

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
MEETING MINUTES**

**MAY 23, 1005, 3:00 PM**

**Commission Chambers, Second Floor, City Hall**

**MEMBERS PRESENT:**

City of Tallahassee

Commissioner Gillum, *Chair*

Mayor Marks

Commissioner Mustian

Commissioner Lightsey

Leon County

Commissioner DePuy

Commissioner Grippa

Commissioner Proctor

Commissioner Rackleff

Commissioner Sauls

Commissioner Thael

Commissioner Winchester, *Vice Chair*

Leon County School Board

Mr. Dee Crumpler

Surrounding Counties

Mayor Madison, Midway

Commissioner Langston, Wakulla Co.

Commissioner Lamb, Gadsden County

**STAFF/OTHERS PRESENT:**

Mr. Michael Wright, Assistant City Manager

Mr. Wayne Tedder, Planning Director

Mr. Gabriel Menendez, City Public Works

Ms. Debra Schiro, City Legal

Ms. Sally Dowlen, Leon County Public Works

Mr. Tony Park, Leon County Public Works

Mr. Chris Merritt, PBSJ

Ms. June Coates, FDOT

Mr. Rob Schiffer, Cambridge Systematics

Mr. Bryant Paulk, FDOT D3 Planning

Mr. Paco de la Fuente

Mr. Steve Shafer, COT Public Works

Mr. Delmas Barber, FAMU

Ms. Arleen Houston, City of Quincy

Mr. Jack Kostrzewa, Interim Dir., CRTPA

Ms. Colleen Roland, CRTPA

Mr. Greg Burke, CRTPA

Ms. Lynn Barr, CRTPA

Ms. Glenda Francis, CRTPA

**The Capital Region Transportation Planning Agency was called to order at 3:05 PM by Commissioner Andrew D. Gillum, Capital Region Transportation Planning Agency Chair.**

**I. AGENDA MODIFICATIONS**

**Agenda Item (9) regarding Baum Road Intersection has been added to the Discussion Requiring Action.**

Commissioner Gillum asked that Agenda Item No. 5 (Bicycle and Pedestrian Master Plan) be removed until the next meeting because some important information was missing. Because there was an omission to state what the criteria would be for developing the Priority List and no mapping to show where the sidewalks are reflected within the City and County, Commissioner Gillum asked that this be brought back for the September meeting. Commissioner Lightsey agreed and stated she would like to know how far the money (\$12 million) will go, has it been mapped out to see the kind of

distributions on the projects, and if there is any overlap between this list and sidewalk construction project lists from the City and County.

Commissioner Mustian had questions for the School Board regarding prioritizing categories.

Commissioner Rackleff spoke about who is responsible for building sidewalks on County roads inside the City limits.

## **II. CONSENT**

### **2. Consent Agenda**

#### **A. Minutes of the March 14, 2005 Meeting of the CRTPA.**

#### **B. Final FY 2006 Unified Planning Work Program (UPWP)**

**Recommended Action: Option 1: Adopt the Fiscal Year 2006 Unified Planning Work Program.**

Commissioner Rackleff stated there was a lack of sufficient attention to pedestrian improvements and no mention of multi-modal transportation districts. He asked staff to reflect different data for next year's work program.

#### **C. Adoption of Final Bylaws**

**Recommended Action: Option 1: Approve the Final Bylaws**

#### **D. Transportation Disadvantaged Program Planning Grant**

**Recommended Action: Option 1: Direct the CRTPA chairman to sign a resolution and other appropriate documents authorizing the submittal of a Transportation Disadvantaged Trust Fund Grant with the Florida Commission for the Transportation Disadvantaged.**

#### **E. Approval of Transportation Disadvantaged Program Agreement**

**Recommended Action: Direct the CRTPA chairman to sign the Transportation Disadvantaged Program Agreement.**

**CRTPA ACTION: Motion by Commissioner Jane Sauls, seconded by Commissioner Rackleff to move consent items and unanimously approved. It was noted that Commissioner Katz was, by error, placed under the County Commissioners section.**

## **III. CRTPA DISCUSSION REQUIRING ACTION**

### 3. Lake Jackson Ecopassage

At the March 2005 CRTPA meeting, members delayed a vote approving the Lake Jackson Ecopassage Project Development and Environment (PD&E) Study and the continuation of using Kimley-Horn and Associates (KHA) for the study. Members had questions regarding the use of Environmental Mitigation Funds that staff has researched and will be providing answers. Additionally, KHA has completed the Final Report and will be presenting this information to the CRTPA.

