

Transportation Commission



May 13, 2025
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 meeting dates - June 10th
3. Future Agenda Items
4. Annual Commission reporting by Chair/Vice Chair to Town Council - May 15
5. Fairway Drive Closure - Grapevine
6. Bond Election Results

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 04/08. - Consider approval of the minutes from April 8, 2025.

F. REGULAR ITEM(S)

1. Community Outreach Policy for the Installation of Streetlights. - Consider a recommendation to staff on the adoption of a proposed community outreach policy for the installation of streetlights.
2. Sidewalk Links - 2025 - Consider a recommendation to staff for proposed sidewalk links locations for inclusion in the FY2025-2026 Sidewalk Links Construction Project, through the Annual Budget process.

G. WORK SESSION

1. Sharing of information related to School Crossing Guard Index for May 2025
2. Capital Improvement Project Review for Streets and Street Reconstruction for FY 25-26

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: May 7, 2025, at 5:30p.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



April 8, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chair Chris Reed at 6:31 p.m.

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

Chris Reed, Place 6, Chair
Ron Hogue, Place 3, Vice Chair
Bjorn Vandug, Place 1
Bob Morreira, Place 2
Jason Huse, Place 4
Erica Mulder, Place 5
Charlie Landry, Place 7
Ricky Clark, Place 8, Alternate
Barbara Barrios, Place 9, Alternate

with the following member(s) absent:

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

Matthew Hotelling, Assistant Director of Public Works / Transportation
Thomas Peppers, Project Engineer
Tina Wells, Administrative Secretary

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Chair Chris Reed led the pledge.

C. PUBLIC COMMENT

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

None present

D. ASSISTANT DIRECTOR REPORT

1. Update status report related to operational issues, capital improvement projects, and TxDOT projects
2. Future Transportation Commission meeting dates - May 13th
3. Future Agenda Items
4. Proposed Fairway Drive project - Summer closure
5. Annual Commission reporting by Chair/Vice Chair to Town Council - May 15
6. North Central Texas Council of Governments (NCTCOG) - Promote a regional bicycle safety survey of citizens

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 3/11. - Consider approval of the minutes from March 11, 2025.

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

ABSTAIN: None
RESULT: 6 : 0

F. REGULAR ITEM(S)

1. Consider a Recommendation to Staff on the Installa - Consider a Recommendation to Staff on the Installation of a Streetlight between 6637 and 6641 Palermo Trail in the Terracina Subdivision.

Open Public Comment: 6:57 p.m.

Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.

	SUPPORT	OPPOSITION	QUESTIONS OR COMMENTS ONLY
1.		Daven Kumar, 6637 Palermo Trail	F1 Streetlight @ 6637 Palermo Trail
2.	Michael Avari, 6216 Via Italia Drive		Agenda Item F1
3.	Donald Dawson, 6400 Palermo Trail		Agenda Item F1
4. *	Leslie Sakalas, 6708 Sorrento Lane		Agenda Item F1
5. *	Mary Jo DiFonzo, 6817 Palermo Trail		Agenda Item F1

** Indicates person did not wish to speak*

Closed Public Comment: 7:10 p.m.

ACTION: Charles Landry moved to approve F.1. as presented in the agenda caption. Robert Morreira seconded the motion.
AYES: Bjorn Vandug, Erica Mulder, Charles Landry, Robert Morreira
NAYS: Ron Hogue, Jason Huse
ABSTAIN: None
RESULT: 4 : 2

2. FY2025-2026 Streetlight Priority - Consider a Recommendation to Staff regarding the List of Proposed Streetlight Locations for Installation through the FY2025-2026 Streetlight Installation Program as part of the annual budget process.

ACTION: Erica Mulder moved to approve F.2. as presented in the agenda caption. Ron Hogue seconded the motion.
AYES: Ron Hogue, Bjorn Vandug, Jason Huse, Erica Mulder, Charles Landry, Robert Morreira
NAYS: None
ABSTAIN: None
RESULT: 6 : 0

3. MPA25-0002 Monarch/Dixon Thoroughfare Plan Amendment - Public Hearing to consider a request for a Master Plan Amendment (MPA25-0002) to amend Section 7.0 - Thoroughfare Plan. Locations are generally located within the Monarch Development area and between Dixon Lane and Justin Road (FM 407).

ACTION: Robert Morreira moved to approve F.3. as presented in the agenda caption. 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

G. WORK SESSION

1. Review of FY 25-26 Signal Projects

Open Public Comment: 8:32 p.m.

Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.

	Speaker name and address	Subject (as written on the form)
1.	Ashanya Ambekar, 3213 Mark Twain Blvd.	Agenda Item G1

2.	Meghana Bharani, 3901 Dashiell Drive	Agenda Item G1
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** Indicates person did not wish to speak*

Closed Public Comment: 8:38 p.m.

Commissioner's feedback was to prioritize the Quail Run and Flower Mound Road signal over Garden Ridge Blvd. and Voyager.

H. ADJOURN

Motion to adjourn was made by Commissioner Mulder, seconded by Vice Chair Hogue and all were in favor.

Meeting adjourned at: 8:46 p.m.



