



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Tuesday, September 2, 2025 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Brad Snipes, Cove Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. August 18, 2025 Regular Meeting

G. Certificates / Awards / Recognition

1. Proclamation No. 2025-22 Childhood Cancer Awareness Month

H. Public Comments

I. Special Presentation(s)

J. Public Hearing(s)

K. Consent and Information

1. Property Tax Releases - August, 2025
2. Award of Vacuum Truck Bid
3. Council Downtown Master Plan Committee Minutes - May 14, 2025
4. Council Rosenwald Community Advisory Board Minutes - May 15, 2025
5. Council Public Works & Utilities Committee Minutes - June 4, 2025
6. Council Housing Committee Minutes - June 10, 2025
7. Council Downtown Master Plan Committee Minutes - June 11, 2025
8. Council Parks, Trails & Recreation Committee Minutes - June 18, 2025

9. Council Public Safety Committee Minutes - June 23, 2025
10. Council Public Works & Utilities Committee Minutes - June 24, 2025

L. Unfinished Business

1. Continuation of Proposed Amendments to the City of Brevard Fee Schedule - Planning and Zoning Fees

M. New Business

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

1. Property Acquisition: GS §143-318.11.(a)(3)(5)

P. Adjourn

Agenda Posted, Website, Sunshine List (August 28, 2025)
D. Hodsdon, City Clerk

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

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
August 18, 2025 – 5:30 PM

The Brevard City Council met in regular session on Monday, August 18, 2025, 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, Aaron Baker, Lauren Wise and Pamela Holder

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, Assistant to the City Manager/Deputy City Clerk Selena Coffey, Assistant City Manager/Finance Director Dean Luebbe, Assistant City Manager David Todd, Communications Coordinator Becky McCann, Planning Director Paul Ray, Senior Planner Emily Brewer, Public Works Director Wesley Shook, Wastewater Treatment Plant ORC Aaron Winans, Water Treatment Plant ORC Dennis Richardson, and Community Center Director Tyree Griffin

Press – Dave Bradley, Transylvania Times

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

B. Invocation – Pastor Ollie Dongell of Brevard Wesleyan Church offered an invocation.

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

D. Certification of Quorum – Assistant to the City Manager/Deputy City Clerk Selena Coffey certified that a quorum was present.

E. Approval of Agenda – Mr. Daniel asked to move Item M-3 Resolution Directing Clerk to Investigate Sufficiency of Petition for Contiguous Annexation - City-owned Property on Cashiers Valley Road to the Consent Agenda as Item K-7. Mr. Morrow moved, seconded by Mr. Wise to approve the agenda as amended. The motion carried unanimously.

F. Approval of Minutes

F-1. August 4, 2025 Regular Meeting – Mr. Baker moved, seconded by Ms. Holder to approve the minutes of the August 4, 2025 Regular Meeting as presented. The motion carried unanimously.

G. Certificates / Awards / Recognition – None.

H. Public Comments

Transylvania County Commissioner Larry Chapman of 2026 Williamson Creek Rd. in Pisgah Forest, said normally I don't pay much attention to social media, but this issue was brought to my attention by a citizen and I think it needs to be discussed here, at least brought forward. This has to do with a thread on social media that started out talking about Rosman High School's football field and things that are going on up there, which is a lot of controversy in spending that money, but when you get down to the end of the thread there was a comment made by the citizen. This citizen blatantly accused the county manager of corruption. So be that, that's a citizen's thing, but what brings me here is right after that statement by that citizen there is a sitting city council member that 100% agreed. We have enough issues between our boards on things, but this does not go very well between our board, and looking forward there, to accuse the

county manager of corruption; incompetence or whatever is one thing, but to outright accuse the sitting county manager of corruption is a little above the board. I would just like to bring that forward. It's really not doing anything for relationships between the city and the county to accuse our county manager of corruption. I hope that's just one keyboard warrior voicing an opinion. I think this needs to be discussed and find out does this board feel that way about our county manager. If so, we need to address that at a separate meeting.

Andrew Riddle of Flat Rock said I am a native of that area and very excited to be in Brevard this evening. I want to thank the Councilmembers for doing what you do and the time that you spend here and for the prayer that was given before. Mayor Copelof, thank you for the time you spent with us and our team, and Wilson Hooper we've got a lot of history going back and forth trying to get things figured out, and also Paul Ray in the Planning Department. I represent 277 North Broad Street Partners, which is building and constructing the UNC Health Pardee facility at 277 N. Broad St. Paul Ray and the building inspectors, I just can't say enough good things about working with those folks. I am excited because Pardee is looking to move into that facility in January; I am excited to bring healthcare to Transylvania County, and urban renewal. This has been a tough job from the start; social media didn't help, but you've got to look beyond that, and you've got to back up and look at the big picture. That enabled us to progress through some valleys to get that project started and I wanted to present something tonight. In May of this year, my team and I approached the Mayor, as well as Wilson, and asked for approximately \$279,000 in incentives for enhancing items within the city, such as sidewalks, Methodist Drive, doing improvements that benefit far beyond UNC Health Pardee, but these benefits help the citizens of Transylvania County. I am asking that you enable Wilson Hooper to continue to work with us in these incentives through GS 160A-309 or 160A-499. Please give him the help and support that he can help this development team that wants to do further work in Transylvania County. This will further entice other developers to bring jobs and urban renewal to the City of Brevard. *(Mr. Riddle handed Council copies of the project's "Capital Expenditure Summary Detail of Public Benefits" – a copy is on file in the Clerk's office)*

Rodney Locks of 187 S. Rice St. said I usually come before you to say people cannot afford to live in Brevard. I got my property tax bill—you know if you keep raising property taxes, it's not sustainable. I watched you promote and build affordable housing. I'd like you to make sure that the prices are reasonable so that people can rent and buy those places that you're building. I just want to remind you that tourism may be good, but tourists don't pay property tax. Finally, the Brevard hustle is not sustainable. Anybody who is doing the hustle knows it's not good for business, it's not good for the person, and it's especially not good for families. We need higher paying jobs to afford to live in Brevard.

Doug Powell of 170 Oakdale Rd. said we are only 30 days to Constitution Day and the kickoff to Constitution Week, and 319 days to this nation's 250th anniversary. In anticipation of Consitution Day on September 17th, I'd like to read part of a speech made at the Constitutional Convention on June 28, 1787 by Benjamin Franklin, considered one of our least religious founding fathers. At the time political agendas and factions divided the convention and many were ready to leave in disgust. Dr. Franklin was the oldest man in the room at 81 and rarely spoke. When he rose, he said in part "In this situation of this Assembly groping as it were in the dark to find political truth, and scarce able to distinguish it when presented to us, how has it happened, Sir, that we have not hitherto once thought of humbly applying to the Father of lights to illuminate our understandings? In the beginning of the contest with Great Britain, when we were sensible of danger we had daily prayer in this room for the Divine Protections. Our prayers, Sir, were heard, and they were graciously answered. All of us who were engaged in this struggle must have observed frequent instances of a Superintending providence in our favor. And have we now forgotten that powerful friend? Or do we imagine that we no longer need His assistance? I have lived, Sir, a long time and the longer I live, the more convincing proofs I see of this truth – that God governs in the affairs of men. And if a sparrow cannot fall to the ground without His notice, is it probable that an empire can rise without His aid? We have been assured, Sir, in the

sacred writings that ‘except the Lord build the House they labor in vain that build it.’ I firmly believe this; and I also believe that without His concurring aid we shall succeed in this political building no better than the Builders of Babel. We shall be divided by our little partial local interests; our projects will be confounded, and we ourselves shall become a reproach and a by word down to future age. And what is worse, mankind may hereafter from this unfortunate instance, despair of establishing Governments by Human Wisdom, and leave it to chance, war, and conquest. I therefore beg leave to move – that henceforth prayers imploring the assistance of Heaven, and its blessings on our deliberations, be held in this Assembly every morning before we proceed to business, and that one or more of the Clergy of this City be requested to officiate in that service.” This speech in its entirety included 14 Bible passages or references, all done by Benjamin Franklin’s memory. Even one of our least religious founding fathers knew that the only way for our leaders to come to agreement and building anything, including this nation, was to first humble themselves before God as our invocation tonight emphasized.

