



Technical Advisory Committee
Agenda Book

10:00 am
Wednesday, May 5, 2021

North Florida TPO Board Room
980 North Jefferson Street
Jacksonville, FL 32209



**Technical Advisory Committee
Meeting Agenda
Wednesday, May 5, 2021
10 a.m.**

**Call to Order
Introductions
Public Comment**

Agenda

A. April 7, 2021 Minutes

ACTION ITEM

These minutes are ready to review and approve.

**B. FDOT Requests Amending the FY 2020/21 through FY 2024/25
Transportation Improvement Program (TIP)**

ACTION ITEM

A copy of the request is included in Section B, which includes the following projects:

Duval County

- **428769-3** – SR 116 (Wonderwood) from Jane Street to Sand Castle Lane Resurfacing
- **443310-1** – SR 115 (Arlington Expressway) from Southside Blvd. to Matthews Bridge – Resurfacing

District Wide

- **422938-7** – SR 23 (First Coast Expressway) from east of CR 16A (Spur) to east of CR 209 – Add Lanes and Reconstruct

**C. Amendment of the Unified Planning Work Program (UPWP) for
FY 2020/21 through FY 2021/22 (Addition of Second Year Projects)**

ACTION ITEM

A copy of the request is included in Section C.

**D. Staff Presentation on the DRAFT FY 2021/22 through FY 2025/26
Transportation Improvement Program (TIP)**

**Information
Only**

A memo identifying the changes is included in Section D. A final draft of the TIP is available on the TPO website. Approval will be requested at the June meeting.

E. Smart North Florida Update

Information
Only

F. Old Business

- April 8, 2021 North Florida TPO Meeting Report

G. New Business

H. Public Comment

I. Adjournment

The next meeting will be June 2, 2021.

NOTICE

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marci Larson at 904-306-7513 at least seven days prior to the meeting.

Agenda Item A.

Minutes of April 7, 2021 Meeting

Action Item



TECHNICAL ADVISORY COMMITTEE
MEETING SUMMARY

Wednesday, April 7, 2021 – 10 a.m.
HYBRID MEETING

MEMBERS PRESENT:

Reuben Franklin, City of St. Augustine **CHAIRMAN**
Lynn Rutkowski, City of Keystone Heights, **VICE CHAIRMAN**
Jerry Box, CareerSource
Mike Daniels, City of Green Cove Springs Planning Dept.
Scott Hanna, Ocean Highway & Port Authority – Nassau County
Heather Ireland, Jacksonville Beach Planning Dept.
Scott Kornegay, Keystone Heights Airport Authority
Chris LeDew, COJ Public Works Dept.
Ed Lehman, Clay County Planning Dept.
Sean Lynch, Mayor - Town of Baldwin
Autumn Martinage, Florida Dept. of Transportation
Colin Moore, City of Neptune Beach
Phong Nguyen, St. Johns County Planning Dept.
Elizabeth Payne, Northeast Florida Regional Council
Laurie Santana, COJ Planning and Development Dept. (for Bill Killingsworth)
Carol Saviak, St. Johns County/St. Augustine Airport
Matt Schellhorn, U.S. Navy

MEMBERS ABSENT:

Robert Companion, Nassau County
Rodney Cooper, St. Johns County
Shane Corbin, City of Atlantic Beach
Thad Crowe, Nassau County Dept. of Planning and Economic Opportunity
Tom Morris, Clay County Utility Authority
James Richardson, Jacksonville Environmental Protection Board
Dale Smith, Clay County Public Works
Steve Smith, Town of Orange Park
Bryan Spell, JEA
Lauren Scott, Jacksonville Airport Authority
Suraya Teeple, JTA
William Tredik, City of St. Augustine Beach
Brad Underhill, Nassau County Schools Transportation

OTHERS PRESENT:

Ashley Shorter, Jacksonville Airport Authority

Jeremy Norsworthy, JTA
April Bacchus, ETM
Jeanette Berk, Gannett Fleming
Soliman Salem, COJ
Tyler Blair, Nassau County
Phil Shad, Atkins
Terry Shaw, Kimley-Horn
Geanelly Reveron, JTA
Dara Osher, Michael Baker
Cathy Koval, Michael Baker
Eron Thompson, JTA
Hampton Ray, FDOT
Courtney Reynolds, VHB

