

**MARTIN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE MEETING**
Administration Building, Fourth Floor Workshop Conference Room
2401 S. E. Monterey Road
Stuart, FL 34996
www.martinmpo.com
(772) 221-1498

Monday, February 6, 2017 @ 1:30 pm
Minutes

1. CALL TO ORDER

Mr. Sam Amerson, Chair, called the meeting to order at 1:35 pm.

2. ROLL CALL

Members in Attendance:

Sam Amerson, Chair

Samantha Lovelady, Vice-Chair

Joe Capra, Alt.

Mark Cocco

Terry Rauth

Mira Skoroden, Alt.

Kim DeLaney (Arrived at 1:43 PM)

Claudette Mahan

George Stokus (Arrived at 1:39 PM)

Ken DeAngeles

Don Donaldson (Arrived at 1:58 PM)

Members Excused:

Steve Meyer

Members Absent

Stuart Trent

Staff in Attendance:

Beth Beltran, MPO Administrator

Alice Bojanowski, Senior Planner

Margaret Brassard, Administrative Assistant III

Bolivar Gomez, Planner II

Ricardo Vazquez, Senior Associate Planner

Others Present:

Tim Voelker, City of Stuart, Planner

Victoria Williams, FDOT Turnpike MPO Liaison

A quorum was present for this meeting.

3. APPROVE AGENDA

Ms. Beth Beltran stated that there is an addition to the agenda. She said that it is an

update to the Community Characteristics Report which was presented at the last meeting, as Agenda Item 4H [5H].

A motion was made by Ms. Samantha Lovelady to approve the Agenda with the addition. It was seconded by Mr. George Stokus. The motion passed unanimously.

4. APPROVE MINUTES

A motion to approve the minutes from September 7, 2016 was made by Ms. Terry Rauth and seconded by Mr. George Stokus. There was no objection and the minutes were approved unanimously.

Mr. George Stokus made a motion to approve the minutes from the November 14, 2016 Joint meeting. The motion was seconded by Ms. Samantha Lovelady. Seeing no corrections the vote was called and the motion passed unanimously.

5. AGENDA ITEMS

A. ELECTION OF OFFICERS

Ms. Beltran advised that the first meeting of the calendar year is the annual election of officers for the Technical Advisory Committee (TAC). She advised that Mr. Sam Amerson, the current Chair, has indicated that he is willing to serve in this role for another year should the committee so desire. The current officers are Mr. Sam Amerson and Ms. Samantha Lovelady who also agreed to continue to serve for an additional year if desired. The floor was opened for nominations.

Mr. Ken DeAngeles moved that Mr. Amerson remain as TAC Chair. The motion was seconded by Mr. Joe Capra. There were no additional nominations or oppositions. The motion carried unanimously.

Nominations or a motion to keep the current Vice Chair was requested.

A motion was made by Mr. Ken DeAngeles to have Ms. Samantha Lovelady retain the position of Vice Chair. Mr. Joe Capra provided the second. No additional nominations or oppositions were made. The motion carried unanimously.

B. TRANSPORTATION ALTERNATIVE PROGRAM (TAP) - PROJECT APPLICATION

Mr. Amerson stated that there was one application for this grant and turned the floor over to Ms. Beltran. Ms. Beltran introduced Mr. Tim Voelker, with the City of Stuart, to make this presentation. Mr. Voelker introduced himself as the City Engineer for the City of Stuart and he was here to present the Dixie Highway and S.E. Florida Street sidewalk extension project. He said it would be for the fiscal year (FY) 2017 Florida Department of Transportation (FDOT) Transportation Alternative Program (TAP) cycle, FY 2020/21 Tentative Work Program. He advised that there are two segments which make up the project limits. First, Mr. Voelker said that the Dixie limits [550 linear feet] will stretch from S. E. 6th Street to Kiwanis Park at S.E. 5th Street; with the S.E. Florida Street limits [1,250 linear feet] being from S.E. Johnson Avenue to Dixie Highway. Mr. Voelker provided aerials of a couple of