James Veal of 187 Pinnacle Rd. said I advised you that the bottom 200 feet of the Bracken Trail blocked off access to six pieces of property a year and two months ago, and I closed my chat with you guys two weeks ago with well, did anybody do anything? And I sort of kind of got worked up because I’m getting the same look from you guys today that I did then, which is really perplexing. Like, I read on Mr. Baker’s website – I think he’s running for reelection – and when you read his website, he would be the guy that would dig into this. I’m pretty sure you have an oath of office that would suggest that maybe you should care. I had a nice sitdown with Mr. Morrow two days after the last meeting and my request to you tonight is maybe you should ask him how that conversation went and why does this guy keep coming back with this problem? Short of Mr. Morrow, I’ve had more conversations with Mr. Hooper than anyone else; those conversations were as recent as a year ago last May, but he also I think, has a better knowledge of the nuances of what’s going on here. When I first started, I thought why did the Council in 2008 vote to block off access to people’s property, and the answer is they didn’t. The Council in 2008 voted to establish a steering committee, that Mr. Morrow was chairman of, to come up with a plan for Bracken Preserve. They voted to institute an action to adversely condemn a right-of-way across this property that was unnecessary and not needed because it was already a road. But, the purpose of this was to construct and improve a road; that’s in all of the court documents, it’s in all of the public notices. That’s what anybody knew; that’s what was sent to the property owners – construct and improve a road for all pedestrian and vehicular travel. So, ask yourself why am I here? I am here because, instead of constructing and improving a road, the first thing that you all did was build a handicap parking place in the middle of the road, then a trail kiosk blocking the road, and then put boulders in the middle of the road to control erosion, planted trees, put a couple of picnic tables, and two more trail signs. And then when you built the trail it blocked complete access to six pieces of property. *(Mr. Veal handed Council copies of a report entitled “Walking Around the World”: African American Landscapes and Experience in Transylvania County, NC – a copy is on file in the Clerk’s Office.)*

Harvey Sankey of 51 Lake House Trail said I would like a little clarification tonight and that involves the eyesore that is here in the City of Brevard. You look behind that courthouse, every time I drive up Broad, I see that eyesore up there and nothing has been done about it. I would say everybody here would agree that it is an eyesore. City ordinance says every owner, occupant, agent, or person in control of property shall cut down and remove from the property all weeds, grass, vines and other growth which endangers the property or any other property. I am going to refer to Section 38-32 and it says any growth or overgrowth of grass, weeds or other vegetation that is greater than 18 inches on the average, or any accumulation of dead weeds, grass, brush, or undergrowth. This section shall not apply to lots that are natural area lots unless the lot is found in violation of subsection 32-1. Natural area lots are lots that have never been cleared in anticipation of development. Now this lot is going to be used to develop something—hotel, whatever it is. This lot has maintained this eyesore for about four years. Why hasn’t anything been done? Now, let me talk to you about 38-1, which is an exception to a natural lot: Any condition which constitutes a breeding

ground or harbor for rats, mosquitoes, harmful insects or other pests. What are other pests? A plant, an animal or microorganism that has a negative effect on humans; it could be plant, weed, insects, spider, mite, bird, fish, rodent, or deer. Has anybody been to that property to make sure that this has any harmful pests in that property, and if it does, it should be removed. Please state to us that it has been looked at and that it has been deemed okay or not, and if it hasn't, take care of it.

I. Special Presentations – None.

J. Public Hearing(s) – None.

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. Daniel to approve the consent agenda. The motion carried unanimously.

K-1. City of Brevard Annual Tax Collection Settlement Report

K-2. Tax Settlement Report – July, 2025

K-3. Ordinance Declaring Multiple Street Closures – Annual Brevard Plein Air Festival and Assault on the Carolinas, September 13, 2025

**ORDINANCE NO. 2025-43
AN ORDINANCE DECLARING MULTIPLE
ROAD CLOSURES FOR SPECIAL EVENTS**

WHEREAS, Brevard City Council acknowledges a tradition of providing for festivals and special events downtown for the pleasure and enjoyment of citizens and visitors alike; and,

WHEREAS, Brevard City Council acknowledges that festivals and special events provide an opportunity for family-oriented activities that celebrate our small-town charm; and,

WHEREAS, Brevard City Council acknowledges these events require NCDOT system roads to be closed for setup, activities, and cleanup; and,

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

SECTION 1. Pursuant to authority granted by G.S. 20-169, the City of Brevard hereby declares the following temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

Plein Air Festival
Date: Saturday, September 13, 2025
Time: 9:00 AM – 6:00 PM
Route Description: Main Street (U.S. 276) from Broad Street to Caldwell Street.

SECTION 2. Pursuant to authority granted by G.S. 20-169, the City of Brevard hereby declares the following temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

Assault on the Carolinas
Date: Saturday, September 13, 2025
Time: 6:00 AM – 5:30 PM
Route Description: Main Street (U.S. 276) from Broad Street to Rice Street

SECTION 3. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted and approved this the 18th day of August 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s:/ Maureen Copelof, Mayor

K-4. Award of Bank Financing for the Purchase of Three Vehicles

K-5. Approval of Downtown Mural Application – Earth Mountain Bicycle**RESOLUTION NO. 2025-48
A RESOLUTION APPROVING A MURAL ON
THE WEST EXTERIOR WALL OF 66 E. MAIN STREET**

WHEREAS, City Council has been presented with a proposal for the placement of a wall mural located at 66 E. Main Street on the exterior wall facing Gaston Street; and

WHEREAS, the mural shall illustrate a mountain scene and depict mountain biker, golden retriever, and white squirrel; and

WHEREAS, City Council believes the proposed mural is consistent with the stated goals outlined in the Public Art Policy; and

WHEREAS, City Council recognizes the value of publicly displayed art and the importance of promoting public and private economic development efforts; and

WHEREAS, local art, such as high-quality wall murals, create a sense of place for the residents of Brevard.

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

Section 1. City Council, in concurrence with a recommendation from the Downtown Master Plan Committee, hereby approves an application for a wall mural on the west side of the building at 66 E. Main Street, in accordance with Brevard City Code of Ordinances Chapter 42 and Brevard Unified Development Ordinance Chapter 12.

Section 2. The Resolution shall become effective upon its adoption.

Adopted and approved this the 18th day of August, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s:/ Maureen Copelof, Mayor

K-6. HCA Settlement Agreement**K-7. (M-3.) Resolution Directing Clerk to Investigate Sufficiency of Petition for Contiguous Annexation – City-owned Property on Cashiers Valley Road****RESOLUTION NO. 2025-50
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 August 6, 2025, requesting the annexation of a contiguous area described in said Petition as a portion of property owned by the City of Brevard located on Cashiers Valley Road, Brevard, NC 28712, consisting of 0.886 acres, more or less, be annexed into the City of Brevard. (Tax Property Identification Number: 8585-19-5389).

Metes and Bounds Property Description:

Beginning at an existing concrete monument which has North Carolina NAD 83/2011 grid coordinates of Northing: 559254.05' and Easting: 881654.64';

thence N 49°56'27" W a distance of 195.52' to a deeded 30" Oak Tree;

thence N 50°55'39" W a distance of 127.49' to a found iron rod 1.0' above grade on the east side of a soil road bed;

thence along the eastern margin of the soil road bed N 15°41'21" E a distance of 74.96' to a set 5/8" rebar with a plastic I.D. cap on the east margin of the soil road bed;

thence N 72°06'25" E passing through a deeded 26" Oak tree at a distance of 7.49' and a deeded 34" double Hemlock tree at a distance of 61.21', a total distance of 70.11' to a found rebar with a plastic I.D. cap set at grade;

thence S 03°46'52" W a distance of 59.43' to a found ¾" iron pipe at grade;

thence S 62°42'08" E a distance of 147.82' to a found ¾" iron pipe 0.5' above grade;

thence S 62°46'10" E a distance of 53.81' to a calculated point at the intersection of the existing

city limit line;

thence with the existing city limit line on a curve to the southeast with an arc length of 168.28', with a radius of 3,207.69', with a chord bearing of S 25°59'41" E, a chord length of 168.24' to a calculated point on the deeded property line for parcel 5389 in the center of Cashiers Valley road;

thence along the centerline of the existing asphalt road the following 2 calls S 67°20'11" W a distance of 35.92' to a calculated point;

thence S 70°00'39" W a distance of 25.99' to a calculated point in the centerline of the road;

thence leaving the centerline of Cashiers Valley road N 49°10'11" W a distance of 39.42' to an existing concrete monument which is the place and point of beginning.

