

MINUTES
SPECIAL MEETING
TRANSPORTATION POLICY COMMITTEE
JANUARY 17, 2013 - 11:00 A.M.

The meeting was called to order by Fred L. Fitch, City of Lawton Mayor, at 11:00 a.m. in the Third Floor Conference Room, Lawton City Hall. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Fred L. Fitch, City of Lawton Mayor
Stanley Haywood, Councilman, City of Lawton
Barbara McNally, Lawton-Fort Sill Regional Airport
Richard Rogalski, CPC
Jim Russell, Acting Assistant City Manager
Randall Butler, Fort Sill Director of Public Works
Laura Chaney, ODOT Planning and Research
Isaac Akem, FHWA Division Administrator*

MEMBERS ABSENT: Debra Burch, Lawton Chamber of Commerce & Industry
Johnny Owens, Comanche County Commissioner
Brad Burgess, ODOT District Transportation Commission
Robert Rose, ODOT Division VII
Randy Bass, State Senator*
Ann Coody, State Representative*
Steve Powell, Friends of the Trail
Robert Patrick, FTA*

ALSO PRESENT: Debbie Dollarhite, Senior Planner
Ha Vu, Transportation Planner
Jackie Monette, Recording Secretary

*Non Voting

2. ELECTION OF VICE-CHAIRMAN

MOTION by Haywood, SECOND by Rogalski, to elect Barbara McNally as the Vice-Chairman of the Lawton Transportation Policy Committee. AYES: Fitch, Haywood, McNally, Rogalski, Russell, Butler, Chaney. MOTION CARRIED 7 – 0.

3. CONSIDER APPROVING A RESOLUTION ADOPTING THE 2035 LONG RANGE TRANSPORTATION PLAN.

The Long Range Transportation Plan (LRTP) is reviewed and updated every five years and covers a 20-year planning horizon. The current LRTP (the 2030 LRTP) was adopted in January 2008; and therefore the 2035 LRTP must be adopted by the end of January 2013. .

The 2030 LRTP included projections of the effects of the Base Realignment and Closure Act for Fort Sill

Transportation Policy Committee Minutes
January 17, 2013

to the city of Lawton. Data included in the 2030 LRTP has been reviewed and compared with the available 2010 Census data and projections for population and employment for the 20-year planning horizon. The actual effect on the Lawton Metropolitan Area Transportation Study (LMATS) area was not as great as projected, and the projections in the 2030 LRTP are still valid.

The LRTP includes goals and planned improvement projects. This section of the Plan has been updated to delete projects that have been completed, to include projects approved in the 2012 Capital Improvements Program, and to include recommendations of the Transportation Technical Committee. The Transportation Technical Committee recommended adding two street projects in the 2021-2025 time period: NE Cache Road (Flower Mound Road to NE 45th Street) and NE 45th Street (NE Cache Road to NE Arlington Avenue). Projects receiving federal transportation funds must be identified in the LRTP.

The public review and comment period was from November 29, 2012 to January 10, 2013. The draft 2035 LRTP was posted on the LMPO's website at www.lawtonmpo.org as well as distributed to locations per the Public Participation Process. The LMPO Staff hosted an opportunity for the public to review, ask questions, and comment on the Plan on December 3, 2012; however, no one from the public attended. On December 20, 2012, the Transportation Technical Committee reviewed the draft Plan and recommended adoption with the addition of the two street projects listed above. The LMPO will hold a public hearing on the 2035 LRTP on January 10, 2013.

The proposed 2035 LRTP extension will reaffirm the 2030 LRTP by readopting the vision, goals, and objectives and extending the planning horizon to 2035 to ensure that transportation planning and project implementation will continue without interruption.

Work on the 2040 LRTP will begin in the summer of 2013 and will be completed by December 31, 2014.

Chairman Fitch stated that Rogers Lane was included in the 2005 CIP and would like to know if the work has been done.

Rogalski stated that it has been started, but not completed.

Chairman Fitch stated that the Oklahoma Department of Transportation would like to see the completion of it renewed in the CIP.

Dollarhite stated that it is included in the 2016-2020 time period. She stated that ODOT recommended that the project be broken down into two phases due to funding constraints.

Akem stated that Staff made a great effort by getting the 2030 Long Range Transportation Plan completed, because it was such a small amount of time to complete it. He stated that, if it was not completed, funding for projects would not have been authorized.

MOTION by Butler, SECOND by McNally, to adopt Resolution No. 2013-01, approving the 2030 Long Range Transportation Plan. AYES: Haywood, McNally, Rogalski, Russell, Butler,

Transportation Policy Committee Minutes
January 17, 2013

Chaney, Fitch. MOTION CARRIED 7 – 0.

4. Reports.

None.

5. Comments

None.

6. Adjournment.

There being no further business, the meeting was adjourned at 11:16 a.m.

