

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION**  
**City of Carrollton**

**SEPTEMBER 12, 2019**

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, September 12, 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  
Darby Merriman  
Jane Harmon  
John Zaccardo

**Commission Members Absent:**

**Staff Members Present:**

Cory Heiple, Director of Environmental Services  
Brian Passwaters, Community Services Division Manager  
Meagan Tucker, Sr. Community Development Program Specialist  
Alka Agnihotri, Community Development Program Specialist  
Kendra Heard, Community Development Program Specialist

**Guests Present:**

Councilmember Steve Babick  
Jack Bennett  
Carolbeth Bennett  
Linda Caldwell  
Sharon Peterman  
Dan Peterman  
Martha Young  
Bob Ellerd

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- I. Call to Order – Chair Windrow called the meeting to order at 6:30 p.m.
  - II. Introductions: Item to introduce visitor's present. Chair Windrow recognized members of the Villages of Greenway Park Association, the Highlands Neighborhood Association and who were in attendance.
  - III. Public Hearing on the 2019 NEMGP applications: Item to hear presentation from the following applicant:
    - The Highlands Neighborhood Association

Chair Windrow opened the public hearing and invited the applicant to present the request.

Jack Bennett stated that the Highlands Neighborhood Association was a voluntary organization which began around 1980 and the Homeowner's Association was formalized as an association in 1985 with

Carolbeth Bennett being the first president. He described the proposed project to install a radius stone wall with a 4 ft diameter planter bowl along with perennial plant shrubs including the use of mulch, river rock and crushed stone as well as grass. He noted that the entrance is a primary gateway to Carrollton and he felt the entrance would provide motorists along Marsh Lane a good first impression idea on Carrollton and how well the subdivision is maintained. He added that there are cameras at all of the entrances to the neighborhood which is provided to the police as needed. He described the block party held in April 2018 attended by approximately 100 people to which they communicated the proposed project. He stated that at the annual meeting in November 2018, the City of Carrollton made a presentation regarding the matching grant program with 35-40 people in attendance. Emails were sent out in January 2019 and forms were hand delivered to each household (496 homes) requesting comments. The project was also addressed in monthly newsletters, postings on the Next Door Forum, and Block Captains going by to request the forms be submitted through June or July 2019. He stated they received 271 (55%) support forms for the project and did not receive any negative forms. He stated that as of the end of August, \$8,450 had been donated for the project and about \$1,700 pledged. He reviewed the financial aspect of the project and funding request to the commissioners and stated that in regard to landscaping and maintenance the association has a contractor responsible for mowing, edging, weed-eating, tree trimming, removing debris, installing mulch, fertilization, etc. Mr. Bennett stated he is responsible for maintaining the irrigation system and spoke with assurance the entrances would continue to look good.

Commissioner Foster commended the NA Board for the presentation and the amount of donations received for the project. Mr. Bennett felt the level of donations reflects very high support for the project and homeowner involvement.

Commissioner Merriman asked about the difference in costs for maintenance compared to current expense and Mr. Bennett replied that he estimated that the savings would be between \$250 and \$500 per year. He stated they expect to save money on annual plants and on irrigation because perennials don't require as much water.

Chair Windrow stated the presentation was well prepared and thanked Mr. Bennett. He added that one purpose of the matching grant program is to help bring a neighborhood together by instilling pride in the neighborhood.

Commissioner Chollampel stated he really appreciated the size of the project and felt it would make a significant impact on the aesthetics of Carrollton. Mr. Bennett stated that they plan to submit another application next year for the intersection to the south.

Vice Chair Marquez noted that the applicant received three bids and asked if it is a requirement that the neighborhood use the least expensive option. Brian Passwaters stated that staff encourages using the lowest bidder because it usually means their funding can go further. Commissioner Marquez spoke in favor of supporting a local provider even if the bid is a little higher because it puts the dollars back in the City. He also expressed his appreciation for the professional presentation.

Chair Windrow invited speakers to the podium.

Linda Caldwell stated she has been in the neighborhood for over 30 years and noted that projects bring neighborhoods together. She also talked about other projects completed by the neighborhood.

There being no other speakers, Chair Windrow closed the public hearing.

IV. Voting on NEMGP Application of 2019: Item to review and discuss the NEMGP application for 2019.

Alka Agnihotri brought attention to the grading review and sheet that the Commissioners could utilize in their discussion and consideration of the project. Commission Foster stated that she has used Southwest Landscaping in the past stating they provide quality at wholesale prices.

A brief discussion was held on the level of grants awarded for the matching grant program.

**Commissioner Foster moved to approve the Neighborhood Enhancement Matching Grant Program as applied by the Highlands Neighborhood Association; second by Commissioner Cadwalader and the motion was approved with a unanimous 8-0 vote.**

V. Review the Minutes of the August 8, 2019 Meeting: Item to review and adopt the minutes from the August 8, 2019 meeting of the Neighborhood Advisory Commission.

