

**MINUTES**  
**Main Street Board**  
**Meeting of June 3<sup>rd</sup>, 2002**

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*The Main Street Development and Preservation Board of the City of Cedar Hill, Texas met on Monday, June 3<sup>rd</sup>, 6:00 p.m. Chamber of Commerce Conference Room, Cedar Hill, Texas.*

*Present: Vice Kenna Prior, members, Chris Parvin, Phyllis Stewart, Norman Patten, Sheri Borth, and Bill Watkins.*

*Absent: Alice Comer, Chair Phillips*

**I. Call the meeting to order.**

Vice Chair Prior called the meeting to order at 6:06 pm, declaring it an open meeting; with a quorum present and the meeting notice was duly posted.

**II. Approve the minutes of the May 6th, 2002 meeting.**

**III. Approve the Minutes of the May 13<sup>th</sup>, 2002 Special meeting.**

A motion to approve the minutes from the May 6<sup>th</sup>, and May 13<sup>th</sup> meetings subject to noted changes was made by Phyllis Stewart and seconded by Sheri Borth. The motion was approved by all.

**IV. Staff Reports from Main Street Manager Valerie Gibson.**

Valerie reported that the property located at 321 Hickerson was declared a public nuisance by the City Council and that abatement would take place soon.

It was reported that the website was officially launched. It will be added as a department on the City's website, and would contain various information regarding Main Street.

Valerie also reported that parking has become a problem in downtown. She asked the board to begin thinking of alternatives, and to spread the word that there is plenty of parking farther away from the stores. Valerie agreed to investigate the possibility of city employees parking on the grass lot on the south side of Texas Street.

**V. Committee reports from Main Street sub-committee chairs.**

Kenna reported that Small Town Saturday Night has been postponed.

Valerie will be inquiring about the progress of Belt Line in relation to Country Day on October 12<sup>th</sup>, 2002.

**VI. Financial report on Brick Sales**

Valerie reported that there were approximately 337 bricks already sold, and that we are continuing to receive orders daily. She will be calling Brick and Stone Graphics to ask if we can place smaller orders of printed bricks.

**VII. Discussion and possible action concerning Downtown Park.**

Future naming of the park was discussed. Pioneer Park and Old Settler's Park were discussed as possibilities.

A motion to name the park Pioneer Park was made by Phyllis Stewart and seconded by Bill Watkins. The motion was approved by all.

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The Park dedication ceremony will be held on June 29<sup>th</sup> from 6:3-8:30pm. It will also be the official release party for the Cedar Hill History Book.

The decking material for Pioneer Park was also discussed. It is only available in one color that can be stained or painted. The framing will be constructed with treated lumber.

**VIII. Discussion and possible action concerning letter to downtown property owners.**

The board made several adjustments to the drafted of the letter that was included in their packets. It was requested that the code enforcement brochure be included with the letter. Valerie also said she would begin to work on preparing a brochure about Main Street. Letters will be mailed to property owners and tenants.

A motion to approve the first draft of the letter subject to noted changes was made by Chris Parvin, and seconded by Norman Patten.

Valerie will be delivering another draft of the letter to board members soon.

**IX. Discussion and possible action concerning Small Business Assistance program.**

There was some discussion regarding the requirement of a \$300 deposit to be eligible for the Lease Subsidy grant. It was decided that the deposit was not necessary and in lieu of it, a copy of the lease and notification of the landlord would be accepted.

A motion to remove the required \$300 deposit was made by Phyllis Stewart and seconded by Chris Parvin. The motion was approved by all.

**IX. Discussion and possible action concerning Lease Subsidy Grant application from The Cedar Chest.**

This item was tabled until the next regular Board meeting. The economic development committee did not have sufficient time to review the application and reach a recommendation.

**X. Discussion and possible action concerning 2002-2003 Work Plan.**

Valerie presented to the board a draft of a revised work plan. Discussion regarding this item will be continued over the next few meetings. The board had several comments and suggestions. No action was taken on this item.

**XI. Adjourn**

A motion to adjourn was made by Chris Parvin and seconded by Sheri Borth. The motion was approved by all and the meeting adjourned at 8:20pm

ATTEST:

*Minutes Approved on July 1, 2002*  
Valerie Gibson, Main Street Manager

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Chairman Steve Phillips