

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION**  
**City of Carrollton**

**January 11, 2018**

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, January 11, 2018 at 6:30 p.m. at City Hall with the following members present:

**Commission Members Present:**

Scott Windrow, Chair  
Russell Tether, Vice Chair  
Kathleen Foster  
Joseph Marquez  
BJ Cadwalader  
Jane Harmon  
Brian Doherty  
Cynthia Northrop

**Commission Members Absent:**

Carl Reese

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**Staff Members Present:**

Scott Hudson, Director of Environmental Services  
Brian Passwaters, Community Services Div. Mgr.  
Meagan Tucker, Community Development Specialist  
Cathy Quaid, Community Development Specialist  
Cesar Molina, Director of Engineering

**Guests:**

John Sutter, City Council liaison  
David Counce, Josey Park Estates  
Jean Casey, Josey Park Estates

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**I. Call to Order** – Chair Windrow called the meeting to order at 6:30 pm. Chair Windrow welcomed Cynthia Northrop to the Commission.

**II. Introductions:** Item to introduce visitors present.

**III. Review the Minutes of the November 9, 2017 Meeting:** Item to review and adopt the minutes from the November 9, 2017 meeting of the Neighborhood Advisory Commission.

Chair Windrow noted his name was listed twice in the attendance roster and asked that it be corrected.

*Brian Doherty moved approval of the minutes of the November 9, 2017 meeting; second by BJ Cadwalader and the motion was approved with a unanimous 8-0 vote, Reese absent.*

**IV. Capital Improvements Plan:** Presentation by Cesar Molina, Director of Engineering, CIPAC recommendation and NAC role.

Director of Engineering, Cesar Molina, began the presentation using a map of the City to illustrate the growth of the City and age of the infrastructure. He talked about the different funding sources used for funding capital projects and addressed the process followed by the Capital Improvements Plan Advisory Commission (CIPAC) to reach the current bond program recommendation presented to the City Council at its January 9, 2018 meeting. He stated the proposed bond program includes residential streets and neighborhood projects consisting of 64 residential streets, 8 industrial and collector streets and 2 arterial streets. Also included is funding for road panel replacement, traffic signals, turn lane improvements and street lights. Lastly he provided an explanation of the proposed public safety and parks projects. Mr. Molina stated that should the City Council decide to order a bond election, it would be called in February and held in May along with the election to fill four City Council seats.

Chair Windrow spoke encouragingly to the members of NAC to consider being involved in the bond program noting his involvement during the past bond election. Scott Hudson stated staff would make the information available to the NAC members.

**V. Josey Park Estates Sign Topper application:** Item to review and discuss Josey Park Estates Sign Topper Application.

Chair Windrow opened the hearing on the application.

Jean Casey and David Counce, representing Josey Park Estates, stated that the Homeowner Association was formed in 1993 and consists of 53 homeowners and four streets; Carmel, Le Mans, St. Pierre and San Michael. She stated they have five street signs but was asking for seven sign toppers in order to have a couple extra. She reviewed the proposed design explaining the desire to have it coordinate with the brick monuments. She stated they recently held their annual meeting in October meeting the necessary quorum, where they received unanimous consent to form a committee. She explained the process they followed including a survey where they received 33% favorable responses and no opposition. She requested approval of the grant for less than \$500.00.

Chair Windrow opened the floor for questions and there being none, he closed the hearing.

Chair Windrow stated that 33% was a high percentage and the paperwork seemed to be in order. He asked who was responsible for holding on to the extra signs and Mr. Passwaters replied that the Public Works Street Division keeps and installs the signs.

***BJ Cadwalader moved to accept the sign topper application; second by Kathleen Foster and the motion was approved with a unanimous vote 8-0, Reese absent.***

**VI. Bylaws:** Item to discuss updates Neighborhood Advisory Commission Bylaws.

Chair Windrow explained to the new members that there is a requirement to review the bylaws and several of the Commission members have submitted suggestions.

