

MINUTES
Historic Downtown Advisory Board
Regular Called Meeting, August 22, 2022

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, August 22, 2022, at 6:00 at the Cedar Hill Chamber of Commerce, 300 Houston Street, Cedar Hill, TX 75104.

The following members were present: Chelsey Randel, Kenna Prior, Hannah Tyler, Norman Patten, Al Armistead, Christopher Haley, Jake Shepherd, and Matthew Chappel. The following City staff members were present: Russell Read, Director of Experience, Michelle Hernandez, Destination Marketing Manager, and Ashley Williamson Coordinator. Britainie Nelson had an excused absence.

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 present.

III. Approve the minutes from the July 25, 2022, Regular Meeting.

- Al Armistead motioned to postpone approving July minutes to the September meeting with applicable corrections.

IV. Presentation concerning Downtown property by Gary Reed

- Gary Reed presented a variance he has requested to the Planning Dept for the Board to review. The variance requested is on a lot located at the intersection of Houston Street and Main Street. The existing house on the property faces Houston Street. Mr. Reed is requesting to divide the property into two lots. Zoning ordinance requires lot size to be 100ft x 25ft. The survey that has been conducted of the land has the property measured at 108ft x 54ft.
- Norman Patten motioned to support Mr. Reed's proposal and recommendation for variance on the two lot sizes to be developed on Main Street as well as allow the garage setback on Houston St. Christopher Haley seconded motion. Motion was unanimously approved.

V. Complete Streets Update

- There have businesses that have expressed concern over sidewalk demolition and how it affects their foundations. The concern has been noted by city staff in attendance.
- The awnings on the Parvin Properties are being reinforced.
- Oncor is working to get power off the poles.

VI. Staff Reports

- Board has received notification from the Building Inspection team regarding the online permit status request:
 - Visual permits will be posted on building exteriors on properties beginning 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, the property did in fact have a permit. Board has closed further discussion on this matter.
- North side of Cedar St. has water spickets that are a trip hazard. City staff will address with staff
- Country Day will be held on October 7-8, 2022, in Historic Downtown. HDAB board members are welcome to assist the Visit Cedar Hill booth for board member representation at the event.
- The Lakes have received their building permit to progress in their development.
- Brief discussion of Tourism team office location and Visitor's Center. Update will be made when details have been confirmed.

VII. New Business

- No report

VIII. Review Action Items:

IX. Adjourn – 7:05 pm

ATTEST:

Ashley Williamson
Customer & Visitor Experience Coordinator

Matthew Chappel
Historic Downtown Board Chair