



Approved June 26, 2024

**CITY OF SCOTTSDALE  
NEIGHBORHOOD ADVISORY COMMISSION  
REGULAR MEETING MINUTES**

**Wednesday, May 22, 2024**

**Community Design Studio – Nave  
7506 East Indian School Road  
Scottsdale, AZ 85251**

**PRESENT:** Larry Hewitt, Chair  
Bridget Schwartz-Manock, Vice Chair  
Nancy Doty Brady  
George Spatola (MS Teams)  
Craig Handzlik (MS Teams)  
Richard Siegel

**ABSENT:** Louise Lamb

**STAFF:** Taylor Reynolds, Commission Liaison  
Joe Padilla, Deputy City Attorney  
Nick Carroll, Long Range Planning

**Call to Order**

Chair Hewitt called the meeting to order at 5:01 p.m.

**Roll Call**

Members present as listed above.

**Public Comment**

There were no members of the public who wished to speak.

**1. Approve Draft Summary Meeting Minutes**

- a. Regular Meeting: Wednesday, April 24, 2024

COMMISSIONER DOTY BRADY MOVED TO APPROVE THE APRIL 24, 2024, NEIGHBORHOOD ADVISORY COMMISSION MEETING MINUTES. VICE-CHAIR SCHWARTZ-MANOCK SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. VICE CHAIR SCHWARTZ-MANOCK AND COMMISSIONERS DOTY BRADY, HANDZLIK, HEWITT, SIEGEL, AND SPATOLA VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## **2. Neighborhood Enhancement Grant Program Criteria**

Taylor Reynolds, Commission Liaison, reminded the commission that in September 2023 they discussed the potential opportunity to amend Neighborhood Enhancement Grant Program (NEGP) criteria to increase applicants for the 2024/25 fiscal year. This program is intended to assist in maintaining and/or revitalizing mature neighborhoods with individual needs before they become larger community challenges. The criteria approved in May 2018 were specific to project types including:

- Landscape maintenance or enhancements.
- Perimeter wall maintenance.
- Limited alley improvements.
- Neighborhood signage.

He provided a detailed draft outline of the proposed NEGP criteria updates with criteria now divided into 3 broad categories, including:

- Location and accessibility to the overall public.
- General need in areas where other funding is not available.
- Other existing conditions.

He will invite someone from the Office of Communications to the meeting next month to explore a marketing campaign to increase neighborhood awareness of the NEGP.

Commissioners were given an opportunity to review, discuss, and provide additional input on the draft criteria. Commissioner Siegel is interested in exploring criteria for HOA neighborhoods with a proven need. Mr. Reynolds expressed concern that including HOAs would involve the City auditing their financials to determine financial need. Joe Padilla, Deputy City Attorney, explained that HOAs are not organizations that are in need and, as governing bodies, can raise money to maintain their common areas. He does not recommend allowing HOAs as there would be difficulties making a general need determination. Commissioner Siegel recalled that in the mid-1990's, HOAs were granted funding with qualifying audits and demonstration of need. Mr. Padilla shared that the charter has changed, and new laws exist, which restrict how city funds are distributed. Mr. Padilla shared that there are some circumstances where the City has financial arrangements with HOAs to maintain the right-of-way.

Commissioner Siegel and Commissioner Doty Brady raised questions regarding the City applying for use of NEGP funding. Mr. Reynolds shared that residents have requested some improvements to public parks, which benefit the City along with the community. Mr. Padilla explained that there is no problem legally with granting city requests as the funding comes from taxpayers.

Mr. Reynolds clarified that the funding for the NEGP comes from the general fund and is tagged for this specific use with criteria built into the ordinance.

Mr. Reynolds shared that the most recent approvals for the fiscal year, including monies approved and remaining percentage of funding, are highlighted on the NAC website. He does not believe that there are previously unqualified applicants that would be eligible within the updated criteria but suggested a follow-up with them to revisit applications. He would also like to discuss the program with code enforcement once their management position is filled.

There will be an item for the next meeting with amended draft criteria, which if approved, will be implemented in July.

### **3. Commissioner Items**

There were no commissioner items submitted for consideration. Previously approved items are in the works and will likely be agendaized for the next meeting.

### **4. Staff Updates**

Mr. Reynolds gave an update on the Bent Tree Neighborhood project that was approved at the April 2024 meeting. Painting is partially completed, and the project is anticipated to be completed this week. At the next meeting, he will include discussion on potential signage for this and future projects to credit the commission and raise program awareness.

He shared that the Audit Committee Sunset Review resulted in a recommendation to continue the commission for another three years.

The next meeting is scheduled for June 26, 2024. There will be no meetings scheduled in July and August.

### **Adjournment**

CHAIR HEWITT MOVED TO ADJOURN THE MEETING. COMMISSIONER SPATOLA SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. VICE CHAIR SCHWARTZ-MANOCK AND COMMISSIONERS DOTY BRADY, HANDZLIK, HEWITT, SIEGEL, AND SPATOLA VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:45 p.m.

