

**Notice of Meeting for the  
Housing Advisory Board  
of the City of Georgetown  
November 16, 2020 at 3:30 PM  
at Teleconference**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

**The regular meeting will convene at 3:30pm on November 16, 2020 via teleconference. To participate, please copy and paste the weblink into your browser:**

**Weblink: <https://bit.ly/3lyzYCI>**

**Webinar ID: 995-5934-8886**

**Password: 884527**

**To participate by phone:**

**Call in number: (301)715-8592 or Toll-Free: 877-853-5257**

**Password: 884527**

**Citizen comments are accepted in three different formats:**

- 1. Submit written comments to [planning@georgetown.org](mailto:planning@georgetown.org) by 2:30p.m. on the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.**
- 2. Log onto the meeting at the link above and "raise your hand" during the item**
- 3. Use your home/mobile phone to call the toll-free number**

**To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the "Raise your Hand" option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.**

**Use of profanity, threatening language, slanderous remarks or threats of**

**harm are not allowed and will result in you being immediately removed from the meeting.**

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## **Regular Session**

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Discussion on how the Housing Advisory Board virtual conference will be conducted, to include options for public comments and how the public may address the Commission -- Sofia Nelson, CNU-A, Planning Director

## **Public Wishing to Address the Board**

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

- B *At the time of posting, no persons had signed up to speak on items not on the agenda.*

## **Legislative Regular Agenda**

- C Consideration and possible action to approve the minutes from the October 19, 2020 meeting. - Mirna Garcia, Management Analyst
- D Presentation and discussion on neighborhood association programs. Susan Watkins, AICP, Housing Coordinator
- E Presentation and discussion of planning activities for the San Jose and Track Ridge Grasshopper neighborhood plans -- Nat Waggoner, PMP, AICP Long Range Planning Manager and Susan Watkins, AICP, Housing Coordinator
- F Update from the Housing Advisory Board Chair. Lou Snead, Chairperson.

## **Adjournment**

### **Certificate of Posting**

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at

\_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
Robyn Densmore, City Secretary

City of Georgetown, Texas  
Housing Advisory Board  
November 16, 2020

**SUBJECT:**

Discussion on how the Housing Advisory Board virtual conference will be conducted, to include options for public comments and how the public may address the Commission -- Sofia Nelson, CNU-A, Planning Director

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

N/A

**SUBMITTED BY:**

Andreina Dávila-Quintero, AICP, Current Planning Manager

City of Georgetown, Texas  
Housing Advisory Board  
November 16, 2020

**SUBJECT:**

Consideration and possible action to approve the minutes from the October 19, 2020 meeting. - Mirna Garcia, Management Analyst

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Mirna Garcia, Management Analyst

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
📎	Meeting Minutes	Exhibit

City of Georgetown, Texas  
**Housing Advisory Board**  
Minutes  
October 19, 2020, at 3:30 p.m.  
Teleconference: <https://bit.ly/32zfvqo>

The regular meeting convened at 3:30PM on October 19, 2020 via teleconference at <https://bit.ly/32zfvqo>. Webinar ID: 955-8310-4911. To participate by phone: Call-In number: (312)626-6799 or Toll-Free 833-548-0282. Password: 667440. Public Comment was allowed via the teleconference option; no in-person input was allowed.

**Board Members present:** Lou Snead, Chair; Mary Calixtro; Wendy Cash; Linda Sloan; Charles Collins

**Board Members absent:** Nikki Brennan; Grayson Smith

**Staff present in-person:** Susan Watkins, AICP, Housing Coordinator; Nat Waggoner, AICP, Long Range Planning Manager; Sofia Nelson, Planning Director; Mirna Garcia, Management Analyst

The Meeting was opened by Chair Snead at 3:32 p.m.

#### Regular Session

A. Discussion on how the Housing Advisory Board virtual conference will be conducted, to include options for public comments and how they public may address the Commission – Sofia Nelson, Planning Director

#### Public Wishing to Address the Board

B. *As of the deadline, no persons were signed up to speak on items other than those posted on the agenda.*

#### Legislative Regular Agenda

C. Consideration and possible action to approve the minutes from the September 21, 2020 meeting. - Mirna Garcia, Management Analyst

**Motion to approve Item C as presented by Calixtro. Second by Collins. Approved (5-0).**

D. Update from the Housing Advisory Board Chair. – Lou Snead, Chairperson.

**No updates at this time.**

E. Presentation and discussion on neighborhood association programs. – Susan Watkins, Housing Coordinator

Watkins updated the Board; there will not be a meeting held in December due to the holidays, but there will be a meeting in November.

