MINUTES

City of Taylor, Texas
Main Street Advisory Board

5.30 pm on January 18, 2023
Taylor City Hall Conference Room

MEMBERS PRESENT: Curie Humphreys, Ashley Doss, John McRae, Erwin Stauffer, Ruth Rivera, Jeff Snyder, and Chairman Doug Moss

GUESTS PRESENT: Jina Self, John Jones, Chuck Farr, and Richard Stone

STAFF PRESENT: Jan Harris, Main Street Manager

I. **CALL TO ORDER AND DECLARE A QUORUM:** The meeting was called to order by Chairman Doug Moss at 6.15 pm. A quorum was present.

II. **CITIZEN COMMUNICATION:** No citizens signed up to speak before the board.

III. **CONSENT AGENDA:**

A. **Review and approve minutes from the MSAB regular meeting held on December 19, 2022 and the special called meeting held on January 11, 2023:**
MOTION: To approve the meeting minutes from the December 19th, 2022 and the January 11, 2023 meetings as presented. R RIVERA/E STAUFFER/UNANIMOUS

B. **Review and receive the financial reports from December 2022:**
MOTION: To receive the financial reports as presented. J MCRAE/A DOSS/UNANIMOUS

IV. **REGULAR AGENDA – New Business:**

A. **Establish committees based on the 4-Points to work on the projects associated with the work plan:** Jan reported that the National Main Street Program was emphasizing the importance of active and working boards with committees made up of board members and volunteers. She reported that the absence of working boards and active committees could result in Main Street programs being demoted from Accredited to Associate. She had sent out an interest questionnaire earlier to the board which was a tool to determine where strengths and interest lay for the individual board members to assist in placement on committees.
<u>Organization Committee</u> – the Board makes up this committee.
<u>Promotion Committee</u> –
<u>Economic Vitality Committee</u> – Doug volunteered to serve on this committee.
<u>Design Committee</u> – Doug volunteered to chair the committee. John McRae agreed to serve on the committee.

B. **Discuss and take possible action on the partnership proposed by Richard Stone, Chairman of the Public Arts Advisory Board for the purpose of installing festival lights in Potters Alley:** Richard presented his proposal to the board noting that there were two issues: (1) How to do the project – this involved obtaining permission from the affected property owners to hang the lights from their buildings and Oncore's cost to run the power to the meter. (2) How to fund the project.

Richard had a bid from Stence electric company for $7,000 to set the meter and install the lights. Richard proposed that this cost be split between the PAAB and the MSAB. Richard noted that he wanted the City to fund Oncore's costs and the ongoing power bill to run the lights. At this time, the City has not been approached for these additional funds.
The board agreed that this was a project they would like to see and that they could support it. But the issue was the $3,500. Jan pointed out that there were no excess/non allocated funds in the budget. She was already searching for funds to cover the cost of the artist fees for shop/downtown sidewalk stickers.
MOTION: To support the Potters Alley Lighting proposal with a monetary contribution not to exceed $3,500 pending approval of the project by the PAAB and Taylor City Council which would also agree to handle ongoing costs and maintenance. C HUMPHREYS/A DOSS/UNANIMOUS

C. **Establish a committee to develop a plan of action to encourage store owners and downtown employees to park on the periphery of the downtown core:** Jan reported that she had already gathered information for a committee to begin work with including letters/flyers/promotions to encourage business cooperation. Erwin suggested that 2-hour parking be enforced with tire marking and ticketing. But Jan pointed out that takes staff and the police will not take on that duty. It was agreed that this task would fall under the Economic Vitality Committee whose membership had not yet been determined by the board. The item was tabled pending the establishment of an EV Committee.
ACTION: A board member to volunteer to chair the EV Committee and to bring in additional committee members to take on this project.

D. **Establish a committee to develop a list of items to be included in a packet for building renovation/improvements targeted at business owners:** Doug had brought up the need for this project. Jan provided suggestions to assist the committee get started. It was determined that the Design Committee made up of Doug and John would handle this project.
ACTION: The Design Committee will report on their progress at the next meeting.

E. **Discuss and take possible action regarding increasing the allowable reimbursement amount for Façade Improvement Grants:** Doug reported that he was planning to discuss this issue with City Manager Brian LaBorde and Assistant City Manager/Development Services director Tom Yantis as they meet to discuss the upcoming agenda for the joint meeting of the City Council and the TIF #1 board. He suggested raising the reimbursement amount from $5,000 to $25,000.
ACTION: Doug asked for the board's input regarding how much to raise both the Façade Improvement Grant and the Signage Grant before next meeting.