TPO STAFF PRESENT:

Jeff Sheffield, Executive Director
Denise Bunnewith, Planning Director
Wanda Forest, Transportation Planning Manager
Marci Larson, Public Affairs Manager
Milton Locklear, Transportation Modeling Specialist
Jennifer Lott, Executive Assistant

CALL TO ORDER

Chairman Franklin welcomed everyone and called the Technical Advisory Committee meeting to order at 10 a.m. Jennifer Lott read each participant's name for the record.

PUBLIC COMMENT

Mr. Sheffield informed the committee that if anyone has a comment and does not wish to speak to email Marci Larson at mlarson@northfloridatpo.com. Ms. Larson will read the comment for the record during the *Public Comment* portion of the meeting.

None at this time.

► A. APPROVE THE MARCH 3, 2021 MEETING MINUTES

Chairman Franklin asked for approval of the March Technical Advisory Committee meeting minutes.

Jerry Box moved to approve the March 3, 2021 meeting minutes; Ed Lehman seconded; motion unanimously carried.

► **B. FDOT REQUESTS AMENDING THE FY 2020/21 THROUGH FY 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Autumn Martinage presented the amendment to the Transportation Improvement Program for FY 2020/21 through FY 2024/25.

Duval County

- **443620-1** – SR 243 (International Airport Road) from Cedar Creek to SR 102 Resurfacing – **Approved Last Month (added for clarification)**
- **433899-2** – I-95 (SR 9) @ SR 115 (US 1)/ML King/20th Street Interchange Add Lanes – **Approved Last Month (added for clarification)**
- **441194-2** – SR A1A at 2nd Avenue North - Pedestrian Safety Improvement
- **443502-1** – SR A1A (Mayport Road) - Bike Lane/Sidewalk
- **444078-2** – U2C Bay Street Innovation Corridor – Urban Corridor Improvements
- **445354-1** – SR 10 (US 90) from McCargo Street to Edgewood Avenue Resurfacing
- **445420-1** – SR 212 (US 90) from 12th Street to SR A1A –Resurfacing
- **445426-1** – SR 13 (San Jose Blvd.) from I-295 (SR 9A) to Sunbeam Road Resurfacing
- **445427-1** – SR 109 (University Blvd.) from Cruz Road to Wateredge Lane Resurfacing
- **445430-1** – SR 10 (Atlantic Blvd.) from Kernan Overpass to Mayport Road Resurfacing
- **445431-1** – SR 211 from San Juan Avenue to I-95 (SR 9) - Resurfacing
- **446048-1** – I-95 (SR 9) from Forest Street bridge to Railroad bridge Resurfacing
- **446049-1** – I-95 (SR 9) from Airport Road to Owens Road – Resurfacing
- **447123-1** – SR 152 (Baymeadows Road) from Bayberry Road to SR 115 (Southside Blvd.) – Resurfacing
- **447124-1** – SR 109 (University Blvd. N.) from Tanglewood to Baywood Terrace Resurfacing
- **447125-1** – SR 109 (University Blvd.) from SR 13 (San Jose Blvd.) to I-95 (SR 9) - Resurfacing
- **447127-1** – SR 21 (Blanding Blvd.) from Wilson Blvd. to Roosevelt Resurfacing
- **447128-1** – SR 202 (JT Butler Blvd.) from Intercoastal Waterway Bridge to SR A1A – Resurfacing
- **447129-1** – SR 208 (Wilson Blvd.) from Debra Drive to Lane Avenue Resurfacing
- **447149-1** – SR 202 (J Turner Butler Blvd.) at Kernan Blvd. Interchange Improvement
- **447359-1** – SR 212 (Beach Blvd.) from Beach Plaza to SR A1A (3rd Street) Intersection Improvement
- **447557-1** – I-10 (SR 8) from Chaffee Road to I-295 (SR 9A) - Resurfacing

- **447559-1** – I-10 (SR 8) from Nassau County Line to SR 23 (First Coast Expressway) – Resurfacing

St. Johns County

- **422938-9** – I-95 (SR 9) from south of International Golf Pkwy. to south of SR 23 – Add Lanes and Reconnect – **Approved Last Month (added for clarification)**
- **447915-5** – Signal Safety Upgrade on Watson Road Crossing No. 271894L, RRMP: 43.63 – Rail Safety Project

Nassau County

- **447915-4** – Signal Safety Upgrade on Bonnieview Road Crossing No. 620813Y, RRMP: 45.02 – Rail Safety Project

Ms. Martinage asked for questions.