FRED L. FITCH
CHAIR

jm

MINUTES
SPECIAL MEETING
TRANSPORTATION POLICY COMMITTEE
May 30, 2013

The meeting was called to order by Richard Rogalski at 11:00 A.M. in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton Oklahoma. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Richard Rogalski, Planning Director, City of Lawton
Pat Henry, City Planning Commission, Chair
Barbara McNally, Lawton Fort Sill Regional Airport
Debra Burch, Lawton Chamber of Commerce & Industry
Brad Burgess, Transportation Commissioner, ODOT
Laura Chaney, Planning, ODOT
Randy Butler, Fort Sill Public Works
Isaac Akem, FHWA*

MEMBERS ABSENT: Fred L. Fitch, Mayor, City of Lawton
Bryan Long, City Manager, City of Lawton
Stanley Haywood, City Council
Bob Rose, ODOT Division VII Engineer
Johnny Owens, Comanche County Commissioner
Robert Patrick, FTA, Region IV Division Administrator*
Steve Powell, Friends of the Trail*
Ann Coody, Oklahoma House of Representatives, District 64*
Randy Bass, Oklahoma State Senate, District 32*

ALSO PRESENT: Ha Vu, Transportation Planner
Debbie Burgamy, Recording Secretary

*Non-Voting

2. APPROVAL OF MINUTES FROM DECEMBER 20, 2012 AND JANUARY 17, 2013 MEETINGS.

MOTION by Butler, SECOND by Henry, to approve the minutes of December 20, 2012 and January 17, 2013. AYES: Unanimous. MOTION CARRIED.

3. CONSIDER APPROVING A RESOLUTION ADOPTING THE FISCAL YEAR 2014 UNIFIED PLANNING WORK PROGRAM FOR THE LAWTON METROPOLITAN TRANSPORTATION PLANNING PROCESS.

Title 23 C.F.R., Section 450.314, requires the Metropolitan Planning Organization to annually develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to provide the Lawton Metropolitan Area Transportation Study (LMATS) area with a work allocation plan that defines transportation planning and related tasks to be accomplished during the Fiscal Year (FY) 2014. The UPWP outlines the objectives to be achieved and the products resulting from each transportation planning work task, as well as anticipated task funding.

On April 18, 2013, the Technical Committee discussed projects to be included in the FY 2014 UPWP. Work products will include:

- Completion of the study on the relocation/design concept of the multi-modal transit transfer center;
- Update of the Long Range Transportation Plan to include specialized traffic counts and modeling of the network;
- Update of the traffic analysis zone boundaries utilizing new census data;
- An assessment of transit and pedestrian accessibility;
- Study of the feasibility of a freight route to the West Industrial Park;
- Converting to GIS maps data collected on sidewalks, bus shelters, traffic signalization, traffic counts, accidents, speed limits, and lane miles of arterial and collector streets;
- Continue the public awareness campaign for air quality,
- Manage the contract for the Bicycle and Pedestrian Plan improvements;
- Continue developing bicycle safety education campaign; and
- Update the Public Participation Plan to ensure it is in compliance with MAP-21.

Funding of the transportation planning process for the LMATS area is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. These federal funds will reimburse up to 80% of the work effort (identified in the UPWP) and the remaining 20% of the work effort is provided by the City of Lawton. Through FHWA the ODOT receives federal planning funds for State Planning and Research (SPR); \$15,000 is budgeted for the LMATS area. Based on an agreed upon distribution formula approved by ODOT, annually the LMPO receives \$120,000. For FY 2014, carryover of PL funds from previous years in the amount of \$190,000 is available for a total of \$310,000. The FY 2014 UPWP identifies \$225,957 for projects. Funding for Section 5303 transit planning annually is \$25,000. Total FHWA PL and FTA Section 5303 funds applied for total \$250,957. The LMPO receives \$150,000 in Congestion Mitigation and Air Quality (CMAQ) funds. Total federal funds applied for is \$400,957. There are two Memoranda of Understanding (MOU) between the LMPO and the City of Lawton: one detailing the financial responsibilities of each entity for transportation planning and one detailing the financial responsibilities of each entity for CMAQ funding.

The Transportation Technical Committee reviewed the FY 2014 UPWP at its meeting on May 16, 2013 and recommended approval. The LMPO approved the FY 2014 UPWP on May 16, 2013.

MOTION by Burch, SECOND by Henry, to approve Resolution No. 13-1 adopting the Fiscal Year 2014 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process. AYES: Unanimous. MOTION CARRIED.

4. CONSIDER ENDORSING THE ANNUAL AGREEMENT BETWEEN THE OKLAHOMA DEPARTMENT OF TRANSPORTATION AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR TRANSPORTATION PLANNING FOR THE FISCAL YEAR 2014.

The intent of this Agreement is to provide funding for the metropolitan transportation planning process within the Lawton Metropolitan Area (LMA) as identified in the Fiscal Year 2014 Unified Planning Work Program. This Agreement confirms that the LMPO will continue to

maintain the “3 Cs” (comprehensive, continuing and cooperative) transportation planning process in order to provide the most desirable multi-modal transportation system that is compatible with community goals and at minimum expense.

