



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, March 20, 2023 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Kenneth Albright, Lutheran Church of the Good Shepherd

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. Monday, February 20, 2023 Regular Meeting
2. Monday, March 6, 2023 Special Meeting

G. Public Comments

H. Certificates / Awards / Recognition

1. Proclamation 2023-03 Second Chance Month

I. Public Hearing(s)

1. Proposed Amendments to the City of Brevard Unified Development Ordinance, Chapter 13 - Waiver of Tap Fees

J. Consent and Information

1. Tax Settlement Report - February, 2023
2. Property Tax Releases - February, 2023
3. Resolution Fixing a Date of Public Hearing for Annexation-Nielsen
4. Project Ordinance Amendment - Main Street Streetscape Project
5. Fire Truck and Sanitation Trucks Funding

6. Proclamation-Joe Cooper Day
7. Council Finance, Human Resources & Citizen Appointment Committee Minutes - January 23, 2023
8. Council Public Safety Committee Minutes - January 23, 2023
9. Council Downtown Master Plan Committee Minutes - January 11, 2023

K. Unfinished Business

1. Proposed Amendments to City of Brevard Code of Ordinances, Chapter 2, Article IV, Division 2-Recreation Advisory Committee
2. Adoption of Comprehensive Land Use Plan
3. Proposed Amendments to City of Brevard Code of Ordinances Chapter 42 (re: Encampments)

L. New Business

1. Introduction to Housing Trust Fund Guidebook and Bylaws Update
2. City Council Meeting Schedule Amendment to Add Budget Workshops
3. Committee and Board Appointments

M. Remarks / Future Agenda Considerations

N. Closed Session(s)

O. Adjourn

Agenda Posted, Website, Sunshine List (March 16, 2023)
D. Hodsdon, City Clerk

To review Agenda materials, go to the City's website www.cityofbrevard.com. Select "Your Government" tab followed by "Council Agenda Packet" tab. Agenda packet materials are posted on Thursday afternoon prior to Council's Monday meeting.

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
February 20, 2023 – 5:30 PM

The Brevard City Council met in regular session on Monday, February 20, 2023, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

Present – Mayor Maureen Copelof, Mayor Pro Tem Gary Daniel and Council Members Mac Morrow, Maurice Jones, and Aaron Baker

Absent – Council Member Geraldine Dinkins

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Planning Director Paul Ray, Senior Planner Emily Brewer, Human Resources Director Kelley Craig, Communications Coordinator Becky McCann, Police Chief Tom Jordan, Fire Chief Bobby Cooper, Acting Public Works Director Wesley Shook, Community Center Director Tyree Griffin, ORC Water Treatment Plant Dennis Richardson, and ORC Wastewater Treatment Plant Emory Owen

Press – Jon Rich, Transylvania Times and Dan DeWitt, Brevard NewsBeat

Guest – Jake Petrosky-Stewart, Inc.

A. Welcome and Call to Order – Mayor Copelof called the meeting to order and welcomed those present.

B. Invocation – Pastor Andrew Crimmins of St. Timothy United Methodist Church offered an invocation.

C. Pledge of Allegiance - Mayor Copelof led the pledge of allegiance.

D. Certification of Quorum – City Clerk Denise Hodsdon certified a quorum present. Mayor Copelof noted that Council Member Dinkins was absent and asked for a motion to excuse her. Mr. Daniel so moved, seconded by Mr. Baker. The motion carried unanimously

E. Approval of Agenda – Mr. Hooper asked to remove Item M-1 Blue Zones Sign Request from the agenda and to add two Closed Sessions for Economic Development and Potential Litigation. Mr. Jones moved, seconded by Mr. Daniel to approve the agenda as amended. The motion carried unanimously.

F. Approval of Minutes – Mr. Morrow moved, seconded by Mr. Baker, to approve the minutes of the February 6, 2023 meeting as presented. The motion carried unanimously.

G. Public Comment – None.

H. Certificates/Awards/Recognition – None.

I. Special Presentation(s) – None.

J. Public Hearing(s)

J-1. Proposed Amendments to City of Brevard Code of Ordinances, Chapter 2, Article IV, Division 2 - Recreation Advisory Committee – Mr. Hooper explained that the purpose of this amendment is to remove a redundancy in our Code of Ordinances and delete this section in its entirety. The functions of the Recreation

Advisory Committee are now exercised by the Council Parks, Trails & Recreation Committee that was created in 2015 and reformed in November 2022.

Public Hearing Public Participation – Mayor Copelof opened the public hearing at 5:37 p.m. There was no public participation.

Public Hearing Closed – There were no questions or comments from Council. Mayor Copelof closed the hearing at 5:38 p.m.

This item will come back to Council for action on March 20, 2023.

J-2. Comprehensive Land Use Plan – Paul Ray recalled that the City entered into a contract with Stewart, Inc. to update and merge the City’s 2002 Land Use Plan and the 2015 Comprehensive Plan into a single document, the Comprehensive Land Use Plan. He introduced Jake Petrosky of Stewart, Inc. who presented an overview of the content of the 2030 Comprehensive Land Use Plan (a copy of his presentation is attached). Mr. Petrosky noted that a key part of the Land Use chapter is the Future Land Use Map. It is an important growth management tool meant to guide zoning decisions for land use and development. It is policy, not regulatory, but it should influence regulatory decisions and potential changes. Another important element is housing and the plan includes a Housing Toolkit which talks about ways to address the lack of affordable and workforce housing. Preservation of natural resources was second in priority behind housing and conservation design is emphasized in this plan. The plan includes action steps that help to achieve the larger goals, which will be the workbook that staff will use to implement the plan. Mr. Petrosky said that Downtown is key to many goals and one of the recommendations is to revise the zoning framework for downtown. Feedback was received at the last Planning Board meeting about the extent of the downtown character area. There was some concern voiced by residents of the Rice Street area about including that area in the Downtown future land use category. He explained that one of the reasons that was done, was to look at areas proximal to downtown that were adjacent to DMX zoning that had vacant land or key intersection. He did include in his presentation an alternative map of that area for Council to consider should it want to take a tighter policy to adhere more to existing zoning.

Public Hearing Public Participation – Mayor Copelof opened the public hearing at 6:15 p.m.

Rodney Locks said we on Rice Street have been participating in this process since it started. Now we are coming to you to tell you why we disapprove of some of the actions in the Land Use Plan. Just to remind you, on December 5, 2022 you approved an ordinance 2022-76 which amended Chapters 2, 3, and 4. Paraphrasing the 2015 Land Use Plan as part of what you approved, the Land Use Plan was to expand the tax base, allow greater density, and incorporate guidelines that respect existing community character. You also looked at the 2002 Land Use Plan and goal No. 6.5 is to “preserve with controlled, proactive planning, the existing qualities of Brevard neighborhoods and set qualitative standards for new development which provides individual freedom without sacrificing community cohesiveness and common good”. The way staff and Planning Board interpret your guidance, they included parts of Rice Street in the Downtown and city center. If you believe that was your intent to do that, then you go ahead and approve the plan. But I don’t think that was your intent, because what you are really doing is you are willing to sacrifice an existing Brevard traditional neighborhood cohesiveness for an expanded tax base. You are sending a message to the rest of the community that their neighborhoods are in jeopardy because having a tax base is more important than a community. As part of the overview, we had thought about suggesting that everything on Rice Street and south of Jordan Street stay residential. That was one of the alternatives they showed on the chart. The other alternative would be why don’t you use the parking lots and the vacant spaces so that you can make those profitable tax-based items. You could build housing, put in manufacturing, you could do lots of things. But the way the plan is set up today, and

what you approved as your guidance for the Planning Department, the Land Use Plan and your guidance don't agree.

Prentice Sleeper said he had some notes from neighbors and had some points to make and also some questions. I'll start with some questions that came to mind wondering if this being a plan only at this point, there seems to be a trajectory that this will eventually lead to ordinances. There is a point in which the guidance ends and the regulations begin and it seems like that is essentially imminent within the next couple months or definitely within this year. That is concerning to the residents on Rice Street, Johnson Street and East Jordan. This is a really tight-knit community and there are a lot of full-time residents in that area and the good things about Brevard are exemplified in this community. We wouldn't want to see that altered in a way that is detrimental to the residents in that area. We don't see that there is a lot of vacant land on Rice Street, unless you count the graveyard. I'm definitely in favor of what Mr. Locks proposed that there is land that is not being used that can achieve some of these goals that you've laid out without digging into this neighborhood that's part of the fabric of the community.

Public Hearing Closed – There being no further questions or comments, Mayor Copelof closed the hearing at 6:22 p.m.

Following questions and comments from City Council, Mayor Copelof noted that there would be no action taken at this time and this will come back to Council for action sometime in March.

K. Consent and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Copelof read aloud the items listed and asked for a motion to approve the consent agenda. Mr. Morrow moved, seconded by Mr. Jones to approve the consent agenda as presented. The motion carried unanimously.

K-1. Tax Settlement Report - January, 2023

K-2. Report of Unpaid Taxes & Authorization to Advertise

K-3. Resolution – Investigate Sufficiency of Petition for Annexation – Catherine & David Nielsen, 31 York Circle

RESOLUTION NO. 2023-11

A RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY OF A PETITION FOR AN ANNEXATION PURSUANT TO NCGS 160A-31, AS AMENDED

WHEREAS, a petition was received on February 3, 2023, requesting the annexation of a contiguous area described in said Petition as the Catherine and David Nielsen property, 31 York Circle, Brevard, NC 28712, consisting of 45,599 square feet, more or less, be annexed into the City of Brevard. (Tax Property Identification Number: 8596-26-2338-000).

Metes and Bounds Property Description:

All of Lot 2-A, containing 45,599 square feet, as shown on the plat of a survey dated August 18, 2021, prepared by E. Roger Raxter, PLS, for Carolyn Osborne Howie and Parks Hunter Howie, recorded in Plat File 21, Slide 453, Records of Plats for Transylvania County, in the office of the Register of Deeds, Transylvania County, North Carolina.

This conveyance is made together with a right to use the shared driveway shown on the referenced Plat located partially on the adjoining Lot 2-B, and this conveyance is also subject to the rights of owners adjoining both sides of Lot 2-A for the joint use of the driveways shown on the Plat.

Being the same property conveyed in a Deed from James H. Wolfe, individually and as Executor of the Estate of Carolyn Osborne Howie, joined by his wife, Ellen Wolfe; Elizabeth H. Alexander (the same as Barbara H. Alexander, joined by her husband Donald Max Alexander; Martha Jeanne Howie, unmarried; Rebecca H. Beard, unmarried; Parks Hunter Howie, Jr., joined by his wife Robin Howie; and Tracy Frances Howie, unmarried, recorded October 18, 2021 in Book 1006, Pages 499 - 506 in the Transylvania County, North Carolina Register of Deeds Office.

WHEREAS, said Petition has been received by the City Council of the City of Brevard, North Carolina; and

WHEREAS, NCGS 160A-31, as amended, provides that the sufficiency of the Petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Brevard deems it advisable to proceed in response to this request for annexation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. The City Clerk is hereby directed to investigate the sufficiency of the above described Petition and to certify as soon as possible to the City Council the result of her investigation.

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 20th day of February, 2022.

K-4. Council Public Works & Utilities Committee Minutes – December 7, 2022

K-5. Council Housing Committee Minutes – January 10, 2023

K-6. Correspondence *(No Action. Offered as information only)*

a. Transylvania County Building Permit Activity Report – January 2023

L. Unfinished Business – None.

M. New Business

M-1. Blue Zones Sign Request – This item was removed from the agenda.

N. Remarks/Future Agenda Considerations.

Mr. Jones commented that at the last meeting, I mentioned a little Black History information and I want to do that again. In the 1991 City Council running, Joan Bell, who had replaced Mr. Cornelius Hunt after he passed away in 1990, ran for reelection and got the top vote by over 250 votes. I am real excited about things going on with Moms Mabley here in the City and there is a really good special about her on HBO Max that you should watch.

Mr. Baker said I have been meeting with a group of citizens and folks from different areas, trying to focus on the housing issue and we are in the process of getting non-profit status. That group is holding a listening session tomorrow at 5:30 pm at the Mary C. Jenkins Center for the Rosenwald Community centered around housing in that community in particular. There will not be any presentation as the whole point is just to listen and it will be facilitated by Pastor Holder of Bethel “A” Baptist Church.

Mr. Hooper noted that at the last meeting I updated you on the schedule for our streetscape project. Today was a milestone date as we received the bids for our reduced scope project and as expected we only got two bids. We will be reposting it tomorrow to go through the required 10-day period and opening bids in 10 days, so we will know the cost of the project at that time.

Mayor Copelof noted that we have a lot of events going on this week at the Mary C. Jenkins Community & Cultural Center:

- Friday, March 24 – The Historic Black College University (HBCU) Experience as part of Black History Month. It is to hear from some of the 22 high school students who visited five different college campuses to find out what opportunities are out there for them. Thank you to the UUTC Church for funding the grant with some additional support from the Cornelius Hunt Memorial

Foundation and the Community Focus Foundation. There will be a free dinner at 5:30, followed by a program where we will hear from some of the students.

- Thursday, March 23 – The regular “Meet the Mayor” from 5:00 to 7:30 p.m. The Planning Department will also be there to answer any questions about the Comprehensive Land Use Plan.

Coming up on Saturday, March 11th at 9:00 a.m. we will be doing some spring maintenance of the garden at the Dog Park. We are still looking for volunteers. On March 18th there will be a community event at the Depot from 4:00 to 7:00 p.m. in celebration of Brevard being Blue Zone certified. We had over 50 different organizations and thousands of individuals involved over the past three years getting us to this point and this is the big thank you to everybody who worked so hard to make that possible.

Mayor Copelof said I am going to close on a note of disappointment and I am going to read the following statement from Brevard Mayor Maureen Copelof into the record:

The Ecusta Trail stands to provide our county with a fresh set of opportunities for economic development, health improvements, and community connectivity. Much of the funding for this project has come from outside resources acquired through a series of grant applications. In pursuit of additional external funding, the City of Brevard asked the Transylvania County Board of Commissioners to vote on a resolution of support for a federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant: financial backing that would improve our community with no cost to local taxpayers. To my great disappointment, the Transylvania County Board of Commissioners refused to vote on the resolution.

After writing in support of the Ecusta Trail twice in the last year, and as recently as four months ago when the Board of Commissioners approved a resolution for the NSFLTP grant, County Commissioners quietly balked at the opportunity to renew that support today by not adding the request to the February 27th agenda.

Our citizens deserve transparency and accountability from their elected officials. By refusing to vote on the resolution, the commissioners have denied the public insight into their decision-making. Not only has the Board apparently reversed its previous stance on open support for the railroad corridor development, but it has done so without explaining its motives or reasoning to our residents.

Still, the City remains committed to its efforts, and we are grateful to collaborate with neighboring municipalities and several other agencies. Both Henderson County and the City of Hendersonville have passed resolutions of support, and the NCDOT has provided the funding for this current RAISE grant application. Over 25 additional local organizations have also provided letters of support for the City’s RAISE grant application. We will continue to press ahead for the betterment of our community with this strong collaborative team. As always, the invitation for the County to join with the City of Brevard in this regional collaborative endeavor remains open.

O. Closed Session(s)

Closed Session #1 – At 7:02 p.m. Mr. Jones moved, seconded by Mr. Daniel to enter into closed session for an economic development matter and to clear Council Chambers. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper, City Clerk Denise Hodsdon and Transylvania Economic Alliance Executive Director Burton Hodges.

Council Returned to Regular Session – at 7:13 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

Closed Session #2 - At 7:14 p.m. Mr. Morrow moved, seconded by Mr. Daniel, to enter into closed session for a personnel matter. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper, Human Resources Director Kelley Craig, Police Chief Tom Jordan, and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 7:27 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

Closed Session #3 – At 7:27 p.m. Mr. Baker moved, seconded by Mr. Daniel to enter into closed session for potential litigation. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were the City Manager Wilson Hooper and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 7:44 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

P. Adjourn – There being no further business, at 7:44 p.m. Mr. Daniel moved, seconded by Mr. Jones, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: March 20, 2023



BUILDING BREVARD

2030 COMPREHENSIVE LAND USE PLAN

City Council Meeting
February 20, 2023





AGENDA

- **Plan Overview**
- **Engagement and Input**
- **Draft Recommendations**
- **Implementation**
- **Next Steps and Discussion**



Jake Petrosky, AICP
Project Manager





BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

Livability

Economic Health

Environmental
Health

Infrastructure

Arts and Culture

A COMP PLAN IS...

Long-range

- Makes forecasts based on past trends and data
- 10-20 year time frame

Guidance

- Land uses, intensity, design
- Staff, programs and infrastructure investment

Collaborative

- Documents a community conversation

Policy, not regulatory

- Lays the groundwork for current and future regulations

BUILDING BREVARD

COMPREHENSIVE LAND USE PLAN

Project Initiation and Analysis

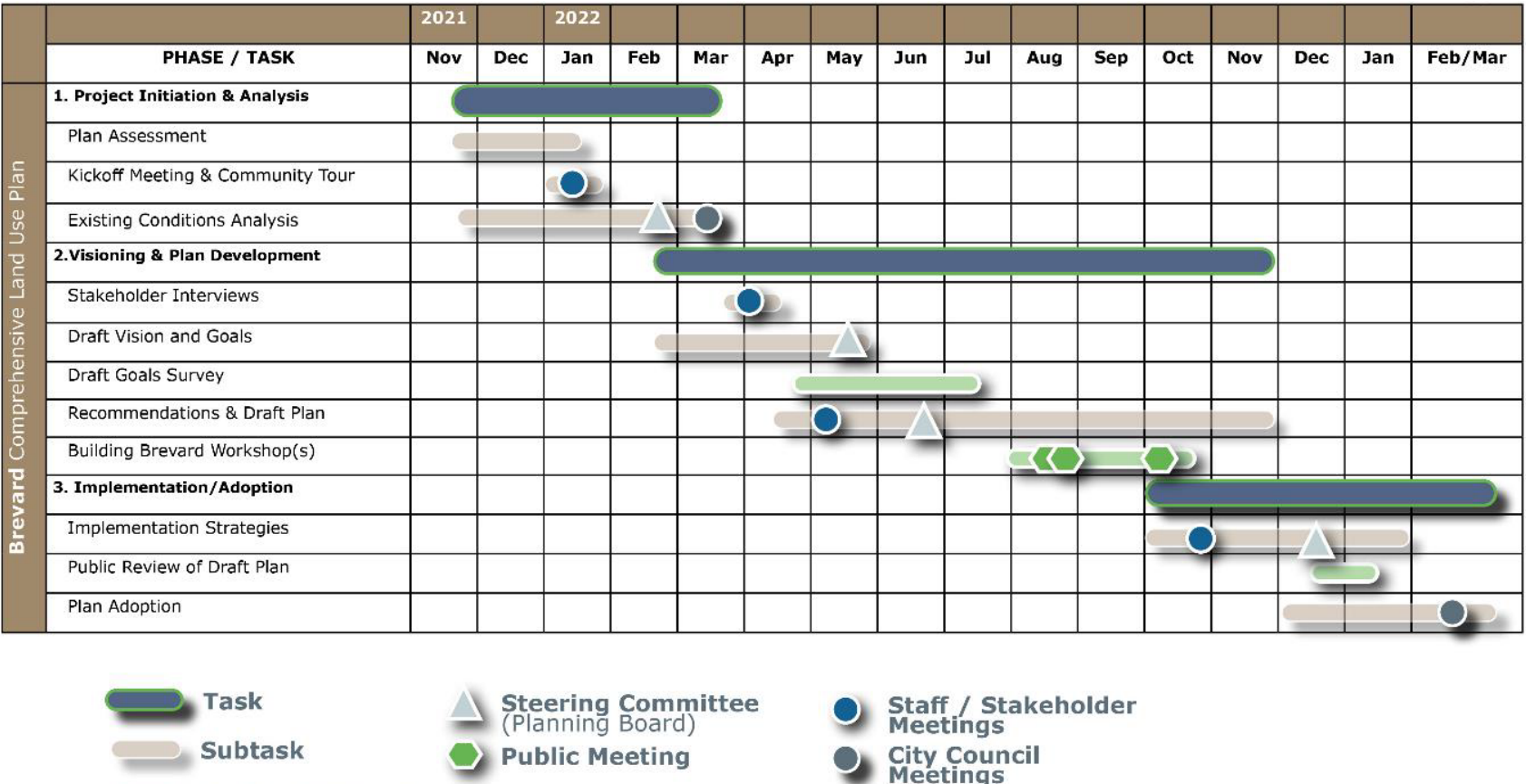
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Visioning and Plan Development

↓

Implementation and Adoption

SCHEDULE





BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

PLAN OVERVIEW

Chapter 1: Introduction

What the Plan is and how to use it

Previous planning efforts and existing conditions report

Chapter 2: Goals & Recommendations

Goals, recommendations, and strategies

Future Land Use Map

Chapter 3: Community Engagement

Summary of public input activities and key findings

Chapter 4: Implementation

Action steps derived from the recommendations

Chapter 5: Appendix

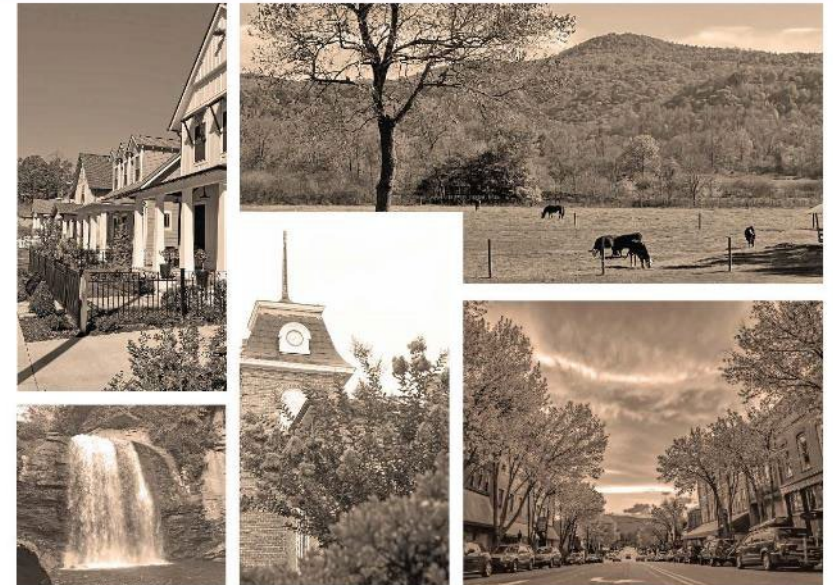
Full State of the City Report

Detailed public comments



BUILDING BREVARD

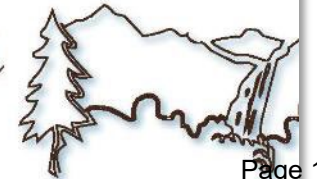
2030 COMPREHENSIVE LAND USE PLAN



DRAFT
January 20, 2023



The City of
Brevard
North Carolina





ENGAGEMENT & INPUT





BUILDING BREVARD

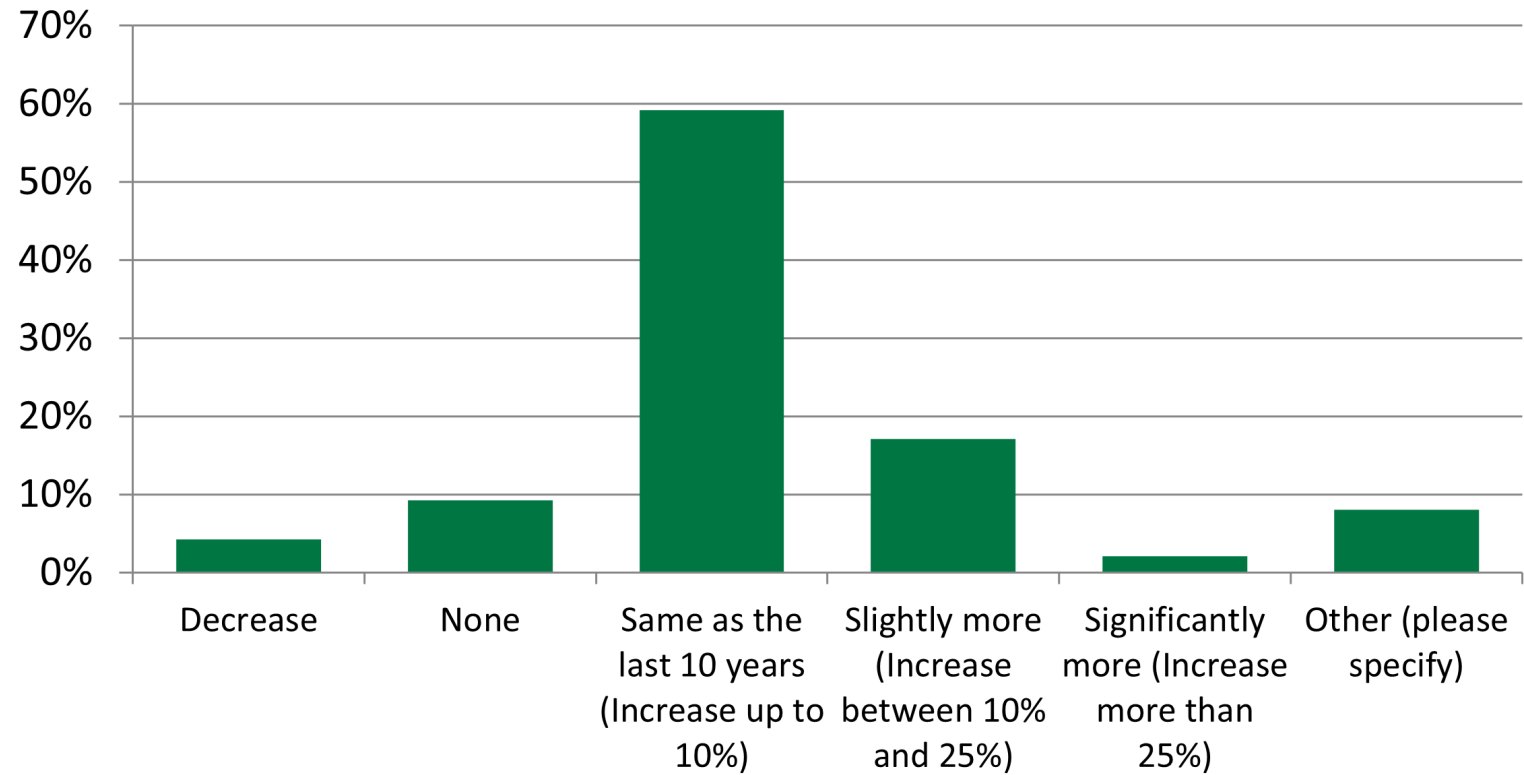
COMPREHENSIVE
LAND USE PLAN

800

Responses

2020 SURVEY

How much population growth do you think is appropriate in Brevard over the next 10 years?



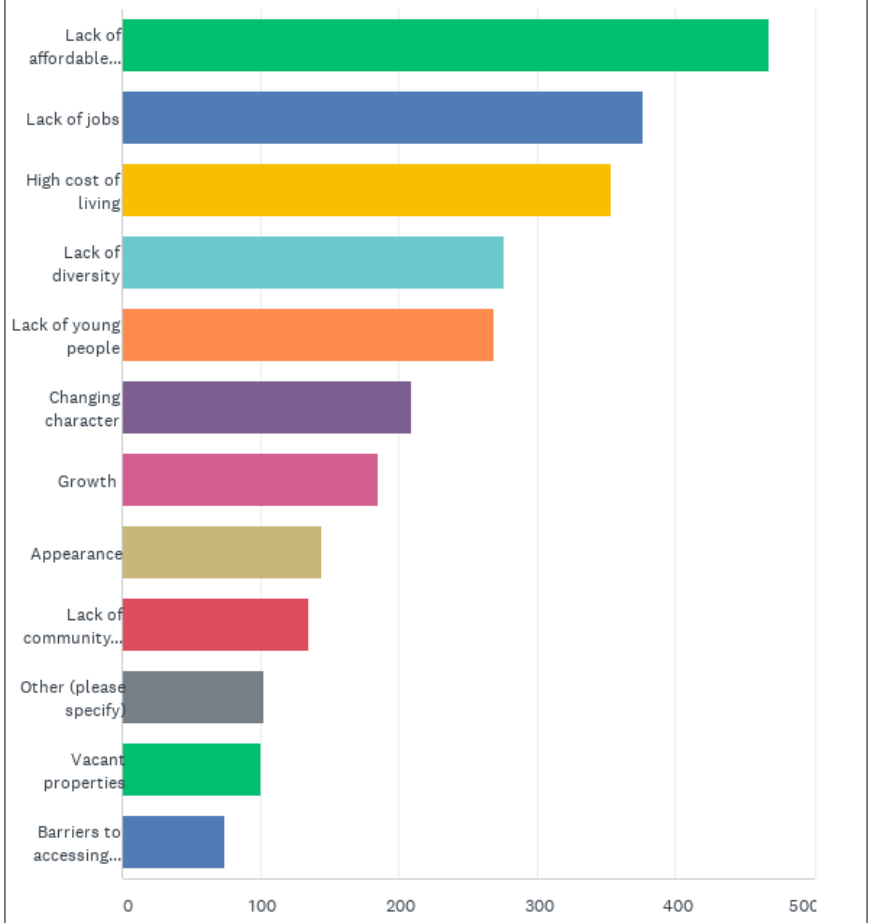


BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

2020 SURVEY

Q13 What are your concerns for the future of Brevard?



**Affordable housing,
lack of jobs, high cost
of living are priority
issues.**



BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

237

Responses

1,000+

Total Responses
including 2020 Survey

2022 SURVEY

Priority Goals

Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.

Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improved access to (outdoor) recreation, and restoration of ecosystems.



BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

80+

Attendees

4 meetings

-Library
-Depot Park
-Oscar Blues
-Rosenwald
Community (Bethel A
Baptist)

PUBLIC MEETINGS FALL 22

Themes of inputs (all meetings):

- Balance growth and new housing with preservation of neighborhood character
- Support for infill and redevelopment
- Pedestrian improvements

Themes from input (Rosenwald):

- Concerns of long-time residents need to be addressed
- **Basics like jobs, transportation, and drainage** are more important than parks and walking trails
- Downtown shopping/dining does not fulfill local needs
- Historic/cultural identity is threatened by neighborhood changes, incoming developers and speculators



DRAFT RECOMMENDATIONS





BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

PLAN OVERVIEW

Recommendations are
organized under four plan
elements



LAND USE AND HOUSING



**ACTIVE TRANSPORTATION
& COMMUNITY HEALTH**



**PARKS, NATURAL &
CULTURAL RESOURCES**



**ECONOMIC DEVELOPMENT,
INFRASTRUCTURE &
RESILIENCY**



BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

A Land Use Plan is required by NC State law for any community that uses zoning as a land use management tool.

FUTURE LAND USE MAP

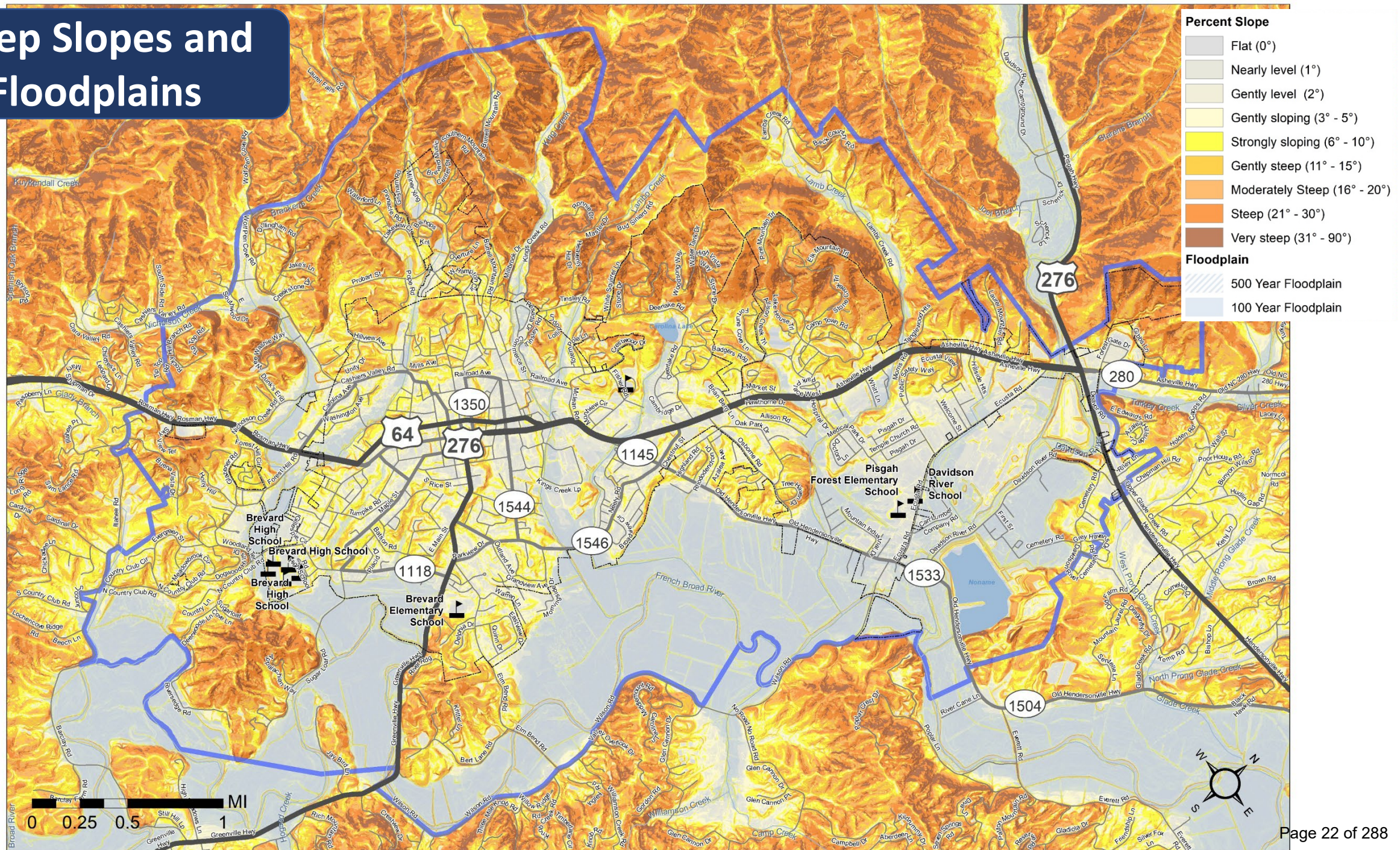
Purpose of Future Land Use Map

- Provides general land use guidance
- Identifies intended development pattern (i.e. Low- and higher-density residential, commercial, and mixed-use areas) and intended design/scale/density
- Policy, not regulatory but can influence regulatory changes

What is it used for?

- Should influence development design
- Guides rezoning decisions
- Guides infrastructure investment decisions

Steep Slopes and Floodplains



BUILDING BREVARD

DRAFT FUTURE LAND USE MAP

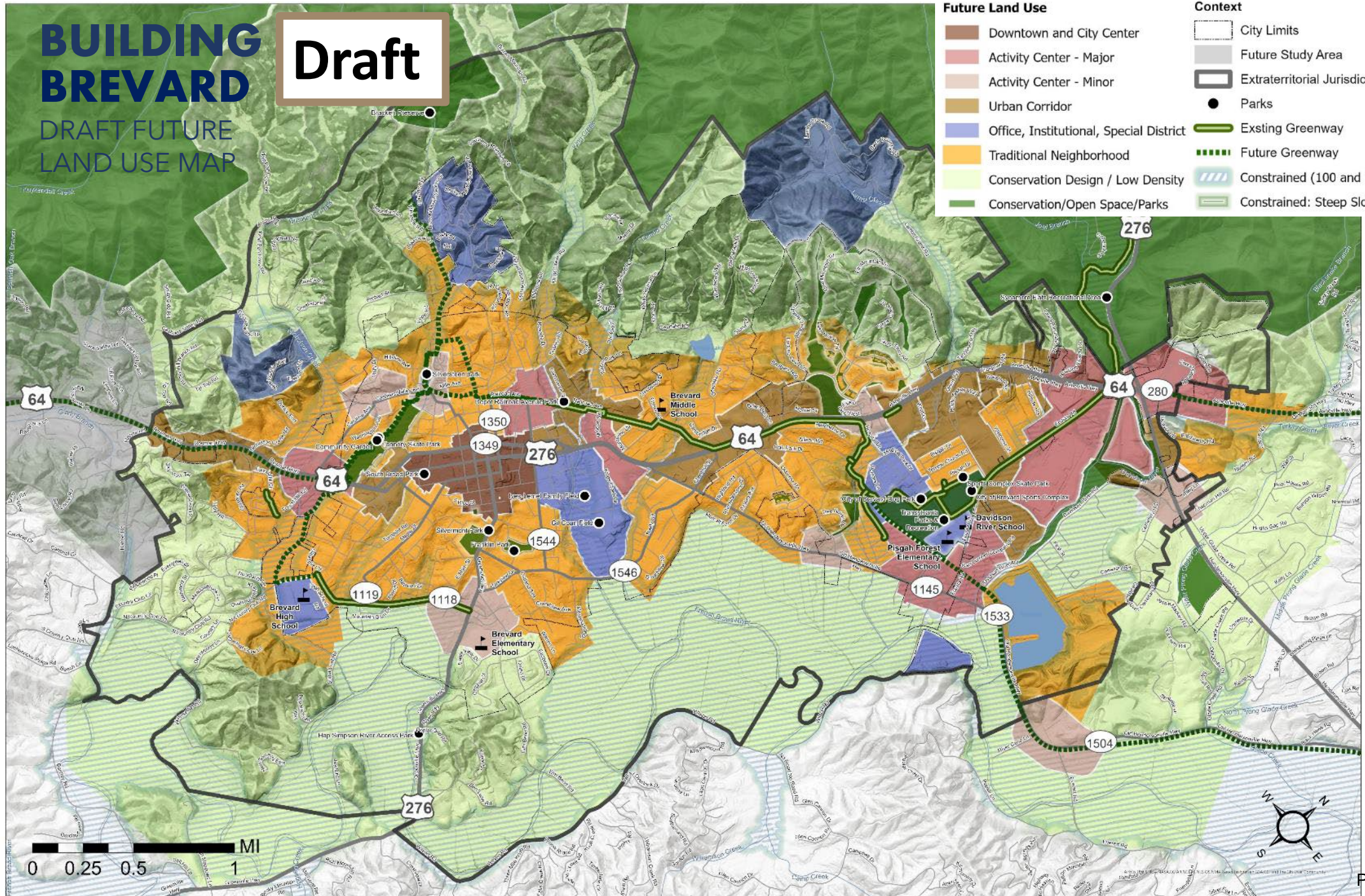
Draft

Future Land Use

- Downtown and City Center
- Activity Center - Major
- Activity Center - Minor
- Urban Corridor
- Office, Institutional, Special District
- Traditional Neighborhood
- Conservation Design / Low Density
- Conservation/Open Space/Parks

Context

- City Limits
- Future Study Area
- Extraterritorial Jurisdiction (ETJ)
- Parks
- Existing Greenway
- Future Greenway
- Constrained (100 and 500 Year Floodplain)
- Constrained: Steep Slopes (>25%)



Downtown & City Center

This character area refers to Brevard's historic downtown where commercial, employment, residential, civic, and supporting uses are located. The urban environment includes a sensitive blend of preserved and renovated older structures, high-quality new construction, and public spaces that integrate with surrounding properties. City blocks are organized in a traditional grid pattern with a pedestrian-friendly network of sidewalks and alleys where buildings are situated close to the street. Buildings with a vertical mix of uses are encouraged with active frontage along key streets. Parking is located on the street, in parking decks, and in existing surface lots.

Typical Uses: Commercial; office; institutional; multi-family residential; public gathering space



Activity Center - Major

Activity Centers represent unique destinations across the City. They are meant to be the focus of targeted urban design initiatives with a focus on infill, adaptive reuse, and creative solutions to address opportunities and challenges in each unique place. An Activity Center may cater to visitors with retail and evening entertainment, or it may be an employment district that is most active during business hours. They are worthy of small-area planning, with an emphasis on placemaking and careful consideration of the public realm.

Typical Uses: Commercial; office; single- and multi-family and attached residential; light industrial; public gathering space



Activity Center - Minor



Neighborhood Centers provide a setting for services and activities that are supportive of surrounding residential neighborhoods. This character area may center around a community anchor, such as a school, park, library, or small commercial district.

Uses and design considerations call for context-sensitive solutions, fostering community identity and a sense of shared ownership of neighborhood resources.

Typical Uses:

Institutional; small-scale commercial; single- and multi-family residential; public gathering space



Urban Corridor

Urban Corridors are oriented along major transportation corridors that serve a local and regional market. Uses may vary widely. Emphasis is on a development form and encouraging architectural and site design that improves gateway corridors. Buildings should screen parking areas and transitions and buffers will reduce impacts to nearby homes. Access management should be prioritized to ensure safety, mobility, and multi-modal connectivity.

Typical Uses: Large- and small-scale commercial, multi-family and attached residential



Office, Inst., & Special District



The Office, Institutional, and Special District captures specific areas of Brevard that are owned and/or managed by major institutions and government entities, including Brevard

College, the Transylvania Regional Hospital, Transylvania County, and the City of Brevard. Most land use decisions are driven by institutional needs, and strategic partnership opportunities exist where those needs intersect with public and/or private endeavors. Collaborative opportunities include public health initiatives, local business support, transportation alternatives, shared facilities, and community events.

Typical Uses: Institutional campus; corporate campus; summer camp



Traditional Neighborhood

The Traditional Neighborhood character area is primarily comprised of single-family residential uses with small-scale multi-family and townhomes permitted. The Traditional Neighborhood category is designed to maintain the character of established neighborhoods while allowing some flexibility of housing types. Traditional Neighborhoods are typically adjacent to urban areas and Activity Centers. Streets are well-connected and typically include pedestrian facilities that allow residents to walk within the neighborhood and to surrounding areas.

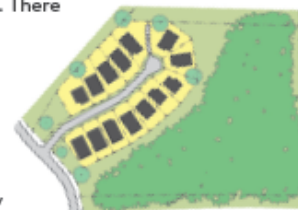


Typical Uses: Single- and multi-family residential; small-scale office; neighborhood commercial; small-scale lodging; public parks

Conservation Design / Low Density

These areas include lower density areas that have significant natural resources and/or constraints. Conservation Design is encouraged to protect natural resources. This type of development clusters structures and site improvements together on a portion of a site while reserving the remainder of the site for open space. Smaller lots are typically used in the developed portion of the site and density transfers from constrained areas of the site are encouraged in zoning regulations. This type of neighborhood design provides flexibility, particularly in areas with challenging topography. There is also often a savings in development costs due to less road surface, shorter utility runs, and reduced grading and site preparation. The preserved land may be owned and managed by a homeowners association or land trust.

Typical uses: Single- and multi-family residential; agriculture; outdoor recreation; lodging



Open Space & Constraints

The Open Space designation applies to parks, public recreational areas, conservation areas, floodplains, steep slopes, and some private recreational facilities. Primary uses include trails and greenways, wildlife management, environmental restoration / mitigation/preservation, and educational uses. Structures that support or are associated with the intended uses are typically permitted in non-vulnerable areas.

Constrained areas include, steep slopes and floodplains. Additional development standards or reduced density may be needed in these areas



Future Land Use Character Area	Applicable Zoning Districts	Building Size (Max Floor Plate)	Height and Bulk		Residential Type				
			Building Height	Lot Coverage Max	Live-work Unit	Apartments & Condos (>30 units)	Multiplex (Up to 30 units)	Attached (Townhomes, Duplex, Triplex, Quads)	Detached
City Center / Downtown	DMX, CMX, RMX	30,000 sq. ft.	2-5 Stories	100%	☑	☑	☑	*	*
Activity Center - Major	CMX, NMX, SD	100,000 sq. ft.	2-7 Stories	90%	☑	☑	☑	☑	*
Activity Center - Minor	NMX, RMX	30,000 sq. ft.	2-4 Stories	70%	☑	*	☑	☑	☑
Urban Corridor	CMX, NMX, RMX	50,000 sq. ft.	1-4 Stories	80%	☑	☑	☑	☑	*
OISD	IC, GI	100,000 sq. ft.	Varies	Varies	*	*	*	*	*
Traditional Neighborhood	GR8, RMX	10-12,000 sq. ft.	1-4 Stories	60%	*	-	*	☑	☑
Conservation Design / Low Density	GR4	10,000 sq. ft.	1-3 Stories	30%	-	-	-	*	☑
Conservation / Open Space	-	-	-	-	-	-	-	-	-

Legend:
 ☑ = Allowed / Encouraged
 * = If Contextually Appropriate, Potential Limitations, Design Criteria or Utility Availability
 - = Discouraged



BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

PUBLIC MEETINGS FALL 22

Development Preference



3-4 Story Live/Work Units



**Attached Residential and
Small-scale Apartments**



BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

LAND USE AND HOUSING

• Housing Toolkit

- Identify and remove barriers to affordable and workforce units
- Missing Middle Housing
- Conditional zoning as a tool
- Incentives
- Direct Intervention measures (funding, public land disposition, PPP, grants, employee housing)
- Maintenance of affordability
- Short-term rentals



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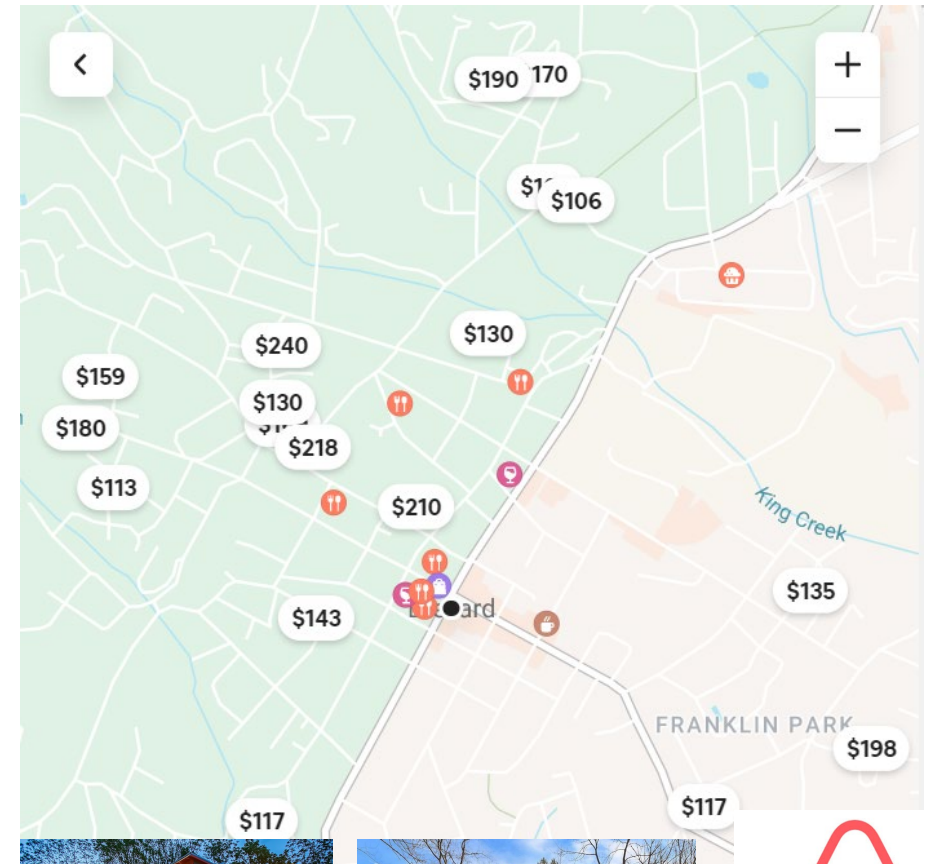


BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

STABILIZE & PRESERVE CHARACTER

- Provide support for the **preservation and rehabilitation of existing affordable housing.**
 - Importance of NOAH (Naturally Occurring Affordable Housing)
 - Homeowner and rental assistance programs
- **Monitor impacts** and consider additional regulations for short-term rentals.





BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

STABILIZE & PRESERVE CHARACTER

- **Explore opportunities** for zoning updates, historic preservation, reuse and infill visioning, special events, and other neighborhood-specific activities
 - **Small area planning** to understand neighborhood needs, existing built environment characteristics, trends and concerns
- **Citizen empowerment:**
 - **Enhanced communication** for planning efforts, approvals, processes, etc.
 - Neighborhood **empowerment program**
 - Explore **participatory budgeting**



A train arriving at the Brevard Depot with hackneys waiting to transport cargo and passengers (Courtesy of the Rowell Bosse North Carolina Room, Transylvania County Library).



