

# Memorandum



CITY OF DALLAS

DATE March 29, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Follow-up from March 20, 2019 City Council Briefing – Right-of-Way Management: Proposed Process & Code Revisions**

On March 20, 2019, the Public Works Department provided the City Council with a briefing of proposed process and City Code revisions associated with working on the City of Dallas' right-of-way (ROW). The ROW Management presentation was previously presented to the City Council on January 2, 2019, and previously to the Mobility Solutions, Infrastructure & Sustainability (MSIS) Committee on November 26, 2018.

As the Mayor and City Council posed a number of questions to City staff during the March 20, 2019 briefing, the purpose of this memorandum is to provide clarifications or responses to the following outstanding points:

1. (Mayor Pro Tem Thomas): How do we receive resident feedback on contractors?

*The Public Works Department is currently working with the Communication and Information Services Department to develop a post-construction survey that will be uploaded to the Public Works web page. The current vision is that a link to the survey will be added to the door hangers that are distributed before the start of a project, and each citizen/business can complete the survey post-construction. An update of the development and implementation of the survey will be shared with the City Council via memo in May 2019.*

2. (Council Member Kingston): Implement a robust system of evaluating contractors for all departments (vertical and horizontal) and (Council Member Callahan): How do we ensure contractor accountability and performance measures of contractors? How do we hold contractors responsible for warranties on work?

*Public Works staff continues to work with the City Attorney's Office and other departments to finalize the scoring matrix that will include variables such as public/owner complaints, traffic control, accountability, and performance measures of contractors. Staff is also working on the legalities of posting the scoring matrices and data online. Completion of the scoring matrix is estimated by the end of May 2019 and staff will also work towards getting the scoring data online by the May 2019 timeframe.*

3. (Council Member Arnold): How do we monitor construction equipment that is left in the right-of-way after project completion?

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*Public Works currently has 13 Right-of-Way inspectors in addition to numerous inspectors and supervisors throughout the city to ensure construction equipment is removed in a timely manner. In addition, citizens may download the Dallas 311 mobile app, website, or call 311 to report traffic control equipment that has been left at a construction site where the work has been completed.*

4. (Council Member McGough): What are the requirements for securing steel plates in the public right-of-way and on the thickness of lip of plate?

*Public Works proposes the underlined amendments to Chapter 43 of the Dallas City Code, Section 43-139:*

*“(7) If a pavement cut is to be covered, the permittee shall use steel plates, or equivalent plates, of sufficient strength and thickness to support all traffic.*

*(8) Plates must be sufficiently secured in place so as not to become dislodged or in any way cause a hazard to any traffic or cause any loud and disturbing noises and vibrations. Hot Mix Asphalt with a minimum 2:1 transition on the temporary pavement used to secure the plate in place must be placed as required to provide a reasonably smooth riding surface. (9) Plates must be marked with the name of the person performing the construction and with a local 24-hour contact number that can be used in case of an emergency, unless a sign complying with Paragraph (2) of this subsection is posted at or in close proximity to the worksite.”*

5. (Council Member Atkins): When are dynamic message signs and flashers required on street cuts and street repair?

*All pavement repairs in the Right-of-Way require an approved traffic control permit that follows the Texas Manual on Uniform Traffic Control Devices (TMUTCD). A copy of the publication is online at: <http://ftp.dot.state.tx.us/pub/txdot-info/trf/tmutcd/2011-rev-2/revision-2.pdf>. In addition, Public works proposes the underlined addition to Chapter 43 of the Dallas City Code, Section, 43-141, subsection 2:*

*(e) If construction on a thoroughfare, arterial, or a community collector in the public right-of-way will involve complete street closures or extended traffic delays, at least two portable changeable message signs (CMS) that comply with the requirements of the latest edition of the Texas Manual of Uniform Traffic Control Devices, as amended, published by the Texas Department of Transportation and the City of Dallas requirements, are required to be installed facing each direction of traffic at least one week prior to commencing construction.*

6. (Council Member Gates): Can we use the contractor evaluation for other private and utility work? Quality work standards in the right-of-way? Monitoring of day and night work?