recently completed projects showing how the Dixie Highway project will complete a connection to existing sidewalks; the S.E. Florida Street will connect to an anticipated “complete street” construction slated for Fall, 2017 on S.E. Kindred and Johnson Streets consisting of bike lanes, sidewalks on each side of the street and traffic calming amenities. He said that Colorado Avenue which is a complete street project finished in 2013, will join in connecting this area. Mr. Voelker showed a typical section of the Dixie Highway project explaining how the six foot sidewalk will be constructed within the County right-of-way (ROW) but outside of the Florida East Coast (FEC) ROW. For the S.E. Florida Street Project Typical Section, he said, the sidewalk will be on the south side of the road within the City maintained ROW, which would have a curb and gutter to promote drainage. Mr. Voelker advised that in order to accommodate the two foot curb and gutter plus match the existing, the two vehicle travel lane widths will be reduced from 12 to 11 foot. He said that they will mill and overlay the streets as well as provide sharrows within the roadway. Mr. Voelker said that the total construction funding costs will be \$522,820.66, total TAP funds this cycle \$359,724.09, with the city providing \$163,225.02. In conclusion he said that the City of Stuart adopted Resolution R-11-2017 at the January 9, 2017 meeting, with a letter of support from the City of Stuart Community Redevelopment Area (CRA) and with that he would take any questions. Mr. Amerson added that the project was reviewed by the steering committee for sufficiency.

Mr. Joe Capra made a motion to move the project forward with a second by Mr. George Stokus. There were no objections or additional questions. The motion passed unanimously.

C. PUBLIC INVOLVEMENT PROGRAM (PIP) –ANNUAL REPORT

Mr. Bolivar Gomez advised that this is the 2016 Annual Public Involvement Program (PIP) Report which is reviewed annually by the Metropolitan Planning Organization (MPO). He said that there are five objectives in the PIP which need to be met and he will briefly address each. Objective One is to hold regular public meetings with its standing advisory committees, to obtain their input on all documents, projects and funding determinations prior to consideration by the MPO Board. He stated that this was achieved this year as the committees met regularly to review documents and provide recommendations to the MPO Policy Board; agendas were distributed seven days in advance, providing ample review time, with upwards of 75% of committee membership maintained for the year. He advised that there were 33 public meetings held, two of which were open houses to obtain public input on specific projects. Objective two is to provide equitable access to information regarding transportation decision making. Mr. Gomez said that response reflected on the sign in sheets affirmed that all meetings were held at convenient times/locations which were geographically dispersed within the County’s planning area. He advised that the MPO staff attended other meetings held throughout the County i.e. Golden Gate and Indiantown Neighborhood Advisory Committees (NAC) to mention a couple, as well as having the planning documentation information in the Reference Sections at the Martin County Public Libraries for public review. He provided photos of various events held or attended in the testament of achieving this objective. Objective Three is to engage the public early and often, which was accomplished through the press

coverage of the various transportation issues/events and open houses adding that all public input was documented highlighting comments in the Bicycle and Pedestrian Safety Action Plan. Objective Four is to use a variety of methods to involve and engage the public which Mr. Gomez explained some of the various methods used at the open houses from the interactive polling/Geographical Information System (GIS) Maps to the comment boxes. He stated that the final objective is the public input on Program of Projects (POP) for public transit. This, he said, is to provide public input on the POP, noting that all committees as well as the MPO Board reviewed/approved this for 2016.

Mr. Joe Capra made a motion to approve the Public Involvement Program (PIP) - Annual Report. Dr. Kim DeLaney provided a second. The vote was called and the motion passed unanimously.

