



MINUTES
Downtown Advisory Committee
Monday, February 19, 2024

1. Call to Order / Roll Call.

The meeting was called to order at 5:30 p.m.

Committee Members Present:

Melissa Randle, Vice-Chair
Gavin Hernandez
Roger Thedford
Mike Pettis
Grant Mendeljian
Mike Lopez

Committee Members Absent:

Trovette Tottress
Chris Wardlaw

Councilmembers Present:

Marcus Ray
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

2. Consider and act upon the minutes from the February 5, 2024, Downtown Advisory Committee meeting. (RB)

Roger Thedford made a motion and Gavin Hernandez seconded the motion to approve the February 5, 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. Downtown Logo Student Project (GH/RB)

Robyn Battle and Gavin Hernandez met with Mr. Toth, Principal, and Ms. Weiss, Assistant Principal, of Walnut Grove High School to propose the logo project. Both were in support of the idea and asked that we put together an infographic with the competition details so they can distribute to the students. The Committee discussed

the criteria for the competition, which will be open to all high school students in Prosper ISD, including private schools and homeschooled students. The design should incorporate elements of the current Town logo and existing Town landmarks such as the silos, Downtown Monument, and Gateway monument. The logo may be used on signage, banners, and print or digital marketing materials. The Town Communication staff will create the application materials, a dedicated web page, and a QR code that links to the application. The DTAC will determine the finalists and/or winners of the competition. The winning logo(s) may be displayed in the lobby of Town Hall and the winner(s) may be recognized at a Town Council meeting.

b. Archway Structures (RB)

Robyn Battle provided an update on this project. The Purchasing Department has recommended advertising for qualified firms to submit a Statement of Qualifications (SOQ) to select a design firm for the Downtown Archway Structures. The Committee provided feedback on the specifications, opting to remove the Wi-Fi repeaters from the structures and include additional intersections in the specifications. Due to state procurement laws, the SOQ process is the appropriate process for selecting a firm for this type of project. Ms. Battle will update the specifications and submit the SOQ to Purchasing. The SOQ will be published starting on February 25 and the Town will accept submittals for approximately 30 days. Town staff will score the submittals, and the top 3 firms will be invited to give a presentation to the DTAC. Once the Committee selects a top firm, Town staff will begin price negotiations.

c. Historical Markers (RB)

Robyn Battle attended the February 13 Prosper Historical Society (PHS) Meeting and provided the members with additional details on the historic signage project. The DTAC is asking the PHS to do the following:

- Establish criteria for program
- Identify proposed locations
- Write a summary of the structure's historic significance
- Apply to the Collin County Historical Commission and/or Texas Historical Commission for Historic Landmark designation (if applicable)
- Present recommendations to the Downtown Advisory Committee

Ms. Battle informed the PHS that the Downtown Advisory Committee would like to install plaques at historic sites in downtown and may provide funding for the project. The PHS may want to require property owners to agree to certain historical preservation requirements in order to receive a sign.

d. 118 W. Broadway (DB)

Dan Baker informed the Committee that the proposed improvements for the property would cost approximately \$200,000. The property owners are generally in favor of seating, landscaping and artificial turf but are not in favor of a structure on the property or a long-term lease.

e. Other updates from staff

There were no other updates from staff.

f. Review/Discussion on Downtown Project List

This item was not discussed

5. Requests for future agenda items.

The Committee inquired whether the Public Parking banners and signs can be illuminated at night.

A Committee member noted that the Downtown Monument lights are not working.

6. Adjourn.

The meeting adjourned at 6:55 p.m. on Monday, February 19, 2024.

These minutes were approved on Monday, March 4, 2024.



Chris Wardlaw, Chair



Robyn Battle, Executive Director