



NOTICE OF A REGULAR MEETING OF THE
PLANNING AND ENVIRONMENTAL COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, MAY 5th
6:00 P.M. – 8:00 P.M.

Committee Members Present:

Helen Besse, Committee Member
Dawn Dickson, Committee Member
Melissa Gonzales, Committee Member
Katherine Johnson, Committee Vice Chair
Karen Medicus, Committee Member
Lisa Versaci, Committee Member
Zoe Trieff, Committee Chair
Justin Litchfield, City Council Liaison
Dakota Burns, Public Works Superintendent
Carolyn Meredith, Public Works Director

1. Call to Order
Meeting called to order at 6:06 p.m.
2. Citizen Comments
Melissa commented on the stones at the end of Reese and Jones and the incredible job of Artfest. Helen reported on parking on Oakdale and would like the City to consider parking spaces at the Manley tract and the possibility of planting trees in that area.
3. Approval of meeting minutes from the April 7th meeting.
Minutes from April 7th approved. Katherine motioned; Karen seconded. All in favor.
4. City Council Liaison Report.
Councilmember Litchfield reported on rezoning of several City-Owned properties from single family. This will be reconsidered following the Parks and Open Space Plan as well as the Comprehensive Plan codification. Funds were also allocated for a feasibility study for City Hall to become a community center. Staffing was also discussed at the last council work session.
5. Discussion possible recommendations to Council regarding rebate programs.
The committee reviewed the rebate programs. The committee focused the majority of the rebates on conserving energy and water. The committee will finalize review of the rebate documents at their next committee meeting.
6. Discussion and possible recommendation to the Community and Economic Development Committee and Arts Commission to host a combined meeting to discuss beautification and other projects within the City.
The committee would like to meet with the other committees on Saturday June 18th or 25th to discuss projects and visions for the upcoming year.
7. Discussion and possible recommendation to Budget and Finance Committee and City Council regarding proposed project budgets for FY 22-23.
The committee will finalize budget recommendations at the next meeting.

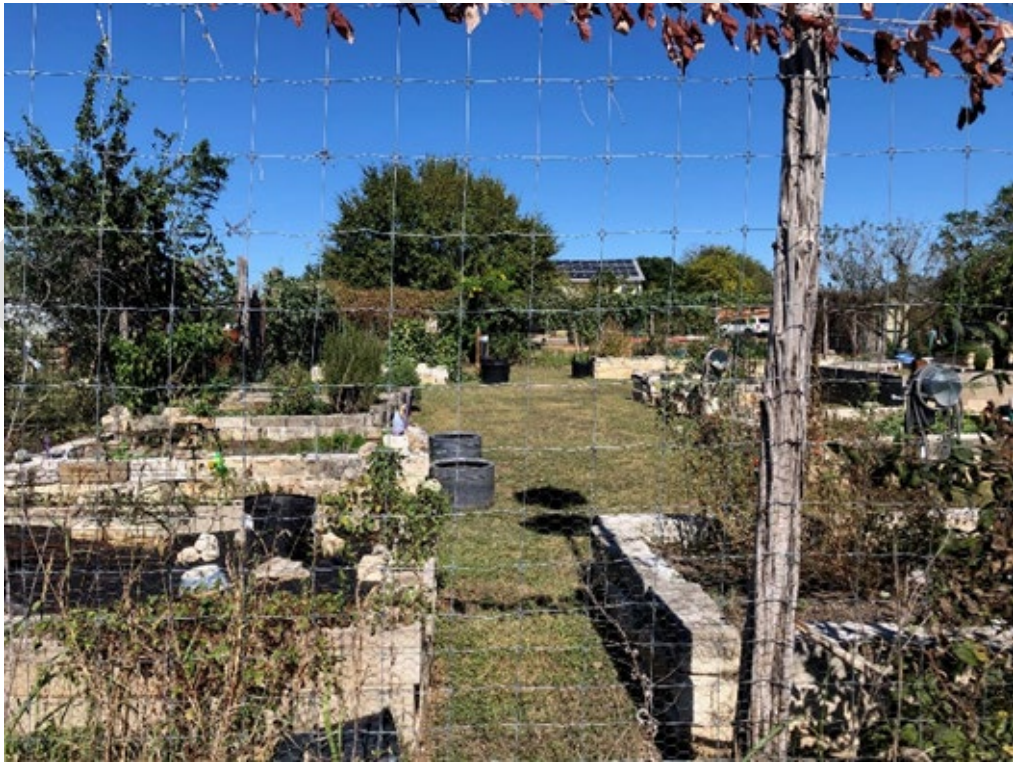
8. Discussion regarding codifying the Sunset Valley Community Garden.
This item will be discussed at the next meeting.
9. Discussion regarding past agenda items and their statuses.
No discussion at this time.
10. Discussion regarding future agenda items and future meeting dates.
Green Business Program
Country White Lane Water Line
Food Waste
11. Adjourn
Meeting adjourned at 8:15.

