

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, August 27, 2020 – 2:00 PM

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
Melanie Spreen, Heart of Brevard Representative
Susan Threlkel, Council Appointed At-Large Member

Members Absent: Dee Dee Perkins, Citizen Member

Staff Present: Denise Hodsdon, Executive Assistant
Leigh Huffman, Planning Department

A. Welcome & Call to Order

Committee Chair Maureen Copelof welcomed everyone and called the meeting to order at 2:00 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Ms. Threlkel asked to add an item regarding wayfinding signage for the Depot. Motion by Ms. Threlkel, seconded by Ms. Spreen to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes from August 13, 2020 Meeting

Motion by Mr. Daniel, seconded by Ms. Spreen to approve the minutes of the August 13, 2020 meeting as presented. The motion carried unanimously.

E. Plan for Tree Wells on Main and Broad Streets

Ms. Copelof reported that she has taken inventory of the tree wells on Main and Broad Streets that are not enhancing downtown. She found 26 that and are in need of

immediate attention; 20 on Main Street and 6 on Broad Street. Some of them are totally empty, some have weeds, some just have stumps and some have small bushes but are overgrown with weeds. She thought possible options would be to simply clean up the wells and put rocks or mulch in them, or plant flowers and bushes in the tree well itself, or we could put some sort of planter in each one, which could always be moved and reused. She suggested that we get an estimate from a professional landscaper as to what it would cost to do one of these options. Ms. Bentley noted that for point of reference, the Heart of Brevard has a contract with 35° North for the 8 large planters downtown and pays \$1,200 per year which includes two plantings (one in spring and in one fall) as well as maintaining and watering them. Based on that, it is estimated that to do 26 additional planters would cost approximately \$4,000, not including the price of the planters. Ms. Bentley also suggested that we should consider expanding it to Jordan and Gaston Streets. Following additional discussion, motion by Mr. Daniel, seconded by Ms. Threlkel to have a professional landscaper give us a couple options for a plan and a cost estimate. The motion carried unanimously.

There was also discussion about pressure washing the sidewalks. Mr. Lutz noted that the best time to do pressure washing is in the early morning, but some of the merchants don't like it when they are doing it in front of their business. Ms. Bentley said the Heart of Brevard would be happy to coordinate communicating the schedule to the business owners.

F. Decorating Downtown Alleyways

Ms. Copelof wanted to continue discussion of decorating our alleyways and recapped what was discussed at the last meeting. Ms. Bentley said Mt. Airy has an alleyway very similar to the Hunters & Gatherers alleyway and they are going to paint the alley floor with some funky geometric shapes and add some planters and she thought that might be a suggestion for that alleyway. Mr. Ray noted that that would help draw people into the alleyway. Ms. Bentley said the basic premise is to use these alleys to create a space that people want to explore and that takes them to somewhere else in downtown that they may never explore if there is not an impetus there. Ms. Copelof pointed out that we have such an artistic community here and asked how do we bring them in with ideas on how to decorate the alleys? Ms. Bentley said we need to figure out the scope of the project and suggested partnering with the Arts Council to put out a call for artists. Motion by Mr. Fatland, seconded by Ms. Spreen that Nicole Bentley coordinate with the Arts Council on an alleyway decoration plan. The motion carried unanimously.

G. Updated Sidewalk Dining Ordinance

Leigh Huffman explained that the City has signed a sidewalk dining agreement with NCDOT and we need to update the ordinance to bring it into compliance with the agreement. She presented five options for sidewalk dining configurations for the committee's consideration (copy of her presentation is attached). During discussion committee members agreed that Option 1 gives the most flexibility. Motion by Mr. Daniel, seconded by Ms. Bentley to accept and move forward with Option 1. The motion carried unanimously.

