



City of Mount Dora
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COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE
City Hall Board Room
510 N. Baker Street, Mount Dora, FL
October 4, 2023 at 5:30 PM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment Period
- IV. Approval of Minutes of August 2 and September 13, 2023 (Special Meeting)
- V. Discussions
 1. Parking Solution Workshop
- VI. Other Business
- VII. Announcement of next scheduled meeting date: December 6, 2023
- VIII. Adjournment

NOTICE: For purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: For purposes of Section 286.011, *Florida Statutes*, two (2) or more members of the City Council may be present at this meeting and this meeting may be considered a City Council meeting although no decision of the City Council will be made at this meeting and the City Council shall comply with the requirements of controlling State law in every respect.

NOTICE: If any person decides to appeal any decisions made at this meeting with respect to any matter considered at this meeting, such person may need a record of these proceedings. For such purpose, a person may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. The City shall not make or perfect such a record. Section 286.0105, *Florida Statutes*.

NOTICE: In accordance with the Americans with Disabilities Act (“ADA”) and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount

Dora's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352-7357126, ext. 1111, or by email at clerk@cityofmounddora.com.

If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955- 8770 (Voice) for assistance.

All regularly scheduled meetings are held the first Wednesday of each month at 5:30 p.m. at City Hall – 510 N. Baker Street.

**CITY OF
MOUNT DORA, FLORIDA**



August 2, 2023

**CRA ADVISORY COMMITTEE
MINUTES**

1. Call to Order

Having been duly noticed as required by law, the August 2, 2023 meeting of the Mount Dora Community Redevelopment Agency Committee was called in order by Chair, David Berndt at 5:30PM.

11. Roll Call

Present: David Berndt; Andrea Lothar; Akhtar Hussain; Jay Smith, Patrick Murray

Absent: Jack Whittaker, Barbara Hensinger

City Staff: Adam Sumner, Deputy Planning Director and CRA Manager; Catherine Hutcheson, Administrative Coordinator; Officer Nathanael Warford

III. Public Comment Period

No one wished to provide public comments.

IV. Approval of Minutes of May 3, 2023

Motion by Mr. Smith, seconded by Ms. Lothar to approve the minutes of May 3, 2023. The minutes were approved unanimously by voice vote.

FOR: David Berndt; Andrea Lothar; Akhtar Hussain; Jay Smith, Patrick Murray

AGAINST: 0

MOTION CARRIED: 5-0

V. Discussions:

Verizon Wireless

New antennae going to be in five out of six locations throughout the CRA/ Historical area. Chris, from Verizon Wireless, gave a brief description on the different type of poles that could go up in the city with the board. Chris gave emphasis that the poles will blend in with the scenery of the city so as not to be obstructive.

Ms. Lotter asked how important the locations of the poles are.

Chris answered by saying that they are strategically placed.

Mr. Sumner stated they are trying to not have two poles side by side.

Mr. Hussain questioned whether this will only benefit Verizon subscribers.

Mr. Sumner stated that this will be better for the city as a whole. Especially for the city workers who lack cell service such as Police and Public Work, while in the city.

Chris further elaborated with his presentation what the poles would look like as a decorative light without a power cabinet attached and with a cabinet.

Further style designs given with the presentation to the board.

Chris made a recommendation to do a decorative light with sign attachments because the city holds so many events.

Mr. Sumner told the board that Verizon is willing to work with the city to make their technology work without causing a blight.

Mr. Sumner thanked Chris and his team.

Ms. Lotter asked about the completion timeframe.

Chris stated for later in the year, possibly in the first quarter of next year.

Mr. Smith asked if the poles and receivers could be placed on rooftops so it was completely out of site.

Chris responded by saying that rooftops require leases and agreements with building owners; as well as the reflections from the roof can make the poles look worse.

Mr. Sumner gave further response by saying it has to do with life-safety in the historic district and the height limit.

The board thanked them for coming.

Golf Cart Parking in Sunset Park Pedestrian Mall

Mr. Sumner stated that many golf carts has been registering with the City's Police Department, he did not have exact numbers.

Mr. Sumner stated he would get those updated numbers to the board by tomorrow 8/3/23.

The city is looking into creating further parking strictly for golf carts. The city has also taken efforts to teach golf cart users how to park correctly with a pamphlet.

Mr. Sumner elaborated that the pamphlet states that golf carts are not allowed to park in parallel parking spots.

Mr. Sumner stated that parking golf carts and possibly motorcycles in the 4th Avenue Pedestrian Mall.

Mr. Sumner gave brief history on that parking area. He stated that it was not made to have larger vehicles parking there because the bricks were never sealed. This area is mainly used for the Christmas tree.

Mr. Sumner stated that the council requested a response from the board if they would be ok with that area being used for golf cart and motorcycle parking when the tree is not there.

Mr. Sumner apologized if the CRA was not clear on the location as he did not have time to get a photo for them. He further elaborated where it is located.

Mr. Berndt stated that a big purple delivery truck parks there regularly.

Mr. Hussain agreed that he saw the truck as well.

Mr. Sumner was surprised to hear this.

Mr. Hussain said that delivery trucks are always using that area.

Mr. Sumner asked Mr. Hussain why he did not call him.

Mr. Hussain stated that the damage is done when the truck is already there so there is no need to call.

Mr. Sumner disagreed and advised Mr. Hussain to call him next time this happens. Mr. Smith stated that the farmers market is there on Sundays.

Further discussion on the large vehicles parking in that area and how to deal with that.

Officer Warford stated that the lot is marked for no motorized vehicles so the sign would need to be changed to allow golf carts. He further stated that the gate does get moved so people can park. He was unsure of who opens those gates.

