

**AGENDA
TOWN OF FLOWER MOUND
TRANSPORTATION COMMISSION MEETING**

NOVEMBER 10, 2020

**FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS
6:30 P.M.**

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

There will be limited seating in Jody Smith Hall to allow for social distancing.

Meeting participants may be asked to wait in the lobby until their name is called.

**Comments regarding any item on this agenda can be sent to the Transportation Commission by
Emailing: TRC@flower-mound.com or Calling: 972.874.6005**

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

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENT

To speak to the Commission during public comment, please fill out a comment form.

- Speakers are limited to 3 minutes, however this can be adjusted by the Chair
- Please state your name and address when speaking

The purpose of this item is to allow the public an opportunity to address the Commission on issues that are not the subject on this agenda.

D. TRAFFIC ENGINEER REPORT

- Update status report related to operational issues, capital improvement projects, and TxDOT projects
- Autonomous vehicle update
- Town-wide 25 mph residential speed limit update
- Future Transportation Commission meeting dates
 - December 8, 2020
- Future agenda items

Transportation Commission Meeting Agenda

November 10, 2020

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E. CONSENT ITEMS

This part of the agenda consists of non-controversial or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Minutes 10/13- Consider approval of the minutes from a regular meeting of the Transportation Commission held on October 13, 2020.

F. REGULAR ITEMS

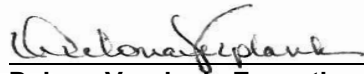
2. Consider a recommendation for a proposed street name change for the cul-de-sac immediately south of Cross Timbers Rd (FM 1171) and west of Pocahontas to Navajo Bluffs Court for the 9100 – 9200 block to the Town Council.

G. WORK SESSION ITEMS

3. Discussion and presentation on sign placement.

H. ADJOURNMENT

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: November 6, 2020 at 10:00 AM, at least 72 hours prior to the scheduled time of said meeting.



Delona Verplank, Executive 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 at 972-874-6402. Reasonable accommodations will be made to assist your needs.



TRANSPORTATION COMMISSION AGENDA ITEM NO. 1

CONSENT ITEM

DATE: November 10, 2020

FROM: Delona Verplank, Public Works Executive Assistant

ITEM: Consider approval of the minutes from the regular meeting of the Transportation Commission held on October 13, 2020.

BACKGROUND INFORMATION: This agenda item is to consider approval of the minutes from the October 13, 2020 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 13, 2020 regular meeting of the Transportation Commission.

RECOMMENDATION: Move to approve as presented in the agenda caption.

THE FLOWER MOUND TRANSPORTATION COMMISSION REGULAR MEETING HELD ON THE 13TH DAY OF OCTOBER, 2020 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:

Drew Larson	Commissioner, Place 1
Ron Hogue	Commissioner, Place 3
Stephen Harris	Commissioner, Place 5
Chris Reed	Commissioner, Place 6
Justin Thomason	Commissioner, Place 7
Brian Taylor	Commissioner, Place 8
Mary Kay Walker	Commissioner, Place 9

Constituting a quorum with the following members absent:

Willie Scales	Commissioner, Place 2
Chris Adams	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
Delona Verplank	Executive Assistant

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

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

None

D. COMMISSION MEMBER INTRODUCTIONS

Drew Larson – Place 1

Ron Hogue – Place 3

Stephen Harris – Place 5

Chris Reed – Place 6

Justin Thomason – Place 7

Brian Taylor – Alternate Place 8

Mary Kay Walker – Alternate Place 9

E. ELECTIONS

i) Chair

Commissioner Reed nominated Commissioner Larson for Chair. Commissioner Walker seconded the nomination.

VOTE ON THE NOMINATION*Nomination passed*

AYES: Walker, Hogue, Larson, Harris, Reed, Thomas, Taylor

NAYES: None

ABSENT: Scales, Adams

ii) Vice Chair

Commissioner Reed nominated himself for Vice Chair. Commissioner Hogue seconded the nomination.