**Recommended Action: Option 1: Approve the Scope-of-Services for the Lake Jackson Ecopassage Project Development and Environmental (PD&E) Study. Option 2: Continue contractual services with Kimley-Horn & Associates for the PD&E Study.**

**CRTPA Action: Mayor Marks made a motion to accept this recommendation, seconded by Commissioner Winchester.**

Public comment was taken. Students from Cornerstone Leaning Community were present with Emily Baccus making a presentation in favor of this agenda item. Chair Gillum asked for a show of hands from the audience with an overwhelming number in favor of this agenda item.

### 4. Year 2030 Long Range Transportation Plan

Mr. Rob Schiffer gave a presentation speaking about the Public Involvement and Outreach in the coming months including the Goals set forth. Discussion ensued regarding constrained facilities regarding widening of roads.

**Recommended Action: Option 1: Approve the Draft set of Goals and Objectives Option 2: Approve the Draft Public Involvement Plan; Option 3: Approve the Draft Constrained Facilities Maps; Option 4: Approve the December 5, 2005 Public Hearing/LRTP adoption meeting.**

*Commissioner Winchester made a motion to continue this agenda item to the next CRTPA meeting and to address concerns raised to adequately define "constrained" facilities. He would like to coordinate up front every time with Wakulla and Gadsden Counties and municipalities, seconded by Mayor Madison. The motion was voted on and passed unanimously.*

Mr. Kostrzewa stated that the surrounding counties/cities are part of this CRTPA and are included and attend the subcommittee meetings.

Commissioner Grippa asked for a list in Leon, Gadsden and Wakulla Counties that are minor collector roads that are at least 35% or more residential. He asked for staff to bring this back. Commissioner Lightsey stated that this was adopted many years ago and asked for the policy guidelines which may be 15 years old to be looked at to see if these

guidelines are still valid. Commissioner Grippa asked staff to define “six-lanes”, does that include multi-modal or bicycle lanes?

**5. Bicycle and Pedestrian Master Plan**

*(To be presented at the September CRTPA meeting)*

**6. Conceptual Approval of Transportation Equity Act for the 21<sup>st</sup> Century Enhancement Applications**

**Recommended Action: Option 1: Approve transmittal of the Transportation Equity Act for the 21<sup>st</sup> Century Transportation Enhancement Project Applications for the Capital Region Transportation Planning Area (The Downtown Tallahassee Pedestrian Signage System, and the Meridian Greenway Trail) to the Florida Department of Transportation, District 3, for eligibility and feasibility review.**

**CRTPA ACTION: Commissioner Lightsey made a motion to move these projects forward, seconded by Mayor Marks.**

*Commissioner Grippa made a substitute motion to take these two projects and include them on the list, but open up the list to non-Leon County and City projects within the next two weeks but not to hold up these current projects. The motion included staff to move forward to facilitate a meeting with the surrounding counties.*

Lynn Barr, CRTPA staff, stated that February 28 was the deadline date and staff cannot open up this process again and if these applications are not moved forward to FDOT by June 1, these projects will be forfeited. *Commissioner Grippa withdrew his substitute motion. The motion made by Commissioner Lightsey was voted on and unanimously approved.*

**7. FDOT Transportation Systems Management (TSM) Process and Candidate CRTPA TSM Project Prioritization**

**Recommended Action: Option 1: Provide staff direction related to criteria to be used in evaluating the CRTPA Candidate FY 06 TSM Project List for development of the FY 07 – 11 TSM Project Priority List.**

Ms. June Coates from FDOT gave a presentation relating to this process. Mr. Greg Burke expanded on the types of projects and different types of criteria. Shawn Justice from Post Buckley spoke about this concept.

