



City of Cedar Hill  
285 Uptown Blvd., Bldg. 100  
Cedar Hill, Texas 75104-3526  
972-291-5100  
fax 972-291-7250

**NOTICE OF REGULAR CALLED MEETING  
HISTORIC DOWNTOWN ADVISORY BOARD**

**AGENDA**

**Monday, December 6, 2021  
4th Floor Administrative Conference Room  
Cedar Hill Government Center  
285 Uptown Blvd. Bldg. 100  
Cedar Hill, Texas 75104  
6:00 P.M.**

- I. **Call Meeting to Order**
- II. **Citizens' Forum**
- III. **Approve the minutes from the September 27, 2021 Regular Meeting, October 25, 2021 Regular Meeting and November 8, 2021 Special Called Meeting.**
- IV. **Review of Large Truck Recommendation**
- V. **Obtain feedback on reducing the lot depth below 100ft and increase the minimum lot width above 25ft, for single family residential detached dwellings**
- VI. **Easement Updates**
- VII. **Discuss Color Ordinance in Historic Downton Cedar Hill**
- VIII. **Discuss Holiday Decorations in Historic Downtown Cedar Hill**
- IX. **Mural location prioritization**
- X. **Staff Reports**
- XI. **Review Action Items**
- XII. **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 3rd day of December 2021.

\_\_\_\_\_  
Christy Harris / CVE Coordinator

**"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), IS PROHIBITED FROM CARRYING A HANDGUN INTO THE ROOM OR ROOMS IN WHICH ANY MEETING OF THE CITY**

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).

**COUNCIL OR ANY OTHER CITY BOARD OR COMMISSION THAT IS SUBJECT TO CHAPTER 551, TEXAS GOVERNMENT CODE (OPEN MEETINGS ACT) IS MEETING”**

**“DE CONFORMIDAD CON LA SECCIÓN 30.07, CÓDIGO PENAL (TRASPASO POR EL TITULAR DE LA LICENCIA CON UN ARMA DE MANO ABIERTA LLEVADA), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411, CÓDIGO GUBERNAMENTAL (LEY DE LICENCIA DE ARMAS DE MANO), ESTÁ PROHIBIDO LLEVAR UNA HABITACIÓN EN LA MANO CUALQUIER REUNIÓN DEL CONSEJO DE LA CIUDAD O CUALQUIER OTRA JUNTA O COMISIÓN DE LA CIUDAD QUE ESTÉ SUJETO AL CAPÍTULO 551, CÓDIGO DE GOBIERNO DE TEXAS (LEY DE REUNIONES ABIERTAS)**

**MINUTES**  
**Historic Downtown Advisory Board**  
**Regular Scheduled Meeting Sept 27, 2021**

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*The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, September 27, 2021 at 6:00 pm in the 4<sup>th</sup> Floor Administrative Conference Room, at 285 Uptown Boulevard, Cedar Hill, Texas 75104.*

*The following members were present: Al Armistead, Britainie Nelson, Christopher Haley, Kenna Prior, Norman Patten, Hannah Tyler and Matthew Chappel. The following City staff members were present: Russell Read, Director of Customer, Michelle Hernandez, Destination Marketing Manager and Christy Harris, Visitor and Experience CVE Coordinator. The following members were absent with prior notice: Chelsey Randel and Jake Shepperd*

**I. Call Meeting to Order**

- Chairperson Hannah Tyler called the meeting to order at 6:04 pm, declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Citizens' Forum**

- No citizens were in attendance.

**III. Approve the Minutes of the July 26, 2021 Regular Meeting and August 23, 2021 Regular Meeting**

- Location on the minutes for July 26, 2021 and August 23, 2021 were incorrect. Al Armistead motioned to postpone the approval of minutes until next meeting. Matthew Chappel seconded the motion. The motion was approved unanimously.

**IV. Election of HDAB Officers**

- Al Armistead nominated Matthew Chappel for Chairperson. Kenna Prior seconded the motion. The motion was approved unanimously. Christopher Haley nominated Hannah Tyler to be Vice Chair. Al Armistead seconded the motion. The motion was approved unanimously.

**V. Downtown Complete Streets Phase 1 and Phase 2 update – Memo attached**

- There are missing three easements, but Phase 1 is on schedule to proceed in November 2021.