*To ensure quality construction of work completed by private and utility contractors, Public Works staff will work with the City Attorney’s Office to explore the possibility*

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*of moving from a five-year warranty of work to either a ten-year warranty of work or a lifetime warranty of work. This proposed change could be considered at the same time as the other City Code changes are brought for a vote to the City Council. Please be aware that the cost of said improvements may escalate due to the contractors adding the warranty cost as part of their bids.*

Staff will continue working on the action items above in preparation to bring forward the proposed City Code changes for City Council consideration in May 2019. Should there be any questions or need for clarification, please contact me or Assistant City Manager Majed Al-Ghafry.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney (Interim)  
Carol A. Smith, City Auditor (Interim)  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
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Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE March 29, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT Census 2020 Update

On Monday, March 18, the Office of Strategic Partnerships and Government Affairs briefed the Human and Social Needs Committee on the Census 2020 Efforts.

A few highlights from the briefing:

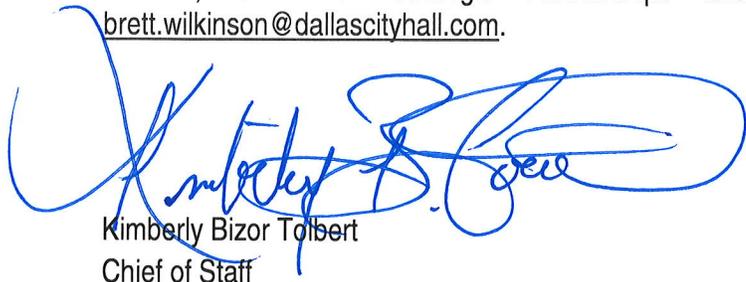
- The Mayor's Complete Count Committee (CCC) is comprised of volunteers from various sectors across the City of Dallas. The CCC also includes representatives from several City departments.
- The goal of the CCC is to develop and implement a robust strategy to reach as many people as possible across the City. This effort will have a strong focus on the Hard to Count areas that traditionally report low Census response rates.
- Members of the CCC were appointed by Mayor Mike Rawlings in early summer of 2018.
- Also, in early summer of 2018, each City Council Member was asked to appoint two representatives to the CCC. A request has been made to Council Members still needing to make appointments.
- The CCC is chaired by Mayor Pro Tem Casey Thomas and has four subcommittees:
  - Hard to Count (MPT Thomas, Chair)
  - Media (Mary Poss, Chair)
  - Partnerships (Dallas County Treasurer Pauline Medrano, Chair)
  - Fundraising (George Tang, Chair)
- Funding for the City of Dallas Census awareness outreach effort will be conducted by the Fundraising Committee and solely derived via private donations.
- The use of all funds raised is subject to the approval of the Complete Count Committee.
- The CCC will meet for a third time on April 2, 2019. During that meeting, each sub-committee will review its strategic plan, timeline for implementation, and immediate action items.

As a reminder, the Council included \$75K in this year's budget for a Census coordinator (1 FTE), which also included some funding for supplies. The Coordinator, Ed Turner, has been hired and is reporting up to Elizabeth Saab, Manager of External Relations in the Office of Strategic Partnerships and Government Affairs.

Lastly, some of you may be receiving proposals from firms looking to provide Census related services. It may be that the CCC decides that such services would be beneficial to its complete count efforts. The CCC set an initial fundraising goal of \$1 million, so if the CCC decides to use such a service, it would come out of that budget. However, any utilization of such a consultant would be up to the CCC. The CCC is scheduled to meet again on April 2<sup>nd</sup>, at which they will be discussing a draft strategic plan and their meeting schedule thru April of next year.

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The Office of Strategic Partnerships and Government Affairs will provide further updates on Census 2020 efforts as they become available. If you have any question or concerns, please contact Brett Wilkinson, Director, Office of Strategic Partnerships and Government Affairs, at 214/670-5797 or [brett.wilkinson@dallascityhall.com](mailto:brett.wilkinson@dallascityhall.com).



