



TRANSPORTATION COMMISSION
Monday, February 6, 2017 6:00 PM
City Commission Room, City Hall, 6 E. 6th Street

MEETING AGENDA

- I. Call Meeting to Order
- II. Introductions
- III. Conducting Business: Kansas Open Meetings Act, Robert's Rules and meeting quorum
- IV. Review Scope of Work - Resolution 7172
- V. Selection of Chairperson and Vice-Chairperson
- VI. Review and approval of By-laws
- VII. Receive information on Traffic Calming Policy
- VIII. Receive information on 2017 Street Maintenance Program plan
- IX. Calendar
 - a. Next Meeting Monday March 6, 2017 6:00 PM
 - b. Association of Pedestrian and Bicycle Professionals Webinar Series
<https://lawrenceks.org/mpo/webinars>
- X. General Public Comment
- XI. Adjournment

BY-LAWS OF THE TRANSPORTATION COMMISSION LAWRENCE, KANSAS

ARTICLE I

Name and Membership

Section 1.1 Name. The name of this organization, established by Resolution No. 7172 by the Governing Body of the City of Lawrence, Kansas shall be the Lawrence Transportation Commission.

The term "Commission" in the following sections shall mean the Lawrence Transportation Commission. The term "Governing Body" shall mean the Lawrence City Commission of Lawrence, Kansas.

Section 1.2 Membership. Membership of the Commission shall be as established by the above cited resolution which specifies the number, method of appointment, and term of office of the Commissioners.

ARTICLE II

Authority and Purpose

Section 2.1 Authority. The function, powers, and duties of the Commission are as authorized by the resolution establishing the Commission. Actions of the Commission are in the nature of recommendations only and are subject to approval by the Governing Body. The Commission, however, adopts its own rules and policies for procedure, consistent with its powers.

Section 2.2 Commission Purpose. Through this Commission, the Governing Body is encouraging strong multimodal transportation planning in order to advance the health, safety, and welfare of all residents of the City of Lawrence. Commission activities include but are not limited to:

- a) Making recommendations to the Governing Body regarding implementation of its Complete Streets policy;
- b) Making recommendations to the Governing Body regarding the priority, location, and design of transportation facilities;
- c) Making recommendations to the Governing Body regarding the expenditure of capital funds for transportation-related projects and programs;
- d) Making recommendations to the Governing Body regarding expenditures of funds for the repair and maintenance of transportation projects and programs;

- e) Making recommendations to the Governing Body regarding ordinances, policies, and programs regarding transportation planning, transportation, and transportation safety; and
- f) Performing other specific functions and duties and to make recommendations on other matters, as directed by the Governing Body from time to time.

ARTICLE III

Members

Section 3.1 Members.

The Commission shall be composed of nine members.

- a) The Mayor of the City of Lawrence shall, with the consent of the Governing Body, appoint seven members to the Commission, all of whom shall be residents of the City. The mayor's appointees should include the following:
 - One (1) person representing local businesses;
 - One (1) person representing bicyclists;
 - One (1) person representing pedestrians;
 - One (1) person representing the Public Transit Advisory Committee;
 - One (1) person representing the Lawrence-Douglas County Health Department;
 - One (1) person, who shall have a background in planning or engineering, e.g., architecture, civil engineering, landscape architecture, city planning, or the like; and
 - One (1) person who has a demonstrated interest, knowledge, or training in fields closely related to multi-modal transportation planning and engineering, such as a health profession, landscape architecture, city planning, urban design, geography, or the like.
- b) With the consent of its Governing Body, the Lawrence Unified School District No. 497 School Board shall appoint one member to represent its interests.
- c) The University of Kansas shall appoint one member to represent its interests.

