

Transportation Advisory Board



November 8, 2016 at 8:30 a.m.

Chief Raymond E. Beary Community Room • Second Floor
Public Safety Facility • 500 N. Virginia Ave.

1 administrative

A. Call to order

B. Approval of Transportation Advisory Board Minutes from October 11, 2016 board meeting. 5 minutes

C. Chairman's Report. 5 minutes

D. Staff's Report. 5 minutes

2 action items

A. No Action Items. 0 minutes

NOTE: Citizen Comments for Action Items (up to 3 minutes per person) will be heard after the second motion for each topic.

3 informational / discussion items

A. Mission Statement. Mission Statement 11-8-16.pdf 5 minutes

B. Project and Board Meeting Topic list. TAB project list 11-8-16.pdf 10 minutes

C. Sidewalk Policy. Sidewalk Policy WP.pdf 10 minutes

D. Bike Parking Ordinance. Bike Parking 2660-06.pdf 15 minutes

E. Open Transportation Advisory Board Member Discussion. Time permitting.

4. new business

A. Citizen Comments for general traffic and transportation topics (up to 3 minutes per person). This item is scheduled for 9:30am.

5. adjourn

A. Agenda requests and/or announcements. 5 minutes

B. Review Action Items identified during meeting. 5 minutes

C. Next regular meeting, Tuesday December 13 at 8:30 a.m.

appeals & assistance

"If a person decides to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

**The CITY OF WINTER PARK
TRANSPORTATION ADVISORY BOARD
MINUTES**

Regular Meeting
Public Safety Building, 500 N. Virginia Avenue
Chief Raymond E. Beary Community Room

October 11, 2016

Present: David Erne, Tonya Mellen, Harry Barley, Jim McFarland, Duane Skage, Marc Reicher and Jill Hamilton Buss

Absent: None

City of Winter Park Staff: Sergeant Stan Locke, Police Dept.; Dori Stone, Lindsey Hayes, Abby Gulden, and Allison McGillis, Planning and Community Development; Butch Margraf, Keith Moore, Debra Moore, Public Works Dept.

Guests: Denise Hatcher and Jewell Steamer; Acomb, Ostendorf & Associates; Steven Alianiello and Gabrielle Feulner, reThink your Commute.

EXECUTIVE SUMMARY

- **Best Workplace for Commuters (BWC) Award presentation by reThink Your Commute. Recipient: Acomb, Ostendorf & Associates (AOA).**
- **Comprehensive Plan Update – Transportation Element, Goals, Objectives, and Policies (GOPS). Review and comment on draft update.**

I. ADMINISTRATIVE ITEMS

Call to Order: Chm. Erne called the meeting to order at 8:30 a.m.

Approval of Minutes

Chm. Erne asked for approval of the September 13, 2016 minutes. Ms. Mellen moved to approve the minutes as amended; Mr. Erne seconded the motion. Motion carried unanimously with a vote of 7-0.

Best Workplace for Commuters (BWC) Award presentation by reThink Your Commute. Recipient: Acomb, Ostendorf & Associates (AOA). AOA received this national designation by offering 100% employer-subsidized monthly Sun Rail passes, giving employees access to their free internal bikeshare program, and promotion of a flexible work schedule, along with additional office perks. This award was accepted on behalf of AOA by Denise Hatcher and Jewell Steamer.

Parking downtown Winter Park. Discussion about the value of a parking spot and pressures on parking particularly in the City's downtown area were considered. An evaluation of telecommuting as well as providing some type of employee subsidy to encourage transit use by City employees was suggested. Commuter alternatives can be explored at reThink Your Commute.

MOTION

Mr. Barley made a motion to encourage City administration to explore qualifying for the Best Workplace for Commuters Award through looking at the implementation of the telecommuting policy and encouraging employees to use transit through the federal transit subsidy program. Ms. Mellen seconded the motion. Motion carried unanimously with a vote of 7-0.

II. INFORMATION/DISCUSSION ITEMS

Comprehensive Plan Update by Clif Tate, Kimley Horn and Associates

Mr. Tate has reviewed the comments from the Board members on the Transportation Element of the Comprehensive Plan.

Mr. Tate went over the goals, policies, and objectives. He received new feedback from Board members and staff as each topic was brought up and that information will be included in the final document.

The new Transportation Element of the Comprehensive Plan will state four Goals:

- Goal 1: Balanced Transportation System
- Goal 2: Safe Transportation Network
- Goal 3: Pursuit of Technology
- Goal 4: Funding Opportunities

The four Goals will be supported by Objectives and Policies.

Ms. Stone commented this is the Board's opportunity to help frame the Transportation Element. She asked for comments from the Board members. Board members responded throughout the meeting.