Kimberly Bizer Tolbert  
Chief of Staff

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# Memorandum



CITY OF DALLAS

DATE March 29, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Margaret McDermott Bridge Status Update**

This memorandum provides an update on the status of the Margaret McDermott (I-30) Bridge project. The City has been working with the Texas Department of Transportation (TxDOT) and the Engineer of Record towards a path forward to complete the bridge construction and safely open it to pedestrian and bicycle use.

In late May 2018, the Engineer of Record recommended two options to address the fatigue issue associated with the constructed cable anchorage assemblies. Option 1 entails retrofitting the lower cable anchorage assembly with a new lower socket and a larger anchor rod (localized retrofit). Option 2 entails replacing all cables including a new lower cable anchorage assembly with a larger anchor rod (full retrofit). Both options call for additional cable dampers. On February 18, 2019, TxDOT provided the City with a cost estimate in the amount of \$7,091,013.05 for Option 2 which involves fabricating and testing new lower cable anchorage assemblies, replacing all existing cables, and installing additional cable dampers. TxDOT's contractor was unable to price retrofit Option 1 due to a level of uncertainty of fabrication engineering and non-standard components.

TxDOT's contractor anticipates completing the full cable replacements within approximately 34 months from the date of authorizing the change order by TxDOT. This includes the time to fabricate test samples, perform necessary testing, complete fabrication of the parts, and installation of the cables. It is anticipated that the installation will be performed in a similar manner to the original installation which may provide the opportunity for partial opening of the pedestrian and bicycle components prior to the completion of both bridges. There may also be opportunities to compress the schedule once the contractor initiates this phase of work. Funding for the full cable replacements will be from the revenues generated from the original sale of the land and easements associated with this project. Proceeding with this work will complete the project in an economical and timely manner, with the original contractor that is under contract with TxDOT.

Please note that the City continues to preserve its right to address potential legal issues, including its right to pursue claims against all responsible parties for the additional costs for the repairs.

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SUBJECT Margaret McDermott Bridge Status Update

City Council is scheduled to consider authorizing the increase to the project agreement for this action at the April 10, 2019 City Council meeting. The work is projected to start in late May of 2019.

Please contact me if you have any questions or concerns.



Majed Al-Ghafry, P.E.  
Assistant City Manager

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# Memorandum



CITY OF DALLAS

DATE March 29, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Authorized Hearings – City Initiated Zoning**

There has been a recent increase in the number of and interest in authorized hearings managed by the Sustainable Development and Construction Department. This memorandum 1) provides an overview of authorized hearings, 2) explains the current staff resources, processes, and timelines, and 3) discusses various options under consideration to improve productivity.

## Authority for City initiated zoning

City-initiated zoning, also known as authorized hearings, is one of two methods for initiating a zoning case. Section 51A-4.701(a) of the Dallas City Code specifies the notification requirements for authorizing a hearing. For areas with 10 or fewer property owners, a notification must be sent to each property owner at least 10 days prior to the meeting at which either City Plan Commission (CPC) or City Council will consider the authorization. For an area with more than 10 property owners, notification in the newspaper at least 10 days prior to the CPC or Council hearing is required.

The request to place an item on an agenda for consideration of initiation must come from a three-member memo from City Plan Commission or a five-member memo from City Council. Requests should be placed on the agenda within 30 days of receipt per the CPC rules of procedure and the City Council rules of procedure. The consideration of authorization is a public hearing and is not the changing of the zoning. The Landmark Commission (LMC) may initiate consideration of historic overlays but not zoning. This process is being amended, but currently requires one Landmark Commissioner to place the item for consideration on the LMC agenda. In all cases, a majority vote of the City Council or the Commission is required to initiate the authorized hearing.

## Creation of the Authorized Hearing/Code Amendment Section

As part of discussions with development stakeholders, the functions of the former Development Services Department that did not collect application fees were moved from the Enterprise Fund to the General Fund. The two functions within the Current Planning Division that did not collect application fees were the Historic Preservation Section and the function of Code amendments and authorized hearings. As a result, the Authorized Hearing/Code Amendment Section (AH/CA) was created in the FY11-12 Budget with General Funds.

