

Minutes (Draft)

FLORIDA GREENBOOK ADVISORY COMMITTEE MEETING

Friday, March 26, 2021, 9:00 AM – 12:00 PM

Monday, March 29, 2021, 1:00 PM – 4:00 PM

Friday, April 2, 2021, 9:00 AM – 12:00 PM

Friday, March 26, 2021

Attendance

The following members, associate members, Department staff, technical advisors and public were in attendance, either in-person or remotely via Go-To-Webinar. The meeting began at 9:00 AM.

- **Members**

Alexandrea Davis-Shaw, Allan Urbonas, Andy Garganta, Andy Tilton, Chris Phillips, Deborah Snyder, Gail Woods, Gene Howerton; Ghulam Qadir, John Olson, John Veilleux, Juvenal Santana, Karina Fuentes, Kathy Thomas, Kenneth Dudley, Kevin Ingle, Margaret Smith, Miguel Soria, Milton Martinez, Richard Diaz, Richard Szpyrka, Richard Tornese, Rick Hall, Keith Bryant, Robert Behar, Shane Parker,

- **Associate Members**

Charles Ramdatt, Ramon Gavarrete, and Faith Alkhatib.

- **FDOT Staff, Technical Advisors and Public**

Michael Shepard, Mary Anne Koos, Jeremy Fletcher, Alissa Torres, Anna Harlson, Brenda Young, Brian Landeweer, Chris Wigglesworth, Christopher Cairns, George Borchik, Dave Cerlanek, David Johnson, Derwood Sheppard, Francisco Gonzales, Gina Bonyani, Kristin Larsson, Vibhuti Patel, Mary Jane Hayden, Benjamin Gerrell, Aurybell Rivero, Gabe Matthews, Liza Herrera, Matt Wernersbach, Michael Roberge, Paul Roberts, Robert Phelan, and Ashley Peacock.

Introductions and General Information

- **Welcome and Introductions (Michael Shepard, Kristin Larsson, & Mary Anne Koos)**

Michael Shepard, Chair, of the Florida Greenbook Committee welcomed members and the public to the 2020 Florida Greenbook Committee meeting. Kristin Larsson provided general tips on webinar communication. Mary Anne Koos summarized changes in membership for the Committee due to retirement or new positions for former members and new members

were introduced. Kevin Ingle was introduced as the new District Design Engineer for FDOT District 1.

- **Sunshine Law, Status of 2018 Florida Greenbook, Public Comments Received (Ashley Peacock, Mary Anne Koos)**

Ashley Peacock reminded the Committee that all meetings that re official acts are governed by Florida's Sunshine law. All discussion between voting members must be conducted in a public meeting and they cannot meet or discuss business through an intermediary. A copy of Florida's Sunshine law was included in the meeting package. The rulemaking flowchart was reviewed.

- **FDOT Proposed Changes to post 2021 Florida Greenbook Adoption Process (Michael Shepard)**

Michael Shepard discussed publication schedules for various manuals and options available to FDOT to shorten the time line for adoption, including removal of the Florida Greenbook from rulemaking. Although he had submitted this for consideration in FDOT's 2021 Legislative package, the idea was not advanced by the Department. He proposes 3 options for consideration:

- Option 1: Continue with current process.
- Option 2: Next legislative cycle pursue removal of Greenbook from Rulemaking process.
- Option 3: Hybrid 2 Books (Manual-of Minimum Criteria and a Handbook with Guidance)

General discussion included the following questions:

1. If the Florida Greenbook is removed from the rulemaking process (Option 2), how does FDOT enforce requirements. Michael Shepard - Not proposing to remove Greenbook as a requirement or removing committee as an advisory body. That a process for development and review would be followed like the FDM. Some members commented that the changes proposed would allow FDOT to move more quickly in response to industry changes, benefit that sunshine law requirements would not have to be met, and the ability to move from draft to final version more quickly. Concerns were whether the Greenbook still would be a governing document, be enforceable and a basis for defending design decisions, and that the Committee would still have an opportunity to comment and be involved with changes.
2. Members felt Option 3 will be difficult and a large work effort. Option 2 would be preferred.

