

# **NOTICE OF A REGULAR MEETING**

## **Main Street Advisory Board**

**Monday, October 6, 2025, at 4:00 PM**

**City Hall – 2nd Floor Conference Room**

**200 West Vulcan St.**

**Brenham, Texas**

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### **1. Call Meeting to Order**

[Board members shall not use their position on the Board for a purpose that is or gives the appearance of being a conflict of interest. If a member becomes aware of a conflict or potential conflict of interest, they must disclose the conflict and refrain from participating in discussions and voting on the item. A "conflict of interest" is defined as a situation in which a Board member's personal interests might be served or financial benefits gained as a result of or relating to, a decision of the Board.]

### **2. Citizens' Comments**

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three (3) minutes. No Board discussion or action may take place on a matter until such has been placed on an agenda and posted in accordance with the law.]

## **WORK SESSION**

### **3. Reports from Main Street Committee Chairs:**

- **Design**
- **Economic Vitality**
- **Organization**
- **Promotion**

## **REGULAR SESSION**

### **4. Discuss and Possibly Act Upon the Minutes from the September 8, 2025, Regular Meeting**

### **5. Discuss and Possibly Act Upon the Main Street Design Committee's Recommendation to Approve the Payment for the Main Street Sign Grant for 110 E Alamo St**

### **6. Administrative/Elected Officials Report**

## Adjourn

### CERTIFICATION

I certify that a copy of October 6, 2025, agenda of items to be considered by the Main Street Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, TX, on Tuesday, September 30, 2025 at \_\_\_\_\_p.m.

\_\_\_\_\_  
Leigh Linden  
Main Street Manager

<p><b>Disability Access Statement:</b> This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested seventy-two (72) hours before the meeting) by calling (979) 337-7567 for assistance.</p>
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I certify that the attached notice and agenda of items to be considered by the Main Street Board was removed by me from the City Hall bulletin board on the \_\_\_\_\_day of \_\_\_\_\_, 2025 at \_\_\_\_\_AM/PM.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



### AGENDA ITEM 3

<b>DATE OF MEETING:</b> October 6, 2025		<b>DATE SUBMITTED:</b> September 30, 2025
		<b>SUBMITTED BY:</b> Leigh Linden
<b>MEETING TYPE:</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		<b>CLASSIFICATION:</b> <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION
<b>AGENDA ITEM DESCRIPTION:</b> Reports from Main Street Committee Chairs: <ul style="list-style-type: none"><li>• Design</li><li>• Economic Vitality</li><li>• Organization</li><li>• Promotions</li></ul>		
<b>SUMMARY STATEMENT:</b> Regular monthly reports from each of the 4-Point Main Street Committees		
<b>STAFF ANALYSIS:</b> <b>A. PROS:</b> <b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> none		
<b>RECOMMENDED ACTION:</b> Work Session item, no action required.		
<b>APPROVALS:</b>		



## AGENDA ITEM 4

<b>DATE OF MEETING:</b> October 6, 2025		<b>DATE SUBMITTED:</b> September 30 2025
		<b>SUBMITTED BY:</b> Leigh Linden
<b>MEETING TYPE:</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		
<b>CLASSIFICATION:</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> WORK SESSION		
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon the Minutes From September 8, 2025 Special Meeting		
<b>SUMMARY STATEMENT:</b> Review and approve minutes from previous Main Street Advisory Board Meeting		
<b>STAFF ANALYSIS:</b> <b>A. PROS:</b> <b>B. CONS:</b>		
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>		
<b>ATTACHMENTS:</b> Minutes September 8, 2025		
<b>RECOMMENDED ACTION:</b> Approve minutes.		
<b>APPROVALS:</b>		



**Main Street Advisory Board  
Meeting Minutes  
September 8, 2025**

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A special meeting of the Main Street Board was held on Monday, September 8, 2025, beginning at 4:00 p.m. at Brenham City Hall, 200 W. Vulcan Street, Brenham, Texas.

Members present:

Andi Liner (Chair), Roger Ross, Amber Briggs, Tiffany Howard, Wendy Meaux, Doug Peck, Lowell Ogle, Connie Wilder, Dax Flisowski

Members absent:

Jon Hill, Tiffany Morisak

City Staff present:

Main Street Manager, Leigh Linden  
Administrative Assistant, Christine Simich

Others present:

Sherry Harber

**1. Call Meeting to Order**

Chair, Andi Liner called the meeting to order.