The creation of the AH/CA section provided funding for City-initiated zoning cases and allowed the Zoning planners under the Enterprise Fund to focus solely on paid applications. The new section also allowed for closer oversight of the authorized hearings providing more consistency in adherence to City Codes, policies, and processes. Prior to the creation of the section, authorized hearings were handled by planners under different management within the Department often resulting in disparate recommendations for similarly situated areas.

Initially, the AH/CA section had two FTEs. In the FY12-13 budget, two FTEs were added to the Section. Duties were reassigned in FY17-18, to provide a Chief Planner to oversee the four Senior Planners and manage the workload. Prior to FY17-18, the Chief Planner split responsibilities between the AH/CA and the Board of Adjustment.

The AH/CA Section is responsible for:

- Authorized hearings,
- Code amendments,
- New Conservation Districts, Neighborhood Stabilization Overlays, Accessory Dwelling Unit Overlays, and the proposed Neighborhood Forest Overlays,
- Amendments to existing Conservation Districts, Neighborhood Stabilization Overlays, Accessory Dwelling Unit Overlays, and the proposed Neighborhood Forest Overlays.

The Conservation Districts, Neighborhood Stabilization Overlays (NSO), Accessory Dwelling Unit Overlays (ADU), and proposed Neighborhood Forest Overlays (NFO) have procedures and deadlines specified in the Code. Whether or not a fee is required depends on the number of signed petitions returned. The Code indicates these cases are to be treated like an authorized hearing. Neighborhood meetings are required throughout the processes. As these cases are initiated by a neighborhood committee and have deadlines, AH/CA staff must adjust workload and schedules for authorized hearings and code amendments to accommodate these requests.

AH/CA staff is currently working on:

- One Conservation District amendment, approved at City Council on January 9, 2019;
- Two potential NSOs, meeting with the Neighborhood Committees and providing technical guidance;
- Four Code amendments – Mixed Income Housing Development Bonuses, Article XIII amendments, Neighborhood Forest Overlay, and amendment to required parking for schools.

The four code amendments are in various stages including full City Council approval, community outreach and input, and research. Staff completed eight amendments in FY17-18.

### Current authorized hearing workload and process

Four authorized hearings were completed in FY17-18. Currently, four authorized hearing cases are active, and 11 cases are pending. Of the four active cases, two were authorized in 2016 and two in 2017. Of the 11 pending cases, one was authorized in 2016, four in 2017, five in 2018, and one in 2019. Authorized hearings are scheduled and processed by staff in the order of authorization. The City Manager's office made an exception to this policy in 2018 after determining extenuating circumstances warranted expediting one authorized hearing. Extenuating circumstances included multiple people being displaced from residences due to a catastrophic event (fire) beyond the owners control and there was not a reasonably economic way to reestablish the previous use of the property without amending current zoning standards.

One of the active cases, Planned Development District No. 521 amendments, had its second community meeting in January 2019. The amendments were on the March 21, 2019 City Plan Commission agenda for consideration, but the item was held under advisement until May 2019. A second active case, PD No. 15 Preston Tower, completed the Steering Committee phase and had its second community meeting in February 2019. The next steps are consideration by CPC and Council.

Two authorized hearings are at the beginning stages. The first community meeting for an authorized hearing to review certain MF-3 Multifamily and GO General Office Subdistricts within Planned Development District No. 193 in Oak Lawn was held in December 2018. The Steering Committee meetings are planned to begin in April 2019.

The first community meeting for an authorized hearing to review amendments to Planned Development District No. 317, the Cedars, was held in January 2019 and Steering Committee meetings have begun.

### General authorized hearing process and timeline

The authorized hearing process begins with authorization at CPC or City Council, followed by the first community meeting, meetings with an appointed Steering Committee to reach consensus regarding a proposal, a second community meeting to present the proposal, consideration at CPC, and finally consideration at City Council. Staff prepares and maintains a section on the Department's webpage for each authorized hearing. Information from each meeting is posted for the community to review and stay current on the authorized hearing's activities and schedule.

Prior to the first community meeting, staff conducts research and field visits. Staff compiles current land uses and certificates of occupancies as well as reviews the current and previous zoning. Staff evaluates the existing conditions and any proposed capital projects to look for similarly situated areas in the City as well as any zoning districts, planned development districts, or best practices that might suit the area. This research takes approximately two months to gather.