- **FDOT Safety Dashboard (Brenda Young)**

Brenda Young gave a presentation on FDOT's new Safety Data Integration Space. This is an effort to integrate safety data with FDOT's focus areas and Vital Few Safety teams (Ped-Bike, Intersections and Lane Departures). The dashboard brings all the data and systems together and will be merging with Signal 4 Analytics.

- **Local Transportation Assistance Program (Kristin Larsson)**

Kristin-Larsson, Florida Local Transportation Assistance Program (LTAP), gave a presentation on the support they provide to local agencies through training and technical assistance. LAP Construction checklist training, which is required for eligibility to participate in FDOT's LAP projects will be offered next. The training requirements for local agencies to be certified to manage federal funds are also offered as web based classes, including the Florida Greenbook, SCAT Tool (Title VI Sub recipient compliance assessment tool), and ADA and civil rights training.

- **Review and Approval of September 2020 Minutes (Mary Anne Koos)**

Aside from comments on formatting, there were no other changes proposed for the minutes. Andy Tilton-moved, Debra Snyder seconded, approved.

Review and Approval of Revisions for 2021 Greenbook (Mary Anne Koos)

All revisions shown are anticipated for publication in the 2021 Greenbook Edition. The meeting package includes the revisions that will be discussed today. Ms. Koos reviewed the color-coding of the text for the group. Green-highlighted text has already been approved by the Committee in previous meetings. Yellow highlights are notes that will be deleted in the final format or are areas that need follow up discussion.

- **Introduction (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. New definitions for Design Year, Freeway/Limited Access, Lateral Offset, and Shared Roadway were added.

Rick Hall moved to accept the revised Chapter, seconded by Andy Tilton. The Committee voted unanimously to accept the changes.

- **Chapter 1 – Planning and Land Development (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. Chapter 1 – Planning and Chapter 2 Land Development were combined to form one chapter and remove redundancy between the chapters. A new section for lane repurposing was added that includes information on data needs, creating a multidisciplinary review team, development of concept

reports and requirements for data and safety analysis and public involvement. The references were updated.

Andy Tilton moved to accept the revised Chapter, seconded by Gail Woods. The Committee voted unanimously to accept the changes.

Public Comments, General Discussion, Adjournment (Mary Anne Koos)

There were no public comments. The meeting adjourned at 12:00.

Monday, March 29, 2021

Attendance

The following members, associate members, Department staff, technical advisors and public were in attendance, either in-person or remotely via Go-To-Webinar. The meeting began at 1:00 PM.

- **Members**

Alexandrea Davis-Shaw, Allan Urbonas, Andy Garganta, Andy Tilton, Chris Phillips, Deborah Snyder, Gail Woods, Ghulam Qadir, John Veilleux, Karina Fuentes, Kenneth Dudley, Margaret Smith, Miguel Soria, Milton Martinez, Richard Diaz, Richard Szyrka, Richard Tornese, Rick Hall, Keith Bryant, Robert Behar, Shane Parker,

- **Associate Members**

Charles Ramdatt, Ramon Gavarrete, and Faith Alkhatib.

- **FDOT Staff, Technical Advisors and Public**

Michael Shepard, Mary Anne Koos, Jeremy Fletcher, Alissa Torres, Anna Harlson, Brian Landeweer, Chris Wigglesworth, Christopher Cairns, George Borchik, Dave Cerlanek, David Johnson, Derwood Sheppard, Francisco Gonzales, Gina Bonyani, Jean Milord, Kristin Larsson, Vibhuti Patel, Mary Jane Hayden, Aurybell Rivero, Gabe Matthews, Liza Herrera, Matt Wernersbach, May Cheng, Megan Elliot, Michael Roberge, Robert Phelan, and William Edmonds.

Public Comments, General Discussion (Mary Anne Koos)

There were no public comments.

Review and Approval of Revisions for 2021 Greenbook (Mary Anne Koos)

- **Chapter 3 – Geometric Design (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. Major revisions included adding criteria for shared use paths to the section discussing sidewalks, moving specific criteria related to sidewalks and shared use paths to the pedestrian facilities chapter, and added a new section for on-street parking, including parallel and angle (front and back in) parking dimensions and accessibility requirements.