Ms. Stone reported we are setting up a framework through the policies of the Comprehensive Plan to create a mobility plan. We have never talked about a mobility plan in our Comprehensive Plan before. The mobility plan will not be adopted as part of the Comprehensive Plan. It will be done after the Comprehensive Plan adoption as a supporting document. She suggested the mobility plan be adopted by the City Commission.

Amendments can be made to the Comprehensive Plan if we find something we want changed in the future. Ms. Stone mentioned it could get done within 60 days.

Next Steps - Ms. Stone:

- We will revise the Transportation Element and send it out in final form to Board members.
- Meet on October 19, from 8 am – 10 am. Brief review of Transportation element updates (30 minutes) and discussion of Future Land Use element (90 minutes).

Mr. Margraf distributed the functional classification map (of all roadways). He also reported our Lieutenant for Traffic Operations agreed to provide a crash report which can be included in our board packets on a quarterly basis.

III. ADJOURN

Chm. Erne adjourned the meeting at 10:10 a.m. Next meeting is November 8, 2016 at 8:30 a.m., Public Safety Building, Chief Raymond E. Beary Community Room (2nd floor) at 500 N. Virginia Avenue.

Respectfully submitted,

Debra Moore, Staff Assistant

Project Updates by Staff for November 8, 2016 Transportation Advisory Board Meeting

St Andrews Trail (LAP) – Letter sent to Four Seasons Condominiums stating City intent to construct trail. Follow-up phone call verified receipt of letter. Waiting for Four Seasons response.

Denning Drive – Design of the 10 feet wide multiuse path and 3 laning of the roadway is continuing.

Active Arterial Management (AAM) – Initial startup and operations continuing. Traffic signal controllers need firmware updates.

Transit Signal Priority (TSP) – City of Winter Park TSP has expanded to include Orange Ave.

BikeShare – Funding partners are needed.

Bicycle Wayfinding - The pilot project logistics design for the Cady Way Trail to Mead Botanical Gardens Trail is completed. The Sign Shop personnel are designing the sign templates for printing. Templates will be reviewed before making the sign panels.

Scenic Boat Tour ADA Compliant Access – Agreement with Department of Justice (DOJ), Scenic Boat Tours, and the City was executed at October 10, 2016 Commission meeting. Final design and construction for ADA access will commence at the beginning of 2017. A wood ramp system on the north side of the property is the concept to be built.

Lee Road Extension – The roadway is open. Punch list items are being addressed.

Butch Margraf, Traffic Manager, Public Works Department, City of Winter Park Florida
407-599-3411, wmargraf@cityofwinterpark.org

Topics and Projects for Board Consideration

426 Retiming Effort
Active Arterial Management (AAM)
ADA - Boat Tour, City Sidewalk Ramps, Husko White Cane
Advanced Pedestrian Signal timing
Bicycle Wayfinding
Bike Parking Ordinance
Bikeshare
Citywide Traffic Model
Denning Drive Complete Street Project
Edwin Blvd sidewalk
Fire Department Access and Mobility
Infrastructure Inventories - Roadway Miles, Sidewalk Miles, Bike Lane Miles,
Signals, etc
ITS
Local Streets 20 MPH Speed Limits
Magnolia Ave sidewalk
Metroplan Regional Complete Streets Policy
Mobility Plan
Paving Program PASER
PDE Update of 17/92 Master Plan
Ped signal walking rates, ft/sec.
Pedestrian Bicycle Connectivity Plan / Traffic and Transportation Plan
Quiet Zones
Railroad Crossing Upgrades
Road Race Policy
Sidewalk Policy Update
St Andrews Trail Project
Traffic Calming Program
Transportation Advisory Board Mission Statement
Valet Parking Policy / Ordinance
Winter Park Complete Street Policy
Winter Park Comprehensive Plan Update

- A. *To provide thoughtful advice to the City Commission on transportation policies, plans, programs and services that will achieve the City's adopted visions.*

- B. *To seek and implement programs, projects and safety concerns through solutions and recommendations designed to support and sustain all facets of transportation throughout our city.*

- C. *Develop smart and sustainable ideas, concepts and programs that will provide solutions to improve, enhance and communicate the safety, functionality and beautification of our city's roadways and sidewalks.*

- D. *Winter Park will continue to be a walkable, pedestrian and bicycle-friendly, sustainable, treed, relaxed, beautiful, safe, urban village that promotes neighborliness and courtesy among its citizens and visitors.*

- E. *Winter Park is a vibrant urban village that promotes health and civic engagement by creating a safe, friendly, walkable, bikeable, sustainable city that is welcoming and accessible for people all ages and abilities.*

CITY OF WINTER PARK SIDEWALK ASSESSMENT POLICY

Purpose and Intent

Many areas of the City were developed in the past without sidewalks on one or both sides of the streets. From time to time, City residents have requested new sidewalks within the City. The intent of this policy is to clearly delineate who bears the cost for such construction.

