



**Technical Coordinating  
Committee Meeting**

**Monday, April 29, 2024  
1:00 pm  
Location: Blueprint Conference  
Room**

**Facilitator: Autumn Calder**

**Agenda**

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1. February 12, 2024 Blueprint Intergovernmental Agency Technical Coordinating Committee Meeting Minutes	<b>1</b>
<b>III. GENERAL BUSINESS/PRESENTATIONS</b>	
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<b>IV. CITIZENS TO BE HEARD</b>	
Citizens desiring to speak must fill out a Speaker Request Form. The Chair reserves the right to limit the number of speakers or time allotted to each speaker. All comments received will be part of the record.	

**NEXT TCC MEETING: Monday, August 12, 2024 at 1:00 PM**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this meeting should contact Shannon Berigan, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.

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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #1

April 29, 2024

**Title:** February 12, 2024 Blueprint Intergovernmental Agency  
Technical Coordinating Committee Meeting (TCC) Minutes

**Category:** Consent

**Intergovernmental  
Management  
Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff /  
Project Team:** Autumn Calder, Director, Blueprint Intergovernmental Agency  
Megan Doherty, Blueprint Planning Manager  
Susan Dawson, Blueprint Attorney  
Dan Scheer, Design and Construction Manager, Blueprint

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## STATEMENT OF ISSUE:

This agenda item presents the summary meeting minutes for the February 12, 2024 minutes and approval of the minutes as presented.

## FISCAL IMPACT

This item has no fiscal impact.

## RECOMMENDED ACTION:

Option 1: Approve the February 12, 2024 minutes.

## OPTIONS:

Option 1: Approve the February 12, 2024 minutes.

Option 2: TCC Direction.

### Attachments:

1. Draft Summary Minutes of the Technical Coordinating Committee on February 12, 2024.

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# Blueprint Intergovernmental Agency Technical Coordinating Committee Meeting Minutes

**Date:** April 29, 2024  
**To:** Technical Coordinating Committee  
**From:** Artie White, PLACE Director  
**Subject:** Summary Minutes for the February 12, 2024 Technical Coordinating Committee Meeting

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## Committee Members present:

Wayne Tedder	Nawfal Ezzagaghi
Artie White	Brent Pell
Autumn Calder	John Reddick
Laurel Harbin	Jodie Cahoon

The TCC is a non-voting committee serving to provide professional advice and technical expertise on Blueprint Intergovernmental Agency projects.

## I. AGENDA MODIFICATIONS

There were no agenda modifications.

## II. CONSENT

1. April 24, 2023 Blueprint Intergovernmental Agency Technical Coordinating Committee Meeting Minutes

**ACTION TAKEN: There were no questions related to the consent item; item placed in the record as presented.**

## III. GENERAL BUSINESS/PRESENTATIONS

2. Presentation of the Consideration of Traffic Control Plans for the New Roundabout at Bannerman Road/Orchard Pond Parkway and Meridian Road intersection.

Blueprint Director, Autumn Calder provided an overview of the Northeast Connector Corridor: Bannerman Road project and introduced the draft design for the new roundabout at Bannerman Road/Orchard Pond Parkway and Meridian Road intersection. Autumn noted the intent of today's presentation and discussion was to obtain the TCC technical expertise related to traffic control plan (TCP) options during construction of the roundabout. Director Calder noted that the TCP options presented reflected trade-offs, including tree canopy impacts, residential property impacts, building temporary roads, and/or detours. While some TCP options minimized detours, they would result in impacts to private property, Carr Cemetery, and/or the Meridian Road canopy protection zone (CPZ). Alternatively, some TCP options avoided these impacts as a result of detouring on existing roadways.

Autumn then introduced Consultant Project Manager, William Waldroff and Intersection Design Consultant, Pierce Tigma with RS&H to give the presentation on the New Roundabout at Bannerman Road/Orchard Pond Parkway and Meridian Road intersection.

William started his presentation with overall project background information, describing the project scope, layout, details, and schedule. He went into detail on the Meridian Road Intersection design including a signalized option that was considered. He indicated that the primary crash incidents on the corridor are ‘rear-end’ crashes, and there are sight distance issues at the intersection in addition to canopy trees that create safety issues for vehicles at the intersection. He indicated that the selected design option was to create an ‘expandable roundabout’ that can be upgraded to a two-lane roundabout in the future; based on future traffic analysis, there is a need for an additional lane in the roundabout in approximately 25 years. By moving the intersection west, the project would limit impacts to canopy trees and the project will use the existing roadway as a bike trail that connects to the Bannerman Road multi-use path.

