

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

April 11, 2019

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, April 11, 2019 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
BJ Cadwalader
Kathleen Foster
Joseph Marquez, Vice Chair
John Chollampel
Julio Acosta
Darby Merriman

Commission Members Absent:

Jane Harmon

Staff Members Present:

Cory Heiple, Environmental Services Director
Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Alka Agnihotri, Community Development Program Specialist

Guests Present:

Liza Lake
Terry Moffett

I. Call to Order: Chair Windrow called the meeting to order at 6:30 pm

II. Introductions: Item to introduce visitor's present and Cory Heiple, Environmental Services Director.

Brian Passwaters introduced the new Director of Environmental Services, Cory Heiple, stating that Mr. Heiple held the position of the Environmental Quality Manager prior to being selected as the Director. Chair Windrow welcomed Mr. Heiple.

III. Seating of Commissioners: Item to seat new member of the Neighborhood Advisory Commission.

New member Darby Merriman swore to the Oath of Office and provided a brief personal history. Each Commission member and staff member introduced themselves to Commissioner Merriman.

IV. Election of the 2018-2019 Vice-Chair: Item to nominate and elect a replacement for the 2018-2019 Vice-Chair of the Neighborhood Advisory Commission.

Chair Windrow advised that Vice-Chair Tether resigned due to other commitments out of state and opened the floor for nominations.

Commissioner Cadwalader nominated Commissioner Marquez; second by Commissioner Foster and the nomination was approved by a unanimous 7-0 vote.

V. Review the Minutes of the January 10, 2019 Meeting: Item to review and adopt the minutes from the January 10, 2019 meeting of the Neighborhood Advisory Commission.

Commissioner Foster moved to approve the minutes with the recommended changes; second by Vice-Chair Marquez and the motion was approved with a unanimous 7-0 vote.

VI. Sign Topper Applications: Item to review and discuss Moore Farms and Stonecreek Estates Sign Topper Application.

Liza Lake of Moore Farms thanked the Commission for their service and thanked the staff for their assistance with the application. She introduced Terry Moffett, who is a member of the Moore Farms HOA Board, as she began the presentation. She advised they have 388 single family homes established within Moore Farms, along with a pool, park, and walking trail. Ms. Lake mentioned various neighborhood events they had hosted to residents regarding the proposed application. She used a map of the neighborhood to show where the sign toppers would be located and stated they felt the key things the toppers would add were: 1) aesthetically pleasing; 2) establish the boundaries of the neighborhood; 3) establish a sense of pride; and 4) enhance the overall property value. She explained the things they did to gain interest, awareness and support of the project. She explained 13 people opposed the project, mainly because of cost, to which she explained the grant program. Ms. Lake illustrated the three proposed designs including the preferred one, which was black and white. She listed the perimeter streets and noted the various entrances.

Chair Windrow complimented Moore Farms for the well-developed and completed application.

Commissioner Foster moved approval of the Sign Topper program for Moore Farms; second by Commissioner Cadwalader and the motion was approved with a unanimous 7-0 vote.

VII. 2019 Citizens' Evening at Senior Center: Review of Citizens' Evening from Tuesday, February 26, 2019.

Alka Agnihotri stated staff received 169 responses for the event when the invitation was initially advertised and there were approximately 365 people in attendance, which was the largest turnout for the event. The survey results reflected positive comments about the event in regards to it being informative with particular note about the information booths as well as it being a great way to get citizens involved. She stated there were a lot of positive comments about the Mayor's State of the City presentation and the volunteer awards were also very well received. She stated that majority of the negative comments were about insufficient parking causing the need for some to walk a long distance. It was also noted the visuals were hard to see by people sitting in the back of the room and sound was also a problem at the back of the room. She reported some of the suggestions given such as providing a vendor map on the program.

Chair Windrow voiced his appreciation for everyone who volunteered for the event and thanked the staff for their work. He suggested finding a youth organization award to add to the agenda because he felt it would be a good way to get young people involved and generate enthusiasm in the city. Another idea was to provide time for the school districts to address the audience and to station the NAC table at the entrance. Chair Windrow underscored the importance of the Commission members to attend the event and for members to let him and staff know if attendance is not possible.

VIII. Consolidated Plan and Analysis of Impediment:

Brian Passwaters explained the purpose of the Consolidated Plan and stated it is prepared every five years. He stated the City awarded a contract to Root, which is a consulting group that includes people from BBC who have conducted this work in the past, and have knowledge of Carrollton and can complete the project by the required deadline at the end of July. He advised staff does not know the amount of funding to expect due to Federal government budget concerns. He stated that the public hearing is usually held in June, but it may need to be held in July because of the amount of work required for the Consolidated Plan and Analysis of Impediments.

