

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE
MEETING MINUTES**

**September 13, 2005
Conference Room 4-F, Fourth Floor, City Hall**

MEMBERS PRESENT:

Mr. Pete Butler, Bicycle Pedestrian Advisory Committee (BPAC) Chair
Ms. Judy Lazzarini, BPAC Member
Ms. Llona Geiger, BPAC Member
Mr. Michael-Jon Bithorn, BPAC Member
Ms. Deloris Lamb, City of Midway

STAFF/OTHERS PRESENT:

Mr. Jack Kostrzewa, Acting Executive Director of the Capital Region Transportation Planning Agency (CRTPA)
Ms. Lynn Barr, CRTPA
Ms. Mary Anne Koos, Florida Department of Transportation (FDOT)
Mr. Rob Schiffer, Cambridge Systematics
Mr. Paco de la Fuente, Citizen

The meeting was called to order by Mr. Pete Butler at 4:10 PM

A. AGENDA MODIFICATIONS

The Year 2030 Long Range Transportation Plan Update Item (Item Number 2 under Discussion) was moved to the beginning of the agenda.

B. OPEN FORUM FOR PUBLIC COMMENT

There were no public comments, although there was a question posed as to the progress in finding a permanent replacement for the vacancy left by Ms. Jennifer Carver. Mr. Jack Kostrzewa, Acting Executive Director of the Capital Region Transportation Planning Agency (CRTPA), reported that final interviews and background checks were presently being conducted on two candidates and that he expected the position to be filled soon. It was noted that once filled, the position would become a transportation planner position, and not strictly a bicycle and pedestrian coordinator position.

C. CONSENT AGENDA

2. FY 2006-FY 2010 Transportation Improvement Program (TIP)

Mr. Jack Kostrzewa, Acting Executive Director of the Capital Region Transportation Planning Agency (CRTPA), introduced four proposed amendments to the FY 2006-FY 2010 TIP--- three of which constituted project additions to the TIP, and one of which constituted a project deletion. The projects that were proposed to be added were identified as follows: 1) Sidewalk funding for a portion of Pedrick Road (as recommended by the Leon County Community Traffic Safety Team); 2) Landscape funding for Thomasville Road from Kinhega Drive to the Georgia-Florida State Line; and 3) Additional funds for the Capital Circle NW Project from US 90 to just north of Interstate 10. The project proposed for deletion was an intersection project at Baum Road and US 90. The deletion was recommended by the CRTPA as they no longer wished to move forward with the project.

The Bicycle and Pedestrian Advisory Committee (BPAC) made a motion to accept the proposed amendments. The motion was seconded and unanimously approved by all present.

3. Subcommittee Bylaws

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, outlined the proposed changes to the BPAC Bylaws regarding the number of members for the BPAC and the appointing persons for those members. It was explained that each member of the CRTPA would be appointing one member to the BPAC to assist in meeting the diversity and geographic representation requirements of the subcommittees by the Federal Highway Administration. Additionally, the quorum requirement would be lowered so that only 40% of the appointed committee would be required to be present at future meetings.

Members discussed how the subcommittee has had a problem in the past meeting the quorum requirement due to poor attendance and a seemingly general lack of interest by several appointed members. Staff assured the subcommittee that although the quorum issue is a problem in that poor attendance poses a loss in the diversity of opinions that the full membership was to accomplish, the opinions and recommendation of those members present is always forwarded to the CRTPA, regardless of if that recommendation was from a quorum. BPAC members continued to discuss a desire to replace non-interested and non-active members with new citizens that had a desire to serve. This topic was discussed at length in determining how the bylaws could be altered to best accomplish this.

A motion was made to adopt the proposed bylaws with the following changes:

- 1. Make it a BPAC policy that the appointing CRTPA member would be sent a letter alerting him/her to the fact that his/her appointee had missed 2 consecutive meetings and that replacement should be considered.***
- 2. Include language stating that missing three consecutive meetings was grounds for removal from the subcommittee.***

3. ***Clarification that each public citizen that comes to speak at a BPAC meeting would be granted three minutes to address the committee, with additional time granted to them at the discretion of the Chair Person.***

The motion was seconded and passed unanimously by all members present.

