

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

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

**May 12, 2015**

**Present:** David Erne, Jill Hamilton Buss, Tom Hiles, and Jean Siegfried

**Absent:** Scott Redmon and Terry Bangs

**Others Present:** Jamie Krzeminski, HDR; Rick Geller, Bike Walk Central Florida; and David Bottomley, Metroplan (BPAC).

**City of Winter Park Staff:** Officer Bruce Robinson, Police Dept.; Officer John Askins, Police Dept; Troy Attaway, Public Works Director; Lindsey Hayes, Planning Dept; Abby Gulden, Community Development; Keith Moore, Public Works Dept.; and Debra Moore, Public Works Dept.

**EXECUTIVE SUMMARY**

- 1. Bicycle Friendly Application Status – update by Jamie Krzeminski**
- 2. Wayfinding Presentation – Pete Sechler, GAI Consultants – Motion passed to accept the GAI proposal to create the wayfinding plan**
- 3. Cady Way Cycle Track – Motion passed to accept staff’s recommendation to fund and complete the Cady Way Cycle track**

**I. ADMINISTRATIVE ITEMS**

**Chm. Erne called the meeting to order at 8:35 am.**

**Approval of Minutes**

Chm. Erne asked for approval of the minutes for March 10, 2015. Minor changes were noted. Ms. Hamilton Buss moved to approve the minutes as revised; Chm. Erne seconded the motion. Motion carried unanimously by a vote of 4-0. Chm. Erne asked for approval of the minutes for April 14, 2015. Minor changes were noted. Ms. Hamilton Buss moved to approve the minutes as revised; Chm. Erne seconded the motion. Motion carried unanimously by a vote of 4-0.

**Citizen Comments**

Mr. David Bottomley, Metroplan (BPAC). The Cady Way cycle track is a good idea. Will it be used as much during the summer when school is out? Mr. Attaway stated it is has multiple uses which include the connection to Brookshire as well as the Cady Way Trail.

Mr. Rick Geller asked if anyone from the Ped/Bike Board is on the Visioning Steering Committee. Ms. Hayes stated the visioning body will be going out specifically to the Boards who advise the City Commission to get their input and they will meet with the Pedestrian/Bike Board. She stated information gathering and outreach will go through winter with the results to be produced in the spring.

**Chairman’s Report Chm. Erne reported:**

- Last month Metroplan officially announced their partnership with Strava (a cycling and running application that tracks your ride).
- At the May 11, 2015 City Commission meeting there were several nominations for new board members. Chm. Erne would like to invite them to Mark Fenton’s presentation. Also, before our June Board meeting he wants to meet with them for an orientation to talk about the role of the Board.

- A certificate of appreciation signed by the City Manager was presented to Jean Siegfried. Chm. Erne thanked Jean for her 6 years of dedicated service.
- Chm. Erne mentioned an article on the front page of the Sentinel that spoke to cars taking a backseat in downtown areas. Our former chairman, Whit Blanton, is involved in this project. The project committee recommended that the City of Orlando create a Bike/Pedestrian Board.

**Staff's Report.** Troy Attaway, Public Works Director gave the following updates.

1. Brookshire Safe Routes to School Grant. It is a fully funded project. Plans are completed. We have the agreement for funding from the state and they are going to pay for all of the sidewalk work. The project will go out to bid on May 18. It is plausible that construction could start within a 60-90 day timeframe. It will be a great asset to the Brookshire neighborhood.
2. St. Andrews Trail project. It is fully funded for the design by FDOT for about \$450,000. This trail will fill in the ditch along St. Andrew's Boulevard. The trail will be created on top; the pipes under the trail will continue to convey the water. Right now the ditch continues through the park and connects to the Cady Way Trail. To begin the design phase, in May or June we will ask for proposals from engineering firms. We are working with DOT to finalize the agreement. It is a huge project and we are thankful it has been chosen and picked up for funding by the state.
3. Bike Racks
  - Hannibal Square (New England/Pennsylvania). Mr. Margraf met with some of the merchants and identified 10 locations for bike racks. The racks are scheduled for delivery in May.
  - Breakaway Bicycles. We will remove the on-street parking and add 5 inverted U bike racks in front of that store on Lincoln Avenue. Installation will take place the week of May 18.
  - City Hall. The bike lockers previously there were underutilized and somewhat troublesome in management so we removed them. In that same location we will add 3 inverted U bike racks the week of May 18. It will be covered bike parking in a very strategic place.
4. Bike Share. There have been continuing negotiations on a contract. We expect to get approval from the attorney fairly soon.

We have identified the location for the bike share at the SunRail station. We will construct a 10 x 30 foot concrete pad and install the bike share unit on top of it. The cost for that is \$500 per bike per year. The setup is for 10 bikes so the yearly cost is \$5,000 which we will fund. At the next Board meeting the members can take official action on the funding. We should have the legal approval by then, have the agreement in place, and then the Board can confirm that we want to go forward with that expenditure.

