MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

Thursday, August 11, 2016
6:30 p.m.

Council Briefing Room
Carrollton City Hall
1945 E. Jackson Road

The Neighborhood Advisory Commission (NAC) of the City of Carrollton convened on Thursday, August 11, 2016 at 6:30p.m.

Members present:
Pam Mulligan
Joseph Marquez
Armando Perez
Lora Cormier
BJ Cadwalader
Frances Cruz
Jeff Van Matre
Scott Windrow

Members absent:
Marilyn Roppolo

Staff present:
Scott Hudson, Environment Services Director
Brian Passwaters, Division Manager Community Services
Tanya Ferencak, Sr. Community Development Program Specialist
Meagan Tucker, Community Development Specialist

John Sutter, Council member

Chair Mulligan called the meeting to order at 6:32 p.m.

I. Review the June 9, 2016 Meeting Minutes:

Commissioner Cruz made a motion to approve the June 9, 2016 minutes as presented. Commissioner Windrow seconded the motion. The motion passed unanimously.

II. Review the Amendment to Neighborhood Registration Policy:

Ms. Ferencak presented the proposal to create a formal neighborhood registration policy for the Neighborhood Partnership Office (NPO). Currently NPO follows guidelines and standard operating procedures. Staff proposes that in order for a neighborhood to have a valid registration they must fully comply with the following: have a minimum of three board members listed, registration must be updated annually, bylaws must be filed with the city, the neighborhood must hold one annual meeting a year and neighborhoods cannot co-exist

in the same geographic location unless they have city approval. Ms. Ferencak went over the difference between a subdivision and a registered neighborhood association, and the fact the two are mutually exclusive.

Commissioners made suggestions and changes to the Neighborhood Registration Policy. Commissioner Windrow made a motion to delay the approval of amendment changes until the October meeting in which the changes will be written. Commissioner Cruz seconded the motion. The motion passed unanimously.

III. 2016 Citizens Evening at City Hall:

Ms. Ferencak went over the date of the Citizens' Evening which will be held on Thursday September 15, 2016 @ 6:30 PM. RSVP Here: www.cityofcarrollton.com/citizensevening

IV. 2016 Carrollton Cares Volunteer Awards :

Ms. Ferencak stated the volunteer awards have been selected and will be announced at the Citizens' Evening in September.

V. Boards and Commissions Applications Now Open:

Ms. Ferencak announced that the applications for the 2016 Boards and Commissions posts are now open and will remain open until September 2016. NAC commissioners up for reappointment are Lora Cormier, Armando Perez and Scott Windrow.

VI. Public Hearing on the 2016 July NEMGP applications:

Neighborhoods presented in the following order:

a) Indian Creek Carrollton HOA- Sign Topper

Indian Creek Carrollton HOA presented their application to the NAC which included 110 Signs at a total cost of $4250. Indian Creek Carrollton HOA provided $740 of sweat equity. The city will provide a grant for the amount of $3574 and Indian Creek Carrollton will be responsible to cover $676.

b) Mill Valley Phase 1 – Sign Topper

Mill Valley Phase 1 presented their application to the NAC which included 5 Signs at a total cost of $225. Mill Valley Phase 1 provided $320 of sweat equity. The neighborhood proposes that the city will provide a grant for the amount of $225 and Mill Valley Phase 1 will be responsible to cover $0.

c) **Woodcreek**

Woodcreek spoke in opposition to the Mill Valley Phase 1 sign topper application because it includes part of their neighborhood organization and the Mill Valley

Phase 1 applicants have not mediated all controversies with the Woodcreek Neighborhood.

d) Cambridge Estates –NEMGP

The Cambridge Estates HOA project is a full landscape, irrigation tie in to existing City of Carrollton irrigation and installation of a masonry monument sign at the SWC of Dickerson Road and Halsey Way. The total cost of this project is $25,423.02 and the grant request is in the amount of $14,939.01. Cambridge Estates will establish a second neighborhood entrance off of Dickerson Parkway at Halsey Way. A professional contractor will build a 10 foot wide by 5 foot high monument with 2 columns and a 6 foot cast stone insert saying Cambridge Estates. It will also include a concrete base and piers. Volunteers will prepare beds for landscaping which will include Mexican Feather Grass (12) and shrubs (12). Professional contractors will install irrigation and electricity.

e) Creekside Estates- NEMGP

The Creekside Estates Addition HOA project is a full landscape maintenance and repair project. The total cost of this project is $45,608 and the grant request is in the amount of $21,910. Creekside Estates will clear fallen trees and debris along the creek in the middle of the neighborhood, dredge the pond of silt and plant St. Augustine grass along Charles St and Creekside . A professional contractor will be hired to complete all work.

