

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JUNE 13, 2019

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, June 13, 2019 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Joseph Marquez, Vice Chair
BJ Cadwalader
Kathleen Foster
John Chollampel
Julio Acosta
Darby Merriman
Jane Harmon
John Zaccardo

Commission Members Absent:

Staff Members Present:

Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Kendra Heard, Community Development Program Specialist

Guests Present:

Jen Garner
Nabil Khowle
Scott Ares
March Maher
M C Meador
Dan Davison
Bunny Summerlin

I. Call to Order – Chair Windrow called the meeting to order at 6:30 pm.

II. Seating of Commissioners: Item to seat new members or reappointed commissioners of the Neighborhood Advisory Commission.

Chair Windrow welcomed new member John Zaccardo. Commissioner Zaccardo provided a little personal information and stated he was happy to be on the Commission.

III. Introductions: Item to introduce visitor's present and Kendra Heard, Community Development Specialist.

Brian Passwaters introduced the new Community Development Specialist, Kendra Heard, who provided information about her work history and stated she was happy to be with the City of Carrollton.

VI. Consolidated Plan and Analysis of Impediment: Item to discuss Consolidated Plan and Analysis of Impediment and a presentation by Root.

Brian Passwaters explained that the Consolidated Plan is a five-year plan that details how the CDBG funds are allocated and spent and he stated that the funds must be used in low to moderate income areas. The Action Plan is updated every year based on the annual allocation. He advised that the Analysis of Impediment would be completed a little later and explained that the analysis looks at things that are a severe problem such as homelessness. He introduced Jen Garner of Root who would review the Consolidated Plan process.

Ms. Garner provided an overview of the Consolidated Plan and the Analysis of Impediment (AI) and talked about the types of things that are allowed uses of CDBG funds, activities that Carrollton has funded in the past and key findings from the last Consolidated Plan and AI. Where barriers to fair housing choices are identified, the expectation from HUD is that the City will incorporate goals to begin to address some of those issues. The annual allocation can fluctuate depending on Congress' budget and for 2019, it is about \$828,000. She provided examples of activities that are allowed uses of CDBG funds. She encouraged discussion and asked for feedback about top housing needs, top community development needs above and beyond infrastructure improvements, and general feedback.

During discussion, it was noted that the housing market has caused housing purchase prices and rental costs to increase. The need to continue code enforcement, People Helping People and Minor Home Repair programs was also noted as being essential. An item of concern for the elderly seems to be increases in property taxes. Chair Windrow suggested that Ms. Garner send a list of things the City needs feedback about and Ms. Garner replied that she would send the top three questions the Commission could weigh in on. She advised that the next steps are the public comments on the document between July 1 - 31 and submission to HUD on August 15.

IV. Review the Minutes of the April 11, 2019 Meeting: Item to review and adopt the minutes from the April 11, 2019 meeting of the Neighborhood Advisory Commission.

Harmon made suggestions to reword various sentences and no other suggestions were made. Commissioner Foster moved to accept the minutes with the modifications and changes that Jane proposed; second by Commissioner Cadwalader and the motion was approved with a unanimous 9-0 vote.

V. Sign Topper Applications: Item to review and discuss Stone Creek Neighbors Sign Topper Application.

March Maher, Vice President, introduced the following Board members of the Stone Creek Neighbors: Nabil Khawla, President, Scott Ares, Secretary and Dan Davidson, Treasurer. Mr. Maher noted that they changed the name of the association in 2018 from Stone Creek Homeowners Association to Stone Creek Neighbors because it is not a mandatory association and developed a new logo to incorporate into the Sign Topper. The neighborhood consists of 187 single family homes with two neighborhood entrances; Old Denton just north of Creekview High School and Rosemeade Parkway next to the Fire Station. He provided a history of the association noting they received a previous grant through NAC to renovate the entrances and since then have added lights, irrigation and continue to improve the entrances. He stated the change in name gives them a stronger sense of community and he noted the vast diversity of the neighborhood. He stated that the Sign Topper program would support the identity for their community and advised that it received the support of their members. He referred to the proposed sign noting it would be the first in Carrollton to incorporate two colors.

Commission Marquez stated that receiving 30% approval of the residents was a record and he complimented the effort put forward to achieve the rating. Mr. Maher talked about the importance of walking the neighborhood and how it allowed them to get to know people and explain what they are trying to accomplish. He asked about the proposed trail contiguous to the south end of their subdivision on the border of the creek and stated they would be willing to work on a grant to improve some of the area. He also voiced interest in seeking a grant to wall off the north end of their subdivision from the public land that belongs to Denton County. Brian Passwaters stated it would not qualify because it is not a public beautification project that fronts on a thoroughfare. He understood it was visible but it is over 100 ft from the arterial. He stated they could make the application but it was unlikely to be approved.

