

**MINUTES**  
**Main Street Board**  
**Meeting of November 28, 2011**

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*The Main Street Development and Preservation Board of the City of Cedar Hill, Texas, met on Monday, November 28, 2011 at 6:00 pm. in Conference Room D-106 of the Cedar Hill Government Center.*

*The following members were present; Al Armistead, Lois Cannady, Jerry Korkisch, Albert Mack, Norman Patten and Russell Read. Jami McCain arrived late with prior notice. The following City Staff members were present; Rod Tyler, Director of Planning, Don Gore, City Planner and Patricia Bushart, Main Street Manager.*

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

Chairman Russell Read called the meeting to order at 6:06 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Approve the Minutes of the September 26, 2011 Regular Meeting and the October 3, 2011 Special Called Meeting.**

Norman Patten made a motion, seconded by Lois Cannady, to approve the minutes of the September 26, 2011 Regular Meeting and the October 3, 2011 Special Called Meeting. The motion was approved unanimously.

**III. Review and Receive Briefing on the Uptown Overlay Ordinance presented by Planning Director, Rod Tyler.**

Mr. Tyler presented the briefing in its entirety. The presentation detailed the following general standards:

- Building and site orientation
- Architectural style
- Landscaping
- Screening and fencing
- Lighting
- Signage
- Floor plain
- Utilities

Once complete, the floor was opened to questions and comments. Following are the topics of further discussion:

- Comparison of the Uptown Overlay Ordinance purpose to the Historic Downtown Vision statement – similarities and exceptions were noted and discussed

- Alternative design/standards distinction/definition – development and design specifications that are non-conforming, but that, in some circumstances, may be considered superior to the stated standards
- Ordinance applicability to additions and changes to non-residential development
  - If the addition is less than 500 sq. ft.
  - The addition is not visible from the streetThe Uptown Overlay Ordinance does not apply
- Pole signage on Clark Rd. from FM 1382 to U.S. Highway 67 – most existing signage was in place prior to adoption of the ordinance, but the City Council has the authority to grant exceptions, not only to the Uptown Overlay, but the overall City Sign Ordinance as well
- Procedures within the district governing requests for alternative design should seek a business friendly approach without compromising quality, avoiding additional exceptions if at all possible, citing recent Baskin Robbins/Dunkin Donuts example
- Non-residential trash receptacles – the standard exists for specifications, but there is no current requirement for actual placement and use
- Staff reporting of architectural review to Board – complimentary of planning department reports, but would like to see:
  - List of requests for alternative standards ONLY
  - Template or checklist with explanations of exceptions (could be a form or application for alternative standards)
  - Large-format submittal package at meeting with the actual agenda sent electronically
- Reporting of ARB findings to City Council for alternative standards requests
  - Currently reported as excerpt from meeting minutes
  - Prefer use of template/standardization for motions going forward to P&Z and/or City Council
- Queried as to whether the ordinance is sufficient until the City Center Plan is fleshed out or does current ordinance need to be amended – Board stated that the ordinance needed more structure per the foregoing discussion

There was no discussion beyond the briefing with regard to board composition and/or function. Staff to review policy regarding planning department reporting and recommendations.

#### **IV. Reports from Main Street staff.**

- Thursday, December 1, 2011 – Old Town Holiday on the Hill, 6 – 8 pm, Pioneer Park in Historic Downtown