



City of Cedar Hill  
285 Uptown Blvd., Bldg. 100  
Cedar Hill, Texas 75104-3526  
972-291-5100  
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**NOTICE OF REGULAR MEETING  
HISTORIC DOWNTOWN ADVISORY BOARD**

**AGENDA**

**Monday, February 25, 2019**

Cedar Hill Government Center  
285 Uptown Blvd., Bldg. 100

4<sup>th</sup> floor Administration Conference Room

**6:00 P.M.**

- I. Call Meeting to Order.
- II. Approve the Minutes of the February 4, 2019 Special Called Meeting.
- III. Receive status update on Complete Streets Implementation Plan.
- IV. Implement Historic Downtown Advisory Board Strategic Plan.
  - o Identify and Plan meetings with stakeholders.
  - o Identify and Assign groups and liaisons.
  - o Discuss seating, gathering places, and entertainment in Pioneer Park.
- V. Reports from Historic Downtown staff.
- VI. New business.
- VII. Review action items.
- VIII. Adjourn.

I certify that the above notice of meeting was posted in accordance with the Texas Open Meetings Act at Cedar Hill Government Center, 285 Uptown Blvd., Bldg. 100, Cedar Hill, Texas, on the 22nd day of February 2019, at 5:00 p.m.

  
Lauren E. McCarty/Tourism Assistant

**"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY"**

**"CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE"**

This facility is wheelchair accessible. Handicapped parking spaces are available. Requests for sign interpretive services must be made 48 hours ahead of meeting. To make arrangements, call 972-291-5100 ext 1018 or (TDD) 1-800-RELAY TX (1-800-735-2989).

**MINUTES**  
**Historic Downtown Advisory Board**  
**Meeting Minutes of February 4, 2019**

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*The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, February 4, 2019, at 6:00 pm. In the Executive Briefing Room of the Cedar Hill Government Center, 285 Uptown Blvd., Cedar Hill, Texas.*

*The following members were present: Al Armistead, Albert Mack, Randy Moon, Norman Patten, Kenna Prior, Gary Reed, Charlie Thompson, and Hannah Tyler. Alice Atchison was absent. The following City staff members were present: Russell Read, Director of Customer & Visitor Experience, Patty Bushart, Tourism Marketing Manager, and Lauren McCarty, Customer & Visitor Experience Coordinator. Board was joined by Strategic Planning Facilitator Steve Hendon and Lakes Development Project Manager Steve Owen.*

**I. Call the Meeting to order.**

Chairman Gary Reed called the meeting to order at 6:05 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Approve the Minutes of the October 22, 2018 Regular Meeting, the November 12, 2018 Special Called Meeting, and the December 10, 2018 Special Called Meeting.**

Al Armistead made a motion, seconded by Albert Mack, to approve the minutes of the October 22, 2018 Regular Meeting, the November 12, 2018 Special Called Meeting, and the December 10, 2018 Special Called Meeting. The motion was approved unanimously.

**III. Review Strategic Planning Executive Summary.**

The board engaged in three strategic planning workshops with facilitator Steve Hendon, of Practice to Business. Mr. Hendon provided the board an executive summary and reviewed with them the planning process and subsequent outcomes.

The goal of strategic planning was to formulate an actionable plan the board felt confident in pursuing. Through active participation in the planning process, the board identified and defined three areas of focus: Communication, Advocacy, and Municipal Projects, along with the goals and pathways associated with each.

Chairman Reed thanked Mr. Hendon for his time, expertise, and guidance through the planning process. Mr. Reed requested staff send the board the compiled information from the workshops.

**IV. Review and Consider relocation of residential structure at 304 S. Board St. to property located at 324 S. Main St., requested by Scott James.**

The discussion of this item was pulled from the agenda.

## **V. Introduce the Project Manager for Phase One of the Lake's development.**

Director Russell Read introduced Steve Owen as the project manager for Phase One of the Lake's development. Mr. Owen presented on the upcoming project and sought input from the board as to their vision for Historic Downtown. The board previewed site plans and renderings exhibiting a mix of dining, retail, housing, and live-work structures. Mr. Owen opened the conversation to questions and feedback. Comments included:

- Preserve the historic value and culture of downtown
- Create a destination people want to visit
- Include gathering spaces, entertainment, and unique experiences
- Develop a diverse mix of shopping and dining options
- Address the need for street and infrastructure improvements
- Emphasize the importance of a quality development
- Provide live-work opportunities

The board was further requested to advocate for the development and to facilitate conversations between the developers and the community.

David Farrell was stated to be the lead architect for the Phase One development.

