



Village Creek North Project

IMPORTANT INFORMATION FOR VOLUNTEERS

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We have Selected Projects, What Do We Do Next?

You should contact the homeowners and plan to visit with them (over the phone or in person before October 16) to get a clear understanding of their needs.

Additionally, if you have a structural removal (such as a fence or accessory building) you should go to the home to assess the overall condition before October 16.

If your volunteer group has multiple projects be sure to set the proper expectations for the homeowners. Plan accordingly for October 16 but let the homeowner know if you will not be able to get to their project until a later date.

Do we need to come to Shawnee Park at 8am on October 16?

While you are not required, we plan to have a Love Where You Live Kick-off rally that we would like all volunteers to attend. We will most likely have elected officials in attendance to kick-off the event so we would like all volunteers to attend this rally before beginning the community service projects. Street Fair set-up and community service projects will commence immediately following this short 10-15 minute rally.

When should we start the Community Service Projects?

As a part of the Love Where You Live kick-off, we would like all projects to begin on October 16.

Do we have to finish all Projects on October 16?

No. While we want all projects to begin on Oct 16, we have no expectation for large intense projects to be completed on this date. If your volunteer group has multiple projects and not enough volunteers, please feel free to plan out your own project schedule with the homeowners you have volunteered to assist with their community service project. If you have to plan projects into November and December, that is considered a reasonable timeline.

Note: Projects are scheduled to take place from 8:30am-2pm – but feel free to work longer if you want and please feel free to come to Shawnee Park around 12pm on October 16 for a lunch break!

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Whom do we Contact for Paint?

The City of Plano Sustainability and Environmental Services Department as well as Habitat for Humanity Brush with Kindness have paint to provide to volunteers if needed at no cost. If you have a paint project, discuss color options and project scope with homeowners by October 2 to set reasonable expectations for a paint job.

City of Plano Sustainability and Environmental Services Contact

Melissa Baird at (972) 769-4132 or melissab@plano.gov

South Collin County Habitat for Humanity Brush with Kindness Contacts

Kenny Nall at (972) 757-6997 or knall@habitat-scc.org or
Jill Smola at (971) 398-0634 or jsmola@habitat-scc.org

How much should we prepare to do for the homeowner?

While some packets contained a detailed project scope and others just contained check box preferences from the homeowners, the services being provided is at no cost to the homeowner.

As a result, there are no set expectations for these projects and the discretion of the extent of work is left to the volunteer group or organization who has adopted the community service project.

For example, many homeowners might have an expectation for their lawn to be mowed, weeds removed, and tree branches cut. However, if a volunteer group wanted to re-sod for a homeowner or fix a damaged shutter (which is outside of the scope noted on the project sheet), that would not be considered unreasonable.

Please remember this service project is a gift of “Loving Where You Live” so we have not set parameters on that gift. However, to help ensure no one exploits or takes advantage of volunteer kindness, staff and volunteers who have spoken to homeowners have not set any expectations other than stating, “all services will be provided by volunteers so once you are contacted, please discuss the extent of your needs with the volunteer group conducting your community service project”.

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What should we do if the project goes beyond what we expected?

Once you adopt a project, the best way to stay within your set expectations is to assess and plan accordingly. However, if something is too much for your group to handle or becomes more than you anticipated, do not be afraid to ask for help. There is a lot of experience involved in this partnership so we should definitely have the resources and workers to help accomplish project goals.

The first thing you should do is contact your project leader. If you have a home repair or landscaping packet, Kenny Nall is your contact. If you received a waiver/homeowner request checklist sheet, Rick Schickedanz will be your point of contact.

Kenny Nall - (972) 757-6997 or knall@habitat-scc.org

Rick Schickedanz – (972) 941-7612 or ricks@plano.gov

Whom should I contact in Building Inspections for Permit questions?

If you have questions regarding permits, you should contact Anthony “Tony” Han, in the City of Plano Building Inspections Department. Tony attended an August 24 meeting with the Love Where You Live Housing Committee, he is aware of this project, and will be able to assist with permit questions if needed.