D. PIP – AMENDMENT

Mr. Bolivar Gomez stated that MPO staff attended a Federal Certification Review Roundtable this past fall with Mr. Carey Shepherd, the Civil Rights Coordinator for the Federal Highway Administration (FHWA). He said that Mr. Shepherd reviewed the Public Involvement Plan (PIP) and provided recommendations for areas to be updated. Those recommendations were followed and changes to the document as suggested were made said Mr. Gomez who briefly touched on the highlighted areas. One specification was to show the public process beginning in 2009 leading up to the approval and adoption of the PIP in 2016 noting that interim changes as well were available on display at the public libraries. A second recommendation was to show results using the provided public comments, which was signified in a paragraph explaining how they are used not only to collect public data but to provide Goals and Objectives for the Plan as well as develop priority projects. He mentioned that another recommendation was to show statewide coordination and how the Florida Department of Transportation (FDOT) collaborates with the MPO. Mr. Gomez said a paragraph was included describing the coordination between FDOT and the MPO and the assistance FDOT provides in an advisory capacity as well as meets with the MPO during the List of Project Priorities (LOPP) development. He concluded that the final amendment was a sample Participation Survey, added as Appendix E, which exhibits the MPO making strides to communicate and engage others in the community with Limited English Proficiency (LEP). Mr. Gomez advised that a multi-lingual survey was completed for the 2040 Long Range Transportation Plan (LRTP) so it was incorporated into the PIP. He advised that staff is requesting that these amendments be approved to go to the MPO Policy Board. Ms. Beltran responded to Ms. Samantha Lovelady that yes, this Federal Certification [Audit] is every four years.

Mr. George Stokus made a motion for approval of the Public Involvement Plan Amendment which was seconded by Mr. Ken DeAngeles. There were no additional comments or objections. The motion carried.

E. TITLE VI AND OTHER NONDISCRIMINATION POLICY AND PLAN-AND AMENDMENT

Mr. Bolivar Gomez advised that this Title VI and Other Nondiscrimination Policy and Plan was also reviewed by FHWA. The Title VI Plan ensures the MPO is

following the Civil Rights Act and not discriminating against people for any reason, i.e. race, color or national origin. He said that one recommendation was to display an organizational structure between the County and the MPO in relation to the Title VI Coordinators, with an Organizational Chart being added and the new County ADA Coordinator Ms. Judy Lambs contact information being added also. Mr. Gomez advised that another recommendation was that the MPO show goals for the Title VI Program in the upcoming year, so this also was incorporated through the utilization of the Community Characteristics Report which will be reviewed by this committee. He concluded saying that another new addition was the Title VI Activity Log which documents staff training on Title VI elements. With that, he said he would take any questions, requesting approval of the Amendment to the Title VI Policy and Plan.

A motion was made by Mr. Joe Capra to approve the Title VI and Other Nondiscrimination Policy and Plan Amendment followed by a second from Mr. Ken DeAngeles. Seeing no opposition, the motion passed unanimously.

F. LONG RANGE TRANSPORTATION PLAN (LRTP) - AMENDMENT

Ms. Beth Beltran clarified that this is going through as an amendment instead of a modification to ensure it covers all the necessary requirements. She specified that these changes are the result of the review of the 2040 LRTP by the FHWA staff, plus the desires of the MPO Board who wanted to make changes to the Plan. At the last MPO Board meeting, the Board wanted specific projects identified (Mapp Road and Bridge Road improvements) as the Livable Communities Initiatives (LCI) which has already been identified in the Plan. Ms. Beltran said that parking improvements was another LCI item requested by the Board. She stated that most of the changes in Chapter Nine-Cost Feasible Plan (CFP) were due to the FHWA representative wanting to see the documentation in the CFP, not in the Appendices. For instance, the Prioritization Analysis was one of the tables that had been in the Appendices.

Ms. Beltran continued with her presentation, stating that the MPO Board supports the Willoughby Blvd. Extension from Monterey Road to US 1. She stated that Martin is currently working regionally with St. Lucie and Indian River Counties T/MPO on the Regional LRTP and Willoughby Boulevard is identified as one of the regional needs as it removes trips from US 1. Ms. Beltran discussed the State's Transportation Regional Incentive Program (TRIP) and went on to say that there were also changes in Chapter 11 of the 2040 LRTP. FHWA staff wanted an explanation of how projects transition from the LRTP to the TIP to get funded.

Dr. Kim DeLaney made a motion to approve staff's recommendation of the Long Range Transportation Plan Amendment. This motion was seconded by Ms. Samantha Lovelady. There was no additional discussion. Mr. Joe Capra announced to the committee that he was going to abstain from this vote. The vote was called. The motion passed unanimously with Mr. Joe Capra in abstention.