**VI. Feedback for color palette of building elevation on property located at 329 W. Belt Line Road (old Agridulce building)**

- No action taken because colors were not provided to HDAB.
- The Visit Cedar Hill team will follow up regarding properties in code violation for use of black paint on properties that exceed 10%.
- Norman Patten will email the Visit Cedar Hill Team regarding a particular property with a black garage.

## **VII. Update on Truck Ordinance**

- Russell Read will submit a truck ordinance recommendation by the October 25, 2021 meeting.

## **VIII. Safety and Security in Historic Downtown**

- There were complaints expressed regarding a homeless person and the disturbances caused in Downtown Cedar Hill.
- If any resident is involved in a disturbance with a homeless person, it was suggested that the homeowner can get and submit a trespassing affidavit from the police department.

## **IX. Discussion about return of truck signs to protect residences**

- Al Armistead submitted a complaint via the Citizen Reporting website and requested two "No Through Trucks" signs for Downtown Cedar Hill. His complaint will be submitted to the Cedar Hill Police Department and placed on the next Traffic Committee meeting itinerary in November 2021. He followed up and resubmitted per truck ordinance. He is awaiting response.
- Truck ordinance signs were initially removed during Belt Line reconstruction in 2004.
- Norman Patten will send Russell Read an accurate date of the Beltline Road reconstruction, to get an idea of when the "No Trucks" signs were removed.

## **X. Staff Reports**

- There are currently three missing easements.
- Country Day is postponed until 2022
- The Cedar Hill Farmers Market will be until November 2021.
- Holiday décor will go up around November 1, 2021.
- Scare on the Square will take place October 30, 2021, from 6 – 8pm.

## **XI. Review Action Items**

- The Visit Cedar Hill team will follow up regarding properties in code violation for use of black paint on properties that exceed 10%.
- Norman Patten will email the Visit Cedar Hill Team regarding a particular property with a black garage.
- The Visit Cedar Hill team will submit the recommendation regarding the color pallet for 329 W. Beltline Road.
- Norman Patten will send Russell Read an accurate date of the Belt Line Road reconstruction, to get an idea of when the "No Trucks" signs were removed.
- Russell Read will submit a truck ordinance recommendation by the October 2021 meeting.
- Christy Harris will correct the location of the minutes from July 26, 2021 and August 23, 2021.

## **XII. Adjourn**

- Chairperson Matthew Chappel adjourned the meeting at 7:45 PM.

ATTEST:

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Christy Harris  
CVE Coordinator

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Matthew Chappel  
Historic Downtown Board Chair

**MINUTES**  
**Historic Downtown Advisory Board**  
**Regular Scheduled Meeting October 25, 2021**

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*The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, October 25, 2021 at 6:00 pm in the 4<sup>th</sup> Floor Administrative Conference Room, at 285 Uptown Boulevard, Cedar Hill, Texas 75104.*

*The following members were present: Al Armistead, Britainie Nelson, Kenna Prior, Norman Patten, Hannah Tyler and Matthew Chappell. The following City staff members were present: Russell Read and Director of Customer, Michelle Hernandez. The following members were absent with prior notice: Christopher Haley*

**I. Call Meeting to Order**

- Chairperson Matthew Chappell called the meeting to order at 6:04 pm, declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Citizens' Forum**

- No citizens were in attendance.

**III. Approve the Minutes of the July 26, 2021 Regular Meeting and August 23, 2021 Regular Meeting and September 27, 2021 Regular Meeting**

- Norman Patten motioned to approve the amended July 26, 2021 Regular Meeting Minutes, amended August 23, 2021 Regular Meeting Minutes and September 27, 2021 Regular Meeting Minutes, with amendment to item VI, regarding "Feedback for color palette of building elevation on property located at 329 W. Belt Line Road (old Agridulce building)." Hannah Tyler seconded the motion. The motion was approved unanimously.

**IV. Review of Charter**

- HDAB members reviewed the charter and bylaws and will follow up with a recommendation at a later date.

**V. Follow up from Special Called August 16, 2021 Meeting – Jessica's Flowers, Awning**

- A Special Called Meeting will be arranged with the contractor of Jessica's Flowers, to discuss the awning.

**VI. Review of Recommendation Prohibiting Trucks in Downtown Cedar Hill:**

- HDAB members will request "No Trucks" signs to be put back in ordinance in Downtown Cedar Hill.

