

Mary Jean Mollard, Chairman  
William Young  
Dana Mathews  
Heather Calhoun



Jordan Byrd  
Bette Pollock  
Tracy Torma

## Main Street Department

### MEETING Minutes

#### Main Street Advisory Board Agenda

Tuesday, December 5, 2017 at Noon.

Public Works/City Hall Conference Room, 504 N. Queen St., Palestine, Texas 75801

All agenda items are subject to action.

A. CALL TO ORDER - 12:02 pm

B. CITIZEN COMMENT - None

C. APPROVAL OF MINUTES

1) Approval of meeting minutes from the November 7, 2017 meeting.

Motion to approve November 7, 2017 minutes was made by Bette Polluck and seconded by Will Young. Upon vote, motion was passed unanimously.

D. BOARD DISCUSSION AND ACTION

1). Board officer elections for 2018.

Motion to appoint Will Young President made by Tracy Torma with a second motion by Jordan Byrd. Upon vote, motion was passed unanimously. Motion to appoint Tracy Torma as Vice President was made by Bette Pollock and seconded by Jordan Byrd. Upon vote, motion as passed unanimously.

2.) Discussion and possible action regarding sign permit applications.

- Cream & Coffee

Betty Polluck made first motion to approve signage, and a second motion was made by Tracy Torma. Upon vote, motion was passed unanimously.

3.) Discussion and possible action regarding World Finance signage – update/action

- Code enforcement to attend meeting.

Greg Laudadio will talk to business owner about the World Finance signage. Greg will try to get them to finish, paint, and seal the sign. If this visit does not work, City employee Mark Miears provided steps in next process. This includes, a non-compliance letter, notice of violation, & meeting with Building Standards.

Further, Mark Miears, Building Inspector, will provide a list of new businesses in Main Street to the Main Street Board List so the Board can offer a welcome to Main Street visit or letter, along with a city checklist for permits, yearlong event dates, and other beneficial information.

4.) Discussion and possible action regarding the City food truck ordinance.

- Health Department to attend meeting.

Janet Migliacio from Code Enforcement provided documents for food trucks in City of Palestine according to Texas and City of Palestine. Food Trucks must complete a Mobile Food Unit Permit Application, valid for 30 days. The City of Palestine Health Inspector has a 13 step inspection & the food truck employees must have access to restroom facilities and one employee must be a registered Certified Food Manager. All other employees must have a current Food Safety Training Certification.

There are 14 steps for the Central Preparation Facility, or Commissary that must be met, along with rules fire department regulations & zoning regulations for mobile food trucks.

A Task Force was set up to address the re-write of City of Palestine zoning ordinance for food trucks which will be led by Greg Laudadio and Will Young. Other Task Force members are Jordan Byrd and Janet Migliacio. There may be visits or invitations to other local cities to learn how they work with food trucks.

5.) Discussion and possible action regarding future City Council Work Session to educate public officials and council members on Main Street's purpose, activities, promotion and development. (William Young)

Jordan Byrd made motion, seconded by Bette Pollock, with unanimous vote by Main Street Board, to set a date for a City Council work Session in late January or early February 2018. This work session will be a conversation about all the many programs in Main Street, and the new items the Main Street Board wants to accomplish.

**E. STAFF REPORT**

1. Business openings, closings, renovations. – No new closings, & Crème & Coffee & Wells Creek Crossing are the new business establishments for Palestine Main Street. Greg will learn more about Crimson Rook, a storefront at Oak & Main.
2. Project Updates – 2019 FIP Grant preparation
3. Upcoming Events - Wine Swirl on December 9, 2018 & Taste of New Orleans on February 3, 2018

**F. ADJOURN – 1:30 pm**

**CERTIFICATION**

William Young   
Jean-Mollard, Board President



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