Chair Windrow commended the group for the application acknowledging it was very organized, received great neighborhood response and he appreciated the request for three extra signs. Commissioner Chollampel commended the group and voiced admiration for their enthusiasm.

Commissioner Chollampel moved to approve the presentation and for their sign toppers; second by Commissioner Acosta and the motion was approved with a unanimous 9-0 vote.

VII. NAC Calendar: Item to discuss proposed calendar changes.

Meagan Tucker provided the following calendar:

- July 11, 2019 – public hearing on the Consolidated Plan and AI with changes presented
- August 8, 2019 – public hearing for the Social Services funding
- September 12, 2019 – public hearing for the NEMGP applications

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

Meagan Tucker reported that staff has received two NEMGP applications; 1) Timber Creek Estates for a new monument sign, landscaping and irrigation; 2) The Highlands for landscaping and planter beds.

Kendra Heard stated staff is currently working six MHRP projects and she met with contractors this week. Meagan Tucker referred to some recent electrical projects – new panel boxes and stated that she and Brian took four applications for the rehab incentive grant to the Re-Development Sub-Committee.

Chair Windrow commended Meagan Tucker for the assistance she provides to the community and he expressed his disappointment that the rain kept the Commission from their work PHP day. Ms. Tucker stated the project would be rescheduled for the fall.

IX. Neighborhood Workshops: Update on scheduled workshops after the April 11, 2019 meeting. Discuss upcoming Neighborhood leadership training opportunities.

Meagan Tucker stated the last one was the Critters in Carrollton Workshop. She stated the weather was really bad that day and only eight people attended the workshop but they gave very positive feedback. The next one is June 19 about bobcats which was very well attended in the past and they already have 45 RSVPs.

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

- NAC Commissioner Report – John Chollampel

Commissioner Chollampel stated he contacted everyone in his region and received good feedback. He stated he would be working with various groups to encourage more involvement and he mentioned one wall repair responsibility concern that he steered to staff to address.

- NAC Commissioner Report –Julio Acosta
Chair Windrow noted that the report was not ready and requested that it be listed on the next meeting agenda for presentation. He also noted that Commission Harmon would also give her report at the next meeting.

XI. Visitors Comments & Other Business:

Chair Windrow recognized visitors in the audience one of whom stated they were curious so were listening and learning. He stated they represent Horizon Union Church and explained that in their outreach efforts found that affordable housing is one of the challenges in Carrollton so in their search to find out what Carrollton already does in that regard, they located information on the City website about the Consolidated Plan and CDBG funds which led them to NAC. Chair Windrow thanked them for attending and expressing interest.

Chair Windrow requested that staff send a link to the Commission members to the pages that talk about the different programs which they could share with the associations in their region. He also noted that pamphlets are available for distribution.

Chair Windrow referred to the email from Meagan Tucker about interest in serving on the Citizen Stormwater Advisory Commission and stated that because it looks like there will be more involvement, he asked Krista Pender to make a presentation to the NAC at a future meeting.

With regard to Community Service Funding, Chair Windrow referred to the example criteria page that was provided. He asked that the following items be added to the page: any funding the applicants receive from other sources; the amount of funding received last year; funding from other City sources. Brian Passwaters stated that staff would vet each application before it is provided to the Commission. He explained that the Commission would hear from the applicants and make decisions on the funding at that time. He assured the Commission that they would receive copies of the applications prior to the meeting and would let them know the amount of funding available. Commissioner Merriman requested that information on the amount of previous requests be provided as well and Brian Passwaters replied staff would get as much information as possible and he would send them the guidelines as soon as possible.

Commission Chollampel referred to a pamphlet regarding the partnership between the City and the Rotary Club for a handicap, all-access playground close to the Recreation Center and encouraged a personal contribution. He stated he would work with staff and Rotary on a possible grant and felt it would be a great way to bring attention to the NAC. He talked about the lack of knowledge about the NAC among citizens and suggested a discussion to increase awareness. Chair Windrow explained that the playground was a Parks program rather than NAC. Commissioner Harmon advised that she gives the NAC website information to the associations in her region and lets them know about the calendar encouraging them to attend.

- Thursday, July 11, 2019 – NAC Meeting and Public Hearing for the 2019 Consolidated Plan & Analysis of Impediments to Fair Housing at 6:30 p.m.
- July Mentoring Reports: Discuss the scheduling of mentoring reports for July 11, 2019 Meeting – no discussion was held

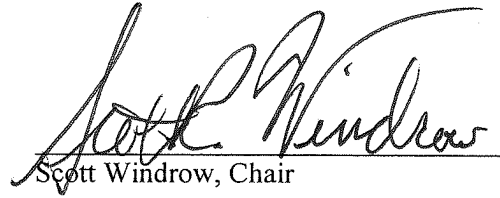
(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

XII. Adjournment

Chair Windrow adjourned the meeting at 8:05 pm.



Cory Heiple, Environmental Services Dir.



Scott Windrow, Chair