

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Thursday, May 6, 2021 – 9:00 AM

City Hall Council Chambers

Members Present: Maureen Copelof, Chair, Council Member
Gary Daniel, Vice Chair, Council Member
Jim Fatland, City Manager
Paul Ray, Planning Director
Nicole Bentley, Heart of Brevard Executive Director
Billy Parrish, Heart of Brevard Representative
Dee Dee Perkins, Citizen Member
Susan Threlkel, Council Appointed At-Large Member (via Zoom)

Absent: None

Staff Present: David Lutz, Public Works Director
Matt Landers, Public Works Department
Leigh Huffman, Planner
Denise Hodsdon, Executive Assistant

Guests: Mark Burrows, Blue Zones Project

A. Welcome & Call to Order

Committee Chair Maureen Copelof welcomed everyone and called the meeting to order at 9:00 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Ms. Perkins asked to add an update and timeline on the NCDOT paving project and Ms. Copelof asked to add an update on Clemson Plaza. Motion by Ms. Perkins, seconded by Ms. Bentley to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes of April 15, 2021 Meeting

Motion by Mr. Daniel, seconded by Ms. Threlkel to approve the minutes of the April 15, 2021 meeting as presented. The motion carried unanimously.

E. Update re Landscaping of Picnic Area on Caldwell & Main Streets

Mr. Fatland has talked with Matt Landers of the Public Works Department about the possibility of doing this project in-house. The estimate from 35° North for landscaping, together with the cost to add pavers for handicap accessibility would total approximately \$20,000. Mr. Landers said he would be able to get the 9 arborvitae plants for \$1152 and a 10 to 14-foot tall yellow wood tree for \$1470, for a total cost of \$2622. Public Works staff would move the rose bushes and plant all the new trees. In order to make one of the tables handicap accessible, Mr. Landers suggests doing a bump out at the edge of the sidewalk where it is the most level instead of doing a huge paver project. He suggests installing a 5-foot wide bump out where a wheelchair can access the edge of the table and permeable pavers all around the table. The estimated cost for that would be \$5000 to \$6,000 and it could be done in 2 days. Public Works could complete the whole project for less than \$9,000. Following discussion, motion by Mr. Fatland, seconded by Mr. Daniel that Public Works move forward with the project as soon as possible. The motion carried unanimously.

F. Heart of Brevard Report re Downtown Maintenance Items

Mr. Parrish presented the draft Heart of Brevard's 2021 Walkable Center Assessment Team Summary Report (a copy of the report is filed with the minutes). He noted that the items in this report are more maintenance issues than they are master plan kind of items, however many of the categories are quite similar. Summary recommendations in the report included:

- Crosswalks: Signalization, Maintenance and Accessibility – Mr. Lutz explained that DOT paints the crosswalks on a yearly cycle. He will contact them to request that they do it as soon as possible. We will also request that the intersection at S. Broad and E. Jordan by Quixote be designated as “no turn on red”.
- Sidewalks: Repair and Maintenance – There was consensus that sidewalk pressure washing should be done annually.
- Storm Grates & Drains
- Sidewalks: Missing Sidewalks
- Street Light Lamp Posts, Traffic Signal Standards & Power Poles – Mr. Fatland noted that the street light poles are owned by Duke and he will contact them to request that they paint the poles.
- Tree Wells & Vegetation Management
- Street Furniture Placement & Maintenance
- Entryways
- Traffic Calming
- Parking Identification, Management and Maintenance
- Private Sector-Specific Assessment Observations

Ms. Perkins noted that the newly done crosswalks with the stamped brick have made a big impact on aesthetics. She reminded everyone that we had looked at a cost estimate

to do that at the main square but when we talked about it, we were waiting to see what the timeline was for the NCDOT resurfacing project for Broad and Main Street. She asked if we had an update on that timeline. Mr. Fatland explained that last year we had wanted to make this a priority but DOT notified City Staff that they plan on paving East Main Street from Silvermont all the way to the intersection and they would do the crosswalks for us at their expense, so we decided to wait. We will get an update on their timeline for that project.

There was discussion about developing a schedule for downtown maintenance items. Ms. Copelof requested that Staff take some time to look at this report, wrestle with the best way to approach it and then come back with a recommended plan for how to address these items.