F. **Discuss and take possible action regarding a Façade Improvement Grant application from John Jones for 117 North Main Street:** Property owner John Jones gave the board a brief history of his involvement with the property and noted that he had plans to put 4 residential units upstairs and 4 retail spaces downstairs once the building was completely renovated. He was requesting funds to offset the costs of pressure washing and repairing/replacing stucco on the building's façade. He had reached out to Jose Martinez who provided estimates for 3 of the building's facades. John McRae asked how chunks of the stucco can be prevented from falling off of the building and John Jones responded that Mr. Martinez will use a grinder to enlarge the area for new stucco for a greater adhesive surface. ACTION: Jan to look through files for any renderings of the building and share with John Jones.

MOTION: To approve the FIG request from John Jones for his property at 117 N Main Street. The total cost of the project is $16,234.25 and the grant reimbursement upon completion and presentation of invoices marked paid in full to be $5,000. J SNYDER/C HUMPHREYS/UNANIMOUS.

G. **Discuss and take possible action regarding a Sign Grant request for Citizens National Bank, 316 N Main by Ryan Stiba, Bank President:** Mr. Stiba was unable to be present. This project sought to upgrade the internally lit sign on the façade of the building. No sign permit had been obtained at this time. The sign is non-conforming but has been grandfathered in. It is unknown at this time whether a sign permit will be granted. This project will cost $11,839.00 and Mr. Stiba was requesting $5,000 in reimbursement funds.

ACTION: The board denied the Sign Grant request and instead authorized Jan to reach out to Mr. Stiba with the option to install flat fascia signs with external illumination. He would be encouraged to apply for both Façade Improvement Grant for the electrical work and lighting fixtures and a sign grant for the actual signage. She would also note that he could replace the non-conforming internally-lit signage on the rear façade of the bank and incorporate all of the work into those two grant requests.

V. **REGULAR AGENDA – Continuing Business:**

A. **Main Street Manager's Reports:**

1. **Manager's Activity Report of December activity through January 11th:** Jan reported that she'd added additional information to her report to Council (which is this report provided to the MSAB) noting property and business statistics:

Property:

- Number of properties listed for sale: 5
  - Commercial Square Footage: 9,456/SF
  - Industrial Square Footage: 45,384/SF
- Number of properties listed for lease: 10 (+ 1 apartment)
  - Commercial Square Footage: 24,834/SF
    - Average Price/SF: $1.64/SF
  - Build to Suit Rental Space on a Vacant Lot: 6600/SF
  - Residential Square Footage: 2900/SF
- Leased properties during reporting period: 4
  - Square footage of lease properties: 22,956/SF
  - Property uses - professional office (2), restaurants (2)

Businesses:

- New businesses in development: 3
  - Square footage: 7,366/SF
  - Property uses - bakery (1); restaurants (2)
- New businesses opened during reporting period: 2
  - Square footage: 2523
  - Property uses - retail (2)
- Businesses Relocating: 2

- Square footage: 4,643/SF
- Property uses - personal service (1); bar (1)

➢ Businesses Closed: 2
  - Square Footage: 2,220/SF
  - Property uses - restaurant (1); retail (1)

Jan also reported that she provided permits for 4 special events and 3 film projects during the reporting period.

B. **Façade Improvement Grant revision: Discuss and approve the proposed changes to the Façade Improvement Grant project.**
ACTION: Doug presented Jan with some suggestions to incorporate into her revisions and bring the packet back before the board in February. Item tabled until February.

C. **Blackland Prairie Days: Establish a committee to plan for the May 6, 2023 event:**
Jan reported that the board's help with this project would be critical to its success.
Sponsorship Committee: Doug and Ruth agreed to seek sponsorships as they did last year.
Music Committee:
Logistics: Curie & Ashley
Tractors: Jeff agreed to seek out the classic tractor clubs for participation

D. **Receive staff update on MembershipWare Digital Map project:** Jan provided John with additional information regarding the types of photos she needed for the website. No additional information was available.

E. **Discuss items for upcoming agendas:** No suggestions were made.

VI. **ADJOURNMENT:**
MOTION: To adjourn the meeting at 8.45 pm. E STAUFFER/R RIVERA/UNANIMOUS

Respectfully submitted, Jan Harris
Jan Harris, Main Street Manager