



Transportation Advisory Board Regular Meeting

Agenda

August 16, 2021 @ 4:00 pm

Virtual Meeting

welcome

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please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of the July 19, 2021 Meeting Minutes.](#) 1 minute
 3. **Staff Updates**
 - a. [Transportation Projects](#) 15 minutes
 4. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Action Items**
 - a. [Winter Park Sidewalk Policy](#) 15 minutes
 6. **Board Comments**
 7. **Adjournment**



Transportation Advisory Board

agenda item

| | | | |
|---------------------|----------------|--------------|-----------------|
| item type | Consent Agenda | meeting date | August 16, 2021 |
| prepared by | Mary Bush | approved by | |
| board approval | Completed | | |
| strategic objective | | | |

subject

Approval of the July 19, 2021 Meeting Minutes.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

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



Transportation Advisory Board Minutes

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

401 S. Park Avenue | In-Person | Winter Park, Florida

Present

Chairman Alexander Trauger called the in-person meeting to order at 4:01 p.m. Present: Alexander Trauger, Rachel Andre, Katie Reischmann, Mira Lines, and Jeffrey Sievers. Absent: Jeffrey Osleeb and Michael Sasse. Staff: Planning & Transportation Director Bronce Stephenson, Transportation Manager Sarah Walter, Transportation Planner Keith Moore, Engineer I Hongmyung Lim, Sustainability Planner Vanessa Balta, Police Sergeant Jeff Marcum, and Recording Secretary Mary Bush.

Approval of Minutes

Motion made by Jeffrey Sievers, seconded by Katie Reischmann to approve the May 17, 2021 meeting minutes.

Motion carried unanimously with a 5-0 vote. (Jeffrey Osleeb and Michael Sasse were not present for the meeting.)

Staff Updates

A. Winter Park Police Department

- a. Police Sergeant Marcum reported that for the second quarter of the year there has been a total of 318 crashes that were investigated, including two fatalities. He also reported that increased speed enforcement has been conducted, specifically on Aloma Avenue.

Brief discussion ensued with the Board regarding the average speed being monitored during the speed enforcement and consideration for possible speed reduction.

Mrs. Walter noted that staff has previously met with the Florida Department of Transportation's (FDOT) planning staff and traffic operations for proactive and reactive planning. FDOT will provide the City with a scope to include consideration for new signals and pedestrian crossings within problematic areas.

B. Transportation Projects Update

- a. Pedestrian Safety Features - Mr. Moore reported that with the expected increase in parking activity on Morse Boulevard and Denning Drive due to the addition of the new library and civic center, an order has been placed for curb ramps and Rapid Flashing Beacons (RFB) for pedestrian crossings in the area. The project is expected to be completed within the next two months.

Brief discussion ensued with the Board regarding the reasoning for a third RFB on Morse Boulevard rather than a stop control device.

- b. Garden Drive Sidewalk Project - Mr. Lim reported that the project is about 95% completed and the surrounding residents have provided very positive feedback regarding the project. The only outstanding items at this time are two curb ramps that need to be constructed on Denning Drive and Garden Drive, confirmation of the ADA compliance of the driveway entrance at the medical office near State Road 17-92, and the installation of sod to replace that which was removed.
 - c. New York Streetscape Project - Mr. Lim reported that the project starts at Canton Avenue and continues down to Fairbanks Avenue. Due to the project size, it was split into two phases with the Fairbanks Avenue intersection being the first phase. Mr. Lim also reported that permitting has been completed for this project and the only thing outstanding at this time is a Quality Control (QC) plan, which the contractor for the project is working on. Once the QC plan is completed a pre-con will be scheduled to continue the work on the project. The mast arms for the project will be delivered around the first week of August, which is a month ahead of schedule and the project will start a week after Labor Day.
- Ms. Andre asked where will the mast arms be stored to which Mr. Lim replied that they will be stored in the contractor's warehouse.
- d. Killarney Estates Parklet Project - Mr. Lim reported that the intersection of Dallas Avenue and Broadview Avenue will be converted into a parklet. The brick roadway there is currently being taken up and asphalt cleaned off of the bricks so they can be properly replaced. Next Monday, July 26, 2021 the curb for the parklet will be poured. Mr. Lim also reported that the residents of the area are pleased and excited about the project.
 - e. Canton to Garfield Sidewalk Project - Mr. Lim reported that staff was informed that locates were recently requested to put down the boring location for the project. He also reported that the project is currently in the permitting stage.

