

April Shaner, Vice-Chair
Jean Mollard, Board Member
Maricela Rangel, Board Member
Heather Giles, Board Member
Ly Sath, Board Member
Katie Beth Henry, Board Member
Jonathan Rodgers, Board Member



Mary Ann Admire,
Main Street Coordinator
Cassie Ham,
Tourism Marketing Manager

**NOTICE OF MEETING
MAIN STREET ADVISORY BOARD
December 3, 2024
12:00 p.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/84288288984?pwd=nSghihtLKmrR2jyVKQU4sMO70GZP5u.1>

Meeting ID: 842 8828 8984

Passcode: 260593

One tap mobile

+13462487799,,84288288984#,,, *260593# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at: [facebook.com/palestinetc/](https://www.facebook.com/palestinetc/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. MAIN STREET COORDINATOR'S REPORT

1. Review the Main Street Merchant Q4 2024 Quarterly Meeting Report

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the May 28, 2024, meeting.
2. Consider approval of the August 27, 2024, meeting.
3. Consider approval of minutes from the October 22, 2024, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding Main Street Permit Application for 112 E. Oak Street - The Print Depot Downtown and Farris' Executive Suites.
2. Discussion and possible action regarding Main Street Permit Application for 400 N. Queen Street - The Gallery at the Redlands.
3. Special recognition of Christmas parade volunteers.
4. Discussion and possible action regarding the appointment of the Chair and Vice-Chair of the Main Street Advisory Board.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Wednesday, November 27, 2024, at 10:00 a.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Review the Main Street Merchant Q4 2024 Quarterly Meeting Report
Date Submitted: 11/15/2024

SUMMARY:

Main Street Coordinator's Report.

RECOMMENDED ACTION:

Review the Main Street Merchant Q4 2024 Quarterly Meeting Report presented by Ms. Admire.

CITY MANAGER APPROVAL:

Attachments

Q4 2024 MS Merchant Meeting

Q4 2024

MAIN STREET QUARTERLY MEETING



MEETING DATE 11/14/2024

AGENDA

- 8:30am Welcome & Donuts
- 8:35am Introduction of Attendees
- 8:40am Main Street Coordinator Notes
- 8:50am Construction Updates: Downtown Revitalization Project – Phase 2
- 9:00am Christmas 2024 – Flyers, Window Clings, and Christmas on Main
- 9:10am Christophe Trahan – Mardi Gras Parade & possible Taste of Palestine
- 9:20am Questions & Networking



PALESTINE MAIN STREET'S ADOPTED TRANSFORMATION STRATEGIES

- 1. Community Serving:** For developing an environment that is entrepreneur-friendly and intentionally incentivizes businesses, which serves the needs of the residents in the city and greater region.
- 2. Placemaking:** For developing an inclusive environment that in return brings people together.

MAIN STREET COORDINATOR NOTES:

District Highlights

- Welcome: Curious Museum, Old Magnolia Drive Thru & Palestine Trade Days opened in the Main Street district
- Downtown Rotary Club volunteers cleaned all 6 downtown alleys – thank you!
- Hot Pepper Festival, Parade, and Car Show had a huge crowd and positive feedback from vendors and guests
- Safe Haven Baby Box installed at Fire Station #1 and testing is underway for Dec 3, 2024 dedication and official launch
- Fall Bash at the Palestine Farmers Market was lots of fun
- Annual Veterans Day Parade held in honor of those who served
- Underground utility construction is complete in Phase 2 of the Downtown Revitalization Project



Main Street Program Highlights

- Attended the Texas Downtown Conference in Abilene
- Awarded the Anice Read Grant for \$5K towards improvements at the Farmers Market Pavilion as part of the Downtown Connectivity Enhancement Project
- Attended the Governor's Small Business Summit in Buffalo
- Main Street provided a free Fall Photo Op at the Palestine Public Library with help from Visit Palestine and Great Harvest Farm
- Main Street began a new social media campaign to promote downtown business during construction, and added 3 banners for the Hot Pepper Festival
- Organized the Oak St flowerbed planting – thank you volunteers from CAF Management & The Overlook Apartments!
- Promoted downtown and the Main Street Program at a Lions Club meeting

