

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

Telephonic Meeting:

Join by Zoom at:

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SEPTEMBER 10, 2020

A telephonic meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, September 10, 2020 at 6:30 p.m. at City Hall via Zoom with the following members present:

Commission Members Present:

Scott Windrow, Chair
Kathleen Foster, Vice Chair
John Chollampel
Jane Harmon
Daniel Anderson Jr.
Darby Merriman
Liz Messner
John Zaccardo

Commission Members Absent:

Hal "Rusty" Pendleton

Staff Members Present:

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

Guests Present:

Suzanna Dooling
Carl Reese
Bob Ellard
Jim Szukala
Varun Kutty
Connie Squires
Diana Villarreal
Mike Campbell
Michelle Patterson
Jack Bennett
Carobeth Bennett
Donna Cook
Gretchen Nelson
Al Overholt
Matthew Messner

I. Call To Order – Chair Windrow called the meeting to order at 6:49 pm.

II. Announcement: Explain the format for the September 10, 2020 meeting.

III. Swear in New Commissioner: Swear in new commissioner Liz Messner. Meagan Tucker advised that Ms. Messner had previously signed the Notice. Commissioner Messner swore to the Oath of Office by reading it aloud. Chair Windrow welcomed her to the Commission.

IV. Public Hearing on the 2020 NEMGP Applications: Item to hear presentations from the following applicants:

- Timber Creek Estates
- Highlands
- Woodcreek
- Villages of Greenway Park
- Parks at Raiford Crossing
- Savoy of Josey Ranch

Chair Windrow opened the public hearing.

• Timber Creek Estates – a pre-recorded presentation was played for the Commission’s consideration. The presentation included information about the association’s history and previous beautification projects such as the Sign Topper program. The neighborhood was described noting the three separate sections and the presenter talked about the purpose for the proposed double sided monument and placement. The design of the new monument includes a replication of the bridge that connects the neighborhood as well as the design of the neighborhood’s sign topper. The budget was explained, and the presenter explained that the association was applying for a grant for 66 2/3 of the grand total for the project of \$15,213.70 (total project cost). The presenter explained the sweat equity of the neighborhood as well as continued communication with and feedback from the Association members.

Brian Passwaters, Community Services Division Manager, announced that Darby Merriman would not take part in the discussion or action regarding Timber Creek Estates due to a conflict of interest.

Chair Windrow opened the floor for comments from the public. There being no comments, he opened the floor to the Commission.

Commissioner Messner moved approval of the NEMGP application by Timber Creek Estates; second by John Chollampel and the motion was approved with a 7-0-1 vote; Commissioner Pendleton absent and Commissioner Merriman abstained.

• Highlands Neighborhood Association – Jack Bennett began the presentation with a history of the voluntary association and descriptions of previous beautification projects. He described the proposed project to modify the entrance and irrigation system. He provided information about the association’s communication efforts with documents hand-delivered and through social media. He reported on the members’ offer of sweat equity and financial contributions. He reviewed the bids for the project and using the budget calculator, stated the association has sufficient dollars to fund their required portion of the project should the grant be approved. Total project is \$26,012.60 and neighborhood was approved for a grant of \$18, 230.14.

Chair Windrow offered the floor to the public; there being no speakers, he opened the floor for discussion by the Commission.

Vice Chair Foster asked about the associations funds from the previous project and Mr. Bennett assured the Commission that the Association could use the funds on the currently requested project.

Vice Chair Foster moved approval of the NEMGP grant for The Highlands; second by Commissioner Chollampel and the motion was approved with a unanimous 8-0 vote, Commissioner Pendleton absent.

Liz Messner recused herself from the discussion and action on the Woodcreek Grant request.

• **Woodcreek Association** – Matthew Messner, Woodcreek Association President, provided a history of the neighborhood with 342 homes and voluntary membership. He stated they have a very engaged community and stated the objective of the walking bridge project is to improve safety and usability. The bridge joins the north and south parts of the neighborhood. He explained the renovation project and stated they would use sweat equity for power washing and sealing of the deck boards as well as for planting of the feather grass. Services to the bridge would cost \$7,725.66, \$700 material and \$2,080 in sweat equity for a grand total of \$10,505.66. The grant request is for 66.67% or 2/3 of the project total that was awarded to the neighborhood was \$7,004.12. He referred to the association's track record to maintain projects noting the entrance sign at Woodcreek and Kelly as well as other projects. In summary, he advised that Al Overholt, who has already worked to move the project forward, would be the project team leader.

