



Transportation Advisory Board Regular Meeting Agenda

April 19, 2021 at 4:00 p.m.

Virtual Meeting
Winter Park, Florida

<https://cityofwinterpark.org/government/live-broadcasts/>

Agenda Items

- 1) Call to Order
- 2) Approval of February 15, 2021 Meeting Minutes
- 3) Discussion Items
 - A. Traffic Calming Request Process
- 4) Citizen Comments (3 Minutes per Speaker)
- 5) Planning & Transportation Update
 - A. Transportation Projects Update
 - a. Bollards on Morse Boulevard near Rome's Flavours
 - b. Pedestrian Crossing Improvements on Interlachen Ave (south of Lincoln Ave)
 - c. New York Streetscape
 - d. Sidewalk Updates
 - e. ADA Transition Plan
 - B. Development Report
 - C. General Staff Updates
 - a. Winter Park Police Department
- 6) Board Updates & Comments
- 7) Upcoming Meeting Schedule

Next TAB Regular Meeting: Monday, May 17, 2021 at 4:00 p.m.

Adjourn

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."



401 South Park Avenue • Winter Park, Florida 32789

407-599-3324 • planning@cityofwinterpark.org
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Planning & Transportation

Transportation Advisory Board Staff Report for April 19, 2021 Meeting

Traffic Calming Policy

Background

At the January 2021 Transportation Advisory Board meeting, City Staff initiated a conversation regarding traffic calming. Previously, the City of Winter Park created a Neighborhood Traffic Calming Program in 2006 and the 2011 Traffic & Transportation Plan included a Traffic Calming Section. While the Neighborhood Traffic Calming Program and Transportation & Traffic Plan outline a request process, neither were adopted.

Neighborhood Traffic Calming Request Process

Planning & Transportation Staff have created a Neighborhood Traffic Calming Request Process (see attached). The idea is for this process to be posted on the City's webpage. The webpage will outline the process and have the *Petition for Traffic Speed Study* form available. This form will assist residents in bringing concerns to the attention of City Staff and start the data collection and analysis process.

Revisions

City Staff utilized the existing Traffic Calming Section from the 2011 Traffic & Transportation Plan as the framework for the revisions in the April 2021 Traffic Calming Policy. Revisions include:

- Clarification of petition process
- Modifications to the residential voting process (to mirror the voting process of the Proposed Sidewalk Policy)

Summary

City Staff is seeking input from the Transportation Advisory Board on the proposed Traffic Calming Policy. This feedback will be incorporated into the policy that will be presented to the City of Winter Park Commission for approval and adoption.



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City of Winter Park Neighborhood Traffic Calming Request Process

- If there is a speeding concern in your neighborhood, please submit a *Petition for Traffic Speed Study* to the City of Winter Park's Planning & Transportation Department.
 - o Petition requires signatures of four (4) property owners who live on the street in question (each address/parcel is entitled to one property owner signature).
- Transportation Division Staff will review request.
 - o Division Staff will conduct a field study and evaluate traffic speed and volume data to assess the severity of the problem.
 - If current traffic speed and volume data is not available, Staff will collect this information (current is within the last two years).
 - If any obvious safety problems are discovered, the City will take immediate corrective action.
- Once evaluation is completed, City staff will reach out to requestor of results.
- Based on the data, the City will initially conduct passive measures, such as increased police enforcement, additional traffic signs, pavement markings and/or speed display trailers. The area will be monitored to determine the effectiveness of these measures.
- Depending on the issue, it may require a traffic calming project. Traffic calming projects shall follow the City's Traffic Calming Policy.



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PETITION FOR TRAFFIC SPEED STUDY

The purpose of this form is to provide a means by which residents may petition the City of Winter Park (CWP) to perform field and/or office evaluations for a traffic speed study in the neighborhood. This petition must reflect a minimum of four (4) signatures (one (1) signature maximum per parcel owner) for CWP staff to initiate a traffic speed study.

