



# Transportation Advisory Board Minutes

September 21, 2020 at 04:00 p.m.

Virtual Meeting

## Present

Chairman Johnathan Thigpen called the virtual meeting to order at 4:04 p.m. Present: Johnathan Thigpen, Alexander Trauger, Michael Dively, Jeffrey Osleeb, Katie Reischman, Rachel Andre and Jeffrey Sievers. Staff: Planning Director Bronce Stephenson, Senior Planner Allison McGillis, Transportation Manager Sarah Walter, Senior Engineering Technician Keith Moore, Engineer I Hongmyung Lim, Assistant Director Public Works Don Marcotte, Sustainability Planner Vanessa Balta Cook, Police Lieutenant John Bologna, and Recording Secretary Mary Bush.

## Approval of minutes

Motion made by Micheal Dively, seconded by Katie Reischman to approve the August 17, 2020 meeting minutes. Motion carried unanimously with a 7-0 vote.

## Discussion/Action Items

### SIDEWALK ASSESSMENT POLICY

Ms. Walter provided the Board with a brief overview of the sidewalk assessment policy. She explained that the current policy, which was adopted in April of 2000, identifies that residents can request sidewalks in areas that were originally developed without sidewalks and who bears the cost for such construction, but does not include the process to request the enhancement. The current unadopted policy involves receipt of an initial resident request; the City provides the residential contact (RC) with the initial petition; then the resident circulates the petition within the proposed project area to determine the initial level of interest. The City requires that there be a minimum of 66% of property owners within the area that show interest. If this occurs, the City staff performs an initial assessment to determine the feasibility of the sidewalk in that area. If the request is only for one side of the street, the most logical side to use is also determined. Upon completion of the initial assessment, staff sends out an official voting letter which goes to each of the property owners who have 30 days to respond. The City requires no less than 66% or 2/3 of property owners to vote in favor for the project to move forward. If the requirement is not met, there is a one year waiting period to submit the petition again.

Ms. Walter noted to the Board that the main items for consideration included the minimum percentage requirement of in-favor votes to move forward and the categorization of an absent response representing a not-in-favor vote.

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

- the financial aspect being adopted previously and the proposed policy only focusing on the process aspect,
- any differences between commercial and residential properties,
- the City covering 100% of the sidewalk improvement costs,

- how clearly the intent of no cost to the public is being conveyed on the voting ballots,
- consideration for split lot voting,
- specific reasoning for the voting requirement,
- use of certified mail for public notification,
- effects on minimum square footage requests,
- inclusion of drawings depicting proposed sidewalk areas with ballots,
- time frame for the City Commission to likely act on proposed policy changes.

Ms. Walter explained that the percentage for required approvals would need to be revised dependent on which party is responsible for the project costs.

Mr. Stephenson added that there should not be any commercial areas without sidewalks as they are taken care of by FDOT. For the voting criteria discussed at the meeting, the City is expected to cover 100% of the sidewalk improvement costs; there may be instances where public assessment is warranted and this will be made clear to the public from the start. Separate parcels would count as separate votes. Lack of a strong policy and adopted master plan has highlighted the need for public involvement and voting. Certified mail will be used to ensure the public receives proper information and ballots on each project. Including project drawings with the public notification and ballots will be added to the proposed policy. The City Commission will most likely act on the policy changes in October.

Ms. Walter noted to the Board that current policy provides a 30-day window for receiving public responses to ballots. Mr. Stephenson added that he has been able to extend the time to 60-days which seems to be fairer and more productive and recommends this to be a consideration for the revised policy.

Mr. Stephenson reported that staff's recommendation is to revise the current policy to reflect a requirement of a 51% response rate and then 51% approval of the required respondents. Staff also recommended that votes that are not received are not counted in any way and that the current voting window of 30 days is extended to 60 days. Mr. Stephenson noted that language regarding ballots being sent via certified mail and required public hearings to discuss the initial process and final design will be included in the revised policy.

The Board collectively agreed with staff's recommendations and requested that a design drawing be included with the ballots. The Board strongly expressed their desire for the public to be well informed and actively involved throughout the voting and implementation process and to be made aware of and provided an opportunity to discuss any potential assessments.

## Public Comments

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

## Planning & Transportation Update

### A. Transportation Projects Update

- Mr. Lim provided the Board with a brief update on the current projects.
  - New York Avenue improvement project - The City's consultant is revising minor concerns and afterward the City will begin the bid process.

- Killarney improvements - On August 26, 2020 the City Commission approved a design for the test fit to separate commercial and residential traffic and to implement a parklet.
- Leading Pedestrian Interval (LPI) - On September 2, 2020 the City Commission approved LPI installations at the intersections of 17-92 and Gay Road as well as 17-92 and Webster Avenue.
- Garden Drive sidewalk - The required public approval was received and the design is now underway.
- Lakemont to Cady Way Trail & Church Trail - There have been some issues with the Church Trail project but it will reconvene in October. A sketch clarifying the details of the proposed Cady Way Trail was presented to the Board. The City's surveyor is compiling points identifying locations of electric poles in order to start the design process.

Chairman Thigpen inquired about the benefit of the changes being made on Cady Way. Mr. Lim explained that safety for bikers and pedestrians will be greatly enhanced and it would eliminate the maintenance needs for the bollards located at the cycle track.

#### B. Development Report

- Mr. Stephenson briefly reported the following:
  - The City is developing bike and pedestrian paths that will create regional connectivity extending from Maitland and connecting to areas across 17-92, Peacock Ford area, Solana Avenue, Dixon Avenue, North Denning Drive, and Garden Drive.
  - The City Commission has approved an additional Greenways Trail element to route the Denning Drive extension north to Martin Luther King, Jr. Park, potentially using Morse Boulevard as an east/west connector leading to Hannibal Square area.
  - The Curbside-To-Go program has been implemented with 17 locations around the City boasting 39-foot long shared pick-up areas for direct-to-vehicle deliveries of customer purchases.

#### C. General Staff Updates

- Mr. Moore informed the Board that Bike 5 Cities, which is a 28-mile bike ride through the five participating cities of Winter Park, Maitland, Casselberry, Orlando, and Eatonville, will be held on October 3, 2020 with Mead Gardens as the sponsoring park. Mr. Moore included that registration has already sold out and CDC guidelines and social distancing will be strictly followed for the event.
- Ms. Balta Cook informed the Board that FDOT will have a state-wide mobility week beginning October 30, 2020 and ending November 6, 2020. It will provide a prime opportunity for Bike Winter Park to be held at the same time in order to gain use of the state-wide marketing. Ms. Balta Cook also reported that the Keep Winter Park Beautiful and Sustainable Advisory Board is working on a sustainability action plan update and will be looking to gain feedback from the Transportation Advisory Board regarding mobility and urban form in the coming months.

### **Board Updates & Comments**

Mr. Dively requested that staff provide a report of the discussion and decisions made at each City Commission meeting that relates to the items the Transportation Advisory Board provides input on, so that the Board is able to appropriately address any inquiries that they may receive.

### **Upcoming Meeting Schedule**

Mr. Stephenson advised the Board that the Governor's executive order is expected to no longer be in effect as of October 1, 2020. After this date meetings will be held at the community center and will resume as hybrid, joining together in-person and online capabilities. Mr. Stephenson also noted that CDC guidelines and social distancing will be strictly followed.

### **Adjourn**

Meeting adjourned at 5:26 p.m.

Respectfully Submitted,

Mary Bush  
Recording Secretary