Citizen Comments:

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

Discussion/Action Items

NEIGHBORHOOD SPEED MANAGEMENT & TRAFFIC CALMING POLICY (DRAFT)

Mrs. Walter provided a presentation on the Neighborhood Speed Management and Traffic Calming Policy. She noted that the Board was provided two attachments to the staff report, which were the City Limit Report from National Association of City Transportation Officials (NACTO) and the draft of the Speed Management and Traffic Calming Policy. Mrs. Walter reviewed the definitions of commonly used language in the draft of the Speed Management and Traffic Calming Policy. She discussed in detail with the Board the background and development of the policy. She noted that after receiving Board feedback the policy was simplified by elimination of the cost share options.

Mrs. Walter went into further detail regarding the process of determining and setting safe speed limits within the City. She noted that staff will utilize the guidance provided in City Limits, which is a publication from the NACTO that provides information on how to set safe

speed limits in urban settings. Mrs. Walter then elaborated on conflict density, modal density, and activity levels and their impact on setting speed limits.

She added that the Speed Management and Traffic Calming Policy will include the following:

- the process to request a neighborhood traffic study,
- a safe speed study that involves collecting initial data, analyzing existing conditions, and then determining the best options for speed management,
- and the process to add the request to the safety improvement project list.

Mrs. Walter expressed that staff would like to take the draft policy to the City Commission for consideration and adoption.

Discussion ensued with the Board regarding including the impact on pedestrians in the traffic calming devices table of the policy, safety data and public education on roundabouts, pedestrian safety at roundabouts, effectiveness of setting the right speed limit, other criteria besides volume and speed to warrant a traffic study, the amount of traffic study requests received annually, and the effectiveness of four-way stops.

Motion made by Rachel Andre, seconded by Jeffrey Sievers, for approval to advance the draft of the Neighborhood Speed Management and Traffic Calming Policy with the addition of a footnote for roundabouts to the City Commission for consideration and adoption.

Motion carried unanimously with a 5-0 vote. (Jeffrey Osleeb and Michael Sasse were not present for the meeting.)

BIKE RACK DISCUSSION

Mr. Stephenson began discussion by recognizing Mr. Michael Dively, a previous Transportation Advisory Board member for advocating for dedicated bike facilities and spearheading a Winter Park program with the City Commission called Splash, Float, Swim that strives to teach every child of six years old how to swim.

Mr. Stephenson provided a presentation on bike racks. He noted that there is a lack of dedicated bike facilities within the City. The City will be working with community partners to add bike parking areas and considering designs for bike racks through a proposed decorative bike rack program. The program would include review of bike rack art by the City's Public Art Advisory Board, the allowance of bike racks to be placed in front of businesses in strategic locations, and the use of a select bike rack vendor for the City. Mr. Stephenson presented several examples of decorative bike racks being used in other cities. He discussed in detail the proposed locations for bike racks including Hannibal Square, the library and events center, and the community center.

Discussion ensued with the Board regarding mapping of potential locations for bike racks, possible funding of bike racks by businesses, explicit advertising through bike rack designs, having a school art competition to create designs, future change of business design concerns, utilizing parking spaces for bike racks, covers and security for bike parking, and private art in the public right of way concerns. Mr. Stephenson noted that the next step would be to establish the overall concept of the program, provide ideas for the bike rack designs, and implement the Board's feedback and requests.