1. Saturdays on Main

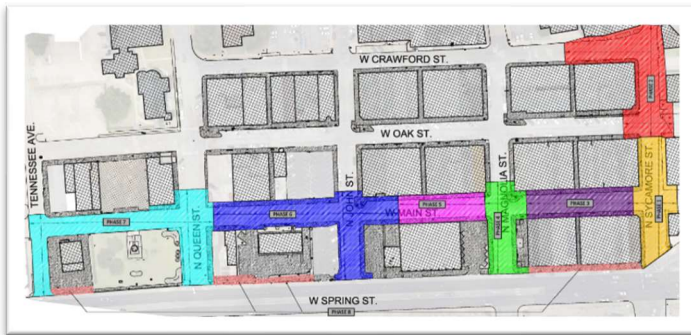
Please send items for the flyer to Jodi via email (heritage@palestine-tx.org) or tag on Facebook (@PalestineMainStreet). Get them in early – we are meeting new deadlines for lengthier promotions!

2. Main Street Advisory Board

Apply online at <https://www.cityofpalestinetx.com/FormCenter/Government-20/Board-or-Commission-Application-79> or to request an application, contact the City Secretary's office at 903-731-8414 or citysecretary@palestine-tx.org. We are always accepting applications!



DOWNTOWN REVITALIZATION PROJECT: CONSTRUCTION UPDATES – PHASE 2



SCOPE: In the work areas defined, replace underground utilities including storm drains, sanitary sewer, and waterlines; demo and replace street surfaces, curbs, and sidewalks; add ramps and handrails to provide safe and accessible pedestrian walkways.



Construction crews used 110 yards of concrete on N. Sycamore and W. Crawford St. for the pour on 11/14/24 beginning at 3:30am.

WHO'S READY FOR CHRISTMAS?

- Be sure to pick up Christmas in Palestine flyers and Window Clings
- Discuss Christmas on Main & review the running list of Christmas in Palestine events
- Holiday Closures – Thanksgiving, Christmas, New Years
- Major Events:
 - ✓ TSRS Polar Express, first public rides: Friday, November 15, 2024
 - ✓ Pink Friday: Friday, November 22, 2024
 - ✓ Black Friday: Friday, November 29, 2024
 - ✓ Small Business Saturday: Saturday, November 30, 2024
 - ✓ Christmas on Main: Saturday, December 7, 2024
 - ✓ Christmas Parade of Lights: Saturday, December 7, 2024 @ 7pm



MARDI GRAS INFORMATION:

Christophe Trahan will present information on the Mardi Gras Parade and lead a discussion on a possible Taste of Palestine-type event that the organization is considering.

SAVE THE DATE:

- Mardi Gras Parade: Saturday, February 22, 2025
- Dogwood Parade: Saturday, March 22, 2025
- Dogwood Festival: Saturday, March 22, 2025

QUESTIONS:

Any questions?

Suggestions for future discussion items or training topics?

BUSINESS RESOURCES


-  Business Advising
-  Business Plans
-  Employer Resources
-  Business Development

TRINITY VALLEY SMALL BUSINESS DEVELOPMENT CENTER offers confidential, one-on-one business consulting for *startups* and *existing businesses*. Make an appointment for the rep to meet you in Palestine; they can help you evaluate your financial position to see if you are ready to start or grow a business, help you with a business plan, and lots of other advice! **Call 903-675-7403**


Browse **SBA On-Demand Training** for a selection of webinars and exercises relevant to your business tvccsbdc.org

Upcoming Online Trainings
Reach Customers Online – Weds, Dec 4, 2024 @11am
A Year in Review: Metrics That Matter - Weds, Dec 11, 2024 @11am





SCORE Dallas
Dallas, TX 75201

 (214) 987-9491

At **SCORE**, we believe anyone can successfully start a business with the right support. Whether you're just starting, or you've been in business for decades, connect with SCORE today and get the guidance you need to grow and thrive. Partnering with entrepreneurs one-on-one, SCORE's mentors support small business success by providing experienced advice, consulting on best practices, and education on business topics. score.org

SCORE mentoring is a free service offered to any aspiring or established owners of a U.S.-based business.

