

**The CITY OF WINTER PARK
PEDESTRIAN AND BICYCLE ADVISORY BOARD MINUTES**

Regular Meeting
Public Safety Building, 500 N. Virginia
Chief Raymond E. Beary Community Room

April 14, 2015

Present: David Erne, Jill Hamilton Buss, and Terry Bangs

Absent: Tom Hiles, Jean Siegfried, and Scott Redmon

Others Present: Michael Poole, Chairman of the Sustainability Board; Jamie Krzeminski, HDR; Steven Alianiello, reThink Your Commute, Lisa Portelli, Winter Park Health Foundation.

City of Winter Park Staff: Michelle del Valle-Neuner, Assistant City Manager; Officer Tony Fairbanks, Police Dept.; Peter Moore, Budget & Performance Manager; Troy Attaway, Public Works Director; Kris Stenger, Building and Permitting Services; Lindsey Hayes, Planning Dept; Butch Margraf, Public Works Dept.; Keith Moore, Public Works Dept.; Debra Moore, Public Works Dept.; David Bottomley, Metroplan BPAC; and Rick Geller, Bike Walk Central Florida.

EXECUTIVE SUMMARY

- 1. Budget review – Peter Moore, Budget and Performance Manager**
- 2. Bicycle Friendly/Walk Friendly Communities Designation from League of American Bicyclists – update by Jamie Krzeminski**
- 3. Bike share - update**
- 4. Cady Way Cycle Track - update**
- 5. Bicycle Wayfinding - update**

CALL TO ORDER. Chairman Erne called the meeting to order at 8:35 a.m.

I. ADMINISTRATIVE ITEMS

Approval of Minutes

The March 10, 2015 approval of Minutes was deferred for approval at the May meeting due to absence of a quorum.

Citizen/staff comments

Michael Poole. He spoke about the Pedestrian/Bicycle Advisory Board and their role as advocates for the residents for pedestrian and bicycle issues. He suggested the possibility of a bond for sidewalks and bike paths instead of thinking in terms of smaller increments of \$50,000 or \$100,000. Improvements to streets such as Lakemont Ave., Denning Dr., and Morse Blvd. might then move along at a quicker pace.

Ashley Torres lives on Palmer Ave. between Alabama Dr. and Temple Trail. As she walks toward Park Avenue she stays on the south side of the sidewalk all the way to Park Avenue. However, while walking on Lakemont Avenue, and walking towards Publix, she fears for her life. There is no crosswalk on Lakemont Ave. from the school all the way to Aloma Ave.

Shawn Shaffer, Director of Winter Park Library. The Library Facility Task Force (combined of City and Library folks) has its meeting on Wednesday morning and you are invited to attend.

- The Task Force is meeting to discuss the new library building. They looked at three locations: current site, a site next to City Hall, and a site close to the Civic Center next to Martin Luther King Park. As they discussed moving close to the Civic Center near the park, they thought about the many children who visit that park. This could be an opportunity to look at what they call “expanding core” and working on getting some pedestrian and bike lanes from downtown or other areas out to the park.
- An open forum will be held Tuesday, April 28 at 10 am and 7 pm.

- One of the projects Ms. Shaffer hopes to accomplish in 2015-16 is getting a bike library established. It is like a book mobile but it is on a bike.
- The WP Library presently has a bicycle checkout program.

II. INFORMATIONAL ITEMS

Budget Presentation – Peter Moore, Budget & Performance Manager for the City of Winter Park.

Mr. Moore stated we are a service organization and our goal is to increase or maintain our level of service. The Pedestrian/Bicycle Board is involved in capital improvement programs (CIP). These are typically specific projects that we telegraph out about 5 years in advance that we hope to do as a City. Mr. Moore talked about how the budget works, how it is put together, and how the process works.

Funding Pedestrian/Bicycle Account. Mr. Moore explained that the general fund budget is one of the primary funders of the CIP and it is the one where funding sources for pedestrian/bicycle comes from. He went on to review the sidewalk, bike path, curb, traffic signalization and pedestrian/bike spending review. Currently there is \$270,000 in budget and about \$95,000 has been spent as of March, 2015. There is about \$174,000 for the rest of the fiscal year (for all three areas as listed below).

Mr. Moore stated it is divided into three areas:

1. Division 3105: sidewalk bike path and curb. This division funds repairs.
2. CIP Bike/Pedestrian account funds bike/pedestrian improvement projects. It is funded around an average of \$50,000--\$60,000 per year. It is a project roll-over account. Right now there is about \$58,000 in that account. This is the money your Board uses.
3. CIP Traffic signal upgrades - \$73,000 in that account.

Mr. Attaway commented on the areas as follows:

1. Division 3105 is used to keep our sidewalks, bike paths and curbs in functioning and safe condition.
2. CIP Pedestrian/Bike account is used to add sidewalk, bike features, or any pedestrian improvement.
3. CIP Traffic signals. We have 54 traffic signals that range anywhere from a year to twenty years old. This is a renewal fund so we can keep the ones that are 20 years old and rebuild or rework them so they continue to function.

