

**MINUTES**  
**Historic Downtown Advisory Board**  
**Meeting Minutes of July 23, 2018**

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*The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, July 23, 2018, 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, Alice Atchison, Albert Mack, Norman Patten, Kenna Prior, Gary Reed, Charlie Thompson and Hannah Tyler. Randy Moon was absent with prior notice. The following City staff member was present: Patty Bushart, Tourism Marketing Manager.*

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

Chairman Gary Reed called the meeting to order at 6:07 pm declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Approve the Minutes of the June 25, 2018 Regular Meeting.**

Norman Patten made a motion, seconded by Albert Mack, to approve the minutes of the July 23, 2018 Regular Meeting. The motion was approved unanimously.

**III. Consider election of board officers.**

Al Armistead made a motion, seconded by Norman Patten, to elect Gary Reed as Chair, Albert Mack as Vice Chair, and staff liaison as Secretary. The motion was approved unanimously.

**IV. Review downtown initiative activities to date.**

For the benefit of returning and new members, documents relating to past initiatives and activities to date were included in the agenda packet. Discussion highlights follow:

- Cedar Street railroad crossing – memorandum dated 16.02.22
  - The board was adamant that the crossing at Cedar remain open given development planned to adjacent properties
    - Improvements will likely occur in the near future and could be funded wholly or in part in conjunction with the Lake Moreno Partners LLC development; as part of the downtown Capital Improvement Project (CIP); and/or as an infrastructure incentive from the Cedar Hill Economic Development Corporation (EDC)
  - The board strongly recommended proposing to combine Cedar Street with the existing W. Belt Line Road signal to create a single-functioning crossing rather than closing or removing the at-grade crossing as suggested by the B.N.S.&F.
- Charge, Direction, Responsibilities for the Main Street Board – memorandum dated 17.02.27 including supporting documentation

- o The City Council was supportive of the recommendation as submitted and used the document as basis for future board reorganization
- Zoning Change Recommendation – memorandum dated 17.04.17
  - o Board suggested that future development in Cedar Hill, particularly in the historic downtown district, would benefit from changing Ordinance No. 83-672; Section 4-162, to allow for relocation of structures within the city limits as well as allowing the moving of structures into Cedar Hill from outside the city limits
    - Councilwoman Jami McCain was suggested as a champion of the ordinance change
    - Current historic, as determined by City Council, restrictions should be eased to allow appropriate, compatibly-designed structure relocation to facilitate infill development particularly in the historic downtown district
- Utility Impact Fees – memorandum dated 17.08.28
  - o Board suggested four (4) parameters that could be applied to the utility impact fee structure that would:
    - Encourage infill projects
    - Provide incentives that would make development in the district more desirable
    - Provide cost savings that would make projects for viable
  - o Impact Fee Committee (IFC) was identified as possible facilitator for the request for these reasons:
    - City Council currently decides/sets fees, taking their lead from the IFC
    - One example of possible relief from replat fees would be the division of existing lots that already have utilities installed/available
    - Fort Worth cited as example of having similar fee reductions or waivers in designated areas
  - o Final recommendation was to ask City Council to consider adopting a procedure for waiving impact fees for the types of projects outlined
- Resolution R18-512 – City Council Agenda Item Regular #3, dated 18.02.27
  - Repealed Resolution R00-12 that created the Main Street Development and Preservation Board (Main Street), replacing same with the provisions of new resolution, creating new committee to be known as the Historic Downtown Advisory Board

It is anticipated that the board will continue in their current capacity as advisors on policy, preservation, development standards and activities, with increased emphasis on advocacy, messaging and public engagement for project-specific campaigns, infill strategies, and adaptive re-use proposals until a facilitator is retained to assist with strategic planning.

#### **V. Reports from Historic Downtown staff.**

- Cedar Hill Chamber of Commerce will host a Meet and Greet with Jim Lake and Amanda Moreno-Lake, for downtown merchants and stakeholders Thursday, August 23rd from 5:30-7:00 pm
- Planning Department will present "How to Overcome Barriers in Creating Great Places" in joint meeting format with City Council, Planning and Zoning Commission, Economic