Ms. Mary Anne Koos, Florida Department of Transportation (FDOT), began a discussion on the role of liaisons to the committee and questioned if her role as FDOT liaison would be continued with the committee. BPAC members agreed that it should. Additionally, BPAC members expressed an interest in expanding their list of liaisons to the committee to include a list similar to that of the Transportation Technical Advisory Committee (TAC).

A motion was made to direct CRTPA Staff to include a list of liaisons to the BPAC Bylaws that would mirror that of the TAC where practical, and to add others that CRTPA Staff deemed beneficial to the BPAC (including Ms. Koos from FDOT). The motion was seconded and passed unanimously by all members present.)

D. ACTION ITEMS

1. Priority Project Lists

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, explained the purpose of the Priority Project Lists that are submitted to the Florida Department of Transportation each year. He stated that each year the CRTPA drafts a list of prioritized transportation projects for the area, and then submits that list to the FDOT for consideration of future funding in the FDOT Five Year Work Program. FDOT, upon receiving the lists, compares the projects against the available funding for the area, and attempts to match the money with the highest priority projects in the coming years. Essentially, the Priority Project lists provide direction to the FDOT on what projects the CRTPA would most like to see funded in the near future.

Mr. Kostrzewa proceeded to present each Priority Project List for the 7 distinct categories of transportation projects.

Major Project List:

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, explained how this category of projects for transportation funding includes major roadway projects, major capital intensive projects, and major bicycle/pedestrian/sidewalk projects. Mr. Kostrzewa noted that the list has changed from previous years, and that the reason some projects are no longer listed is because they have been funded, or because they are being programmed through other funding categories or constructed by other entities.

Mr. Kostrzewa noted that this is the first time that this priority project list is being looked at in a regional light, and that staff is recommending that the prioritization of funding occur differently as well. Mr. Kostrzewa stated that he and staff believed that the best chance of funding the projects associated with better transit service and bicycle and pedestrian safety and connectivity (as outlined in the Bicycle and Pedestrian Master Plan and Access to Schools program lists) is to program money for these initiative BEFORE programming money to the more costly roadway projects. He stated that he has researched this being done in other jurisdictions/planning areas and has found that they received funding for the lower-cost bicycle-pedestrian-transit initiatives as well as the major roadway projects that followed in prioritization. When the lower cost projects were prioritized BELOW the high cost roadway projects, the same did not necessarily hold true. Therefore, he was recommending that the first three projects identified for funding on the Priority Project List, BEFORE any major roadway projects, be as follows:

1. \$500,000 for Access to Schools Projects;
2. \$500,000 for Transit Improvements; and
3. \$500,000 for Bicycle and Pedestrian Master Plan Implementation Projects.

Mr. Pete Butler, BPAC Chair, agreed with the first three prioritizations (Access to School, Transit Improvement, and Bike-Ped Master Plan Implementation), but questioned if the Bike-Ped Master Plan Implementation funding should be prioritized as the second priority instead of the third. For clarification, Ms. Mary Anne Koos, FDOT, asked what the transit improvements would be. Mr. Kostrzewa stated that the improvements would be the construction of super stops. There was a discussion and consensus among BPAC members on keeping the Transit Improvements funding as the Priority 2 project since they recognized the need for better transit services, and the ability of improving the bicycle-pedestrian facilities through improved transit amenities.

Ms. Mary Anne Koos, brought up the subject of resurfacing projects. She stated that currently, new sidewalks are being constructed within the scope of resurfacing projects, but that it is very unlikely that this will continue in the future due to the high cost associated with new sidewalk construction. She suggested that BPAC start thinking about a way that sidewalk design can be incorporated into all resurfacing projects, with separate funds boxed in the work program for the actual construction of these designed sidewalks.

A motion was made to accept the Priority Project list as presented by staff, with the first 1.5 million dollars of funding being allocated to Access to Schools Projects (\$500,000), Transit Improvements (\$500,000), and Bicycle-Pedestrian Master Plan Implementation (\$500,000). The motion was seconded and it passed unanimously.

TSM

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, explained that the Transportation System Management List (TSM) typically identifies low cost improvements to the existing transportation network that can usually be constructed in less than two years. The development of the TSM List begins with a candidate list of warranted projects, provided by FDOT, for the CRTPA to review and prioritize for available funding in the upcoming FDOT Five Year Work Program. Other projects can be added at a later date, but they will have to go through a process of screening by FDOT to determine if the improvements are warranted. After the CRTPA prioritizes the projects, FDOT conducts detailed studies on the proposed improvements to determine if they are feasible.