- Lynn Rutkowski wanted to know the FY 2020/21 funding amount for the SR A1A at 2nd Avenue North - Pedestrian Safety Improvement project.

Ms. Martinage responded that it is \$35, which represents in-house design funds.

Phong Nguyen moved to approve the FDOT’s request to amend the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25; Ed Lehman seconded; motion unanimously carried.

► C. DRAFT FY 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP)

Denise Bunnewith presented the complete draft of the FY 2021/22 Unified Planning Work Program (UPWP). Approval will be requested at the May meeting. The following projects were added to Section 5, Special Projects.

- Task 5.10 East Coast Greenways (Beaches) Feasibility Study
- Task 5.11 Clay-Duval County Trail Feasibility Study
- Task 5.12 US 17 (Green Cove Springs) Corridor Study
- Task 5.13 First Coast Expressway Impact Study
- Task 5.14 Pages Dairy Road Extension Feasibility Study
- Task 5.15 Pearce Street Corridor Study
- Task 5.16 Probe Vehicle Data Verification Study
- Task 5.17 Smart North Florida Report Card
- Task 5.18 Town of Baldwin Storm Water Study
- Task 5.19 8th Street Corridor Study

Ms. Bunnewith asked for questions.

- Phong Nguyen suggested that each county program money annually to leverage funding to have a study conducted through the TPO.

Jeff Sheffield responded that counties are realizing the ability to leverage local funds to conduct these studies. The TPO receives approximately \$400,000 annually in local assessments. The planning studies are our way of giving back to the counties that total between \$1.4 – 1.5 million.

D. DRAFT PROJECT SECTIONS FOR THE FY 2021/22 THROUGH FY 2025/26 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Wanda Forrest presented the draft project sections for the FY 2021/22 through FY 2025/26 Transportation Improvement Program (TIP). The complete draft will be presented next month, with approval requested in June.

Ms. Forrest asked for questions.

- Ed Lehman commented that in FY 2024/25 the First Coast Expressway is showing \$6 million in the first segment and \$5 million in the second segment with an outlier four years from now. Mr. Lehman wanted to know what this represents.

Ms. Martinage responded that she will email that information to Mr. Lehman.

E. FDOT AREA PROJECTS UPDATE PRESENTATION

Hampton Ray of FDOT provided a brief update on the major projects within the area.

Mr. Ray asked for questions.

- Ed Lehman wanted to know if there is a shared use path planned for the Shands Bridge.

Mr. Ray responded that he will get back to Mr. Lehman with an answer.

Ed Lehman responded that Clay County requested a shared use path on this bridge.

- Phong Nguyen wanted to know what the completion date is for the First Coast Expressway.

Mr. Ray responded that he will get back to Mr. Nguyen with an answer.

- Phong Nguyen wanted to know what FDOT is doing on the Buckman Bridge.

Mr. Ray responded that this is a safety improvement project that includes adding additional overhead signage that will indicate lanes that are closed and lanes that are best for continued travel.

- Phong Nguyen wanted to know if this project includes adding an additional lane and restriping.

Mr. Ray responded that is not included in this project.

F. SMART NORTH FLORIDA UPDATE

Jeff Sheffield gave the following update.

- SNF has hired Clayton Levins as its Executive Director.
- SNF did not receive the National Science Foundation for broadband deployment grant. SNF is awaiting a decision on our grant application to the Florida Broadband Office to install broadband on the east side of Jacksonville.
- Rueuben Franklin wanted to know if the Smart North Florida report card is comparing us to other areas/regions.

Mr. Sheffield responded that there are community-wide report cards that include matrix that we could use as a benchmark.