Staff provided the Board background and the purpose of developing a program to support interested neighborhoods in developing a neighborhood association. The Board reviewed examples of neighborhood association programs from several cities in Texas, including Bryan, Amarillo, Plano and San Antonio.

Feedback requested from the Board is:

1. What is the most important service we can provide to neighborhoods interested in establishing an association?
2. Do you have additional ideas for how City can support establishment of neighborhood associations?
3. Are there neighborhoods you can identify that would benefit from creation of a neighborhood association?

The Board stated that communication was the most important service the City can provide to neighborhood associations. The Board stated it was important to get information to neighborhoods not only through the website, but also through direct outreach to residents. The Board asked if there were funds for covering costs for creating flyers or sending mailers.

The Board noted the importance of highlighting the differences between Neighborhood Associations and Homeowner's Associations since some residents in older neighborhoods are not interested in a mandatory association that can regulate property and that some residents purposefully move into neighborhoods without that type of regulation. The Board recommended talking to established neighborhood associations to learn what has worked well.

The Board discussed language on the current [Housing.Georgetown.org](http://Housing.Georgetown.org) website regarding the benefits of neighborhood associations and asked that more specificity and possibly examples be provided for the listed benefits.

The Board also asked questions about the neighborhood association notification process, and asked staff to explain how residents are notified of projects. Waggoner explained the notification process, including notification to residents that live within the 300-foot boundary of proposed projects.

- F. Presentation and discussion of planning activities for the San Jose and Track Ridge Grasshopper neighborhood plans – Nat Waggoner, PMP, AICP Long Range Planning Manager and Susan Watkins, AICP, Housing Coordinator

Staff provided an overview of the presentation given at the October 13<sup>th</sup> City Council Workshop where the Council was updated on the outreach and project plan activities completed with neighborhood representatives since the August 11<sup>th</sup> workshop.

Neighborhood representatives partnered with City staff to survey both the San Jose and Track Ridge Grasshopper (TRG) neighborhoods to gather resident concerns and expectations for a neighborhood plan. Survey results for each neighborhood were reviewed

with the Boards. The resident input was used to develop objective statements for each neighborhood and inform the plan scope. The proposed scope was reviewed by the neighborhood leader core teams.

The San Jose Neighborhood Plan Scope includes the following objectives:

- Preserve and promote San Jose as a safe, quiet neighborhood with caring neighbors, through information sharing and intentional engagement
- Celebrate San Jose as a place of culture and history
- Support access to homes, San Jose Park and Annie Purl Elementary through improve traffic, parking and sidewalk solutions
- Enable San Jose residents to stay in the neighborhood and promote compatible development and investments in rehabilitation and infrastructure

TRG Neighborhood Plan Scope includes the following objectives:

- Protect TRG long term residents by reducing and removing challenges to staying within the neighborhood
- Identify and preserve the key character defining components of the neighborhood and ensuring compatible new development
- Improve mobility including transportation and parking, sidewalks and streetlights
- Maintain and promote TRG as a place of culture and history
- Maintain and promote TRG as a safe place to live
- Maintain public space and infrastructure

Based on preliminary discussions with planning professionals, it is estimated that a budget of \$60-90k per plan would address the outlined objectives with a qualified team and complete the planning activities below:

- Engagement of neighborhood
- Document existing conditions
- Evaluate alternatives
- Develop a layered implementation plan
- Implementation of high impact, short term recommendations

Council gave direction for staff to move forward with a Request for Proposals for both plans and return to Council on December 8, 2020.

## **Adjournment**

**Motion to Adjourn by Collins. Second by Snead. Approved (5-0). The meeting was adjourned at 4:55 p.m.**

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Approved, Lou Snead, Chair

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Attest, Linda Sloan, Secretary

City of Georgetown, Texas  
Housing Advisory Board  
November 16, 2020

**SUBJECT:**

Presentation and discussion on neighborhood association programs. Susan Watkins, AICP, Housing Coordinator

**ITEM SUMMARY:**

Staff will provide an update from the October Board feedback on developing a program to support interested neighborhoods in developing a neighborhood association.

- Follow up from October HAB meeting
  - Outreach to recommended neighborhoods
  - Learning from established NAs
  - Clarified website language on NA benefits
  - Renter involvement research
- Review possible pilot program

Feedback requested from the Board is:

1. Do you have recommendations or concerns for possible pilot program?

**FINANCIAL IMPACT:**

None at this time.

**SUBMITTED BY:**

Susan Watkins, AICP, Housing Coordinator

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
□	Presentation	Presentation

# NEIGHBORHOOD ASSOCIATION PROGRAMS

HOUSING ADVISORY BOARD: NOVEMBER 16, 2020

# PRESENTATION AGENDA

- Follow up from October HAB meeting
- Review potential pilot program

# FEEDBACK REQUESTED

Do you have recommendations or concerns for potential pilot program?