William discussed the TCP, its purpose, and considerations for the plans presented as it relates to cemeteries, private property, and canopy tree impacts. Pierce then discussed the overall TCP concept including the need for temporary roadways/intersection that will divert traffic to preserve the canopy roadway. Pierce then talked about all the options presented in Table 1 in the agenda materials that were considered by the design team, including roadway closures, detours, etc.

Table 1. Summary Matrix of Traffic Control Plan Options

Option	Schedule (DAYS)	Detour due to Road Closure	Impacts			Additional Information
			Private Property	Canopy Protection Zone	Cemetery	
1	39	<input checked="" type="checkbox"/>				Detour via Oak Grove Road
2	40		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2765 sq. ft. ROW acquisition
3	34	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1866 sq. ft. ROW acquisition, Detour via Oak Grove Road
4	45		<input checked="" type="checkbox"/>			13,168 sq. ft. ROW acquisition, impacts occupied residential properties
5	31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	900 sq. ft. ROW acquisition, Detour via Oak Grove Road
6	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		451 sq. ft. ROW acquisition, Detour via Oak Grove Road, Requires full-time flagger

Pierce discussed Option #1, consultant's recommended option, with the goal of maintaining three of the four legs of the existing intersection at all times. This option has no impacts to the canopy, cemetery, or private property owners. This option includes a temporary detour to Oak Grove Road a City road, while Meridian and Bannerman Road are County roads. The consultants' stated Option #1 is the preferred option.

During the presentation, Assistant City Manager, Wayne Tedder asked if a temporary Meridian Road could be constructed south of the intersection without impacting the cemetery. William noted that a temporary road adjacent to the new permanent alignment would impact the northeast cemetery plots that exist along the west side of Meridian Road. Wayne asked a question related to the roundabout geometry, the consultant explained that due to the skewed angle approach, the proposed geometry is to ensure vehicles are properly aligned for sight-distance requirements per the national standard 'fastest path analysis' criteria. Autumn also mentioned the church in the northeast corner creates additional constraints. She also added that the southeast corner has a significant drop creating tie-in challenges if the intersection is moved south. Autumn also emphasized that a landowner is willing to donate land at zero cost to the project on the west side of Meridian Road. Manager-City of Tallahassee Stormwater Management, Jodi Cahoon, asked about the advantages of a roundabout verse a signalized intersection. The consultant emphasized the safety of a roundabout and free-flow of traffic that outperform signalized intersections. In this particular location, sight distance challenges on the approach to a signal create higher probability for T-bone type crashes in a signalized intersection.

Pierce discussed all other options (see Table 1 above) for the TCC without comment from the TCC membership.

Leon County Environmental Services Director, Nawfal Ezzagaghi asked for an explanation of the temporary traffic from all four directions for Option #1. Pierce then explained the operations of the temporary intersection.

Jodie asked if the Oak Grove Road and Meridian Road intersection would use a temporary traffic signal during the temporary TCP period. Will stated the intent is to utilize a temporary signal at this location. Autumn asked if that would be at both Meridian and Bannerman (each end of Oak Grove Road), William said, 'yes'.

Blueprint Construction Manager, Richard Slaughter asked if the new construction will flow into the old pathway on Meridian & Bannerman roads, Pierce replied yes, it is. Richard asked if it could be shifted, the consultant further detailed/explained the rationale for the recommended option.

The Manager-City of Tallahassee Public Infrastructure and Engineering, Eric Gooch, asked about the estimated duration for the detour along Oak Grove Road. The consultant responded that there would be two unique detour periods, the first being ~14 days and the second being ~27 days, five to six weeks total. Eric asked about truck use, the consultant indicated measured current truck use percentages are very low.

Wayne and Nawfal both agreed that options that impact cemeteries, churches, and private property are not options to consider when there is a temporary traffic control plan that does not impact those facilities. Autumn emphasized that the Oak Grove Road detour has the least impact. TCC discussed the residences and traffic control along Oak Grove Road and the consultant noted that detour would be limited to the summer months.

Autumn clarified that the TCC doesn't want to impact any private property, cemeteries, etc. and Nawfal agreed. Wayne asked if the County agrees with the proposed plan and if they had been involved with the development of the TCP options, Nawfal said the consultants have met with us over and over, and that the County has been involved with the development of the preferred option. Nawfal stressed that the County prefers the roundabout option at the intersection due to the current safety issues at the location.

