

AGENDA

TOWN OF FLOWER MOUND TRANSPORTATION COMMISSION MEETING

DECEMBER 12, 2017

**FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS**

6:30 P.M.

AN AGENDA INFORMATION PACKET IS AVAILABLE ONLINE
WWW.FLOWER-MOUND.COM/AGENDACENTER

A. CALL REGULAR MEETING TO ORDER – 6:30 PM

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

Please fill out an "Appearance Before Transportation Commission" form in order to address the Transportation Commission, and turn the form in prior to Public Participation, or by 6:30 p.m. to the Town staff. Speakers are normally limited to three minutes. Time limits can be adjusted by the Chair as to accommodate more or fewer speakers.

The purpose of this item is to allow the public an opportunity to address the Transportation Commission on issues that are not the subject of a public hearing. Any item requiring Public Hearing will allow the public to speak at the time that the item appears on this agenda as indicated as a "Public Hearing".

D. TRAFFIC ENGINEER REPORT

- Update status report related to operational issues, capital improvement projects, and TxDOT projects
- Air bag recall update
- Annual work topics brainstorming session for January
- Future Transportation Commission meeting dates

E. CONSENT AGENDA – Consent Items

This agenda consists of non-controversial or "housekeeping" items and may be approved with a single motion. A member of the Transportation Commission may request an item(s) be withdrawn from the consent agenda and moved to regular agenda for discussion by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of minutes from the regular meeting of the Transportation Commission held on October 10, 2017.

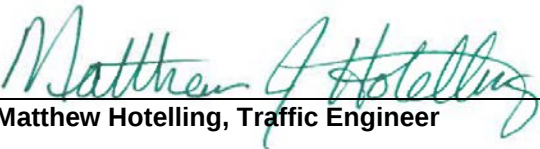
F. REGULAR ITEMS

2. Appoint a Transportation Commissioner to serve as a member of Road Safety Audit Team.

G. WORKSESSION ITEMS

3. Discussion regarding Level of Service.

H. ADJOURNMENT


Matthew Hotelling, Traffic Engineer

I do hereby certify that the Notice of Meeting was posted on the bulletin board in Town Hall of the Town of Flower Mound, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: December 8, 2017 at 1:00 PM, at least 72 hours prior to the scheduled time of said meeting.


Delona Verplank, Administrative Assistant

The Flower Mound Town Hall and Council Chambers are wheelchair accessible. Requests for accommodations or interpretive services must be made at least 48 hours prior to this meeting by contacting Delona Verplank, Administrative Assistant at 972-874-6317. Reasonable accommodations will be made to assist your needs.



TRANSPORTATION COMMISSION AGENDA ITEM NO. 1

CONSENT ITEM

DATE: December 12, 2017

FROM: Matthew J. Hotelling, P.E., PTOE, Traffic Engineer

ITEM: Consider approval of the minutes from the regular meeting of the Transportation Commission held on October 10, 2017.

BACKGROUND INFORMATION: This agenda item is to consider approval of the minutes from the October 10, 2017 regular meeting of the Transportation Commission.

CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Draft minutes from the October 10, 2017 regular meeting of the Transportation Commission.

RECOMMENDATION: Move to approve the minutes from the October 10, 2017 regular meeting of the Transportation Commission.

THE FLOWER MOUND TRANSPORTATION COMMISSION REGULAR MEETING HELD ON THE 10TH DAY OF OCTOBER, 2017 IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121 CROSS TIMBERS ROAD, IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS AT 6:30 P.M.

The Transportation Commission met in regular session with the following members present:

Robert Gunter	Commissioner, Place 1
Robert Caput	Commissioner, Place 2
Donald Gilmore	Commissioner, Place 5
Chris Reed	Commissioner, Place 6
Thomas Walker	Commissioner, Place 7
Ed Horne	Commissioner, Place 8
Drew Larson	Commissioner, Place 9

Constituting a quorum with the following members absent:

Ron Hogue	Commissioner, Place 3
Brian Smiley	Commissioner, Place 4

(Places 8 and 9 of the Commission do not vote on items unless they sit in place of one of the regular members; Places 1-7.)

With the following members of the Town Staff participating:

Matthew Hotelling	Traffic Engineer
Barbara Leet	Executive Assistant

A. CALL TO ORDER - REGULAR SESSION – 6:30 P.M.

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

None.

D. COMMISSION MEMBER INTRODUCTIONS

Rob Gunter – Place 1 – has served on the Transportation Commission since 2015; this is the first year of his second term.

Robert Caput – Place 2 – has served on the Transportation Commission since 2014, this is the second year of his second term.