Chair Windrow opened the floor for comments from the public. There being no comments, he opened the floor to the Commission.

Commissioner Harmon asked about the width of the bridge. Mr. Overholt replied that two people can walk side-by-side and it is well traveled by cyclists, walkers, and joggers. Chair Windrow agreed that the picture makes the bridge seem narrower than it actually is.

Vice Chair Foster asked about ADA compliance. Mr. Overholt explained that the bridge has been in place for a long time; has no steps involved and pathways on either side are flush with the bridge. Passwaters stated that the bridge was put in place 40 years ago prior to ADA requirements and therefore it does not have to be expanded to meet the requirements and he stated that City funds can be used on the project.

Commissioner Chollampel moved approval of the NEMPG request of the Woodcreek Association; second by Commissioner Zaccardo. The motion was approved with a unanimous 7-0-1 vote, Pendleton absent and Messner abstained.

• **Villages of Greenway Park** – a pre-recorded presentation was played for the Commission's consideration. Bob Ellard, Secretary of the Board stated the project was to repair the entrance wall and landscaping. He introduced Carl Reese to present the details of the request and project. Mr. Reese provided information about other events and projects as well as photos. He explained that the plan developed to remediate the right side monument is based upon an engineering assessment and drawing attained by the HOA and the plan has been reviewed by the City. He stated that the overall project cost is \$32,276 and the Association requested a 66.67% or 2/3 grant amount which was \$21,518.40 with the HOA's contribution of \$11,395 of which the sweat equity portion is \$7,845.

Chair Windrow opened the floor for comments from the public; there being no comments, he opened the floor for discussion by the Commission.

Vice Chair Foster asked about the sweat equity number provided. Carl Reese stated they went against the cost of the project and backed away from that into the City calculator and the \$7,845 is what falls out of the HOA obligation, which means that the HOA has an obligation to meet that amount of money either through sweat equity or through HOA funds in order to make the project succeed.

Commissioner Merriman asked about the decision to conduct foundation work rather than replacing the monument. Mr. Reese replied that replacing the monument would cost approximately \$55,000 and they would still need to complete the drainage work behind it. Mr. Ellard stated that if they don't do the foundation work, the HOA would be in the same position again in about 10-15 years.

Commissioner Chollampel spoke in favor of the work being done by the HOA to make improvements cosmetically and aesthetically in the neighborhood.

Chair Windrow stated concern about the lack of planning for the sweat equity; because the HOA backed into the number, they raised the amount of sweat equity in order to get funds from the City. Vice Chair Foster voiced her agreement. Chair Windrow suggested the Association come back with the estimate planned out as opposed to plugging in a number.

Vice Chair Foster agreed with Chair Windrow's suggestion to recalculate the numbers on the sweat equity.

Commissioner Merriman voiced concern about spending such an amount on a foundation. Commissioner Zaccardo agreed that it felt excessive and that the application should be sent back.

Vice Chair Foster moved to table the Villages of Greenway Park applicant and reconsider it at the November meeting; second by Commissioner Zaccardo. The motion was approved with a 6-0-2 vote. Commissioner Pendleton absent, Commissioner Merriman and Anderson opposed.

• **Parks at Raiford Crossing** – Vern Kutty advised that the Parks at Raiford Crossing was relatively new with 171 homes. After many community discussions, agreed on the proposed Gardenia Park. The HOA feels the Gardenia Park will provide another outdoor space for families to enjoy the outdoors and they hope to enhance the area with shaded seating in the future. Connie Squires provided a project overview noting the high visibility of the neighborhood and adjacency to the Blue Trail. She stated that they hired a professional landscape designer to assist with creating the vision. She explained they planned to add three flower beds and stated the gardens would contain perennials and easily maintained native plants. The plan is also to add two park benches as well as large boulders that can act as seating as well as adding irrigation. Michelle Patterson talked about the communication with the homeowners and positive response to the proposed project as well as meetings to garner ideas. She advised that the HOA Board is financially supportive and supportive of the program. Vern Kutty reviewed the financial details and stated that labor would be a combination of contractors and sweat equity to install the perennials. In total, the project is expected to cost slightly over \$39,000 and they requested the maximum grant value of \$25,000. The remainder would be met with committed funds from the HOA and sweat equity. The intent is to begin the hardscape work in January/February 2021 with planting of perennials in the March/April timeframe. He underscored that maintenance of the perennials is folded into the HOA maintenance.

