

MINUTES
Downtown Advisory Committee
Monday, November 3, 2025

1. Call to Order / Roll Call.

The meeting was called to order at 5:32 p.m.

Committee Members Present:

Chris Wardlaw, Chair
Matt Nohr
Don Perry
Mike Pettis
Iris Meneley
Gavin Hernandez
Charles Cotten

Committee Members Absent:

Melissa Randle
Teague Griffin

Councilmembers Present:

Marcus Ray
Cameron Reeves

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 October 6, 2025, Downtown Advisory Committee meeting. (RB)

A motion was approved to correct the date on the draft minutes. Charles Cotten made a motion and Matt Nohr seconded the motion to approve the minutes from the October 6, 2025, meeting. The motion was approved unanimously.

3. Comments from the Public.

There were no comments from the public.

4. Update and discussion on Downtown Improvement Projects.

a. Downtown Plaza (RB)

Ms. Battle informed the Committee that the grease trap for 1902 is expected to be installed within a few weeks. Remaining items include the wrapped tree lights, overhead lights, and seating. Staff was asked to monitor the runoff from the new landscape beds to ensure appropriate drainage.

b. Additional Parking at EDC, Broadway, McKinley (CE)

Mr. Ewings informed the Committee installation has begun on the new utility poles.

Once the sewer line is relocated, staff will be prepared to start the bidding process for the parking.

c. Historical Markers (RB)

Ms. Battle confirmed the markers should be delivered soon. Installation will be coordinated with each property owner through a third-party contractor. Once installed, Town staff will bring forward a proposal for a dedication ceremony to be held at the Downtown Plaza. Gavin Hernandez offered to assist by involving the high school video departments and Superintendent's Advisory Council.

d. Downtown Monumentation (RB)

Ms. Battle informed the Committee that a proposal for Bidding Assistance and Construction Administration Services has been received from Olsson Studio. Once executed, staff will begin working on the bidding process.

5. Project Idea Survey. (RB)

Upon a request from the Committee at the last meeting, Ms. Battle and Todd Rice are developing an online survey for Committee members to submit ideas for future projects. The survey should be completed by early next week and will be distributed to members via email and text. Results from the survey will be compiled and discussed at a future meeting.

6. Social Media Campaign. (RB)

Ms. Battle reported that Communications staff are developing plans for a video to highlight the Downtown Improvements that have been made so far, and the plans for future improvements. The Committee requested that the campaign start as soon as possible.

7. Requests for future agenda items.

The Committee requested updates on Downtown development projects. Mr. Hoover provided information on a few projects.

8. Adjourn.

The meeting was adjourned at 6:16 p.m. on November 3, 2025.

These minutes were approved on December 1, 2025.



Chris Wardlaw, Chair


Robyn Battle, Executive Director