Mr. Warford stated that he has addressed a couple of the parking issues there. He is unable to tow the vehicles but they are ticketed for \$25.00 City Ordinance violation.

Mr. Warford stated it is not a towable offense but they have no problem issuing tickets.

Mr. Smith asked if they had previously discussed raising the fines for parking offenses with delivery trucks.

Further discussion between the board members.

Mr. Sumner stated that if council adopts the golf cart parking ordinance that the signage will be very strict.

Mr. Sumner stated he has seen PD constantly in that area addressing the issue.

Mr. Sumner requested that the board call him or Officer Warford next time a parking incident happens.

Mr. Hussain asked if there was any designated parking besides on the main street. Mr. Hussain feels there needs to be better education about parking and speeding.

Mr. Sumner re-stated that everyone should be calling him to take care of it.

Mr. Hussain stated that he does not feel it is his job to call anyone about speeding or parking issues.

Further discussion between Mr. Hussain and Mr. Sumner.

Mr. Murray asked if they receive a parking warning before being ticketed.

Officer Warford educated the board on the citation process for the City.

Mr. Hussain stated he is not against the golf cart parking, he feels there is already a big parking issue and the golf carts will make it worse.

Further discussion between the board members.

Mr. Sumner re-asked if the board approved the parking at Sunset Park.

Mr. Murray asked how many spots would be available.

Mr. Marek and Mr. Sumner stated it was about 40-50 golf-carts.

Mr. Smith asked if Mount Dora was going to look like the Villages with all of the golf carts.

Mr. Sumner gave further explanation on what type of golf carts are allowed within City limits.

GOLF CART VOTE:

FOR: David Berndt; Andrea Lothar; Jay Smith, Patrick Murray

AGAINST: Akhtar Hussain;

VOTE CARRIED 4-1

Budget 2023-2024

Mr. Sumner went over the insurance budget costs with the board.

Mr. Sumner stated that the CRA fund will be cut slightly. He will have more updates at the next meeting.

Mr. Sumner stated that next year is the CRA's scheduled year to set off next phase of StreetScape with a \$350,000.00 budget. After October 1, 2023, the board will have to make a decision on what should be worked on next.

Further discussion between Mr. Sumner and the board on what street should be worked on first (Donnelly, Baker, Alexander).

Mr. Sumner stated that handrails will be put on the sidewalks throughout the various areas of the CRA.

Mr. Sumner stated the revenue is up 15% from last year. He gave further info on why the Northeast CRA were given a bit more in their budget due to all of the construction projects needed in the community.

VI. Other Business

Some discussion on code compliance between the board and Mr. Sumner.

VII. Announcement of next scheduled meeting date: September 13, 2023

Mr. Murray stated he will be in Jacksonville that meeting but may be able to zoom in.

Original meeting date changed from September 6 to September 13, 2023 on September 8, 2023 to go over the budget vote.

VIII. Adjournment

Mr. Smith motioned to adjourn and Mr. Hussain seconded the motion. All approved unanimously by voice vote. There being no further business, adjourned the meeting at 6:36 p.m.

David Berndt, Chairman,
CRA Board

Catherine Hutcheson
Coordinator

**CITY OF
MOUNT DORA, FLORIDA**



September 13, 2023

**CRA BOARD
MINUTES**

I. Call to Order

Having been duly noticed as required by law, the September 13th, 2023 special meeting of the Mount Dora Community Redevelopment Agency Committee was called to order by Chair, David Berndt at 5:30 PM.

II. Roll Call

Present: David Berndt; Andrea Lothar; Akhtar Hussain; Jay Smith; Patrick Murray; and Barbara Hensinger

Absent: None

City Staff: Adam Sumner, Deputy Planning Director and CRA Manager; Catherine Hutcheson Administrative Coordinator; Patrick Cominsky, City Manager; Michael Gibson, Chief of Police; Nate Warford, CRA Officer; Anetta Barton, Budget Director.

III. Public Comment Period

Ms. Christine Harris gave some information regarding the past Hurricane Idelia.

IV. Approval of Minutes of August 2, 2023

Minutes will be approved at next meeting, October 4, 2023 as they were not on the special meeting agenda.

FOR:

AGAINST:

MOTION CARRIED:

V. Discussions

1. Budget Follow up:

Mr. Sumner started the discussion apologizing for the budget not being brought before the members before this meeting. There was no quorum for the previous meeting on September 6, 2023.

Mr. Sumner continued to state the budget was brought before City Council for approval but he still wanted to have the discussion with the board members as if they had not occurred.

Mr. Sumner gave a detailed description of the budget and the line items in the budget for the board members.

Mr. Sumner introduced Ms. Anetta Barton, Budget Director, to answer any technical questions if needed.

Mr. Sumner started to go into detail about the budget for repairs.

Ms. Lother asked if repairs came out of repair and maintenance.

Mr. Sumner responded in the affirmative.

Mr. Smith asked what other items fall under CRA owned that have to be maintained.

Mr. Sumner, all parking lots, including the grass lot, the parking garage, street lights, and landscaping, sprinkler heads which average around \$80 a sprinkler head.

Mr. Berndt added that anything we pay for we have to maintain.

Mr. Sumner added that anything streetscape we have to maintain going forward and that is why the number is so large.

Further discussion on the budget between Mr. Sumner and the board members.

Mr. Smith asked what kind of tools the maintenance workers use regularly.

Mr. Sumner responded with hand tools, weed eaters, and blowers are being switched to battery powered.

Mr. Jay asked if the CRA is pressure washing.

