

June 17, 2024



AGENDA ITEM 4 A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the May 21, 2024, CRTPA Meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the April 16, 2024, CRTPA Meeting.

**ATTACHMENT**

Attachment 1: Minutes of the May 21, 2024, CRTPA Meeting



## **CRTPA BOARD**

MEETING OF TUESDAY, MAY 21, 2024, AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

#### **Members Present:**

Commissioner Messersmith, Chair, Wakulla County  
Commissioner Williams-Cox, Vice Chair, City of Tallahassee  
Commissioner Hosford, Jefferson County  
Commissioner Goldwire, Gadsden Municipalities  
Commissioner Nesmith, Gadsden County  
Commissioner Maddox, Leon County  
Commissioner Minor, Leon County  
Commissioner Matlow, City of Tallahassee  
Commissioner Richardson, City of Tallahassee

**Staff Present:** Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT

#### **1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 1:35 pm with a roll call and a quorum present.

#### **2. AGENDA MODIFICATIONS**

#### **3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

#### **4. CONSENT AGENDA**

- A. Minutes of the April 16, 2024, CRTPA Meeting**
- B. FDOT 2023 Joint Certification of the CRTPA**
- C. Unified Planning Work Program**

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**Board Action: Commissioner Minor made a motion to approve the consent agenda as presented. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.**

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

- None

7. **CRTPA ACTION**

**A. CRTPA Take the Safe Route – Safe Access to School Study**

This item provided an update on efforts associated with the CRTPA’s school safety study.

Mr. Burke stated the School Study was kicked-off at the January 2024, CRTPA Retreat and noted the study has moved forward since the retreat. He introduced the consultant, Lindsay Slutterback, Kimley Horn and Associates.

Ms. Slutterback provided background on the Take the Safe Route Study. She explained the study was aimed at ensuring students have a safe route to walk or bike to school and encourage a culture of walking and biking.

Ms. Slutterback explained the project was divided into two phases. She further explained the first phase included stake holder meetings, data collection, prioritization and identification of ten schools to further evaluate. Ms. Slutterback stated that during phase 2, student travel tallies and site visits will be conducted at the identified schools.

Ms. Slutterback discussed the analysis, prioritization and methodology used for the study. She stated the initial analysis that included geographic information system (GIS) based prioritization using school zone attendance, hazardous walking conditions, bike/ped crash data, socioeconomic and demographic data and other school related factors. Ms. Slutterback noted these were given value points to provide a score for each school with the highest score available of 20 points.

Next, she provided information on the preliminary schools identified and discussed that the next step involved conducting a desktop review. This review provided a further evaluation of the schools and used data related to residential density, existing bike/ped facilities, sidewalk connectivity, signage, and lighting. Ms. Slutterback discussed the final list of 12 schools within the region. She stated the next step (phase 2) included site visits to the final 12 schools for evaluation of existing conditions. She explained the purpose of the site visits was to identify needs for improvements to assist students with walking or biking to school. The visits evaluated the roadways, sidewalks, pavement markings and student movement patterns and initial observations identified safety concerns including the opportunity for

improved crosswalks. Ms. Slautterback noted the presence of school crossing guards was a major benefit and a good resource for information and feedback. Ultimately, she noted that the development of the final report will include the identification of potential improvements including small quick build projects and cost estimates for the improvements. She stated the final report will also include travel tallies and surveys.

Commissioner Richardson discussed the school zone at Nims and stated he observed a staff member of the school assisting students cross. He noted that vehicles still roll through the lighted cross walk instead of stopping for students to cross. Commissioner Richardson asked if the newer schools being built with safe routes in mind and noted most schools on the priority list were older schools. Ms. Slautterback explained the data used included crash data, socioeconomic data along with stakeholder feedback and locations and noted it was possible because the newer schools are being built with the facilities. Commissioner Nesmith discussed the new school in Gadsden County and asked if there was any coordination with Gadsden County Schools. Ms. Slautterback stated the crossing guard at Shanks Middle School (Quincy), provided information on the new school. Mr. Burke stated that the Gadsden County stakeholder committee for the project included Gadsden County Schools staff. Commissioner Richardson noted the City of Tallahassee Commission voted on an initiative to install cameras in the school zones in the city with the hopes of slowing down traffic and hopefully with the combined efforts the students will be kept safe.

**Board Action: This agenda item was an informational item; therefore, no action was taken.**

#### **B. Public Involvement Plan (PIP) Update**

A discussion on the CRTPA's update to the PIP was provided.

