

# Transportation Advisory Board



**March 13, 2018 at 8:30 a.m.**

City Hall Building,  
401 Park Ave South • Commission Chambers • Winter Park,  
FL 32789

## 1 administrative

- A. Call to order
- B. Approval of Transportation Advisory Board Minutes from February 13, 2018 Board Meeting and February 20, 2018 Special Work Session.
- C. Chairperson's Report.
- D. Staff person's Report.

## 2 action items

- A. Mayflower/Northeast Connector Trail – Dori Stone, Director Planning and Community Development

**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. Vision Zero – Jill Hamilton-Buss
- B. Debrief Bike To Work Day event
- C. Pedestrian and Bicycle Connectivity map link  
<https://gispublic.cityofwinterpark.org/TrailsConnectivity/>

## 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.

- A. Agenda requests and/or announcements.
- B. Review Action Items identified during meeting.
- C. Next regular meeting, April 5, 2018 at 8:30 a.m. City Hall Building. NOTE:  
This is a new meeting day of the month.

## appeals & assistance

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"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."

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

**Regular Meeting  
City Commission Chambers.  
401 Park Ave. S**

**February 13, 2018**

**Present:** David Erne, Jill Hamilton Buss, Duane Skage, Marc Reicher, Tonya Mellen

**Absent:** Harry Barley

**City of Winter Park Staff:** Lindsey Hayes, Allison McGillis Planning and Community Development; Vanessa Balta Cook, Building and Sustainability; Troy Attaway, Don Marcotte, Butch Margraf, Keith Moore, Debbie Wilkerson, Public Works Dept.; Leif Bouffard, Tim Egan, Parks Dept.

**EXECUTIVE SUMMARY**

- New meeting location, City Hall
- New meeting day, 1<sup>st</sup> Thursday, starting April 5
- Bike to Work Day
- Howell Branch properties update
- Northeast Connector

**I. ADMINISTRATIVE ITEMS**

**Call to Order:** Chm. Erne called the meeting to order at 8:35 p.m.

Troy Attaway, Public Works Director, announced Butch Margraf's retirement in early April. He thanked Mr. Margraf for all his efforts on the City's behalf. He stated that the City will be utilizing Don Marcotte, Public Works Asst. Dir, and Keith Moore, Sr. Engineer, to handle his responsibilities until some staff changes are confirmed.

**Approval of Minutes:**

Chm. Erne asked for approval of the January 9, 2018, work session minutes. Ms. Mellen moved to approve the minutes, Ms. Hamilton Buss seconded the motion. Motion carried unanimously with a vote of 5-0.

Chm. Erne asked for approval of the January 11, 2018, regular meeting minutes. Mr. Reicher moved to approve the minutes as presented, Mr. Skage seconded the motion. Motion carried unanimously with a vote of 5-0.

**Chair's Report – David Erne**

Chm. Erne introduced for discussion changing the meeting venue and date. Chm. Erne explained his reasons for wanting to move the meeting to the Commission Chambers. He also stated his reasons for changing the day to the second Thursday of the month, at the same time. After discussion the Board agreed to move the meeting to the Commission Chambers and change the day to the first Thursday of

the month. The March meeting will be held as scheduled (March 13) with the change taking place in April (April 5).

Chm. Erne mentioned the following events:

- Bike to Work Day, March 7, 2018
- Earth Day, April 15, 2018
- Bike 5 Cities, May 5, 2018

**Staff's Report** Butch Margraf –Provided details on the following projects and responded to questions, February 13, 2018