Street Name: _____

From (Cross Street or Address): _____

To (Cross Street or Address): _____

Total Number of Affected Property Owners (Lots): _____

Primary Contact Name: _____

Contact Address: _____

Contact Phone(s): _____

Date of Submittal of Petition to CWP: _____

I understand, by my signature below, that the purpose of this petition is to demonstrate my support for a traffic speed study to be performed in my neighborhood.

NAME | ADDRESS | PHONE/CONTACT INFO | SIGNATURE

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Please save and send to transportation@cityofwinterpark.org

If submitting by mail, please send to:

City of Winter Park • Planning & Transportation
401 S. Park Ave., Winter Park, FL 32789



City of Winter Park Traffic Calming Policy (Draft)

What is traffic calming?

Traffic calming reduces automobile speed and volumes, mainly through physical measures, to improve the quality of life in both residential and commercial areas and increase the safety and comfort of pedestrians and bicyclists. Traffic calming is the use of physical devices designed to reduce traffic speeds in the interest of safety.

Purpose and Intent

The purpose of traffic calming is to improve safety for pedestrians, cyclists and motorists by reducing vehicle speeds and unsafe motorist behaviors in a neighborhood. This policy provides procedures on how City residents are able to request a speed study from the City of Winter Park. This policy also outlines the following:

- the potential cost-share for the implementation of traffic calming measures
- the process to add the implementation as a City project

City Fully Funded Traffic Calming Projects

The City may install traffic calming devices at its own expense and discretion when justified.

Petition Required

City of Winter Park resident(s) desiring the installation of traffic-calming measures along a particular roadway segment shall submit a *Petition for Traffic Speed Study* to the City of Winter Park's Planning & Transportation Department. The petition shall include the following information:

- Location
- Total number of affected property owners (lots)
- Name and contact information of Primary Resident Contact
- Description of issue
- Date of submittal to City of Winter Park
- Signatures and contact information of at least four (4) property owners who live on the street in question (each address/parcel is entitled to one property owner signature)

The petition document is located on the City's website as well as in the appendix of this policy.

Study/Analysis

The City of Winter Park Planning & Transportation Department will review the submitted petition. Once the petition is validated by having at least four (4) property owner signatures, the City will perform an analysis of current traffic volumes and speeds. If the City does not have recent traffic data (within two (2) years) at the area of concern, then Planning & Transportation Staff will place traffic counters on site to gather the volumes and speeds required for the study.

In order to objectively rank traffic calming needs, a quantitative ranking procedure was developed for incorporating both speed and volume. The points assigned for speed are based on the measured 85th percentile speed and the points assigned for volume are based on daily traffic volumes.

After the data are compiled for analysis, Staff will use Table 1 and Table 2 to evaluate the need and priority for traffic calming measures at the area of concern. Planning & Transportation Staff developed these tables with the guidance and approval from the City's Transportation Advisory Board.

Table 1 - Speed Points

85th Percentile Speed over Posted Speed Limit (MPH)	Points
0 – 4	0
5 – 7	15
8 – 10	30
11 – 13	45
Greater than 13	60 (MAX)

Table 2 - Vehicular Volume Points

Average Daily Traffic (vehicles per day)	Points
Less than 500	0
501 – 750	10
751 – 1000	20
1001 – 1500	25
1501 – 2500	30
Greater than 2501	40 (MAX)

The sum of points from Tables 1 and 2 will provide a total score that will determine the need for and prioritize the implementation of the traffic calming measures.

Cost Share

Based on the total sum of points from the traffic calming study and analysis, there may be a cost share required from the residents to implement the traffic calming measures. The cost share percentage is shown below in Table 3, and this table displays the cost share proportion between the property owners and City based on the total sum of points.