Main Street can assist you with more information and connections to resources on these programs:

1. Federal Rehabilitation Tax Credit Program - a 20% tax credit for the costs associated with substantially rehabilitating income-producing properties that are certified historic structures; or 10% tax credit for non-historic, income producing buildings built before 1936.
2. State of Texas Historic Preservation Tax Credit - a 25% business franchise tax credit for income-producing certified historic properties.
3. Texas Main Street Design Assistance - limited free assistance from Texas Historical Commission's professionals including topics such as building investigation, preservation consultation, façade renderings, tax credit assistance, ADA accessibility consultations.
4. Economic Development Downtown Grant - the max award per address per year is \$75K; it is a 75/25 matching grant (so if you have a project that will cost \$100K, PEDC could grant \$75K and your portion would be \$25K); a portion of the grant money will be made available to you up front, the rest will still be by reimbursement; first come-first serve...start with a call to the Palestine Economic Development office.
5. Economic Development Community Development Grant - must be a non-profit entity to qualify and funding is limited. Call the Palestine Economic Development office for more information.
6. Economic Development Assistance – for certain circumstances with requirements for the level of investment and number of jobs created; requires a meeting with the Economic Development Director.
7. HOT Grant – reimbursement grant amounts vary and applications must be submitted by the assigned deadline to be eligible; funds are sourced from local Hotel Occupancy Tax and must be used as outlined by Federal statutes such as marketing, hosting major events, and historic building preservation that will attract visitors and increase overnight stays. Contact Cassie Ham (tourism@palestine-tx.org) at the Palestine Visitor Information Center for questions.



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Consider Approval of Minutes from the May 28, 2024 MSAB Meeting
Date Submitted: 11/15/2024

SUMMARY:

Consider approval of the minutes from the May 28, 2024 Main Street Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval of the minutes of the May 28, 2024 Main Street Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

MSAB Minutes 05.28.24 Draft

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Main Street Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, May 28, 2024, at 12:00 p.m., in the Council Chambers Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Jodi Trout, Vice Chair April Shaner, Board Members Jean Mollard, and Heather Chancellor.

Staff present: Main Street Coordinator Mary Ann Admire and City Secretary April Jackson.

Board members Maricela Rangel, Langdon Elliott, and Ly Sath were absent.

CALL TO ORDER

With a quorum present, Ms. Trout called the meeting to order at 12:06 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

MAIN STREET COORDINATOR'S REPORT

1. Main Street Promotions Committee Report: Ms. Trout will lead a free Canva training class, open to all downtown merchants.
2. Main Street Economic Vitality Committee Report: Ms. Chancellor connected with two local banks regarding meeting space options for hosting future training and merchant meetings, and she met with PEDC to learn about their marketing processes.
3. Main Street Coordinator's Report: Mary Ann Admire provided the Board with a review of the April staff and program activities including implementation of a new traffic pattern at the Farmers Market pavilion and monitoring progress on the Downtown Revitalization Project construction.

APPROVAL OF MINUTES

1. A motion was made by Ms. Mollard to approve the minutes of the March 19, 2024 Main Street Advisory Board meeting as presented. The motion was seconded by Ms. Shaner. Upon vote, the motion was carried 4-0.

DISCUSSION AND ACTION ITEMS

1. A motion was made by Ms. Chancellor to approve a sign permit application for 213 W Oak St – Moby's Spot. The motion was seconded by Ms. Mollard. Upon vote, the motion was carried 4-0.
2. A motion was made by Ms. Chancellor to approve a sign permit application for 310 W Oak St – Fringe Hair Color & Design Studio. The motion was seconded by Ms. Shaner. Upon vote, the motion was carried 4-0.

ADJOURN

With no other business to come before the board, the meeting was adjourned by Ms. Trout at 12:18 p.m.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2024.

April Shaner, Board Vice Chair

ATTEST:

Mary Ann Admire, Main Street Coordinator



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Consider Approval of Minutes from the August 27, 2024 MSAB Meeting
Date Submitted: 11/14/2024

SUMMARY:

Consider approval of the minutes from the August 27, 2024 Main Street Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval of the minutes of the August 27, 2024 Main Street Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

08.27.24 MSAB Minutes DRAFT

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Main Street Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, August 27, 2024, at 12:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Vice Chair April Shaner, Board Members Jean Mollard, Maricela Rangel, Heather Chancellor, and Katie Beth Henry.

Staff present: Main Street Coordinator Mary Ann Admire and City Secretary April Jackson.

Board members Langdon Elliott and Ly Sath were absent.