# FOLLOW UP FROM OCTOBER HAB MEETING

- Outreach to recommended neighborhoods
- Learn from established NAs
- Clarified website language on NA benefits
- Renter involvement research

# NEIGHBORHOOD OUTREACH

- Different needs/levels of needed assistance expressed
- Discussed potential partnership with SEGCC for neighborhoods needing assistance

# LEARN FROM ESTABLISHED ASSOCIATIONS

- Talking to neighborhood roundtable 12/10
- Q1 neighborhood roundtable on best practices from NA

# CLARIFY NEIGHBORHOOD ASSOCIATION BENEFITS

- Keeping informed of news/decisions that affect the neighborhood.
  - Platform for distributing information (for example, periodic newsletters)
- Creating a unified voice (a collective voice is a *stronger* voice).
  - Communicate concerns around development, public improvements, public safety
- Providing an effective communication link with the City of Georgetown.
  - Registration for Neighborhood Roundtables (communication quarterly meetings)
  - Registration for land use change notifications
- Building relationships and strengthen communication among neighbors.
  - Creates a sense of community among residents
  - Capacity to resolve neighborhood issues together
  - Host community events

# RENTER RESEARCH

- Renters can participate in voluntary associations
- In Plano, Multi-Family communities can register with the City in same way as single-family neighborhoods
  - Same communication, access to programs

# WEBSITE RESOURCE

“How to start a neighborhood association” for the website includes:

- What is a Neighborhood Association?
- Initial steps
- Formalizing the Neighborhood Association
- FAQs

# POTENTIAL PILOT PROGRAM

Program can help with:

1. Outreach to residents
  - A group of neighbors can receive assistance with greater neighborhood outreach either through door hangers like the survey or possibly through utility billing inserts
2. Assist neighborhood with identifying organization's purpose, mission, structure and roles
3. Provide example bylaws (rules the neighborhood agrees to for their organization)
  - how often meetings are held, how the meetings are conducted, how many people are on the board, the duties of the various offices of the board
4. Assist with registering with the city (i.e. creating a boundary map)
5. Partnership with SEGCC where appropriate

# FEEDBACK REQUESTED

Do you have recommendations or concerns for potential pilot program?

# NEXT STEPS

- Continued outreach and further work on pilot program

City of Georgetown, Texas  
Housing Advisory Board  
November 16, 2020

**SUBJECT:**

Presentation and discussion of planning activities for the San Jose and Track Ridge Grasshopper neighborhood plans -- Nat Waggoner, PMP, AICP Long Range Planning Manager and Susan Watkins, AICP, Housing Coordinator

**ITEM SUMMARY:**

Staff will provide an update on the progress since the October 13th City Council Workshop when staff was directed to move forward with a Request for Proposals for both neighborhood plans and return to Council with a budget estimate on December 8, 2020.

1. RFP released 10/23/20
2. Pre-bid meeting 11/4/20
3. Questions submitted on 11/6, answers on 11/9
4. RFP close date 11/16/20

**FINANCIAL IMPACT:**

The scope of the neighborhood plans will drive the cost to prepare both plans. Preliminary estimates identify a need for \$200,000 to complete both neighborhood plans.

**SUBMITTED BY:**

Susan Watkins, AICP, Housing Coordinator

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
☐	Presentation	Presentation

# SMALL AREA PLAN UPDATE

TRACK RIDGE GRASSHOPPER (TRG)  
& SAN JOSE NEIGHBORHOODS

HOUSING ADVISORY BOARD: NOVEMBER 16, 2020

# AGENDA

1. Recap 10/13/20 Council direction
2. Review RFP schedule
3. Next Steps

# 10/13 COUNCIL DIRECTION

Release RFP and come back with firmer cost estimates

# REQUEST FOR PROPOSALS

<https://gtowntx.ionwave.net/PublicDetail.aspx?bidID=1548&ret=OPEN&pg=0&bidNumber=&title=&type=&org=>

- Released RFP **OCTOBER 23, 2020**
- Pre-proposal meeting will begin at **2PM** central time on **November 4, 2020**.
- Deadline for Questions and Inquiries **5PM CST NOVEMBER 6, 2020**
- Proposals Closing Date and Time **2PM CST NOVEMBER 16, 2020**
- City's Review of Proposals **NOVEMBER 17 – 20, 2020**
- Council Workshop **December 8, 2020**
- Date for Finalist Virtual Interviews or Presentations **DECEMBER 14, 2020**
- Earliest Award by City **JANUARY 2021**

# NEXT STEPS

- 12/8 Council Workshop – review budget estimates from RFP