Funding of the transportation planning process for the LMA is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. These federal funds will reimburse up to 80% of the work effort (identified in the Unified Planning Work Program) and the remaining 20% of the work effort is provided by the City of Lawton. Based on an agreed upon distribution formula approved by ODOT, the PL funds are \$120,000 annually. There is a carryover of \$190,000 from previous years which is available for FY 2014. The FY 2014 UPWP identifies \$225,957 in PL funding for projects. Funding for Section 5303 transit planning annually is \$25,000. Total FHWA PL and FTA Section 5303 funds applied for total \$250,957.

The Transportation Technical Committee reviewed the agreement at its meeting on May 16, 2013 and recommended approval. The LMPO approved the agreement at its meeting on May 16, 2013.

MOTION by Henry, SECOND by Butler, to endorse the annual agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for Transportation Planning for the Fiscal Year 2014. AYES: Unanimous. MOTION CARRIED.

5. CONSIDER ENDORSING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAWTON AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR METROPOLITAN TRANSPORTATION PLANNING FOR FISCAL YEAR 2014.

This Memorandum of Understanding (MOU) between the LMPO and the City of Lawton sets out the process of filing claims against the grant and providing reimbursement to the City of Lawton. The initial costs will be funded by the City of Lawton and/or the LMPO then reimbursed by the Oklahoma Department of Transportation to the LMPO. The LMPO will reimburse the City of Lawton the amount received minus expenses paid by the LMPO.

The LMPO through this MOU agrees to provide the initial funding for transportation planning administration and activities.

The City of Lawton through this MOU agrees to provide the local matching funds.

The Transportation Technical Committee reviewed the MOU at its meeting on May 16, 2013 and recommended approval. The LMPO approved the MOU at its meeting on May 16, 2013.

MOTION by McNally, SECOND by Burgess, to endorse the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for Metropolitan Transportation Planning for Fiscal Year 2014. AYES: Unanimous. MOTION CARRIED.

6. CONSIDER ENDORSING THE ANNUAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) AGREEMENT BETWEEN THE OKLAHOMA DEPARTMENT

OF TRANSPORTATION AND THE LAWTON METROPOLITAN PLANNING
ORGANIZATION FOR AIR QUALITY FOR FISCAL YEAR 2014.

The purpose of the CMAQ grant is to continue the ongoing public awareness campaign about the public health and environmental benefits of air pollution prevention, purchase of trees, and to continue the construction of routes listed in the Bicycle and Pedestrian Plan. These funds will reimburse up to 80% of the work effort, and the remaining 20% is the local funding match to be provided by the City of Lawton. Fiscal Year 2014 CMAQ fund allocation totals \$150,000. The Fiscal Year 2014 Unified Planning Work Program provides \$79,802 (\$63,842 grant) for air quality awareness, \$18,750 (\$15,000 grant) for purchase of trees, and \$88,948 (\$71,158 grant) for construction of Bicycle Plan improvements.

The Transportation Technical Committee reviewed the agreement at its meeting on May 16, 2013 and recommended approval. The LMPO approved the agreement at its meeting on May 16, 2013.

MOTION by Henry, SECOND by Chaney, to endorse the annual Congestion Mitigation and Air Quality (CMAQ) agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for Air Quality for Fiscal Year 2014. AYES: Unanimous. MOTION CARRIED.

7. CONSIDER ENDORSING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAWTON AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR CONGESTION MITIGATION AND AIR QUALITY PROGRAMS AND PROJECTS DURING FISCAL YEAR 2014.

This Memorandum of Understanding (MOU) between the LMPO and City of Lawton sets out the process of filing claims against the grant and providing reimbursement to the City of Lawton. These funds are provided on a reimbursement basis; therefore, the initial cost will be funded by the City of Lawton and/or the LMPO and will then be reimbursed by the ODOT. The LMPO agrees to reimburse the City of Lawton an amount not to exceed \$150,000 in FY 2014 after receipt by the LMPO of the claim funds from the ODOT.

The LMPO through this MOU agrees to the following:

1. Provide the initial funding for meeting rooms, meeting supplies, publication, office supplies, media, equipment and any other expenses necessary to facilitate air quality planning and air quality public awareness efforts as identified in the FY 2014 UPWP.

The City of Lawton through this MOU agrees to the following:

1. Provide the local matching funds of approximately \$15,960 for salaries and overhead for those planners with designated air quality planning duties and any other expenses incurred related to air quality planning and air quality public awareness.
2. Provide initial funding for the Bicycle and Pedestrian Plan improvements and provide local matching funds of approximately \$17,790.

3. Provide local matching funds of \$3,750 for the purchase and planting of approximately 100 trees in City parks and rights-of-way.

Expenses for this project incurred by the LMPO will be subtracted from the monthly grant prior to reimbursement to the City of Lawton.

The Transportation Technical Committee reviewed the MOU at its meeting on May 16, 2013 and recommended approval. The LMPO approved the MOU at its meeting on May 16, 2013.