- Section 3.2 Terms of Membership. Each Commission member shall serve a three (3) year term of office by the Governing Body, to take up duties in the month of January each year as vacancies occur. The terms of Commission members shall be staggered so that no more than one-third of the Board's terms shall expire each year. Vacancies created by resignation or other reason shall be filled as soon as possible for the unexpired term of the member being replaced. A mid-term appointment or election to complete an unexpired term of another Commission member shall not count as a complete term toward the term limit. No Commissioner shall serve more than two consecutive terms. There is no limit as to how many terms a person may serve in a lifetime. The Commission may recommend persons to the Governing Body for consideration as new members.
- Section 3.3 Attendance. In the event a member accrues more than four (4) absences in any Commission year, the Commission may recommend to the Governing Body the removal of the Commissioner from office and also request the Governing Body to appoint a new member.
- Section 3.4 Resignation and Appointment Procedures. Upon the voluntary or involuntary resignation of a Commission member, the secretary shall notify the Mayor of the resignation and shall request that a replacement member be appointed. Whenever possible, the Mayor shall be notified at least two months in advance of such vacancy.

ARTICLE IV Officers and Committees

- Section 4.1 Officers. The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary. The chairperson and vice-chairperson shall be elected by the Commission at its regular meeting in January of each year. Their term of office shall be one (1) year. No person may serve in the same office for two (2) consecutive terms. A member of the Lawrence Public Works Department or other designee of the Lawrence City Manager shall serve as Commission Secretary.
- Section 4.2 Chairperson. The chairperson shall preside at all meetings of the Commission unless the chairperson designates someone to preside in their stead. The chairperson shall perform all the duties assigned to their office as provided herein and by the Governing Body and shall have such usual powers of supervision and management as pertain to the office of chairperson.

Section 4.3 Duties of the Chair. In addition, the chairperson duties include but are not limited to the following:

- (a) Review recommendations made by the Commission at its monthly meeting and assist the City staff in preparing a document for submission to the Governing Body.
- (b) Represent the Commission before the Governing Body and at other meetings as required.
- (c) Preside over Commission meetings and establish time limitations for public hearing items.

In the absence of the Chair and Vice-Chair, the Commission shall call for the election of a temporary Chair to preside over the meeting. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the Commission.

Section 4.5 Vice-Chairperson. The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term and the Commission shall select a new vice-chairperson for the unexpired term.

Section 4.6 Secretary. A member of the Lawrence Public Works Department or other designee of the Lawrence City Manager shall serve as Commission Secretary. The secretary shall prepare the agenda and the order of business for each regular meeting. The secretary shall keep the Commission informed on all communications. The secretary shall record the minutes of all meetings and shall provide copies to all members of the Commission. Furthermore, the secretary will act as a liaison between the various local governments and the Commission.

Between meetings of the Commission, the secretary will be available to provide information on matters which come or have come before the Commission. The secretary shall notify the Mayor when a position on the Commission becomes vacant. The secretary is responsible for orientation of new members of the Commission.

Section 4.7 Committees. Upon a majority vote of the Commission, committees may be appointed as necessary.

ARTICLE V
Meetings

- Section 5.1 Regular meetings. Regular meetings of the Commission shall be held on the first Monday of each month, unless otherwise specified. These meetings shall be held at such time and place as designated by a majority of the entire Commission and with appropriate notice to each Commissioner. The meeting place for all Commission meetings shall be accessible to individuals with disabilities. The Commission secretary shall give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.
- Section 5.2 Special meetings. Special meetings may be called by the chairperson and shall be called by the chairperson if requested in writing and signed by at least five (5) members of the Commission. Notice of special meetings shall be given by the Secretary not less than seven (7) days prior to the meeting. The notice shall state the purpose and time and place of the meeting. Notice may be by telephone or mail. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.
- Section 5.3 Agenda. There shall be an official agenda for every regular meeting of the Commission, which shall determine the order of business conducted at the meeting. The Commission secretary shall create and distribute an agenda for each Commission meeting. Meeting agendas sent to Commission members shall include appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed electronically to Commission Members at least seven (7) days in advance of the meetings. The agenda packet shall be posted on the website at least seven (7) days prior to the meeting.
- Special Commission meeting agendas are restricted to the business designated in the call for the meeting.
- Section 5.4 Record of Proceedings. At all Commission meetings the secretary shall record a roll of members, minutes of proceedings, and votes. All approvals of items by the Commission shall be noted by the secretary and placed in meeting minutes. The secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the Commission for approval at the following meeting. Minutes shall be reviewed by all Commission members and approved by a majority vote of the members present. Approved minutes shall be available for public inspection on the City website.

