



# Transportation Advisory Board

## Agenda

May 17, 2021 @ 4:00 pm

Virtual

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### welcome

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### please note

Times are projected and subject to change.

- 
1. **Call to Order**
    - a. Election of Chair and Vice Chair 5 minutes
  2. **Consent Agenda**
    - a. Approval of the April 19, 2021 Meeting Minutes 1 minute
  3. **Staff Updates**
    - a. Transportation Project Updates 5 minutes
  4. **Citizen Comments: Three minutes allowed for each speaker**
  5. **Action Items**
    - a. Long-Term & Short-Term Goals of the Planning & Transportation Department 30 Minutes
  6. **Board Comments**
  7. **Adjournment**



item type Call to Order	meeting date May 17, 2021
prepared by Mary Bush	approved by
board approval Completed	
strategic objective	

**subject**

Election of Chair and Vice Chair

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**



item type Consent Agenda	meeting date May 17, 2021
prepared by Mary Bush	approved by
board approval Completed	
strategic objective	

**subject**

Approval of the April 19, 2021 Meeting Minutes

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**

**ATTACHMENTS:**

[TAB - Apr 19 2021 Draft Minutes.pdf](#)



# Transportation Advisory Board Minutes

April 19, 2021 at 04:00 p.m.

Virtual | Winter Park, Florida

## Present

Chairman Jonathan Thigpen called the virtual meeting to order at 4:02 p.m. Present: Michael Dively, Alexander Trauger, Rachel Andre, Katie Reischmann, Jeffrey Osleeb, Jonathan Thigpen and Jeffrey Sievers. Staff: Planning & Transportation Director Bronce Stephenson, Senior Planner Allison McGillis, Transportation Manager Sarah Walter, Transportation Planner Keith Moore, Engineer I Hongmyung Lim, Sustainability Planner Vanessa Balta, Assistant Director Public Works Don Marcotte, Police Lieutenant Timothy Scott Williams, Police Sergeant Jeff Marcum, and Recording Secretary Mary Bush.

## Approval of minutes

Motion made by Jeffrey Sievers, seconded by Jeffrey Osleeb to approve the February 15, 2021 meeting minutes.

**Motion carried unanimously with a 5-0 vote. (In Favor: Alexander Trauger, Rachel Andre, Jeffrey Osleeb, Jonathan Thigpen, and Jeffrey Sievers. Katie Reischmann and Michael Dively were not present for the approval of the minutes.)**

## Discussion/Action Items

### TRAFFIC CALMING REQUEST PROCESS

Mrs. Walter provided an overview and background on the traffic calming request process. She reminded the Board that back in January of this year the topic of traffic calming was briefly discussed with them. Feedback was received from the Board at that time so that Staff could revise the traffic calming request process. Mrs. Walter explained that from the feedback Staff was asked to outline resident request criteria, outline the study process, and identify criteria to determine who would pay for it. Mrs. Walter discussed with the Board the current traffic calming request process and Staff's revisions to it. She noted that the process for a single resident request was fairly inefficient and a consensus amongst the neighboring residents was needed. To address this, Staff created a Petition for Traffic Speed Study, which residents will be required to submit for traffic calming requests, along with four supporting resident signatures to the Planning & Transportation Department. A complete and valid petition will initiate a field study conducted by Staff if current data is not available and then Staff will reach out to the resident contact with the results of the study. Staff will take immediate action if an obvious safety problem exists. A traffic calming project may be required depending on the issue at which time the City's Traffic Calming Policy would be followed.

Mrs. Walter reviewed the purpose and intent of the Traffic Calming Policy with the Board. She explained the study and analysis portion of the policy. Mrs. Walter noted that in this case, the City is only using the 85<sup>th</sup> percentile speed based off of data collection to determine the travel speed of the majority of vehicle users to assign points, not to set speed limits. Mrs. Walter further noted that points are assigned for vehicle speeds and volumes, combined to determine the need of traffic calming measures and prioritize implementation,

and assist in determining if there is any cost sharing required for a project. She presented to the Board the City's cost share table listing the percentage cost for property owners and the City per points assessed. Mrs. Walter explained that the cost share responsibilities are determined based on the sum of speed and volume points. She added that if it is determined that the property owners would be required to fund a portion or all of a given project, the cost will either be assessed to the tax bill of each property owner within the project area or paid via lump sum by the property owners.

Mrs. Walter reviewed the selection of appropriate traffic calming devices with the Board, noting that a list of the devices was not included in the Traffic Calming Policy to keep the selection based on the judgement of a professional engineer as the Board recommended. She added that the site-specific considerations that will be evaluated as part of the selection process include street type, perceived problem, emergency service route, pedestrian and bicycle safety, grade/slope of the road, drainage, and bus and truck routes. Mrs. Walter noted that stop signs will not be used to calm traffic as studies show that improper/unjustified stop signs lead to motorists rolling through or ignoring the signs.

