

Transportation Commission



December 10, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

C. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

D. ASSISTANT DIRECTOR REPORT

1. Update status report related to operational issues, capital improvement projects, and TxDOT projects
2. Future Transportation Commission dates
3. Future Agenda Items
4. January Work Topics

E. CONSENT ITEM(S)

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. Consider approval of the minutes from 10/08. - Consider approval of the minutes from October 8, 2024.

F. REGULAR ITEM(S)

1. Street Name Change - Kirkpatrick Ln (3000-3200 block) - Consider a recommendation for a proposed street name change for Kirkpatrick Lane (3000-3200 block) to Voyager Lane (3000 - 3200 block) to the Town Council

G. WORK SESSION

1. Subcommittee update on Off Highway Vehicles (OHV) discussion and status.

H. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: December 6, 2024, at 5:00 p.m., at least 72 hours prior to the scheduled time of said meeting.

Tina Wells, Administrative Secretary

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Transportation Commission



October 8, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

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

Chris Reed, Place 6
Ron Hogue, Place 3
Bjorn Vandug, Place 1
Bob Morreira, Place 2
Jason Huse, Place 4
Erica Mulder, Place 5
Charlie Landry, Place 7
Barbara Barrios, Place 9, Alternate

with the following member(s) absent:

Ricky Clark, Place 8, Alternate

constituting a quorum with the following members of the Town Staff participating:

Matthew Hotelling, Assistant Director Public Works/Transportation
Thomas Peppers, Graduate Traffic Engineer
Tina Wells, Administrative Secretary
Barbara Hill - School Crossing Guard Supervisor - Police
Darren Branch - Lieutenant Professional Standards - Police
Henry Lucio - Captain Support Services - Police

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Commissioner Reed led the pledge.

C. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

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- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

None Present

D. COMMISSION MEMBER INTRODUCTIONS

1.
 - Bjorn Vandug - Place 1
 - Robert Morreira - Place 2
 - Ron Hogue - Place 3
 - Jason Huse - Place 4
 - Erica Mulder - Place 5
 - Chris Reed - Place 6
 - Charles Landry - Place 7
 - Ricky Clark - Place 8 (Alternate)
 - Barbara Barrios - Place 9 (Alternate)

E. ELECTIONS

1. Chair (conducted by the Assistant Director Public Works/Transportation)

ACTION: Chris Reed moved to elect himself as Chair. Ron Hogue seconded the motion.

AYES: Chris Reed, Ron Hogue, Bjorn Vandug, Jason Huse, Erica Mulder, Charles Landry, Robert Morreira

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

2. Vice Chair

ACTION:	Robert Morreira moved to elect Commissioner Hogue as Vice Chair. Charles Landry seconded the motion.
AYES:	Ron Hogue, Bjorn Vandug, Jason Huse, Erica Mulder, Charles Landry, Robert Morreira
NAYS:	None
ABSTAIN:	None
RESULT:	6 : 0

F. ASSISTANT DIRECTOR REPORT

1. Update status report related to operational issues, capital improvement projects, and TxDOT projects
2. Future Transportation Commission meeting dates
3. Future agenda items
4. Save the Date - Boards & Commission Banquet - October 29, 2024

G. CONSENT ITEM(S)

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. Consider approval of the minutes from 9/10 - Consider approval of the minutes from September 10, 2024.

ACTION:	Charles Landry moved to approve G.1. as presented in the agenda caption. Jason Huse seconded the motion.
AYES:	Ron Hogue, Bjorn Vandug, Jason Huse, Erica Mulder, Charles Landry, Robert Morreira
NAYS:	None
ABSTAIN:	None
RESULT:	6 : 0

H. WORK SESSION

1. Sharing of information related to School Crossing - Sharing of information related to School Crossing Guard Index (SCGI) data collection for the fall 2024 semester.

I. ADJOURN

Motion to adjourn was made by Erica Mulder and seconded by Charles Landry. All in favor.

Meeting adjourned at 7:09 p.m.



TRANSPORTATION COMMISSION AGENDA F.1. REGULAR ITEM(S)

DATE: December 10, 2024
FROM: Matthew Hotelling, Assistant Director of Public Works/Transportation
ITEM: **Consider a recommendation for a proposed street name change for Kirkpatrick Lane (3000-3200 block) to Voyager Lane (3000 - 3200 block) to the Town Council**

BACKGROUND: This item is to consider a proposed street name change for Kirkpatrick Lane (3000-32000 block) to Voyager Lane (3000-3200 block).

This section of Kirkpatrick Lane was cut off from the rest of Kirkpatrick Lane during the Master Transportation Plan (MTP) update that was presented to the Transportation Commission (TRC) on November 14, 2023. The result of the MTP was to completely remove the section of roadway from Spanish Oak Drive to Blue Sky Lane. This section of Kirkpatrick was ultimately approved by Town Council on February 5, 2024. During the TRC meeting, Planning and Zoning meeting, and Town Council, it was discussed that this cutoff section would come back at a later date to be renamed. By renaming this section of Kirkpatrick Lane, it will reduce confusion of the traveling public. There are no homes or commercial developments that have a Kirkpatrick Lane address in this section. A vicinity map has been provided as Attachment 1.

