

**DRAFT - MINUTES
OF THE NEW BRAUNFELS DOWNTOWN BOARD
REGULAR MEETING OF TUESDAY, NOVEMBER 14, 2023**

AGENDA

1. CALL TO ORDER

Chair Pat Butler called the meeting to order at 8:32 AM.

2. ROLL CALL

Present: Matt Gandrud, Angie Martinez, Jenny Wilson, Pat Butler, Chris Snider, Paul Schaefer, Gary Seals, Cheryl Ann Fisher, Sarah Harper, and Robin Jeffers (8:39 AM)

Absent: David Kneuper

3. APPROVAL OF MINUTES

A) Approval of the September 19, 2023 regular meeting minutes

Chair Butler introduced this item.

Matt Gandrud motioned to approve the September 19, 2023 regular meeting minutes. Jenny Wilson seconded the motion which was unanimously approved.

4. CITIZEN'S COMMUNICATIONS

This time is for citizens to address the Board on issues and items of concerns not on this agenda. There will be no Board action at this time.

None.

5. DISCUSSION AND ACTION

A) Discussion and update from the Downtown Parking Committee

Mandi Scott, Economic & Community Development Manager and Matt Gandrud, Parking Committee Representative, provided an update regarding this item. The committee has met routinely to continue addressing parking in Downtown. The two-hour parking enforcement has been underway for several weeks now. The committee has had meetings recently with two parking management companies: ParkMobile and LAZ. Pros and cons were discussed for the services each company offers. Next steps would be for the City to initiate the process for a formal RFP.

A proposal was discussed for the reconfiguration of two parking lots at Coll & Castell will net an additional 50-60 parking spots at the cost of \$1.3M. Currently, each lot contains parking spots oriented in different directions with uneven pavement; this project would join and standardize both lots for ease of use.

The Parking Committee is still working to address the challenges of employee parking Downtown.

Ms. Scott provided an update from code enforcement addressing the warnings and citations issued through October 20th. She also shared a high-level overview of the results from a recent parking survey. Approximately 68 businesses/representatives initiated the survey and 44 completed the survey. The Board was asked to help collect parking data for a parking occupancy log that staff are managing. This log will help identify areas, days, times, and the usage of parking areas Downtown.

Ms. Scott and Mr. Gandrud answered questions from the Board.

B) Discussion and update on the Land Development Ordinance (LDO) project

Ms. Scott provided a brief update on this topic. The LDO draft is still in process and feedback is still being accepted. The proposed Historic Guidelines were sent to the Downtown Board and TIRZ 3 Board for comment. There are three sections of the LDO which may pertain to the Downtown: Sections 4.5, 4.6.6, and 4.6.7; Board members were encouraged to review and provide feedback on these sections. Downtown is planned to have its own set of standards, specific to character zones. Procedures and definitions will be in separate installments.

Ms. Scott answered questions from the Board.

C) Discussion and update regarding the New Braunfels Main Street Program

Ms. Scott addressed this item. The third quarter report was recently submitted. A request was made in September for an itemized task list and timeline so that New Braunfels may return to accredited status. As of November 13th, no details have been received from Texas Main Street. The Main Street America organization is seeking to strengthen

their accreditation standards, as identified at a recent Texas Downtown Association Conference and recent Main Street call. New accreditation standards will be introduced in December with annual reporting due in early 2024. Staff will provide continued updates to the Board.

6. GENERAL DOWNTOWN UPDATES

Ms. Scott presented updates on the following:

1. The TIRZ 3 Business Improvement & Preservation Grant program was approved by City Council on October 23. The online application launched on November 9th. Applications are now being accepted.
2. Several City departments are working on a collaborative overhaul of the Event/Street Closure permitting process to provide an ease of use for applicants.
3. There was a recent road closure on E. San Antonio St. for a steel delivery and an upcoming road closure is pending on W. San Antonio St.
4. Staff are working on building out the sidewalk and sidewalk cafe permit process which will need to be set before enforcement begins.
5. Downtown lights are up and a new elm tree was planted in front of The UPS Store. An adjacent tree will need to be removed this Spring due to a tree fungus.
6. The Downtown right-of-way and the Coll Street drainage projects are in the process of design - both are funded by NBEDC.
7. New Braunfels was identified as a Film-Friendly Community on November 13.
8. Upcoming Downtown events were reviewed through January 2024

7. ITEMS FOR NEXT MEETING (1/16/24)

Chair Butler introduced this item and requested items for the next meeting.

- Alley activation update
- Parking Committee update
- High speed internet update
- Main Street Program update
- Eclipse update

8. ADJOURNMENT

Chair Butler adjourned the meeting at 9:47 AM.

By: _____
PAT BUTLER, CHAIR