



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, January 24, 2022
Cedar Hill Chamber of Commerce
300 Houston Street
Cedar Hill, Texas 75104
6:00 P.M.**

- I. Call Meeting to Order
- II. Citizens' Forum
- III. Approve the minutes from the October 25, 2021 Regular Meeting, November 8, 2021 Special Called Meeting and December 6, 2021 Regular Meeting.
- IV. Large Truck Recommendation
- V. Historic Downtown Colors / Conservation District Discussion
- VI. Mural Update
- VII. Update on Events
- VIII. Staff Reports
- IX. New Business
- X. Review Action Items
- XI. 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 21st day of January 2022.

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 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,

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).

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)

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 291-5103 or (TDD) 1-800- RELAY TX (1-800-735-2989).

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

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, October 25, 2021 at 6:00 pm in the 4th 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, Jake Shepherd and Matthew Chappel. The following City staff members were present: Russell Read, Director of Experience and Michelle Hernandez, Destination Marketing Manager. The following members were absent with prior notice: Christopher Haley

I. Call Meeting to Order

- Chairperson Matthew Chappel 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 9th 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 6th 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:

Christy Harris
CVE Coordinator

Matthew Chappel
Historic Downtown Board Chair

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

The Historic Downtown Advisory Board of the City of Cedar Hill, Texas, met Monday, November 8, 2021 at 6:00 pm in the 4th 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 Experience, 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 Shepherd

I. Call Meeting to Order

- Chairperson Matthew Chappel 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:

Christy Harris
CVE Coordinator

Matthew Chappel
Historic Downtown Board Chair

MINUTES
Historic Downtown Advisory Board
Regular Called Meeting, December 6, 2021

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

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

I. Call Meeting to Order

- Chairperson Matthew Chappel 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. Approve the minutes from the September 27, 2021 Regular Meeting, October 25, 2021 Regular Meeting and November 8, 2021 Special Called Meeting.

- Correct Chairperson's name, Matthew Chappel, on October 25, 2021 minutes and November 8, 2021 minutes.
- Correct Chelsey Randel and Jake Shepherd's attendance from being absent, to present on October 25, 2021.
- A motion was made by Christopher Haley to approve the minutes from September 27, 2021. Chelsea Randel seconded the motion. The motion was approved unanimously.
- Minutes for October 25, 2021 and November 8, 2021 will be approved once corrections have been made.

IV. Review of Large Truck Recommendation

- Signs were taken down in 2002, in lieu of construction in 2003.
- Al Armistead motioned to accept recommendation in content after it has been proofread and the location map has been attached to the recommendations. Norman Patten seconded the motion. The motion was approved unanimously.

V. Obtain feedback on reducing the lot depth below 100ft and increase the minimum lot width above 25ft, for single family residential detached dwellings

- The lot depth reduction and increase would only be for the Historic Downtown area.
- Board discussion suggested that if depth of a lot is less than 100 feet, there would be a smaller setback variance.
- HDAB recommended that variants be applied on a case-by-case basis.

VI. Easement Updates

- Phase 1 of Complete streets has all easements needed to move forward. Russell Read will review two easement options with Jessica's Flowers.
- Corner Square Quilts requested to keep private parking.
- Phase 2 will include the reconstruction of Pioneer Park, Cedar Street (from Broad Street to Main Street) and the closure of Houston Street.

VII. Discuss Color Ordinance in Historic Downton Cedar Hill

- Kenna Prior provided a Cedar Hill color ordinance consideration to the board, with paint samples donated by Sherwin Williams.
- Staff will look up the Historic Downtown ordinance pertaining to color.

VIII. Discuss Holiday Decorations in Historic Downtown Cedar Hill

- Current decorations will be replaced in 2022.
- Staff requested that HDAB members speak with businesses about decorating their trim with lights and what their interests are in holiday decorating. It would be paid by businesses adding to a fund.
- Staff will send out the cost per linear foot for lighting in Historic Downtown.
- HDAB to consider supporting a "Holiday Market" during Shop Small Saturday.
 - Suggestion was made that vendors and their tents be positioned back-to-back, so that there are two alley walkways for customers to visit each business easier.

IX. Mural Location Prioritization

- Tourism Department received a \$16,000 yearly budget for murals and banners in Historic Downtown Cedar Hill.
- One mural will be completed each year until designated spaces are complete and then the budget will be used to maintain murals.
- Building owner of Décor on the Hill is expected to repair the Pioneer Park facing wall this Winter 2021.
- Buildings in consideration for murals are:
 - Décor on the Hill
 - Side of Jessica's Flowers
 - Sims Grocery side wall
 - Mason's wall facing Pioneer Park
 - Stacia's Dance Studio
 - Chamber of Commerce back wall
 - Patten's Barn
 - Cedar Hill Barbers (Bank Building)
 - Sam's Pizza
 - 1st Baptist Church
 - AT&T Building
- Jessica's Flowers, Sims Grocery and Cedar Hill Chamber of Commerce are mural prioritization locations.