The Board heard public comment from Mr. Michael Dively, of 1210 Raintree Place, Winter Park, FL. Mr. Dively briefly discussed the history of the Board's bike rack discussion. He noted that at a previous Board meeting the next step identified was for staff to adjust the language for the bicycle parking ordinance and develop a program for it. He also noted that

the Board may want to consider creating a joint committee with the Public Art Advisory Board to create custom bike rack designs and assist with the development of the program. He expressed that he hopes the Board will push hard to swiftly develop and implement the program.

Further discussion with the Board ensued regarding bike servicing stations, funding for projects to improve connectivity and travel throughout the City, and the bike racks that were installed near Ward Park behind the Peggy & Phillip B. Crosby Wellness Center.

Board Updates & Comments

No Board updates and comments.

Upcoming Meeting Schedule

Next TAB Regular Meeting: Monday, August 16, 2021 at 4:00 p.m.

Adjourn

Meeting adjourned at 5:47 p.m.

Respectfully Submitted,

Mary Bush
Recording Secretary



Transportation Advisory Board

agenda item

| | | | |
|---------------------|---------------|--------------|-------------------|
| item type | Staff Updates | meeting date | August 16, 2021 |
| prepared by | Sarah Walter | approved by | Bronce Stephenson |
| board approval | Completed | | |
| strategic objective | | | |

subject

Transportation Projects

motion / recommendation

background

alternatives / other considerations

fiscal impact



| | |
|--------------------------|-------------------------------|
| item type Action Items | meeting date August 16, 2021 |
| prepared by Sarah Walter | approved by Bronce Stephenson |
| board approval Completed | |
| strategic objective | |

subject

Winter Park Sidewalk Policy

motion / recommendation

Discussion of revisions made to policy.

background

Staff previously presented a revised sidewalk policy to TAB. The revised policy included establishing a "Process and Procedures" section. Staff had the City Attorney review the policy and is presenting the policy with the edits from the City Attorney.

There are two edits worth noting from the previous version to the current version:

- Extending the waiting period from one year to two years if a vote does not pass (this aligns with our Neighborhood Traffic Study request process)
- Not requiring the voting packet to be mailed via certified mail

Attached is the Staff Report from the October 19, 2020 TAB meeting regarding the sidewalk policy, the previously revised policy and the current version of the policy that has the City Attorney's edits.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[2020.10_Sidewalk Policy Draft.pdf](#)

ATTACHMENTS:

[2020.10.19_Sidewalk Policy Staff Report.pdf](#)

ATTACHMENTS:

[2021.08_City of Winter Park Sidewalk Policy.pdf](#)

City of Winter Park Sidewalk ~~Assessment~~ Policy (Draft)

Purpose and Intent

Many areas of the City of Winter Park were developed in the past without sidewalks on one or both sides of the streets. From time to time, City residents have requested new sidewalks within the City. The intent of this policy is to clearly delineate who bears the cost for such construction as well as establish the official process and procedures for sidewalk requests from residents.

Construction of New Sidewalk

Property Owner Sidewalk Assessment

If a sidewalk is requested to be installed where no sidewalk exists, the cost of construction of the sidewalk will be assessed proportionately to each property owner abutting the requested sidewalk within the project area. Implementation of the special assessment will comply with Chapter 170, Florida Statutes, or other applicable provisions of law.

City Funded Sidewalk Projects

The City may install a sidewalk (or portion thereof) at its own expense where no sidewalk exists in order to provide a complete pedestrian link if ~~all~~ at least one (1) of the following conditions are met:

1. There exists over 400 feet of continuous sidewalk on both sides of the area lacking sidewalk.
2. Length of area without sidewalk is limited to the frontage of one lot.
3. Length of proposed sidewalk is less than 50 % of the length of total property frontage on the same side of the street as proposed sidewalk.
4. None of the adjoining property has been assessed for sidewalks within the past ten (10) years.