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

DATE: May 13, 2025
FROM: Thomas Peppers, Project Engineer
ITEM: **Consider a recommendation to staff on the adoption of a proposed community outreach policy for the installation of streetlights.**

BACKGROUND: As part of the Town's Road Safety Enhancement Program, the need for better visibility on roadways at night was identified as a priority. To address this, staff have been tasked with presenting potential locations where streetlights could be installed to improve safety and visibility at night. Potential locations for streetlights are typically identified in one of two ways: through resident requests or recommendations by staff. For a new streetlight to be considered, the proposed location must meet the Town's current design standards, which require streetlights to be installed at intersections, cul-de-sacs, significant curves in the roadway, and at mid-block locations where the block length or spacing between existing streetlights exceeds 600 feet.

Once a location is determined to meet these standards, staff will add it to the streetlight priority list. This list is presented to the Transportation Commission (TRC) for review and recommendation on which locations should be prioritized for installation as part of the annual streetlight installation program. Following the Commission's recommendation, staff will coordinate with the utility provider and, when applicable, impacted property owners to facilitate the installation of the streetlights.

At the April 8, 2025, TRC meeting, the Commission requested staff to develop a formal policy to standardize the Town's community outreach process for new streetlight installations. This request was prompted by the recognition that the Town's existing outreach practices can vary across projects, creating inconsistencies and uncertainty in how community input is collected and considered. This agenda item introduces the proposed policy, provided in Attachment 1. The policy defines criteria for when community outreach is required and establishes a consistent process for notifying and engaging property owners impacted by proposed streetlight installations. The policy applies only to new streetlight installations at locations that meet the Town's design standards and are recommended by the TRC. It does not apply to streetlights installed as part of new residential subdivisions or commercial/industrial developments.

CURRENT PROCEDURE/PRACTICE: Currently, there is no formal policy in place to guide public engagement for streetlight installations. Instead, community outreach is conducted on a project-by-project basis based on the context and location of the project. For streetlight requests in neighborhoods without a Homeowners Association (HOA), or for Town-initiated projects, the current practice is for staff to lead the outreach effort. This includes identifying property owners directly impacted by the proposed installation and mailing each a notice. Staff then review the responses received and, based on community input, determine whether to proceed with the installation, revise the proposed location, or postpone the project.

For streetlight requests initiated by an HOA or located within a neighborhood managed by an HOA, staff work with the HOA to conduct the community outreach. This approach is generally more efficient than staff trying to contact property owners directly, as HOAs typically maintain current contact

information for residents and can distribute information quickly to the community. In these cases, the HOA is asked to notify impacted property owners, gather their feedback, and submit the collected responses to staff for consideration in determining next steps for the project.

KEY COMPONENTS OF THE POLICY:

Outreach Requirement: When a proposed streetlight is located on a residential street and within 150 feet of a residential property, the Town will initiate a formal community outreach process. This will ensure that property owners have a chance to voice their opinions and concerns before any installation moves forward. Staff will identify which properties will be impacted according to this policy. Each impacted property owner will be notified and asked to submit feedback, which will be considered during the decision-making process.

For the purposes of this policy, “*Impacted property owners*” are defined as any property owner that has all or a portion of their property located within a 150-foot radius of a proposed streetlight and directly abuts the street(s) where the streetlight is to be installed.

A 150-foot radius was selected as a reasonable distance to identify properties impacted by the illumination of a streetlight. A visual representation of the typical light distribution for a residential streetlight is included in Attachment 2. As illustrated in the attachment, most of the light from the streetlight extends approximately 75 feet to either side of the fixture and about 40 feet to the front and rear. This light distribution is based on the same type of streetlight that was recently installed in the Terracina subdivision. The only difference is that those fixtures were mounted on 14-foot poles instead of 12-foot poles. CoServ is currently in the process of switching out the poles to the correct height.

Outreach Process: The process for collecting community input for new streetlight installations will depend on who initiates the request and whether an HOA is present in the neighborhood. The proposed policy outlines four scenarios which define who is responsible for conducting community outreach and the procedures to be followed. The four scenarios are:

- Individual Citizen Streetlight Requests – Neighborhoods without an HOA
- Individual Citizen Streetlight Requests – Neighborhoods with an HOA
- HOA-Initiated Streetlight Requests
- Town-Initiated Streetlight Projects

A summary of the outreach responsibilities and required procedures for each scenario is provided below:

1. Individual Citizen Streetlight Requests – Neighborhoods without an HOA

If a resident or group in a non-HOA neighborhood requests a streetlight, they are responsible for conducting the outreach. This includes:

- Notifying all impacted property owners (as defined by staff).
- Collecting feedback using the Town’s Streetlight Survey Form or equivalent.
- Obtaining signature(s) from the property owner(s) where the streetlight is proposed to be installed.
- Submitting the completed form to staff for review and verification.

If a property owner does not respond to the survey, they will be considered a “no” vote.

A draft Streetlight Survey Form is provided in Attachment 3.

2. Individual Citizen Streetlight Requests – Neighborhoods with an HOA

In this case, the individual or group must first notify the HOA and receive written acknowledgment that the HOA is aware of the request. After that:

- The individual /group may conduct community outreach, following the same procedures as non-HOA neighborhoods.
- Alternatively, the HOA may assume responsibility, in which case the outreach process follows the HOA-Initiated procedures described below.

