

MINUTES
Historic Downtown Advisory Board
Regular Called Meeting, June 27, 2022

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, June 27, 2022, at 6:00 at the Cedar Hill Government Center, 285 Uptown Blvd, Cedar Hill, TX 75104.

The following members were present: Chelsey Randel, Kenna Prior, Hannah Tyler, Norman Patten, Britainie Nelson, Al Armistead, and Matthew Chappel. The following City staff members were present: Russell Read, Director of Experience, and Michelle Hernandez, Destination Marketing Manager. The following members were absent: Christopher Haley.

I. Call Meeting to Order

- Chairperson Matthew Chappel called the meeting to order at 6:02 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 from the April 25, 2022 Regular Meeting and the minutes from May 23, 2022 Regular Meeting

- April 25th minutes were already approved. Revised minutes were provided to the board indicating the changes that have been corrected
- Britainie Nelson motioned to approve the May 23, 2022 minutes. Norman Patten seconded the motion. The motion was unanimously approved.

IV. Presentation of the Customer Self Service System: Presented by Stacey Graves and Gail Lux

- Presentation by Gail Lux on the Customer Self Service System and how to research permit status in Cedar Hill

V. Complete Streets Update

- Staff discussion regarding updates to the Downtown Construction progress. Cedar and Broad update for cement stamping during the week.
 - Contractor is on pace to open street after 4th of July weekend
 - Traffic will then be flipped for parking on Broad north of Cedar St.
 - Last section of paving will be done in front of the Quilt Shop but cannot be done until Cedar St. is opened for parking.
- Board asked about Phase 2 status. Only status we have now is that focus is on Phase 1 and we do not have any update on Phase 2.
- Staff to research information regarding the status of the Phase 2 and when activity would likely begin.

VI. Trello Project Discussion

- Completed item from the Trello for the online permit status request that Board has been answered by the Building Inspection team.
 - Visual permits posted on building exterior on properties will be implemented on September 1st, 2022.
- Board has confirmed through the Customer Self-Service system that the property on Texas St that has been a concern regarding permit status, did in fact have a permit. Board has closed further discussion on this matter and updated status to resolved.

VII. Staff Reports

- Seasonal pole flags for the downtown area to be designed and posted for fall events
- Discussion of Historic Downtown t-shirt to be done for Country Day, Board to review the design at the next meeting
- Communications team will be ordering moveable letters for now for Cedar Hill promotion for selfie photos. It would be housed at Pioneer Park until we are able to do the permanent fixture.

VIII. New Business

- Nothing to report

IX. Review Action Items:

- Staff to research the request for the board to be informed when residential elevations are modified
- Staff to find out about landscaping for downtown regarding grass installation
- Staff to research the ability for board to know about demolition permits at application

X. Adjourn – 7:45pm

ATTEST:

Michelle Hernandez
Destination Marketing Manager

Matthew Chappel
Historic Downtown Board Chair