H. Jordan Street

This item was moved up on the agenda to follow the alleyways discussion. Ms. Bentley said she has been meeting with Jordan Street merchants about how to make enhancements to draw traffic down that street. The merchants have put together a list of concerns and ideas for making Jordan Street what it could be, which include the following:

1. Manage parking – a majority of business owners would be fine if on-street parking was removed on Jordan Street;
2. Relocate the trash and recycling from the street;
3. Apply wayfinding signage like the rest of Downtown signage; also suggested some sort of artistic street directory;
4. Update building facades and awnings;
5. Increase street plantings with native grasses and plants that could be changed out seasonally;
6. Relocate delivery/loading zones;
7. Refresh crosswalks with something artistic and outside of the box. Ms. Bentley has talked with local artist Billy Smith about doing three artistic crosswalks with an estimated cost of \$5,000 to \$8,000 and she said the Heart of Brevard is prepared to pay for that;
8. Create vertical interest; maybe a mural on the side of the Looking Glass Realty building
9. Energize sidewalks – if we could relocate the loading zone, this seems like an area where we could utilize some outdoor seating

Ms. Bentley said their number one priority would be to relocate trash and recycling. Ms. Spreen reported that she has researched some options for shared dumpster space for Jordan Street. She presented some information on sub-grade dumpsters and options for locating three of these type dumpsters in the Jordan Street parking lot (one for garbage, one for recycling and one for cardboard). She pointed out that the benefits of sub-grade dumpsters is that they increase capacity, you are storing it below ground so that you are eliminating odor and rodent/pest issues and they can be secured so you eliminate issues with illegal dumping. She noted that each of these bins would be the equivalent to 18 rolling large trash cans and the cost is \$6,000 for each bin with an estimated installation cost of \$4,000 each. She did not have a quote for dumping these type dumpsters. Following discussion, Mr. Fatland moved, seconded by Mr. Daniel, that this presentation on the sub-grade dumpsters be referred to staff for further evaluation on how to make it work. The motion carried unanimously.

Ms. Bentley will continue to work with Billy Smith on the crosswalk design and bring back further information to this committee next month.

I. Update on Focus 2020 Review

This item was postponed until the next meeting.

J. Wayfinding Signage for Depot

Ms. Threlkel noted that the Depot, the Mary C. Jenkins Center and Tannery Park all fall into a new section of the wayfinding system and we need to start working on a list of locations for a new signage system for that area.

K. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Thursday, September 10, 2020 at 2:00 PM in the Council Chambers at City Hall.

L. Adjourn

There being no further business, the meeting was adjourned at 4:08 PM.

X Maureen Copelof
Maureen Copelof
Chair, Council Member

Minutes Approved - September 17, 2020

X Denise Hodsdon
Denise Hodsdon
Executive Assistant



The City of
Brevard
North Carolina

Updating the Sidewalk Dining Ordinance

Downtown Master Plan Committee

August 27, 2020

Leigh Huffman

Why are we updating the ordinance?

- The City signed a sidewalk dining agreement with NCDOT
- Required to bring our ordinance into compliance with the agreement
- An opportunity to address what we have learned from the COVID-19 Use Permits
 - Use of the brick area of the sidewalks
 - Amount of space reasonably needed to have merchandise or tables outside
- Goal to have updated ordinance before State of Emergency is lifted



Process

- Receive initial input from Downtown Master Plan Committee
- Receive input from NCDOT
- Circulate and present draft ordinance to Downtown Master Plan Committee for recommendations
- Present draft ordinance to City Council prior to vote



NCDOT Sidewalk Dining Agreement Requirements

Permitting Process

- All restaurants with sidewalk dining areas on NCDOT rights-of-way require a permit.
- Applicant must provide proof of liability insurance in the amount of \$2,000,000 (aggregate) that lists NCDOT and the City as additional insured.
- Applicant must sign an agreement to indemnify and hold harmless NCDOT and the City from any claim resulting from the operation of sidewalk dining activities.
- Applicant must provide copies of all permits and licenses issued by the State, County, or City, including health and ABC permits, necessary for the operation of the restaurant or business. This requirement includes any permits issued for exterior alterations or improvements to the restaurant.



NCDOT Sidewalk Dining Agreement Requirements

Minimum Standards

- Tables, chairs, and other furnishings shall be placed a minimum of six feet from any travel lane.
- Tables, chairs, and other furnishings shall be placed in such a manner that at least five feet of unobstructed paved space of the sidewalk, measured from any permanent or semi-permanent object, remains clear for the passage of pedestrians.
- Furnishings shall not block entrances and exits, driveways, alleys, utilities, or ramps.
- Maximum posted speed limit shall not be greater than 45 miles per hour.
- Restaurant operator shall cease part or all sidewalk dining activities in order to allow construction, maintenance, or repair of any street, sidewalk, utility, or public building, by the NCDOT or by any other governmental entity or public utility.