3. HOA-Initiated Streetlight Requests

The HOA is responsible for conducting community outreach. Staff will define the outreach area and provide a list of impacted properties. The HOA must notify each impacted property owner by sending a notice. The notice must include:

- Project description
- Location of the proposed streetlight
- Request for feedback
- Staff contact information

The HOA must also:

- Collect feedback from the property owner(s) where the streetlight is proposed to be installed.
- Submit all notices, proof of delivery, and feedback to staff.

Again, non-responses are counted as “no” votes.

4. Town-Initiated Streetlight Projects

Staff will conduct community outreach following the same procedures as currently. Property owners will have 30 days to respond to the notice. If no response is received within that period, the lack of response will be interpreted as support for the installation. This differs from other scenarios because staff can ensure direct delivery of the notices, while it is harder to verify delivery by individuals or HOAs.

If the project is located within a neighborhood managed by an HOA, the HOA will be given the option to assume responsibility for conducting community outreach following the procedures outlined under HOA-Initiated Streetlight Requests.

To ensure impacted property owners have a reasonable opportunity to respond, staff has established a three-step follow-up process as part of this policy. This process is initiated when none of the impacted property owners respond to the initial notice or when the property owner(s) where the streetlight is proposed to be installed do not respond:

1. A second mailed notice, providing an additional 30-day response period.
2. A door hanger notification, allowing 15 days for a reply.
3. If no response is received after both follow-ups, the property is recorded as supporting the installation.

Waiver of Community Outreach Requirement: The community outreach process may be waived when a streetlight installation is necessary to address a public safety concern on a Town-designated thoroughfare. This applies only in cases where there is clear evidence of a safety issue, such as a

pattern of nighttime-related crashes, poorly illuminated crosswalks, or other hazardous conditions. The decision to waive community outreach must be justified with supporting documentation, including crash data, field evaluations, or similar evidence. Regardless of the waiver, impacted property owners will still receive notice of the planned streetlight installation.

Decision Thresholds: To Identify how feedback collected from impacted property owners will influence decisions regarding proposed streetlight installations. Community support thresholds have been established as part of this policy. The thresholds are based on a simple majority vote and are as follows:

- If more than 50 percent of the impacted property owners support the project, staff will proceed with the installation.
- If feedback is evenly split (50 percent in support and 50 percent in opposition), the request will be referred to the TRC for formal review and recommendation.
- If less than 50 percent of impacted property owners support the project, the installation will be deferred.

BOARD REVIEW/CITIZEN FEEDBACK: The TRC has expressed support for establishing a clear and consistent process to notify and involve property owners impacted by proposed street light installations in the decision-making process.

ALTERNATIVES: The Commission may recommend modifications, additions, or other changes to the proposed policy.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Community Outreach Policy for the Installation Streetlights
2. Typical Light Distribution for a Residential Streetlight
3. Draft Streetlight Survey Form

DRAFT MOTION: Move to recommend adoption of the community outreach policy for the installation of streetlights.

Community Outreach Policy for the Installation Streetlights

PURPOSE:

The purpose of this policy is to establish a standardized process for engaging residents in the decision-making process regarding the installation of new streetlights within residential areas. By standardizing outreach procedures, the Town aims to ensure that lighting decisions reflect community input and are made in a consistent and equitable manner.

STATEMENT OF POLICY:

This policy shall govern the installation of new streetlights at locations determined to meet the standards established by the Town and recommended by the Transportation Commission. It applies to all standalone street lighting projects not associated with new residential subdivisions or new commercial and/or industrial developments.

DEFINITIONS:

- **HOA:** The homeowner’s association representing the interests of property owners within a specific residential subdivision or neighborhood.
- **Impacted Property Owner:** Any property owner that has all or a portion of their property located within a 150-foot radius of a proposed streetlight and directly abuts the street(s) where the streetlight is to be installed.
- **Requester:** Any individual, group, or entity (excluding an HOA) that submits a streetlight request.
- **Town:** Town of Flower Mound.
- **Transportation Commission:** The advisory body appointed by the Town Council responsible for reviewing and providing recommendations to Staff on transportation-related matters.
- **Staff:** Refers to employees of the Town responsible for the evaluation, administration, and management of streetlight requests.

STANDARDS AND GUIDANCE:

For the installation of a streetlight to be considered, the proposed location must meet current Town standards as outlined in the latest *Engineering Services Design Criteria and Construction Standards Manuals*.

New streetlights will not be approved to illuminate private yards, driveways, or other privately owned areas, which should be illuminated by private security lighting at the property owner’s expense. Exceptions to this policy may be considered on a case-by-case basis. Streetlights are intended to illuminate public streets and thoroughfares, and, in some limited instances, public pedestrian ways providing linkage to parks, schools, and other public areas where pedestrian safety is a concern.

OUTREACH REQUIREMENT:

If a streetlight is proposed within 150 feet of a residential property on a residential street, the Town will initiate a formal outreach process to gather community input. Homeowners who will be impacted by the installation will be notified and asked to provide feedback on the project. The responsibility for carrying out this outreach, along with the specific procedures to be followed, will depend on one of the four scenarios outlined below.

Individual Citizen Streetlight Requests - Neighborhoods without an HOA

For streetlight requests in neighborhoods without an HOA, the requester shall be responsible for notifying and obtaining feedback from impacted property owners. This must be done by circulating the Town's Streetlight Survey Form or equivalent. The requester is required to contact every property owner within the outreach area defined by Staff. Any property owner who does not respond to the survey will be considered a "no" vote. For the survey to be considered complete, it must include the signature(s) of the property owner(s) where the streetlight is proposed to be installed. Once all signatures and responses have been collected, the completed survey must be submitted to the Town for review and verification.