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 18th day of August, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s:/ Maureen Copelof, Mayor

L. Unfinished Business

L-1. Proposed Amendment to City of Brevard Traffic Schedule – No Parking on Railroad Avenue and Galloway Street – Mr. Hooper recalled that Council held a public hearing at the last meeting on staff's recommendation to prohibit on-street parking on Railroad Avenue and Galloway Street in order to maintain access for our emergency vehicles. Following the public hearing there was some question from Council about whether the rocks that are near the Airstream trailer on Railroad Ave. could be moved onto the owner's property in order to preserve some parallel parking on the street there. If the parking were on the owner's property, in order to comply with the requirements in our Code, it would need to be improved with paving, curbing and other improvements. There is not enough room in the right-of-way for us to put that parking in the property that we control. Mr. Morrow moved, seconded by Mr. Daniel to approve the amendment to the no parking areas. The motion carried unanimously.

ORDINANCE NO. 2025-44 AN ORDINANCE AMENDING THE CITY OF BREVARD TRAFFIC SCHEDULE

WHEREAS, a public meeting was conducted on Monday, August 4, 2025, by Brevard City Council, and after review and consideration of the proposed amendments, it is the desire of the City Council of the City of Brevard that Section 66-5 of the Brevard City Code of Ordinance be amended as outlined below; and

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

SECTION 01. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Brevard Traffic Schedule to reflect the change as set forth in Exhibit A which is attached and incorporated herein.

SECTION 02. The City Manager of the City of Brevard is hereby authorized and directed to cause the appropriate signs to be installed on Galloway Street and Railroad Avenue and enforcement of the foregoing provisions to be implemented.

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 on this the 18th day of August, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s:/ Maureen Copelof, Mayor

Approved as to Form: Mack McKeller, City Attorney

M. New Business

M-1. Resolution Declaring Intent to Permanently Close an Unopened Public Right-of-Way – Hendersonville Pediatrics – Paul Ray explained that Hendersonville Pediatrics is remodeling the former PNC Bank building at 90 S. Caldwell Street and has discovered an unopened public right-of-way centrally located between their parcels in their exiting parking lot. Staff and Hendersonville Pediatrics have discussed the closure of this unopened right-of-way in exchange for approximately the same amount of space on the portion of the lot that is adjacent to the City-owned parking lot on W. Jordan St. This would potentially allow us to expand our city parking lot and create another row of parking. Mr. Daniel moved, seconded by Mr. Baker to adopt the resolution. The motion carried unanimously.

RESOLUTION NO. 2025-49

A RESOLUTION DECLARING THE INTENT OF THE BREVARD CITY COUNCIL TO CONSIDER THE CLOSING OF AN UNIMPROVED RIGHT-OF-WAY

WHEREAS, North Carolina General Statutes 160A-299 authorizes the City Council to permanently close public streets and alleys; and

WHEREAS, the City intends to permanently close a portion approximately 0.075 acres in size of a public “street” which in actuality is an unimproved right-of-way in the vicinity of West Jordan Street near South Caldwell Street; and

WHEREAS, the City Council shall conduct a Public Hearing for the purpose of giving consideration to permanently closing a portion of the aforementioned street.

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

SECTION 1. That a Public Hearing will be held at 5:30 PM, or as soon thereafter as possible, on Monday, September 15, 2025, in Council Chambers located at 95 West Main Street, Brevard, North Carolina, to consider an Order to permanently close said public street.

SECTION 2. The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Transylvania Times prior to the Public Hearing.

SECTION 3. The City Clerk is further directed to transmit by Certified Mail, Return Receipt Requested, to each owner of property abutting on said street a copy of this Resolution of Intent, and shall cause a notice of the Public Hearing to be prominently posted in at least two places along the street.

SECTION 4. This Resolution of Intent shall become effective upon its adoption and approval.

Adopted and approved upon first reading this the 18th day of August 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s:/ Maureen Copelof, Mayor

M-2. Proposed Amendments to the City of Brevard Fee Schedule – Planning and Zoning Fees – Mr. Hooper prefaced the presentation by noting that some of the proposed amendments are simple clarifying amendments, however the proposal also includes some increased fees and some new fees for Council’s consideration. Emily Brewer explained that the Planning Department is transitioning to a new planning permitting and code enforcement software and has spent the last two months revising

its permits, amending its procedures, and building the software to ensure efficiency and ease for public users. As part of that, Staff is proposing these changes to the planning and zoning fees in the fee schedule to better reflect the new permit types and procedures.

Mr. Daniel moved, seconded by Mr. Wise to adopt the amendments as proposed. During discussion, Council members expressed concern about some of the nine new/increased fees and asked to defer consideration of these fees to the next meeting. Mr. Daniel amended his motion, seconded by Mr. Wise to approve the clarifying amendments and to table the fee amendments until the next meeting. Vote on the amended motion was unanimously in favor.

**ORDINANCE NO. 2025-45
AN ORDINANCE AMENDING THE FEE SCHEDULE OF THE
FY 2025-2026 CITY OF BREVARD BUDGET**

WHEREAS, the City of Brevard adopted the FY 2025-2026 Budget on June 2, 2025, including a schedule of fees; and,

WHEREAS, the City of Brevard Planning Department has reviewed and refined its permitting requirements and procedures; and,

WHEREAS, it is the desire of the City Council of the City of Brevard that the FY 2025-2026 Budget Fee Schedule be amended as outlined below.

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

SECTION 01. The City of Brevard FY 2025-2026 Fee Schedule is hereby amended as described in Exhibit A.

SECTION 02. The City Manager of the City of Brevard is hereby authorized to amend the official FY 2025-2026 Budget to reflect the change as set forth herein.

SECTION 03. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved upon first reading this the 18th day of August 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s:/ Maureen Copelof, Mayor

M-4. Proposed Amendments to Housing Trust Fund Bylaws – Emily Brewer explained that in light of the County’s revaluation this year, the Housing Committee has considered potential options for property tax relief for low-income households. With that direction from the Housing Committee, Staff submitted an application to launch a Low-Income Homeowner Assistance Program through Dogwood Health Trust’s recent grant program, “Investing in Community Supports for Older Adults” that is designed to ease the financial burden of sharply rising property taxes for low-income households that include at least one member aged 60 or older. The Housing Committee also expressed interest in amending the Housing Trust Fund Bylaws to add property tax assistance to the eligible expenses, and at its meeting on August 12th the Committee reviewed the proposal and favorably recommended the proposed amendments. Mr. Daniel moved, seconded by Mr. Baker to adopt the amendments to the Housing Trust Fund Bylaws as proposed. Following discussion, the motion carried unanimously.

**ORDINANCE NO. 2025-46
AN ORDINANCE AMENDING THE CITY OF BREVARD HOUSING TRUST FUND**

WHEREAS, the Brevard City Council created the Housing Trust Fund for the purposes of supporting the development of affordable housing within the City of Brevard on January 23, 2012 by adopting Ordinance 2012-02; and

WHEREAS, the Housing Trust Fund Selection Committee has met since its formation to discuss the Housing Trust Fund and has identified a need to amend the existing Ordinance to better facilitate furthering the goals of the Housing Trust Fund; and

WHEREAS, the Brevard City Council subsequently amended the Housing Trust Fund Ordinance (Ord. No. 2012-02), most recently on September 18, 2023, with Ord. No. 2023-45; and

WHEREAS, City Council's adopted goals for the development of affordable and workforce housing within the City of Brevard are set forth within the *Building Brevard 2030* Comprehensive Land Use Plan; and,

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

SECTION 01. The City of Brevard Housing Trust Fund Ordinance (Ord. No. 2012-02) Exhibit A is hereby amended as set forth in the attached.

