

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

November 9, 2017

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on November 9, 2017 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Russell Tether, Vice Chair
Kathy Foster
Joseph Marquez
Carl Reese
BJ Cadwalader
Jane Harmon
Brian Doherty

Commission Members Absent:

Cynthia Northrop

Staff Members Present:

Scott Hudson, Director of Environmental Services
Brian Passwaters, Community Services Manager
Susan Keller, Assistant City Attorney
Tanya Ferencak, Sr. Community Development Program Specialist
Meagan Tucker, Community Development Specialist
Cathy Quaid, Community Development Specialist
Lorri Dennis, Arborist

Guests:

John Sutter, City Council liaison

- I. **Call to Order** – Chair Windrow called the meeting to Order at 6:30 pm.
- II. **Seating of Commissioners** – Chair Windrow recognized the new members of the Commission and provided all members an opportunity to introduce themselves. Scott Hudson noted that all of the Commissioners had completed all of the paperwork required including the Oath of Office.
- III. **Pictures** – Group photo of the Commission was taken in the Council Chamber
- Chair Windrow announced that Item XII would be heard next and that the reports from Commissioners Cadwalader and Tether would be moved to the January meeting.
- XII. **Neighborhood Mentoring Program** – Item to share information on NAC mentoring activity.

Staff explained the positions and need for the appointments in each of sub-items 3 – 7.

- 1) NAC Commissioner Report – BJ Cadwalader – moved to the January meeting

- 2) NAC Commissioner Report – Russell Tether – moved to the January meeting
- 3) Appoint Animal Services Subcommittee representative – *Russell Tether moved to appoint Jane Harmon; second by Kathy Foster and the motion was approved with a unanimous 8-0 vote, Northrop absent.*
- 4) Appoint Storm Water Citizens Advisory Committee representative – *BJ Cadwalader moved to appoint Brian Doherty; second by Jane Harmon and the motion was approved with a unanimous 8-0 vote; Northrop absent.*
- 5) Appoint Neighborhoods Networking Planning Subcommittee – *Brian Doherty moved to appoint BJ Cadwalader, Jane Harmon and Kathy Foster; second by Russell Tether and the motion was approved with a unanimous 8-0 vote, Northrop absent.*
- 6) Appoint Citizens' Evening Planning Subcommittee – *Carl Reese moved to appoint Russell Tether, Brian Doherty, Jane Harmon and Joe Marquez; second by Kathy Foster and the motion was approved with a unanimous 8-0 vote, Northrop absent.*
- 7) Appoint Carrollton Cares Leadership Award Selection Committee – *Russell Tether moved to appoint BJ Cadwalader, Jane Harmon and Scott Windrow; second by Kathy Foster and the motion was approved with a unanimous 8-0 vote, Northrop absent.*

V. **Public Hearing on the 2017 NEMGP application:** Item to hear presentations for the Villages of Greenway Park HOA NEMGP application.

Chair Windrow opened the public hearing and invited the applicant to address the Commission.

Jim Smith, Treasurer for Villages of Greenway Park HOA, referred to the presentation made at the September meeting and stated he would address questions raised at that time. 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. He reviewed the plan and discussed the changes and modifications to the plan to meet or address the concerns of the Commission. He stated the requested grant was critical to their financial needs. He referred to HOA Board minutes of 2015 where it was noted that the City was requiring them to replace trees that had been removed but gave them time to repair the wall prior to replacing the trees. He explained why the wall failed noting that he did not believe that it was due to tree roots. He used Google Maps to show the wall and trees that were in existence in 2015 and 2017. He added that most of the wall does not touch the ground and explained that the support pillars go down about a foot. He used a map to show the locations for the new trees noting their plan to move the canopy trees away from the wall and used an image of the expected tree canopy in 40 years. He explained that they hired Arborist Laura McLarry who helped them make better tree selections, tree locations, and who also advised that a root barrier was not needed. He further explained that City Arborist Lorri Dennis reviewed and approved the plan, and created the drawing that was before the Commission. Lastly he addressed erosion concerns, water costs, pruning, homeowner costs and the amount of neighborhood support.

Scott Hudson explained that staff completes a review of each application and advised that the application complies with the criteria of the program. He added that Engineering reviewed the placement to address concerns about the infrastructure.

Lorri Dennis commended the professional arborists for the plan she developed and further explained how aerial photos allowed her to see context of the proposed trees and provide clarity for the Homeowner Association.

Cathy Quaid stated the Homeowner Association group was very receptive and worked hard to prepare something that would be good for their neighborhood. She stated that she verified every aspect of the application.

Concern was voiced about getting volunteers to work on the project and Mr. Smith explained that they had secured volunteers from various partners such as boy scouts as well as homeowners and felt they would be able to complete the project as planned. Concern was also voiced about the elm trees due to allergens and susceptibility to Dutch Elm disease and Laura McLarry, Preservation Tree Services, replied that there had not been incidents of Dutch Elm disease in this area and with regard to allergens, she felt that many different types of trees could be considered allergens. With regard to agreement by the HOA to maintain the trees in perpetuity, Mr. Smith replied affirmatively. With regard to the possibility of cotton root rot in Lace Bark trees, Ms. McLarry replied that cotton root rot is in the area and the Lace Bark trees could be replaced with Monterey Oak while stressing the need to maintain diversity in the planting. The Commission commended Mr. Smith and the HOA Board for the professionalism shown and the quality of the project.

Annette Reese, homeowner, expressed appreciation for Mr. Smith representing the HOA so well and voiced concern about maintenance of the wall, erosion and the lack of grass under trees. She stated appreciation for the smaller canopy of trees.