Mr. Kostrzewa identified the top four TSM project areas as follows:

1. Magnolia at Governors Square
2. Adams at Osceola
3. US 90 as Jaydell Circle
4. Capital Circle NW at Old Bainbridge Road

The BPAC members reviewed the list and commented on the mobility information provided for each project. Ms. Mary Anne Koos, FDOT, stated that the US90/Jaydell Court project has a high pedestrian demand area as that is where the Goose Pond Trail crosses Mahan. Other BPAC members commented on the fact that employees of the Fort Knox area utilize the area for exercise during lunch hours...reiterating that the area has a moderate to high pedestrian demand.

After a brief discussion on the types of projects and grading criteria used for the candidate projects, the BPAC members approved a motion to move forward with the prioritization recommendation of CRTPA staff, with the caveat that the Mobility information under Item 3 (US 90 at Jaydell Court) be changed from a low pedestrian demand to a moderate or high demand due to the positive impact this project would have on the already highly utilized Goose Pond Trail).

TEA-21:

Ms. Lynn Barr, CRTPA staff, briefed the committee on the findings and recommendations of the special subcommittee (which had representation by two BPAC members) charged with prioritizing projects for funding under the Transportation Equity Act for the 21st Century (TEA-21). The special subcommittee reviewed two applications for funding and prioritized the Meridian Greenway Trail as the number one priority, followed by the Downtown Pedestrian Signage System as the number two priority. The special subcommittee believed that the Meridian Greenway Trail project represented the more efficient and effective expenditure of dollars for the CRTPA area than the other application. The committee also felt that the benefits of the additional greenway trail and its connectivity to neighborhoods,

parks, and other bicycle and pedestrian facilities outweighed the merits of an enhanced signage system in the downtown area.

Ms. Mary Anne Koos, FDOT, requested that Mr. Steve Hodges, the applicant for the Meridian Greenway Trail Project, review and update the construction costs identified in the application so that the project would be asking for the correct amount of funding from FDOT.

A motion was made to approve the TEA-21 Priority Project List as presented, with the notation that the cost estimates in the Meridian Greenway Trail Application should be re-evaluated by the applicant prior to final submittal to FDOT to ensure that requested funding was adequate. The motion was seconded and it was passed unanimously by all members present.

Transit:

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, explained that the Transit Priority Project List is essentially a list that is passed through the CRTPA for approval, but developed by Taltran. The List evolves from the CRTPA adopted Five-Year Transit Development Plan and Transit Action Plan.

A motion was made to accept the Transit Priority Project List. The motion was seconded and it was passed unanimously by all members present.

Airport:

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, explained that the Airport Priority Project List is essentially the same type of list as the Transit Priority Project List in that it is developed by the Airport, from existing adopted plans (the Airport Master Plan), and then forwarded through the CRTPA for approval.

A motion was made to accept the Airport Priority Project List. The motion was seconded and it was passed unanimously by all members present.

SIS:

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, presented the Strategic Intermodal System (SIS) List and explained that the projects on this list are to serve as the backbone of intermodal connections between interstate systems, ports, and airports. These projects are major roadways that move regional traffic, are identified statewide, and receive funds from central office of FDOT rather than from the district office.

The SIS Priority List showed Capital Circle NW as Priority 1, followed by Mahan Drive as Priority 2, Capital Circle SE (Orange Avenue to the Airport Terminal) as Priority 3, and Monroe Street (from the Interstate to Tennessee Street Bus Terminal) as Priority 4.

Mr. Kostrzewa stated that Mahan Drive was not yet designated as an SIS facility, but the project remained on the list in the hopes that the roadway would gain the designation at a later time and become eligible for these SIS dollars.

A motion was made to accept the SIS Priority Project List as presented. The motion was seconded and the motion passed unanimously.

TRIP:

Mr. Jack Kostrzewa, Acting Executive Director of the CRTPA, provided a brief explanation of the Transportation Regional Incentive Program (TRIP). He stated that it was a new program instituted to provide additional funding opportunities for regional entities to fund regional projects. He stated that these projects are funded at the discretion of FDOT District 3. The BPAC reviewed and discussed the list of proposed projects, and the evaluation criteria utilized to prioritize the TRIP projects.