X. Staff Reports

- There were no staff reports.

XI. Review Action Items

- Staff to look up Historic Downtown ordinance pertaining to color.
- HDAB members to speak with businesses about decorating their trim with lights later in the year for the holiday season
- Staff will send out the cost per linear foot for lighting in Historic Downtown.
- Staff will delegate proofing of truck ordinance.

XII. Meeting Adjourned at 7:54pm

ATTEST:

Christy Harris
CVE Coordinator

Matthew Chappel
Historic Downtown Board Chair

Re: Recommendation Prohibiting Large Trucks in Historic Downtown

Over the past two years the Board and residents of Historic Downtown have noticed an increase in Tractor/Trailer traffic in the area. It is the opinion of the Board that these trucks disturb the peaceful enjoyment of property owners and causes a safety hazard on the small streets of Historic Downtown. Additionally, large truck traffic will not be compatible with the changes to Historic Downtown, due to the Complete Streets improvements. Before the 2002 Beltline Road construction project, signs prohibiting trucks were in place around the Historic Downtown area. The changes within this ordinance would not preclude smaller box trucks and vans from making the necessary deliveries, as they did prior to the 2002 removal of the signs.

The Historic Downtown Advisory Board respectfully submits the following request:

- The “No Through Trucks” signs be restored to designated places in the “No Large Trucks” Downtown district. See Attachment “A”. The signs were taken down at the beginning of the Beltline Road Construction in 2002.
- An Amendment be made to the current ordinance to include:
 - *Purpose.* The purpose of this section is to establish regulations controlling oversized and overweight vehicular traffic on certain streets within the Historic Downtown district of the city.
 - *Definitions.* The following words, terms or phrases when used in this section, shall show the meanings ascribed to them in this section.
 - Motor vehicle means every vehicle that is self-propelled.
 - Oversize vehicle means any vehicle having four (4) or more axles. For the purposes of this section, the number of axles on a vehicle shall include the axles on any trailer being operated in conjunction with the vehicle.
 - Overweight vehicle means any vehicle having a gross vehicular weight of 33,000 pounds or more.
 - Trailer means a vehicle that is designed or used to carry a load wholly on its own structure; and is drawn or designed to be drawn by a motor vehicle.
 - Vehicle means a device in or by which a person or property is or may be transported or drawn on a public thoroughfare.

- *Restrictions.* Except as provided by the exemptions contained herein, it shall be unlawful for a person to operate an oversized or overweight vehicle upon any municipal street or thoroughfare designated as within the “No Large Trucks Downtown District”.
- *Exemptions.* The provisions of this section shall not apply to oversized or overweight vehicles that are:
 - Owned, leased, used or in service to the city, county, state, or the United States.
 - School buses.
 - Emergency vehicles in route to and/or returning from an emergency, including wreckers or tow trucks.
 - Owned or used in the service of public utilities when in the performance of their duties.
 - Making deliveries or pickups from a construction site located in said street.
 - Used in the service of trash or refuse removal or hauling.
- Oversize and/or overweight truck traffic shall be prohibited on the following streets and as such in the area encompassing these streets is hereby designated as the “No Large Trucks Downtown District”.
- Scope of “No Large Trucks Downtown District” area:
 - Cedar Street from Roberts Street to Hwy. 67 service road
 - Texas Street from Broad Street to Hwy. 67 service road
 - Hickerson Street from western terminus to Hwy. 67 service road
 - Cooper Street from Houston Street to Hwy. 67 service Road
 - Short Street from Lee Street to Hwy. 67 service road
 - Jefferson Street from Houston Street to Hwy. 67 service road
 - Robinson Street from Houston Street to Hwy. 67 service road
 - Broad Street from Beltline Road to Houston Street
 - Houston Street from Beltline Road to Tidwell Street



Cedar Hill Historic Downtown Advisory Board

285 Uptown Blvd.
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O.972.291.5100

- Main Street from Beltline Road to Cooper Street
- Church Street from Beltline Road to Texas Street
- Wilson Street from Cedar Street to Texas Street
- Hardy Street from Cedar to Cooper Street
- Lee Street from Cooper Street to Robinson Street

Signatures: