



Transportation Advisory Board Regular Meeting

Agenda

September 19, 2022 @ 4:00 pm

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of the August 15, 2022 Meeting Minutes.](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Sidewalk Policy Revisit](#) 20 minutes
 - b. [Traffic Calming Policy Revisit](#) 20 minutes
 5. **Non-Action Items**
 - a. [Transportation Master Plan by Patel, Greene & Associates](#) 20 minutes
 - b. [Data from Traffic Signal Detection](#) 15 minutes
 6. **Staff Updates**
 - a. [Police Department Update](#) 5 minutes
 - b. [Bike 5 Cities](#) 1 minute
 - c. [ADA Transition Plan Update](#) 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 - a. [ADA Transition Plan update](#) 1 minute
 9. **Adjournment**
 - a. [TAB & PRAB Joint Work Session: Wednesday, September 21, 2022 @ 5:00 PM](#) 1 minute
 - b. [Next TAB Work Session: Monday, October 17, 2022 @ 3:00 PM](#) 1 minute
 - c. [Next TAB Regular Meeting: Monday, October 17, 2022 @ 4:00 PM](#) 1 minute



Transportation Advisory Board

agenda item

item type	Consent Agenda	meeting date	September 19, 2022
prepared by	Aaron Hull	approved by	
board approval	Completed		
strategic objective			

subject

Approval of the August 15, 2022 Meeting Minutes.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[TAB - August 15 2022 Draft Minutes.pdf](#)



Transportation Advisory Board Regular Meeting Minutes

August 15, 2022, at 4:00 p.m.

City Hall | Commission Chambers
401 S. Park Ave. | Winter Park, Florida

Present

Vice-Chair Rachel Andre and remaining members: Michael Dively, Jeffrey Sievers, Michael Sasse, and Katie Reischmann. Absent Members: Jeffrey Osleeb and Ruben Paige. Staff: Recording Specialist Aaron Hull, Administrative Assistant Mary Bush, Director of Planning and Transportation Jeffrey Briggs, Assistant Director of Planning and Transportation Allison McGillis, Transportation Planner Keith Moore, and Engineer II Hongmyung Lim.

(1) Call to Order

Vice Chair Andre called the meeting to order at 4:01 p.m.

(2) Consent Agenda

- a. Approval of July 28, 2022, Meeting Minutes.

Motion made by Michael Dively and seconded by Michael Sasse to approve the July 28, 2022 meeting minutes.

Motion carried unanimously with a 5-0 vote (Jeffrey Osleeb and Ruben Paige were absent for the vote of approval of the June 20, 2022, Meeting Minutes.)

(3) Public Comments (for items not on the Agenda)

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

(4) Action Items

- a. No action items.

(5) Non-Action Items

- a. No non-action items.

(6) Staff Updates

- a. Rectangular Rapid Flashing Beacons

Keith Moore presented the item to the Board, stating that RFBs are being installed this week and should be completed over the weekend. Mr. Moore explained that Staff has also purchased six-speed box calculators to monitor the city's speeds.

- b. New York Streetscape

Hongmyung Lim gave a descriptive update to the Board on this project and showed pictures of the proposed plan. Mr. Lim explained that progress is being made at New York and Comstock. Mr. Lim updated the Board that pavers will be installed for aesthetics at the Comstock intersection. Michael Dively asked about a physical

therapy business contracted across the street from the post office. Mr. Lim mentioned that the next step is to start the New York & Morse intersection streetscape.

c. Camellia Ave Sidewalk

Hongmyung Lim showed pictures of an aerial, map of the location, and the area. Mr. Lim explained that residents did a scoping study, and the study passed, showing the need for sidewalks. Mr. Lim stated that Staff is preparing plans for a new sidewalk. Hong updated the Board on the objective of this sidewalk and the plans for installations. Jeffrey Sievers asked when construction would begin, and Mr. Lim stated later this week that the actual project should start in two to four weeks.

(7) Board Comments

Based on the last meeting and the work session, Michael Dively asked what happened to what the Board had previously discussed. Mr. Lim stated that the Board wanted the minutes to send along with the recommendation, so once the minutes are drafted, the list will be provided to city management. Mr. Dively asked what would happen next. Mr. Lim noted that the next step was to request an RFP.

Hongmyung Lim updated the Board that there will be two policy items on next month's agenda and that the Parks Board wants to have a joint work session with TAB to discuss greenway connectivity.