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

Name Change Procedure

Prior to bringing the name change forward for recommendation, it was discovered that Section 90-320 in the code of ordinances was accidentally deleted. Therefore, it was researched and the street name section was renumbered as 90-319 within the last 45 days. Procedures for existing street name changes are now set forth in Chapter 90-319 of the Town's Code of Ordinances. This has been provided as Attachment 2.

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 3. 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:

- Voyager Lane

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. None of the previous departments had an issue with the proposed street name change. Even though not required by Chapter 90-319, 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 TRC meeting. In total, 10 letters were sent out providing notification.

Next Steps

After consideration of the TRC'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 90-319 to be sent to the same property owners that were notified of the TRC meeting for the date, time and place of the Town Council meeting. This information was included in the original letter sent to the 10 recipients of the TRC notification mailing. An example of this letter is included as Attachment 4. As part of this mail out, the TRC general email was included. At the time of the posting of the agenda, no responses were received via the TRC@flower-mound.com email.

BOARD REVIEW/CITIZEN FEEDBACK: During the June, 11, 2024, TRC meeting, the commission had the opportunity to provide naming suggestions for this section of roadway. The name Voyagers was suggested based on the mascot of the nearby Vickery Elementary School. Several names were discussed, such as Vickery, Blue Star and Voyagers. There was further discussion that the Voyager name also tied in well with the Flower Mound Oaks subdivision street names. Ultimately, Voyager, singular, was chosen by staff with the Lane suffix.

ALTERNATIVES: Leave name as is.

FISCAL IMPACT: All street name signs located within the limits of this request would be handled as part of the Town's operating budget.

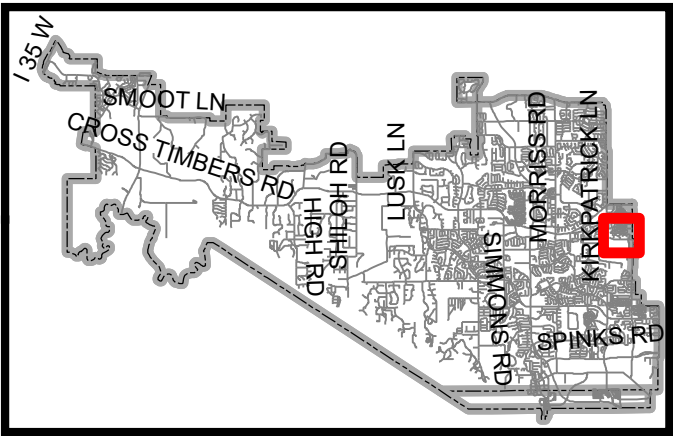
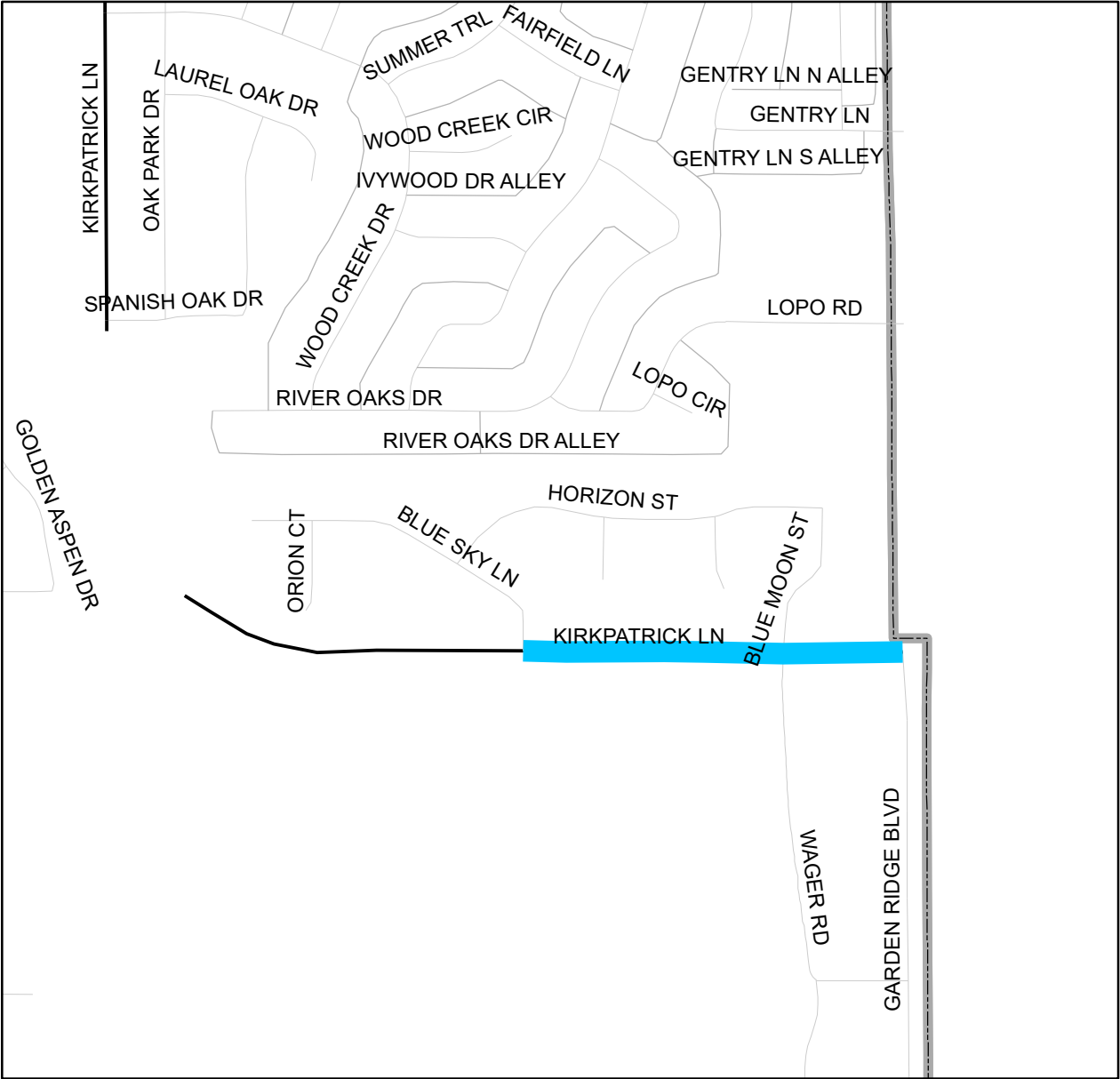
LEGAL REVIEW: N/A

