

MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD

January 21, 2021

MEMBERS PRESENT: Sharla Gola, Shannon Grace, John McRae, and Erwin Stauffer

MEMBERS ABSENT: Scott Dean and Steve Truex

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 John McRae would preside as Chairperson. He called the meeting to order at 5:42 pm with a quorum present.
- II. **CITIZENS COMMUNICATION:** No communication from the citizenry.
- III. **CONSENT AGENDA**
 1. **MOTION:** To approve the December 16, 2020 Meeting Minutes as presented and to receive the December Financial Reports as presented by staff. **E. STAUFFER/J.MCRAE/APPROVED (S.GOLA Abstained)**
- IV. **REGULAR AGENDA: Review, Discuss and Consider Action:**
 1. **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.
 - c. **Downtown Business Report:** Jan reported that the House of Vintique was hoping to open in late January having received its CO. She also reported that Texas Dirt Road Home (310-A N. Main Street) was consolidating into KINCL Antique Emporium (200 W. 2nd St.).
 - d. **Board Member Attendance Report:** The attendance report was reviewed with the board and attendance was strongly encouraged at all meetings.
 2. **Consideration of a Rental Assistance Grant request from Allison Holder, owner of Cherry Tree Home and Gift, 104 E. 2nd Street:** Jan reported that as of this meeting, she had not received the requested financial documents from Ms. Holder. The item would remain tabled until the February meeting.
 3. **Report on the City's Sign Ordinance:** Tom reported that the Council had approved the changes, updates, and additions recommended by the Main Street Advisory Board at the December 14, 2020 meeting. The issue of lighted signage remains to be discussed by the Board. **ACTION ITEM:** Staff will gather illustrations of different types of lighted signage for the Board to consider making recommended changes, additions, and updates to the existing sign ordinance.

4. **Report on progress made by the sub-committee to develop Signage Design Guidelines:** Jan reported that the sub-committee met on December 8th and determined that the framework we would use for the guidelines would be based on those from Calhoun, Georgia. The sub-committee also determined that the guidelines would also include information on the steps required to obtain a sign permit, a guide for navigating the permitting process using My Permit Now, and information on the various grants offered by the Main Street Office.

5. **Discuss items for upcoming agendas**

- Rental Assistance Grant for Allison Holder; Cherry Tree Home & Gift
- Results of staff's efforts to research the various grants available to downtowns through Texas Main Street Cities
- Report on the Rental Assistance Program - # of grants issued, # of businesses retained after grants ended, etc.

V. **ADJOURN: MOTION:** A motion to adjourn was made by E. STAUFFER / S. GOLA/ UNANIMOUS. Meeting adjourned at 6.30 pm.

Respectfully submitted:

Jan Harris

Jan Harris, CMSM, MHP

Main Street Manager