



MINUTES
Downtown Advisory Committee
Monday, November 6, 2023

1. Call to Order / Roll Call.

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

Committee Members Present:

Mike Lopez
Roger Thedford
Chris Wardlaw
Melissa Randle
Gavin Hernandez
Mike Pettis
Grant Mendeljian
Trovette Tottress

Councilmembers Present:

Chris Kern
Amy Bartley
Marcus Ray

Staff Members Present:

Robyn Battle, Executive Director
Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager
David Hoover, Development Services Director
Dan Baker, Parks and Recreation Director
Mary Ann Moon, PEDC Executive Director

2. Comments from the Public.

There were no comments from the public.

3. Background on what's been completed so far.

a. Downtown Master Plan

b. Downtown Subcommittee recommendations

Ms. Battle introduced the Downtown Master Plan to the Committee and distributed copies to each member. The Downtown Master Plan will serve as the guiding document for the Committee. The Town Council's directive to the Downtown Advisory Committee is to provide recommendations on the implementation of the Downtown Master Plan. Prior to the appointment of the Downtown Advisory Committee, the Town Council had requested the Community Engagement Committee to study and make a recommendation on the initial \$500,000 that has been reserved in the FY 2023-2024 Budget for improvements to Downtown. The CEC's recommendations were reviewed by the Committee. Since that time, the Prosper Economic Development Corporation has committed an additional

\$500,000 for Downtown improvements for a total of \$1,000,000. The Committee has been asked to review options and make recommendations on the use of these funds. The Committee agreed that the initial funds should be used on projects that have an immediate visible impact, or infrastructure projects that will set up future projects for success.

4. Discussion and Orientation on the Core Downtown Prosper

The Committee reviewed the boundaries of Downtown Prosper as conveyed in the Downtown Master Plan. While the overall boundary extends west of the Downtown Silos and east to Preston Road, the Committee was asked to consider whether they wished to focus on a smaller core area of Downtown for initial projects. This item will be brought forward for discussion at a future meeting.

5. The Roles of the Committee

a. Governance: Act as an advisory role to for the Town Council to implement the Downtown Master Plan

- Meeting schedule
- Meeting notices
- Correspondence
- Appointment of Chair/Vice-Chair

The Committee agreed by consensus to meet on the first and third Mondays of each month at 5:30 p.m. in order to accelerate their progress on Committee-related projects. Ms. Battle informed the Committee that each member would be assigned a prospertx.gov email address, and their Town email would be the primary method of Town-related correspondence.

A motion was presented and seconded for Chris Wardlaw to serve as Chair of the Committee and Melissa Randle to serve as Vice-Chair of the Committee. The motion was approved unanimously.

b. Seeking community feedback/input (i.e., Downtown Business Alliance)

Ms. Battle asked the Committee to serve as ambassadors for the Town by gathering public feedback on Downtown improvements, asking for input from their own friends and neighbors, and sharing information on the Committee's work through their own communication networks.

6. Tasks for the Committee to address at future meetings:

a. Planning/Downtown Overlay: Foundation for Downtown Development

- b. **Downtown Events & Activities**
- c. **Signage and Wayfinding**
- d. **Landscaping/DT Amenities & Aesthetics**
 - **Seating**
 - **Trees/shrubs/hardscapes**
 - **Public Wi-Fi**
 - **Sidewalks**
 - **Downtown Parking**
 - **Lighting**
 - **Public art**
 - **Shared dumpsters**

Staff members and the Committee discussed some of the topics that may be brought forward for their discussion and recommendations at future meetings.

10. Requests for future agenda items.

The Committee requested to discuss ideas for the initial \$1,000,000 in funding for downtown improvements, review events for Downtown, and receive information on open container policies and a potential overlay district in downtown.

11. Adjourn.

The meeting adjourned at 6:40 p.m. on Monday, November 6, 2023.

These minutes were approved on Monday, November 20, 2023.



Chris Wardlaw, Chair



Robyn Battle, Executive Director