VOTE ON THE NOMINATION*Nomination passed*

AYES: Taylor, Thomas, Reed, Harris, Hogue, Walker

NAYES: None

ABSENT: Scales, Adams

F. TRAFFIC ENGINEER REPORT

- Update status report related to operational issues, capital improvement projects, and TxDOT projects
- Transportation Commission new member orientation
- Future Transportation Commission meeting dates
 - November 12, 2020 (second Thursday)
- Future agenda items

G. CONSENT ITEMS

1. Consider approval of the minutes from a regular meeting of the Transportation Commission held on September 16, 2020.

Vice Chair Reed made a motion to approve Consent Item 1 as presented in the agenda caption identified above. Commissioner Walker seconded the motion.

VOTE ON THE MOTION*Motion passed (6-0)***AYES:** Walker, Hogue, Harris, Reed, Thomas, Taylor**NAYES:** None**ABSENT:** Scales, Adams**H. REGULER ITEMS**

2. Consider a recommendation to Town Council regarding converting all residential streets to a speed limit of 25 mph with exceptions for streets not currently set at the state law prima facie speed limit.

Staff Presentation

Matthew Hotelling, Traffic Engineer

Commission Deliberation

Commissioner Walker made a motion to recommend approval of Regular Item 2 as presented in the agenda caption identified above, with the following addition: recommend modification to the existing speed limit policy to allow subdivisions to request an exception allowing for the speed limit to be raised to the prima facie speed. Commissioner Thomason seconded the motion.

VOTE ON THE MOTION*Motion passed (5-1)***AYES:** Taylor, Thomas, Reed, Hogue, Walker**NAYES:** Harris**ABSENT:** Scales, Adams**I. ADJOURNMENT – 7:48 P.M.**

**TOWN OF FLOWER MOUND
TRANSPORTATION COMMISSION**

DREW LARSON, CHAIR**ATTEST:**

DELONA VERPLANK, EXECUTIVE ASSISTANT



TRANSPORTATION COMMISSION AGENDA ITEM NO. 2

REGULAR ITEM

DATE: November 10, 2020

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

ITEM: **Consider a recommendation for a proposed street name change for the Cul-de-sac immediately south of Cross Timbers Rd (FM 1171) and west of Pocahontas to Navajo Bluffs Court for the 9100 – 9200 block to the Town Council.**

BACKGROUND INFORMATION: This item is to consider a proposed street name change for the cul-de-sac immediately south of Cross Timbers Rd (FM 1171) and west of Pocahontas to Navajo Bluffs Court for the 9100 – 9200 block. This stretch of roadway is currently addressed as Cross Timbers Road. Cross Timbers Road is commonly known in Flower Mound as Farm to Market (FM) 1171.

The cul-de-sac in question was created when FM 1171 was expanded from 2 lanes to 6 lanes. FM 1171 previously was immediately adjacent to these properties and they were truly addressed off of FM 1171. When FM 1171 was being expanded through this area, the roadway was shifted to its current location approximately 40-120 feet away from the original alignment. This created an unnamed cul-de-sac, however, the addresses of the homes remained Cross Timbers Road.

The Town received a request from the neighborhood signed by 4 out of the 5 homes addressed as Cross Timbers Road. This request can be found in Attachment 1. One reason the neighborhood cites for the reason for the request is to reduce confusion concerning their location. It is only reasonable to assume that deliveries to these homes, outside of the US Postal office, could be problematic. The neighborhood chose Navajo Bluff as a proposed name. The Town is proposing Navajo Bluffs Court.

Since the addresses are currently named Cross Timbers, it is important to point out that this is NOT a renaming of Cross Timbers Road. Cross Timbers Road would remain and the 9100-9200 block of Cross Timbers Road will remain. This request will change the addresses of those living along the cul-de-sac and provide a specific name to the cul-de-sac. One additional proposal for this street name change is to change the address of the 5th house west of Pocahontas from Cross Timbers Rd/Navajo Bluffs Court to Old Cross Timbers. The 5th house does not have a driveway that connects to the unnamed cul-de-sac. The driveway, however, does connect to Old Cross Timbers. This change will make the travel to this house more intuitive than to a street on which the house does not have a driveway. As the letters were sent to notify of this street name change, the 5th house was provided additional information regarding the change to Old Cross Timbers for this particular residence. A vicinity map showing the cul-de-sac in question and the location of the 5th residence is provided as attachment 2.