Michael Dively asked about the items on the September meeting and September's work session because he will not be able to make it to the September meeting. Mr. Dively also wanted to discuss with the Board what should be addressed in the following work session and if the work session could be moved so he could attend. Discussion ensued on moving the date of the work session, and the Board agreed to move the work session to October 17, 2022.

Michael Dively distributed paperwork with ideas of what could be discussed at the work session to the rest of the Board and wanted to discuss what should be addressed in the next work session. Mr. Dively discussed the topics on the paperwork. Discussion ensued on what topics should be addressed in the work session, which included: pedestrian/bicycle safety and transit, work sessions with Parks Board, greenway connectivity, the ordinance against bicycles in the Park Avenue District, speed reduction practices, roads that could have a study done on them, road diets, traffic calming practices, and looking at Palmer Avenue.

Mr. Lim stated that the work session with the Parks Board would be scheduled, and Mr. Dively noted that the work session with just TAB is to figure out the Board's priorities for Staff. Discussion ensued on the Transportation Master Plan. Katie Reischmann asked, based on Mr. Dively's paper, what does Staff think October's work session would be about. Discussion ensued on what the work session topics should be. Allison McGillis discussed Mr. Dively's paper with the Board and what Staff could do for the following work session. Discussion ensued on Mr. Dively's paper and ideas for the work session. Michael Sasse asked for a map of the pedestrian accidents to be provided, and Mr. Lim stated that Staff could get that for the Board.

(8) Upcoming Agenda Items

No discussion occurred for the upcoming agenda items for the following Transportation Advisory Board meeting scheduled for September 19, 2022.

(9) Adjournment

- a. Next TAB Work Session: Monday, September 19, 2022, @3:00 PM
- b. Next TAB Regular Meeting: Monday, September 19, 2022, @4:00 PM

Chairman Osleeb adjourned the meeting at 4:57 p.m.

/s/ Recording Secretary Aaron Hull



Transportation Advisory Board

agenda item

item type	Action Items	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Sidewalk Policy Revisit

motion / recommendation

Approve the Sidewalk Policy.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[2022.09.12_City of Winter Park Sidewalk Policy.pdf](#)



City of Winter Park Sidewalk Policy (Draft)

Purpose and Intent

Many areas of the City of Winter Park were developed in the past without sidewalks on one or both sides of the street. From time to time, city residents have requested the construction of new sidewalks along the local roads. The intent of this policy is to clearly delineate who bears the cost for such construction, as well as establish the official process and procedures for sidewalk requests from residents.

Construction of New Sidewalk

The city may, at its discretion, provide for the construction of sidewalk and assess the owners of the properties benefitted by the sidewalk in accordance with the requirements of Chapter 170, Florida Statutes, or other applicable provisions of law.

Property owners may request the city to install sidewalks and assess the cost of construction to the tax bill of each property owner within the project area, based on the linear footage of property frontage within the project area or other basis consistent with Chapter 170, Florida Statutes, or other applicable provisions of law. The procedures for such requests are set forth below.

City Funded Sidewalk Projects

The city may install a sidewalk at its own expense in the following scenarios:

1. Sidewalk is identified as a project in the city's Transportation Master Plan.
2. Sidewalk is associated with a capital improvement project in order to provide safe pedestrian movement through or around the capital project.
3. Sidewalk is to improve pedestrian safety on roads having in excess of 10,000 vehicles per day.
4. Sidewalk is designated as a major pedestrian way by the city's Traffic Engineer.
5. At the request of city resident(s) when city funds are available for the requested improvement. The process for such requests is outlined below.

Procedures for Citizen Requested Projects

Upon being contacted by a property owner requesting construction of a sidewalk, the city will determine whether the project, if approved, will be funded via an assessment to

the property owners, or installed at the city's expense. The city will provide the property owner with the city's funding determination within thirty (30) days of the request. The requesting property owner shall have thirty (30) days following the city's funding determination to respond. The property owner may elect to proceed or not proceed with the request. Failure to respond within thirty (30) days shall be considered an election to not proceed with the request.

