

**MEETING SUMMARY  
CITY OF CARROLLTON  
TRAFFIC ADVISORY COMMITTEE  
June 13, 2022**

**Committee Members Present**

Debbie Hughey  
Carlie Moe  
Mike Gavin  
Toby Knighton  
Charles Douglas  
Anand Gandhi  
Austin Waugh  
Dana Clack

**Committee Members Absent**

Jae Seong Cho

**Staff Members and City Officials**

Tom Hammons – Engineering  
Carmella Flemming – Engineering  
Roger Wheeler – Engineering  
John Romberger – Engineering  
Charles Monroe – Carrollton Police Department Commander  
Young Sung – Councilmember

1. **Call to Order** - Debbie Hughey called the meeting to order at 7:00 P.M.
2. **Approval of minutes for April 11, 2022 (Debbie Hughey)**

The meeting Summary of the **April 11, 2022**TAC meeting was reviewed by Committee members. A motion to approve the Meeting Summary as written was made by Dana Clack. Austin Waugh seconded the motion. All in favor. Vote was unanimous.

3. **Spring 2022 School Crossing Guard Summary (Roger Wheeler)**

Roger Wheeler explained that the crossing guard summary is completed twice a year, once during the Spring and once during fall semester. The evaluation provides an opportunity to assess the current school crossing guard locations and determine if they still meet minimum requirements. In addition, traffic volume counts have been updated and site visits by Engineering Department staff determine if any substantial changes in operational conditions have occurred. This information is evaluated, and the school crossing guard index (SCGI) value is determined, which is one of the criteria necessary to retain a school crossing guard.

Roger reported that pedestrian surveys for the existing school crossing guard locations were conducted during the week of March 21 – 25, 2022. To account for intermittent rain events during the week of the initial count, any locations that didn't reach the minimum pedestrian volume were recounted during the week of April 4-8, 2022.

Roger explained that the majority of rankings have not changed drastically from Fall 2021. Changes in the SCGI rankings are due to an increase or decrease in the number of children crossing, and updates to the traffic volumes. The minimum SCGI threshold, per department policy, to merit a crossing guard is seven (7). In addition, each location must average a minimum of ten (10) crossings daily. All locations met the minimum SCGI value, however two (2) locations, Josey at Branch Hollow and Perry at Pearl, failed to meet the minimum standards for pedestrian crossings.

Roger discussed the Crossing Guard probation and removal policy, explaining that prior to removal a location is required to fail to meet minimum standards for both the fall and spring semester within the same school year, and the removal process is only completed in the summer months when school is not in session. He also explained the notification process to the school and parents when a school crossing guard location is placed on probation.

Roger discussed a comparison of Post-COVID Spring semester counts to the Pre-COVID spring average of the three years preceding 2020. He indicated that the Fall counts were not used in this comparison because it was determined that fall counts are generally higher than spring counts. After assessing the counts, pedestrian activity was found to be increasing, however 13 of the 27 locations still exhibit a significant reduction in pedestrian crossings when compared to the Pre-COVID average.

Twenty-Five (25) of the Twenty-seven (27) current locations meet the criteria for assignment of school crossing guards. Since the effects of COVID still appear to be significantly impacting pedestrian activity, staff recommends that no locations be placed on probationary status. It is recommended that all 27 locations remain on Active Status.

Discussion by the committee included, the evaluation procedure in the event a street is under construction during the pedestrian survey, notification process for the construction of the DART Silverline and the impact on the surrounding schools. Changes in demographics of neighborhoods and the overall effect on school crossing guard counts, continuing effects of COVID, the possibility of getting back to the normal assessment process and the Traffic Advisory Committee's roll in the assignment/reassignment of School Crossing Guards.

Carlie Moe made a motion to accept staff's recommendation that no location be placed on probationary status, and that all 27 locations remain on Active Status. Charles Douglas seconded the motion. All in favor. Vote was unanimous.

#### **4. Signal Prioritization for Fiscal Year 2022-2023 (John Romberger)**

John Romberger stated that on an annual basis the Engineering Department Staff evaluates possible signal locations throughout the city, based on signal warrants in the Manual Uniform Traffic Control Devices MUTCD, as well as input from residents and City Staff. These warrants utilize traffic and pedestrian volumes, delay, and crash data to assess the

operational conditions of potential traffic signal locations. Staff collects traffic counts and evaluates crash data at each location. Once a location has met one of the eight signal warrants, a more detailed evaluation is conducted. He also explained when traffic signals are installed that are not justified or warranted, they can have an adverse effect on the overall safety, and delays at an intersection.