Staff then coordinates with the City Council Member and the City Plan Commissioner for the date and time of the community meetings. The community meetings are hosted by the Council Member and Commissioner. Staff sends notices to property owners within the area of request at least 10 days prior to the community meetings. The Council Member's office may send notices to neighborhood associations or other interested parties in the area.

At the first community meeting, the Council Member and/or Commissioner explains the rationale behind the request for the initiation of the case. Staff provides information on the current zoning in the area and the authorized hearing process. The public is provided an opportunity to ask questions of the Council Member, Commissioner, and staff.

A Steering Committee is appointed by the Council Member to work with staff on the proposed zoning. Staff suggests the Steering Committee be comprised of no more than 15 people who are representative of the authorized hearing area. Upon receipt of the list of appointees, staff reaches out to find a day and time for the committee meetings. The committee generally meets every other week for 90 minutes to two hours. The committee meetings are open for the public to attend, but not participate. Public participation occurs at the community meetings and the public hearings. Staff distributes any comments from non-committee members to the committee prior to each meeting.

Steering Committees can complete their proposal in as little as five meetings. Some committees have taken as many as 16 meetings and 10 months to complete their proposal. Staff facilitates the meetings and provides research and suggestions to the committee in the formulation of the proposal. Staff time during the committee phase is spent responding to the committee's vision if there is an adopted plan for the area, and if not, helping formulate that vision through the zoning process. Staff provides research on potential language and standards, including zoning districts that would comply with the committee's vision, crafting conditions if a PD is sought, providing examples of regulations for other parts of the city as well as reviewing best practices in other cities. Staff works with the committee as long as the committee is productive and working towards a proposal.

Once the Steering Committee completes their proposal, a second community meeting is held. This meeting is similar to the first community meeting, except in place of the current zoning presentation, staff provides a comparison between the current zoning and the proposed zoning. The Council Member and Commissioner host the meeting and are also available for questions from the community.

From the first community meeting to City Council consideration, recent authorized hearings have taken between one to two years, with the majority scheduled for City Council in less than 18 months. Delays in the process have occurred because of such things as delay in appointing a Steering Committee after the first community meeting, delay in scheduling a second community meeting after the Steering Committee meetings concluded, additional Steering Committee meetings after the second community meeting and scheduling a third community meeting, the need for additional Steering Committee meetings, and postponement of the case at City Council hearing.

### Suggestions for increasing output and prioritization

#### 1) *Add staff as part of the FY19-20 budget*

The workload for the AH/CA staff does not appear to be decreasing in the near future. Suggestions to enable staff to process more authorized hearings includes adding staff to the AH/CA section. The addition of one or two FTEs in the FY19-20 budget would enable staff to process 25% to 50% more authorized hearings than the current workload allows. Depending on the skills and experience of the new planners, some may be assigned solely to authorized hearings and others to Code amendments and other functions of the Section. This would help focus efforts on the authorized hearings without the responsibilities of other assignments. The downside of adding new planners is the possibility of having fewer authorized hearings in the future and having to eliminate the positions.

#### 2) *Restructure Steering Committee meetings*

Currently, staff spends the first few Steering Committee meetings educating the members on the current zoning in the area and what regulations can be considered. Staff also provides visuals of other areas in the City to show the committee how they might pattern parts of their proposal. Staff then discusses the development regulations and works through each regulation with the committee to craft the proposal. Often the committee members are not well versed in zoning and development regulations and the committee phase can get bogged down. By utilizing the Steering Committee member's vision for the area to develop options to review instead of working through the minutiae of each regulation (setbacks, height, landscaping, streetscape, uses, etc.), staff hopes the committee phase could be shortened yet still provide a well-thought out proposal. The composition of each committee is unique and staff needs to gauge how best to facilitate this phase. Some committees may have more zoning knowledge and may be able to provide more hands-on direction without adding more meetings.