Gina Anderson, homeowner, stated she was in favor of the plan and stated she likes how Carrollton has been planting more trees.

Laura McLarry, Preservation Tree Services, stated she was very impressed and felt the HOA did a magnificent job preparing the data and noted ways to address the lack of grass under live oak trees.

Jacob Andrews, Brick Experts, stated that the amount of detail and review the HOA did on the wall before they began working on the wall had significant positive impact.

Chair Windrow closed the public hearing.

Chair Windrow called a short recess at 8:00 pm and reconvened the meeting at 8:05 pm.

VI. Voting on NEMGP Applications 2017 – Item to review and discuss the NEMGP application

Chair Windrow opened the floor for discussion. Mr. Smith and the HOA Board were commended for a very thorough project application.

Joe Marquez moved to approve the grant as written; second by Russell Tether and the motion was approved with a unanimous 8-0 vote, Northrop absent.

VII. Review the Minutes of the September 21, 2017 Meeting – Item to review and adopt the minutes from the September 21, 2017 meeting of the Neighborhood Advisory Commission.

Carl Reese noted the name of Oliver Sims on page 4 was spelled with two “m’s” rather than one and also in the same paragraph felt that “landscape contractor” should be corrected to “property management company”.

Russell Tether moved approval of the minutes with corrections; second by Carl Reese and the motion was approved with a unanimous 8-0 vote, Northrop absent.

VIII. Public Hearing on the PY 2016 Consolidated Annual Performance and Evaluation Report (CAPER) – Item to receive public comments and formulate a recommendation for action to the City Council on the draft PY 2016 Consolidated Annual Performance and Evaluation Report (CAPER).

Scott Hudson stated that requirements for receiving HUD funds provide that the City present a plan to use the funds and a report about how the funds were actually used. He asked Brian Passwaters to review the report.

Brian Passwaters, Community Services Manager, began the presentation noting this public hearing was the first of two required hearings with the second hearing scheduled to be held on December 5, 2017 by the City Council. The purpose of the hearing was to receive comments from the Commission and the community on the draft report. He advised that for Plan Year 2016, the City allocated \$943,685.00 in CDBG funds for various projects in the City that included \$762,731.00 allocated by HUD at the beginning of the Program Year along with \$190,954.00 in unspent funds available from prior year’s CDBG funding. The funds were used to assist low to moderate income individuals in older areas of Carrollton as follows: streets, sidewalks and infrastructure in the Santa Rosa Neighborhood that accounted for 65% of the CDBG allocation given for the year; 21 projects in the minor home repair program which focuses on assisting individuals with low to moderate income to make repairs on the exterior of their home accounting for 12% of the CDBG allocation; enhanced code enforcement was used in the older neighborhoods to perform health and safety inspections on multi-family properties accounted for 7% of the allocated funds; and park improvements were made noting the demolition and replacement of the pavilion in Rhoton Park, accounting for 16% of the total allocation. He reported that no CDBG funding was used for administration functions. He further advised that CDBG funds drawn for Program Year 2016 amounted to \$799,920.00 which amounts to 85% of the \$943,685.00 allocated for the year. He stated that staff prepared the CAPER and it has been available in the Environmental Services Department at City Hall and advertised on the City website, and that the public hearing was posted in the Carrollton Leader.

Chair Windrow opened the public hearing; there being no speakers, he closed the public hearing and opened the floor for a motion.

Carl Reese moved approval of the CAPER; second by Russell Tether and the motion was approved with a unanimous 8-0 vote, Northrop absent.

IX. Bylaws – Item to discuss Neighborhood Advisory Commission Bylaws

Scott Hudson noted that the Bylaws were ready for review and would require some amendments. He noted the last review was in 2013 when there were some significant changes. Chair Windrow asked the Commission members to provide suggested changes to staff prior to the meeting in January. Hudson noted that one mandatory change would be that the City Council will appoint the Chair of the Commission and the Commission will continue to elect the Vice Chair.

IV. **Special Discussion on Ethics and Conflict of Interest for NAC Commissioners:** – Item to present on the NAC bylaws concerning ethics and conflict of interest.

Susan Keller stated this item could be delayed until the Commission attends the training scheduled for November 29, 2017 for all board and commission members.

X. **NAC Fall 2017 Planning Calendar.** - Item to review and adopt NAC Fall 2017 Planning Calendar.

Russell Tether moved to approve the calendar as proposed; second by BJ Cadwalader and the motion was approved with a unanimous 8-0 vote, Northrop absent.

XI. **NAC Commissioner publications review and discussion:** Item to discuss use of City email and Nextdoor for NAC commissioners.

A general discussion was held and a consensus was reached to use the NAC email and continue use of Nextdoor.

XIII. **Updates from City Council Liaison John Sutter.**

Councilmember Sutter welcomed the new members and recognized the hard work that the NAC conducts for the City.

XIV. **Visitors Comments & Other Business.**

- CDBG Rhoton Park Ribbon Cutting and Christmas Party, Saturday December 9, 2017, 4 – 6 PM
- NAC Holiday Party, El Rincon in Downtown Carrollton, Thursday, December 14, 2017 at 6 PM
- January Mentoring Reports: Joseph Marquez, Chair Scott Windrow, Vice Chair Russell Tether and BJ Cadwalader
- Board and Commission Training on November 29, 2017 at 5:30 pm in the City Council Chamber

XV. **Adjournment.**

Chair Windrow adjourned the meeting at 8:47 pm



Scott Hudson, Environmental Services Dir.



Scott Windrow, Chair