



**MINUTES**  
**Downtown Advisory Committee**  
Monday, March 4, 2024

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

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

**Committee Members Present:**

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

**Committee Members Absent:**

Trovette Tottress  
Roger Thedford  
Gavin Hernandez

**Councilmembers Present:**

Marcus Ray  
Chris Kern  
Amy Bartley

**Staff Members Present:**

Mario Canizares, Town Manager  
Robyn Battle, Executive Director  
Chuck Ewings, Assistant Town Manager  
David Hoover, Development Services Director

**2. Consider and act upon the minutes from the February 19, 2024, Downtown Advisory Committee meeting. (RB)**

A motion was made and seconded to approve the February 19, 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)**

Ms. Battle updated the Committee on the status of the Logo Competition. The Town's Communications staff is working building the web page, creating an online application, and preparing promotional materials for the Competition. The competition will launch on March 18 and the deadline for submissions is April 12.

The DTAC will review submissions on April 15 and will tentatively select a winner on May 6. The winner will be recognized at the May 14 or May 28 Council meeting. The Committee concurred with the plan and timeline for the competition.

**b. Archway Structures (RB)**

The Statement of Qualifications (SOQ) has been published and the deadline for design firms to turn in their submissions is March 21. Ms. Battle and Mr. Canizares reviewed the SOQ process and timeline. After staff scores the initial submissions, the top three firms will be invited to give presentations to the DTAC in April. The DTAC will select the top firm and Town staff will begin negotiations on cost. The final proposal will be presented to the appropriate Town Council Subcommittees, and then a contract for services will be presented to the Town Council as a whole for approval in May. At the conclusion of the design process, the Town will have design and construction documents necessary to get competitive bids for construction. The Committee expressed some frustration with the length of time it takes to complete the design and construction process. Ms. Battle and Mr. Canizares explained that the process is driven by state procurement laws.

**c. Downtown Open Space Concept (MC)**

Ms. Canizares prepared a draft proposal for the owners of the property located at the northeast corner of Broadway and Main. The property owners are reluctant to sign a long-term lease, so the Town is proposing a three-year lease with annual renewals and to pay for all improvements on the property. The property owners are agreeable to artificial turf, semi-permanent structures, and landscaping. The Town is proposing to pay an annual lease amount and reimburse property taxes. The Committee agreed with the terms of the proposed lease agreement and recommended moving forward for Town Council approval.

**d. Parking Improvements (CE)**

Mr. Ewings presented a plan to design the proposed asphalt parking lot and concrete alley south of the EDC building, which will include significant drainage improvements affecting the lots to the north. The alternate proposal is to design the lot only, without the alley. The Committee recommended moving forward with the design for the parking lot and alley at a cost of \$118,100. Estimated construction cost for the parking lot and alley is \$310,818.

**e. Other updates from staff**

Mr. Ewings will obtain additional quotes for painting the light and sign poles. Ms. Battle will make another attempt to contact the business owner on Broadway regarding shared parking.

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

The Committee reviewed the Project List and asked for more specific timelines on projects.

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

The Committee requested information on installing crosswalks or other traffic control options at the intersection of Coleman and Broadway for pedestrian safety.

**6. Adjourn.**

The meeting adjourned at 7:10 p.m. on Monday, March 4, 2024.

These minutes were approved on Monday, March 18, 2024.



**Chris Wardlaw, Chair**



**Robyn Battle, Executive Director**