



INTEROFFICE MEMORANDUM

Minutes
Roadway Agreement Committee
Virtual Meeting via Webex
July 1, 2020

Members Present: Jon Weiss – Planning, Environmental & Development Services Dept. (Chair)
Diana Almodovar – Development Engineering Division (Vice-Chair)
Renzo Nastasi – Transportation Planning Division
Raymond Williams – Engineering Division
Humberto Castillero – Traffic Engineering Division
Paul Sladek – Real Estate Management Division
Eric Raasch – Planning Division

County Staff Present: Roberta Alfonso – County Attorney’s Office
Stephanie Stone – County Attorney’s Office
Susan Martin – Risk Management Division
Gina Segui – Risk Management Division
Jeff Dunn – Planning, Environmental & Development Services Dept.
Jennifer Cummings – Public Works Engineering Division
Yahaira Gines-Rios – Public Works Engineering Division
Nannette Chiesa – Transportation Planning Division
Tammilea Chami – Transportation Planning Division
Heather Brownlie – Transportation Planning Division

Mr. Weiss called the meeting to order at 9:02 a.m.

Public Comment

Mr. Weiss inquired as to Public Comment - no members of the public wished to speak.

Approval of Minutes

The Committee reviewed the minutes from the June 17, 2020 Roadway Agreement Committee (RAC) Meeting.

Page 3

- Line 132 change “the” to “that”
- Line 39 change “holdings” to “holding”

Page 4

- Line 163 add “especially if improvements were constructed in these areas” at the end of sentence

Mr. Williams made a motion, with a second by Ms. Almodovar, to approve the June 17, 2020 Roadway Agreement Committee Meeting Minutes with changes discussed. Motion carried unanimously.

The Committee reviewed the minutes from the June 16, 2020 Special Roadway Agreement Committee (RAC) Meeting.

Mr. Nastasi made a motion, with a second by Ms. Almodovar to approve the June 16, 2020 Special Meeting minutes as presented. Motion carried unanimously.

Activity Summary

Mr. Weiss reviewed the pending BCC Agenda items.

Mr. Raasch working to see if possible for Silverleaf to go on July 28th BCC.

RAC CONSENT AGENDA ITEMS:

- None

RAC NON-CONSENT PROPORTIONATE SHARE ITEM:

- None

RAC AGENDA ITEM:

Town Center West (Silverleaf) Road Network Agreement

Road Affected: Avalon Road/C.R. 545

Present: Jim Willard

Previous RAC: 10/16/2019

Mr. Willard added language on page 6 and page 11.

Mr. Nastasi asked if the PDS Scope will be an exhibit to this agreement.

Mr. Willard stated the scope of the PDS has not been agreed to and would hold up the BCC date.

Mr. Weiss stated this was not required originally when the agreement was first approved so cannot add this today, but expect scope to be finalized soon.

Grade and Alignment Study is not sufficient.

- County needs a PDS to be performed per the agreement.

Ms. Almodovar expressed her concern that projects are coming in without the benefit of a PDS.

Mr. Willard stated Hamlin is developing on the east side.

Agreement already went through Committee therefore a full page by page review is not required.

Ms. Martin has changes to page 16 in the Environmental Audit Section.

Mr. Castellero made a motion, with a second by Mr. Sladek, to approve the Town Center West (Silverleaf) Road Network Agreement with the changes discussed. Motion carried unanimously.

Escrow Agreement for Town Center West (Silverleaf) Road Network Agreement:

Fair Share payments go into Escrow Account toward the project.

Ms. Almodovar pointed out a correction on page 4. Need to change “Community” to “Planning”

Ms. Almodovar made a motion, with a second by Mr. Raasch, to approve the Town Center West (Silverleaf) Escrow Agreement with the changes discussed. Motion carried unanimously.

COMMITTEE DISCUSSION – New Forms and Execution Procedure

RAC Application additional 3-page form to be provided to new applicants.

RAC Letter to Applicants form: a new 4-page form to be signed by applicant that documents have been reviewed.

Mr. Sladek stated the owner can sign with the witnesses and acknowledge the signature to the notary at a later date due to a recent change to the Notary Handbook.

Mr. Weiss added that all signature pages must match.

Mr. Weiss adjourned the meeting at 10:08 a.m.

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he 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.

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact the Orange County Communications Division at (407) 836-5631.

Para mayor información en español, por favor llame al (407) 836-3111.