

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION (NAC)
City of Carrollton

Thursday, June 13, 2013
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, June 13, 2013 at 6:30 p.m. with the following members present: . Chair Mel Chadwick, Vice Chair Pam Mulligan, Commissioner Anil Joseph, Commissioner Eric Dick, Commissioner George Barnes, Commissioner Elida Munoz and Commissioner Marilyn Roppolo. Commissioner Nancy Putnam and Commissioner Armando Perez were absent. City staff present: Mr. Scott Hudson, Director of Environmental Services; Mr. Brian Passwaters, Division Manager Community Services; Tanya Ferencak, Sr. Community Development Program Specialist; Ms. Christine Wagner-Powers, Community Development Program Specialist.

I. Call to Order

Chair Chadwick called the meeting to order at 6:35 p.m.

II. Introductions – Item to introduce those present.

Chair Chadwick introduced the visitors - Lorri Dennis, City Arborist and Officer Bobby Stuart, Crime Prevention Officer and Councilmember Jeff Andonian. Councilmember Andonian reported that Carillon Hills is interested in interested in organizing a neighborhood association.

III. Review the Minutes of the April 11, 2013 and May 9, 2013 Meeting - Item to review and adopt the minutes from the April 11, 2013 and May 9, 2013 meetings of the Neighborhood Advisory Commission.

Chair Chadwick asked if there were any items in the April 11, 2013 minutes that needed to be addressed. Commissioners found typos that needed to be fixed. Ms. Ferencak asked for direction on what commissioners wanted to be included in the minutes. Chair Chadwick said he would like to be able to read the minutes a year from now and be able to recall what happened. He said to include the major ideas, discussion points and votes. Commission Mulligan suggested using the same format that Carl Shooter, Animal Services Manger uses for the sub-committee.

Chair Chadwick asked for a motion to approve the April 11, 2013 minutes. Vice Chair Mulligan made a motion to approve the April 11, 2013 amended minutes. Commissioner Dick seconded the motion. The motion passed unanimously.

Chair Chadwick asked if there were any items in the May 9, 2013 minutes that needed to be addressed. Chair Chadwick said in item IV that the commissioners concerns were not addressed adequately in regards to the way the proposal came to the commission and the directions to staff for future proposals.

Chair Chadwick asked staff to listen to the tape of the May 9th meeting because he did not second the motion on Item V. He also asked that the City Council Goals be listed in Item VI. Vice Chair Mulligan and Chair Chadwick found typos in Item VII that needed correcting.

Commissioner Barnes asked that old business updates be included in the agendas because it stated in the May 9th meeting minutes that an updated proposal from Morningside Neighborhood would be brought back before the commission at the June 13, 2013 meeting. Chair Chadwick agreed that it should have been included. Chair Chadwick also asked staff to provide an update on mentoring report items that staff has been asked to address. He said that staff can either contact the Commissioner who presented the mentoring report service request or have it included as an item in the agenda. As an example, he had asked staff to look into exposed rebar in a screening wall in the Old Mill neighborhood. Chair Chadwick tabled the approval of the May 9, 2013 minutes.

- IV. National Night Out: Item to plan for City of Carrollton National Night Out (NNO) Events. NNO will be Tuesday October 1, 2013. Officer Bobby Stuart of the Carrollton Police Department presenting.

Officer Bobby Stuart gave a brief history of the beginning of National Night Out in 1984. He explained how the Police Department is involved in promoting this year's event and how he and Chief Redden organized participation of 30 officers last year compared to 5 officers the year before. He provided them with contact information on how a neighborhood can register for a National Night Out that is sponsored by Target.

- V. Item to present Mayor's Corridor Beautification Initiative: Item to present information on how to promote the mayor's Corridor Beautification Initiative in collaboration with the Neighborhood Enhancing Matching Grant Program. Lorri Dennis, Arborist, City of Carrollton presenting.

Ms. Dennis explained how she went from the Parks Department to Development Services in 2008 to begin working on beautifying the city's corridors. She presented a slide show on the various beautification projects using the Neighborhood Enhancing Matching Grant Program since 2008. She explained how in 2009 she began issuing irrigation permits to registered landscape irrigators that is required by the Texas Commission of Environmental Quality. She explained the city's tree preservation ordinance revised in 2010 and that the Texas Forest Service uses this ordinance as a guideline when new communities want to put together tree preservation plans. She explained changes to the landscape ordinance for private development in 2012 and how she is responsible for commercial landscape code enforcement. She reported that she has closed 59 cases and is currently working on 55 cases. She concluded by explaining how she and Ms. Ferencak

have been working together using the Neighborhood Enhancing Matching Grant Program in the Council's Corridor Beautification Initiative.

VI. Neighborhood Enhancement Matching Grant - Item to present Savoy of Josey Ranch NEMGP to the Neighborhood Advisory Commission.

