

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

NOVEMBER 11, 2021

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on November 11, 2021 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Natasha Singh, Chair
Anna Hammonds
Sunil Sundaran
Karyne Nguyen
Henry Rivas
Nikki Ellis
Dennis Raso

Commission Members Absent:

Darby Merriman
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
Teresa Iglesias, Community Development Program Specialist

Guests Present:

Alternate Kristi Sheffy
Serena Allen
Timothy Allen
Kathy Foster

I. Call To Order – Chair Singh called the meeting to order at 6:32 pm.

II. Introduction of new Neighborhood Advisory Commissioners: Item to recognize new Neighborhood Advisory Commissioners.

Each member of the Commission introduced themselves.

III. Swearing In of new Commissioners: Item to swear in new commissioners.

Commissioner Sundaran swore to the Oath of Office.

IV. Voting on Vice Chair for 2021-2022: Item to vote for the vice chair for 2021-2022.

Chair Singh opened the floor for nominations for Vice Chair. **Commissioner Nguyen nominated Darby Merriman; second by Commissioner Ellis. The motion was approved with a unanimous 7-0 vote; Merriman and Harmon absent.**

V. Public Hearing on the 2021 NEMGP Applications: Item to hear presentations from the following applicants:

- Trafalgar Square – Serena Allen, President

Chair Singh opened the public hearing.

Serena Allen, President of Trafalgar Square, provided a brief history of the neighborhood and the application presented at the previous meeting. She stated that she submitted a check for \$45,000 to staff the previous Friday which included the \$12,500 HOA match and \$32,500 from homeowners. She stated that the amount plus the \$25,000 grant totals \$70,000 which is the project total for the front design. She concluded the presentation with a detailed description of the project.

There were no questions or speakers. Chair Singh closed the public hearing and opened the floor for a motion.

Commissioner Nguyen moved to proceed with the grant for Trafalgar Square; second by Commissioner Raso. The motion was approved with a unanimous 7-0 vote; Merriman and Harmon absent.

VI. Public Hearing on the PY 2020 Consolidated Annual Performance and Evaluation Report (CAPER): Item to hear presentation on the PY2020 CAPER

Chair Singh opened the public hearing.

Brian Passwaters, Community Services Division Manager, explained that the City receives funding from the US Department of Housing and Urban Development (HUD). The funding is used to help low to moderate income areas and low to moderate individuals. The purpose is to bring people out of poverty and to improve areas of the City that are older. He explained that HUD requires two public hearings with this being the first and the second being held by the City Council in December. He stated that it also includes CARES Act funding to assist those impacted by COVID. He stated that the City was allocated a total of \$857,967 this past year and he explained that the City did not spend the full allocation and it would be put in the next year's Action Plan. He stated that a little over \$281,000 was spent on Rhoton Park; \$100,000 for the Minor Home Repair Program, Emergency Repair Program and the People Helping People Program and approximately \$69,000 for enhanced code enforcement for a total of \$450,659. He described the various projects that were completed and included photographs.

Commissioner Raso asked what the term infrastructure meant as it pertains to the NAC. Passwaters replied that Rhoton Park was an infrastructure project and it also can include streets, sidewalks, curbs and gutters and in some neighborhoods, it includes water and sewer mains.

Commissioner Nguyen moved to close the public hearing and approve the CAPER; second by Commissioner Raso. The motion was approved with a unanimous 7-0 vote; Merriman and Harmon absent.

VII. Review the Minutes of the September 9, 2021 Meeting: Item to review and adopt the minutes from the September 9, 2021 meeting of the Neighborhood Advisory Commission.

No action taken. The minutes will be scheduled for consideration at the next meeting.

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

Alka Agnihotri, Community Development Program Specialist, stated that the final project in 2020 was the Villages of Greenway Park. She reported they were finishing the project and she expected to have

pictures of the completed project that she would post at the end of the month. She also reported that the Trafalgar Square would begin at the end of the month. She stated there were no sign topper projects at this time.

Meagan Tucker, Sr. Community Development Program Specialist, acknowledged the new alternate for the NAC; Kristi Sheffy and she introduced the new Community Development Specialist Teresa Iglesias who filled the position vacated by Kendra. She stated that Teresa would be in charge of the Minor Home Repair, People Helping People and Emergency Repair programs.

There were no questions and no other reports.

IX. Citizens' Evening Update and Sub-Committee: Item to discuss Citizens' Evening event and sub-committee volunteers.

Alka Agnihotri reported a confirmed date for the in-person event for February 23, 2022 at 6:30 p.m. and it will be held at the Texas Ballroom of the Senior Center. She reported that the first meeting of the sub-committee went well.