The following is the street name procedure for changing an existing street name.

Name Change Procedure

Procedures for existing street name changes are set forth in Chapter 90-320 of the Town's Code of Ordinances. This has been provided as Attachment 3.

The first step in a street name change request is the filing of the request with the Planning Department. This request is included as Attachment 4. This request includes such information as street proposed to be renamed, affected block numbers, the reason for the name change, and proposed name for roadway segment. The proposed name of these segments is:

- Navajo Bluffs Court

As part of the proposed street name change process, the proposed names must be provided to, but not limited to, the following departments:

- Engineering
- Public Works
- Police Department
- Fire Department

The official request was initiated by Public Works and routed to Police Department, Fire Department, Planning Department and Geographical Information System (GIS) staff. Even though not required by Chapter 90-320, the Town notified each property owner adjacent to, abutting, and/or having an address on the street that is subject to the street name change based on the most recent approved Town of Flower Mound Tax Roll for the Transportation Commission meeting. In total, 5 letters were sent out providing notification.

Next Steps

After consideration of the Transportation Commission's recommendation, the Town may schedule the consideration of the proposed street name change on the next available Town Council agenda. Notification of the Town Council meeting is required by Chapter 90-320 to be sent to the same property owners that were notified of the Transportation Commission meeting for the date, time and place of the Town Council meeting. This information was included in the original letter sent to the 5 recipients of the Transportation Commission notification mailing. An example of this letter is included as Attachment 4. As part of this mail out, the Transportation Commission general email was included. At the time of the posting of the agenda, no responses were received via the TRC@flower-mound.com email which the Transportation Commissioners have received.

FISCAL IMPACT: All street name signs located within the limits of this request would be handled as part of the Town's operating budget. This does not include fiscal impacts to properties because of the name change.

ATTACHMENTS:

1. Neighborhood request
2. Vicinity Map
3. Chapter 90-320. "Procedure to be followed by persons seeking street name change of an existing street"
4. Filed street name change request
5. Neighborhood Notification Letter

RECOMMENDATION: Move to recommend as presented in the agenda caption.

To Whom It Concerns,

We the undersigned wish to change the street name of our current residence from Cross Timbers to Navaho Bluff.

Recent construction and routing of road has resulted in the street being a separate entity and no longer an integral part of Cross Timbers.

Changing of name will result in decreased confusion concerning our location.

Thank You.

Names and signatures of current residents.

Jill Dugan 

Ed & Anthony Meo

Sherry Kizurac

Betty Webb Betty Webb

Vicinity Map for Navajo Bluffs Court Street Name change.



North is up. Star represents the 5th house west of Pocahontas with the driveway off of Old Cross Timbers.

“Sec. 90-320. Procedure to be followed by persons seeking street name change of an existing street.

- (a) Any person may request a street name change by filing a request for a street name change with the Planning Department. The request shall identify the street proposed to be renamed by its current name and the block numbers thereof, state the reason for the requested street name change, and state the proposed name for such roadway segment.
- (b) The proposed name change will be considered by various Town departments interested in the naming of streets and roadways within the Town's corporate limits possibly including, but not limited to, Engineering, Public Works, the Police Department and the Fire Department. Following such consideration the Town Manager or designee may, but is not required to, schedule consideration of the proposed street name change on the next available agenda for the Transportation Commission.
- (a) Following receipt of the Transportation Commission's recommendation regarding the proposed street name change, the Town may schedule consideration of the proposed street name change on the next available agenda for the Town Council.
- (d) The Town will notify each owner of property adjacent to, abutting and/or having an address on the street that is the subject of the requested name change regarding the proposed street name change and the time, date and location of the Town Council meeting at which the proposed street name change will be considered. Said notification will be sent by regular U.S. mail, postage prepaid, to the owners of real property adjacent to, abutting, and/or having an address on the subject street as their names and addresses appear on the most recently approved Town of Flower Mound Tax Roll.”