CALL TO ORDER

With a quorum present, Ms. Shaner called the meeting to order at 12:03 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

MAIN STREET COORDINATOR'S REPORT

1. Main Street Promotions Committee Report: Nothing to report.
2. Main Street Economic Vitality Committee Report: Ms. Chancellor connected with two local banks regarding meeting space options for hosting future training and merchant meetings, and she met with PEDC to learn about their marketing processes.
3. Main Street Coordinator's Report: Mary Ann Admire provided the Board with a review of the summer staff and program activities including updates on downtown inspections by the Development Services department for property maintenance issues, a list of downtown events that will need volunteers, and the city's application for an additional CDBG Block Grant in the amount of \$500K towards streets and sidewalk replacement in the Downtown Revitalization Project. The Board welcomed Katie Beth Henry to its membership and thanked Jodi Trout and Heather Chancellor for their volunteer service as members.

DISCUSSION AND ACTION ITEMS

1. Ms. Admire reviewed a proposal for enhancements to the Visitor Center/Farmers Market/Art Park area.
2. Ms. Admire proposed the Board consider allowing utilization of Main Street Beautification funds if needed for future grant match requirements for the Visitor Center enhancements proposed in item 1. Official requests will be made on a case by case basis. No action was required.
3. A motion was made by Ms. Chancellor and seconded by Ms. Mollard to approve the Main Street Advisory Board Transformation Strategy Work Plans for Fiscal Year 2023-2024. Upon vote, the motion passed 5-0.
4. A motion was made by Ms. Shaner and seconded by Ms. Henry to adopt a proposal for the downtown alley cleanup project into the Strategic Work plan. Upon vote, the motion passed 5-0.

ADJOURN

With no other business to come before the board, the meeting was adjourned by Ms. Shaner at 1:17 p.m.

PASSED AND APPROVED THIS 19th DAY OF NOVEMBER 2024.

ATTEST:

April Shaner, Board Vice Chair

Mary Ann Admire, Main Street Coordinator

DRAFT



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Consider Approval of Minutes from the October 22, 2024 MSAB Meeting
Date Submitted: 11/14/2024

SUMMARY:

Consider approval of the minutes from the October 22, 2024, Main Street Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval of the minutes of the October 22, 2024, Main Street Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

MSAB Minutes 10.22.24 Draft

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Main Street Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, October 22, 2024, at 12:00 p.m., in the Council Chambers Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Vice Chair April Shaner, Board Members Maricela Rangel, Heather Giles, and Jonathan Rodgers.

Staff present: Main Street Coordinator Mary Ann Admire, Administrative Assistant Casey DeBord, and Library Director Ana Sanchez.

Board members Jean Mollard, Katie Beth Henry, and Ly Sath were absent.

CALL TO ORDER

With a quorum present, Ms. Shaner called the meeting to order at 12:02 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

MAIN STREET COORDINATOR'S REPORT

1. Main Street Coordinator's Report: Mary Ann Admire provided the Board with updates on September's staff and program activities including coordination with the Curious Museum for their grand opening, following up on grant and donor opportunities for the Downtown Connectivity Enhancement Project, and preparation for the Hot Pepper Festival. Of special note, the Railroad Heritage Society was awarded \$18K through the PEDC Community Development Grant towards improvements at the Railroad Heritage Center as part of the Connectivity Enhancement Project, and staff will be notified by the end of October regarding the results of the application for the Texas Downtown Anice Read Grant for a possible \$5K towards the improvements at the Farmers Market as part of the same overall project. The board also welcomed Heather Giles and Jonathan Rodgers as new Board members.

APPROVAL OF MINUTES

1. Consider approval of the meeting minutes from March 26, 2024. Motion by Ms. Shaner, seconded by Ms. Rangel to approve the item as presented. Upon vote, the motion was carried 4-0.
2. Consider approval of the meeting minutes from April 23, 2024. Motion by Ms. Shaner, seconded by Ms. Rangel to approve the item as presented. Upon vote, the motion was carried 4-0.
3. Consider approval of the meeting minutes from September 24, 2024. Motion by Ms. Shaner, seconded by Ms. Rangel to approve the item as presented. Upon vote, the motion was carried 4-0.

DISCUSSION AND ACTION ITEMS

1. A motion was made by Heather Giles to approve sign permit application for 502 N. Queen St – Palestine Public Library as presented. The motion was seconded by Ms. Rangel. Upon vote, the motion was carried 4-0.
2. The item regarding the appointment of a Chair and Vice Chair was tabled for the next meeting, and no action was taken.
3. The November Regular Meeting date will be rescheduled to Tuesday, November 19, 2024, at Noon. The December Regular Meeting of the Main Street Advisory Board will be canceled due to the holidays, but Board members are encouraged to begin Work Plan projects with Ms. Admire.