Mr. Sumner responded, we actually have a pressure washing trailer that is still gas powered because there is not a battery strong enough to power that tool. He went on to say that he is hopeful it can be changed over in the future to battery powered.

Further discussion on purchasing products for CRA.

Mr. Smith asked how many vehicles fall under CRA and how many do we maintain.

Mr. Sumner responded, three trucks and three side by sides; four mowers, bunch of weed eaters, pruners and smaller equipment; three gators and a mule.

Ms. Hensinger noted in the prior two years we were set at one amount but have since gone over that amount. She asked if something had changed so that the board won't go over the budget.

Mr. Sumner stated that as they replace the tools with batteries they are saving more money than they were with gas powered.

Further discussion on budget efficiency's with the board members and Mr. Sumner.

Ms. Lotter stated that the operating expenses, about 10-50% of the budget is being utilized. But then the budget is doubled or increased, even though only a small amount is being used.

Ms. Lotter asked why the budget amount would not be kept the same. Why would it be doubled?

Mr. Sumner responded that the professional services line went up because next year they are scheduled to start the plan update.

Ms. Lotter interjected by saying there were many line items that all jumped significantly from the budget prior, even though a small portion of that budget was utilized.

Mr. Sumner disagree saying it was not a huge jump.

Ms. Lotter continued, requesting Mr. Sumner look at the entire operating expenditure. She gave an example of \$304,000.00 and only \$141,000 was used. But it was increased by another \$42,000.00 even though the CRA came nowhere near using the original budget.

Mr. Sumner stated that part of that is due to the redevelopment plan update that is a bigger increase.

Ms. Barton added that some of the increases or activity that is seen old when the budget is printed. They are still paying bills for the current fiscal year so activity for this year still needs to be updated.

Ms. Lotter again mentioned her previous statement about the increase. That the budget has almost doubled.

Mr. Barton stated that yes the budget is going to be higher than what they are currently seeing. It won't be doubled but it will be higher.

Further discussion on budget details with Mr. Sumner and the board members.

Ms. Lotter stated she felt the placement of funds in the budget did not make sense, but that she was just making a notation of it.

Mr. Sumner went into detail about the incentive funds/ grant programs that he is running with the help of Ms. Misty Sommer, Economic Development Director.

Mr. Smith asked what grants Mr. Sumner had mentioned.

Mr. Sumer responded with High Value Job grant and gave details about that grant.

Mr. Jay confirmed that the CRA is intensifying Steamrollers currently, what other businesses do we have?

Mr. Sumner stated, so far Steamrollers is the only business to have taken advantage of the program.

Mr Smith asked how much of the \$200,000.00 is being allocated.

Mr Sumner stated zero is being allocated to anyone at this point. They will start taking grant applications come October 1, 2023.

Mr. Smith asks if there was a cap on the Steamroller incentive.

Mr. Sumner stated that when Steamrollers was brought in there was no cap decided by City Council.

Mr. Sumner stated that Steamrollers is a marketing and investment in job here. He further elaborated on why that is.

Mr. Smith stated that it would be nice to get more businesses onto Highland Street.

Mr. Hussain made mention that the same issue about bringing businesses onto Highland Street was brought up about 10 years ago.

Mr. Hussain asked if there was any program or incentive to get businesses there.

Mr. Sumner stated that they are working on it.

Further discussion about Highland Street with Mr. Sumner and the board members.

Final discussion of the budget with the board members.

Mr. Sumner asked for a recommendation to council to adopt the budget.

Motion by Mr. Hussain, Seconded by Ms. Lothar to approve the recommendation to council to approve the budget, all approved unanimously.

FOR: David Berndt; Andrea Lothar; Akhtar Hussain; Jay Smith; Patrick Murray; and Barbara Hensinger

AGAINST: None

MOTION CARRIED: 6-0

VI. Other Business

The Board requested to have city parking solutions put on the next agenda to be discussed. Mr. Sumner agreed that it will be added as a discussion point on October's agenda.

VII. Announcement of Next Scheduled Meeting Date

Next meeting of the CRA Board will be held on October 4, 2023 at 5:30 PM in the City Hall Council Chambers.

VIII. Adjournment

Motion by Mr. Hussain, Seconded by Ms. Lothar to adjourn the Community Redevelopment Agency Committee Meeting. Mr. Berndt, adjourned the meeting at 6:12 PM.

David Berndt, Chairman,
CRA Board

Catherine Hutcheson
Coordinator



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Parking Discussion

March 7, 2022



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Current Inventory

Parking Spaces	Core Area	Fringe Area	Total
On-Street	137	260	397
Parking Lot	62	305	367
Handicap	11	22	33
Other*	1	4	5
Total	211	591	802

*Other spaces include electric vehicle (2), combat veteran (1), and trolley parking (2).

While there were some counting errors in the BESH map that were updated, the additional parking spaces come primarily from a difference in count in the Methodist Church lot (116 vs. 95) and the new parking lot at the southeast corner of 3rd Avenue and N. Baker Street (49 spaces).

The Americans with Disabilities Act requires that 2% of the total spaces be designated as handicap parking; this equates to 17 spaces for the 802 parking spaces counted. The City has provided 33 handicap spaces, which meets the applicable ADA requirements.



