

TOWN OF HILTON HEAD ISLAND

Planning Commission Meeting

Wednesday, May 20, 2015

APPROVED

3:00p.m. – Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Judd Carstens, Bryan Hughes, Jim Gant, Barry Taylor and Todd Theodore

Commissioners Absent: Caroline McVitty and Lavon Stevens

Town Council Present: Mayor Pro Tem Bill Harkins

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Teri Lewis, LMO Official
Darrin Shoemaker, Traffic and Transportation Engineer
Charles Cousins, Director of Community Development
Brian Hulbert, Staff Attorney
Jeff Buckalew, Town Engineer
Kathleen Carlin, Secretary

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1. **Call to Order**
 2. **Pledge of Allegiance to the Flag**
 3. **Roll Call**
 4. **Freedom of Information Act Compliance**
Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
 5. **Approval of Agenda**
The Planning Commission **approved** the agenda as submitted by general consent.
 6. **Approval of Minutes**
The Planning Commission **approved** the minutes of the April 22, 2015 meeting as submitted by general consent.
 7. **Appearance by Citizens on Items Unrelated to Today's Agenda**
None
 8. **Unfinished Business**
None

9. New Business

None

10. Commission Business

None

11. Chairman's Report

None

12. Committee Reports

a) Commissioner Gant presented a status update on the Circle to Circle Committee. Commissioner Gant reviewed an overhead chart and discussed the committee's efforts to develop a master plan for the Coligny Circle to Sea Pines Circle area. The committee is holding five Community Forums in the month of May to receive public input on traffic issues. The Community Forums have been well received by the public. Commissioner Gant presented statements regarding the committee's next steps.

13. Staff Reports

a) Mr. Darrin Shoemaker presented the annual Traffic Counting Program on behalf of staff. Today's presentation is in response to the Planning Commission's request for information regarding the Town's annual traffic count collection practices.

The Town collects turning movement counts at all of its signalized intersections on a typical Tuesday, Wednesday, or Thursday during the first two full weeks of June. Four hours of data are collected for each location from 7 to 9a.m. and again at 4 to 6p.m. in 15-minute increments. These increments are employed to identify the morning and afternoon peak volume hours. Separate bicycle and pedestrian crossing counts are conducted for each street approach independent of the direction of the crossing. The morning and afternoon peak hour turning movement counts may be conducted on any of the available counting days with demands unduly influenced by adverse weather, road construction, or vehicle collisions.

24-hour machine counts that measure the amount of traffic traveling on the Town's major arterials at ten strategic locations are conducted and organized by hour and by direction. Six of the locations are on William Hilton Parkway, two are on the Sol Blatt, Jr., Cross Island Parkway, and one each is on Palmetto Bay Road and Pope Avenue. A minimum of three days of data comprising at least one Tuesday, Wednesday, and Thursday unduly influenced by any of the factors outlined above are counted.

A turning movement count that includes U-turn maneuvers and ignores bicycle and pedestrian crossing movements is conducted for Sea Pines Circle for the hours of 7-9a.m., 11a.m. to 1p.m., and 4 - 6p.m. in calendar years that are multiples of five. Hence, this count will be conducted at Sea Pines Circle in 2015.

With increasing frequency in recent years, the Town has included 7-9a.m. and 4-6p.m. turning movement counts at selected unsignalized intersections in our traffic count data collection project on an as desired basis and as allowed by the available project budget. The number of unsignalized intersections being included in the 2015 project far exceeds the number included in any previous project. Coligny Circle is

also be counted within the 2015 project, and pedestrian and bicycle crossing data, again independent of the crossing direction, will be collected. Mr. Shoemaker presented an overhead review of the Scope of Work that is used to procure a contractor for the 2015 annual traffic count.

Mr. Shoemaker stated that the annual traffic counting project is developed to meet the requirements for preparing the annual Traffic Monitoring and Evaluation report as outlined in LMO Section 16-2-103(J) 10 of the LMO. As outlined in this section of the LMO, the collected data must be certified as true and correct by the Monitoring & Evaluation report and also becomes the background data set for all traffic impact analysis plan studies submitted to the Town as required by new development or redevelopment under the requirements of the LMO.

Mr. Charles Cousins presented follow-up statements regarding the Annual Traffic Counting Program. Mr. Cousins discussed why the Town conducts the annual traffic counts. Mr. Cousins discussed the history of traffic concerns on the island back in the early 1990s. Traffic on the island was terrible during this period of time.

In an effort to address traffic concerns at that point in time by the Planning Commission and Town Council, a Comprehensive Plan was developed. In preparing a thoroughfare plan, the Planning Commission appointed a group of leading citizens on the island to figure out how to address traffic long term. The committee studied traffic patterns and worked to figure out what would be acceptable traffic patterns and conditions. The committee worked with a traffic engineer from Wilbur Smith, an international firm. The Planning Commission decided that we needed to have a goal in layman's terms that could be easily understood by the public.

Mr. Cousins discussed the reasons for the one minute delay as it relates to peak traffic periods. Mr. Cousins also discussed the 45-days in the year when traffic on the island exceeds the one-minute delay. The 55 second goal at the island's signalized intersections is an average for the entire intersection.

Chairman Brown presented statements regarding the standard that was set by the Planning Commission some 15 years ago. That standard does not seem to meet the growth, current population, and different needs of Hilton Head Island today. This is something that will need to be studied and carefully considered as we move forward.

- b) Mrs. Jayme Lopko reported that staff has no agenda items for the regular Planning Commission meeting on June 3, 2015. Mrs. Lopko stated that the Comp Plan Committee will meet on Wed., June 3, 2015. Chairman Brown approved the cancellation of the regular Planning Commission meeting on June 3, 2015.

14. Adjournment

The meeting was adjourned at 4:30p.m.

Submitted By:

Approved By:

July 15, 2015

Kathleen Carlin
Secretary

Alex Brown
Chairman