ADJOURN

With no other business to come before the board, the meeting was adjourned by Ms. Shaner at 12:38 p.m.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2024.

April Shaner, Board Vice Chair

ATTEST:

Mary Ann Admire, Main Street Coordinator

DRAFT



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Review and Consider Sign Permit Application for 112 E. Oak St
Date Submitted: 11/15/2024

SUMMARY:

Review and consider a sign permit application for two business signs on a pole sign structure at 112 E. Oak St. One sign will advertise The Print Depot Downtown within a proposed frame extension to the existing pole sign structure, and the other sign will advertise Farris' Executive Suites.

RECOMMENDED ACTION:

Staff recommends the Board take action on the sign permit application for the two signs at 112 E Oak St., serving The Print Depot Downtown and Farris' Executive Suites.

CITY MANAGER APPROVAL:

Attachments

112 E Oak Sign Permit

Rec'd 11-1-24



SIGN PERMIT APPLICATION

SIGN LOCATION AND CONTRACTOR INFORMATION

Address of Sign:	112 E. Oak ST	Palestine, Texas
Proposed Advertisement:		
Sign Company Name:	The Print Depot Downtown	
Contact:	Richard Farris	
Sign Company Address:	112 E. Oak St. Palestine, TX 75801	
Phone #:	903-373-9353	Email: theprintdepot P+X @gmail.com

TYPE OF SIGN

<input checked="" type="checkbox"/>	Freestanding (Pole Sign)	<input type="checkbox"/>	Freestanding (Monument)	<input type="checkbox"/>	New Sign Face	<input type="checkbox"/>	Hanging Sign
<input type="checkbox"/>	Wall Sign	<input type="checkbox"/>	Canopy	<input type="checkbox"/>	Awning	<input type="checkbox"/>	Directory Sign
<input type="checkbox"/>	Signboard	<input type="checkbox"/>	Window Sign	<input type="checkbox"/>	Projecting Sign	<input type="checkbox"/>	Sidewalk Sign
<input type="checkbox"/>	Historic Sign	<input type="checkbox"/>	Spectacular Sign	<input type="checkbox"/>	Ghost Sign	<input type="checkbox"/>	Landmark Sign
<input type="checkbox"/>	Other (specify):						

Sign Dimensions:

Is the sign illuminated? ☒ Yes ☐ No

****In accordance with STATE LAW & CITY ORDINANCE, Illuminated signs must be constructed, installed and wired by a State Licensed Electrical Sign Contractor or a State Licensed Master Electrician.**

***New monument or ground signs require additional landscaping requirements.**

***The Main Street Manager reviews signage in the Main Street Overlay District.**

APPLICANT SIGNATURE

I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property where the sign(s) will be removed, repaired, constructed, or altered.

Owner or Agent's Signature



SIGN PERMIT APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application;
2. A site plan or survey showing the following information:
 - The type of sign to be installed or repaired. (Example, pole, monument or wall sign);
 - The dimensions and total square footage of the sign and the sign's support structure;
 - The location of the sign in relation to the face of the building on which, or in front of which, it is to be located;
 - The boundaries of the lot or parcel of land upon which it is to be located including the address;
 - All electrical transmission lines within 30-feet of any part of the proposed sign or sign structure;
 - The dimensions and location of all electrical signs on the premises.