**2. Citizen/Visitor Comments**

No citizen comments were received.

**3. Reports from Main Street Committee Chairs:**

- **Design: Chair** (Reported by Committee Chair Dax Flisowski) Laundry Event Hall and Libby Louise grants have been approved; Texas Arts and Music Festival mural design at Alamo & Austin St.; Texas Downtown President Award program entries discussed.
- **Economic Vitality** – (Reported by Committee Chair Lowell Ogle) Downtown vacant buildings; Texas Historical Commission's Imagine the Possibilities program will include Brenham in 2025; Block Captain Program – no updates; promoting dog-friendly downtown; continued the conversation on downtown parking.
- **Organization** – (Leigh Linden reported) Texas Arts and Music Festival mural design at Alamo & Austin St.; discussing Brenham shopper bags for downtown merchants; the next Green Team cleaning event will be on 11/8 at 8:30-10:00 am; Merchant Mixer on 9/24 at Pioneer; Texas Historical Commission's Imagine the Possibilities in Brenham.
- **Promotion** – (Chair Andi Liner provided the following report) 2025 Hot Nights, Cool Tunes recap; Scarecrow Extravaganza entries end on 9/12; Third year of Mask-erade on Main on 10/25; Cool Nights Holiday Tunes concert of Friday; Christmas – Holiday Art

Walk to include nutcrackers designs this year; Uptown Swirl 2026 will include a VIP night on Friday.

**4. Discuss and Possibly Act Upon the Minutes from the August 8, 2025, Special Meeting.**

Wendy Meaux made a motion to approve the minutes. Dax Fisowski seconded the motion.

The motion carried unanimously among those present:

Chair Andi Liner	Yes
Vice Chair Roger Ross	Yes
Doug Peck	Yes
Connie Wilder	Yes
Dax Flisowski	Yes
Jon Hill	Absent
Lowell Ogle	Yes
Tiffany Morisak	Absent
Wendy Meaux	Yes
Amber Briggs	Yes
Tiffany Howard	Yes

**5. Administrative/Elected Officials Report**

Leigh Linden, Main Street Manager

- On Monday, 9/15 the Promotions will put out scarecrow decorations downtown.
- Imagine the Possibilities will be in Brenham on Friday, 10/17; Investors and brokers to view at three buildings
  - Branded Boutique, JR's Building, Top Floor Cars
  - Looking for volunteers
  - Will be a self-guided tour
- Mask-erade on Main 10/25/25 2-5pm
- The Christmas Committee met on 8/27/2025; Theme: A Very Vintage Christmas

**The meeting adjourned at 4:42 pm.**

**Next Regular Board Meeting – October 6, 2025.**

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Andi Liner  
Chair

**ATTEST:**

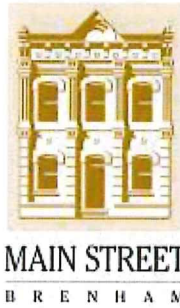
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Leigh Linden  
Main Street Manager



## AGENDA ITEM 5

<b>DATE OF MEETING:</b> October 6, 2025	<b>DATE SUBMITTED:</b> September 30, 2025 <b>SUBMITTED BY:</b> Leigh Linden
<b>MEETING TYPE:</b>  <input checked="" type="checkbox"/> <b>REGULAR</b> <input type="checkbox"/> <b>SPECIAL</b>	<b>CLASSIFICATION:</b>  <input checked="" type="checkbox"/> <b>REGULAR</b> <input type="checkbox"/> <b>WORK SESSION</b>
<b>AGENDA ITEM DESCRIPTION:</b> Discuss and Possibly Act Upon the Main Street Design Committee's Recommendation to Approve the Application for the Main Street Sign Grant for 110 E Alamo St.	
<b>SUMMARY STATEMENT:</b> The Main Street Design Committee has recommended approval for Sign Grant to be awarded to Libby Louise (110 E Alamo).	
<b>STAFF ANALYSIS:</b> <b>A. PROS:</b> <b>B. CONS:</b>	
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>	
<b>ATTACHMENTS:</b>  Libby Louise application for Main Street Sign Grant	
<b>RECOMMENDED ACTION:</b>  Approve	
<b>APPROVALS:</b>	



SIGN GRANT APPLICATION FORM

Date: 7.25.2025

Name of Applicant: Christy Shelton

Name of Business: Libby Louise

Mailing Address: 110 E Alamo ST

Daytime Phone: 979 277 5215 2<sup>nd</sup> Phone: \_\_\_\_\_

Project Address: 110 E Alamo ST

Email: Shoplibbylouise@gmail.com

☒ Design plans are attached, as required, showing color, size, shape and placement.

BUILDING OWNER APPROVAL

I have seen a copy of the proposed signage that will be installed on my building. I approve the signage and its proposed location.

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date





2024 Sign Grant Program

APPLICATION AGREEMENT FORM

I have met with the Main Street Manager and I fully understand the established procedures.

I understand that if I receive a Sign Grant, any deviation from this agreement may result in the withdrawal of the grant.

I understand the sign Grant will be administered as a reimbursement once the project has been completed as agreed upon, receipts are shown for the work completed and a photo is provided showing the completed project.

I agree to hold harmless, indemnify and defend the Brenham Main Street Advisory Board, the City, and their officers, agents and employees from and against any claims for injuries or property damage caused by myself and my agents or employees during the course of this agreement.

I understand that the Sign Grant will be administered on first-come, first-served basis as long as funds are available. All decision of the Design Committee and Main Street Advisory Board are final.

I understand that all projects must comply with the City of Brenham ordinances and building codes and that I must have a sign permit from the City of Brenham before installing signage.

Charity Shelton  
Signature

7/25/25  
Date



236 S. Front St.  
Bellville, TX 77418

Invoice

Date	Invoice #
07/21/2025	0005763

BrandedDesigns.net

Bill To  
  
Libby Louise-Christy Shelton

P.O. No.  
  
Sign for Store Front

Description	Qty	Rate	Amount
Single Sided Routed Aluminum Composite Individual letters - LIBBY LOUISE approx 18-19" tall letters (11 letters) - Printed or Painted (depending on finish desired) mounted on (2) bars to attach to building Stand offs, hardware and mounting included to fit into space : 18' 8.5" long x 21.25" (224" wide x 21.25" high)	1	1080.00	1080.00
Set Up Fee - art design using CP Design Guidelines - Proof options	1	50.00	50.00
IF Man/materials LIFT IS needed to install	1	450.00	450.00
Install Fee (per hour) - TBD -	1	95.00	95.00
Permit Fee - City of Brenham SIGN Permit Fee - TBD	1	0.00	0.00
3.5% Credit Card Fee Applies if paid by Credit Card			

Sales@BrandedDesigns.net  
Accounts@BrandedDesigns.net  
979-413-5367

Subtotal	\$1675.00
Sales Tax (8.25%)	\$126.23
Total	\$1801.23
Payments/Credits	\$0.00
Balance Due	\$1801.23

Please Make Payment Payable to:  
BRANDED DESIGNS, Inc.









# Invoice

Date	Invoice #
9/2/2025	0006142

**236 S. Front St.  
Bellville, TX 77418**

Bill To

Libby Louise-Christy Shelton

P.O. No.

Terms

Sign for Store Front

Description	Qty	Rate	Amount
Single Sided Routed Aluminum Composite Individual letters - LIBBY LOUISE approx 18-19" tall letters (11 letters) - Painted Gold mounted on MOD Board painted Navy Stand offs, hardware and mounting included to fit into space : 18' 8.5" long x 21.25" (224" wide x 21.25" high) Set Up Fee - art design using CP Design Guidelines - Proof options Install Fee (per hour) Permit Fee - City of Brenham SIGN Permit Fee - templete built to install exterior + additional heavy duty Mortar Screws for exterior wall install	1    1 4 1 1	1,080.00   50.00 95.00 133.00 150.00	1,080.00T   50.00 380.00 133.00 150.00T
			<b>CASH DISCOUNT</b> 3.50% added if paying by Credit Card

**Sales@BrandedDesigns.net**  
**Accounts@BrandedDesigns.net**  
**979-413-5367**

<b>Subtotal</b>	\$1,793.00
<b>Sales Tax (8.25%)</b>	\$101.48
<b>Total</b>	\$1,894.48
<b>Payments/Credits</b>	-\$900.00
<b>Balance Due</b>	<b>\$994.48</b>

Please Make Payments Payable<sup>12</sup> to:  
**BRANDED DESIGNS, Inc.**

## Payment receipt

**You paid \$994.48**

to Branded Designs, Inc. on 9/16/2025

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Invoice no.	0006142
Invoice amount	\$1,894.48
<b>Total</b>	<b>\$994.48</b>

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Status	Paid
Payment method	Credit Card
Authorization ID	MQ0288955648

Thank you

**Branded Designs, Inc.**[Sales@BrandedDesigns.net](mailto:Sales@BrandedDesigns.net)

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.









## AGENDA ITEM 6

<b>DATE OF MEETING:</b> October 6, 2025	<b>DATE SUBMITTED:</b> September 30, 2025 <b>SUBMITTED BY:</b> Leigh Linden
<b>MEETING TYPE:</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL	<b>CLASSIFICATION:</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> WORK SESSION
<b>AGENDA ITEM DESCRIPTION:</b>  Administrative Updates <ul style="list-style-type: none"><li>➤ 2025 Scarecrow Extravaganza</li><li>➤ Mask-erade on Main</li><li>➤ Merchant Mixer</li><li>➤ Life Safety Grant</li></ul>	
<b>SUMMARY STATEMENT:</b>  Reports from Main Street Manager, Leigh Linden, Regarding Downtown Brenham; Update from Stephanie Doland on Proposed Life Safety Grant for Downtown Brenham	
<b>STAFF ANALYSIS:</b> <b>A. PROS:</b> <b>B. CONS:</b>	
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b>	
<b>ATTACHMENTS:</b>	
<b>RECOMMENDED ACTION:</b>	
<b>APPROVALS:</b>	



**MEMORANDUM**

To: Main Street Advisory Board  
From: Leigh Linden, Main Street Manager  
Date: October 6, 2025  
Subject: Administrative Updates

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Updates from Leigh Linden, Main Street Manager

Administrative Updates

- Next Board Meeting- November 10, 2025
- Updates from Staff/Elected Officials
  - i. Stephanie Doland, City of Brenham Director of Development Services
- Other Program Updates and Main Street Events





## **Memorandum of Proposed Life Safety Grant Project**

To: Main Stret Board

CC: Leigh Linden, Main Street Manager

From: Stephanie Doland, Director of Development Services

Date: September 29, 2025

Re: Proposed Life Safety Grant for Downtown Brenham

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On September 19, 2019 the City of Brenham Adopted the Comprehensive Plan, *Historic Past Bold Future: Plan 2040* which was written by planning consultant Kendig Keast Collaborative (KKC). Plan 2040 includes a Comprehensive look at the current state of the community and a 20-year outlook on the future direction, needs, and priorities of the community.

During the process of adopting Plan 2040, one of the primary pieces of citizen feedback received was the desire for additional investment and enhancement of Historic Downtown Brenham (Economic Activity - Strategic Action Priority - 10). During the creation of the Tax Increment Improvement Zone, an eligible project for use of TIRZ funds includes Downtown Health and Safety Improvements.

The TIRZ Board met on July 29, 2025 and unanimously approved funding of a proposed grant program for the upcoming Fiscal Year 2025-2026 in the amount of \$120,000 for Life Safety Improvements to private properties downtown. During the meeting the basic framework of the proposed Grant project was discussed, and the specifics of the Grant program are now being presented to the Main Street Board for review and feedback.

The proposed Life Safety Grant would provide financial assistance for construction improvements to Downtown property necessitated by and in compliance with the Texas Accessibility Standards, International Fire Code and International Building Code. As an example, life safety improvements such as the installation of a fire sprinkler system, are often cost prohibitive expenses for building owners who desire to improve and occupy currently vacant second story buildings. Similarly, downtown property owners who wish to change the uses of their structure (ie. from retail use to assembly occupancy) are required to follow Texas Accessibility Standards and provide ADA

accessible entrances and restrooms. A Grant program will enable the repair of non-conforming buildings and encourage private investment in commercial uses and multi-family housing in Downtown Brenham.

The Grant as drafted will allow eligible projects to be reimbursed at up to 50% of the total estimated life safety cost, up to \$60,000 per property on a reimbursable basis. Matching grant monies would be disbursed at the completion of improvements and following the inspection of work by the City of Brenham.

Attached for review and consideration by the Board please find the proposed drafted Life Safety Grant program. The draft includes the proposed grant guidelines, eligibility requirements, application requirements, process for review and approval, and process for construction and reimbursement of funds. During the meeting the details of the proposed grant program will be presented and open for discussion.

Should there be any questions, comments, or concerns, please contact me by phone at 979-337-7269 or by email at [sdoland@cityofbrenham.org](mailto:sdoland@cityofbrenham.org).