G. Update re Jordan Street Pilot Trash/Recycling Project

Ms. Bentley said the businesses have totally bought in to this project, but that area is looking pretty bad already and the orange barricades have worn out their welcome. She has a meeting with Jordan Street merchants and requested an update on whether subgrade dumpsters are part of the plan, and if not, what is our plan for Jordan Street?

Mr. Fatland noted that the estimate for two subgrade dumpsters is \$28,000 to \$30,000 and our City trucks can't empty them. We got an estimate from Republic to service the dumpsters at a cost of approximately \$5400 per year. He reported that the Public Works Committee met last night and reviewed the City's total sanitation revenue and expenses. The City has not raised trash rates since 2010/2011 and we are currently losing \$95,000 per year. The Public Works Committee is recommending raising the garbage rates by \$3.00. He explained that every \$1.00 raises about \$30,000 so the Public Works Committee felt that they didn't want to add an extra dollar and make it \$4.00 to pay for the subgrade dumpsters. He said David Lutz did share with the committee that he thinks the trash is working much better, getting it off the street. He would like to go ahead at a lesser cost and build a fenced area with above ground dumpsters, screen it and make that happen on a permanent basis. However, if the Downtown Committee would like to use their money to pay for the subgrade dumpsters we wouldn't need to raise the rates an extra dollar city-wide. Mr. Fatland said our options are to either 1) take money out of DTMP funds and do the subgrade dumpsters and factor the \$5,400 into the overall cost of the City's sanitation program or 2) we direct Public Works to proceed with an additional larger fenced area and put in all the dumpsters needed for recycling and trash. There was considerable discussion about the two options and it was decided to do a cost analysis including estimates for options of the required screened enclosures and continue discussion at the next regular meeting.

H. Downtown Master Plan and Streetscape Project Priorities

The Committee reviewed and rated the list of project priorities for the Downtown Master Plan and Streetscape project. The final Project Priority Worksheet is attached.

I. NCDOT Project Update

This item was added to the agenda, but was discussed during the Heart of Brevard Downtown Maintenance discussion.

J. Clemson Plaza Project Update

Mr. Ray reported that the projected start date is May 10th with estimated completion by November 10th.

K. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Wednesday, May 19, 2021 at 9:00 AM in the Council Chambers at City Hall. This meeting will be a work session for the draft final Downtown Master Plan & Streetscape project.

L. Adjourn

There being no further business, the meeting was adjourned at 11:03 AM.

X Maureen Copelof
Maureen Copelof
Chair, Council Member

Minutes Approved - May 19, 2021

X Denise Hodsdon
Denise Hodsdon
Executive Assistant

Downtown Streetscape Master Plan

Project Priority Worksheet

Committee Member COMMITTEE MASTER LIST

Please fill out this worksheet and email it to leigh.huffman@cityofbrevard.com **BEFORE** the **May 6** Downtown Master Plan Committee meeting. At the meeting, the Committee will go through the worksheet and create a consolidated priority list. We will make sure to print each respondent's worksheet to be available for that respondent at the meeting.

