

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, February 9, 2022 – 4:00 PM

City Hall Council Chambers

Members Present: Gary Daniel, Chair, Council Member
Geraldine Dinkins, Vice Chair, Council Member
Steve Harrell, Interim City Manager
Paul Ray, Planning Director
Billy Parrish, Heart of Brevard Representative
Nicole Bentley, Heart of Brevard Executive Director
Lee McMinn, Citizen Member
Parker Platt, Council Appointed At-Large Member

Staff Present: Denise Hodsdon, Executive Assistant

Guests: Melanie Spreen, Project Manager
Stephanie Livingston and Jason Smit – Arbor Land Design
Mark Burrows, Blue Zones Project

Media: Jonathan Rich, Transylvania Times

A. Welcome & Call to Order

Committee Chair Gary Daniel welcomed everyone and called the meeting to order at 4:02 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Ms. Dinkins, seconded by Mr. Platt to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of December 2, 2021 Meeting

Motion by Ms. Bentley, seconded by Mr. McMinn to approve the minutes of the December 2, 2021 meeting as presented. The motion carried unanimously.

E. Times Arcade Alley Update and 60% Main Street Design Presentation

Melanie Spreen reported that since the last committee meeting in December where we reviewed the 60% Design for Times Arcade Alley, the team has had meetings with property owners to get some initial feedback. The most recent meeting was today just prior to this meeting and the team will give a brief update on that. However, the majority of this presentation will focus on the 60% Main Street Design.

Times Arcade Alley Update: Stephanie Livingston and Jason Smit of Arbor Land Design gave an update on progress of the Times Arcade Alley plans and a copy of their presentation is attached. The project schedule has been updated and with the addition of some additional items, they anticipate having the 90% Design Set and cost estimate by early March, and the new proposed end-date is mid-April.

They are proposing a new bumpout onto Jordan Street to address concerns about safety issues where the alley intersects with Jordan Street. Mr. Smit explained that this plan extends the sidewalk and diverts pedestrians away from the building. This plan would eliminate one parking space uphill of the exit, which will improve visibility of cars pulling out of the alleyway. The cost estimate for this plan is \$35,000 vs. the previous estimate of \$15,000 for signage discussed at the last meeting.

Ms. Livingston reported that they met with Duke Energy this morning and discussed what options are available for underground electrical. Duke plans to send a designer to the site next week to put together a design cost estimate and we should have that within 2 to 3 weeks. She said the team has proposed one pole in the center area of the alley with the potential of another if more light is needed near the parklet area. They are also proposing lighting that would be attached to the buildings and presented some examples for the committee's consideration.

Ms. Livingston said one of the large items that came up during meetings with the stakeholders was downspouts. At the previous meeting, the stakeholders were very concerned about the water that is coming from their roofs and entering the alley and wanted to look at options for how they could take that underground and enter the City's system. The team has proposed two systems with a total estimated cost of \$70,000 and up to \$100,000 if they want to mill and repave the parking lot. She said it is hard to say right now what the feedback is from the stakeholders because they have just seen it. They were not adverse to it, but certainly not committed to it because it is a big investment, so they are going to take some time to think about whether they want to participate.

In terms of next steps, the committee needs to make some decisions regarding whether to incorporate the Jordan Street bumpout into the design instead of the pedestrian signage option. Following discussion, there was consensus to proceed with the bumpout design, but to eliminate some of the plantings. There was discussion about funding the Jordan Street bumpout and Mr. Daniel noted that we need to know how much can be paid for by American Rescue Funds and how much will need to come from

the General Fund. Mr. Parrish suggested that since this is a safety issue, perhaps Blue Zones would be willing to contribute. Ms. Spreen noted that there are options to pare down some elements of the plan in order to stay within the budget.

60% Main Street Design – Ms. Livingston explained that some of the main features of the Master Plan that they are bringing into this design are: 1) identity and unique sense of place; 2) mobility, accessibility and safety; and 3) attractive and engaging pedestrian experience. A copy of their presentation is attached. She reviewed the project schedule and noted that they anticipate having the overall design completed by the end of April.

Mr. Smit explained that in this first phase, they are focusing on the main intersection at Broad and Main Street, with bumpouts at the four corners and mid-block crossings on Main Street on either side of that main intersection. He noted that NCDOT will not allow narrowing of traffic lane width, so we had to narrow the bumpouts and reduce the planter width, but still maintain the sidewalk width to create as much space as possible for people at the corners. The plan also adds a left-turn lane from North Broad Street onto East Main Street.

Mr. Smit and Ms. Livingston discussed suggested products for pavers and landscaping and options for bumpout furniture. They asked for feedback on furniture and following discussion there was consensus that the preference would be metal benches and a mixture of metal/wood hi-top bar tables and round tables.

Ms. Livingston said they had a meeting with NCDOT regarding stormwater. They have reviewed locations for inlets, they have sized the pipes according to their designs, and the city system needs to be appropriately sized to receive that amount of flow. DOT has looked at the size of the pipes they would be connecting to and that will tell them if the plan we have proposed is possible. If the pipe they would be connecting to is smaller than what they are using, that won't work and the City would have to make improvements. Funding the stormwater system would be a shared responsibility as indicated on the maps in the presentation. DOT plans to meet next week about options for their portion of the funding. Ms. Spreen added that DOT is saying if we're going to do this, we are going to do it all, but we're not going to do it unless the City is committed to making sure it works on their end. They do not want to do it in phases and ideally they want to do it before they repave Main Street. Ms. Livingston said the next steps are to see what is the feasibility of the plan in general by what pipes they are connecting to; what funding is DOT going to provide; and what options we have, if any, to do just part of the stormwater project. She said if it is completely infeasible, we can look at different design options.

