

MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD December 16, 2020

MEMBERS PRESENT: Steve Truex, Shannon Grace, John McRae, and Erwin Stauffer

MEMBERS ABSENT: Scott Dean and Sharla Gola

STAFF PRESENT: Tom Yantis, Assistant City Manager and Jan Harris, Main Street Manager

OTHERS PRESENT: Tia Rae Stone, Chamber of Commerce President

- I. **CALL TO ORDER AND DECLARE A QUORUM:** It was agreed in Chairman Dean's absence, that Erwin Stauffer would preside as Chairperson. He called the meeting to order at 5.32 pm with a quorum present.
- II. **CITIZENS COMMUNICATION:** No communication from the citizenry.
- III. **CONSENT AGENDA**
 1. Review and approve minutes from the meeting on October 21, 2020. **MOTION:** To receive the October 21, 2020 meeting minutes as presented made by John McRae/ seconded by Steve Truex/approved unanimously.
 2. Receive the financial reports from October and November 2020. **ACTION:** The financial reports were received by the board as information.
- IV. **REGULAR AGENDA: Review, Discuss and Consider Action:**
 3. **Main Street Manager's reports** - Jan presented the following reports to the board:
 - a. **Manager's Activity Report:** Jan reviewed the various meetings she attended in the course of her duties including TDA and Main Street meetings; meetings with the Chamber of Commerce and Public Arts Advisory Board; meetings with downtown stakeholders and departmental meetings.
 - b. **Downtown Property Report:** Jan reviewed the two reports indicating properties for sale and those for lease in the downtown district. She reported that there are 7 properties for sale at this time comprising almost 52,000 SF of space. There are 13 properties being marketed for lease ranging from a small personal office space to a 16,000 SF building and two loft apartments. The total estimated square footage currently offered for lease in the downtown equals just short of 49,000 SF. **ACTION ITEM:** Jan was asked to update the Realtor information for Tony Gomes' property located at 219-221 N Main Street.
 - c. **Downtown Business Report:** Jan reported a gain of 4 new businesses in the downtown during October and November with no business losses. In October, Cupcakes, Cookies, & More opened at 211 N Main Street and Cherry Tree Home and Gift opened under new ownership at 104 E. 2nd St. In November, LAMP Retail Showcase opened at 717 N Main Street and 302 N Main was leased. The House of Vintique is in the process of opening in that space.
 - d. **Board Member Attendance Report:** The attendance report was reviewed with the board and attendance was strongly encouraged at all meetings.
 - e. **Stacey Smith's Resignation:** Jan reported that Stacey Smith resigned from the board on December 5th.
 - f. **Main Street Advisory Board Roster:** The membership roster was reviewed with the Board and it was noted that the following members' terms were up for possible reappointment: Erwin Stauffer,

Sharla Gola, John McRae (who was appointed to fill an unexpired term in 2020), and the slot formerly occupied by Stacey Smith. **ACTION ITEM:** Jan requested that the board members whose terms are up notify her of their interest to seek reappointment by the Council.

4. **Consideration of a Rental Assistance Grant request from Allison Holder, owner of Cherry Tree Home and Gift, 104 E. 2nd Street:** After reviewing the documents provided by Ms. Holder, the board voted to table the request until January. They requested that she provide a Revenue Budget and evidence of adequate financial reserves. **MOTION:** A motion to table the Rental Assistance Grant request was made by Steve Truex/seconded by John McRae/unanimous vote.
5. **Report on the City's Sign Ordinance:** Jan informed the Board that their requested updates and additions to the sign ordinance will be voted upon at the January 14, 2021 City Council meeting.
6. **Discuss future action for design guidelines for downtown signage as a tool to assist downtown business and property owners:** At the October 21, 2020 meeting, Jan had provided the board with links to several cities around the country who had good examples of sign ordinances supported by signage design guidelines. During discussion, the board suggested that design consultation meetings be offered to businesses seeking to install new or improved signage to assist them with the design and development of quality signage which promotes not only the business but also the downtown. **ACTION ITEM:** Jan will work with Tom to set up a framework for signage design consultation meetings with businesses. **ACTION ITEM:** The board established a subcommittee to meet and develop recommendations for signage design guidelines for Taylor. The members of the subcommittee are John McRae, Steve Truex, and Shannon Grace (Chairperson). **ACTION ITEM:** Jan will set up a meeting of the subcommittee after Christmas.
7. **Report on Streetscape Improvements on 2nd Street between Talbot and Porter Streets:** Jan reviewed with the board the recent streetscape improvements to 2nd Street where the parking was restriped, handicapped spaces were added on both the north and south sides of E. 2nd St, and traffic calming greenspaces were added at the corners of E 2nd and Main. Doug Moss and Cissie Pierce have planted trees, shrubs, and annuals in the new round metal troughs. Hard rubber curbing was also added to the 4 painted green spaces to help deter trucks from encroaching on the green space thus damaging the planters and endangering pedestrians.
8. **Discuss items for upcoming agendas**
 - Rental Assistance Grant for Allison Holder; Cherry Tree Home & Gift
 - Report from the Signage Design Guidelines Subcommittee
 - Work plan development

V. ADJOURN: MOTION: A motion to adjourn was made by Shannon Grace / seconded by John McRae / Unanimous. Meeting adjourned at 6.45 pm.

Respectfully submitted:

Jan Harris
Main Street Manager