Where the City determines that the citizen requested project will be funded at the city's expense, the approval process for the project shall be as follows:

1. If the property owner elects to proceed with the request, an initial petition shall be provided by the city. The requesting property owner, known as the Resident Contact (RC), shall circulate the petition to each property within the limits of the proposed sidewalk project area.
2. If a minimum of 51% of property owners (maximum of one owner per address) within the project limits express interest through signing the petition, the city will complete a preliminary study of the area to determine the best location for installation of the sidewalk and any modifications that may be required.
3. After completion of the preliminary study, the city will inform the affected property owners, and hold a public meeting to evaluate potential sidewalk locations.
4. After the public meeting, the city will prepare and mail a voting packet to each property owner within the project area. In an effort to reach each owner, the voting packet will be mailed to each property owner of record within the project limits (as listed on the Orange County Property Appraiser website). Each voting packet will include a map showing the project area, property lines and preliminary potential options for the location of the sidewalk and a pre-addressed, stamped envelope for the return of the voting ballot. Each property shall have a maximum of one vote per address, with the vote only counted if cast by one of the owners of the property. Unreturned ballots shall not be counted. Each property owner shall have sixty (60) days to return the voting ballot. The 60-day time period shall begin the day in which the ballots are postmarked. Any ballot received by the City after the sixty (60) day period elapses shall not count.
5. If at least 51% of the ballots are returned, and 51% of the ballots returned are "in favor" of the project, the city will proceed with the project by confirming the final location and layout of the proposed sidewalk, notifying the property owners and coordinating installation.
6. If less than 51% of the ballots are returned, or if less than 51% of the returned ballots are "in favor" of the project, there shall be a two (2) year waiting period before another citizen request may be evaluated.

Where the city determines that the citizen requested project will be funded by a special assessment, the approval process for sidewalk project requests submitted by residents shall be as follows:

1. If the property owner elects to proceed with the request, an initial petition shall be provided by the city. The requesting property owner, known as the Resident Contact (RC), shall circulate the petition to each property within the limits of the proposed sidewalk project area.
2. If a minimum of 51% of property owners (maximum of one owner per address) within the project limits express interest through signing the petition, the city will complete a preliminary study of the area to determine the best location for installation of the sidewalk and any modifications that may be required.
3. Once the preliminary study is completed, the city will inform the affected property owners, and hold a public meeting to evaluate potential sidewalk locations.
4. After the public meeting, the city will prepare and mail a voting packet to each property owner within the project area. In an effort to reach each owner, the voting packet will be mailed to each property owner of record within the project limits (as listed on the Orange County Property Appraiser website). Each voting packet will include a map showing the project area, property lines and preliminary potential options for the location of the sidewalk and a pre-addressed, stamped envelope for the return of the voting ballot. Each property shall have a maximum of one vote per address, with the vote only counted if cast by one of the owners of the property. Unreturned ballots shall not be counted. Each property owner shall have sixty (60) days to return the voting ballot. The 60-day time period shall begin the day in which the ballots are postmarked. Any ballot received by the city after the sixty (60) day period elapses shall not count.
5. If at least 66% of the ballots are returned, and 66% of the ballots returned are "in favor" of the project, the city will prepare a resolution in accordance with the requirements of Fla. Stat. § 170.03 and any other applicable provisions of the law. If the resolution is adopted, the city will proceed with the project.
6. If less than 66% of the ballots are returned, or if less than 66% of the returned ballots are in favor of the project, there shall be a two (2) year waiting period before another citizen request may be evaluated.

Repair of Existing Sidewalk

The city may repair sidewalks at its own expense if one of the following criteria are met:

1. Sidewalk is damaged as a result of the growth of street trees within the right-of-way.

2. Sidewalk is broken or uneven creating a gap of at least one (1) inch in vertical or horizontal direction, and not a result of building construction or negligence of property owner driving over sidewalk.

The property owner is responsible for repairing an existing sidewalk at their expense in the following situations:

1. Sidewalk is damaged or destroyed through building construction activities. Sidewalk must be replaced immediately upon completion of construction activities causing the damage, or within three (3) days after notification by the city, whichever comes first.
2. Existing sidewalk has deteriorated or failed as determined by the City Engineer due to actions by, or on behalf of the property owner.

When a sidewalk is repaired at the expense of the property owner, the owner shall coordinate with the city for design and inspection of any sidewalk repairs to ensure compliance with all relevant regulations. The city has active maintenance programs and permitting processes in place to assist in controlling the quality of private repair work.



