MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Thursday, November 19, 2020 – 4:00 PM
City Hall Council Chambers

Members Present:	Maureen Copelof, Chair, Council Member Jim Fatland, City Manager (Left at 4:30 PM) Paul Ray, Planning Director Nicole Bentley, Heart of Brevard Melanie Spreen, Heart of Brevard Representative Dee Dee Perkins, Citizen Member Susan Threlkel, Council Appointed At-Large Member
Members Absent:	Gary Daniel, Vice Chair, Council Member
Staff Present:	Denise Hodsdon, Executive Assistant Leigh Huffman, Planner Aaron Bland, Planner
Guests:	Mark Burrows, Blue Zones Project

A. Welcome & Call to Order

Committee Chair Maureen Copelof welcomed everyone and called the meeting to order at 4:03 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Ms. Perkins, seconded by Ms. Spreen to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of November 5, 2020 Meeting

Motion by Ms. Perkins, seconded by Ms. Bentley to approve the minutes of the November 5, 2020 meeting as presented. The motion carried unanimously.

E. Alleyway Plan Update - Guidelines

The second draft of the Public Art Policy was distributed for committee member review prior to the meeting. Ms. Bentley reported that she and Ms. Perkins have received some feedback from Leigh Huffman and Ms. Spreen and there is still some work to do on the policy. She said it would be beneficial if committee members could review and provide feedback via email rather than trying to gather those comments here.

Leigh Huffman explained that the Planning Department will need to take the sign text amendment to the Planning Board for recommendation and then it would need to go to City Council. She said the plan is to take a whole packet including the Public Art Policy, changing the bylaws to allow this specific type of recommendation, and the sign text amendment to City Council. The Planning Board will meet on December 15th and the Planning Department would like to have a finished policy to show them so they understand why the amendment is being done.

Ms. Copelof asked if we would want to get any input from our local artists. There was consensus that Ms. Perkins will send the draft policy to Ann DerGara and ask for her input.

Ms. Spreen asked the committee to give some thought to adding language relating to historic buildings. Following discussion, it was decided to add that a building on the National Historic Register would not qualify for a mural. Ms. Perkins and Ms. Bentley will add that to the draft and they requested any feedback from the committee by November 25th.

F. Jordan Street Crosswalk Painting Update

Ms. Bentley said Billy Smith feels that his current interpretation is the best method to make that a creative crosswalk and to utilize the street as is. The question is whether we can pull this off in cold weather and we may have to push it off until spring. She said we could do a hot pour and fill in some cracks, but his design actually plays around and enhances those cracks. Mr. Ray thought we may want to consider filling the cracks if the design is going to stay there for five years. Following discussion, there was consensus to do a hot pour on the cracks to get the site as ready as possible for when Billy is ready to paint. Ms. Bentley will continue to explore with Billy as to how and when he can do the painting.

G. Downtown Master Plan Budget Update

Mr. Fatland provided the attached updated Downtown Master Plan budget. He noted that all revenue is now in since City Council did all the transfers, and expenditures to date total $74,072. Mr. Ray informed the committee that the Clemson Plaza project is currently out to bid.

H. Request re Downtown Valet Parking Service

Aaron Bland informed the committee that he has had conversations with someone who is going start operating a paid parking lot out of the American Legion lot. He also asked about the possibility of starting a valet parking service downtown on Main Street. He would need to have access to three contiguous parallel parking spaces on Main Street. He would be willing to pay a lease fee for those spots during the busiest hours. Mr. Bland said if the committee is interested in this proposal, the gentleman would like to come to a meeting to discuss details as to how it would actually function. Following discussion, it was decided that Ms. Bentley would contact him for more information about his proposal and decide if it should go further and be added to a future agenda.

I. Brevard Downtown Master Plan and Streetscape Proposal from Domokur Architects

Motion by Mr. Fatland, seconded by Ms. Bentley to add an item to the agenda regarding Brevard Downtown Master Plan and Streetscape proposal from Domokur Architects. The motion carried unanimously. Mr. Fatland noted that when Julie Metz put last year's BUILD grant proposal together, she advised that one weakness was that the streetscape plan that was done several years ago didn't seem ready for design-build. Following the decision to hire a consultant to help with updating the Downtown Master Plan, Paul Ray reached out to Domokur Architects and they have submitted a proposal.

Melanie Spreen explained that the proposal is to look at the Downtown Master Plan holistically and come up with a more comprehensive plan that encompasses the blocks of downtown. She said the proposal includes a three-step master planning process: 1) Conceptual Planning; 2) Preliminary Master Planning; and 3) Final Master Plan. She said they have teamed with a landscape architecture and civil engineering firm that has done a lot of streetscape designs in Traveler's Rest and Greenville, SC. They have focused on projects like this where it is not such a huge plan that you can't accomplish without a BUILD Grant. They have developed these in smaller segments and smaller price-points, and they have the technical expertise to help us make sure we are putting together a plan that could go to a design-build contractor if we got a grant for all of it, or it could be that we tackle it in chunks and we work with the City, based on available funding, to come up with phasing and strategies to incrementally implement that.

Mr. Ray reiterated that even if we did not get the BUILD Grant, we would be able to tackle some of the things we have talked about like street trees, alleyways, etc. by using this plan. He said the plan is take a budget to hire Domokur Architects to City Council on December 7th. Following discussion, Ms. Threlkel moved and Ms. Bentley seconded to make recommendation to City Council to approve the proposal from Domokur Architects. The motion carried unanimously.

J. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Thursday, December 3, 2020 at 9:00 AM in the Council Chambers at City Hall.

K. Adjourn

There being no further business, the meeting was adjourned at 5:00 PM.

X Maureen Copelof

Maureen Copelof
Chair, Council Member

Minutes Approved – December 3, 2020

X Denise Hodsdon

Denise Hodsdon
Executive Assistant

CITY OF BREVARD
DOWNTOWN MASTERPLAN FUND
FY20 BUDGET VS ACTUAL
OCTOBER 31, 2020

	AMENDED FY 20 BUDGET	THRU 31-Oct	ENCUMBERED TO DATE	TOTAL SPENT/ ENCUMBERED	TOTAL REMAINING
BEGINNING FUND BALANCE				$989,436	
REVENUE					
TRANSFER FROM HOB FUND	$11,000	$11,000		$11,000	$0
APPROPRIATION OF FUND BALANCE	$989,436				
TRANSFER FROM GENERAL FUND	$180,000	$180,000		$180,000	$0
LOAN PROCEEDS	$1,300,000	$1,300,000		$1,300,000	$0
TOTAL REVENUE	$2,480,436	$1,491,000		$1,491,000	$0
EXPENDITURES					
PURCHASE ON NORTH BROAD STREET PROPERTY	$1,877,500	$1,877,500		$1,877,500	$0
DTMP DESIGN EXPENDITURES	$151,112	$9,205	$74,072	$83,277	$67,835
CLEMSON PLAZA	$340,000	$0		$0	$340,000
TRANSFER TO PARKING FUND	$111,824	$111,824		$111,824	$0
	$2,480,436	$1,998,529	$74,072	$2,072,601	$407,835
ENDING FUND BALANCE				$407,835	
DTMP ENCUMBERED					
BUILD GRANT CONSULTANT (JULIE METZ)			$17,500		
DOWNTOWN POTS			$11,077		
CHRISTMAS LIGHTS			$5,000		
STREETSCAPE MASTERPLAN (DOMOKUR)			$49,700		
NC CORONA VIRUS REIMBURSEMENT			-$9,205		
TOTAL ENCUMBERED			$74,072		