, the parties hereto agree as follows:

Section 1. Definitions. As used in this Agreement, the following terms shall have the meanings set forth below:

- (a) "Appeals Board" means the board created pursuant to Section 8 hereof for purposes of hearing and determining appeals under this Agreement.
- (b) "Association" means the Municipal Association of South Carolina.
- (c) "Gross Proceeds" means, with respect to any Revenue Service Program and for any period of calculation, the total amount of Impositions collected by LRS during such period.
- (d) "Imposition" means any tax, fee, rate, charge, fine, penalty, or interest charge that has been lawfully imposed by a Participant and for which a Revenue Service Program has been established. Such Impositions include, without limitation, Statewide Business License Taxes.
- (e) "LRS" means South Carolina Local Revenue Services, established by this Agreement.
- (f) "LRS Board of Directors" means the board of directors of LRS.
- (g) "LRS Business License Official" shall mean the person designated from time to time by the LRS Board of Directors to act as the business license official (as such term is used in S.C. Code §§ 6-1-400 to -420) with respect to one or more Revenue Service Programs. The LRS Board of Directors may, but need not, designate different persons as the LRS Business License Official for different Revenue Service Programs.
- (h) "Participant" means a local government that has become a participant in LRS by applying to LRS for admission and, if approved, accepting the terms of participation in LRS by ordinance and signing this Agreement in counterpart.
- (i) "Net Proceeds" means, with respect to any Revenue Service Program and for any period of calculation, the amount of Gross Proceeds that remain for distribution to Participants after the payment of operation and maintenance expenses (including, without limitation, LRS's compensation) for such period.
- (j) "Revenue Service Programs" means any one or more programs established or continued by LRS to administer, assess, collect, and enforce Impositions. Such Revenue Service Programs may include, without limitation, programs for the administration, assessment, collection, and enforcement of Statewide Business License Taxes.
- (k) "S.C. Code" means the South Carolina Code of Laws of 1976, as amended.
- (l) "State" means the State of South Carolina.
- (m) "Statewide Business License Taxes" means business license taxes that, pursuant to the S.C. Code, are applicable in a manner or at a rate that applies throughout the State. Such business license taxes include without limitation the business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; to brokers under Title 38, Chapter 45 of the S.C. Code; to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code; and such other business license taxes as may now or hereafter be made

applicable throughout the State in a manner or at a rate that has been established by State law.

Section 2. Authorization of LRS. The municipalities that are initial signatories hereto do hereby establish LRS and authorize it to perform the functions and exercise the powers described in this Agreement. The functions to be performed hereunder are more specifically described in Section 5 below and the powers to be exercised are more specifically described in Section 6 below. The Participants, regardless of their respective dates of admission to LRS, further agree as follows:

- (a) The functions and powers described in this Agreement would be more efficiently and effectively performed and exercised in cooperation with other governments through LRS;
- (b) The Participants shall comply with the conditions of this Agreement and, by joining LRS, shall jointly perform the functions and exercise the powers herein described by contract with LRS.

Section 3. Participation. The right to participate in LRS shall be limited to local governments within the State. A qualifying entity may become a Participant by applying to LRS for admission and, if approved, accepting the terms of participation in LRS by ordinance and signing this Agreement in counterpart. LRS shall be sole judge of whether an applicant shall be admitted as a Participant. A Participant may be suspended or expelled by the LRS Board of Directors from LRS, provided that such suspension or expulsion shall not be effective until 30 days after written notice of suspension or expulsion has been mailed to it.

Section 4. LRS Board of Directors. LRS shall be governed by a Board of Directors containing five Directors. The members of the Association's Executive Committee (comprising the President, First Vice President, Second Vice President, Third Vice President, and Immediate Past President of the Association) shall serve *ex officio* as Directors of LRS, with terms of office coterminous with their terms as officers of the Association. The President of the Association, or in his or her absence the First Vice President of the Association, shall serve as chair at meetings of the LRS Board of Directors. With respect to LRS's officers, the members of the LRS Board of Directors shall occupy the same offices as they do with respect to the Association.

Section 5. Functions of LRS. LRS may, and at the direction of and subject to the control of the LRS Board of Directors shall, establish or continue one or more Revenue Service Programs including, without limitation, for the administration, assessment, collection, and enforcement of Statewide Business License Taxes and other Impositions related to Statewide Business License Taxes. LRS's functions with respect to the Revenue Service Programs shall include, without limitation, training employees; developing resources to assist business license functions; making necessary investigations into entities or individuals subject to Impositions; developing databases for the application, calculation, allocation, and distribution of Impositions; establishing procedures for determining and calculating the amounts due as Impositions; communicating with entities or individuals subject to Impositions; collecting current and delinquent Impositions; initiating, defending, managing, resolving, and settling disputes or litigation matters that affect more than

one Participant; and acquiring, licensing, developing, improving, maintaining, and protecting software and other information technology infrastructure.

Section 6. Powers of LRS. LRS shall have the following powers:

- (a) adopt bylaws for the regulation of its affairs and the conduct of its business and prescribe rules and policies and promulgate regulations in connection with the performance of its functions and duties;
- (b) adopt an official seal and alter it at its pleasure;
- (c) maintain an office at a place it determines;
- (d) sue and be sued in its own name and plead and be impleaded;
- (e) require documentation of amounts due from taxpayers, including without limitation by requiring reconciliation reports in which the taxpayer provides sufficient information to verify whether revenues of the taxpayer are appropriate for exclusion as non-municipal revenues and to determine the proper allocation of Impositions among Participants;
- (f) receive, administer, and comply with the conditions and requirements of a gift, grant, or donation of property or money;
- (g) acquire by purchase, lease, gift, or otherwise, or obtain options for the acquisition of, any property, real or personal, improved or unimproved, including an interest in land less than the fee thereof in conformity with state law;
- (h) sell, lease, exchange, transfer, mortgage, or otherwise dispose of, or grant options for any such purposes with respect to, any real or personal property or interest therein in conformity with state law;
- (i) make and execute contracts, agreements, or other undertakings with such agents, service contractors, persons, firms, corporations, and attorneys as it deems appropriate to perform its functions and exercise its powers;
- (j) acquire, license, develop, improve, maintain, and protect software and other information technology infrastructure;
- (k) employ professionals, support staff, attorneys, appraisers, financial advisors, and other consultants and employees as required in the judgment of LRS and fix and pay their compensation from funds available to LRS for that purpose;
- (l) transact any lawful business that will aid the purposes and functions of LRS;
- (m) make payments or donations, or do any other act, not inconsistent with law, that furthers the business and affairs of LRS; and
- (n) do all things necessary or convenient, not inconsistent with law, to further the activities and affairs of LRS

Section 7. Attorney-in-Fact Designation; Dispute Resolution and Conduct of Litigation. Each Participant hereby appoints LRS and its designees as its agent and attorney-in-fact to act on its behalf with respect to Impositions. As agent and attorney-in-fact, LRS shall be fully empowered to initiate, defend, manage, resolve, and settle any disputes or litigation (whether in its own name or in the name of the Participants) relating to Impositions owing or payable to one or more Participants; to pay all expenses, costs, and judgments that might be incurred against LRS when acting on behalf of its Participants for communication, investigation, negotiation, enforcement, defense, or settlement with respect to Impositions; and to take all other actions as may be necessary to administer, collect, investigate, enforce, and implement the Revenue Service Programs. Each Participant, pursuant to Rule 17 of the S. C. Rules of Civil Procedure and Rule 17 of the Federal Rules of Civil Procedure, specifically acknowledges the standing of LRS to prosecute a civil action for collection in its behalf and hereby ratifies any such action that LRS may commence.

The LRS Board of Directors may, by majority vote, authorize a third party (including without limitation the Association) to act as attorney-in-fact to the same extent as set forth in this section on behalf of the Participants.

LRS's authority to initiate, defend, manage, resolve, and settle disputes and litigation shall be subject to the following terms and conditions:

- (a) If, with respect to any particular dispute, a proposed compromise or settlement would reduce the amount asserted by LRS to be payable to an individual Participant by more than ten percent (10%) of the total amount remitted by LRS to such Participant in the immediately preceding year for the relevant Revenue Service Program, then, notwithstanding subsections 7(b) and 7(c) below, LRS shall be required to secure the written consent of such Participant before compromising or settling such dispute with respect to such Participant. Otherwise, LRS shall be entitled to compromise or settle such dispute on behalf of each Participant without further authorization by such Participants beyond that contained herein.
- (b) Any proposed compromise or settlement that would result in a reduction of \$100,000 or less from the amount originally claimed to be due and owing by LRS may be approved or denied by LRS without separate approval by the LRS Board of Directors. The LRS Board of Directors shall, by appropriate action from time to time, designate one or more staff members or contractual counterparties who are authorized to compromise or settle such disputes.
- (c) Any proposed compromise or settlement that would result in a reduction of more than \$100,000 from the amount originally claimed to be due and owing by LRS must be approved or denied by the LRS Board of Directors.