#### 3) *Prioritization of authorized hearings*

The current policy has been to assign authorized hearings in the order of initiation. The policy enables staff to manage the workload by researching the areas before the first community meeting. Knowing the order allows management to know what is in the queue and allows for the assignment of an authorized hearing to the appropriate staff based on other responsibilities such as working on an overlay or code amendment.

An alternative to scheduling based on order of initiation would be to create a point system for authorized hearings. The higher the points, the sooner the case would be scheduled. Points could be given to each of the following categories:

- a) Located in a redevelopment area (3 points), a stabilization area (2 points), or an emerging market area (1 point);
- b) Located in a City Council adopted land use study in the past five years (2 points);
- c) Located in a City-affiliated program or study not listed in 1 or 2, such as a TIF, PID, Housing and Neighborhood Revitalization Program (1 point);
- d) Located in an area undergoing rapid change such as demolitions and reconstruction (1 point); and,

- e) Extenuating circumstances, for example where multiple persons were displaced from residences due to a catastrophic event (fire, flood, or storm), beyond the owners control and there is not a reasonably economic way to reestablish the previous use of the property without amending current zoning standards (3 points).

Including details in the memo requesting placement of the authorized hearing item on the agenda regarding the area and intent for initiating would help CPC or the City Council evaluate the necessity of the authorized hearing. The points would be calculated at the time of the initiation by CPC or City Council and placement on the pending list, based on the points, would be provided at the public hearing for authorization. In the case of a tie with an existing authorized hearing, the latest case would be placed on the list after previously initiated hearings. The point system to prioritize the authorized hearings would begin with subsequent hearings.

#### *4) Staff augmentation utilizing third party resources*

Hiring an outside firm has been considered as an alternative way to process more authorized hearings. An in-depth, detailed working knowledge of the Dallas Development Code, the application of the Code in the development process, and City policies is essential in processing an authorized hearing. This requirement would likely limit the number of firms who could undertake this task, if any. Facilitation skills are also critically important in working with the Steering Committees.

The unknown length of the process due to additional Steering Committee meetings needed to formulate the proposal or the desire of the Council Member to have an additional community meeting or the postponement of a hearing could be costly in overruns on the budget. A ballpark figure for an outside firm to process one authorized hearing would be \$180,000 on the low end to upwards of \$350,000 depending on size, complexity, and Steering Committee interaction. This is based on the range of time required for previous authorized hearings. This includes research, preparing for meetings, facilitating steering committee and community meetings, preparing documents, and attending public hearings.

If this approach is taken, completing the procurement process, including developing an RFP with clear descriptions of roles and responsibilities and hiring an outside firm, would likely take six months or more. Staff would need to decide which authorized hearing(s) would be assigned to the outside firm to provide specifics in the contract. Staff would need to retain the authority to reject any recommendations crafted by the outside firm that are contrary to City regulations or policies.

Staff time would be redirected from current workload to create the RFP and review the proposals. Staff would also need to collect and furnish data for background research as well as throughout the process, as much of the data is internal data and not readily available to the public. Staff would also have to upload any information to the webpage as the outside firm would not have access to the City's webpage.

Staff oversight would include ensuring transparency throughout the process and reviewing work product for compliance with City regulations and policies. Staff would also need to be a conduit to the City Attorney's Office and staff from other City departments who would need to provide comments and information throughout the process.

Staff would need to ensure notification of the community meetings and public hearings was prepared and mailed in accordance with the Code. Staff would also need to review and submit case reports for CPC and City Council.

The cost and effort for staff to oversee processing of an authorized hearing by an outside firm would still need to be taken into consideration above the contract cost incurred to outsource the project.

### Hybrid authorized hearings

Often staff is asked to allow a property owner or business or neighborhood association to pay the zoning application fee and move the authorized hearing to Enterprise-funded zoning staff and be removed from the queue of the authorized hearings. Over time, staff has developed a "hybrid authorized hearing" process to accommodate requests for narrowly defined amendments that are not significant in nature. For existing Planned Development Districts with multiple owners and the initiation is limited to three or less limited regulations, an "applicant" can pay the zoning fee and have the case assigned to a Zoning planner. The Zoning planner conducts at least one community meeting hosted by the City Council Member and Plan Commissioner to explain the current zoning, discuss the regulations limited to possible changes, and explains the next steps. The applicant is provided an opportunity at the community meeting to explain the reason for the proposed changes. Once the applicant informs staff of their proposed changes, staff reviews the changes and makes a recommendation at the CPC and City Council public hearings as staff does in all paid applications.