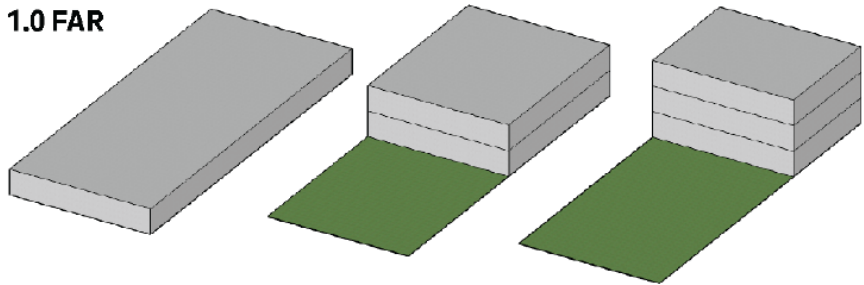


BUA / FAR LIMITS

Floor to Area Ratio (FAR)

Illustrations of FAR Limits

1.0 FAR

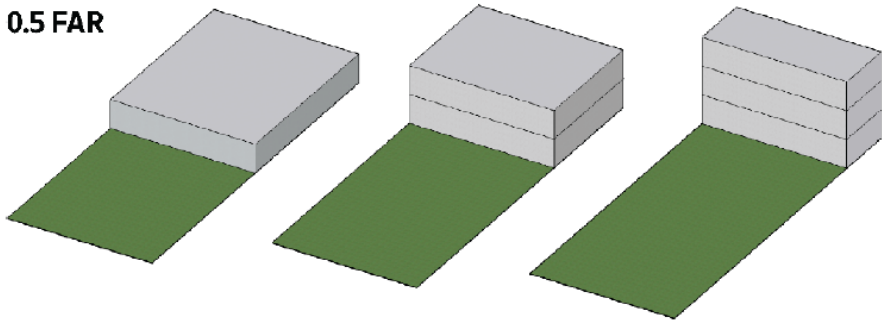


1 story
(100% lot coverage)

2 stories
(50% lot coverage)

3 stories
(33% lot coverage)

0.5 FAR



1 story
(50% lot coverage)

2 stories
(25% lot coverage)

3 stories
(17% lot coverage)



Built Upon Area (BUA) or Floor to Area Ratio (FAR)

May be an effective way to manage change in some traditional neighborhoods



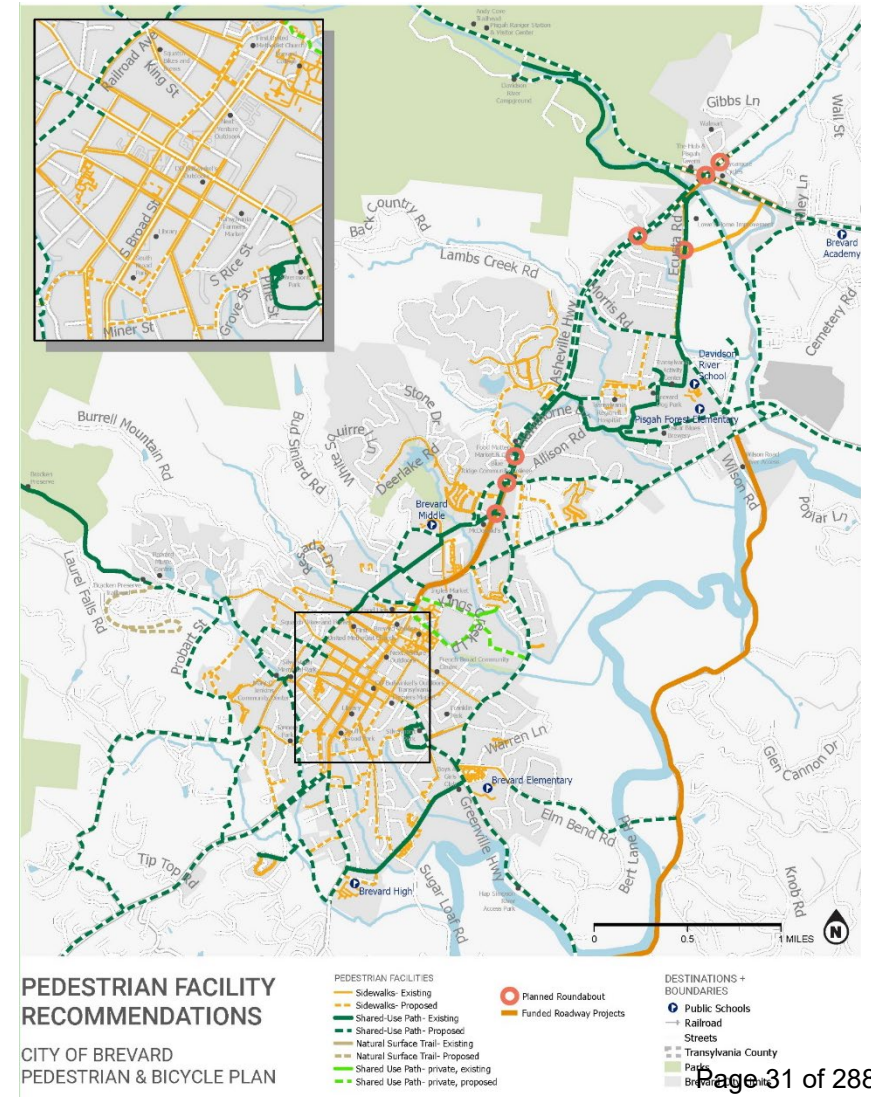
BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

ACTIVE TRANSPORTATION & COMMUNITY HEALTH

Key Recommendations

- Enhance transportation network for all modes
 - Bicycle and pedestrian safety and comfort
 - Greenway priorities
 - Pedestrian wayfinding
 - Street connections
 - Future role of transit
- Linking Land Use with Transportation
 - Right-size parking requirements
 - “Park once” approach to downtown and Activity Centers
- Healthcare access





BUILDING BREVARD

COMPREHENSIVE
LAND USE PLAN

PARKS, NATURAL, & CULTURAL RESOURCES

Key Recommendations

- **Conservation design** for new low-density development
- **Expand parks** and outdoor recreation opportunities
- Protect and rehabilitate **sensitive lands and biodiversity**
- **Support arts and culture** organizations and encourage year-round programming available to residents and visitors
- **Historic preservation**



Conventional Subdivision Design



Conservation Subdivision Design

Key Recommendations

- Diversity the City’s economic base
- Continued water and sewer upgrades
- Stormwater management
- Sidewalk and street maintenance
- Comprehensive approach to resiliency

Why use GSI?

Reduce runoff at source of rainfall

Prioritize in areas that provide public green space

Enhanced tree canopy for heat and runoff mitigation

Support neighborhood revitalization

WHAT IS GREEN STORMWATER INFRASTRUCTURE?

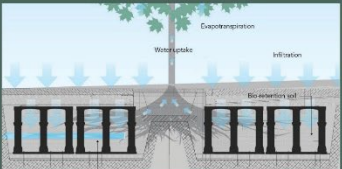
Green Stormwater Infrastructure (GSI) is an innovative stormwater approach with a basic principle that is modeled after nature. GSI and low impact development techniques have a goal of mimicing a site's pre-development hydrology by using techniques to infiltrate, filter, store, and evaporate runoff close to its source. GSI is viewed as a more environmentally sound technology and a more economically sustainable approach to addressing urbanization.



PERMEABLE PAVERS



BIORETENTION



SILVA CELL



GREEN STREETS

Source: American Rivers





BUILDING BREVARD

COMPREHENSIVE LAND USE PLAN

IMPLEMENTATION MATRIX

(excerpt only)

G. General Action Steps. These represent overall steps that are not associated with a particular goal.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Amend the Unified Development Ordinance (UDO) to support implementation of the Comprehensive Land Use Plan. » Collaborate with the City Council and Planning Board to determine and advance priorities.	LUH-1	Ongoing	\$
B. Prepare an annual report to outline progress made toward implementing key goals from the Land Use Plan.	LUH-1	Short Term	\$
C. Evaluate rezoning requests based on the Future Land Use Map and character area descriptions. » Update Future Land Use Map if rezonings necessitate a map amendment.	LUH-2	Ongoing	\$
D. Update the Comprehensive Land Use Plan every 5-7 years and amend the plan as needed.	LUH-3	Long Term	\$\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years
Cost Key: \$ = Staff time or less than \$25k, \$\$ = Additional Staff or \$25-100k, \$\$\$ = Multiple Additional Staff or >\$100k, \$\$\$\$ > \$500k



BUILDING BREVARD

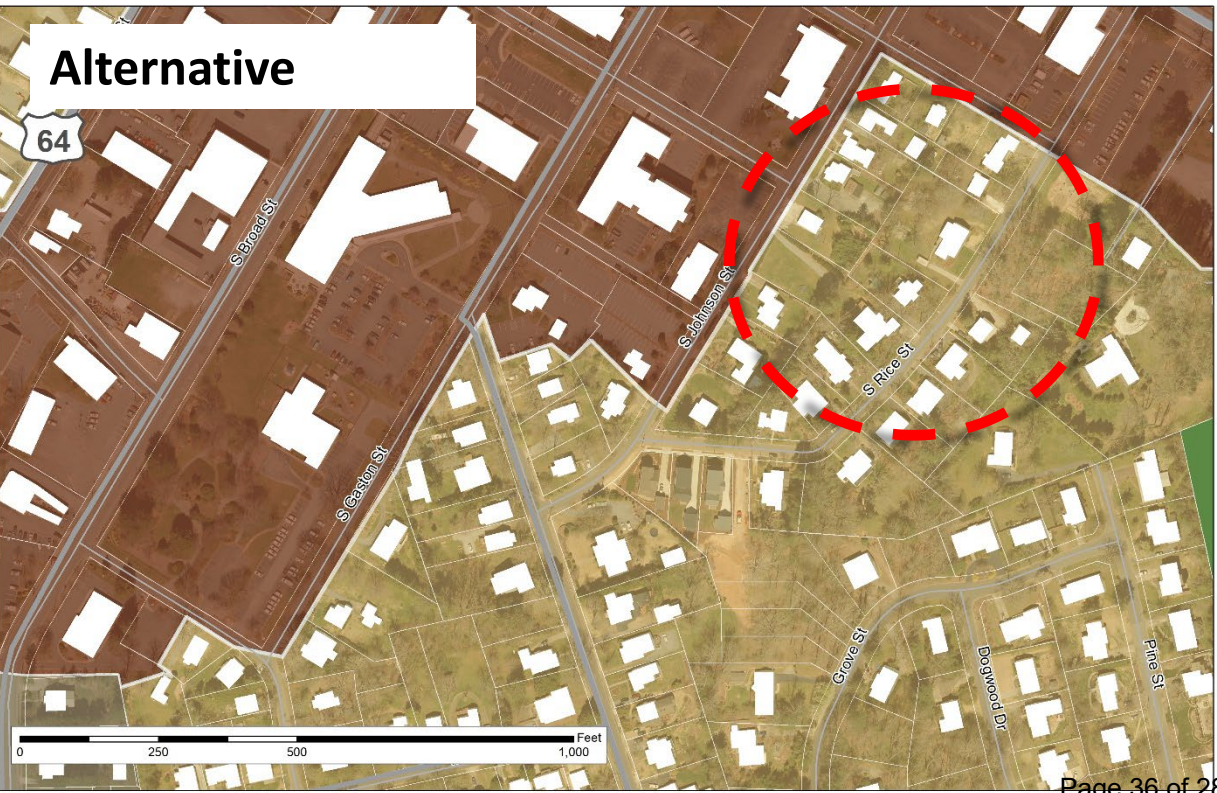
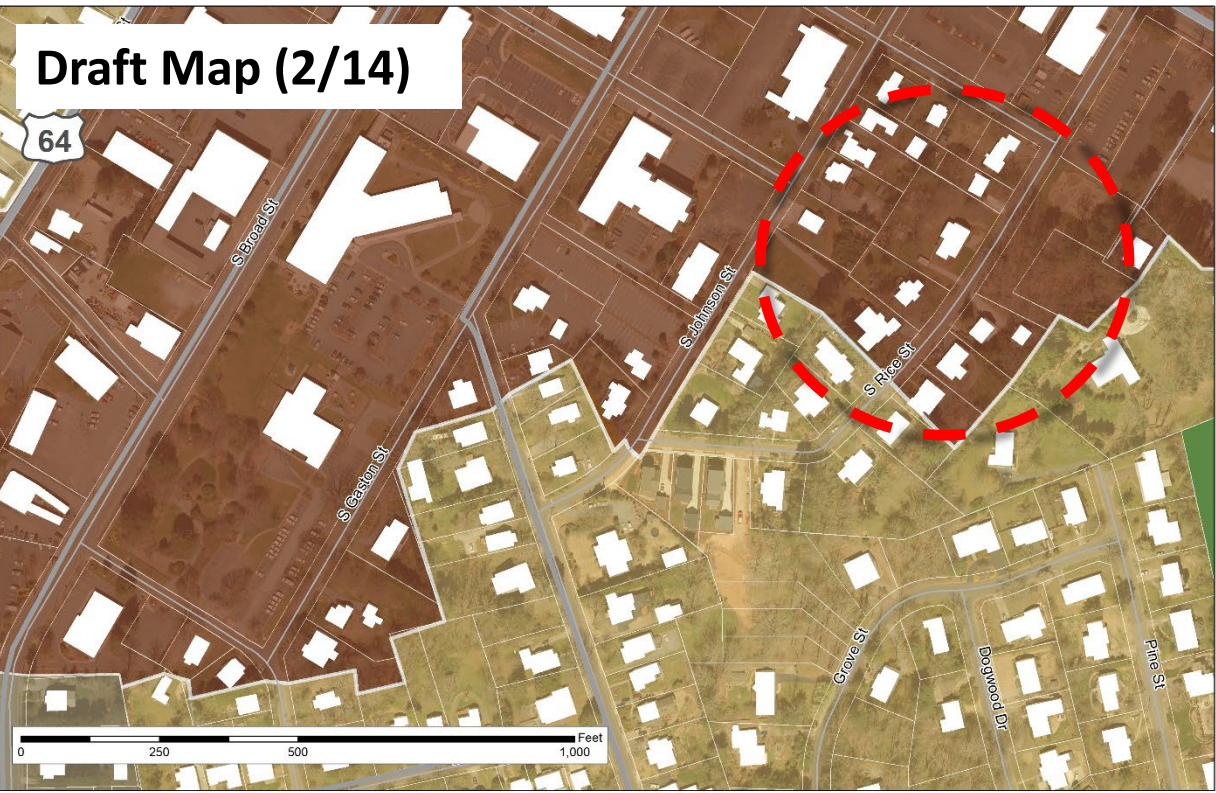
COMPREHENSIVE
LAND USE PLAN

DOWNTOWN

- **Downtown is key to many goals** including accommodating growth, improving livability and financial success of City
- Form-based code / revision of Downtown Design District Overlay
- Review parking requirements and height allowances
- Improve walkability

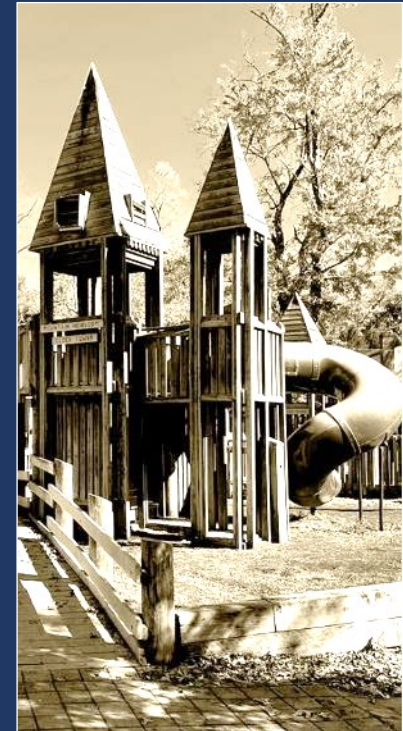


- Feedback received about extent of “Downtown” character area.
- Options developed for discussion





NEXT STEPS & DISCUSSION





RECENT / NEXT STEPS

1. **Public Review** of draft plan (ongoing)
 - Download draft at www.cityofbrevard.com/CLUP and submit comments
2. **Community Q&A** (Done-February 16th)
3. **Presentation & Public Hearing** (Tonight)
4. **Meet the Mayor** + Community Q&A
 - February 23rd - 5:30 p.m. to 7:30 p.m. at the Mary C. Jenkins Community Center; Staff will be available to answer questions about the CLUP
5. **Adoption of Plan**
 - City Council may adopt the plan in March 2023

**MINUTES
BREVARD CITY COUNCIL
Special Meeting
March 6, 2023 – 5:30 PM**

The Brevard City Council met for a special called meeting on Monday, March 6, 2023, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

Present – Mayor Maureen Copelof, Mayor Pro Tem Gary Daniel and Council Members Aaron Baker, Mac Morrow, Maurice Jones and Geraldine Dinkins.

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant Manager/Finance Director Dean Luebbe, Assistant Planning Director Aaron Bland, and Communications Coordinator Becky McCann

Press – Jon Rich, Transylvania Times

A. Welcome and Call to Order – Mayor Copelof called the meeting to order and welcomed those present.

B. Invocation – Council Member Maurice Jones offered an invocation.

C. Pledge of Allegiance – Mayor Copelof led the pledge of allegiance.

D. Certification of Quorum - City Clerk Denise Hodsdon certified a quorum present.

E. Approval of Agenda – Mr. Morrow moved, seconded by Mr. Jones, to approve the agenda as presented. The motion carried unanimously.

F. Unfinished Business

F-1. Main Street Streetscape Project Contract Award and Funding Strategy

Mr. Hooper informed the Council that two bids were received for this project on March 1, 2023 and the low bid was from Sossamon Construction in the amount of \$1,738,466, which is over \$400,000 more than we were projecting. He presented a revised funding strategy for Council’s review, which included the following:

Available Balance in Downtown Master Plan Fund	\$820,527
General Fund Capital Reserve Fund (sidewalk projects)	\$91,126
ABC one-time surplus payment	\$20,000
Projected surplus sales tax revenue	\$200,481
Projected surplus investment income	\$294,170
Exec/Admin salary savings	\$47,233
Parking meter revenue (FY22 and FY23 collections)	\$140,000
Tourism Development Authority (TDA) Grant (Tentative)	\$125,000

Mr. Hooper noted that he presented the \$125,000 grant request to the TDA’s Tourism Infrastructure subcommittee on February 28th. We have not received an official commitment from them yet as they have requested more information from us, but the response overall was favorable and they have suggested that they may be willing to contribute more than \$125,000. He said the budget amendment he is asking Council to approve only includes the \$125,000.

Mr. Jones moved, seconded by Ms. Dinkins, to approve the proposed Budget Amendments. Following discussion, the motion carried unanimously.

ORDINANCE NO. 2022-10
AN ORDINANCE AMENDING THE FY2022-2023
BUDGET AMENDMENT NUMBER 22

SUBJECT: Budget Amendment to increase funding in the Downtown Masterplan Fund in order to complete the Downtown Masterplan Implementation.

AGENDA INFORMATION

Agenda Location: Unfinished Business/
Department: Finance
Contact: Dean Luebbe, Finance Director

BRIEF SUMMARY: As of February 28, 2023 the fund balance in the Downtown Masterplan Fund was \$732,399.78. The City will be transferring an additional \$125,000 from the General Fund, as a part of the two cent of tax rate committed to the fund in the FY23 budget. Additionally, there are outstanding commitments the City has with Arbor Engineering on this project for \$36,872.05. After adding and subtracting these amounts, the fund will have a balance of \$820,527.73.

The low bid on the project was \$1,738,466, meaning the City needs to transfer in \$918,000 to have the project funded. The City will obtain this funding from the following sources

\$91,200 from the Capital Projects Fund

\$140,000 from parking kiosk revenue

\$125,000 from the Tourism Development Authority

A total of \$562,000 to be transferred from the General Fund. This transfer does not affect fund balance, and comes from the following sources

\$20,000 additional ABC distributions

\$200,500 sales tax revenues are higher than projections.

\$294,000 investment earnings are higher than projections.

\$47,300 salary savings in the Administration Department.

MOTION FOR CONSIDERATION: To approve Budget Amendment Twenty-two as submitted, increasing the budget in expenditure accounts

35-5000-0630 (Transfer to Downtown Masterplan)	\$91,200
89-5000-0630 (Transfer to Downtown Masterplan)	\$140,000
10-6600-9251 (Transfer to Downtown Masterplan)	\$562,000

And increasing the budget in the revenue account

83-3950-0500 (Contribution from TDA)	\$125,000
--------------------------------------	-----------

ATTACHMENTS: None

MANAGER'S RECOMMENDATION: Adopt as presented

Approved and adopted this 6th day of March, 2023.

Mr. Morrow moved, seconded by Mr. Daniel, to approve the Resolution Awarding Contract to Sossamon Construction. The motion carried unanimously.

RESOLUTION NO. 2023-12

**RESOLUTION AWARDING CONTRACT TO SOSSAMON CONSTRUCTION FOR MAIN STREET
STREETSCAPE PROJECT**

WHEREAS, the City of Brevard Downtown Master Plan calls for streetscape improvement to beautify and enhance safety along Main St. between Caldwell and Gaston streets;

WHEREAS, the City seeks to have the project completed prior to NCDOT's scheduled milling and repaving of this section of Main St.;

WHEREAS, the City has a separate project underway maintaining and upgrading the underground utilities along Main St.;

WHEREAS, the City’s consulting engineering firm, Arbor Land Design, conducted a competitive bidding process for the Main St. Streetscape Project improvements and Sossamon Construction LLC submitted the apparent low bid;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BREVARD, NORTH CAROLINA THAT:

A contract for \$1,723,466 for Main St. Streetscape Project is hereby awarded to Sossamon Construction LLC, which the City Manager (or his designee) is hereby authorized to execute.

Approved and adopted this 6th day of March, 2023.

G. Adjourn – There being no further business, Mr. Morrow moved, seconded by Mr. Baker, to adjourn the meeting at 5:47 p.m. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: March 20, 2023



Proclamation No. 2023-03
Designation of April as Second Chance Month

WHEREAS, every person is endowed with human dignity and value;

WHEREAS, redemption and second chances are American values;

WHEREAS, an estimated 70 million American citizens have a criminal record;

WHEREAS, those individuals who have paid their debt after committing a crime face significant barriers, also known as collateral consequences, to reintegrating into society;

WHEREAS, youth face more than one thousand collateral consequences affecting their high school and higher education;

WHEREAS, many of these consequences are mandatory, without taking into account the seriousness of the offense, the time passed since the offense, the individual's efforts to make amends, or whether the consequence has a proven public safety benefit;

WHEREAS, gaining meaningful employment is one of the most significant predictors of successful reentry, and ninety percent of those who have been incarcerated struggle to find employment because of societal and legal barriers;

WHEREAS, while education is also a significant predictor of successful reentry, those with a criminal record have lower levels of educational attainment than the general population and have significant difficulty acquiring admission to and funding for educational programs;

WHEREAS, people with a criminal history also face significant barriers in securing a place to live, and this inability to access housing has been found to increase the number of individuals returning to prison;

WHEREAS, many people with a criminal history also face significant debt and other challenges such as an inability to regain voting rights, volunteer in their community, and secure identification documentation;

WHEREAS, these barriers prevent the 70 million Americans with criminal records from contributing fully to their families and communities, which negatively impacts the well-being of their children and families for generations;

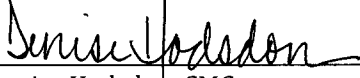
WHEREAS, the anniversary of the Second Chance Act of 2007 falls on April 9;

WHEREAS, the designation of April as Second Chance Month can contribute to increased awareness about the challenges faced by those who have paid their debt and generate opportunities for individuals, employers, congregations, and communities to extend second chances;

NOW, THEREFORE, I, Maureen Copelof, Mayor of Brevard, do hereby proclaim April 2023 as "Second Chance Month." During this month I call on residents to honor the work of those who strive to remove barriers that prevent individuals with a criminal record from becoming productive members of society and to observe Second Chance Month through actions and programs that promote opportunities to unlock second chances.

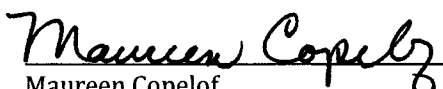
IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 20th day of March, 2023.

ATTEST:



Denise Hodsdon, CMC
City Clerk





Maureen Copelof
Mayor

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Proposed Amendments to the City of Brevard Unified Development Ordinance, Chapter 13 - Waiver of Tap Fees

Speaker: Emily Brewer, AICP, Senior Planner

Prepared by: Emily Brewer, Senior Planner

Approved by: Paul Ray, Planning Director, Wilson Hooper, City Manager

Background & Discussion

North Carolina General Statutes §160D-1316 allows for local governments to expend funds for residential housing construction, new or rehabilitated, for sale or rental to persons and families of low and moderate income.

On May 16, 2022, City Council adopted Ordinance 2022-25 amending Chapters 13 and 19 of the Unified Development Ordinance authorizing the City to issue water and sewer tap fee waivers for eligible affordable rental housing projects. The ordinance states that projects are eligible for the waiver if the developer agrees to provide housing for persons of low-income for a minimum of five years.

Since then, the UNC School of Government has determined that fee waivers for affordable housing projects are not permissible. Under NC law, a municipality may assign different rates for consumers if it is “based upon such factors as the cost of service, the purpose for which the service or the product is received, the quantity or the amount received, the different character of the service furnished, the time of its use or any other matter which presents a substantial difference as a ground of distinction” (*Wall v. City of Durham*, 41 N.C. App. 649, [N.C. Ct. App. 1979]). In other words, there must be a defensible, utility-based reason for assigning different rates or fees.

At the Housing Committee meeting on February 14, 2023, Planning Director Paul Ray and City Manager Wilson Hooper discussed the possibility of changing the existing tap fee waivers to an eligible expense for reimbursement with Housing Trust Fund resources. Over the past year, Staff has been working closely with the Housing Committee (formerly the “Housing Trust Fund Selection Committee”) to revise the Housing Trust Fund bylaws and programs to support privately-created affordable housing within the City’s jurisdiction. After having received favorable recommendations by the Housing Committee, these documents will also be presented to City Council at the March 20, 2023, meeting. With this new process, developers of eligible affordable housing projects can apply during a regular funding cycle to be reimbursed for the cost of the water and sewer tap fees.

The Housing Committee recommended adoption of the text amendment and folding this initiative into the Housing Trust Fund programs. The Committee also recommends that City Council consider using the General Fund to provide funds to the Housing Trust Fund annually for this purpose, so as not to diminish the limited funds currently available. This

recommendation will be brought to Council for consideration during the FY24 budget development process.

The proposed text amendment, which removes Section 13.4.F from the UDO, is included as Attachment 1. Planning Board considered the text amendment at their February 28, 2023, meeting and unanimously recommended approval. In accordance with North Carolina General Statutes, the Planning Board also submits a statement analyzing the consistency and reasonableness of this proposal with regards to existing policies or plans of the City of Brevard.

Policy Analysis

The 2015 Comprehensive Plan's Economic Health Element references ways to promote affordable housing in Brevard, including Policy 2.2.H: *"Provide financial incentives to encourage additional affordable and workforce housing development."*

Fiscal Impact

With the ordinance adopted in May 2022, the City's total cost for waiving the water tap fees and sewer tap fees would be evaluated annually as part of the yearly budgeting process. There will be no additional fiscal impact.

Action

No action is requested at this time. For information and public hearing only.

Staff requests that Council take one of the following actions at the next regular meeting:

1. Adopt the amendments as written;
2. Revise and adopt the amendments as revised;
3. Reject the amendments; or
4. Table the amendments for further public hearings and/or consideration.

Attachments:

1. Proposed Text Amendment
2. Consistency Statement
3. Draft Ordinance

13.4. General infrastructure design requirements.

A. Connection to city sewer system required.

1. All developed property within the city limits and located within 300 feet of a city sewer line shall be connected therewith, and the property owner shall be charged the prescribed tap fee and system development fee for all such connections. Such connection shall be made in accordance with the provisions of this article within 90 days after the date of official notice to connect.
2. Improved property served by wells and annexed by the city shall be connected to the city sewer systems within five years of the effective date of annexation; provided, however, that no connection to the sewer system shall be permitted without also connecting to the city's water system.
3. New development within the city limits shall, in all cases, connect to a city sewer line. Sewer line improvements required for new development are the sole responsibility of the developer. The installation of improvements beyond the development boundary which are required for service to the development will be provided by the developer.
4. City sewer is not required but may be permitted for new development within the city's extraterritorial jurisdiction. The owner of any property within the city's extraterritorial jurisdiction who requests connection to the city sewer system shall request voluntary annexation into the City of Brevard. Proposed development that will not connect to the city sewer system must contain adequate area for the installation of approved septic tank and disposal fields and must be approved in writing by the county health officer.
5. Except as provided in this article, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

B. Connection to city water system required.

1. All developed property within the city limits shall be connected therewith and the property owner shall be charged the prescribed tap fee and system development fee for all such connections.
2. Improved property served by wells and annexed by the city shall be connected to the city water system, if within 300 feet, within five years of the effective date of annexation.
3. New development within the city limits shall, in all cases, connect to a city water line. Water line improvements required for new development are the sole responsibility of the developer. The installation of improvements beyond the development boundary which are required for service to the development will be provided by the developer.
4. City water is not required but may be permitted for new development within the city's extraterritorial jurisdiction. Proposed development that will not connect to the city sewer system must contain adequate area for the installation of approved wells and must be approved in writing by the county health officer.
5. Any development served by the city water system shall install fire hydrants in accordance with city standards. Fire hydrant spacing and placement shall be determined by the public works director in consultation with the fire marshall. For any development within the city's ETJ without a fire suppression rated water system, that either has or is adjacent to an adequate permanent surface water supply, the applicant may be required to install

- a dry fire hydrant system, the type and the location of which is to be determined by the fire marshal. A road and easement to the water source providing permanent all-weather access to the water source that is adequate for fire-fighting equipment shall be constructed and dedicated to the city, if applicable.
- C. *Sewer and water connections and infrastructure.* Sewer and water connections and infrastructure shall occur in accordance with Chapter 70 of Brevard City Code and the City of Brevard *Standard Design and Specifications Manual for Public Improvements*, and any necessary conditions of the public works director.
- D. Utility easements.
1. Sewer, water, storm water, and other utility easements shall be required within all new development (including developments within the ETJ for which no public sewer or water is proposed), and may be required within existing developments undergoing improvements at the discretion of the administrator.
 2. The precise location and width of easements shall be determined by the administrator. However, unless otherwise specified, underground utilities should be located in alleys and lanes. If no alley or lane is provided, then a five-foot (minimum) utility easement shall be provided behind the sidewalk located within either the right-of-way or a public utility easement. Utility easements centered on rear or side lot lines shall be provided where deemed necessary by the approving authority and shall be at least 30 feet in width.
 3. Where a subdivision is traversed by a water course, drainage way, channel, or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such water course, and such further width or construction, or both, as may be adequate for the purpose of drainage.
 4. Lakes, ponds, creeks, and similar areas within a subdivision will not be accepted for maintenance by the city except as provided for in Chapter 6.
 5. Easements shall be accurately depicted upon all plats and plans, and dedicated to the city by means of a plat of dedication in accordance with procedures established by the administrator.
 6. No structure shall be placed upon any easement. Fences and other impermanent obstructions may be permitted by the administrator in consultation with the public works director.
- E. *Sewer and water.* Sewer and water shall be installed by the developer and dedicated to the city prior to the approval of any final subdivision plat or development plan unless a performance guarantee is provided to the administrator in accordance with city Code, this ordinance, and procedures established by the administrator. Sewer and water infrastructure shall be installed by the developer and dedicated to the city prior to the issuance of any Certificates of Occupancy for any building within that phase or along that line, as applicable to the particular development.
- ~~F. — Tap fee waivers for eligible affordable and workforce housing projects. The city is allowed to issue tap fee waivers for eligible affordable rental housing and workforce rental housing projects within the city to facilitate the construction of dwellings units at these income levels. Projects are eligible if the developer agrees to provide housing exclusively for persons of low-income or moderate to middle income, respectively, for a minimum of five years beginning from the date of issuance of the certificate of occupancy.~~
- ~~1. — System development fees shall not be eligible for the waiver.~~

- 89 ~~2. The waiver must be signed by the city manager, at the recommendation of the zoning~~
90 ~~administrator, and the developer with written agreement to these conditions. The~~
91 ~~dwelling shall be fully constructed within 18 months of the date of waiver of the fees.~~
- 92 ~~3. In the event the guarantee is violated, the developer shall reimburse the city of the full~~
93 ~~amount waived plus interest at 18 percent per annum plus costs of recovering this sum.~~
- 94 ~~4. The total available waiver amount is established each fiscal year as part of the city's~~
95 ~~annual budgeting process. The funds for this amount shall not come from the utility~~
96 ~~budget. Eligible properties are able to have 100 percent of their tap fees waived, unless~~
97 ~~the total cost is greater than the remaining annual budget.~~
- 98

**COMMENT OF CONSISTENCY WITH COMPREHENSIVE PLAN
AND ANY OTHER OFFICIALLY ADOPTED APPLICABLE PLANS**

NCGS 160D-605 requires that the Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan prior to consideration by the Governing Board. The Planning Board shall provide a written recommendation to the Governing Board that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Comprehensive Plan shall not preclude consideration or approval of the proposed amendment by the Governing Board.

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is **consistent** with the following elements of the City's adopted plans and policies:

2015 Comprehensive Plan:

POLICY 2.2.H: Provide financial incentives to encourage additional affordable and workforce housing development.

POLICY 4.2.E: Collaborate with partners to increase the amount of available affordable and workforce housing, and to combat homelessness.

2002 Land Use Plan:

Goal 6.1: Provide adequate and appropriate rental housing for the various socio-economic groups.

Goal 6.2: Provide safe, adequate, and affordable housing for families within the City limits.

Focus 2020 Community Report:

Housing & Neighborhoods Rental Goal: To provide adequate and appropriate rental housing for the various socio-economic groups.

Housing & Neighborhoods Homeownership Goal: To provide safe, adequate, and affordable housing for families within the City limits.

ORDINANCE NO. 2023-____

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
CHAPTER 13 – INFRASTRUCTURE IMPROVEMENT REQUIREMENTS**

WHEREAS, the City of Brevard Planning Board has recommended that Brevard City Code, Unified Development Ordinance, Ordinance Chapter 13 – Infrastructure Improvement Requirements; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the City of Brevard Comprehensive Plans:

2015 Comprehensive Plan:

- **POLICY 2.2.H:** Provide financial incentives to encourage additional affordable and workforce housing development.
- **POLICY 4.2.E:** Collaborate with partners to increase the amount of available affordable and workforce housing, and to combat homelessness.

and,

WHEREAS, the Brevard City Council concurs with the recommendation of the Brevard Housing Committee to include utility connections for qualifying affordable housing projects as an expense eligible for reimbursement through the Housing Trust Fund; and,

WHEREAS, a public hearing was conducted on Tuesday, March 20, 2023, by the Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed amendments, it is the desire of the City Council of the City of Brevard that Brevard City Code, Unified Development Ordinance be amended as outlined below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 01. Brevard City Code, Unified Development Ordinance Chapter 13 is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 02. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 03. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 04. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved upon first reading this the 3rd day of April 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

EXHIBIT A

13.4. General infrastructure design requirements.

A. Connection to city sewer system required.

1. All developed property within the city limits and located within 300 feet of a city sewer line shall be connected therewith, and the property owner shall be charged the prescribed tap fee and system development fee for all such connections. Such connection shall be made in accordance with the provisions of this article within 90 days after the date of official notice to connect.
2. Improved property served by wells and annexed by the city shall be connected to the city sewer systems within five years of the effective date of annexation; provided, however, that no connection to the sewer system shall be permitted without also connecting to the city's water system.
3. New development within the city limits shall, in all cases, connect to a city sewer line. Sewer line improvements required for new development are the sole responsibility of the developer. The installation of improvements beyond the development boundary which are required for service to the development will be provided by the developer.
4. City sewer is not required but may be permitted for new development within the city's extraterritorial jurisdiction. The owner of any property within the city's extraterritorial jurisdiction who requests connection to the city sewer system shall request voluntary annexation into the City of Brevard. Proposed development that will not connect to the city sewer system must contain adequate area for the installation of approved septic tank and disposal fields and must be approved in writing by the county health officer.
5. Except as provided in this article, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

B. Connection to city water system required.

1. All developed property within the city limits shall be connected therewith and the property owner shall be charged the prescribed tap fee and system development fee for all such connections.
2. Improved property served by wells and annexed by the city shall be connected to the city water system, if within 300 feet, within five years of the effective date of annexation.
3. New development within the city limits shall, in all cases, connect to a city water line. Water line improvements required for new development are the sole responsibility of the developer. The installation of improvements beyond the development boundary which are required for service to the development will be provided by the developer.
4. City water is not required but may be permitted for new development within the city's extraterritorial jurisdiction. Proposed development that will not connect to the city sewer system must contain adequate area for the installation of approved wells and must be approved in writing by the county health officer.
5. Any development served by the city water system shall install fire hydrants in accordance with city standards. Fire hydrant spacing and placement shall be determined by the public works director in consultation with the fire marshall. For any development within the city's ETJ without a fire suppression rated water system, that either has or is adjacent to an adequate permanent surface water supply, the applicant may be required to install a dry fire hydrant system, the type and the location of which is to be determined by the fire marshal. A road and easement to the water source providing permanent all-weather access to the water source that is adequate for fire-fighting equipment shall be constructed and dedicated to the city, if applicable.

C. *Sewer and water connections and infrastructure.* Sewer and water connections and infrastructure shall occur in accordance with Chapter 70 of Brevard City Code and the City of Brevard *Standard Design and Specifications Manual for Public Improvements*, and any necessary conditions of the public works director.

D. Utility easements.

1. Sewer, water, storm water, and other utility easements shall be required within all new development (including developments within the ETJ for which no public sewer or water is proposed), and may be required within existing developments undergoing improvements at the discretion of the administrator.
2. The precise location and width of easements shall be determined by the administrator. However, unless otherwise specified, underground utilities should be located in alleys and lanes. If no alley or lane is provided, then a five-foot (minimum) utility easement shall be provided behind the sidewalk located within either the right-of-way or a public utility easement. Utility easements centered on rear or side lot lines shall be provided where deemed necessary by the approving authority and shall be at least 30 feet in width.
3. Where a subdivision is traversed by a water course, drainage way, channel, or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such water course, and such further width or construction, or both, as may be adequate for the purpose of drainage.
4. Lakes, ponds, creeks, and similar areas within a subdivision will not be accepted for maintenance by the city except as provided for in Chapter 6.
5. Easements shall be accurately depicted upon all plats and plans, and dedicated to the city by means of a plat of dedication in accordance with procedures established by the administrator.
6. No structure shall be placed upon any easement. Fences and other impermanent obstructions may be permitted by the administrator in consultation with the public works director.

E. *Sewer and water.* Sewer and water shall be installed by the developer and dedicated to the city prior to the approval of any final subdivision plat or development plan unless a performance guarantee is provided to the administrator in accordance with city Code, this ordinance, and procedures established by the administrator. Sewer and water infrastructure shall be installed by the developer and dedicated to the city prior to the issuance of any Certificates of Occupancy for any building within that phase or along that line, as applicable to the particular development.

STAFF REPORT**City Council, Monday, March 20, 2023****Title:** Tax Settlement Report - February, 2023**Speaker:****Prepared by:** Tina Tanner, Tax Collector/Water/Finance**Approved by:** Dean Luebbe, Finance Director**Attachments:**

1. TAX COLLECTOR REPORT 2022 FEB 23



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture

TAX SETTLEMENT REPORT FOR MONTH ENDED FEBRUARY 28, 2023

Tina Tanner, Tax Collector

CITY OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING FEBRUARY 28, 2023

UPDATED: 03.02.2023

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2022	\$ 39,439.51	\$ 3,782,522.45	\$ 447,238.21	\$ 139,011.26	\$ 145,361.00	\$ 490,097.56	
2021-2011	\$ 12,223.32	\$ 13,357.82	\$ 5,517.48	\$ 3,889.22	\$ 2,791.16	\$ 3,950.65	
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ 51,662.83	\$ 3,795,880.27	\$ 452,755.69	\$ 142,900.48	\$ 148,152.16	\$ 494,048.21	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2022	\$ 331,033.06	\$ 75,567.09				\$ 5,450,270.14	
2021-2011	\$ 6,364.39	\$ 4,352.72				\$ 52,446.76	
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ 337,397.45	\$ 79,919.81	\$ -	\$ -	\$ -	\$ -	\$ 5,502,716.90

HEART OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING, FEBRUARY 28, 2023

UPDATED: 03.02.2023

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2022	\$ 582.83	\$ 69,020.13	\$ 17,026.88	\$ 5,036.34	\$ 5,594.11	\$ 21,956.08	
2021-2011	\$ 106.50	\$ 316.06	\$ 1,447.91				
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ 689.33	\$ 69,336.19	\$ 18,474.79	\$ 5,036.34	\$ 5,594.11	\$ 21,956.08	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2022	\$ 13,200.10	\$ 952.53					\$ 133,369.00
2021-2011	\$ 1,187.92	\$ 91.38					\$ 3,149.77
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 14,388.02	\$ 1,043.91	\$ -	\$ -	\$ -	\$ -	\$ 136,518.77

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Property Tax Releases - February, 2023

Speaker:

Prepared by: Tina Tanner, Tax Collector/Water/Finance

Approved by: Dean Luebbe, Finance Director

The City of Brevard has been notified by the Transylvania County Tax Administration of the following releases from the tax scroll of the City of Brevard.

The governing body of the City of Brevard is required by General Statute to approve these releases and instruct the Tax Collector to remove these property values from the city tax records.

General Statute 105-381

(b) Action of Governing Body.--Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made.

A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

Release Amount for February 2023: \$ 139.34

Recommendation

Approve resolution to release values from the tax scroll.

Attachments:

1. 03 Resolution Tax Releases February 2023

RESOLUTION 2023-XX

A RESOLUTION APPROVING PROPERTY TAX RELEASES

WHEREAS, The City of Brevard has previously determined to collect property taxes for the City of Brevard and the Heart of Brevard and it is necessary to release the below shown amount from the city tax records.

BE IT NOW, THEREFORE, RESOLVED THAT:

The Tax Collector is hereby authorized to remove February 2023 property values from the tax scroll in the amount of:

2022: \$ 87.81

2021: \$ 24.09

2020: \$ 27.44

Adopted this the 20th day of March, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Resolution Fixing a Date of Public Hearing for Annexation-Nielsen

Speaker:

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

Executive Summary: A Petition Requesting Voluntary Contiguous Annexation was submitted on February 3, 2023 by Catherine and David Nielsen. The petition requests that the property located at 31 York Circle, Brevard, be annexed into the City of Brevard. (Tax Property Identification Number 8596-26-2338-000)

Discussion: On February 20, 2023, City Council approved a Resolution Directing the Clerk to Investigate the Sufficiency of the Petition. The Clerk, Staff and Attorney have investigated and feel this annexation can move forward with setting a date for public hearing.

Recommendation: Staff recommends Council adopt the drafted Resolution Setting a Date for Public Hearing on Monday, April 17, 2023

Attachments:

1. Certificate of Sufficiency
2. Resolution Fixing Date of Public Hearing



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

Office of City Clerk
(828) 885-5614

Certificate of Sufficiency

I, Denise Hodsdon, City Clerk, do hereby certify that I have investigated the petition submitted by **Catherine Nielsen and David Nielsen, PIN 8596-26-2338-000** consisting of 45,599 square feet, more or less, and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NCGS 160-A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Brevard this 15th day of March, 2023.



Denise Hodsdon, CMC
City Clerk

RESOLUTION NO. 2023-XX

**A RESOLUTION FIXING A DATE OF PUBLIC HEARING
ON THE QUESTION OF ANNEXATION PURSUANT TO
NCGS 160A-31, AS AMENDED**

WHEREAS, a petition was received on February 3, 2023, requesting the annexation of a contiguous area described in said Petition as the Catherine and David Nielsen property, 31 York Circle, Brevard, NC 28712, consisting of 45,599 square feet, more or less, be annexed into the City of Brevard. (Tax Property Identification Numbers 8596-26-2338-000); and

WHEREAS, the Brevard City Council has by Resolution No. 2023-11 directed the City Clerk to investigate the sufficiency thereof; and

WHEREAS, certification by the City Clerk as to the sufficiency of said petition has been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. That a public hearing on the question of annexation of the contiguous area described below as requested by Catherine and David Nielsen, will be held at Brevard City Hall at 5:30 P.M. on the 17th day of April, 2023.

Section 2. The area proposed for annexation is described as follows:

Metes and Bounds Property Description:

All of Lot 2-A, containing 45,599 square feet, as shown on the plat of a survey dated August 18, 2021, prepared by E. Roger Raxter, PLS, for Carolyn Osborne Howie and Parks Hunter Howie, recorded in Plat File 21, Slide 453, Records of Plats for Transylvania County, in the office of the Register of Deeds, Transylvania County, North Carolina.

This conveyance is made together with a right to use the shared driveway shown on the referenced Plat located partially on the adjoining Lot 2-B, and this conveyance is also subject to the rights of owners adjoining both sides of Lot 2-A for the joint use of the driveways shown on the Plat.

Being the same property conveyed in a Deed from James H. Wolfe, individually and as Executor of the Estate of Carolyn Osborne Howie, joined by his wife, Ellen Wolfe; Elizabeth H. Alexander (the same as Barbara H. Alexander, joined by her husband Donald Max Alexander; Martha Jeanne Howie, unmarried; Rebecca H. Beard, unmarried; Parks Hunter Howie, Jr., joined by his wife Robin Howie; and Tracy Frances Howie, unmarried, recorded October 18, 2021 in Book 1006, Pages 499 - 506 in the Transylvania County, North Carolina Register of Deeds Office.

Section 3. Notice of said public hearing shall be published in the Transylvania Times, a newspaper having general circulation in the City of Brevard, at least ten (10) days prior to the date of said public hearing.

Section 4. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 20th day of March, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Project Ordinance Amendment - Main Street Streetscape Project

Speaker: Dean Luebbe

Prepared by: Dean Luebbe, Finance Director

Approved by: Wilson Hooper, City Manager

Background

In August of 2022, City Council split the \$880,000 in funding available in the Downtown Masterplan Fund between two separate projects. Cost estimates for the combined project far exceeded the project budget, requiring the Council to delay the Times Arcade portion of the project, and concentrate on completing the Main Street Streetscapes project before NCDOT completes the repaving of Main Street. Even with all \$880,000 of funding concentrated on the Main Street Streetscape Project an additional \$918,200 was needed to fully fund the project.

Staff Report

The City Manager and Finance Director have analyzed certain line items in three separate funds and identified close to \$800,000 in additional funding. Additionally, the City Manager is requesting \$125,000 from the Tourism Development Authority. This is a ministerial action to endow the appropriate accounting fund with the new dollars.

Action

By motion, adopt by Ordinance, to amend the Main Street Streetscape project by \$1,468,200. \$550,000 of this amount is originating from the Times Arcade Project, and \$793,200 is being transferred from the General Fund (\$562,000), Capital Reserve Fund (\$91,200), and Parking Fund (\$140,000).

Attachments:

1. Main Street Streetscapes Capital Project Amendment
2. Ordinance 2022-47 and 2022-33

ORDINANCE NO. 2023-XX

CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE
NO. 2022-13 AND 2022-47, MAIN STREET STREETSCAPE PROJECT

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1: The budgeted expenditures and revenues listed under the ordinance (2022-33, Times Arcade Alley Improvements) of \$550,000 will be eliminated and transferred to the Main Street Streetscape Project, bringing the total project to \$880,000. Additionally, \$918,200 will be added to this project from the following sources:

- 1. \$91,200 will be transferred from the Capital Reserve Fund.
- 2. \$140,000 will be transferred from the Parking Fund, fund balance.
- 3. The City is in the process of completing paperwork requesting \$125,000 from the Tourism Development Authority.
- 4. \$562,000 will be transferred from the General Fund, as certain revenue line items are projected to be over budget, and cost savings associated with the Administration Department budget.

Section 2: The Project will create 3 mid-block bump-outs, corner bump-outs at the intersection of Main St. & Broad St., new landscaping including 16 street trees, shrubs, groundcover, and flowers along with outdoor seating furniture, trash receptacles and a water bottle filling station.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
83-6600-4570	Main Street Streetscape Project	\$1,798,200
TOTAL PROJECT APPROPRIATION		\$1,798,200

Section 4: The following revenues are anticipated to be available for project expenses:

Account Number	Account Name	Budget Amount
83-3020-0100	Transfer from ARPA	\$357,100
83-3990-0000	Fund Balance Approp	\$522,900
83-3010-0000	Transfer from Cap Res Fund	\$91,200
83-3020-0300	Transfer from Parking Fund	\$140,000
83-3020-0000	Transfer from General Fund	\$562,000
83-3950-0500	Contribution from TDA	\$125,000
TOTAL PROJECT REVENUE		\$1,798,200

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 20th day of March, 2023.

Maureen Copelof
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

ORDINANCE NO. 2022-47

CAPITAL PROJECT ORDINANCE TO ESTABLISH PROJECT
FOR DOWNTOWN MASTERPLAN IMPLEMENTATION

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project will improve the downtown Brevard, making it a more inviting destination for both citizens and guests.

Section 2: This project will have many subprojects and staff is currently investigating revenue sources other than General Fund transfers.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
78-6600-4570	Downtown Masterplan Implementation	\$330,000
TOTAL PROJECT APPROPRIATION		\$330,000

Section 4: The following revenues are anticipated to be available for project expenses:

Account Number	Account Name	Budget Amount
78-3990-0000	Fund Balance Appropriated	\$330,000
TOTAL PROJECT REVENUE		\$330,000

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 1st day of August, 2022.


Maureen Copelof
Mayor

ORDINANCE NO. 2022-33

**CAPITAL PROJECT ORDINANCE TO ESTABLISH PROJECT
FOR TIMES ARCADE ALLEY IMPROVEMENTS**

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The Project will create a subsurface stormwater conveyance system and relocate utility service lines from overhead to underground in the Times Arcade Alley.

Section 2: The Times Arcade Alley Improvement Project is a small portion of the overall Downtown Master Plan Project, which ultimately will provide infrastructure and other improvements to much of the downtown district.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
83-4900-4550	Times Arcade Alley Improvements	\$550,000

TOTAL PROJECT APPROPRIATION	\$550,000
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Section 4: The following revenues are anticipated to be available for project expenses:

Account Number	Account Name	Budget Amount
83-3020-0000	Transfer from General Fund	\$192,900
83-3020-0100	Transfer from ARPA	\$357,100

TOTAL PROJECT REVENUE	\$550,000
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Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

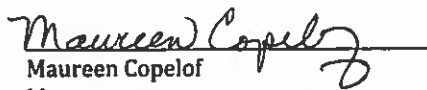
Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

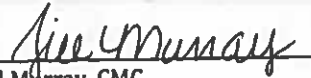
Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 6th day of June, 2022.


Maureen Copelof
Mayor




Jill Murray, CMC
City Clerk

APPROVED AS TO FORM:


Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Fire Truck and Sanitation Trucks Funding

Speaker: Dean Luebbe

Prepared by: Dean Luebbe, Finance Director

Approved by: Wilson Hooper, City Manager

BACKGROUND: The approved budgets for FY22 and FY23 included the purchase and financing of capital equipment for the City of Brevard Sanitation Fund and Fire Fund. The City has obtained four equipment bids to finance \$1,020,000 in capital equipment. The loan term is fifty-nine months.

FISCAL IMPACT: Funds were included in the FY23 Budget to purchase and finance capital equipment for Sanitation Fund and Fire Fund. Loan proceeds will be the source of funds to purchase the equipment and monthly debt service will be \$19,177.

	<u>Rate</u>	<u>Monthly Payment</u>
United Community	4.16%	\$19,177
LGFCU	4.30%	\$19,214
First Citizens	4.48%	\$19,294
Truist	4.495%	\$19,301

RECOMMENDATION:

Approve Resolution with United Community Bank, Inc. to provide fifty-nine month financing at 4.16% interest rate. Payments will be made on a monthly basis which reduces the total interest cost on the loans.

Attachments:

1. Resolution approving financing terms
2. United Community Bank proposal
3. Truist proposal
4. LGFCU proposal
5. First Citizens proposal

RESOLUTION NO. 2023-xx

A RESOLUTION APPROVING FINANCING TERMS

WHEREAS: The City of Brevard (“City”) has previously determined to undertake a project for purchasing capital equipment (the “Project”) costing \$1,020,000 and the Finance Officer has now presented a proposal for the financing of such Project as listed below:

DEPARTMENT	EQUIPMENT
SANITATION FUND	One garbage truck and one dump bed
FIRE FUND	One rescue truck

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through United Community Bank Inc., in accordance with the proposal dated March 2, 2023. The amount financed shall not exceed \$1,020,000 for a fifty nine month loan, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.16%, and the financing term shall not exceed fifty nine months from closing.
2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document’s final form.
4. The City shall not take or omit to take any action, the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the United Community Bank Inc. financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City’s sanitation or fire fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted and approved this 20th day of March 2023.