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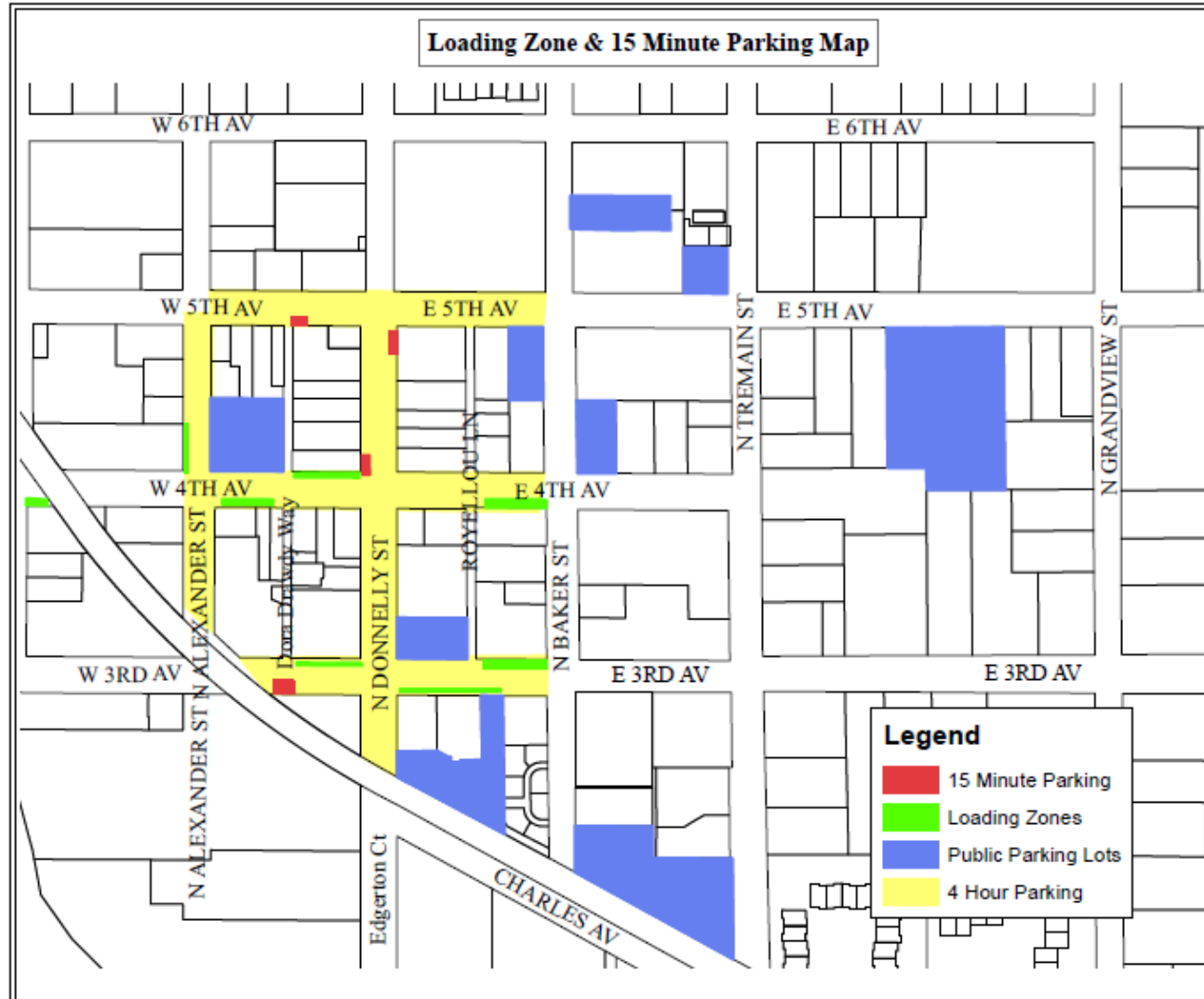
Maps





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Maps





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Parking History

The Downtown Parking Study was accepted by the CRA Board on October 4, 2016. The parking implementation plan was approved under Resolution No. 2017-32 by the CRA Board on March 21, 2017. The parking strategies outlined in this plan focused on parking solutions to assist visitors, employees, residents, and business owners.

Timeline of Parking Studies and Plans:

- Downtown Parking Study (September 2016)
- Downtown Parking Study Implementation (December 2016)
- Parking Time Limit Fees Memorandum (November 2017)
- Downtown Freight Logistics (September 2018)



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Parking History

Since December of 2016 staff has accomplished or attempted every parking solution in the Parking Implementation Plan, except for 2 Hour Parking and Paid Parking.

- Staff with Council's approval has issued two RFPs for shuttle service, both were unsuccessful due to cost
- Staff and volunteers have operated multiple golf cart shuttle pilot programs for special events and normal daily operations with mixed results.
- Staff with Council's approval issued a RFP for valet service, was not awarded due to cost and requested dedicated parking spots for the operator.
- Removed over 100 signs that were left over from streetscape construction that confused visitors.
- Implemented 4 Hour Parking



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Parking History

Since December of 2016 staff has accomplished or attempted every parking solution in the Parking Implementation Plan, except for 2 Hour Parking and Paid Parking.

- Updated directional signs and all parking signs converted to the international blue and white parking signs.
- Purchased 3rd 7 Baker site and built the grass parking lot which added 49 new parking spaces and a public restroom facility.
- Installed 7am-11am loading zones. Encouraged delivery companies to adjust routes to allow for morning deliveries to minimize impact on traffic and parking.
- Staff has explored every potential parcel in and around Downtown to purchase to add additional surface parking or potentially a parking deck/garage.





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Solutions



Create 17 Parking Spaces on W. 3rd Avenue between McDonald and Alexander

- Relocate utility boxes, shrubs, etc.
- Consider adding sidewalk both sides of W. 3rd Street.
- Slope spaces down toward curb to drain to existing inlets.

Additional Spots: 17

Ownership: City ROW



Existing on street parking blocks one lane.



