

# MINUTES

## COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

**April 25, 2018 – 4:00 PM**

Administrative Conference Room at City Hall

Members Present: Charlie Landreth, Chair, Council Member  
Mac Morrow, Vice Chair, Council Member  
Jim Fatland, City Manager  
Daniel Cobb, Planning Director  
Heath Seymour, Heart of Brevard Executive Director  
Melanie Spreen, Heart of Brevard Representative  
Susan Threlkel, Council Appointed At-Large Member  
Dee Dee Perkins, Council Appointed Citizen Member

Members Absent: None

Staff Present: Denise Hodsdon, Executive Assistant

### **A. Welcome & Call to Order**

The meeting was called to order at 4:07 PM.

### **B. Certification of Quorum**

Quorum was certified by Executive Assistant Denise Hodsdon.

### **C. Approval of Agenda**

Motion by Ms. Threlkel, seconded by Mr. Seymour to approve the agenda. The motion carried unanimously.

### **D. Approval of Minutes from September 27, 2017 Meeting**

Motion by Mr. Fatland, seconded by Mr. Cobb to approve the minutes of the September 27, 2017 meeting as presented. Motion carried unanimously.

## **E. Downtown Master Plan Streetscape**

Mr. Fatland said the purpose of today's meeting is do some brainstorming. He reported that several Committee members recently took a tour of downtown Hendersonville. He thought it was a great opportunity to see what another city has done and to get some ideas. He said Hendersonville spent approximately \$4,000,000 on its downtown streetscape. Mr. Cobb reported that there is a new grant opportunity which has an application deadline of July 19th and awards are made in December. The grant program was launched by the U.S. Department of Transportation and is called the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant. If the City of Brevard were to submit a successful grant application, it would pay 100% for design and construction.

Mr. Landreth said he would like to see a Plan B if the City is not awarded the grant. He feels that it would be beneficial to have a design build company look at our plan and to use the homework from the grant process to also know how we might phase our plan. Mr. Fatland suggested that we could submit the grant with the work that has been done by the architect to date and then immediately meet with the design build engineer that helped Hendersonville through their process. We could do some brainstorming with that individual and that way we will be ready to hit the deck running if we find out in December that we don't get the grant. We would have Plan B to start out in January or better yet, we might the get the grant and decide to modify the plan.

Mr. Landreth asked what makes for a strong grant application. Mr. Cobb said the grant application itself is still not available, so he doesn't know what is involved in putting it together, however the guidelines indicate that the stronger applications are those that are technically complete, ready for construction and have local matches associated with them. That can be local cash, right of way donations by private citizens, or promise of sale of public land and use that revenue toward the project.

During discussion, it was the consensus of the Committee that it was important to make the investment to retain the services of a consultant immediately to pursue the grant (Plan A); and to also get a design build review and evaluation of the current plan to reprice the project (Plan B) in order to be ready to move forward should we not be awarded the grant.

Plan A: Motion by Mr. Fatland, seconded by Mr. Morrow to authorize the Planning staff to initiate production of the BUILD grant application. The motion carried unanimously.


Plan B: Motion by Ms. Spreen, seconded by Mr. Fatland to authorize staff to obtain services of a design build company to estimate and evaluate the current plan. The motion carried unanimously.

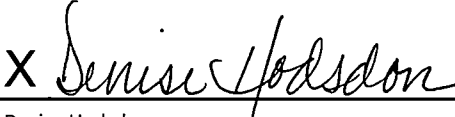
**Additional Discussion Item:**

Mr. Seymour informed the Committee that the Heart of Brevard is looking to go out and do a trash clean up day. They are looking to the City to see if it could do a few things to spruce up the downtown, such as replacement of trash receptacles and addition of recycle bins, repairs to signage, and possibly adding some dog disposal bags. There are additional items on the list and Mr. Seymour will forward the list to Mr. Fatland.

**F. Adjourn**

Motion by Mr. Fatland, seconded by Ms. Threlkel to adjourn the meeting at 4:56 PM.  
Motion carried unanimously.

X   
Charlie Landreth  
Chair, Council Member

X   
Denise Hodsdon  
Executive Assistant

Minutes Approved - May 23, 2018