- (d) Any proposed compromise or settlement that would result in a waiver of penalties, interest, late charges, or other amounts owing due to late payment of an Imposition must be approved or denied by the LRS Board of Directors.

Section 8. Appeals Process. The Participants acknowledge that, pursuant to local ordinances, regulations, and rules, each Participant has its own procedures by which matters relating to the calculation, assessment, and collection of business license taxes may be appealed. With respect to Impositions subject to this Agreement, however, each Participant has enacted a local ordinance by which appeals relating to such Impositions are excluded from the otherwise applicable local ordinance. Each Participant agrees that the appeals process described in this Section shall apply to all appeals relating to Impositions subject to this Agreement. Each Participant hereby consents to the adoption of the appeals process described in this Section; specifically declares its intention that such appeals process shall be deemed an exception to its otherwise applicable local ordinances, regulations, and rules; and agrees that it has or will approve such appeals process by appropriate local action.

- (a) There is hereby created a board for purposes of hearing appeals pursuant to this Section (the "Appeals Board"). The Appeals Board shall contain three members. The President of the Association, the Executive Director of the Association, and the President of the South Carolina Business Licensing Officials Association ("BLOA") shall each serve *ex officio* as members of the Appeals Board, with terms of office coterminous with their terms as officers of the Association or BLOA, as appropriate. The President of the Association, or in his or her absence the Executive Director of the Association, shall serve as chair at meetings of the Appeals Board.
- (b) With respect to the calculation, assessment, and collection of Impositions, the following appeals process, as required by Section 6-1-410, shall apply.
- (1) If a taxpayer fails or refuses to pay an Imposition by the date on which such Imposition is due, the LRS Business License Official may serve notice of assessment of the Imposition due on the taxpayer by mail or personal service. Within thirty days after the date of postmark or personal service, a taxpayer may request, in writing with reasons stated, an adjustment of the assessment. An informal conference between the LRS Business License Official and the taxpayer must be held within fifteen days of the receipt of the request, at which time the taxpayer may present any information or documents in support of the requested adjustment. Within five days after the conference, the LRS Business License Official shall issue a notice of final assessment and serve the taxpayer by mail or personal service with the notice and provide a form for any further appeal of the assessment by the taxpayer.
- (2) Within thirty days after the date of postmark or personal service, the taxpayer may appeal the notice of final assessment by filing a completed appeal form with the LRS Business License Official, by mail or personal service, and by paying to LRS

in protest at least eighty percent of the business license tax based on the final assessment. The appeal must be heard and determined by the Appeals Board. The Appeals Board shall provide the taxpayer with written notice of the hearing and with any rules of evidence or procedure prescribed by the Appeals Board. The hearing must be held within thirty days after receipt of the appeal form unless continued to another date by agreement of the parties. A hearing by the Appeals Board must be held at a regular or specially called meeting of the Appeals Board. At the appeals hearing, the taxpayer and LRS have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing must be recorded and must be transcribed at the expense of the party so requesting. The Appeals Board shall decide the assessment by majority vote. The Appeals Board shall issue a written decision explaining the basis for the decision with findings of fact and conclusions and shall inform the taxpayer of the right to request a contested case hearing before the Administrative Law Court. The written decision must be filed with the LRS Business License Official and served on the taxpayer by mail or personal service. The decision is the final decision of LRS on the assessment.

- (3) Within thirty days after the date of postmark or personal service of LRS's written decision on the assessment, a taxpayer may appeal the decision to the Administrative Law Court in accordance with the rules of the Administrative Law Court.

Section 9. LRS May Be Separately Organized. Hereafter, the LRS Board of Directors may determine, for corporate governance, recordkeeping, and operational purposes, that LRS should be established as a separate entity, either under the South Carolina Nonprofit Corporation Act, currently codified at Title 33, Chapter 31 of the S.C. Code, or otherwise. If the LRS Board of Directors so determines, it may take all such actions as may be necessary to organize LRS as a separate entity without further approval by the Participants, provided that such organization shall not otherwise vary or modify the terms of this Agreement except to the extent necessary to reflect the new organizational structure of LRS.

Section 10. Participation in a Revenue Service Program. A Participant may elect to participate in a Revenue Service Program by signing and delivering a separate supplement to this Agreement with respect to such Revenue Service Program (each, a "Participant Program Supplement"). The Participant Program Supplements shall be substantially identical within each Revenue Service Program. The form of the Participant Program Supplement is attached hereto as Appendix A.

Section 11. Collection of Impositions; Distributions; Payment for Services; Prohibition on Lobbying Activity.

- (a) LRS shall collect, subject to the Participant Program Supplements, all Impositions subject to this Agreement.

- (b) The Participants will compensate LRS for its services. Initially, such compensation shall be in the amount of four percent of Gross Proceeds collected for the benefit of each Participant within each Revenue Service Program, subject to any volume discount approved from time to time by the LRS Board of Directors, together with any interest earned on funds held on deposit prior to disbursement. The Participants acknowledge that this amount represents operating expenses payable to LRS for services rendered. For accounting and recordkeeping purposes, LRS will apply this rate to each Participant separately within each Revenue Service Program. Hereafter, and notwithstanding Section 13 below, the LRS Board of Directors by majority vote may amend the compensation method by giving notice to all participating Participants at least ninety days prior to the effective date of such amendment. Such amendment shall become effective after the ninety-day notice period with respect to each Participant without further action by such Participant, provided that such Participant may withdraw from participation at any time within ninety days after notice of the amendment is provided.
- (c) LRS will regularly, and not less than once in each calendar quarter, distribute the Net Proceeds to Participants.
- (d) No funds or personnel of LRS may be used or employed to influence any election; support or oppose any partisan organization; support or oppose the enactment, repeal, or modification of any federal or state legislation; or seek to influence any federal or state local government officials in the discharge of their official functions.

Section 12. Fiscal Year. LRS shall operate on a fiscal year from 12:01 a.m. January 1 of each year to 12:00 midnight December 31 of the succeeding year (the “LRS Year”). Application for participation, when approved in writing by LRS shall constitute a continuing contract for each succeeding LRS Year unless cancelled by LRS.

Section 13. Amendment. This Agreement may be amended by an agreement executed by those Participants constituting a majority of the Participants in LRS during the current LRS Year. In lieu of this amendment procedure, the Participants hereby appoint a 4/5 majority (i.e., at least four Directors) of the LRS Board of Directors agents to make any amendments to this Agreement that would not fundamentally alter the contemplated arrangement. Written notice of any amendment proposed for adoption by the LRS Board of Directors shall be mailed to each Participant not less than 30 days in advance. Written notice of amendments finally adopted by the LRS Board of Directors shall be mailed to each Participant not more than 30 days after adoption.

Section 14. Terms Applicable on Admission. Any entity that formally applies to participate in LRS and is accepted by LRS shall thereupon become a party to this Agreement and be bound by all of the terms and conditions hereof. A Participant may withdraw from participation by delivery of written notice of withdrawal at least 90 days prior to the end of an LRS Year, to be effective as of the end of such LRS Year.

Section 15. Term; Dissolution. LRS has been established with the bona fide intention that it shall be continued in operation indefinitely and that the contributions to LRS shall continue for an indefinite period. However, the LRS Board of Directors reserves the right at any time to terminate LRS by a written instrument to that effect executed by at least four-fifths (4/5) of the members of the LRS Board of Directors. Such written termination notice shall be delivered to each Participant no less than 120 days prior to the effective date of termination. In the event of such termination, Participant contributions shall cease as of the date of termination and the assets then remaining in the fund shall continue to be used and applied, to the extent available, for the (a) payment of claims arising prior to such termination and (b) payment of reasonable and necessary expenses incurred in such termination. Any monies or other assets thereafter remaining in LRS shall be distributed pro rata to the Participants in LRS as of the day of termination. In no event shall any such assets be returned or distributed to any individual. Upon such termination, the LRS Board of Directors shall continue to serve for such period of time and to the extent necessary to effectuate termination of LRS.