Individual Citizen Streetlight Requests - Neighborhoods with an HOA

For streetlight requests in neighborhoods managed by an HOA, the requester must notify the HOA and obtain written acknowledgment from the HOA that it has been made aware of the request. A written statement must then be submitted to the Town indicating whether the HOA or the requester will assume responsibility for notifying and obtaining feedback from impacted property owners. If no decision is communicated regarding which party will take the lead, the responsibility will default to the requester, who must then circulate the Town's Streetlight Survey Form or equivalent to all impacted property owners as previously described. If the HOA chooses to assume responsibility, it must carry out the outreach process in accordance with the requirements detailed in the following section.

HOA-Initiated Streetlight Requests

For a streetlight request initiated by an HOA, the HOA shall be responsible for conducting community outreach. Staff will identify the outreach area and provide the HOA with a list of all impacted properties that must be included in the outreach effort. The HOA must notify each impacted property owner by delivering a written notice through one of the following methods: mail, email, hand delivery with signed confirmation, or other approved method.

The notice must include:

- An explanation of the proposed project.
- A map or description of the proposed location of the streetlight.
- A request for feedback in the same format as the Town's Streetlight Survey Form.
- Contact information for the Town.

For the outreach process to be considered complete, feedback from the property owner(s) where the streetlight is proposed to be installed must be received. Any property owner who does not respond to the notice will be considered a “no” vote. Once the outreach is complete, the HOA must submit copies of all notices sent, corresponding proof of delivery, and all feedback received to the Town. Staff will review these materials to confirm that all outreach requirements have been met.

Town-Initiated Streetlight Projects

For Town-initiated streetlight projects, Staff shall be responsible for conducting community outreach by identifying all impacted property owners, as defined by this policy, and mailing each a written notice of the Town’s plan to install a streetlight near their property.

The notice must include:

- An explanation of the proposed project.
- A map showing the proposed location of the streetlight.
- Instructions and contact information for submitting feedback to the Town.
- A statement that recipients have thirty (30) days from the mailing date to submit their feedback. If no response is received within this timeframe, the property owner will be considered in support of the proposed streetlight installation.

If a proposed streetlight is located within a neighborhood managed by an HOA, Staff will notify the HOA of the project and offer the HOA the option to assume responsibility for notifying and obtaining feedback from impacted property owners. If the HOA chooses to take this responsibility, it must follow the outreach procedures outlined in the HOA-Initiated section of this policy.

Before making a final decision, Staff must receive feedback from the property owner(s) where the streetlight is proposed to be installed. If no response is received from the property owner(s) within the initial notice period, Staff will send a follow-up notice, allowing an additional 30 days for a response. If no response is received after the second notice, Staff will make a final attempt by placing a door hanger on the property owner’s door, providing a 15-day period for the owner(s) to submit a response. If no response is received after this final attempt, the property owner(s) will be considered in support of the project. In cases where no property owners respond to the initial notice, this same process shall be followed to ensure that all affected parties are given a reasonable opportunity to provide input.

If a proposed streetlight is located on a Town-designated thoroughfare and is being installed to address a public safety concern, the Assistant Director of Public Works/Transportation, or their designee, may waive the community outreach requirement. In such cases, Staff must document the decision by preparing a written statement that describes why the requirement is being waived and provides supporting evidence of the safety concern, such as a pattern of nighttime-related crashes, poorly illuminated crosswalks, or other hazardous conditions that could be mitigated by the installation of a streetlight.

The statement and any supporting documentation shall be retained in the project file and made available upon request. Although the requirement may be waived, Staff will still notify impacted property owners as a courtesy, providing them with information about the planned streetlight installation.

DECISION THRESHOLDS:

The final decision on whether to install a streetlight will be based on the overall level of support collected through the community outreach process. Staff will use the following response thresholds to determine whether the project should move forward, require further review, or be deferred.

- If greater than 50 percent of the impacted property owners are in support of the project, the Town will proceed with the installation of the streetlight.
- If the collected feedback returns an even split (50 percent support and 50 percent opposition), the request will be brought to the Town’s Transportation Commission for a formal review and recommendation on whether to proceed with installing the streetlight.
- If less than 50 percent of the impacted property owners are in support of the project, the installation of the streetlight will be deferred. Staff may re-evaluate the location if conditions change or no sooner than twelve months from the original decision date, unless there are significant changes warranting a re-evaluation.

This policy was presented and approved at the May 13, 2025, Transportation Commission meeting by a vote of _____ to _____.