Maureen Copelof, Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

CITY OF BREVARD			
FY19-20 CAPITAL EQUIPMENT LIST			
BANK FINANCING - UCBI			
TEN YEAR LOAN			
Term: 10 Year Loan	Department	Equipment	Amount
	Sanitation	Garbage Truck & Tippers	\$ 187,810
	WWTP	SCADA System	\$ 63,387
	WWTP	Compactor	\$ 139,175
TOTAL			\$ 390,372

CITY OF BREVARD								
CAPITAL EQUIPMENT LOAN								
FY20								
10 YEAR LOAN								
	PROPOSAL DATE	AMOUNT TO BE FINANCED	REPAYMENT PERIOD (MONTHS)	INTEREST RATE	Estimated Monthly Payment	TOTAL PAYMENTS	CLOSING COSTS	TOTAL
UNITED COMMUNITY BANK		\$ 390,372	120	2.24%	\$ 3,639.89	\$436,786.80	\$ -	\$436,786.80
BB & T		\$ 390,372	120	2.24%	\$ 3,639.89	\$436,786.80	\$ -	\$436,786.80
*Prepayable in whole at any time for the first half of the term with a one percent penalty. After the first half of the term the transaction wil be prepayable in whole at any time without penalty.								
PNC BANK	DID NOT BID							
FIRST CITIZENS BANK	DID NOT BID							
FIRST BANK	DID NOT BID							
ENTEGRA BANK	DID NOT RESPOND							
SUN TRUST	DID NOT RESPOND							
CITY NATIONAL BANK	DID NOT RESPOND							
REGIONS BANK	DID NOT RESPOND							
WELLS FARGO BANK	DID NOT RESPOND							

Dean Luebbe

From: Kim Green <kim_green@ucbi.com>
Sent: Thursday, March 02, 2023 3:10 PM
To: Dean Luebbe
Subject: Equipment Financing - Bid Form
Attachments: 20230302150258596.pdf

Good Afternoon Dean,

Please find attached our completed and signed Bid Form regarding financing of new equipment - Let me know if you need additional information - Thanks.....

Kim Green | Relationship Manager | NMLS# 754840 United Community Bank | 10 Park Place East | Brevard, North Carolina 28712 Contact | Office 828-862-5275 | Mobile 828-553-0295 | Fax 828-884-2711 kim_green@ucbi.com

The information transmitted may contain confidential material and is intended only for the person or entity to which it is addressed. Any review, retransmission, dissemination or other use of or taking of any action by persons or entities other than the intended recipient is prohibited. If you are not the intended recipient, please delete the information and contact the sender. United Community Bank will never send an e-mail message requesting confidential information, such as account numbers, passwords, or Personal Identification Numbers (PINs).

**CITY OF BREVARD, NORTH CAROLINA
REQUEST FOR FINANCING BIDS FOR CAPITAL EQUIPMENT
BID FORM**

The City of Brevard is requesting interest rate quotes for the following equipment

EQUIPMENT TO BE FINANCED	FUND	MONTHLY PAYMENT	TOTAL COST	AMOUNT TO BE FINANCED	REPAYMENT PERIOD	PAYMENT SCHEDULE	INTEREST RATE	CLOSING COSTS
SEE ATTACHMENT		\$19,176.94	\$111,439	\$1,020,000	59 Months	Monthly Payments in Arrears	4.16%	\$0.00
LENDING INSTITUTION:		United Community Bank						
ADDRESS:		160 West Main Street						
		Brevard NC 28712						
CONTACT PERSON:		Kim Green						
PHONE NO.		828-862-5275						
SIGNATURE OF AUTHORIZED REPRESENTATIVE								

Model

[-]

Product: 0

Note Date: 03/01/2023

Principal Advance: 1020000.00

Interest Rate: 4.160000

Expenses Financed:

Payment Activity**Date****Frequency****Number****Amount**

Regular Payment

04/01/2023

Monthly

58

\$19,176.94

Regular Payment

02/01/2028

Monthly

1

\$19,176.72

[Add Activity](#)**Additional Information**

[-]

Maturity Date: Feb 01, 2028

Total Principal: \$1,020,000.00

Total Interest: \$111,439.24

Total Escrow: \$0.00

Total of Payments: \$1,131,439.24

Amount Financed: \$1,020,000.00

Finance Charge: \$111,439.24

APR: 4.217777%

Amortization Schedule						
Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
Mar 01, 2023	Beginning Balance					1,020,000.00
(F) Apr 01, 2023	Regular Payment	19,176.94	19,176.94	15,523.08	3,653.86	1,004,476.92
(F) May 01, 2023	Regular Payment	19,176.94	19,176.94	15,694.76	3,482.18	988,782.16
(F) Jun 01, 2023	Regular Payment	19,176.94	19,176.94	15,634.91	3,542.03	973,147.25
(F) Jul 01, 2023	Regular Payment	19,176.94	19,176.94	15,803.37	3,373.57	957,343.88
(F) Aug 01, 2023	Regular Payment	19,176.94	19,176.94	15,747.53	3,429.41	941,596.35
(F) Sep 01, 2023	Regular Payment	19,176.94	19,176.94	15,803.94	3,373.00	925,792.41
(F) Oct 01, 2023	Regular Payment	19,176.94	19,176.94	15,967.53	3,209.41	909,824.88
(F) Nov 01, 2023	Regular Payment	19,176.94	19,176.94	15,917.75	3,259.19	893,907.13
(F) Dec 01, 2023	Regular Payment	19,176.94	19,176.94	16,078.07	3,098.87	877,829.06
(F) 2023 Totals		172,592.46	172,592.46	142,170.94	30,421.52	
(F) Jan 01, 2024	Regular Payment	19,176.94	19,176.94	16,032.37	3,144.57	861,796.69
(F) Feb 01, 2024	Regular Payment	19,176.94	19,176.94	16,089.80	3,087.14	845,706.89
(F) Mar 01, 2024	Regular Payment	19,176.94	19,176.94	16,342.89	2,834.05	829,364.00
(F) Apr 01, 2024	Regular Payment	19,176.94	19,176.94	16,205.98	2,970.96	813,158.02
(F) May 01, 2024	Regular Payment	19,176.94	19,176.94	16,358.00	2,818.94	796,800.02
(F) Jun 01, 2024	Regular Payment	19,176.94	19,176.94	16,322.63	2,854.31	780,477.39
(F) Jul 01, 2024	Regular Payment	19,176.94	19,176.94	16,471.29	2,705.65	764,006.10
(F) Aug 01, 2024	Regular Payment	19,176.94	19,176.94	16,440.11	2,736.83	747,565.99
(F) Sep 01, 2024	Regular Payment	19,176.94	19,176.94	16,499.00	2,677.94	731,066.99
(F) Oct 01, 2024	Regular Payment	19,176.94	19,176.94	16,642.58	2,534.36	714,424.41
(F) Nov 01, 2024	Regular Payment	19,176.94	19,176.94	16,617.72	2,559.22	697,806.69
(F) Dec 01, 2024	Regular Payment	19,176.94	19,176.94	16,757.88	2,419.06	681,048.81
(F) 2024 Totals		230,123.28	230,123.28	196,780.25	33,343.03	
(F) Jan 01, 2025	Regular Payment	19,176.94	19,176.94	16,737.28	2,439.66	664,311.53
(F) Feb 01, 2025	Regular Payment	19,176.94	19,176.94	16,797.23	2,379.71	647,514.30
(F) Mar 01, 2025	Regular Payment	19,176.94	19,176.94	17,081.88	2,095.06	630,432.42
(F) Apr 01, 2025	Regular Payment	19,176.94	19,176.94	16,918.60	2,258.34	613,513.82
(F) May 01, 2025	Regular Payment	19,176.94	19,176.94	17,050.10	2,126.84	596,463.72
(F) Jun 01, 2025	Regular Payment	19,176.94	19,176.94	17,040.28	2,136.66	579,423.44
(F) Jul 01, 2025	Regular Payment	19,176.94	19,176.94	17,168.28	2,008.66	562,255.16
(F) Aug 01, 2025	Regular Payment	19,176.94	19,176.94	17,162.82	2,014.12	545,092.34
(F) Sep 01, 2025	Regular Payment	19,176.94	19,176.94	17,224.30	1,952.64	527,868.04
(F) Oct 01, 2025	Regular Payment	19,176.94	19,176.94	17,347.00	1,829.94	510,521.04
(F) Nov 01, 2025	Regular Payment	19,176.94	19,176.94	17,348.15	1,828.79	493,172.89
(F) Dec 01, 2025	Regular Payment	19,176.94	19,176.94	17,467.28	1,709.66	475,705.61
(F) 2025 Totals		230,123.28	230,123.28	205,343.20	24,780.08	
(F) Jan 01, 2026	Regular Payment	19,176.94	19,176.94	17,472.86	1,704.08	458,232.75
(F) Feb 01, 2026	Regular Payment	19,176.94	19,176.94	17,535.45	1,641.49	440,697.30
(F) Mar 01, 2026	Regular Payment	19,176.94	19,176.94	17,751.04	1,425.90	422,946.26
(F) Apr 01, 2026	Regular Payment	19,176.94	19,176.94	17,661.86	1,515.08	405,284.40
(F) May 01, 2026	Regular Payment	19,176.94	19,176.94	17,771.96	1,404.98	387,512.44
(F) Jun 01, 2026	Regular Payment	19,176.94	19,176.94	17,788.79	1,388.15	369,723.65
(F) Jul 01, 2026	Regular Payment	19,176.94	19,176.94	17,895.24	1,281.70	351,828.41

Ⓢ Aug 01, 2026 Regular Payment	19,176.94	19,176.94	17,916.62	1,260.32	333,911.79
Ⓢ Sep 01, 2026 Regular Payment	19,176.94	19,176.94	17,980.80	1,196.14	315,930.99
Ⓢ Oct 01, 2026 Regular Payment	19,176.94	19,176.94	18,081.72	1,095.22	297,849.27
Ⓢ Nov 01, 2026 Regular Payment	19,176.94	19,176.94	18,109.98	1,066.96	279,739.29
Ⓢ Dec 01, 2026 Regular Payment	19,176.94	19,176.94	18,207.18	969.76	261,532.11
Ⓢ 2026 Totals	230,123.28	230,123.28	214,173.50	15,949.78	
Ⓢ Jan 01, 2027 Regular Payment	19,176.94	19,176.94	18,240.08	936.86	243,292.03
Ⓢ Feb 01, 2027 Regular Payment	19,176.94	19,176.94	18,305.42	871.52	224,986.61
Ⓢ Mar 01, 2027 Regular Payment	19,176.94	19,176.94	18,448.99	727.95	206,537.62
Ⓢ Apr 01, 2027 Regular Payment	19,176.94	19,176.94	18,437.08	739.86	188,100.54
Ⓢ May 01, 2027 Regular Payment	19,176.94	19,176.94	18,524.86	652.08	169,575.68
Ⓢ Jun 01, 2027 Regular Payment	19,176.94	19,176.94	18,569.49	607.45	151,006.19
Ⓢ Jul 01, 2027 Regular Payment	19,176.94	19,176.94	18,653.46	523.48	132,352.73
Ⓢ Aug 01, 2027 Regular Payment	19,176.94	19,176.94	18,702.83	474.11	113,649.90
Ⓢ Sep 01, 2027 Regular Payment	19,176.94	19,176.94	18,769.83	407.11	94,880.07
Ⓢ Oct 01, 2027 Regular Payment	19,176.94	19,176.94	18,848.03	328.91	76,032.04
Ⓢ Nov 01, 2027 Regular Payment	19,176.94	19,176.94	18,904.58	272.36	57,127.46
Ⓢ Dec 01, 2027 Regular Payment	19,176.94	19,176.94	18,978.90	198.04	38,148.56
Ⓢ 2027 Totals	230,123.28	230,123.28	223,383.55	6,739.73	
Ⓢ Jan 01, 2028 Regular Payment	19,176.94	19,176.94	19,040.29	136.65	19,108.27
Ⓢ Feb 01, 2028 Regular Payment	19,176.72	19,176.72	19,108.27	68.45	
Ⓢ 2028 Totals	38,353.66	38,353.66	38,148.56	205.10	
Ⓢ Grand Total	1,131,439.24	1,131,439.24	1,020,000.00	111,439.24	

Note Model Statement

Date Quoted: Mar 02, 2023
 Product: Product Not Defined
 Interest Method: [6] 365/360 Payments P&I

Note Date: Mar 01, 2023
 Maturity Date: Feb 01, 2028

Principal Advance: \$1,020,000.00

Amount Financed: \$1,020,000.00
 Finance Charge: \$111,439.24
 APR: 4.217777%

Total Principal: \$1,020,000.00
 Total Interest: \$111,439.24
 Total of Payments: \$1,131,439.24

Payment Schedule

Description	Date	Frequency	Number	Amount
Regular Payment	Apr 01, 2023	Monthly	58	\$19,176.94
Regular Payment	Feb 01, 2028	Monthly	1	\$19,176.72

Dean Luebbe

From: Rogero, Berchman <Gene.Rogero@truist.com>
Sent: Thursday, March 02, 2023 9:36 AM
To: Dean Luebbe
Cc: Slate, Aaron
Subject: Equipment Financing RFP
Attachments: Truist Proposal - City of Brevard.pdf; Copy of RFQ-BID FORM CITY OF BREVARD Template.xls

Mr. Luebbe

Our proposal for this opportunity is attached. Please feel free to call or e-mail me if you have any questions or comments. We look forward to the opportunity to work with you on this.

Thank you!

Gene Rogero
Director – Public Finance
Truist Equipment Finance
O: 864-623-9092
M: 864-508-0212
Email: gene.rogero@truist.com



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[ST:XCL]

303 Peachtree Street
Atlanta, GA 30308
(864) 508-0212

March 3, 2023

City of Brevard
Attn: Dean Luebbe – Finance Director
95 West Main Street
Brevard, NC 28712

RE: Tax-Exempt Installment Purchase Proposal

We are pleased to provide the following tax-exempt financing proposal for the City of Brevard for the acquisition of new vehicles and equipment. As a leading provider of tax-exempt financing solutions, Truist Equipment Finance Corp. is well positioned to provide the options to meet your unique needs. Please note, this is a proposal that is subject to final review and approval by both parties and not a commitment to finance.

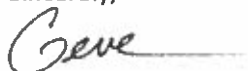
Borrower:	City of Brevard, NC ("Borrower")
Lender:	Truist Equipment Finance Corp. and/or its affiliates or assigns ("Lender")
Type of Facility / Purpose:	Fully Amortizing, Tax-exempt Installment/Purchase Financing ("Loan")
Amount Financed:	\$1,020,000.00
Term:	59 Months
Interest Rate:	4.495%
Monthly P&I Payments:	\$19,301.05 first payment due one month after closing
Rate Index:	The above Interest Rates and subsequent Payments are fixed, provided this proposal is accepted prior to March 10, 2023 , and the transaction closes (funds) on or before April 25, 2023 .
Closing Fees:	None charged by Lender
Funding:	At closing, the proceeds of the Loan shall either be paid directly to the vendors or deposited into an escrow account held by the Lender pending vendor disbursements prior to the equipment being fully delivered and accepted by the Borrower. Any/all interest earnings from the escrow account shall be for the benefit of the Borrower. Funds deposited with Truist Bank are currently earning 3.5%.
Documentation:	All closing documents shall be provided by Lender and shall be acceptable to all parties.

Prepayment:	Borrower shall have the option to prepay the Loan in full for 101% of the then remaining principal balance on any given payment date.
Transaction Expenses:	Borrower shall be responsible for any out-of-pocket costs or expenses incurred by the Lender in connection with the negotiation of this transaction, including any costs or fees for outside legal counsel, filings, notifications and searches incurred in connection with the structuring, negotiating and/or closing the contemplated transaction. These amounts may be capitalized into the total amount financed at closing.
Tax Status:	This proposal and the Interest Rates set forth herein assume that interest earned by the Lender on the Loan will be excluded from Lender's gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, and is not a specific preference item for purposes of the federal corporate alternative minimum tax. Lender acknowledges the understanding that the note issued under the Loan is not being registered under the Securities Act of 1933, as amended (the "1933 Act"), and Regulation D of the 1933 Act. There will be no CUSIPs obtained on the Loan.
Taxes / Insurance:	Any/all taxes, insurance or other costs incurred by the borrower are the responsibility of the Borrower.
Indicative Terms Only:	This proposal is for discussion purposes only. It does not set forth the complete terms or conditions of any transaction and does not constitute an obligation or commitment by Truist to make any financing or to provide any other financial accommodation. Any financing or other credit extension by Truist is subject, without limitation to final review and approval by Truist.
Use of Name and Information:	The Borrower Pes that any references to the Lender and/or any of its affiliates made in connection with this equipment financing are subject to the prior approval of the Lender, which approval shall not be unreasonably withheld. Lender shall be permitted to use information related to the equipment financing in connection with marketing, press releases or other transactional announcements or updates provided to investor or trade publications; including, but not limited to, the placement of "tombstone" advertisements in publications of its choice at its own expense.

Acceptance Signature page to follow

Thank you for this opportunity to serve you in connection with this prospective transaction. This proposal is a summary regarding the proposed financing transaction on the general terms and conditions outlined herein but does not purport to summarize all of the terms and conditions upon which the proposed transaction is to be based. This letter is not intended to and does not create any binding legal obligation on the part of either party. I look forward to working with you as we proceed toward finalizing terms, formal credit approval and documentation, it being understood however, that neither party shall be obligated to proceed with any transaction unless mutually agreeable definitive documents are agreed on and executed. We appreciate the opportunity to work with you and look forward to hearing from you with regards to this proposal. If you have any questions, please do not to hesitate to call me at (864) 508-0212 or gene.rogero@truist.com

Sincerely,



Gene Rogero
Director

ACCEPTED: City of Brevard NC

BY: _____
NAME / TITLE: _____
DATE: _____
TELEPHONE: _____

City of Brevard

Sample Amortization

Term: 59 Months
 Monthly Payments \$19,301.05
 Loan Amount: \$1,020,000.00
 Yield: 4.495%

	Monthly Payment	Interest	Principal	Balance	Prepayment Amount
				\$1,020,000.00	
1	\$19,301.05	\$3,820.75	\$15,480.30	\$1,004,519.70	\$1,014,564.90
2	\$19,301.05	\$3,762.76	\$15,538.28	\$988,981.42	\$998,871.23
3	\$19,301.05	\$3,704.56	\$15,596.49	\$973,384.93	\$983,118.78
4	\$19,301.05	\$3,646.14	\$15,654.91	\$957,730.02	\$967,307.32
5	\$19,301.05	\$3,587.50	\$15,713.55	\$942,016.47	\$951,436.63
6	\$19,301.05	\$3,528.64	\$15,772.41	\$926,244.06	\$935,506.50
7	\$19,301.05	\$3,469.56	\$15,831.49	\$910,412.56	\$919,516.69
8	\$19,301.05	\$3,410.25	\$15,890.79	\$894,521.77	\$903,466.99
9	\$19,301.05	\$3,350.73	\$15,950.32	\$878,571.45	\$887,357.17
10	\$19,301.05	\$3,290.98	\$16,010.07	\$862,561.38	\$871,187.00
11	\$19,301.05	\$3,231.01	\$16,070.04	\$846,491.35	\$854,956.26
12	\$19,301.05	\$3,170.82	\$16,130.23	\$830,361.12	\$838,664.73
13	\$19,301.05	\$3,110.39	\$16,190.65	\$814,170.46	\$822,312.17
14	\$19,301.05	\$3,049.75	\$16,251.30	\$797,919.16	\$805,898.35
15	\$19,301.05	\$2,988.87	\$16,312.18	\$781,606.98	\$789,423.05
16	\$19,301.05	\$2,927.77	\$16,373.28	\$765,233.71	\$772,886.04
17	\$19,301.05	\$2,866.44	\$16,434.61	\$748,799.10	\$756,287.09
18	\$19,301.05	\$2,804.88	\$16,496.17	\$732,302.92	\$739,625.95
19	\$19,301.05	\$2,743.08	\$16,557.96	\$715,744.96	\$722,902.41
20	\$19,301.05	\$2,681.06	\$16,619.99	\$699,124.97	\$706,116.22
21	\$19,301.05	\$2,618.81	\$16,682.24	\$682,442.73	\$689,267.16
22	\$19,301.05	\$2,556.32	\$16,744.73	\$665,698.00	\$672,354.98
23	\$19,301.05	\$2,493.59	\$16,807.45	\$648,890.55	\$655,379.45
24	\$19,301.05	\$2,430.64	\$16,870.41	\$632,020.13	\$638,340.33
25	\$19,301.05	\$2,367.44	\$16,933.61	\$615,086.53	\$621,237.39
26	\$19,301.05	\$2,304.01	\$16,997.04	\$598,089.49	\$604,070.39
27	\$19,301.05	\$2,240.34	\$17,060.70	\$581,028.79	\$586,839.07
28	\$19,301.05	\$2,176.44	\$17,124.61	\$563,904.18	\$569,543.22
29	\$19,301.05	\$2,112.29	\$17,188.76	\$546,715.42	\$552,182.57
30	\$19,301.05	\$2,047.90	\$17,253.14	\$529,462.27	\$534,756.90
31	\$19,301.05	\$1,983.28	\$17,317.77	\$512,144.50	\$517,265.95
32	\$19,301.05	\$1,918.41	\$17,382.64	\$494,761.86	\$499,709.48
33	\$19,301.05	\$1,853.30	\$17,447.75	\$477,314.11	\$482,087.25
34	\$19,301.05	\$1,787.94	\$17,513.11	\$459,801.00	\$464,399.01

35	\$19,301.05	\$1,722.34	\$17,578.71	\$442,222.29	\$446,644.52
36	\$19,301.05	\$1,656.49	\$17,644.56	\$424,577.74	\$428,823.51
37	\$19,301.05	\$1,590.40	\$17,710.65	\$406,867.08	\$410,935.76
38	\$19,301.05	\$1,524.06	\$17,776.99	\$389,090.09	\$392,980.99
39	\$19,301.05	\$1,457.47	\$17,843.58	\$371,246.51	\$374,958.98
40	\$19,301.05	\$1,390.63	\$17,910.42	\$353,336.09	\$356,869.45
41	\$19,301.05	\$1,323.54	\$17,977.51	\$335,358.58	\$338,712.17
42	\$19,301.05	\$1,256.20	\$18,044.85	\$317,313.73	\$320,486.87
43	\$19,301.05	\$1,188.60	\$18,112.44	\$299,201.29	\$302,193.30
44	\$19,301.05	\$1,120.76	\$18,180.29	\$281,021.00	\$283,831.21
45	\$19,301.05	\$1,052.66	\$18,248.39	\$262,772.61	\$265,400.33
46	\$19,301.05	\$984.30	\$18,316.75	\$244,455.86	\$246,900.42
47	\$19,301.05	\$915.69	\$18,385.36	\$226,070.50	\$228,331.21
48	\$19,301.05	\$846.82	\$18,454.23	\$207,616.28	\$209,692.44
49	\$19,301.05	\$777.70	\$18,523.35	\$189,092.93	\$190,983.85
50	\$19,301.05	\$708.31	\$18,592.74	\$170,500.19	\$172,205.19
51	\$19,301.05	\$638.67	\$18,662.38	\$151,837.80	\$153,356.18
52	\$19,301.05	\$568.76	\$18,732.29	\$133,105.52	\$134,436.57
53	\$19,301.05	\$498.59	\$18,802.46	\$114,303.06	\$115,446.09
54	\$19,301.05	\$428.16	\$18,872.89	\$95,430.17	\$96,384.47
55	\$19,301.05	\$357.47	\$18,943.58	\$76,486.59	\$77,251.45
56	\$19,301.05	\$286.51	\$19,014.54	\$57,472.05	\$58,046.77
57	\$19,301.05	\$215.28	\$19,085.77	\$38,386.28	\$38,770.14
58	\$19,301.05	\$143.79	\$19,157.26	\$19,229.02	\$19,421.31
59	\$19,301.05	\$72.03	\$19,229.02	\$(0.00)	\$(0.00)
TOTAL			\$1,020,000.00		

March 2, 2023

LGFCU Financial Partners, LLC is pleased to offer The City of Brevard, NC the following proposal for financing a new Freightliner sanitation truck, Heil rear load sanitation body, and a new KME Spartan Predator fire/rescue truck. Funding is provided by LGFCU Financial Partners, LLC, a credit union service organization established by Local Government Federal Credit Union. All loans are serviced by Civic Federal Credit Union.

- Loan Amount:** ➤ **\$1,020,000**
- Loan term:** ➤ **59-months**
- Rate:** ➤ **4.30% fixed rate with a rate lock for at least 60 days**
- Payments:** ➤ **Monthly payments in arrears of approximately \$19,213.52**
- Collateral:** ➤ **1st lien on title of vehicle being purchased, UCC lien on equipment**
- Requirements:** ➤ **Maintain insurance on collateral acceptable to lender**
- Fees:** LGFCU Financial Partners, LLC will not charge a loan origination fee. Any other costs associated with the loan closing will be the responsibility of the borrower.
- Prepayment:** The credit union does not charge prepayment penalties. Any payments made in additional to regular payments will be applied to accrued interest first, then applied to the principal balance. (If an additional principal payment is made on the same date as the regular payment, the entire amount will then be applied towards principal since all accrued interest is satisfied with the regular payment.)

LGFCU Financial Partners, LLC does not require legal counsel for this transaction. However, if the City deems that attorney approval for this loan agreement is necessary, the credit union requires a copy of the attorney opinion letter be furnished to us prior to loan origination. All legal costs are the responsibility of the borrower.

This letter includes a summary of the key points for the purpose of rate, term, and payment evaluation and does not constitute loan approval. The closing of this loan will be subject to standard credit underwriting including the collection and analysis of financial information. The final documentation will include additional terms and covenants that are usual and customary for this type of transaction.

Please contact me at 919-628-2404 should you have any questions.

Thank you for your service to your community and your support of our credit union.

Best regards,

Loren Pittman

Loren Pittman
Senior Loan Officer

Dean Luebbe

From: Groth, Steve <steve.groth@firstcitizens.com>
Sent: Friday, March 03, 2023 7:40 AM
To: Dean Luebbe
Cc: Tilly, Alex
Subject: Proposal - Brevard (NC) financing
Attachments: City of Brevard 2023 IPC- proposal.pdf

Good morning Dean,

On behalf of our Brevard office, thank you for the opportunity to provide the attached proposal for your consideration. Please let me know should you have any questions.

Sincerely,

Steve Groth | Senior Vice President
Government Lending | First Citizens Bank
FCB Mail Code: 994082 | 1230 Main Street | Columbia, SC 29201

803.931.1723 phone
803.446.8494 mobile



From: Dean Luebbe <dean.luebbe@cityofbrevard.com>
Sent: Friday, February 10, 2023 4:20 PM
To: Groth, Steve <steve.groth@firstcitizens.com>
Subject: [EXTERNAL] Brevard financing

NOTICE: External Sender. Please exercise caution when opening attachments or clicking links.

Steve,

We are being told that delivery will be made on all three of these items in April.

Let me know if you have any questions.

Dean Luebbe, CPA, NCCLGFO
Assistant City Manager/Finance Director
City of Brevard
95 West Main Street
Brevard, NC 28712
(828) 885-5615
dean.luebbe@cityofbrevard.com
www.cityofbrevard.com



March 3, 2023

To: Dean Luebke, Assistant City Manager/Finance Director

Re: Proposal for 2023 Installment Purchase Contract, City of Brevard, North Carolina

Following is our offer for the financing requested in the amount of \$1,02,000 (prepayable in whole at par at any time):

Interest Rate	Final Maturity	Proposed Payment Structure
4.48% BQ	59 months	Monthly principal and interest payments

This transaction can be closed using draft documents provided by First-Citizens Bank & Trust Company. There will be no closing costs or ongoing fees due to the Bank. In addition to executed transaction documents in form satisfactory to the Bank, you must provide an opinion of your attorney addressing certain matters, including, but not limited to:

1. The Installment Purchase Contract is valid, legal, binding, and enforceable;
2. The tax-exempt status of the interest component of payments due under the financing. The attorney's opinion must state that the borrowing is designated as a "qualified tax-exempt obligation" under Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

The borrowing entity must also designate the obligation as a "qualified tax-exempt obligation" prior to closing. It is recommended that this designation be included or recited in the borrowing ordinance/resolution. As the amount borrowed hereunder exceeds \$1,000,000, your attorney will be required to provide you with such tax certifications as required by the Internal Revenue Code of 1986, as amended. You or your advisors will be responsible for preparing and filing any IRS required documents.

The rate contained in this proposal is subject to change unless the loan is closed within 60 days of the date hereof. If you have any questions, please contact Courtney Dunlap at 803-931-1721 or me at 803-931-1723.

Thank you for the opportunity to submit this proposal.

First-Citizens Bank & Trust Company

By: Steve Groth
Director of Government Lending

The foregoing proposal is
accepted and approval of
rate and funding is requested:

City of Brevard, North Carolina

By: _____

Title: _____

Date: _____

City of Brevard 2023 IPC

Computation Interval: Monthly

Nominal Annual Rate: 4.480%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	04/12/2023	1,020,000.00	1		
2	Payment	05/12/2023	19,294.10	58	Monthly	02/12/2028
3	Payment	03/12/2028	19,294.03	1		

TValue Amortization Schedule - U.S. Rule, 30E3/360

	Date	Payment	Interest	Principal	Balance
Loan	04/12/2023				1,020,000.00
1	05/12/2023	19,294.10	3,808.00	15,486.10	1,004,513.90
2	06/12/2023	19,294.10	3,750.19	15,543.91	988,969.99
3	07/12/2023	19,294.10	3,692.15	15,601.95	973,368.04
4	08/12/2023	19,294.10	3,633.91	15,660.19	957,707.85
5	09/12/2023	19,294.10	3,575.44	15,718.66	941,989.19
6	10/12/2023	19,294.10	3,516.76	15,777.34	926,211.85
7	11/12/2023	19,294.10	3,457.86	15,836.24	910,375.61
8	12/12/2023	19,294.10	3,398.74	15,895.36	894,480.25
2023 Totals		154,352.80	28,833.05	125,519.75	
9	01/12/2024	19,294.10	3,339.39	15,954.71	878,525.54
10	02/12/2024	19,294.10	3,279.83	16,014.27	862,511.27
11	03/12/2024	19,294.10	3,220.04	16,074.06	846,437.21
12	04/12/2024	19,294.10	3,160.03	16,134.07	830,303.14
13	05/12/2024	19,294.10	3,099.80	16,194.30	814,108.84
14	06/12/2024	19,294.10	3,039.34	16,254.76	797,854.08
15	07/12/2024	19,294.10	2,978.66	16,315.44	781,538.64
16	08/12/2024	19,294.10	2,917.74	16,376.36	765,162.28
17	09/12/2024	19,294.10	2,856.61	16,437.49	748,724.79
18	10/12/2024	19,294.10	2,795.24	16,498.86	732,225.93
19	11/12/2024	19,294.10	2,733.64	16,560.46	715,665.47
20	12/12/2024	19,294.10	2,671.82	16,622.28	699,043.19
2024 Totals		231,529.20	36,092.14	195,437.06	
21	01/12/2025	19,294.10	2,609.76	16,684.34	682,358.85
22	02/12/2025	19,294.10	2,547.47	16,746.63	665,612.22
23	03/12/2025	19,294.10	2,484.95	16,809.15	648,803.07

City of Brevard 2023 IPC

	Date	Payment	Interest	Principal	Balance
24	04/12/2025	19,294.10	2,422.20	16,871.90	631,931.17
25	05/12/2025	19,294.10	2,359.21	16,934.89	614,996.28
26	06/12/2025	19,294.10	2,295.99	16,998.11	597,998.17
27	07/12/2025	19,294.10	2,232.53	17,061.57	580,936.60
28	08/12/2025	19,294.10	2,168.83	17,125.27	563,811.33
29	09/12/2025	19,294.10	2,104.90	17,189.20	546,622.13
30	10/12/2025	19,294.10	2,040.72	17,253.38	529,368.75
31	11/12/2025	19,294.10	1,976.31	17,317.79	512,050.96
32	12/12/2025	19,294.10	1,911.66	17,382.44	494,668.52
2025 Totals		231,529.20	27,154.53	204,374.67	
33	01/12/2026	19,294.10	1,846.76	17,447.34	477,221.18
34	02/12/2026	19,294.10	1,781.63	17,512.47	459,708.71
35	03/12/2026	19,294.10	1,716.25	17,577.85	442,130.86
36	04/12/2026	19,294.10	1,650.62	17,643.48	424,487.38
37	05/12/2026	19,294.10	1,584.75	17,709.35	406,778.03
38	06/12/2026	19,294.10	1,518.64	17,775.46	389,002.57
39	07/12/2026	19,294.10	1,452.28	17,841.82	371,160.75
40	08/12/2026	19,294.10	1,385.67	17,908.43	353,252.32
41	09/12/2026	19,294.10	1,318.81	17,975.29	335,277.03
42	10/12/2026	19,294.10	1,251.70	18,042.40	317,234.63
43	11/12/2026	19,294.10	1,184.34	18,109.76	299,124.87
44	12/12/2026	19,294.10	1,116.73	18,177.37	280,947.50
2026 Totals		231,529.20	17,808.18	213,721.02	
45	01/12/2027	19,294.10	1,048.87	18,245.23	262,702.27
46	02/12/2027	19,294.10	980.76	18,313.34	244,388.93
47	03/12/2027	19,294.10	912.39	18,381.71	226,007.22
48	04/12/2027	19,294.10	843.76	18,450.34	207,556.88
49	05/12/2027	19,294.10	774.88	18,519.22	189,037.66
50	06/12/2027	19,294.10	705.74	18,588.36	170,449.30
51	07/12/2027	19,294.10	636.34	18,657.76	151,791.54
52	08/12/2027	19,294.10	566.69	18,727.41	133,064.13
53	09/12/2027	19,294.10	496.77	18,797.33	114,266.80
54	10/12/2027	19,294.10	426.60	18,867.50	95,399.30
55	11/12/2027	19,294.10	356.16	18,937.94	76,461.36
56	12/12/2027	19,294.10	285.46	19,008.64	57,452.72
2027 Totals		231,529.20	8,034.42	223,494.78	
57	01/12/2028	19,294.10	214.49	19,079.61	38,373.11
58	02/12/2028	19,294.10	143.26	19,150.84	19,222.27
59	03/12/2028	19,294.03	71.76	19,222.27	0.00
2028 Totals		57,882.23	429.51	57,452.72	

	Date	Payment	Interest	Principal	Balance
Grand Totals		1,138,351.83	118,351.83	1,020,000.00	

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
4.480%	\$118,351.83	\$1,020,000.00	\$1,138,351.83



Proclamation No. 2023-02 Joe Cooper Day

WHEREAS, Brevard native Joe Cooper honorably and bravely served his country in the U.S. Navy from December 1941 to December 1945; and

WHEREAS, Joe Cooper, a member of the Greatest Generation, bravely served his country during WWII in the Pacific Theater of war; and

WHEREAS, Joe Cooper served on the Escort Carrier USS Ommaney Bay in the Leyte Gulf; and

WHEREAS, in January 1945, Joe Cooper withstood the Kamikaze attack on the USS Ommaney Bay that killed 297 of his shipmates and resulted in the destruction of the ship; and

WHEREAS, Joe Cooper then survived shark infested waters for five hours after being ordered to abandon his burning ship; and

WHEREAS, Joe Cooper, after surviving the attack on the Ommaney Bay, continued to bravely serve his country on other naval vessels in the Pacific theater during WWII; and

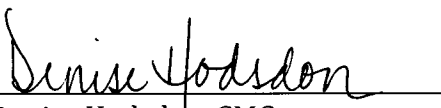
WHEREAS, Joe Cooper was honorably discharged from the Navy after WWII; and

WHEREAS, Joe Cooper, native son of Brevard, has demonstrated extraordinary bravery and performed services to the United States and the community of Brevard that are honorable and deserving of recognition.

NOW, THEREFORE, be it proclaimed that I, Maureen Copelof, retired Navy Captain and Mayor of the City of Brevard, do hereby proclaim March 1, 2023 as **JOE COOPER DAY** in the fair City of Brevard, North Carolina, and commend its observance to all its residents.

IN WITNESS WHEREOF, I have set my hand and executed the Great Seal of the City of Brevard on this the 1st day of March 2023.

ATTEST:


Denise Hodsdon, CMC
City Clerk


Maureen Copelof
Mayor



MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, January 23, 2023 – 11:00 AM
City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice Chair, Council Member

Staff Present: Wilson Hooper, City Manager
Dean Luebke, Finance Director
Kelley Craig, Human Resources Director
Paul Ray, Planning Director
Denise Hodsdon, City Clerk

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 11:02 AM.

B. Certification of Quorum

Quorum was certified by City Clerk Denise Hodsdon.

C. Approval of Agenda

Mr. Hooper asked to add an item regarding Budget & Retreat Update as Item F. Motion by Mr. Morrow, seconded by Mr. Baker to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes of November 28, 2022 Meeting

Motion by Mr. Baker, seconded by Mr. Morrow to approve the minutes of the November 28, 2022 meeting as presented. The motion carried unanimously.

E. Funding Options for Estatoe Trail Extension

Mr. Hooper shared possible funding options for extending the Estatoe Trail. These are funds that we already have in hand and is all unrestricted money or restricted for this purpose. He recommended that any discussion of appropriating these funds for trail construction be held as part of the upcoming budget discussion. Paul Ray added that

we expect to hear in June whether we will be awarded the Carbon Reduction Program Grant for the Tannery section of the trail. We could also apply for a PARTF grant which would be due in March.

F. Budget & Retreat Update

Mr. Hooper presented the proposed FY24 Budget Calendar. The departments are currently putting together both their base operating budgets and their requests for new money, which are due at the end of this month. He and Dean will compare those to preliminary revenue projections and start reviewing some of the larger items, such as the pay study, trail funds, housing resources, etc. and try to package those in a way that we can have a productive discussion at the strategic planning retreat on March 1st and 2nd. Mr. Hooper said that during the strategic planning and budget retreats, not only will we talk about the budget for the upcoming fiscal year, but we will also discuss a supplemental spending plan where we identify things that we might want to do in the current fiscal year.

G. Committee Appointments – Review of Application Process

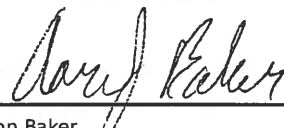
The committee discussed recruitment and appointment of members to the policy, advisory, and statutory committees. Kelley Craig demonstrated the NEOGOV website that the City is using for the application process. The committee gave some feedback on the format and content of the application forms and those changes will be incorporated before going live with the website in the next few days. It was decided that applications will be collected until the end of February; sent to the committees in March for review and recommendation; and then sent to Council in April to make appointments.

H. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee will be on Monday, February 27, 2023, at 11:00 am.

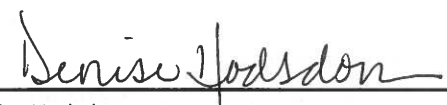
I. Adjourn

There being no further business, the meeting was adjourned at 12:13 PM.

X 

Aaron Baker
Chair, Council Member

Minutes Approved: February 27, 2023

X 

Denise Hodsdon
City Clerk

MINUTES
City Council Public Safety Committee

Monday, January 23, 2023 – 3:30 PM
City Hall Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Maurice Jones, Vice-Chair, Council Member (arrived at 3:47 pm)

Staff Present Wilson Hooper, City Manager
Tom Jordan, Police Chief
Bobby Cooper, Fire Chief
Denise Hodsdon, City Clerk
Lt. Greg Holden, Police Dept.

Guests: Billy Parrish, Blue Zones Project Representative
Kevin and Linda Gallo, Monica Driscoll and Doug Denton, Residents

Media: Jon Rich, Transylvania Times

A. Welcome & Call to Order

Committee Chair Mac Morrow welcomed everyone and called the meeting to order at 3:47 PM.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

Motion by Mr. Jones, seconded by Mr. Morrow to approve the agenda as presented. The motion passed unanimously.

D. Minutes from December 2, 2022 Meeting
Session Notes from January 4, 2023 Camping Ordinance Listening Session

Motion by Mr. Jones, seconded by Mr. Morrow to approve the minutes of the December 2, 2022 meeting as presented. The motion carried unanimously.

For information only, the Committee received the City Clerk's session notes from the January 4, 2023 Camping Ordinance Listening Session with service providers. Because there was no quorum present for the meeting, it was a listening session only. No official action was taken and no minutes were prepared.

E. First Responder Stats/Review

Chief Cooper presented the Fire Department's 2022 Annual Report (copy filed with the minutes). He noted that 2022 has been the busiest year in terms of incident volume since the inception of the Fire Department in 1898.

Chief Jordan presented the Police Department's Annual Review for 2022 (copy filed with the minutes). He noted that the crime rate last year represents some of the lowest numbers we have seen in at least a decade.

F. Update re Camping Ordinance

Mr. Hooper informed the committee that staff is still working on a new proposed camping ordinance. He said we took the proposal put forth at the special meeting by Emily Lowery of The Haven, and looked at some other jurisdictions that are doing similar things. We have discovered that it is an approach that is in use and becoming more commonplace across the state. Hendersonville is the closest municipality that is practicing it and Mr. Hooper will be talking with their City Manager tomorrow about how well it is working there and about their contractual relationship with Blue Ridge Health. He noted that even though all the service providers at the meeting agreed that we needed an ordinance to backup this new approach, we didn't get into much more detail on what that ordinance looks like, but through our observations and the work we have done since then, it seems that jurisdictions rely on trespassing ordinances as the legal underpinning of their work. We are working on enhanced language for our trespassing ordinance that would fit in with this new approach we are considering, but should have a recommendation for more discussion at the next meeting.

G. Set Date for Next Meeting – Monday, February 27, 2023

The next meeting of the Public Safety Committee will be on February 27, 2023 at 3:30 pm at City Hall.

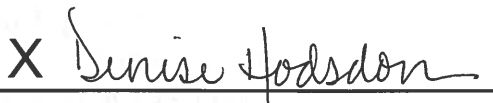
H. Adjourn

There being no further business, the meeting was adjourned at 4:34 PM.

Minutes Approved: February 27, 2023

X 

Mac Morrow,
Chair, Council Member

X 

Denise Hodsdon,
City Clerk

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, January 11, 2023 – 4:00 PM

City Hall Council Chambers

Members Present: Gary Daniel, Chair, Council Member
Geraldine Dinkins, Vice Chair, Council Member
Billy Parrish, Heart of Brevard Representative (via Zoom)
Nicole Bentley, Heart of Brevard Executive Director (via Zoom)
Lee McMinn, Citizen Member

Absent: Parker Platt, Council Appointed At-Large Member

Staff Present: Dean Luebbe, Assistant City Manager/Finance Director
Paul Ray, Planning Director
Denise Hodsdon, City Clerk

Guests: Monica Driscoll, Resident

Media: Jonathan Rich, *Transylvania Times*

A. Welcome & Call to Order

Committee Chair Gary Daniel welcomed everyone and called the meeting to order at 4:01 PM.

B. Certification of Quorum

Quorum was certified by City Clerk Denise Hodsdon.

C. Approval of Agenda

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

D. Approval of Minutes of December 14, 2022 Meeting

Motion by Ms. Bentley, seconded by Ms. Dinkins to approve the minutes of the December 14, 2022 meeting as presented. The motion carried unanimously.

E. Update re Times Arcade & Main Street Streetscape Project

Paul Ray provided an update on the Times Arcade/Main Street project, explaining that sealed bids were not opened on January 10 because there were only two bidders despite considerable outreach to general contracting firms. Staff believes the ambitious timeline for substantial completion by April 28, and final completion by May 25 has weakened interest. Staff will readvertise the project for seven more days and hold another bid opening, at which time the City can accept less than three bids and bring the lowest responsive proposal to City Council on February 6 for consideration. The committee discussed the importance of developing a communication strategy between the City and Heart of Brevard during construction. Ms. Bentley reported that the HOB has engaged a marketing company to help with signage throughout downtown.

F. Update re Clemson Plaza/Public Art Subcommittee

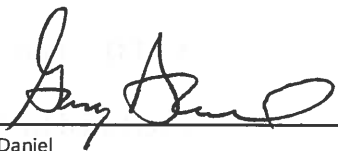
Ms. Bentley updated the Committee on the formation of a taskforce to help develop an artistic plan for Clemson Plaza. The taskforce is still being formed, but will be made up of individuals representing important subgroups of the community, such as the Rosenwald Community, the Arts Council, HOB, City Staff, and local artists.

G. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee was scheduled for Wednesday, February 8, 2023 at 4:00 PM.

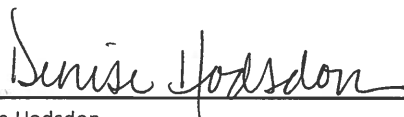
H. Adjourn

There being no further business, the meeting was adjourned at 4:20 PM.

X 

Gary Daniel
Chair, Council Member

Minutes Approved - March 8, 2023

X 

Denise Hodsdon
City Clerk

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Proposed Amendments to City of Brevard Code of Ordinances, Chapter 2, Article IV, Division 2-Recreation Advisory Committee

Speaker: Wilson Hooper, City Manager

Prepared by: Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

In 1996, Article IV Division 2 of the Brevard City Code was created. It establishes a "Recreation Advisory Committee." Per the code, the committee is charged with "recommend[ing] by regular and special reports to the city council such action as may be necessary to create and develop an adequate and complete system of parks, playgrounds and recreation centers and facilities", among other responsibilities. The code was updated in 1998 to change the composition of the committee's membership.

A Recreation Advisory Committee has not met in recent memory. Rather, the functions of the committee as described in the code have been exercised by the Parks, Trails and Recreation Advisory Group that was created in June 2015 and reformed in November 2022.

Removing Article IV Division 2 of the code will do away with this redundancy and, as the Parks, Trails and Recreation Advisory Group is established by resolution rather than ordinance, give Council more flexibility with regard to the group's purpose and constitution.

A public hearing on this change to the Code of Ordinances was held on February 20, 2023. No comments were received.

ACTION:

Staff requests that Council approve the attached resolution removing Article IV Division 2 from the Brevard Code of Ordinances.

Attachments:

1. DIVISION_2.__RECREATION_ADVISORY_COMMITTEE
2. Resolution remove Article IV Division 2

DIVISION 2. RECREATION ADVISORY COMMITTEE

Sec. 2-161. Creation; composition.

There is hereby created a committee composed of seven persons to be known as the recreation advisory committee.

(Ord. No. 34-96, § 1, 9-16-96; Ord. No. 6-98, § 1, 5-18-98)

Sec. 2-162. Membership.

- (a) The recreation advisory committee shall be composed of seven members appointed at large. The members shall be appointed by the city council for three-year staggered terms. Vacancies shall be filled by the city council for balance of the terms. Members shall be persons selected on the basis of their ability and interest to serve in parks and recreation, and shall reside inside the corporate limits. Members may be reappointed to serve not more than two consecutive full three-year terms. All members shall have full voting privileges.
- (b) Any member who has three consecutive absences from regular meetings, which absences are not excused by the majority of the other members, shall be replaced by the city council.

(Ord. No. 34-96, § 2, 9-16-96; Ord. No. 6-98, § 1, 5-18-98)

Sec. 2-163. Chairman and other offices.

Within 30 days after appointment, the recreation advisory committee shall elect its chairman from among the appointed members and create and fill such other of its offices as it may determine. The term of chairman shall be one year with eligibility for reelection.

(Ord. No. 34-96, § 2, 9-16-96)

Sec. 2-164. Powers and duties.

The powers and duties of the recreation advisory committee shall be to:

- (1) Select from its membership its chairman and such other officers as considered necessary and to adopt bylaws under which it will operate.
- (2) Plan and recommend by regular and special reports to the city council such action as may be necessary to create and develop an adequate and complete system of parks, playgrounds and recreation centers and facilities; to advise with the city manager concerning the supervision, organization and management of parks and playgrounds and activities thereon, recreation and social centers, playfields and similar facilities in order that the best and most satisfactory provision for supervision of community sports of all kinds, community singing, music, games, plays, celebrations and similar activities will be properly developed; to cooperate with individuals, firms or organizations interested in public recreation; and to recommend such clean and wholesome recreation and amusement for the citizens of the city as it shall deem advisable.

-
- (3) Cooperate with any other public authority and to aid and assist in coordinating recreation activities pursuant to and in accord with G.S. 160A-350—160A-356 and with the provisions of this chapter.
 - (4) Carry out the directions of the city council and the city manager and, subject to the directions of the city council and the city manager, to make recommendations to the director of parks and recreation in organizing and directing the use of all playgrounds and recreation centers owned, operated or maintained by the city.

(Ord. No. 34-96, § 3, 9-16-96)

Sec. 2-165. Meetings.

Regular meetings of the recreation advisory committee shall be held each month at a time designated by the committee in an office designated by the committee, and special meetings may be held at other times upon a call made by the director of recreation or by the chairman of the recreation advisory committee.

(Ord. No. 34-96, § 4, 9-16-96)

Sec. 2-166. Financial liability.

Neither the recreation advisory committee nor any person representing such committee shall incur any financial liability in the name of the city.

(Ord. No. 34-96, § 5, 9-16-96)

Sec. 2-167. Annual report.

The recreation advisory committee shall render annually to the city council a full report of its work.

(Ord. No. 34-96, § 6, 9-16-96)

Secs. 2-168—2-230. Reserved.

ORDINANCE NO. 2023-XX

**AN ORDINANCE REMOVING CHAPTER 2, ARTICLE IV, DIVISION 2
OF THE CODE OF ORDINANCES OF THE CITY OF BREVARD**

WHEREAS, Chapter 2, Article IV, Division 2, "Recreation Advisory Committee" of the Code of Ordinances of the City of Brevard was last updated in 1998; and

WHEREAS, the responsibilities of the Recreation Advisory Committee are now exercised by the Parks, Trails, & Recreation Advisory Committee

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF BREVARD,
NORTH CAROLINA THAT:**

Chapter 2, Article IV, Division 2 is removed from the Brevard Code Ordinances.

Approved and adopted this ____ day of _____, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Adoption of Comprehensive Land Use Plan

Speaker: Emily Brewer, AICP, Senior Planner

Prepared by: Emily Brewer, Senior Planner

Approved by: Wilson Hooper, City Manager, Paul Ray, Planning Director

Background

In November of 2021, City Council authorized the City to enter into a contract with Stewart Inc., a planning consulting firm, to update and merge the City's 2002 Land Use Plan and 2015 Comprehensive Plan into a single Comprehensive Land Use Plan. Since that time, City Staff has been working with staff from Stewart Inc. to develop the plan.

The Planning Board served as the Steering Committee for this project and has discussed the plan, its goals, the future land use map, and recommendations at multiple meetings throughout 2022. Most recently, the Planning Board reviewed the final draft and unanimously recommended adoption of the plan at their meeting on January 24, 2023. On February 6, 2023, Planning Director Paul Ray shared a special presentation to introduce the Plan to City Council. He shared the process employed to develop the plan, and the numerous community engagement activities that went into its creation. At the February 20, 2023 Council meeting, Jake Petrosky from Stewart Inc. summarized the Plan's contents and a Public Hearing was held.