**VII. Downtown Complete Streets Project Update – Phase 1 (See Memo)**

- Phase 1 of Complete Streets is out for bid.
- Three easements are missing.
- Michelle Hernandez was appointed to head Historic Downtown communications for Complete Streets.

- Communication with business owners and residents will be every two weeks.
- Updates about Complete Streets will also be communicated through various printed materials.
- It was suggested that residents be updated through "Let's Talk" on the Cedar Hill website, sent texts through Civic Ready and notified through social media outlets.
- There will be a Historic Downtown "Neighborhood Walk", to personally inform residents about Complete Streets updates and distribute printed packets.

### **VIII. Staff Reports**

- House located at 408 W. Beltline, has been painted black. Code enforcement has contacted the property owner and is taking action.
- The EDC purchased two houses on Cedar Street that will be raised and demolished by the end of December 2021, due to severe termite damage.
- The walkthrough for the new library will be provided to the HDAB members at the December 2021 meeting.
  - The Cedar Hill Museum of History will occupy 2,006 sq ft in new library and will overlook the event space.
- Dr. Clark has passed away and the City of Cedar Hill is communicating with the family about the donation of land that hosts the Crawford's Tornado Graveyard, to the City of Cedar Hill.
  - Requirements to take over the Crawford's Tornado Graveyard will require a plan to be in place on its use.
- The 9<sup>th</sup> Grade center has been renamed to the Dr. Peggy Wilson STEM Center.
- Scare on the Square is Saturday, October 30, 2021.
- Hannah Tyler's "Sly Cat Art Gallery" will have an art exhibit debut on November 13, 2021, from 6-9 PM. The show will be entitled "Myth."
- Historic Downtown received \$16,000 to replace street sign banners. The banners will be replaced seasonally.
- Murals will be added to various locations in Downtown Cedar Hill.
- Next Regular Scheduled HDAB meeting will be held December 6, 2021.
- HDAB shirts have arrived and will be distributed to members at the December 6<sup>th</sup> meeting.
- The last Cedar Hill Farmers Market for the season will be November 13, 2021 and November 27, 2021. The Cedar Hill Farmers Market will resume Spring 2022.
- There will be a comprehensive plan update at the next Regular Scheduled HDAB meeting.

### **IX. Review Action Items**

- There will be a Special Called HDAB meeting on October 29, 2021 (Meeting was held at a later date).
- HDAB Members to bring suggestions about mural locations at the next Regular Scheduled HDAB meeting.
- HDAB members to return truck recommendations edits to Russel Read or Michelle Hernandez, via email.

### **X. Adjourn**

- Chairperson Matthew Chappel adjourned the meeting at 8:11 PM.

ATTEST:

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Christy Harris  
CVE Coordinator

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Matthew Chappel  
Historic Downtown Board Chair



**MINUTES**  
**Historic Downtown Advisory Board**  
**Special Called Meeting, November 8, 2021**

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The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, November 8, 2021 at 6:00 pm in the 4<sup>th</sup> Floor Administrative Conference Room, at 285 Uptown Boulevard, Cedar Hill, Texas 75104.

The following members were present: Matthew Chappel, Chelsey Randel, Christopher Haley, Kenna Prior, Hannah Tyler, Norman Patten, Britainie Nelson. The following City staff members were present: Russell Read, Director of Customer, Michelle Hernandez, Destination Marketing Manager and Christy Harris, Visitor and Experience CVE Coordinator. The following members were absent with prior notice: Al Armistead and Jake Shepperd

**I. Call Meeting to Order**

- Chairperson Matthew Chappell called the meeting to order at 6:00 pm, declaring it an open meeting with notice of the meeting duly posted and a quorum present.

**II. Citizens' Forum**

- No citizens were in attendance.

**III. Consider and take action on the building façade and elevations plan on property zoned Old Town Square, located at the southeast corner of Cedar Street and Broad Street with the approximate address being 612 Cedar Street. Property Owner – Yeong Hahn [Jessica's Flowers & Gifts]:**

- Jessica's Flowers & Gifts will keep the natural brick instead of repainting.
- Christopher Haley motioned to approve the awning as presented. Hanna Tyler seconded the motion. The motion was approved unanimously.

**IV. Review Action Items**

- There were no action items.

**V. Adjourn**

- Chairperson Matthew Chappel adjourned the meeting at 6:16 PM.

ATTEST:

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Christy Harris  
CVE Coordinator

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Matthew Chappel  
Historic Downtown Board Chair