SECTION 02. 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 03. 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 18th day of August, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s:/ Maureen Copelof, Mayor

Approved as to Form: Mack McKeller, City Attorney

N. Remarks/Future Agenda Considerations.

Ms. Holder mentioned that her grandfather would have been 125 years old today and it made her think about how life is short. She said it inspires me to do as much as I can with the little short time that I have and I hope you will all be inspired to do that to help others.

Mr. Baker commented that with the Mills Ave. closure continuing, he wanted to bring forward an idea he had heard about, which is a connection between North Lane and Locks Drive that is currently closed to vehicle traffic, and wondered if that could be opened up, at least temporarily. He recalled that Council had previously talked about holding a strategy session regarding the Ecusta Trail and what the City might need to consider to take full advantage of the trail. He responded to Commissioner Chapman's comments and said that was a post that got a lot of attention, and I did agree with the comment from another person who commented. I regret that I said I 100% agreed; I would say that I 99% agree and the 1% I don't agree with is the use of the word corruption. However, I do think that talking about keyboard warriors is something that maybe I get accused of a lot and I'll say that I don't think that we should be afraid of talking about issues that matter to our constituents. I just owned up to a mistake that I made; we need to talk in a civil manner and be able to disagree honorably with one another. But, I take umbrage at being called a keyboard warrior because I have served on this board for four years and I have worked hard to help this city and this county, and on many occasions I have complimented Mr. Chapman on how hard he works, and we disagree on many things, but I have never once acted as if he doesn't work as hard as he possibly can for the county. The idea that I am a keyboard warrior and that I don't put in the full effort to improve the lives of our citizens is pretty offensive to me. So, I'm not going to apologize for talking about issues that matter to the public; I'm not going to apologize for having an open discussion on social media or with whatever tool is available to us. I'm going to continue to make sure that those discussions, on my side, are fact-based and positive whenever they can be. In that same thread I got to interact with the wrestling coach at Brevard High, someone I have never met before, and learned some things about some concerns I had as a county resident and father of my son who goes to public school here, that I think should be concerning to the County Commissioners. I hope that they would put some effort into hearing from their constituents that comment on that thread, which brought up some pretty concerning things related to the funding that is being asked for by our County Manager, so I hope they did investigate.

Mr. Daniel said I would also like to see us not lose focus on how we are going to be addressing the impact of the Ecusta Trail in the future. He said I am always impressed by, not only our staff, but also our Council, by our creativity and compassion

as we work on the City of Brevard and I think it is something that guides us. Our compassion and creativity I think is evident in some of the things that we have been able to achieve with the resources that we have.

Attorney McKeller mentioned that Mr. Veal came back again tonight, and he handed out some information. He didn't give me a copy, probably because I have been investigating this for well over a year when he first came to the City. I am well informed about the instance he wants to bring to the City. I'm not sure what his concern is. I'm more than happy to explain it to you and take out all the paperwork from 15 years ago and bring to your attention what he is talking about, but it certainly doesn't have anything to do with landlocking six pieces of property. It has to do with putting in place one of the crown jewels of our park system, which is the Bracken Preserve, and attempting to negotiate with the residents and getting no interaction, and unfortunately having to pursue an action in court to get access to the Bracken Preserve. I just wanted to let you know that that comment from the public had not been ignored. It has been addressed and I'm more than happy to speak to him or anyone he sends on his behalf again.

Mr. Hooper said in response to a constituent comment earlier about City Camper, I want to let everyone know that last week we sent City Camper a notice of violation for the overgrown grass, and we are planning on sending out an abatement notice this week. Of course, after the notices have been issued, the property owner has a 30-day period where they are allowed to comply, and our plan is to go out on day 31 and remediate that property ourselves and put the expense of remediation onto a lien that whoever eventually buys that property will have to satisfy. Hopefully that property will be cleaned up either by him or by us sometime soon. Mr. Hooper also informed Council that he got a report from the Police Chief recruitment firm today that we have approximately 25 qualified applicants.

Mayor Copelof mentioned a number of housing initiatives that the City and its non-profit and for-profit partners are involved in and noted that all of these pieces work together and show the absolute dedication of this elected body to try and solve the housing problem. She said we are making progress, but it is not a fast or immediate solution, and I look forward to seeing more good news on the affordable housing front as we continue to move along. She noted that there were some comments about Constitution Week and mentioned that Constitution Week is coming up and we are now in the 250th Birthday of our country. The County and the City have a joint 250th Birthday Committee and we have multiple events planned throughout this year, including during Constitution Week, culminating next year on the Fourth of July. She commended Staff for streamlining our processes and working on transparency and the new portal they are putting in place. She said I was very pleased with the HCA settlement that guarantees an additional three years on the length of our hospital, providing accessible healthcare here in our county; the \$1M fund for charity care helps with affordability; and a goal that we have had for a long time to open up adult daycare here in our county again. All of this is a great benefit to our community.

O. Closed Sessions – None.

P. Adjourn – There being no further business, at 7:07 p.m. Mr. Morrow moved, seconded by Ms. Holder, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: September 2, 2025



PROCLAMATION NO. 2025-22

CHILDHOOD CANCER AWARENESS MONTH

WHEREAS, the month of September is designated as National Childhood Cancer Awareness Month and serves as an outlet to honor the young lives taken too soon, and as a means to increase public awareness of this disease affecting children across the United States; and

WHEREAS, childhood cancer is the leading cause of death by disease in children with 1 in 285 children in the United States being diagnosed by their 20th birthday; and

WHEREAS, the average age of diagnosis is 6 years old, compared to 66 years for adults' cancer, and 80% of childhood cancer patients are diagnosed late and with metastatic disease; and

WHEREAS, 46 children per day or 16,790 children (age 0- 19) per year are diagnosed with cancer in the U.S. More than two-thirds of childhood cancer patients will have chronic health conditions as a result of their treatment toxicity, with one quarter being classified as severe to life-threatening; and

WHEREAS, approximately one half of childhood cancer families rate the associated financial toxicity due to out-of-pocket expenses as considerable to severe; and

WHEREAS, in the last 30 years only seven (7) new drugs have been approved by the FDA to specifically treat childhood cancer; and

WHEREAS, recognizing the unique research needs of childhood cancer and the associated need for increased funding is critical to allow healthcare professionals to work diligently dedicating their expertise to treat and cure children with cancer; and

WHEREAS, many parents and family members feel terrified and are overwhelmed following a child's cancer diagnosis, therefore it is important to encourage additional non-profit organizations at the local and national level to assist children with cancer and their families in coping through educational, emotional and financial support.

NOW, THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard hereby proclaim the month of September 2025 as "**Childhood Cancer Awareness Month**" in the City of Brevard and I encourage citizens, government agencies, private businesses, nonprofit organizations, the media, and other interested groups to increase awareness of what citizens can do to support the fight against childhood cancer.

Proclaimed this the 2nd day of September, 2025.

Attest:


Denise Hodsdon, CMC
City Clerk




Maureen Copelof, Mayor

STAFF REPORT

City Council, Tuesday, September 2, 2025

Title: Property Tax Releases - August, 2025

Speaker: Tina Tanner

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

Approved by: Wilson Hooper, City Manager

Background/Discussion

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 August 2025: \$3,962.79

Action

Council is asked to approve the attached resolution to release values from the tax scroll.

Attachments:

1. Resolution Approving Property Tax Releases-September 2025

RESOLUTION 2025-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.