MOTION by Burgess, SECOND by McNally, to endorse the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for Congestion Mitigation and Air Quality programs and projects during Fiscal Year 2014. AYES: Unanimous. MOTION CARRIED.

8. CONSIDER ENDORSING THE FEDERAL TRANSIT ADMINISTRATION (FTA) CERTIFICATIONS AND ASSURANCES FOR FISCAL YEAR 2014.

This document is associated with the grant application for FTA Section 5303 funding. The LMPO, by approving this document, agrees to comply with all Federal Statutes, regulations, executive orders, and administrative guidance required for each application it makes to the FTA in FY 2014. Appendix A, Roman Numerals I, II and III specifically apply to the Section 5303 program and are the only categories the LMPO is certifying. This document must be signed by the appropriate officials and submitted to ODOT as part of the application for Section 5303 funding.

The Transportation Technical Committee reviewed the certifications and assurances at its meeting on May 16, 2013 and recommended approval. The LMPO approved the certifications and assurances at its meeting on May 16, 2013.

MOTION by McNally, SECOND by Chaney, to endorse the Federal Transit Administration (FTA) certifications and assurances for Fiscal Year 2014. AYES: Unanimous. MOTION CARRIED.

9. CONSIDER ENDORSING THE ANNUAL JOINT CERTIFICATION STATEMENT FOR THE LAWTON METROPOLITAN TRANSPORTATION PLANNING PROCESS.

Code of Federal Regulations 23, Section 450.334 requires the State and the MPO to annually certify to the Federal Highway Administration and the Federal Transit Administration that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.

- 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT funded projects;
- 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.) and 49 CFR parts 27, 37 and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

The Transportation Technical Committee reviewed the statement at its meeting on May 16, 2013 and recommended approval. The LMPO approved the statement at its meeting on May 16, 2013.

MOTION by McNally, SECOND by Henry, to endorse the annual Joint Certification Statement for the Lawton Metropolitan Transportation Planning process. AYES: Unanimous. MOTION CARRIED.

10. REPORTS

McNally reported that the airport will have their air traffic control tower until September. She added that the runway light project is underway and after that is completed she hopes they can move into the terminal project phases.

Burgess reported that they are hopefully on schedule with the tri-level interchange bridge artwork to start sometime in September. He stated the bridges were scheduled to be replaced, so they wanted to wait for the updates to be completed before moving onto the artwork portion.

Rogalski added that a committee was formed to decide what type of artwork would go onto the tri-level interchange bridges.

Akem asked Burgess about the new director.

Burgess answered that Mike Patterson is the new director and informed Gary Ridley is currently at the Turnpike Authority offices.

Chaney reported that Craig Moody has been temporarily moved out of Planning for ODOT and is sitting in as interim division head for the Rail Division at ODOT.

Transportation Policy Committee Minutes
Minutes
May 30, 2013

11. COMMENTS

None.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:51 a.m.

CHAIRMAN

db

MINUTES
SPECIAL MEETING
TRANSPORTATION POLICY COMMITTEE
June 28, 2013

The meeting was called to order by Mayor Fitch at 11:00 A.M. in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton Oklahoma. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Fred L. Fitch, Mayor, City of Lawton
Richard Rogalski, Planning Director, City of Lawton
Pat Henry, City Planning Commission, Chair
Johnny Owens, Comanche County Commissioner
Barbara McNally, Lawton Fort Sill Regional Airport
Debra Burch, Lawton Chamber of Commerce & Industry
Laura Chaney, Planning, ODOT

MEMBERS ABSENT: Randy Butler, Fort Sill Public Works
Brad Burgess, Transportation Commissioner, ODOT
Bryan Long, City Manager, City of Lawton
Stanley Haywood, City Council
Bob Rose, ODOT Division VII Engineer
Isaac Akem, FHWA*
Steve Powell, Friends of the Trail*
Randy Bass, Oklahoma State Senate, District 32*
Robert Patrick, FTA, Region IV Division Administrator*
Ann Coody, Oklahoma House of Representatives, District 64*

ALSO PRESENT: Debbie Dollarhite, Senior Planner
Ha Vu, Transportation Planner
Debbie Burgamy, Recording Secretary

*Non-Voting

2. CONSIDER APPROVING THE LAWTON METROPOLITAN AREA
TRANSPORTATION STUDY AREA BOUNDARY FOR TRANSPORTATION
PLANNING PURPOSES.

Title 23 U.S.C., Section 134, states the boundaries of a metropolitan planning area shall be determined by agreement between the MPO and the Governor and shall encompass at least the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period for the transportation plan. The boundary map must be submitted to FHWA and FTA after approval by the Metropolitan Planning Organization (MPO) and the Governor.

Attached is the current LMPO Boundary Map which includes most of the city limits (excluding Fort Sill). Based on the 2010 Census data, the Oklahoma Department of Transportation recommends the boundary map be modified as shown on the attached map. It should be noted that even though Fort Sill will be included in the LMATS boundary, the LMPO will not be required to include transportation-related projects on Fort Sill in the LMPO's Transportation Improvement Program nor include streets on Fort Sill in the long-range transportation plan. The effective date of the boundary change is July 1, 2013.