Rebate	Amount	Conditions	Planning and Environmental Committee Recommendation
Water Efficient User Program	Water bill paid-\$18.43 per residence per qualifying month	Residents who use less than 3,000 gallons per month.	Keep
Air Conditioner	up to \$600	SEER and EER Levels	Remove
Toilet	up to \$225 x 3		Remove
Electric/Propane Lawnmowers	up to \$200	50% cost	Keep
Electric/Propane Blowers and Weedeaters	up to \$100	50% Cost	Keep
Refrigerators	\$100	Energy Star	Remove
Home Composting	Up to \$100	75% of cost	Keep
Washing Machine	\$50		Remove
Light Pollution	up to \$125 x2	50% of cost	Keep, increase to \$125 per light
Solar Water Heater	up to \$2000	30% of cost	Remove
Tankless Water Heater	up to \$500	0.82 or greater energy factor	Remove
Rainwater Harvesting	up to \$3,500	First \$500.00: 100% Above \$500.00: 50% up to \$3000.00	Keep
Solar	up to \$3,000	\$1 per watt	Keep
Weatherization			
			Total weatherization \$2000 annual cap per resident
Home Energy Audit and Weatherization	up to \$300.00	\$0.12 per square foot	Increase to \$.50 per square foot up to \$500
Additional Insulation	up to \$625.00	\$0.25 per square foot	Increase to \$.50 per square foot up to \$825
Solar Screening/Solar Shading/Film	\$1.00 per square foot up to \$100.00	\$1.00 per square foot	\$2.00 per square foot up to \$200.00
Duct Replacement/Wrapping	up to \$100.00	\$1.00 per linear foot	up to \$200.00
Low E Windows/doors	up to \$300.00	up to 10 windows	up to 200 per window
Wi-Fi Enabled Thermostat	up to \$100.00	40% the cost	up to \$200.00
Water Conservation Landscaping			
Lawn to Native/Adapted Bed	up to \$500	\$20 per 100 square feet minimum 500 square feet	\$40 per 100 square feet minimum 500 square feet, up to \$1000.00
Lawn to Non-Irrigated	up to \$600	\$30 per 100 square feet minimum 500 square feet	\$60 per 100 square feet minimum 500 square feet, up to \$1,500
Lawn to Native/Adapted Grass	up to \$500	\$20 per 100 square feet minimum 500 square feet	\$40 per 100 square feet minimum 500 square feet, up to \$1,000
Irrigation upgrade			
Irrigation rain sensor	up to \$50		
Pressure regulating Valve	up to \$100		
Pressure Regulating Components	up to \$100		
conversion from spray to multi-stream/trajectory nozzles	up to \$100	\$4 per nozzle	Increase to \$150 and \$5 per nozzle
Conversion from spray to drip	\$50 per station	must include filter and pressure regulating components	
Capping a station	\$5 per station	Valve must be removed.	
Possible Commercial Rebate	Amount	Conditions	Planning and Environmental Committee Recommendation
Cool Roof			
PACE			
Metal Roof			
Compost			
Refund Bus Passes for workers in Sunset Valley		240 per employee toward annual bus fees.	

