REVISED MINUTES NEIGHBORHOOD ADVISORY COMMISSION (NAC)

City of Carrollton

Thursday, May 12, 2011 6:30 p.m.

Council Briefing Room Carrollton City Hall 1945 E. Jackson Road

The Neighborhood Advisory Commission of the City of Carrollton convened on Thursday, May 12, 2011 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Vice Chair Horace Blake, Commissioner Nancy Putnam, Commissioner Marilyn Roppolo, Commissioner Debi Whitley, Commissioner Sanjay Pillai, Commissioner Craig Greenway and Commissioner Gary Wooley. Commissioner George Barnes was absent. City staff present: Mr. Scott Hudson, Director of Environmental Services, Mr. Brian Passwaters, Division Manager, Community Services, Mr. Drew Dietrich, Community Development Program Specialist and Ms. Vicki Gomez, Executive Assistant, City Manager's Office. Ms. Maleka Jiwani, Sr. Community Development Program Specialist was absent.

I. Call to Order

Chair Chadwick called the meeting to order at 6:30 p.m.

II. Introductions – Item to introduce those present.

Chair Chadwick asked the new Commissioner Craig Greenway to introduce himself to the Commission. Commissioner Greenway made his introduction to the Commission. Chair Chadwick asked the visitors to introduce themselves to the Commission. Mr. Michael Buck, Arbor Creek Phase IV HOA, Mr. Steve Babick, Mr. Scott Black, Ms. Patti O'Connell, Mr. Bill Donley, Lieutenant Gary Anderson and Mr. Charlie Bowen from The Highlands Neighborhood Association introduced themselves to the Commission.

- III. <u>Seating of Commissioner</u> Item to conduct the oath of office and seat new member of the Neighborhood Advisory Commission.
 - Ms. Gomez administered the oath of office to Commissioner Greenway.
- IV. Review the Minutes of the March 10, 2011 Meeting Item to review and adopt the minutes from the March 10, 2011 meeting of the Neighborhood Advisory Commission.

Commissioner Chadwick asked for a motion on the minutes of March 10, 2011 meeting of the Neighborhood Advisory Commission. Commission discussed the wording of item III. Review the Minutes of the January 13, 2011 Meeting. Chair Chadwick asked that the

item to adopt the March 10, 2011 meeting minutes be included in the June 9, 2011 meeting agenda.

V. <u>Neighborhood Enhancement Matching Grant Program</u> – Item to present The Highlands Neighborhood Association NEMGP proposal to the Neighborhood Advisory Commission.

Mr. Hudson introduced Mr. Steve Babick of The Highlands Neighborhood Association. Mr. Babick presented the NEMGP proposal using a power point presentation. Commissioners' questions about the NEMGP proposal were answered by Mr. Babick. Commissioner Putnam made a motion to approve the project. Commissioner Pillai seconded the motion. The motion to approve the project passed unanimously.

VI. <u>PY 2011 CDBG Public Hearing</u> – Item to receive public input on the upcoming PY 2011 Community Development Block Grant (CDBG) Program – One Year Action Plan.

Mr. Hudson opened the public hearing for comments from the Commissioners and the public. The comments would be presented to the Council at a future Council Meeting before the plan can be adopted. A written comment from Mr. Brian Rayl, a realtor, was included in the agenda packet. Commissioner Putnam and Wooley asked why the program only included Denton County. Mr. Hudson explained that the homes in Dallas County were already spoken for through the Dallas County grant. Commissioner Whitley asked if it was still available in Denton County. Mr. Hudson explained that there has been a lack in response but that it is available through a reservation program. They are facing a decision from HUD and the State that would require the City to have a certified loan officer on staff for the program going forward. Mr. Hudson closed the public hearing with no additional comments.

VII. <u>Neighborhood Mentoring Program</u> – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Receive an update from the Fall Event sub-committee.

Chair Chadwick asked Commissioner Blake to present his mentoring report. Commissioner Blake presented his report. (copies of the report were distributed at the meeting)

Chair Chadwick asked Commissioner Wooley to give an update from the Fall Event sub-committee. Commissioner Wooley distributed the work group schedule prepared for the Fall Event. He asked that each Commissioner find a neighborhood leader(s) and a topic(s) for one of the (9) work groups by mid-June. He also asked for each Commissioner to choose a work group to facilitate.

VIII. <u>Program Updates</u> - Item to brief the NAC on the status of the neighborhood registration process, Neighborhood Enhancement Matching Grant Projects, Park Place N.O.T.I.C.E. Program, Minor Home Repair Program, and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Mr. Dietrich reported that there had been one HOA registration since the last meeting. Chair Chadwick asked the Commissioners to contact their HOA's on the list that had not yet registered. Mr. Dietrich reported that they are currently working with Rosemeade Heights and the Highlands on their NEMGP projects and that the Woodcreek project is now complete. They are hoping to receive an application from Oak Hills Neighborhood Association.

Mr. Passwaters covered the information provided on the geographic map given to the Commissioners which showed the violations for the months of February, March and April 2011. CDBG Code Enforcement Officer closed approximately 338 cases and all Code Enforcement Officers closed approximately 2,168 cases in the months of February, March and April 2011.

Mr. Dietrich gave updates on the N.O.T.I.C.E. Park Place Phase 2 sewer replacement project that is expected to last until the end of this year. The next N.O.T.I.C.E. project will be Two Worlds-Keller Springs, which is expected to be completed in Summer 2012.

Commissioner Putnam asked about the status of the Francis Perry N.O.T.I.C.E. project relating to the street work performed by Bowman Construction. Mr. Hudson stated that the City is in the observation period until June 2011.

Mr. Dietrich reported that there are five completed Minor Home Repair Program projects and 2 that are active. He also reported that there are 3 pending projects and 22 prequalified projects on the waiting list.

IX. Visitors Comments & Other Business

(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.)

Chair Chadwick asked staff about the status of scheduling an Economic Development Tour for the Commission. Mr. Passwaters said that Brad Mink would be available to take the Commissioners on the tour and provided three date options. The Commission decided the tour will be on Thursday, July 14, 2011.

Chair Chadwick told the Commissioners about Mr. Hudson's idea of scheduling each Commissioner to a ride along with a code enforcement officer. All Commissioners were interested in this idea and staff will make the appropriate arrangements.

Commissioner Wooley asked for an update on the hotels. Mr. Passwaters updated the Commissioners on the existing hotels in Carrollton and the number of citations each one has and which ones are scheduled to go before the Property Standards Board. Commissioner Wooley asked for information on the construction of Spa Castle and the Raiford Project. Staff will gather information from Building Inspection to provide to the Commission.

Mr. Hudson passed out information to the Commission regarding the protected birds (Herons and Egrets) nesting in a residential neighborhood. He explained that there have

been several requests by the residents affected by the herons and egrets, to mitigate the nesting in their neighborhood and what the City's response would be. He wanted to provide the information to the Commission in case there are questions by one of their neighborhoods.

Chair Chadwick adjourned the meeting at 8:54p.n
Mel Chadwick, Chair
Neighborhood Advisory Commission
Scott Hudson
Director, Environmental Services

X. Adjournment