Ms. Lex provided information on the Public Involvement Plan (PIP) Update. Ms. Lex stated as a part of this update, the ability to use a mobile device to review the information should be a big consideration because more citizens are accessing information from their mobile devices. She outlined the formal review schedule for the PIP update. She noted the comment period was open and there will be a 45-day comment period required by federal code. Ms. Lex stated comment period will close on June 17, 2024 when the PIP is presented to the Board for final approval. Ms. Lex provided an overview of the Federal code requirements and explained that Federal Code and Florida State Statute requires that MPOs conduct public involvement and have a Public Involvement Plan. Requirements include providing reasonable opportunities for all parties to participate and comment on MPO planning products. In the updated PIP public participation during regularly scheduled meetings provides a 7-day notice on all Committee Meetings and Board Meetings agenda items. She further explained another requirement relates to non-discrimination, and noted access to information, environmental justice and the requirement to review policies to identify inequities in the transportation planning process. Ms. Lex stated under Florida State Statutes, meetings have to be conducted according to the Sunshine Law which also requires meetings to be open to the public and to have records/minutes available to the public upon request. She explained when public meetings are held at the local schools, meetings are held after school hours and while children are not present as a part of the

Jessica Lunsford Act. Ms. Lex stated as a part of the major update, the plan has been revised to streamline the information on meetings, plans and programs on one page and noted the update includes information on Executive Committee and emergency meetings. Ms. Lex explained the goals to inform, involve, engage and collaborate. She noted the evaluation of engage strategies and techniques will be ongoing with an annual review and summary report. Ms. Lex explained the update to Title VI processes and forms will be presented separately for Board approval at the June 17, 2024, meeting and will become an appendix to the PIP. Employing visualization techniques is also an important component of the PIP and graphics will be incorporated in the final PIP. Ms. Lex noted the next steps after adoption, includes reformatting of document to include graphics by a consultant; any additional strategies and tools to incorporate innovative techniques and noticed as a minor update the PIP with another 45-day comment period.

Commissioner Williams-Cox asked what happens if the PIP was not adopted at the June Board meeting. Ms. Lex explained the document could be on the September agenda or an Executive Committee meeting could be scheduled to adopt the document.

**Board Action: This agenda item was an informational item; therefore, no action was taken.**

## **8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities was provided. Mr. Paulk provided information on changes to the Strategic Intermodal System (SIS) in the region as requested by the CRTPA. He outlined the additions and removals and noted that US 27 (I-10-Florida/Georgia state line) and Capital Circle, NE, and SE (Thomasville Road South/Southwest to the Airport) were added to the SIS and noted this corridor would now be the new Airport connector. Mr. Paulk stated that segment of Capital Circle from the Tallahassee International Airport north to I-10 has been removed from the SIS. Lastly, he discussed Crawfordville Road and noted that the Department would continue to seek opportunities for funding to move the corridor forward. Mr. Slay added the other addition that was requested be added to the SIS was Capital Circle NW (US 27 to I-10) and noted that although the Department didn't grant the request at this time Central Office would reconsider in the future. Mr. Slay noted the reasoning behind this request was the anticipation of the Amazon facility which currently remains inactive. He noted if that facility becomes active, CRTPA would request reconsideration of that corridor in the SIS. Mr. Slay noted that SIS facilities receive most of the funds from FDOT.

Commissioner Richardson asked for an update on Orange Avenue. Mr. Paulk stated that project was currently under the design phase and explained the plans are almost at 60% completion and that funding for right-of-way and construction is being sought. Mr. Slay noted the segment under the design phase for Orange Avenue was Monroe Street to Cypress Road.

Commissioner Williams-Cox ask if there was collaboration with Blueprint Intergovernmental Agency (BPIA) on the Airport gateway. Mr. Paulk noted that the FDOT was coordinating with BPIA.

**9. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities was provided. Mr. Slay stated the Safe Streets for All (SS4A) grant application was submitted for North Monroe Street and that the announcement (approving or denying) was anticipated in October of this year. Mr. Slay noted there would be a helmet fitter training on June 21, 2024, 10 am - 12 pm at the Frenchtown Renaissance Center, 435 N. Macomb Street.

**10. CRTPA INFORMATION**

**A. Future Meeting Dates (Next Board Meeting: Monday, June 17, 2024)**

**B. CRTPA Committee Actions**

**11. ITEMS FROM CRTPA BOARD MEMBERS**

Commissioner Messersmith thanked the CRTPA for the recent helmet fitter training in Wakulla County as well as providing assistance with the community event that was also held in Wakulla County.

Commissioner Minor thanked CRTPA and everyone involved in submitting the North Monroe Street SS4A grant application. Commissioner Minor noted that at the last BPIA workshop, the plan was adopted for Blueprint to provide the 20% match required for the grant and would be finalized when the budget gets adopted.

Commissioner Maddox asked about Crawfordville Road. He noted that at the last Leon County Board meeting, Commissioner Proctor stated this corridor should be an evacuation route. Mr. Slay noted the FDOT has funded about \$6 million in FY 26- FY 27 for ROW acquisition and the next step would be construction funding. He also noted that at the June 17, 2024, Board meeting the CRTPA is scheduled to adopt its annual priorities.

**12. ADJOURNMENT**

**The meeting was adjourned at 2: 15 pm.**