The secretary will prepare Commission approved items for submission to the Governing Body.

ARTICLE VI Conduct of Meetings

Section 6.1 Conduct of Meetings. Commission members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, Douglas County, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct. The meetings of the Commission will be held in accordance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4316 et seq. (KOMA).

Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these by-laws.

Section 6.2 Order of Business. The order of business shall be as follows: Attendance; Approval of minutes; Public Hearing Items; Staff and Committee reports; Communications; Other Matters; General Public Comments; and Adjournment. Any matter or subject not appearing on the agenda shall also be considered if a majority of the Commission members vote consideration. Approval of consideration shall be based on a finding that a review or presentation would be in the best interest of the general public and not contrary to the provisions of public notice. No item will be considered unless sufficient data and information are available for consideration before a vote is taken.

Section 6.3 Continuance. Any item may be continued upon written request by the applicant or recommendation of the Commission.

Section 6.4 Appearance before Commission. Petitioners or their representatives, members of the community at large, or individuals or their representatives who feel that they will be affected by any action may appear before the Commission to present views and statements either for or against agenda items. Personal appearance before the Commission is recommended but written communication may be presented. The chairperson may, at their discretion, limit the length of presentation or discussion to insure the orderly conduct of Commission business, provided that the decision of the chairperson may be overridden by a majority of the Commission present.

Section 6.5 Motions. Motions before the Commission shall be restated by the Chair or a designated Commissioner or staff person before a vote is taken. Every motion on a substantive matter shall set forth reasons.

Section 6.6 Voting. Voting shall be by individual voice ballot on each item and shall be tallied by the Chairperson and recorded by the secretary.

Each Commissioner should vote on every issue, but a Commissioner may abstain. Members wishing to abstain shall inform the Chair. Commissioners may only abstain from voting due to a conflict of interest of other good reason stated to the other Commission members and accepted by them. Members must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at Commission meetings.

Section 6.7 Quorum. A quorum shall consist of a majority of currently appointed Commission members. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the Commission. The meeting may be rescheduled or canceled based on the time sensitivity of the material before the Commission. If the meeting is rescheduled, absent members shall be notified by the chairperson or designated representative.

Section 6.8 Conflicts of Interest. No member of the Commission shall participate in, discuss, or vote on a matter in which they have a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Commission or its sub-committees, the Chairperson shall declare an abstention for each affected Commission member for that item on the agenda.

Section 6.9. Public Representation. No Commission member may use their title or office in public representations unless authorized to do so by a simple majority vote of the Transportation Commission.

ARTICLE VII Matters to be Considered

Section 7.1 Items to be Considered. The Commission shall consider matters relating to the safe and expeditious vehicular, bicycle, and pedestrian traffic flow within the jurisdiction of the City. The Commission shall not consider any proposal, request, or application, which is contrary to or in conflict with

the provisions of the Standard Traffic Ordinances for Kansas Cities, as amended, or contrary to or in conflict with existing City ordinances. Further, the normal Commission recommendations should be in substantial conformity with procedures and warrants outlined in the Manual of Uniform Traffic Control Devices, AASHTO and/or NACTO.

ARTICLE VIII Amendments

Section 8.1 Amendments. These bylaws may be amended by a majority vote of the Commission at any regular meeting, provided the members have been notified one (1) month in advance or such notice has been waived by all Commissioners, and the proposed amendment has been placed on the agenda.

ARTICLE IX Effective Date

Section 9.1 Effective Date.

The above and foregoing bylaws are hereby adopted and become effective as the bylaws of the Lawrence Transportation Commission on _____.