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Solutions

Additional Spots: 3

Ownership: City ROW



Reverse Angle Parking Scheme on South Side Only of W. 7th Avenue between N. Alexander St. and N. Donnelly St.
Six 9-foot wide by 16-foot long compact parking spaces (25-foot long stripe)



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Solutions

Parking – Data Collection

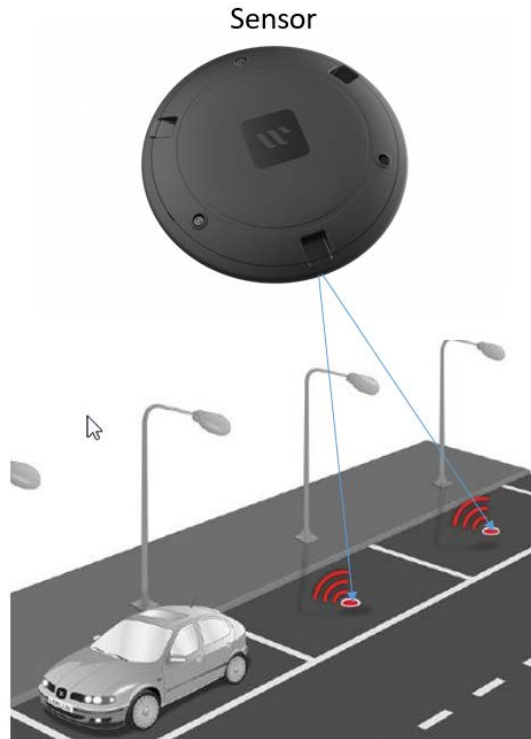
- Short Term - Place Traffic Counters at Identified Parking Lots / Areas
 - Track Vehicle Count
 - Track Peak Usage Times
 - Identify Underutilized Parking Lots / Areas

- Long Term – Smart Parking Solution
 - Low Cost
 - Identify Open Spaces in Real-time
 - Use Technology to Push Available Parking to Smart Phones / Devices
 - Reduce Emissions (No More Driving in Circles to Locate Parking)

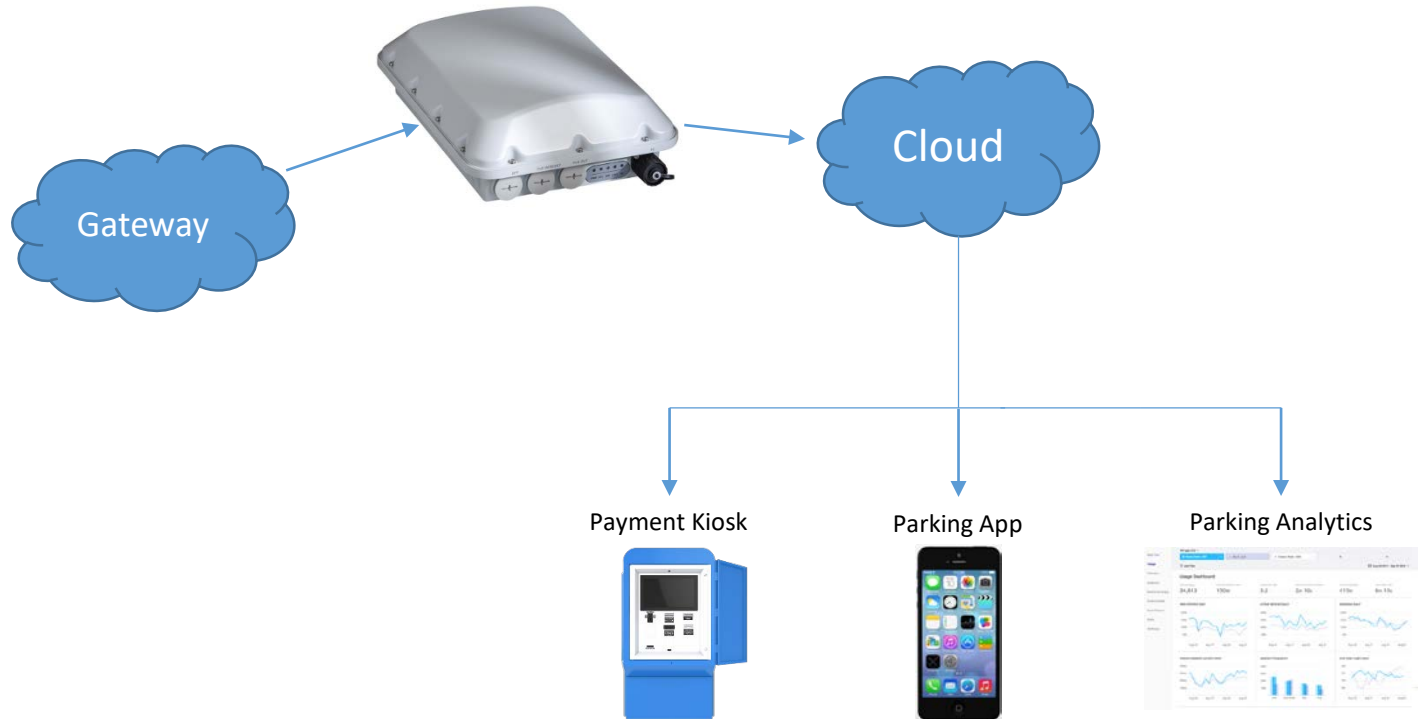


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Smart City Parking Solution



Gateway / Receiver





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Needed Inventory

The Urban Land Institute Shared Parking Calculator gave an estimated parking need of 2,001 spaces based on the square footages of buildings, the uses within those buildings, the required parking spaces for those uses per the Land Development Code. The Urban Land Institute Shared Parking Calculator also takes into account peak hours of operations for those uses, i.e. lunch and dinner times for restaurants, versus residential. The Calculator complies a worst case number that every person visiting or working the study area only goes to one business. We have a lot of shared parking and private parking that converts to public after 5:00 p.m. This reduces the needed number of spots from 2,001 to 1,501. Additionally, the current vacant store fronts and the number of patrons that walk from their homes to Downtown further reduces the projected need today.