IX. NAC Calendar: Item to discuss proposed calendar changes.

Brian Passwaters noted that the tour that typically occurs in July would be scheduled for a cooler time of the year. He suggested the October meeting be held the same time as Carrollton Night Out which would give the Commission members an opportunity to visit with two or three of the neighborhoods participating in Carrollton Night Out. Chair Windrow suggested starting at 5:30 pm that evening. Commissioner Cadwalader voiced a concern of conflict because some of the Commission members would want to attend their neighborhood Night Out and Passwaters suggested that it not be a mandatory meeting. Chair Windrow stressed the tour is a good way for the members to see the results of the programs such as Sign Toppers and what is happening in Carrollton. Vice-Chair Marquez felt that making the meeting non-mandatory would probably be best. Regarding the calendar, Passwaters also stated the NEMGP hearings would be in September. He also advised the Community Service funding would be in August and he noted that Council would like the groups applying for funding to have an opportunity to make a presentation to the Commission.

Meagan Tucker advised there would be a People Helping People project event on May 11th and EDGW Solutions are eager to participate in a project. She stated the address for the project is 1811 Paxton and Commission members are invited to participate as much or as little as they can. Chair Windrow spoke with enthusiasm about previous events and encouraged Commission members to participate. Passwaters noted that this would be the last opportunity to participate this year.

X. Community Services Funding: Item to discuss and review updated application process and procedures.

Passwaters reiterated the hearing would be in August to avoid dual hearings with the NEMGP grants. Applications would be posted on the City website the next week and staff would send it out to the organizations which were awarded funding last year. The deadline to submit an application is Friday, June 14th. Staff will review all applications and will distribute to Commission members by July 12th in preparation for the August public hearings. Chair Windrow stated he would like the Commissioners to review and discuss the applications during the June or July meeting.

XI. Meeting Attendance: Item to discuss meeting and event attendance.

Vice-Chair Marquez thanked the staff for contacting the members with a reminder about the meeting and talked about the importance of attending the meetings. Chair Windrow echoed the comments and also stressed the need to arrive timely.

XII. Project Updates: Item to review NEMGP, MHRP, ERP and PHP projects.

Meagan Tucker reiterated the City was almost maxed out on funding for People Helping People (PHP) for the year but funding remains for the Minor Home Repair Program (MHRP). She reported there are three projects being completed this week and highlighted the single-family home incentive. She stated since Council increased the incentive to 25% a year ago this month, they have approved 25 projects with a total investment from citizens of \$310,000 and City investment of over \$77,000. She stated windows have been the biggest project along with fencing. Chair Windrow voiced appreciation for the program and encouraged Commission members to let everyone know about the program. Alka Agnihotri provided an update on the NEMGP describing the four projects in progress.

XIII. Neighborhood Workshops: Update on scheduled workshops after the January 10, 2019 meeting. Discuss upcoming Neighborhood leadership training opportunities.

Agnihotri spoke about the four workshops that were held since the last NAC meeting: 1) January 30th was the NEMGP workshop with 14 citizens in attendance; 2) February 21st was the Emergency Preparedness workshop; 3) March 30th was the Landscape 101 workshop with 180 people in attendance; and 4) April 10th was the Environmental Services workshop with six people in attendance. Future workshops are: 1) Critters in Carrollton on Saturday, May 11, 2019 from 10:00 a.m. – 12:00 p.m. at the Senior Center; 2) a Bobcat workshop on June 19th; and 3) Active Shooter workshop on August 6th to address self-defense for anyone held at gunpoint. Lastly, she explained the marketing approach for the workshops.

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

Chair Windrow referred to the spreadsheet form used for the report in describing the report to new Commissioner Darby Merriman.

- 1) NAC Commissioner Report – Russell Tether: resigned – no report.
- 2) NAC Commissioner Report – Kathleen Foster: distributed a copy of the written report to the Commission members and reported that the HOAs in her area are fairly active. She stated she sends emails about scheduled programs and uses email to stay in touch with them.
- 3) NAC Commissioner Report – Jane Harmon – absent.

XV. Visitors Comments & Other Business:

Chair Windrow noted he had spoken with Scott Hudson about bringing back the Adopt-a-Neighborhood program and asked staff list it as an item for discussion on a future agenda. Commissioner Chollampel asked about the status of the Tot-lot Park and Passwaters replied that it opened in the middle of November but there was no ribbon cutting.

Thursday, May 9, 2019 – **NO NAC MEETING**

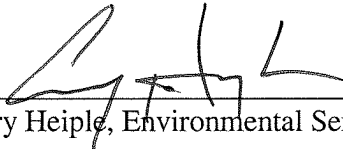
Thursday, June 13, 2019 – NAC Meeting and discussion for the 2019 Consolidated Plan & Analysis of Impediments to Fair Housing at 6:30 p.m.

June Mentoring Reports: Julio Acosta, John Chollampel and Jane Harmon

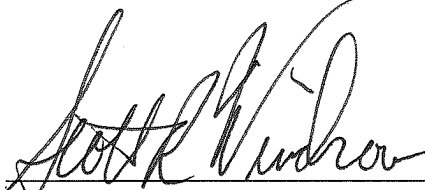
(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

XVI. Adjournment

Chair Windrow adjourned the meeting at 7:37 pm.



Cory Heiple, Environmental Services Dir.



Scott Windrow, Chair