Chris Reed, Chair

Mathew Hotelling, Assistant Director of Public Works/Transportation

Settings

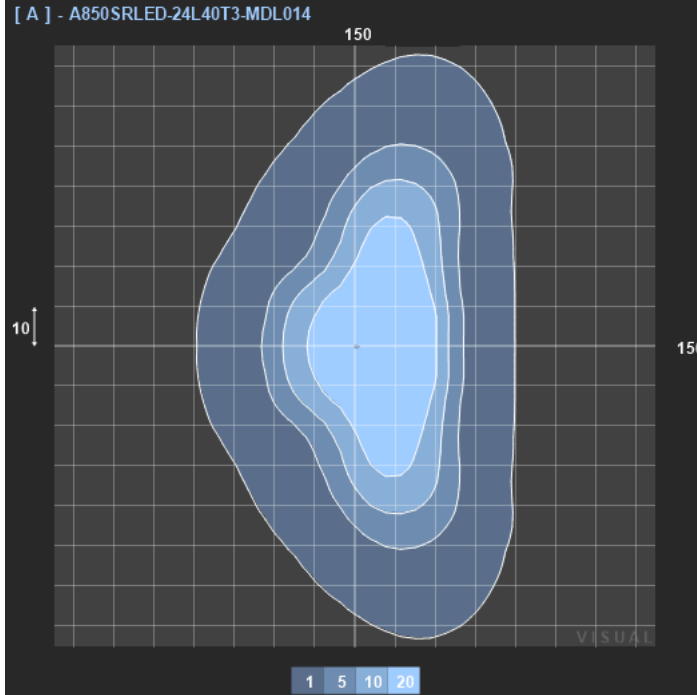
Units
 Precision

Calculation Area

Area Length ft
 Area Width ft
 Point Spacing X ft
 Point Spacing Y ft
 Gridlines ft

Criteria

Illuminance lux



Calculation Results

Calculation Area	150 by 150	ft
Point Spacing	10 by 10	ft
	A	--
Max Illuminance	102.3	lux
Area > 20 lux	1420	ft ²

Display

Points

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Project Information

A

No
Photo
Available

Sternberg Lighting

[A] - A850SRLED-24L40T3-MDL014

Configuration	<input type="text" value="Single"/>	Light Loss Factor	<input type="text" value="1"/>	Lamp Quantity	<input type="text" value="1"/>
Mounting Height	<input type="text" value="12"/>	Orientation	<input type="text" value="90"/>	Lumens Per Lamp	<input type="text" value="10240"/>
Support Length	<input type="text" value="0"/>	Tilt	<input type="text" value="0"/>	Wattage	<input type="text" value="87"/>

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Streetlight Survey Form

Town of Flower Mound
Department of Public Works – Transportation Division

Background

As part the ongoing efforts to improve safety and visibility at night, the Town is considering the installation of a new streetlight on [Street Name]. This comes in response to a resident's request for improved lighting along this street.

The proposed streetlight would be installed between the sidewalk and the street, at the shared property line of 3910 and 3912 [Street Name]. Before moving forward, the Town is seeking feedback from nearby property owners to determine the level of community support for this project.

Important Information

- The Town will proceed with installation only if more than 50% of households located within 150 feet of the proposed location express support.
- Signatures from the property owners at 3910 and 3912 [Street Name] are required for the survey to be considered valid.
- Only one signature per household will be counted. Additional signatures from the same address or outside the survey area will be disregarded.

By completing and signing this form, you acknowledge that you have been informed of the proposed streetlight installation and have been given the opportunity to provide your input. Please indicate your position by placing an “X” in the appropriate column.

Neighborhood: _____

Printed Name	Address	Signature	Date	Support	Oppose

Submission Instructions

Please return the completed survey using one of the following methods:

- Email:
- Mail:
- Drop-off:

For questions, contact [Contact Name] at [Phone Number] or [Email Address].
201 Spinks Road Flower Mound, Texas 75028



TRANSPORTATION COMMISSION AGENDA F.2. REGULAR ITEM(S)

DATE: May 13, 2025
FROM: Manuel Palacios, Assistant Director of Public Works
ITEM: **Consider a recommendation to staff for proposed sidewalk links locations for inclusion in the FY2025-2026 Sidewalk Links Construction Project, through the Annual Budget process.**

BACKGROUND: Over various years, several different projects have been programmed to address some of the sidewalk gaps that have existed up to now. These projects consisted of the 1997 Bond Election; 2004 Council Communication; Town Construction Projects; Annual Sidewalk Program; Sidewalk Links Projects and Private Development.

Currently, funding for trail construction and maintenance is paid through park development funds and 4B sales tax revenue. The park development funds and the 4B sales tax money are used for infrastructure improvements at park locations and for trails.

General funds are used by Public Works to provide maintenance of existing sidewalks along arterial and collector streets by replacement of approximately 1,000 linear feet annually, at a cost of approximately \$25,000.00.

The annual sidewalk program allows a resident to reimburse the Town for sidewalk replacement along their property and a repayment option over a 12 month period. The program allows for residents to take advantage of lower construction prices offered as part of a Town contract. As a self-supporting account, the Neighborhood Improvement Fund is dependent upon the revenues generated by the resident's reimbursements to generate the revenue to cover the following year's cost of operation.

Over the last several years, the Transportation Commission has recommended numerous proposed sidewalk link gap projects to staff. As the list of sidewalk link gaps continues to grow, staff recommended that the Transportation Commission develop a prioritization matrix to rank all of the sidewalk link locations. This ranking will help the Transportation Commission select and recommend sidewalk link projects for future budget years.

On August 13, 2024, the Transportation Commission had a work session with staff to go over the proposed Sidewalk Links Gap Prioritization matrix. The Commission reviewed the scoring criteria and recommended moving forward with the proposed scoring matrix with minor edits. Staff began utilizing the approved scoring matrix for all Sidewalk Link Gaps within the Town. Attached is the approved scoring matrix utilized for Sidewalk Links Gaps.