Chm. Erne mentioned we would like to see where the money was spent in the CIP Pedestrian/Bike account. Mr. Attaway said we can go through that and tell you what specific projects the money was used on. Every year we are adding sidewalk. This year we are adding sidewalk on Denning, ready to kick off a project on Canton adding sidewalk.

Ms. del Valle-Neuner addressed the question about how the City's pedestrian/bicycle budget relates to other similar size municipalities in terms of the percent of the budget that is spent. She stated our CIP budget is similar to other cities. That is the challenge and that is the place where cities want to build the money back into capital improvements. Every city decides to spend their capital dollars depending on what the culture of their city is at the time. That is the purpose of a CIP and it is brought to your City Commission for approval. We get feedback from advisory boards regarding their priority. As the City Commission looks at the CIP it is challenged with taking each of advisory board's passions and trying to blend it in. Any opportunity to leverage money (obtaining a grant, etc.) will position us to utilize this money better.

Ms. del Valle-Neuner stated the key to take away from this is that you as a Board can send your priorities to the City Commission. It is important to have those priorities established by the end of May so that they can be factored into the budget. Having a clean list of what is important to the Board along with clear priorities can help in the budget process.

III. DISCUSSION ITEMS

Bicycle Friendly/Walk Friendly Communities Designation from League of American Bicyclists—update by Jamie Krzeminski. Mr. Krzeminski gave an update. The application will be available as a shared document (in Project Wise) for review. He needs a list of those to send it to. The application for the fall has

been released and there are about 20 more questions so it will take a little more work to get that set up. We talked about putting together a master spreadsheet that would have all the questions and responsibilities of who would take the lead on various questions. The application is due on August 11, 2015.

1. The application itself. It would be good for the Board and staff to be familiar with questions and various responses. There are a lot of good ideas in the application in terms of the choices that are shown that give us some good input on where we might look at going. Also, look for things that may be easy to do in the next 6 months or year that we can incorporate into the application.
2. Workshop. You might want to consider having a board workshop to talk about some of the opportunities you glean from the application. Look at things we can do or get underway before the application deadline, August 11, 2015.
3. Application questions. Mr. Margraf has taken the lead on some of the questions. It is important as we go through it to circulate the responses and make sure we are capturing all of the things we need to.
4. Copies of the application are available in hard copy format.

Ms. Portelli stated it would be great if we had a publically noticed workshop. We want to look at it from all 5 perspectives: education, engineering, enforcement, encouragement and evaluation. This will help us in the application as well as planning out our vision. We could come and work with recommendations mainly under education and encouragement speaking to the kind of things we could do and put in place like a regular bike tour day. There is another important piece under enforcement that we can discuss.

Bike share. Chm. Erne stated to put a bike in place it cost \$500 per bike annually. You can have a station as small as 6 bikes. Mr. Margraf stated if it is a private person, Mr. Peter Martinez meets with them and helps them with a contract. If it is on the City right-of-way it falls into the agreement that we are piggybacking off of the City of Orlando. The agreement is at the City attorney's office for review. Mr. Peter Martinez is able to track all of the bikes at the kiosks. He can make recommendations based on where the bikes are going and what would make sense for a station.

- Ms. Gulden volunteered to solicit sponsors for the stations.
- Our primary station will be at the SunRail location.
- Cost is \$500 per bike and a typical station would be 10 bikes so it would equal \$5,000.
- Mr. Margraf should have the contract back by the next meeting.
- Mr. Margraf did talk with Chris Muller, the property manager at WP Village, and he was talking about placing one in front of Publix but he is concerned about the cost.
- Rental fee - \$5.00 per hour.
- Stations are solar powered.
- Mr. Margraf will get a one page fact sheet for the Board members.

Mr. Margraf stated Valencia will have their bike share up and going first. They have a station on campus right next to Denning Drive. They are taking one parking space and will have 10 bikes. Stations may be placed at: SunRail, WP Village, Winter Park Hospital, and Rollins. Rollins already has a bike program for the students. They are not sure they are willing to spend the money on another bike share.

Cady Way Cycle track. Mr. Margraf stated we looked at two different plans. One is the cycle track and one is the plan with a 10 foot wide path from Perth Lane to Cady Way Trail. The estimated cost of the cycle track is \$49,000. The estimated cost of the concrete walkway is \$120,000.

Mr. Attaway stated when the cycle track was proposed there were several areas of concern that we had with it and we spent some time looking at it and documenting our concerns. Once again, we looked at the concern for the radiuses at Greene Drive and Cady Way. As we looked, we acknowledged the radiuses would need to be very large to accommodate bus movement. We staked it in the field and after looking at how the pedestrians could still maneuver around that intersection we felt like it can work. Mr. Margraf has a plan for how that intersection is going to work. It keeps the intersection tight but it enlarges the radius.

Mr. Attaway stated we wanted to see what other options would provide a different look than the two 4 foot bike lanes there now. We came up with a 10 foot side path along the north side. To do that, we need to put in a curb on one side plus the cost of the concrete to do the side path. It ends up costing three times as much. I think our recommendation at this point would be to try the cycle path.

