MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

September 21, 2017

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on September 21, 2017 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:
Russell Tether
Lora Cormier
BJ Cadwalader
Cissy Sylo
Carl Reese
Scott Windrow
Joe Marquez

Commission Members Absent:
Pam Mulligan
Jeff Van Matre

Staff Members Present:
Susan Keller, Asst. City Attorney
Scott Hudson, Director of Environmental Services
Brian Passwaters, Community Services Manager
Tanya Ferencak, Sr. Community Development Program Specialist
Meagan Tucker, Community Development Specialist
Cathy Quaid, Community Development Specialist

City Council Liaison
John Sutter, Council member

I. **Call to Order.** Scott Hudson called the meeting to Order at 6:40 pm in the Council Briefing Room.

II. **Election of the 2017-2018 Chair and Vice-Chair.** – Item to nominate and elect the 2017-2018 Chair and Vice-Chair of the Neighborhood Advisory Commission.

> ***Cissy Sylo nominated Scott Windrow for Chair; second by Joe Marquez and the nomination was approved with a unanimous 6-0 vote (candidate did not vote).***
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> ***Joe Marquez nominated Russell Tether for Vice Chair; second by BJ Cadwalader and the nomination was approved with a unanimous 6-0 vote (candidate did not vote).***
>
> Scott Hudson relinquished the floor to Chair Windrow.

III. **Bylaws.** – Item to discuss placing the Neighborhood Advisory Commission Bylaws on an upcoming agenda.

Scott Hudson explained that the bylaws include a requirement for review every two years advising that an item for the matter would be on the November agenda. He requested that any suggestions for changes be sent to him prior to the meeting for distribution to the entire Commission.

IV. Public Hearing on the 2017 June NEMGP applications (City Council Chambers): Item to hear presentations for the following applications:

a. Woodgate (7:00PM)
b. Woodcreek (7:15 PM)
c. Friends of Furneaux Creek (7:30 PM)
d. Villages of Greenway Park (7:45 PM)

Cathy Quaid explained the NEMGP application process stressing the scores do not dictate the final approval; it is a quantitative tally and considered a guideline. Chair Windrow recessed this item to be heard beginning at 7:00 pm as posted.

Chair Windrow changed the order of the agenda stating that item VI would be considered next.

VI. Review the Minutes of the June 8, 2017 Meeting. Item to review and adopt the minutes from the June 8, 2017 meeting of the Neighborhood Advisory Commission

Cissy Sylo asked if the minutes would continue to include guests since the copy before the Commission did not reflect the guests that were present. She noted that on Item 3 Stephanie Valdez is not a Timbercreek Board member and stated the need for a correction in that regard. John Sutter asked that the comments he made at the June meeting be corrected to show that he suggested the February minutes be approved with the grammatical changes discussed.

Russell Tether moved to approve the minutes subject to the revisions; second by BJ Cadwalader and the motion was approved with a unanimous 7-0 vote.

Chair Windrow recessed the meeting at 6:54 pm to convene in the Council Chamber.

Chair Windrow reconvened the meeting at 7:00 pm.

IV. Public Hearing on the 2017 June NEMGP applications (City Council Chambers): Item to hear presentations for the following applications:

a. Woodgate (7:00PM) – Chair Windrow asked the following questions: Are you and your organization aware that you have one full calendar year to complete your proposed improvements; Are you and your organization in agreement that from this point forward your organization will be required to maintain all improvements included in the application and should budget accordingly for ongoing maintenance such as irrigation and unexpected costs such as plant replacement or monument repair. Andy Folmer, President of the Woodgate Neighborhood Association, replied affirmatively to both questions and introduced the Woodgate Board members in attendance. Mr. Folmer began the presentation with a photo of the entry feature prior to the widening of Old Denton at Clinton. He explained the notice to the neighborhood members and stated they were able to raise $9,000 through annual membership dues and another $1,000 toward the project. He presented a rendering of the proposed project. The existing monument sign would be removed; the walls would be faced with flagstone veneer topped with a Leuders capstone; columns would be wrapped with

chopped stone; steel signage would be installed directly onto the wall. He provided photos of the other two entrances off of Frankford at Birch and Cambridgeshire where they plan to install new signs that would match the Clinton entrance. He noted they would add solar lights to all of the entrances. Mr. Folmer explained that at the Birch entrance they would skin the brick face of the existing monument signs with flagstone and expand the planting bed along with adding river rock to accentuate Clinton landscape bed. He also described the plants that would be included in the project and talked about the benefits.