Discussion

The 2030 Comprehensive Land Use Plan is organized into five chapters:

1. Introduction
 2. Goals & Recommendations
 3. Community Engagement
 4. Implementation
 5. Appendices
- Chapter 1 provides information on what the plan is, how to use it, previous planning efforts, and existing conditions in Brevard.
 - Chapter 2 focuses on actionable elements and includes overarching goals, the future land use map, character area descriptions, recommendations, and strategies.
 - Chapter 3 summarizes the community engagement activities and key findings.
 - Chapter 4 outlines action steps derived from the recommendations in Chapter 2, highlighting the resources required and the timeframe for implementation.
 - Chapter 5 provides details of the presentations given and comments received.

Policy Analysis

Chapter 160D of the North Carolina General Statutes states that, if it wishes to exercise zoning and land use regulations, “a local government shall adopt and reasonably maintain a comprehensive plan.” The UNC School of Government suggests factors in determining reasonableness based on growth rate and other factors, but professional practice calls for these plans to be updated every 5-10-years. Based on this, the 2015 Comprehensive Plan is nearing time for an update and the 2002 Future Land Use Plan is quite outdated.

These previous planning documents addressed many of the same topics, such as livable communities, economic development, and environmental health, but needed to be refined to reflect Brevard’s ever-changing urban fabric and the evolving needs of its community. By adopting a revised Comprehensive Land Use Plan, the City is better equipped to serve the community over the next 7 years, in addition to fulfilling its statutory requirements.

Action

Staff requests that Council approve the attached resolution adopting the Plan and instructing staff to begin work on its implementation.

Attachments:

1. Building Brevard 2030 Comprehensive Land Use Plan (Draft for Adoption)
2. Resolution 2023-xx - Adopting Comprehensive Land Use Plan



BUILDING BREVARD

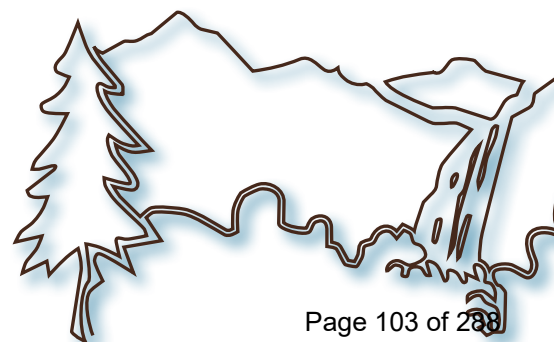
2030 COMPREHENSIVE LAND USE PLAN



DRAFT
March 15, 2023



The City of
Brevard
North Carolina



ACKNOWLEDGMENTS

City Manager

Wilson Hooper

City Clerk

Denise Hodsdon

Town Board

Maureen Copelof, Mayor

Gary Daniel, Mayor Pro Tempore

Aaron Baker

Geraldine Dinkins

Maurice Jones

Mac Morrow

Planning Board

Greg Hunter, Chair

Reid Wood, Vice Chair

Molly Jenkins

John Schommer

James Carli

Peter Chaveas

Department Heads

Dean Luebbe, Assistant City Manager / Finance Director

Robert Cooper, Fire Chief

Kelley Craig, Human Resources Director

C. Thomas Jordan, Chief of Police

Wesley Shook, Interim Public Works Director

Emory G. Owen, Wastewater Operator in Charge

Dennis Richardson, Water Treatment Operator in Charge

Paul Ray, Planning Director

Tyree Griffin, Community Center Director

Planning Department Staff

Aaron Bland, Assistant Planning Director

Emily Brewer, Senior Planner

Katherine Buzby, Planner

Janice Pinson, Administrative Services Manager

Special Thanks

Special thanks to the citizens that participated in the development of the plan by taking the survey and attending the public meetings. Also thank you to the Planning Board for serving as the steering committee for the plan.



STEWART



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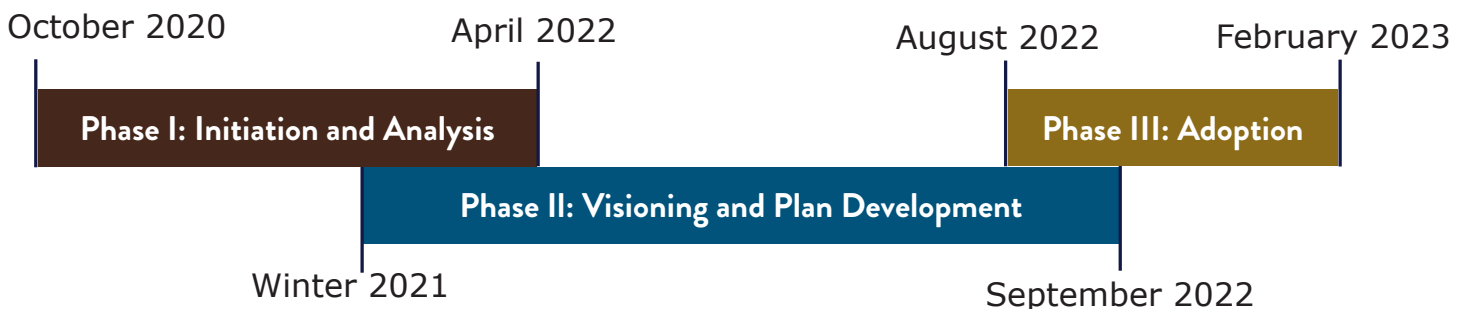
INTRODUCTION



THE COMPREHENSIVE LAND USE PLAN

The Comprehensive Land Use Plan is an essential tool for guiding the City of Brevard's growth and development in a way that reflects the community it serves. The 2030 Comprehensive Land Use Plan is a guide for the next ten-to-twenty years. Initiated in the autumn of 2020, the comprehensive planning process included community and stakeholder engagement, geographic data analysis, and a synthesis of goals and recommendations for the City of Brevard. The Covid-19 pandemic delayed the project during the first year, but the process was restarted in the winter of 2021. A major component of the Comprehensive Plan is the Future Land Use Map, which helps to illustrate a desired pattern of growth for the City and its extraterritorial jurisdiction (ETJ).

PROJECT SCHEDULE



Why Plan?

The Comprehensive Plan is an opportunity for a community to assess its current condition, identify its goals for the future, and chart a path forward to achieve those goals. It is also a State-required document for enacting or enforcing zoning in North Carolina.

This plan replaces the City of Brevard's 2015 Comprehensive Plan and the 2002 Land Use Plan. The updated Plan will serve as guidance for planning and land use decisions in the City of Brevard and its extra-territorial jurisdiction (ETJ).

The Process

The fourteen-month plan development process included substantial community engagement paired with in-depth analysis of existing conditions in the City. The project team, consisting of Planning Department staff and a consulting team, conducted demographic research, geospatial analysis, and reviewed

existing planning documents. To further shape a set of goals for the City of Brevard's future, the team sought input from stakeholders, members of the public, City staff, and elected and appointed boards. The input and analyses led to a series of draft goals and recommendations, which were presented to the public and stakeholders for additional feedback. The adopted plan is a culmination of all these activities.

Engagement

Community engagement was a key element of this plan. Outreach included stakeholder interviews, four public meetings in different locations, two surveys, and conversations with many city leaders, residents, and business owners across the City. Project announcements were made to the public using traditional and social media as well as flyers distributed around town. A summary of public engagement is available in Chapter Three.

What is a Comprehensive Plan?



A STATE REQUIREMENT

North Carolina's General Statutes require all jurisdictions to have a current Comprehensive Plan to guide future development.



DEVELOPMENT GUIDANCE

Comprehensive Plans set guidance for location and intensity of certain types of development, which guides decision making for County staff, elected officials, and appointed boards.



A LONG-RANGE PLAN

Comprehensive Plans look 10-20 years in the future and make projections based on past trends and data.



POLICY, NOT REGULATION

The Comprehensive Plan is a policy document, meaning it influences decision-making as opposed to dictating requirements. It is not a rezoning of the County.

Plan Organization

The Comprehensive Plan consists of five chapters. The first chapter provides an introduction to the comprehensive planning process as well as an introduction to the City of Brevard. It highlights existing conditions data and early analysis, setting the stage for subsequent chapters.

Chapter 2 focuses on actionable elements of the Plan that will be referenced on a regular basis, including goals, the Future Land Use Map, Future Land Use Character Areas, and recommendations. Recommendations are organized in four topic areas: land use and housing; active transportation and community health; parks, natural resources, and cultural resources; and economic development, infrastructure, and resiliency.

Chapter 3 documents highlights of community engagement and input received during the planning process. Chapter 4 provides key strategies for implementation of recommendations, including expected timeframes, responsible parties, and performance indicators. Chapter 5 includes appendices, which provide additional background information, detailed analyses, and raw data that may be useful to supplement elements of the Plan as necessary.

How to Use This Plan

Brevard's 2030 Comprehensive Land Use Plan will serve as a strategic guide for land use, infrastructure, and programming decisions for the City and its ETJ. The Future Land Use Map and accompanying character area descriptions should be referenced by decision-makers, including City staff, Planning Board, and the City Council, in rezoning cases and development proposals. The complete set of recommendations should be used by City leadership and staff to craft a strategic work plan.

This plan should also serve as guidance for investors and the general public when making land acquisition and development decisions. Although the Plan is only a guide, it should lower the risk of unexpected land use changes in the City's jurisdiction.



LAND USE AND HOUSING



ACTIVE TRANSPORTATION & COMMUNITY HEALTH



PARKS, NATURAL & CULTURAL RESOURCES



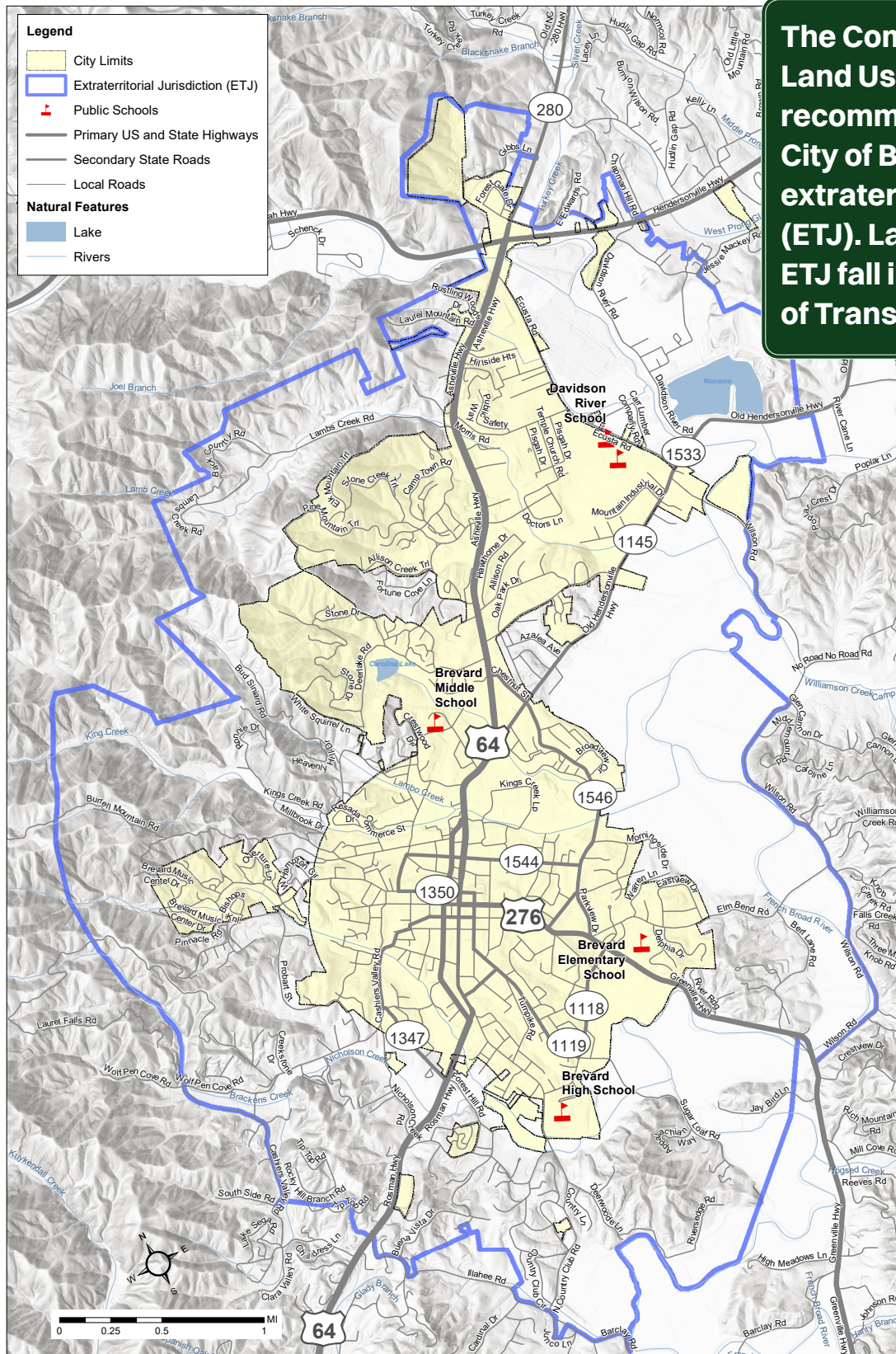
ECONOMIC DEVELOPMENT, INFRASTRUCTURE & RESILIENCY

Plan Updates

The Comprehensive Plan should be updated every five-to-seven years to remain relevant. In particular, the Future Land Use Map may need to reflect changes in infrastructure, rezonings, and direction from City leadership.

Best practices in urban planning are always evolving and recommendations are interrelated. As the City changes over time, design, development, operations, and maintenance are all critical elements to preserving the integrity of the built and natural environment. Current best practices are an important part of this Plan, but strategies should continually be reexamined and updated to maintain relevance over time.

STUDY AREA



The Comprehensive Land Use Plan will make recommendations for the City of Brevard and its extraterritorial jurisdiction (ETJ). Lands beyond the ETJ fall into the jurisdiction of Transylvania County.

PREVIOUS PLANS & STUDIES

The following are summaries of recent planning efforts, projects, and policies, many of which remain functionally relevant at the time of review.

2002 Land Use Plan

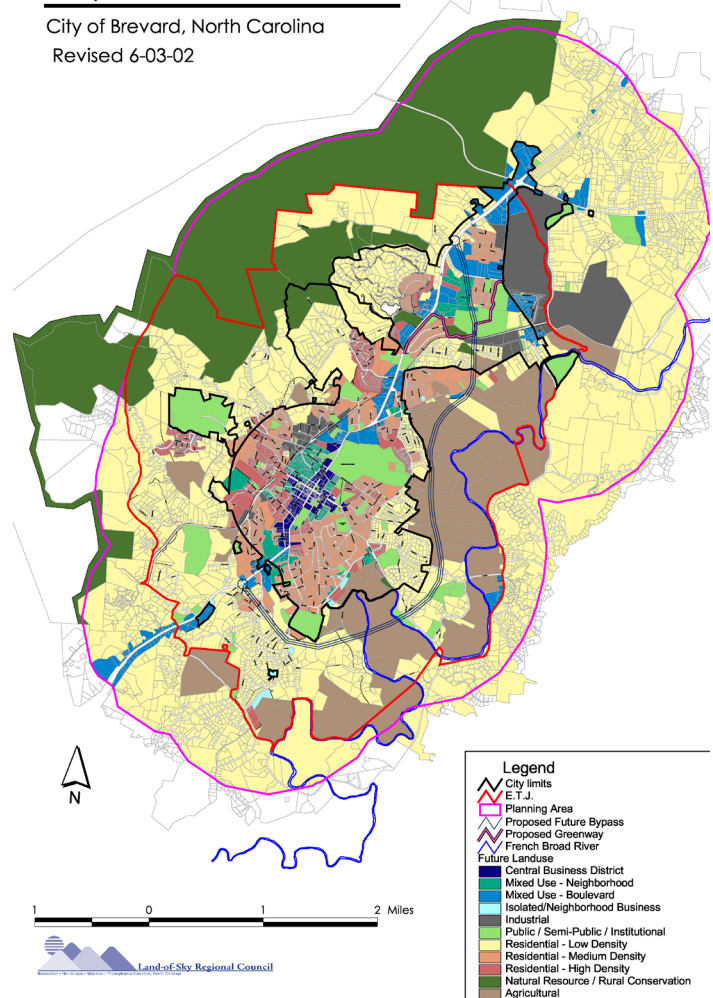
The 2002 Land Use Plan is shaped by multiple guiding principles:

- ◆ Plan for a well-designed, connected community with a traditional, friendly, mountain character.
- ◆ Reaffirm and continue to revitalize the City center.
- ◆ Develop a strong and environmentally sensitive economy supported by a prepared work force.
- ◆ Provide for quality neighborhoods and affordable places to live.
- ◆ Create a better present and future for our children and young adults.
- ◆ Enrich lives through cultural, educational, and recreational experiences.
- ◆ Practice environmental stewardship.
- ◆ Strengthen City government through partnerships with local citizens.
- ◆ Commit to investing strategically to create a sustainable tax base.

The plan framework includes elements, with recommendations and implementation strategies, for economic development; environmental quality; gateways, corridors, and downtown; cultural, educational, and recreational enrichment; transportation; housing and neighborhoods; and public safety and health. Future Land Use Categories include Central Business District; Mixed Use – Boulevard, Mixed Use – Neighborhood; Isolated/Neighborhood Business; Industrial; Public / Semi-public; Residential – Low Density; Residential – Medium Density; Residential – High Density; Natural Resource Areas / Rural Conservation; Agricultural; Floodway; and Corridor Protection Overlay.

Map IV - 1: Future Land Use

City of Brevard, North Carolina
Revised 6-03-02



2015 Comprehensive Plan

The 2015 Comp Plan is a pared-down policy plan that targets five functional elements: arts and culture; economic health; environmental health; livable community; and infrastructure. It is not in conflict with any existing plans; rather, it simplifies some of the elements of earlier plans to establish a “direction-setting” framework with clearly stated goals, objectives, and policies for each element. The 2015 Comp Plan did not include an update of the 2002 Land Use Map.

The Unified Development Ordinance of the City of Brevard

Brevard's UDO was first adopted in 2006. It established the following base districts for use as zoning categories.

- ◆ **General Residential (GR4 and GR8)**
 - » Intended for existing residential neighborhoods and new residential development
 - » GR4 Max Density: 4 du/acre; Max Ground Floor Area: 10,000 sq. ft.
 - » GR8 Max Density: 8 du /acre; Max Ground Floor Area: 8,000 sq. ft.
- ◆ **Residential Mixed-Use (RMX)**
 - » Higher density residential development in close proximity (within ½—¼ mile) to existing and planned commercial centers
 - » Max Density: 15 du /acre; Max Ground Floor Area (single family and duplex): 8,000 sq. ft. Max Ground Floor Area (multifamily and non-residential): 25,000 sq. ft.
- ◆ **Neighborhood Mixed-Use (NMX)**
 - » Coded to provide pedestrian-scaled, higher density residential homes and opportunities for limited scale commercial activities along existing mixed-use corridors and new neighborhoods
 - » Max Density: 25 du /acre; Max Ground Floor Area 30,000 sq. ft.
- ◆ **Downtown Mixed-Use (DMX)**
 - » Traditional downtown area
 - » Max Density: None; Max Ground Floor Area 25,000 sq. ft.
- ◆ **Corridor Mixed-Use (CMX)**
 - » Convenient access, minimize traffic congestion, and reduce the visual impact of auto-oriented uses along the city's major thoroughfares.
 - » Max Density: 40 du /acre; Max Ground Floor Area 50,000 sq. ft.

- ◆ **Institutional Campus (IC)**
 - » Academic and religious campuses, as well as government and health-care facilities.
 - » Max density of 12 du /acre; Max Ground Floor 100,000 sq. ft.
- ◆ **General Industrial (GI)**
 - » General industrial land uses and a broader variety of operations, including manufacturing, processing, and assembling of parts and products and distribution of products at wholesale or retail
 - » Max Ground Floor 100,000 sq. ft.

The UDO authorizes the use of Conditional Zoning Districts in each of the above districts to allow for flexibility and create potential incentives to developers. "In return for greater flexibility in site design requirements, conditional zoning districts are expected to deliver exceptional quality community designs that preserve critical environmental resources, provide above-average open space amenities, incorporate creative design in the layout of buildings, open space and circulation; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure." Mixed uses are encouraged in Conditional Zoning Districts.

The UDO includes three overlay districts:

- ◆ **Manufactured Home Overlay District (MHD):** allows manufactured homes by right
- ◆ **Highway 64 Corridor Sign Overlay District:** sign standards for Highway 64 corridor
- ◆ **Downtown Development Overlay District:** community character; human-scaled, pedestrian-friendly environment.

Additionally, Brevard's UDO includes:

- ◆ Some form-based development criteria (Chapter 5)
- ◆ Stormwater management, steep-slope requirements, erosion control, and surface water projection (Chapter 6)
- ◆ Dedicated open space requirements (Chapter 7)
 - » Residential and mixed-use developments with more than eight total units are required to dedicate open space.
 - » An Open Space Dedication Matrix is used to identify the amount of required open space based on the number of proposed bedrooms.
 - » Increases in density are encouraged alongside increases in dedicated open space.
 - » Residential development in the Downtown and Neighborhood Mixed Use Districts are exempt from Open Space provisions.
- ◆ Landscaping requirements and tree protection (Chapter 8)
- ◆ Circulation and connectivity (Chapter 9)
- ◆ Parking, lighting, signs (Chapters 10, 11, 12)
 - » Non-residential uses in the Downtown Mixed-Use District and Railroad Avenue Neighborhood Mixed-Use District are exempt from minimum parking requirements.
 - » One bicycle parking space (minimum of a 4-bicycle rack) is required for every 20 vehicle parking spaces
- ◆ Infrastructure improvement requirements (Chapter 13)

Downtown Master Plan (2021)

Brevard's Downtown Master Plan includes four focus areas:

- ◆ Wellness, Connectivity, & Culture
- ◆ Economic Vitality & Commerce
- ◆ Business District Owners
- ◆ Municipal Infrastructure, Safety, & Development

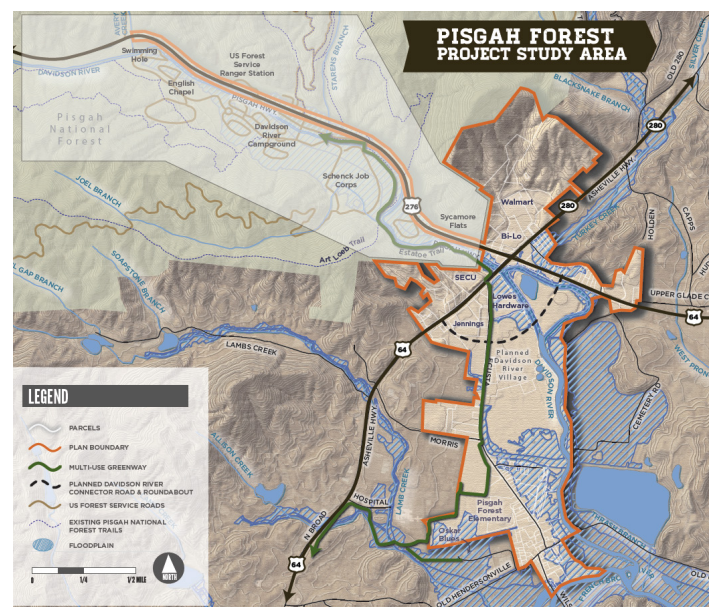
The goals of the Plan are to reinforce identity; enhance mobility, accessibility, and safety; improve the pedestrian experience; and promote economic vitality.

Implementation strategies focus on gateway corridors, parking, bike boulevards, alleys/connectors, streetscape, loading zones, and landscape management.

Pisgah Forest Small Area Plan (2016)

The Pisgah Forest Small Area plan centers on the intersection of NC280, US 276, and US 64, which is characterized as having poor traffic flow with significant pedestrian activity that is generally unsafe. The area is attractive to businesses catering to visitors to Brevard, particularly those on their way to Pisgah National Forest. Major projects include the Ecusta Rail Trail (moving forward) and the Davidson River Village, which stalled in part due to the economic downturn of 2008.

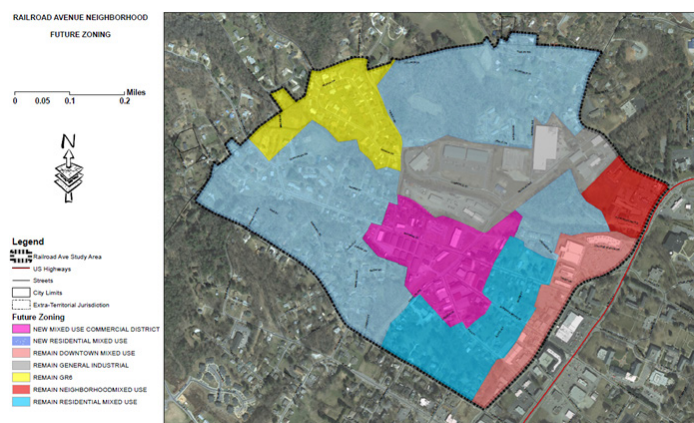
The primary goal of the plan is encourage quality development in the Pisgah Forest area that accommodates but de-emphasizes vehicles. Medium-term goals include reducing congestion, improving intersection safety, expanding and creating new safe bicycle and pedestrian connections, and encouraging compatible clusters of industry in the area. Long-term goals are to encourage mixed-use infill development, establish a bold gateway for both the National Forest and City of Brevard, and create a complete bike and pedestrian system of connector



trails. Although this plan was never formally adopted by City Council, parts of the plan are being implemented as part of planned roadway improvements.

Railroad Avenue Community Plan (2014)

The Railroad Avenue Community Plan focuses on an area of the city that was once an important business and warehousing district. Recently, the area has experienced an upswing in investment, and the community is changing. Although the plan was not adopted by City Council it outlines major challenges including public infrastructure, including streets, sidewalks, and underground utilities, which is some of the oldest in the City. Actions to be taken by the City are organized in the following areas: infrastructure, community, economic development, land use/zoning, and the environment (natural resources).



Stormwater Master Plan (2007)

The Stormwater Master Plan seeks to improve stormwater infrastructure to mitigate urban stormwater runoff, allowing the City of Brevard to handle increased volumes of stormwater runoff associated with large storm events. It also aims to identify opportunities for improving the quality of the urban stormwater runoff before it leaves the storm sewers and discharges into the area's streams.

The Plan includes a stormwater conveyance inventory; culvert capacity analyses for Lamb Creek, Norton Creek, and Jumping Branch; capital improvement recommendations for Lamb Creek, Norton Creek, and Jumping Branch, including a stream restoration and linear stormwater park for Norton Creek; and ordinance recommendations for stormwater management.

Water Supply Evaluation (2015)

In 2015 a water supply analysis was done by the engineering firm McGill Associates to develop new water demand projections for the City's public water system. Brevard's current water treatment plant with an intake on Cathey's Creek, a tributary of the French Broad River, has a permitted capacity of 2.6 million gallons per day (MGD). The study modeled nearly 100 years of stream flow data for Cathey's Creek and demand projections for population growth and new industrial users. The study found that the current water supply has low vulnerability in the near future, but is projected to exceed 80% of its permitted capacity on an average day as soon as 2045. The report recommended the construction of a second intake on Cathey's Creek immediately upstream of its confluence with the French Broad River and an expansion of treatment capacity by 50% to 3.9 MGD.

Transylvania County / City of Brevard Parks and Recreation Master Plan (2016)

The Transylvania County / Brevard City Parks and Rec Master Plan offers a thorough assessment of park facilities in both jurisdictions as well as recommendations for future investments. Generally, the Plan tends to focus on improvement of existing facilities and programs, recognizing strong park usage by residents



alongside concern by the authors about aging facilities and general maintenance.

The Plan highlights Bracken Mountain, the Brevard Greenway System, Franklin Park, and Silvermont (County park in City limits) as examples of meeting today's standards for high quality parks. The City of Brevard does not have a separate Parks Department, but it does staff two positions for park maintenance. The City also does not offer any recreation programs except for special events held in downtown Brevard.

Transylvania County Comprehensive Transportation Plan (CTP)

The County's CTP (draft from September 2021) identifies multiple transportation improvements for a variety of modes in and around the City of Brevard.

Highway Recommendations include modernization improvements on Ecusta Road, Old Hendersonville Highway (SR 1504), Wilson Road (SR 1540), Neely Road, Gallimore Road, and North County Club Road. Caldwell Street north and south of Main Street is in need access management and congestion/mobility improvements, and the Cashiers Valley / Railroad Ave corridor is highlighted with some potential road connections and as a safety / economic development project. Several intersections have also been identified for improvement, including the major 276/64 Junction at Pisgah Forest.

Bicycle and pedestrian recommendations include numerous proposed improvements across the City, and transit recommendations include proposed regional bus corridor with service to Pisgah Forest, and a rural fixed bus route with connecting service from Pisgah Forest to downtown Brevard and beyond.

Transylvania County Bicycle Plan (2019)

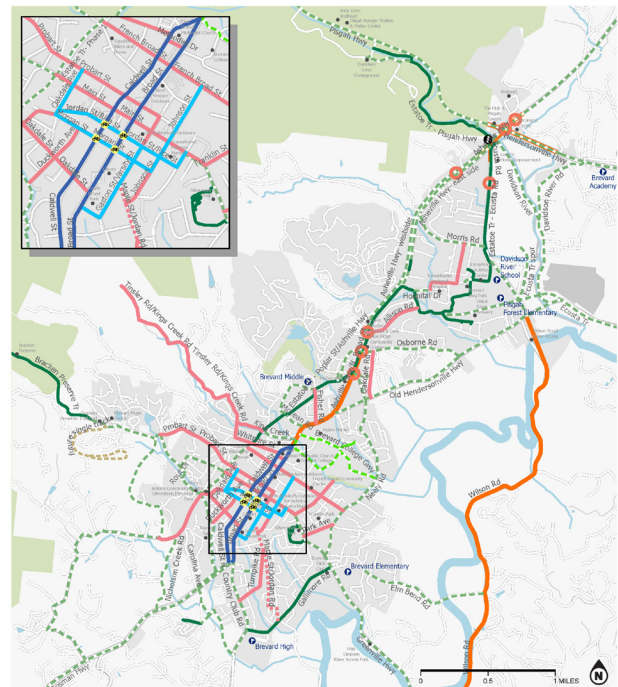
The Transylvania County Bike Plan provides detailed recommendations for facilities, policies, programs, and

implementation throughout the County. The plan's vision is to have "an interconnected network of paved paths, bike lanes, and other bike infrastructure that will provide greater safety, health, connectivity, and alternative transportation routes between communities and destinations in Transylvania County and throughout the region." The Plan recognizes Brevard's Greenway as "one of the highlights of the existing bicycle network", and many of the recommendations use Brevard as a hub for regional bike connections.

Brevard Pedestrian and Bicycle Plan (2023)

This plan establishes a vision that "Brevard will be a premier destination for biking and walking, with a safe and expansive network of bicycle and pedestrian facilities connecting the city to the surrounding outdoor recreation and cultural destinations."

The pedestrian and bicycle plan documents the past and current support for a walk- and bicycle-friendly Brevard and highlights the current conditions impacting walking and bicycling in the city today. It features policy, program, and infrastructure recommendations that seek to improve conditions for walking and bicycling.



EXISTING CONDITIONS HIGHLIGHTS

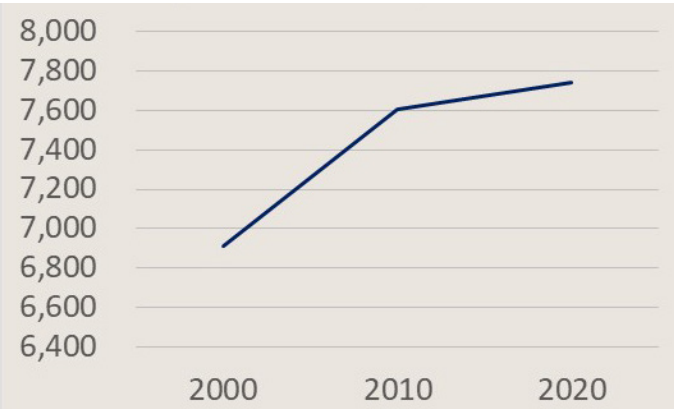
Demographics

According to the 2020 Census, Brevard's population was 7,744. Brevard has experienced greater than twelve percent growth in population over the past twenty years (2000-2020). For comparison, this is less than half the rate of growth of population in the State of North Carolina ((29.7%).

Between 2000 and 2019, the median age of Brevard grew from 45 to almost 52. Similar aging population trends are reflected in much of western North Carolina according to the NC Department of Health and Human Services.

With approximately 80 percent of the population, residents that identify as "White alone" are the majority in Brevard, and those who identify as "Black or African American alone" residents account for 8.9 percent of the population. Those who identify as 'Two or more races' account for another 6.2 percent. Asian, American Indian and Alaska Native, Native Hawaiian and Pacific Islander all combine to account for 1.5 percent. The remainder may identify as Hispanic or Latino, but the Census counts this differently due to the many different

POPULATION GROWTH



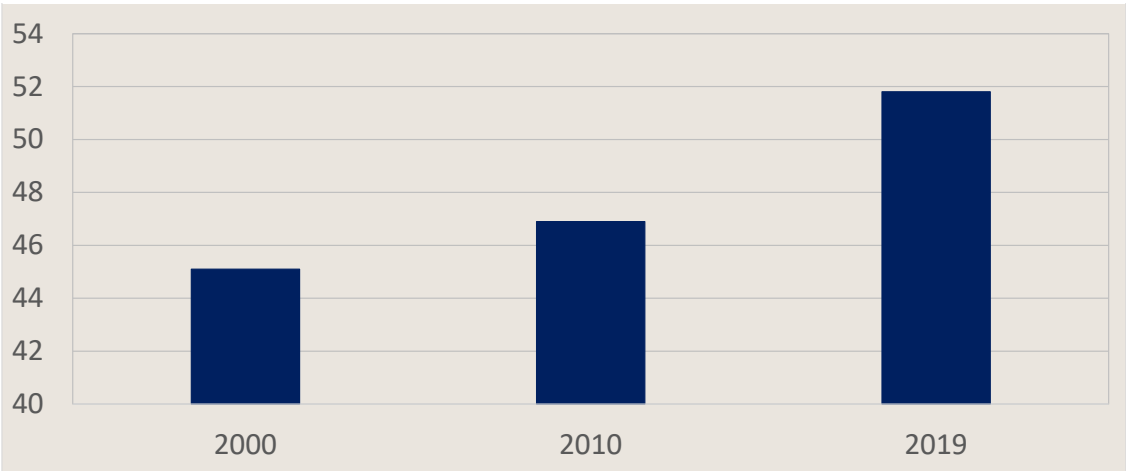
Source: Decennial Census

Latino races. From an ethnicity standpoint, 426 residents, or 5.5 percent of the population identify as Hispanic or Latino.

Income

Median household income was \$42,213 in 2019, compared to \$50,212 in Transylvania County and \$54,602 in North Carolina. The lower income may be related to higher percentages of students and retirees, but data also suggest that Brevard is missing some of the higher paying jobs associated with larger corporate entities.

MEDIAN AGE



Source: Decennial Census; 2019 American Community Survey

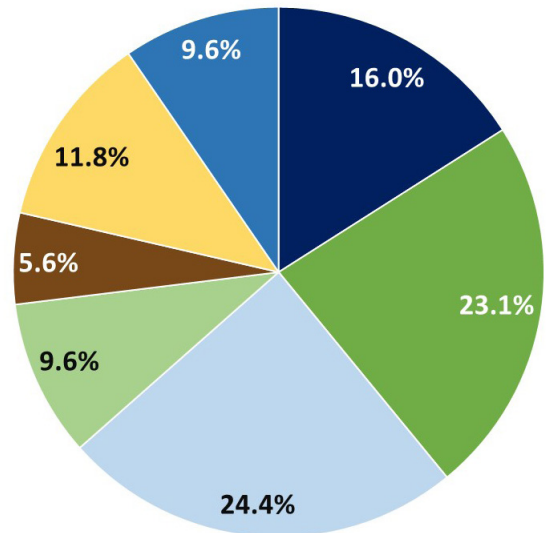
Housing

Seventy percent of the existing housing stock in Brevard is made up of single-family detached dwellings. The remaining thirty percent includes apartments, mobile homes, and townhomes, with almost half located in two-, three-, and four-unit structures.

Relative to income, housing is expensive in Brevard, where more than 47% of renters are considered cost-burdened by U.S. Department of Housing and Urban Development (HUD) standards. Purchasing a home may be difficult for young professionals and families, while demand for higher end homes and increasing speculation in short-term rentals may exacerbate the shortage of workforce and affordable housing. Cost of housing has likely been influenced by lack of supply, with relatively few new housing units having been constructed since 2010.

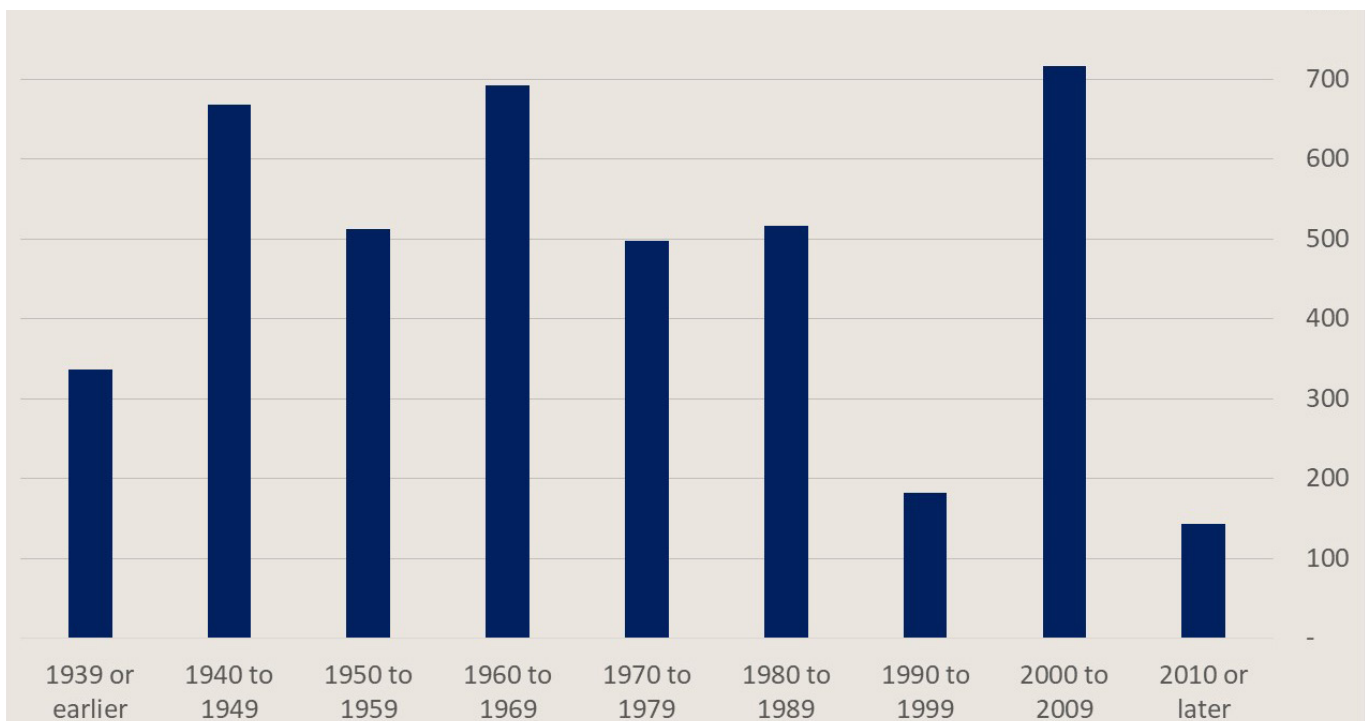
The City has been actively working to recruit developers who can provide affordable and workforce housing, but challenges include a lack of available land and high land costs.

UNITS IN NON-SINGLE FAMILY STRUCTURES

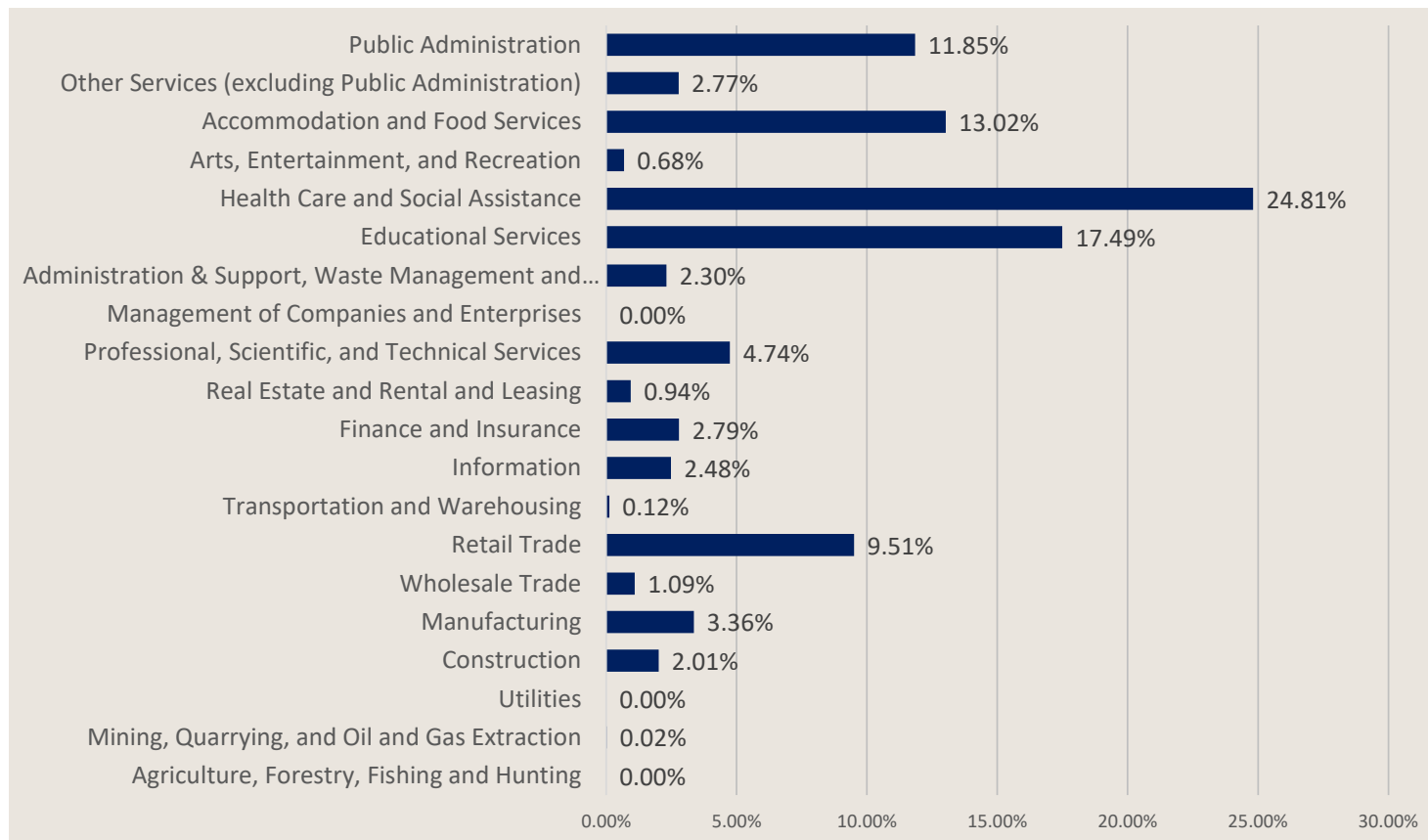


- Townhome
- 2 units
- 3 or 4 units
- 5 to 9 units
- 10-19 units
- 20+ units
- Mobile Home

HOUSING STOCK YEAR OF CONSTRUCTION



CITY OF BREVARD JOBS BY NAICS SECTOR (2019)



Economy

Today, Brevard's economy is driven by government, healthcare, education, and tourism. Historically, this was not always the case, with several industrial and manufacturing facilities in and around Brevard operating into the 1990s and early 2000s. The transition to a service-based economy has resulted in fewer blue- and white-collar jobs and lower incomes overall.

The five largest employers in Transylvania County are:

1. Transylvania County Schools
2. Transylvania County
3. Transylvania Regional Hospital
4. Gaia Herbs, Inc.
5. Ingles Markets, Inc.

Tourism is fundamental to Brevard's viability over the years. Local and regional attractions abound, and long-standing institutions attract an influx of visitors,

particular during the summer months when camps are in session and the Brevard Music Center is in full operation. The Music Center itself brings 40,000 people attending performances over the summer months and recently completed construction on a 400-seat indoor concert hall. The summer camps are particularly impactful on the weekends when children are dropped off and picked up by their parents, who will often spend time and money in town during the trip. A 2011 economic impact study estimated a \$26 million impact in western North Carolina.

Brevard is also a gateway to outdoor recreation and natural scenery. The Blue Ridge Parkway, Pisgah National Forest, and DuPont State Recreational Forest each attract more than a million visitors per year, according to the Transylvania County Tourism Development Authority. Gorges State Park and Headwaters State Park are also located in the County. While these activities are not taking place in the City,

they do often result in hotel stays, meals in local restaurants, and shopping in local stores.

The Brevard/Transylvania Chamber of Commerce and Heart of Brevard (see Downtown Section) recently teamed up to initiate the Think Local Transylvania campaign, whose mission is to "support small local businesses and nonprofits, foster county-wide togetherness, celebrate our unique place, and grow a thriving and resilient economy for all in Transylvania County."

Natural Resources

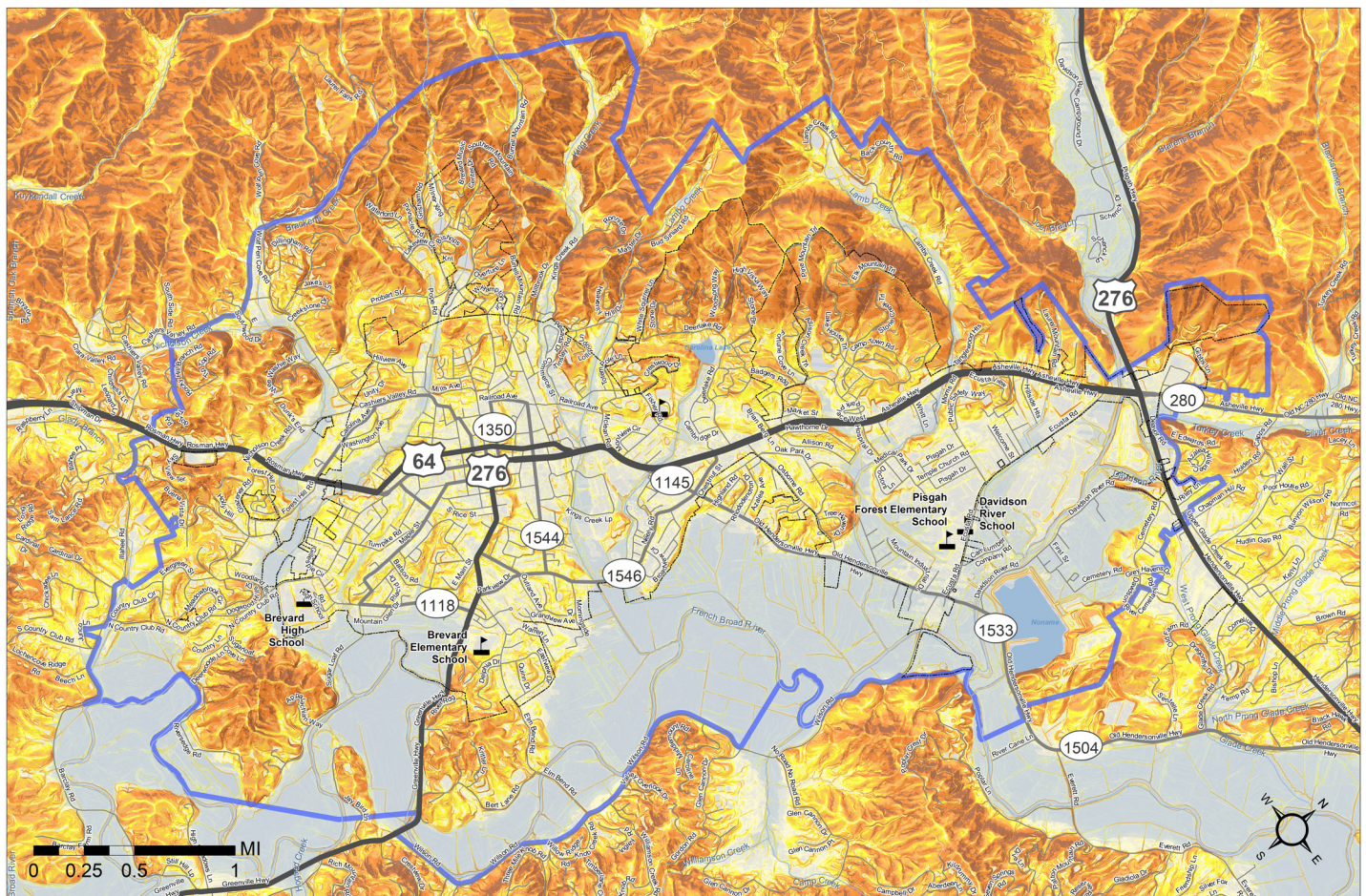
With the French Broad River to the east and Pisgah National Forest to the west, Brevard is surrounded by many valuable natural resources. A large percentage of lands within the study area are environmentally sensitive

and/or difficult to develop. Floodplains and steep slopes are some of the most sensitive lands, best suited for uses like outdoor recreation and agriculture.

Brevard's unique geography and natural environment contribute greatly to its desirability as a place to live and visit, yet these resources are continually threatened in different ways. The French Broad River suffers from intermittent water quality issues due to runoff, agriculture, and impacted riparian habitat. Popular recreation sites, such as those in nearby Pisgah National Forest become overcrowded during the summer, and are increasingly grappling with how to accommodate large numbers of visitors and their vehicles. Viewsheds and wildlife migration corridors are under threat of development, and non-native invasive species have gained a foothold in some areas.

DEVELOPMENT CONSTRAINTS MAP

STEEP SLOPES SHOWN IN ORANGE AND FLOODPLAIN SHOWN AS LIGHT BLUE





Bracken Preserve ribbon cutting (Source: City of Brevard)

Parks & Recreation

Brevard's parks are operated and maintained by the Building and Grounds Division of the City's Public Works Department. The City owns and maintains ten parks, the Brevard Greenway, the French Broad Community Center, and the Mary C. Jenkins Community and Cultural Center. The parks are:

- ◆ Bracken Preserve (429 acres)
- ◆ Tannery Park (25 acres)
- ◆ Brevard City Sports Complex (20 acres)
- ◆ Hap Simpson Park (8.4 acres)
- ◆ Franklin Park (4.2 acres)
- ◆ Silversteen Park (1.5 acres)
- ◆ Depot Railroad Avenue Park (0.88 acres)
- ◆ Pickelsimer Park (.18 acres)
- ◆ Edna Glaze Park (.15 acres)
- ◆ Clemson Plaza (.1 acres)
- ◆ Brevard Dog Park (2.6 acres)

In addition to the City's parks, Transylvania County owns and operates Activity Center Park, Silvermont Park, and South Broad Park, all within city limits.

