



**MINUTES**  
**Downtown Advisory Committee**  
Monday, January 8, 2024

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

The meeting was called to order at 5:33 p.m.

**Committee Members Present:**

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

**Committee Members Absent:**

Roger Thedford  
Mike Pettis

**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  
Dan Baker, Parks & Recreation Director

**2. Consider and act upon the minutes from the December 18, 2023, Downtown Advisory Committee meeting. (RB)**

A motion and second were made to approve the December 18, 2023 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. (MC)**

**a. Trash Receptacles (DB)**

Trash receptacles are on order and should be delivered and installed within a few weeks.

**b. Public Parking Banners and Pole Signs (RB)**

Banners have arrived and should be installed next week. Staff is still awaiting an estimated timeline for sign pole installation.

**c. Archway Structures (RB)**

Cost estimates have been requested from an architecture firm, landscape architecture firm, and artist.

**d. Logo & Brand Guidelines (RB)**

Gavin Hernandez and Robyn Battle will pursue meetings with graphic art instructors from Prosper ISD.

**e. Benches (RB)**

Dan Baker will bring options for the Committee's consideration at the next meeting.

**f. Parking Lot south of EDC (CE)**

The lot is currently being used as the location for a dumpster. If the Committee moved forward with paving, the dumpster will need to be relocated.

**g. Other updates from staff**

**5. Discussion on prioritizing Downtown Improvements.**

The Committee requested that the staff pursue an RFP to stabilize the silos and install silhouette lighting on the exterior of the silos. Members discussed the possibility of an incentive program for façade improvements, and suggested the topic to be discussed at the next Downtown Business Alliance meeting. Mr. Canizares notified the Committee that the Town is constructing a regional dumpster in downtown that can be shared among downtown business owners for the purpose of replacing existing polycarts. The Committee discussed the impact of an overnight or long-term parking ordinance on downtown businesses.

**6. Update and discussion on 2024 Events Calendar. (DB)**

Dan Baker reviewed the 2024 events calendar. Committee members were in general agreement with calendar, noting that the Freedom Fest event may need to be rebranded or combined with another event at some point.

**7. Overview of the Prosper ACT program (GH)**

Gavin Hernandez provided an overview of the Prosper ACT (Action, Commitment, Together) program, which promotes courtesy and kindness among residents in an effort to maintain the culture and image of Prosper. Mr. Hernandez has attended several community events to gain support for the program. At these events, he asked several young people what they would like to see in downtown. Responses include a farmers market, library, and skate park.

**8. Requests for future agenda items.**

There were no requests for future agenda items.

**9. Adjourn.**

The meeting adjourned at 7:17 p.m. on Monday, January 8, 2024.

These minutes were approved on Monday, January 22, 2024.



**Chris Wardlaw, Chair**



**Robyn Battle, Executive Director**