With regard to a concern voiced about the wrapped columns encroaching into the sidewalk the Woodgate Board members replied that the columns were wrapped with the brick which would be removed prior to installing the chopped stone causing no further encroachment. With regard to irrigation, the Woodgate Treasurer advised that with the widening of Old Denton, the City removed the neighborhood's irrigation and made one long strip that they no longer have control of nor pay for. Mr. Folmer stated Woodgate continues to pay for the irrigation for the landscaping on Frankford.

b. Woodcreek (7:15 PM) - Chair Windrow asked the following questions: Are you and your organization aware that you have one full calendar year to complete your proposed improvements; Are you and your organization in agreement that from this point forward your organization will be required to maintain all improvements included in the application and should budget accordingly for ongoing maintenance such as irrigation and unexpected costs such as plant replacement or monument repair. Liz Messner, representing Woodcreek Neighborhood Association, replied affirmatively to both questions and recognized the Woodcreek NA Board members in attendance. She began the presentation talking about the strong support of the residents for the project and the desire to unite the north and south areas of the neighborhood. The project would improve the main entrance on Kelly Boulevard just south of Trinity Mills Road; upgrade lighting on the walking bridge that spans the creek with energy efficient LED lights; improve visibility to oncoming traffic; and improve the 30+ sign that is in disrepair; upgrade irrigation and light supported by the neighborhood to insure long term viability of the low-maintenance landscaping. She provided a rendering of the proposed new sign and noted the size dimensions. Lastly she stated the project would be constructed between January and June 2018.

During discussion Ms. Messner advised that the bridge is located on public property and the Woodcreek NA would continue to maintain the bridge. She also confirmed that a portion of the request included power-washing the wall that faces Kelly Blvd.

Chair Windrow invited any speakers regarding the request to address the Commission and there were none.

c. Friends of Furneaux Creek (7:30 PM) - Chair Windrow asked the following questions: Are you and your organization aware that you have one full calendar year to complete your proposed improvements; Are you and your organization in agreement that from this point forward your organization will be required to maintain all improvements included in the application and should budget accordingly for ongoing such as irrigation and unexpected costs such as plant replacement or monument repair. Martha Peet replied affirmatively to both questions contingent on signing an agreement and began the presentation reciting the mission of the Friends of Furneaux Creek. She advised that all Board members were present and they stood in recognition. She stated that they completed Phase I of the project working in conjunction with the Parks Department and described the

work completed such as cleaning the creek, planting trees, native plants and flowers, improving the eco system. She described Phase II stating the north section would have the nature trail on the east side adjacent to the Blue Trail between Hebron Parkway and the tennis courts of Branch Hollow Park and then go back into the southern section of the nature trail which will go on the west side of the Creek, over the existing bridge and continue down further on the east side of the Creek. She explained that the property in Phase I had a large natural area and she described the many community connections made due to the project. The property in Phase II has been scraped clean due to the City's award winning erosion project. She stated their goal is to speed up the recovery of the area by planting native trees, shrubs, grasses and flowers; specifically 44 canopy trees, 52 understory trees and 54 shrubs. New structures and signs would also be provided and would be similar to those provided in Phase I. She closed the presentation requesting positive consideration of the request for funding.

Bob Olson, Board member, explained that the Parks Department provided irrigation for the trees and the wildflower plot as well as the "butterfly corral" in Phase I. Further, the Parks Department provided unneeded wood chips which the volunteers spread in various areas. He stated they would be willing to pursue different avenues of funding. Martha Peet explained that the number of households listed in the application included the number of houses in the 75007 zip code. Mr. Olson explained that a Community Volunteer Association is not limited to a specific area and noted that some members are not Carrollton residents. With regard to the application, he stated that the organization would agree to mow the walking path and there would be a "no mow" area. Discussion was held with regard to limit of responsibility of the organization because the greenbelt area is a City Park.

Chair Windrow invited any speakers regarding the request to address the Commission and there were none.

d. Villages of Greenway Park (7:45 PM) - Chair Windrow asked the following questions: Are you and your organization aware that you have one full calendar year to complete your proposed improvements; Are you and your organization in agreement that from this point forward your organization will be required to maintain all improvements included in the application and should budget accordingly for ongoing such as irrigation and unexpected costs such as plant replacement or monument repair. Jim Smith, Treasurer, replied affirmatively to the questions and introduced the other Board members in attendance. He described the deed restricted HOA established in 1999 as having 392 single family homes constructed in four sections known as Park Vista Estates, Greens of Greenway Park, Greenway Park Estates and Meadow Vista Estates stating would like to brand the four into one. He described the plan to plant 39 trees on HOA property along Rosemeade Parkway; installation of irrigation to support the trees; removal of one and addition of two new neighborhood entry monument branded with the new logo; and landscape repairs around the monuments. He explained the communication that occurred to insure the homeowners had knowledge about the project and also talked about the bigger plan for future branding monuments. Mary Alexander, HOA President, stated their goal and commitment is to have the new trees maintained appropriately and assured the Commission that the last thing they want to do is plant trees or anything else that would cause damage to the wall or any other surrounding structure. She further stated that they don't anticipate having a problem with growing grass under the trees so long as the trees are properly maintained along with using appropriate types of grass. With regard to proper maintenance, she advised that as of November 1, 2017 they would begin using a new property management company. Oliver Sims, Vice President, assured the Commission there were not a lot of people in the

neighborhood who are concerned about the project; they want to do the right thing for the community; take advantage of the opportunity for the grant; want to beautify Rosemeade; want to protect the wall, and would absolutely talk with anyone who is concerned. He also assured the Commission they were willing to change the plan as needed such as reducing the number of trees if necessary. Landscape Architect Chris Tronzano stated that the ideal situation is that no tree would be planted closer than 10 ft. to the wall using root barrier if necessary and expected to plant trees no closer than 30 ft. on center. With regard to the possible width of the trees at full maturity, Mr. Tronzano stated it could be a wide as 60 ft.