Planning and Environmental Committee Recommendations	
Program/Project	Estimated Cost
Bringing Landscaping Services Inhouse instead of outsourcing with a contractor.	TBD
Parks and Open Space Plan Implementation	\$ 250,000.00
Burger Center Trail along ERW-Jones to 290	\$115,000
Composting Program TDS	between \$10.08 and \$12.28 per resident per month
Adopt-a-Bench/Waste station/Etc Program	\$10,000 initial investment
Beautification, Litter Control, Murals	\$50,000
Food Forest Project-North Reese, Westgate/jones	\$20,000
Green Business Program	\$5,000
Sponsor PEAS	\$7,500
Community Environmental Seminars	\$4,000
Community Garden Support	\$4,000



Sunset Valley Community Garden Program



I. INTRODUCTION

A City of Sunset Valley Community Garden is an approved site for growing produce for non-commercial use. It is operated and maintained by committed volunteers and is divided into individual or shared plots and common areas. Management practices of the community garden must promote sustainable urban agriculture and incorporate water conservation, composting, non-polluting growing practices, and integrated pest management methods.

The American Community Gardening Association (ACGA) recognizes that community gardening improves people's quality of life by providing a catalyst for neighborhood and community development, stimulating social interaction, encouraging self-reliance, producing nutritious food, reducing family budgets, conserving resources, and creating opportunities for recreation, exercise, therapy and education.

The City of Sunset Valley recognizes the importance of and need for a community garden on public land. The City makes land available for the community garden, but it is up to the community to create, cultivate and manage the garden. It is required that a community garden on public land be managed by a nonprofit organization. A list of current Board members and their contact information and the current organizations garden by-laws or rules must be provided to the Public Works director annually.

II. CREATING A COMMUNITY GARDEN ON CITY OF SUNSET VALLEY LAND

Working together to create a community garden can be an inspiring and transformative experience for a group of neighbors. However, the steps involved in creating and maintaining a community garden require a significant investment of time, energy and patience. Below are some steps to guide your efforts:

1. Organize your steering committee. Your core group of organizers should include at least four dedicated people to be on the steering committee.
2. Get educated. There are many gardening groups in the area with information about organic food gardens. The Sustainable Food Center's Community Garden Leadership trainings provide valuable information about starting and sustaining a community garden visit www.sustainablefoodcenter.org/events.
3. Location. The site should receive 6-8 hours of full sunlight. City water is available at the community garden however when possible, irrigation of the gardens should come from rainwater collection.
4. Outreach. Gather people together across generations and cultures. People will be motivated to get involved at different times for different reasons so it is important to be doing ongoing outreach.

III. ROLES AND RESPONSIBILITIES

Thriving community gardens on City lands are achieved through a partnership between the non-profit community group and the City departments. Each of these entities has a particular role to play and holds certain responsibilities, as outlined below.

1. Community Garden Group

Roles

To succeed over time and be eligible for the use of City land, the community garden must establish an organizational structure that includes leadership roles to handle operations to help the garden run smoothly. Roles should include: Site Coordinator; Treasurer; Tool Coordinator; and Compost Coordinator.

Responsibilities

The community garden must adopt guidelines for property management and operations and **maintain liability insurance**. A report shall be submitted each year to the City that includes: number of current garden participants, number of plots currently rented, up-to-date treasury report showing quantity of plot rental fees and other income collected and garden expenditures, a waiting list and timeline on the list, and any additional issues that need to be addressed. Reports shall be submitted to the Public Works Director by _____.

2. City of Sunset Valley

Roles

The main point of contact is the Director of Public Works.

Responsibilities

The City will provide water to the community garden, maintain the storage shed, provide GIS coordinates for accurate boundary delineation and inventory purposes, **and limited funding for maintenance.??**