[signatures appear on following page]

IN WITNESS WHEREOF, the Participants listed below acknowledge their participation in LRS and acceptance of obligations thereunder, by the due execution hereof, following appropriate governmental body approval, by its mayor or other duly authorized official. Further, LRS has caused these presents to be signed by its President and attested by its Vice President.

MUNICIPAL ASSOCIATION OF SOUTH CAROLINA

B. Todd Glover, Executive Director

**LOCAL REVENUE SERVICES, A DIVISION OF THE
MUNICIPAL ASSOCIATION OF SOUTH CAROLINA**

Mayor Rick Osbon, President of LRS

ATTEST:

Mayor Barbara Blain-Bellamy, Vice President of LRS

PARTICIPANT SIGNATURE PAGE

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Name: Alan Perry

Title: Mayor Town of Hilton Head Island

ATTEST:

Name: Kimberly Gammon

Title: Town of Hilton Head Island Town Council Clerk

APPENDIX A: FORM OF PARTICIPANT PROGRAM SUPPLEMENT

WHEREAS, the Town of Hilton Head Island (the "Municipality") has applied for and been approved to participate in South Carolina Local Revenue Services ("LRS");

WHEREAS, the Municipality has executed a counterpart of the Local Revenue Services Agreement (the "Agreement") by and among itself and all other participants in LRS;

WHEREAS, capitalized terms used and not otherwise defined herein have the meaning given to such terms in the Agreement;

WHEREAS, pursuant to the Agreement, LRS has established Revenue Service Programs for Statewide Business Licenses and other Impositions; and

WHEREAS, the Municipality now desires to agree to participate in one or more Revenue Service Programs;

NOW, THEREFORE, the Municipality hereby agrees with LRS as follows:

Section 1. Participation in Revenue Service Programs. The Municipality hereby elects and agrees to participate in the following Revenue Service Programs: ITP / BTP / TTP.

Section 2. Term. This Participant Program Supplement is effective until December 31, 2023, and shall continue from year-to-year thereafter until terminated by either party upon notice delivered in writing given at least 90 days prior to the next upcoming December 31.

Section 3. Payment for Services. The Municipality agrees that it will compensate LRS for its services as set forth in the Agreement. Initially, such compensation shall be in the amount of four percent of Gross Proceeds collected for the benefit of the Municipality within each Revenue Service Program, subject to any volume discount approved from time to time by the LRS Board of Directors, together with any interest earned on funds held on deposit prior to disbursement. The Municipality acknowledges that this amount represents operating expenses payable to LRS for services rendered. For accounting and recordkeeping purposes, LRS will apply this rate to the Municipality separately within each Revenue Service Program.

Section 4. Expenses; Fund Accounting. (a) The rate for services established herein shall be inclusive of all administrative expenses of LRS, except legal expenses incurred in connection with the services rendered. Legal expenses incurred by LRS are not included in the base rate and shall be prorated to all Participants in direct relationship to the disbursements of the Revenue Service Program to which the legal expenses relate.

(b) LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Business license taxes collected for the Municipality, less the service charge herein agreed to, will be disbursed to the Municipality on or before March 1 of each calendar year and thereafter as remaining collections permit.

Section 5. Special Provisions for BTP. (a) Pursuant to Title 38, Chapter 45 of the South Carolina Code of Laws (the "Brokers Insurance Statute"), the Municipality designates the Municipal

Association of South Carolina as the municipal agent to act on behalf of the municipality for the purposes of the Brokers Insurance Statute.

(b) The Brokers Insurance Statute governs the receipt from the South Carolina Department of Insurance (“DOI”) and distribution to the Municipality of all municipal premium taxes from brokers for non-admitted surplus lines insurance. Upon receipt of the taxes from the DOI, LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Taxes will be disbursed to the Municipality, less the service charge herein agreed to, as collections permit.

PARTICIPANT PROGRAM SUPPLEMENT

WHEREAS, the Town of Hilton Head Island (the "Municipality") has applied for and been approved to participate in South Carolina Local Revenue Services ("LRS");

WHEREAS, the Municipality has executed a counterpart of the Local Revenue Services Agreement (the "Agreement") by and among itself and all other participants in LRS;

WHEREAS, capitalized terms used and not otherwise defined herein have the meaning given to such terms in the Agreement;

WHEREAS, pursuant to the Agreement, LRS has established Revenue Service Programs for Statewide Business Licenses and other Impositions; and

WHEREAS, the Municipality now desires to agree to participate in one or more Revenue Service Programs;

NOW, THEREFORE, the Municipality hereby agrees with LRS as follows:

Section 1. Participation in Revenue Service Programs. The Municipality hereby elects and agrees to participate in the following Revenue Service Programs: ITP / BTP / TTP.

Section 2. Term. This Participant Program Supplement is effective until December 31, 2023, and shall continue from year-to-year thereafter until terminated by either party upon notice delivered in writing given at least 90 days prior to the next upcoming December 31.

Section 3. Payment for Services. The Municipality agrees that it will compensate LRS for its services as set forth in the Agreement. Initially, such compensation shall be in the amount of four percent of Gross Proceeds collected for the benefit of the Municipality within each Revenue Service Program, subject to any volume discount approved from time to time by the LRS Board of Directors, together with any interest earned on funds held on deposit prior to disbursement. The Municipality acknowledges that this amount represents operating expenses payable to LRS for services rendered. For accounting and recordkeeping purposes, LRS will apply this rate to the Municipality separately within each Revenue Service Program.

Section 4. Expenses; Fund Accounting. (a) The rate for services established herein shall be inclusive of all administrative expenses of LRS, except legal expenses incurred in connection with the services rendered. Legal expenses incurred by LRS are not included in the base rate and shall be prorated to all Participants in direct relationship to the disbursements of the Revenue Service Program to which the legal expenses relate.

(b) LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Business license taxes collected for the Municipality, less the service charge herein agreed to, will be disbursed to the Municipality on or before March 1 of each calendar year and thereafter as remaining collections permit.

Section 5. Special Provisions for BTP. (a) Pursuant to Title 38, Chapter 45 of the South Carolina Code of Laws (the "Brokers Insurance Statute"), the Municipality designates the Municipal

Association of South Carolina as the municipal agent to act on behalf of the municipality for the purposes of the Brokers Insurance Statute.

(b) The Brokers Insurance Statute governs the receipt from the South Carolina Department of Insurance (“DOI”) and distribution to the Municipality of all municipal premium taxes from brokers for non-admitted surplus lines insurance. Upon receipt of the taxes from the DOI, LRS will deposit all funds received in an appropriate account for which accurate records will be maintained. Taxes will be disbursed to the Municipality, less the service charge herein agreed to, as collections permit.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Name:
Title:

ATTEST:

Name:
Title:

AN ORDINANCE

AUTHORIZING AND DIRECTING THE TOWN OF HILTON HEAD ISLAND TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT RELATING TO SOUTH CAROLINA LOCAL REVENUE SERVICES; TO PARTICIPATE IN ONE OR MORE LOCAL REVENUE SERVICE PROGRAMS; TO EXECUTE AND DELIVER ONE OR MORE PARTICIPANT PROGRAM SUPPLEMENTS; AND OTHER MATTERS RELATING THERETO.