Sponsorship opportunities. Chm. Erne stated we as Board members need to seek out sponsorship opportunities.

## II. INFORMATIONAL ITEMS

**Bicycle Friendly Application Status Update** by Jamie Krzeminski, HDR. Mr. Krzeminski stated we put together the master spreadsheet with all the questions and it is loaded on Google so everybody on the Board has access to it. We want to have a first cut by early June.

Mr. Krzeminski suggested brainstorming the topics of education and encouragement. He suggested working on that before the end of summer or at least getting it started so it can be noted in the application.

Wayfinding Plan. For the purpose of the Bicycle Friendly Community Application if we can point to the fact that there is a plan to complete it and there is a time scheduled for when that will be done it should work.

Will the wayfinding signs be installed this year? Mr. Attaway stated if they are to be a metal blank with some graphics on a metal pole then they could be installed this year. If we go more elaborate and the cost to produce the signs is extensive, then we will have to tie into some funding probably for next budget year.

Mr. Krzeminski mentioned we can look at the wayfinding from a regional perspective and how we tie different communities together by routes. Maitland is going to be installing their signs. It is important to coordinate with their effort to make sure we are linked to where their routes are coming in and where their common tie-in points are.

### III. ACTION ITEMS

**Wayfinding Presentation.** Presented by Mr. Pete Sechler, GAI Consultants

Mr. Attaway introduced Mr. Sechler and stated we have an ongoing contract with GAI. They are an urban firm of which bicycling is a part of. He has a lot of practical experience that would help us with this project.

Mr. Sechler stated we are the Community Solutions Group which is GAI's planning team. In a Power Point presentation he shared some of the projects they have done for InVision Tampa, St. Pete Waterfront, Central Michigan University, University of Central Florida and much more.

Mr. Secular is interested in working with us on this project. He stated to be successful we have to work collaboratively. We can join your team and amplify what you want to do with a bit of extra horsepower and some additional perspective on how to think about it.

He suggested to start by getting our base material together making sure we understand the route we want. We could drive the routes to understand them better. It would be ½ day workshop to collaboratively identify the key destinations, the zones of the City, and clarify the parameters of the signs (how large the letters are, how many characters you can get on a sign, etc.). Then develop a basic hierarchy of how we want to identify where people need to go. If we can both do a little when we reconvene we can put it together as a document.

Wayfinding Rules of Thumb/Signs.

- *All Capital Letters.* Avoid them if possible. You don't need to spell entire words as long as it is in upper and lower case. Blocked letters are hard to read as you are moving.
- *Contrast/Color.* You want a 70% differential between the colors on the lettering and the backgrounds. There are also suggestions about contrast regarding what colors to put next to each other.
- *Arrows.* There is a whole set of rules about the use of arrows.
- *Shorthand nomenclature for key destinations.* Shorten the key destination names on signs by identifying an appropriate shorthand nomenclature for how we can actually fit the name on a sign.

There are three parts to a wayfinding system.

1. **Graphic Design.** What is the actual design of a family of signs? What is it going to look like?
2. **Wayfinding Logic.** Includes key destinations, decision points, how to route people.
3. **Construction Detail.** How are you going to build it?

Mr. Sechler sifted through the Sprinkle Consulting Plan. It specifies you are going to do Manual On Uniform Traffic Control Device (MUTCD) signs so you are compliant with traffic operations basics in a roadway. If we do something along these lines it becomes a pretty straight-forward delivery model.

Destinations/identifying key destinations. What are all the possible destinations, how do you identify the decision points to get to those destinations, and how does that create a sign schedule? Different kinds of signs: basic operational signs and the actual wayfinding signs. Mr. Sechler stated one of our first pieces of work will be to go back through your bike master plan and identify the top destinations. Some key bicycle routes and key destinations were identified in the plan: Winter Park Village, Rollins College and key peripheral bike trails. Also, you might want to connect to the downtown urban trail or the Cady Way Trail.

He also reviewed the wayfinding report from Thomas Garvey, a Master's Student at Rollins. It is a great piece of work for a Master's thesis. Some refinement can be done and we can discuss that at a later time.

Nomenclature. There may be some things about nomenclature that the City needs to work on. Coming out of that workshop we will put together our first cut to the wayfinding key map which will identify all the top destinations and start to put together a signage schedule (the wayfinding legend) and we will have draft verbiage for the key sign locations. Mr. Sechler said there is a whole set of things about what you can read from a distance. We want things to be very straightforward.

Mr. Geller recommended that the wayfinding signs include distance and estimated time for getting there. It lowers the barriers moving from one place to the next.

David Bottomly asked if bikes with buggies and trailers are being considered in the wayfinding. Mr. Sechler stated this project is purely about the logic of how to find your way around.