ATTACHMENTS:

1. Attachment1 Vicinity Map
2. Attachment2 Section 90-319
3. Attachment3 Engineering Memo
4. Attachment4 Example Letter

DRAFT MOTION: Move to approve as presented in the agenda caption.

Proposed Street Name Change - Kirkpatrick Lane to Voyager Lane



Legend

 Kirkpatrick Ln

Sec. 90-319. - 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.
- (c) 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.

(Ord. No. 06-12, § 24, 2-20-2012; Ord. No. 49-23, § 20, 11-6-2023)

Editor's note— Ord. No. 49-23, § 20, adopted November 6, 2023, renumbered the former § 90-320 as § 90-319 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.



**Public Works
Administration**

Memorandum

Date: December 3, 2024

To: Planning Department

From: Matthew J. Hotelling, P.E., PTOE, ADAC, Asst Dir of Public Works/Transp

Subject: Street Name Change request for Kirkpatrick Lane between Garden Ridge Boulevard and just west of Blue Sky Lane

This request is for the renaming of Kirkpatrick Lane between Garden Ridge Blvd and just west of Blue Sky Ln.

Below is the list of information as required by Section 90-319 of the Town's Code of Ordinances.

- **Street to be renamed:** Kirkpatrick Lane
- **Block range:** .3000 – 3200
- **Reason for Change:** Section of Kirkpatrick Ln has been cut off from the rest of Kirkpatrick Lane by a Master Thoroughfare Plan Change.
- **Proposed Names:** Voyager Lane

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



Public Works/Administration

December 3, 2024

Vickery Elementary School
Principal Curry
3301 Wager Rd
Flower Mound, TX 75028

RE: Street Name Change of Long Prairie Road to International Parkway

Dear Stakeholder:

The letter is to advise you that a proposed street name change for Kirkpatrick Lane between Garden Ridge Boulevard and Blue Sky Lane. As you may or may not be aware, the section of Kirkpatrick Lane that was originally intended to connect this section of Kirkpatrick Lane to the rest of Kirkpatrick Lane north and west of this location was removed from the Town's Master Thoroughfare Plan leaving this section as a cut off section. The new proposed name for this section of Kirkpatrick Lane is Voyager Lane. No address numbers will change because of this proposal. See attached map for location. The street name change item is currently scheduled for the December 10, 2024, Transportation Commission meeting at 6:30 PM at 2121 Cross Timbers Road, Town Hall Council Chambers.

The proposed street name is Voyager Lane.

A recommendation will be provided by the Transportation Commission to the Town Council. That recommendation will be brought forward to the Town Council for final approval. A recommendation from the Transportation Commission on December 10th would result in the item being brought forward to the Town Council meeting on January 21, 2025, 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 December 10, 2024, 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
Assistant Director of Public Works/Transportation



TRANSPORTATION COMMISSION AGENDA G.1. WORK SESSION

DATE: December 10, 2024
FROM: Matthew Hotelling, Assistant Director of Public Works/Transportation
ITEM: Subcommittee update on Off Highway Vehicles (OHV) discussion and status.

BACKGROUND: For the past couple of years, the Transportation Commission (TRC) has had an interest in looking into rules and regulations regarding Off Highway Vehicles (OHV) within the Town. The TRC created a subcommittee of three (3) commissioners to take a deeper look into the OHV rules and regulations. This item will provide feedback on the subcommittee's work in this area and provide the current status of this endeavor. This item will be presented by the TRC chair.

BOARD REVIEW/CITIZEN FEEDBACK: Update status for at this meeting

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: Item is for discussion only. No formal action required.