WHEREAS, the Town of Hilton Head Island (the "Municipality") is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income;

WHEREAS, under State law, certain business license taxes are applicable in a manner or at a rate that applies throughout the State ("Statewide Business License Taxes");

WHEREAS, such Statewide Business License Taxes include without limitation the business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; to brokers under Title 38, Chapter 45 of the S.C. Code; and to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code;

WHEREAS, the Municipal Association of South Carolina (the "Association") has previously established local revenue service programs in which the Association administers Statewide Business License Taxes on behalf of and for the benefit of participating municipalities;

WHEREAS, such local revenue service programs include a program known as the Insurance Tax Program ("ITP") that administers business license taxes applicable to insurers under Title 38, Chapter 7 of the S.C. Code; a program known as the Brokers Tax Program ("BTP") that administers business license taxes applicable to brokers under Title 38, Chapter 45 of the S.C. Code; and a program known as the Telecommunications Tax Program ("TTP") that administers business license taxes applicable to telecommunications companies under Title 58, Chapter 9, Article 20 of the S.C. Code;

WHEREAS, the Municipality currently participates in ITP, BTP, and TTP;

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420 (the "Standardization Act"), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 2021-16 on September 21, 2021, in order to comply with the requirements of the Standardization Act (the "Current Business License Ordinance");

WHEREAS, in connection with the enactment of the Standardization Act and the adoption of locally compliant business license ordinances, the municipalities of the State have determined that it would be advisable and prudent to update the existing local revenue service programs;

WHEREAS, in particular, the municipalities of the State have determined to establish and join

South Carolina Local Revenue Services (“LRS”) by intergovernmental agreement, which among other things will administer Statewide Business License Taxes on behalf of its participants, including but not limited to by continuing to offer the services provided by the ITP, BTP, and TTP;

WHEREAS, Article VIII, Section 13(A) of the South Carolina Constitution provides that “(a)ny county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof;”

WHEREAS, the Town of Hilton Head Island Council of the Municipality (the “Council”) now wishes to authorize and direct the Municipality to join LRS and to participate in one or more local revenue service programs;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Hilton Head Island, as follows:

SECTION 1. Direction to Apply to and Join LRS. The form of the Local Revenue Services Agreement (the “Agreement”) pursuant to which a municipality may request to participate in LRS and, if approved, become a participant is attached hereto as Exhibit A. The Town Manager (the “Executive Officer”) is hereby authorized and directed to apply to participate in LRS. If the Municipality’s application is approved by LRS, then the Executive Officer shall execute and deliver a counterpart to the Agreement in substantially the form attached hereto. The Council hereby approves the terms and conditions of and agrees to comply with the Agreement upon the execution and delivery thereof by the Executive Officer.

SECTION 2. Participation in Local Revenue Service Programs. The Council determines that, if admitted to LRS, the Municipality will participate in the ITP, the BTP, and the TTP. The Executive Officer is hereby authorized and directed to execute and deliver any required Participant Program Supplements (as such term is defined in the Agreement) as may be necessary to participate in such local revenue service programs.

SECTION 3. Business License Taxes Applicable to Insurance Companies. Notwithstanding anything in the Current Business License Ordinance to the contrary, the following provisions shall apply to insurance companies subject to Title 38, Chapter 7 of the S.C. Code.

- a) Except as set forth below, “gross premiums” for insurance companies means gross premiums written for policies for property or a risk located within the municipality. In addition, “gross premiums” shall include premiums written for policies that are sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company’s office located in the municipality, (2) the insurance company’s employee conducting business within the municipality, or (3) the office of the insurance company’s licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium.

- b) As to fire insurance, “gross premiums” means gross premiums (1) collected in the municipality, and/or (2) realized from risks located within the limits of the municipality.
- c) As to bail bonds, “gross premiums” shall exclude any amounts retained by a licensed bail bondsman as defined in Title 38, Chapter 53 of the S.C. Code for authorized commissions, fees, and expenses.
- d) Gross premiums shall include all business conducted in the prior calendar year. Gross premiums shall include new and renewal business without deductions for any dividend, credit, return premiums, or deposit.
- e) Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality.
- f) The business license tax for insurance companies under Title 38, Chapter 7 of the S.C. Code shall be established at the rates set forth below. Declining rates shall not apply.

NAICS Code

524113 **Life, Health, and Accident.** 0.75% of Gross Premiums.

524126 **Fire and Casualty.** 2% of Gross Premiums.

524127 **Title Insurance.** 2% of Gross Premiums.

- g) License taxes for insurance companies shall be payable on or before May 31 in each year without penalty. The penalty for delinquent payments shall be 5% of the tax due per month, or portion thereof, after the due date until paid.

SECTION 4. Business License Tax Applicable to Brokers. Title 38, Chapter 45 of the S.C. Code (the “Brokers Act”) establishes a blended premium tax rate applicable to brokers of 6 percent, comprising a 4 percent State premium tax and a 2 percent municipal premium tax, each to be collected by the South Carolina Department of Insurance. Pursuant to §§ 38-45-10 and 38-45-60 of the Brokers Act, the Municipal Association of South Carolina is designated the municipal agent for purposes of administration of the municipal broker’s premium tax.

SECTION 5. Business License Taxes Applicable to Telecommunication Companies.

- a) Notwithstanding any other provisions of the Current Business License Ordinance, the business license tax for “retail telecommunications services,” as defined in S. C. Code Section 58-9-2200, shall be at the maximum rate authorized by S. C. Code Section 58-9-2220, as it now provides or as provided by its amendment. Declining rates shall not apply.
- b) The business license tax year for retail telecommunications services shall begin on January

1 of each year. The business license tax for retail telecommunications services shall be due on January 1 of each year and payable by January 31 of that year, without penalty. The delinquent penalty shall be five percent (5%) of the tax due for each month, or portion thereof, after the due date until paid.

- c) In conformity with S.C. Code Section 58-9-2220, the business license tax for “retail telecommunications services” shall apply to the gross income derived from the sale of retail telecommunications services for the preceding calendar or fiscal year which either originate or terminate in the municipality and which are charged to a service address within the municipality regardless of where these amounts are billed or paid and on which a business license tax has not been paid to another municipality. The measurement of the amounts derived from the retail sale of mobile telecommunications services shall include only revenues from the fixed monthly recurring charge of customers whose service address is within the boundaries of the municipality. For a business in operation for less than one year, the amount of business license tax shall be computed on a twelve-month projected income.
- d) Nothing in this Ordinance shall be interpreted to interfere with continuing obligations of any franchise agreement or contractual agreement. All fees collected under such a franchise or contractual agreement shall be in lieu of fees or taxes which might otherwise be authorized by this Ordinance.

SECTION 6. No Exemption for Interstate Commerce. Properly apportioned gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.

SECTION 7. LRS to Appoint Business License Official and to Designate Appeals Board. Pursuant to the Agreement, LRS is hereby authorized to appoint one or more individuals (each, an “LRS Business License Official”) to act as the Municipality’s business license official for purposes of administering Statewide Business License Taxes. In addition, LRS is hereby authorized pursuant to the Agreement to designate an appeals board (the “Appeals Board”) for purposes of appeals arising with respect to such taxes. The LRS Business License Official so appointed and the Appeals Board so designated shall have all of the powers granted to the Municipality’s business license official and appeals board under the Current Business License Ordinance, except as may be modified by this ordinance.

SECTION 8. Appeals Process. With respect to the calculation, assessment, and collection of Statewide Business License Taxes, in lieu of the appeals process described in the Current Business License Ordinance, the following appeals process required by S.C. Code Section 6-1-410 shall apply:

- a) If a taxpayer fails or refuses to pay a Statewide Business License Tax by the date on which it is due, the LRS Business License Official may serve notice of assessment of the Statewide Business License Tax due on the taxpayer by mail or personal service. Within thirty days

after the date of postmark or personal service, a taxpayer may request, in writing with reasons stated, an adjustment of the assessment. An informal conference between the LRS Business License Official and the taxpayer must be held within fifteen days of the receipt of the request, at which time the taxpayer may present any information or documents in support of the requested adjustment. Within five days after the conference, the LRS Business License Official shall issue a notice of final assessment and serve the taxpayer by mail or personal service with the notice and provide a form for any further appeal of the assessment by the taxpayer.

- b) Within thirty days after the date of postmark or personal service, the taxpayer may appeal the notice of final assessment by filing a completed appeal form with the LRS Business License Official, by mail or personal service, and by paying to LRS in protest at least eighty percent of the business license tax based on the final assessment. The appeal must be heard and determined by the Appeals Board. The Appeals Board shall provide the taxpayer with written notice of the hearing and with any rules of evidence or procedure prescribed by the Appeals Board. The hearing must be held within thirty days after receipt of the appeal form unless continued to another date by agreement of the parties. A hearing by the Appeals Board must be held at a regular or specially called meeting of the Appeals Board. At the appeals hearing, the taxpayer and LRS have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The hearing must be recorded and must be transcribed at the expense of the party so requesting. The Appeals Board shall decide the assessment by majority vote. The Appeals Board shall issue a written decision explaining the basis for the decision with findings of fact and conclusions and shall inform the taxpayer of the right to request a contested case hearing before the Administrative Law Court. The written decision must be filed with the LRS Business License Official and served on the taxpayer by mail or personal service. The decision is the final decision of LRS on the assessment.
- c) Within thirty days after the date of postmark or personal service of LRS's written decision on the assessment, a taxpayer may appeal the decision to the Administrative Law Court in accordance with the rules of the Administrative Law Court.