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

The Tax Collector is hereby authorized to remove August 2025 property values from the tax scroll in the amount of:

2025: \$ 3,962.79

Adopted and approved this the 2nd day of September 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Tuesday, September 2, 2025

Title: Award of Vacuum Truck Bid

Speaker: David Todd

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

The FY26 Budget included a line item for the purchase of a Vacuum Truck/Sewer Cleaner in the amount of \$540,000. The Vacuum Truck was advertised for bid and 5 bids were received, ranging from \$507,777.27 to \$635,889.90. The low bid was deemed to meet the minimum specifications and this truck was selected. Subsequently, additional options, that greatly enhance the operability of the truck, were negotiated, resulting in a total cost including delivery of \$561,180.85, but not including tax and title fees, for the vacuum truck/sewer cleaner.

Fiscal Impact

A loan was recently solicited and accepted for the purchase of the Vacuum Truck, a 40' Bucket Truck, and a 20-Yard Rear Loader Garbage Truck. The loan amount for the vacuum truck was requested at \$540,000.00. The purchase price of the vacuum truck, including tax and title, is estimated to be \$578,216.00. Any additional needed funding will be paid by cash on hand but may require a future budget amendment.

Action

Staff requests that Council approve the purchase of the low-bid truck with the negotiated options from Joe Johnson Equipment, the low bidder.

Attachments:

1. Vacuum Truck Picture
2. Res_2025-XX_Approval of Vacuum Truck Purchase Resolution

Equipment Quote

Date: August 21, 2025
Quote: QUO-186240-
Q2P9F3
Revision ID: 0

Offered by:
Danny Wilson
Regional Sales Manager
+19802392585
dwilson@jjeusa.com

**Equipment quote
provided to:**
Denise Hodsdon, City Clerk
City of Brevard, North Carolina
City Council Chambers, Brevard City
Hall; 95 West Main Street
Brevard, NC 28712
828-885-5614



Joe Johnson Equipment is pleased to present
City of Brevard the following quotation for
Vactor 2100i on Freightliner 114SD chassis.

RESOLUTION NO. 2025-XX

RESOLUTION APPROVING THE PURCHASE OF A VACUUM TRUCK/SEWER CLEANER

WHEREAS, the City's current vacuum truck/sewer cleaner is approximately 20 years old and has reached the end of useful and reliable life; and

WHEREAS, a vacuum truck is essential for the operation and maintenance of sewer, domestic water, and stormwater systems; and

WHEREAS, the City solicited bids for the purchase of a 10 yard vacuum truck, received 5 bids, and selected the low bid to negotiate options to enhance the truck; and

WHEREAS, Joe Johnson Equipment was the low bidder.

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

The City Manager or his designee are authorized to proceed with the purchase of the vacuum truck as bid, with negotiated options from the low bidder Joe Johnson Equipment in the amount of \$561,180.85 not including tax and title fees.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

MINUTES
City Council Downtown Master Plan Committee

Thursday, May 14, 2025 – 4:00pm
City Hall Council Chambers

Members Present: Gary Daniel, Chair Council Member
Pamela Holder, Vice Chair, Council Member
Nicole Bentley, Heart of Brevard Executive Director
Dee Dee Perkins, Heart of Brevard Representative
Lee McMinn, Citizen Member
Parker Platt, At-Large Member
Mayor Maureen Copelof, Ex-Officio Member

Staff Present David Todd, Assistant City Manager
Paul Ray, Planning Director
Becky McCann, Communications Coordinator
Denise Hodsdon, City Clerk

Guests: Dave Bradley, Transylvania Times

A. Welcome & Call to Order

Chairman Daniel called the meeting to order at 4:00pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified a quorum present.

C. Approval of Agenda

Ms. Bentley asked to add agenda item to discuss bike connectivity from the Estatoe Trail to downtown. With this addition to the agenda, Ms. Bentley made a motion to approve the agenda, and Mr. McMinn seconded the motion. Approval of the amended agenda passed unanimously.

D. Approval of Minutes

Ms. Bentley made a motion to approve the April 9, 2025 meeting minutes. This motion was seconded by Mr. McMinn and all voted in favor.

E. Preview of Downtown Master Plan Status Review and Strategy Discussion

Mr. Hooper provided commentary about budgetary information being available at the next meeting. He explained that staff wants to do an inventory as to which projects within the plan have been completed, how projects should be prioritized, and how these projects will be funded. He noted that the budget will include \$194,776 as of July 1, 2025 and this will be used for projects within the upcoming fiscal year. He noted that, after the budget is approved and the inventory is completed, he wants to get this committee's input. This will be added to next month's agenda for the committee.

Ms. Perkins indicated that she felt that staff should provide a committee member for herself and other new members of the committee. Mr. Daniel indicated that he would be willing to participate in this regard and Mr. Hooper agreed to put this plan in motion.

F. Jordan Street Striping Plan Follow-up

Mr. Ray provided background information from the last committee meeting indicating that Ms. Bentley had been visiting and speaking with downtown merchants regarding parking spaces and the re-striping of Jordan Street. He summarized that, at the last committee meeting, the consensus was to:

- Move the loading zone on Jordan Street to the front of Looking Glass Real Estate.
- Change the loading zone in front of Quixote to a handicap space on the end.
- Turn that loading zone into a box-truck sized space.
- Turn the 10-minute parking spaces in front of the bakery and Sully's into 2-hour spaces.

Ms. Bentley shared that after doing canvassing of the impacted merchants and after consensus from the Heart of Brevard Executive Committee and Built Environment Committee, their recommendation would be to eliminate the proposed loading zone in front of Looking Glass on South Broad, to not include the restriping or loading zone on Jordan Street and to ensure that the loading zone in front of Quixote is long enough for a semi-truck once the handicapped space is moved to the end. She further stated that they would like to keep the curbside spaces at Blue Ridge Bakery on West Main Street and Broad Street Wines on South Broad. She also noted that enforcement would be of importance.

Mr. Daniel stated that he would like to consider these decisions further after completing the upcoming parking study. Mr. McMinn suggested that the city should wait to re-stripe after the parking study is complete. Ms. Bentley noted that the business owners want South Broad and Jordan Street striped now and Mayor Copelof agreed due to safety concerns. Mr. Ray questioned if the city used a

temporary type of paint now and would come back with permanent paint and brackets after the parking study is complete. Mr. Hooper indicated that the parking study report should be available after the summer traffic, potentially 6-9 months from now. The committee continued discussion about temporary striping for now. Mr. McMinn made a motion to accept the plan to install temporary striping until the parking study report is received. Committee conversation continued. Mr. Daniel stated that he did not feel that the loading zone should be eliminated in front of Looking Glass Realty. There was additional conversation about losing parking spaces.

Ms. Perkins questioned keeping the loading zone at Quixotes and having the parking study review all parking in addition to loading zones. She felt that this would provide a summer of traffic for evaluation.

Mr. McMinn withdrew his original motion in favor of Ms. Perkins' comments. Ms. Perkins made a motion to incorporate the location of the loading zoning on the West side of the street into the upcoming parking study, execute the reconfiguration of the loading zone on the East side of the Street near Quixotes, and execute the conversion of the individual loading zones on East and West Main Street, preserve the 15 minute loading zones in front of Blue Ridge Bakery and Broad Street Wine, and temporarily stripe Jordan Street until the parking study is complete. Mr. Platt seconded the motion and all voted in favor.

G. England Street Charging Stations

Duke Energy is pulling out of a program that provides reduced pricing for the city's charging stations that have been a part of the "Park and Plug Program." Duke has will publicly bid these charging stations, which will mean that a third party could sell parking within the lot. Mr. Todd explained that the city has a few choices, which include whether we extend the lease to Duke Energy. If the city doesn't extend the lease with Duke Energy, the city can utilize the space for other uses as of December 2026. The city can also bid on the charging units. He feels that Duke is likely to remove the chargers from the stands. In that case, the city could purchase its own chargers and/or charge for parking. Mr. Todd indicated that he and Mr. Ray recommend that the city not renew for an additional year, but that the city bid on it, which provides improved flexibility for the city. He further recommended that the city replace the chargers and operate them as the city does in the lot behind the neighboring hardware store. Staff and members of the committee had extensive discussion on this topic from the standpoint of a beneficial amenity, impact on tourism, value in rapid charging stations, etc. There was general support to not bid or to bid low and use the next 18 months to determine the next best course of action for the city.