Project	Estimated Project Start- 2-Finish Time Frame	Priority (Low, Medium, High)
GATEWAYS		
<i>North Broad/Caldwell Street Gateway</i> Signage and Landscaping (Slide 5)	Near-term w/ NCDOT R-5800	HIGH (UNANIMOUS)
<i>North Broad</i> painted crosswalks	Short	HIGH
<i>North Broad</i> Stamped and signalized crosswalks, sidewalk extension, and landscaped medians (Slide 6)	Long	MEDIUM
<i>South Broad Gateway:</i> Signage, painted crosswalks, painted sharrows, re-striping the street (Slide 8)	Short	MEDIUM
<i>South Broad Gateway:</i> Stamped and signalized crosswalks, sidewalk extension, landscaped median, stormwater, and bury overhead utilities (Slide 8)	Long	MEDIUM
<i>East Main Gateway:</i> Signage and painted sharrows	Short	HIGH
<i>East Main Gateway:</i> Stamped and signalized crosswalks, landscaped median, sidewalk repairs, stormwater, and bury overhead utilities (Slide 9)	Long	MEDIUM
BIKE BOULEVARDS		
<i>Morgan Street:</i> Restriping with bike lane/sharrows and adding signage (Slides 11-14)	Short	HIGH
<i>Morgan Street:</i> Sidewalk extensions, greening, stormwater, and bury overhead utilities (Slides 11-14)	Long	MEDIUM-LOW
<i>East Jordan Street:</i> Restriping with bike lane/sharrows and adding signage (Slides 15-16)	Short	HIGH
<i>East Jordan Street:</i> Sidewalk extensions, greening, stormwater, and bury overhead utilities (Slides 15-16)	Long	LOW
<i>West Jordan Shared Street:</i> Restriping with 2-way traffic to parking lot and bike lane/sharrows, paint parklet, outdoor seating, planters/signage to restrict eastbound traffic (Slides 17-18)	Short	HIGH
<i>West Jordan Shared Street:</i> Permanent curbless street constructed, street lighting, landscaping, stormwater, and bury overhead utilities (Slides 17-18)	Long	MEDIUM-HIGH
CONNECTOR STREETS/ALLEYS		
<i>Times Arcade Alley:</i> Signage to limit thru traffic (Slides 19 & 21)	Short	HIGH
<i>Times Arcade Alley:</i> Change the surface of the alley with stamping, painting, or new pavers; stormwater; lighting; remove 2 parking spaces to add outdoor seating and create safer pedestrian environment; buried utilities; controlled entry mechanism (Slides 19 & 21)	Long	HIGH (UNANIMOUS)

Project	Estimated Project Start- 2-Finish Time Frame	Priority (Low, Medium, High)
CONNECTOR STREETS/ALLEYS		
<i>North Alley:</i> Change the surface of the alley with stamping, painting, or new pavers; lighting; decorations; smaller tables/mounted tables (Slides 20-21)	Medium	High (decided at April 15 meeting)
<i>Probart Street Parking Lot:</i> Paving, bury overhead utilities, stormwater, loading area, covered bike storage, and pathways from parking to North Alley (Slide 20)	Long	High (decided at April 15 meeting)
<i>South Alley:</i> Change the surface of the alley with stamping, painting, or new pavers; lighted bollards; decorations; landscape clean up; screening; bike racks/planters (Slides 22-23)	Medium	MEDIUM
<i>Gaston Street:</i> Mural wall and signage to parking (Slide 24)	Short	MEDIUM
<i>Gaston Street:</i> Sidewalk extension and greening, corner bump-outs, covered bike storage area/rack; bury overhead utility lines (Slide 24)	Long	MEDIUM
PRIMARY STREETS		
<i>West Main Street:</i> Restriping the road with proposed bump-outs, closed curb cut, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage	Medium	HIGH
<i>West Main Street:</i> Intersection bump-outs; sidewalk extensions; landscaping; stormwater; mountable mid-block crossings and loading zones (Slides 25-27)	Long	HIGH
<i>East Main Street:</i> Restriping the road with proposed bump-outs, bus stop, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage	Medium	HIGH
<i>East Main Street:</i> Intersection bump-outs; sidewalk extensions; landscaping; stormwater; mountable mid-block crossings and loading zones; bus stop shelter; bury overhead utilities (Slides 29-31)	Long	HIGH
<i>South Broad Street:</i> Restriping the road with proposed bump-outs, loading zones, bus stop, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage (Slides 32-33)	Medium	HIGH
<i>South Broad Street:</i> Intersection bump-outs; sidewalk extensions; landscaping; stormwater (Slides 32-33)	Long	HIGH
MISCELLANEOUS		
Speed limit reductions		HIGH (UNANIMOUS)
Improve the existing pedestrian signals at intersections		HIGH (UNANIMOUS)
Smart Zones loading zone pilot program/data gathering study (Slides 37-39)		MEDIUM
Other loading zone strategies (Slides 37-39)		MEDIUM
Surface parking lot agreements and coordination		HIGH
On-going tree replacement		HIGH (UNANIMOUS)
Speed/Noise enforcement		HIGH
PARKING ENFORCEMENT (ADDED AT MEETING)		HIGH