The City also reserves the right to install sidewalk at its own expense and discretion in the following scenarios:

1. Sidewalk is identified as a project in the City's Transportation Master Plan.
2. Sidewalk is associated with a capital improvement project in order to provide safe pedestrian movement through or around the capital project.
3. Sidewalk is to improve pedestrian safety on roads having in excess of 10,000 vehicles per day.
4. Sidewalk is designated as a major pedestrian way by the Public Works Director or Planning & Transportation Director.
5. City funds are available for a sidewalk improvement project requested by residents and no other projects are identified in the scenarios above. This process is outlined below.

Process and Procedures

If a resident expresses interest in the installation of a sidewalk, it shall be determined at the beginning of the process whether the project would be funded via an assessment to the property owners or installed at the City's expense (if it falls under Scenario #5 described above in City Funded Sidewalk Projects).

The process shall be as follows:

1. Upon being contacted by a property owner, also known as the Resident Contact (RC), an initial petition is provided to the RC by the City of Winter Park (CWP).
2. The RC circulates the petition to each property within the limits of a sidewalk project area requesting signatures to determine a level of initial interest. The petition shall include identifying who shall fund the sidewalk project if it moves forward.
3. If a minimum of 51% of property owners within the project limits express interest through signing the petition, the City shall move forward and spend time to study the area and determine the best location for installation of the sidewalk and any modifications that may be required. At this juncture, the City shall also determine whether the project would be funded via an assessment to the property owners or installed at the City's expense (if it falls under Scenario #5 described above in City Funded Sidewalk Projects).
4. Once the preliminary study is completed, the City shall hold a public meeting to discuss potential sidewalk locations.
5. After the public meeting, 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, the ballot shall be mailed to each physical address within the project limits 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 potential option(s) for the location of the sidewalk. Each property owner 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).
6. In order for the project to proceed, the City must receive a minimum number of responses from property owners and a minimum percentage of In Favor votes of the ballots returned. If a request fails to meet the minimum criteria, then there is a one (1) year waiting period before the project may be revisited.

- a. For City funded projects: response from a minimum of 51% of the property owners and have a minimum of 51% of the property owners who responded be in favor of the project.
 - b. For property assessed projects: response from a minimum of 66% of the property owners and have a minimum of 66% of the property owners who responded be in favor of the project.
7. Upon a sidewalk request passing, the City shall confirm the final location and layout of the proposed sidewalk, notify the property owners and coordinate installation, which will be subject to scheduling and funding (if funded by the City).

Repair of Existing Sidewalk

The City will repair sidewalks at its own expense if one of the following criteria are met:

1. Sidewalk is damaged as a result of the growth of City trees.
2. Sidewalk is broken or uneven creating a gap of at least one inch in vertical or horizontal direction and not a result of building construction or negligence of property owner driving over sidewalk.

The property owner will repair sidewalk at his expense in the following situations:

1. Sidewalk is damaged or destroyed through building construction activities on the property owner's property. Sidewalk must be replaced immediately upon completion of construction activities causing the damage or within 3 days after notification by the City, whichever comes first.
2. Existing sidewalk has deteriorated or failed as determined by the City Engineer due to actions by or for the property owner.



Transportation Advisory Board Staff Report for October 19, 2020 Meeting

Sidewalk Policy

Background

At the September 21, 2020 Transportation Advisory Board (TAB) meeting, the City of Winter Park Sidewalk Policy was discussed. City staff brought the topic to TAB to receive input on how to revise the existing Sidewalk Policy to document the process and procedures for residential requests. A draft of the revised policy is attached.

Modifications to Existing Policy

Included in the proposed revision to the policy is a "Process and Procedures" section. This section includes recommendations from TAB, including:

- 51% minimum initial property owner interest
- Clearly identify whether project is City funded or an assessment to the property owners
- Public meeting once preliminary study is complete
- Inclusion of map with voting letter
- Sixty (60) days to return ballot (starting at date of postmark)
 - o Unreturned ballots not counted
 - o City funded projects require responses from a minimum of 51% of property owners and a minimum of 51% of property owners who responded be in favor of the project

Clarification was also added to the policy for sidewalks installed at the expense and discretion of the City to include sidewalks identified by the City's Transportation Master Plan.