The City/County Parks and Recreation Master Plan from 2016 prioritizes operations and maintenance of existing parks and facilities, but the City continues to add new holdings to meet the needs of all residents and ensure equitable access to recreation facilities.

The Brevard Greenway is a system of multi-use paths throughout town, with connection to the Pisgah National Forest via the Estatoe Trail and through Bracken Preserve. The Greenway will eventually extend through the Tannery Park site as well.

Transportation & Infrastructure

The center of Brevard — the corner of Broad and Main — is also the junction of U.S. Highway 64 and U.S. Highway 276. U.S. 64 travels west to Rosman and east to Hendersonville, while U.S. 276 runs south to Greenville, South Carolina and north to Waynesville. Pisgah Forest is Brevard's second major transportation node in the northeastern corner of town, where U.S. 64 joins N.C. 280 from Asheville and U.S. 276 comes in from the north. Between Pisgah Forest and the center of Brevard is the Asheville Highway, a four-lane road that carries U.S. 64 and U.S. 276 and has developed into a commercial corridor over time.

The North Carolina Department of Transportation has implemented several traffic and transportation improvements in recent years. The "unbalanced couplet" in Downtown, where Broad and Caldwell share the bulk of through-traffic, devotes one extra lane on Broad traveling north out of town and one extra lane on Caldwell traveling south toward Rosman.

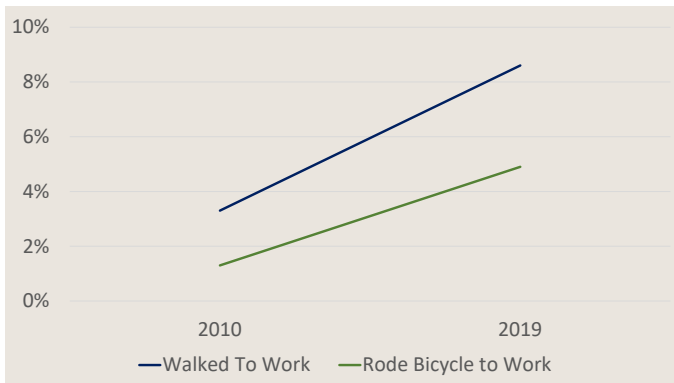
The new Davidson River Connector and roundabout have been completed in anticipation of new development near Pisgah Forest, and three additional roundabouts are slated for the Asheville Highway corridor.



Davidson River Connector

WALKING/BIKING TO WORK

(% OF TOTAL WORKFORCE)



Downtown Brevard is defined by a street grid network, and most Downtown streets are lined with sidewalks on both sides. While the grid becomes less defined beyond Downtown, most streets in surrounding neighborhoods are well connected, if lacking sidewalks in many places. Sidewalks have been incorporated in some of the newer developments north of downtown.

Until early 2022, Brevard did not have any fixed route transit service, but Transylvania County has begun operating the Transylvania in Motion (TiM) bus between Pisgah Forest and Rosman. The service runs Monday through Friday from 7am to 7pm.

Brevard has been working to improve its network of bicycle and pedestrian facilities, with a focus on sidewalks and multi-use trail development. Census statistics show an increase in commuting on bicycle or on foot between 2010 and 2019.

The City of Brevard has made substantial investments in its water and sewer system in the recent past. It recently won a 2018 Engineering Excellence Award from American Council of Engineering Companies of North Carolina (ACECNC) for the Neely Road Wastewater Improvements Project.

The City's wastewater treatment includes a RBC (rotating biological contactor) system, and may be in need of additional upgrades to handle future growth. Currently operating at 70 percent of capacity with only a few heavy contributors (such as the Oskar Blues brewery), the system can treat 2.5 million gallons of

water each day. Inflow during major rain events is an issue and will take the system beyond capacity, where added chlorine is required to ensure the water is treated.

Brevard's drinking water is pulled from a reservoir intake on Catheys Creek and is treated at a 2.6 million gallon plant. In 2021, the system operated at 58 percent capacity, producing an average of 1.4 million gallons of potable water each day. Brevard College is currently the largest user. One of Brevard's unique water issues is the lack of pressure in Downtown, particularly on upper stories.

Downtown

Downtown Brevard is the primary activity center in the City. It is the central business district and a hub of local shopping, restaurants, and an assortment of special events and festivals.

The Heart of Brevard (HOB) is a non-profit economic development organization and nationally accredited Main Street program that advocates for the most central portion of Downtown. In its 2022 report, HOB reported more than \$1.2 Million new public and private investment in its focus area, with 10 buildings rehabbed or expanded, ten new businesses and 36 new full- and part-time jobs. A study conducted in 2011 by Urban3 showed Downtown has the highest tax value per acre in all of Transylvania county.



Main Street closure for HalloweenFest (Source: City of Brevard)

Downtown Character and Opportunity

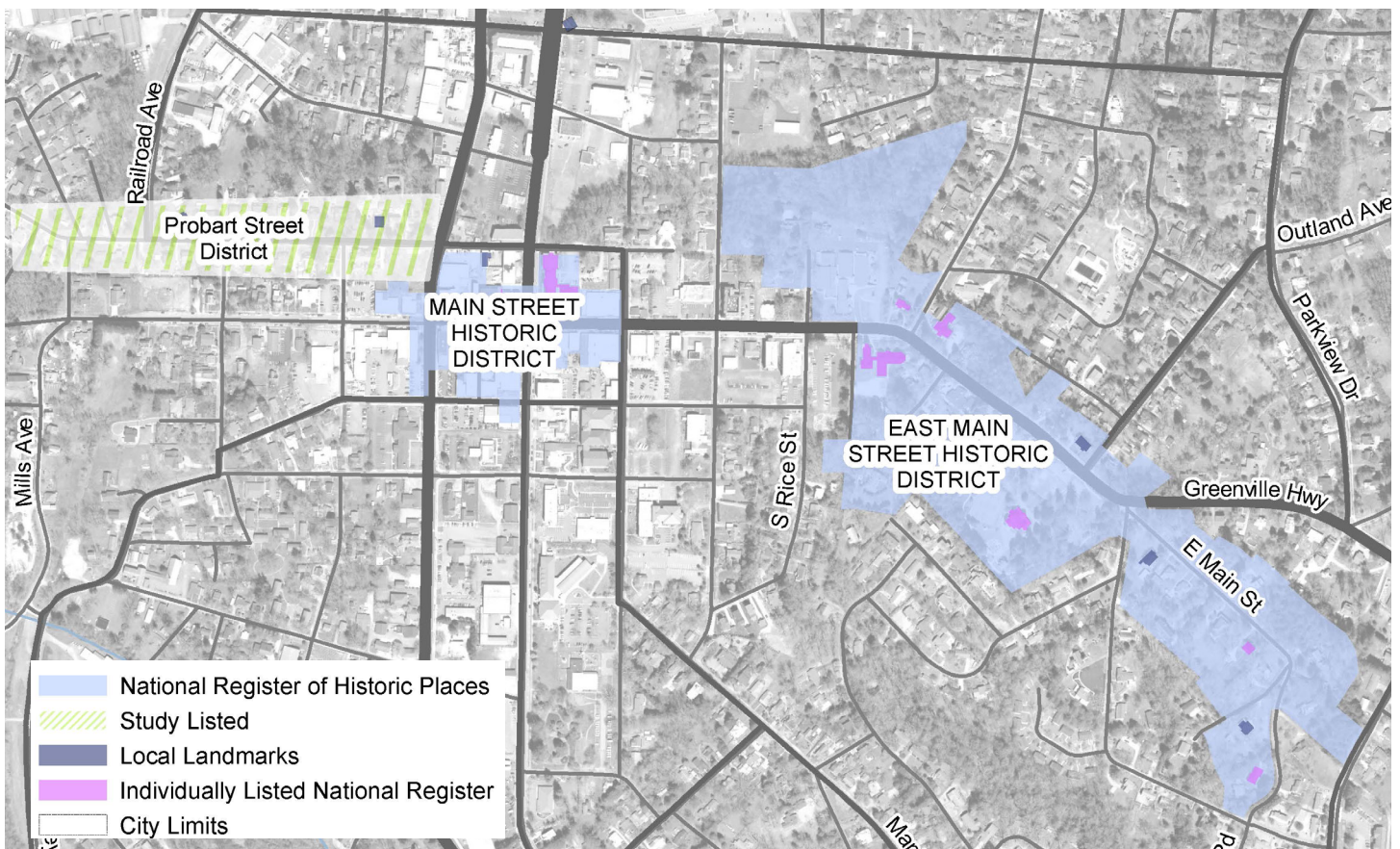
Brevard's Main Street is flanked by parallel on-street parking, wide sidewalks, street trees, and 2-3 story buildings. Most buildings were built in the early 1900s and are part of the Main Street Historic District which is on the National Register of Historic Places. Another registered historic district is located along East Main Street and includes many residential structures on the National Register.

The core of Downtown Brevard is flanked by a significant amount of surface parking (see map on page 21). This area presents an opportunity to encourage infill development that could compliment existing development while providing increased tax base and needed housing options.



Main Street Historic District

DOWNTOWN HISTORIC DISTRICTS MAP





DOWNTOWN SURFACE PARKING MAP



Existing Land Use

Land Use refers to the primary activity occurring on a particular parcel of land. Land use designations are not always perfectly accurate, but the intent is to gain a broad picture of the community that may inform future development needs and patterns.

Single-Family Residential

Single-family detached structures account for the majority of residential uses in Brevard. In addition to the more compact residential neighborhoods closer to Downtown, there are also many single-family houses that sit on larger parcels, accounting for the large amount of acreage devoted to single-family and rural residential.

Multi-Family Residential

Multi-family residential uses account for a wide-range of building types, development styles, and ownership models. Apartment buildings and complexes are the most straightforward examples, but duplexes, triplexes, and other smaller multi-plexes fall into this category. Attached townhomes are also considered multi-family uses. These uses account for a small percentage of land and are scattered throughout the City.

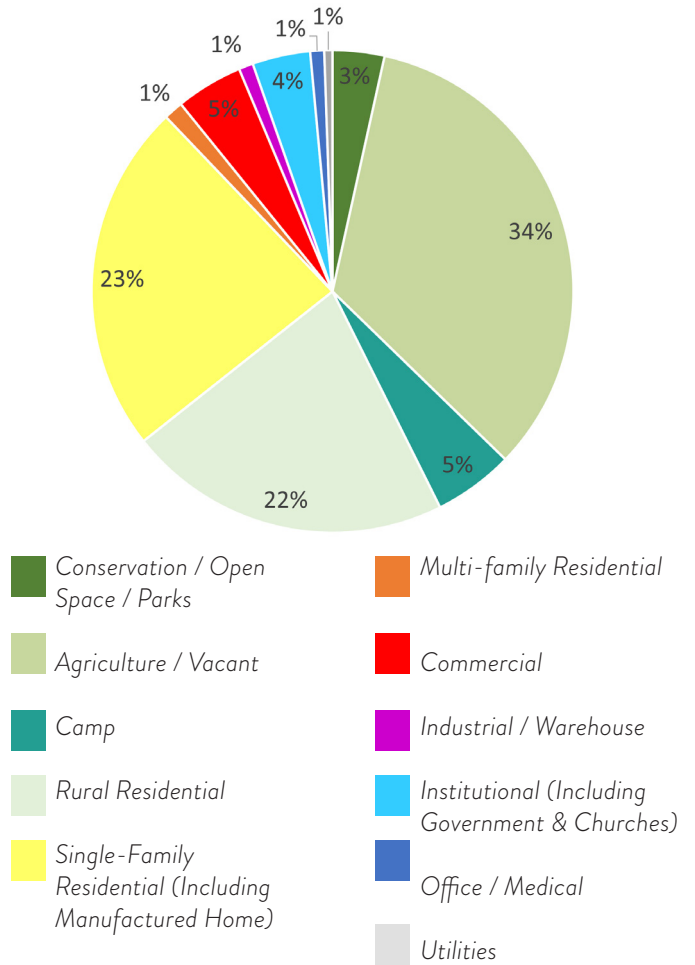
Commercial

Commercial uses come in many shapes and sizes, from small-scale retail and office in Downtown to large scale retail and hospitality along the Asheville Highway corridor and in Pisgah Forest. Smaller pockets of commercial activity are scattered across the City in several unique activity centers.

Industrial

Most of Brevard's industrial activities are concentrated along the Railroad Avenue corridor, just northwest of Downtown, and near the intersection of Ecusta Road and Old Hendersonville Highway in the northeast corner of the City. Current uses would be considered light industrial; examples include warehousing and distribution, breweries, and manufacturing.

EXISTING LAND USE CHART



Other Uses

Brevard has a number of unique institutional land uses. The history and concentration of summer camps is unique to the region and an important element of Brevard's history. Many of these institutions were established in the early 1900s and remain an important driver of summer visitors. Other large institutional land holders include Brevard College, the Brevard Music Center, and the Transylvania Regional Hospital.

A good portion of acreage surrounding Brevard is development-constrained. Land on the eastern edge of the City, extending into the ETJ and the French Broad River floodplain, is primarily used for agriculture. Vacant forested parcels tend to be located on the steep mountain slopes on the western side of town.



2 GOALS & RECOMMENDATIONS



The City of
Brevard
North Carolina



This chapter begins with the goals that are meant to guide future decisions. These goals also provide a framework for measuring progress in the coming years on priorities identified during the planning process. Following the goals is the Future Land Use Map and character areas. This map serves as a visual representation of the pattern of development anticipated in the City. The character areas illustrate the type and scale of development encouraged in different areas of the City. Recommendations are organized by topic and are divided into the following chapters:

- Land Use & Housing
- Active Transportation & Community Health
- Parks, Natural Resources, & Cultural Resources
- Economic Development, Infrastructure, & Resiliency

GOALS

- 1.** Expand **housing opportunities** for all residents while preserving the **character of Brevard** and its neighborhoods.
- 2.** Encourage a development pattern that respects Brevard's **sense of place** and prioritizes **livable communities**.
- 3.** Ensure **fairness** and **equity** in providing for the health, safety, and welfare of **all citizens and groups**.
- 4.** Create a built environment that prioritizes a **safe, active, multi-modal transportation** system and **community health** and wellness.
- 5.** Celebrate Brevard's **natural resources** through conservation of environmentally sensitive areas, improving **access to recreation**, and restoration of native ecosystems.
- 6.** Integrate **arts, culture, diversity, and history** into everyday life and build on Brevard's identity as a dynamic community to live, work, play, and create.
- 7.** Support **economic vitality** and grow the tax base, cultivate **local businesses**, and attract **sustainable industry**.
- 8.** Plan for efficient, equitable, and **resilient infrastructure** and services that maintain and improve quality of life throughout the city.

FUTURE LAND USE MAP & CHARACTER AREAS

The following pages include the Future Land Use Map and Character Areas. The Future Land Use Map shows the intended land use pattern in Brevard for the next twenty years. It is designed to guide development, manage growth, and inform land use decision-making in the City and its extraterritorial jurisdiction (ETJ).

The Character Areas shown below and described after the Future Land Use Map explain intent and provide typical uses and shared design characteristics of different areas of the City. Each character area may have a variety of land uses and zoning districts within them. They are not as detailed and rigid as zoning districts, although certain zoning districts and types of development may fit better in different areas.

The Future Land Use Map and Character Areas are not exhaustive or prohibitive. For instance, some uses may be appropriate in many (or all) future land use character

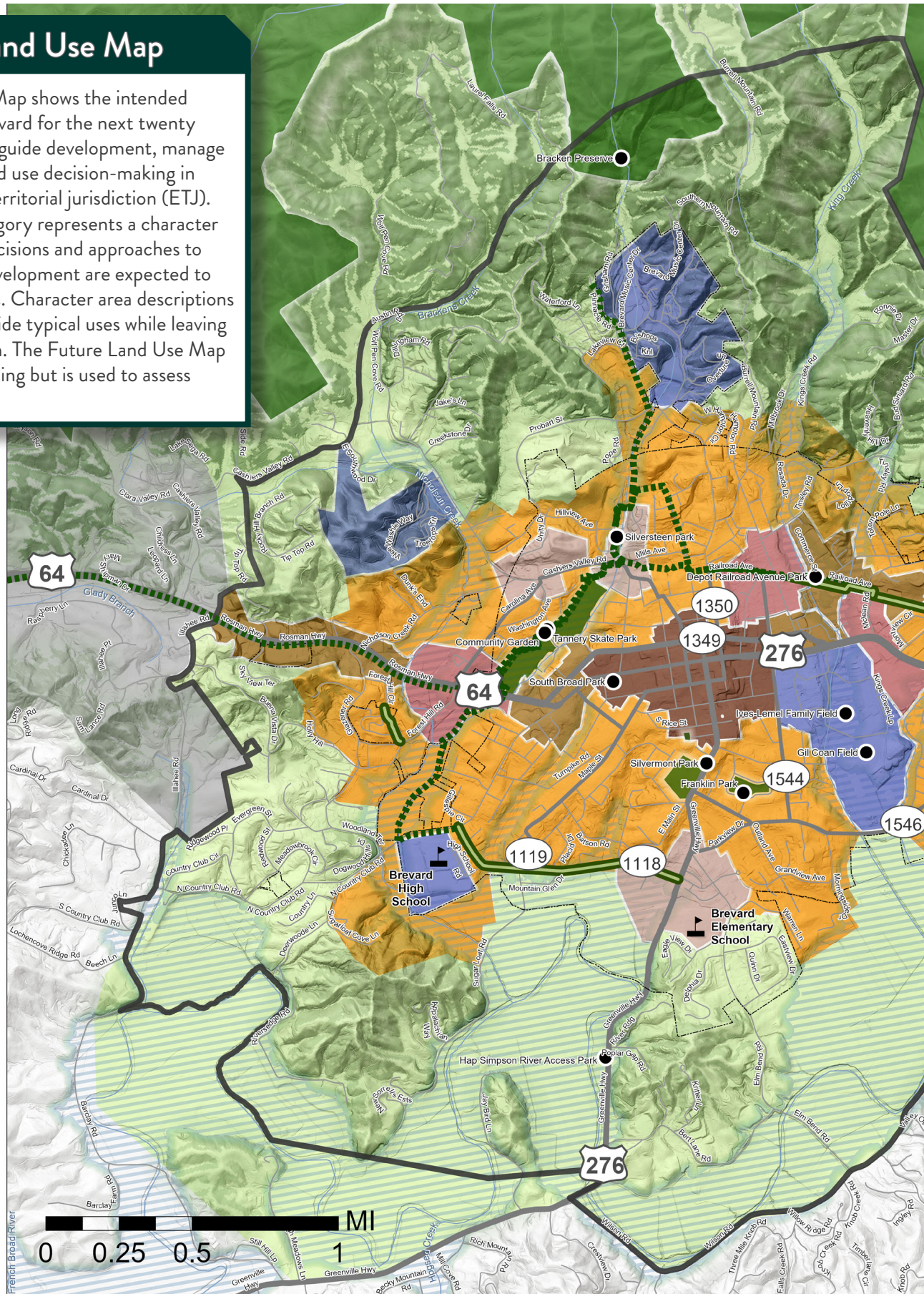
areas. These might include uses such as government maintenance buildings and small utility substations (electric, natural gas, sewer lift stations, water towers, etc.). However, some uses should be carefully considered so that they do not unintentionally create a demand for development in inappropriate areas. For instance, institutional uses such as a new school or church might be appropriate in most residential areas, but if located in rural areas it may invite inappropriate additional development. The size of operations is also a consideration. For example, a small church might be appropriate in a rural context, but a mega church may not. It is up to the governing boards at the time of the application to decide what will most accurately promote the goals established in this plan.

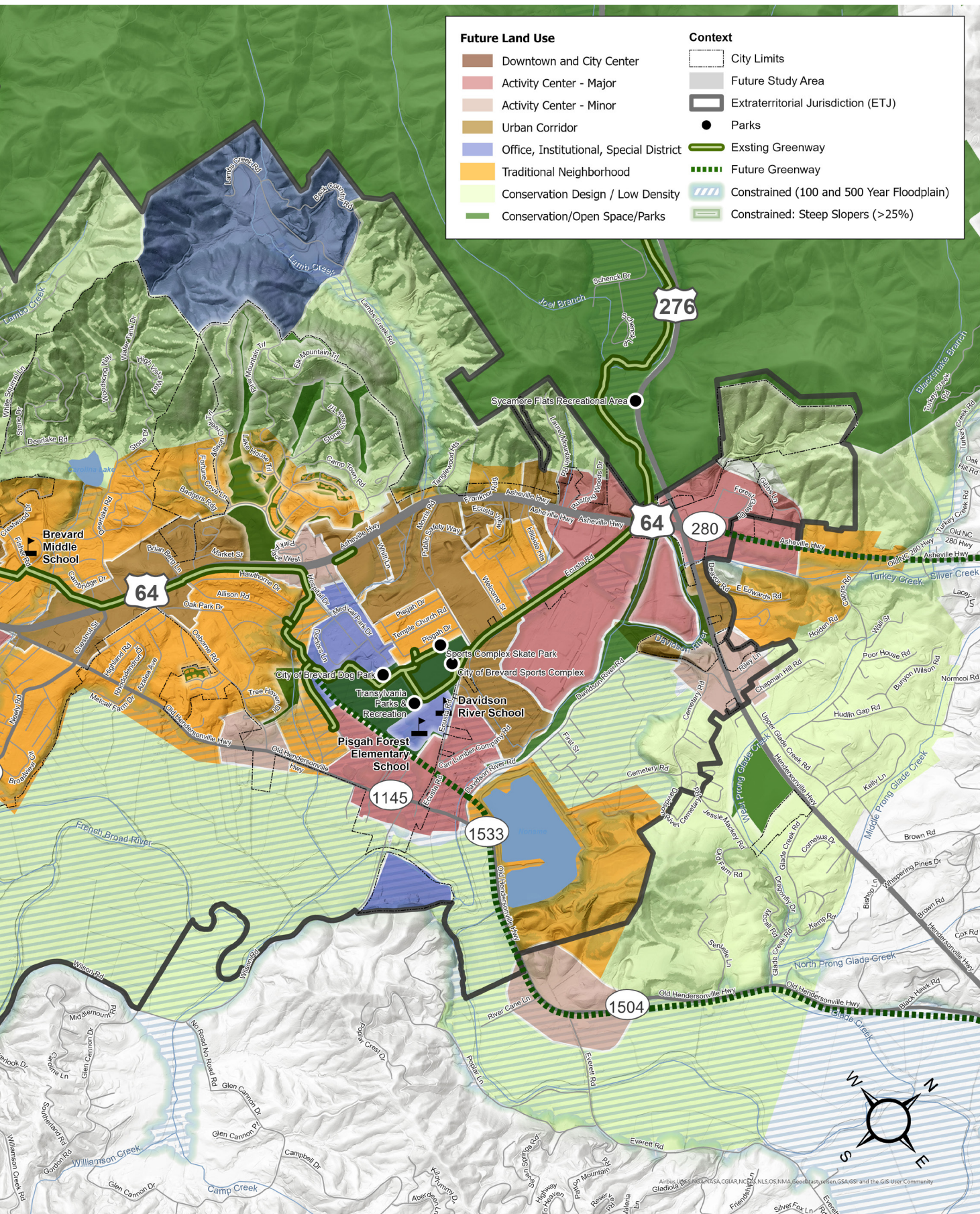
Character Areas

	Downtown & City Center		Conservation Design / Low Density
	Activity Center - Major		Conservation/Open Space/Parks
	Activity Center - Minor		Constrained: Steep Slopes (>25%)
	Urban Corridor		Constrained: Floodplain (100 and 500 Year)
	Office, Institutional, Special District		
	Traditional Neighborhood		

Future Land Use Map

The Future Land Use Map shows the intended land use pattern in Brevard for the next twenty years. It is designed to guide development, manage growth, and inform land use decision-making in the City and its extraterritorial jurisdiction (ETJ). Each color-coded category represents a character area where land use decisions and approaches to development and redevelopment are expected to follow similar principles. Character area descriptions explain intent and provide typical uses while leaving room for interpretation. The Future Land Use Map is not as detailed as zoning but is used to assess rezoning requests.





Downtown & City Center

This character area refers to Brevard's historic downtown where commercial, employment, residential, civic, and supporting uses are located. The urban environment includes a sensitive blend of preserved and renovated older structures, high-quality new construction, and public spaces that integrate with surrounding properties. City blocks are organized in a traditional grid pattern with a pedestrian-friendly network of sidewalks and alleys where buildings are situated close to the street. Buildings with a vertical mix of uses are encouraged with active frontage along key streets. Parking is located on the street, in parking decks, and in existing surface lots.



Typical Uses: Commercial; office; institutional; multi-family residential; public gathering space

Activity Center - Major

Activity Centers represent unique destinations across the City. They are meant to be the focus of targeted urban design initiatives with a focus on infill, adaptive



reuse, and creative solutions to address opportunities and challenges in each unique place. An Activity Center may cater to visitors with retail and evening entertainment, or it may be an employment district that is most active during business hours. They are worthy of small-area planning,

with an emphasis on placemaking and careful consideration of the public realm.

Typical Uses: Commercial; office; single- and multi-family and attached residential; light industrial; public gathering space



Office, Inst., & Special District



The Office, Institutional, and Special District captures specific areas of Brevard that are owned and/or managed by major institutions and government entities, including Brevard

College, the Transylvania Regional Hospital, Transylvania County, and the City of Brevard. Most land use decisions are driven by institutional needs, and strategic partnership opportunities exist where those needs intersect with public and/or private endeavors. Collaborative opportunities include public health initiatives, local business support, transportation alternatives, shared facilities, and community events.

Typical Uses: Institutional campus; corporate campus; summer camp



Traditional Neighborhood

The Traditional Neighborhood character area is primarily comprised of single-family residential uses with small-scale multi-family and townhomes permitted. The Traditional Neighborhood



category is designed to maintain the character of established neighborhoods while allowing some flexibility of housing types. Traditional Neighborhoods are typically adjacent to urban areas and Activity Centers. Streets are well-connected and typically include pedestrian facilities that allow residents to walk within the neighborhood and to surrounding areas.

Typical Uses: Single- and multi-family residential; small-scale office; neighborhood commercial; small-scale lodging; public parks



Activity Center - Minor



Neighborhood Centers provide a setting for services and activities that are supportive of surrounding residential neighborhoods. This character area may center around a community anchor,

such as a school, park, library, or small commercial district. Uses and design considerations call for context-sensitive solutions, fostering community identity and a sense of shared ownership of neighborhood resources.

Typical Uses:

Institutional;
small-scale commercial;
single- and multi-family
residential; public
gathering space



Urban Corridor

Urban Corridors are oriented along major transportation corridors that serve a local and regional market. Uses may vary widely. Emphasis is on a development form and encouraging architectural and site design that improves gateway corridors. Buildings should screen parking areas and transitions and buffers will reduce impacts to nearby homes. Access management should be prioritized to ensure safety, mobility, and multi-modal connectivity.

Typical Uses: Large- and small-scale commercial, multi-family and attached residential



Conservation Design / Low Density

These areas include lower density areas that have significant natural resources and/or constraints. Conservation Design is encouraged to protect natural resources. This type of development clusters structures and site improvements together on a portion of a site while reserving the remainder of the site for open space. Smaller lots are typically used in the developed portion of the site and density transfers from constrained areas of the site are encouraged in zoning regulations. This type of neighborhood design provides flexibility, particularly in areas with challenging topography. There is also often a savings in development costs due to less road surface, shorter utility runs, and reduced grading and site preparation. The preserved land may be owned and managed by a homeowners association or land trust.



Typical uses: Single- and multi-family residential; agriculture; outdoor recreation; lodging

Open Space & Constraints

The Open Space designation applies to parks, public recreational areas, conservation areas, floodplains, steep slopes, and some private recreational facilities. Primary uses include trails and greenways, wildlife management, environmental restoration / mitigation / preservation, and educational uses. Structures that support or are associated with the intended uses are typically permitted in non-vulnerable areas.

Constrained areas include, steep slopes and floodplains. Additional development standards or reduced density may be needed in these areas.



Future Land Use Character Area Table

The following table outlines residential subdivision and building types encouraged and discouraged in different Future Land Use Character Areas.

Future Land Use Character Area	Applicable Zoning Districts	Building Size (Max Floor Plate)	Height and Bulk	
			Building Height	Lot Coverage Max
City Center / Downtown	DMX, CMX, RMX	30,000 sq. ft.	2-5 Stories	100%
Activity Center - Major	CMX, NMX, SD	100,000 sq. ft.	2-7 Stories	90%
Activity Center - Minor	NMX, RMX	30,000 sq. ft.	2-4 Stories	70%
Urban Corridor	CMX, NMX, RMX	50,000 sq. ft.	1-4 Stories	80%
OISD	IC, GI	100,000 sq. ft.	Varies	Varies
Traditional Neighborhood	GR8, RMX	10-12,000 sq. ft.	1-4 Stories	60%
Conservation Design / Low Density	GR4	10,000 sq. ft.	1-3 Stories	30%
Conservation / Open Space	-	-	-	-

Legend:



= Allowed / Encouraged



= If Contextually Appropriate, Potential Limitations, Design Criteria or Utility Availability



= Discouraged

Future Land Use Character Area	Residential Type				
	Live-work Unit	Apartments & Condos (>30 units)	Multiplex (Up to 30 units)	Attached (Townhomes, Duplex, Triplex, Quads)	Detached
City Center / Downtown	☑	☑	☑	*	*
Activity Center - Major	☑	☑	☑	☑	*
Activity Center - Minor	☑	*	☑	☑	☑
Urban Corridor	☑	☑	☑	☑	*
OISD	*	*	*	*	*
Traditional Neighborhood	*	-	*	☑	☑
Conservation Design / Low Density	-	-	-	*	☑
Conservation / Open Space	-	-	-	-	-

Legend:

☑ = Allowed / Encouraged

* = If Contextually Appropriate, Potential Limitations, Design Criteria or Utility Availability

- = Discouraged



LAND USE & HOUSING

EVALUATE, UPDATE, AND AMEND CITY POLICIES AND ORDINANCES TO ENSURE CONSISTENCY WITH THE COMPREHENSIVE PLAN AND FUTURE LAND USE MAP.

LUH-1: Amend the Unified Development Ordinance (UDO) to support implementation of the Comprehensive Land Use Plan. Many of the recommendations in this Plan can be achieved through changes to the City's land use regulations. Some changes may be easier to implement than others. A collaborative effort between City Council, Planning Board and staff should determine and advance priorities.

LUH-2: Evaluate rezoning requests based on the Future Land Use Map and character area descriptions. The Future Land Use Map should be referenced each time a property is considered for rezoning. Decisions that deviate from the Future Land Use Map should be considered seriously and will necessitate an amendment.

LUH-3: Update the Comprehensive Land Use Plan every 5-7 years and amend the plan as needed.

ENCOURAGE A GROWTH PATTERN THAT TAKES ADVANTAGE OF EXISTING INFRASTRUCTURE.

LUH-4: Identify areas across the City that are best positioned to accommodate future growth. Areas with well-connected streets, proximity to parks and schools, and access to public utilities are in the best position to accommodate new growth.

LUH-5: Consider adjustments to the development approval process and other incentives for projects that meet defined criteria in growth opportunity areas. There are a number of incentives that could be considered to encourage growth in areas that are appropriate examples include allowing buildings with additional height, decreasing dimensional requirements (i.e. setbacks or lot widths), considering density bonuses and removing barriers to certain housing types.

LUH-6: Encourage rezonings to allow for a mix of uses in Activity Centers. Allowing different land uses such as commercial and residential in close proximity to each other can help make a city or neighborhood more walkable and lead to reduced numbers of car trips. Major and Minor Activity Centers with both have a mix of land uses, but Major Activity Centers will be more intense with a greater nonresidential footprint.

SUPPORT GROWTH IN DOWNTOWN BREVARD WITH CLEAR DESIGN STANDARDS AND A PREDICTABLE APPROVAL PROCESS.

LUH-7: Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian-friendly environment. Key design elements that should be emphasized in the form-based approach include:

- ▶ Development in the Downtown (roughly the area currently covered by the Downtown Design Overlay District (DDOD)) should continue to require multi-story buildings required to be built close to the street (via maximum setbacks (build-to lines) and/or percentages. Buildings should have a vertical mix of uses, such as commercial and office on ground floor with residential and/or offices above. Architectural standards that emphasize quality design should continue, but development form should take precedent. Uses that generate pedestrian traffic should be encouraged along key frontages. Continue to require no non-residential parking on-site.
- ▶ Areas in the greater City Center area (areas outside of the current DDOD) should also have defined maximum allowable setbacks and/or build-to lines. Stand-alone multi-family buildings should be allowed. Large areas of surface parking should be discouraged.

LUH-8: Evaluate current standards for building height downtown. Add height minimums in the DDOD (i.e. 2 story minimum). Consider allowance for additional height (i.e. an additional story or two) in certain areas. Potential areas, alternative measures or incentives include:

- ▶ Allow additional stories outside the core of the Downtown area (DDOD)
- ▶ Calculate max height via alternative measures (i.e. max building height below Courthouse steeple)
- ▶ Allow additional stories with setbacks
- ▶ Allow through incentives (i.e. for the provision of affordable or workforce housing units).

Transect

A transect is an illustration of the form and transition of the built environment. It is used to help define and organize the structure of a city and how neighborhoods fit into the overall structure. The transect below illustrates traditional American town design and emphasizes walkable streets, an appropriate mix of uses, and housing diversity. The Future Land Use Map can be thought of as a way to help define the future transect for the City.

Conservation / Open Space

Conservation Design / Low Density

Traditional Neighborhood

Minor Activity Center

Urban Corridor

Major Activity Center

Downtown

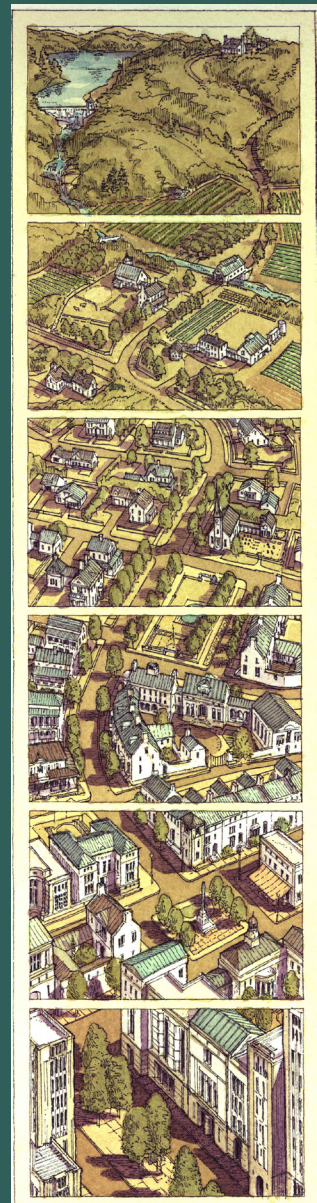


Image source: Center for Applied Transect Studies, Duany Plater-Zyberk & Company / James Wassell

SUPPORT CONTEXT-SENSITIVE INFILL AND REDEVELOPMENT OF UNDERUTILIZED OR OUTDATED COMMERCIAL AREAS.

LUH-9: Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels. Amendments should incorporate design standards and guidelines that respect existing community character while allowing greater residential density and intensity of nonresidential development within mixed-use areas.

LUH-10: Establish zoning overlay districts for the Asheville Highway Corridor and Pisgah Forest Area.

The purpose of the overlay districts is to establish stricter standards and to improve multimodal safety and convenience when accessing places for goods, services, housing, and employment through a predictable pattern of development and architectural design. The corridor should accommodate a variety of residential and nonresidential uses in addition to highway-oriented commercial. The areas are important gateways to the City and the Pisgah National Forest, and aesthetic considerations should be included into overlay district standards. Form-based elements may include building form, site access requirements, parking location or design, block structure, frontage, and public space requirements.

Asheville Highway Corridor

The Asheville Highway Corridor is an important gateway into the City of Brevard. It also presents an opportunity for infill and redevelopment since it is comprised of some of the only flat land that is located outside of the floodplain in the City. Redevelopment should take advantage of larger properties located where key connections exist or can be made to existing public streets. The concepts below show potential redevelopment at a few key sites along the corridor. Visual improvements to the Asheville Highway frontage could include new buildings, street trees and public space such as plazas and parks. Exact building form, massing and scale could be defined through the creation of a form-based code or overlay for the corridor.



Redevelopment potential just north of downtown Brevard.



Potential reuse / redevelopment of the Ingles plaza.

ADDRESS HOUSING SHORTAGE BY REMOVING BARRIERS TO MULTI-FAMILY AND “MISSING MIDDLE” HOUSING OPPORTUNITIES.

LUH-11: Identify and address dimensional requirements that may serve as obstacles to housing development. Large minimum lot widths, road frontage, and setback requirements can be a hindrance to development and redevelopment projects, particularly in areas with topographic challenges and irregular parcel boundaries. The Unified Development Ordinance (UDO) currently has no minimum lot size for zoning districts and regulates intensity of development in other ways. This is a progressive approach that should be maintained, at least in most districts, because it can provide flexibility in design and lead to more affordable housing in the long-term.



Quadplexes like the one above on the corner of England Street and Probart Street can provide a transition from commercial areas to single-family neighborhoods.

Missing Middle Housing

The “missing middle” refers to a range of housing types that, in terms of bulk, scale, and density, fall somewhere between the detached single-family residence and the mid-rise apartment building. Brevard has recently made strides to increase opportunities for missing middle housing, and those efforts should help to provide more housing options but more code updates may be needed to meet housing needs. This could be accomplished a number of ways but will likely mean a mix of apartments, missing middle housing types, single family homes and accessory units.



Image source: Opticos Design, MissingMiddleHousing.com

LUH-12: Address and adjust parcel density allowances to allow for "missing middle" housing types in all zoning districts with defined standards.

Recent changes to the UDO that allow triplexes and quadraplexes is an example of how the City can encourage missing middle housing types. Code revisions that allow additional housing typologies should be considered including:

- ▶ Allowances for multi-family structures in certain areas.
- ▶ Allowance for additional density and other criteria in RMX and NMX zoning districts to allow for cottage courts and multiplexes.
- ▶ Allowances for multi-family uses along the Asheville and Rosman Highway Corridors
- ▶ Even higher allowances or density bonuses at activity centers with affordable/workforce units and/or enhanced transportation alternatives
- ▶ Allowances and requirements for accessory dwelling units including increasing the floor area for secondary dwelling units and elimination of parking requirements for accessory dwelling units in neighborhoods with adequate, available on-street parking.

INCREASE SUPPLY OF AFFORDABLE AND WORKFORCE HOUSING.

LUH-13: Utilize the Housing Trust Fund to leverage private investment to create affordable and workforce housing units. Consider updates to the Housing Trust Fund, including:

- ▶ Update bylaws, policies, procedures, and applications to reflect current needs.
- ▶ Establish funding mechanisms to increase contributions to the HTF.
- ▶ Consider land acquisition and partnerships to support projects with a mix of affordable and workforce housing units.

LUH-14: Seek developer agreements for divestment of City properties that guarantee affordable and workforce housing units for a defined period of time.



The Town of Davidson requires a percentage of housing in new development that meets certain criteria to be priced affordable to households earning less than 80-120% of the Area Median Income (AMI). A payment in lieu option also exists. These funds are utilized for a variety of housing programs. Image Source: Town of Davidson

LUH-15: Consider additional incentives and policies to support workforce and affordable housing. Examples of policies and incentives include:

- ▶ Density bonuses
- ▶ Streamlined approval processes
- ▶ Increase funding for affordable and workforce housing
- ▶ Voluntary, conditional or mandatory inclusionary zoning

See the Housing Toolkit beginning on page 39 for more detailed information and options to support workforce and affordable housing.

STABILIZE AND PRESERVE THE CHARACTER OF NEIGHBORHOODS

LUH-16: Provide support for the preservation and rehabilitation of existing affordable housing.

Promote homeowner and rental assistance programs, including those operated/funded by regional, state, and federal entities. Consider the establishment of a local microgrant program for home improvement, and partner with local organizations and/or private entities to offer home improvement information to residents.

LUH-17: Monitor impacts and consider additional regulations for short-term rentals. Follow recommendations from City's Short Term Rental Task Force.

LUH-18: Collaborate with neighborhoods to explore opportunities for zoning overlays, historic preservation, adaptive reuse, infill projects, special events, and other neighborhood-specific activities. Neighborhoods are at the heart of defining the character of a City, and Brevard is lucky to have many unique neighborhoods within its jurisdiction. Neighborhood organizations and homeowner associations are essential partners in fostering engaged communities making sure city programs address priorities.

ENGAGE AND EMPOWER NEIGHBORHOODS

LUH-19: Enhance communication of land use planning efforts, policy development, approvals and processes. Create online public information portal to provide updates on proposed and in-progress development projects. Strive to make planning documents and UDO more approachable and user friendly to empower citizens to understand and advocate for their neighborhoods.



Neighborhood meetings can be important opportunities for dialog between residents, city staff and elected officials to discuss trends so that city programs and regulations can be tailored to address emerging issues.

LUH-20: Encourage the creation of well-designed complete and cohesive neighborhoods. A complete neighborhood successfully incorporates old and new construction, a mix of housing types, access to shopping options and food, connectivity, and access to greenspace. Consider updating the Traditional Neighborhood Development (TND) option in the UDO or encouraging the addition of key components of complete neighborhoods through the Conditional Zoning process. Consider measures to ensure cohesion between old and new development including:

- ▶ Strong buffers to assist in transition of uses and intensity.
- ▶ Potential limits to scale and massing, like floor-to-area (FAR) or built upon area limits in some areas.

LUH-21: Conduct small area plans to clarify neighborhood character and address local impacts and needs related to land use regulations and City programs. Small areas plans can help set the stage for future development activity, design regulations, targeted service enhancements and administration of small grants program(s) aimed at beautification, preservation, and public realm improvements.

LUH-22: Consider participatory budgeting for a portion of neighborhood funding. Participatory Budgeting is a citizen engagement process where community members decide how to allocate a portion of a public budget. Citizens make direct decisions about how government funds are spent in their community by prioritizing public programs and projects.

PRESERVE CHARACTER OF LOW-DENSITY AND RURAL AREAS.

LUH-23: Incorporate flexible zoning standards and simplified approvals for camps, campuses, and institutions.

LUH-24: Refine zoning districts and slope regulations in constrained areas.

- ▶ Refine steep slope calculation methods and threshold for protection.
- ▶ Consider the creation of an agricultural / conservation zoning district as appropriate. This new zoning district or overlay could be used for agricultural conservation, steep slopes, ridgeline protection, floodplain, etc.

LUH-25: Limit the scale and footprint of new development in Conservation Design /Low Density areas identified on the Future Land Use Map. New subdivisions or other development in these areas should employ conservation style design and cluster development and primary site improvements away from sensitive environmental resources such as steep slopes, riparian areas, and rare habitats. The City should maintain flexibility in lot size and consider allowing more housing products or other incentives for these types of developments. Incentives could be provided in exchange for preservation of 40% or more of the site as open space.

Conservation Subdivisions

Conservation design is an alternative to conventional subdivision design. Conservation design is encouraged in areas with vulnerable natural resources in the City of Brevard's planning area. These areas generally fall in the Conservation Design / Low Density future land use class shown on the Future Land Use Map on pages 26-27. The goal in these areas is to cluster development away from sensitive natural resources. The design of subdivisions in these areas can be improved by maintaining flexibility in a few key dimensional requirements in exchange for preservation of more quality open space. Current regulations include a maximum density and do not specify minimum lot sizes. With future code updates this flexibility should be maintained, additional incentives should be considered and allowable density should be evaluated for many areas with significant environmental constraints. The graphic on the left below illustrates a conventional development design. The graphic on the right shows a conservation style subdivision with a lower overall density, more open space, greater tree preservation, and preservation of agricultural fields as an entry feature. Open space design and location are important, as larger blocks of contiguous open space can support a greater variety of species. Preserved riparian corridors up to 300 feet also help protect water quality and serve as wildlife corridors. Specifying priority open space types and simplifying the approval process for developments that meet defined design criteria can make conservation design the default choice in areas with significant natural resources.

Conventional
Subdivision
Design



Conservation
Subdivision
Design



HOUSING TOOLKIT

INTRODUCTION

Affordable housing is a complex subject, both in terms of its causes and means of addressing it, especially in local governments. As the Southeast continues to attract more and more full-time residents, affordable housing is discussed in almost every community. Local governments in North Carolina are limited in their means of addressing housing affordability, primarily because of limits on how land use, private property rights, home design and prices may be regulated. These regulatory and market related barriers often mean that popular solutions from other states are not necessarily available in North Carolina.

A one-size-fits all method is not a practical approach to address affordable housing concerns and should be tailored to the housing market conditions of an area. Below are some potential means of addressing housing affordability, and how they may be applied in North Carolina and specifically, in the City of Brevard. This is by no means an exhaustive list of remedies but this document explores options for local governments to increase the proportion of affordable housing and/or workforce housing in communities.

TERMINOLOGY

“Affordable housing” has become a blanket term used when discussing how to best combat rising housing cost, however, it is beneficial to distinguish locally between different types. It has its roots in the public subsidized housing terminology. Typically, public subsidized housing has eligibility requirements for income. However, “affordable housing” has been co-opted by the larger discussion of housing cost and now is often used interchangeably with “attainable housing”, which is a broader concept. Below are some common terms used when referring to affordable housing:

“Area Median Income (AMI)” the midpoint of the income distribution for a specific geographic area, as defined by the U.S. Department of Housing and Urban Development (HUD) using data from the U.S. Census Bureau. This statistic is used by HUD for purposes of determining the eligibility of applicants for certain federal housing programs.

“Affordable housing” is housing that costs no more than 30% of a household’s income, including utilities, for households earning up to 80% of the AMI.

- Affordable housing can be income-restricted, meaning it is specifically developed as affordable housing and is only available to households that meet specific income limits.
- Affordable housing can also be market rate, meaning it is affordable based on market price and is not restricted based on household income. These housing units are susceptible to market fluctuations and may increase in price, rendering them unaffordable.

“Workforce housing” is housing affordable to households earning between 80% and 120% of the AMI. Workforce housing is generally thought to be for middle-income workers which includes professions such as police officers, firefighters, teachers, health care workers, retail clerks, and the like. Households that need workforce housing may not always qualify for subsidized housing.

ENCOURAGING AFFORDABILITY

There are a number of ways local governments can encourage more affordable housing in the community. Options range from removing barriers to housing, encouraging a greater mix of housing types to incentives and different levels of inclusionary zoning. An outline of these options is provided below.



IDENTIFICATION AND REMOVAL OF BARRIERS

Dimensional requirements for residential development including minimum lot sizes, lot widths, setbacks and height restrictions can add to the cost of new housing. Some basic requirements targeted at regulating massing and scale can help new development fit neighborhood character, however, flexibility that allows for infill and redevelopment of existing lots and the ability to design around topographic constraints is needed. Encouraging compact development and mixed use development (residential uses on the same property as commercial or other nonresidential uses) in areas with access to utilities and transportation infrastructure will be important to addressing housing issues long-term in the City of Brevard.

MISSING MIDDLE HOUSING

Over the last 40 years the market and local regulations have been supportive of single family housing development and larger-scale apartments. "Missing middle" housing refers to housing products with smaller lots or attached housing typologies that are generally in between apartments and the typical detached single family subdivision. Unit types such as duplexes, fourplexes, cottage courts, and live-work units fall into this category. These missing middle housing types can be much more dense overall than a typical subdivision, but the scale of the buildings can be less imposing than three or four story, 50 or 100 unit apartment complexes. Local policies and standards can influence the viability of these smaller-scale attached housing types and over the long-term, these policies can result in more housing. The City of Brevard has taken some steps towards making triplexes and quadraplexes easier to build in the City. Code amendments balanced this with design requirements to make sure new development fits with local character. Future code revisions should be evaluated to allow for additional housing typologies in key areas of the City.

CONDITIONAL ZONING

Conditional zoning can serve as the mechanism for encouraging the development of affordable housing in places where inclusionary zoning is not being used. Developers can voluntarily provide affordable housing units, generally in exchange for a regulatory incentive (see below). Due to its voluntary nature, this type of program is usually considered the safest—politically and legally—for a local government to enact, but also cannot guarantee income-restricted affordable housing. The down side to this method is that it can be a difficult condition for a local government to enforce due to the private nature of the condition(s).

INCENTIVES

Providing density incentives to encourage affordable or workforce housing in new development is an option that can be implemented through changes in the zoning ordinance. Incentives can be in the form of density bonuses (i.e. additional units overall or on a per-acre basis), additional height allowances, or other modification in zoning requirements.

Additional procedural incentives can be developed. These incentives allow for expedited review or approval, or a reduction in fees if a development meets defined criteria, usually involving a defined number of affordable or workforce housing units.



RENT CONTROL & INCLUSIONARY ZONING

North Carolina municipalities have fewer options for encouraging affordable housing than other states. North Carolina State statute G.S. 42-14.1 expressly prohibits rent control. Another common tool of achieving affordable housing around the country, mandatory inclusionary zoning, is a legal gray area being neither expressly allowed nor forbidden by state statutes. Mandatory inclusionary zoning has been attempted by cities like Chapel Hill and Davidson, but is as yet untested in court. A voluntary program typically employs conditional zoning as the mechanism for encouraging the development of workforce housing. Due to its voluntary nature and the use of incentives, this type of inclusionary zoning program is usually considered the safest—politically and legally—for a local government to enact.

DIRECT INTERVENTION MEASURES

In addition to enacting ordinances to bring about affordable housing, municipalities can take other measures to directly increase affordable housing supply, particularly income-restricted affordable housing.

FUNDING

The largest obstacle to direct intervention measures is often funding. Local governments can enact small tax increases, leverage bonds, or establish fees which are collected and put directly toward affordable housing efforts.

PUBLIC LAND DISPOSITION AND PUBLIC-PRIVATE-PARTNERSHIPS

A number of cities in North Carolina and elsewhere are evaluating the appropriate uses for publicly owned properties. In some cases land is ideal for accommodating future government uses or parks. Others may be considered as opportunities for affordable housing. A land disposition study typically involves evaluating future uses of one or more government owned properties. Prior to the sale of properties, local governments can enter into developer agreements to ensure the delivery and maintenance of affordable housing.

Another way a local government can directly increase the supply of below market rate housing is to enter into direct partnership with developers to subsidize the development of affordable housing units. The City of Brevard has an Affordable Housing Trust Fund to utilize for this process, however funds are limited.



IMPACT FEES

Some cities around the country have imposed impact fees, which are upfront charges for infrastructure related to new development, and earmarked those funds for increasing the supply of affordable housing. The State of North Carolina does not explicitly authorize impact fees for affordable housing, so local governments wishing to do so may need to seek special legislation from the General Assembly if they wish to implement affordable housing impact fees.

GRANTS

For local governments meeting the requirements, the US Department of Housing and Urban Development provides annual grants for improving housing for low-income residents through the Community Development Block Grant (CDBG) Entitlement Program.