Table 3 – Property Owner/City Cost Share Responsibilities

Points	Property Owner	City
0 – 44	100%	0%
44 – 55	50%	50%
56 – 65	25%	75%
66 +	0%	100%

If it is determined that the cost of the traffic calming device(s) shall be either shared between the property owners and the City of Winter Park or solely funded by the property owners who fall within the project boundary, the cost will either be assessed to the tax bill of each property owner within the project area consistent with Chapter 170, Florida Statutes, or other applicable provisions of law or paid via lump sum by the property owners within the project boundary.

Installation charges will be calculated on both a single-payment basis and as an additional five-year assessment on each property owner's tax bill at an interest rate determined by the City Commission. The staff will prepare calculations of the net assessment and the assessment to each property owner for one survey only. A fee will be charged for additional calculations based on actual costs for time and materials

Selection of Appropriate Traffic Calming Device(s)

Once the need and priority of implementation are determined, Planning & Transportation Staff will determine the appropriate traffic calming device(s) for the location. Staff will consider several site-specific considerations when identifying the appropriate traffic calming measure(s) for each request. These considerations include, but are not limited to:

- Street type (i.e., local, collector, etc.)
- Perceived problem (i.e., traffic volume and/or speed)
- Emergency service routes
- Pedestrian/bicyclist safety
- Grade/slope of the road
- Drainage
- Bus and truck routes

These matters must be considered with engineering judgement as they can have a significant impact on the selection of a traffic calming device.

Stop Signs as Traffic Calming Devices

One common request is the installation of a stop sign as a means to calm traffic. Studies have shown that a stop sign only reduce speeds within 150 – 200 feet of the sign, and mid-block speeds (between stop signs) may increase. Further, noise and air pollution emissions increase at stop signs. The improper and overuse of stop signs will eventually lead to motorists ignoring them or rolling through them; both of these behaviors may create dangerous situations. The main function of a stop sign is to assign right of way and the *Manual on Uniform Traffic Control Devices* (MUTCD) governs their installation.

Process to Add Request to Safety Improvement Project List

Upon completion of the study, analysis and determination of appropriate traffic calming device(s), Planning & Transportation Staff will establish the boundary limits of the proposed project (typically this will be all parcels along both sides of street of a given roadway segment).

Project Fully Funded by City of Winter Park

Upon completion of the cost share analysis, if it is determined that a project is to be 100 percent City funded, Planning & Transportation Staff will add the project to the Safety Improvement Project list and notify the property owners within the established boundary limits of the new project.

Project a Shared Cost or Fully Funded by Property Owners

If the cost share analysis determines that either the cost shall be shared between the City and the property owners within the project boundary or funded solely by the property owners within the project boundary, the process will be more involved:

1. The City shall prepare a formal voting letter and refer to the Orange County Property Appraisers (OCAFL) website for property owner information. In an effort to reach each owner within the project boundary, the ballot shall be mailed to each physical address within the project limits (addressed to the property owner) as well as additional addresses listed on the OCAFL website. Each ballot shall be mailed certified. Included in each voting packet shall be a pre-address, stamped envelope for the return of the voting ballot. Also included shall be a map showing the project area, property lines and preliminary layout and location of the traffic calming device(s). Each property owner (with a maximum of one vote per address) has the option to vote two (2) ways on the ballot: In Favor or Not In Favor. An unreturned ballot shall not be counted. The property owners have sixty (60) days to return the voting ballot (time period starts at the date of postmark). Any ballot received after the sixty (60) day period elapses shall not count.

2. In order for the project to proceed, the City must receive a minimum number of responses from property owners (with a maximum of one vote per address) and a minimum percentage of In Favor votes of the ballots returned. For property assessed projects, a response from a minimum of 66% of the property owners and have a minimum of 66% of the property owners (with a maximum of one vote per address) who responded be in favor of the project.
3. Upon a traffic calming request passing, the City shall confirm the final location of the proposed traffic calming device(s), notify the property owners and coordinate installation, which will be subject to scheduling and funding (if funded by the City).

If a request fails to meet the minimum criteria, then there is a two (2) year waiting period before the project may be revisited.



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- 1 _____
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