The presentation also included an updated cost estimate of \$682,800 which includes at 20% contingency. Ms. Livingston pointed out that the estimate does not include cost for utilities, as that is still to be determined, and does not include any specialty painting in the bumpout blocks. She explained that the landscaping estimate includes moving existing furniture around and adding approximately 6 new tables.

Next steps include continuing discussion with NCDOT Hydraulics Department regarding stormwater and coordination of NCDOT Encroachment Permits. The 90% Design and Cost Estimate will be done the week of March 21st.

Ms. Livingston requested feedback from the committee within the next couple of weeks regarding individual priorities of the proposed components of the Main Street Design. There was discussion about whether there is funding available for this project and if not, do we continue with the design or do we stop at 60%? Mr. Harrell recommended that we put the design on hold until after the Council discusses prioritization of projects at its strategic planning session on February 23rd. Following further discussion, Mr. Harrell moved and Mr. Platt seconded to wait until after the City Council has its strategic planning session in two weeks and prioritizes various essential projects we are looking at. The motion carried unanimously.

F. Jordan Street Dumpsters

Mr. Harrell reported that he met with Ms. Bentley and staff regarding some issues that are going on with the dumpsters. Staff has seen where locks are being unlocked to use the dumpsters but not locked back up and one of the locks is now missing. We are also having difficulties with folks not breaking down boxes before putting them in the cardboard dumpster and people are piling cardboard behind the dumpster. We are going to increase the cardboard pickup schedule to twice per week. Mr. Harrell and Ms. Bentley have scheduled an onsite meeting with the users next Tuesday morning to discuss these issues and the proper use of the dumpsters. Mr. Harrell added that we are looking at the possibility of putting cameras at the kiosk.

Additional Comments:

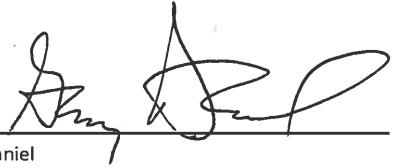
Mr. Daniel asked for an update on Probart Street. Mr. Ray reported that following the last meeting, staff met with property owners and business owners to review the proposed plan. He said there was a lot of opposition to the recommended location of the loading zone. Following a lengthy discussion, they came up with the idea of putting the loading zone in front of the gravel parking lot on Probart Street owned by John Nichols. He said there is some question about where the property lines and the city's right-of-way are, so staff has hired a surveyor to survey the whole street. We will give that survey to a design professional to draw up a plan and bring it back to the committee. Mr. Ray noted that Probart Street is scheduled to be repaved this year and we are trying to work out all of these issues before we do that.

G. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee was scheduled for Wednesday, March 2, 2022 at 4:00 PM

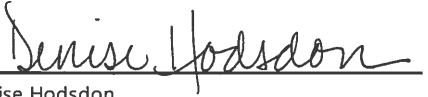
H. Adjourn

There being no further business, the meeting was adjourned at 5:56 PM.

X 

Gary Daniel
Chair, Council Member

Minutes Approved - March 2, 2022

X 

Denise Hodsdon
Executive Assistant

TIMES ARCADE ALLEY

Project Update
02.09.2022



Overview

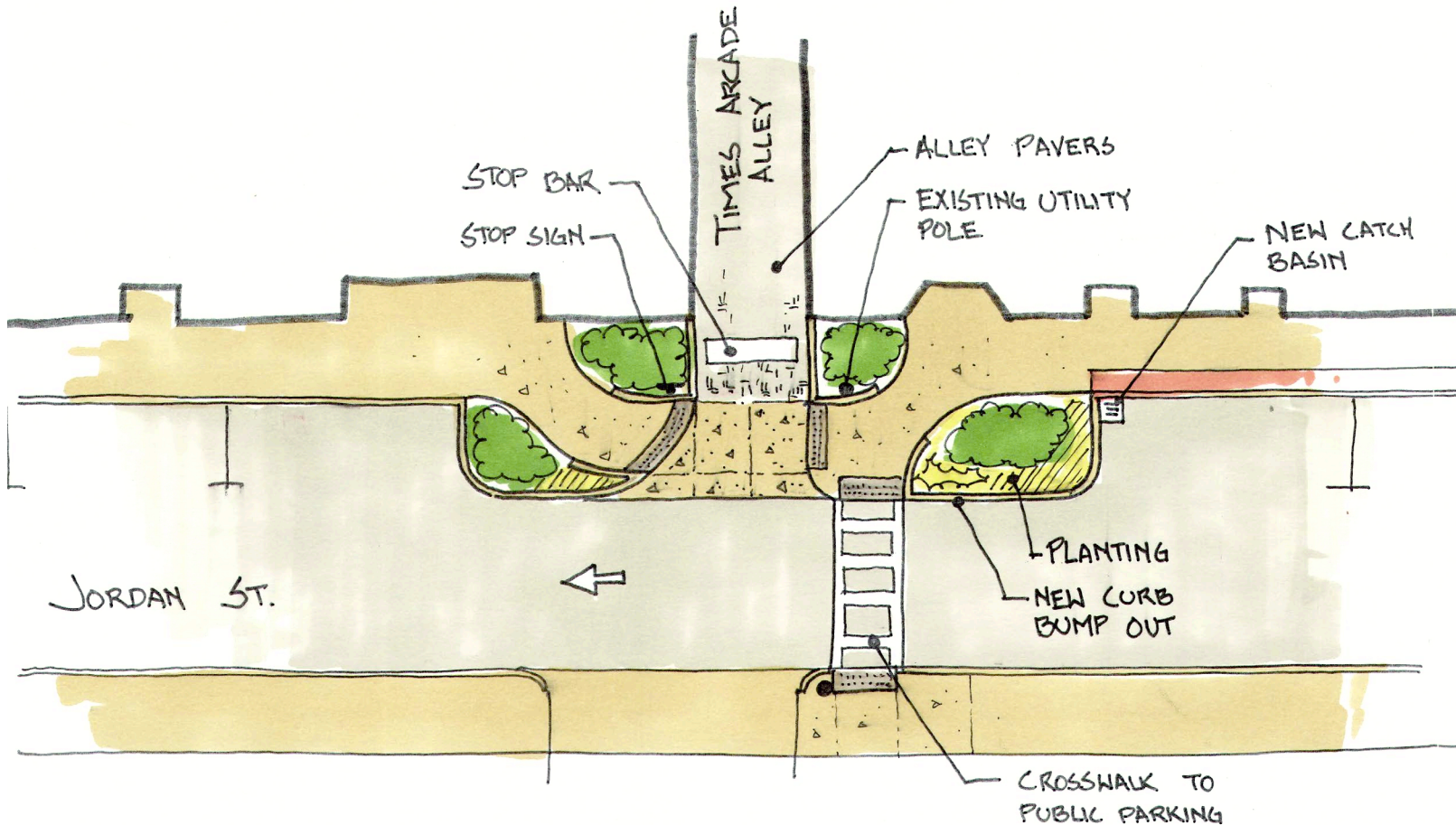
- Schedule Update
- Jordan Street Bumpout
- Electrical
- Downspouts
- Next Steps