H. Bike Connectivity from Estatoe Trail to Downtown

Mr. Hooper introduced this agenda topic notifying the committee that the city now owns a portion of West Main Street and therefore the city is uninhibited by state regulations.

Ms. Perkins shared that the Tourism Development Authority (TDA) feels that there needs to be a true beginning and ending point for the Estatoe Trail. She noted that this has been discussed on several occasions among various groups. Mr. Daniel noted that the city was intentionally asking the state for the new portion of West Main Street for this reason. Ms. Bentley added that the Heart of Brevard is in support of and encouraging the city to begin with the installation of the permanent bike lanes and potential for moving forward to Clemson Plaza in the future. Mr. Daniel stated that he thought city council would support this and it seemed that the best terminus for the Trail would be Clemson Plaza instead of the parking lot in West Main Street.

Mr. Hooper noted that he would have the city's consultant design the plans and bring the design back to this committee and city council.

I. Public Comment

There was no public comment, but Mr. McMinn asked for clarification on federal funding of various projects. Mr. Hooper provided clarification.

J. Set Date for Next Meeting

The next meeting date was scheduled for June 11, 2025 at 4:00pm.

K. Adjourn

There being no further business, Mr. McMinn made the motion to adjourn, which was seconded by Mr. Daniel. The meeting was adjourned at 5:29pm.

Minutes Approved:

8/13/2025

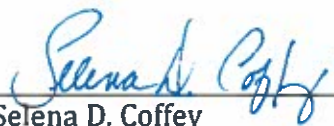
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Gary Daniel, Committee Chair

Pamela Holder, Committee Vice Chair

X



Selena D. Coffey

Assistant to the City Manager



MINUTES
Rosenwald Community Advisory Board

Thursday, May 15, 2025 – 6:00pm
Mary C. Jenkins Community Center

Members Present: Pamela Holder, Co-Chair, Council Member
Randy Lytle, Co-Chair, MCJCC Board Member
Gary Daniel, Council Member
Victor Foster, MCJCC Board Member
Edith Darity, MCJCC Board Member
Ella Jones, Citizen Member
Mayor Maureen Copelof, Ex-Officio Member

Staff Present: Wilson Hooper, City Manager
Tyree Griffin, Community Center Director

Guests: Karen Darity, Citizen

A. Welcome & Call to Order

Board Co-Chair Randy Lytle called the meeting to order at 6:00pm.

B. Invocation

An invocation was given by Victor Foster.

C. Certification of Quorum

Community Center Director certified a quorum.

D. Approval of Agenda

Mr. Daniel moved to approve the agenda, and the motion was seconded by Ms. Holder. All voted in favor.

E. Approval of Minutes

Ms. Holder made a motion to approve the minutes of the February 20, 2025 meeting and the meeting notes from the March 20, 2025 meeting, and this was seconded by Mr. Foster. The motion passed unanimously.

F. Revaluation Information

Mr. Hooper provided an overview of the Transylvania County revaluation process and impacts on the county and city citizens. He noted that he felt that the revaluation process was managed professionally. Mr. Hooper shared that staff's analysis revealed that homes within the Rosenwald Community could expect to see a 10-15% increase in values and subsequent property tax bills and reminded everyone that they could appeal the values by contacting the County Tax Department. He provided information as follows to assist those who wished to appeal their property valuation:

- Appeals can be made before May 27, 2025 at 10:00am
- If eligible, those appealing can complete the AV-9 application form for property tax relief that includes the following:
 - Elderly or Disabled Exclusion (G.S. 105-277.1)
 - Disabled Veteran Exclusion (G.S. 105-277.1C)
 - Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

Mr. Hooper provided a copy of the appeal form and encouraged those in attendance to review the County's Tax Administration website for more information.

Mr. Lytle questioned city and county tax were collected separately. Mr. Hooper led the discussion among the committee members explaining that it is most beneficial to the city to collect their own taxes to save city tax dollars. Mr. Daniel made the point that he felt that tax revaluation process in general is flawed because the process seems too bureaucratic in nature. Mr. Hooper noted that this agenda item will remain on the agenda for the next meeting of the Board to provide additional updates.

G. Juneteenth Update

Mr. Griffin provided extensive information about upcoming activities to celebrate Juneteenth in Brevard. He noted that there will be a Juneteenth Family Festival beginning on June 21, 2025, with a street closure between Hillview Street and Mills Avenue. He noted that the Mills Avenue closure is necessary because individuals will be crossing the road between the Mary C. Jenkins Community Center and Silversteen Park. He provided a festival map showing locations for music, food vendors, non-food vendors, and parking.

Mr. Griffin noted that the event will begin at 1:00pm on June 21, 2025 and continue until 6:00pm, with the only activities extending beyond 6:00pm to be music. The music provided is expected to reflect the rich cultural heritage of African Americans and celebrate their contributions to music across all genres, including blues, jazz, R&B, gospel, afrobeat, and reggae.

Mr. Griffin stated that the Juneteenth festivities will culminate with a joint worship service on Sunday, June 22, 2025 at 10:45 in collaboration by Bethel A Baptist Church, Glade Creek Baptist Church, and New French Broad Baptist Church and that food will be provided by the churches. He noted that tents and tables and chairs will be set up to accommodate attendees.

H. Set Date for Next Meeting

With the next regular meeting of the Board previously scheduled for June 19 and this being the Juneteenth holiday, the Board decided to hold the next meeting on August 21, 2025 at 6:00pm at the Mary C. Jenkins Community Center.

I. Adjourn

There being no further business, Mr. Lytle made the motion to adjourn, which was seconded by Mr. Daniel. The meeting was adjourned at 7:02pm.

Minutes Approved:

8/21/2025

X

Randy Lytle

Pamela Holder, Co-Chair, City Council Member
Randy Lytle, Co-Chair, MCJCC Member

X

Selena D. Coffey

Selena D. Coffey
Assistant to the City Manager

MINUTES

City Council Public Works & Utilities Committee

Wednesday, June 4, 2025 – 3:30 PM
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member
Owen Carson, Citizen Member (Attendance via Zoom)

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Dennis Richardson, Water Treatment Plant Supervisor
Wesley Shook, Public Works Director
Aaron Winans, Wastewater Treatment Plant Superintendent
Paul Ray, Planning Director
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

Guests: Dave Bradley (Transylvania Times)

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:30pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

A request was made to add Apple Tree Street, Code of Conduct, Burl Haven, and Fats Oils & Grease to the agenda. Mr. Wise made a motion to approve the amended agenda, which as seconded by Mr. Carson. All in favor.

D. Approval of Minutes

Mr. Carson made a motion to approve the minutes, seconded by Mr. Wise. All in favor.

E. Code of Conduct

Mr. Hooper provided a copy of the Code of Conduct to members and provided a brief overview, asking that City Council appointees review and acknowledge their willingness to follow the Code of Conduct. With Mr. Carson being the only person not on City Council, he was the only committee member required to review and sign the acknowledgement.

F. Apple Tree Street Update

Ms. Copelof provided an update on this topic and shared that the street has been narrowed because the developer has allowed his construction fencing to encroach on the street for public travel. The committee asked that staff speak with staff to fix any potholes in this area, as well as any other repairs made by the developer.

G. Project Updates

Prior to discussing the Stormwater Master Plan, Mr. Carson asked to be recused from this topic. Mr. Wise made the motion to approve his recusal, which was seconded by Mr. Morrow. Both voted in favor.