Chair Windrow invited any speakers regarding the request to address the Commission.

Cheryl Schaller, resident of Greenway Park, spoke opposed to the grant as written. She felt there were too many trees that would be planted too close to the wall and distributed a document pertaining to the mature width of the trees.

In closing, Ms. Alexander stated that Ms.Schaller's concerns were not new to the Board and advised that they have consulted with the landscape architect and the City Arborist regarding the plan and reiterated that they would not know where the trees would be planted until they begin. She stressed they would do their best on planting day to do the right thing.

Chair Windrow closed the public hearing.

Chair Windrow called a recess at 9:05 pm and reconvened the meeting at 9:12 pm.

V. Voting on NEMGP Applications 2017: Item to review and discuss the NEMGP applications for 2017.

Chair Windrow opened the floor for discussion or a motion regarding the Woodgate application.

Carl Reese moved approval of the application as submitted for Woodgate Neighborhood Association; second by BJ Cadwalader and the motion was approved with a unanimous 7-0 vote.

Chair Windrow opened the floor for discussion or a motion regarding the Woodcreek application.

Russell Tether moved approval of Woodcreek application; second by Lora Cormier and the motion was approved with a unanimous 7-0 vote.

Chair Windrow opened the floor for discussion or a motion regarding the Furneaux Creek application. Discussion was held with regard to funding and Scott Hudson replied that the application meets the requirements and approval by the Commission would place the application in better standing for funding that might become available or be found in another line item or fund.

Joe Marquez moved approval of the application by the Friends of Furneaux Creek with the request that the City look at alternate funding; second by Lora Cormier. With regard to responsibility, Scott Hudson stated that the association was a 501(C)3 corporation so the Association would be responsible rather than the person signing the document. ***Chair Windrow called for a vote. The motion was approved with a unanimous 7-0 vote.***

Chair Windrow opened the floor for discussion regarding the Villages of Greenway Park application. Discussion was held regarding private property concerns, the number of trees and the location of the trees. Asst. City Attorney Susan Keller advised the City Attorney's interpretation of the guidelines is the grants can be located on public or private property; if located on private property it must be located in public view from a arterial or collector street. She further advised grants are not allowed on private HOA property that is designated for private use only. In summary she stated the guidelines do cover the application. A lengthy discussion was held regarding the number and location of trees, appropriate spacing, potential impacts on the nearby screening wall, and the need to have input from the City Arborist.

> ***Carl Reese moved to table action on the item to the next meeting with the intent of a subsequent meeting to resolve the questions having to do with the location and quantity of trees; second by Russell Tether.*** Discussion was held regarding the motion and approaches to resolve outstanding questions. ***Chair Windrow restated the motion by Carl Reese to table the item to the next meeting. The motion was approved with a unanimous 7-0 vote.***

Joe Marquez excused himself from the meeting at approximately 9:35 pm. Chair Windrow stated a need to table the remaining items except for the report by Cissy Sylo.

> ***Russell Tether moved to table the remaining items except for Commissioner Sylo's presentation; second by Lora Cormier and the motion was approved with a 6-0 vote, Commissioner Marquez absent.***

~~VII. 2017 Citizens' Evening at City Hall: Review of the event on Thursday, September 14, 2017.~~

VIII. <u>Neighborhood Mentoring Program.</u> Item to share information on NAC mentoring activity.

- ~~NAC Commissioner Report – BJ Cadwalader~~
- ~~NAC Commissioner Report – Russell Tether~~
- NAC Commissioner Report – Cissy Sylo reported that she made contact with all neighborhoods within her responsibility and all have a 2017 form except for two are inactive; Trinity and Frankford Estates who has not registered since 2013. She stated that she hopes to schedule a time for training. Lastly she reported she was up to 75 dog beds for the shelter.

IX. <u>Visitors Comments & Other Business</u>.

Tuesday, October 3rd - **Carrollton Night Out** – Chair Windrow advised that staff would send information to the Board members and encouraged them to attend.

October – **Boards and Commissions dinner** Monday October 23rd

November Mentoring Reports: Chair Windrow stated that he, Joe Marquez, Jeff Van Matre and remaining members would provide mentoring reports at the November meeting.

X. <u>Adjournment.</u>

Chair Windrow adjourned the meeting at 9:43 pm.

Scott Hudson, Environmental Services Dir.

Scott Windrow, Chair