



MINUTES
Downtown Advisory Committee
Monday, February 5, 2024

1. Call to Order / Roll Call.

The meeting was called to order at 5:32 p.m.

Committee Members Present:

Chris Wardlaw, Chair
Melissa Randle, Vice-Chair
Gavin Hernandez
Roger Thedford
Mike Pettis

Committee Members Absent:

Trovette Tottress
Grant Mendeljian
Mike Lopez

Councilmembers Present:

Marcus Ray
Amy Bartley
Chris Kern

Staff Members Present:

Mario Canizares, Town Manager
Robyn Battle, Executive Director
Chuck Ewings, Assistant Town Manager
David Hoover, Development Services Director
Dan Baker, Parks & Recreation Director
Leigh Johnson, IT Director

2. Consider and act upon the minutes from the January 22, 2024, Downtown Advisory Committee meeting. (RB)

Mike Pettis made a motion and Marcus Ray seconded the motion to approve the January 22, 2024 minutes. The minutes were approved unanimously.

3. Comments from the Public.

There were no comments from the public.

4. Update and discussion on Downtown Improvement Projects.

a. Conceptual Designs for 118 W. Broadway (DB)

Dan Baker reviewed the revised conceptual designs for the property, which includes semi-permanent furniture and hardscape like limestone seat walls, benches, and

Toja Grid structures which could be repurposed later if needed. Artificial turf could not be repurposed, and is a bit more expensive, but requires less maintenance. Some grading would still need to be done on the property. The Committee directed staff to proceed with a price quote while discussions continue with the property owner.

b. Electrical Improvements on Main Street (DB)

Public Works staff will install outlets on the existing poles on Main Street.

c. Tree lights on Broadway and Main Street (DB)

Parks staff will obtain a quote to add electrical power to the tree wells on Main Street to light the trees. A Request for Proposals is in progress to select a vendor for wrapped tree lights on Broadway. Installation should occur by late April. The contract covers only Broadway at this time. Additional tree lighting may be added on Main Street after power is connected to the tree wells.

d. Repainting light poles (RB)

Robyn Battle updated the Committee on the cost to replace the existing light poles and street sign poles to change the color from brown to black. The Committee requested additional information on re-powder coating the existing poles, rather than replacing them.

e. Archway Structures (RB/DB)

The estimated cost of the archway structures at this time is \$1.1 million - \$2.2 million, including design, landscaping, and masonry. The Committee requested that the cost estimates be adjusted to eliminate landscaping and masonry in an effort to reduce costs. The artist suggested by David Hoover may be able to attend the next DTAC meeting to collect information from the Committee. Robyn Battle will inquire about next steps with the Purchasing Department to develop a set of specifications and obtain formal quotes.

f. Historical Markers (RB)

Robyn Battle and Chris Wardlaw will follow up with the Prosper Historical Society on a potential partnership to identify historic buildings in Downtown.

g. Other updates from staff

Melissa Randle will provide contact information for a Downtown business owner who may be agreeable to a shared parking agreement.

h. Review/Discussion on Downtown Project List

No additional items were discussed.

5. Requests for future agenda items.

No additional items were discussed.

6. Adjourn.

The meeting adjourned at 6:57 p.m. on Monday, February 5, 2024.

These minutes were approved on Monday, February 19, 2024.



Chris Wardlaw, Chair



Robyn Battle, Executive Director