TOWN OF PROSPER
A Place Where Everyone Matters

MINUTES
Downtown Advisory Committee
Monday, August 4, 2025

1. **Call to Order / Roll Call.**
The meeting was called to order at 5:35 p.m.

Committee Members Present:
Melissa Randle, Vice-Chair
Matt Nohr
Don Perry
Mike Pettis
Iris Meneley
Teague Griffin

Committee Members Absent:
Gavin Hernandez
Chris Wardlaw, Chair

Councilmembers Present:
Chris Kern
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 July 7, 2025, Downtown Advisory Committee meeting. (RB)**
Mike Pettis made a motion and Teague Griffin seconded the motion to approve the minutes from the July 7, 2025, meeting. The motion was approved unanimously.

3. **Comments from the Public.**
There were no comments from the public.

4. **Main Street America Membership. (RB)**
Ms. Battle reviewed the benefits and criteria of joining the Main Street America organization, as well as the Texas Downtown organization. The Committee discussed the benefits of each organization, and recommended the Town join the Main Street America organization.

5. **Downtown Mural Banners Project (RB)**
The Downtown Mural Banners have been installed. The cost was approximately $1,300 and will be funded by the Economic Development Corporation (EDC).

6. **Update and discussion on Downtown Improvement Projects.**

a. **Downtown Plaza (RB)**
Ms. Battle informed the Committee that the project is on hold until the grease trap at the 1902 restaurant is installed. The target opening date for 1902 is mid-November.

b. **Additional Parking at EDC, Broadway, McKinley (CE)**
Mr. Ewings informed the Committee that the project is on hold until the Oncor electrical poles can be relocated, and the sewer line is installed. The project will go out to bid as soon as these improvements are completed.

c. **Historical Markers (RB)**
Communications Director Todd Rice has contacted a vendor and is ready to proceed with order the markers, which have about a four-week lead time. The project also includes a link to a dedicated web page on the Town website with additional information about each historical site. Mr. Rice will return to a future DTAC meeting when the website is updated.

d. **Downtown Monumentation (RB)**
The Construction Documents are 100% complete and have been received from Olsson Studio. Funding will be requested for the first part of the project, the four columns at Broadway and Main Street, as part of the FY 2025-2026 Budget.

e. **Budget Update (RB)**
Ms. Battle updated the Committee on the budget for Downtown Improvements. $1,936,000 has been either spent or allocated to projects in Downtown. The remaining projects include the paved parking behind the EDC and along McKinley and Broadway, the Downtown Plaza, the Historical Markers, and the first phase of the Downtown Monumentation project.

7. **Parking Strategies (DH)**
Mr. Hoover reviewed the data from the recent Downtown parking study conducted by Town staff. There are currently 607 public parking spaces provided in Downtown, and 35 private parking spaces. The Committee concluded that although there appears to be a sufficient number of parking spaces, many people perceive there to be insufficient parking if they are unable to park directly in front of an establishment. Mr. Hoover noted that some downtown businesses on the south side of Broadway do not have any parking in front of their establishments, so their customers must use street parking or the Town Hall parking lot. The Committee concurred that the Town Hall parking lot is not being fully utilized, and the Town should continue to promote the free public parking that is available. To help the Committee understand parking utilization, Ms. Battle will collect screenshots of security camera data on the Town Hall parking lot on Fridays and Saturdays from 5pm-10pm and during special events from October to December. Results will be shared with the Committee after the first of the year, and the Committee will reevaluate the Downtown parking situation.

8. **Progress on the Downtown Master Plan Implementation Plan. (RB/MC)**
Ms. Randle led the Committee through the Implementation Plan, focusing on the

"Medium Term Priority – Not Started" category. Ms. Battle will make updates to the plan, and the Committee will continue working through the Implementation Plan at future meetings.

9. Requests for future agenda items.

There were no requests for future items.

10. Adjourn.

The meeting was adjourned at 7:04 p.m. on August 4, 2025.

These minutes were approved on October 6, 2025.

Chris Wardlaw, Chair

Robyn Battle, Executive Director