*There was a motion made by Commissioner Grippa to establish a committee with at least one Commissioner (possibly Commissioner Rackleff) to work with staff to evaluate criteria for projects moving into the next year. Chair Gillum would like to include at least one person from the surrounding counties to serve on this committee.*

Commissioner Rackleff, Commissioner Mustian and Mayor Madison were selected for this committee.

Mr. Kostrzewa stated that this criteria needs to be in by June. Ms. Coates volunteered to work one-on-one with surrounding counties to explain process.

## **8. Hiring of the Executive Director**

Catherine Shultz gave a brief summary on the search for hiring of the Capital Region Transportation Planning Agency Executive Director. Commissioner Andrew D. Gillum stated that there were two good candidates being considered and hoped that at the next meeting, a candidate will be presented to the CRTPA. Ms. Shultz stated that advertising for the position is continuing and applications are still being received for this job.

## **9. BAUM ROAD INTERSECTION**

**Recommended Action: Option 1: Do not request that FDOT move the funds from Baum Road at Mahan Drive intersection improvement to the Capital Circle, Northwest widening project.**

**CRTPA Action: Commissioner Grippa made a motion to not use these funds on Baum Road and to move the funds back for consideration by this Board at the next meeting to look at various projects that would be qualified that might be more necessary for this region. The motion was seconded.**

Commissioner Lightsey stated that the next project on the list should be considered and the costs involved.

***Commissioner Grippa withdrew his previous motion to make a new motion to move these funds to Capital Circle Northwest, seconded by Commissioner Lightsey and unanimously approved.***

Ms. June Coates spoke about the process of adding an intersection improvement.

Commissioner Rackleff made a request that FDOT study the intersection of Magnolia and Apalachee Parkway for pedestrian safety and mobility improvements. Commissioner Gillum requested that emails be sent to Jack Kostrzewa to see if an agenda item can be developed to show where the problematic intersections are.

## **10. Restructuring of Subcommittees**

Commissioner Lightsey gave a brief update of the results of the restructuring of subcommittees held and came up with a streamline number of members including a discussion of the Sunshine Law. It was felt this was a more workable group.

**Recommended Action: Option 1: Restructure the Technical Advisory Committee (TAC) to include four (4) representatives, each, from the City of Tallahassee and**

Leon County and one (1) member, each, from Gadsden County, Wakulla County, the Town of Havana, City of Midway, City of Quincy, and the Apalachee Regional Planning Council for a total of fourteen (14) members.

**Option 2:** Restructure the Citizens Advisory Committee (CAC) to include one (1) appointed citizen from each of the CRTPA members for a total of eighteen (18), plus one additional appointment by the CRTPA Chair and Vice-Chair to assist in balancing the CAC membership to reflect the CRTPA region for a total CAC membership of twenty (20).

**Option 3:** Restructure the Bicycle and Pedestrian Committee (BPAC) to include one (1) appointed citizen from each of the CRTPA members for a total of eighteen (18), plus one additional appointment by the CRTPA Chair and Vice-Chair to assist in balancing the BPAC membership to reflect the CRTPA region for a total BPAC membership of twenty (20).

*Commissioner Grippa made a motion to move Options 1, 2 and 3, and seconded. The motion was unanimously approved.*

#### **IV. PUBLIC INVOLVEMENT/CITIZEN COMMENT**

Commissioner Proctor requested that the Florida Department of Transportation PD&E final study of FAMU/Adams Street (1997) be brought back. He would like to see the status of this and expressed interest in Young Street (south) and Osceola Street (south).

#### **V. INFORMATION**

##### **10. Correspondence**

**11. Citizen's Advisory Committee/Bicycle and Pedestrian Advisory Committee/Transportation Disadvantaged Coordinating Board/Transportation Technical Coordinating Committee Actions.**

**12. Florida Department of Transportation Project Status**

**13. Future Meeting Dates**

**14. Future Agenda Items**

#### **ADJOURNMENT**

The meeting was adjourned at 5:30 PM.

**APPROVED:**

**ATTEST:**

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**ANDREW D. GILLUM**  
CRTPA Chair

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**CRTPA Secretary**