SECTION 9. Repealer, Effective Date. All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective on the date of final reading.

ENACTED IN REGULAR MEETING, this ____ day of _____, 20 ____.

Mayor

ATTEST:

Clerk

First reading: _____

Final reading: _____



Town Council Meeting August 15, 2023

Municipal Association's Local Revenue
Service Collection Programs

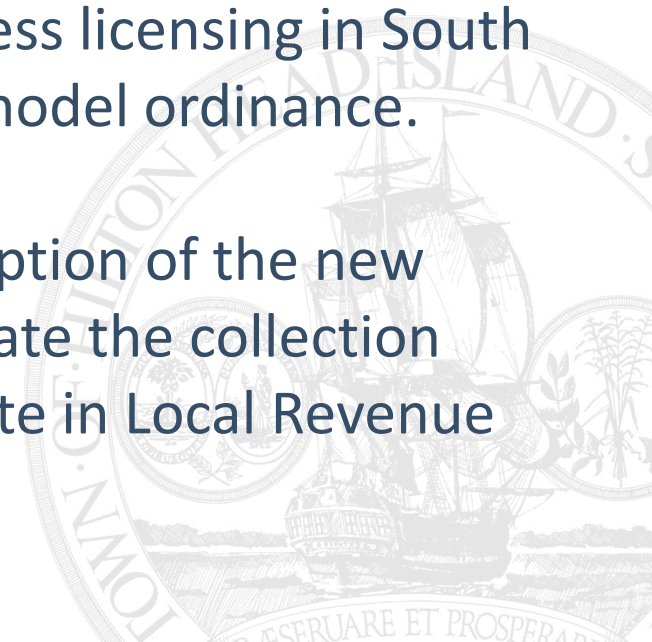
Town of Hilton Head Island

- ❖ The Town has participated in the Municipal Association's Collection Programs for many years for certain business license taxes.
- ❖ These programs include:
 - ✓ Insurance Tax Collection Program
 - ✓ Brokers Tax Collection Program
 - ✓ Telecommunications Tax Collection Program
- ❖ The Town has collected nearly \$4,000,000 in revenue in 2023 through the Association's Collection Programs.



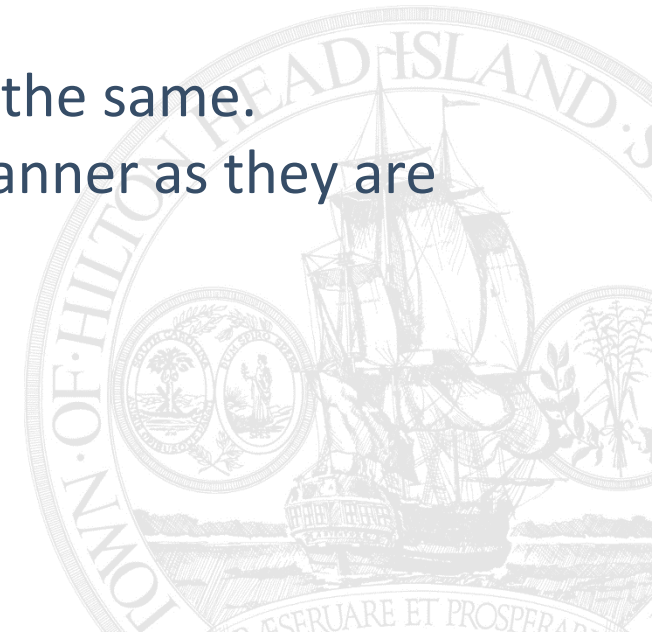
Town of Hilton Head Island

- ❖ The Municipal Association has collectively rebranded these programs as Local Revenue Services and renamed the three business license programs to:
 - ✓ Insurance Tax Program (ITP)
 - ✓ Brokers Tax Program (BTP)
 - ✓ Telecommunications Tax Program (TTP)
- ❖ Following the adoption of Act 176 of 2020 which standardized business licensing in South Carolina, the Town was required to adopt the new business license model ordinance.
- ❖ The rebranding of the Association's Collection Programs and the adoption of the new Business License Model Ordinance in 2021 requires the Town to update the collection program ordinance and agreement by which the Town may participate in Local Revenue Services.



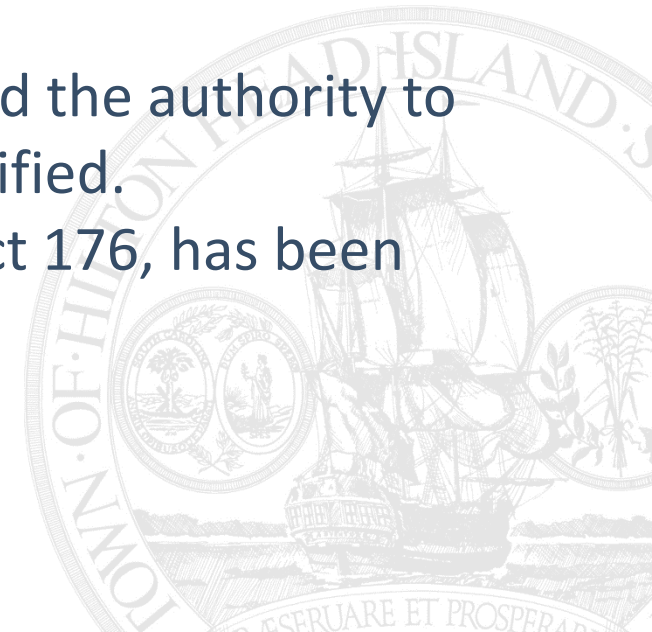
Town of Hilton Head Island

- ❖ The updated ordinance, agreement, and supplement will not change the operation of the Local Revenue Services Collection Programs for the Town.
 - ✓ The Municipal Association will continue to administer and collect business license taxes within ITP, BTP, and TTP.
 - ✓ The rates for the Municipal Association's services will remain the same.
 - ✓ The distributions of collected amounts will be made in the manner as they are now.



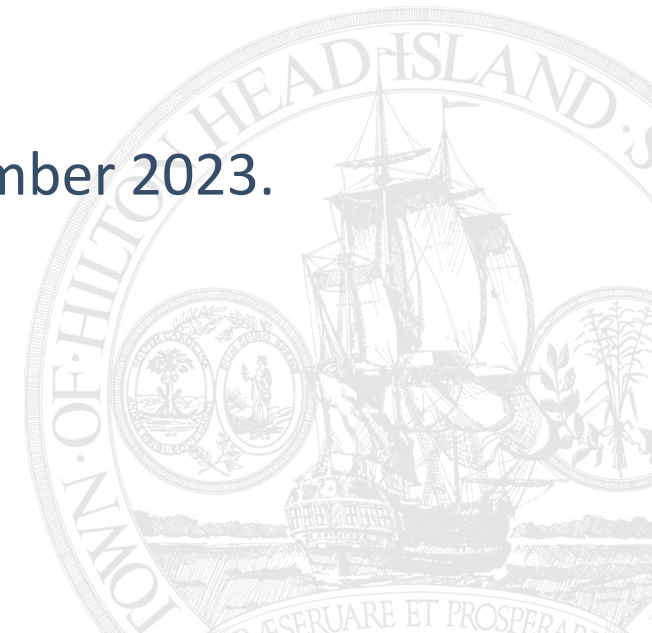
Town of Hilton Head Island

- ❖ The changes to the Local Revenue Services Collection Programs are as follows:
 - ✓ The new agreement is an intergovernmental agreement among all participating governments, rather than a series of standalone agreements.
 - ✓ Local Revenue Services will act in its own name as a division of the Municipal Association's Board of Directors.
 - ✓ The terms on which the Municipal Association is delegated the authority to resolve litigation on behalf of its members have been clarified.
 - ✓ An appeals process, as required by and consistent with Act 176, has been formally adopted.



Town of Hilton Head Island

- ❖ The Finance and Administrative Committee recommends that Town Council review and consider approval of the proposed ordinance and agreements by which the Town may participate in the Municipal Association's Local Revenue Services Collection Programs and forward a recommendation to Town Council.
- ❖ First reading of ordinance will occur in August 2023.
- ❖ Second and final reading of ordinance is scheduled to occur in September 2023.



QUESTIONS?