Additional Items for Consideration

During the September 21, 2020 discussion, it was determined that separate voting minimums should be established for sidewalk projects that would result in a property assessment for property owners. Based on the previous TAB meeting, City staff felt that, for property assessed projects, a response from a minimum of 66% of the property owners and a minimum of 66% of the property owners who responded be in favor of the project would be appropriate.

Summary

City Staff is seeking input from the Transportation Advisory Board on the minimum percentages proposed for a property assessed project to move forward. This feedback will be incorporated into the revised Sidewalk Assessment Policy that will be presented to the CWP Commission for approval and adoption. Revisions to this policy may be pertinent to other street enhancement policies such as the street bricking policy.

City of Winter Park Sidewalk Assessment Policy

Purpose and Intent

Many areas of the City of Winter Park were developed in the past without sidewalks on one or both sides of the streets. From time to time, City residents have requested new sidewalks within the City. The intent of this policy is to clearly delineate who bears the cost for such construction as well as establish the official process and procedures for sidewalk requests from residents.

Construction of New Sidewalk

The City may, at its discretion, provide for the construction of sidewalk and assess the owners of the properties benefitted by the sidewalk in accordance with the requirements of Chapter 170, Florida Statutes, or other applicable provisions of law.

Property owners may request the City install sidewalk and assess the cost of construction. If sidewalk is requested to be installed where no sidewalk exists, the cost of construction of the sidewalk will be assessed proportionately to the tax bill of each property owner within the project area based on the linear footage of property frontage within the project area or other basis consistent abutting the requested sidewalk. Implementation of the special assessment will comply with Chapter 170, Florida Statutes, or other applicable provisions of law. The procedures for such requests are set forth below.

City Funded Sidewalk Projects

~~The City may install sidewalk at its own expense where no sidewalk exists in order to provide a complete pedestrian link if all of the following conditions are met:~~

- ~~1. There exists over 400 feet of continuous sidewalk on both sides of the area lacking sidewalk.~~
- ~~2. Length of area without sidewalk is limited to the frontage of one lot.~~
- ~~3. Length of proposed sidewalk is less than 50 % of the length of total property frontage on the same side of the street as proposed sidewalk.~~
- ~~4. None of the adjoining property has been assessed for sidewalks within the past ten (10) years.~~

~~The City also reserves the right to may install sidewalk at its own expense in the following scenarios:~~

1. Sidewalk is identified as a project in the City's Transportation Master Plan.
2. Sidewalk is associated with a capital improvement project in order to provide safe pedestrian movement through or around the capital project.
3. Sidewalk is to improve pedestrian safety on roads having in excess of 10,000 vehicles per day.
4. Sidewalk is designated as a major pedestrian way by the Planning & Transportation Director.
5. At the discretion of the City Traffic Engineer.

6. At the request of residents of the City to benefit the requesting residents' property and City funds are available for the requested improvement. The process for such requests is outlined below.

Procedures for Citizen Requested Projects

Upon being contacted by a property owner requesting construction of a sidewalk, the City will determine whether the project, if approved, will be funded via an assessment to the property owners or installed at the City's expense. The City will provide the property owner with the City's funding determination within 30 days. The requesting property owner shall have thirty (30) days following the City's funding determination to respond. The property owner may elect to proceed with the request or not proceed with the request. Failure to respond within 30 days shall be considered an election to not proceed with the request.