G. OLD BUSINESS

None at this time.

H. NEW BUSINESS

- Denise Bunnewith informed the group that House Bill 1113 and Senate Bill 1412 propose to change the flashing yellow beacons at mid-block crossings to flashing red. The rationale is that the flashing yellow gives pedestrians a false sense of security.
- Reuben Franklin commented that if it is approved then the flashing yellow beacons will be changed to red.
- Reuben Franklin wanted to know if the beacon is flashing red, does it require the car to come to a complete stop.

Ms. Bunnewith responded that the car will be required to make a complete stop.

- Ed Lehman wanted to know if the beacons will be flashing red even when there are no pedestrians.

Ms. Bunnewith responded that she is not sure.

- Reuben Franklin asked about COJ's scooter pilot program.

Mr. Sheffield responded that three or four vendors placed scooters within a geographically fenced area to prevent them from leaving the downtown area. COJ will have all the data generated by the ridership.

- Jeff Sheffield wanted to know the status of St. Augustine's bike share program.

Mr. Franklin responded that we hired a company in April 2020. Due to the pandemic, the program has been off to a slow start. Currently, we are only doing bike share and are promoting mobility hubs that will allow us to have more oversight control.

I. PUBLIC COMMENT

None at this time.

J. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:53 a.m. The next TAC meeting will be May 5, 2021.

Agenda Item B.

**FDOT Requests Amending the FY 2020/21
through FY 2024/25 Transportation Improvement
Program (TIP)**

Action Item



Florida Department of Transportation

RON DESANTIS
GOVERNOR

2198 Edison Avenue
Jacksonville, FL 32204-2730

KEVIN J. THIBAUT, P.E.
SECRETARY

April 26, 2021

Wanda Forrest
Transportation Planning Manager
North Florida TPO
980 North Jefferson Street
Jacksonville, FL 32209

Re: FDOT Request: Amendments to the North Florida TPO Transportation Improvement Program (TIP) FY 2020/21 – 2024/25

Dear Wanda:

The Florida Department of Transportation (FDOT) requests an amendment to the Transportation Improvement Program (TIP) for FY 2020/21 – 2024/2025. Please add the following TIP Amendment requests for action by the TCC, CAC and TPO Board at their May meetings.

DUVAL COUNTY

428796-3 SR116 (Wonderwood) from Jane Street to Sand Castle Lane

Resurfacing

<u>Phase</u>	<u>Fund</u>	<u>FY 2021</u>	<u>FY 2023</u>
CST	DS	\$14,584	\$3,792,385
CST	ACSA		\$1,603,260
CST	DDR		\$7,175,402
CST	DIH		\$60,931
CST	LF		\$175,175
CST	NHRE		\$9,254,146
CST	SA		\$577,649

Prior Cost > 2020/21 \$3,338

443310-1 SR115 (Arlington Expy) from Southside Blvd to Matthews Bridge
Resurfacing Project Length: 6.706

Change project length:

Resurfacing

Project Length: 3.537

<u>Phase</u>	<u>Fund</u>	<u>FY 2021</u>	<u>FY 2022</u>
CST	ACSA		\$1,366,332
CST	BRRP		\$3,635,531
CST	DDR		\$42,353
CST	DIH		\$16,160
CST	DS	\$22,092	\$5,421,632
CST	LF		\$25,650
CST	NHRE		\$1,211,485
CST	SA		\$4,930,415

DISTRICT WIDE

422938-7 SR23 (First Coast Expressway) from east of CR16A (Spur) to east of CR209
Add Lanes and Reconstruct

<u>Phase</u>	<u>Fund</u>	<u>FY 2022</u>	<u>FY 2023</u>
RRU	ACNP	\$2,928,502	\$116,269

Approval of these TIP Amendments will not affect the funding or advancement of other projects in the FY 2020/21 – 2024/25 TIP.

Please contact me if you have any questions or need additional information for this request.

Sincerely,



Autumn L Martinage
 North Florida TPO Liaison

Agenda Item C.