- **St. Andrew's Trail** – Met with Design Consultant KCG February 2, 2018, to update agreement exhibits. Conferred with attorney on exhibits.
- **Ward Park/Project Wellness Trail** – Data collection and Design of the trail has commenced. An archeological survey is scheduled and required.
- **17-92 (Orlando Avenue) PD&E update** – This project was advertised for Design Phase, January 22, 2018. Design Consultant to be contracted with FDOT in June 2018.
- **Fairbanks Ave Bowling Alley Property Lane Extension** – This project is in design. Preliminary design plans to City for review late February 2018.
- **Denning Drive Phase 1** – Construction of Phase One is near completion. Landscape and irrigation completed. Striping is scheduled for week of February 12.
- **Denning Drive Phase II** – Construction of Phase II begins February 5, 2018, with southbound Lynx bus stops at MLK Park.
- **17-92 at Morse Blvd. Intersection Upgrade** – FDOT final design comments for mast are plans provided to City for review and response. This project includes new mast arms for the signal and enhanced pedestrian crosswalks
- **17-92 at Canton Ave. Emergency Signal** – The need for an Emergency Signal has been justified with FDOT. GPS preemption is being evaluated as an alternative.
- **Cady Way Trail Crossing at Summerfield Road** – Construction for RRFB's at bike trail crossing complete.
- **Northeast Connector** – The Mayflower Expansion project must come back to P & Z for Conditional Use Approvals before it comes back to City Commission for approvals. The Board discussed concerns regarding this project including: how it can be accomplished, its value to the community, size and shape of trail/easement, whether or not to bring in an expert to provide input on what a trail could look like and request that P&Z notify them when the Mayflower goes before the Commission. Ms. Hamilton Buss will contact Ian Lockwood, Toole Design Group.
- **Lakemont Ave at Westminster Towers Crosswalk Flashing Pedestrian Signals** - The signal construction is complete. Concrete work for ramps is scheduled. Striping to be scheduled.
- **Bicycle Wayfinding** – Adjustments to sign distances and destinations have been re-engineered for the pilot project. Sign updates to be scheduled.

### **GIS Ped Bike Connectivity Mapping – Tim Egan, Natural Resources Manager**

Mr. Egan presented a PowerPoint presentation that will be presented to the City Commission that shows GIS mapping of the pedestrian and bike facilities throughout the City. He explained the value of providing this information in one location. Mr. Egan responded to questions.

The Board decided that a Bike to Work logistic workshop would be helpful. After discussion the workshop will be held on Tuesday, February 20, 2018, at 8:30, Chapman Room.

Agenda suggestions for next meeting:

- Sidewalk Policy Update
- Transportation Projects List
- Vision Zero
- Mobility Plan

## **ADJOURN**

Chm. Erne adjourned the meeting at 10:27 p.m. Next meeting is March 13, 2018.  
Respectfully submitted,

***Debbie Wilkerson***

Debbie Wilkerson  
Recording Secretary

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

**Work Session  
City Commission Chambers  
401 Park Ave. S.**

**February 20, 2018**

**Present:** David Erne, Jill Hamilton Buss, Duane Skage, Harry Barley

**Absent:** Marc Reicher, Tonya Mellen

**City of Winter Park Staff:** Butch Margraf, Keith Moore, Public Works Dept., Lindsey Hayes, Allison McGillis Planning and Community Development; Vanessa Balta-Cook, Sustainability

**Guests:** Lisa McCoy Heathy Central Florida, Lisa Portelli, Winter Park Health Foundation, Jodi Lazar, Winter Park Library

*Work Session for Bike to Work Day*

*Topic discussed*

*1. Bike to Work Day*

Mr. Margraf distributed the Bike to Work flyer, color photos and route. He explained the reasons for the route, and stated it is the same route as last year. Ms. Hamilton Buss reviewed the itinerary, registration information and requested ideas for making the event bigger and better. Discussion ensued regarding advertising possibilities, partnering opportunities, funding the DJ, ways to spread the word and t-shirt design. The Board discussed child friendly bike rides, timing for the bike valet, vendors displaying their bikes, photographers, contests and prizes and plans for future events including incorporating Denning Dr.

**ADJOURN**

*Chm. Erne adjourned the meeting at 9:35 a.m.*