

MEETING MINUTES

MAIN STREET ADVISORY BOARD CITY OF TAYLOR, TEXAS AUGUST 20, 2020 5:30 P.M.

MEMBERS PRESENT: Scott Dean, Chairman; Steve Truex, Erwin Stauffer, Stacey Smith, Shannon Grace, and Sharla Gola

MEMBERS ABSENT: Michael Van Jones

STAFF PRESENT: Brian LaBorde, Taylor City Manager; Tom Yantis, Assistant City Manager; Colin Harrison, Assistant Director of Development Services; and Jan Harris, Main Street Manager

OTHERS PRESENT: Tia Rae Stone, Greater Taylor Chamber of Commerce and Deborah Cooper, 4th Street Mercantile owner

I. CALL TO ORDER AND DECLARE A QUORUM: Chairman Scott Dean called the August meeting of the Main Street Advisory Board to order at 5:33 pm and noted that a quorum was present. All members were present via the Zoom meeting format.

II. CITIZENS COMMUNICATION: There was no communication from the citizenry.

III. CONSENT AGENDA

1. **REVIEW AND APPROVE MINUTES FOR THE JULY 15, 2020 MEETING.**
2. **RECEIVE THE JULY 2020 MAIN STREET PROGRAM FINANCIAL REPORTS.** Jan reported that only routine and ongoing expenses had been paid out from the General Fund budget. **Motion to approve the consent agenda as presented: E. STAUFFER/ S. TRUEX/Approved**

IV.REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

3. **DISCUSS AND CONSIDER ACTION ON UPDATES TO THE CURRENT SIGN ORDINANCE:** The sign ordinance was under review because there has been an increase in the number of signs and un-permitted signs many of which are non-compliant with the current ordinance. The Board was asked to review 5 areas of signage (window signs, projecting signs, hanging signs, lighted signs, and banners) with the goal of finetuning the ordinance. She used a Power Point presentation to guide the discussion.
 - A. **MOTION:** To request that Council approve the following change to the definition of “Window Sign” as follows: **“Window sign means a sign affixed to the interior or exterior of a window or placed within 3 feet of a window for the purpose of being visible from the exterior of the window.** Merchandise displays shall not be considered window signs. Window signs, including Secondary Signs which are placed on windows, are limited to no more than 30% of the signable

area and require a permit.” (proposed changes underlined) S. SMITH/S. GOLLA/5 AYES-1 NO (S. Truex)/MOTION CARRIED

- B. MOTION: To clarify that the 30% of the signable area of storefront windows means 30% of the TOTAL window space available for that business and not 30% of each separate storefront window. S. GOLLA/E. STAUFFER/PASSED UNANIMOUSLY
- C. MOTION: To clarify the definition of *Accessory (Incidental) sign* means a small sign that is not part of the total allowable square footage permitted for the building. Such signs are restricted to hours of operation, credit cards accepted, and official notices of services required by law or trade affiliations. S. SMITH/E. STAUFFER/PASSED UNANIMOUSLY
- D. MOTION: To change the definition of *Projection Sign* to “Projecting sign is a two-sided sign projecting from a building and is placed perpendicular to the building’s front façade or placed at the building’s exterior corner.” (proposed changes underlined) S. DEAN/S. SMITH/PASSED UNANIMOUSLY
- E. MOTION: To change the definition of *Corner projection sign* to Projecting Sign shall not exceed 12 square feet in area. The top of all projecting signs shall be located below the roofline and at a height not greater than 16 feet above the ground. The base of all projecting signs shall be no less than eight feet above the ground. Projecting signs shall not project from the exterior wall of the building more than six feet. (proposed changes underlined) E. STAUFFER/S. DEAN/PASSED UNANIMOUSLY
- F. MOTION: to change minimum clearance between the sidewalk and the bottom of the sign from 8’ to 7’ in the definition of a *Hanging sign*. (proposed change underlines) S. GOLLA/S. TRUEX/PASSED UNANIMOUSLY
- G. MOTION: To include the following definition in the Sign Ordinance: *Feather banner*: A vertical portable sign, made of lightweight material that is prone to move in the wind, and that contains a harpoon-style pole or staff driven into the ground for support or is supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, feather, and U-shaped. For purposes of this Article, a feather banner is an advertising device and sign. E. STAUFFER/S. GOLLA/PASSED UNANIMOUSLY
- H. MOTION: To prohibit feather banners in the Downtown Sign District. S. SMITH/S. GOLLA/PASSED UNANIMOUSLY

The Board chose to table action on Lighted Signage until the September meeting.

4. **FAÇADE IMPROVEMENT GRANT REQUEST: 201 W. 4TH STREET:** Jan presented the Façade Improvement Grant to repair 201 W. 4th St. The application was signed by property owner Harlan Hays. Incoming tenant Deb Cooper was present to answer questions from the board. Jan reported that the FIG line item has \$6,575 remaining in this fiscal year and that the grant was limited to a ceiling of \$5,000 per grant. This project entails replacing the sidewalk due to water washing away the foundation. The new sidewalk will slope away from the building. Cracked brick will be replaced while other bricks will be repaired. The original double doors will be restored. Windows broken due to the failing foundation will be replaced. Two project quotes were presented: Eulenfeld Construction (\$26,454.00) and RDR Construction (\$29,500.00). **MOTION: TO APPROVE THE GRANT REQUEST AND AWARD \$5000.00**

REIMBURSEMENT TO HARLAN HAYES PENDING THE PRESENTATION OF AN ITEMIZED LIST WITH COSTS OF MATERIALS AND LABOR FROM THE TWO RESPONDING CONTRACTORS WITHIN 14 DAYS FROM TODAY. S. DEAN/S. SMITH/ PASSED UNANIMOUSLY

- 5. MURALS IN THE DOWNTOWN: CLARIFICATION OF THE ROLES PLAYED BY THE MSAB AND THE PAAB:** Scott had requested that staff provide this information. Jan reported that the MSAB oversees murals commissioned by private property owners for installation on their commercial buildings. *"Mural. Covers all or substantially all of wall. Must have design content approval from [the] main street advisory board. (Taylor Code of Ordinances Section 24-3 (t) (4) c)."* In December of 2018, the Public Arts Advisory Board was established by Ordinance 2018-21. At the Sept 11, 2019 meeting of the PAAB, two projects were developed: the mural at the 50/50 Skate Park wall and the formalization of autonomous art in Potter's Alley. The PAAB plays the lead role in mural projects installed on public property and/or projects which are commissioned by them. **THIS WAS RECEIVED AS INFORMATION BY THE BOARD.**

6. DISCUSS ITEMS FOR THE UPCOMING AGENDA:

1. Review section of the Sign Ordinance concerning lighted signs.
2. Review signage design guidelines
3. Clarifying guidelines and establish a checklist for the Façade Improvement Grant.
4. Determine the work plan for FY 2021

- V. ADJOURN:** With no further items to be discussed, Chairman Scott called for a motion to adjourn the meeting at 7:33 pm. **MOTION: S. SMITH/E. STAUFFER/UNANIMOUS**

NEXT MEETING DATE: Wednesday, September 16, 2020 at 5:30 pm

Respectfully Submitted,



Jan Harris
Main Street Manager