MOTION by Owens, SECOND by Henry, to recommend approving the Lawton Metropolitan Area Transportation Study Area Boundary for Transportation Planning purposes. AYES: Unanimous. MOTION CARRIED.

3. REPORTS

Rogalski reported that the current MPO format we use is slightly different than the standard MPO format used across the country because we have a Technical, Policy, and the LMPO committees. He added that the statute states that the decision-making committee needs to be made up of strongly, primarily elected officials. He informed that during this past year there have been discussions with the Federal Highway Administration (FHWA) about how to change the current format to meet the standard and that this change may come up within the next few months at City Council (CC) to approve. The Transportation Technical Committee (TTC) will be slightly the same as it is now but there will be some members from the Transportation Policy Committee (TPC) that will be on the TTC and the TPC will be made up of the Mayor, some City Council members, a member from the County Commissioners' office, a chairman from the airport. The TPC will become a much smaller group made up of elected officials and heads or chairmen of a transportation agency. He stated this is the format because if a member makes a bad decision then a member can be voted out.

Henry asked which committee has the final authority.

Rogalski answered that TPC will have the final authority and the TTC will be the committee to make the recommendations. The Planning Commission will not be a part of the decision-making process with the exception that the chairman of the City Planning Commission will be a member of the TTC.

Fitch asked if this was currently set up.

Rogalski answered not yet.

Henry stated that this change is going back to the way it was when we had a Lawton Metropolitan Area Planning Commission (LMAPC) that encompassed the City and portions of the County, where 3 of the members were from the County.

Rogalski added that this change has been resisted because the current format has been working very well but informed that the change can no longer be avoided and we can start moving forward with it.

Henry added a concern that the CPC meets monthly, the TPC would need to meet monthly as well as the TTC but it is difficult to get a quorum.

McNally stated that the chairman from the airport could not be at this meeting so she had to be present.

Rogalski informed McNally could have a chairman from the airport be present but she would still personally be a member of the TTC and the chairman would be a member of the TPC even

though she personally may be present at both meetings. He stated the change had been avoided because large items have to go to Policy, which only meets a few times a year, CPC meets a couple of times a month, so the LMPO could approve the paperwork items and/or contracts but now this change will have to be worked out.

Chaney asked if there was talk about TPC meeting the same day as CPC.

Debbie answered that they were suggesting meeting the same day as City Council.

Rogalski explained that the thought was if City Council was there on the same as TPC then they could catch those members but says that is something that needs to be worked out.

4. COMMENTS

None.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.

CHAIRMAN

db

DRAFT MINUTES
SPECIAL MEETING
TRANSPORTATION POLICY COMMITTEE
AUGUST 29, 2013

The meeting was called to order by Mayor Fitch at 11:00 A.M. in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton Oklahoma. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Fred L. Fitch, Mayor, City of Lawton
Bryan Long, City Manager, City of Lawton
Pat Henry, City Planning Commission, Chair
Barbara McNally, Lawton Fort Sill Regional Airport
Debra Burch, Lawton Chamber of Commerce & Industry
Brad Burgess, Transportation Commissioner, ODOT
Randy Butler, Fort Sill Public Works
Laura Chaney, Planning, ODOT
Isaac Akem, FHWA*

MEMBERS ABSENT: Johnny Owens, Comanche County Commissioner
Bob Rose, ODOT Division VII Engineer
Stanley Haywood, City Council
Steve Powell, Friends of the Trail*
Randy Bass, Oklahoma State Senate, District 32*
Robert Patrick, FTA, Region IV Division Administrator*
Ann Coody, Oklahoma House of Representatives, District 64*

ALSO PRESENT: Richard Rogalski, Planning Director
Debbie Dollarhite, Senior Planner
Ha Vu, Transportation Planner
Debbie Burgamy, Recording Secretary
Ryenne Ototivo, ODOT

*Non-Voting

2. APPROVAL OF MINUTES OF MAY 30, 2013 AND JUNE 28, 2013 MEETINGS.

MOTION by Burgess, SECOND by Butler, to approve the minutes of the May 30, 2013 and June 28, 2013, meetings. AYES: Unanimous. MOTION CARRIED.

3. CONSIDER ADOPTING THE 2013 FUNCTIONAL CLASSIFICATION MAP.

The functional classification system is a tool used by Federal, State, and local governments to assign jurisdictional responsibility, allocate funds, and establish design standards for streets and highways. The classifications of streets for the 2013 maps include:

Principal Arterial

- Serves the major traffic movements within urbanized areas connecting central business districts, outlying residential areas, major intercity communities, and major suburban centers.
- Serves a major portion of the trips entering and leaving the urban area as well as the

majority of through traffic desiring to bypass the central city.

- Provides continuity for all rural arterials which intercept the urban area.

Minor Arterial

- Serves trips of moderate length at a lower level of travel mobility than principal arterials.
- Provides access to geographic areas smaller than those served by principal arterials.
- Provides intracommunity continuity but does not penetrate identifiable neighborhoods.