A hybrid authorized hearing is not permitted for more intensive changes to PDs or for a wholesale change in zoning. These types of changes need more scrutiny and public input through Steering Committee meetings and community meetings. The inclusion of property owners throughout the area to participate on the proposal allows the community to determine the zoning instead of one or two property owners.

There are currently two hybrid authorized hearings underway. One case in District 1 is for limited amendments to Subdistrict 6 within PD No. 830. The other case is an amendment to one regulation in PD No. 305, Cityplace, in Districts 2 and 14 to allow individual zoning applications to be submitted.

### Conclusion

The addition of one or two planners and the restructuring of the Steering Committee phase should allow staff to process more authorized hearings in the next fiscal year and reduce the backlog. Developing a ranking system for prioritization of the authorized

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hearings can allow areas in which the City is concentrating efforts to have a comprehensive review.

Should you have any questions please contact Kris Sweckard, Director of the Department of Sustainable Development and Construction, at 214-671-9293.

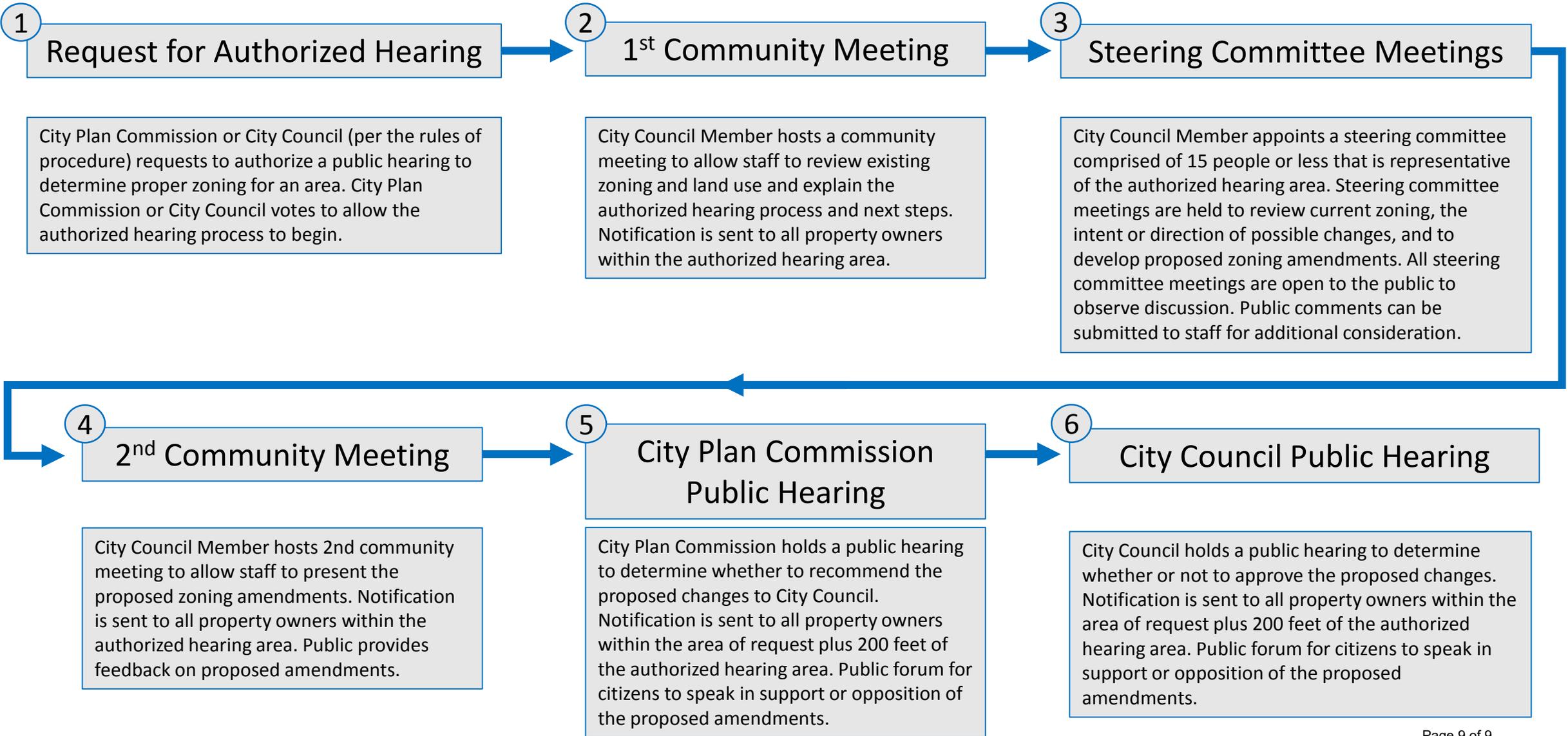


Kris Sweckard  
Director  
Department of Sustainable Development and Construction

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# Authorized Hearing Process



# Memorandum



CITY OF DALLAS

DATE March 29, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Home Improvement and Preservation Program and Dallas Homebuyer Assistance Program Public Meeting**

On Thursday, March 28, the Department of Housing and Neighborhood Revitalization held a public meeting to brief stakeholders and residents on proposed changes to the Home Improvement and Preservation Program and Dallas Homebuyer Assistance Program, expected to come before the Economic Development and Housing Committee on Monday, April 1. The March 28th meeting was recorded and has been posted [here](#) online with the briefing materials.

More than 40 attended last night's meeting. We received a number of comments which staff is reviewing and will consider for incorporation into the April 1st briefing to the Economic Development and Housing Committee.

