

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

Thursday, August 11, 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, August 11, 2011 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Vice Chair Horace Blake, Commissioner Nancy Putnam, Commissioner Craig Greenway, Commissioner Debi Whitley, Commissioner Sanjay Pillai, Commissioner George Barnes and Commissioner Gary Wooley. Commissioner Marilyn Roppolo was absent. 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 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.

Chair Chadwick welcomed the Council liaison for the Neighborhood Advisory Commission (NAC) Councilmember Place 1, Jeff Andonian. Mr. Hudson announced that prior to the NAC meeting a sub-committee met to facilitate a workshop to prevent Egrets from returning to nest in Carrollton. Mr. Hudson then introduced those that attended the meeting, Commissioner Craig Greenway, Chair Chadwick and Commissioner Nancy Putnam (named the Sub-Committee Chair), Chris Hanks, Animal Control Officer and Carl Shooter, Animal Services Manager.

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

Chair Chadwick asked for a motion on the minutes of June 9, 2011 meeting of the Neighborhood Advisory Commission. Commissioner Putnam made a motion to adopt the June 9, 2011 minutes. Vice Chair Blake seconded the motion. Chair Chadwick then opened up a discussion of the June 9, 2011 minutes. Commissioner Whitley raised a question about a statement made in Section IV of the June 9, 2011 minutes. It was discussed and then decided that the statement would be removed. Commissioner Barnes asked that a revision in Section V be made because it was out of context. Chair Chadwick asked Councilmember Andonian how the Council is getting information that is being discussed by this Commission. Councilmember Andonian said that there is not a

mechanism for specific information being relayed to the Council. Mr. Hudson said that the meeting minutes are distributed in the Council Newsletter and if there are particulars they could be put into a cover letter to include with the minutes. Chair Chadwick asked that the discussion return to errors in the minutes and the topic of information to the Council can be brought up again at the end of the meeting. Commissioner Putnam asked that the comment about Page 38 in Section IV be removed. Commissioner Barnes moved to amend the motion to read that the minutes are to be revised in the spirit of this discussion and be presented again to the Commission at a future meeting for approval. Vice Chair Blake seconded the motion. Commissioner Pillai moved to amend the motion to include the concerns regarding the PY 2011 One-Year Plan of Action to be included in order to be brought forward to the Council. Commissioner Putnam seconded the motion. The second amended motion passed unanimously.

IV. Neighborhoods Networking – Fall 2011 Event – Item to update the NAC on Fall 2011 event progress.

Commissioner Wooley briefed the Commission on the latest agenda for the Fall 2011 event, which is almost final. He said once the agenda and the registration form is complete it will be available on the website and hopes to have that done by August 29, 2011. He is in the process of putting together a letter as a neighborhood leader to other neighborhood leaders inviting them to the event. He is also working on putting together one up-to-date list of neighborhood leaders.

V. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission contact with neighborhoods.

Commissioner Wooley presented his mentoring report. (*copies of the report were distributed at the meeting*)

Commissioner Barnes presented his mentoring report. (*copies of the report were distributed at the meeting*) Commissioner Barnes asked that staff contact 2800 Keller Springs Villas because they are interested in applying for a NEMGP. Staff has been asked to follow-up with the Commission on issues discussed which include traffic, crime, graffiti, sidewalk repairs, code enforcement, maintenance of rail line easements, and dredging of pond in Country Place.

VI. 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 three (3) HOA/NA registrations since the last meeting. She reported that one of the registrations is Mill Valley (formerly part of the Woodcreek HOA) and that they have formed their own HOA. Chair Chadwick asked how they can set-up a HOA when they are part of the Woodcreek HOA. Ms. Jiwani explained they were able to do so because the association is voluntary. Concerns about the two HOA boundaries were raised by the Commission because of the recently

completed Woodcreek NEMGP project. Chair Chadwick said he would contact both associations to discuss the concerns and report back to the Commission. Ms. Jiwani showed NEMGP project photos and reported that Rosemeade Heights NEMGP project is complete and that the Highlands have begun their NEMGP project.

Mr. Dietrich showed project photos and gave updates on the N.O.T.I.C.E and Minor Home Repair Program. Mr. Dietrich reported there are eleven (11) completed Minor Home Repair Program projects and one (1) that is active. He also reported there are four (4) pending projects and sixteen (16) pre-qualified projects on the waiting list. He also reported that nearly all funding for this fiscal year (FY2011) has been exhausted and that the (FY2012) funding will be available October 1, 2011.

Ms. Jiwani and Mr. Passwaters covered the information provided on the geographic map given to the Commissioners which showed the violations for the months of June and July 2011. CDBG Code Enforcement Officer closed 238 cases in June 2011 and 152 cases in July 2011. All Code Enforcement Officers closed 1,122 cases in the month of June 2011 and 780 cases in the month of July 2011. Mr. Passwaters explained that the numbers in July 2011 were lower because of staff training and vacations.

## VII. 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.)

Commissioner Wooley asked for information about the sidewalk replacement project. Mr. Hudson said he would look into getting a report.

Mr. Hudson distributed a policy memo from the City Attorney for the Commission to review. He explained that there is a Charter stance when the City has taken an official position that the Council expectation is that the board and Commission members would not take a position against the direction of Council. Mr. Hudson then answered Commissioners questions.

Mr. Hudson briefed the Commission on a State required Animal Shelter Advisory Committee pending an ordinance change that maybe an agenda item for the October 2011 meeting. The function of the committee would be to access whether the shelter is operating in compliance with State codes and provide advice to the shelter about operating in compliance with State codes. He asked the Commission to consider someone from NAC to be the liaison for this committee.

Commissioner Putnam briefed the Commission on the Migratory Bird Workshop that would be held one evening in the second week of November. She urged the Commissioners to contact each one of their assigned homeowners' association groups and ask them to send at least one representative of their HOA group.

Mr. Hudson briefed the Commission on the open meetings act and quorums.

Chair Chadwick asked if any of the Commissioners wished to discuss with Councilmember Andonian their concerns about the housing report discussed at the June 9, 2011 meeting. Commissioner Putnam asked about the amounts for the Special Service Funding, but was told by staff that had already been taken care of.

Vice Chair Blake has been asked by residents about the enforcement of the residential parking ordinance. Mr. Passwaters said the ordinance is enforced on a complaint basis and advised him to tell them to contact Environmental Services.

Councilmember Andonian addressed the Commission letting them know to reach out to him with input or concerns. Chair Chadwick asked about sending bullet points to Council after each NAC meeting. Councilmember Andonian said that Mr. Hudson does update the Council during Council meetings. Councilmember Andonian said that he intends to attend the NAC meetings and that he can also update the Council.

VIII. Adjournment

Chair Chadwick adjourned the meeting at 8:23p.m.

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Mel Chadwick, Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services