

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, September 15, 2021 – 9:30 AM

City Hall Council Chambers

Members Present: Maureen Copelof, Chair, Council Member
Jim Fatland, City Manager (9:40 to 10:00am)
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

Absent: Gary Daniel, Vice Chair, Council Member

Staff Present: Leigh Huffman, Planner
David Lutz, Public Works Director
Wesley Shook, Assistant Public Works Director
Letha Cox, Public Works Administrative Services Manager
Denise Hodsdon, Executive Assistant

Guests: Misty Prichard, Hunters & Gatherers
Erin Jones, Artist

A. Welcome & Call to Order

Committee Chair Maureen Copelof welcomed everyone and called the meeting to order at 9:30 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Ms. Threlkel asked to add an item re background information on Tree City USA. Motion by Ms. Bentley, seconded by Mr. Ray to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes of August 19, 2021 Meeting

Motion by Ms. Perkins, seconded by Mr. Ray to approve the minutes of the August 19, 2021 meeting as presented. The motion carried unanimously.

E. Public Art Application from Hunters & Gatherers

Leigh Huffman reviewed the Application for Public Art received from Hunters & Gatherers for a mural on the alley side wall of the building at 40 West Main Street. Motion by Ms. Copelof, seconded by Ms. Bentley to approve the application and forward to City Council. The motion carried unanimously.

F. Main Street Water & Sewer Improvements

Mr. Fatland informed the Committee that the City has received a proposal from Summit Engineering Group for engineering/design services for the Main Street water and sewer infrastructure improvements project to be done in advance of the NCDOT repaving project next summer. The amount of the proposal is \$126,500 and Mr. Fatland will make recommendation to City Council that it be funded out of American Rescue Plan funds.

Mr. Fatland will invite Alvin Fuller from Summit Engineering to the next committee meeting to discuss project timeline and what to expect for interruption of service. Mr. Ray said he has a meeting scheduled with Lonnie Watkins of NCDOT to discuss the paving project. NCDOT also plans to meet with this committee in the future to review timeline and logistics for the paving project.

It was noted that the infrastructure improvement project and the paving project will cause considerable disruption and require a lot of communication with downtown merchants. Ms. Bentley suggested that we may want to consider hiring an outside marketing firm to assist with that. Mr. Fatland added that we are hoping to get the off-street parking plan in place before we start construction.

Motion by Mr. Fatland, seconded by Ms. Copelof to approve the proposal from Summit Engineering Group for the water and sewer improvements to be done in advance of the NCDOT major repavement project, and to forward to City Council for approval. The motion carried unanimously.

G. Tree City USA Background Information

Ms. Threlkel provided some background information on how and when the City became a Tree City USA. She noted that there are four standards for Tree City USA designation:

1. Have a Tree Board or Department
2. Have a Tree Care Ordinance
3. A Community Forestry Program with an Annual Budget of at least \$2 Per Capita
4. Arbor Day Observance Proclamation

She explained that one of the recommendations that came out of Focus 2020 was to form the Community Appearance Commission and one of its jobs was to be the board that oversaw trees. However, that commission no longer exists. She feels that there are some weaknesses in meeting some of these standards and hopes that the Community

Appearance Commission can be reestablished. Mr. Ray informed the Committee that the Planning Department is bringing a text amendment to City Council this month that will strengthen our Tree City USA Ordinance and bring it into compliance with the standards.

H. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Thursday, October 7, 2021 at 9:00 AM in the Council Chambers at City Hall.

I. Adjourn

There being no further business, the meeting was adjourned at 10:05 AM.

X Maureen Copelof

Maureen Copelof
Chair, Council Member

Minutes Approved - October 14, 2021

X Denise Hodsdon

Denise Hodsdon
Executive Assistant