Don Gilmore – Place 5 – has served on the Transportation Commission since 2013, this is the first year of his third term.

Chris Reed – Place 6 – has served on the Transportation Commission since 2012, this is the second year of his third term.

Thomas Walker – Place 7 – has served on the Transportation Commission since 2008, this is the first year of his sixth term.

Ed Horne – Alternate Place 8 – has served on the Transportation Commission since May of 2017; this is the second year of his first term.

Drew Larson – Alternate Place 9 – has just been appointed to the Transportation Commission; this is the first year of his first term.

E. ELECTIONS

i) Chair

Commissioner Reed nominated Commissioner Reed. Commissioner Horne seconded the nomination.

Commissioner Gunter nominated Commissioner Walker. Commissioner Gilmore seconded the nomination.

Close Nominations

VOTE ON THE NOMINATION FOR COMMISSIONER REED

Nomination failed

AYES: None
NAYES: Gilmore, Larson, Gunter, Walker, Reed, Horne, Caput
ABSTAIN: None
ABSENT: Smiley, Hogue

VOTE ON THE NOMINATION FOR COMMISSIONER WALKER

Nomination passed

AYES: Gilmore, Larson, Gunter, Walker, Reed, Horne, Caput
NAYES: None
ABSTAIN: None
ABSENT: Smiley, Hogue

ii) Vice Chair

Commissioner Gunter nominated Commissioner Reed. Commissioner Reed seconded the nomination.

Close Nominations

VOTE ON THE NOMINATION

Nomination passed

AYES: Caput, Horne, Reed, Gunter, Larson, Gilmore
NAYES: None
ABSTAIN: None
ABSENT: Smiley, Hogue

F. TRAFFIC ENGINEER REPORT

- Update status report related to operational issues, capital improvement projects, and TxDOT projects
- Future Transportation Commission meeting dates

G. CONSENT AGENDA

1. Consider approval of minutes from the regular meeting of the Transportation Commission held on September 12, 2017.

Vice Chair Reed made a motion to approve the September 12, 2017 minutes as presented. Commissioner Gilmore seconded the motion.

VOTE ON THE MOTION

Motion passed

AYES: All in favor
NAYS: None
ABSTAIN: None
ABSENT: Smiley, Hogue

H. WORKSESSION ITEMS

2. Discussion regarding the update to the Texas Texting and Driving Ban from the 85th Legislature Special Session.

Presenter
Matt Hotelling, Traffic Engineer

I. ADJOURNMENT – 7:33 P.M.

TOWN OF FLOWER MOUND
TRANSPORTATION COMMISSION

Thomas Walker, Chairman

ATTEST:

Delona Verplank, Administrative Assistant



TRANSPORTATION COMMISSION AGENDA ITEM NO. 2

REGULAR ITEM

DATE: December 12, 2017

FROM: Matthew J. Hotelling, P.E., PTOE, Traffic Engineer

ITEM: **Appoint a Transportation Commissioner to serve as a member of Road Safety Audit Team.**

BACKGROUND INFORMATION: Back in January of this year, the Transportation Commission indicated that they would like to have more involvement with Accident Hot Spots review and possible solutions. One way for the Transportation Commission to get involved is through appointing a commissioner to the Road Safety Audit (RSA) team. RSA is a way to take a step back and look at a particular situation through a multidisciplinary viewpoint. Typical RSA teams are comprised of someone from the Engineering team, Emergency Services (Police or Fire or Both) and another independent team member. The team has not been formally put together on the staff side and first couple of meetings would be to assemble the team and then determine parameters on how to decide which locations to look at. It is not anticipated that the RSA team would meet more often than three times per year, depending on parameters set. For more information on what RSAs are and what they are not, the Federal Highway Administration website at: <https://safety.fhwa.dot.gov/rsa/> has lots of resource material available.

ALTERNATIVES/OPTIONS: Appoint or do not appoint a member to the RSA.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

RECOMMENDATION: Move to appoint _____ as a member of the Road Safety Audit Team.



TRANSPORTATION COMMISSION AGENDA ITEM NO. 3

WORK SESSION ITEM

DATE: December 12, 2017
FROM: Matthew J. Hotelling, P.E., PTOE, Traffic Engineer
ITEM: Discussion regarding Level of Service.

BACKGROUND INFORMATION: This item will be a discussion topic on Level of Service (LOS). It will cover the definition of LOS and how it relates to congestion, free flow speed and Strategically Managed and Responsible Town Growth (SMARTGrowth).