Autumn reiterated that outreach and temporary controls would need to be done along Oak Grove Road in order to implement Option #1. Autumn indicated that staff will move forward with plans development based on TCC feedback/input. Nawfal asked for a quick explanation of the cemetery investigation that Blueprint conducted, including a ground penetrating radar survey, at the site. Nawfal emphasized that the cemetery site will need to be cordoned off during construction to avoid impacts.

William then went over the next steps of the project. Nawfal asked about private property acquisitions process for the needed right-of-way on the project. William responded that there are no non-voluntary relocations on the project and the majority of the property needs are 'strip-takes'; this limits impacts to private property owners.

1. **CITIZENS TO BE HEARD**

There were no citizens to be heard.

2. **ADJOURN**

**The meeting adjourned by consensus at 2:30pm.**

**Next meeting is set for Monday, April 29, 2024 at 1pm.**



# Blueprint Intergovernmental Agency Technical Coordinating Committee Agenda Item #2

**April 29, 2024**

**Title:** Consideration of a Substantial Amendment to Add Affordable Housing Land Acquisition to the Blueprint Infrastructure Program

**Category:** General Business

**Lead Staff / Project Team:** Autumn Calder, Director, Blueprint  
Susan Dawson, Blueprint Attorney  
Megan Doherty, Blueprint Planning Manager  
Daniel Scheer, Design and Construction Manager, Blueprint

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## **STATEMENT OF ISSUE:**

At the February 29, 2024 meeting, the Blueprint Intergovernmental Agency Board of Directors (IA Board) initiated the substantial amendment process to add Affordable Housing Land Acquisition to the Blueprint Infrastructure program to be funded only when all existing Blueprint Infrastructure projects are fully funded. This agenda item requests the Technical Coordinating Committee (TCC) provide a recommendation to the Intergovernmental Agency Board of Directors (IA Board) regarding a substantial amendment to add Affordable Housing Land Acquisition to the Blueprint Infrastructure program. The first public hearing is scheduled and advertised for the Blueprint Citizens Advisory Committee meeting on May 2, 2024. The second and final public hearing to consider the amendment discussed hereafter is scheduled and advertised for the May 16, 2024 IA Board meeting.

## **FISCAL IMPACT:**

This item does not have a fiscal impact; however, using sales surtax funds for Affordable Housing Land Acquisition would have a fiscal impact. Using sales surtax funds for Affordable Housing Land Acquisition ahead of any other Blueprint Infrastructure projects would result in insufficient funds to complete the approved projects.

## **SUPPLEMENTAL INFORMATION:**

Consistent with IA Board Direction provided at the February 29, 2024 meeting, this agenda item requests the TCC provide a recommendation to the IA Board regarding a substantial amendment considering the addition of an Affordable Housing Land Acquisition project to the Blueprint Infrastructure program. The proposed amendment is

consistent with IA Board direction provided at the February 29, 2024 meeting to initiate the substantial amendment process (Attachment #1). The first public hearing has been advertised and scheduled for the Blueprint CAC meeting on May 2, 2024. The second and final public hearing to consider the amendment has been advertised and scheduled for the May 16, 2024 IA Board meeting.

Should the IA Board add Affordable Housing Land Acquisition as a new Blueprint Infrastructure project, this project would be added to the end of the prioritized list. Funding would be allocated after all existing Blueprint projects are fully funded. Using sales surtax funds for Affordable Housing Land Acquisition ahead of any other Blueprint Infrastructure projects would result in insufficient funds to complete the approved projects.

## **PROCESS TO SUBSTANTIALLY AMEND A BLUEPRINT PROJECT**

The substantial amendment process to add a new Blueprint Infrastructure project is defined in the 2015 Second Amended and Restated Interlocal Agreement. Specifically, Exhibit II of the Interlocal Agreement would be amended to add the new “Project.” The substantial amendment process, which is laid out in the Interlocal Agreement’s Section 10, Amendment or Deletion to Projects and Programs, provides the following:

*The listed projects and programs set forth in Exhibit I, Exhibit II, Sections a, b. 1, b.2, and b.3, may only be deleted or amended to a substantial degree if circumstances call for a substantial change and if the Board approves the change by a supermajority vote of both the members who are County Commissioners and the members who are City Commissioners, after taking into consideration the recommendations of the Citizens Advisory Committee (CAC), the Technical Coordinating Committee (TCC), and the Intergovernmental Management Committee (IMC). Such a vote will not be taken until Blueprint first holds at least two (2) noticed public hearings with respect to such proposed change.*

Therefore, the IA Board may add Affordable Housing Land Acquisition as a new project under the Blueprint Infrastructure List following two public hearings, input of the CAC, TCC, and IMC, and a supermajority vote as described above. To add a project to the Blueprint Infrastructure Project List, a supermajority vote, as described herein, of the IA Board is required with at least four (4) City Commissioners and five (5) County Commissioners voting in favor of the amendment.