Major Collector

- Collects traffic from local streets in residential neighborhoods and channels it into an arterial street.
- Provides both land access service and traffic circulation within commercial areas, industrial areas, and residential neighborhoods.

Operating characteristics include higher speeds and more signalized intersections.

Minor Collector

- Serves both land access and traffic circulation in lower density residential and commercial or industrial areas.
- Penetrates residential neighborhoods often only for a short distance.
- Distributes and channels trips between Local streets and Arterials usually over a distance of less than $\frac{3}{4}$ mile.
- Operating characteristics include lower speeds and fewer signalized intersections.

Local Streets

- Comprises all streets not on any of the higher street classifications.
- Provides direct access to land and to higher street classifications.
- Through traffic usage is discouraged.

Roads functionally classified as collector or above are eligible for federal transportation funding.

The State, in cooperation with local officials, must update the functional classification system after the census urbanized area boundaries are designated. The updated Lawton Metropolitan Area Study Area was approved by the Transportation Policy Committee on June 28, 2013, the Oklahoma Department of Transportation on July 1, 2013, and the Federal Highway Administration on July 12, 2013.

The map was attached for the committee members, which was recommended by the Technical Committee on August 14, 2013, and the LMPO on August 15, 2013.

Rogalski explained that the last time the Functional Classification Map was updated was following the 2000 Census. The updates are based from the decennial census. The urban boundaries were also reset based on the Census. He further explained the ODOT handout, which illustrates the Highway Functional Classification System. The system designates the roadways based on different attributes and is important when applying for any Federal Funds towards construction of the roadways. He stated that it is basically a guide map showing where the busiest streets are, where most of the trips are occurring, and how the roads are functioning. He

continued to provide a breakdown for the various classifications using the maps legend and gave examples of each classification using the map. He explained that 2nd Street between Gore and Lee Boulevard had been changed from a principal arterial to a minor arterial classification due to the fact that Central Mall interrupted the flow of traffic and the reduced speed limit around the mall.

Dollarhite pointed out some additional changes to the map: Ferris Avenue from 2nd Street to Sheridan Road was reclassified from a collector to a minor arterial because of the amount of traffic and development that is happening there and East Gore Boulevard from I-44 to Flower Mound Road has been upgraded to a principal arterial due to the amount of traffic from the Apache Casino & Hotel, as well as the development on the east side.

Fitch asked why the classification of a principal arterial would not extend to 45th Street.

Dollarhite answered that it is due to the traffic counts not showing that it was warranted yet.

Butler stated that the growth that occurred between Flower Mound and 45th Street would have attributed to some of that count because there is a lot more development there, which is supporting the soldiers that live in that area.

Fitch commented that Cache Road, east of Flower Mound toward NE 45th Street has heavy traffic in the mornings.

Butler added that there may just be very high peaks, rather than constant, heavy traffic.

Rogalski said that portion of Cache Road is shown as a minor arterial, but it is built like a collector and may be an area that needs to have some focus put on it.

Burgess asked if all of the classifications were based on traffic counts.

Rogalski replied that it is a combination of traffic counts, some projections and suggestions based on various discussions with the Technical Committee, LMPO and ODOT. He added that it is designed based on the knowledge of the community, and it is checked and balanced by the traffic counts.

Fitch asked as the traffic count increases with usage, if that is an indication that it needs to be addressed.

Rogalski answered yes, the map is a tool that can be utilized for situations where changes may be needed. He informed that as traffic increases, the road would become a four-lane as opposed to a two-lane road.

Dollarhite informed the committee that a consultant will be hired to do the travel demand modeling for the update of the transportation plan. The model will show if there are certain areas needing special attention. She stated that a list of priorities will be established in the transportation plan for streets that need to be reconstructed.

Ototivo asked when was the traffic data collected for the part of East Gore that is classified as a major collector.

Rogalski replied the latest traffic counts were obtained by ODOT in 2011. He added the modeling consultant will create a model of the current system starting with the most recent ODOT counts. He added that the consultant will obtain additional traffic counts if needed.

Ototivo asked if that count was taken as the Apache Casino was being constructed.

Rogalski replied that when the traffic counts are taken by ODOT and a road is closed, they will postpone that particular street's count. He added that sometimes there may be a closure 2 miles down the road and then they do a count where there may be added traffic that can alter a count, but the counts are taken regularly.

Long asked if reclassification of streets would cause right-of-way issues for future street reconstruction.

Rogalski replied the right-of-way width for the different classification of streets is established in the subdivision regulations. Most arterials are section line roads, and the regulations require 100 feet of right-of-way for section line roads and principal arterials. He added that with most projects that increase the number of lanes, additional right-of-way must be acquired.

Long questioned if there was a notice given to citizens that the streets in their area are changing.

Rogalski replied that there would not be a notification sent out on street classification changes. Most of the changes are on section line roads.

Butler commented that not everyone understands what a section line road is.

Rogalski said the map follows the cars, so citizens will know if there is a lot of traffic in front of their houses and understand.