In the past, Staff primarily relied on citizens calling in sidewalk gap locations. Staff have recently done a more comprehensive review of these locations. The total number of sidewalk gaps identified by staff and from the previous list, including citizens' requests, is over one hundred locations. As staff continues to evaluate and score each location, the list has not yet been fully evaluated. Staff has completed about 50 percent of the overall list and identified four sidewalk construction locations

based on their current scoring rank. The proposed expenditure for fiscal year 2025-2026 is \$150,000. Staff expects to have all sidewalk gap locations evaluated and scored by the end of this year.

Staff is seeking a recommendation from the Transportation Commission for the four sidewalk link gap locations to include in the FY2025- 2026 budget year, with an estimated overall cost of \$150,000.00. Attachment 1 contains sidewalk link locations and estimated construction costs. Budget costs have been updated to reflect current construction costs and field conditions. Attachment 2 is a copy of the sidewalk links scoring matrix used to determine the score.

BOARD REVIEW/CITIZEN FEEDBACK: Annual review by TRC to receive feedback and recommendation for FY 2026

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Recommended Sidewalk Locations
2. Sidewalk Link Scoring Matrix

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

Sidewalk Link Location #1

4 Ft X 284 LF Sidewalk
Estimated Construction
Cost \$26,000

1307 Windsor Drive.

Matrix Score 48



Sidewalk Link Location #2



1120

1110

1106

1102

1101

1117

1113

1109

1105

KIRKPATRICK LN

4ft

Veloweb - 6ft

1065

1045

1025

4100 Kirkpatrick Ln.

5 Ft X 150 LF Sidewalk
Estimated Construction
Cost \$20,000

4150

Matrix Score 51

Sidewalk Link Location #3



4 Ft X 204 LF Sidewalk
Estimated Construction
Cost \$20,000

1717 Kings Dr.

Matrix Score 43

Sidewalk Link Location #4



5 Ft X 418 LF Sidewalk
Estimated Construction
Cost \$65,000

2198 Kirkpatrick Ln.

Matrix Score 40

Sidewalk Links Gap Prioritization Scoring Criteria

Criteria	Points
Safety	
Bicycle & Pedestrian Accident History	
None	0
One accident within past five years	10
Over one accident within past five years	20
Total Points	20
Posted Speed Limit	
25 MPH or Less	5
Between 25 and 40 MPH	10
40 or More MPH	15
Total Points	15
Street Classification	
Major Arterial	20
Minor Arterial	15
Collector	10
Residential	5
Total Points	20
Maximum Total Points	55
Proximity	
Public Schools	
K-8th Grade within 1/8 Mile	20
K-8th Grade within 1/4 Mile	15
K-8th Grade within 1/2 Mile	10
High Schools within 1/4 Mile	5
Not Within Buffer	0
Total Points	25
Destinations	
Public Parks within 1/8 Mile	8
Connects to Trail System/Street on Throughfare Plan or Presence of existing pathway	4
Major Health Care Facility within 1/8 Mile	2
Major Pedestrian Destinations (i.e. Govmt offices, Higher Education, special events, etc.) 1/8 Mile	4
Major Shopping Centers within 1/8 Mile	2
Total Points	20
Maximum Total Points	45
Grand Total	100



TRANSPORTATION COMMISSION AGENDA G.1. WORK SESSION

DATE: May 13, 2025

FROM: Darren Branch, Lieutenant Professional Standards

ITEM: **Sharing of information related to School Crossing Guard Index for May 2025**

BACKGROUND: This agenda item is to provide information regarding the Spring 2025 semester SCGI data collection results and updates to the Crossing Guard Program due to changes to LISD school boundaries. The Flower Mound Police Department will continue to conduct SCGI evaluations each semester of the school year to evaluate and prioritize the need for adult school crossing guard staffing at locations. The results of which will be shared with the TRC for feedback and notification of needed adjustments that may result, if any. It is anticipated that this item will be brought back in the October/November timeframe for the Fall semester.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: The purpose of this agenda item is to provide information to the Transportation Commission and elicit feedback. No formal action is required.



TRANSPORTATION COMMISSION AGENDA G.2. WORK SESSION

DATE: May 13, 2025
FROM: Matthew Hotelling, Assistant Director of Public Works/Transportation
ITEM: **Capital Improvement Project Review for Streets and Street Reconstruction for FY 25-26**

BACKGROUND: During the January 2025, Transportation Commission (TRC) meeting work topics item, the Commissioners expressed a desire to have input and review the Capital Improvement Project (CIP) program for Streets and Street Reconstruction. The CIP group is working on their compilation of the upcoming FY 25-26 budget year process. This item will provide a chance for TRC to provide feedback to staff on the projects for FY 25-26. The input from the TRC will be used to help select projects for the upcoming year or possibly push projects out into future years. Attached to this agenda item is the current (FY 24-25 Amendment 1) CIP for Streets and Street Reconstruction. Street reconstruction projects are based on the current street rating system that the Town has performed approximately every 5 years. Projects that are funded by Impact Fees may not move due to their connection to the Impact Fee Schedule.

The Streets and Street Reconstruction Projects Five Year CIP identifies funding sources and schedules for the construction. The Five Year CIP is revisited and modified as needed as part of the Town's yearly budget process.