Discussion was held with regard to Bea's Kids application, discrepancies and needed clarification. Chair Windrow asked for a motion to approve the minutes of the August 8 meeting with the suggestions discussed; to amend the minutes as Vice Chair Marquez and myself so stated.

**Commissioner Cadwalader moved to accept the approval of the minutes; second by Commissioner Merriman and the motion was approved with a unanimous 8-0 vote.**

VI. Citizens Evening Sub-Committee Appointment: Item to discuss 3-4 NAC commissioners to participate on the Citizen's Evening Sub-Committee.

Alka Agnihotri explained that the sub-committee would provide direction and assistance regarding the planning of the event; she requested volunteers. Volunteers were Chair Windrow, Commissioner Foster and Commissioner Harmon.

VII. Volunteer Award Sub-Committee Appointment: Item to discuss 3-4 NAC commissioners to participate on the volunteer award committee for Citizens Evening.

Alka Agnihotri stated that a youth award was being added this year and requested volunteers. Volunteers were Commissioner Zaccardo, Commissioner Chollampel, and Commissioner Harmon.

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

- NAC Commissioner Report – Julio Acosta

Brian Passwaters advised the commissioners Julio Acosta submitted his resignation from the NAC due to his heavy schedule at this time. He added that Commissioner Cadwalader would not be renewing her membership on the NAC and he expressed staff's appreciation for her service. He further noted that Vice Chair Marquez would not be returning due to term limits; appreciation was voiced for his 6 years of service.

IX. Other Business:

- Project Updates: Item to review MHRP, ERP and PHP projects. Kendra Heard, Community Development Specialist & Meagan Tucker, Sr. Community Development Specialist

Meagan Tucker reported that the CDBG funding was used and the next budget would begin October 1, 2019. She stated that Kendra has a long list of applicants ready to go. She stated she would have a report at the next meeting reflecting the number of project completed in FY 2019.

Kendra Heard reported that a People Helping People (PHP) project is scheduled for October 26, 2019 and stated that one minor home project has been completed. Details of the PHP project would be emailed to the Commission members. Vice Chair Marquez and Commissioner Cadwalader requested their names remain on the list to notify about PHP projects.

- Project Updates: Item to review NEMGP projects. Alka Agnihotri, Community Development Specialist

Alka Agnihotri stated that the Woodgate HOA just completed their NEMGP project revamping the landscaping and it looks good. Brian Passwaters added that the deadline for the next NEMGP application is June 1, 2020.

- No Meeting in October
- November meeting will be a Public Hearing of the Consolidated Annual Performance Evaluation Report for the Department of Housing and Urban Development.

Brian Passwaters confirmed that the meeting date is set for November 14, 2019. The CAPER details how the funds were spent, how many projects were completed, and the location of the projects. He reported that the Action Plan is currently under review by HUD and approval is expected in a couple of weeks. He stated the Commission would begin working on the Analysis of Impediments in October/November. Chair Windrow reminded the Commission that National Night Out is October 1, 2019. Discussion about National Night Out.

- Boards and Commission Banquet scheduled at 6:00pm on October 18, 2019 at the Indian Creek Golf Course Clubhouse - Brian Passwaters, Community Services Manager
- Upcoming Mentoring Report for November: Darby Merriman and John Zaccardo
- Discuss Christmas dinner party and where the event will be held in December. Staff will report back with a recommendation. Discussion was also held with regard to a voluntary donation to the Animal Shelter as has been done in the past in lieu of an exchange of gifts.

Chair Windrow recognized attendance by Councilmember Steve Babick and reported that the Council discussed the Community Services Funding. Councilmember Babick advised that he reported to the Council that the NAC was very thorough in its discussion and that there was no representative of Bea's Kids to clarify the information provided in its application. He stated that Council recognizes the difficulty of the task and appreciates that NAC embraced the challenge. He reported that the Council increased the total amount by approximately 3.5% which was in line with the budget overall and awarded the difference to Bea's Kids. The remaining amounts suggested by the Commission remained as recommended. Councilmember Babick reported that the Ad Hoc committee would be reviewing the special events and community services funding policy. Chair Windrow asked that the NAC receive a copy of the quarterly reports provided by the funded agencies and Brian Passwaters replied that staff would be able to provide the information. Chair Windrow also noted that he would like to see the historical funding information. Discussion was briefly held about the need for applicants to be present at the meeting. Councilmember Babick stated that historically, the Council has not required a presentation or presence of any organization; and while NAC benefited from a presentation, it would be outside NAC's purview to make it a requirement. With regard to the budget, Councilmember Babick explained that State law has made changes to the way property tax can be levied and stated that the Maintenance and Operation (M&O) budget cannot increase by more than 3.5% each year. He underscored that the Community grants are important to Council.

X. Adjournment

Chair Windrow adjourned the meeting at 7:30 pm.

  
Cory Heiple, Environmental Services Dir.

  
Scott Windrow, Chair