Construction of New Sidewalk

If sidewalk is requested to be installed where no sidewalk exists, the cost of construction of the sidewalk will be assessed proportionately to each property owner abutting the requested sidewalk. Implementation of the special assessment will comply with Chapter 170, Florida Statutes, or other applicable provisions of law.

The City may install sidewalk at its own expense where no sidewalk exists in order to provide a complete pedestrian link if all of the following conditions are met:

- 1) There exists over 400 feet of continuous sidewalk on both sides of the area lacking sidewalk.
- 2) Length of area without sidewalk is limited to the frontage of one lot.
- 3) Length of proposed sidewalk is less than 50% of the length of total property frontage on the same side of the street as proposed sidewalk.
- 4) None of the adjoining property has been assessed for sidewalks within the past ten (10) years.

The City also reserves the right to install sidewalk at its own expense associated with a capital improvement project in order to provide safe pedestrian movement through or around the capital project.

Repair of Existing Sidewalk

The City will repair sidewalks at its own expense if one of the following criteria are met:

- 1) Sidewalk is damaged as a result of the growth of City trees.
- 2) Sidewalk is broken or uneven creating a gap of a least one inch in vertical or horizontal direction and not a result of building construction or negligence of property owner driving over sidewalk.

The property owner will repair sidewalk at his expense in the following situations:

- 1) Sidewalk is damaged or destroyed through building construction activities on the property owner's property. Sidewalk must be replaced immediately upon completion of construction activities causing the damage or within 3 days after notification by the City, whichever comes first.
- 2) Existing sidewalk has deteriorated or failed as determined by the City Engineer due to actions by or for the property owner.

ORDINANCE NO. 2660-06

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA,
AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE"
ARTICLE III, "ZONING REGULATIONS" SECTION 58-81
"OFF-STREET PARKING AND LOADING REGULATIONS" SO
AS TO REQUIRE BICYCLE PARKING BE PROVIDED BY NEW
DEVELOPMENTS OR SPECIFIED REDEVELOPMENTS AS
PER THE REQUIRED USES OUTLINED HEREIN.

(ZTA 8:05)

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER
PARK:

SECTION 1. That Chapter 58 "Land Development Code", Article III "Zoning" of the
Code of Ordinances is hereby amended and modified by amending Section 58-81 "Off-street
parking and loading regulations", to add the requirements for bicycle parking by new
developments and redevelopments in subsection (5) to read as follows:

Section 58-81. Off-street parking and loading regulations.

(5) *Bicycle Parking.*

(a) ***Intent and purpose.***

The purpose of these regulations is:

- 1) To provide for bicycle access to employment, commercial, and other transportation and travel destinations, and*
- 2) To encourage the use of bicycles for personal transportation as an alternative to motor vehicles.*

(b) ***Applicability.***

Bicycle parking facilities shall be provided for any new building, addition, or enlargement over 50% of an existing building, or for any change in the occupancy of any building that results in the need for additional auto parking facilities in accordance with the required bicycle parking spaces specified herein. Any existing building that adds, enlarges, or redevelops with an increase of 15%-49% of the building square footage will be required to provide two (2) the minimum bicycle parking spaces.

(c) Exemptions.

No bicycle parking spaces shall be required for the following uses: single-family residence, two-family residence, funeral homes, automobile sales, repair, or body shop, or car wash.

(d) Bicycle parking space requirements.

Bicycle parking spaces shall be required as follows:

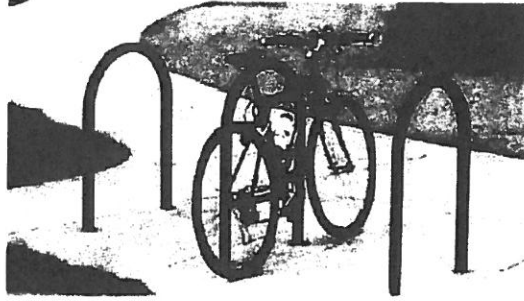
- 1) Office, Commercial, Retail - 10% of required automobile parking
- 2) Schools: K - 8: 1 per 5 students,
- 3) Grades 9-12, Vocational Tech Schools and Colleges - 1 per 20 students
- 4) Recreation Facilities, libraries, museums (public and private) - 15% of required automobile spaces
- 5) Multifamily Residential - 1 space per 3 units
- 6) Hotels, Motels: 1 space per 30 rooms and 1 space per 50 employees
- 7) In all places where bicycle parking is required, a minimum of two (2) and a maximum of fifty (50) bicycle parking spaces shall be provided.
- 8) Any project incorporating a parking structure in their development will be required to provide twenty (20) percent of the mandated bicycle parking in the form of bicycle lockers on the ground level of the structure. This 20% will count towards the total number of required bicycle parking spaces.
- 9) The City Planner shall determine the bicycle parking requirement for any use not referenced above based on its resemblance to one of the uses outlined above.