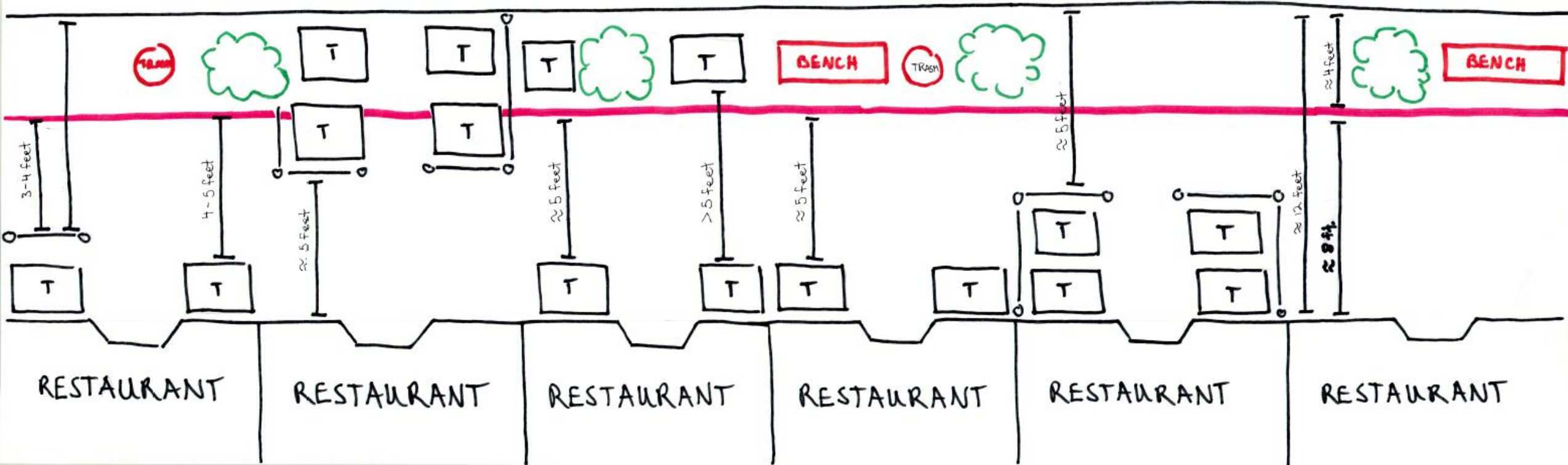


Sidewalk Dining Configurations

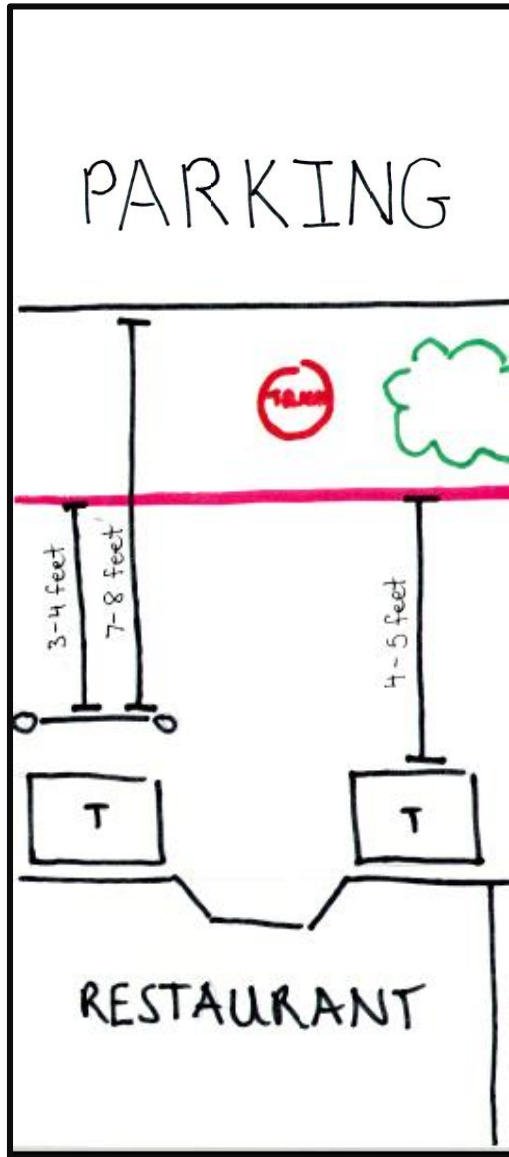
PARKING

COVID-19

Pre-COVID-19

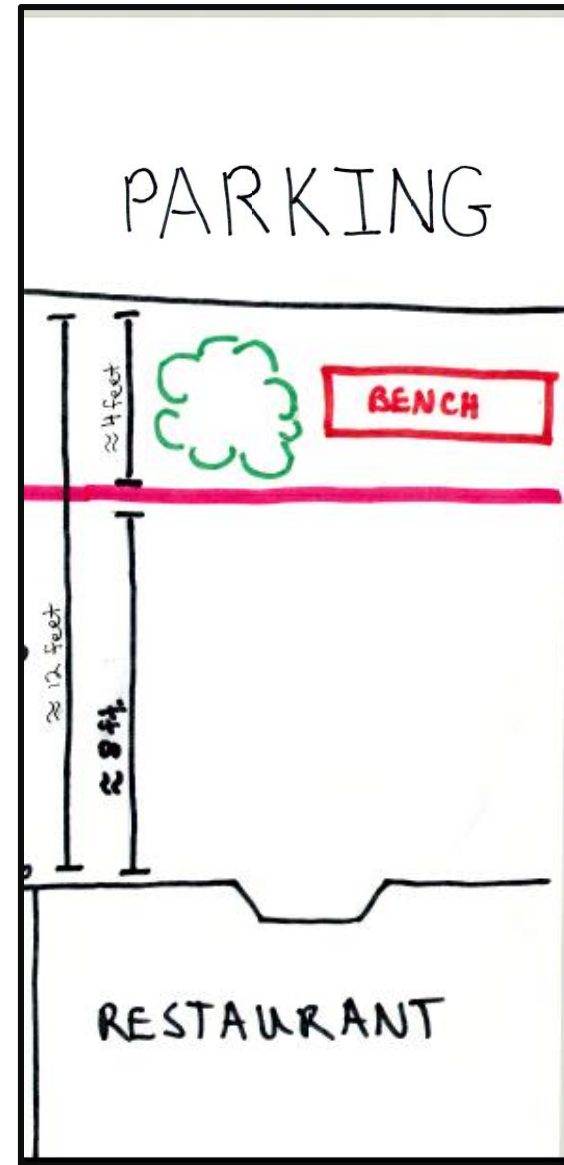


Typical COVID-19 Configurations



- Restaurants serving alcohol:
 - Needed at least 4-5 feet for a single row of tables and the alcohol barricade.
 - Between 7-8 feet to curb
 - 3-4 feet to the brick area
- Restaurants not serving alcohol:
 - Between 4-5 feet of unobstructed concrete sidewalk.