## **PROPOSED AMENDMENT TO THE BLUEPRINT PROJECT LIST**

At the February 29, 2024 meeting, the IA Board initiated the substantial amendment process to add Affordable Housing Land Acquisition to the Blueprint Infrastructure program. If approved, the substantial amendment will define a new Blueprint Project in the Interlocal Agreement and the project would be funded after all existing Blueprint Infrastructure projects are fully funded. Specifically, Exhibit II of the Interlocal Agreement would be amended to add the new “Project.” Exhibit II details the Blueprint 2020 Infrastructure Projects. As directed by the IA Board, the draft project description for the Interlocal Agreement Exhibit II amendment is included below:

*Project #30. Purchase of Land for Affordable Housing Projects: Funding to purchase land for mixed-income rental housing projects including units for low and very-low income families.*

The draft project description listed above would direct the Blueprint Intergovernmental Agency to acquire property for the specific purpose of it being developed as mixed-income rental housing including units for “very low-income” and “extremely low-income” families. Property would be acquired consistent with the requirements of Florida Statutes Section 212.055(2)(d)(1)e. However, Blueprint cannot construct affordable housing units. Pursuant to Section 212.055(2)(d)(1)e, Florida Statutes, includes a limited use of sales tax proceeds for affordable housing:

Any **land acquisition expenditure** for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, **if the land is owned by a local government** or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a **ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project** on land acquired pursuant to this sub-subparagraph. [Emphasis added.]

Therefore, Blueprint may expend local government infrastructure sales surtax dollars on the acquisition of land for affordable housing subject to the constraints of Florida law. The draft project description provides for the purchase of property for affordable housing, but explicitly states that any housing development must include units that are available to “very low-income” and “extremely low-income” families as defined in Florida Statute 420.0004(17) and 420.0004(9) respectively:

Very-low-Income Persons: One or more natural persons or a family, not including students, the total annual adjusted gross household income of which does not exceed 50 percent of the median annual adjusted gross income for households within the state, or 50 percent of the median annual adjusted gross income for households within the metropolitan statistical area (MSA).

Extremely-Low-Income Persons: One or more natural persons or a family whose total annual household income of which does not exceed 30 percent of the median annual adjusted gross income for households within the state. The Florida Housing Finance Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low income may be less than 30 percent of area median income.

Current eligibility requirements for City of Tallahassee, Leon County, and the Tallahassee Housing Authority programs are based on Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development. AMI is generated from

metropolitan area (MSA) data, and therefore it is most appropriate the determination of “very low-income” and “extremely low-income” would be using MSA data.

Before local government sales surtax dollars can be used to purchase land for affordable housing, consistent with the definitions above, Exhibit II of the Interlocal Agreement must be amended to add the new “Project” to expressly provide for the acquisition of land for affordable housing. Based on the statutory limitations, infrastructure funds can be used for the acquisition of land, but the land must remain under local government ownership. The acquired land can be leased to another public entity or a private entity for the construction of affordable housing.

### **NEXT STEPS**

Using sales surtax funds for Affordable Housing Land Acquisition ahead of any other Blueprint Infrastructure projects would result in insufficient funds to complete the approved Blueprint Infrastructure projects. However, should the IA Board add Affordable Housing Land Acquisition as a new Blueprint Infrastructure project, this project would be added to the end of the prioritized list. Funding would be allocated after all existing Blueprint projects are fully funded.

### **RECOMMENDATION:**

Do not recommend the substantial amendment to the Second Amended and Restated Interlocal Agreement of the Blueprint Program for the addition of an Affordable Housing Project, as described in Attachment #1. The TCC may wish to provide comments following the presentation and discussion at the TCC meeting on April 29, 2024 for consideration by the IA Board at their May 16, 2024 meeting.

#### **Attachments:**

1. Consideration of Initiating a Substantial Amendment for Affordable Housing Land Acquisition February 29, 2024 Agenda Item ([Linked Here](#))
2. Affordable Housing November 7, 2023 Agenda Item ([Linked Here](#))