Amendment of the Unified Planning Work Program (UPWP) for FY 2020/21 through FY 2021/22 (Addition of Second Year Projects)

Action Item



MEMORANDUM

To: TPO Board and Committees
From: Denise Bunnewith, Planning Director
Subject: **Amendment of the Unified Planning Work Program for Fiscal Year 2020/21 through 2021/22**
Date: April 26, 2021

The Unified Planning Work Program (UPWP) is the task-based budget of the North Florida Transportation Planning Organization (TPO). The format of the two-year document is loosely outlined in federal guidance and more specifically defined by the Florida Department of Transportation. The UPWP includes administrative tasks including developing the UPWP, a number of required work tasks such as the Transportation Improvement Program (TIP), Congestion Management Process (CMP), Long Range Transportation Plan (LRTP), and other related planning tasks including transit planning most of which is performed by the Jacksonville Transportation Authority.

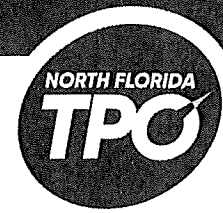
Section 5, Special Projects is being amended with **Resolution 2021-3** to add the following:

- Task 5.11—Clay-Duval County Trail Feasibility Study *Clay County*
- Task 5.13—First Coast Expressway Impact Study *St. Johns County*
- Task 5.14—Pages Dairy Road Extension Feasibility Study *Nassau County*
- Task 5.15—Pearce Street Corridor Study *Jacksonville*
- Task 5.16—Probe Vehicle Data Verification Study *North Florida TPO*
- Task 5.17—Smart North Florida Report Card *North Florida TPO*
- Task 5.18—Town of Baldwin Storm Water Study *Baldwin*
- Task 5.19—8th Street Corridor Study *Jacksonville*

Special Projects in Fiscal Year 2021/22 will also include:

- Task 5.10—East Coast Greenways (Beaches) Feasibility Study *Neptune Beach*
- Task 5.12—US 17 (Green Cove Springs) Corridor Study *Green Cove Springs*

http://northfloridatpo.com/uploads/documents/Unified-Planning-Work-Program-Year-2-Amendment-for-approval-May-13-2021_2021-04-29-182437.pdf



**RESOLUTION No. 2021-3
REVISING THE UNIFIED PLANNING WORK PROGRAM FOR
FISCAL YEARS 2020/21 THROUGH 2021/22**

WHEREAS, the North Florida Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Jacksonville and St. Augustine Urbanized Areas; and

WHEREAS, the North Florida Transportation Planning Organization has in accordance with 23 CFR Section 450.108 (c) and Section 339.175(9) (a) (2), *Florida Statutes*, developed a Unified Planning Work Program for Fiscal Years 2020/21 through 2021/22;

WHEREAS, the North Florida Transportation Planning Organization has revised both years of the Unified Planning Work Program to reflect local priorities and include a number of new studies;

NOW, THEREFORE, BE IT RESOLVED that the North Florida Transportation Planning Organization approves and endorses this Unified Planning Work Program for Fiscal Years 2020/21 through 2021/22.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 13th day of May 2021.

Attest:

The Honorable Samuel Newby, Chairman

Jeff Sheffield, Executive Director

Agenda Item D.

**Staff Presentation on the DRAFT FY 2021/22
through FY 2025/26 Transportation Improvement
Program (TIP)**

Information Only

**MEMORANDUM**

TO: Technical Advisory Committee
Citizens Advisory Committee

FROM: Wanda Forrest 
Transportation Planning Manager

SUBJECT: Transportation Improvement Program FY 2021/22 – 2025/26

DATE: April 28, 2021

The complete draft of the Transportation Improvement Program (TIP) for FY 2021/22 – 2025/26 has been posted on the North Florida TPO website. A formal presentation will be provided at the May meetings. Approval will be requested in June.

The JTA section has been added since the draft TIP project sections were presented at the April meetings.

After reviewing the draft TIP with the FDOT Tentative Work Program, we identified projects that needed to be deleted from the TIP. The attached table identifies those deleted projects.

Should you have any questions, please contact me at (904) 306-7514 or email at wforrest@northfloridatpo.com.