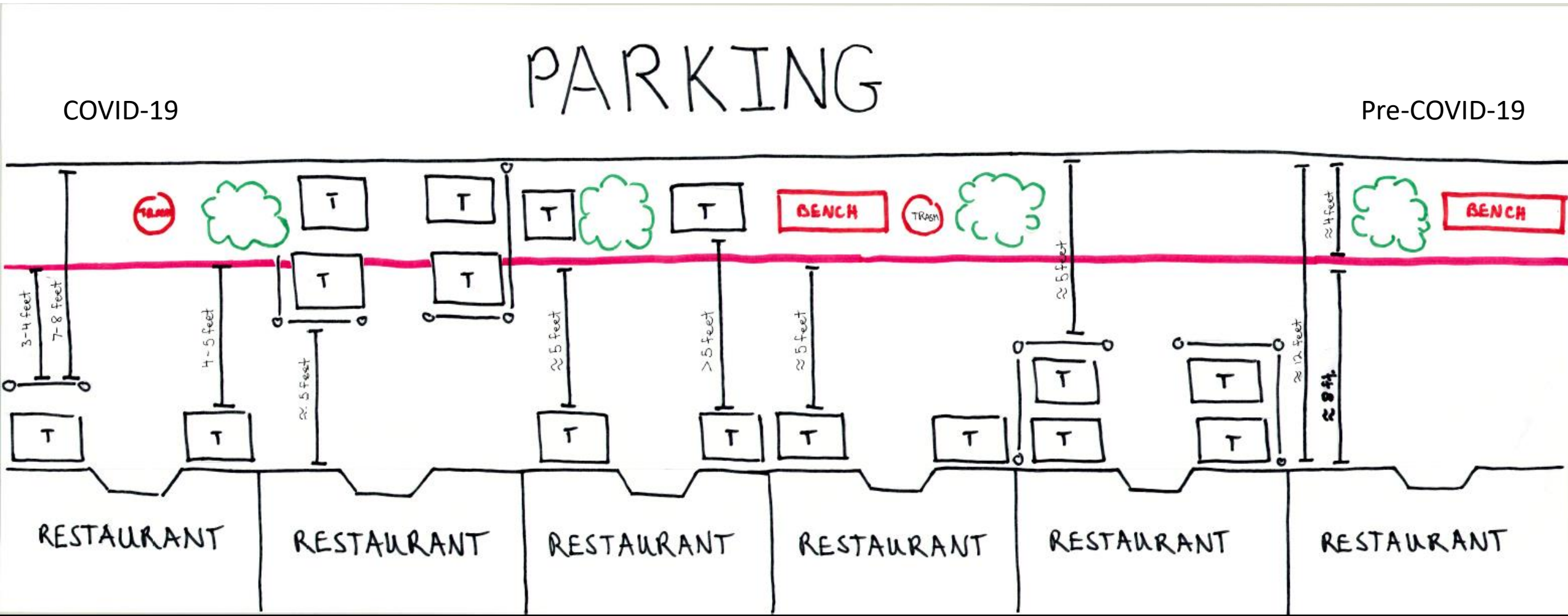
Typical Configuration Prior to COVID-19



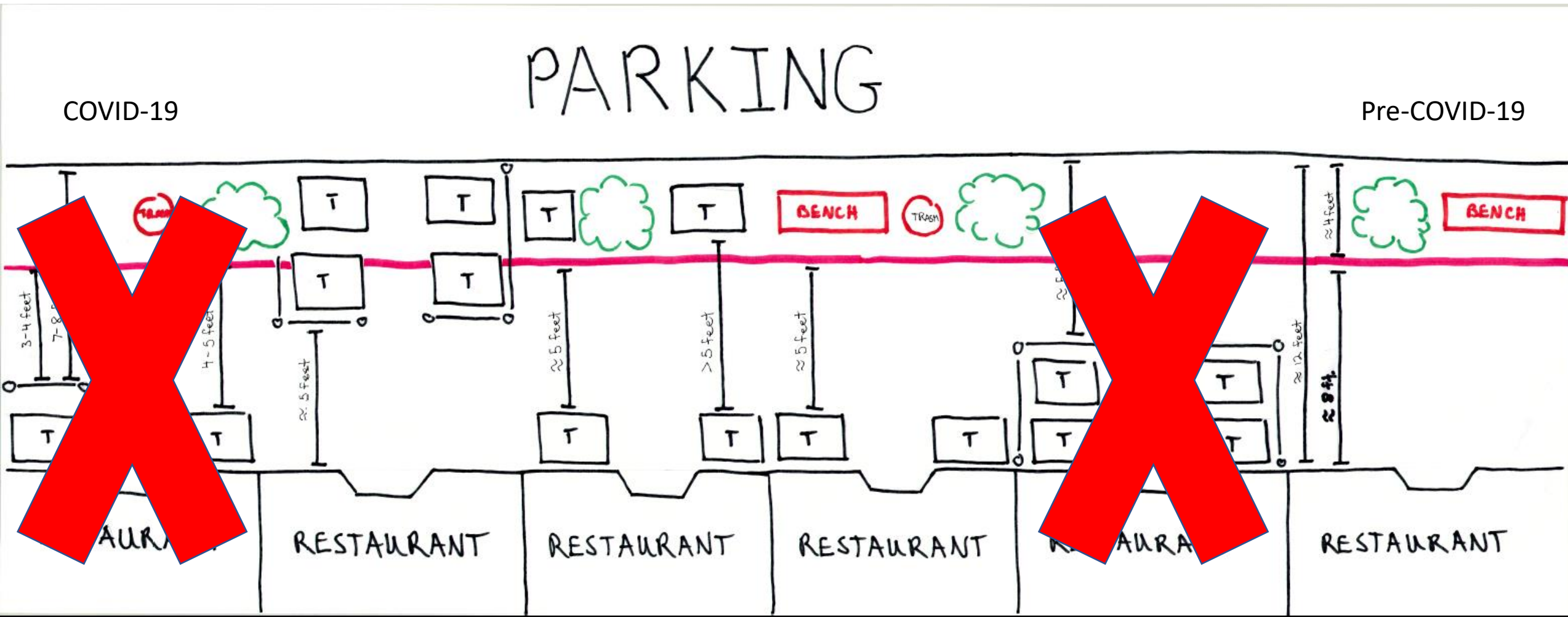
- Most restaurants did not have tables on the sidewalk.
- Restaurants that did have tables outside often had them adjacent to the building with between 4-5 feet of unobstructed concrete sidewalk.



