

**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

December 8, 2015

Present: David Erne, Scott Redmon, Duane Skage, Tom Hiles, Jill Hamilton Buss, Tonya Mellen, and Jim McFarland

Absent: None

Others Present: Zackary Rowe, reThink Your Commute; Forest Michael, Michael Planning of Florida.

City of Winter Park Staff: Sergeant Stan Locke, Police Dept.; Lindsey Hayes and Allison McGillis, Community Development; Shawn Shaffer and Jody Lazar, Winter Park Public Library; Abby Gulden, Sustainability Permitting Coordinator; Butch Margraf, Keith Moore, and Debra Moore, Public Works Dept.

Welcome and Introduction of New Board Members: Jim McFarland and Tonya Mellen

EXECUTIVE SUMMARY

- 1. A Proposed Library Plan—Shawn Shaffer, Executive Director, Winter Park Library Project**
- 2. Project Wellness and Surrounding Area Pedestrian and Bicycle Safety – Butch Margraf**
- 3. SR426 P&D (Project Development and Environment) Study**
- 4. Bike Share Funding**

I. ADMINISTRATIVE ITEMS

Call to Order: Chm. Erne called the meeting to order at 8:05 a.m.

Approval of Minutes

Chm. Erne asked for approval of the November 10, 2015 minutes. A minor change was noted. Mr. Hiles moved to approve the minutes as revised; Ms. Hamilton Buss seconded the motion. Motion carried unanimously by a vote of 7-0.

II. INFORMATIONAL/DISCUSSION ITEMS

A. Proposed Library Plan – Shawn Shaffer, Executive Director, Winter Park Public Library

The City Commission agreed to a combined project to include a new library and a new civic center to be located at the Martin Luther King Jr. Park site. The proposed plan was presented. It is an opportunity to expand the core of Winter Park as well as improve walk-bike ability.

The library supports walking and biking. Thanks to a grant from Healthy Central Florida (HCF) they have a bike check-out program. This year HCF offered a grant and it will be used to create a program to check out personal fitness devices.

The Library is a community gathering place. The goal is a “sandbox” effect where residents can try things (bicycles, I Pads, Kindles, and fitness equipment). Assistance with business and marketing plans is available. The library provides lifelong learning, literary skills, free education, life skills, and computer skills. It also has the latest trends and technology.

Ms. Shaffer stated a new building and new space with meeting rooms will allow the library to be more effective and do more.

The cost for the whole project is \$29,000,000. The City Commission agreed to write an ordinance to place the project on the March 15 ballot for a tax bond referendum for \$29,000,000.

Chairman’s Report – David Erne

1. We are officially a Bicycle Friendly Community (Bronze); Chm. Erne thanked everyone for the great team work.
2. Special Recognition was given to Lisa Portelli, Program Director for the Winter Park Health Foundation who provided the grant money to hire the HDR consultants. Also, Jamie Krzeminski (HDR) was recognized; he shepherded us through the Bicycle Wayfinding application.

Staff Updates by Mr. Margraf. (Copy of updates e-mailed to the Board members).

- St. Andrews Trail. The selection committee met and selected KCG. We will negotiate with them and work with them about the design.
- Brookshire sidewalks are being constructed: completion date: 5/18/16.
- Bicycle wayfinding. Waiting for the hard copy of the report from GAI.
- Bike Share. Mr. Margraf will meet with the attorney regarding commercial signs and vendor sales in Central Park to recommend that the commercial signs for Bikeshare and Carshare are “government signs”.
- Denning Drive. Mr. Margraf reviewed 3 alternatives for the design for Denning Drive.
- Cady Way Cycle Track. It is being monitored periodically.

Coffee/Commuting networking event at City Hall. Zachary Rowe, Rethink your Commute, reported it will be held on December 17, 2015, from 7–10 a.m. Commuter experts will be available.

B. Project Wellness and Surrounding Area Pedestrian and Bicycle Safety – Butch Margraf

There are a number of projects including: Winter Park Hospital, Project Wellness, St. Andrews Trail, church trail and cycle track.

Mr. Margraf reported Ward Park has a wooded/swampy area we are planning to recapture. We want to modify the drainage design. We can put in a 10 foot wide path to make connections through the park. Discussion ensued about how to go about cleaning it up and making it pedestrian/bicycle friendly. Also, some new bathrooms are being built in the park area. Ms. Hamilton Buss will host a meeting at the Winter Park Health Foundation and include walking or bicycling the area.