**The Projected Need is 1,201 Parking Spaces
Minus the Existing 802 Spaces
We Need to Add 399 Spaces to Meet the Need**

MEMO

TO: Vince Sandersfeld, City of Mount Dora, Planning Director
CC: Adam Sumner, City of Mount Dora, CRA Administrator; file
FROM: David S. Nelson, Renaissance Planning
DATE: February 25, 2022 – **UPDATED DRAFT**
RE: Downtown Parking Studies Update

I. Introduction

This work task and memorandum provide a cursory review and update of the parking studies Renaissance Planning previously completed for the City, consisting of the following documents:

- Downtown Parking Study (September 2016)
- Downtown Parking Study Implementation (December 2016)
- Parking Time Limit Fees Memorandum (November 2017)
- Downtown Freight Logistics (September 2018)

We believe these documents continue to provide valid and appropriate direction, options, and strategic recommendations for the City; however, we recognize that due to the passage of time and change in existing conditions, an updated look at parking in downtown Mount Dora is warranted.

II. Study Area

The prior parking studies focused on the downtown core – defined as the area bounded by 5th Avenue on the north, 3rd Avenue on the south, Baker Street on the east, and Alexander Street on the west – as well as immediate fringe areas outside this core.

III. Supply

The previous studies used parking numbers provided to the City by BESH Engineering, who mapped 230 spaces in the core area and 490 spaces in fringe areas for a total parking count of 720 spaces.

Using the BESH map as a base, Renaissance walked the downtown to verify and update parking counts, a summary of which is provided below:

Parking Spaces	Core Area	Fringe Area	Total
On-Street	137	260	397
Parking Lot	62	305	367
Handicap	11	22	33
Other*	1	4	5
Total	211	591	802

*Other spaces include electric vehicle (2), combat veteran (1), and trolley parking (2).

While there were some counting errors in the BESH map that were updated, the additional parking spaces come primarily from a difference in count in the Methodist Church lot (116 vs. 95) and the new parking lot at the southeast corner of 3rd Avenue and N. Baker Street (49 spaces).

The Americans with Disabilities Act requires that 2% of the total spaces be designated as handicap parking; this equates to 17 spaces for the 802 parking spaces counted. The City has provided 33 handicap spaces, which meets the applicable ADA requirements.

IV. Field Observations

The Downtown Parking Study contains the following text regarding demand:

“According to previous analysis completed by the City, in the peak season (from October – March), on peak days (Thursday – Sunday), during peak hours (11a – 5p), most of the downtown spaces are used. During this period, there are usually parking spaces available in the fringe areas, the most central including the Baker/Tremain parking lot along the railroad tracks, the First Methodist Church parking lot, and Edgerton court south of Charles Avenue.”

Renaissance Planning performed site reconnaissance on two dates within these peak windows – late morning and early afternoon on December 9, 2021 and February 16, 2022 - to count spaces and note parking activity. We observed conditions like those described above on both occasions – parking in the core area was generally full, but there was ample parking available in fringe areas within one block of the core, including along 5th Avenue. There was a lot of vehicle circulation around the core blocks and backups at the 5th Avenue/N. Donnelly Street intersection in multiple directions.

As was stated in the Downtown Parking Study “However, high occupancy in one area combined with lower occupancy nearby indicates parking management problems. This is where Mount Dora is today.” We believe that five years later, this is still an accurate assessment.

VI. Strategies

The strategies below respond to the need to enhance the City’s parking management program, with a goal of creating a “park once” environment where possible, so people can get out of their vehicles, walk, and experience all the unique assets that Mount Dora’s downtown and lakefront offer.

One of the questions posed by the City for this exercise was whether there is a need to consider a new parking deck. We believe that at a cost of approximately \$25,000/space (or \$8,000/space for surface parking), plus land value and the lost opportunity to provide new uses for the parcel(s), there are other options that should be considered and explored first, and that make better use of Mount Dora's existing parking supply:

- **Ensure convenient short-term parking.** On-street spaces are the most valuable asset in Mount Dora's parking system and critical for the success of downtown businesses. They should be reserved for shorter-term visitors and business customers. The goal in managing on-street spaces in downtown is to provide convenient parking for the greatest number of people. The City has created a parking hierarchy by time limiting on-street spaces in the downtown core to 4-hours, with off-street spaces in the core, as well as all fringe parking spaces, having no time limits.

There are several considerations here. First, does a 4-hour time limit provide the turnover of parking spaces needed to support downtown businesses? Second, is there turnover or are vehicles parking for longer than the allotted time periods? Third, what level of parking enforcement does the City provide or want to provide related to the 4-hour time limit? These questions may be most relevant regarding business owners and/or employees using these spaces.

While creating 4-hour parking has been an incremental step for the City, we don't believe it has fundamentally changed parking patterns in downtown. Part of that may be due to lack of enforcement. If so, stepped up enforcement, to some degree, may be a first step to test. Beyond that, we recommend the following changes:

- **2-hour time limit for on-street parking in the downtown core:** 3rd Avenue, 4th Avenue, and 5th Avenue between Baker Street and Alexander Street; Donnelly Street between 3rd Avenue and 5th Avenue.
- **4-hour time limit for off-street parking in the downtown core:** Donnelly Street & 3rd Avenue lot; Alexander Street & 4th Avenue lot; Baker Street & 5th Avenue lot.