COMMUNITY LAND TRUST

Local governments and/or other entities can consider land acquisition or establishing a community land trust to preserve sites for affordable housing. These programs typically require significant financial and staffing commitments.

EMPLOYEE HOUSING

In many areas with high housing costs employers play an active role in acquiring and providing housing for employees. Although this requires limited actions by the local government, understanding the needs of employers and working with private developers to understand barriers to employee housing can help to define local solutions.

MAINTENANCE OF AFFORDABILITY

Income-restricted affordable housing can be preserved long-term in different ways depending on ownership structure:

- **Ownership:** Deed restrictions that limit any subsequent sales of the home to income-eligible borrowers at an affordable price. The resale restrictions are attached to the property's deed and may be enforced for decades. Limiting the sale price of a home can limit the ability of the seller to build wealth because home value appreciation is limited.
- **Rentals:** Rental housing restricted to households meeting certain income eligibility requirements. These units can be owned by local governments, non-governmental organizations, or by private owners. Owners

may receive a subsidy payment from the state or a federal tax credit for keeping the rent at lower than market rate.

- The Low-income Housing Tax Credit, or LIHTC, is a federal income tax credit for companies that invest in affordable rental housing that meets specific program guidelines. LIHTC properties account for the majority of affordable housing in the United States today.

Naturally occurring affordable housing (NOAH) is also an important source of housing. Long-time residents with paid off mortgages may not be able to afford new housing in the same neighborhood and may be susceptible to displacement. Tax abatement programs that grant relief from property tax increases, due to rising values are one way to support existing home owners. An example program in the City of Durham grants up to \$750 of tax relief to qualifying homeowners.



ADDITIONAL CONSIDERATIONS

Many factors affect housing costs. Major influences include location, local economy, land and building costs, housing type, and market trends. To some extent, housing costs are very basically a result of supply and demand. Where there is more demand, prices will rise, and increasing supply can help lower demand. Conversely, local policies or conditions that restrict housing supply or housing density contribute to higher housing costs.

SHORT TERM RENTALS

The explosion in popularity of the short-term rental market (ex – AirBNB, VRBO, HomeAway, etc.) has a direct effect on housing supply. As more housing units are converted to vacation rental properties, they are not available as primary residences. In communities that are popular tourist destinations, a higher proportion of homes are being used as short-term rentals, which can lower local housing supply for residents.

REFERENCES

Summary of Inclusionary Zoning as it relates to North Carolina Law -
<https://canons.sog.unc.edu/a-primer-on-inclusionary-zoning/>

Missing Middle Housing - <https://missingmiddlehousing.com/>

- A website addressing Missing Middle Housing, or house-scale residential building types with multiple units that can be used to increase housing unit density and housing type diversity.

Center for Neighborhood Technology Housing & Transportation Index - <https://htaindex.cnt.org/about/>

- Index that rates affordability of places based on combined expense of housing and transportation.

Local Government Support for Privately Owned Affordable Housing -
<https://canons.sog.unc.edu/2022/05/local-government-support-for-privately-owned-affordable-housing/>



ACTIVE TRANSPORTATION & COMMUNITY HEALTH

ENHANCE TRANSPORTATION NETWORK FOR ALL MODES OF TRAVEL AND CONTINUE TO IMPLEMENT THE CITY'S COMPLETE STREETS POLICY.

ATCH-1: Evaluate planned transportation projects to determine opportunities to improve conditions for all modes of travel including pedestrians, bicyclists and transit users.

ATCH-2: Prioritize implementation of the Brevard Pedestrian and Bicycle Plan and improvement of neighborhood connections to existing and planned sidewalks and greenways.

- Establish or increase local funds devoted to addressing sidewalk and trail gaps. This could be used for matching state and federal funds for projects as well.

The Land Use and Transportation Connection

Linking transportation and land use refers to the process of guiding development and expansion of communities with the goal of better coordination of land use and transportation that accommodates pedestrian and bike safety, mobility, enhances public transportation service, improves road network connectivity, and includes a multimodal approach to transportation. Typically, this is accomplished through supporting land-use development patterns to create a variety of transportation options. Source: U.S. DOT



ATCH-3: Require new development to include a connected system of public streets and pedestrian facilities. Consider updates to the UDO to clarify street frontage and connection requirements, especially along the Asheville Highway Corridor. This could be tied to a form-based code for this area.

ATCH-4: Plan for additional street connections in and near key activity centers. Additional street connections can disperse traffic and reduce the burden new development has on primary roadways.

ATCH-5: Invest in building transit ridership. Fixed-route transit provider Transylvania in Motion (TiM) began operating between Brevard and Rosman in early 2022. Though it will take time to grow, the City should help promote TiM to potential user groups and work with the County to increase ridership in this early period of operation. Potential users include citizens without access to a car, citizens who may choose transit in combination with other modes such as biking or walking, students, and visitors.

ATCH-6: Work with the County and the Land of Sky Rural Planning Organization (RPO) to pursue Federal funding for transit service to destinations within the National Forest.

ATCH-7: Explore partnerships for on-demand micro-transit service. An example is the new Via program in Wilson, North Carolina. Unlike a bus system, riders request a trip through an app or by phone.

LINK LAND USE WITH TRANSPORTATION

ATCH-8: Study available on-street and off-street parking capacity and utilization trends downtown and near key activity centers. Findings can inform policy changes, managing existing parking and prioritizing new on-street or off-street parking.

ATCH-9: Right-size parking requirements and develop incentives for multimodal access and alternative approaches to meeting parking demand. Parking is often seen as necessary in Brevard, but

Reducing Parking Demand

In addition to right-sizing, or in some cases eliminating, minimum parking requirements, cities can reduce parking demand with a range of programs and strategies including:

- Encouraging shared parking
- Increasing carpooling and transit usage
- Providing safe, comfortable biking and walking paths
- Allowing for a mix of uses in new development
- Encouraging housing near shops and services



surface parking lots are rarely fully utilized and are often not the highest and best use for a piece of land, especially downtown. Too much parking can also have the negative effect of making the city less walkable. An evaluation and potentially a reduction or elimination of minimum parking requirements for certain uses or in areas with adequate public or on-street parking is recommended.

ATCH-10: Consider multimodal transportation needs, including connectivity and access, during development design and approval process. Update requirements to consider other modes of travel during transportation impact analysis. Continue requiring bicycle parking for certain types of development. Through conditional zoning process, encourage connections to greenways, sidewalks, transit stops.

CONTINUALLY WORK TO IMPROVE SAFETY, COMFORT, AND CONVENIENCE FOR PEDESTRIANS ACROSS THE CITY.

ATCH-11: Prioritize pedestrians in Downtown and Major Activity Centers. While Downtown already benefits from a high level of pedestrian traffic, measures can always be taken to increase the pedestrian mode-share and improve pedestrian safety and comfort. Specific recommendations include:

- ▶ Evaluate and improve areas of high volume and unsafe pedestrian activity. Across the city, identify pedestrian crossing priorities, opportunities for mid-block crosswalks, new signalization, and potential for increased space between pedestrians and vehicular traffic.
- ▶ Identify sidewalks in need of repair/replacement and prioritize missing links in Downtown, Major Activity Centers and surrounding neighborhoods.
- ▶ Increase enforcement activities to curtail speeding in key areas such as along Broad and Caldwell Street.
- ▶ Mitigate traffic congestion and improve pedestrian safety during high traffic volume periods (events, festivals, summer camp release weekends) by encouraging off-site parking. Explore partnering with event organizers and private providers (such as hotels) to utilize off-site parking with shuttle services for events.

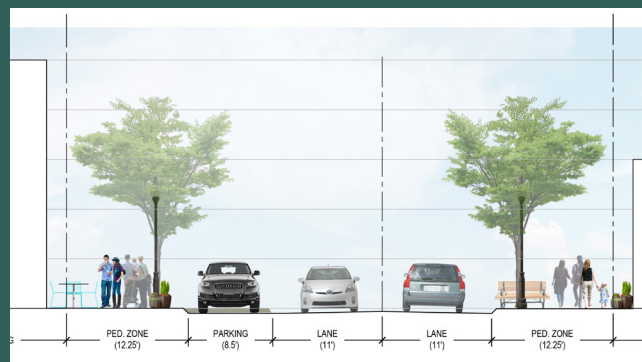
ATCH-12: Ensure site plans include safe pedestrian access between public right-of-way and building entrance. Encourage enhancement to walkways such as lighting, landscape, and resting areas with furnishings.

ATCH-13: Encourage a "park once" approach for accommodating visitors Downtown and in Major Activity Centers. This approach can reduce traffic and consolidate parking in certain areas.

- ▶ In the long term, a public parking deck downtown may provide a high-volume facility that can serve multiple areas and reduce the need for surface parking.
- ▶ The feasibility of a public parking lot in the King Street area should be studied.

Complete Streets

The City of Brevard has endorsed a "Complete Street" approach to transportation planning. This approach prioritizes the creation and design of a transportation network that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, seniors, children, motorists, and freight.



ATCH-14: Update pedestrian wayfinding system.

This includes adding wayfinding signage for the Estatote Trail greenway system.

ATCH-15: Review and enhance City's approach to traffic calming. Update policies related to traffic calming.

- ▶ Policies should require a speed study and target low-volume neighborhood streets with high speeds. Potential treatments should be specified and include employ curb extensions and narrow travel lanes as preferred options.
- ▶ Consider utilizing tactical urbanism installations to test/refine designs for safety improvements.

CONTINUE DEVELOPMENT OF THE CITY'S TRAIL AND GREENWAY NETWORK.

ATCH-16: Complete priorities greenways including the **Estatoe Trail** and the **Ecusta Trail**. Pursue grants and prioritize local funding to be used for key segments and/or matching grants.

ATCH-17: Encourage trail-oriented development and redevelopment in underutilized areas along the **Ecusta Trail**, **Estatoe Trail**, and the rest of the **Brevard Area Trail System**. Consider developing trail-side development standards that help activate the edge of properties adjacent to greenways. Standards could include establishing when pedestrian entryways and connections to the trail are required, minimizing blank walls in favor of windows, architectural detail or public art and site design criteria that discourages outdoor storage or trash storage along the trail.

IMPROVE ACCESS TO HEALTHCARE AND HEALTHY LIVING RESOURCES.

ATCH-18: Support efforts to keep and improve health care services in Brevard.

ATCH-19: Consider incentives for new child care operations, physicians and/or services in the City.

ATCH-20: Support healthy initiatives including the Transylvania County Vision Zero initiative and activities related to the built environment, access to healthy foods and the establishment of community gardens.

Blue Zones Project

Brevard was selected as the 50th Blue Zone Project in 2019. Per its website, the Blue Zones Project is “a community-wide, evidence-based approach to improve health and well-being in making healthier choices easier for everyone.” The program, sponsored by Pisch Health Foundation, held events and activities to promote personal well-being and build a healthy community. Blue Zones also worked directly with employers, schools, restaurants, grocery stores, and faith-based organizations to promote healthy habits in every aspect of a person’s life. In March 2023, Brevard was recognized as a Certified Blue Zones Community.





PARKS, NATURAL RESOURCES, & CULTURAL RESOURCES

MAINTAIN AND EXPAND PUBLIC PARKS AND PROGRAMMING.

PNRC-1: Maintain and improve existing parks.

- ▶ Continue improvements at Silversteen Park (parking lot underway, addition of splash pad and shelter planned).
- ▶ Consider opportunities to expand or connect to existing public parks and lands including Bracken Preserve.



Silversteen Park in the Historic Rosenwald Community is undergoing renovations including the addition of a parking lot to serve the park and the nearby Mary C. Jenkins Community and Cultural Center.

IMPROVE ACCESS TO RECREATION OPPORTUNITIES THROUGHOUT BREVARD.

PNRC-2: Continue remediation efforts and planning and design of improvements in Tannery Park to optimize opportunities for public use.

- ▶ Design and construct Estatoe trail connection through park.
- ▶ Explore partnerships with schools and non-profit organizations for programming, equipment and/or maintenance of new parks and facilities.

PNRC-3: Regularly review and update programming (coordinate with Transylvania County).

PNRC-4: Connections to and between parks.

Prioritize greenway and sidewalk connections that link neighborhoods to key recreational destinations.

ENCOURAGE PARKS AND OPEN SPACE IN NEW DEVELOPMENT.

PNRC-5: Require conservation design in areas with sensitive natural resources. Priorities include steep slopes, areas adjacent to Pisgah National Forest, riparian areas, floodplains, wetlands (and connected uplands), unique habitats and areas identified as Natural Heritage Natural Areas.

PNRC-6: Encourage natural amenities to be preserved as open space in new developments. Preserve primary viewsheds, scenic vistas, ridgelines and rare habitats. Incentivize new development to utilize parks and common spaces as organizing features in new development.

SUPPORT EXPANDED OUTDOOR RECREATION OPPORTUNITIES

PNRC-7: Partner with non-profits and the US Forest Service to improve access to Pisgah National Forest. This could include additional hiking and biking routes, transit service to key destinations in the forest, parking and/or wayfinding improvements.

PNRC-8: Improve access to the French Broad River. Prioritize a greenway connection to the French Broad River (potentially Hal Simpson Park). Partner with Transylvania County to improve existing river access facilities. Work with Conserving Carolina and landowners to locate additional canoe access along the river.

PNRC-9: Through the development review and approval process encourage private development to improve access to greenways, parks and public lands for the benefit of future residents and commercial tenants.



The forested ridges of Pisgah National Forest provide a backdrop to agricultural fields adjacent to the French Broad River.

PROTECT SENSITIVE LANDS AND RESTORE BIODIVERSITY.

PNRC-10: Preserve steep slopes and natural areas adjacent to Pisgah Forest. Continue to enforce steep slope and stream buffer requirements for new development. Coordinate with landowners and land trust to conserve strategic lands.

PNRC-11: Preserve and restore natural areas adjacent to the French Broad River. The health of the French Broad River system has been compromised for years. Consider system-specific riparian buffer requirements or incentives that expand buffer widths for key tributaries. Coordinate with landowners and land trusts to permanently preserve sections of the French Broad River floodplain. Encourage new development to set aside the floodplain as preserved open space. Study use of hazard mitigation grants for land purchase. Pursue partnerships and grants to restore floodplain forests and river cane breaks on riverbank properties.

PNRC-12: Monitor water quality throughout the French Broad River basin and evaluate steps to improve indicators.

- ▶ Coordinate with non-profits to establish 5-, 10-, and 25- year targets for river health indicators. Encourage the reestablishment native vegetation in the floodplain
- ▶ Partner with non-profit to determine feasibility and funding for a "trash trout" collector in a key tributary of the French Broad River.

PNRC-13: Encourage the use of native species in public projects and private developments.

- ▶ Evaluate current plant lists and requirements for buffers and other planting types. Consider a minimum amount of native plant material requirement (i.e. 25%).

PNRC-14: Support education programs aimed at increasing awareness of the impacts of urban development and agriculture on river health.

MAINTAIN AND ENHANCE THE URBAN TREE CANOPY.

ATCH-21: Maintain Tree City USA designation.

- ▶ Fund community forestry programs and activities at a rate of least \$2 per capita.
- ▶ Continue ongoing activities including tree maintenance, management and plantings.
- ▶ Continue Arbor Day Proclamation and consider expanded events to include educational activities for K-12 schools.

ATCH-22: Maintain and improve diversity (age and species) of the urban tree canopy.

- ▶ Inventory street trees and trees on publicly owned lands.
- ▶ Require native species as a percentage of plantings in new developments.
- ▶ Plan for and replace bradford pears on Main Street with an alternative species (preferably native).
- ▶ Utilize native plants in roadway plantings along Asheville Highway.

Benefits of the Urban forest

The urban environment is comprised of both the built and natural components of people's surroundings. All trees and vegetation planted in our urban areas, regardless of if they are planted in a forested park, an individual's back yard, or along public rights-of-way, make up the urban forest that surrounds our community. The urban forest and its tree canopy provide critical cooling services for urban environments. Trees serve as natural shade structures that block the sun, remove various pollutants from the air, evaporate emissions, and remove and store carbon. Beyond the environmental benefits, there are countless physical human health benefits for people who spend their time in nature.

A growing body of scholarly research links exposure to nature to health promotion and disease prevention. The seminal work in this topic, conducted in 1984 by Ulrich, et al., determined that a patient's view through a window had an impact on recovery from surgery. Among the sample, patients with a view of a natural scene had shorter postoperative hospital stays, received fewer negative evaluative comments in nurses' notes, and took fewer painkillers than the other patients that viewed a brick wall (R. S. Ulrich, 1984). Since then, studies have continued to prove that spending time in nature reduces stress, improves cognitive function, lowers blood pressure, improves respiratory function, improves child development, and improves immune function.

Regardless of these benefits, urban areas often lose trees and green space as more development occurs. Increasing and maintain green infrastructure restores some of the natural processes required to create healthier urban environments. Despite its importance, the urban forest and its tree canopy are not always considered a critical piece of our urban environment. Like all other types of city infrastructure, the urban forest requires ongoing maintenance, monitoring, and regulation to maintain and maximize the benefits associated with it.

CELEBRATE, PRESERVE AND RESTORE HISTORICAL LANDMARKS.

PNRC-15: Continue participating in North Carolina Historic Preservation Office's Certified Local Government (CLG) program via the Transylvania County Joint Historic Preservation Commission.

PNRC-16: Update historical architectural survey. The new survey will be used to identify historic structures worthy of preservation and protection. Utilize local landmark designation for individual buildings, structures, sites, areas, or objects that have historical, architectural, archaeological, or cultural value.

PNRC-17: Promote State and Federal tax credits for contributing structures in National Register Historic District. Develop awareness programs about tax credits and other funding opportunities for the rehabilitation/reuse of historic properties. Develop awareness that owners of local landmarks are eligible to apply for an annual 50% property tax referral as long as the property's historical integrity is maintained. Educate property owners on the ability to combine historic tax credits, low-income housing tax credits, and new market tax credits.

PNRC-18: Explore new funding mechanisms to expand programs for educational activities, small grants, acquisition of properties, walking tours, publications, conferences, and other uses.

PNRC-19: Consider utilizing a small historic preservation sales tax to generate funds to be used within the Main Street Historic District.

SUPPORT ARTS AND CULTURE ORGANIZATIONS AND ENCOURAGE YEAR-ROUND PROGRAMMING AVAILABLE TO RESIDENTS AND VISITORS.

PNRC-20: Invest in public infrastructure and facilities, as well as the operations and maintenance necessary to support festivals and cultural events occurring in Downtown public spaces.

PNRC-21: Continue to partner with Brevard College and the Brevard Music Center to offer off-season programs and events.

PNRC-22: Establish a dedicated, permanent City Farmers Market location.

PNRC-23: Create opportunities for arts and cultural programming, public art, sculptures, and murals throughout the City.



Music events, including those at the Brevard Music Center bring thousands of visitors to the area and reinforce the City's identity as a cultural destination.



ECONOMIC DEVELOPMENT, INFRASTRUCTURE, & RESILIENCY

CONTINUE INVESTMENT IN UTILITIES AND PUBLIC INFRASTRUCTURE.

EDIR-1: Consider long-term financial impact of annexation and service decisions.

EDIR-2: Pursue upgrades to the public water and sewer system. Prioritize updates to the wastewater treatment plant to accommodate growth and maintain water quality in the French Broad River. Budget and pursue grants to address infiltration and inflow in the sewer system, serve areas with aging septic tanks, replace water tanks and key transmission infrastructure, and locate a new water intake downstream of current intake.

EDIR-3: Encourage building and site upgrades Downtown and in other key commercial areas. Consider expansion of existing facade grant program to expand to include building upfits and/or outdoor seating improvements.

EDIR-4: Work to resolve underutilized upper levels in downtown structures due to inadequate water pressure required to operate emergency sprinkler systems. Consider use of CDBG funds or other small grants program to assist with building-specific pump systems. Alternatively, the City may consider pressure zone enhancements to improvement water pressure in elevated areas across larger portions of the Downtown.

EDIR-5: Prioritize street and sidewalk repairs based on recent condition assessments.



Street and sidewalk maintenance is an important function of the Streets Division within the Department of Public Works. A recent condition assessment is available to prioritize repaving efforts.

EDIR-6: Evaluate potential funding sources for infrastructure improvements in key activity centers, including the use of Tax Increment Finance (TIF) districts.

IMPROVE STORMWATER MANAGEMENT AND INFRASTRUCTURE TO ACCOMMODATE INCREASED RAINFALL EVENTS.

EDIR-7: Update City's Stormwater Management Plan (2007).

EDIR-8: Where possible, encourage and incentivize the use of low-impact development and green stormwater infrastructure (GSI) techniques to manage stormwater.

EDIR-9: Consider long-term ways to fund stormwater infrastructure and maintenance (impervious surface based fee).

EDIR-10: Consider/evaluate built-upon regulations to allow for adequate infiltration in different zoning districts.

EDIR-11: Continue investment in upgrades to stormwater infrastructure downtown and in strategic growth areas.

DIVERSIFY AND ENHANCE BREVARD'S ECONOMIC IMPACT TO SUPPORT WORKERS AND BUSINESSES.

EDIR-12: Coordinate with Transylvania Economic Alliance to encourage business retention, expansion and recruitment.

EDIR-13: Consider designation of one or more social districts to encourage the food and beverage cluster.

EDIR-14: Identify and market sites for low-impact industrial operations. The loss of manufacturing operations has had a negative impact on the variety of employment opportunities in the City, and many locals travel elsewhere to find wages that support the cost of living in Brevard. New operations with high wage should be a target for recruitment to diversify employment opportunities and support residents.

EDIR-15: Implement best practices of sustainable tourism. Continue to coordinate with Transylvania



Looking Glass Falls and other natural attractions within Pisgah National Forest cause an influx in tourists during the summer and fall. Coordination with the Forest Service and other entities is needed to improve infrastructure and support sustainable tourism.

Always on sustainable tourism initiatives, and revisit/update sustainability performance indicators from 2017 assessment.

EDIR-16: Promote "triple-bottom-line" sustainability with equal emphasis on economic, environmental, and social impacts. Assist businesses with managing waste, conservation of water and energy, sustainable sourcing of goods and services. Highlight local businesses that are active in the community and those that are minority-owned. Create an awards program to highlight local businesses that implement best practices in sustainability.

ADDRESS THE IMPACTS OF A CHANGING CLIMATE.

EDIR-17: Reduce the City's carbon and ecological footprint.

- ▶ Pursue LEED certification or equivalent for new government buildings.
- ▶ Consider cost effective alternative energy projects to support government activities.
- ▶ Encourage the use of electric vehicles and micro-mobility such as scooters, e-bikes and golf carts.

EDIR-18: Incorporate climate resiliency considerations into City strategic planning initiatives and investments with a focus on vulnerability to flooding, landslides, and extreme weather.



3 COMMUNITY ENGAGEMENT



The City of
Brevard
North Carolina



COMMUNITY ENGAGEMENT

Role of the Community

The best plans are those that represent the community. Citizen participation helps answer "Where do we want to go?" Input was used to define priorities in this plan and should guide staff work plans and budget expenditures in years to come.

Community engagement initiatives for this plan began in November 2020 and continued throughout the planning process. Citizens with a broad perspective of views and values were engaged through multiple ways including: stakeholder interviews, two community surveys, drop-in events, public meetings, steering committee meetings, and a public hearing.

PUBLIC ENGAGEMENT

Who was involved?

Public engagement for the 2030 Comprehensive Land Use Plan aimed to reach as many people as possible. Public engagement occurred in two different initiatives to develop this Plan. The first initiative ran from October 2020-December 2020. This initiative included the following engagement opportunities:

- ◆ Virtual Kickoff
- ◆ Drop-In Events
- ◆ Two Stakeholder Meetings
- ◆ Public Survey

The second initiative began in November 2021. During this initiative, the following engagement opportunities occurred:

- ◆ Kickoff Meeting and Community Tour
- ◆ **5** Steering Committee Meetings
- ◆ Five Stakeholder / Focus Group Meetings
- ◆ City Council Meetings and Discussions
- ◆ Public Survey
- ◆ Four Public Workshops

A summary from both initiatives can be found in this Chapter and more information is in the Appendix.



Steering Committee

The City's Planning Board acted as the Steering Committee during the process. They met 5 times over the course of the project to provide direction and input for the Plan.

Stakeholder Focus Group Meetings

A series of five one-hour long focus group sessions were conducted with stakeholders early in the process. Each stakeholder group provided insight of a variety of topics including, housing, infrastructure, parks & recreation, transportation, culture, education, and economic development.

Building Brevard Public Workshops

Four public workshops were held August - October in 2022. Input is summarized beginning on page 63.



IN-PERSON
PARTICIPANTS

110+

Stakeholder Interview Summary

Stakeholder interviews were conducted in five one-hour sessions with people with a variety of backgrounds over the course of one day in March 2022. This informal meeting provided significant assistance to the project team through identifying the city's current conditions, future projects, and community priorities.

The top comments from each stakeholder session have been organized into planning topics below.



Themes	What we heard
Housing	The demand for affordable and workforce housing in Brevard is high.
Economic Development	Tourism has had both positive impacts and negative on the local economy. More diversity in the local economy needed. Housing is key to attracting and retaining talented employees.
City services, infrastructure, utilities	Water pressure issues in downtown is prohibiting the use of upper stories. Powell Bill funding going towards street maintenance. There is a lot of deferred maintenance (i.e. sidewalks, curb cuts, drainage, and stormwater needs).
Downtown	Recent support and outreach to downtown businesses during Covid. Downtown Master Plan is a great plan, but there are limited mechanisms and funding for implementation. Many buildings in downtown have underutilized upper stories. Incentives are needed for redevelopment in and around downtown.
Parks, Recreation, and Culture	There have been several park improvements including the addition of a skate park and a dog park. There is significant support for Ecusta Trail. Brevard has two National Register districts and partners with the County's Historic Preservation Commission.
Transportation	The new Transylvania in Motion fixed route has 30 stops and is seeking to expand service to include weekend service and service to scenic areas. There is a demand to increase biking infrastructure and encouragement activities.
Diversity, Equity, and Inclusion	There is a need to expand representation of the Rosenwald community and the Hispanic community in engagement efforts and governmental activities. There is a significant population that is food insecure.

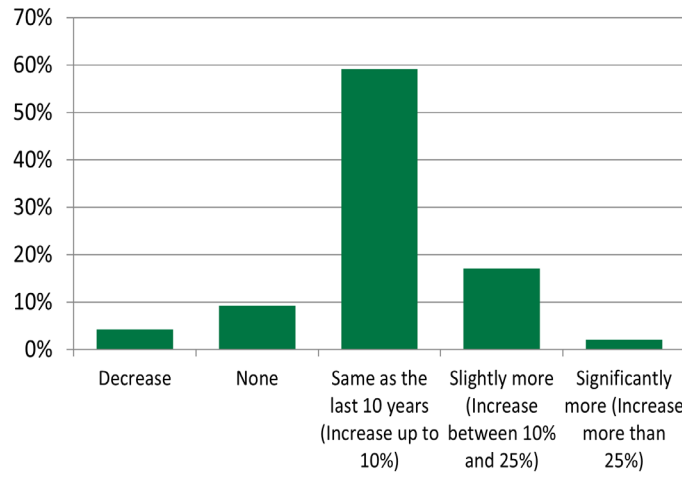
Public Surveys

Each of the two engagement initiatives had a community input survey. The first survey included questions about the community's priorities for the next 10-20 years. While the second survey asked about how much the current goals had been met and what goals were still relevant.

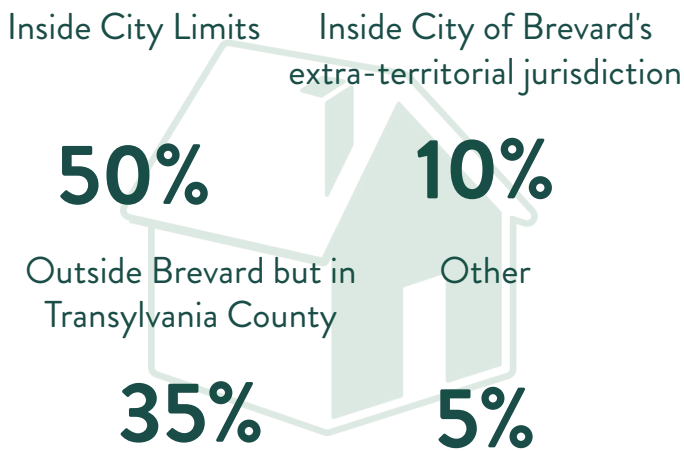
First Public Survey

The first survey began in the fall of 2020 and included 20 questions. Out of the 800 responses, 600 responded to the demographics questions. Half of the people who took the survey live inside Brevard's city limits and have lived here for less than 10 years. Nearly 25% of people who took the survey have an annual household income between \$75,000 and \$99,999.

How much growth is appropriate over the next 10 years?



Where do you live?

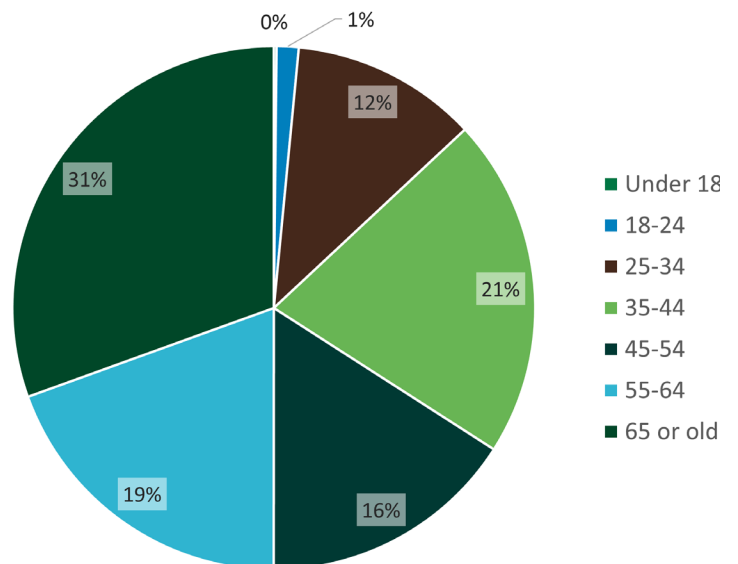


Length of Residence

50%

have lived in Brevard less than 10 years

Age



Vision and Priorities

This section shows the results from the visions questions from the first public survey. The results are categorized by topic, for the full results from the survey please see the Appendix.

VISIONS

GROWTH

- ◆ Preserve what currently exists
- ◆ Attract new businesses
- ◆ Attract specific types of development

ECONOMIC DEVELOPMENT

- ◆ Regulate certain land uses to guide development
- ◆ Improve outdoor recreation opportunities
- ◆ Attract industries that have not traditionally been a part of the employment base

DOWNTOWN

- ◆ A walkable/bikeable downtown that is vibrant and inviting with a mix of uses
- ◆ Support preservation of older historic and architecturally relevant structures
- ◆ Businesses downtown are open and inviting and serve as anchors
- ◆ Create a gateway into downtown by creating an attractive streetscape

TOURISM

- ◆ Connect downtown Brevard to Pisgah with trails
- ◆ Provide more opportunities to access outdoor recreation
- ◆ Connect downtown Brevard to Pisgah with bicycle friendly roadways

PRIORITIES

PLANNING TOPICS

- ◆ Natural Resources
- ◆ Economic Development
- ◆ Land Use
- ◆ Housing
- ◆ Health

WHAT DOES BREVARD NEED MORE OF?

- ◆ Ecusta Trail
- ◆ Brevard Area Trail
- ◆ Affordable Housing
- ◆ Bike Lanes

HOUSING

- ◆ Single-family homes
- ◆ Multi-family dwellings/apartments (3 or more units)
- ◆ Subsidized housing
- ◆ Duplexes
- ◆ Senior / assisted living

LAND USE PRIORITIES

- ◆ Local businesses
- ◆ Open space / natural area protection
- ◆ Outdoor recreation
- ◆ Professional, educational, or medical services
- ◆ Restaurants



Second Public Survey

The second public survey ran from April 25, 2022 to August 31, 2022. The survey included four questions, questions included a ranking question about the importance of the proposed goals, top priority two goals, any additions to the goals, and a question about achieving the goals. The survey received 237 responses.

RANK EACH OF THE PROPOSED GOALS FOR THE BUILDING BREVARD COMPREHENSIVE LAND USE PLAN.

- #1

Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improved access to (outdoor) recreation, and restoration of ecosystems.
- #2

Encourage a development pattern that respects Brevard's sense of place and small-town charm, supports a vibrant downtown, and prioritizes livable communities.
- #3

Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.
- #4

Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city.
- #5

Create a built environment that prioritizes a safe, active transportation system and community health and wellness.
- #6

Support economic vitality and grow the tax base, cultivate local businesses, attract sustainable industry, and support tourism.
- #7

Integrate arts, culture and history into community life and build on Brevard's identity as a dynamic year-round destination to live, work, lay and create.

PRIORITY GOALS

- Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.
- Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improved access to (outdoor) recreation, and restoration of ecosystems.

The top two priority goals from the survey were related to expanding housing opportunities and conserving environmentally sensitive areas.

THEMES OF OPEN ENDED RESPONSES

Themes
- Affordable / workforce housing - Concern about tourism: “Destination” vs quality of life for full-time residents - Transportation improvements (bike lanes, greenways, roads, maintenance, transit, safety) - Limit growth, preserve small town feel - Trails and outdoor recreation - Diversify economy (not just tourism) - Conservation of natural resources (diverse set of comments, including streets trees to concern about carrying capacity of public lands)

Public Workshops

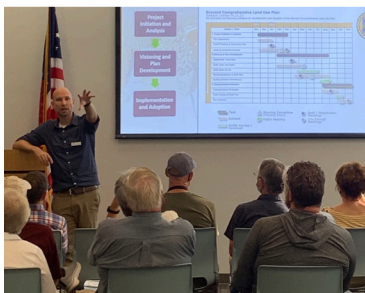
Four public meetings were held to allow community participation in the planning process via informational materials, feedback activities, and small group discussions to gather input on in the early stages of the project and then feedback on draft materials. There were several feedback activities: Housings Preferences dot exercise, Downtown Priorities dot exercise, a Draft Goals comment board, a Draft Future Land Use map of the City of Brevard, a Draft Future Land Use map of the Asheville Corridor (US 64). The activities encouraged participants to indicate their thoughts and reactions to the Draft Goals and FLUM. The meeting also included comment cards that asked for public comment on four different topic areas.

August 25, 2022, 5:30 – 7:00 pm
Transylvania County Library

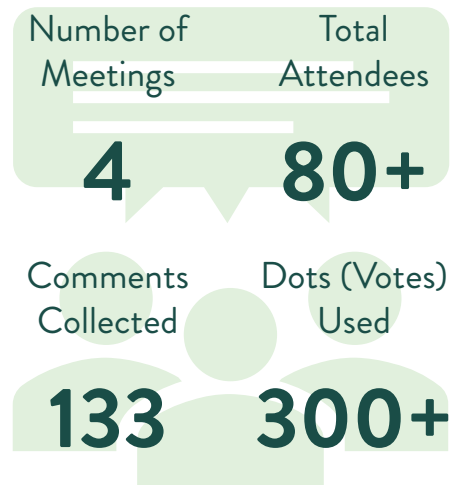
August 26, 2022, 8:00 – 9:30 am
Depot Park Meeting Room

August 26, 2022, 4:00 – 5:30 pm
Oscar Blues Brewery

October 6, 2022, 6:30 – 8:00 pm
Bethel A Baptist Church



Workshop Participation



Summary of Input

Participants were concerned about housing affordability and variety. A number of comments, in addition to the preference voting, showed a desire for some higher density housing options and infill development. There was support for 3-4 story live-work units, townhomes and small-scale and low-rise apartments or condos. There were mixed feelings for very large structures (over 5 stories) with the greatest number of votes wanting these only in some places. Front loaded townhomes received the least votes. Housing related comments also featured short-term rental regulations needed to preserve housing for permanent residents and the local workforce and concern about transitions between new development and existing residences.

Improving the active transportation network in Brevard was also a priority. Providing safer crossings, closing sidewalk gaps, completing planned greenways, and resolving issues at common conflict points were mentioned. Connecting Brevard to Asheville through public transit was also mentioned.

Downtown Priorities

The top five downtown priorities were:

- ◆ Residential Options/Infill
- ◆ Shared Street Concept
- ◆ Historic Preservation/Rehabilitation
- ◆ Crosswalk Improvements
- ◆ Street Trees & Stormwater Management

Housing and Development Preference

The top five downtown priorities were:

- ◆ Residential Options/Infill
- ◆ Shared Street Concept
- ◆ Historic Preservation/Rehabilitation
- ◆ Crosswalk Improvements
- ◆ Street Trees & Stormwater Management

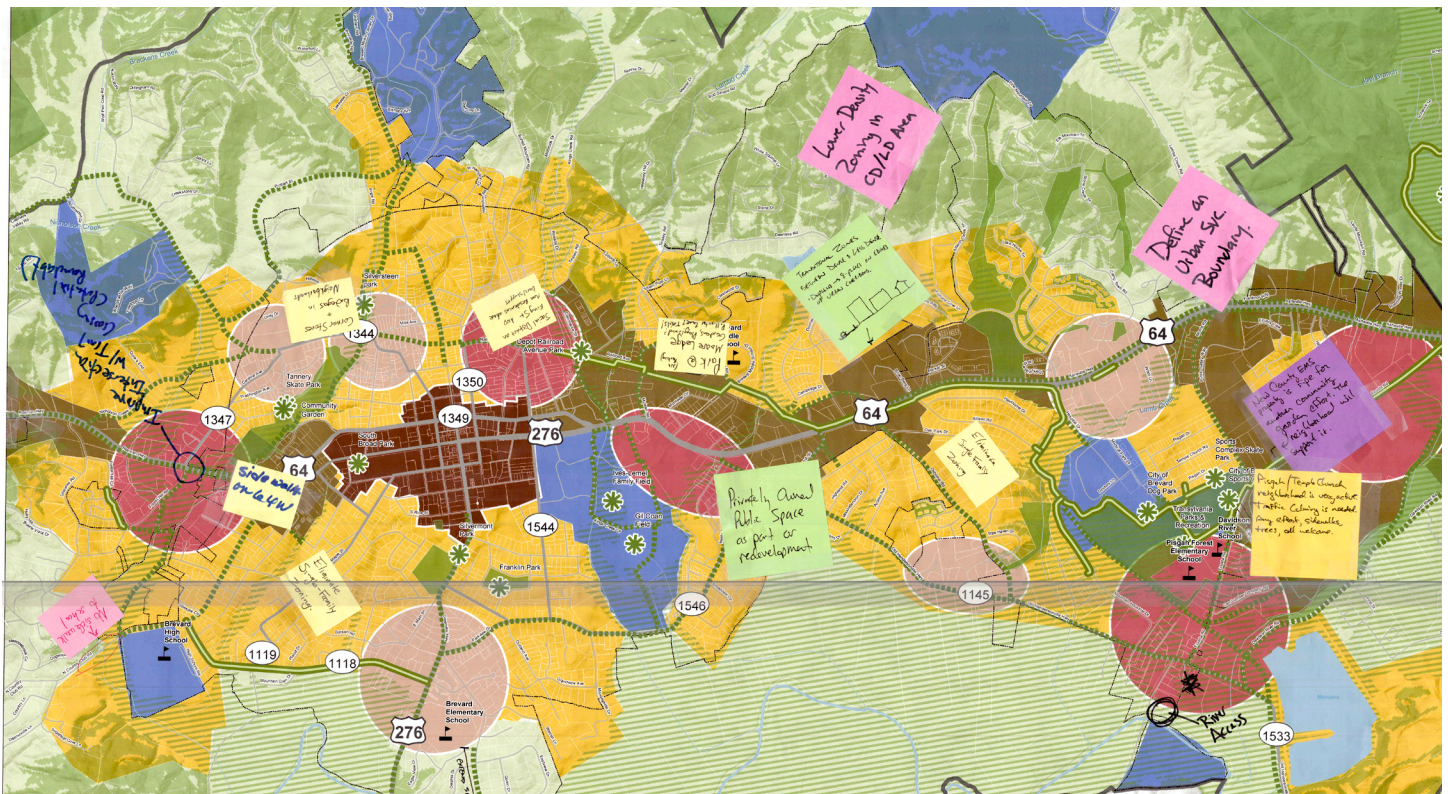
Housing and Development Preference

The Housing and Development voting exercise offered participants the option to vote on eight different housing typologies and whether they would or would not like to see these developments around Brevard, or maybe in certain locations in the City.

Participants preferred the development options in the middle of the density options provided. Single family homes and apartments / mixed use buildings over 4 stories received some of the least number of total votes.



DRAFT FUTURE LAND USE MAP COMMENTS



Additionally, front-loaded townhomes and small-scale apartments had the least “like” votes and the most “dislike” votes.

The most popular of the housing options were the live/work units and mixed used buildings at three to four stories. Alley loaded townhomes and small-scale apartments was the second most preferred option. Tied for the third preferred options were low-rise attached residential apartments and mixed residential at a single family scale, which is du-, tri-, and quadplexes.

HOUSING PREFERENCES

<i>Development Type</i>	<i>Yes</i>	<i>No</i>	<i>Maybe</i>
Live/work units and mixed use buildings 3-4 stories	32	1	3
Attached residential townhomes and small-scale apartments alley loaded	22		1
Low-rise attached residential apartments	20	1	1
Mixed residential at single-family scale	20		1
Single family detached	11	2	
Apartments or mixed use buildings 4-5 stories	6	2	2
Apartments or mixed use buildings 5+ stories	5	5	8
Front loaded townhomes and small scale apartments	2	7	1
	118	18	17

Themes from the Rosenwald Community Meeting

- ◆ Need to preserving neighborhood character
- ◆ Basics like jobs, transportation, and drainage are more important than parks and walking trails
- ◆ Concerns of long-time residents should be prioritized
- ◆ Downtown shopping/dining does not fulfill local needs
- ◆ Historic/cultural identity is threatened by neighborhood changes, incoming developers and speculators





4 IMPLEMENTATION



The City of
Brevard
North Carolina



The success of the Comprehensive Plan rests on the ability of the local, regional, and state entities to carry out the recommendations laid out in this Plan. The Action Plan presented here aims to outline the priorities and timing of steps to achieve the goals defined during the planning process.

These steps are listed in by the eight goals, with general action steps that do not pertain to any particular goal are pulled to the front. Each action item is listed with an approximate time frame, estimated costs and level

of effort, and the recommendation in this document supported by the action. Timing and estimated costs are defined in the bottom row of each table.

The Action Plan is not written in stone; it is a living document that should be evaluated on an annual basis to ensure that the next steps taken meet the priorities and needs of the City of Brevard. Coordination between various departments within the City, regional, and state organizations should be included in the annual evaluation of the Action Plan and in the implementation of action items within their purview and jurisdiction.

G. General Action Steps. These represent overall steps that are not associated with a particular goal.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Amend the Unified Development Ordinance (UDO) to support implementation of the Comprehensive Land Use Plan. » Collaborate with the City Council and Planning Board to determine and advance priorities.	LUH-1	Ongoing	\$
B. Prepare an annual report to outline progress made toward implementing key goals from the Land Use Plan.	LUH-1	Short Term	\$
C. Evaluate rezoning requests based on the Future Land Use Map and character area descriptions. » Update Future Land Use Map if rezonings necessitate a map amendment.	LUH-2	Ongoing	\$
D. Update the Comprehensive Land Use Plan every 5-7 years and amend the plan as needed.	LUH-3	Long Term	\$\$

Time Frame Key: Short Term=1 - 2 Years, Medium Term=2-3 Years, Long Term=3+ Years

Cost Key: \$ = Staff time or less than \$25k, \$\$ = Additional Staff or \$25-100k, \$\$\$ = Multiple Additional Staff or >\$100k, \$\$\$\$ > \$500k

1 • Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Encourage growth and density that takes advantage of existing infrastructure. » Identify areas appropriate for new housing. » Create incentives and remove barriers for small and medium scale attached housing types.	LUH-4 & 5	Ongoing	\$
B. Remove barriers to missing middle housing. » Adjust parcel density allowances to allow for "missing middle" housing types in all zoning districts with defined standards.	LUH-11 & 12	Phase 1: Short Term Phase 2: Medium Term	\$
C. Utilize Housing Trust Fund (HTF) to increase supply of affordable and workforce housing. » Update bylaws. » Implement funding mechanisms to increase contributions. » Pursue partnerships that lead to new affordable and workforce units.	LUH-13	Short Term and Ongoing	\$\$
D. Evaluate and establish incentives and policies to support workforce and affordable housing.	LUH-15	Short Term	\$
E. Evaluate City-owned land for divestment and developer agreements that lead to affordable and workforce housing.	LUH-14	Long Term	\$\$
F. Increase preservation and rehabilitation of existing affordable housing, including homeowner and rental assistance programs.	LUH-13 & 16	Short Term (Pilot Program)	\$\$
G. Monitor impacts and consider additional regulations for short-term rentals.	LUH-17	Ongoing	\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

Cost Key: \$ = Staff time or less than \$25k, \$\$ = Additional Staff or \$25-100k, \$\$\$ = Multiple Additional Staff or >\$100k, \$\$\$\$ > \$500k

2. Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Evaluate and amend development ordinances to remove barriers for infill development. » Evaluate and adjust dimensional and design requirements. » Enact amendments to steep slope ordinance.	LUH-4, 9 & 24	Ongoing	\$\$
B. Evaluate existing built-form and determine long-term vision for Downtown development. » Update the current Downtown Parking Study. » Establish form-based code for Downtown and update architectural standards.	ATCH-11, LUH-7 & 8	Short Term	\$
C. Establish form-based code or overlay for Asheville Highway Corridor and Pisgah Forest area.	LUH-10	Medium Term	\$\$
D. Encourage creation of well-design complete and cohesive neighborhoods. » Update the Traditional Neighborhood Development standards in the UDO. » Evaluate potential limits to scale and massing in some areas.	LUH-20	Medium Term	\$
E. Incorporate flexible zoning standards and simplified approvals for camps, campuses, and institutions.	LUH-23	Medium Term	\$
F. Consider the creation of a new district or overlay and/or evaluate additional incentives to encourage conservation design in areas with sensitive environmental resources.	LUH-24 & 25	Short Term	\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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3. Ensure fairness and equity in providing for the health, safety, and welfare of all citizens and groups.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Conduct additional outreach and small area planning to evaluate additional development standards to preserve neighborhood character in certain areas. » Revise (as needed) and implement existing small area plans that were not adopted by Council.	LUH-18, 19 & 21	Medium Term	\$
B. Consider participatory budgeting for a portion of neighborhood funding.	LUH-22	Long Term	\$
C. Improve online tools for citizens by upgrading online platforms.	LUH-19	Short Term	\$
D. Increase capacity of the City and planning department to enhance communication and engagement with citizens.	LUH-19	Medium Term	\$\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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4. Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Coordinate with NCDOT on planned transportation projects to improve conditions for all modes of travel.	ATCH-1	Ongoing	\$
B. Implement the Brevard Bicycle and Pedestrian Master Plan improve neighborhood connections to existing and planned sidewalks and greenways and address pedestrian priorities Downtown and in Major Activity Centers.	ATCH-2 & 11	Medium – Long Term	\$\$\$
C. Support increased transit options and ridership. » Promote TiM transit routes. » Pursue funding for transit service to destinations within Pisgah National Forest. » Leverage transit assets to allow for intra-city travel (i.e. Pisgah Forest to the Lumberyard and/or Downtown)	ATCH-5 – 7	Short – Long Term	\$-\$\$\$
D. Right-size parking requirements through UDO updates.	ATCH-9	Medium Term	\$
E. Refine requirements or develop incentives for multimodal access in new developments.	ATCH-10	Long Term	\$
F. Require new development to include a connected system of public streets and pedestrian facilities. » Consider updates to the UDO to clarify street frontage and connection requirements, especially along the Asheville Highway Corridor.	ATCH-4	Medium Term	\$
G. Encourage a “park once” approach for accommodating visitors. » Study public parking improvements downtown and near the Lumber Yard.	ATCH-13	Short – Long Term	\$\$\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
H. Improve Greenway connections throughout the City. » Finish main spine of Estatoe Trail. » Construct the Pedestrian Bridge over Davidson River » Plan for and complete Ecusta Trail.	ATCH-16	Short – Long Term	\$\$\$
I. Maintain Tree City USA designation and maintain and improve the urban tree canopy.	ATCH-18 & 19	Ongoing	\$\$
J. Tree inventory for street trees and public properties.	ATCH-19	Medium Term	\$
K. Evaluate requirements and incentives for native plants.	ATCH-19, PNRC-11 & 13	Medium Term	\$
L. Consider incentives for new child care operations and/or physicians in the City.	ATCH-21	Medium Term	\$
M. Support healthy initiatives including the Transylvania County Vision Zero initiative and Blue Zone Project activities.	ATCH-22	Ongoing	\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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5. Celebrate Brevard’s natural resources through conservation of environmentally sensitive areas, improving access to recreation, and restoration of native ecosystems.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Require conservation design in areas with sensitive natural resources. » Maintain flexibility in lots size and consider additional incentives for low-density conservation design.	LUH-25, PNRC-5	Ongoing / Short Term	\$
B. Maintain and improve existing parks.	PNRC-1	Ongoing	\$\$\$
C. Increase capacity to plan for, construct and maintain park and trail facilities.	PNRC-1 & 4	Medium Term	\$\$
D. Continue remediation efforts and planning and design of improvements in Tannery Park.	PNRC-2	Medium Term	\$\$
E. Improve connections between parks, access to Pisgah National Forest and to the French Broad River.	PNRC-4 & 7	Medium – Long Term	\$\$\$
F. Preserve and restore sensitive lands including natural areas adjacent to Pisgah Forest and the French Broad River.	PNRC-10 & 11	Long Term	\$\$\$
G. Monitor water quality throughout the French Broad River basin and evaluate steps to improve indicators. » Collaborate with non-profits to develop and monitor river health indicators. » Encourage reestablishment of native vegetation in the floodplain. » Determine feasibility of a “trash trout” collector in a key tributary of the French Broad River.	PNRC-12	Medium Term	\$
H. Encourage the use of native species in public projects and private developments.	PNRC-13	Ongoing	\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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6. Integrate arts, culture, diversity, and history into everyday life and build on Brevard's identity as a dynamic community to live, work, play and create.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Invest in public infrastructure and facilities, as well as the operations and maintenance necessary to support festivals and cultural events occurring in Downtown public spaces.	PNRC-20	Ongoing	\$\$
B. Continue to partner with Brevard College and the Brevard Music Center to offer off-season programs and events.	PNRC-21	Ongoing	\$
C. Establish a dedicated, permanent City Farmers Market location.	PNRC-22	Medium Term	\$\$\$
D. Create opportunities for arts and cultural programming, public art, sculptures, and murals throughout the City.	PNRC-23	Medium Term	\$\$
E. Update historical architectural survey.	PNRC-16	Short Term	\$
F. Explore new funding mechanisms and activities related to historic preservation.	PNRC-18 & 19	Long Term	\$\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

Cost Key: \$ = Staff time or less than \$25k, \$\$ = Additional Staff or \$25-100k, \$\$\$ = Multiple Additional Staff or >\$100k, \$\$\$\$ > \$500k

7. Support economic vitality and grow the tax base, cultivate local businesses, and attract sustainable industry.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Evaluate current standards for building height downtown. » Add height minimums in the DDOD (i.e., 2 story minimum). » Consider allowance for additional height (i.e., an additional story or two) in certain areas.	LUH-7 & 8	Short Term	\$
B. Consider expansion of existing façade grant program to include building upfits and/or outdoor seating improvements.	EDIR-3	Medium Term	\$\$
C. Refine process for analyzing the long-term financial benefits and costs of annexation petitions.	EDIR-1	Medium Term	\$
D. Consider designation of one or more social districts to encourage the food and beverage cluster.	EDIR-12	Medium Term	\$
E. Coordinate with Transylvania Economic Alliance to encourage business retention, expansion and recruitment and identify and market sites for low-impact industrial operations.	EDIR-11 & 13	Ongoing	\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

Cost Key: \$ = Staff time or less than \$25k, \$\$ = Additional Staff or \$25-100k, \$\$\$ = Multiple Additional Staff or >\$100k, \$\$\$\$ > \$500k

8. Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city.