Town Council Meeting

Municipal Association's Local Revenue
Service Collection Programs



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: John M. Troyer, Director of Finance
VIA: Marc Orlando, Town Manager
CC: Josh Gruber, Deputy Town Manager
DATE: July 27, 2023
SUBJECT: First Reading of Proposed Ordinance No. 2023-18 to Establish the Rollback Millage Required by Section 12-31-251, Code of Laws of South Carolina, 1976, as Amended; and Provide for Severability and Effective Date

RECOMMENDATION:

As directed in the budget ordinance for fiscal year 2024, staff recommends Town Council approve the first reading of Proposed Ordinance No. 2023-18 to lower the millage of the General Fund and Debt Service Fund for the fiscal year ending June 30, 2024, to offset the property reassessment performed by the County.

BACKGROUND:

Pursuant to Section 12-43-217 of the Code of Laws of South Carolina, 1976, as amended (the "Code"), once every fifth year each county shall appraise and equalize those properties under its jurisdiction ("Reassessment"). Property valuation must be complete at the end of December of the fourth year and the county shall notify every taxpayer of any change in value or classification if the change is one thousand dollars or more. In the fifth year, the county or State shall implement the program and assess all property on the newly appraised values.

Beaufort County has undertaken Reassessment which will be implemented in tax year 2023; and pursuant to 12-37-251 (E) of the Code, the number of mills levied for tax year 2023 must be decreased or "rolled back".

With Ordinance No. 2023-07 on June 6, 2023, Town Council enacted a budget for the fiscal year ending June 30, 2024. As stated in Section 2 of the Ordinance, the budget was initially based on a tax rate of 23.1 mills, and the millage rate would be reduced to offset the effects of implementation of new property values from the County's reappraisal process to achieve a revenue neutral outcome.

SUMMARY:

The revised millage based on the County's reassessment is presented below. The reassessment applies to tax year 2023 which is the Town's fiscal year 2024. The total assessed value after reassessment for the Town of Hilton Head Island is \$1,146,028,610, and the new value of a mill is \$1,146,029. The revised total millage is 21.4.

	Before Reappraisal	After Reappraisal
General Fund	17.2	15.9
Debt Service Fund	5.9	5.5
Total Millage Rate	23.1	21.4

ATTACHMENTS:

1. Proposed Ordinance No. 2023-18
2. Calculation of Millage rollback rate for Reappraisal
3. Calculation of Millage by category after rollback rate for Reappraisal
4. Calculation of Adjusted Taxable Value
5. Agencies Roll Back Taxes
6. Value of 1 Mill for TY 2023 as of April 19, 2023

ORDINANCE NO. _____

PROPOSED ORDINANCE NO. 2023-18

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO ESTABLISH THE ROLLBACK MILLAGE REQUIRED BY SECTION 12-31-251, CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED; AND PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Ordinance No. 2023-07 enacted by the Town Council (the “Town Council”) of the Town of Hilton Head Island, South Carolina (the “Town”) on June 6, 2023, millage rates were established for the Town’s General Fund, and Debt Service Fund; and

WHEREAS, pursuant to Section 12-43-217 of the Code of Laws of South Carolina, 1976, as amended (the “Code”), once every fifth year each county shall appraise and equalize those properties under its jurisdiction (“Reassessment”). Property valuation must be complete at the end of December of the fourth year and the county shall notify every taxpayer of any change in value or classification if the change is one thousand dollars or more. In the fifth year, the county or State shall implement the program and assess all property on the newly appraised values; and

WHEREAS, Beaufort County (the “County”) has undertaken Reassessment which will be implemented in tax year 2023; and

WHEREAS, the Town has been informed by the County as a result of Reassessment the value of one mill for tax year 2023 has increased to \$1,146,029; and

WHEREAS, pursuant to 12-37-251(E) of the Code, the number of mills levied for each Reassessment Tax Year must be recalculated to ensure the calculation of the number of mills is revenue neutral; and

WHEREAS, pursuant to 12-37-251(E) of the Code, in order for the number of mills levied for tax year 2023 to be revenue neutral, the number of mills must be decreased or “rolled back”; and

WHEREAS, this Ordinance is being enacted in order to establish the rollback millage rates for the Town’s General Fund, and Debt Service Fund.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

NOTE: Underlined and bold-face typed portions indicate additions to the Ordinance. ~~Stricken~~ Portions indicate deletions to the Ordinance.

Section 1. Establishment of Millage Rates. The Town Council hereby establishes the following millage rates for each of the following funds for the fiscal year ending June 30, 2024:

General Fund	15.9
<u>Debt Service Fund</u>	<u>5.5</u>
Total	21.4

Section 2. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Hilton Head Island.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2023.

Alan Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk
Proposed Ordinance No. 2023-18

First Reading: _____
Second Reading: _____

APPROVED AS TO FORM:

Town Attorney

Introduced by Council Member:

Town of Hilton Head Island
Calculation of Millage rollback rate for Reappraisal

Prior Year Taxes Billed		\$	23,768,035
Adjusted Taxable Value	Divided by		<u>1,108,357,389</u>
	Ratio		0.021444
	per Mill		<u>1,000</u>
	Millage Rate	Detailed	<u>21.444</u>
		Rounded	<u>21.4</u>

Attachment 3

Town of Hilton Head Island
Calculation of Millage by category after rollback rate for reappraisal

	Before Reappraisal	After Reappraisal
General Fund	<u>17.2</u>	<u>15.9</u>
Debt Service Fund	<u>5.9</u>	<u>5.5</u>
Total Millage Rate	<u><u>23.1</u></u>	<u><u>21.4</u></u>

Attachment 4

**Town of Hilton Head Island
Calculation of Adjusted Taxable Value**

Assessed Value without growth or exempt properties

<u>District</u>	<u>Amount</u>
510	350,109,501.00
511	22,686,919.00
520	180,656,676.00
550	462,037,819.00
552	31,362,119.00
553	44,818,393.00
Total	<u>1,091,671,427.00</u>

Subtract TIF values

511	(22,686,919.00)
552	(31,362,119.00)
553	(44,818,393.00)

Add back TIF base

511	5,047,581.00
552	12,857,837.00
553	<u>15,002,656.00</u>

Adjusted real property	1,025,712,070.00
Personal property	42,035,579.00
Vehicles	<u>40,609,740.00</u>
Adjusted taxable value	<u><u>1,108,357,389.00</u></u>

Attachment 5

Agencies Roll Back Taxes

<u>Tax District</u>	<u>Real</u>	<u>Personal</u>	<u>Watercraft</u>	<u>Vehicles</u>	<u>Total Taxes Billed</u>
County Operations	110,827,314.33	6,399,384.03	699,252.51	8,165,855.86	126,091,806.73
County Debt Service	11,514,523.15	664,857.55	72,650.07	848,364.13	13,100,394.90
County Purchase Property	10,897,723.77	629,292.03	68,766.13	803,215.74	12,398,997.67
BCSD Operations	155,252,341.84	15,028,995.98	1,577,520.39	18,421,581.74	190,280,439.95
BCSD Debt Service	74,638,820.17	4,346,636.37	470,929.75	5,499,550.20	84,955,936.49
Town of Port Royal	3,753,521.98	236,439.72	23,287.04	386,887.00	4,400,135.74
City of Beaufort	7,142,535.95	698,437.81	50,584.63	415,258.68	8,306,817.07
Town of Hilton Head	22,132,468.13	881,511.74	65,067.64	688,987.53	23,768,035.04 (A)
Town of Bluffton	11,322,252.27	786,324.91	52,053.57	1,025,039.44	13,185,670.19
City of Hardeeville	304,894.07	43,933.37	0.00	91.09	348,918.53
Town Ridgeland	904.40	0.00	0.00	0.00	904.40
Town of Yemassee	37,666.81	20,979.53	21.98	7,648.94	66,317.26
Burton Fire District Ops	4,313,742.51	1,057,116.74	48,647.38	767,050.45	6,186,557.08
Burton Fire District Debt	246,513.71	60,404.59	3,529.60	55,664.13	366,112.03
LISH Fire District Ops	6,062,062.35	427,814.06	100,558.44	647,975.07	7,238,409.92
LISH Fire District Debt	554,879.12	39,159.20	4,893.68	31,770.60	630,702.60
Bluffton Fire District Ops	16,720,635.30	991,253.96	101,096.52	1,627,105.76	19,440,091.54
Bluffton Fire District Debt	979,795.83	58,103.31	6,282.77	101,086.88	1,145,268.79
Sheldon Fire District Ops	1,451,780.45	132,945.23	12,732.69	96,171.91	1,693,630.28
Sheldon Fire District Debt	115,278.32	10,556.03	1,068.11	8,070.21	134,972.67
Daufuskie Fire District Ops	1,212,388.98	107,568.79	8,054.42	28,744.88	1,356,757.07
Daufuskie Fire District Debt	0.00	0.00	0.00	1.07	1.07
Fripp Island PSD Ops	636,492.87	15,954.73	2,393.55	12,569.00	667,410.15
Fripp Island PSD Debt	789,636.70	19,794.70	3,362.60	17,510.94	830,304.94
Fripp Island PSD Erosion	215,357.74	5,399.99	830.83	4,324.64	225,913.20
Broad Creek PSD	1,585,400.70	43,201.67	2,941.70	33,160.80	1,664,704.87
Hilton Head PSD #1 Ops	1,036,329.36	68,397.55	5,570.52	70,696.23	1,180,993.66
Hilton Head PSD #1 Debt	1,416,322.60	93,477.46	7,798.63	98,977.46	1,616,576.15