Andy Tilton moved to approve, seconded by Keith Bryant. The Committee voted unanimously to accept the changes.

- **Chapter 4 – Roadside Design (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. The primary goal of this chapter is to update criteria to reduce the likelihood and consequences of crashes by vehicles that have left the traveled way.

Major revisions included addition of a table for lateral offset, including a provision for low volume roads to preserve cultural features, new section, and table for clear zones in work zones, criteria for location of above ground fixed objects and device requirements for frangibility. There is an interest by the Committee in expanding the lateral offset table in future editions.

Gail Woods moved to accept the revised Chapter, seconded by Richard Tornese. The Committee voted unanimously to accept the changes.

- **Chapter 5 – Pavement Design and Construction (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. The primary change was removing the information regarding Safety Edge from this chapter, and consolidating the information in Chapter 10 Maintenance and Resurfacing. There was discussion on how to address micromobility, its statutory definition and a suggestion for “mobility lanes” which could accommodate scooters, bikes, and golf carts.

Andy Tilton moved to accept the revised Chapter, seconded by Shane Parker. The Committee voted unanimously to accept the changes.

- **Chapter 6 – Lighting (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the Chapter. The primary change for this chapter was to add requirements for wildlife sensitive lighting for sea turtles for final installations and in work zones. Links to maps identifying critical areas for sea turtle nesting found on FDOT’s Office of Environmental Management “OEM Resources” web page, under Turtle Lighting. Links are provided to FDOT’s Approved Product List (APL)

in the Wildlife-Sensitive Conventional Lighting category or FWC's Certified Wildlife Lighting Guidelines.

Keith Bryant moved to accept the revised Chapter, seconded by Shane Parker. The Committee voted unanimously to accept the changes.

- **Chapter 7 – Rail-Highway Grade Crossings (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. The primary change was to add requirements for the railroad dynamic envelope pavement markings and signage. Figures were added for the pavement marking itself, and examples for 2-Lane and Multilane Roadways.

Andy Tilton moved to accept the revised Chapter, seconded by Gail Woods. The Committee voted unanimously to accept the changes.

- **Chapter 8 – Pedestrian Facilities (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. The primary changes were to consolidate design information for sidewalks in this chapter, update the references to accessibility criteria on the US Access Board's web page and reference to the Florida Building Code, Accessibility, 7th Edition, add requirements for a 1' wide level graded area adjacent to sidewalks, and clarification of curb ramp and blended transition widths, turning space requirements at the top of curb ramps. Criteria for curb extensions, provisions for future installation of APS devices for new and reconstructed signals, and requirements for level landings at the base of push buttons were added.

Gail Woods moved to accept the revised Chapter, seconded by Richard Tornese. The Committee voted unanimously to accept the changes.

- **Chapter 9 – Bicycle Facilities (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. The primary changes were to clarify that shared use paths are intended to be used by pedestrians and must be accessible, update the references to accessibility criteria on the US Access Board's web page and reference to the Florida Building Code, Accessibility, 7th Edition. Criteria was revised to require that the clear width for shared use path on structures should be at least as wide as the

Added a new section for the design of separated bike lanes and their required features (bike lane symbol, horizontal separation, types of allowed vertical elements, and mitigation of conflict points). Included permission for shared use paths to follow the profile grade of the roadway when located within a street or highway right of way or when limited by notable natural features, and that cross slopes are limited to 2% max.

A new section was added to establish criteria for shared use path and roadway intersections to ensure appropriate traffic control and sight distance are established. Criteria is included for grade separated, sidepath, and midblock shared use path crossings. A diagram, table, and formulas for determining sight distance triangle dimensions are included for both yield and signal or stop controlled intersections.

Rick Hall moved to accept the revised Chapter, seconded by ?. The Committee voted unanimously to accept the changes.

Public Comments, General Discussion (Mary Anne Koos)

There were no public comments. The meeting adjourned at 4:00.

Friday, April 2, 2021

Attendance

The following members, associate members, Department staff, technical advisors and public were in attendance, either in-person or remotely via Go-To-Webinar. The meeting began at 9:00 AM.