Chair Chadwick asked those present from Savoy of Josey Ranch to introduce themselves. Pat Cochran, incoming President of Savoy of Josey Ranch introduced herself, then Sam Mehta the current/outgoing President, Susanna Dooling - beautification director, Lori Russo - membership director and Mr. Cochran (husband). Ms. Cochran presented their proposition to using NEMGP funds to paint a fence, repair a brick screening wall and capstones, installing a drip irrigation system and a variety of plants that border Keller Springs. The projected budget for the project is \$28,896.82. Ms. Cochran and Ms. Dennis answered questions. Chair Chadwick asked for a motion. Vice Chair Mulligan made a motion to accept the grant for Savoy of Josey Ranch. Commissioner Munoz seconded the motion. The motion passed unanimously.

Ms. Ferencak mentioned that Savoy of Josey Ranch had experience with using Next Door. She asked if they could share information with the commission. Mr. Mehta explained how simple Next Door is to use and how it is restricted to only the residents of an association. Ms. Cochran liked that it allows you to communicate with your neighbors.

Commissioner Barnes asked for staff guidance relating to sweat equity. He could not find that reimbursement for grant preparation (sweat equity) was an item in any other grant proposal that he was familiar with during his 5 years on the commission. Commissioner Joseph said he had worked on many grants for the USDA and preparation was not a consideration for reimbursement. Commissioner Barnes suggested that "sweat equity" be given a different name or provide guidelines that can be communicated to their neighborhoods. Commissioner Joseph suggested that a percentage should be determined and not more than 10% should be sufficient. Mr. Hudson said that it was allowable for the commissioner to decide on a reimbursement cap for grant preparation. Chair Chadwick asked staff to provide information on the average time spent for grant preparation and believes that the cap should not be over 50%. Ms. Ferencak said she would research and provide a recommendation. Chair Chadwick would like the commissioners to be involved in the preparation of their neighbors grant presentation along with staff.

VII. PY 2013 CDBG Public Hearing - Item to receive public input on the upcoming PY 2013 Community Development Block Grant (CDBG) Program - One year Agenda Plan.

Chair Chadwick opened the public hearing to receive input on the Community Development Block Grant (CDBG). Chair Chadwick asked if the three programs (Crime Prevention, Neighborhood Revitalization and Housing Rehabilitation) listed on Page 76 are being funded. Ms. Ferencak replied that they are in some degree. Commissioner Dick found a typo on Page 43, second paragraph. Chair Chadwick asked if there was a motion to accept the CDBG as presented. Vice Chair Mulligan made the motion. Commissioner

Dick seconded the motion. Chair Chadwick said the CDBG is approved and the public hearing is closed.

VIII. Habitat for Humanity Update: Item to report communication with Habitat of Dallas and Denton counties.

Ms. Ferencak reported that she has reached out to Dallas and Denton County Habitat for Humanity offices. She said that Dallas County is interested in promoting their “A Brush with Kindness” program in Carrollton. The program likes to focus on a neighborhood and provide exterior repairs to multiple homes that income qualify. She said that in a few weeks they would be coming to tour a few neighborhoods that are already identified as low-moderate income. They are also interested in making contact with area churches for volunteers and donations. She also reported that a foreclosed single family home and condominium had been donated to Dallas County Habitat for Humanity, but they had not begun work on them to date. Commissioner Roppolo asked if interior home repair would be included in a minor home repair. Ms. Ferencak said expanding the minor home repair is an option to include interior home repairs. Ms. Wagner-Powers said that currently it is only exterior up to \$5,000. Ms. Ferencak added that the program could include an emergency home repair that would include the interior up to \$5,000. Commissioner Dick suggested that church groups may be interested in doing interior home repairs. Ms. Ferencak said that according to the [survey\(??\)](#) there is interest in expanding the minor home repair program to include interior repairs.

Ms. Ferencak reported that Denton County is smaller and primarily work in the City of Denton and that maybe now is not the best time to partner with them.

IX. Neighborhood Mentoring Program - Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Receive an update from the Fall Event sub-committee. Update on Rhoton Park Neighborhood event, Neighborhood Empowerment Zones, July NAC tour, CAI Annual Expo. September 19, Involved Neighbors outreach sub-committee planning and presentation on NextDoor webpage.

Vice Chair Mulligan reported that the committee is still working on the schedule for the Fall Event. She said that they still need a neighborhood HOA with a crime watch program and revitalization program that could present at the event. She asked anyone who could suggest one to let her or another member of the sub-committee know. Commissioner Barnes said they would also be asking police for suggestions on good neighborhood crime watch programs and then ask the Commissioner over that neighborhood make contact about presenting at the Fall Event.

Commissioner Perez was absent and unable to present his mentoring reports.

