

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION (NAC)**  
City of Carrollton

Thursday, October 13, 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, October 13, 2011 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Vice Chair Horace Blake, Commissioner Nancy Putnam, Commissioner Debi Whitley, Commissioner Marilyn Roppolo and Commissioner George Barnes. Commissioner Craig Greenway and Commissioner Sanjay Pillai were absent. Commissioner Gary Wooley arrived at 6:40pm. City staff present: Mr. Scott Hudson, Director of Environmental Services, Ms. Maleka Jiwani, Sr. Community Development Program Specialist and Mr. Drew Dietrich, Community Development Program Specialist.

I. Call to Order

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

II. Introductions – Item to introduce those present.

III. Review the Minutes of the June 9, 2011 and August 11, 2011 Meeting - Item to review and adopt the minutes from the June 9, 2011 and August 11, 2011 meetings of the Neighborhood Advisory Commission.

Commissioner Chadwick asked for a motion on the minutes of June 9, 2011 and August 11, 2011 meetings of the Neighborhood Advisory Commission. Commissioner Whitley made a motion to adopt the June 9, 2011 minutes as presented and the August 11, 2011 minutes with an amended remark. Commissioner Blake seconded the motion. The motion passed unanimously.

IV. NAC Meeting Calendar – Item to review and adopt NAC Meeting calendar for PY 2011-2012.

Ms. Jiwani presented the draft NAC Meeting Calendar to the Commissioners for approval. A discussion took place on the Spring Event date and other NAC meeting dates and the calendar was revised. Commissioner Barnes suggested that the calendar should be rearranged so that neighborhood mentoring reports from experienced commissioners came earlier in the year and from new commissioners later. This would allow more time for new commissioners to establish relationships with their neighborhood associations. The consensus of the commission was to make this calendar change. Chair Chadwick

asked Ms. Jiwani to find out when the school district's Spring breaks are scheduled in March and suggested that the March meeting may need to be changed accordingly. Commissioner Barnes made a motion to adopt the NAC Meeting calendar as adjusted. Commissioner Putman seconded the motion. The motion passed unanimously.

- V. Neighborhoods Networking – Fall 2011 Event – Item to update the NAC on Fall 2011 event feedback. Also, discuss Spring 2012 Citizens' Evening at City Hall event.

Ms. Jiwani presented the feedback results of the Fall 2011 event. Of the thirty-five registered attendees, twenty-five of them turned in the feedback forms. Chair Chadwick asked the Commissioners for their general feedback of the event. Commissioner Blake thought the selection of literature provided was very good. Commissioner Roppolo reported that she had received positive feedback from some attendees. Commissioner Putnam suggested that next year's feedback should be broken down by the topics discussed during each session. Chair Chadwick suggested that the online pre-registration process be re-evaluated. Commissioner Barnes suggested there not be pre-registration for the event next year. Chair Chadwick thought the event information communicated to the media was handled very well this year. Mr. Hudson provided information on how many attendees were from each Commissioners area that they represent.

Chair Chadwick asked for a volunteer to chair the Spring 2012 Citizens' Evening at City Hall event. Commissioner Whitley volunteered to chair the event sub-committee, Chair Chadwick and Commissioner Roppolo volunteered to assist the sub-committee. The date of the event was set for Thursday, March 1, 2012. It was also decided that the March 8, 2012 meeting would be moved to February 9, 2012.

- VI. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Also, provide an update on the Migratory Birds Workshop.

Commissioner Roppolo presented her mentoring report. (*copies of the report were distributed at the meeting*) Staff will follow-up on concerns reported.

Chair Chadwick asked Commissioner Putnam to brief the Commission on the Migratory Birds Workshop. Commissioner Putnam provided maps of the at-risk areas that migrating birds could potentially nest. Commissioner Putnam asked the Commissioners to assist her in contacting the at-risk areas. She also explained how the City is notifying these areas about the Migratory Birds Workshop. The workshop will provide residents information on how to deter the nesting bird.

- VII. Program Updates - 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.

Ms. Jiwani reported that there had been two (2) HOA/NA registrations since the last meeting. Ms. Jiwani reported that the Highlands NEMGP project is complete.

Mr. Dietrich gave updates on the N.O.T.I.C.E and Minor Home Repair Program. Mr. Dietrich reported there are twelve (12) completed FY 2011 Minor Home Repair Program projects and have begun three (3) FY 2012 Minor Home Repair Program projects. He also reported there are twenty-two (22) pre-qualified projects on the waiting list.

Ms. Jiwani covered the information provided on the geographic map given to the Commissioners which showed the violations for the months of August 2011. CDBG Code Enforcement Officer closed 158 cases in August 2011. All Code Enforcement Officers closed 838 cases in the month of August 2011.

#### VIII. 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.)

Mr. Hudson announced that Commissioner Putnam and Commissioner Barnes were re-appointed to the Commission. He announced the three new appointed Commissioners would be Eric Dick, Pam Mulligan and Elida Munoz. He provided information to the Commission about registration for the Garland Neighborhood Summit and encouraged them to attend. Mr. Hudson also thanked Commissioner Wooley for chairing the Fall Event Committee.

Chair Chadwick thanked Commissioner Blake for his six (6) years on the Commission. Chair Chadwick has said the Commission will recognize Mill Valley as a separate registered Neighborhood Association apart from Wood Creek.

IX. Adjournment

Chair Chadwick adjourned the meeting at 8:33p.m.

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Mel Chadwick, Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services