Transportation Advisory Board

agenda item

item type	Action Items	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Traffic Calming Policy Revisit

motion / recommendation

Approve the Traffic Calming Policy.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[2022.09.12_City of Winter Park Speed Management & Traffic Calming Policy_Draft.pdf](#)



City of Winter Park Neighborhood Speed Management & Traffic Calming Policy (Draft)

Purpose and Intent

The purpose of a Traffic Calming Policy is to improve safety for pedestrians, cyclists and motorists by utilizing speed management measures to reduce vehicle speeds and unsafe motorist behaviors in a neighborhood. This policy provides procedures on how City residents are able to request a neighborhood traffic study from the City of Winter Park and outlines the parameters of the study, analysis process, and the steps of implementation as a City funded project.

Process to Request Neighborhood Traffic Study

City of Winter Park resident desiring the installation of neighborhood traffic calming measures along a particular roadway segment shall be required to submit a *Petition for Neighborhood Traffic Study* to the City of Winter Park's Transportation Division. The petition shall include the following information:

- Location (Addresses and Streets requested to be studied)
- Name and contact information of Primary Resident Contact for the Traffic Study
- Description of issue that the Transportation Division is being asked to study
- Signatures and contact information of at least four (4) residents on separate lots who live on the street or within the requested study area in question (each address/parcel shall only count as one (1) of the required four (4) petitioners).

The petition document is located in Appendix 'A' of this policy. Any questions or concerns can be sent to transportation@cityofwinterpark.org.

Safe Speed Study Process

The City of Winter Park Transportation Division will review the submitted petitions. Once the petition is found to meet all required criteria, the City will perform an analysis of current traffic volumes and speeds of the area requested in the petition. Please note that there is often high demand for studies and requests. Each shall be put on a list of requested studies in the order in which they are received once the petition is determined to meet the required criteria.

As a part of the studies, the Transportation Division will evaluate the existing posted speed limit(s) within the study area. The speed limit evaluation will be based on the most recently published edition of the National Association of City Transportation Officials (NACTO) publication *City Limits: Setting Safe Speed Limits on Urban Streets (City Limits)*. *City Limits* is a result of the National Transportation Safety Board (NTSB) recommending an overhaul of how speed is managed on U.S. streets, including the way speed limits are set on different types of urban streets. *City Limits* identifies four (4) components of a safe speed study:

1. Collect before data
2. Analyze existing conditions
3. Determine best option for speed management
4. Conduct an evaluation

1. Collect Before Data

If the City does not have recent traffic data (within two (2) years) at the area of concern, then City staff will place traffic counters within the study area to gather the volumes and speeds required for the study.

2. Analyze Existing Conditions

City staff will evaluate the existing conflict density and activity level to determine the appropriate speed limit using the risk matrix outlined in *City Limits* (see Appendix 'B'). The City of Winter Park will utilize this risk matrix in the analysis of existing conditions.

The conflict density of a given location is determined by identifying how closely spaced driveways, alleys and intersections are, and how much physical separation the street offers people walking, biking and rolling along the street. *City Limits* provides checklists to analyze the existing conditions and to utilize the risk matrix referenced above (see Appendix 'B').

The volume and speed data gathered by City staff during data collection at the study location will also be evaluated at this step. Staff will use this data to identify the 85th percentile speed. The 85th percentile speed is the speed at or below which 85 percent of vehicles travel.

The 85th percentile speed as determined by the data collected in the study area will be compared to the speed limit determined by the process outlined in *City Limits*. If the 85th percentile speed from the collected data is greater than 10 MPH over the speed limit, the Transportation Division will add the project to the Neighborhood Safety Improvement Project list.

City staff will contact the Primary Resident Contact listed on the submitted petition and inform them of the findings from the data collection and analysis of existing conditions of the study area. Staff will also inform the Primary Resident Contact of

the next steps (if any), based on the analysis of the data collected from the subject area.

If the findings from the data collection and analysis of the existing conditions within the study area do not warrant the implementation of any Neighborhood Speed Management Tools, there is a minimum two (2) year waiting period before a Neighborhood Traffic Study request may be re-submitted.

3. Determine Best Option for Speed Management

There are a variety of tools available for speed management, including but not limited to:

- Signs
- Markings
- Design & Operations Improvements
- Messaging & Education

The results of the data collection effort will determine which tool(s) is/are appropriate for the study area in question (if any). City staff will determine whether traffic calming measures are appropriate for a given location.