f) Stone Creek Estates- NEMGP

The Stone Creek Estates HOA project will enhance the beauty of the neighborhood and foster a sense of pride in the community. The projects is a full landscape replacement and irrigation installation for garden beds at entryway off of Old Denton/Creek Bend and at the entryway off of Rosemeade and Waynoka. The total cost of this project is $35,754.90 and the grant request is in the amount of $22,246.60. Stone Creek Estates HOA already has irrigation on the on the SWC of the Old Denton & Creek Bend locations, but needs to add irrigation at the NWC of Old Denton and Creek bend, SEC of Rosemeade and Wynoka and SWC of Rosemeade and Waynoka. A water meter will also need to be added at Rosemeade and Waynoka. The project will add two stone insert signs at the Rosemeade and Waynoka entrance. Old landscaping at the corners will be removed and new landscaping and landscape material will be added. The Stone Creek Estates HOA volunteers will prepare beds and plant new shrubs. The landscaping on the corners includes Indian Hawthorn (6), Rock Cottoneater (10), Color Guard Yucca (6), Red Yucca (6), Gulf Stream Nandina (6), Red Sage (12), Barberry (10) trailing rosemary (6), decomposed granite, compost, mulch, steel edging, and River Rock.

g) Villages of Greenway Park NEMGP

The Villages of Greenway Park HOA (VOGP) project will enhance the beauty of the neighborhood and foster a sense of pride in the community. It will also enhance the

Rosemeade corridor between Brookside Dr. and Greenway Park Dr. as well as enhance the neighborhood character. The total cost of this project is $8,494.42 and the grant request is in the amount of $5662.95. VOGP already has irrigation on the median and maintains the median per a gentleman's agreement with the city. Old landscaping at the median endcaps will be removed and new landscaping and landscape material will be added. The VOGP HOA volunteers will prepare beds and plant new shrubs. The landscaping on the median endcaps includes Color Guard Red Yucca (30), along with soil, New Mexico River Rock, and boulders.

h) Hidden Island HOA NEMGP

The Hidden Island HOA will add decorative street signs at 5 corners in the neighborhood. The total cost of this project is $22,692.26 and the grant request is in the amount of $7,440.12. It will also conform and comply with the City's requirements, 2011 Manual of Uniform Traffic Control Devices (MUTCD). The new street signs will be in the public right of way and on public property so that anyone may utilize and enjoy them. The City of Carrollton also benefits because it helps implement Hidden Island residents a sense of pride and belonging to the city. The street signed will be at the following locations Eisenhower St. @ Crystal, Eisenhower St. & Island Dr., Island Dr. & Starr Ct., Island Dr. & Crystal, Island Dr. & Island Ct.

VII. Voting on the NEMGP Applications 2016:

Commissioner Marquez proposed the voting go in the following order: Indian Creek, Villages of Greenway Park, Stone Creek Estates, Cambridge Estates, Creekside Estates and Mill Valley. Commissioner Windrow seconded the order.

Commissioner Cruz moved to approve Indian Creek 110 Sign Toppers in 105 locations. Commissioner Windrow seconded the motion, the motion passed 8 – 0.

Commissioner Marquez stated how impressed he is with Villages of Greenway Park and how well they maintain the neighborhood. Commissioner Windrow motioned to accept Villages of Greenway Park NEMGP Application, Commissioner Cormier seconded the motion, the motion passed 8 - 0.

Stone Creek estates will use $3,000 of their own funds for repairs areas in their neighborhood. Stone Creek has some irrigation problems that will need to be fixed which meets the amount of the grant. Commissioner Windrow motioned to accept Stone Creek Estates NEMGP application; Commissioner Van Matre seconded the motion. The motion passed 8-0.

Mr. Hudson announced that Mill Valley and Woodcreek have decided to postpone the Sign Topper voting for the October NAC meeting. The NAC agreed and looks forward to hearing their presentation in October.

Cambridge Estates will be able to tie in to the City's irrigation system which will lower the cost of the grant amount they would be asking for. The city will bill them for water

consumption. They are qualified for $16,949 of which they will only need $14,000. Commissioner Windrow motioned to accept the Cambridge estates NEMGP application, Commissioner Cruz second the motion. The motioned passed 8-0.

Hidden Island presented and went over changes to the playground and the street posts that would be made if they get approved. The Hidden Island HOA plans on replacing the playground equipment and adding a pergola on a private HOA owned park in the neighborhood. The neighborhood will use the funding and sweat equity used in this project as the match for the 5 decorative street signs proposed in the neighborhood. Commissioner Cruz wanted to know about the maintenance regarding the street posts. Commissioner Cruz was concerned about the replacement of the post in the event they get damaged. Commissioner Van Matre wanted clarification on sweat equity, is it appropriate that we allow the sweat equity to take place on private HOA property? How are the match funds tied in with the grant? Commissioners discussed what the best options are for Hidden Island and what can be benefited from the grant if they were to take out the playground (private property) portion of it. Changes to the applications would cause the HOA to pay more money out of their pocket. Commissioner Marquez motioned for the Hidden Island NEMGP application pass as is, Commissioner Cormier second the motion. NAC voted to approve the application 6-2. 6 votes yes and 2 abstentions.

VIII. Visitors Comments & Other Business:

Commissioner Mulligan, Commissioner Cadwalader and Commissioner Cruz will have mentoring reports for October.

Clear the shelter held July 23rd allowed 32 animals be adopted, 17 cats and 15 dogs. A donation of $1,000 was made by a Carrollton citizen.

Chair Mulligan adjourned the meeting at 9:45 p.m.

Pam Mulligan

Pam Mulligan, Chair
Neighborhood Advisory Commission

Scott Hudson

Scott Hudson
Director, Environmental Services