SCHEDULE UPDATE



JORDAN STREET BUMPOUT



Jordan Street Bumpout

- Concept Plan

- Crosswalk further from end of alley for visibility
- Planter spaces to shift parked cars away from intersection
- Crosswalk to parking lot before alley exit for safety

- Cost Estimate

- \$35,000
- Compared to \$15,000 for pedestrian safety signage



ELECTRICAL



Bell Edge [B]

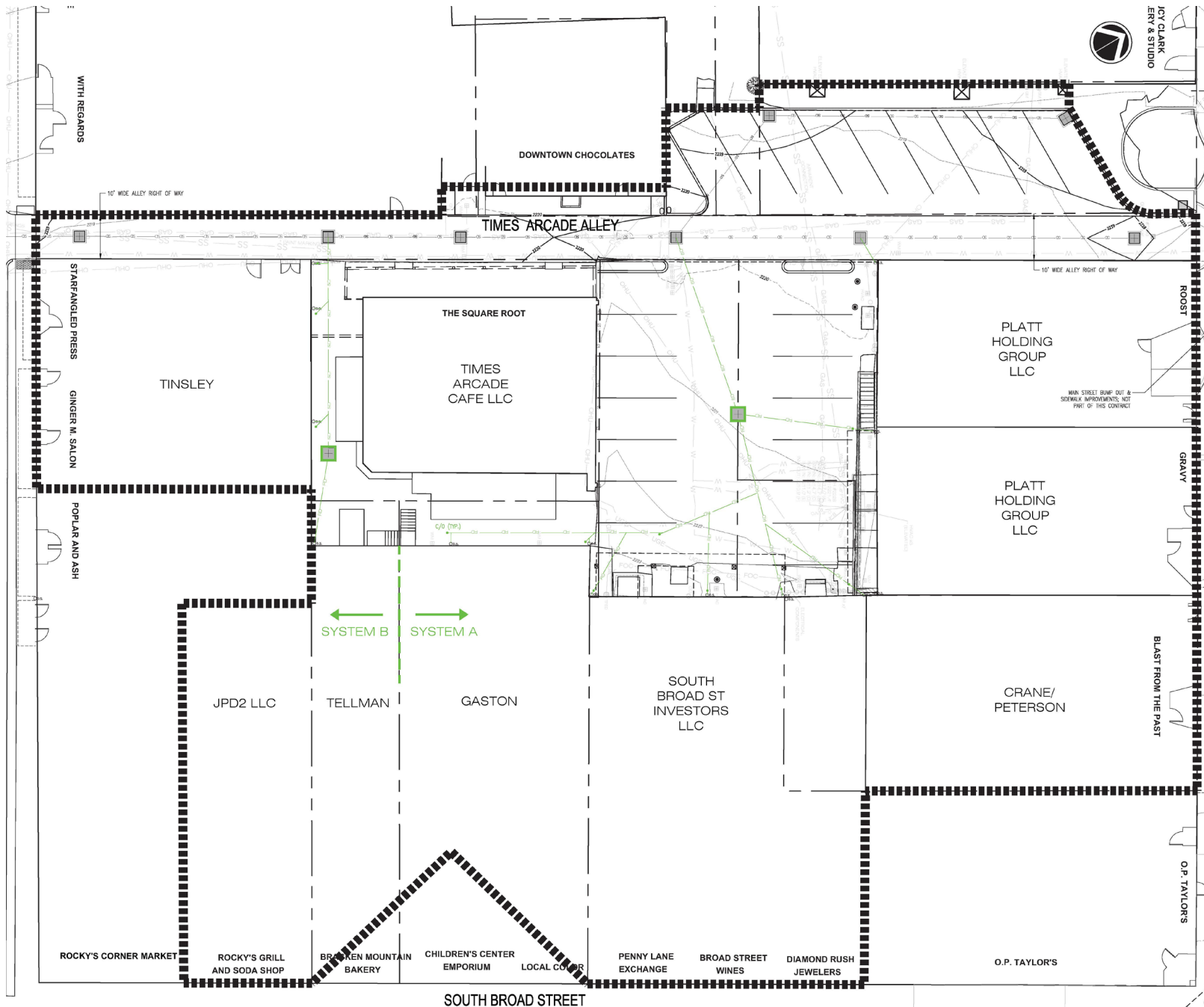


Electrical

- Duke Meeting
- Light Fixture Recommendations



DOWNSPOUTS



Downspouts

- Drainage Area
- Recommendation
 - Two systems connecting roof drains to public storm drain system in alley
 - Cost Estimate
 - System A: \$45,000 (additional \$30,000 alternate to mill and repave)
 - System B: \$25,000
 - Total: \$70,000 (with alternate \$100,000)
- Stakeholders Response