Streets projects are projects that the Town builds as new roadways. Continuing projects from this fiscal year are the construction of FM 2499 at FM 3040 Intersection Improvements, ADA Transition Plan and Implementation; FM 2499 at FM 407; Lakeside Parkway Capacity Improvement Project; Scenic Drive (Walsingham to FM 1171); US 377 Overpass at FM 1171 (Rock Cladding) and Roadway Amenities. Other improvements that currently have decision packages for Town Council to decide upon are the sidewalk links and street light priorities. Projects either scheduled for design or construction starting in FY 25/26 are: Impact Fee update, and design/construction of Dixon Lane at FM 2499 intersection improvement project; Impact Fee Study; and Walsingham Drive (Scenic / Flower Mound Road Connector). As staff continues to review locations of need, therefore additional projects may be added at a later date. With the passing of the Streets bond package, this may affect timelines and projects on the Streets CIP listing. If projects are added or moved, an updated CIP Streets listing will be sent to the Commissioners.

Street Reconstruction projects are projects that reconstruct an existing roadway that has begun to fail or is rated low in the Pavement Management Index and brings them up to like-new condition. These projects are paid for by the 1/4 cent sales tax for Streets. The 1/4 cent sales tax must be voted on every 4 years. Currently, there is proposed legislation that could potentially push the authorization cycle from 4 years to 8 years. The last renewal was approved in November 2023. Therefore, November of 2027 or 2031 should be the next renewal of this funding. This funding source has proven itself invaluable to keeping our older streets maintained and has saved multiple millions of dollars from needing to be spent out of the general fund to reconstruct these streets. Current projects listed on the Street Reconstruction List for FY 25/26 include: Hillside Lane Reconstruction; Lakeside Parkway Panel Replacements; Old Gerault Reconstruction; and Timber Creek Road Panel

Replacements. Those existing projects that have started but will continue past their initial construction year will be updated as part of the Assistant Director's Report. Like Streets projects, staff will continue to look at locations that may have progressed quicker than predicted by the Pavement Management Index and may prioritize other locations at a later date. If projects are added or moved, an updated CIP Streets Reconstruction listing will be sent to the Commissioners. New projects being considered for next year include: Amhearst Lane; Harvard Drive Panel replacement; Marcus Court cul-de-sac reconstruction; Marcus Drive reconstruction; and the Street Assessment study.

BOARD REVIEW/CITIZEN FEEDBACK: Review and Feedback from the Commission

ALTERNATIVES: Informational Item only

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. CIP 24-25 Streets Amendment 1
2. CIP 24-25 - Street Reconstruction - Amendment 1

DRAFT MOTION: Purpose of this item is to solicit feedback from the TRC.