Long questioned if citizens understood that the City may require additional right-of-way for a street project or if developers understood a right-turn lane may be required for a commercial development.

Rogalski replied that the requirement is 100 feet of right-of-way for section line roads and principal arterials; however, only through the subdivision process can the City require the owner to dedicate the right-of-way. If the City needs additional right-of-way to increase the number of lanes, the City must purchase the property from the abutting property owner. He further explained the building setback along a section line road is 75 feet from the centerline of the road.

Long stated abutting property owners complain about right-of-way when streets are widened.

Henry asked if 67th Street near Quanah Parker Trailway is classified as a principal arterial and if it was one of the places that had been upgraded.

Rogalski replied yes it was.

Henry added that anyone who is looking to buy commercial property there would know the current classification according to the current map. She said it would be her fear that people purchasing property or have already purchased property would not know that information.

Dollarhite added that it was upgraded to a principal arterial because of the reconstruction of the street to five lanes.

Akem commented that he appreciates the discussion with the committee. He asked McNally about King Boulevard being classified as a minor collector, if the designation is correct and what the design of that road was.

McNally answered that the designation is correct and said it is a two-lane in, two-lane out loop from SW 11th Street through the airport and back to SW 11th Street.

Rogalski added that it is actually a four lane divided and that it does not have enough traffic to be labeled as an arterial.

Akem commented that it does have the size of an arterial but functions as a collector.

McNally added that the traffic is roughly about 10,000 plus a month and comes mostly from employees and greeters.

Akem stated that MAP-21 made principal arterials part of the National Highway System (NHS); however, ODOT wants to make sure they did not become part of the NHS. The NHS is the whole system FHWA has, which is federal aid eligible and controlled primarily by ODOT in terms of construction, design, etc. He continued to say that one of the principal concerns that local governments and ODOT have expressed is with the outdoor advertising. Once a road is identified as a principal arterial, the outdoor advertising is controlled under their purview. The same is true for salvage yards.

Long asked if they would be eligible for federal funding for these streets.

Akem replied that all of the roadways that are classified as minor collectors and above are Federal aid eligible.

Rogalski added that Lawton is a small MPO, which does not have designated construction funding. ACOG and INCOG are given a certain amount of funding each year for construction, and their MPO's determine where to spend that money within the MPO study area. He explained the Lawton MPO must work with the ODOT Division VII Engineer, Bob Rose, and Commissioner Brad Burgess to receive funding for projects.

Long asked why Lawton's MPO is different.

Rogalski replied that Lawton is a small MPO and ACOG (Oklahoma City area) and INCOG (Tulsa area) are large MPOs. A small MPO has a population of at least 50,000, and a large MPO has a population of at least 200,000.

Akem added that it is called TMA, Transportation Management Area, which is an MPO that has at least 200,000 within their urbanized area and that assignment of population is done by the Census.

Rogalski stated that Lawton is only about 100,000 and would have to take in surrounding towns to be able to be considered a TMA. He added that the management area could include the city of Cache in the future. He added there cannot be a lot of low density between two urbanized areas.

Henry suggested maybe Cache and Elgin.

Rogalski said that there is a lot of low density space between the two and Fort Sill. He added that someday it could be a possibility because Trail Road is a major corridor that goes around the east side of Fort Sill that continues to develop and may someday be able to wrap around Fort Sill. He said he is not sure if the urbanized area would be able to jump over Fort Sill.

Akem added that it has to be contiguous to be included and within a certain distance.

Rogalski stated that the urbanized areas of Fort Sill are included but added that there are portions of Fort Sill that will never be urbanized.

Butler stated that the contiguous could be along I-44 and connect to Elgin that way. He added that Fort Sill is considered to be two halves, with the East and the West ranges.

Akem asked if there is any type of separation there with respect to the population densities. He added that the Census requires a minimum of about 1500 per square mile.

Rogalski said that someday they could be close enough to start looking at the urbanization. He feels Lawton is closer to the city of Cache and may be more of a realization; possibly by the next Census. He added that he wants to add to the urbanized area as much as possible, but there needs to be cohesiveness.

Akem stated the selection of which areas to include within the planning boundary is presently determined by what areas are urbanized and what is expected to be urbanized within the next 20 years, which allows the boundary to be defined. He said all of what is included within the boundary is all urbanized to meet the minimum density thresholds.

Rogalski stated that the determination is a balance between the MPO's vision and the actual numbers. He added that more agricultural space cannot be included and said that a good job was done on the Urbanized Area and the Functional Classification Map.

Akem agreed that it looked good.

Burgess stated that he appreciates Akem's comments. The only thing he would say from ODOT's standpoint is that when the travel demand modeling consultant begins work on the model, that an eye is kept on Goodyear Boulevard because there has been a request to extend it to US 62. There has also been an ongoing request to extend Rogers Lane from I-44 to Flower Mound Road to make it a four lane, so there would be a four lane surrounding the entire city of Lawton.