NEXT STEPS

Next Steps

- Decision on items presented today - Jordan Street bumpout, electrical, and downspouts
- 90% Design and Cost Estimate - week of 03.07.2022

TIMES ARCADE ALLEY

Project Update
02.09.2022



MAIN STREET

60% Design
02.09.2022



Overview

- Master Plan Review
- Project Schedule
- 60% Design
- Stormwater
- Cost Estimate
- Next Steps



MASTER PLAN REVIEW



Master Plan Review

- **Process**
 - Supported by Blue Zones
 - Approved by Downtown Master Plan Committee
 - Adopted by City Council
- **Key Features**
 - Identity and Unique Sense of Place
 - Mobility, Accessibility, and Safety
 - Attractive and Engaging Pedestrian Experience

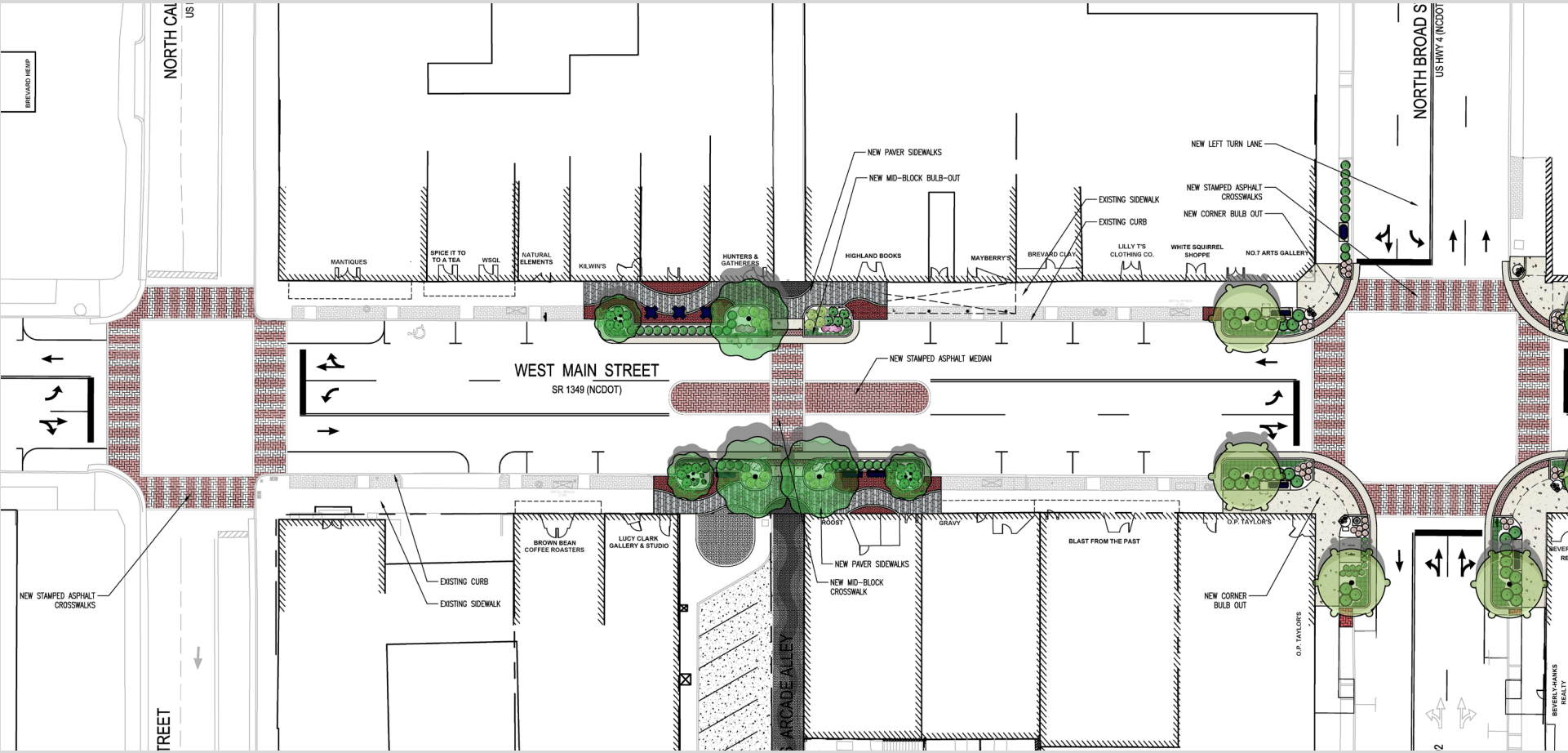


PROJECT SCHEDULE

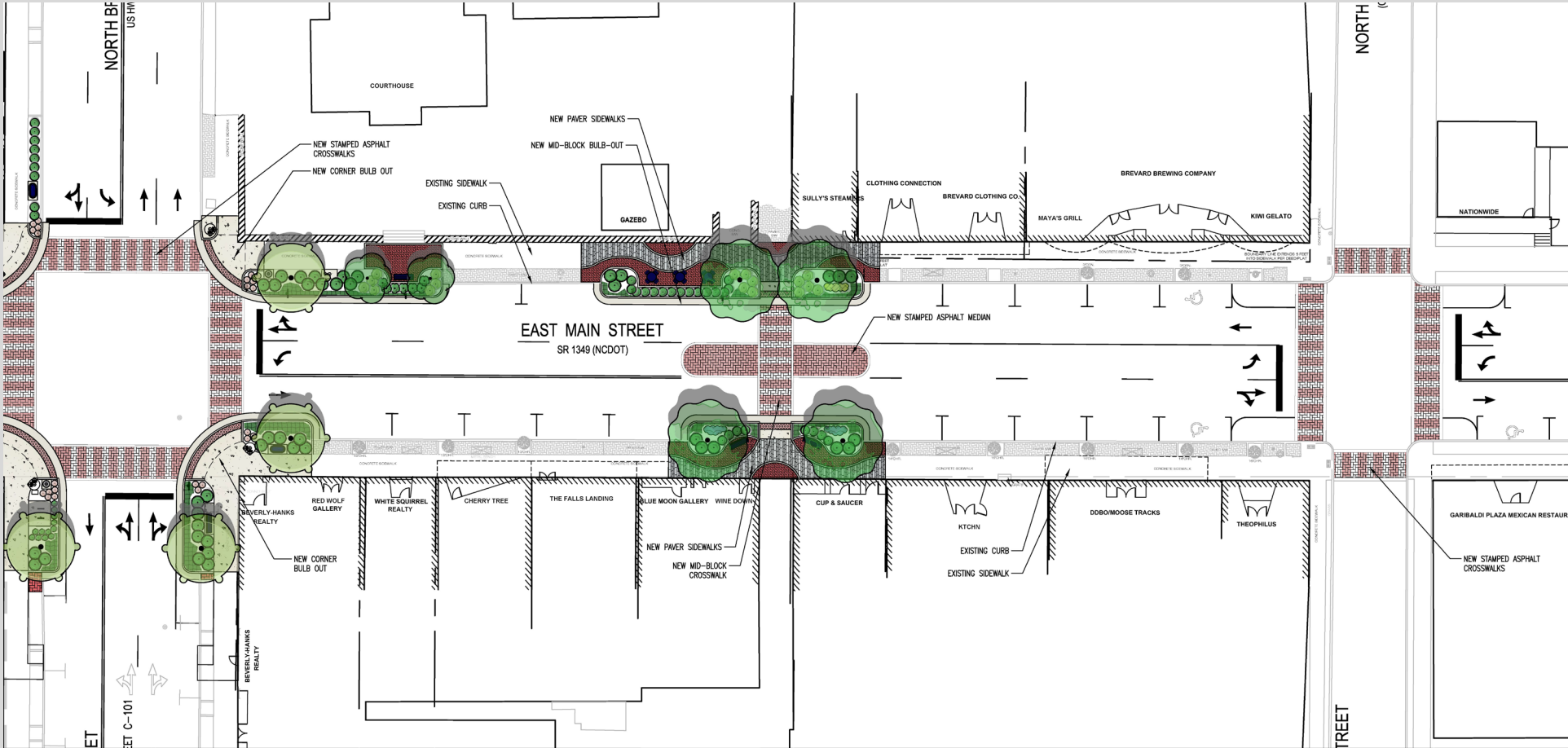


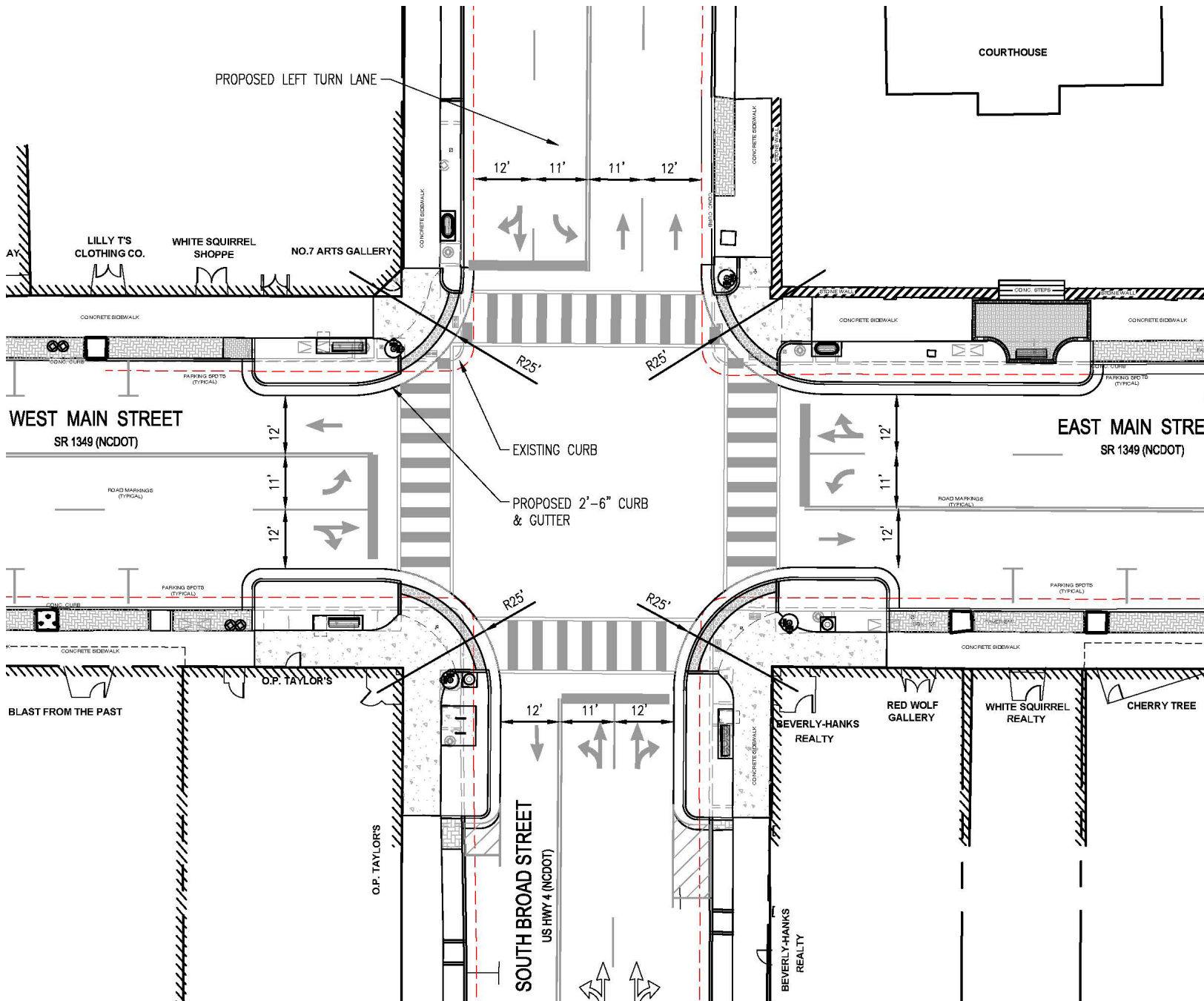
60% DESIGN

West Main Street



East Main Street