Action	Plan Reference	Time Frame	Est. Cost / Level of Effort
A. Wastewater Treatment Plant Upgrades.	EDIR-2	Short Term	\$\$\$\$
B. Prioritize street and sidewalk repairs based on recent condition assessment.	EDIR-5	Medium Term	\$\$\$
C. Update the City's Stormwater Management Plan and associated list of projects.	EDIR-6	Medium Term	\$\$
D. Establish long-term funding for stormwater infrastructure and maintenance. » Implement a stormwater fee.	EDIR-8 & 10	Short – Long Term	\$\$
E. Continue investment in upgrades to stormwater infrastructure downtown and in strategic growth areas.	EDIR-10	Ongoing	\$\$\$
F. Consider / evaluate built-upon area regulations to allow for different zoning districts.	EDIR-9	Medium Term	\$
G. Annually review actions to reduce the City's carbon and ecological footprint.	EDIR-16	Ongoing	\$\$

Time Frame Key: Short Term=1-2 Years, Medium Term=2-3 Years, Long Term=3+ Years

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5 APPENDIX



The City of
Brevard
North Carolina



The Appendix of the Comprehensive Land Use Plan includes background information provided in the State of the City Report and a more detailed summary of the public survey and workshop results. **The Appendix can be downloaded at www.cityofbrevard.com/473/2030-Comprehensive-Land-Use-Plan.**



BREVARD LAND USE PLAN



RESOLUTION NO. 2023-__

**A RESOLUTION ADOPTING THE CITY OF BREVARD
BUILDING BREVARD 2030 COMPREHENSIVE LAND USE PLAN**

WHEREAS, Brevard is a safe, friendly, family-oriented city with small town charm, outdoor recreation, arts, and culture that bring investment opportunities, environmental consciousness, and economic diversity; and,

WHEREAS, the City of Brevard has a history of adopted plans that seek to inform long-range planning efforts, including, but not limited to, the 2002 Land Use Plan, 2015 Comprehensive Plan, Downtown Master Plan, and the 2023 Pedestrian and Bicycle Plan; and,

WHEREAS, North Carolina General Statute Chapter 160D requires local governments adopt and reasonably maintain and comprehensive plan or land use plan as a condition of adopting and applying zoning regulations; and,

WHEREAS, a comprehensive land use plan is intended to guide coordinated, efficient, and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs; and,

WHEREAS, the Brevard City Council desires to update its long-range plans for the future of Brevard; and,

WHEREAS, the City Council selected and approved a contract with Stewart, Inc. to draft the 2030 Comprehensive Land Use Plan on November 15, 2021; and,

WHEREAS, the *Building Brevard 2030* Comprehensive Land Use Plan has been developed through a comprehensive planning process which included input from a diverse group of stakeholders, the Planning Board, and the public at large; and,

WHEREAS, the Plan includes community goals, actions, and a framework for implementation based on this community input and analysis; and,

WHEREAS, the City of Brevard Planning Board unanimously recommended adoption of the Plan on January 24, 2023; and,

WHEREAS, a public hearing was conducted on Monday, February 20, 2023, by the Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed plan, it is the desire of the City Council of the City of Brevard that the *Building Brevard 2030* Comprehensive Land Use Plan be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 1. The City of Brevard adopts the attached *Building Brevard 2030* Comprehensive Land Use Plan as contained in the March 20, 2023, draft submitted to the City Council.

SECTION 2. The Plan replaces City of Brevard's 2002 Land Use Plan and 2015 Comprehensive Plan.

SECTION 3. City Staff is hereby directed to begin the Implementation Action Steps as outlined in the Plan.

Approved and adopted this the 20th day of March 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk CMC

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Proposed Amendments to City of Brevard Code of Ordinances Chapter 42 (re: Encampments)

Speaker: Wilson Hooper, City Manager
Tom Jordan, Chief of Police
Mack McKellar, City Attorney

Prepared by: Tom Jordan, Police Chief

Approved by: Wilson Hooper, City Manager

BACKGROUND:

At its February 27, 2023 meeting, Council's Public Safety Committee heard an updated version of the proposed "camping ordinance". Their meeting followed a public meeting held earlier in January where representatives from the homeless services community -The Cove, The Haven, Sharing House, Blue Ridge Community Health, THRIVE, and NC Coalition to End Homelessness- offered suggestions on how the City could sensitively yet effectively manage the presence of homeless encampments on publicly-owned property. The January meeting was the result of Council feedback on staff's original proposal in November 2022.

The Committee recommended some enhancements, which have been incorporated here, and directed staff to send the new proposal to the full Council for consideration.

DISCUSSION:

The new proposal includes adding new language to the Code of Ordinances establishing hours of operation for all city properties, with existing trespassing provisions as the enforcement mechanism. However, the proposed code language requires that enforcement be governed by an administrative policy that "connect(s) residents of encampments who may be experiencing homelessness with housing and other resources."

The administrative policy contains the following provisions that protect the rights of persons experiencing homelessness:

- Hours of operation shall be publicly posted on all city-owned properties.
- Campers must be given a two-week notification before enforcement action may be taken.
- City staff who issue notifications must be trained on appropriate ways to interact with persons experiencing homelessness.
- Within one business day of issuing the two-week notification to campers, city staff must notify Continuum of Care (CoC) service providers of the presence of the encampment

- Within one business day, CoC service providers must make contact with residents of encampments to try and connect them with appropriate services.

ACTION:

No action requested. For information and discussion only. If acceptable to Council, staff will schedule the required Public Hearing for the April 17, 2023 meeting.

Attachments:

1. Proposed Ordinance Addition
2. Administrative "Encampment Policy"

ATTACHMENT 1

Proposed Addition to Brevard Code of Ordinances Chapter 42 – Offenses and Miscellaneous Provisions Section 17 – Hours of Operation

“(a) All city-owned property shall be open only from 6 AM to 10 PM unless otherwise posted.”

Section 18 – Enforcement and Administration

“(a) The city manager may appoint agents who may enact such administrative rules and procedures, and issue such orders as are necessary to effectuate the purpose of this article and to protect the general health, safety, and welfare of the public. (b) Designated agents and sworn law enforcement may enforce this article. (c) An administrative encampment policy which aims to connect residents of encampments who may be experiencing homelessness with housing and other resources shall govern City interaction with such campers. At the expiration of the notification period as defined in the encampment policy, campers shall be subject to the remaining provisions of this ordinance (d) Failure to vacate city-owned property at the expiration of the notice period defined in subsection (c) may be enforced as a misdemeanor per G.S. 14-4.”

ATTACHMENT 2

Proposed Administrative “Encampment Policy” Accompanying Chapter 42 – Offenses and Miscellaneous Provisions Section 17 – Hours of Operation Section 18 – Enforcement and Administration

- Update trespassing/hours of operation notices shall be posted on all city-owned properties
- City field employees follow camp protocol
 - Initial contact
 - A City employee who has undergone appropriate training provides notice to camper(s). *Two-week clock starts.*
 - Brevard Police Department officers with Crisis Intervention Training (CIT) are considered appropriately trained
 - Other front line city employees who have received training such as “Motivational Interviewing” or “Mental Health First Aide” from a professional facilitator are considered appropriately trained.
 - City employee collects information on the number of campers and the location, size, and hazards (if any) of the encampment.
 - City employee refers camper to emergency shelter (The Cove, The Haven, etc.)
 - Within one business day, employee shall initiate email with information on the campers/encampment and date notice was provided, copying Chief of Police, Public Works Director and contacts from The Haven* and Blue Ridge Health*. Email shall be sent even if campers voluntarily relocate to emergency shelter.
 - Introduction to continuum of care (CoC)
 - City employee’s email will trigger contact from Blue Ridge Health or The Haven field outreach workers.
 - BRH/The Haven outreach workers shall stop by site within one business day and offer services to campers. This shall include referral/rides to emergency housing, assistance relocating personal property, and as assessment of vulnerabilities and referrals to the appropriate services. If not already registered in HMIS, BRH/The Haven staff will do so. They will clarify with campers that campers have two weeks from the date they received notice from the city employee to vacate the site. After two weeks the site will be cleared, personal items will be discarded, and officers will be permitted to use their police authority to physically remove individuals from the site.
 - Process for removal (CoC)
 - At first contact, city staff shall post a sign/notification (laminated card) in Spanish and English that states all items will be removed in two weeks from date of initial city contact. Police Chief and Public Works Director will establish a time to perform the removal. At the expiration of the two weeks

and the commencement of the removal, police shall accompany public works for the entirety of the removal process.

- If bio-hazard material are present, Public Works may engage a specialized waste removal firm. He will provide to the CoC agencies, Police Chief, and City Manager a copy of the invoice for the work

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Introduction to Housing Trust Fund Guidebook and Bylaws Update

Speaker: Emily Brewer, Senior Planner
Paul Ray, Planning Director
Wilson Hooper, City Manager

Prepared by: Emily Brewer, Senior Planner

Approved by: Wilson Hooper, City Manager, Paul Ray, Planning Director

Background

Affordable and workforce housing have long been recognized as a substantial need for residents of Brevard and the surrounding area. Adopted city plans, such as the 2002 Future Land Use Plan, 2015 Comprehensive Plan and the upcoming Comprehensive Land Use Plan, *Building Brevard 2030*, all highlight affordable housing as a key priority. In fact, for *Building Brevard 2030* the goal ranked most important in community engagement was *“Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.”* In response to this paramount community need, City Council identified housing as the top priority during the strategic planning retreat for the FY2023-2024 budget held earlier this month.

In an effort to promote increased development and retention of affordable and workforce housing within its corporate jurisdiction, the City of Brevard established the Housing Trust Fund in 2012. The Housing Trust Fund was intended to serve as a flexible source of funding that can be used to support a variety of affordable housing activities and initiatives.

However, the Housing Trust Fund has not been effective as a tool for the creation and preservation of affordable housing. This is in part due to the limitations and overly-prescriptive requirements mandated by the bylaws. The Housing Committee (formerly the Housing Trust Fund Selection Committee) has been working to revise the Housing Trust Fund bylaws and policies since June 2022. As part of this effort, the Committee reviewed the general statutes, examined housing programs in other cities, discussed the ideal process for distributing funds, and identified priorities for investment.

At the March 20, 2023 meeting, Staff will provide an overview of the City's progress in housing activities and provide additional information on the bylaws and guidebook presented here.

Discussion

Housing is considered affordable if the occupants are paying no more than one-third of their monthly income on housing expenses (including rent/mortgage payments, utilities, and insurance). The term “affordable housing” generally means housing that is affordable for low- and moderate-income households. According to North Carolina General Statutes

§160D, this term specifically means households earning up to 80% of the area median income (AMI). The HUD-defined income limits for Transylvania County by household size can be found in Attachment 3.

In many cities across the country, it is difficult for low- to moderate-income workers to find housing in the areas in which they work. This is, in part, due to a limited housing supply in high-employment areas. Brevard is no different. Housing affordability continues to be a high priority of Brevard residents, business owners, and employees. Many key members of the workforce, including teachers, police officers, construction workers, retail salespersons, childcare workers, and home health aides, on average cannot afford to live in Brevard. For example, Transylvania County School first-year teachers earn \$35,460 and teaching assistants earn \$19,330. To earn the area median income, a teacher without a masters must have 14 years of experience.

According to the Bowen National Research Housing Needs Assessment, Transylvania County faces a shortage of nearly 1,000 affordable housing units at varying levels of affordability. The number will continue to climb without deliberate action to create new and preserve existing affordable housing in Brevard.

Proposed Changes

An overview of the new materials is below:

- ***Housing Trust Fund Bylaws (Attachment 1)***: The bylaws formally establish the Housing Trust Fund and authorize the usage of funds for explicit purposes. Additionally, it appoints the Housing Committee as the Governing Board for the Housing Trust Fund. The responsibilities of the Housing Committee, eligible funding activities, and procedures are further defined in the revised bylaws.
- ***Housing Trust Fund Program Guidebook (Attachment 2)***: The new guidebook is intended to be the informational materials outlining the requirements, policies and procedures for funding requests. This guidebook is only applicable to local funds; federal, state, or donated funds allocated to the City of Brevard for specific programs may be subject to additional requirements or procedures.
- ***Appendices***: The appendices are the documentation required for a funding request, such as the income levels, applications, and the reporting template. These materials, most of which are still under development, are meant to be regularly updated by Staff in advance of the application cycles, while the guidebook would remain the same unless voted on by the Housing Committee and, if the change necessitates amendments to the bylaws, City Council.

Additionally, Staff wishes to highlight some of the major revisions and the rationale for those changes.

1. Governance

First, the membership structure is updated to reflect the changes made by Council in Resolution No. 2022-40. This effectively renamed the Housing Trust Fund Selection

Committee to the Housing Committee and reconstituted it to have three voting members. These changes are memorialized in the new bylaws. Additionally, the scope of the Housing Committee was expanded to reflect its new position as a policy committee, with governing the Housing Trust Fund as one of its responsibilities.

Second, the revised bylaws establish the Application Review Sub-Committee as an advisory group to consult with the Housing Committee in making funding recommendations. This Sub-Committee will be comprised of up to eight community representatives. To the extent possible, these appointees should represent a variety of groups related to affordable housing and development and reflect the diverse composition of Brevard's community. The Committee believes this will ensure a broad range of perspectives and expert insights are considered in reviewing funding requests and ensure more effective and equitable deployment of funds.

2. Funding Usage

Though intended as a flexible funding source, the Housing Trust Fund currently has limited authority to use funds for affordable housing projects beyond those granted from the CDBG programs. Per the existing bylaws, the additional funds may be appropriated by Council, but these funds are explicitly limited to serving households earning 80-120% of area median income. However, this is not legally permissible. N.C.G.S. § 160D-1311(b) and G.S. § 157-3 states that a City's housing subsidies shall only serve "persons of low income [60% AMI or below] or moderate income [reasonably 80% AMI or below]." Cities may administer other programs to support households earning between 80-120% AMI (e.g., housing counseling and resources) but cannot provide financial assistance. The updated bylaws rectify this and revise the activities that can be supported with these funds, including:

- Developer gap financing
- Homeowner assistance
- Renter assistance
- Critical housing repairs
- Other projects that support the creation of affordable housing

3. Process and Procedures

The establishing ordinance barred the use of the Housing Trust Fund until \$150,000 had accrued. This stipulation was only recently achieved (note that \$90,000 have been expended since that time for the contract with the Development Finance Initiative in fall 2022). As such, the Housing Trust Fund has never held a funding cycle. In fact, there has never even been an application developed for this purpose. In revising the bylaws and developing the guidebook, the Committee outlined a new process for receiving, reviewing, and selecting funding applications in two annual funding cycles (though only as many funding cycles will be completed as necessary to use the available funds). Once the bylaws are amended, Staff will draft applications for this new process.

4. Funding Priorities

The Housing Trust Fund priorities currently included in the bylaws were adopted in 2012. Many of these no longer reflect the housing needs of the community, such as the “development of one-bedroom affordable rental housing.” Funding priorities should change as community’s needs change and should not hinder development from occurring if projects do not accomplish each priority. By including them in the bylaws, revisions to the priorities are required to go before City Council, which can be a lengthy process.

Instead, these are now included as a guiding list to inform the Housing Committee’s recommendations. The guidebook provides clear definitions for each of the priorities and explains that these serve as guides. Additionally, the projects will have a scorecard (one for developer-led projects and another for resident projects) as an informational tool for comparing projects and assessing the compatibility of projects against these priorities. Many other housing programs across the state use a scorecard as a guide for these purposes, including the Asheville Regional Housing Consortium, City of Asheville Housing Trust Fund, NCHFA Low-Income Housing Tax Credit Program, and the Orange County Housing Bond program.

The Housing Committee discussed these priorities at length, assessing Brevard’s unique needs and referring to the scoring criteria used in other programs across the state. The priorities selected are related to the project details (affordability period, population served, etc.), financing requested (subsidy per unit and amount of funding secured), location (distance to grocery stores, schools, employment centers, etc.), and design features (energy efficiency, universal design, etc.). The actual scorecards with preference points will be included as an appendix for reference by applicants, but Staff will be responsible for assigning the points based on the submitted applications.

The most unique priorities are related to the population served. The Committee has expressed a strong desire to assign preference to projects that serve current and former long-term residents (“Local Residency” criterion for developer applications and “Legacy Residents” criterion for resident applications) and residents with generational ties to Brevard (“Generational Ties” criterion for resident applications). Local residency is considered a priority in other programs, such as the Orange County Housing Bond program, but “generational ties” is quite unique. The Committee wishes to prioritize projects that serve households where the resident’s parent/guardian or grand-parent/guardian has lived in the current city limits of Brevard. The City Attorney reviewed the priorities and the scorecards and determined that these may be used so long as it is broad guidance and are not mandatory to qualify for funding. Staff added language to clarify this and incorporated it into the program guidebook instead of the formal bylaws that are adopted by Council.

Policy Analysis

The 2015 Comprehensive Plan’s Economic Health Element references ways to promote affordable housing in Brevard, including Policy 2.2.H: *“Provide financial incentives to encourage additional affordable and workforce housing development.”*

Additionally, the draft *Building Brevard 2030* Comprehensive Land Use Plan identifies increasing the supply of affordable housing as a key recommendation, specifically:

- ***Land-Use and Housing-13:*** *Utilize the Housing Trust Fund to leverage private investment to create affordable and workforce housing units.*
- ***Land-Use and Housing-16:*** *Provide support for the preservation and rehabilitation of existing affordable housing*

Fiscal Impact

The Housing Trust Fund has \$104,080 in available funds. No funding is requested at this time. However, Staff anticipates additional funding to initiate these affordable housing programs and activities will be discussed as part of the FY 2023-2024 budget.

Recommendation

The Housing Trust Fund bylaws and accompanying guidebook received a unanimous favorable recommendation from the Housing Committee at the February 14, 2023 meeting.

No action is requested of Council at this time, but Council has the following options:

1. Adopt the proposed bylaws;
2. Revise the proposed bylaws, and adopt as revised by Council;
3. Reject the proposed bylaws; or
4. Table the bylaws for further public hearings and/or consideration.

Attachments:

1. City of Brevard Housing Trust Fund Bylaws - Draft
2. City of Brevard Housing Trust Fund Program Guidebook
3. Transylvania County Income Limits 2022
4. City of Brevard Housing Trust Fund Bylaws - Current

City of Brevard Housing Trust Fund Bylaws

Amended **March 2023**

ARTICLE I: PURPOSE AND DEFINITIONS

I. Purpose

Affordable and workforce housing have been recognized as a substantial need for residents of Brevard and the surrounding area. In an effort to promote increased development and retention of affordable housing within its corporate jurisdiction, the City of Brevard has established the Housing Trust Fund. The Housing Trust Fund serves as a flexible source of funding that can be used to support a variety affordable housing activities and initiatives.

II. Definitions

- 1) **"Affordability"** shall be defined as housing where total costs do not exceed 30% of household income.
 - a) For Homeowners, total housing costs include principal, interest, taxes and insurances.
 - b) For Renters, total housing costs include rent and utilities.
- 2) **"Area Median Income"** (AMI) shall be defined as United States Department of Housing and Urban Development (HUD)'s annual assessment of median family income for Transylvania County.
- 3) **"Low income"** (LI) shall be defined as households, adjusted for family size, making up to 60% of AMI, per North Carolina General Statute § 157-3.
- 4) **"Low/moderate income"** (LMI) shall be defined as households, adjusted for family size, making up to 80% of AMI.
- 5) **"Affordable Housing"** shall be defined as housing that costs no more than 30% of the total income for residents making 80% or less of AMI as defined by HUD.
- 6) **"Workforce Housing"** shall be defined as housing that costs no more than 30% of the total income for residents making 81% to 120% of AMI as defined by HUD.

ARTICLE 2: GOVERNANCE AND MEMBERSHIP

I. Housing Committee

The Housing Committee shall be the Policy Committee guiding housing-related activities being undertaken by the City of Brevard and serve as the Governing Board for the Housing Trust Fund. The responsibilities and duties of the Committee area as follows:

- 1) To review and make recommendations to Brevard City Council concerning new or reviewed policies and ordinances related to the City's adopted housing priorities, as set forth within the City of Brevard Comprehensive Land Use Plan and other plans, policies, resolutions, and ordinances adopted by City Council;
- 2) To review funding requests and applications and make recommendations to Brevard City Council concerning new and make recommendations for review Housing Trust Fund funding requests
- 3) To consult with the Application Review Sub-Committee, established herein, when necessary;
- 4) To establish forms, procedures, guidelines and requirements as are necessary for the administration of this Housing Trust Fund;
- 5) To manage the fund balance and ensure requirements and restrictions for specific funding sources are met;
- 6) To annually review the City's housing-related goals, data, and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review; and
- 7) To identify and research affordable and workforce housing trends and issues.

The Committee will meet monthly to discuss affordable housing projects and initiatives and conduct any business. Additional meetings may be scheduled at the discretion of the Committee.

The Committee shall be comprised of two members of City Council, as appointed by the Mayor in consultation with the full Council, and one citizen member appointed by the City Council for a two-year term. The citizen member shall be a resident of the City of Brevard. City staff shall serve as non-voting liaisons for the Committee. Staff will not count towards quorum calculations.

II. Application Review Sub-Committee

The Application Review Sub-Committee may be an advisory group to the Housing Committee established to review funding applications and consult with the Housing Committee upon request.

Typically, the Sub-Committee will attend a meeting of the Housing Committee following a formal application cycle to participate in the review and discussion of applications received. The Housing Committee is ultimately responsible for recommending funding decisions to City Council, with input from the Sub-Committee. The Housing Committee may invite the Sub-Committee to additional meetings as necessary.

The Sub-Committee shall be comprised of up to eight community representatives, appointed by the Housing Committee. To the extent possible, appointed community representatives shall represent a variety of groups related to affordable housing and development, such as LMI residents, real estate developers, housing finance experts, homelessness service providers, and community leaders/advocates. Furthermore, the Sub-Committee should

reflect the diverse composition of Brevard's community by race, ethnicity, gender and age, to the extent possible.

ARTICLE 3: FUNDING AND ELIGIBILITY

I. Funding Sources

The City of Brevard Housing Trust Fund may include, but not limited to, the following sources:

- 1) Community Development Block Grant (CDBG) loan repayments from developers of affordable housing. Only CDBG eligible activities, benefitting a majority of individuals whose income is below 80% of the median for Transylvania County, will be eligible for use with Housing Trust Fund monies accrued in this manner.
- 2) Funding created through appropriations from City Council's general fund as is deemed appropriate to assist with the development of affordable housing in Brevard.
- 3) Other funds, including grants, donations, loans, and principal and interest payments on funds received by previous funding recipients.

II. Eligible Applicants

The following are the eligible applicants for receiving awards from the Housing Trust Fund:

- 1) For-profit developers of affordable housing
- 2) Non-profit developers of affordable housing
- 3) Income-eligible homeowners
- 4) Income-eligible renters
- 5) Non-profit providers of homeowner/homebuyer education and resources
- 6) Non-profit providers of homelessness and supportive services
- 7) City of Brevard

The applicant must be the owner of the property or be under-contract/option to purchase the property, except the income-eligible renters applying for rental assistance. The property must be current on all applicable taxes and fees.

Developers of mixed-income housing projects may be eligible for funding if at least 20% of the total units are set-aside for low-income persons, in accordance with North Carolina General Statute §157-3.

The City of Brevard shall be eligible to use funding for programmatic expenses. Administrative costs are not eligible for funding.

III. Eligible Beneficiaries

In order to qualify for funding through the Housing Trust Fund, all of the following criteria must be met by the beneficiaries of the affordable housing project:

- 1) Beneficiaries must be a resident (current or future) of the City of Brevard.
- 2) Beneficiaries must have a gross income of 80% of AMI or less for homeowners and 60% of AMI and below for renters (unless otherwise specified).
- 3) The affordable building or unit that is subject to program funding must be dedicated to beneficiaries at the designated income level for a minimum of 15 years.

In accordance with North Carolina General Statute §157-29, all subsidy must flow directly to the income-eligible household. Funds granted to developers (nonprofit or for-profit) may not be diverted for other purposes.

IV. Eligible Activities

The following activities are eligible for assistance through the Housing Trust Fund:

- 1) Developer Gap Financing
 - Loans or grants to developers for the installation of public infrastructure to facilitate the development of affordable housing, as defined herein.
 - Loans or grants to developers to purchase or prepare land to facilitate the development of affordable housing.
 - Loans or grants to developers to assist in the conversion of existing non-residential buildings into affordable housing.
- 2) Homeowner Assistance
 - Loans or grants to income eligible homeowners for housing repairs.
 - Loans or grants to income eligible homeowners for down payment assistance or other upfront costs associated with closing on a house.
- 3) Renter Assistance
 - Loans or grants to income eligible renter households for security deposits or other upfront costs associated with signing rental leases.
- 4) Critical Housing Repairs
 - Grants to income-eligible homeowners for emergency (health and safety related) housing repairs, which may include weatherization.
 - Loans to developers to assist with the rehabilitation of existing substandard multi-family housing units and their conversion to affordable housing.
- 5) Other Projects

- Acquisition of land to be used for the creation of affordable housing in instances where the City is a project partner.
- Acquisition of vacant housing for rehabilitation and resale as affordable housing.
- Pre-development costs (such as feasibility studies, surveys, appraisals, land options, and preparation of an application) for projects to be developed for the creation of affordable housing.
- Grants for land trust projects that guarantee long-term affordability of a property through 99-year renewal ground leases or for maintenance of land trust housing stock.
- Clearance of blighted properties.
- Homeless services and assistance.
- Public utility improvements in predominately LMI areas.
- Public street, sidewalk, and other infrastructure improvements in predominately LMI areas.
- Programs to assist and educate LMI homeowners and homebuyers.
- Seeking out and implementing solutions for affordable and workforce housing in Brevard.

ARTICLE 4: PROCESS AND PROCEDURES

I. Application Process

The Housing Trust Fund shall have two application cycles throughout the year for local funds. The primary application cycle shall commence in fall, and the secondary cycle shall be in the spring. Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds.

II. Approval Process

City of Brevard reserves the right to act as sole judge of the content of the applications submitted and may at its sole discretion, reject any or all applications.

Applications may not be considered if:

- The project does not align with the eligibility criteria.
- The applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines.
- The applicant fails to provide required information.
- The application is received after the deadline.

Based on initial staff review, compliance with procedures outlined in the Housing Trust Fund Program Guidebook, and availability of funds, the Housing Committee will forward a recommendation of funding allocations to City Council for approval. In some instances, an option of the requested grant or loan amount may be offered to the applicant.

In certain instances where an emergency housing repair is needed immediately to protect the health and safety of a resident or the general public or ensure the structural integrity of the dwelling unit, the City Manager may approve a grant or loan for repairs after staff has determined eligibility, not to exceed \$5,000 or 5% of the existing fund amount, whichever is lower. Local funds shall be the only eligible funding source.

III. Amendments & Administrative Procedures

The City of Brevard considers the financial status of the Housing Trust Fund during the annual budget cycle. City Council is responsible for overseeing the use and financial status of the Housing Trust Fund.

The City of Brevard Housing Trust Fund may be amended at any time through a majority vote of City Council. Council may not amend the Housing Trust Fund in a manner that would cause CDBG loan repayments to be expended for ineligible activities under CDBG program guidelines and requirements.

The Housing Committee is authorized and directed to establish such forms, procedures, guidelines and requirements as are necessary for the administration of this Housing Trust Fund. The Housing Committee, with assistance from City staff, will recommend policy changes to the City Council each year on an as-needed basis.

ARTICLE 5: MISCELLANEOUS PROVISIONS

I. Fair Housing requirements

The City of Brevard promotes Fair Housing principals that prohibit discrimination in housing based on race, age, gender, religion, national origin, disability or familial status. Developments assisted with Housing Trust Fund money will be required to abide by these principals.

HOUSING TRUST FUND PROGRAM GUIDEBOOK

City of Brevard, North Carolina



Updated March 2023

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INTRODUCTION

Affordable and workforce housing have been recognized as a substantial need for residents of Brevard and the surrounding area. In an effort to promote increased development and retention of affordable and workforce housing within its corporate jurisdiction, the City of Brevard established the Housing Trust Fund in 2012. The Housing Trust Fund serves as a flexible source of funding that can be used to support a variety of affordable housing activities and initiatives.

Eligible residents and developers may request funds from the Housing Trust Fund to support this mission of creating and preserving affordable housing in the City of Brevard. All complete funding requests will be reviewed by the Housing Committee, in consultation with the Application Review Sub-Committee, who will make a recommendation to City Council regarding fund allocation.

The requirements, policies and procedures for funding requests is outlined below for local funding. Federal, state, or donated funds allocated to the City of Brevard for specific programs may be subject to additional requirements or procedures.

ELIGIBILITY

ELIGIBLE APPLICANTS

The following are the eligible applicants¹ for receiving awards from the Housing Trust Fund:

- For-profit developers of affordable housing²
- Non-profit developers of affordable housing
- Income-eligible homeowners
- Income-eligible renters
- Non-profit providers of homeowner/homebuyer education and resources
- Non-profit providers of homelessness and supportive services
- City of Brevard³

¹ The applicant must be the owner of the property or be under-contract/option to purchase the property, except the income-eligible renters applying for rental assistance. The property must be current on all applicable taxes and fees.

² Developers of mixed-income housing projects may be eligible for funding if at least 20% of the total units are set-aside for low-income persons, in accordance with North Carolina General Statute §157-3.

³ The City of Brevard is eligible to use funding for programmatic expenses. Administrative costs are not eligible for funding.

ELIGIBLE BENEFICIARIES

In order to qualify for funding through the Housing Trust Fund, the following criteria must be met by the beneficiaries of the affordable housing project:⁴

- Beneficiaries must be a resident (current or future) of the City of Brevard
- Beneficiaries must have a gross income of 80% of AMI or less for homeowners and 60% of AMI and below for renters (unless otherwise specified)
- The affordable building or unit that is subject to program funding must be dedicated to beneficiaries at the designated income level for a minimum of 15 years.

ELIGIBLE ACTIVITIES

The following activities are eligible for assistance through the Housing Trust Fund:

Developer Gap Financing

- Loans or grants to developers for the installation of public infrastructure to facilitate the development of affordable housing.
- Loans or grants to developers to purchase or prepare land to facilitate the development of affordable housing.
- Loans or grants to developers to assist in the conversion of existing non-residential buildings into affordable housing.

Homeowner Assistance

- Loans or grants to income eligible homeowners for housing repairs.
- Loans or grants to income eligible homeowners for down payment assistance or other upfront costs associated with closing on a house.

Renter Assistance

- Loans or grants to income eligible renter households for security deposits or other upfront costs associated with signing rental leases.

Critical Housing Repairs

- Grants to income-eligible homeowners for emergency (health and safety related) housing repairs, which may include weatherization.
- Loans to developers to assist with the rehabilitation of existing substandard multi-family housing units and their conversion to affordable housing.

Other Projects

- Acquisition of land to be used for the creation of affordable housing in instances where the City is a project partner.
- Acquisition of vacant housing for rehabilitation and resale as affordable housing.

⁴ All subsidy must flow directly to the income eligible household. Funds granted to developers (nonprofit or for-profit) may not be diverted for other purposes.

- Pre-development costs (such as feasibility studies, surveys, appraisals, land options, and preparation of an application) for projects to be developed for the creation of affordable housing.
- Grants for land trust projects that guarantee long-term affordability of a property through 99-year renewal ground leases or for maintenance of land trust housing stock.
- Clearance of blighted properties.
- Homeless services and assistance.
- Public utility improvements in predominately LMI areas.
- Public street, sidewalk, and other infrastructure improvements in predominately LMI areas.
- Programs to assist and educate LMI homeowners and homebuyers.
- Seeking out and implementing solutions for affordable/workforce housing in Brevard.

ELIGIBLE COSTS FOR CONTRUCTION, REHABILITATION AND REPAIRS

The following costs are eligible for grants, loans and other methods of financing from the Housing Trust Fund. Other expenses may be considered on a case-by-case basis.

Hard Costs

- Meeting applicable codes, standards and ordinances;
- Essential improvements to building structure, including walls, roof, subfloor and foundation;
- Doors and window repair and replacement, including hardware, locks and door/window security;
- Repair or replacement of major housing systems, including heating, ventilation, air conditioning, water, waste water, hot water, gas;
- Appliances to include stoves, cooking space vent hoods, under sink waste disposal;
- Fixtures to include bathroom and kitchen sinks, toilets, tubs/showers, faucets and drains;
- Wall and ceiling mounted (i.e. all permanent) light fixtures;
- Energy efficiency improvements;
- Lead-based paint and other hazardous material removal;
- Accessibility for disabled persons and universal design features for elderly persons;
- Incipient repairs and general property improvements of a non-luxury nature;
- Utility connections; and
- Removal of dead, damaged or diseased trees.

Soft Costs

- Financing fees;
- Credit reports;
- Title binders and insurance;
- Recordation fees and transaction taxes;
- Legal and accounting fees;
- Appraisals;

- Surveys;
- Architectural/engineering fees, including specifications and job progress inspections;
- Other project costs that are directly related to a qualifying project.

ANNUAL PROGRAM SCHEDULE

The City of Brevard has two application cycles throughout the year: September 1st and February 1st.⁵ Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds. All documents should be submitted electronically to the Planning Department (Emily Brewer emily.brewer@cityofbrevard.com). Applications are reviewed by Staff to determine their completeness and award points based on established priorities. The Housing Committee, in consultation with the Application Review Sub-Committee, will review all applications and Staff's assessments to make funding recommendations for City Council.

Table 1: Anticipated Application Cycle for Housing Trust Fund Awards

	Primary Application Cycle	Secondary Application Cycle
Call for Applications Announcement	July	December
Application Deadline	September 1	February 1
Staff Reviews & Completeness Determinations	September	February
Application Resubmittal deadline	October	March
Funding Recommendations by Housing Trust Fund	November	April
Funding Decisions by City Council	December	May

Applications may not be considered if:

- The project does not align with the eligibility criteria.
- The applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines.
- The applicant fails to provide required information.
- The application is received after the deadline.

⁵ Homeowners applying for funds for weatherization and emergency repairs are exempt from the funding cycles and may apply at any time. In these instances where an emergency housing repair is needed immediately to protect the health and safety of a resident or the general public or ensure the structural integrity of the dwelling unit, the City Manager may approve a grant or loan for repairs after staff has determined eligibility, not to exceed \$5,000 or 5% of the existing fund amount, whichever is lower.

HOUSING TRUST FUND PRIORITIES

The following is a description of the scoring criteria used to evaluate applications for awards from the Housing Trust Fund. The scorecards included as **Appendix C** and **Appendix E** are used to compare projects and assess compatibility with City of Brevard Housing Trust Fund priorities. The scorecards serve as broad guiding tools that may be considered by the Housing Committee. The City of Brevard reserves the right to act as sole judge of the content of the applications submitted and may at its sole discretion, reject any or all applications.

PROJECT DETAILS

Long Term Affordability

The minimum affordability period for funding eligibility is 15 years. Priority points are given to projects that promote long-term affordability. If the affordability period varies across the housing units or if not all of the units will be affordable, the score will be prorated.

Population Served

Points are assigned based on the household populations served. If serving multiple ranges, the score will be prorated. For example, if a project of 40 units has 20 units for households earning less than 60%, 10 units serving 61-80%, and 10 units serving 81-120%, the project will be assigned 8.5 points.

The City of Brevard Housing Trust Fund acknowledges the housing shortages for low-, moderate- and middle-income households. Again, the City's housing subsidies can only serve households earning 80% of AMI or less for homeownership units and earning 60% or less for rental units. The Housing Trust Fund considers developing workforce housing for households earning up to 120% of AMI a priority and assigns bonus points for these units in developer applications though they are not eligible for funding.

Percent of Total Units (Developer Application Only)

Under North Carolina General Statutes, the City's housing subsidies can only serve households earning 80% of AMI or less for homeownership units and earning 60% or less for rental units. Priority is given to projects where most of the units fall into these categories. The points are assigned based on the percentage of total units that are affordable.

Local Residency (Developer Application Only)

Priority points are given to projects that serve people who currently reside and/or work in the city of Brevard, Brevard's extraterritorial jurisdiction (ETJ) or Transylvania County. This may be implemented by a developer through a preference policy in the application process or a local residency eligibility requirement. If the project's recruitment process does not specify local residency, the project is not eligible for these points. The applicant must provide the anticipated number of beneficiaries that currently reside and/or work in the City of Brevard, in the extraterritorial jurisdiction of Brevard, or outside of the city's planning jurisdiction limits in

Transylvania County. The assigned points are prorated based on the anticipated share of current residents and/or workers.

Legacy Residents (Resident Application Only)

Current and former longtime residents of Brevard will be given preference in funding allocations. Priority points are assigned based on the tenure of residency that the applicant has lived in Brevard. Tenure is established based on the length of time the applicant has lived in the current City limits or extra-territorial jurisdiction of Brevard, regardless of if the years are non-consecutive. Proof of residency must be provided with the application.

Generational Ties (Resident Application Only)

Priority points also consider the generational ties the applicant has to the City of Brevard. Residents qualify for these points based on their parent/guardian's or grandparent's tenure of residency. Tenure is established based on the length of time the applicant has lived in the current City limits or extra-territorial jurisdiction of Brevard, regardless of if the years are non-consecutive. Proof of residency must be provided with the application.

Special Considerations (Resident Application Only)

The Housing Trust Fund may assign additional points to funding applicants in unique circumstances. This may include adding priority points to:

- Seniors, as defined by the Housing for Older Persons Exemptions of the Fair Housing Act;
- Disabled persons, as defined by North Carolina General Statutes;
- Teachers, social workers, government employees, and other civil servants;
- Healthcare workers, police officers, and other first responders; and
- Veterans and members of the armed forces.

FINANCING

Requested Subsidy per Unit

The Housing Trust Fund is committed to maximizing the impact of public investment. As such, points will be attributed to projects that request less funding on a per unit basis. Only affordable units may be considered in this calculation.

Funding Secured (Developer Application Only)

Due to the expectation of limited funds being available in any given year, additional priority will be given to projects where Housing Trust Fund money can serve as gap financing that will enable a project to move forward. Points will be given based on the percentage of total financing secured at the time of the application.

DISTANCE TO ESSENTIAL AMENITIES

Distance from Grocery Stores

A nutritional supermarket grocery store, such as Ingles' Market, Food Lion, Aldi or Sav-Mor, is considered essential. To qualify as a grocery store, the retail business must sell a range of food products, including fresh produce. The distance should be measured along multimodal transportation corridors (roads, sidewalks, greenways, etc.).

Distance from Schools

Points will be assigned for the proximity of public elementary, middle or high schools. The distance should be measured along multimodal transportation corridors (roads, sidewalks, greenways, etc.)

Distance from Parks or Trail Entrances

Convenient access to outdoor recreational facilities also receives scorecard points. Public parks and publicly accessible trails or greenways should be measured from the nearest access point or entrance. The distance should be measured along multimodal transportation corridors (roads, sidewalks, greenways, etc.)

Distance from Employment Centers

An employment center is defined as having 100 or more jobs in an immediate area. This may be a single employer or multiple employers located together in a small area, district, campus, shopping center, etc. The distance should be measured along multimodal transportation corridors (roads, sidewalks, greenways, etc.)

Walk Score

Walk Score, as determined by www.walkscore.com, measures walkability on a scale from 0-100 based on walking routes to various amenities and shopping. If address for proposed site cannot be found in the Walk Score tool, use the closest address available to the site entrance of the proposed site

DESIGN FEATURES

Energy Efficiency (Developer Application Only)

Participation in a full monitoring certification process for energy-efficiency such as Energy Star, System Vision, NC Green Built Homes, or LEED is preferred; inclusion of 5 or more of the following items will meet energy-efficiency scoring criteria:

- Air Conditioner greater than 14 SEER/11 EER with Thermostatic Expansion Valve
- Sealed Combustion Furnace or Heat Pump greater than 14 SEER/11.5 EER
- Attic insulation R38 or greater
- All windows Low-E with U-factor 0.40 or less and SHCG factor 0.55 or less
- All toilets low-flow 1.6 gpf or less
- All shower heads low-flow 2.5 gpm or less
- All lighting designed with LED light bulbs

- Flooring constructed with recycled lumber

Other energy-efficiency practices may be considered as criterion with documentation from a reputable source, such as the U.S. Environmental Protection Agency, North Carolina Department of Environmental Quality, the U.S. Green Building Council, or Rewiring America.

Low Impact Development (Developer Application Only)

The City of Brevard prioritizes projects that implement best practices in low impact development, stormwater management, and green infrastructure. Participation in a full monitoring certification process for energy-efficiency such as NC Green Built Homes, or LEED is preferred; inclusion of 3 or more of the following items will meet the low impact development scoring criteria:

- Green roofs
- Rain barrels and cisterns
- Permeable pavements
- Bioretention areas
- Vegetated swales / dry swales
- Silva cell suspended pavement system

Other low impact development practices may be considered as criterion with documentation from a reputable source, such as the U.S. Environmental Protection Agency, North Carolina Department of Environmental Quality, or the U.S. Green Building Council.

Universal Design (Developer Application Only)

Universal Design is the design of buildings or environments to make them accessible to all people, regardless of age, disability or other factors. Applicants must provide written documentation to illustrate their compliance with the principles of universal design.⁶ Inclusion of design features that sufficiently address 4 or more of the principles, as assessed by City Staff during the application review process, will meet the universal design scoring criteria:

- **Equitable Use:** The design is useful and marketable to people with diverse abilities.
- **Flexibility in Use:** The design accommodates a wide range of individual preferences and abilities.
- **Simple and Intuitive Use:** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- **Perceptible Information:** The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
- **Tolerance for Error:** The design minimizes hazards and the adverse consequences of accidental or unintended actions.

⁶ The *7 Principles of Universal Design* were developed in 1997 by a group of design professionals through North Carolina State University.

- **Low Physical Effort:** The design can be used efficiently and comfortably and with a minimum of fatigue.
- **Size and Space for Approach and Use:** Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

INCOME AND HOUSING COST GUIDANCE

The following is maximum housing costs guidance for defining affordability by unit size and prospective tenant.

AREA MEDIAN INCOME

This methodology uses data published by HUD for Area Median Income of Transylvania County, adjusted for household size.⁷ **Appendix A** shows estimates of household income by number of household members and for percentage thresholds above and below Area Median Income.

DETERMINING PROSPECTIVE HOUSEHOLD INCOME AND MAXIMUM HOUSING COSTS

The following steps are used to calculate maximum housing costs for the first year of the initial lease term or at the time of home purchase.

1. Create a list of the number of adults and children (all household members) to occupy the available tenant unit.
2. Collect 1040 Federal Tax Returns for the most recent year (or "Transcript of Tax Returns" issued by the IRS) for all household members generating income.
3. Determine each household member's income by using the adjusted gross income on the 1040 Federal Tax Return.
4. Add together the adjusted gross income for all household members to determine the total household income.
5. Review AMI table and determine whether total household income is greater or less than the income of a family of the same size earning the required percentage of AMI. If the total household income is less than or equal to the income of a family of the same size earning the required percentage of AMI, then the prospective resident is eligible to lease or purchase an affordable housing unit.

⁷ HUD uses Median Family Income (MFI) to calculate Income Limits. This reflects AMI as adjusted for different family sizes. The terms are used interchangeably in HUD documentation.

6. Refer to the maximum housing costs table to determine the maximum rent for the available tenant unit (by bedroom count). The maximum rent that can be charged is the rent associated with the level of AMI above the total household income for the prospective resident. For example, if a prospective resident has a household size of 3 and a total annual income of \$37,000, then the household is considered between the 60% and 80% of AMI. The maximum housing costs is the housing costs associated with 80% AMI for a 1-bedroom or 2-bedroom unit.

ADDITIONAL GUIDANCE AND REQUIREMENTS

Income Exclusions

In addition to the expenses listed on IRS form 1040 to calculate adjusted gross income, prospective resident can deduct the following from the adjusted gross income if required to be included as income on IRS form 1040:

- Income from employment of children (including foster children) under the age of 18 years;
- Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member; and
- Student financial assistance paid directly to the student or to the educational institution of any member of the household.

Documentation of income must be included as an attachment to the federal tax return.

Lease Provisions

The City maintains a copy of lease language that is required for eligibility for Housing Trust Fund loans, grants or other forms of financial participation. The most current version should be collected at the time of application for receiving funds from the Housing Trust Fund.

Loan and Grant Provisions

The City maintains a copy of loan and grant language to receive funding from the Housing Trust Fund. A copy of this may be requested from the Finance Director or the City Attorney.

Calculating Rent for Large Units

The maximum rent for unit sizes larger than 4 bedrooms are calculated by adding 15 percent to the applicable 4-bedroom rent for each extra bedroom. For example, the rent for a 5-bedroom unit is 1.15 times the 4-bedroom rent, and the rent for a 6-bedroom unit is 1.30 times the 4-bedroom rent.

Sizing and Requirements for Bedrooms

To qualify as a bedroom, a room must have a window, a door and either have:

- A minimum of 9 feet of clearance from face of wall to face of wall in each direction plus a minimum of 10 square feet of adjoining closet space; or
- A minimum of 9 feet of clearance from face of wall to face of wall in each direction plus a minimum of 100 square feet of floor space.

Utilities Estimates

The estimated utilities costs for water, gas, and electricity were estimated for each type of unit. The same utilities estimates were used for the maximum rent calculations for all of the income categories.

POST-AWARD REQUIREMENTS

FUND DISTRIBUTION

No funds will be distributed until confirmation of long-term affordability (e.g., deed covenants, lease provisions, confirmation of resident eligibility). Spending deadlines are based are negotiated with the final contract based on the project scope and anticipated timeline.

Funds for home repairs and rehabilitation will be distributed as reimbursements after work is completed. Recipients of funds for these programs are to submit details of work completed when submitting invoices for reimbursement of funds to the City of Brevard Finance Director (dean.luebbe@cityofbrevard.com). Requests for reimbursement can occur after each invoice is completed or at the conclusion of the project. Staff will conduct an on-site inspection to confirm project completion before the final reimbursement will be issued.

REPORTING REQUIREMENTS

Recipients of funds are required to submit written progress reports to the Planning Department by the end of the fiscal year (June 30) to monitor progress and performance, financial and administrative management, and compliance with the terms of the performance agreements. Reporting information may include: progress toward achieving performance goals, description of activities/challenges, and revisions of proposed project timelines/budgets.

Please submit the annual report included as **Appendix G** electronically by June 30 to: emily.brewer@cityofbrevard.com

FUND RETURN

The funds are project-specific. If the project scope substantially changes or is no longer viable, the recipient forfeits the funds. The recipient is eligible to reapply for the revised project, if

applicable, during the next application cycle. The forfeited funds are returned to the general budget for the Housing Trust Fund and may be distributed in subsequent application cycles.

If the recipient does not comply with the contract provisions, eligibility requirements, reporting requirements, or other requirements stipulated at the time of contract execution, the funds yet to be distributed are forfeited and all funds already received must be repaid.

PROGRAM MAINTENANCE ACTIVITIES

The City of Brevard considers the financial status of the Housing Trust Fund during the annual budget cycle. City Council, in collaboration with the Housing Committee, is responsible for overseeing the use and financial status of the Housing Trust Fund.

Each year, the City considers policy changes to the Housing Trust Fund in addition to accounting for the performance of the program. The Housing Committee, with assistance from City staff, will recommend policy changes to the City Council each year on an as-needed basis.

DONATION POLICY

The City of Brevard Housing Trust Fund accepts gifts that are consistent with its mission and support its programs and projects. The most helpful gifts are unrestricted in nature and allow the Housing Trust Fund to remain a flexible funding entity. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following.

When considering whether to solicit or accept gifts, the Committee will consider the following factors:

- Whether the acceptance of the gift compromises any of the core values outlined in the enacting legislation and mission statement of the Housing Trust Fund.
- Whether there is compatibility between the intent of the donor and the organization's use of the gift for strategic objectives outlined by the Housing Committee.
- Whether acceptance of the gift damages the reputation of the Housing Trust Fund as a transparent and trustworthy steward of taxpayer dollars.
- Whether the gift is made to the Housing Trust Fund without expectation or assumption of action beneficial to the donor by the Housing Committee or City of Brevard.
- Whether the acceptance of the gift is consistent with prior practice.

- Whether the gift offered is in a form that the Housing Trust Fund can use without incurring substantial expense or difficulty.
- Whether the gift will encourage or discourage future gifts.

All decisions to solicit and/or accept gifts that may not meet these criteria will be made by the Housing Committee in consultation from City Staff. If approved by the Housing Committee, City Council must consider the donation and vote for the donation to be finalized.

DEFINITIONS

The following definitions are for use in administering the Housing Trust Fund and associated policies and programs.

- **Affordable Housing:** Housing that costs no more than 30% of the total income of residents making 80% or less of the Area Median Income (AMI) as defined by the United States Department of Housing and Urban Development (HUD).
- **Area Median Income:** The midpoint of the income distribution for a specific geographic area, as defined by the U.S. Department of Housing and Urban Development (HUD) using data from the U.S. Census Bureau.
- **Blighted Properties:** Residential or non-residential structures that have fallen into disuse as a result of inadequacies of maintenance, structural integrity and/or health and safety concerns.
- **City as Project Partner:** The City is considered a project partner where the City has a pre-project ownership stake, a post-project ownership stake, a responsibility for providing a portion of a project without cost to a developer (such as supportive infrastructure), a role in financing any portion of a project, or a role in guaranteeing debt financing for a project.
- **Developer:** Any individual, private entity, not-for-profit entity or public entity undertaking land purchase, site development or building improvements in excess of \$25,000 for the purposes of building new housing, rehabilitating existing housing, converting existing building space to housing or providing infrastructure to support affordable housing. A developer may be an existing or prospective property owner.
- **Gap Financing:** Financing made available after 80% of project costs have been secured by financing, equity investment or other means.
- **Homeowners:** Household members that reside in a housing unit and have responsibility for paying the local property taxes associated with the housing unit or householders that reside in a housing unit under a lease-to-purchase arrangement. Owners of housing units

where immediate family members (i.e. parents, siblings, dependent children, legally designated wards) reside in the housing unit and are also defined as homeowners.