All other parking (on-street and lots) will remain untimed.

For this transition of policy and priority to work, clear parking enforcement efforts and education will be needed. While we understand the City's hesitance for a strict parking enforcement/fines policy, from both staffing and public relations perspectives, some enforcement will be needed to legitimize the efforts and transition, especially among local residents, business owners, and employees. The Downtown Parking Study outlines several methods for helping implement parking enforcement and the Parking Time Limit Fees Memorandum offers enforcement steps and a potential fee structure for violations – both give the City options to consider.

- **Offer enhancements for long-term parking.** Short-term parking restrictions should be complemented with enhancements to long-term parking areas. These lots need to not only be convenient, secure, landscaped, and well-maintained, but visitors need to be confident that they are in proximity of the downtown core. Lots also need to feel and be safe to encourage use by employees, especially those working evening shifts.

We recommend adding pedestrian-scale lighting – this not only increases visibility for people in the lots but helps people on the street see into lots, creating a safer environment. A call box should be added for emergencies and general security and information kiosks/maps should be provided to orient visitors to downtown and its destinations. The City is installing Wi-Fi and cameras in parking areas; this monitoring will increase the sense of security, especially if there are signs announcing use of the cameras.

- **Provide good wayfinding signage.** To better direct visitors to available parking resources, reduce recirculation of vehicles around core blocks, ease backups at traffic signals, and get people out of their cars as soon as possible, clear directional signage needs to be provided for visitors.

As new tiers of parking time limits are implemented, we recommend adding those appropriate designations to existing and/or new wayfinding signage. The distinction of parking designations within the signs will alert visitors to the different parking choices available around Mount Dora's downtown and direct them according to their needs, hopefully reducing driver indecision and recirculation through the core area.

Wayfinding needs to start as visitors are entering Mount Dora. Gateway and directional signage need to clearly guide vehicles from US 441 and SR 46 towards Donnelly Street, 1st Avenue, and Old 441/Highland Street and to parking facilities.

We believe that these strategies help balance the needs of different users, helping create a more effective transportation network within the downtown that accommodates greater multimodal accessibility.



If you have any questions on this memorandum, please feel free to contact us for discussion and/or clarification. We are available at your convenience for additional work on this topic as needed. As always, we appreciate the opportunity to be of service to the City. Thank you.

Sincerely,

David S. Nelson, ASLA, LEED AP | Project Manager
RENAISSANCE PLANNING

dnelson@ciesthatwork.com
407-487-0061 x135



**City Council
Downtown Parking Study Implementation Plan
July 2020**

The Downtown Parking Study was accepted by the CRA Board on October 4, 2016. The parking implementation plan was approved under Resolution No. 2017-32 by the CRA Board on March 21, 2017. The parking strategies outlined in this plan focused on parking solutions to assist visitors, employees, residents, and business owners. The project prioritization outlined a tiered approach to addressing strategies, which included: Immediate, Short-term, Mid-term, and Long-term phases. The CRA Board summarized a priorities and the following is a summary with narratives of the status:

Parking Project Status by Ranking		
Immediate Needs	Action Item	Status/Narrative
-	Enforcement of parking restrictions	Completed by April 2019
-	Pilot Program Community Officer	Completed by April 2019
-	Explore one-way streets	Requires engineering study with budget discussions in FY20-21
Short Term		
1	Create Valet Parking	Not approved due to budget and cost feasibility
2	Establish Time Limits	Signage installed March 2018
3	Enforce Parking	Community Officer Enforcement Parking Time-Limits. Completed April 2019
4	Improve loading/Unloading	<ul style="list-style-type: none"> ▪ Additional loading zones & signage installed July 2018. ▪ Several spaces re-designed (on-going) added additional spaces on 7th Ave.
Mid-Term		
5	Enhance fringe area parking areas	<ul style="list-style-type: none"> ▪ Evaluation of Post Office Site. No longer available (2019). ▪ Conducted a study for on-street parking on Charles Avenue, which was not pursued.

		<ul style="list-style-type: none"> ▪ Purchased 3rd/Baker Site. Completed. 49 Grass Spaces added October 2019
6	Improve safety	<ul style="list-style-type: none"> ▪ Downtown pedestrian cross-walks added (5th Ave). ▪ Installed Pedestrian Crosswalk Warning Signs on 5th Ave, Increased Traffic Enforcement on 5th Ave. ▪ Traffic Calming Study Completed August 2020
7	Promote shared parking	On-Going. Provided parking maps and educational information to downtown
8	Provide clear messaging and communication	<ul style="list-style-type: none"> ▪ Wayfinding Design Guidelines 12/5/2017 ▪ New Signs Ordered October 2019. ▪ New signs installed November/December 2019.
9	Encourage other transportation options	On-Going (trails, sidewalk improvements, new bike rack to be installed 3rd/Baker within the 1st Quarter 2020)
Long-Term		
10	Explore feasibility additional parking garage	<ul style="list-style-type: none"> ▪ On-Going. Numerous sites reviewed. ▪ Ongoing discussions with land owners. ▪ Potential Re-Configuration of Existing Garage at Donnelly Street. ▪ Baker Street/Tremain Street Parking City Hall/Community Building ▪ Met with St. Augustine staff to review best practices and lessons

		learned, toured their parking facilities.
11	Explore feasibility shuttle service	Several Pilot Programs Established. Program on-hold (March 2019)

Note: March 2020 Public Service Dept is evaluating parking inventory by adding new spaces within existing rights-of-way.