Town of Flower Mound
Summary of Five Year CIP Plan
FY 2024-2025

STREET RECONSTRUCTION PROJECTS	Prior Fiscal Years	FY 2024-2025						TOTAL PROJECT COSTS	OTHER SOURCES	ISSUED DEBT GO's & CO's	NEW DEBT	2024-	2025-	2026-	2027-	2028-	2029-
		2025	2026	2027	2028	2029	2034					2025	2026	2027	2028	2029	2034
Amhearst Lane Reconstruction (Bershire Drive and Lake Forest Blvd)	-	-	3,100,000	-	-	-	-	3,100,000	3,100,000	8	-	-	-	-	-	-	-
Avon Court Reconstruction	-	-	-	-	-	-	700,000	700,000	700,000	8	-	-	-	-	-	-	-
Bennington Avenue and Bentley Drive Reconstruction	-	-	-	-	2,330,000	-	-	2,330,000	2,330,000	8	-	-	-	-	-	-	-
Blue Moon Street Reconstruction (Kirkpatrick Lane to Horizon Street)	-	-	-	-	-	-	550,000	550,000	550,000	8	-	-	-	-	-	-	-
Bluestem Street and Buckthorn Court Reconstruction	-	-	-	-	-	-	2,300,000	2,300,000	2,300,000	8	-	-	-	-	-	-	-
Bordeaux Way Reconstruction	1,500,000	-	-	-	-	-	-	1,500,000	1,500,000	8	-	-	-	-	-	-	-
Bruton Orand Rd. Panel Replacement (Flower Mound Rd. to FM 1171)	-	-	-	-	-	-	8,150,000	8,150,000	8,150,000	8	-	-	-	-	-	-	-
Buckner Court Reconstruction	-	-	-	800,000	-	-	-	800,000	800,000	8	-	-	-	-	-	-	-
Coker Drive Panel Replacement	-	-	-	-	-	1,200,000	-	1,200,000	1,200,000	8	-	-	-	-	-	-	-
Colony Street Reconstruction (Coker Drive to Homestead)	-	-	-	-	-	-	2,300,000	2,300,000	2,300,000	8	-	-	-	-	-	-	-
Columbia Drive (Emory to McKammy Creek Rd.) Reconstruction	-	-	-	-	-	-	1,700,000	1,700,000	1,700,000	8	-	-	-	-	-	-	-
Commonwealth/Dickens Reconstruction (Commonwealth-Dickens-Crossbow-Edinburg)	-	-	-	1,700,000	-	-	-	1,700,000	1,700,000	8	-	-	-	-	-	-	-
Covington Drive and Warrington Avenue Reconstruction	-	-	-	2,475,000	-	-	-	2,475,000	2,475,000		-	-	-	-	-	-	-
Danley Court Reconstruction	-	-	-	-	1,300,000	-	-	1,300,000	1,300,000	8	-	-	-	-	-	-	-
Emory Drive Panel Replacement (Harvard to Columbia)	-	-	-	-	-	-	925,000	925,000	925,000	8	-	-	-	-	-	-	-
Fairfield Lane Reconstruction	-	-	-	-	-	-	375,000	375,000	375,000	8	-	-	-	-	-	-	-
Flower Mound Road Panel Replacement (Long Prairie to Quail Run Road)	3,300,000	-	-	-	-	-	-	3,300,000	3,300,000	8	-	-	-	-	-	-	-
Glenwick Blvd. Panel Replacement (Windsor Drive to Cross Timbers)	-	-	-	-	-	-	1,600,000	1,600,000	1,600,000	8	-	-	-	-	-	-	-
Hallford Court Reconstruction	-	-	-	700,000	-	-	-	700,000	700,000	8	-	-	-	-	-	-	-
Harvard Drive Panel Replacement	-	-	1,375,000	-	-	-	-	1,375,000	1,375,000	8	-	-	-	-	-	-	-
Hillside Lane Reconstruction	1,500,000	-	-	-	-	-	-	1,500,000	1,500,000	8	-	-	-	-	-	-	-
Horizon Street Reconstruction (Blue Moon Street to Midnight Court)	-	-	-	-	-	-	725,000	725,000	725,000	8	-	-	-	-	-	-	-
Kales Lane and Dresage Lane Reconstruction	-	-	-	-	1,850,000	-	-	1,850,000	1,850,000	8	-	-	-	-	-	-	-
Lakeside Parkway Panel Replacements (FM 2499 to Town Limits)	3,190,000	-	-	-	-	-	-	3,190,000	3,190,000	8	-	-	-	-	-	-	-
Marcus Court Cul-de-sac Reconstruction	-	-	275,000	-	-	-	-	275,000	275,000	8	-	-	-	-	-	-	-
Marcus Drive Reconstruction (Christie Court to Colony Street)	-	-	1,000,000	-	-	-	-	1,000,000	1,000,000	8	-	-	-	-	-	-	-
Melody Court Reconstruction	-	-	-	-	-	-	300,000	300,000	300,000	8	-	-	-	-	-	-	-
Morriss Road Panel Replacement	-	-	-	-	-	3,375,000	-	3,375,000	3,375,000	8	-	-	-	-	-	-	-
Old Gerault Road Reconstruction	670,000	-	-	-	-	-	1,320,000	1,990,000	1,990,000	8	-	-	-	-	-	-	-
Pedernales Falls Drive Reconstruction	-	-	-	-	-	-	875,000	875,000	875,000	8	-	-	-	-	-	-	-
Prospect Drive Panel Replacement	-	1,450,000	-	-	-	-	-	1,450,000	1,450,000	8	-	-	-	-	-	-	-
Raven Court Reconstruction	-	-	-	-	-	-	250,000	250,000	250,000	8	-	-	-	-	-	-	-
River Oaks Drive Reconstruction	-	-	-	-	-	-	1,900,000	1,900,000	1,900,000	8	-	-	-	-	-	-	-
Stanford Drive/ Stanford Court (Flower Mound to Columbia Drive) Panel Replacement	-	-	-	-	-	-	900,000	900,000	900,000	8	-	-	-	-	-	-	-
Street Assesment Study	-	-	200,000	-	200,000	-	-	400,000	400,000	8	-	-	-	-	-	-	-
Timber Creek Road Panel Replacement (John Court to Kirkpatrick Lane)	2,400,000	-	-	-	-	-	-	2,400,000	2,400,000	8	-	-	-	-	-	-	-
Timber Valley Drive and Fairfield Lane Reconstruction	-	3,525,000	-	-	-	-	-	3,525,000	3,525,000	8	-	-	-	-	-	-	-
Warwick Avenue (Amhearst Lane to Covington Drive) Street Reconstruction	-	-	-	-	-	-	500,000	500,000	500,000	8	-	-	-	-	-	-	-
Wichita Trail Reconstruction (Cardinal Drive and High Meadow)	-	2,725,000	-	-	-	-	-	2,725,000	2,725,000	8	-	-	-	-	-	-	-
Wood Creek Circle Reconstruction	-	-	-	-	-	-	350,000	350,000	350,000	8	-	-	-	-	-	-	-
SUBTOTAL	\$ 12,560,000	\$ 7,700,000	\$ 5,950,000	\$ 5,675,000	\$ 5,680,000	\$ 4,575,000	\$ 25,720,000	\$ 67,860,000	\$ 67,860,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*General Obligation Bonds
** Project Includes ADA Improvements

- Other Sources**
0. Impact Fees
 1. Grant and Interlocal Funds
 2. Other Sources (Proj. Sav., Fund Bal., 380, Interest Inc.)
 3. Escrow
 4. Decision Package
 5. Developer Agreement(s)
 6. Park Development Fund
 7. Tax Increment Reinvestment Zone (TIRZ)
 8. Dedicated Sales Tax
 9. SH 121 Regional Toll Revenue (RTR)