Chair Woodrow opened the floor for comments from the public.

Al Overholt stated his agreement with the neighborhood's proposal and suggested that the NAC provided feedback to the City to avoid using native plantings that attracts rodents.

There being no other speakers, Chair Windrow opened the floor to the Commission for discussion.

Commissioner Merriman asked why the HOA isn't improving the common area since that is part of what the members pay for with their dues. Connie Squires stated that the HOA has spent an exorbitant amount trying to improve the landscape noting that they have recently had a special assessment to replace 53 trees that had died. She explained that the amount of the dues is not enough to clean up the situation the HOA

was left with by the developer such as irrigation not connected to a water source and noted a few other items being addressed by the HOA. Varun Kutty stated that they have a letter of commitment from the HOA to commit funds for the project and future maintenance will be folded into existing contracts of the HOA. Alka Agnihotri stated that the letter was submitted with the application and clarified that the area is a public area that can be enhanced. Concern was voiced about the size of the project and the ability of the HOA to continue to maintain the area in the future. Connie Squires stressed that the Committee has worked very hard to keep the maintenance to a minimal noting the hardscape planned for under the trees, irrigation for the flower beds, and the use of perennials and native plantings. She underscored that the current contractor is aware of the plan and she reiterated that the HOA is fully committed to the project. She also advised that 84% of the residents were in support of the project.

Chair Windrow stated that the letter from the HOA Board makes a commitment of funds for the project but it did not include future maintenance. He felt the Commission could approve the project with the stipulation of getting a letter from the HOA agreeing to be responsible for maintenance. Brian Passwaters explained that a member of the HOA Board would have to sign the contract with the City. Varun and Connie stated that they did not anticipate any problem with one of the HOA Board members signing the contract.

Commissioner Merriman felt the project should be tabled. Commissioner Messner commended the volunteers and spoke strongly in favor of the project with the caveat that a member of the HOA Board sign the contract including responsibility for future maintenance. Further discussion was held.

Alka Agnihotri advised that the Parks at Raiford Crossing is registered with the City. She also explained that the project was initially brought to the City by Tim Harlow, a previous member of the HOA Board prior to the project being turned over to Varun Kutty, Connie Squires and Michelle Patterson to complete. She stated that Steve Poythress, President of the HOA, was a part of the process and was present at various site meetings. She also confirmed that the President of the HOA would be required to sign the contract.

Commissioner Chollampel asked if there was a reason why a member of the HOA Board was not a part of the project. Varun Kutty confirmed that Tim Harlow was involved in the beginning but had to step away for personal reasons. He added that Steve was involved with the project and built the CAD drawings as well as some of the irrigations diagrams. Discussion was held.

Vice Chair Foster moved to table the request until the appropriate signatures can be obtained from the HOA Officer that they will sign the contract; second by Commissioner Chollampel. The motion failed with a 4-4-0 vote, Commissioners Messner, Merriman, Anderson and Windrow opposed, Pendleton absent.

Commissioner Messner moved to approve the grant application from the Parks at Raiford Crossing with the caveat to get the commitment letter as discussed; second by Commissioner Anderson. The motion was approved with a 6-2 vote, Commissioners Foster and Merriman opposed, Commissioner Pendleton absent.

• Savoy of Josey Ranch – Suzanne Dooling stated that the Savoy of Josey Ranch was built just over 30 years ago and consists of approximately 500 homes. She reviewed some of the events the neighborhood is involved in such as food drives and National Night Out. She explained that they want to improve the area along Jackson Street between Josey Lane and Old Denton Road which is the primary road that links the new I35/Dickerson access to City Hall and businesses along Josey and Keller Springs. She talked about the reason the existing landscaping failed; explained the proposed project beginning with excavation, and she advised that the existing crepe myrtles would remain but everything else would be removed. She stated that the majority of the sweat equity would occur in the November time frame during

the second phase of the project. With regard to communication and community support, she stated that all but one found a way they could and would support the project. In conclusion, she committed not only to providing the sweat equity of the grant but to taking care of the project for years to come.