Recorded and Transcribed by eScribers, LLC.



**May 22, 2024**

**Neighborhood Advisory Commission**

**(Commission members may be participating electronically)**

# May 22, 2024 – Neighborhood Advisory Commission

The Neighborhood Advisory Commission advises and makes recommendations to the city council on policies, plans, strategies and programs for the preservation, improvement and revitalization of Scottsdale's neighborhoods.

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## Commissioners

- Nancy Doty Brady
  - Craig Handzlik (REMOTE)
  - Larry Hewitt (Chair)
  - Louise Lamb (ABSENT)
  - Bridget Schwartz-Manock (Vice-Chair)
  - Richard Siegel
  - George Spatola (REMOTE)
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## City Staff

- Taylor Reynolds,  
Commission Liaison
- Nick Carroll,  
Staff Coordinator / Planner
- Joe Padilla, Deputy City Attorney

# Public Comment

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## Non-Agendized Items

# Item 1: Approve Summary Meeting Minutes for April 24, 2024

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Action Item

# Item 1 – Draft Minutes

- Confirm receipt of public comments submitted on this agenda item
  - Action Item
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Staff recommends the Neighborhood Advisory Commission:

- Review and approve the Draft Meeting Minutes for the regular meeting of Neighborhood Advisory Commission meeting that occurred on April 24, 2024.



# Item 2: Neighborhood Enhancement Grant Program Criteria

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Taylor Reynolds, Commission Liaison  
Information and Discussion Only

# Item 2 – NEGP Criteria

- Confirm receipt of public comments submitted on this agenda item
- Information and Discussion Only

# Item Background

## September 2023 – NAC Direction

- Administer Neighborhood Enhancement Grant Funds for FY 2023/24 with criterion previously established by the Commission.
- Review and consider modifying Neighborhood Enhancement Grant Program criteria by June of 2024.
  - Implement new criteria for FY 2024/25



# NEGP Program Background

- City assistance in maintaining and/or revitalizing mature neighborhoods
- Address individual neighborhood needs before they become community challenges
- 2018 Ordinance Update – NAC shall establish criteria for determining NEGP allocation
- May 2018 – NAC approved program criteria for the following project types:
  - Landscape maintenance and/or enhancements,
  - Perimeter wall maintenance,
  - Limited alley improvements, and
  - Neighborhood signage.

# Existing NEGP Criteria

- Established criteria can be utilized for comparing applications seeking program funding:

## Primary Criteria

- Improvements must be located within the City's public right-of-way.
- Improvements must be visually accessible to the pedestrian realm.
- Non-home owner association single family neighborhoods.
- Visually significant roadway as designated by the General Plan or visibility from primary arterials in other areas of the city.
- Minor collector or greater based on the city's street classification.
- Adjacency to canal/park/public school.

## Secondary Criteria

- General need.
- Code enforcement history.
- Existing conditions.
- Scope of work and linear feet of planned improvements.
- Length of time in residence (deed date) / average residency in home.
- Traffic count of adjacent public right of way.
- Established neighborhood organization (i.e. Neighborhood Watch, GAIN, Nextdoor presence).
- Does the applicant qualify for Operation Fix It.
- How sustainable a proposal may be.

# Proposed NEGP Criteria

## Location Criteria

*Project must be seen by the overall public.*

- Improvements must be located on City-owned property or within the City's public right-of-way.
- Improvements must be visually accessible to the public.
- Improvements must be located adjacent to:
  - A minor collector or greater based on the city's Transportation Action Plan; and/or,
  - A canal/park/public school.

## General Need Criteria

*Project should benefit areas where funding mechanisms are not available.*

- Improvements must be located within non-Homeowners Association (HOA) neighborhoods.

## Other Considerations

*Existing conditions, history, and ongoing maintenance may all be considerations of project approval.*

- Code enforcement history – Assess whether the location currently holds an active "Notice of Compliance" from Code Enforcement and determine if the proposed project improvements will bring the site into full compliance.
- Existing conditions. – Assess whether the project improvement enhances the location and aligns it with the surrounding context
- Scope of work – Assess linear feet of planned improvements
- Ongoing Maintenance – Evaluate the continuity of ongoing maintenance, including the presence of an established neighborhood organization (i.e. Neighborhood Watch, GAIN, Nextdoor presence)., and long-term sustainability of project improvements