- **Members**

Alexandrea Davis-Shaw, Allan Urbonas, Andy Garganta, Andy Tilton, Chris Phillips, Gail Woods, Ghulam Qadir, John Veilleux, Kenneth Dudley, Keith Bryant, Kevin Ingle, Margaret Smith, Milton Martinez, Richard Diaz, Richard Szyrka, Richard Tornese, Rick Hall, Keith Bryant, Robert Behar.

- **Associate Members**

Ramon Gavarrete

- **FDOT Staff, Technical Advisors and Public**

Michael Shepard, Mary Anne Koos, Jeremy Fletcher, Adam Dyal, Alissa Torres, Anna Harlson, George Borchik, Dave Cerlanek, David Johnson, Derwood Sheppard, Francisco Gonzales, Gina Bonyani, Vibhuti Patel, Mary Jane Hayden, Gabe Matthews, Kristin Larsson, Liza Herrera, Matt Wernersbach, Robert Phelan, and William Edmonds.

Public Comments, General Discussion (Mary Anne Koos)

There were no public comments.

Review and Approval of Revisions for 2021 Greenbook (Mary Anne Koos)

- **Chapter 10 – Maintenance and Resurfacing (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. Major revisions included consolidation of the information on Safety Edge in this chapter. Only the detail for resurfacing projects was retained, as new construction should include a shoulder.

Andy Tilton moved to approve, seconded by Chris Phillips. The Committee voted unanimously to accept the changes.

- **Chapter 11 – Work Zone Safety and Mobility (Mary Anne Koos)**

Mary Anne Koos presented the proposed changes to the chapter. Major revisions included new typical application examples for roadway lane closures, sidewalk and shared use path diversions and detours, bicycle lane and shared use path closures and detours, and paved shoulder closure with diversions onto a temporary path. These examples can be used to develop a site specific TTCP. Criteria was included for accessibility of temporary sidewalks and shared use paths and direction for the use of wildlife sensitive lighting practices in work zones.

Richard Diaz moved to approve, seconded by Keith Bryant. The Committee voted unanimously to accept the changes.

- **Schedule for Future Review (Mary Anne Koos)**

The Committee opted to move review and discussion of the additional chapters in this meeting package to a future meeting in the summer.

Keith Bryant moved to approve. The Committee voted unanimously to hold an additional meeting later in the summer.

- **Future Greenbook Content and Format (Mary Anne Koos)**

Three Options were presented to Committee:

- Option 1-Maintain Status Quo
- Option 2-Request exemption from rulemaking again (this was not approved to be included in Departments legislative package in 2020)
- Option 3-Hybrid which would be 2 documents (a succinct version with minimum requirements for local roads with a companion document with guidance-not requirements).

The Committee was asked if they would like FDOT to again consider asking for the full exemption from rule making. No vote was taken, however several members were in support of requesting the full exemption. Richard Szyrka did not support a full exemption due to concerns about how the Greenbook could be applied to developers who don't want to follow standards. He would like more information on the enforceability of the Manual if it were not adopted through rulemaking. There was also a concern about sunseting the Committee, but FDOT plans on retaining the Committee with any new format.

The Committee decided to continue the discussion at their future summer meeting.

- **Proposed Process for Adoption, Format, for 202? Greenbook and Committee Assignments (Mary Anne Koos)**

This 2021 book being approved would follow the current rulemaking process. George Borchik indicated that District 5 would like to retain the chairmanship of Bike and Ped Chapter Subcommittees. Please review the subcommittees you are part of and let us know of any changes you want to make.

- **Public Comments. General Discussion (Mary Anne Koos)**

Ramon-Gavarrete asked that FDOT obtain a legal opinion on whether the Florida Greenbook would continue to be an enforceable document if it was not adopted as an administrative rule? Robert Behar-asked that we discuss Border Width for our July meeting. Ken Dudley sent some recommendations as well. We'll do a poll, but will likely keep on Monday and Friday due to LTAPs schedule of training on Tuesday through Thursday.

- **Adjourn (Michael Shepard)**

The meeting ended at 12:00. We appreciate the hard work to produce manual and candid feedback.