

# **MINUTES**

## **COUNCIL DOWNTOWN MASTER PLAN COMMITTEE**

**Thursday, September 17, 2020 – 9:00 AM**

City Hall Council Chambers

Members Present: Maureen Copelof, Chair, Council Member  
Jim Fatland, City Manager  
Paul Ray, Planning Director  
Melanie Spreen, Heart of Brevard Representative  
Dee Dee Perkins, Citizen Member

Members Absent: Gary Daniel, Vice Chair, Council Member  
Nicole Bentley, Heart of Brevard  
Susan Threlkel, Council Appointed At-Large Member

Staff Present: Denise Hodsdon, Executive Assistant

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

Committee Chair Maureen Copelof welcomed everyone and called the meeting to order at 9:07 AM.

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

Quorum was certified by Executive Assistant Denise Hodsdon.

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

Ms. Perkins asked to add an item regarding the BUILD Grant and Ms. Copelof asked to add an update on alleyways. The Focus 2020 Review Update was removed from the agenda. Motion by Ms. Perkins, seconded by Mr. Fatland to approve the agenda as amended. The motion carried unanimously.

### **D. Approval of Minutes from August 27, 2020 Meeting**

Motion by Ms. Spreen, seconded by Ms. Perkins to approve the minutes of the August 27, 2020 meeting as presented. The motion carried unanimously.

### **E. Update re Tree Wells on Main and Broad Streets**

Ms. Copelof reported that she and Ms. Bentley have mapped the empty tree wells and because they are not evenly dispersed, she thought it would be best to brick them over

and take a more coordinated look at where it makes sense to put planters. They took inventory of planters and we have 13 that are not currently being used. She said they are waiting on a recommendation for a plan and cost estimate from 35° N. They have asked for a recommendation of where to strategically place the planters throughout downtown and an estimated cost to fill the planters twice per year with ongoing maintenance. She noted that this is an interim plan only until we have completed the revision of our streetscape plan. Mr. Ray pointed out that bricking over the tree wells will help our merchants by providing more flexibility for their sidewalk dining.

## **F. COVID-19 Update**

Mr. Fatland reported that the County has received Coronavirus Relief Funds and 25% of those funds are to be shared between Brevard and Rosman. Brevard got \$184,599 and we had to submit a plan on how to spend it. The plan required all expenses incurred from March through June 30<sup>th</sup>; the month of July and then August 1<sup>st</sup> through December 31<sup>st</sup>. He submitted a report to the County totaling \$187,518 and the County has already given us a check for the June expenses in the amount of \$105,000. The Downtown Master Plan Committee spent \$30,000 on a grant to the small business Transylvania Tomorrow program and we got that money back. We also spent over \$50,000 on tables, umbrellas, and signage and that money came back as well. Those funds have been put back into the Downtown Master Plan fund. He is going to recommend that City Council consider giving another \$30,000 grant to the Transylvania Tomorrow program.

Mr. Ray noted that the tables and chairs in the Hunters & Gatherers alley are being used and we have talked about ways to give the alleyway more eye appeal. He ordered a festive colorful string of pennant flags and suggested that they could be attached to the festoon lighting to add some color.

Ms. Copelof reported that she and Nicole Bentley are working on a longer-term alley project for the Hunters & Gatherers and the Times Arcade alleyways. They would like to put out a call to artists for proposals to enhance both alleyways and tie them together. They want to have a budget in place prior to putting out the request for proposals.

Mr. Ray reported that NCDOT has approved painting the curbside pickup parking spaces as long as we use a non-reflective paint. Mr. Ray had reservations about painting the entire space and suggested that we just paint the brackets and curb instead. He also suggested that a different color might work better than the light shade of yellow that the committee had originally decided on. Following further discussion, Ms. Copelof moved, seconded by Ms. Spreen to modify the decision from last month and paint the curbside parking spaces green on the edges with the "10-minute parking" painted in the center. The motion carried unanimously.

Ms. Perkins asked if there would be a possibility for restaurants to use outside heaters once we move into cooler climate. Mr. Ray noted that the downtown is in a fire district, but he said staff will explore that possibility with Chief Cooper.

## **G. BUILD Grant Update**

Mr. Fatland reported that we were not awarded a BUILD Grant this year. He said Lexington got a \$25M grant for a new train depot/bus station and at their press conference they had the Mayor, US Senator Tillis and their Congressman was there to announce the grant. Mr. Fatland said we did submit a strong application, but our missing link was that we don't have a Congressman for the 11<sup>th</sup> District. He said he would like to retain Julie Metz to do the application again next year. He noted that we will have a new Congressman to help us next year and this committee will be working on modification to our streetscape plan before we apply next year. Motion by Mr. Fatland, seconded by Ms. Spreen that we retain Julie Metz to help with the application next year, that we continue to work on the downtown streetscape modification so we have an even stronger grant application, and to work with our new Congressman-elect to help us on this project. The motion carried unanimously.

## **H. Update on Alleyways**

This item was discussed under the COVID-19 Update item.

## **I. Update on Focus 2020 Review**

This item was postponed until the next meeting.

## **J. Set Date for Next Meeting**

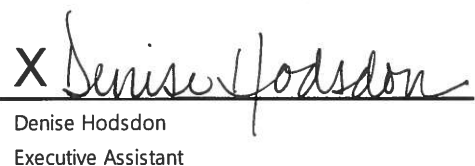
The next meeting of the Council Downtown Master Plan Committee will be on Thursday, September 24, 2020 at 3:30 PM in the Council Chambers at City Hall.

## **K. Adjourn**

There being no further business, the meeting was adjourned at 10:09 AM.

  
Maureen Copelof  
Chair, Council Member

Minutes Approved - October 15, 2020

  
Denise Hodsdon  
Executive Assistant