1. Stormwater Master Plan Update

Mr. Todd reported the on the Stormwater Master Plan Project, highlighting the following information:

The City is continuing to work with McAdams to finalize a proposal. He noted that staff has requested that McAdams review their proposal compared to the 2007 Stormwater Master Plan and add any missing items and to identify any additional items. Based on this review McAdams provided the following feedback:

- After reviewing the 2007 Master Plan and our proposal, below are the items that we did not include on our proposal efforts:
 - **6.0 Environmental Regulations:** McAdams can include an additional task to reflect these services. They also have Equinox as a sub-consultant and could request these services from them.
- Items that were not included on the 2007 SWMP, but included in the McAdams proposal are:
 - Geodatabase Management (Dashboard creation)
 - Stormwater Infrastructure O&M Plan
 - This has a minor environmental regulation component to it but would not go into enhanced detail as the "6.0 Environmental Regulations" section listed above.
- Presently McAdams is waiting on scope and fee information from two of their consultants S&ME and Equinox. Once we have a fully priced proposal on hand, we will need to evaluate individual items to determine the scope of work we can afford and need.
- McAdams originally proposed to perform a Due Diligence prior to developing their proposal but we have asked for pricing on the various items before deciding if a Due Diligence is of value.

Mr. Todd concluded that the city hopes to receive the updated proposal later this week or early next week.

One discussion regarding the Stormwater Master Plan discussion continued, Mr. Morrow made the motion to remove Mr. Carson's recusal, which was seconded by Mr. Wise. Both voted in favor.

2. Mills Avenue-Hillview Culvert

Mr. Todd led the update on the Mills Avenue-Hillview Culvert project and provided the following information on the timeline for this project:

- Existing Conditions Investigation: 6/9/25-7/15/25, SUE crews on site 6/23-6/24
- Preliminary Design: 7/17/25-8/11/25
- Final Design: 8/11/25-9/13/25
- Permitting: 8/17/25-11/15/25 (Staff will endeavor to shorten this, if possible, but it is dependent on the US ACOE)
- Bidding: 11/22/25-12/12/25 (Three week bid period)
- Construction: 12/20/25-2/28/26 (Ten-week construction period)
- Close-out: 2/28/26-3/4/26

3. Norton Creek Restoration Phase 2

Mr. Todd provided an update on the Norton Creek restoration project with the following information:

Current Status:

- All permits have been obtained
- No Rise Certification completed
- Bid documents have been completed

Next Steps:

- Final review of bid documents
- Advertise for construction

Schedule of Remaining Tasks:

Task	Completion Date
Final review and sign bid documents	June 6, 2025
Advertise for bids	June 10, 2025
Pre-Bid Meeting	June 24, 2025
Open Bids July 1, 2025	July 1, 2025

4. Water Treatment Plant Renovation Project

Mr. Todd shared that Brown Consultants is assisting with this project and The WTP project was advertised and bid on March 25th, 2025. There were only two (2) bidders, so the bids were not opened. He then noted the following timeline for the project:

- The project was advertised and re-bid April 15th, 2025. There were three bidders, Carolina Specialties, TP Howard and Heron Construction. The low bidder was Carolina Specialties.
- The Engineer's Letter of Recommendation was submitted April 16th, 2025, and the entire BID package was sent to NCDEQ on April 29th.
- NCDEQ issued the Authorization to Award on May 29th, 2025. The Notice of Award was submitted and signed by Carolina Specialties on May 30th, 2025.
- The Contract and Notice to Proceed will be issued June 9th, 2025.

Mr. Todd concluded that, upon completion of the contract and notice to proceed, Brown PA, along with Brevard staff, will notify NCDEQ and set a date for the required Pre-Construction Meeting.

5. Water & Sewer Asset Inventory Assessment

Water Asset Inventory Assessment

Mr. Todd provided an update on this project, noting the following on the water system asset inventory and assessment:

Field Work to Date:

- Fire Hydrant - 476 (includes all post hydrants as well)
- Fire Hydrant Valve - 312
- Main line Valves - 709
- Fire Dept. Connections - 24
- PRV Vaults - 10
- Commercial Water Meters - 29
- Can Not Locate - 204 (main valves and hydrant valves)

Current Status:

- Valves and hydrants mapping is 85% complete
- Water main mapping is 95% complete
- Hydraulic model construction is 90% complete

Next Steps:

- Run initial hydraulic model to determine locations of flow tests for calibration

- Perform on-site inspection and assessment of the existing pump stations
- Perform assessment of the existing water system (based on materials, work orders, known problem areas)
- Demand projections based on information provided Planning Department and NCDOT TAZ
- Preparation of a proposed improvements program

Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	June 13, 2025
Initial Model (for calibration)	June 13, 2025
Flow Tests (by City of Brevard)	July 4, 2025
Analysis of Ex. Water System	July 18, 2025
Update Demand Projections	August 1, 2025
Capital Improvements Program & Financial Impact	September 1, 2025

Sewer Asset Inventory Assessment

Field Work to Date:

- Manholes Inspected and identified on GPS - 1463
- Manholes paved over / no signal for GPS / bolted shut / etc. - 329

Current Status:

- Fieldwork is 80% complete
- Sewer mapping is 90% complete
- Brushy Creek Basin Smoke Tested

Next Steps:

- Finalized field work
- Coordinate with NCRWA to perform smoke testing of the Kings Creek Basin
- Identify and rate critical infrastructure
- Perform assessment of the existing sewer system (based on material, age, etc.)
- Demand projections based on information provided Planning Department and NCDOT TAZ
- Preparation of a proposed improvements program

6. Gallimore Basin Sewer Rehab Change Order #2

Mr. Todd provided the following update on the project:

- The lining along County Club Road and Caldwell Street have been completed.
- The Contractor is preparing to line the manholes

- The Contractor is having a difficult time securing a sub to perform the point repairs along England St.
- The Contractor has submitted a pay application; however, Summit is holding the invoice until the contractor addresses questions regarding the post-construction CCTV videos.
- Awaiting an updated project schedule.

7. Introduction of Tiered System Development Fee Discussion

Mr. Todd presented information about the city's system development fees. He reminded the committee that the city presently charges a System Development Fee based on the utility tap size alone. No consideration is given to the complexity of the system. For example, a development on relatively flat land that can gravity feed to the sewer system has the same Development Fee as a property developed in a mountainous area that may require both a water pump station and sewer lift station. The City takes on ownership and maintenance of these additional systems in perpetuity but receives no additional funding for what in some cases can be complicated, expensive to maintain systems.

Mr. Todd asked for the input on the following question, "Should we consider a tiered development fee depending on the complexity of the system?" The committee was in favor of giving concept consideration.

Task	Completion Date
Field Work (not including missing items)	July 1, 2025
Smoke Testing of Kings Creek Basin	July 1, 2025
Identify and Rate Critical Infrastructure	July 1, 2025
Update Demand Projections	July 1, 2025
Identify Areas Needing Sewer with Planning Dept.	July 1, 2025
Update Existing Infrastructure Assessment	August 1, 2025
Capital Improvements Program & Financial Impact	August 14, 2025
Present to City of Brevard	September 1, 2025

8. Forest Service Sewer Pipe and Lift Station Update

Mr. Todd shared that the N.C. Forest Service has plans to upgrade many of their existing sewer lines and 2 pump stations. They also plan to add a new pump station and move several facilities from septic systems to sewer systems. This is not a full replacement of the sewer piping in the forest served by the city, only a portion. A large portion of piping serving the

Davidson River Campground, which is subject to the highest I&I, is not being replaced. Historically the City has accepted this sewer and has at times assisted with maintenance, but not continually. The city is currently only assisting in an emergency. The Forest Service properties are outside of both the City Limits and the ETJ.

Once the new piping and lift stations are in place the Forest Service would like to give these Systems to the City. City Staff are recommending against ownership for two primary reasons, there is a huge risk associated with the sewer lines that cross under the Davidson River and there is no funding stream or tax collection to assist with the maintenance of these systems. City Staff are recommending a fee maintenance agreement be established between the City and the Forest Service for maintenance of these systems that includes a clause requiring a minimum amount of expenditures from the Forest Service annually directly related to continual reduction of I&I in the systems.

