

MINUTES
Historic Downtown Advisory Board
Regular Called Meeting, July 25, 2022

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, July 25, 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, Jake Shepherd, Norman Patten, Al Armistead, and Matthew Chappel. The following City staff members were present: Russell Read, Director of Experience, Michelle Hernandez, Destination Marketing Manager, and Ashley Williamson Customer & Visitor Experience Coordinator. The following members were absent: Christopher Haley, Hannah Tyler (with prior notice) and Britainie Nelson (with prior notice).

I. Call Meeting to Order

- Chairperson Matthew Chappel called the meeting to order at 6:01 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 June 27, 2022 Regular Meeting

- Chairperson Matthew Chapel motioned to approve the June 27, 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

- Agenda error, presentation was completed at the May 23rd meeting.

V. Complete Streets Update

- Staff informed Board of the status of the construction for Historic Downtown. The south side of Cedar St. and Broad St. project is moving along. All the main paving & parking on Cedar St. is complete, except for transition by the railroad track. Benches have been delivered by Johnston Products.
- The Board did bring to the staff's attention that the north side of Cedar St. and Broad St. should have a stop sign added for safety. Staff will talk to contractor regarding this item.
- Discussion of the possibility of a unified trash system due to the Sam's location and their need for access to waste management.

VI. Staff Reports

- Status on informing board of residential elevation changes
 - No update currently
- Status on informing board of demolition permits
 - No update currently aside from looking in the city self-service tool

- Status on Complete Streets landscaping that has landscaping instead of grass.
 - No update currently.
- Presentation of basic downtown t-shirt design by staff
 - Board expressed that they are pleased by the design. Staff indicated that shirts will be ordered for distribution at Country Day.
- Discussion regarding food pantry and traffic
 - Sgt. Cooley was in attendance and will communicate with the food pantry to see if there is a resolution to the issue.
- Board discussed that there has been confirmation through the city self-service portal 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.

VII. New Business

- Nothing to report

VIII. 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

IX. Adjourn – 7:45pm

ATTEST:

Ashley Williamson
Customer & Visitor Experience Coordinator

Matthew Chappel
Historic Downtown Board Chair