

Transportation Advisory Board



December 13, 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 November 8, 2016 board meeting. 5 minutes

C. Chairman's Report. 5 minutes

D. Staff's Report. 5 minutes

2 action items

A. Adopt March 8, 2017 as the Bike To Work Day Event. March 9, 2017 is the rainout date. 5 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. Mobility Plan. 10 minutes

B. Prioritize Project and Board Meeting Topic list. TAB project list.pdf 10 minutes

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

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

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 January 10, 2017 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**

November 8, 2016

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

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

Absent: Duane Skage

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

Guests: Gabrielle Feulner, reThink Your Commute

EXECUTIVE SUMMARY

- **Mission Statement - Completed**
- **Project and Board Meeting Topic list**
- **Sidewalk Policy**
- **Bike Parking Ordinance**

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 October 11, 2016 minutes. Mr. Barley moved to approve the minutes; Mr. McFarland seconded the motion. Motion carried unanimously with a vote of 6-0.

Gabrielle Feulner, reThink Your Commute, announced two activities:

- December 9, 8 – 9:15 am – Good Morning Winter Park – presents “Coffee and Commuting” at the Winter Park Welcome Center. A panel of transportation experts will speak and a complimentary breakfast will be available.
- December 12-16, 2016 – Winter Park Commute Challenge. The focus will be on the community.

Chairman’s Report – David Erne

- Chm. Erne would like to schedule the Bike to Work Day event. It was suggested to set the date for March 8, 2016 with March 9, 2016 as the back-up day. A subcommittee will be formed.

Staff’s Report – Butch Margraf – See the Project Updates dated November 8, 2016

Mr. Margraf thanked all Board Members for their participation in the Comprehensive Plan.

- Review of ongoing projects--St. Andrew’s Trail and Denning Drive.
- Bike Share. A sub-committee was suggested for bike share.
- Lee Road Extension. The roadway is open. Whole Foods has its grand opening November 9.

There is a Grand opening for a portion of the Shingle Creek Trail in Kissimmee on November 10, 2016.

A. Mission Statement – After discussion the following mission statement was agreed upon.

MOTION

A motion was made by Chm. Erne; seconded by Ms. Hamilton Buss and carried unanimously with a vote of 6-0 to adopt the Mission Statement for the Transportation Advisory Board as follows: Mission Statement: To seek and advise on programs, projects and safety concerns through solutions and recommendations designed to support and sustain all facets of transportation throughout our City.

B. Topics and Projects for Board Consideration

1792 Master Plan PD&E update. Mr. Margraf reported VHB has the contract with FDOT and they are conducting the PD&E update.

Mr. Margraf stated Metroplan covers many different agencies. All the agencies have projects and those projects get ranked. In the future as projects are presented, it was suggested to consider “is the project ready to go?” “is the project shovel ready?”

Mr. Margraf stated last year we submitted the church trail and the intersection improvement at Fairbanks and 17/92 for funding through Metroplan. The City purchased the bowling alley property and will carve off 20 feet so the Fairbanks lanes can be extended to the east.

Cycle Track update (Cady Way Trail). Mr. Margraf stated the cycle track was developed to encourage more children to bike or walk to school. Some of the vertical markers need to be replaced or repaired from time to time. No crashes or accidents have occurred. Ms. Hamilton Buss can get the number of users and report back to the Board.

Discretionary Funds. We do have some discretionary funds which can be used to get some small projects done. Mr. Margraf reported the Board can make recommendations as to how the money will be spent.

Mr. Margraf will circulate an aerial of the project behind the Presbyterian Church. He will send a slide presentation that Mr. Geller put together with all of the facilities in that area around the hospital, Ward Park, and including the church trail.

C. Sidewalk Policy. This policy needs to be updated.

D. Bike Parking Ordinance. This policy needs to be updated. Mr. Margraf will go through it, make the mark-ups and bring it back for the board members to review.

It was suggested that it be mandatory that the commercial sidewalks be made wider. Mr. Margraf stated that can be addressed in the sidewalk policy. It was also suggested there be a buffer between the sidewalk and the street.

Agenda suggestions for next meeting:

1. Mobility Plan
2. Formally approve the Bike to Work date
3. Prioritize projects on list and have plan to implement them (action item)
4. Discretionary funds
5. Sidewalk Policy
6. Bike Parking Ordinance

II. ADJOURN

Chm. Erne adjourned the meeting at 10 a.m. Next meeting is December 13, 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 December 13, 2016 Transportation Advisory Board Meeting

St Andrews Trail (LAP) – City staff reviewed potential alternate routes for the proposed trail. Meeting to be scheduled with City attorneys for the next step on the original filled ditch and trail plan.

Denning Drive – Design of the 10 feet wide multiuse path and the 3 laning of the roadway is continuing. The specific focus currently is to accommodate Lynx busses and stops, and with minimizing of through traffic impacts.

Active Arterial Management (AAM) – Initial operations and monitoring are continuing. Firmware and hardware to increase City capabilities for AAM program data collection, traffic signal remote troubleshooting, and signal coordination and timings implementation have been ordered.

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

BikeShare – Subcommittee for bikeshare was established at the November board meeting.

Bicycle Wayfinding - Templates for the Cady Way Trail to Mead Botanical Gardens Trail have been reviewed and approved. The sign panels are being manufactured in the City sign shop.

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. Pre-construction planning is underway.

Lee Road Extension – Data collection for the new traffic signals operation has occurred. Updated timing and coordination plans have been implemented December 6th. Continued monitoring of the area is taking place.

Butch Margraf, Traffic Manager, Public Works Department, City of Winter Park Florida
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