Mr. Attaway asked if the Board members want to engage Mr. Sechler and GAI to move it to the next level or do we want to go a different direction? Ms. Hamilton Buss stated it sounds like you are recommending it and it sounds like a reasonable sharing with what we have already done.

Chm. Erne asked Mr. Sechler what would be delivered to us. Mr. Sechler will provide the following: A map with the top destinations (listing what the confirmed nomenclature for those top destinations are). Then for those top destinations we will have a key map where all signs should go. Then that will go down to a legend where we identify the verbiage for each sign location.

Mr. Sechler would like to meet the Rollins College Student, Thomas Garvey, and if possible have him participate at this workshop.

Sharrows. Chm. Erne asked Mr. Sechler what his thoughts are on the use of sharrows as part of a wayfinding program. Mr. Sechler stated you are getting more into operations than wayfinding with sharrows. A sharrow is a facility and it is a solution. It is an operational decision. He personally likes them and is in favor of anything that tells cars bikes have rights.

In conclusion, Mr. Sechler stated we want to be helpful so, if there is a way for us to join forces and provide assistance where you need it to implement your plan he would like to work together. A ballpark timeline would be a couple of months. Mr. Attaway stated we have the funding for this.

**MOTION:** Chm. Erne made a motion that we accept the proposal from GAI to accept their bid to create the wayfinding plan; Ms. Hamilton Buss seconded the motion. Motion carried unanimously by a vote of 4-0.

**Cady Way Cycle Track** update by Mr. Attaway. 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.

One of his big concerns was the intersection of Greene Drive and Cady Way and how that is going to work with the narrow travel lanes and busses using it. Mr. Margraf and Mr. Attaway took another look at that intersection and found that by enlarging it more than we thought was possible bus movement can be accommodated without the concern that the busses would violate the cycle track lane. We developed some plans and have now agreed that we can accommodate the cycle track.

As a part of this process we looked at other methods to move bicyclists and pedestrians along Cady Way and came up with a 10 foot wide side path that would be on the side of the road. To construct that it would mean narrowing the road a bit and moving curbs. We did a cost estimate for both of these. The cycle track was in the \$50,000 range. The side path was in the \$120,000 range. Given those facts and given the cost we are recommending to do the cycle track. Working with the cost of \$50,000--\$17,000 will come from Winter

Park Health Foundation, \$10,000 from the City of Winter Park Sustainability Board, and \$22,000 funded by the City. We have funding for that and so that is my recommendation.

Mr. Attaway stated we would definitely have it done by the end of the summer before school starts in the fall.

**MOTION:** Chm. Erne made a motion that we accept staff's recommendation to fund and complete the Cady Way Cycle track; Ms. Hamilton Buss seconded the Motion. Motion carried unanimously by a vote of 4-0.

#### **IV. OTHER BUSINESS**

*Mark Fenton update.* Ms. Hamilton Buss reported Mark Fenton, Healthy Community Consultant, will be back in town May 27<sup>th</sup> and 28<sup>th</sup> for another workshop. A time change was noted of the Pedestrian/Bicycle Worksession on May 27. It will be held from 10:45 a.m. – 12:45 p.m. Also the meeting place will change to the Winter Park Chamber of Commerce.

Ms. Hamilton Buss stated the Commissioners want to know our vision. What are our next big projects? She suggested we talk about the bigger connectivity pieces: widening sidewalks on Palmer Ave., fixing Lakemont Ave. and working on Brewer's curve. She suggested thinking long-term (5 year/10 year vision). Chm. Erne stated we can get some strategic advice from Mr. Fenton regarding what we should push through given our timeline. Mr. Hiles suggested we spend time talking about the education/encouragement pieces.

*Metroplan List.* Ms. Hayes stated the only bicycle pedestrian project on the Metroplan list is St. Andrews Trail. The next major projects coming up are the 17/92 improvements and the Lee Road extension. Chm. Erne suggested we should have other things on that list.

*Bike to Work Day Survey.* Jill Hamilton Buss reviewed the results and copies were distributed to Board members. She will e-mail the link.

*Sustainability Board Update by Abby Gulden.* Earth Day in April was a great success. We had an estimated 1,000 – 1,200 people during the course of the day. I would like this Board to think about participating on the Earth Day Planning Committee. We can consider adding a Pedestrian/Bicycle element such as a bike rodeo to Earth Day next year. We would like to collaborate on that next year.

#### **ADJOURNMENT**

Chm. Erne adjourned the meeting at 10:00 am. Next meeting is June 9, 2015, 8:30 am, Public Safety Building, Chief Raymond E. Beary Community Room (2<sup>nd</sup> floor) at 500 N. Virginia Avenue.

Respectfully submitted,

The Minutes for May 12, 2015 were approved on June 9, 2015.

Debra Moore, Staff Assistant