



**MINUTES**  
**Downtown Advisory Committee**  
Monday, April 1, 2024

**1. Call to Order / Roll Call.**

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

**Committee Members Present:**

Chris Wardlaw, Chair  
Melissa Randle, Vice-Chair  
Mike Pettis  
Mike Lopez  
Gavin Hernandez  
Grant Mendeljian

**Committee Members Absent:**

Trovette Tottress  
Roger Thedford

**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

**2. Consider and act upon the minutes from the March 18, 2024, Downtown Advisory Committee meeting. (RB)**

Mike Pettis made a motion and Melissa Randle seconded the motion to approve the March 18, 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. Lighted Bollards**

Mr. Ewings presented three design options to the Committee for review. The Committee selected the more classic option over more modern styles. Mr. Ewings will bring back options in the classic style at a future meeting.

**b. Repaint Light & Sign Poles**

Mr. Ewings obtained several quotes to repaint 51 light and sign poles in Downtown from brown to black. Staff recommends awarding the project to ATD at a cost of approximately \$22,000. The company offers a three-year warranty. The Committee concurred with the recommendation and approved moving forward with the project.

**c. Lighting the Silos**

Mr. Ewings presented options for lighting the Downtown silos with graze lighting, which projects downwards; or wash lighting, which uses light poles to project light onto the silos; an additional option is to have the ability to project images onto the silos. The Committee preferred graze lighting and asked for additional lighting to illuminate the top of the structures. Mr. Ewings will return with an updated estimate at a future meeting.

**d. Downtown Open Space Concepts**

Mr. Canizares informed the Committee that a proposed lease agreement has been submitted to the property owners of the lot on the northeast corner of Broadway and Main. Town staff is awaiting a response.

**e. Archway Structures**

Ms. Battle notified the Committee that five submittals were received from qualified firms for the Downtown Archway Structure Project. Town staff are currently evaluating the proposals and the top three firms will be asked to give a presentation to the Committee at a future meeting. The Committee will select a top firm, and Town staff will proceed with price negotiations.

**f. Downtown Logo Student Project**

Mr. Hernandez notified the Committee that the competition has been widespread among Prosper ISD communication channels. Ms. Battle noted that 17 submittals have been received to date. The competition closed on April 12 and the Committee will review the submittals and select a winner at a future meeting.

**g. Other Updates From Staff**

Mr. Baker informed the Committee that the cost estimate to connect power to the tree wells along Main Street will be approximately \$75,000. The cost to add year-round tree lights along Main Street and Broadway will be approximately \$20,000. The Committee approved both projects.

**h. Review/Discussion on Downtown Project List**

Ms. Battle noted that the Archway Structure project has been split into two segments: design and construction. All projects now have at least an initial cost estimate except for audio equipment and music for Downtown.

**5. Requests for future agenda items.**

There were no additional requests for agenda items.

**6. Adjourn.**

The meeting adjourned at 6:10 p.m. on Monday, April 1, 2024.

These minutes were approved on Monday, April 15, 2024.



**Chris Wardlaw, Chair**



**Robyn Battle, Executive Director**