PERMIT FEES

1. Sign Permit, up to 100sq.ft.-\$50.00
2. Sign Permit, Over 100sq.ft.- \$100.00

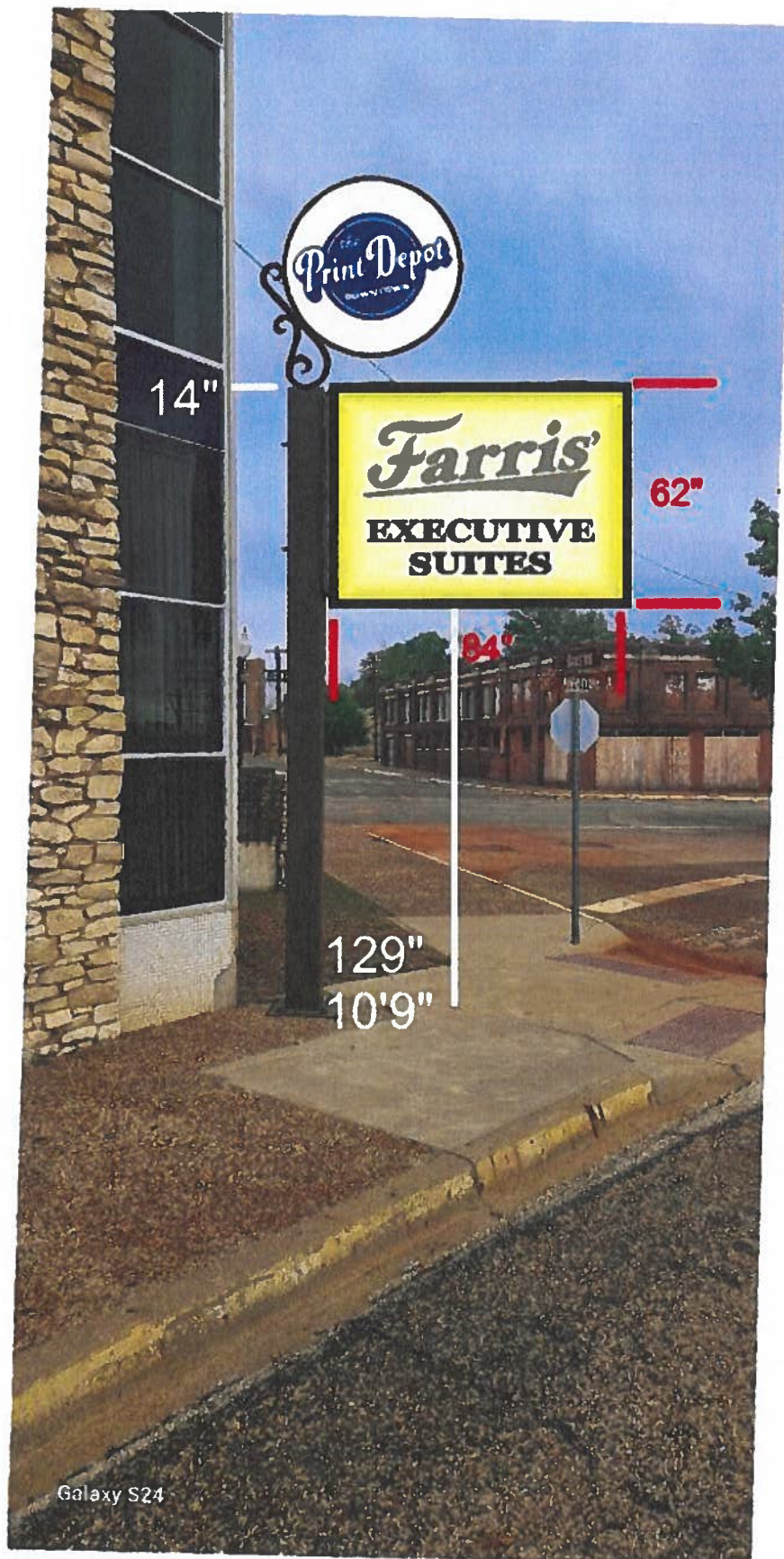
STAFF USE ONLY

Sign within Commercial Corridor? ☐ Yes ☐ No Applicable only to pylon or pole signs

Pole Sign? ☐ Yes ☐ No

Require Main Street approval? ☐ Yes ☐ No

Main Street Manager Signature _____



Mary Ann Admire

From: The Print Depot Downtown <theprintdepotptx@gmail.com>
Sent: Friday, November 1, 2024 2:43 PM
To: Janet Migliaccio; Mary Ann Admire
Subject: 112 E Oak St
Attachments: Farris Professional Bldg Main Sign w & the Print Depot Downtown.jpg

Dear Janet & Mary

Please find attached the restoration of the sign at the above referenced property.

There is no back illumination but only a perimeter of lighting hidden behind front trim to give a front glow on the Farris' Executive Suite sign. The sign will be an aluminum composite board with slightly raised powder coated metal letters to give a contrast of depth to the sign. There will be no back illumination to letters.