Church trail. Mr. Skage inquired about the church trail. Mr. Margraf spoke with the church; we have an estimate on the drainage. Mr. Skage stated the church trail may add to the connectivity that may be lost between Lakemont Ave. and the cycle track when Project Wellness is done.

III. ACTION ITEMS

A. SR 426 PD&E (Proposed Development & Environmental Study)

MOTION. Motion made by Chm. Erne to recommend a study for SR 426 to research what it would take to make a complete street; motion seconded by Ms. Hamilton Buss; Mr. Hiles abstained; motion carried with a vote of 6-0.

B. Bike Share Funding

Mr. Margraf stated there is an existing 5 loop bike rack on the south end of the building. It is a grass patio area which can house the bike share. He stated the decision is internal for the location and it is pretty locked in that it is not going to go on the other side of the road. Concerns about visibility were discussed. Mr. Margraf stated you can see it as you exit the Sun Rail Train. Ms. Hayes stated we looked at options along Morse Blvd., sacrificing a couple of parking places, but there is quite a lot of buried infrastructure along that side of Morse Blvd. We have the car share there already so we went with the idea of going with a bike central area on the south side of the station for the people parking and riding the train and those who would rent bicycles.

A motion to fund bike share will be made. The discussion of placement of bike share will continue in our sub-committee.

MOTION. Ms. Hamilton Buss made a Motion to allocate \$7,000 to fund bike share.

AMENDED MOTION. Mr. Hiles amended the motion to allocate \$10,000 to fund bike share plus contingency funds for a bike share facility wherever it is placed. Mr. Skage seconded the Amended Motion; Amended Motion carried unanimously by a vote of 7-0.

Other business reported by Ms. Hamilton Buss:

- Commuter profiles. Ms. Hamilton Buss suggested if anybody knows folks who are commuting to work, please share that information. We are profiling people once a week on our Healthy Central Florida Website.
- Friday Bike to work Days. We did a soft launch on Friday for bike to work on Friday. We are pushing December 18 as a big bike to work day.

ADJOURNMENT

Chm. Erne adjourned the meeting at 9:30 am. Next meeting is January 12, 2016, 8:00 am, Public Safety Building, Chief Raymond E. Beary Community Room (2nd floor) at 500 N. Virginia Avenue.

Respectfully submitted,

The Minutes for December 8, 2015 were approved on January 12, 2016.

Project Updates by Staff for December 8, 2015 Pedestrian & Bicycle Advisory Board Meeting

St Andrews Trail (LAP) – A pre-RFP bid meeting was held with the 3 consultants that were selected from the 8 RFQ firms, AVCON, INC., Comprehensive Engineering Services, Inc. (CES), Kelly, Collins & Gentry, Inc., (KCG). RFP's were received from the 3 consultants. A selection committee was held Monday December 7. Winning proposal will be announced for the Design Firm when it is available. Design to begin in December 2015.

Brookshire SRTS Sidewalks (LAP) – Construction began 12-1-15. Construction projected to be completed by 5/18/16.

Bicycle Wayfinding – the logistics draft plan (districts, destinations, script) for the bicycle wayfinding signs completed. Final Logistics plan document is being compiled and will be delivered to the City.

BikeShare – Met with Parks Department staff regarding Bikeshare and Carshare station locations at Sunrail. City codes regarding commercial signs and vendor sales in Central Park have been reviewed. Recommendation is to declare the commercial signs for Bikeshare and Carshare are “government signs” as stated in City Code 58-135.

Bicycle Wayfinding – the logistics draft plan (districts, destinations, script) for the bicycle wayfinding signs is being reviewed. This draft plan will be provided to the board for review and comment.

Denning Drive – Three alternatives are being conceptually designed for Denning Drive. The kickoff planning meeting of the Denning Drive Task Force was held 11/4/15. Second Task Force planning meeting is yet to be scheduled. The traffic study will include Denning Drive from Palmetto Ave to Solana Ave. The first phase reconstruction will include Fairbanks Ave to Webster Ave.

Cady Way Cycle Track – the cycle track is being monitored periodically.

Bicycle Friendly Community (BFC) – November 16, 2015 the City of Winter Park was announced by the League of American Bicyclists as a Bronze Level Bicycle Friendly Community. Planning for BFC signs, literature/brochures, city website, and city publications are taking place.

Butch Margraf, Traffic Manager
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