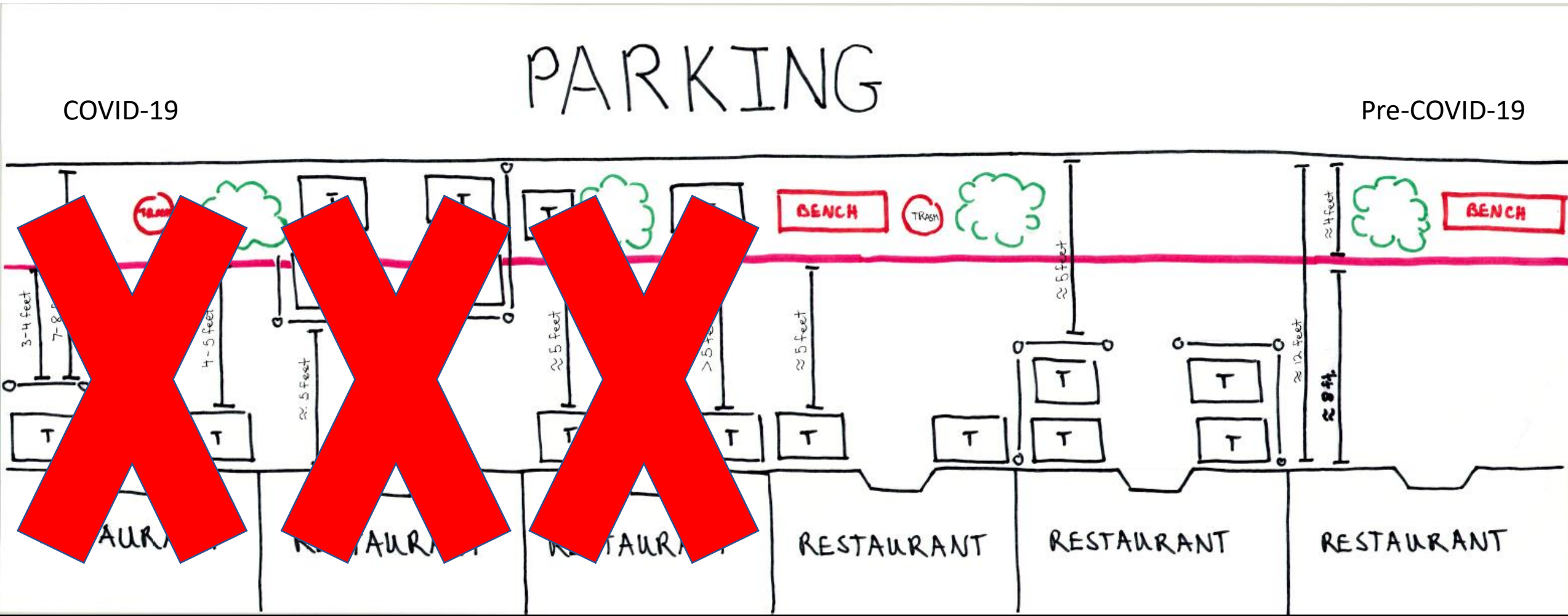
Option 1: Furnishings must be placed to allow that at least five feet of **unobstructed space** remains on the sidewalk or pedestrian way.



Option 2: Furnishings must be placed to allow that at least five feet of **unobstructed paved concrete space** remains on the sidewalk or pedestrian way.



Option 3: Furnishings must be placed adjacent to the wall and must allow that at least five feet of **unobstructed space** remains on the sidewalk or pedestrian way.



PARKING

Pre-COVID-19

Option 5: Furnishings must be placed starting in the brick area and must allow that at least five feet of **unobstructed paved concrete space** remains on the sidewalk or pedestrian way.