If it is determined that any speed management tools are warranted, based on the analysis of data collected, the tools will be funded by City of Winter Park. The locations that are warranted for the installation of neighborhood traffic calming devices will be placed on the approved Safety Improvement Project list in the order in which approval was warranted and will be subject to the annual City of Winter Park Budget and the Neighborhood Traffic Calming funds approved and available.

Selection of Appropriate Traffic Calming Device(s)

If it is determined that traffic calming devices would be appropriate based on the collected data, City staff will determine the appropriate traffic calming device(s) for the study area. Staff will consider several site-specific considerations when identifying the appropriate traffic calming measure(s) for each request. These considerations include, but are not limited to:

- Street classification (i.e., local, collector, etc.)
- Perceived problem (i.e., traffic volume and/or speed)
- Emergency service routes
- Pedestrian/bicyclist safety
- Grade/slope of the road
- Driveway locations & other site conditions
- Drainage
- Bus and truck routes

These site conditions (and others) must be considered with engineering judgement as they can have a significant impact on the selection of a traffic calming device.

The Transportation Division will meet with other City departments (including Fire, Police and Public Works) during this time of the process to determine if any concerns exist from any affected department.

Some typical traffic calming measures are showing in Table 1. Table 1 also identifies whether a device has the potential to reduce speeds and/or traffic volumes, whether it would impact an emergency route and if there would be a loss of parking. It should be noted that this list is not exhaustive but rather a representation of typical traffic calming devices. The City Traffic Engineer shall determine the appropriate type of traffic calming measure to be used for all applications.

Table 1 – Typical Traffic Calming Devices

Device	Reduces Traffic Speed	Reduces Traffic Volumes	Impacts to Emergency Route	Loss of Parking
Mid-Block Choker	Yes	Some	Some	Maybe
Chicane	Yes	Some	Some	Yes
Traffic Circle	Yes	Maybe	Some	Yes
Roundabout	Yes	Maybe	Some	Yes
Median Island	Maybe	Maybe	Some	Maybe
Speed Hump	Yes	Maybe	Yes	Maybe
Speed Table	Yes	Maybe	Yes	Maybe
Speed Cushion	Yes	Maybe	Yes	Maybe
Diagonal Diverter	Yes	Yes	Yes	Maybe

Stop Signs as Traffic Calming Devices

One common request is the installation of a stop sign as a means to calm traffic. Studies have shown that a stop sign only reduces speeds within 150 – 200 feet of the sign, and mid-block speeds (between stop signs) may increase. Further, noise and air pollution emissions increase at stop signs. The improper and overuse of stop signs will eventually lead to motorists ignoring them or rolling through them; both of these behaviors may create dangerous situations. The main function of a

stop sign is to assign right of way and the *Manual on Uniform Traffic Control Devices* (MUTCD) governs their installation.

4. Conduct an Evaluation

After the implementation of a lower speed limit or a safety project, data will be collected to determine the effectiveness of the modifications. This data will be collected near the six month and one-year mark to allow for drivers to adjust to the new conditions.

Process to Add Request to Safety Improvement Project List

If a study results in a traffic calming project, the Transportation Division will identify the appropriate traffic calming devices as outlined above. Staff will notify the primary Resident Contact and affected properties of the planned improvements. The project will be added to the Safety Improvement Project list, and will be implemented when scheduling and budget allow.



Transportation Advisory Board

agenda item

item type	Non-Action Items	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Transportation Master Plan by Patel, Greene & Associates

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Non-Action Items	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Data from Traffic Signal Detection

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Staff Updates	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Police Department Update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Staff Updates	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Bike 5 Cities

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Staff Updates	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

ADA Transition Plan Update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Upcoming Agenda Items	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

ADA Transition Plan update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Adjournment	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

TAB & PRAB Joint Work Session: Wednesday, September 21, 2022 @ 5:00 PM

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type	Adjournment	meeting date	September 19, 2022
prepared by	Hongmyung Lim	approved by	
board approval	Completed		
strategic objective			

subject

Next TAB Work Session: Monday, October 17, 2022 @ 3:00 PM

motion / recommendation

background

alternatives / other considerations

fiscal impact



Transportation Advisory Board

agenda item

item type Adjournment	meeting date September 19, 2022
prepared by Hongmyung Lim	approved by
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subject

Next TAB Regular Meeting: Monday, October 17, 2022 @ 4:00 PM

motion / recommendation

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