

**MINUTES**  
**Historic Downtown Advisory Board**  
**Regular Scheduled Meeting November 16, 2020**

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*The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, November 16, 2020, at 6:00 pm via teleconference using Zoom and in the Administration Conference Room of the Cedar Hill Government Center, 285 Uptown Blvd., Cedar Hill, Texas.*

*The following members were present: Al Armistead, Britainie Nelson, Chelsey Randel, Randy Moon, Norman Patten, Kenna Prior, Hannah Tyler, Christopher Haley, Matthew Chappel. The following City staff members were present: Russell Read, Director of Customer and Visitor Experience, Michelle Hernandez, Destination Marketing Manager, and Christy Harris, CVE Coordinator.*

**I. Call Meeting to Order**

Chairperson Hannah Tyler called the meeting to order at 6:00 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Citizens' Forum**

No citizens were in attendance.

**III. Approve the Minutes of the September 28, 2020 Regular Meeting and October 26, 2020 Special Called Meeting with Planning and Zoning Committee**

A motion was made by Randy Moon, seconded by Britainie Nelson, to approve the minutes of the September 28, 2020 Regular Meeting and the October 26, 2020 Special Called Meeting. The motion was approved unanimously.

**IV. Case No. CUP-280-2020 – Provide feedback to staff, the Planning and Zoning Commission, and City Council regarding an application for a Conditional Use Permit for an “adult day care” and take action on the associated site plan on property zoned Old Town Corridor Sub-District within the Uptown Overlay, and located on the south side of Cooper Street, east of Houston Street with the approximate address being 412 Cooper Street. Applicant: Kevin DeStefano, DeStefano Remodeling; Property Owner: Sarah Moor, CH Old Town LLC**

Board was presented a CUP for feedback regarding Zion's Hope, applicant, who would like to convert a residential home into an adult day care building to occupy up to 24 people. The patrons would be picked up in the morning and dropped off at their homes in the evening by the facility vehicle. Street parking will not be allowed. Office hours would be from 7:30am – 5:00pm. Parking will only be for employees, which includes 7 spaces for 1 van and 6 employee parking. The circular drive has already been expanded and asphalted. The owner of Zion's Hope purchased 412 Cooper due to a significant rent increase at prior location.

Al Armistead made a motion to approve the conditional use permit for 412 Cooper Street. Norman Patten seconded and the motion was approved unanimously.

- V. Case No. Z-303-2020 – Provide feedback to the staff, the Planning and Zoning Commission, and the City Council regarding a change in zoning from “OT-Res” (Old Town Residential Sub-District) to “OT-Sq” (Old Town Square Sub-District). Legally described as portions of Lots 6, 7, and 8, Block 4 of the Original Town Cedar Hill Addition was generally located on the west side of Houston Street and on the east side of Broad Street, south of Texas Street with the approximate address being 308 Houston Street. Applicant/Property Owner: Alice Wash, Lavishing Tea Room, LLC**

Board discussed change in zoning and did not have any opposition to the rezoning of the lots for the business.

- VI. Case No. Z-304-2020 – Provide feedback to staff, the Planning and Zoning Commission, and City Council regarding an amendment to Chapter 23 entitled “Zoning”, of the Code of Ordinances of the City of Cedar Hill, Texas pertaining to parking requirements for the Old Town District.**

Board discussed the parking requirements and was in agreement to the requirements that would fall in line with the plans that are currently in process for the Complete Street Design.

- VII. Case No. CUP-289-2020 – Provided feedback to staff, the Planning and Zoning Commission, and City Council regarding an application on property zoned Old Town Square Sub-District within the Uptown Overlay, bounded by West Belt Line Road, South Broad Street, Cedar Street, and BNSF Railroad for a Conditional Use Permit (CUP-289-2020) for: restaurants, a microbrewery and a winery in conjunction with the sale of alcoholic beverages for on-premise consumption; outdoor retail, sales, display more than 20 feet from a building; attached and detached dwelling units; “indoor commercial amusement” limited to bowling and a cigar lounge; a banquet facility; and a variance to the 300-foot distance requirement from an establishment that sells alcoholic beverages for off-premise consumption (Chapter 14) and/or on-premise consumption (Chapter 23) to a church; and take action on the associated site plan. Applicant: David Farrell, Farrell Architects; Representative: Kyle Ward, Jim Lake Company; Property Owner: Jim Lake and Amanda Moreno-Lake, Lake Moreno Partners LLC**

Board discussed the application with the representatives and did not have any opposition. The board unanimously agreed to not make any changes regarding the on-premise alcohol consumption. A motion was made by Britainie Nelson to approve the site plan. Al Armistead seconded and motion was approved unanimously.

- VIII. Update on Staff and Sub-Committee On-Site Furniture and Wayfinding Signage for the Downtown Complete Streets project**

A visit was completed by Al Armistead and Russell Read at Johnson Products in search of a bench to replicate for Complete Streets project. They were provided with quotes and designs, which were presented to HDAB. There will be additional patterns presented to the board at a later date. At this moment, there is no action for the board.

**IX. Discussion Regarding Historic Downtown logo**

Staff updated the Board of the three choices that were voted online ahead of the meeting that would serve as a basis of suggestions for a new Historic Downtown logo. Staff informed the Board that there would be a creative agency responsible for creating the logos, but the suggestion from the Board would be included in assets provided to creative agency.

**X. Staff Reports**

- Holiday decorations are now on display in Cedar Hill.
- Due to the holidays, there will be no HDAB meeting in December. Meetings will resume in last week of January.
- "Holiday on the Hill" event will now be a virtual concert.
- There are now "Visit Cedar Hill E-Gift Cards" available. A Holiday Hunt will be conducted in coordination with the Holiday on the Hill event to help promote businesses in downtown. There will be various valued cards hidden around downtown the first week of December. There will gradually be more businesses added to community gift card. All the money spent goes toward local businesses.
- Russell announced that he had submitted a photo of the Cedar Hill towers at sunset to the Texas Parks and Wildlife Magazine that would need votes for it to win in its category.

**XI. Review Action Items**

No action items were presented for review

**XII. Adjourn**

Hannah Tyler adjourned the meeting at 8:49 PM

ATTEST:

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Christy Harris  
CVE Coordinator

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Hannah Tyler  
Historic Downtown Board Chair