



**MINUTES**  
**Downtown Advisory Committee**  
Monday, January 22, 2024

- 1. Call to Order / Roll Call.**  
The meeting was called to order at 5:30 p.m.

**Committee Members Present:**

- \Chris Wardlaw, Chair
- \Gavin Hernandez
- Mike Lopez
- \Roger Thedford
- \Mike Pettis

**Committee Members Absent:**

- \Melissa Randle
- Trovette Tottress
- Grant Mendeljian

**Councilmembers Present:**

- \Marcus Ray
- \Amy Bartley

**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
- Kurt Beilharz, Parks & Recreation Assistant Director
- Leigh Johnson, IT Director

- 2. Consider and act upon the minutes from the January 8, 2024, Downtown Advisory Committee meeting. (RB)**

Mike Pettis made a motion and Mike Lopez seconded the motion to approve the January 8, 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. Parking Count (DH)**

David Hoover reported that the Development Services Staff has completed an inventory of parking spaces in downtown. There are currently 864 private parking

spaces, 471 of which are associated with the LIV apartment complex, leaving 393 private spaces. There are 233 public parking spaces at Town Hall, and 220 public parking spaces on Broadway from Coleman to McKinley and on Main Street from First St. to Fifth Street, totaling 453 public parking spaces in downtown. Paving the empty lot south of the EDC office would add another 35 public parking spaces.

**b. Benches (DB)**

Dan Baker presented options for benches in downtown. Costs ranged from \$8,500 - \$16,000 for ten benches. The Committee selected option 2, DuMor Model 58. Ten benches will be ordered and installed at a cost of approximately \$13,000. The bench style selected is a common model that has been available for many years. If more benches are needed in the future, they should be easy to acquire.

**c. Conceptual Designs for 118 W. Broadway (KB)**

Kurt Beilharz presented three conceptual designs for the property at 118 W. Broadway. The Committee was reminded that the property is currently privately owned and the Town would need to get permission from the property owners to make any improvements. The Committee asked staff to refine the designs to include temporary or semi-permanent structures, furniture and hardscape materials, since the Town does not own the land.

**d. Archway Structures (RB)**

Robyn Battle reported to the Committee that the architecture firm returned a proposal for approximately \$75,000 to design the seven archways, but was not able to provide an estimate for construction. Staff is still awaiting estimates from a landscape architecture firm and an artist.

**e. Historical Markers (RB)**

Chris Wardlaw and Robyn Battle attended the January 9 Prosper Historical Society (PHS) meeting and requested their assistance with a project to identify historical landmarks in Prosper and create interpretive signage at each location to describe their impact on Prosper's history. PHS welcomed the idea and requested more details on the project.

**f. Other updates from staff**

Leigh Johnson presented the proposal from Astound to install public Wi-Fi infrastructure and service in downtown. The turnkey solution would cover approximately 240,000 square feet and includes all hardware, fiber, cabling, connectivity and installation. The first-year cost is \$72,000 - \$119,000. A five-year contract would cost \$297,000 - \$444,000 and a six-year contract would cost \$327,000 - \$432,000, depending on how much the Town paid in the first year. The solution would not necessarily help downtown businesses since it is intended for free public Wi-Fi. The Committee discussed the cost of service versus the need.

Dan Baker reported that the tree lights in downtown have been removed since they belonged to the Town's Christmas light vendor. Staff is working on acquiring cost proposals from vendors to provide year-round tree lights. A new contract should be

in place by March with installation to begin in April.

Robyn Battle reported that the installation of the parking banners has been completed. Staff is still awaiting an estimated cost and installation timeline for the three public parking sign poles.

Dan Baker reported that the trash receptacles have been delivered and will be installed over the next 1-2 weeks.

The two handicapped spaces in the north parking lot of Town Hall should be marked by the first week in February.

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

There was no further discussion.

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

There were no requests for future agenda items.

**6. Adjourn.**

The meeting adjourned at 7:02 p.m. on Monday, January 22, 2024.

These minutes were approved on Monday, February 5, 2024.



**Chris Wardlaw, Chair**

  
**Robyn Battle, Executive Director**