Ms. Ferencak gave an updated on the Rhoton Park Neighborhood event. She reported that there were approximately 300 people in attendance and went well other than running out of a few food items. Chair Chadwick asked if there were any plans to have this event in another neighborhood. Mr. Hudson said that there has been talk about doing something in the early fall, possibly in the Holiday Park area.

Chair Chadwick asked if the Neighbors Outreach sub-committee had met yet. Ms. Ferencak said they had not but would be sending out an email to the sub-committee members to ask for dates on when they could meet.

Mr. Hudson provided an update on Neighborhood Empowerment Zones. He referenced the copy of the May 21, 2013 Council agenda item and said that it was approved by Council. He said that in 5 areas of town the building permits will be waived and that it is a significant first step in revitalization efforts. He also reported that the Re-Development Sub-Committee that brought this forward is looking at other initiatives. Mr. Hudson defined each of the five zones and where they are located.

Commissioner Barnes asked if all N.O.T.I.C.E. projects are within these 5 zones. Mr. Hudson replied that they were for all CBDG related N.O.T.I.C.E. projects. Commissioner Barnes then asked if any zones did not have a N.O.T.I.C.E. project. Mr. Hudson replied that Zone 1 did not have a N.O.T.I.C.E. project. Ms. Ferencak commented that there was one proposed in Zone 1. Commissioner Barnes asked if there was a way of overlaying on this new map the neighborhoods that qualify for Minor Home Repairs because those that need to do something to make their neighborhoods look good do not have any money, nor do they seem to have any incentive. He said he believes that not having to pay a building permit fee will make any difference and maybe targeted for more aggressive Minor Home Repairs if they qualify. Ms. Wagner-Powers replied that Minor Home Repair projects are not based on where one lives, but if the homeowner's income qualifies. Mr. Hudson also replied that neighborhood requests and the age of a neighborhood do not determine the N.O.T.I.C.E. projects, but is determined by staff assessment.

Chair Chadwick asked for update on the NextDoor webpage. Ms. Ferencak first mentioned that she had sent out emails to the HOA's about CAI Annual Expo at the Plano Convention Center on September 19, 2013. She explained that it was specifically for HOA's that maintain common property, but that volunteer properties might also benefit from attending.

Ms. Ferencak asked if anyone had questions about the NextDoor.com webpage. Vice Chair Mulligan asked if it was similar to FaceBook or LinkedIn. Ms. Ferencak replied that it looks a lot like FaceBook but is private. She then reported that she has sent three inquiry emails to NextDoor but has not yet gotten a reply, which is a concern for her. She showed examples of it on a slideshow presentation and explained how neighborhoods utilize it to communicate with their neighbors. She also explained how area cities are utilizing it to push out information with HOA's/NA's.

Ms. Ferencak announced that instead of an economic development tour that they have asked Toyia Pointer to provide a historic tour that would include a neighborhood tour and talk about the Empowerment Zones and other projects. The tour will be on July 11, 2013.

- X. Program Updates - Neighborhood Enhancement Matching Grant Projects, Hill n' Dale N.O.T.I.C.E. Program, Minor Home Repair Program update and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Ms. Ferencak reported that Morningside HOA is interested in a Neighborhood Enhancement Matching Grant project and that they are currently working with them. She said that Hill 'N Dale is interested but is not currently organized, but that she and Debi Whitley are working on this. She also said that Sissy Sylo of Indian Springs is working on applying for a grant.

Ms. Ferencak reported that there will be a N.O.T.I.C.E. project meeting with Rhoton Park on June 26, 2013 at Crosby Recreation Center. She said that Commissioner Putnam was not going to be able to attend this meeting and asked if any other commissioner would be available to speak to them about becoming an organized association. Chair Chadwick said he would try to attend.

Mr. Passwaters reported that the CDBG Code Enforcement Officer closed 273 cases in May 2013. In total, the Code Enforcement Officers closed 1,100 cases in May 2013. He also said that these numbers will probably drop over the next few months because they are currently short two code enforcement officers.

Ms. Wagner-Powers and Mr. Passwaters reviewed several Minor Home Repair Projects with a photo slideshow.

XI. 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.)

Vice Chair Mulligan announced that the Dallas Business Journal has named Carrollton's Economic Development as the #1 agency in the metroplex and that Brad Mink and his staff should be congratulated. Ms. Hudson said the reason we are head and shoulders above other cities in DFW is due to the Cyrus One project.

Mr. Hudson briefed the commission on the Camelot landfill expansion and reported that Farmers Branch has requested a second extension and that there is a prediction of another public meeting in Carrollton.

XII. Adjournment

Chair Chadwick adjourned the meeting at 9:03 p.m.

Mel Chadwick, Chair
Neighborhood Advisory Commission

Scott Hudson

Director, Environmental Services