

Transportation Advisory Board



January 10, 2017 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 December 13, 2016 board meeting. 5 minutes
- C. Chairman's Report. 5 minutes
- D. Staff's Report. 5 minutes

2 action items

- A. Prioritize Project list. 30 minutes, after presentations

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. Impacts for consideration by Transportation projects on Emergency Services. Pat McCabe, Deputy Fire Chief, 8:45am. 15 minutes
- B. Best Place to Work for Commuters. Abby Gulden, Sustainability and Permitting Coordinator, 9:00am. 10 minutes
- C. Sidewalk Policy. 10 minutes
- D. Bike Parking Ordinance. 10 minutes
- E. Public Works Discretionary spending for Pedestrian, Bicycle, and Traffic. 10 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 February 14 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

December 13, 2016

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

Absent: None

City of Winter Park Staff: Lindsey Hayes and Dori Stone, Planning and Community Development; Abby Gulden and Kris Stenger, Building and Sustainability; Butch Margraf, Debbie Wilkerson, Public Works Dept.

Guests: Jody Lazar, Winter Park Library

EXECUTIVE SUMMARY

- **Bike to Work Event**
- **Bike Share**
- **Bicycle Wayfinding Pilot Program**
- **Project and Board Meeting Topic List (next meeting)**
- **Sidewalk Policy (next meeting)**

I. ADMINISTRATIVE ITEMS

1. **Call to Order:** Chm. Erne called the meeting to order at 8:30 a.m. He restated the Mission Statement that was ratified at the November meeting. He also requested an item, discretionary funds, that was suggested at the November meeting, be added to the agenda.

Approval of Minutes

Chm. Erne asked for approval of the November 8, 2016 minutes. Mr. Barley moved to approve the minutes as revised; Mr. McFarland seconded the motion. Motion carried unanimously with a vote of 7-0.

The Board welcomed Debbie Wilkerson new Board recording secretary and introduced themselves.

Chair's Report – David Erne

- Chm Erne reported on two reThink Your Commute events:
 - “Coffee and Commuting” to kick off the Commute Challenge
 - Winter Park Commute Challenge.Courtney Reynolds thanked David Erne and Jill Hamilton Buss for their participation and support.
- Chm Erne requested staff reports be included with minutes email.

Staff's Report – Butch Margraf

- Mr. Margraf asked Mr. Stenger to explain the proposed program to provide bike repairs at the Farmer's Market.
- Review of ongoing projects--St. Andrew's Trail and Denning Drive.
- Update on Active Arterial Management Program, FDOT pilot program still going on. Two consultants being considered, decision early next year.
- Bike Share sub-committee established. Bike Share webinar available. After discussion, the Board will invite new Juice program director, Josh to speak at a future meeting.
- Update on Bicycle Wayfinding Pilot Program, Cady Way to Mead Gardens. Signs are being manufactured; installation should start after the first of the year.

- ADA compliance project at the Scenic Boat Tour continues.
- Lee Rd Extension is open and functioning. Mr. Margraf responded to questions regarding bike lanes.
- Bike rack installation at Lakeside Crossings corrected.
- Request for additional bike facilities at Casa Feliz
- Discretionary Funds can be used to create sidewalk connection improvements.

Ms. Stone reported that the Comprehensive Plan Transportation Model received Commission approval with minimal discussion. The next task is to implement the mobility plan. Ms. Stone does not believe there will be any problem with the state regarding the mobility plan. She congratulated the Board on all their efforts in getting the transportation model ready for approval, and did mention the Board's efforts at the Commission meeting. Ms. Stone covered the next steps and timing to implement the mobility plan.

Jody Lazar, Winter Park Library, gave details on the new library "book mobile." An Eagle Scout donated a cargo bike that allows the library to get out into the community at various events and share books.

- A. Bike to Work Day Event** – Mr. Margraf presented the 2016 Bike to Work video. After discussion, the following dates were agreed upon.

MOTION

A motion was made by Ms. Mellen; seconded by Ms. Hamilton Buss and carried unanimously with a vote of 7-0 to approve March 8, 2017 as the Bike to Work Day Event with March 9, 2017 as the rainout date.

- B. Mr. Margraf will present the following topics at the January 10, 2016 meeting:**

- Mobility Plan
- Prioritize Project and Board Meeting Topic List

- C. Sidewalk Policy.** Mr. Margraf reviewed the current sidewalk policy and the history behind it. He explained the reasons to update the current policy. Mr. Margraf will provide samples of sidewalk policies.

- D. Discretionary Funds** - Chm Erne requested clarification on how the funds were used in the past, how they can be used in the future and what input the Board can have.

Mr. Margraf noted that he is on the Metroplan Technical Committee and also part of the Metroplan's effort to develop a regional complete streets policy. The policy is now in a draft form and he is happy to provide a copy to anyone who is interested. Ms. Gulden expressed the value of sidewalks in the Sustainability Action Plan and offered the support of the Keep Winter Park Beautiful and Sustainable in continuing to provide sidewalks in the City. Mr. Margraf responded to questions regarding how sidewalks are prioritized in the City.

Ms. Hamilton Buss announced that Mark Fenton, walkability consultant, is returning to Winter Park February 13 and 14.

Mr. Margraf commented that he is going to invite the Police and Fire Depts. to speak at a future meeting to provide their perspective on traffic and roads.

Mr. Margraf stated last year he submitted two projects for funding through Metroplan, one was the intersection improvement at Fairbanks and 17/92.. The City purchased the bowling alley property and will carve off 20 feet so the Fairbanks lanes can be extended to the east. He contacted FDOT to see if they are interested in helping on this project and we will be receiving a scope of work mid-January.

Agenda suggestions for next meeting:

2. Mobility Plan
3. Prioritize projects on list and have plan to implement them (action item)

4. Discretionary funds
5. Sidewalk Policy
6. Bike Parking Ordinance
7. Best Work Place Commute Awards

II. ADJOURN

Chm. Erne adjourned the meeting at 10 a.m. Next meeting is January 10, 2017 at 8:30 a.m., Public Safety Building, Chief Raymond E. Beary Community Room (2nd floor) at 500 N. Virginia Avenue.

Respectfully submitted,

Debbie Wilkerson
Recording Secretary

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
407-599-3411, wmargraf@cityofwinterpark.org

Project Updates by Staff for January 10, 2017 Transportation Advisory Board Meeting

St Andrews Trail (LAP) – City staff had teleconference with Four Season’s attorney concerning the Four Season’s letter of November 10, 2016 and concerns with the St Andrews Trail. City response is being written.

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. On December 27 the subcommittee met. By unanimous nod of the attendees a graduate class at UCF taught by Lisa Portelli of the Winter Park Health Foundation will be assisting with research of bikeshare programs for the Transportation Bikeshare subcommittee and the Transportation Board.

Bicycle Wayfinding - The sign panels are being manufactured in the City sign shop. The pilot project signs will be installed early 2017.

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 concrete ramp system is in design.

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
407-599-3411, wmargraf@cityofwinterpark.org