Value of 1 Mill for TY2023 as of April 19, 2023

Tax District	Real	Personal	Vehicles	Total Assessed (Taxable) Value	Value of 1 mil
County Operations	2,370,433,582	132,812,527	151,474,960	2,654,721,069	2,654,721
County Debt Service	2,370,433,582	132,812,527	151,474,960	2,654,721,069	2,654,721
County Purchase Property	2,370,433,582	132,812,527	151,474,960	2,654,721,069	2,654,721
BCSD Operations	1,545,561,192	132,812,527	151,474,960	1,829,848,679	1,829,849
BCSD Debt Service	2,442,433,980	132,812,527	151,474,960	2,726,721,467	2,726,721
Town of Port Royal	57,730,001	3,523,846	5,307,230	66,561,077	66,561
City of Beaufort	111,673,972	9,810,326	7,246,310	128,730,608	128,731
Town of Hilton Head	1,063,383,291	42,035,579	40,609,740	1,146,028,610	1,146,029
Town of Bluffton	107,997,781	21,825,251	28,015,110	157,838,142	157,838
City of Hardeeville	2,985,786	403,340	159,470	3,548,596	3,549
Town Ridgeland	6,460	0	0	6,460	6
Town of Yemassee	526,100	301,760	115,240	943,100	943
Burton Fire District Ops	69,903,375	15,084,451	10,998,460	95,986,286	95,986
Burton Fire District Debt	69,903,375	15,084,451	10,998,460	95,986,286	95,986
LISH Fire District Ops	166,118,563	12,241,748	15,796,980	194,157,291	194,157
LISH Fire District Debt	166,118,563	15,798,560	15,796,980	197,714,103	197,714
Bluffton Fire District Ops	778,798,113	42,918,256	67,321,950	889,038,319	889,038
Bluffton Fire District Debt	778,798,113	42,918,256	67,321,950	889,038,319	889,038
Sheldon Fire District Ops	40,519,601	3,634,042	2,521,380	46,675,023	46,675
Sheldon Fire District Debt	40,519,601	3,634,042	2,521,380	46,675,023	46,675
Daufuskie Fire District Ops	21,873,241	1,760,304	469,820	24,103,365	24,103
Daufuskie Fire District Debt	21,873,241	1,760,304	469,820	24,103,365	24,103
Fripp Island PSD Ops	57,441,179	1,399,110	1,043,860	59,884,149	59,884
Fripp Island PSD Debt	57,441,179	1,399,110	1,043,860	59,884,149	59,884
Fripp Island PSD Erosion	57,441,179	1,399,110	1,043,860	59,884,149	59,884
Broad Creek PSD	187,943,330	4,629,557	3,384,420	195,957,307	195,957
Hilton Head PSD #1 Ops	408,830,123	24,705,610	23,772,040	457,307,773	457,308
Hilton Head PSD #1 Debt	408,830,123	24,705,610	23,772,040	457,307,773	457,308



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council Members
FROM: Joshua Gruber, *Deputy Town Manager*
CC: Marc Orlando, *Town Manager*
DATE: August 8, 2023
SUBJECT: Discussion of the Appointment of a Town of Hilton Head Island Representative to the Beaufort County Sales Tax Advisory Committee

RECOMMENDATION:

Town Council should review the request made by Beaufort County to appoint a representative to the Beaufort County Sales Tax Advisory Committee and provide any recommendations it might have to Town Council for its consideration of this request.

BACKGROUND:

On June 12, 2023, Beaufort County Council adopted Resolution 2023/32 wherein it created a Sales Tax Commission pursuant to the requirements stated S.C. Code Section 4-10-320. A transmission letter from Beaufort County Council Chairman Joseph Passiment is enclosed as Attachment 1 and a copy of the adopted Resolution is enclosed as Attachment 2. As part of this Resolution, Beaufort County is requesting that the Town identify an appointee to this Committee by the middle of August.

It is anticipated that the Sales Tax Advisory Committee will consist of six (6) members. Three (3) members will be appointed by Beaufort County Council to represent the unincorporated areas, one (1) would be from Hilton Head Island, one (1) would be from the Town of Bluffton, and one (1) would represent the City of Beaufort/Town of Port Royal areas. The County has requested that no current elected officials and no staff members be designated to serve in any of these appointed positions.

The County has stated its desire to pursue a "Super Penny" that would include funding a singular source of funding for various "buckets" of programs. Those buckets would include Transportation, Governmental Capital Projects, and Education Capital Projects (BCSD, USCB, TCL). An example of how a Super Penny could hypothetically be structured is enclosed as Attachment 2. Highlights from this hypothetical sales tax are as follows:

- a. Transportation Projects could generate \$3.25B over a 25-year collection period.
- b. Capital Projects could generate \$650M over an 8-year collection period.

- i. The County is pursuing a change of the enabling statute that if approved, would extend the collection timeline to 25 years. If approved in that form, it would generate a cumulative total of \$3.25B.
- ii. The County would distribute these funds in a manner similar to the formula outlined under the LOST sales tax program which is a function of population and the location of where the sales tax collection occurs.
 1. Assuming one penny for 8 years with a 5% growth factor = \$650M in total collections under this particular bucket. Of this amount, \$158M would go to HHI for public safety, recreation, administration, economic development/affordable housing, land acquisition, etc.
- iii. Would be collected by the County, but distributed to the municipalities quarterly/annually, with reporting requirements and auditing of expenditures. Municipalities would manage their own projects unless it is a joint project with the County.
- c. Education Projects would generate \$1.5B over 15 years.
 - i. County is pursuing a change of the enabling statute that would extend timeline to 25 years. If approved, it would generate a cumulative total of \$3.25B
- d. County is proposing to voluntarily use 10% of the funds collected as “donor funds” to the counties surrounding Beaufort County (Jasper, Hampton, Allendale, Colleton, Bamberg).
- e. County Proposed Timeline:
 - i. Appoint Advisory Committee members by middle of August.
 - ii. Committee would finalize recommendations on scope of referendum to Beaufort County Council by late fall.
 - iii. Beaufort County Council would adopt an Ordinance ordering the referendum by end of Calendar Year 2023.
 - iv. Education Campaign begins January 1, 2024.
 - v. Referendum held November 12, 2024.

At its meeting on August 7, 2023, the Community Services and Public Safety Committee requested that this item be moved on to Town Council so that this matter could be discussed in Executive Session.

CONCLUSION:

Town Council should consider this request by Beaufort County and provide policy guidance to staff provide on the potential appointment of a representative to the County’s Sales Tax Advisory Committee.

ATTACHMENTS:

1. Chairman Jospeh Passiment Letter of July 21, 2023
2. Beaufort County Resolution 2023/32

3. Beaufort County Hypothetical Penny Sales Tax Program Outline, Sample Projects, and Sample Distributions

Attachment 1

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
www.beaufortcountysc.gov

JOSEPH F. PASSIMENT, JR.
CHAIRMAN

LAWRENCE MCELYNN
VICE CHAIRMAN

COUNCIL MEMBERS

DAVID BARTHOLOMEW
PAULA BROWN
LOGAN CUNNINGHAM
GERALD DAWSON
YORK GLOVER, SR.
ALICE G. HOWARD
MARK LAWSON
THOMAS REITZ
ANNA MARIA TABERNIK

ERIC GREENWAY
COUNTY ADMINISTRATOR

SARAH W. BROCK
CLERK TO COUNCIL

July 21, 2023

The Honorable Alan Perry, Mayor
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

Re: Notification of Beaufort County Council Action
Formation of Sales Tax Advisory Committee

Dear Mayor Perry:

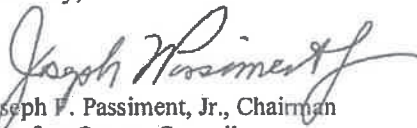
On June 12, 2023, Beaufort County Council adopted Resolution 2023/32, a copy of which is enclosed for your review, establishing a Sales Tax Advisory Committee in preparation for a potential sales tax referendum in November 2024. The committee will be tasked with providing recommendations to County Council as to which sales tax programs/projects should be included on the ballot (transportation, capital projects, or education capital), how long the process should last, and the amount of funds to be collected.