Chair Windrow opened the floor for comments from the public. There being no speakers, he opened the floor for comments from the Commission.

Vice Chair Foster and Commissioner Merriman commented favorably on the presentation and the involvement of the neighborhood. Commissioner Harmon commended the applicant.

Commissioner Chollampel moved approval of the NEMGP grant request for the Savoy of Josey Ranch; second by Vice Chair Foster. The motion was approved with a unanimous 8-0 vote, Commissioner Pendleton absent.

V. Review the Minutes of the July 9, 2020 Meeting: Item to review and adopt the minutes from the July 9, 2020 meeting of the Neighborhood Advisory Commission.

Chair Windrow noted that Commissioner Messner's name listed under guests in attendance was misspelled.

Commissioner Zaccardo moved approval of the minutes; second by Commissioner Anderson. The motion was approved with a unanimous 8-0 vote, Commissioner Pendleton absent.

VI. NAC Calendar: Item to discuss proposed changes to the October Meeting.

Meagan Tucker reminded the Commission that there would not be an October meeting; the NAC tour is cancelled due to Covid-19 and the inability to adhere to appropriate social distancing. Brian Passwaters advised that staff would put together a list of addresses where projects occurred for the Commission members to individually tour the areas. With regard to the November meeting being in person or virtual, Passwaters stated staff would look into the possibility of a combination of the two and let the Commission know of the findings.

VII. Project Updates: Item to review Workshops, NEMGP, Sign Topper Program, SFRRI, MHRP, ERP, and PHP projects.

Kendra Heard, Community Development Program Specialist, advised that two projects were completed this week and she anticipates beginning three the following week. She further advised that the programs have been included in the newsletter and homeowners have been coming forward with requests.

Meagan Tucker, Sr. Community Development Program Specialist, stated she has also seen an increase in requests. She stated the Single Family rehab program began in 2014 and they have completed 84 projects since that time with 69 having been completed since April 2018 when the incentive was increased to 25%. Private investment totaled \$614,000 with the City providing \$142,646 in incentives.

Alka Agnihotri, Community Development Program Specialist, reported that the Sign Topper project approved at the last meeting has been installed at the Estate of Willington Run. She added that there are two more possible Sign Topper projects. She reported that the Workshop on crime prevention was postponed due to a conflict and staff is working on rescheduling it.

Chair Windrow stated the Commission would like to see "before" and "after" pictures of projects.

VIII. Sub-Committees Selections: Item to discuss committee members for the following sub-committees.

- Animal Services Shelter Committee
- Workshops for 2021

Chair Windrow suggested the item be moved to the November meeting since the City Council would be finalizing appointments in October. No objections were raised.

IX. Visitors Comments & Other Business:

Al Overholt voiced his appreciation for the work of Scott Windrow as the liaison for his neighborhood and his work on the NAC.

• Update on City operations – Director of Environmental Services Cory Heiple reported that due to concerns about recent COVID-19 cases, the Executive Team decided to extend the current split shift model that the City has been operating under since April. He hoped to have information on when City Hall and facilities would return in full. Meagan Tucker replied that she, Kendra and Alka are always available by phone regardless of working from home or the office.

• Carrollton CARES Act Funding – Brian Passwaters explained that the funds were provided by HUD for use by low to moderate income individuals. Metrocrest Services and Woven have made applications for the funds. He explained that the City is in the process of modifying the contract with ROOT, the company that developed the Action Plan for 2019 that must be modified to put the CARES Act funding in it to able to allocate the funds.

• Boards and Commission Appreciation Dinner – Passwaters announced that the Dinner has been postponed again due to COVID-19 concerns.

• November Meeting – Public Hearing for the CAPER, Subcommittee selection for Citizens' Evening, Election of Vice-Chair, Appointment by City Council of new Chair as well as the NEMPG that was postponed.

Passwaters voiced appreciation to Chair Windrow for this work on the NAC over the years. Chair Windrow stated that the past six years went by quickly and voiced his appreciation for the input and work of all of the Commission members.


(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.)

X. Adjournment

Chair Windrow adjourned the meeting at 9:40 pm.



Cory Heiple, Environmental Services Dir.



John Chollampet, Seat 7