Rogalski replied that Rogers Lane's classification started as a principal arterial, but the traffic counts were not there. He added that a minor arterial classification gives the ability to build the road that needs to be built and cover the significant overlap in the traffic carrying capacity; principal arterial goes from 7,000 – 27,000 and a minor arterial goes from 3,000 – 14,000, which has a lot of overlap. He stated that Rogers Lane is presently a good designation as a minor arterial, but in the future it could become a principal arterial. Rogers Lane from I-44 to Flower Mound Road and Flower Mound Road to Gore Boulevard would all have to become a principal arterial at the same time to create that loop.

Fitch commented that Flower Mound Road from Rogers Lane to Gore already meets the specifications for a principal arterial.

Rogalski added that the number of cars is not there and would need to be significantly above the 7,000 mark.

Burgess stated that Gore Boulevard from 67th to 82nd Street is currently a two-lane, and he continued to strongly encourage the LMPO to include that section in the next CIP because those are the bite-sized type projects that can certainly be looked at when the opportunity presents itself. He added that funding does not have to come out of the District's budget, so he strongly urged that it be considered because of the traffic coming out of Target.

Rogalski stated that Lawton has a good working relationship with the District VII Engineer, but the priorities in Lawton may not be the same as the District. The District's first priority would be I-44, major interstates and highways, working down. He stated a study of the extension of Goodyear Boulevard to Highway 62 was included in the current UPWP. A functional classification cannot be designated until there is a road there.

Burgess reiterated to keep in mind that the City should request funding on the two projects specifically: Gore Boulevard from 67th Street to 82nd Street and the Goodyear Boulevard extension. He added that he cannot promise but said he could try to procure some funding for these projects. He said Goodyear has been asking for the extension to US 62 for some time.

MOTION by Henry, SECOND by Burch, to adopt the 2013 Functional Classification Map.
AYES: Unanimous. MOTION CARRIED.

4. REPORTS

Burch reported that the Chamber is preparing to conduct their Federal Focus Group and said if there are any issues in the transportation area that should be considered, please submit

comments. The meeting is scheduled for Wednesday, September 4, 2013 at 10:00 a.m. at Liberty National Bank.

5. COMMENTS

None.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:46 a.m.

CHAIRMAN

db

DRAFT MINUTES
SPECIAL MEETING
TRANSPORTATION POLICY COMMITTEE
October 8, 2013

The meeting was called to order by Mayor Fitch at 11:12 A.M. in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton Oklahoma. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Richard Rogalski, Planning Director
Barbara McNally, Lawton Fort Sill Regional Airport
Debra Burch, Lawton Chamber of Commerce & Industry
Randy Butler, Fort Sill Public Works
Laura Chaney, Planning, ODOT
Isaac Akem, FHWA*

MEMBERS ABSENT: Fred L. Fitch, Mayor, City of Lawton
Bryan Long, City Manager, City of Lawton
Pat Henry, City Planning Commission, Chair
Brad Burgess, Transportation Commissioner, ODOT
Johnny Owens, Comanche County Commissioner
Bob Rose, ODOT Division VII Engineer
Stanley Haywood, City Council
Steve Powell, Friends of the Trail*
Randy Bass, Oklahoma State Senate, District 32*
Robert Patrick, FTA, Region IV Division Administrator*
Ann Coody, Oklahoma House of Representatives, District 64*

ALSO PRESENT: Debbie Dollarhite, Senior Planner
Ha Vu, Transportation Planner
Jonathan Stone, Transportation Planner
Debbie Burgamy, Recording Secretary
Karl Stickley, Guernsey

*Non-Voting

2. APPROVAL OF MINUTES OF THE AUGUST 29, 2013 MEETING.

MOTION by Burch, SECOND by Butler, to approve the minutes from the August 29, 2013 meeting. AYES: Unanimous. MOTION CARRIED.

3. CONSIDER APPROVING A RESOLUTION ACKNOWLEDGING THE REQUEST TO REDESIGNATE THE TRANSPORTATION POLICY BOARD OF THE LAWTON METROPOLITAN AREA AS THE LAWTON METROPOLITAN PLANNING ORGANIZATION IN ACCORDANCE WITH SECTION 134, TITLE 23, UNITED STATES CODE. (**This item was presented before the Guernsey presentation*)

MOTION by Burch, SECOND by Chaney, to approve the resolution acknowledging the request to re-designate the Transportation Policy Board of the Lawton Metropolitan Area as the Lawton Metropolitan Planning Organization in accordance with Section 134, Title 23, United States Code. AYES: Unanimous. MOTION CARRIED.

4. RECEIVE PRESENTATION FROM GUERNSEY AND ASSOCIATES ON THE DOWNTOWN TRANSFER CENTER LOCATION AND DESIGN CONCEPT AND TAKE APPROPRIATE ACTION.

No Action Taken.

5. REPORTS

None.

6. COMMENTS

None.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 p.m.

(NOTE: As this is the last meeting of the Transportation Policy Committee, these minutes, as well as the minutes from August 29, 2013 will not be approved and will remain in draft format.)

CHAIRMAN

db