Scott Hudson provided a high level review of the proposed changes, highlighting the authority of the City Council to appoint the chair. He talked about the process to amend the bylaws noting consideration for amendment or the vote to amend the bylaws would be at the March meeting. General discussion was held about the proposed changes and specifically about conflicts and ethics with direction given for changes. He stated staff would send an updated draft prior to the next meeting.

**VII. NEMGP:** Item to review and adopt updated NEMGP guidebook.

Chair Windrow noted that there were about three major changes which were the subject of the discussion. Scott Hudson reviewed the three key changes; scope of the grants, ratio of the match, and the language pertaining to private property. He asked the Commissioners to review the changes closely and stated the item would be on the March agenda for consideration of approval.

**VIII. 2018 Citizens' Evening at City Hall:** Update of the event on Tuesday February 27, 2018.

Cathy Quaid noted she had emailed the information to the Commissioners and suggested they could send the information to their neighborhoods with encouragement to attend. She stated there would be two awards: Neighborhood Leadership Award and Outstanding Community Organization Award. She provided examples of the two awards and encouraged nominations by the Commission members as well as by people from the neighborhoods. She felt enthusiasm would grow with the number of people involved and stated she would also send the forms to the Commissioners. A suggestion was made to include the nominations on the City's website and also the public access channel.

**IX. Neighborhood Workshops:**

Cathy Quaid announced the next workshop with the topic "All about the NEMGP" scheduled for Wednesday, January 24 at 6:30 PM at the Josey Ranch Library. She encouraged the new Commission members to attend. The topic for March would be "going social" and in April the topic will be "creating and enforcing architectural standards and when a permit is required." The topic in May will be the sign topper grants.

**X. Neighborhood Mentoring Program:** Item to share information on NAC mentoring activity.

Chair Windrow advised Russell Tether and Joseph Marquez's reports were moved to the March meeting. Because the information being given in the meeting is fully contained in the form that is sent to each Commissioner, he recommended the Commissioners only talk about the specific items needing discussion. No objections were raised.

1. NAC Commissioner Report – BJ Cadwalader – advised she had contacted all of her neighborhoods and some responses were better than others. She stated Columbian Club has been the most interesting of all because of the problems they encountered with their agency. She spoke highly of the two ladies now in leadership. She reported that she's been able to attend some of the Board meetings and said it was eye-opening.

2. NAC Commissioner Report – Russell Tether – moved to March meeting

3. NAC Commissioner Report – Scott Windrow – reported that he has 10 associations, seven of which are active and three of those that have been responsive. He suggested any neighborhoods looking for ways to drive more funds and services should talk to Commissioner Tether about some of the programs Woodcreek conducts. He reported a new association which is a combination of three neighborhoods – Rollingwood Estates, Rolling Hills and Martha Pointer Park – with the new association named TNN - The Network Neighborhood Association.

4. NAC Commissioner Report – Joseph Marquez – moved to March meeting.

At 8:03pm NAC Commissioner Joseph Marquez left the meeting

**XI. Visitors Comments & Other Business**

Council Liaison John Sutter noted the Bond Election would be a key consideration for City Council and he underscored the vital role that each committee provides. He noted another subcommittee may reach out to NAC to work with the community.

There were no visitors to address the Commission.

Chair Windrow reminded the Commission about the items listed below:

1. All About the NEMGP workshop: Wednesday January 24, 2018 @ 6:30PM
2. Thursday, February 8, 2018 – **NO NAC MEETING**
3. Citizens' Evening: Tuesday, February 27, 2018 at 6:30 PM
4. March Mentoring Reports: Kathleen Foster, Jane Harmon and Carl Reese as well as Joseph Marquez and Russell Tether

Cathy Quaid stated she would email the invitation form to the Commissioners. Scott Hudson reminded the Commissioners the Animal Services Advisory Committee would meet on January 22, 2018 and acknowledged the Commissioners for their donations to the Shelter on behalf of Pam Mulligan's "get to know you" room.

(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

**XII. Adjournment.**

Chair Windrow adjourned the meeting at 8:27 pm.



Scott Hudson, Environmental Services Dir.



Scott Windrow, Chair