## **VI. Discuss Taste of Cedar Hill.**

The board received an update on Taste of Cedar Hill from Director Russell Read. As explained by Mr. Read, Taste of Cedar Hill has been moved to April to bookend Country Day on the Hill in October and will have folded into it the Cedar Hill Creative Arts Festival. This year's event will take place Saturday, April 13, 2019, 3pm – 7:30pm. Details are as follows:

- Local restaurants to provide food samples. Upon arrival, Attendees will be given an envelope containing one ticket per restaurateur plus additional tickets to cast as votes.
- The Cedar Hill Chamber of Commerce has partnered with Old Chicago to facilitate the selling beer and wine. A portion of the revenue will be donated to the Chamber by Old Chicago.
  - Taste of Cedar Hill to be the first City event to accommodate beer and wine sales.
- Food trucks will be onsite but will not participate in the sampling competition.
- Music performances on two stages for duration of the event.
  - Main stage to be located on Houston St. adjacent to Chamber of Commerce.
  - Secondary stage at Pioneer Park.
  - Headliners include The Derailers and the E-Flat Porch Band.
- MG vs. Triumph car show.
- In discussion with the Cedar Hill High School Marching Band to open the event.
- Tickets prices set at \$10 for kids and \$15 for adults.
- Vendor and sponsors actively being sought.
  - \$10K expected in sponsorships

## **VII. Discuss Patton's Barn code violations.**

Tourism Manager Patty Bushart reported on the status of Patton's Barn. According to Code Enforcement Director Stacy Graves, all infractions have been addressed, however the new corrugated metal remains unpainted and has been reported as offensive by residents.

Board members would reach out to the owner to discuss solutions to the aesthetic condition.

### **VIII. Discuss holiday décor.**

Director Russell Read sought feedback from the board on the 2018 holiday season. Overall a positive response for the board was expressed. Suggestions for 2019 included:

- The need for long-range planning, sponsorships, and assistance from downtown stakeholders
- Higher concentration of décor in downtown and less at intersections
- Additional décor pieces as permissible by the budget
- More lights around downtown structures and across streets
- Security

Holiday décor scheduled to remain in Historic Downtown for the 2019 and 2020 seasons. Goals for 2019 include:

- Gold garland and lights around all downtown light poles
- More social media, picture-worthy opportunities in Pioneer Park

### **IX. Reports from staff.**

- Planning has contracted the services of Pacheco Koch and will be moving forward with the development of the downtown plan. At this time, a reevaluation of the City's comprehensive plan will also take place.
  - Potential dates have been selected for community meetings regarding implementation of the downtown action plan:
    - Community Meeting #1 - 2/11/19 or 2/18/19 or 2/21/19
    - Community Meeting #2 - 2/21/19 or 3/7/19
    - Community Meeting #3 - 2/23/2019 or 3/16/19 or 3/23/19
    - Community Meeting #4 - 4/13/19
  - Board may expect a stakeholder meeting invitation
- Trios Grill has closed.
- Sly Cat Stage featuring the E-Flat Porch Band at Sly Cat Gallery, Friday, February 9, 2019.
- A base map of historic downtown was provided by staff for future reference.

### **X. New business.**

- Inquiry was made concerning the ambulances parked behind 321 Cooper St.
- An update was requested on the strategic planning information and next steps.
  - Staff to include the discussed strategic planning items on the February 25, 2019 regular agenda and will provide board a summary of information.

**XI. Review action items.**

1. Prepare agenda for February 25, 2019 Regular Meeting
2. Send board a compilation of strategic planning information
3. Send board potential dates for downtown planning community meetings

**XII. Adjourn.**

Chairman Reed adjourned the meeting at 7:18 pm.

ATTEST:

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Lauren McCarty  
Customer & Visitor Experience Coordinator

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Gary Reed,  
Historic Downtown Board Chair

## Strategic Planning Workshop Session III

### FOCUS AREA 1

#### COMMUNICATION

Goal: Create two-way communication with stakeholders, including elected officials and City staff, the Chamber of Commerce, businesses, residents, and developers.

Pathways:

- Engage directly with stakeholders
- Hold/Attend town hall meetings
- Utilize web-based platforms and social media
  - CedarHillTX.com, Let's Talk Cedar Hill
  - FB Pages – Friends of Historic Downtown, Cedarhillian
- Attend chamber meetings
- Assign meeting liaisons
- Employ written communications
  - Cedar Hill Highlights, email, etc.

### FOCUS AREA 2

#### ADVOCACY

Goal: Pursue and promote projects and programs for a vibrant and sustainable downtown while maintaining our historic fabric.

Projects/Programs:

- Christmas décor
- Signage
- Landscaping
- Seating and gathering spaces
- Lighting
- Public Art
- Public restrooms
- Entertainment
- Preservation

Pathways:

- Define the project/program
- Assess the viability
- Determine costs
- Set timelines and milestones
- Identify funding sources
- Identify/provide resources
- Identify potential partners/collaborators

Historic Downtown Advisory Board  
December 10, 2018

**FOCUS AREA 3**

**MUNICIPAL PROJECTS**

Goal: Provide input and perspective to City staff and Council regarding codes, capital improvements, traffic management, business development, and funding.

Pathways:

- Build communication with City staff and Council
- Identify what is in the works
- Research similar projects
- Conduct impact studies
- Conduct surveys and field studies