The Print Depot Downtown sign is added to the top of the main pole because there wouldn't be enough clearance to put it under the existing main sign. Attaching it to the 12" x 6" thick main pole would give it more strength for any storms that may blow through.

If you have any questions please let me know.

Thank you
Richard Farris, Jr
Farris Investors, LLC



Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Review and Consider Sign Permit Application for 400 N Queen St
Date Submitted: 11/15/2024

SUMMARY:

Review and consider a sign permit application for a window sign facing W. Oak St. for the Gallery at the Redlands at 400 N. Queen St.

RECOMMENDED ACTION:

Staff recommends the Board take action on the sign permit application for The Gallery at the Redlands at 400 N. Queen St.

CITY MANAGER APPROVAL:

Attachments

400 N Queen Sign Permit



Rec'd 11-8-24

SIGN PERMIT APPLICATION

SIGN LOCATION AND CONTRACTOR INFORMATION			
Address of Sign:	400 N Queen Suite 109 Window on Oak St	Palestine, Texas	
Proposed Advertisement:	Window Sign for Gallery at the Redlands see attached		
Sign Company Name:	Print Depot		
Contact:	Jean Mollard		
Sign Company Address:			
Phone #:	903-391-1002	Email:	jeanmoll@aol.com

TYPE OF SIGN			
<input type="checkbox"/> Freestanding (Pole Sign)	<input type="checkbox"/> Freestanding (Monument)	<input type="checkbox"/> New Sign Face	<input type="checkbox"/> Hanging Sign
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Canopy	<input type="checkbox"/> Awning	<input type="checkbox"/> Directory Sign
<input type="checkbox"/> Signboard	<input checked="" type="checkbox"/> Window Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Sidewalk Sign
<input type="checkbox"/> Historic Sign	<input type="checkbox"/> Spectacular Sign	<input type="checkbox"/> Ghost Sign	<input type="checkbox"/> Landmark Sign
<input type="checkbox"/> Other (specify):			
Sign Dimensions: 36" x 12" Oval logo in center + address info in separate 20" block in lower left window			
Is the sign illuminated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
**In accordance with STATE LAW & CITY ORDINANCE, illuminated signs must be constructed, installed and wired by a State Licensed Electrical Sign Contractor or a State Licensed Master Electrician.			
*New monument or ground signs require additional landscaping requirements.			
*The Main Street Manager reviews signage in the Main Street Overlay District.			

APPLICANT SIGNATURE	
I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property where the sign(s) will be removed, repaired, constructed, or altered.	
Owner or Agent's Signature	



SIGN PERMIT APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application;
2. A site plan or survey showing the following information:
 - The type of sign to be installed or repaired. (Example, pole, monument or wall sign);
 - The dimensions and total square footage of the sign and the sign's support structure;
 - The location of the sign in relation to the face of the building on which, or in front of which, it is to be located;
 - The boundaries of the lot or parcel of land upon which it is to be located including the address;
 - All electrical transmission lines within 30-feet of any part of the proposed sign or sign structure;
 - The dimensions and location of all electrical signs on the premises.

PERMIT FEES

1. Sign Permit, Non-Illuminated: \$25.00
2. Sign Permit, Illuminated: \$50.00

\$25 non illuminated

STAFF USE ONLY

Sign within Commercial Corridor? ☐ Yes ☐ No Applicable only to pylon or pole signs