**Public Works
Administration**

Memorandum

Date: October 26, 2020

To: Planning Department

From: Matthew J. Hotelling, P.E., PTOE, ADAC, Traffic Engineer

Subject: Street Name Change request for cul-de-sac immediately south of Cross Timbers Rd (FM 1171) and west of Pocahontas

This request is for the renaming of the cul-de-sac immediately south of Cross Timbers Rd (FM 1171) and west of Pocahontas.

Below is the list of information as required by Section 90-320 of the Town's Code of Ordinances.

- **Street to be renamed:** unnamed cul-de-sac (addresses are Cross Timbers Rd)
- **Block range:** 9100 – 9200
- **Reason for Change:** To provide a street name to the currently unnamed cul-de-sac and to reduce confusion of the addressing of houses along this cul-de-sac.
- **Proposed Names:** Navajo Bluffs Court.

Please provide this information to the Development Review Committee, GIS, Public Works, and Police Department at a minimum, for their review.



Public Works/Administration

October 27, 2020

Betty Webb or Current resident
9201 Cross Timbers Rd
Flower Mound, TX 75022

RE: Street Name Change of cul-de-sac immediately south of FM 1171 and west of Pocahontas to Navajo Bluffs Court

Dear Stakeholder:

The letter is to advise you that a request to change the street name for the cul-de-sac immediately south of FM 1171 (Cross Timbers Rd) and west of Pocahontas. As you are aware, the address of these houses are Cross Timbers Road. The new proposed name for this cul-de-sac is Navajo Bluffs Court. Cross Timbers Road will remain, however, it will only be for FM 1171 and not this cul-de-sac. Address numbers will remain the same. See attached map for location. As a result of the expansion and relocation of FM 1171 to the north, it created this cul-de-sac without a new name. This new street being addressed the same as FM 1171, may cause confusion with services and navigation to these homes. This request was originated from within the Roanoke Hills community. The street name change item is currently scheduled for the November 10, 2020, Transportation Commission meeting at 6:30 PM at 2121 Cross Timbers Road, Town Hall Council Chambers.

The proposed street name is Navajo Bluffs Court.

A recommendation will be provided by the Transportation Commission to the Town Council. That recommendation will be brought forward to the next available Town Council meeting. A recommendation from the Transportation Commission on November 10th would result in the item being brought forward to the Town Council meeting on December 7, 2020, at 6:00 PM, at 2121 Cross Timbers Road in the Town Hall Council Chambers.

If you have any questions, additional input or suggestions, please provide it to me at transportation@flower-mound.com or handwritten to 2121 Cross Timbers, Flower Mound, TX 75028. If you would like to send an email correspondence directly to the Transportation Commissioners, please use the following email address: TRC@flower-mound.com. Each commissioner will receive this information up to 2 hours before the meeting. Please note that this is only a one way communication and the commissioners would not be able to return any correspondence. Please indicate on this correspondence if you would like for it to be forwarded to the Town Council as well. Any handwritten correspondence received after noon on November 10, 2020, will be handed out at the Transportation Commission meeting. If you have any questions regarding this letter, please send me an email or give me a call at (972) 874-6303. Thank you.

Sincerely,

Matthew J. Hotelling, P.E., PTOE, ADAC
Traffic Engineer



TRANSPORTATION COMMISSION AGENDA ITEM NO. 3

WORK SESSION ITEM

DATE: November 10, 2020

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

ITEM: Discussion and Presentation on Sign Placement

BACKGROUND INFORMATION: During the October 2020, Transportation Commission (TRC) meeting under future agenda items, the Commission requested a training session on the placement of traffic signs. One of those requests was to provide information regarding wildlife crossing signs and No Cell Phone signs. This work session will be a discussion of those items and sign placement, in general. This work session item will also touch on the Town's use of We "Heart" Our Children signs and the use of Slow Children at Play signs. This item will serve as a refresher of the sign segment of the commission orientation.

ATTACHMENTS:

None

RECOMMENDATION: The purpose of this item is to provide information to the Transportation Commission. No Formal Action is required.