Where the City determines that the citizen requested project will be funded at the City's own expense, the approval process for sidewalk project requests submitted by residents shall be as follows:

1. If the property owner elects to proceed with the request, an initial petition shall be provided by the City. The requesting property owner, known as the Resident Contact (RC), shall circulate the petition to each property within the limits of the proposed sidewalk project area.
2. If a minimum of 51% of property owners (maximum of one owner per address) within the project limits express interest through signing the petition, the City will complete a preliminary study of the area to determine the best location for installation of the sidewalk and any modifications that may be required.
3. After completion of the preliminary study, the City will hold a public meeting to evaluate potential sidewalk locations.
4. After the public meeting, the City will prepare and mail a voting packet to each property owner within the project area. In an effort to reach each owner, the voting packet will be mailed to each property owner of record within the project limits (as listed on the OCPAFL website. Each voting packet will include a map showing the project area, property lines and preliminary potential option(s) for the location of the sidewalk and a pre-addressed, stamped envelope for the return of the voting ballot. Each property owner shall have a maximum of one vote per address, with the vote only counted if cast by the owner(s) of the property. Unreturned ballots shall not be counted. Each property owner shall have sixty (60) days to return the voting ballot. The 60 day time period shall begin the day in which the ballots are postmarked. Any ballot received by the City after the sixty (60) day period elapses shall not count.

5. If at least 51% of the ballots are returned and 51% of the ballots returned are In Favor of the project, the City will proceed with the project by confirming the final location and layout of the proposed sidewalk, notifying the property owners and coordinating installation.
6. If less than 51% of the ballots are returned or if less than 51% of the returned ballots are in favor of the project, there shall be a two (2) year waiting period before another citizen request may be evaluated.

Where the City determines that the citizen requested project will be funded by a special assessment, the approval process for sidewalk project requests submitted by residents shall be as follows:

1. If the property owner elects to proceed with the request, an initial petition shall be provided by the City. The requesting property owner, known as the Resident Contact (RC), shall circulate the petition to each property within the limits of the proposed sidewalk project area.
2. If a minimum of 51% of property owners (maximum of one owner per address) within the project limits express interest through signing the petition, the City will complete a preliminary study of the area to determine the best location for installation of the sidewalk and any modifications that may be required.
3. Once the preliminary study is completed, the City will hold a public meeting to evaluate potential sidewalk locations.
4. After the public meeting, the City will prepare and mail a voting packet to each property owner within the project area. In an effort to reach each owner, the voting packet will be mailed to each property owner of record within the project limits (as listed on the OCPAFL website). Each voting packet will include a map showing the project area, property lines and preliminary potential option(s) for the location of the sidewalk and a pre-addressed, stamped envelope for the return of the voting ballot. Each property owner shall have a maximum of one vote per address, with the vote only counted if cast by the owner(s) of the property. Unreturned ballots shall not be counted. Each property owner shall have sixty (60) days to return the voting ballot. The 60 day time period shall begin the day in which the ballots are postmarked. Any ballot received by the City after the sixty (60) day period elapses shall not count.
5. If at least 66% of the ballots are returned and 66% of the ballots returned are In Favor of the project, the City will prepare a resolution in accordance with the requirements of Fla. Stat. § 170.03 and any other applicable provisions of the law. If the resolution is adopted, the City will proceed with the project.

6. If less than 66% of the ballots are returned or if less than 66% of the returned ballots are in favor of the project, there shall be a two (2) year waiting period before another citizen request may be evaluated.

Repair of Existing Sidewalk

The City will repair sidewalks at its own expense if one of the following criteria are met:

1. Sidewalk is damaged as a result of the growth of City trees.
2. Sidewalk is broken or uneven creating a gap of at least one inch in vertical or horizontal direction and not a result of building construction or negligence of property owner driving over sidewalk.

The property owner will repair sidewalk at ~~his~~—their expense in the following situations:

1. Sidewalk is damaged or destroyed through building construction activities on the property owner's property. Sidewalk must be replaced immediately upon completion of construction activities causing the damage or within 3 days after notification by the City, whichever comes first.
2. Existing sidewalk has deteriorated or failed as determined by the City Engineer due to actions by or for the property owner.

When a sidewalk is repaired at the expense of the property owner, the owner shall coordinate with the City for design and inspection of any sidewalk repairs to ensure compliance with all relevant regulations. The City has active maintenance programs and permitting processes in place to assist in controlling the quality of private repair work.