DOT Review

- Lane Width
 - Lane width reduction not allowed
- Gutter
 - 2'-6" curb and gutter required (not included in lane width)
- Curb Returns
 - 25-foot radii currently in discussion with DOT



Unilock - Promenade G Plank Paver (or similar)

Products

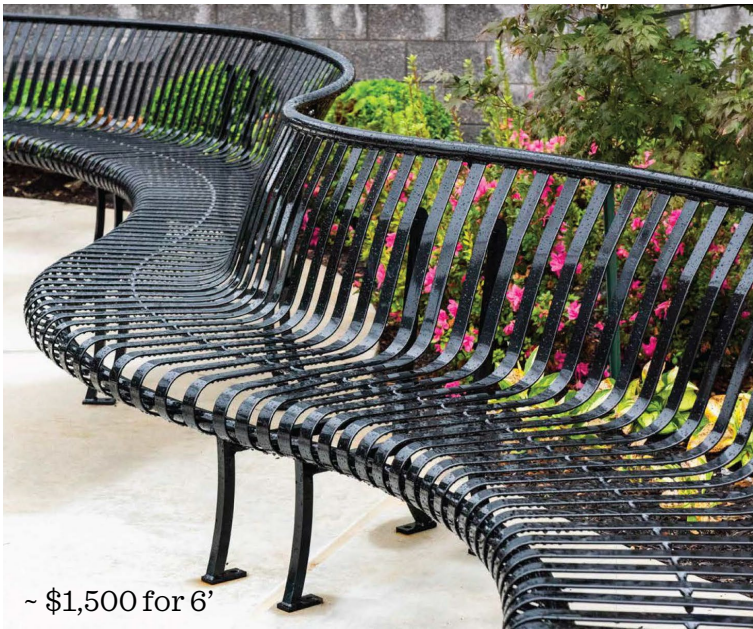
- Pavers
- Furniture
- Landscape



~ \$1,800 for 2 top



~ \$1,500 for 8' + ~ \$500 per stool



~ \$1,500 for 6'



~ \$3,500 for 6'