Projects Deleted

Project number	Project Name	County	Project Status
2082115	Blanding Blvd SR 21 From CR 218 to Black Creek	Clay	Project largely completed
4433011	SR 16 Push Button from Everington RD to Randall Rd	Clay	Push button project already begun
4433022	US 17 (SR15) From Water Oak lane to Eagle Harbor Parkway	Clay	Project dropped, project to be completed under separate contract number
4272541	Clay County Fed Sect 5311 Rural Transit Funding	Clay	Funds moved to new project number
4188641	Landscaping Contingency	St Johns	Funds moved to new project number
2096585	I-295 From I-95 to Southside Connector / SR 113 (incl. Dames Pt Bridge	Duval	Project moved out to FY 31/32
4188643	RR Crossing rebuilds	Duval	Box fund – not typically included in the TIP. Excluded from drop
4339001	I-295 (SR 9A) From SR 9B to South Interchange	Duval	This project number does not exist anywhere
4380831	MLK Expy (US 1 / SR 115) From I-95 to Main St ITS Traveler Information	Duval	Project dropped, project scope covered by other projects
4432871	I-10 (SR 8) @ I295 (SR9A)	Duval	Project dropped, project to be completed under separate contract number
4433001	Hendricks Ave (SR 13) at San Marco Place Push Button	Duval	Project largely completed
4457401	Southside Blvd (SR 115) and Frontage Rd @ Old Baymeadows	Duval	Project moved out beyond FY 27
4374611	US 17 (SR 5) from Johnson Lane North to SR 200	Nassau	Funds moved to new project number
4461281	Fernandina Beach Municipal APT EA for RW 4-22 Extension – Aviation Environmental Project	Fernandina Beach	Project moved out 2 years ago
4444131	Hilliard Design & Construct New Maintenance Building- Aviation Revenue / Operational	Nassau	Funding moved to new project #

Agenda Item F.

Old Business

- **April 8, 2021 TPO Meeting Report**

North Florida TPO Meeting Report



Meeting Agenda

Thursday, April 8, 2021

10 a.m.

Call to Order

Invocation

Pledge of Allegiance

Introductions

Public Comment

Consent Agenda

1. **North Florida TPO Minutes of March 11, 2021**

*UNANIMOUSLY
APPROVED*

These minutes are ready for review and approval.

2. **Resolution 2021-3 Supporting the Jacksonville Transportation Authority to Continue as the Duval County Community Transportation Coordinator**

*UNANIMOUSLY
APPROVED*

TPO Agenda

A. **Finance Committee Report**

Information
Only

- February Monthly Financial Statement

B. **FDOT Requests Amending the FY 2020/21 through FY 2024/25 Transportation Improvement Program (TIP)**

*UNANIMOUSLY
APPROVED*

**TAC and CAC
Approved**

A copy of the request is included in Section B, which includes the following projects:

Duval County

- **443620-1** – SR 243 (International Airport Road) from Cedar Creek to SR 102 Resurfacing
- **433899-2** – I-95 (SR 9) @ SR 115 (US 1)/ML King/20th Street Interchange Add Lanes
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St. Johns County

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Nassau County

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- | | |
|--|---------------------|
| C. DRAFT FY 2021/22 Unified Planning Work Program (UPWP) | Information
Only |
| <p>The draft FY 2020/21 UPWP is located on the TPO website.</p> | |
| D. DRAFT Project Sections for the FY 2020/21 through FY 2025/26 Transportation Improvement Program (TIP) | Information
Only |
| <p>The draft project sections are located on the TPO website. A complete draft will be provided at the May meeting and approval will be requested at the June meeting.</p> | |
| E. JAXPORT Initiatives Presentation | Information
Only |
| <p>James Bennett, Sr. Dir. Engineering and Construction, will give an update on their ongoing and upcoming initiatives.</p> | |
| F. Smart North Florida Update | Information
Only |
| G. Executive Director's Report | Information
Only |
| H. Secretary of Transportation's Report | Information
Only |
| I. Authority Reports | Information
Only |
| J. Old Business | |
| K. New Business | |
| L. Public Comment | |
| M. Adjourn | |

Information

- Status Report of FDOT Projects in the North Florida TPO area

The next meeting will be May 13, 2021.

NOTICE

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

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