# Location Criteria

## Location Criteria

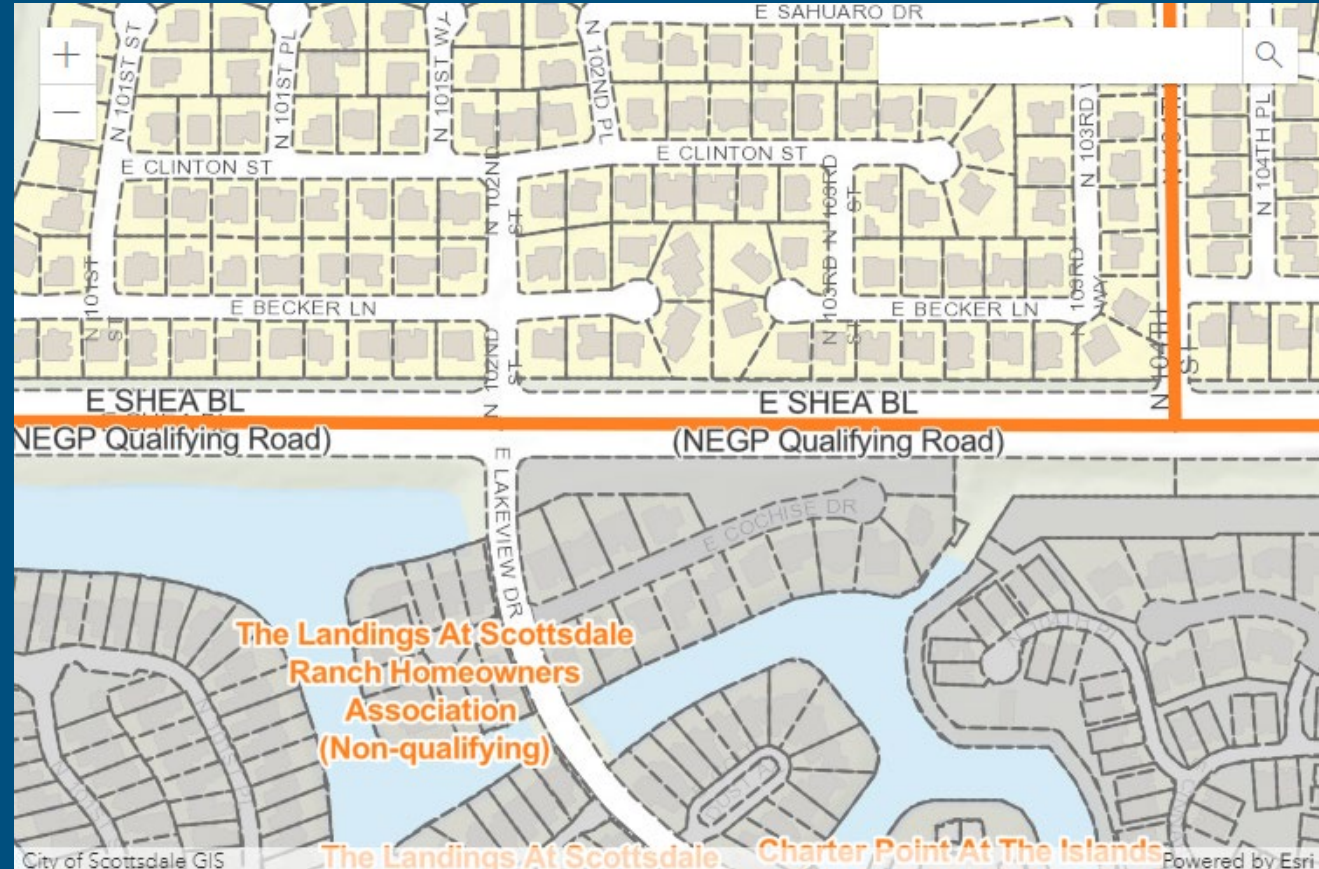
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## General Need Criteria

*Project should benefit areas where funding mechanisms are not available.*

- Improvements must be located within non-Homeowners Association (HOA) neighborhoods.



# Item 2- Recommendation & Discussion

Implementing the purpose, powers, and duties of the Commission, pursuant to Section 2-323.b and Section 2-323.c of the City Code regarding the establishment of criteria for determining how Neighborhood Enhancement Grant Funds are allocated, staff recommends the Commission review, discuss, and provide input regarding the Draft Neighborhood Enhancement Grant Program Criteria and program marketing campaign.



# Item 3: Commissioner Items

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Taylor Reynolds, Commission Liaison  
Information, Discussion and Possible Action

# Item 4 – Commissioner Items

NAC Bylaws (Section 205) provide the Commission an opportunity to consider future agenda items, the process may include:

1. Request that the Commission Liaison agendize the item for a future meeting;
2. Request that the Commission Liaison investigate the matter and prepare a written response to the Commission; or
3. Take no further action.

**No Commissioner Items were submitted to staff for Commission consideration.**

**Item 4:**  
**Staff Updates (A.R.S. 38 - 431.02(K))**

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Taylor Reynolds, Commission Liaison  
Information & Discussion Only

# Item 4 - Staff Updates

- NEGP Project – Bent Tree Neighborhood
- Audit Committee – Sunset Review
- Upcoming Meeting Schedule –
  - June 26, 2024
  - Summer Break July / August
  - September 25, 2024



# Adjournment

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May 22, 2024