Should you have any questions or concerns, please contact me at 214.670.5988.

A handwritten signature in blue ink, appearing to read 'David Noguera'.

David Noguera,  
Director of Housing and Neighborhood Revitalization

c: T. C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Carol A. Smith, City Auditor (Interim)  
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# Memorandum



DATE March 29, 2019  
TO Honorable Mayor and Members of the City Council  
SUBJECT **City License Applications**

Attached is a list of the most recent Dance Hall, Sexual Oriented Business, Billiard Hall, and/or Amusement Center license applications received for the week of March 18, 2019 - March 22, 2019 by the Criminal Investigation Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Sergeant Lisette Rivera, #7947 at (214) 670-4811 and/or by email at [lisette.rivera@dpd.ci.dallas.tx.us](mailto:lisette.rivera@dpd.ci.dallas.tx.us) should you need further information.



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Assistant City Manager

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Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
Directors and Assistant Directors

WEEKLY APPLICATION LOG REPORT

DISTRICT	NAME OF BUSINESS	STREET ADDRESS	TYPE OF LICENSE	DATE OF APPLICATION	STATUS (RENEWAL/NEW)	APPLICANT NAME
D6	RODEO WEST DALLAS	704 WALTON WALKER #140	DH CLASS A/LH	3/20/2019	NEW	EDUARDO ELLIS
D6	XPOSED ADULT THEATER	910 W. MOCKINGBIRD LN	SOB (ADULT VIDEO)	3/21/2019	NEW	VIHAR BHATT
D6	MI TIENDA SALVADORENA BILLIARDS	9706 ABERNATHY AVE	BH	3/20/2019	NEW	REINA MEBRENOFUNES

License Definitions:

- DH - Class "A" -Dance Hall - Dancing Permitted 3 Days Or More A Week
- DH - Class "B" Dance Hall - Dancing Permitted Less Than Three Days a Week
- DH - Class "C"Dance Hall - Dancing Scheduled One Day At A Time
- DH - Class "E" Dance Hall - Dancing Permitted Seven Days A Week for Persons Age 14 through Age 18 Only
- LH - Late Hours Permit - Can Operate A Dance Hall Until 4:00
- BH - Billiard Hall - Billiards Are Played
- SOB - Sexually Oriented Business - Adult Arcade / Adult Book/Video Store / Adult Cabaret / Adult Adult Theater / Escort Agency / Nude Model Studio
- AC - Amusement Center