The definition of Level of Service or LOS is a letter designation that describes the quality of traffic service provided by specific highway facilities under specific traffic demands. In more generic terms, it is a grade level on how well a facility functions under certain conditions. Just as in school, LOS A is the best LOS whereas LOS F is the worst LOS. The following are brief descriptions of LOS A – F.

LOS A. Free flow speed. No disruptions in travel. In general terms, it would be like driving in a car advertisement or late at night and the only vehicle on the road.

LOS B. Reasonably free flow speed. Some disruptions in travel but speeds are kept and drivers begin to respond to others in the traffic stream.

LOS C. Stable flow. Speeds are maintained but maneuverability between lanes is noticeably restricted. Drivers must be more vigilant with gaps when they plan to pass or merge. This LOS is the goal for SMARTGrowth for Town arterial and collectors during peak hours.

LOS D. Approaching Unstable flow. Speeds begin to decline with increased flow. At this LOS, breakdown conditions can happen quickly with small increases in traffic. Maneuvering within the traffic flow is now quite restricted.

LOS E. Unstable flow. There are no useable gaps in the traffic stream. Any disruption will cause a breakdown in the traffic. Maneuvering is extremely difficult as other vehicles must allow others to change lanes or to allow them to merge. This is the upper limit of LOS E defines the capacity of a roadway.

LOS F Forced or breakdown flow. This LOS is a traffic jam. Traffic moves with an “accordion affect” with traffic flowing then stopping suddenly. This is too many cars in too little space.

Now that what LOS has been defined, the Town uses LOS primarily as a planning tool with both the SMARTGrowth program and the Master Transportation Plan update. For SMARTGrowth, there is a defined set of rules within the SMARTGrowth program for both arterial and collector links as well as for arterial and collector intersections. SMARTGrowth is set up as a quick look to determine if there is adequate public transportation infrastructure.

Adequate public transportation infrastructure is determined using the Town’s transportation model that resides with a third party profession service provider. When a new development is proposed, the amount of estimated traffic generated is fed into the model. If the amount of estimated traffic is less than 5% of a link’s peak-hour LOS C capacity and must also not reduce the LOS of any Town arterial or collector link below LOS C during peak-hour demand.

There are two exceptions to this request that can be approved for these criteria. The first exception is if the roadway being impacted is a state roadway. All state roadways are exempt from SMARTGrowth. The

second exception is if the proposed development is considered an Economic Development project, an institutional or civic use.

Intersections are very similar to links except it applies to intersections instead of links between intersections. The one additional criteria is that the end nodes of an impacted link are also considered impacted whether the 5% threshold is met or not. The LOS is considered for the entire intersection and not each approach individually. Therefore an intersection may have an approach that is very overloaded but the other directions operate well enough that the LOS for the entire intersection is LOS C or better.

If a location fails to meet these criteria, there are two options. The first option is to reduce the size of the impact by either reducing the size of the development or changing to a land use that generates fewer trips. The second option is to do a more detailed study in the form of a Traffic Impact Analysis to determine recommendations for improvements to bring the LOS to LOS C or better. If it continues to be beyond a LOS C at this point the development is denied based on lack of public transportation infrastructure.

The use for LOS maps other than SMARTGrowth that the Town typically uses LOS maps is for the Master Transportation Plan update. The LOS map that is attachment 1 of this item is the 2007 LOS map from the last major Master Transportation Plan update. Locations that do not have a desirable LOS are looked at closer to determine if there is a need for a new thoroughfare to relieve the route has higher than normal congestion. Also reviewed in these cases is whether or not an existing thoroughfare can be/should be taken up to the next higher level within the thoroughfare plan.

As part of the Master Transportation Plan update is looking at the horizon year/build out to determine the projected LOS with all of the improvements planned on the thoroughfare plan are built. As shown in the 2030 LOS map, attachment 2, the southern end of Town headed towards DFW Airport is predicted to be very heavily congested along the north/south routes. As part of the last Master Transportation Plan update, this was the basis for recommending the consideration of public transportation system in this area to serve the Lakeside Business District. The public transportation system would connect the Lakeside Business District to the orange line inside DFW Airport with connections to the rest of the Dallas Area Rapid Transit and the Fort Worth Transportation Authority system.

In summary, LOS is ranked with an A – F grade system that indicates the quality of traffic flow through the system. LOS is used for proposed development through the Town's SMARTGrowth program. LOS is used for the update to the long range plan for the Town's transportation network

ALTERNATIVES/OPTIONS: N/A.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 2007 level of service map
2. 2030 level of service map

RECOMMENDATION: No action is required. This item is for discussion and information only.