Mrs. Walter discussed the process to add a request to the Safety Improvement Project list with the Board. She explained that if the project is to be fully funded by the City, the Planning & Transportation Staff will add the project to the Safety Improvement Project list and notify property owners. If the project is a shared cost or fully funded by property owners, Staff will prepare a formal voting letter including a ballot and site plan mailed certified to each property owner within the project boundary. Each property owner, with a maximum of one vote per address, can vote in favor or not in favor and has 60 days to return the ballot or it will not be counted. Mrs. Walter added that the City must receive a response from a minimum of 66% of property owners and have 66% of the property owners who responded be in favor of the project for the project to proceed. She noted that if a traffic calming request passes, the City shall confirm the final location of the calming device(s), property owners shall be notified, and installation shall be coordinated. If a calming request fails, there is a two-year waiting period before the project may be revisited.

Mr. Trauger inquired about whether or not it is a common practice for municipalities to engage a street for some form of assessment. Mr. Stephenson explained that it is common practice if it is something that is not already part of some type of master plan or long-range capital plan and it is determined to be a local concern. Mrs. Walter added that if the City does not fund the traffic calming project based off the results of the study, the residents and property owners will still have an opportunity to make their street as safe as they would like it to be through their own funding.

Mr. Trauger also inquired about whether or not the City would be open to doing temporary solutions before any investment is made. Mr. Stephenson noted that test fits are favored as they uncover useful aspects of traffic needs that are not readily noticeable otherwise.

Further discussion ensued with the Board regarding their following inquires:

- clarification on when the voting letters are used,
- the actual measure used on the public right-of-way being at the discretion of Staff and not the residents,
- how the cost share tables were created,
- other factors used in the data analysis besides speed limit and volume,
- if certain minimum length of roadway or route is used to determine the need of traffic calming,
- the purpose of the traffic calming request process,

- the amount of traffic calming requests that are received on a regular basis,
- inclusion of the expected costs in the voting letters,
- local street impacts being included in the analysis tables,
- studies being done on who specifically is causing the traffic problems,
- when the TAB recommendations will be taken to the City Commission,
- possibility of having relatively simple cures for the local roads where the volume points are not needed,
- and the traffic calming processes of other municipalities.

Mrs. Walter addressed the Board inquiries and noted that pedestrians and bicycles have not been included in the analysis portion of the study but can be added within an additional section if the Board desires it to be.

Mr. Stephenson added that the impact to the surrounding areas must also be looked at and considered to determine if traffic calming is warranted. Mr. Moore briefly described how he currently responds to traffic calming requests.

Mr. Dively recommended adding the 2006 policy explanation for the 85<sup>th</sup> Percentile Speed over Posted Speed Limit to the traffic calming analysis Table 1 regarding speed points. He also recommended providing resident handouts listing the various traffic calming devices, their effectiveness, and their impacts on the community.

Vice Chair Trauger recommended re-distributing the point allocation of the Average Daily Traffic analysis table to the lesser volume streets.

Mrs. Walter advised that the current analysis tables are not required to be used and the Board is able to suggest more effective ways of evaluation.

Chairman Thigpen recommended that the need for traffic calming should be strictly dealt with as a pass or fail and the funding should be dynamic to the options available at the time. He also summarized that the Board would like to have a legitimized process that a resident can easily find and complete, which also has an identified effort so they know what to expect.

Mr. Stephenson asked if there was an opportunity to change from the 85<sup>th</sup> percentile criteria. Mrs. Walter indicated that there is opportunity to deviate from the 85<sup>th</sup> percentile and more research can be done to provide the Board more metrics to consider.

Mrs. Walter also mentioned that the City Limits Report by the National Association of City Transportation Officials (NACTO) regarding setting safe speed limits within cities may go out to the Board for future discussion on establishing city speed limits on local streets.

## Public Comments

No one from the public wished to speak. The public hearing was closed.

## Planning & Transportation Update

### A. Transportation Projects Update

- a. Bollards on Morse Boulevard near Rome's Flavours - Mr. Moore reported that the owner of Rome's Flavours requested the installation of a barrier along Morse Boulevard in front of the restaurant. He felt the exterior dining tables were too close to the edge of pavement making his patrons uncomfortable when dining. Mr. Moore did a field review and found it a little unsettling as vehicles drove by due in part by the edge of payment, the curb, and the