Products

- Pavers
- Furniture
- Landscape



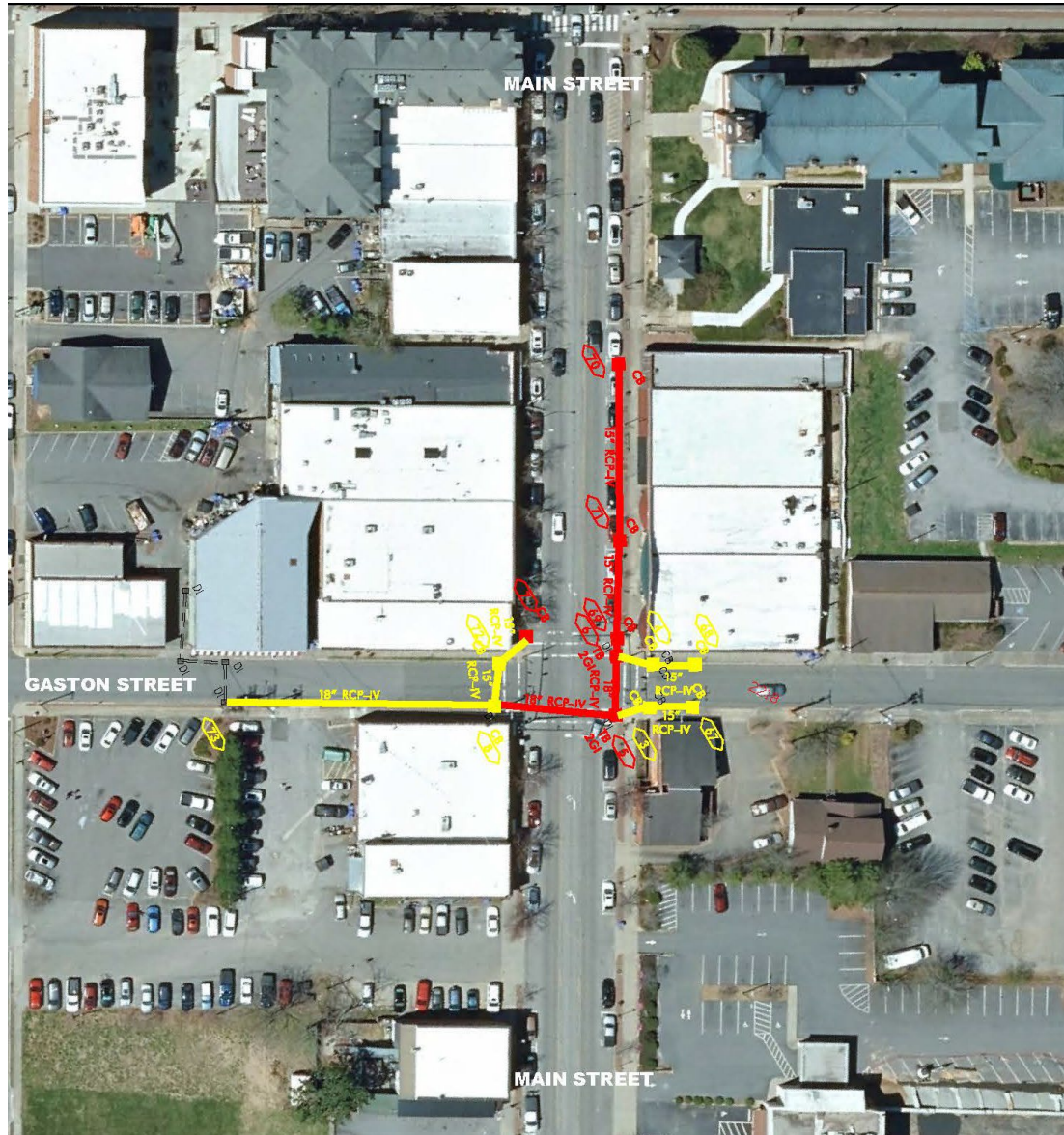
Products

- Pavers
- Furniture
- Landscape

Fringetree, Yellowwood, Magnolia, Linden
 Abelia, Distylium, Dwarf Fringe Flower, Pancake Arborvitae
 Mondo Grass, Daylily, Black Eyed Susan, Aster

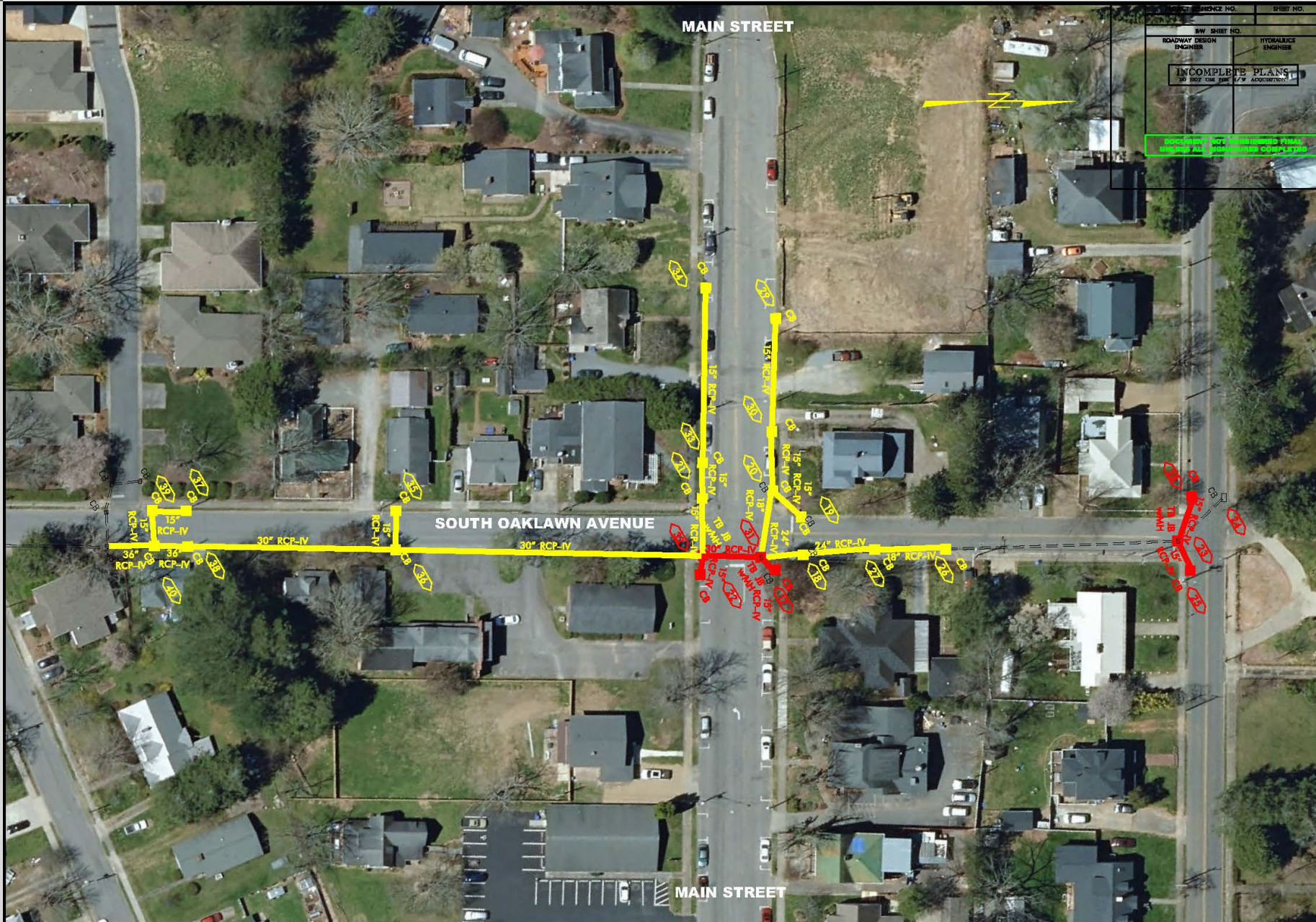


STORMWATER



DOT Review

- Inlets
 - Locations can be shifted
 - Some additional inlets can likely be added (bumpouts)
- Pipes
 - Design feasibility depends downstream City infrastructure
- Shared Responsibility
 - Red = NCDOT improvements
 - Yellow = City improvements
- Funding
 - DOT to meet next week about options

