

Neighborhood Advisory Committee  
Wednesday, June 28, 2006 @ 7:00 PM

I. Comments on May Summary Minutes

*None. Change to NAC Meeting Schedule for Summer. No July Meeting. Will meet August 2<sup>nd</sup>. Then resume regular 4<sup>th</sup> Wednesday schedule September 27<sup>th</sup>.*

II. Review of progress on May Agenda Items

A. Educational Seminars

- *Planning Department is moving forward on planning the 1<sup>st</sup> seminar: Comprehensive Planning in preparation for the kick off of the Comp Plan process for ACC in the fall.*
- *The Committee suggested contacting newspaper and other media to publicize the educational seminar. Will also use NNI e-mails to get the words out.*
- *Also suggested was putting the presentation materials online after the seminar.*

B. E-mail Notifications

- *Updates made to wording of e-mails based on NAC May meeting suggestions.*
- *About 100 individuals currently signed up for notifications.*
- *Should utilize media (public service announcements, newspaper ads, ACC-TV all potential outlets) to continue efforts to notify public about program.*
- *Put up a sign at the Planning Department front counter to increase awareness.*

C. NNI Website

- *Web consultant hired to redesign Planning Department website.*
- *With new site, Planning Department should be able to better track website use and page hits which may contribute to one NNI success measurement (See topic below under item IV.)*
- *Reviewed new pages and discussed high priority of visibility for "Planning & Zoning 101"--should be linked from front page location rather than on Neighborhood Resources page alone.*
- *In description of NNI on website, be sure NNI's emphasis on early contact with neighborhoods for development proposals is highlighted.*

D. NNI Participation

- *Reviewed newly added groups/overlays.*

- *Discussed how new overlays established through suggestions of neighbors. Gail Hoge will contact District 1 neighbors interested in Morton Road/Belmont overlay to suggest overlay boundaries.*

### III. Legal Notices

#### A. Current state and local requirements

- *State regulates minimum content of newspaper legal ads and requires posting of signage, but signage content is left to localities to regulate.*
- *Change in content of zoning notice signs would require zoning text amendment.*
- *For variances and rezones, signs posted minimum of 15 days before public hearing and maximum of 45 days before hearing.*

#### B. Signage examples from other communities

- *NAC reviewed signage examples from other communities. Favorites include City of Richardson example, but also those that provide for more detailed explanations.*

#### C. NAC suggestions

- *Discussed problems with current signage in that "fill-in-the-blank" text tends not to be legible (too small and light) unless standing directly in front of sign. Perhaps adhesive or otherwise removable lettering would be more legible on current signs.*
- *If redesign pursued, should include web address as well as phone number. Need to simplify information/text should be balanced with need to fully inform with details. Suggestion to use variant of simplified signage examples with web address, phone number, and provide more detailed information on 1 page sheets available in tube attached at bottom of sign.*
- *For next month or so, NAC to continue to consider alternative options and discuss with neighbors. May make a redesign recommendation at upcoming meeting.*

### IV. Other issues or announcements from committee

- *How to measure success/effectiveness of NNI program?*
  - *Is there a way to track phone, e-mail, & walk-in traffic related to citizen/neighborhood awareness generated by NNI?*
  - *Is there a way to track the number of proposals that begin with neighborhood contact prior to submitting applications or that incorporate neighborhood concerns as a result of contacts established through program?*
  - *Keep track by more or less objective rating of neighborhood-developer contact levels for all items on public hearing agendas (i.e. contact*

*established prior to application date, contact established after application early in review, late in review, no contact until meeting, etc.)*

- *Also a subjective component of evaluating quality of contact, input, & outcome.*
- *Potential for NNI E-mail Updates on development delays for approved projects?*

V. **Adjournment**

*The Committee agreed to a revised summer meeting schedule. We will not meet in July. Next meeting will be August 2<sup>nd</sup>. Then we will meet as scheduled the 4<sup>th</sup> Wednesday in September (the 27<sup>th</sup>).*