- sidewalk being all the same elevation. To address this, enhancement bollards were installed two-feet from the edge of pavement across from the tables. Mr. Moore noted that the bollards were installed by the City's Streets Department and funded by the Community Redevelopment Agency (CRA).
- b. Pedestrian Crossing Improvement on Interlachen Ave - Mr. Lim reported that a request was received from the First United Methodist Church on Interlachen Drive to install rectangular rapid flashing beacons (RRFB) between Morse and Lincoln Avenues to assist with pedestrian crossing. Mr. Moore did a field review and determined that there was indeed a need for RRFBs. The RRFBs were installed on both sides of the roadway and ADA compliant head buttons were installed in front of the church. Since the sidewalk in front of the church was offset from the roadway, an elevated median was constructed to contain the RRFB. Mr. Moore noted that the City's Streets and Utilities Departments completed the installations. The City is considering possibly five more locations for RRFBs for next year.
  - c. New York Streetscape - Mr. Lim reported that cost quotes were received from multiple contractors and it was found that the project was overbudget, so it will be split into two phases. The first phase will be at a Fairbanks Avenue intersection where the existing span wires will be converted to mast arms. Mr. Lim noted that the contract for the signalization portion was awarded to Control Specialists with an original expected start date in May, but due to manufacturing timeframes, the start date is now expected to be in September. The concrete portion, though, may be able to be started in August.
  - d. Sidewalk Updates - Mr. Lim reported that submissions for permits were completed for the Canton to Garfield sidewalk project along the railroad. The permits were recently re-submitted after the Florida Department of Transportation (FDOT) responded to the first submission with comments regarding the sidewalk being too close to the railroad track. Mr. Lim noted that the comments were addressed and Staff is now waiting to receive approval to the permits or additional comments from FDOT needing to be addressed.

Mr. Lim reported that some of the residents near the Garden Drive sidewalk project had concerns regarding the sidewalk being too close to the property line, but the concerns have been addressed and the project is underway. The contractor for the project will be available early May and the project is expected to begin at Denning Drive working towards 17-92. Mr. Lim noted that there is a very small area at 17-92 where the City will be encroaching into FDOT's right-of-way. Staff is trying to obtain guidance on the issue from FDOT's permitting department.

- e. ADA Transition Plan - Mr. Lim reported that the plan is to become Local Agency Program (LAP) certified, which allows a city to receive state and federal funding for projects. The City is not currently fully LAP certified although there are some City personnel that are fully and partially certified. Mr. Lim explained that the ADA Transition Plan involves any City ADA deficiencies related to transportation such as sidewalks, crosswalks, and curb ramps. Staff is working to get the plan written up and is first working on the Central Business District, Hannibal Square, schools, and then places with heavy pedestrian activity.
- B. Development Report
- a. Mr. Stephenson reported that the Curbside to Go program has been successful and a lot of positive feedback has been received from businesses. A number of



the spaces will be scaled down, though, as more people get vaccinated and more comfortable with picking up inside the restaurants.

Mr. Stephenson announced that Keith Moore, the City's Transportation Department's Senior Engineering Technician was recently promoted to Transportation Planner. Mr. Stephenson noted that the City is very proud of his work and representation out in the field.

Mr. Stephenson also reported planning for the next fiscal year's budget is underway and the transportation budget will have more emphasis on striping and safety and may possibly have a transportation impact fee introduced.

Mr. Stephenson expressed congratulations to the newly elected Mayor Anderson and appreciation for the service of the current Transportation Advisory Board members.

### C. General Staff Updates

- a. Winter Park Police Department - Sergeant Marcum reported that for the first quarter of the year approximately 270 crashes were responded to and of those, 74 resulted in injury and one fatality. He also reported that there were three bicyclists versus vehicles and three pedestrians versus vehicles crashes, all resulting in injuries to one of the parties as well as one fatality.

Mr. Osleeb asked if there had been a cluster of the accidents or if they were distributed around the City. Sergeant Marcum reported that the accidents had occurred at various locations around the City, noting the pedestrian crashes occurred primarily on the State and U.S. roads.

Lieutenant Williams introduced himself to the Board and advised that they could reach out to him for any assistance needed.

### Board Updates & Comments

Chairman Thigpen asked if there had been any discussion on the American Rescue Plan Act from Congress since he recently saw that potential significant funding was proposed for Florida, Orange County, and Winter Park. Mr. Stephenson addressed Chairman Thigpen's inquiry and noted that there has been discussion and approximately six to seven million dollars is basically for lost revenues to the City, so it would go to projects that promote recovery such as tourism. He added that the City Commission is currently working on developing and prioritizing a large number of projects that will utilize the funding and will soon look into other projects with elected officials. Staff does not yet have anything official on the exact projects and the processes for them.

### Upcoming Meeting Schedule

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

FDOT US 17-92 Improvements Public Hearing: Thursday, April 29, 2021 at 5:30 p.m.

### Adjourn

Meeting adjourned at 5:38 p.m.

Respectfully Submitted,

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Mary Bush  
Recording Secretary



item type Staff Updates	meeting date May 17, 2021
prepared by Sarah Walter	approved by
board approval Completed	
strategic objective	

**subject**

Transportation Project Updates

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**



item type	Action Items	meeting date	May 17, 2021
prepared by	Sarah Walter	approved by	
board approval	Completed		
strategic objective			

## subject

Long-Term & Short-Term Goals of the Planning & Transportation Department

## motion / recommendation

Transportation Advisory Board members to provide feedback and participate in a conversation about transportation related items within the City of Winter Park that are important to them.

## background

City Staff will provide members of the Transportation Advisory Board with an overview of the short-term and long-term goals of the Planning & Transportation Department.

## alternatives / other considerations

## fiscal impact