(e) Location and design of facilities.

The location and design of bicycle parking facilities shall be as follows:

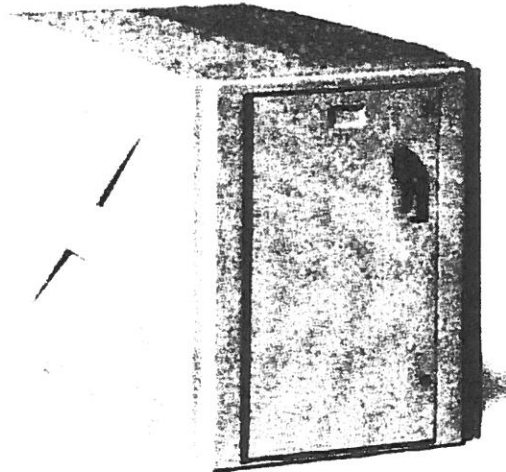
Design: (each rack provides 2 bicycle parking spaces)

- 1) The standard rack required will be the inverted "U".
- 2) Distance between verticals must be a minimum of 18 inches.
- 3) Height not to exceed 36 inches.
- 4) Minimum tube diameter of 1.9 inches.
- 5) All racks must be black with a powder coated finish.
- 6) Use of any other rack must go through an approval process by the Bicycle and Pedestrian Advisory Board for consideration.



Bicycle Lockers:

- 1) Locker dimensions: 49" Height 30" width 74" Length
- 2) Design of bike lockers must conform with the Bicycle and Pedestrian Advisory Board list of approved locker designs which is available in the building department.



Location:

- 1) Bicycle parking facilities should be located in highly visible well-lit areas to minimize theft and vandalism.
- 2) Whenever possible, the racks should be placed within 50' of the building entrances where bicyclists would naturally transition to a pedestrian mode of travel. Otherwise, signage at the building entrance should direct bicyclists to rack location. If a separate employee entrance exists, bicycle racks should be located near the employee entrance as well as the patron entrance.
- 3) Rack placement shall not impede pedestrian or vehicular circulation, and should be harmonious with their environment both in color and design. Parking facilities should be

incorporated whenever possible into building design or street furniture.

- 4) Required bicycle parking spaces shall be at least two (2) feet by six (6) feet per bicycle.
- 5) An aisle of a minimum of five (5) feet wide shall be provided behind bicycle parking facilities to allow for maneuvering.
- 6) All lockers and racks must be securely anchored to the ground or the building structure to prevent racks and locker removal from the location.
- 7) Structures requiring a user supplied locking device shall be designed to accommodate both chain and U-shaped locking devices and shall support the bicycle frame at two locations (not just the wheel).
- 8) Bike parking facilities within auto parking areas shall be separated by a physical barrier to protect bicycles from damage by cars, such as curbs, wheel stops, bollards or other similar features.

(f) Exceptions.

- 1) Where the provision of bike parking is physically not feasible, the requirements may be waived or reduced to a feasible level by the Building Department's Plan Reviewer. The Pedestrian and Bicycle Advisory Board will review these decisions twice a year and make recommendations to said reviewer for the provision of bicycle parking spaces and the implementation of this ordinance.
- 2) In special bicycle parking districts, as outlined below, a fee in lieu of providing bicycle parking will be required based on the parking specifications outlined herein. This fee will be used towards placement of bicycle parking in these zones, to be designated by the City Planner.

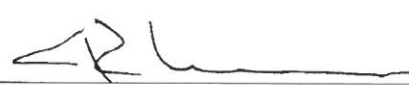
(a) Special bicycle parking districts.

Park Avenue Bicycle Parking District: The area bounded by Fairbanks Avenue to the south, Center Street to the east, New York Avenue to the west, and Swoope Ave to the north.

SECTION 3. All ordinances or portions or ordinances in conflict herewith are hereby repealed.


SECTION 4. This ordinance shall become effective immediately upon its final passage and adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this 23rd day of January, 2006.



Mayor Kenneth Marchman

ATTEST:



for City Clerk Cynthia Bonham
Deputy City Clerk