Potential traffic signal locations are prioritized using a point system that assigns values based on each of the signal warrants, intersection characteristics, number of correctable accidents over a three-year period, distance from an adjacent signal, and the proximity of a location to a hike and bike trail or railroad crossing. He explained each of the nine (9) traffic signal warrants established by the MUTCD, and the point values assigned to the warrants, along with addition points based on the type of streets that cross at a particular intersection as outlined by the Thoroughfare Plan.

Mr. Romberger reviewed the top three (3) locations on the signal warranted only list. Two of them Josey Lane at Tom Thumb / Panda Express Driveway and Old Denton Road at Walmart / Kroger Driveway are private drives. The third is Marsh Lane at March Ridge Road but as Mr. Romberger indicated this location continues to operate at an acceptable level, as high-volume movements are non-conflicting.

John explained that staff has been expanding their analysis of private/commercial driveways. In the past the Traffic Advisory Committee has only considered intersections of public roadways for the installation of traffic signals. John reviewed three commercial driveway locations, Old Denton and Walmart / Kroger Driveway, Josey and Tom Thumb / Panda Express Driveway, and Hebron Parkway and Walmart Driveway where residents have voiced concerns about safety and congestion causing delays at the driveway intersections. He also discussed the recent reconstruction of both the Old Denton at Hebron, and Josey at Hebron intersections and the impact it's had on traffic. In addition, further analysis of the Old Denton at Hebron intersection determined the removal of the No U-Turn signs would provide alternate pathways for people to go north and south on Old Denton Road.

John advised the committee that as Carrollton reaches population build out in the near future, the need for new signals locations will diminish, and public demand for signals may be at locations such as the two referenced driveway locations. Signal funds in the future may be used for both constructing new signals or rebuilding old locations, explaining that we currently have sixteen signals built before 1990 that are at the end of their functional life and need a complete rebuild, or major hardware upgrades.

Based on this information, staff recommended that the signal funds for the fiscal year 2022-2023 be used to complete two signal reconstruction projects. The signals at the intersection of Keller Springs at Josey Lane, and Kelly Blvd at Country Club.

Tom Hammons spoke to the committee explaining that Public Works is experiencing a long lead time securing equipment for previously approved construction such as Luna Road and Capital Parkway, Dozier Road and Plano Parkway, and the replacement of one signal pole at Jackson Road and Josey Lane, which will keep our Public Works Department busy for the

remainder of the calendar year. Based on that information, Tom advised the committee that it wouldn't be necessary to make a full decision during this meeting, that any decision(s) made would be for the fiscal year 2022 – 2023, and it will be several months before they become critical. In addition, he explained if we don't do rebuilds of existing signals the private drives will probably have the highest need, and that will require additional discussion and policy changes by the committee.

Discussion amongst the committee members included the Fiscal Year 2022 – 2023 budget for signal prioritization. The committee discussed the implications of city funding of private drives, and the possibility of requiring cost sharing participation by the property owners. They reviewed and discussed the Warranted Signal List, noting with the exception of the private drives at Old Denton and Walmart / Kroger Drive, Josey and Tom Thumb / Panda Express, and Hebron Parkway and Walmart Driveway, the ranking criteria for the remaining locations have not had any major changes over the last few years. The close proximity of existing traffic signals to these driveway locations, and the possible impact from the removal of the No U-Turn signs at Old Denton and Hebron was also discussed.

Anand Gandhi made a motion to approved staff recommendations to complete the build/reconstruction for the traffic signal at the intersection of Keller Springs at Josey Lane, and have staff provide additional data for the signal at the intersection of Kelly Blvd at Country Club. Carlie Moe seconded the motion. The committee voted 7-0 in favor.

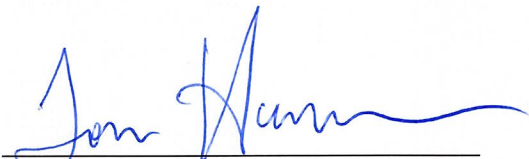
#### 5. Other Business (Debbie Hughey)

Tom Hammons announced that Toby Knighton is moving out of the city and resigned from the committee effective June 13, 2022, which leaves the vicechair position vacant. During the next Traffic Advisory Committee meeting the selection of a new vicechair will be on the agenda. He also announced that typically the committee doesn't meet in July and August unless there's a pressing traffic issue that needs to be addressed. It will probably be September or October before our next meeting when staff will bring back your recommendation for additional information on the driveways and elect a new vicechair.

Mike Gavin made a motion to adjourn. Carlie Moe seconded the motion. All in favor. Vote was unanimous.

#### 6. Adjourned - Meeting adjourned at 8:34 PM

  
Debbie Hughey, Chairperson

  
Tom Hammons  
Transportation Engineer  
Division Manager