TRAFFIC CALMING POLICY

Resolution No. 6602, August 23, 2005

1. TRAFFIC-CALMING DEVICES may include but are not limited to Traffic-Calming Circles, Speed Humps and Speed Cushions, Speed Tables, Partial Diverters, Full Diverters, Center Island Narrowing, Chokers, and Road Closures; however, roundabouts are traffic management devices and are not subject to this policy.
2. TRAFFIC-CALMING DEVICES may be permitted on "local" streets as designated by the City's Major Thoroughfares Map, and under any one of the following conditions:
 - A. The 85th percentile speed of traffic is 5 mph or greater over the speed limit, or
 - B. The 24-hour two-way traffic volume is greater than 1000, or
 - C. Cut-through traffic comprises more than 50% of the traffic during the peak hour of the day, or
 - D. Where no single condition is satisfied, but where any two of A, B or C above are satisfied to the extent of 80 percent or more of the stated values.
3. TRAFFIC-CALMING DEVICES (except SPEED HUMPS) may be permitted on "collector" streets as designated by the City's Major Thoroughfares Map, under any one of the following conditions:
 - A. The 85th percentile speed of traffic is 5 mph or greater over the speed limit, or
 - B. The 24-hour two-way traffic volume is greater than 3000, or
 - C. Cut-through traffic comprises more than 50% of the traffic during the peak hour of the day, or
 - D. More than 50% of the frontage of the roadway consists of residential lots with the houses facing the roadway in question, or
 - E. Where no single condition is satisfied, but where any two of A, B, C or D above are satisfied to the extent of 80 percent or more of the stated values.
4. Traffic data will be collected with city personnel using city equipment only. In the event that a requested location does not meet the minimum requirements as stated in 2 or 3 above, subsequent requests will not be considered for a minimum of one year.
5. The Lawrence-Douglas County Fire & Medical Department, the Police Department, the Public Works Department and the Traffic Safety Commission must review all requests for TRAFFIC-CALMING DEVICES before being presented to the City Commission.
6. If a project is approved by the City Commission, the City Commission will determine financing of the construction. The City Commission may require 0-100% of the costs to be paid by the group or neighborhood making the request.
7. After a project is approved and funded by the City Commission, TRAFFIC-CALMING DEVICES will only be constructed at a location if 70% or more of the property owners within 300 feet measured along the centerline of the street in each direction approve of the installation or if directed by the City Commission. The individual, group or neighborhood making the request shall be responsible for obtaining the property owners' and residents' approval in writing and submitting it to the city.
8. Once installed, TRAFFIC-CALMING DEVICES may only be removed at a location if more than 70% of the property owners and residents within 300 feet measured along the centerline of the street in each direction approve of the removal or if directed by the City Commission. The individual, group or neighborhood making the request shall be responsible for obtaining the property owners' and residents' approval in writing and submitting it to the city.
9. TRAFFIC CALMING DEVICES may initially be landscaped (if appropriate) by the city, provided that the group or neighborhood making the request agrees in writing to maintain the landscaping or pursuant to the payment of a landscape maintenance fee. No privately installed landscaping is permitted unless approved by the city in writing.



TRAFFIC CALMING PROJECT PRIORITY RANKING SYSTEM

Resolution No. 6602, August 23, 2005

TRAFFIC-CALMING PROJECTS will be ranked using the following point system to determine which projects will be constructed first with available funding:

SPEED – 5 points will be assigned for each mile per hour that the 85th percentile speed exceeds the lawful speed limit.

VOLUME – 1 point will be assigned for every 100 vehicles per day on local streets; 1 point will be assigned for every 300 vehicles per day on collector streets. Points will not be assigned for volume on arterial streets.

CRASHES – 1 point will be assigned for each reported property damage crash along the project corridor(s) during the previous 3 years; 2 points will be assigned for each reported injury crash along the project corridor(s) during the previous 3 years; 5 points will be assigned for each reported fatal crash along the project corridor(s) during the previous 3 years.

SIDEWALKS – 5 points will be assigned if there is not a continuous sidewalk along both sides of the project corridor(s); 10 points will be assigned if there is not a continuous sidewalk along either side of the project corridor(s).

SCHOOL CROSSWALKS – 10 points will be assigned for each unprotected official school crosswalk that crosses the project corridor(s).

PEDESTRIAN GENERATORS – 5 points will be assigned for each pedestrian generator such as a park, school or recreation center adjacent to the project corridor (s).

Projects will be prioritized based on the total number of points and may be added to the priority list at any time.

2017 Comprehensive Street Maintenance Program

