



Transportation Advisory Board Minutes

October 19, 2020 at 04:00 p.m.

Virtual Meeting

Present

Chairman Jonathan Thigpen called the virtual meeting to order at 4:03 p.m. Present: Jonathan Thigpen, Alexander Trauger, Michael Dively, Jeffrey Osleeb, Katie Reischmann, and Jeffrey Sievers. Absent: Rachel Andre Staff: Planning Director Bronce Stephenson, Senior Planner Allison McGillis, Senior Engineering Technician Keith Moore, Engineer I Hongmyung Lim, Assistant Director Public Works Don Marcotte, Police Lieutenant John Bologna, and Recording Secretary Mary Bush.

Approval of minutes

Motion made by, Katie Reischman seconded by Micheal Dively to approve the September 21, 2020 meeting minutes. Motion carried with a 5-2 vote. (In Favor: Jonathan Thigpen, Alexander Trauger, Michael Dively, Jeffrey Osleeb, Katie Reischmann; Rachel Andre was not present for the meeting; Jeffrey Sievers was not present for the approval of the minutes.)

Discussion/Action Items

SIDEWALK POLICY

Mr. Lim provided the Board with a brief background of the sidewalk policy. He explained that at the last Transportation Advisory Board meeting, the process and procedures for sidewalk requests on local and residential streets that are planned to be City funded was discussed. Based on that discussion, staff created a revised policy that includes the following modifications:

- identifying whether the project is City funded or an assessment to the property owners,
- setting up a public meeting once the preliminary study is complete,
- including a map with the voting letter,
- limit of sixty (60) days to return ballot (starting at date of postmark),
- unreturned ballots shall not count,
- City funded projects to require responses from a minimum of 51% of property owners and a minimum of 51% of property owners who responded be in favor of project.

Mr. Lim requested Board opinion on the percentages needed for a project to move forward when requiring an assessment to the property owners. Based on last month's discussion, City staff is proposing the following:

- a 51% minimum initial property owner interest requirement,
- responses required from a minimum of 66% of property owners and a minimum of 66% of responses to be in favor of the project for the final vote.

The Board discussed the proposed policy and modifications. Various questions were raised regarding the following:

- the meaning of the "proportionally to each owner" statement in the policy,

- the number of votes allowed per property owner,
- the yearly amount of sidewalk assessment applications processed on average,
- the percentage of the City funded portion,
- quality control on sidewalk repairs by owners.

Mr. Stephenson requested staff to make the following adjustments to the policy modifications:

- clarify the “proportionally to each owner” statement,
- ensure that the voting letter sent out clearly states it is for the owner of the parcel,
- use gender neutral language,
- add language stating that the owner shall coordinate with the City for design and inspection of any sidewalk repairs to ensure they are done correctly.

Mr. Marcotte ensured the Board that there are active maintenance programs and permitting processes in place to assist in controlling the quality of private repair work.

The Board collectively agreed with staff’s recommendations. Staff will present the revised policy to the City Commission.

WORK SESSION

Mr. Stephenson proposed to the Board having work sessions regularly scheduled on a quarterly basis since transportation projects can most times be a prolonged process.

The Board raised questions regarding the variance between a regular meeting and a work session, the need to confirm specific dates and times, and whether or not official action is taken at the work sessions.

Mr. Stephenson addressed the Board’s questions and requested staff to send out a poll to the Board to determine what dates would be ideal to schedule the work sessions.

The Board expressed their favor for scheduling work sessions quarterly.

Public Comments

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

Planning & Transportation Update

A. Transportation Projects Update

- Mr. Lim reported that the New York Avenue streetscaping project is still on schedule for construction to begin in the Spring. There is a turning movement concern at the northeast corner of the intersection at Fairbanks Avenue and New York Avenue. GAI Consultants are evaluating the matter. As soon as a revised plan is completed, the project will go out for bid.
- Mr. Lim reported that the Canton and Garfield railroad project will feature sidewalk installations and a vinyl coated chain link fence on both sides of the railroad up to East Canton Avenue as well as a section with oak trees. This project will be processed through FDOT once railroad safety certification requirements are met.
- Mr. Lim reported that the bike lane clean out by Glenridge Way and Lakemont Avenue has been completed. Overgrowth of vegetation in the area was cleared out by City crews.
- Mr. Stephenson reported that the Keeping Winter Park Beautiful and Sustainable Board would like to have a joint work session with the

Transportation Advisory Board (TAB) to obtain input for the next update to their sustainability plan. TAB's first work session is scheduled for November and the proposed topic is the City's electric vehicle readiness policy that is currently under review.

B. Development Report

- Mr. Stephenson gave brief updates on the following projects:
 - Henderson Hotel - Plans have undergone significant changes, including proposed underground parking.
 - 301 N. New York Avenue - A new health and wellness studio will be replacing the old laundromat.
 - Old Paco's Site - Buildings will be demolished at Fairbanks Avenue and Clay Street. Rezoning of residential lots to be replaced with parking lots along one side of Fairbanks Avenue has also been planned.
 - Fairbanks Avenue - To improve the pedestrian experience, plans are being made to install a 5-foot vegetative strip along the avenue with a minimum of a 10-foot multi-use sidewalk path on each side.

C. General Staff Updates

- No updates.

Board Updates & Comments

Chairman Thigpen inquired about what discussion the City Commission and staff have had regarding the overall schedule and budget for the master plan. Mr. Stephenson noted that the City Commission has approved a corridor study for 17-92, the reduction of width and length for certain driving and turning lanes, installation of 10-foot multiuse paths, shade trees, and decorative lighting all funded by the CRA. Staff is currently preparing a rough draft of the transportation master plan.

Mr. Dively raised discussion regarding Bike Winter Park and where bikes can be parked around the City. Mr. Moore provided a brief update on Bike 5 Cities, Bike Winter Park and proposed family bike ride events. Mr. Stephenson added that the City Commission recently approved a Progress Point project that will include creation of a trail way for bike riding.


Upcoming Meeting Schedule

Mr. Stephenson advised the Board that starting November 1, 2020 meetings will be in person hybrid meetings where remote access will also be available. Mr. Stephenson added that the meetings will be held at the local Community Center and adhere to social distancing guidelines as well as have mask requirements, a limited audience and an overflow room.

Adjourn

Meeting adjourned at 5:16 p.m.

Respectfully Submitted,



Mary Bush
Recording Secretary

Approved by Board on January 11, 2021