Pole Sign? ☐ Yes ☐ No

Require Main Street approval? ☐ Yes ☐ No

Main Street Manager Signature _____

THE GALLERY AT THE REDLANDS

30' ¹¹
sign



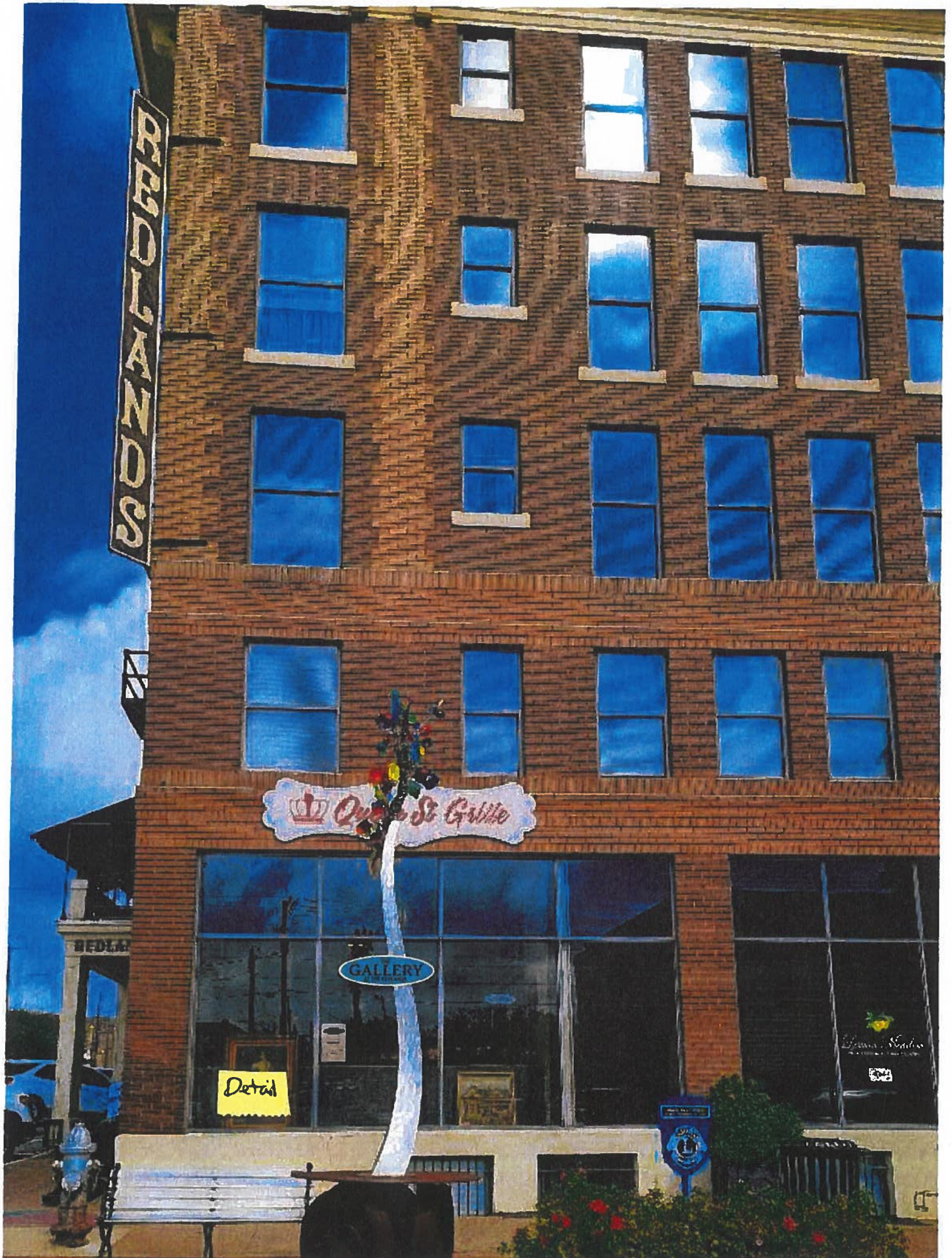
Address Detail:

The Gallery at the Redlands

903-391-1002

GalleryRedlands.com

Multi Tenant
Building





Agenda Date: 12/03/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Special Recognition of Christmas Parade Volunteers
Date Submitted: 11/15/2024

SUMMARY:

The Main Street Advisory Board and staff will recognize Ms. Diane Davis and her team of volunteers for their service in organizing the Christmas Parade of Lights for many years. This year the MSAB will coordinate the parade, building on the foundation Ms. Davis and her team have established through countless hours of volunteer service. The Board and staff extend their deepest appreciation.

RECOMMENDED ACTION:

The Main Street Advisory Board and staff will recognize Ms. Diane Davis and her team of volunteers for their service in organizing the Christmas Parade of Lights for many years.

CITY MANAGER APPROVAL:



Agenda Date: 12/03/2024

To: Main Street Advisory Board

From: Mary Ann Admire, Main Street Coordinator

Agenda Item: Consider the appointments of the Chair and Vice Chair to the Main Street Advisory Board

Date Submitted: 10/17/2024

SUMMARY:

Consider making appointments for the Chair and Vice-Chair positions on the Main Street Advisory Board.

RECOMMENDED ACTION:

Staff recommends the Main Street Advisory Board members discuss and consider making appointments for the Chair and Vice-Chair positions.

CITY MANAGER APPROVAL:
