

Hamilton Historic Main Street Advisory Board

Regular Meeting Minutes

Date: Tuesday, June 23, 2026

Time: 5:30 p.m.

Location: EDC Conference Room, City Hall, Hamilton, Texas

I. Call to Order

The regular meeting of the Hamilton Historic Main Street Advisory Board was called to order at 5:31 by Executive Director, Debbie Grieve. A quorum was present.

Board Members Present

Courtney Amaro
Kathleen Anglin
Joshua Anderson
Alicia Saldana-Stephens
Liz Graves (came late)

Board Members Absent

Kristi Collett
Mary Owen

Staff Present

Debbie Grieve, Executive Director
Bonnie Harle, Administrative Assistant

Guests

Stephanie Chapman

II. Citizens' Comments

Stephanie Chapman, prospective board member, introduced herself to the Board. Ms. Chapman shared her background in Human Resources, her experience in business administration, and her desire to become involved in the Hamilton community as a resident and parent. Board members asked questions regarding her work schedule, availability, and interest in serving on the Board.

III. Consent Agenda

Consideration and possible action to approve the minutes of the May 27, 2026 Regular Meeting. Alicia made a motion to approve the minutes and Kathleen seconded. Motion carried unanimously.

IV. Regular Agenda

A. Historic Preservation Design Guidelines

i. Historic Preservation Signage Guidelines

The Board reviewed the proposed Historic Preservation Signage Guidelines. Discussion focused primarily on the section addressing neon signage and balancing historic preservation with the needs of downtown businesses.

Board members discussed:

- The distinction between guidelines and enforceable regulations.
- The relationship between the guidelines and Main Street grant funding.
- Existing downtown businesses utilizing small neon "Open" signs.
- The importance of allowing Board discretion when reviewing future grant applications.

Following discussion, the Board agreed to remove the guideline discouraging neon signage while leaving the remainder of the Signage Guidelines unchanged.

Alicia made a motion to approve the Historic Preservation Signage Guidelines with the removal of the neon signage bullet, Liz seconded the motion. Motion carried unanimously.

ii. Historic Preservation Awning Guidelines

The Board reviewed the proposed Historic Preservation Awning Guidelines.

Discussion included:

- Defining "cohesive streetscape."
- Balancing historic preservation with encouraging downtown investment.
- Using the guidelines primarily as a tool for evaluating Main Street grant applications.
- The importance of preserving Hamilton's historic character while allowing reasonable flexibility for business owners.
- The role the guidelines play in Main Street accreditation and future grant opportunities.

Board members expressed support for adopting the guidelines as a framework for future façade and awning improvements.

Liz made a motion to approve the Historic Preservation Awning Guidelines as presented, Joshua seconded. Motion carried unanimously.

B. Transformation Strategy Work Plan

i. Create Awareness and Promote Downtown's Historic Character

The Board discussed opportunities to improve the appearance of vacant storefronts through:

- Decorative window wraps.
- Frosted window film.
- QR codes directing visitors to property information and downtown resources.
- Expanding the DowntownTX.org property inventory and integrating available property information into tourism marketing efforts.

Members supported continuing to explore a standardized window treatment that aligns with Main Street branding while highlighting available downtown properties and Hamilton's historic assets.

ii. Beautification and Enhancement of Public Spaces

Discussion continued regarding downtown beautification initiatives and maintaining consistent branding throughout the district.

Board members also discussed creating QR code access to historical information for downtown buildings.

iii. Increase Visitors to Downtown

Staff provided updates on:

- Dove Fest Parade planning.
- Participant registration timeline.
- Parade staging improvements.
- Marketing efforts for the event.

The Board discussed expanding regional promotion of Dove Fest through neighboring communities and tourism partners.

iv. Create a Vibrant Downtown Business/Retail Center

The Board reviewed several operational items regarding the Hamilton Main Street Market, including:

- Whether vendor participation should continue to emphasize handmade and locally produced products.
- Participation by larger commercial vendors such as telecommunications providers. (For now, it is okay for them to participate as long as we have room. The board would prefer not to have commercial vendors but are okay with a few for the time being.)
- Potential vendor fees in future market seasons.
- Vendor booth assignments and communication improvements.
- Clarification of policies regarding live animals at the market and researching applicable health regulations.
- Encouraging continued market growth while maintaining support for local small businesses.

No formal action was taken. Staff will continue researching market policies and present recommendations at a future meeting.

V. Executive Session

The Board entered Executive Session at 7:26pm pursuant to Texas Government Code Section 551.074 to discuss prospective board member appointments.

VI. Reconvene into Open Session

The Board reconvened in Open Session at 7:42pm.

Liz made a motion to table the consideration of prospective board member Stephanie Chapman until the July meeting to allow additional discussion and provide Ms. Chapman an opportunity to review Board bylaws and ask questions regarding Board expectations. Courtney seconded the motion. Motion carried unanimously.

VII. Executive Director's Report

The Executive Director reported:

- Limited progress on work plan initiatives due to scheduled travel.
- Continued progress toward Main Street accreditation requirements.
- Ongoing work on future grant guidelines and downtown revitalization efforts.

Board members noted significant progress made during the meeting toward completing required historic preservation guidelines.

VIII. Future Agenda Review

Future agenda items include:

- Main Street Board t-shirt design and procurement.
- Market vendor guidelines and application revisions.
- Vendor fee structure.
- Review of Board bylaws with prospective board member.
- Dove Fest Parade planning updates.
- Continued implementation of the Transformation Strategy Work Plan.

IX. Adjournment

With no further business, Liz made a motion to adjourn the meeting, Kathleen seconded. The motion carried unanimously and the meeting was adjourned at 7:45pm.

Prepared by:

Debbie Grieve
Executive Director
Hamilton Economic Development Corporation

Approved by the HHMS Board of Directors on July 21, 2026.

/s/ Mary Owen
President
Hamilton Historic Main Street

EXECUTIVE SESSION CERTIFICATION

I certify that a Certified Agenda for the Executive Session held during this meeting was prepared and is maintained in accordance with Texas Government Code Section 551.103.

/s/ Mary Owen
President
Hamilton Historic Main Street