

## MEMORANDUM

**TO:** Claire Powell, City Manager

**FROM:** Chris McGinn, Director of Neighborhood & Inspection Services

**DATE:** November 3, 2025

**SUBJECT:** **Public Hearing: Consideration of a Resolution of the City Council of the City of Lewisville, Texas, Providing for the Adoption of an Amendment to The City's 2020 Citizen Participation Plan to Remove Sections of the Plan Specific to Engagement During the Covid Pandemic and Update Plan Language to Clarify City Engagement Practices.**

### **BACKGROUND**

The Citizen Participation Plan is a document required by the U.S. Department of Housing and Urban Development (HUD) outlining policies and procedures for public participation in the development and review of Community Planning and Development funds the City receives from HUD. On August 3, 2020, City Council adopted the amendment to the City's 2019 Community Development Block Grant (CDBG) Annual Action Plan for Housing and Community Development to reflect the acceptance of CARES Act funding from HUD. The amendment to the 2019 Annual Action Plan included an amendment to the Citizen Participation Plan to reflect waivers granted by HUD to public engagement processes due to the COVID pandemic, as well as to reflect City practices for engagement and public meetings held during the COVID pandemic. The waivers granted by the CARES Act regarding Citizen Participation Plan requirements were valid through the end of the 2020 program year and the City is no longer operating hybrid meetings, requiring an additional amendment to the Citizen Participation Plan.

### **ANALYSIS**

The proposed amendment to the Citizen Participation Plan removes language specific to the CARES Act waivers as well as procedures specific to conducting public meetings and public comment periods during the COVID pandemic, applicable to all plans and reports required by HUD for the receipt of CDBG or HOME funds. The proposed amendment also reorganizes the Citizen Participation Plan contents to further clarify the City's planned public engagement practices and procedures for public comment periods, public hearings, and notices.

A notice for the Citizen Participation Plan amendment was published on October 17, 2025, for a 15-day public comment period. There have been no public comments received to date.

**STAFF'S RECOMMENDATION**

That the City Council approve the resolution as set forth in the caption above.