Anthony (Tony) Han – LEED AP®

Plan Review Services Supervisor

ICC Accessibility & Plans Examiner

Phone: 972.941.5967 Fax: 972.941.7187

anthonyh@plano.gov www.buildinginspections.org

Crew Leader Requirements and Volunteer Waivers

For all community service projects, all Crew Leaders must be 18 years of age or older.

We **prefer** crew leaders or adult crew members have trucks for hauling if needed.

The Crew Leader **must do the following:**

- Register online through Plano’s VIP Services – contact Corina Sadler at corinas@plano.gov or (972) 941-7617
- Have all crew members sign a waiver of liability at the site before work begins
- Turn waiver in to City Staff table at kick-off event at the end of the day

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Hauling and Dumping Waivers

Property Standards will have waivers to provide to Crew Leaders to allow for hauling and dumping during the October 16 event.

If crews have an adult (with a truck) with the primary task of hauling bulky waste, this will help alleviate trash clutter in the neighborhood on the day of the kick-off event.

Please note other strategies are being sorted out to address this issue. Now that all project scopes and locations have been defined, Planning, Property Standards, and Environmental Waste should be able to develop a strategy for proper disposal of the waste that will be accumulated as a result of the kick-off, street fair, and numerous community service projects.

Proper Disposal of Yard Debris, Bulk Waste, and Recyclables

- Anything that comes out of a yard that was living material (plants, grass, leaves, tree trimmings, weeds, flowers, etc) is considered **organic material** and goes to our Compost operation. It **must not** go to the landfill.
- **Organic material should be disposed in brown paper landscape bags.** We often refer to these as “brown Kraft” bags.
 - Paper landscape bags can be purchased from the City or just about anywhere – groceries, discount centers, or home improvement centers. Cheapest by far from the City.
- City crews will **only** pick up organic material in **brown landscape bags** OR if landscaping (living material) is stacked in manageable piles. (un-bagged)
- City crews **will not** pick up any landscape material in black plastic or any other type of plastic bags. (Plastic bags ruin our machinery and contaminate the compost when they are ground up).
- **Bulky waste** – large items that do not fit into the trash carts – are picked up on a once per month basis. These items are taken to the Transfer station and then trucked to the landfill.
- **Recyclables** – go in the recycling cart and are picked up by a special recycling truck and taken to the local recycle center (called a MRF = Materials Recovery Facility) where they are sorted and processed as commodities for resale for further recycling

NOTE: City staff will finalize all disposal options on Monday. More info to come. [TOP](#)

After we complete projects, what do we do next?

Monique and Jon are in the process of planning community outreach meetings and you all are welcome to participate in these meetings. Once we develop a calendar of events, we will share it with everyone and it will be easier to then define how each of you can individually or collectively continue to partner with the neighborhood to further the Love Where You Live initiative in Village Creek North.

We also know that there might be situations where long-term friendships and bonds are formed as a result of this project!

Administrative Next Steps are as follows:

- Each partner completing a community service project received a packet. We request that all packets and/or paperwork be returned to Monique Coleman.
 - At the completion of each project, city staff will draft a report for management; likewise, there are current plans for partners to conduct presentations of the results and outcomes of Love Where You Live projects to City Council.
 - We need data to generate reports and presentations so please provide paperwork to city staff at the completion of the projects. If there is private information (particularly personal or financial information), please feel free to exclude that information and provide cost estimates on project packets.

NEXT MEETINGS

Tuesday, September 28

2:00PM-3:00PM

Plano Municipal Center (1520 Ave K) 2nd Floor - Planning Conference Rm 2E

Discussion Topic: Alley cleanup and curb painting projects ONLY

Invited parties have already been notified. If you are interested, please e-mail Monique Coleman about the meeting before attending. These projects have been assigned to Young Men's Service League, but additional discussion is needed.

Tuesday, September 28

3:30PM-4:30PM

Plano Municipal Center (1520 Ave K) 2nd Floor - Planning Conference Rm 2E

Focus: Project Selection Meeting for NEW partners (partners who were not able to attend September 21 project selection meeting). *Invited parties have already been notified.*

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