

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

Thursday, November 11, 2010  
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, November 11, 2010 at 6:30 p.m. with the following members present: Vice Chair Horace Blake, Commissioner Mel Chadwick, Commissioner Nancy Putnam, Commissioner Marilyn Roppolo, Commissioner Debi Whitley and Commissioner George Barnes. Commissioner Gary Wooley arrived at 6:32pm and Commissioner Sanjay Pillai arrived at 6:38pm. City staff present: Mr. Scott Hudson, Director of Environmental Services, Mr. Brian Passwaters, Division Manager, Community Services, Ms. Maleka Jiwani, Sr. Community Development Program Specialist, and Ms. Vicki Gomez, Executive Assistant, City Manager's Office.

I. Call to Order

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

II. Introductions – Item to introduce those present.

Vice Chair Blake recognized Mr. Al Overholt, Woodcreek HOA and asked him to introduce those present – Mr. Rick Davis, Mr. Ted Bellah, Mr. Jon Ortega and Ms. Terri Romaine Ortega. Ms. Barbara Byse arrived and introduced herself.

III. Seating of Commissioners – Item to conduct the oath of office and seat new and returning members of the Neighborhood Advisory Commission.

Ms. Gomez administered the oath of office to Commissioner Wooley, Commissioner Putnam, Commissioner Roppolo, Commissioner Chadwick and Commissioner Whitley.

IV. Neighborhood Enhancement Matching Grant Program – Item to present Woodcreek HOA NEMGP proposal to NAC.

Vice Chair Blake recognized the Woodcreek HOA and asked them to present their NEMGP proposal. Jon Ortega, Vice President of the Woodcreek HOA presented the NEMGP proposal using a power point presentation. Barbara Byse, a Mill Valley resident spoke to Commissioners' letting them know that she is against a "Woodcreek" sign at Southern Circle and Kelly Boulevard. Commissioners' questions about the NEMGP proposal were answered by Mr. Ortega, Mr. Overholt and staff.

Vice Chair Blake asked for a motion to be made. Commissioner Whitley made a motion to approve the request with modifications. Woodcreek HOA would need to make contact with the Mill Valley residents who are currently members of the Woodcreek HOA to obtain feedback about placing a “Woodcreek” sign at Southern Circle and Kelly Boulevard. A simple majority would need to be in agreement for the sign to be placed at that intersection. Commissioner Roppolo seconded the motion. Commissioner Wooley made an amended motion to approve the request with modifications and that all residents in the subset of Mill Valley in the Woodcreek HOA will be contacted and given the opportunity to vote and document it. Commissioner Putnam seconded the amended motion. Commissioner Whitley restated the amended motion with modifications. The restated amended motion passed with a majority (7-1).

- V. Review the Minutes of the October 14, 2010 Meeting - Item to review and adopt the minutes from the October 14, 2010 meeting of the Neighborhood Advisory Commission.

Vice Chair Blake asked for a motion on the minutes of October 14, 2010 meeting of the Neighborhood Advisory Commission. Commissioner Chadwick made a motion to adopt the October 14, 2010 minutes with corrections. Commissioner Whitley seconded the motion. The motion passed unanimously.

- VI. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. In addition, schedule mentoring report assignments for 2010-2011. Discuss the upcoming NAC event in Spring 2011.

Vice Chair Blake asked Commissioner Whitley to present her mentoring reports. Commissioner Whitley presented her reports. (*copies of reports included in the agenda packet*)

Ms. Jiwani informed the Commission that the Citizens’ Evening at City Hall had been rescheduled to Thursday, February 24, 2011 and there would now be a regular meeting on Thursday, March 10, 2011. The Commissioners discussed what dates would work well for them to do their PY 2011 mentoring reports. Ms. Jiwani updated the calendar and copies were made and distributed to all of the Commissioners.

Sub-Committee Chair Chadwick asked if one of the new commissioners would like to volunteer to join the NAC Spring 2011 event sub-committee. Commissioner Roppolo will join the sub-committee that also includes Commissioner Whitley and Commissioner Blake. The sub-committee scheduled to meet at City Hall at 6:00pm on Wednesday, November 17, 2010.

- 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 have not been any HOA registrations since the October 14, 2010 meeting and that HOA registration forms will be mailed out the last week of

December 2010. She reported that the High Meadow of Indian Creek NEMGP project is almost completed. She is in communication with Rosemeade Heights and The Highlands HOA's about possible NEMGP grants.

Ms. Jiwani reported that N.O.T.I.C.E. project Park Place Phase 1 is complete and that Phase 2 is expected to begin soon. She reported that 3 minor home repair projects have been completed, and they have 17 pending applications. In the month of October, the CDBG Code Enforcement Officer closed approximately 260 cases and all Code Enforcement Officers closed approximately 1413 cases.

VIII. Community Development Block Grant (CDBG) Fall 2010 Planning Calendar – Item to review and adopt Community Development Block Grant (CDBG) Fall 2010 Planning Calendar.

Ms. Jiwani presented the Community Development Block Grant (CDBG) Fall 2010 Planning Calendar to the Commission for approval. Commissioner Pillai motioned to adopt the Community Development Block Grant (CDBG) Fall 2010 Planning Calendar. Commissioner Chadwick seconded the motion. The motion passed unanimously.

IX. Public Hearing on the PY 2009 Consolidated Annual Performance and Evaluation Report (CAPER). Item to receive public comments and formulate a recommendation for action to the City Council on the draft PY 2009 Consolidated Annual Performance and Evaluation Report (CAPER).

Ms. Jiwani went over questions and corrections to be made to the CAPER that Commissioner Chadwick had sent to her prior to the meeting. She answered questions and noted other corrections to be made that the Commission brought to her attention.

Commissioner Whitley made a motion to accept the PY 2009 CAPER draft with the corrections discussed and forward it to the City Council. Commissioner Chadwick seconded the motion. The motion passed unanimously.

X. Election of the 2010-2011 Chair and Vice Chair – Item to nominate and elect the 2010-2011 Chair and Vice-Chair of the Neighborhood Advisory Commission (NAC).

Mr. Hudson opened the floor for nominations for the Chair of the Neighborhood Advisory Commission (NAC). Commissioner Barnes nominated Commissioner Chadwick for Chair of the NAC. Commissioner Whitley nominated Commissioner Putnam, but Commissioner Putnam declined the nomination. Commissioner Barnes motioned to close the nominations and elect Commissioner Chadwick by acclamation. Commissioner Whitley seconded the motion. Commissioner Chadwick became Chair of the NAC by acclamation. Mr. Hudson opened the floor for nominations for the Vice Chair. Commissioner Pillai nominated Commissioner Blake for Vice Chair of the NAC. Commissioner Putnam seconded the nomination. The Commission voted unanimously for Commissioner Blake to become the Vice Chair of the NAC.

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.)

Mr. Hudson provided information to the Commission regarding the pending contract to design downtown trails that will be on an upcoming Council agenda. Mr. Hudson confirmed with the Commission that they still wished to meet at Sweet Olive on Friday, December 3, 2010 for a NAC Holiday get together. Commissioner Chadwick asked about feedback regarding the Raiford Project by the surrounding neighborhood residents. Mr. Hudson briefed them on the project.

XII. Adjournment

Vice Chair Blake adjourned the meeting at 9:07p.m.

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Horace Blake, Vice Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services