

MINUTES
Historic Downtown Advisory Board
Meeting Minutes of February 25, 2019

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, February 25, 2019, at 6:00 pm. In the Administration Conference 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.

I. Call the Meeting to order.

Chairman Gary Reed 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. Approve the Minutes of the February 4, 2019 Special Called Meeting.

Randy Moon made a motion, seconded by Albert Mack, to approve the minutes of the February 4, 2019 Special Called Meeting. The motion was approved unanimously.

III. Receive status update on Complete Streets Implementation Plan.

The board was requested by Planning and Zoning to attend a downtown stakeholder meeting regarding the Complete Streets Implementation Plan. The board recommended a two-day weekday session held either Monday, March 11, and Thursday, March 14, or Monday, March 25, and Thursday, March 28.

Staff would propose the recommended dates to Planning and Zoning for consideration.

IV. Implement Historic Downtown Advisory Board Strategic Plan.

1) Identify and Plan meetings with stakeholders.

Two town hall meetings would be hosted by the Board. The objectives being to have open discussion with stakeholders and collect feedback on the current perceptions and future aspirations of Historic Downtown. The two core stakeholder groups identified were Historic Downtown business owners and residents. Meeting topics would cover the downtown programs and projects selected by the board as areas of focus per the strategic plan. They include:

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| • Christmas décor | • Lighting |
| • Signage | • Public art |
| • Landscaping | • Entertainment |
| • Seating and gathering places | • Preservation |

The town hall meetings would be held in Historic Downtown. Norman Patten would reach out to First United Methodist Church for available meeting space. Other locations considered included First Baptist Church, Cedar Hill Chamber of Commerce, Zula B. Wylie Public Library, Sam's Pizza, and Babe's Chicken Dinner House.

The decision was made to host the downtown merchants and residents at separate town hall meetings. May 13, 2019 was selected as a tentative date to meet with the merchants. June 10, 2019 was selected as a tentative date to meet with residents. It was further suggested that representatives from the Lakes Development be invited to attend.

The board requested this item be included on the March agenda.

2) Identify and Assign groups and liaisons.

The board identified opportunities to enhance their presence in the community. Opportunities included:

- Attend the State of the Chamber Luncheon at the Fairfield Inn in Cedar Hill on February 28, 2019.
 - Al Armistead and Charlies Thompson volunteered as board representatives
- Booth space at Taste of Cedar Hill and Business Expo hosted by the Cedar Hill Chamber of Commerce in Historic Downtown on April 13, 2019.
- Attend the candidates' forum hosted by the Cedar Hill Chamber of Commerce at the Alan E. Sims Cedar Hill Recreation Center.
 - Dates to be confirmed by staff
- Attend meetings held by local non-profit organizations such as the Cedar Hill Lions Club, the Cedar Hill Rotary Club, and Masonic Lodge.
 - Al Armistead volunteered as board representative to the Cedar Hill Lions Club

The board requested a discussion of a candidates' forum questionnaire be included on the March agenda, and asked staff to notify the board of upcoming events.

3) Discuss seating, gathering places, and entertainment in Pioneer Park.

Al Armistead shared with the board images of neighboring cities' downtowns depicting outdoor gathering spaces, signage, and public art. The board engaged in a discussion of the redesign of Pioneer Park. The goal for the Pioneer Park, as expressed by the board, is to be a gathering area providing seating, shade structures, and programmed entertainment.

The decision was made by the board that programming for Pioneer Park should focus on music and live entertainment. Upon formal recommendation from the board, staff would write a budget program for Pioneer Park for fiscal year 2020.

The board requested this item be included on the March agenda.

V. Reports from Historic Downtown staff.