G. SCOPE OF SERVICE - PROFESSIONAL SERVICES

Ms. Beltran stated that this was identified in the Unified Planning Work Program (UPWP) in preparation for the 2017 Federal Certification Audit. Ms. Beltran highlighted the benefits of utilizing a consultant with the 2035 model and responding

to the questions from the FHWA. She advised that the amount is \$10,000 for the assistance of Kimley Horn to attend the FHWA site visit as well as the follow up involved, and staff is requesting approval of the Scope of Services.

Mr. Joe Capra made a motion to approve the Scope of Services. Mr. Ken DeAngeles provided a second on the motion. Seeing no added discussion the question was called and the motion passed unanimously.

H. COMMUNITY CHARACTERISTICS REPORT UPDATE

Ms. Beltran advised that this is a follow up to the presentation at the Joint Advisory Committee Meeting in November which will be presented by Ms. Alice Bojanowski and Mr. Ricardo Vazquez. Ms. Bojanowski explained that when the Community Characteristics Report was presented in November there were some questions about the data. She clarified that the data used was from the 2014 American Community Survey – U.S. Census. Since that time the Census has released the five year segment of data so this is the most current and concise data available. Ms. Bojanowski mentioned that the committee has seen the framework; the map, the 11 communities studied, all of which ties into the Title VI information presented earlier in this meeting. She specified that Beau Rivage has been included in this map. Ms. Bojanowski pointed out the five main demographics of focus consisting of those with Limited English Proficiency (LEP), over 65, minorities, households without vehicles or below the poverty level. She highlighted data updates in five of the Community Redevelopment Areas (CRAs), noted updates to each of the geographic information system (GIS) maps with the CRA and community lines, included maps of each of the communities, as well as increased the text font size. She addressed the Map's Legend adding that the updated City of Stuart CRA was included. She concluded the presentation by providing the committee with various websites where one could go for more information. Ms. Lovelady asked if Ms. Bojanowski would share the page of websites with the Growth Management Department so that they could place it on their website. Ms. Bojanowski agreed. Ms. Bojanowski showed the Martin County Demographic Profile/Sociocultural Data Report which was provided to her by the Efficient Transportation Decision Making (ETDM) office at the University of Florida reiterating that this information was just released in the last couple of weeks and it covers the entire County. Mr. Stokus inquired how data for specific communities is obtained. Ms. Bojanowski advised that the information is gathered within the confines of the GIS lines. Some discussion ensued about potential communities incorporating.

A motion to approve the Community Characteristics Report was made by Mr. George Stokus which was seconded by Mr. Ken DeAngeles. There was no opposition and the motion passed unanimously.

6. COMMENTS FROM COMMITTEE MEMBERS

Ms. Lovelady advised that the Growth Management Department is doing an evaluation and appraisal report on the transportation element of the Comprehensive Plan. This is to initiate changes made since 2009 according to the State Statutes and we're looking to have the 2040 maps adopted.

7. COMMENTS FROM THE PUBLIC

None

8. COMMENTS FROM FDOT

None.

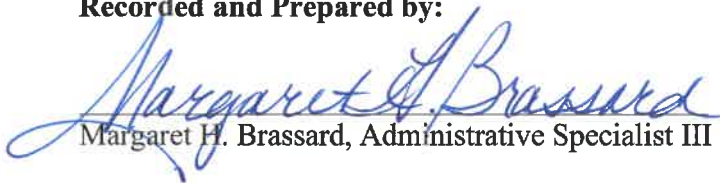
9. NEXT MEETINGS

Joint Advisory Committee meeting April 3, 2017 at 1:30 PM.

10. ADJOURN

A motion by Mr. Ken DeAngeles was made to adjourn the meeting. The motion was seconded by Mr. George Stokus. The motion passed unanimously. The meeting adjourned at 2:23 PM.

Recorded and Prepared by:


Margaret H. Brassard, Administrative Specialist III

Date: May 1, 2017

Approved by:


Sam Amerson, Chair

Date: 5/01/17