X. Volunteer Sub-Committee: Item to discuss volunteer sub-committee and put together committee.

Agnihotri reported that the first meeting of the Volunteer Sub-committee meeting was held and an overview was provided. She stated that the ceremony would be conducted at the Citizens' Evening event. The types of awards would be the same as last year and she would schedule meetings for the Citizens' Evening and the Volunteer Sub-Committee in the following months. She reported a vacancy on the Volunteer Sub-Committee should a Commission member be interested in serving and Commissioner Ellis voiced her desire to participate.

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

- Commissioner Jane Harmon

Chair Singh stated that due to Commissioner Harmon's absence, the item would be placed on the next agenda.

XII. Sign Topper Program Review: Item from the former NAC chair to modify the Sign Topper Program to expand the program to allow ornamental street poles for street signage as part of the program.

Brian Passwaters presented a proposed revision to the Sign Topper Program suggested by previous Chair Chollampel. He provided photos of various sign standards (poles) including the one the City already uses in a decorative manner. The cost of the sign standard is \$381 but does not include the brackets. The type of bracket needed is dependent on the type of sign. The HOA would be responsible for maintenance in perpetuity. Another option is to powder coat the existing sign with a cost of \$100 per pole and the City would maintain and replace as needed. He stated any other type of sign standard would have to be presented to the Transportation and Engineering Department to determine if it would meet the National Transportation Guideline and the HOA would be responsible for the installation and maintenance. He concluded stating that the Commission would need to vote to move forward with the proposal and if so, staff would present the amendment at the January meeting.

Commissioner Rivas asked if a HOA that already has the toppers would have to return for approval to change the sign standard. Passwaters replied that a HOA that wants a more decorative standard could apply and he stressed that the poles would not have light fixtures on it; it would be sign standards for street signs only.

Chair Singh asked about the status of the perpetuity clause and Passwaters reported that staff is still reviewing it and checking the policy with other cities. He stated that it would probably be taken to the Redevelopment Committee prior to moving forward to the City Council. Chair Singh asked about the costs of the current sign topper program without changing the standard. Meagan Tucker replied that the maximum amount of the Sign Topper Program is \$5,000.00. The costs of the signs vary with the design and the number of signs. She stated that no HOA has reached the maximum amount.

Commissioner Raso asked if Code Enforcement would watch for defects on the decorative poles and Passwaters replied that Code Enforcement would alert Transportation or Public Works if a defective sign standard is noticed but it is not a code enforcement issue. Commissioner Raso asked about the amount of time a HOA would be given to make a repair and Passwaters replied that he would report back to the Commission because the Transportation Department would provide that timeframe. He stated he would include the associated cost with his response.

There being no further questions, Chair Singh opened the floor for a motion.

Commissioner Sundaran moved to modify the Sign Topper Program to allow for ornamental street poles to be part of the program; second by Commissioner Rivas. The motion was approved with a unanimous 7-0 vote, Merriman and Harmon absent.

XIII. HOA Lunch Workshop Update: Item to discuss updates on HOA lunch workshop.

Former Commissioner Kathleen Foster, Country Place, encouraged the Commission to consider some sort of program and explained that the discussions were to invite one or two HOA representatives to a gathering to impart information about the programs available and what the NAC has to offer. She stated there was discussion about holding the gathering the same night as the Citizens' Evening to encourage participation.

Chair Singh reported that a meeting was held with staff and the finances were in order to conduct the workshop at the Citizens' Evening. She stated that significant volunteer assistance by the Commission members would be necessary. Ms. Foster offered her continued assistance even though she is no longer a NAC member. Discussion. Commissioner Ellis volunteered to serve on the subcommittee.

XIV. December Meeting: Item to discuss Christmas Party ideas.

Meagan Tucker briefed the Commission on the previous tradition and asked for direction. Passwaters reminded the Commission that the gathering would be posted as a public meeting and would be subject to public attendance. He added that the City does not offer a budget for the gathering. Discussion. A consensus was reached to have a gathering at a restaurant on December 9.

Commissioner Hammonds moved approval as suggested; second by Commissioner Ellis. The motion was approved with a unanimous 7-0 vote, Merriman and Harmon absent.

XV. Visitors Comments & Other Business:

- Update on city operations – Cory Heiple, Director of Environmental Services, reported that the staff are back in City Hall at full capacity. He also reported that the City Hall renovation project should wrap up in February or March 2022.

(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 Singh adjourned the meeting at 7:24 pm.



Cory Heiple, Environmental Services Dir.



Natasha Singh, Chair