- **Low/Moderate Income Areas:** Census Tracts designated as eligible for New Markets Tax Credits.
- **Low-income Homeowners:** Homeowners (as defined herein) whose income is 80% or less of Area Median Income.
- **Low-income Renters:** Renters (as defined herein) whose income is 60% or less of Area Median Income.
- **Public Infrastructure:** Any infrastructure or utilities located on public property, in designated public rights-of-way or within public easements on private property.
- **Renters:** Occupants that reside in a housing unit and have responsibility for paying the housing costs associated with the housing unit, including rent and utilities. Renters of housing units where immediate family members (i.e. parents, siblings, dependent children, legally designated wards) reside in the housing unit and are also defined as renters.
- **Studio or Efficiency Apartment:** Any housing unit that does not have a bedroom that meets the requirements established herein.
- **Substandard:** Housing that poses a risk to the health and physical well-being of its occupants, neighbors and visitors. This includes potential toxicity of building materials, indoor air, mold or degraded water quality, compromised structural elements, lack of ability to condition space efficiently, infestation of animals and/or damage therefrom, fire risks associated with wiring or other building components, lack of hot water, compromised roofing or other elements that protect against water intrusion, and inadequate space, fixtures and facilities in the kitchen, bedroom(s) and/or bathroom(s).
- **Universal Design:** The design of buildings or environments to make them accessible to all people, regardless of age, disability or other factors.
- **Vacant Housing:** A housing unit or units that have not been occupied for at least six months.
- **Workforce Housing:** Housing that costs no more than 30% of the total income for residents making between 81% and 120% of AMI as defined by HUD.

APPENDIX

The most updated Appendices may be found at www.cityofbrevard.com/housing.

- **Appendix A:** Income Levels and Maximum Rents
- **Appendix B:** Application – Developers
- **Appendix C:** Scorecard – Developers
- **Appendix D:** Application – Residents
- **Appendix E:** Scorecard – Residents
- **Appendix F:** Unit Size and Price Breakdown Template
- **Appendix G:** Annual Report Template

Housing Trust Fund Income Limits and Maximum Housing Costs

City of Brevard

STATISTICS FOR TRANSYLVANIA COUNTY

Statistic	Amount
Median Income	\$57,830
Median Family Income	\$68,600
Fair Market Rent (2-Bedroom)	\$995

*Median Income from 2021 American Community Survey five-year estimates.

*Others are 2022 HUD Statistics for Transylvania County. For more information see <https://www.huduser.gov/portal/datasets/>.

FY 2022 INCOME LIMITS FOR TRANSYLVANIA COUNTY BY HOUSEHOLD SIZE

	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income	30% AMI	\$13,890	\$15,880	\$17,870	\$19,840	\$21,430	\$23,030	\$24,600	\$26,190
Very Low Income	50% AMI	\$23,150	\$26,450	\$29,750	\$33,050	\$35,700	\$38,350	\$41,000	\$43,650
Low Income	60% AMI	\$27,790	\$31,760	\$35,740	\$39,680	\$42,860	\$46,050	\$49,200	\$52,390
Low Moderate Income	80% AMI	\$37,050	\$42,350	\$47,650	\$52,900	\$57,150	\$61,400	\$65,600	\$69,850
Moderate Income	100% AMI	\$46,310	\$52,940	\$59,560	\$66,130	\$71,440	\$76,750	\$82,000	\$87,310
High Moderate Income	120% AMI	\$55,570	\$63,530	\$71,470	\$79,360	\$85,730	\$92,100	\$98,400	\$104,770

*HUD provides income limits for Very low income and low moderate income households. Other income limits are derived from these calculations. For more information see <https://www.huduser.gov/portal/datasets/>.

**Rounded.

FY 2022 MAXIMUM MONTHLY HOUSING COSTS (INCLUDING UTILITIES)

	%	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
Extremely Low Income	30% AMI	\$347	\$372	\$422	\$471	\$516
Very Low Income	50% AMI	\$579	\$620	\$703	\$785	\$859
Low Income	60% AMI	\$695	\$744	\$844	\$943	\$1,032
Low Moderate Income	80% AMI	\$926	\$993	\$1,125	\$1,257	\$1,376
Moderate Income	100% AMI	\$1,158	\$1,241	\$1,406	\$1,571	\$1,720
High Moderate Income	120% AMI	\$1,389	\$1,489	\$1,688	\$1,885	\$2,064

*Assumes 1.5 people per bedroom

EXHIBIT A
Ordinance No. 2012-02, Amended Res. 2016-19, Ord. 2017-02, Res. 2019-03, Res.
2021-07, Ord. 2022-07

City of Brevard
Housing Trust Fund

I. Introduction

Affordable and workforce housing have been recognized as a substantial need for residents of Brevard and the surrounding area. In an effort to promote increased development and retention of affordable and workforce housing within its corporate jurisdiction, the City of Brevard has established the Housing Trust Fund.

“Affordable Housing” may be defined as housing that costs no more than 30% of the total income for residents making 80% or less of the Area Median Income (AMI) as defined by the United States Department of Housing and Urban Development (HUD).

“Workforce Housing” may be defined as housing that costs no more than 30% of the total income for residents making between 80%-120% of the AMI as defined by HUD.

II. Funding Sources

The City of Brevard Housing Trust Fund will include, but may not be limited to the following funding sources.

1) Community Development Block Grant (CDBG) loan repayments from developers of affordable housing will be used to initially finance the Housing Trust Fund. Only CDBG eligible activities, benefitting a majority of individuals whose income is below 80% of the median for Transylvania County, will be eligible for use with Housing Trust Fund monies accrued in this manner. City Council may also provide additional funding as is deemed appropriate.

2) Other funding will be created through appropriations from City Council as is deemed appropriate to assist with the development of Workforce Housing in Brevard. This will allow for assistance to be provided for individuals in the 80%-120% range of area median income level, who still may not be able to afford housing near their place of work.

Fifty Percent (50%) of all funding received within any given fiscal year shall be held in reserve for major projects and may not be expended until such time as \$150,000 have accrued. Such funds may only be expended in support of a major project(s), which is any project to which the Housing Trust Fund allocates \$25,000 - \$150,000.

All other funds received within any given fiscal year may be expended for purposes consistent with purposes set forth herein. Unexpended funds within a given fiscal year may be carried forward to subsequent fiscal years, and may be set aside for major projects at the discretion of the Selection Committee.

III. Eligible Activities

The following activities will be eligible for assistance through the Housing Trust Fund:

- 1) Loans to developers for the installation of public infrastructure to facilitate the development of affordable/workforce housing.
- 2) Loans to developers to purchase land to facilitate the development of affordable/workforce housing.
- 3) Loans to developers to assist in the conversion of existing non-residential buildings into affordable/workforce housing.
- 4) Loans to developers to assist with the rehabilitation of existing substandard multi-family housing units and their conversion to affordable/workforce housing.
- 5) Loans to income eligible homeowners for housing repairs.
- 6) Grants to low-income homeowners for emergency (health and safety related) housing repairs.
- 7) Acquisition of land to be used for the creation of affordable/workforce housing, in instances where the City is a project partner.
- 8) Acquisition of vacant housing for rehabilitation and resale as affordable/workforce housing.
- 9) Clearance of blighted properties.
- 10) Public Water System Improvements in predominately low/moderate income (LMI) areas.
- 11) Public Sewer System Improvements in predominately LMI areas.
- 12) Public Street Improvements in predominately LMI areas.
- 13) Public Pedestrian Improvement in predominately LMI areas.
- 14) Down payment assistance
- 15) Seeking out and implementing solutions for workforce housing in Brevard.

IV. Eligible Applicants

- 1) For profit developers of affordable/workforce housing.
- 2) Non-profit developers of affordable/workforce housing.
- 3) Public Housing agencies.
- 4) Income eligible homeowners.
- 5) Local Governments

V. Housing Trust Fund Priorities

- 1) Development of one bedroom affordable rental housing.
- 2) Developments incorporating Energy Star rated products, other energy efficiency measures and Universal Design features.
- 3) Transportation oriented development.
- 4) Removal of health and safety risks.
- 5) Maintaining the stock of affordable/workforce housing within the City of Brevard's jurisdiction through the rehabilitation of existing homes.
- 6) Projects that can satisfy more than one need and/or involve several partner entities.
- 7) Due to the expectation of limited funds being available in any given year, additional priority will be given to projects where Housing Trust Fund money can serve as gap financing that will enable a project to move forward.

VI. Loan Terms

- 1) Loan Amounts
 - a) **Developers**- Loan amounts will be at the rate of \$5,000 per unit of affordable/workforce housing developed. If the developer incorporates one or more of the Housing Trust Fund priorities an additional \$1,000 per unit may be requested. The maximum loan amount is \$100,000.
 - b) **Homeowners** whose income is 80% or less of the AMI may qualify for a maximum \$20,000 loan for housing rehabilitation activities. Loans will be secured with a Promissory Note and Deed of Trust. Any costs incurred in preparing the Promissory Note and Deed of Trust, verifying satisfactory credit or any other associated fees will be incorporated into the loan amount.
 - c) **Homeowners** whose income is 50% or less of the AMI may qualify for \$5,000 grant for emergency repairs to their dwelling. Emergency repair grants will only be approved in instances where the health and safety of the residents or the general public, or the structural integrity of the dwelling unit, are at risk.
- 2) Interest Rate and Loan Repayment
 - a) Interest rates for loans to developers will be at a rate of 2%, and the loan may be amortized over a period of twenty years.
 - b) Interest rates for loans to homeowners will be at a rate of 2%, and the loan may be amortized over a period of twenty years.

VII. Affordability

Housing is generally considered to be “affordable” if total costs do not exceed 30% of household income.

Homeowners- Total housing costs include principal, interest, taxes and insurances.

Renters-Total housing costs include rent and utilities.

Developments that receive Housing Trust Fund assistance will be kept affordable for a minimum of 20 years.

VIII. Application Process

- a) **Developers** will apply directly to the City of Brevard Planning and Zoning Department, with the first round of applications due on January 1, 2019. Applications will also come due on January 1 of subsequent years. Applications may be picked up at 95 West Main Street in Brevard, or may be found at the City’s web-site. Planning and Zoning staff will review the completed application and check the readiness of the project in terms of permits, plan review, evidence of preliminary site control, environmental assessments as needed, financing, planned ground breaking date and evidence of maintaining affordability. Staff will then either forward the application to the Selection Committee for review, deny the application for failure to meet minimum requirements or table the application while more information is obtained.
- b) **Homeowners** seeking assistance with housing repairs will apply to the City of Brevard Planning and Zoning Department. Applications will be accepted on an on-going basis beginning on January 1, 2018. Applications may be picked up at 95 West Main Street in Brevard, or may be found on the City’s web-site. Staff will review the application, verify eligibility of the applicant and conduct an inspection of the dwelling to verify the needs identified in the application. Staff will then either forward the application to the Selection Committee for review, deny the application for failure to meet minimum requirements or table the application while more information is obtained.

IX. Approval Process

The Selection Committee will meet as needed to review applications. Based on initial staff review, compliance with Housing Trust Fund Priorities and availability of funds, the Selection Committee will either approve or reject applications. In some instances a portion of the requested loan amount may be offered to the prospective borrower. All loan recommendations of the Selection Committee are then submitted to the City Council for final approval.

In certain instances where an emergency housing repair is needed immediately to protect the health and safety of a resident or the general public or ensure the structural integrity of the dwelling unit, the City Manager may approve the grant or loan for repairs after staff has determined eligibility.

X. Loan Closing

Loans may only be closed with City Council approval.

- a) **Developers**-Upon loan approval by City Council, developers will schedule an appointment with a closing attorney. The developer will need to submit to City Planning and Zoning staff final evidence of site control, financial commitments, property insurance, evidence of ensuring continued affordability, zoning entitlements and site specific development approval items two business days prior to the loan closing. Loans to developers will be on a reimbursement basis and will not be disbursed at the time of closing.
- b) **Homeowners**-Upon loan approval by City Council, Planning and Zoning will prepare loan documents for the homeowner. These documents will include the Promissory Note and Deed of Trust and a contract between the homeowner and building contractor. The homeowner and contractor will then meet with City Staff and execute the documents.

XI. Loan Disbursement

- a) **Developers**-Loans will be disbursed on a reimbursement basis. Developers will need to submit receipts for work that has been invoiced and paid. City Staff will provide site inspections to assure that work is done properly. Staff will also conduct periodic employee interviews at the job site to ensure compliance with Davis-Bacon requirements.
- b) **Homeowners**-Contractors will submit pay requests to City Staff. Pay requests must include any approvals from Transylvania County Building Inspections that the job requires. City Staff will then conduct an

inspection of the work and verify homeowner approval. Upon verification of satisfactory work a check will be issued to the contractor.

XII. Grant Disbursement

- a) **Homeowners** - Contractors or homeowners will submit pay requests to City Staff. Pay requests must include any approvals from Transylvania County Building Inspections that the job requires. City Staff will then conduct an inspection of the work and verify homeowner approval. Upon verification of satisfactory work, a check will be issued to the contractor or homeowner.

XIII. Selection Committee

The Selection Committee will be comprised of the Planning Director, City Manager, Finance Director, Chairman of the Planning Board, a member of the City Council and three at-large representatives from the community. One of the at-large members may be but is not required to be a member of City Council). The Selection Committee will act as the Governing Board for the Housing Trust Fund. The Selection Committee will meet as needed to review applications and conduct any business.

XIV. Effective Dates

The City of Brevard Housing Trust Fund will begin accepting applications on July 1, 2014.

XV. Amendments & Administrative Procedures

The City of Brevard Housing Trust Fund may be amended at any time through a majority vote of City Council. Council may **not** amend the Housing Trust Fund in a manner that would cause CDBG loan repayments to be expended for ineligible activities under CDBG program guidelines and requirements.

The Selection Committee is authorized and directed to establish such forms, procedures, guidelines and requirements as are necessary for the administration of this Housing Trust Fund.

XVI. Equal Employment Opportunity, Minority and Women Owned Businesses, Davis-Bacon, and Fair Housing requirements

The City of Brevard is an **Equal Opportunity Employer** and does not discriminate in hiring due to race, color, religion, national origin, sex, age or disability. Any company that works on a development receiving assistance through the Housing Trust Fund will be expected to comply with these provisions. Efforts will also be made to solicit participation in any bidding process by **Minority and Women Owned** businesses.

Prevailing **Davis-Bacon** wages will be paid for all construction projects assisted with Housing Trust Fund money.

The City of Brevard promotes **Fair Housing** principals that prohibit discrimination in housing based on race, age, gender, religion, national origin, disability or familial status. Developments assisted with Housing Trust Fund money will be required to abide by these principals.

STAFF REPORT

City Council, Monday, March 20, 2023

Title: City Council Meeting Schedule Amendment to Add Budget Workshops

Speaker: Wilson Hooper, City Manager

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

Background:

The City's FY24 budget development calendar includes "budget workshop(s)" in the early/mid April timeframe. These workshops give Council an opportunity to weigh-in on staff's draft revenue and spending plans, and consider whether the draft plans adequately endow Council's priorities as named in the February Strategic Planning Retreat.

Action:

Council are asked to consider date(s) in early/mid April and amend their official calendar to add the agreed upon date(s). They are also asked to consider removing the April 3 Regular Meeting from the calendar.

Attachments:

1. 2023 Council Meeting Schedule as Amended 2/6/2023

Brevard City Council 2023 Meeting Schedule

Day / Date	Time	Type	Location
Tuesday, January 3, 2023	5:30 PM	Regular Meeting	Council Chambers
Tuesday, January 17, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, February 6, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, February 20, 2023	5:30 PM	Regular Meeting	Council Chambers
Wednesday, March 1, 2023	5:15 PM	Strategic Planning Session #1	Mary C. Jenkins Community Center
Thursday, March 2, 2023	5:15 PM	Strategic Planning Session #2	Mary C. Jenkins Community Center
Monday, March 6, 2023	5:30 PM	Special Meeting	Council Chambers
Monday, March 20, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, April 3, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, April 17, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, May 1, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, May 15, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, June 5, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, June 19, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, July 17, 2023 (If Needed)	5:30 PM	Regular Meeting	Council Chambers
Monday, August 7, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, August 21, 2023	5:30 PM	Regular Meeting	Council Chambers
Tuesday, September 5, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, September 18, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, October 2, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, October 16, 2023	5:30PM	Regular Meeting	Council Chambers
Monday, November 6, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, November 20, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, December 4, 2023	5:30 PM	Regular Meeting	Council Chambers
Monday, December 18, 2023 (If Needed)	5:30 PM	Regular Meeting	Council Chambers

Amended/Readopted: February 6, 2023
Amended/Readopted: January 17, 2023
Adopted: December 5, 2022
Distribution: December 13, 2022
D Hodsdon, City Clerk

STAFF REPORT

City Council, Monday, March 20, 2023

Title: Committee and Board Appointments

Speaker: Aaron Baker, Finance, Human Resources and Citizen Appointment Committee Chairperson
Mac Morrow, Finance, Human Resources and Citizen Appointment Committee member

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

BACKGROUND

Last fall, City Council held a workshop to discuss reforms to its committee/advisory group process. One outcome of the workshop was to recruit for new participants and to thoroughly review all applicants prior to making appointments. The Finance and Human Resources policy committee was charged with overseeing the recruitment and review process.

Staff advertised committee opportunities across various platforms throughout the month of February. Interested applicants were asked to log into the city's new NeoGov site and apply for their committee of choice. A number of applications were received.

At its February 27 meeting, the newly named Finance, Human Resources and Citizen Appointment Committee reviewed applications. It recommended the following appointments:

- Planning Board (Molly Jenkins)
- Public Safety Committee (Kevin Gallo)
- Housing Committee (Doug Harris)
- Transylvania Economic Alliance (Al Platt)
- Brevard Housing Authority (Rodney Locks and Jennifer Kerr)

A number of committees received either no or insufficient applications for the Finance, Human Resources and Citizen Appointment Committee to make a recommendation. They are:

- Public Works and Utilities Committee
- Finance, Human Resources and Citizen Appointment Committee
- Downtown Master Plan Committee
- Parks, Trails & Recreation Committee

Staff and Committee recommend keeping the opportunities publicly posted for another month, and making another push across various platforms to produce more applicants. Council members are asked to refer interested constituents to these opportunities.

ACTION:

Consider a resolution appointing the aforementioned individuals to the listed policy committees, statutory committees, or advisory boards.

Attachments:

1. 2/27/2023 Staff Report to Finance, HR & Citizen Appointment Committee
2. Planning Board Applications
3. Public Safety Committee Application
4. Housing Committee Applications
5. Transylvania Economic Alliance Applications
6. Brevard Housing Authority Applications
7. Resolution Appointing Members to Policy Committees & Statutory Committees

STAFF REPORT

Finance, Human Resources & Citizen Appointment Committee, February 27, 2023

Title: Update re Committee Applications

Prepared by: Denise Hodsdon, City Clerk

As of February 24, 2023, we have received the following applications for your review:

STATUTORY/CODE COMMITTEES:

Planning Board – 1 City-appointed Vacancy:

- [Molly Jenkins](#)
- [Gerald Yunker](#)
- [Joseph Kelly](#)
- [Monica Driscoll](#)

Transylvania Economic Alliance – 1 City-appointed Vacancy

- [Susan Miller](#)
- [Frank Porter](#)
- [William Smith](#)
- [Alfred Platt](#)

Brevard Housing Authority – Judith West is going to resign from Board once a replacement is appointed; her term expires November, 2023. In reviewing the Board's roster, it appears that Chair Rodney Locks' term expired in November, 2022.

- [Jennifer Kerr](#)
- [Rodney Locks](#)

POLICY COMMITTEES:

Public Safety Committee – 1 Citizen Vacancy

- [Kevin Gallo](#)

Public Works Committee – 1 Citizen Vacancy

- [David Lutz](#)
- [William Carson](#)

Housing Committee – 1 Citizen Vacancy

- [Victor Foster](#)
- [Reid Wood](#) (Vice-Chair of Planning Board)
- [Doug Harris](#)

Finance, Human Resources & Citizen Appointment Committee – 1 Citizen Vacancy

- [No Applications Received to Date](#)

ADVISORY COMMITTEES:

Parks, Trails & Recreation Committee – There will be 5 Citizen Vacancies in May, 2023

- [Jack Woerner](#)
- [Reba Osborne](#) (Her application is for multiple committees)
- [Wyn Birkenthal](#)

Downtown Master Plan Committee – There will be 2 Citizen Vacancies in May, 2023

- [Reba Osborne](#) (Her application is for multiple committees)

Short-Term Rental Task Force

- [Reid Wood](#) (Vice Chair of Planning Board)
- [Sasha Jones](#)
- [Reba Osborne](#) (Her application is for multiple committees)

Ecusta Trail Advisory Board

- [Reba Osborne](#) (Her application is for multiple committees)

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Jenkins, Molly
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 7/26/22 3:15 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
STATUTORY / CODE COMMITTEE MEMBER

EXAM ID#:
202200016

NAME: (Last, First, Middle)
Jenkins, Molly

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
148 W Probart Street, Brevard, North Carolina 28712

EMAIL ADDRESS:
mollyjenk@gmail.com

HOME PHONE:
828-577-8046

NOTIFICATION PREFERENCE:
Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning Board



Check One: ☐ Initial Application
☒ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance •

Name of Board or Committee Interested In: Planning Board
* List only one per Appointment Application form.

Date 7/26/22

Name Molly Jenkins

Home Address 148 W. Probert St

Phone (home) 828 577 8046 (work) _____

Occupation _____ E-Mail mollyjenkins@gmail.com

May you be contacted at work? _____ Do you live within the corporate City Limits? _____

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Molly Jenkins
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Kelly, Joseph
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 10/1/22 3:20 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER		EXAM ID#: 202200016
NAME: (Last, First, Middle) Kelly, Joseph		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 555 West Probart Street, Brevard, North Carolina 28712		EMAIL ADDRESS: joe.kelly@stantec.com
HOME PHONE: 941-809-1410	ALTERNATE PHONE: 980-297-7685	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Professional Land Surveyor
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning Board



RECEIVED
10-6-21
4M

Check One: ☒ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: PLANNING BOARD
* List only one per Appointment Application form.

Date 10/1/2021

Name JOSEPH KELLY

Home Address 555 WEST PROBART ST., BREVARD N.C. 28712

Phone (home) 941-809-1410 (work) 980-297-7685

Occupation PROFESSIONAL LAND SURVEYOR E-Mail joe.kelly@stantec.com

May you be contacted at work? YES Do you live within the corporate City Limits? YES

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

NONE

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

AS A PROFESSIONAL LAND SURVEYOR, I BELIEVE MY KNOWLEDGE AND EXPERIENCE IN LAND BOUNDARIES, PLATTING, DESIGN AND CONSTRUCTION WILL BE OF GREAT BENEFIT TO THE PLANNING BOARD. I HAVE A BACHELOR'S (COVER)

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Joseph A. Kelly
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

DEGREE IN GEOMATICS FROM THE UNIVERSITY OF FLORIDA AND
HAVE BEEN PRACTICING LAND SURVEYING FOR OVER 30 YEARS.
I AM CURRENTLY LICENSED IN NORTH CAROLINA, SOUTH CAROLINA
AND FLORIDA. I HAVE BEEN INVOLVED WITH MY LOCAL
SURVEYING AND MAPPING SOCIETY, SERVING AS PRESIDENT
AND ON MANY COMMITTEES. I HAVE DEVELOPED CRITICAL
THINKING AND COMMUNICATION SKILLS AND VALUE THE
OPINION OF OTHERS. AS A MEMBER OF OUR BREVARD
COMMUNITY I WELCOME THE OPPORTUNITY TO PARTICIPATE
ON THIS BOARD.

SINCERELY,
Joe Kelly

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Yunker, Gerald G
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 9/7/22 3:18 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER	EXAM ID #: 202200016
NAME: (Last, First, Middle) Yunker, Gerald G	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 374 Elk Mountain Trail, Brevard, North Carolina 28712	EMAIL ADDRESS: mylonitejy@gmail.com
HOME PHONE: 337-230-6905	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Petroleum Geologist
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning Board



Check One: ☒ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

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- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: Planning and Zoning Board

** List only one per Appointment Application form.*

Date 9-7-2022

Name Gerald G. Yunker (Jerry)

Home Address 374 Elk Mountain Trail, Brevard, NC 28712

Phone (home) 337-230-6905 (work) same

Occupation Petroleum Geologist E-Mail mylonitejy@gmail.com

May you be contacted at work? yes Do you live within the corporate City Limits? yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

Brevard College grad (1975) w/BS,MA in Geology from Furman U & Univ of Missouri. 43 years experience in petroleum exploration in multiple U. S. basins managing exploration teams and up to \$500 million yearly budgets.

Part time resident Transylvania Co., 2009-20 & full time Brevard since 2020.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Gerald G. Yunker

Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

Sept 7, 2022

City of Brevard, NC

Application for Planning and Zoning Board

Additional info for "experience, education and/or occupation" portion of application:

Gerald G. Yunker

I have experience working with numerous regulatory agencies and completing projects in a timely fashion within budget.

I've seen Brevard grow and change since 1973. We built a home here and are fully engaged in the community. I'd like to contribute to a great town and help guide its future.

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Driscoll, Monica
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 11/4/22 3:23 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
STATUTORY / CODE COMMITTEE MEMBER

EXAM ID#:
202200016

NAME: (Last, First, Middle)
Driscoll, Monica

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
67 Kimzey Circle #522, Brevard, North Carolina 28712

EMAIL ADDRESS:
mdorg@yahoo.com

HOME PHONE:
828-989-2533

NOTIFICATION PREFERENCE:
Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Retired
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning Board



RECEIVED
11-4-22

Check One: Yes Initial Application
 Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance

Name of Board or Committee Interested In: Planning and Zoning Board

** List only one per Appointment Application form.*

Date November 4, 2022

Name Monica Driscoll

Home Address 67 Kimzey Circle, #522, Brevard, NC 28712

Phone (home) (828) 989-2533 (work) N/A

Occupation Retired E-Mail mdorg@yahoo.com

May you be contacted at work? N/A Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

See attached.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Signature of Applicant _____

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

CITY OF BREVARD, APPLICATION FOR BOARDS/COMMITTEES, Addendum A
PLANNING and ZONING BOARD
November 4, 2022

EDUCATION: Associate of Arts Degree, Liberal Arts - Brevard College

EXPERIENCE:

I have been active in pursuing issues and areas of interest since graduating from college. Two early successes from personal efforts were achieving major decisions at (1) Patrick AFB, FL and (2) Wake Medical Center in Raleigh, NC that permanently changed hospital policies to allow fathers in delivery rooms for the births of their children. The effort involved persuasive presentation of supportive facts and studies to physicians, nurses, administrators and journalists on behalf of expectant parents and young families. This was the beginning of my focused interest in healthcare.

Later, I served on multiple PTA boards at various schools, and participated in civic pursuits in the communities where I lived with my growing family until I re-entered the work force in Raleigh, NC.

Returning to the mountains in the spring of 1988, I immediately began working in a temporary position at Mission Hospital in Asheville, providing administrative support to the Executive Assistant to the CEO and the Board of Trustees. This was an excellent opportunity that quickly provided an overview of the multi-faceted workings within a well-respected and rapidly growing medical facility as I awaited a suitable full-time position to become available.

I particularly enjoyed my work as Secretary to the Director and the Medical Director of the Quality Assurance Department, and worked closely with Risk Management. The work included handling of sensitive information pertaining to infection control; continuing quality improvement for all aspects of patient care and safety; monitoring and evaluation of policies and procedures for each hospital department (Maintenance, Housekeeping, Security, Food Services, etc.) and every medical department (Emergency, Labor & Delivery, Surgery, Pediatrics, etc.). Frequent interaction with department heads and their administrative staffs was required. In support of Medical Staff leadership, I prepared sensitive minutes and special reports for the Medical Director, submitting them to the CEO for the Board of Trustees.

I also enjoyed work of a different nature in the Cardiology Department as Cardiology Data Coordinator. There my work began in support of invasive cardiologists and cardiovascular surgeons by preparing computer-assisted reports of invasive procedures performed in the Cath Lab; I would also provide materials and set up their weekly Cardiology Conferences. I was asked to begin a database program for invasive cardiology and cardiovascular surgery. Using a predesigned database, I was responsible for maintaining and editing that database specifically for the hospital. This involved researching and collecting data from invasive cardiology and cardiovascular surgery patient charts while they were in the hospital, and in the Medical Records Department after their discharge. The database effort grew, requiring additional coordinators reporting to a department Manager.

I was recruited to serve as the Medical Staff Coordinator at Park Ridge Hospital (now AdventHealth), responsible for: processing applications, credentialing and recredentialing all medical staff and ancillary medical staff applications; providing administrative support for all medical leadership meetings; interacting with administration, hospital and medical departments and department heads.

These positions all involved extensive attention to detail; proper handling of confidential and sensitive information; researching, documenting and assimilating data; knowledge of formal rules of order; preparation of materials and documentation in a timely manner; strong interpersonal communication skills; and the ability to work independently.

Over time, my particular administrative support positions provided opportunities to develop skills that have been very useful to me personally in assessing and evaluating information before me. I believe this would be equally advantageous in service on the Planning Board and committee work. My experiences also enhanced my abilities to interact with people from a variety of backgrounds and professional levels. I particularly value honesty and transparency, diversity, fairness and mutual respect, and strive to incorporate those values in all that I do.

I am a researcher, note-taker, writer and life-long student by nature, with a strong desire to learn as many facts as possible to understand the big-picture aspect of issues in my purview. It is also vitally important to me to share what I learn with others, helping them understand, as well. I enjoy people, getting to know them and appreciating what they bring to my life and my community. The most seemingly mundane encounters often result in meaningful friendships and collaborations.

In closing, I acknowledge that I am a native of Brevard who returned to the mountains in 1988 after having lived in several states; I have lived in Arden, Hendersonville and Brevard since then, returning to Brevard the last time in 2010. I have always loved and wanted what is best for the City of Brevard, with an emphasis on promoting understanding, maintaining appropriate balance in sustaining growth and development, and enhancing the quality of life and wellness for all residents.

Sincerely,

Monica Driscoll

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Gallo, Kevin
202200012 PUBLIC SAFETY COMMITTEE MEMBER

Received: 2/9/23 9:52 AM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: PUBLIC SAFETY COMMITTEE MEMBER	EXAM ID#: 202200012
NAME: (Last, First, Middle) Gallo, Kevin	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 671 Probart St., Brevard, North Carolina 28712	EMAIL ADDRESS: kevinginn@gmail.com
HOME PHONE: 605-310-8616	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Doctorate	

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year	ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary	
TYPES OF WORK YOU WILL ACCEPT: Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Weekends, On Call (as needed)	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Voluntary consultant/collaborator with individuals at the National Weather Service. Formerly a Research Scientist with NOAA.
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
n/a
4. Why do you want to be a member of this Board and/or Committee?
I believe I can provide insight and experience related to the topic of Public Safety of the citizens of Brevard, and visitors to the community, including those individuals that utilize our many varied routes available (roads, multi-use paths, and sidewalks) for transit and recreation within the community, and the related city services provided by the Police, Fire, and Public Works Departments.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I am a resident of Brevard that is a daily (weather permitting) walker along the sidewalks of the community with my wife (Linda), a recreational bicyclist (utilizing the city greenway/shared use path), and a routine driver on the roads within the community. I applaud the City of Brevard for recognizing the issue of public safety as it relates to the services provided by the various City Departments including the Police, Fire, and Public Works and I would like to volunteer as a citizen participant on the Public Safety Committee. Our daily walks range along the sidewalks, greenway, and occasionally on city streets where no sidewalks are available, bounded by the area that ranges from the Brevard Music Center on the NW side of Brevard, to Brevard College on the NE, the Rosenwald/Silversteen Park areas on the SW, and Silvermont Mansion and South Broad Park on the SE. The roads along the Main St. business district (Heart of Brevard area) are routinely on our daily route. These walks, which occur at various times of the day, offer a unique opportunity to observe the use (pedestrian, bicyclist, and vehicular) of Brevard roads, greenway path, and sidewalks, as well as the potential safety issues related to the interactions of these various uses with each other. Related to data that might be observed and associated with Public Safety issues, or statistics collected by the Fire or Police Departments: my professional experience with NOAA (the Federal weather and climate agency) included data observation, analysis, and interpretation, that resulted in arriving at conclusions that were supported by the observed data. Related to assessments of budgets and staffing requirements: my professional experience at NOAA included assessments of funding proposals submitted to Federal agencies (e.g., NOAA, NASA and others). The proposal assessments included reviews of staffing (all levels), resource requirements (including space and equipment requirements) and the related budgets requested to support these requirements.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
In addition to my daily walks and other activities mentioned above, that are relevant to public safety concerns and services of the above City Departments, I have previously served (for 10 years) on a Citizen Advisory Committee for a regional metropolitan (Sioux Falls, SD) planning organization. As a member of the Advisory Committee, I participated in the review of plans related to future transportation modifications that included roadways, multi-use pedestrian/bicycle pathways, and sidewalks. The reviewed plans included Federal, State, and locally funded projects with feedback provided on the plans and prioritization of the projects. The Committee also provided reviews and recommendations related to grant proposals under preparation by municipalities to improve local multi-use pathways and other projects not fully funded by other entities. The Advisory Committee initiated concerns (from personal experience or as conveyed by users of these routes) related to the safe use of these routes by all users (motorists, bicyclist and walkers). These safety concerns often included issues related to the interface (or intersection) of these routes with each other, as well as the routes that traveled through or near major public facilities (e.g., schools) or recreational areas (city parks). Committee members would also review any traffic related data that may have been observed related to the issues of concern.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
none

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may be required to verify any and all information on this application.
- I understand that this completed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.

- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Kevin Gallo on 2/9/23 9:52 AM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Harris, Douglas K
202200013 HOUSING COMMITTEE MEMBER

Received: 2/23/23 1:35 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
HOUSING COMMITTEE MEMBER

EXAM ID#:
202200013

NAME: (Last, First, Middle)
Harris, Douglas K

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
153 Franklin Street, Brevard, North Carolina 28712

EMAIL ADDRESS:
dharris@harrisarch.com

HOME PHONE:
828-553-2820

NOTIFICATION PREFERENCE:
Email

DRIVER'S LICENSE:
☒ Yes ☐ No

LEGAL RIGHT TO WORK IN THE UNITED STATES?
☒ Yes ☐ No

What is your highest level of education?
Master's Degree

PREFERENCES

MINIMUM COMPENSATION:
\$0.00 per year

ARE YOU WILLING TO RELOCATE?
☐ Yes ☒ No ☐ Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Part Time

SHIFTS YOU WILL ACCEPT:
Day, Evening

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Architect, Retired
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Transylvania County Blue Ridge Community College Strategic Capital Planning Committee - City of Brevard Representative
4. Why do you want to be a member of this Board and/or Committee?
Contribute towards addressing community's housing needs.
Apply my experience in the design, planning, and construction industry.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
40+ years of experience in architecture, including 24 years in Brevard specializing in residential work provides me a solid understanding of the housing industry and dynamics involved in making housing a reality. Extensive experience and knowledge of City of Brevard UDO provides an understanding of the relationship between regulations and development.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
City of Brevard Community Appearance Committee, Chair 3 years
Focus 2020 Housing Committee and various ad hoc housing study groups
Transylvania County Homebuilders Association, board member, 7 years
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Douglas K Harris on 2/23/23 1:35 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Foster, Victor L
202200013 HOUSING COMMITTEE MEMBER

Received: 1/19/23 3:01 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HOUSING COMMITTEE MEMBER		EXAM ID #: 202200013
NAME: (Last, First, Middle) Foster, Victor L		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 285 Oakdale Street, Brevard, North Carolina 28712		EMAIL ADDRESS: vlfoster2238@gmail.com
HOME PHONE: 828-553-4257	ALTERNATE PHONE: 828-2513	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Fire Systems Manager
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?



Check One: ☐ Initial Application
☒ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance •

Name of Board or Committee Interested In: Housing Trust Fund Committee
** List only one per Appointment Application form.*

Date January 19, 2023

Name Victor L. Foster

Home Address 285 Oakdale Street

Phone (home) 828-553-4257 Cell 828-255-7013 (work)

Occupation Fire Systems Manager E-Mail vlfoster2238@gmail.com

May you be contacted at work? Yes Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

I have been serving as a minister in the community since 1993 as a youth worker, community organizer, working to help with personal needs for families, sharing life safety information pertaining to fire safety. Celebrating with families with personal success and helping them during times of greiving. Helping the least, the last, & looked over.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Victor L. Foster
 Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
 _____ NEW APPT _____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:
 City of Brevard-Attn: Denise Hodsdon, City Clerk
 95 W. Main Street, Brevard NC 28712
 Phone: 828-885-5614
 Email: denise.hodsdon@cityofbrevard.com

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>
Wood, Reid deJarnette
202200013 HOUSING COMMITTEE MEMBER

Received: 2/5/23 4:53 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HOUSING COMMITTEE MEMBER	EXAM ID#: 202200013
NAME: (Last, First, Middle) Wood, Reid deJarnette	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 68 Elks Club Road, Brevard, North Carolina 28712	EMAIL ADDRESS: Reidnik2002@yahoo.com
HOME PHONE: 828.226.4169	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per year	ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary	
SHIFTS YOU WILL ACCEPT: Day, Evening	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
PLATT/ Architect
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Brevard Planning Board-Vice Chair
4. Why do you want to be a member of this Board and/or Committee?
Affordable & Workforce housing options are desperately needed in our town in order to keep it a thriving community. We need to look at how other communities are dealing with this issue and look at implementing a variety of solutions at different level and on different scales to address the problem.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
My background as an architect, working with city planners and developers on projects, combined with my work on the planning board, provides me with knowledge of these issues, conflicts, and possible resolutions. Plus, it provides me with a foundation of interest that I'd can build upon.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
My current work on the planning board, combined with past work on city and county boards, provides me with knowledge of these issues, conflicts, and possible resolutions. Plus, it provides me with a foundation of interest that I'd can build upon.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I can make my schedule accommodate board meetings.

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Reid deJarnette Wood on 2/5/23 4:53 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Platt, Alfred F
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 12/13/22 3:13 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER		EXAM ID#: 202200016
NAME: (Last, First, Middle) Platt, Alfred F		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 324 Franklin Street, Brevard, North Carolina 28712		EMAIL ADDRESS: al@platt.us
HOME PHONE: 828-553-4851	ALTERNATE PHONE: 828-884-2393	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
None
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Architect
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Transylvania Economic Alliance



Check One: ☐ Initial Application
☐ Reappointment Application

CITY OF BREVARD
APPLICATION FOR BOARDS/COMMITTEES

RECEIVED
12/13/2022

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: TEA
* List only one per Appointment Application form.

Date 12/12/2022

Name Alfred F. Platt

Home Address 324 Franklin St. Brevard, NC

Phone (home) (mobile) 828 553 4851 (work) 828 884 2393

Occupation Architect E-Mail al@platt.us

May you be contacted at work? Yes Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

Owner of multiple Brevard businesses--professional services, real estate,
construction and land development. Owner of commercial properties.

Brevard College board and Brevard Music Center consultant.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Miller, Susan M
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 8/22/22 3:07 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER	EXAM ID #: 202200016
NAME: (Last, First, Middle) Miller, Susan M	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 56 Knight Court, Brevard, North Carolina 28712	EMAIL ADDRESS: susan_miller@comporium.net
HOME PHONE: (828) 966-3222	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Retired
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Transylvania Economic Alliance



Check One: ☒ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: Transylvania Economic Alliance

** List only one per Appointment Application form.*

Date August 22, 2022

Name Susan McCallum Miller

Home Address 56 Knight Court, Brevard, NC 28712

Phone (home) 828-966-3222 (work) n/a

Occupation retired E-Mail susan_miller@comporium.net

May you be contacted at work? n/a Do you live within the corporate City Limits? yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

none

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

see resume attached which includes significant county and municipal executive experience specifically with Economic Development Programs.

**Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.*

[Signature]
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____

____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

Susan McCallum Miller
56 Knight Court
Brevard, North Carolina 28712

Education:

BS Accounting, Magna Cum Laude, 1976 New York Institute of Technology at Nova University, Davie, Florida

Master's in Public Administration, with honors, 1997, University of West Florida, Pensacola, Florida

Licenses:

Certified Public Accountant, Active in Florida from May 1981 to May 2007

Certified Public Finance Officer (Florida and National Designation)

Accredited City/County Manager (National Designation)

All inactive upon retirement

Career:

Financial Accounting and Auditing Positions, Broward County, Florida

Director of Finance and Assistant City Manager, Boca Raton, Florida

Director of Finance and Administration, Port of Jacksonville, Florida

Director of Finance and Administration, City of Jacksonville, Florida

Director of Finance and Administration, City of Hollywood, Florida

Deputy County Administrator, Escambia County, Florida (Pensacola)

City Manager, City of Ocala, Florida

Humane Society of Marion County, Florida Executive Director, Board Member

Suncoast Humane Society, Englewood, Florida, Executive Director

Center for Dialogue, Brevard, North Carolina, Executive Director

Pertinent Professional Highlights:

1976 Edition of Who's Who in American Colleges and Universities

Former Member of Ocala/Marion County Florida Economic Development Council and Chamber of Commerce

Former Member of the Industrial Revenue Bond Board, Boca Raton, Florida

Former Member of the Spandau/Boca Raton Sister City Board

Prepared 501 c 3 applications for Friends of the Animal Shelter (Brevard, NC) and Heart of Brevard (Brevard, NC)

Skilled in preparing IRS form 990 for Non-Profit Organizations

Skilled in Non-Profit Financial Management and Budgeting

Skilled in facilitation of group discussions

Trained Mediator

Trained in Strategic Planning and Organizational Board Development

Former Member of Senior Resource Network (now Economic Opportunity Network)

Member of the Development Team that financed and produced Mizner Park, a downtown redevelopment project in Boca Raton, Florida

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Porter, Frank
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 8/30/22 3:08 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER		EXAM ID#: 202200016
NAME: (Last, First, Middle) Porter, Frank		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 305 Country Club Circle, Brevard, North Carolina 28712		EMAIL ADDRESS: porterf@comporium.net
HOME PHONE: 828-966-9697	ALTERNATE PHONE: 828-513-4899	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
2. Please list your current place of employment and your occupation.
Retired
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Transylvania Economic Alliance



Check One: ☒ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance

Name of Board or Committee Interested In: Transylvania Economic Alliance
* List only one per Appointment Application form.

Date August 30, 2022

Name Frank Porter

Home Address 305 Country Club Circle

Phone (home) 828-966-9697 (work) 828-513-4899 cell

Occupation Retired E-Mail porterf@comporium.net

May you be contacted at work? RETIRED Do you live within the corporate City Limits? ETJ

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

I am fully aware of the opportunities and challenges of economic development in
Transylvania County. My experience in the need for controlled growth and increased
tax base will be a positive addition to the TEA. Please see attached additional info.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Frank Porter
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:
City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

Frank Porter
305 Country Club Circle
Brevard NC 28712

AUGUST 30, 2022

Contact:

HOME - 828-966-9697
MOBILE - 828-513-4899
EMAIL — PORTERF@COMPORIUM.NET

I am the retired General Manager and City Executive of Comporium in Brevard. A native of Rock Hill, SC, I moved from there in 2008 when Comporium purchased Citizens Telephone Company. I was part of the transition team and then assigned to lead the company on a permanent basis in April, 2009.

Nita Porter, my wife of 40 years, is a volunteer at SAFE. Nita and I attend the Brevard Davison River Presbyterian Church (BDRPC) where she sings in the choir and I am an elder.

I am a graduate of Winthrop University being one of the first male business school graduates in 1973 from a previously all girls school. I worked in the family restaurant and motel businesses before joining Rock Hill Telephone Company (Comporium) in 1985. I worked in personal computer sales, IBM large system sales, purchasing, facility development and management, new business development and marketing before my assignment in Brevard.

The Transylvania climate has been a challenge for my gardening activities, but I have found comfort in the beautiful garlic, onions, herbs and okra easily grown. I am an Extra class ham radio operator (not very active), avid reader and VERY active bird watcher. I was awarded both a Silver Beaver and OA Vigil Honor in Boy Scouts as an adult leader.

Since arriving in Brevard I have participated in the following organizations: Chamber of Commerce - 2014 to 2016 and President 2015; City of Brevard Planning Board - 2015 to 2017; Heart of Brevard BOD; United Way BOD; Brevard College Board of Visitors; Transylvania Youth Sports Association; Transylvania Economic Development Partnership; Economic Development Consultant Search Team and Support Team, Transylvania County Economic Development selection team; VIZ Youth Leadership Development Team; French Broad River Keepers; Transylvania County Bee Club; Vision Class of 2010; Silvermont 2017 Centennial Task Force and the Transylvania Bird Watching Club.

I currently serve on the Transylvania Regional Hospital Board of Trustees and a board member of the Friends of the Ecusta Trail.

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Smith, William J
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 2/21/23 3:11 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
STATUTORY / CODE COMMITTEE MEMBER

EXAM ID#:
202200016

NAME: (Last, First, Middle)
Smith, William J

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
198 Crenshaw Rd, Sunset, South Carolina 29685

EMAIL ADDRESS:
wjsmith@smith-systems-inc.com

HOME PHONE:
828-553-4168

ALTERNATE PHONE:
828-884-3490

NOTIFICATION PREFERENCE:
Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
Smith Systems Inc, Vice President
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Transylvania Economic Alliance



Check One: ☐ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

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- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
 - City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
 - Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance •

Name of Board or Committee Interested In: Transylvania Economic Alliance

* List only one per Appointment Application form.

Date 10/4/2022

Name William J. Smith

Home Address 198 Crenshaw Rd. Sunset, SC 29685

Phone (home) 8285534168 (work) 8288843490

Occupation Vice President E-Mail wjsmith@smith-systems-inc.com

May you be contacted at work? Yes Do you live within the corporate City Limits? No

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

I was born in Brevard, NC, and I resided in Transylvania county until 2016. I received my bachelor's degree from Brevard College in 2008 in Business. I have been involved with Smith Systems, Inc., a manufacturing company in Brevard employing approx. 45-40 people since I was very young, and am the second generation of the company as Bill and Claire Smith phase out. My wife and I decided to move out of Transylvania county for some large acreage we obtained just over the SC line, and I commute to and from work daily (35 minutes). My children are currently going to Transylvania County schools. Having seen Brevard transform from the 1980's on, and growing up in this town, I do have a vested interest in the integrity this community, especially given its importance to Smith Systems, Inc. I am/have been involved in coaching TYSA. I also own some land in Brevard, NC.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

William J. Smith

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Locks, Rodney W.
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 2/23/23 4:08 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER	EXAM ID#: 202200016
NAME: (Last, First, Middle) Locks, Rodney W.	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 187 South Rice Street, Brevard, North Carolina 28712	EMAIL ADDRESS: RLGL@comporium.net
HOME PHONE: 828-242-8200	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Bachelor's Degree	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary
TYPES OF WORK YOU WILL ACCEPT: Part Time

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Retired
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
I am committed to housing
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have been on this board for the past 5 years and am reapplying for appointment.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
I was on City Council for 16 years. I was President of SAFE for 8 years. I helped form the Boys & Girls Club.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None.

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Brevard Housing Authority
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may be required to verify any and all information on this application.
- I understand that this completed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Rodney W. Locks on 2/23/23 4:08 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Kerr, Jennifer
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 7/25/22 3:25 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER		EXAM ID#: 202200016
NAME: (Last, First, Middle) Kerr, Jennifer		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 89 Hillside Heights, Brevard, North Carolina 28712		EMAIL ADDRESS: JenniferKerrBSW@gmail.com
HOME PHONE: 828-243-6358	ALTERNATE PHONE: 828-884-3464	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Transylvania Habitat for Humanity
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Brevard Housing Authority



Check One: ☒ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
 - City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: Brevard Housing Authority
** List only one per Appointment Application form.*

Date July 25, 2022

Name Jennifer Kerr

Home Address 89 Hillside Heights, Brevard NC 28712

Phone (home) 828-243-6358 (work) 828-884-3464

Occupation Transylvania Habitat for Humanity E-Mail JenniferKerrBSW@gmail.com

May you be contacted at work? Yes Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

I am the Family Services Manager for Transylvania Habitat for Humanity, and have
extensive experience working with low to very low income familys and individuals
experiencing housing instability.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Jennifer Kerr
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:
City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

RESOLUTION NO. 2023-XX

**RESOLUTION APPOINTING MEMBERS TO POLICY COMMITTEES AND
STATUTORY COMMITTEES**

WHEREAS, in Fall 2022 the City of Brevard City Council held a work retreat to reform its committee structure; and

WHEREAS, committees were designated into one of three categories: policy committees, statutory committees, and advisory committees; and

WHEREAS, the Council initiated a new system for making appointments that would apply to every body to which the Council makes an appointment; and

WHEREAS, the Finance and Human Resources Committee was renamed the Finance, Human Resources and Citizen Appointment Committee and charged with reviewing applicants for the various committees/advisory groups and making appointment recommendations to the full Council; and

WHEREAS, under the direction of the Finance, Human Resources and Citizen Appointment Committee, city staff conducted an open recruitment for citizens interested in serving on the various committees/advisory groups; and

WHEREAS, the applications received were reviewed by the Finance, Human Resources and Citizen Appointment Committee at their February 27, 2023 meeting; and

WHEREAS, the Committee agreed to extend the recruitment period for Public Works and Utilities Policy Committee; Finance, Human Resources and Citizen Appointment Policy Committee; Downtown Master Plan Committee; and Parks, Trails & Recreation Committee to recruit more candidates; and

WHEREAS, the Committee recommended the following appointments:

- 1.) Housing Committee – Doug Harris
- 2.) Public Safety Committee – Kevin Gallo
- 3.) Planning Board – Molly Jenkins
- 4.) Transylvania Economic Alliance – Al Platt
- 5.) Brevard Housing Authority – Rodney Locks and Jennifer Kerr

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

- 1) The Brevard City Council does hereby appoint Doug Harris to the Housing Committee, for a term to be effective immediately and expiring in December 2025; and
- 2) The Brevard City Council does hereby appoint Kevin Gallo to the Public Safety Committee, for term to be effective immediately and expiring in December 2025; and
- 3) The Brevard City Council does hereby appoint Molly Jenkins to fill the vacant seat on the Brevard Planning Board, for a term to be effective immediately and expiring in September 2025; and
- 4) The Brevard City Council does hereby appoint Al Platt to fill Brevard’s designated seat on the Transylvania Economic Alliance’s Board of Directors, for a term to be effective immediately and expiring in 2026; and

- 5) The Brevard City Council does hereby reappoint Rodney Locks to the Brevard Housing Authority, for a term to be effective immediately and expiring in November 2027; and
- 6) The Brevard City Council does hereby appoint Jennifer Kerr to fill a vacant seat on the Brevard Housing Authority Board of Directors, for a term to be effective immediately and expiring in November 2023.

Adopted and approved this the 20th day of March, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk