

**MEETING SUMMARY  
CITY OF CARROLLTON  
TRAFFIC ADVISORY COMMITTEE  
May 13, 2024**

**Committee Members Present**

Debbie Hughey  
Carlie Moe  
David Yarbrough  
Casey McElroy  
Barbara McAninch  
Cindy Bowen Black  
Joanna Thompson  
Anika Chowdhury  
Austin Waugh

**Committee Members Absent**

Anand Gandhi

**Staff Members and City Officials**

Tom Hammons – Engineering  
Carmella Flemming – Engineering  
Roger Wheeler – Engineering  
Novella Landau – Engineering  
John Romberger - Engineering  
Sgt. Michael Harding – Carrollton Police liaison

1. **Call to Order**—Debbie Hughey called the meeting to order at 7:00P.M.
2. **Approval of minutes for December 11, 2023 (Debbie Hughey)**  
The meeting Summary of the **December 11, 2023** TAC meeting was reviewed by Committee members. A motion to approve the Meeting Summary as written was made by Casey McElroy. Anika Chowdhury seconded the motion. All in favor. Vote was unanimous.
3. **Spring 2024 School Crossing Guard Summary Index and Locations (Novella Landau)**

Novella Landau 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 and site visits by Engineering Department staff were made to determine if any substantial changes in operational conditions have occurred. This information was evaluated, and the school crossing guard index (SCGI) value was determined, which is one of the criteria necessary to retain a school crossing guard.

Ms. Landau reported that the pedestrian surveys for the existing school crossing guard locations were conducted during the week of March 18 thru March 22, 2024. Novella completed a review of the School Crossing Guard Index and explained that the majority of rankings have not changed drastically from Spring of 2023. 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. During the Fall count all twenty-seven (27) locations met the minimum SCGI value, however the pedestrian crossing at Josey Lane and Branch Hollow Drive did not meet the required minimum crossings per day.

Ms. Landau reminded the Traffic Advisory Committee that during the December 11, 2023 meeting the crossing guard location at Denton at Keller Springs/Whitlock which serves Good Elementary, was placed on probationary status due to having a combined average of 7.4 pedestrians crossing per day during the Fall 2023 School Crossing Guard Summary. This semester the location has a combined average of 10.6 pedestrians crossing per day and no longer falls below the minimum standard.

Ms. Landau explained that Twenty-six (26) of the Twenty-seven (27) current locations meet the criteria for assignment of school crossing guards. The crossing of Josey Lane and Branch Hollow Drive did not meet the minimum crossing requirement. This location serves Homestead Elementary School and is ranked number one (1) on the School Crossing Guard Index due to high traffic volume on Josey. She clarified that prior to removal a location is required to fail to meet the minimum standards for both the fall and spring semester within the same school year. Ms. Landau communicated to the committee that Josey Lane and Branch Hollow Drive is a signalized intersection which provides pedestrian safety measures if the School Crossing Guard was removed.

Therefore, staff will recommend that the crossing of Denton at Keller Springs/Whitlock be reinstated to active status, and the crossing of Josey Lane and Branch Hollow Drive be placed on Probationary Status. A letter was sent to the Principal of Homestead Elementary, Sean Perry notifying the school of the results of the Spring 2024 School Crossing Guard Summary and informing them that staff will be recommending the location be placed on probation during the Traffic Advisory Committee meeting on May 13, 2024 at 7:00PM.

Discussion amongst the committee included the changing demographics of the neighborhood Homestead Elementary School services, procedure to request a new School Crossing Guard location, and the reestablishment of a School Crossing Guard at a previously removed location.

Carlie Moe made a motion to approve staff's recommendations that the crossing at Josey Lane and Branch Hollow Drive be placed on Probationary status. The remaining 26 current locations are recommended to be reinstated and/or remain on active status. Austin Waugh seconded the motion. All in Favor. Vote was unanimous.

#### **4. Signal Prioritization for Fiscal Year 2024 – 2025 (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 delay 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.

John Romberger informed the committee that data being provided on Table A “Warranted Only Signal Locations” represents a full warrant analysis including recent updated traffic volumes and accident data. He completed a review of several locations on Table A and provided additional information for other locations being monitored by staff.

Mr. Romberger provided an update on the recommendations of the Traffic Advisory Committee during the June 12, 2023 meeting, to complete two signal rebuilds / reconstruction at the intersections of Crosby Road at Broadway and Kelly Blvd. at Country Club. He indicated that these two rebuilds are currently behind schedule, however construction is anticipated to begin in the fall.

Staff recommends that signal funds be used to complete on signal rebuild / reconstruction . The signal at the intersection of Valwood and Hutton is at the end of its functional life and needs to be completely rebuilt during Fiscal Year 2024/2025.

Discussion amongst the committee members included signalization at private / commercial driveways, impact on traffic flow, various timing sequences to accommodate multiple traffic signals in close proximity, and options other than the installation of a traffic signal. In addition, the installation of a signal at Marsh Lane and Stonehenge Lane as part of the DART Silverline project was discussed.

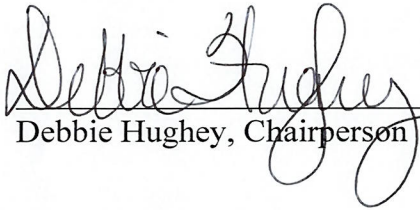
David Yarbrough made a motion to accept staff’s recommendation to complete one signal rebuild / reconstruction at the intersections of Valwood and Hutton during the Fiscal Year 2024-2025. Casey McElroy seconded the motion. All in Favor. Vote was unanimous.


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

Tom Hammons advised the committee that we typically don't schedule TAC meetings during the summer months, but for the September or October meeting Fall School 2024 Crossing Guard Index and Summary along with the Signal Prioritization for Fiscal Year 2024 – 2025 will be presented.

Carlie Moe made a motion to adjourn. Cindy Bowen Black seconded the motion. All in favor. Vote was unanimous.

**6. Adjourned** – Meeting adjourned at 7:54 PM.

  
Debbie Hughey, Chairperson

  
Tom Hammons  
Transportation Engineer  
Division Manager