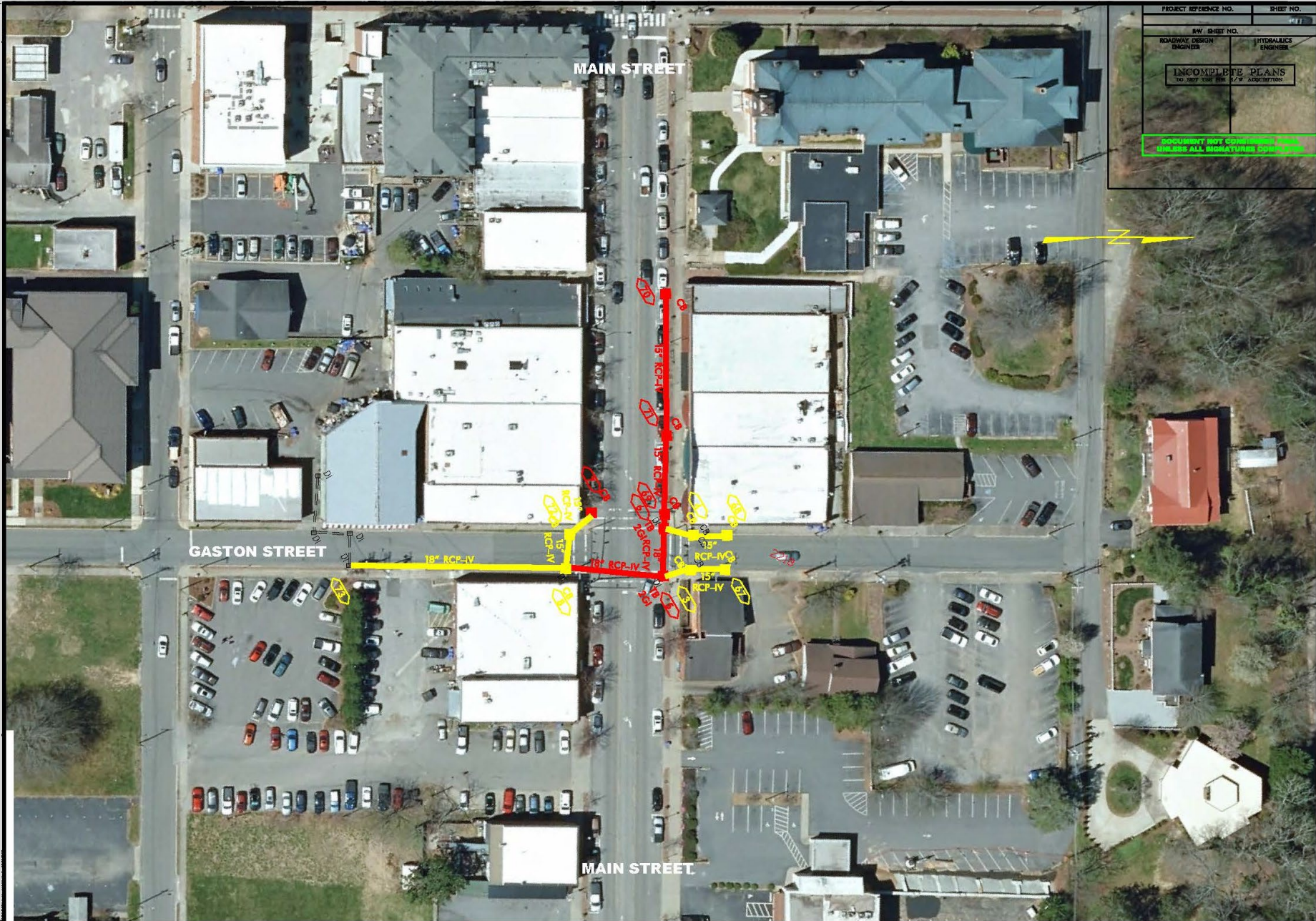


PROJECT REFERENCE NO.	SHEET NO.
B/W SHEET NO.	
ROADWAY DESIGN ENGINEER	HYDRAULICS ENGINEER
INCOMPLETE PLANS DO NOT USE FOR CONSTRUCTION	
REVISIONS TO BE MADE BY THE USER AT HIS OWN RISK	



PROJECT REFERENCE NO.	SHEET NO.
BW SHEET NO.	
ROADWAY DESIGN ENGINEER	HYDRAULIC ENGINEER
INCOMPLETE PLANS DO NOT USE FOR P/W ACQUISITION	

DESIGN AND CONSTRUCTION PERMITS NOT YET COMPLETED



PROJECT REFERENCE NO.	SHEET NO.
B/W SHEET NO.	HYDRAULICS ENGINEER
ROADWAY DESIGN ENGINEER	

INCOMPLETE PLANS
DO NOT USE FOR R/W ACQUISITION

DOCUMENT NOT CONTROLLED UNLESS ALL SIGNATURES COMPLETE



COST ESTIMATE

Cost Estimate

◦ Demolition	\$88,000
◦ Site Work	\$445,000
◦ Utilities	\$TBD
◦ Landscaping	\$36,000
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◦ SUBTOTAL	\$569,000
◦ TOTAL (20% contingency)	\$682,800



NEXT STEPS

Next Steps

- NCDOT Hydraulics - coordination underway (downstream pipes, funding)
- NCDOT Encroachment Permits - coordination following 60% plans
- 90% Design and Cost Estimate - week of 03.21.2022

MAIN STREET

60% Design
02.09.2022