Unlike last year's sales tax committee, Council used the most stringent statute regarding establishing a sales tax committee, the Capital Project Sales Tax. Based upon the statutory formula provided in Section 4-10-320 of the South Carolina Code of Laws, the committee shall consist of six (6) members, three (3) from the County and three (3) from the municipalities. This equates to one (1) representative from the Town of Hilton Head Island, one (1) from the Town of Bluffton, and one (1) shared between the City of Beaufort and the Town of Port Royal.

We ask that you provide us with the name of your representative by August 15, 2023. From there, our intent is for the committee to provide Council with their recommendations in the form of a report by the end of the year. This will give all of us time next year to educate and inform the public of a proposed referendum. We feel this schedule will provide us with the best opportunity to be successful in this endeavor.

Thank you for your assistance in this matter. Should you have any questions regarding the committee or the proposed schedule, please do not hesitate to contact me.

Sincerely,


Joseph F. Passiment, Jr., Chairman
Beaufort County Council

cc: Marc Orlando, Town Manager

Enclosure

Attachment 2

RESOLUTION 2023/32

A RESOLUTION ESTABLISHING A TAX ADVISORY COMMITTEE TO PLAN FOR A FUTURE SALES TAX PROGRAM

WHEREAS, Beaufort County enjoys a high quality of life and provides a great place for people to live, work and play; and

WHEREAS, South Carolina, and more specifically Beaufort County, has experienced tremendous population and development growth over the last decade; and

WHEREAS, based on macro migration trends, overall growth within both the state and County will most likely continue over the coming years; and

WHEREAS, to keep up with the growth, major infrastructure investments within our communities will be required; and

WHEREAS, based on our county's tourism-based economy, local sales and use tax provides the largest and most effective source of funding to address demands on our infrastructure; and

WHEREAS, with strategic planning and adequate funding to implement the developed plan, Beaufort County can make the necessary investments in our infrastructure to accommodate the growth and ensure the character and charm of our community are preserved; and


NOW, THEREFORE, BE IT RESOLVED, to protect, preserve, and enhance the quality of life and sense of community within the County, Beaufort County Council hereby establishes a tax advisory committee to plan and prepare for potential sales tax referenda in November 2024 that address investments in our roads, our buildings, and our schools throughout our community. The sales tax advisory committee will be appointed in a manner that is consistent with S.C. Code Sec. 4-10-320. It will consist of six (6) members. Three (3) members will be appointed by County Council. The remaining three (3) members will be appointed by the municipalities as follows: Town of Hilton Head Island, one (1) member; Town of Bluffton, one (1) member; City of Beaufort and Town of Port Royal, one (1) member. The Committee will, by a date to be set by Council in the future, provide council with information that identifies the needs and, where required, the specific projects for the various referenda questions.

Adopted this 12th day of June 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY


Joseph F. Passiment

Attest:


Sarah W. Brock, Clerk to Council

Attachment 3

Proposed 2024 Super Penny Plan

Transportation Penny –

One Penny for 25 years with 5% Growth = \$3,250M

- **Project Programs (50%) ~ \$1,625M**
(The below percentages are based on 100% of the overall 50%)
 - Safety & Traffic Flow (30%)
 - Pavement Resurfacing & Preservation (20%)
 - Pathways (20%)
 - Traffic Technologies (10%)
 - Emergency Evacuation & Resiliency (10%)
 - Multimodal (10%)

- **Big Projects – Considered \$10M or Larger (35%) ~ \$1,138M**
(Below are the initially identified projects. Other big projects to be identified later as funding is available from the programmed 40%)
 - The Triangle (\$100m)
 - Ribaut Road (\$75m)
 - SC 46 (\$20m)
 - US 278 Corridor Improvement/Enhancements (\$40m)
 - Lady's Island Corridor (\$40m)
 - Airport Improvements (\$45m)
 - North of Broad Transportation System Improvements (\$20m)
 - Bluffton Transportation System Improvements (\$40m)
 - Hilton Head Transportation System Improvements (\$40m)
 - Future Projects (\$718m)

- **Greenbelts (5%) ~ \$163M**

Capital Project Sales Tax - Commission Calculations

Municipality	2020 Population	Appointive Index	Nearest Whole Number
Beaufort County	187,117		3
Beaufort	13,607	0.438	0
Bluffton	27,716	0.89	1
Hilton Head	37,661	1.21	1
Port Royal	14,220	0.46	0
Total Municipality Population (TMP)	93,204		
Apportionate Avg (TMP/3)	31,068		

*Population data from www.census.gov

Example:

$$\text{Bluffton} = \frac{27,716}{31,068} = 0.89 \text{ which rounds to } \mathbf{1 \text{ member}}$$

➤ **Donor Funds (10%) ~ \$325M**

- Pursuant that the receiving counties (Allendale, Bamberg, Barnwell, Colleton, Hampton, and Jasper) have an established Transportation program, the funds will be divided equally (25%) to each county.
- Should a receiving county not have an established Transportation Sales Tax Program to accept the donor funds, the remaining funds will be split equally (50%) between the Program Projects and Big Projects

Capital Penny –

***One Penny for 25 years with 5% Growth = \$3,250M**

(One Penny for 8 years with 5% Growth = \$650M)

➤ **County & Municipality Projects (90%) ~ \$585M**

Funds distributed in percentages as defined by DOR LOST projections at the time of the program initiation

- **Beaufort County (49%) ~ \$287M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition
- **Beaufort (10%) ~ \$59M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition
- **Bluffton (9%) ~ \$53M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition
- **Hilton Head (27%) ~ \$158M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition

- **Port Royal (3%) ~ \$18M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition
- **Yemassee (1%) ~ \$6M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition
- **Hardeeville (1%) ~ \$6M**
 - Public Safety
 - Recreation
 - Administration
 - Economic Development/Affordable Housing**
 - Land Acquisition

➤ **Donor Funds (10%) ~ \$65M**

- Pursuant that the receiving counties (Allendale, Bamberg, Barnwell, Colleton, Hampton, and Jasper) have an established Capital Projects Sales Tax program, the funds will be divided equally (25%) to each county.
- Should a receiving county not have an established Capital Projects Sales Tax program to accept the donor funds, the remaining funds will be split amongst the County and municipalities in the established pro-rata percentages above

* Assuming successful state statute change for timeline horizon provision.

**Assuming state statute is expanded for additional uses

***Percentage breakdown is based on calculations from Local Option Sales Tax (LOST). Current percentages are based on 2019 data. Percentages to be adjusted based on updated data from SC Revenue and Fiscal Affairs Office.

Educational Capital Improvements Penny –

****One Penny for 25 years with 5% Growth = \$3,250M**

(One Penny for 15 years with 5% Growth = \$1,500M)

➤ **School District (70%) ~ 1,050M**

- Existing Facilities
- New Facilities
- Land Acquisition
- Technology, Safety, Security and Telecommunications

➤ **USCB (14%) ~ \$210M**

- Existing Facilities
- New Facilities
- Land Acquisition
- Technology, Safety, Security and Telecommunications

➤ **TCL (6%) ~ \$90M**

- Existing Facilities
- New Facilities
- Land Acquisition
- Technology, Safety, Security, and Telecommunications

➤ **Donor Funds (10%) ~ \$150M**

- Pursuant that the receiving counties (Allendale, Bamberg, Barnwell, Colleton, Hampton, and Jasper) have an established Educational Capital Improvements Sales Tax program, the funds will be divided equally (25%) to each county.
- Should a receiving county not have an established Educational Capital Improvements Sales Tax program to accept the donor funds, those remaining funds will be split equally (33%) between the School District, USCB, and TCL.

**** Assuming successful state statute change for timeline horizon provision.**