Mr. Margraf stated he will send the plan options to the board members for review. He suggested in May they vote on which one they want. The City is committed to constructing this before the end of summer.

Mr. Bangs stated safety is paramount. He asked if the two options have been evaluated from the safety perspective. Are they equally safe or is one safer than the other for the bicyclist? Ms. Portelli mentioned you cannot get hard safety data comparing those two pieces of separate infrastructure (cycle path and side path). Most people are more comfortable with a side path. Mr. Geller stated your biggest safety concerns are at conflict points. Both options are good; it will be a safer environment. Studies show cycle tracks increase the number of bicyclists dramatically. The risk per bicyclists has plummeted. Mr. Margraf will send Mr. Bangs and the other board members two reports regarding the cycle track design.

Ms. Portelli reported the main objective of the cycle track was to increase the number of kids riding to school. Also, it is an important connection from the Cady Way Trail someday over to Park Avenue or into that area.

Chm. Erne stated at this point, all indications are that we will move forward with the recommendation of the cycle track based on the design work and the findings. It will be on the Agenda in May.

Mr. Margraf reported the following low hanging fruit for our Bicycle Friendly Community Application.

- The rack in the front of Breakaway Bicycles has been ordered.
- The two bike lockers at City Hall will be relocated. They will be placed in storage now until a relocation site is selected. They will be replaced with 2 sets of three racks which will be covered parking at City Hall.
- There will be 10 inverted U racks placed on the sidewalks along New England Avenue.
- It takes 6 weeks for delivery.
- The cost is well under \$5,000. The bike racks cost is \$2,800.

Mr. Attaway suggested the Board members develop a proposed plan for the May Board meeting showing where money will come from and where it will be spent. In the five year plan they are looking at the \$50,000-\$60,000 range. He is not sure if we are going to be able to add any to that but it would be helpful for us to put together a proposed plan of showing where we think this money should be spent in this next year.

Bicycle Wayfinding. Mr. Margraf reported we have a new consultant (GAI Consultants) and we have a proposed scope agreement with them. GAI has an experienced bicycle wayfinding person on staff. A ½ day workshop with the Pedestrian/Bike Board members to plan the logistics is recommended.

The consulting fee is \$15,000 which will come from the Pedestrian/Bicycle account. Chm. Erne asked what they will provide for \$15,000. Mr. Margraf reported they will work through the sign and destination logistics.

Ms. Hamilton Buss stated we have a pretty good list ourselves. We do need somebody to review it or maybe get some input. Mr. Margraf stated we have a plan that actually has the destinations we talked about in a previous special work session. It also has the connectivity with all the other destinations that are on there.

Ms. Hamilton Buss suggested the Board review the proposal and then talk about the ½ day workshop again. Chm. Erne stated that \$15,000 can go a long way towards Phase I of putting down sharrows and signage. Mr. Margraf is pulling all the plans for the consultant including the Sprinkle Consulting wayfinding plan. The consultant will figure out the routes and exactly where to place signs. Mr. Margraf stated before it gets finalized it will come back to the Advisory Board so we can look at it.

Mr. Attaway stated you need to develop the plan before you install signs. The plan should include: wording, size, placement, fonts, graphics, and locations. The Board can create the plan. However, if the Board does not have the expertise or the time to do so it needs to be done by someone else. Mr. Margraf stated it is not that simple to make a cohesive plan to get you where you want to go on the road you need to be. The logistics part includes where kiosks might be at key points.

Mr. Geller has a student working on a wayfinding plan for the City. He has looked at it. This might be something you would give your consultant for his review.

Mr. Attaway stated we can bring the consultant in at the May meeting and let him present his scope and then you could ask questions. Then, based on how you feel on that we can move forward or not move forward.

Mr. Margraf reported a lot of items on the Bicycle Friendly Application are things that will be answered in total or in part by the City and by the Pedestrian Bicycle Board. There are several that have to be from people who know what is on the outside – the cycling groups and other advocate groups.

Chm. Erne suggested scheduling a two hour work session between now and the May meeting to focus on the bicycle friendly application.

Ms. Lindsey stated in a turn-around Metro Plan decided not to accept grant applications this year and that is why the City did not put in for one.

Chm. Erne stated we will extend our May meeting to make it a 2 hour meeting.

Other Business:

1. Ms. Hamilton Buss reported Mark Fenton will be back in town May 27th and 28th for another workshop. He is the Healthy Community Consultant who did the workshop with the City Commission. She would like to get him to join with the Pedestrian/Bicycle Board for a 2 hour work session “Part Two” on May 27. We can notice it to the public.

2. Jill Hamilton Buss mentioned the Healthy Central Florida Grant round is May 28th.

ADJOURNMENT

Chm. Erne adjourned the meeting at 10:00 am. Next meeting is May 12, 2015, 8:30 am, Public Safety Building, Chief Raymond E. Beary Community Room (2nd floor) at 500 N. Virginia Avenue.

Respectfully submitted,

The Minutes for April 14, 2015 were approved on May 12, 2015.

Debra Moore, Staff Assistant