CITY OF MOUNT DORA

510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: December 3, 2019

TO: Honorable Mayor and City Council Members

FROM: Robin R. Hayes, City Manager

SUBJECT: Downtown Parking Implementation Plan Update

Introduction:

This is an opportunity for City Council to receive an update on the Downtown Parking Implementation Plan.

Discussion:

The Downtown Parking Study was accepted by the CRA Board on October 4, 2016. The parking implementation plan was approved under Resolution No. 2017-32 by the CRA Board on March 21, 2017. The parking strategies outlined in this plan focused on parking solutions to assist visitors, employees, residents, and business owners.

Budget Impact:

There are no budget impacts with this discussion items, however, the City Council has programmed future Capital Improvement Projects for various parking solutions.

Strategic Impact:

To provide Economic Development activities, Redevelopment, Infrastructure needs and activities to support the Mount Dora Community Redevelopment Plan.

Recommendation City Council discussion item.

Attachment(s):

1. Parking Implementaion Plan Status Report

Prepared by: Vince Sandersfeld, Planning and Development Director

Reviewed by: Adam Sumner, CRA Administrator
Misty Sommer, Deputy City Clerk
Gwen Johns, City Clerk
Robin R. Hayes, City Manager

Approved - 11/18/2019
Approved - 11/19/2019
Approved - 11/25/2019
Approved - 11/25/2019



CITY OF
MOUNT
DORA

**City Council
Downtown Parking Study Implementation Plan
December 3, 2019**

The Downtown Parking Study was accepted by the CRA Board on October 4, 2016. The parking implementation plan was approved under Resolution No. 2017-32 by the CRA Board on March 21, 2017. The parking strategies outlined in this plan focused on parking solutions to assist visitors, employees, residents, and business owners. The project prioritization outlined a tiered approach to addressing strategies, which included: Immediate, Short-term, Mid-term, and Long-term phases. The CRA Board summarized a priorities and the following is a summary with narratives of the status:

Parking Project Status by Ranking		
IMMEDIATE NEEDS	ACTION ITEM	STATUS/NARRATIVE
-	Enforcement of parking restrictions.	Completed April 2019
-	Pilot Program Community Officer	Completed April 2019
-	Explore one-way streets	Requires engineering study with budget discussions in FY20-21
SHORT-TERM		
1	Create Valet Parking	Not approved due to budget and cost feasibility
2	Establish Time Limits	Signage installed March 2018
3	Enforce Parking	Community Officer Enforcement Parking Time-Limits. Completed April 2019
4	Improve loading/Unloading	Several spaces re-designated (on-going)
MID-TERM		
5	Enhance fringe area parking areas	-Evaluation of Post Office Site. No longer available (2019). -Conducted a study for on-street parking on Charles Avenue, which was not pursued. - Purchased 3rd/Baker Site. Completed. 49 Grass Spaces added October 2019
6	Improve safety	Downtown pedestrian cross-walks added (5th Ave). Installed Pedestrian Crosswalk Warning Signs on 5 th Ave, Increased Traffic Enforcement on 5 th Ave. Traffic Calming Study Underway November 2019.
7	Promote shared parking	On-Going. Provided parking maps and educational information to downtown Businesses and residents. Explored shared parking agreement with private land owners.

8	Provide clear messaging and communication	Wayfinding Design Guidelines 12/5/2017 New Signs Ordered October 2019.
9	Encourage other transportation options	On-Going (trails, sidewalk improvements, New bike rack to be installed 3 rd /Baker within the 1 st Quarter 2020)
LONG-TERM ACTION ITEM		STATUS/NARRATIVE
10	Explore feasibility additional parking garage	On-Going. Numerous sites reviewed. Ongoing discussions with land owners. Potential Re-Configuration of Existing Garage at Donnelly Street. Baker Street/Tremain Street Parking City Hall/Community Building
11	Explore feasibility shuttle service	Several Pilot Programs Established. Program on-hold (March 2019)



**City Council Work Session April 2, 2019
Downtown Parking Study Implementation Plan**

The Downtown Parking Study was accepted by the CRA Board on October 4, 2016. The parking implementation plan was approved under Resolution No. 2017-32 by the CRA Board on March 21, 2017. The parking strategies outlined in this plan focused on parking solutions to assist visitors, employees, residents, and business owners. The project prioritization outlined a tiered approach to addressing strategies, which included: Immediate, Short-term, Mid-term, and Long-term phases. The CRA Board summarized a priorities and the following is a summary with narratives of the status:

Parking Project Status by Ranking		
IMMEDIATE NEEDS	ACTION ITEM	STATUS/NARRATIVE
-	Enforcement of parking restrictions.	Completed
-	Pilot Program Community Officer	Completed
-	Explore one-way streets	CRA staff is evaluating several options
SHORT-TERM		
1	Implement Short-Term Recommendations	
2	Create Valet Parking	On-Hold due to budget and cost feasibility
3	Establish Time Limits	Signage installed March 1, 2018
4	Enforce Parking	Community Officer Enforcement Parking Time-Limits
5	Improve loading/Unloading	Several spaces re-designated (on-going)
MID-TERM		
6	Enhance fringe area parking areas	Evaluation of Post Office Site; Purchase of 3rd/Baker Site
7	Improve safety	Downtown pedestrian cross-walks added (5th Ave)
8	Promote shared parking	On-Going. No formal action taken
9	Provide clear messaging and communication	Wayfinding Design Guidelines 12/5/2017
10	Encourage other transportation options	On-Going. No formal action taken
LONG-TERM		
11	Explore feasibility additional parking garage	On-Going. No formal action taken
12	Explore feasibility shuttle service	Several Pilot Programs Established. Program on-hold