



MINUTES
Downtown Advisory Committee
Monday, December 18, 2023

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 Pettis

Committee Members Absent:

Mike Lopez
Roger Thedford
Grant Mendeljian
Trovette Tottress

Councilmembers Present:

Marcus Ray

Councilmembers Absent:

Chris Kern
Amy Bartley

Staff Members Present:

Robyn Battle, Executive Director
Chuck Ewings, Assistant Town Manager
David Hoover, Development Services Director
Leigh Johnson, IT Director

2. Consider and act upon the minutes from the December 4, 2023, Downtown Advisory Committee meeting. (RB)

Mike Pettis made a motion and Gavin Hernandez seconded the motion to approve the minutes from the December 4, 2024, Downtown Advisory Committee 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. (RB)

a. Trash Receptacles (RB)

A vendor has provided a quote and the purchase of the trash receptacles is in progress.

b. Public Parking Banners and Pole Signs (RB)

Banners are on order and should be delivered and installed in 3-4 weeks. The Committee asked for an additional pole sign at Broadway and McKinley. Staff is awaiting a quote and estimated delivery date from the vendor.

c. Lighted Archway Structures (RB)

Staff are awaiting proposals from an architecture firm and an artist that creates this type of metal artwork. Staff will contact 1-2 additional vendors in order to have a good selection of proposals for the Committee to consider. The Committee asked that staff communicate to potential vendors to design the archway structures so they do not obstruct the view corridor of the silos from Broadway. The Committee may consider adding archways along Preston east of Broadway, depending on cost and whether property owners would be agreeable to the project. Staff was directed to amend the proposal to have four archways that create a square at the intersection of Broadway and Main Street.

d. Lighted Bollards (CE)

The Committee prefers hard-wired bollards instead of solar-powered bollards, which will require an updated cost estimate. The bollard design should coordinate with the archway structures, so selection of the bollards will be dependent on the design of the archways.

e. Other updates from staff

Logo and brand guidelines – the Committee suggested asking the high school graphic design departments to submit options for a logo. Gavin Hernandez will work with Robyn Battle on setting up a meeting with a faculty member to discuss the project.

Interpretive signage for historical buildings – the Committee recommended seeking help from the Prosper Historical Society on identifying historical buildings in downtown and creating interpretive signage.

Broadband/Wi-Fi infrastructure – Leigh Johnson has contacted a vendor to submit a proposal. The project will require an electrician to provide power to Wi-Fi nodes, and possibly additional poles along Broadway to install additional nodes. Downtown businesses may be asked to co-locate Wi-Fi nodes, possibly in exchange for discounted Wi-Fi service. The vendor will continue to work on the scope of the project and a cost estimate will be brought forward for consideration at a future meeting.

118 W. Broadway – Town staff are working on conceptual designs for this property, which could also serve as a site for Wi-Fi infrastructure.

Handicap Parking – two additional handicap parking spots will be added to the north lot of Town Hall.

Paving lot south of EDC – the cost estimate to pave this lot is \$300,000, which will yield approximately 35 parking spaces. Staff will update the estimate to include a walkway that extends to Coleman. Melissa Randle offered to contact a downtown business owner about a possible shared parking agreement.

f. Prioritizing of Downtown Improvements

The Committee reviewed and recommended updates to the Downtown Improvements project list.

5. Requests for future agenda items.

New recommendations include asking high school students to work on the logo/branding project and also to design and build benches for Downtown, with a possible bench dedication program to pay for the benches. The Committee would like to add a standing item to introduce new ideas for Downtown. Gavin Hernandez will also provide an overview of the Prosper ACT program.

6. Adjourn.

The meeting adjourned at 7:10 p.m. on Monday, December 18, 2023.

These minutes were approved on Monday, January 8, 2024.



Chris Wardlaw, Chair



Robyn Battle, Executive Director