A motion was made to approve the TRIP Priority Project List. Included in the motion was a request to remove the following evaluation criterion from consideration, as it did not apply to the CRTPA region:

Criterion 7 – Relating to Fixed Guide-Way Transit Facilities

Criterion 9 - Relating to the Strategic Highway Network

Criterion 10 – Relating to the Strategic Rail Corridor Network or Connectors between military installations and the Strategic Highway Network or Strategic Rail Corridor Network

The motion was seconded and it passed unanimously by the members present.

2. Year 2030 Long Range Transportation Plan Needs Plan

Mr. Rob Schiffer, Cambridge Systematics, provided an update on the LRTP to the BPAC. He began by reviewing the process and schedule of the LRTP with the committee, and also provided them with the Year 2015 and 2030 forecasts of population, school enrollment, and employment for the CRTPA area. He stated that with this information, he has developed two alternatives, or, "Needs Plans" for the committees to review.

The first alternative was identified as the ***Enhanced and Extended System Alternative***, or the EES for short. The EES consisted of lane additions to the existing roadway system, the development of a few new corridors that have already been established in current comprehensive planning documents, enhanced headways of existing transit routes, the addition of a few suburban transit routes, the construction of some projects from within the Bicycle and Pedestrian Master Plan, and a few minor extensions of these projects into adjacent counties.

The second alternative was identified as the *New and Future Systems Alternative* (NFS). Unlike the EES Alternative, the NFS alternative focused on the development of NEW corridors instead of widening existing roadways. Transit improvements focused largely on the creation of new amenities and facilities rather than the sole improvement on what is existing today. Examples of new transit features that were introduced included the conversion of a CSX rail corridor as a potential commuter or multi modal corridor, the development of a bus rapid transit system, and transit routes to Crawfordville, Havana, and Quincy. In regard to bicycle and pedestrian improvements, the NFS Alternative added a new trail that follows a proposed toll facility (Red Hills Coastal Parkway) and provides connections to other trail facilities.

Mr. Schiffer reported that when the two alternatives are compared against one another, in most cases, the NFS outperforms the EES.

Mr. Kostrzewa, Acting Executive Director of the CRTPA, informed the BPAC that the other CRTPA subcommittees elected to postpone action on the Needs Plan Alternatives until after they had a chance to meet once again on October 25, 2005, to further evaluate the benefits and disadvantages of each. They would also be developing criteria at that meeting to further evaluate the projects on the selected Needs Plan Alternative to create a Cost Feasible Plan list of projects. BPAC members expressed an interest in joining the other CRTPA subcommittees on the 25th of October to discuss the LRTP.

Mr. Schiffer announced to the BPAC that he would like to hold a series of public workshops on the LRTP on September 26, 27, 28, and 29th. He would cover the same information that he covered with the committee today. He stated that he would send an e-mail to the committee members on the locations for each date, and stated that they could also find the information on the CRTPA web site. Additionally, the information would be advertised in the Gadsden, Wakulla, and Tallahassee Democrat Newspapers. *The BPAC members approved a motion for the consultant to move forward with the next series of public meetings.*

The BPAC did not take any action on the Needs Plan Alternatives, but accepted the invitation to attend a second meeting on the topic in late October with the other CRTPA subcommittees.

4. Monroe Street Pedestrian Improvements

Ms. Mary Anne Koos, FDOT, briefly explained how FDOT is working to address pedestrian improvements on South Monroe Street and that she was looking for some input from the committee on the plans for the area improvements. Mr. Pete Butler, Chair of BPAC, asked if the item could be continued to another meeting due to time constraints of the members present. Ms. Koos replied that if the item was continued to a future meeting the input would no longer be needed as the improvements would

already be decided upon. In an effort to address the item and the time constraints of the meeting, the BPAC decided to appoint BPAC member Francis Ventre to work with Ms. Koos on the project to ensure that the committee had input in the process. Ms. Koos stated that she would gladly accept input from any individual on the committee as well if they were interested. A formal motion was not made.

C. INFORMATION

- 1. Draft 2007-2011 Florida Department of Transportation Work Program**
- 2. September 27, Capital Region Transportation Planning Agency (CRTPA) Meeting Agenda**
- 3. Hiring of the Executive Director**
- 4. Florida Department of Transportation Project Status**
- 5. Agenda Items for Next Meeting**

ADJOURNMENT:

The meeting was adjourned at 6:45 PM

These minutes have been summarized and tapes of this meeting can be obtained by calling 891-8647.