9. Sewer Lift Station Rehabilitation Project

Mr. Todd updated the committee about the pump station rehab and replacement project, stating that the Pump Station Rehab and Replacement project is fully designed and permitted. The project bids were opened on April 8, 2025, with 3 bids received. The bids were over the Engineer's estimate, but the two low bidders were very tight leading us to believe the bids reflect the market conditions. City Council approved acceptance of the low bid, contingent upon staff ability to gain approval from NCDEQ/DWI to allow appropriating other fundings sources to allow the full scope of the project to proceed to construction. NCDEQ/DWI subsequently approved the funding approach. The total bid value is \$4.44M with the apparent low bidder being T.P. Howard's Plumbing. The post bid package was submitted to NCDWI to issue the Authority to Award (ATA) approval. Approval from DWI was received on 6/2/2025. Plans are to conduct the contract execution and tentatively a Notice to Proceed on or about July 1, 2025. With this NTP construction would be completed in November 2026 just before the ARPA funding deadline.

Sewer Pump Station Rehab Project 6/4/2025

Task	2025												2026											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Advertise																								
Bid (April 8, 2025)				★																				
Execute Contract																								
Construction (500 Days)																								
Gallimore Pump Station																								
Fish Camp Pump Station																								
Wilson Pump Station																								
ARPA Funding Deadline (December 31, 2026)																								★

10. Wastewater Treatment Plant Renovation and Upgrade Rehab

Mr. Todd shared that, following the City Council's approval of KCI's phased approach to the upgrades to the WWTP and the approval of Design Amendment #1, KCI has begun the 30% design of the Phase 1 Upgrades. This includes coordination of site survey, underground utility locates, initial electrical site assessment and the preparation of 30% design documents. Following the approval of Design Amendment #2, KCI will finalize the design of the Phase 1 Upgrades through bidding and construction and complete the Phase 2 & 3 PER. An allowance for funding assistance, to secure the funding required for the Phase 2 upgrades is also included in Design Amendment #2.

BREVARD WWTP PER/PHASE 1 UPGRADE DESIGN - ESTIMATED PROJECT SCHEDULE



ITEM #	DESCRIPTION	Duration	2025				2026				2027				2028				2029			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Proposed Schedule																					
2	Phase I - Headworks																					
3	Design & Permitting	9 Mon																				
4	Bidding & Construction	16 Mon																				
5	Phase II - Initial Upgrade																					
6	PER (Full Plant Upgrade Deliverable)	7 Mon																				
7	Design & Permitting	24 Mon																				
8	Bidding & Construction	24 Mon																				
9	Phase III - Future Upgrade (TBD)																					
10	Funding Evaluation																					

11. Fat, Oils, Grease (FOG) Enforceable Compliance Program

Mr. Todd shared that the city's wastewater collection permit was renewed on January 27th, 2025, and is valid until December 31st, 2032. In early April a Compliance Inspection was completed. The Compliance Inspection Report identified the need for an Enforceable Compliance Program. The City is scheduled to meet with NCDEQ in early July to discuss this finding in more detail. Presently the City does not have a well-defined FOG program and what is defined is not readily enforceable. In advance of the meeting with DEQ in July, Staff are reviewing FOG programs for other North Carolina cities and are working to develop a draft program for review by NCDEQ. Pending

DEQ approval Staff will likely seek the Committee's approval of the plan prior to seeking Council approval and addition of the plan into our Ordinances.

H. Burl Haven Update

Mayor Copeloff provided an update on the 68-unit development on 11.5 acres. She stated that it is zoned for more units, and the neighborhood has expressed concerns about the development and what it will do to the neighborhood, stormwater, green space, etc. Ms. Copeloff met with the developer, and she saw the plans, which show duplexes, townhomes, etc. starting around \$480,000, with the single-family homes being larger. A representative of the developer will be meeting with folks in the neighborhood, hosted at City Hall to clear up any misconceptions.

I. Public Comment

No public comment.

J. Set Date for Next Meeting – July 2, 2025 at 3:30pm

The next meeting was scheduled for July 2, 2025 at 3:30pm.

K. Adjourn

Mr. Wise made a motion to adjourn, which was seconded by Mr. Carson. All voted in favor and the meeting was adjourned at 4:35pm.

Minutes Approved: July 2, 2025



Mac Morrow, Chair, Council Member
Lauren Wise, Vice Chair, Council Member



Selena D. Coffey
Assistant to the City Manager

MINUTES

CITY COUNCIL HOUSING COMMITTEE

Tuesday, June 10, 2025 – 3:45 PM
City Hall Council Chambers

Members Present: Pamela Holder, Chair, City Council Member
Aaron Baker, Vice Chair, City Council Member
Victor Foster, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: Wilson Hooper, City Manager
Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

Guests: Harvey Sankey

A. Welcome and Call to Order

Chairwoman Pamela Holder welcomed everyone and called the meeting to order at 3:45pm.

B. Certification of Quorum

Assistant to City Manager Selena Coffey certified a quorum.

C. Approval of Agenda

Mr. Foster made the motion to approve the agenda, seconded by Mr. Baker. The motion carried unanimously.

D. Approval of Minutes

Mr. Baker made the motion to approve the May 13, 2025 meeting minutes and the motion was seconded by Mr. Foster. The motion carried unanimously.

E. Discussion of Adding Tax Relief to Housing Trust Fund Eligible Expenses

Mr. Hooper shared information regarding North Carolina law that permits municipalities to assist residents with tax relief programs. He specifically shared programs that are not permitted, such as not allowing the use of public money to

private individuals and noted that the Machinery Act prohibits the use of differential taxes to different individuals.

He shared that the General Assembly is currently considering updating the Circuit Rider Exemption to make the tax relief that eligible folks deferred tax lien. So currently, if a person is eligible for that program and they apply and they're awarded some relief, the State would essentially just defer their taxes, providing more time to pay. Mr. Hooper shared that staff will continue to watch to see if these changes are approved in the General Assembly.

The committee held extensive conversations about opportunities if the city is able to implement tax relief programs. Mr. Hooper did remind the committee that there currently are no funds budgeted for these types of programs. Committee members felt that there may be opportunities to obtain grant funding from individuals or non-profit groups to help fund these types of programs if they are developed and implemented.

Mr. Hooper agreed to bring back a draft set of eligibility criteria for the committee's discussion and input.

F. Code of Conduct

Mr. Hooper explained that City Council had approved the distributed Code of Conduct for all city committee members, asking that members review this Code and sign and return the distributed acknowledgement. He emphasized that the purpose of the Code is to make certain that committee members represent the city ethically and in good faith in their activities.

G. Public Comment

Harvey asked if property taxes included land only regarding the conversation about the dwelling on a piece of property. Committee members responded that those with land only would not be eligible because the program would be implemented directly for the benefit of residents.

H. Next Meeting Date

The next meeting of the committee was scheduled for July 8, 2025 at 3:45pm.

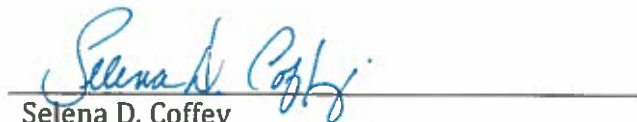
I. Adjourn

Mr. Foster made a motion to adjourn. Mr. Baker seconded the motion and the motion was adjourned at 4:58pm.

Minutes Approved: July 8, 2025



Pamela Holder, Chair, Council Member
Aaron Baker, Vice Chair, Council Member



Selena D. Coffey
Assistant to the City Manager

MINUTES
City Council Downtown Master Plan Committee

Wednesday, June 11, 2025 – 4:00pm
City Hall Council Chambers

Members Present: Gary Daniel, Chair Council Member
Pamela Holder, Vice Chair, Council Member
Nicole Bentley, Heart of Brevard Executive Director
Parker Platt, At-Large Member
Mayor Maureen Copelof, Ex-Officio Member

Members Absent: Dee Dee Perkins, Heart of Brevard Representative
Dakota Chapman, At-Large Member

Staff Present Wilson Hooper, City Manager
David Todd, Assistant City Manager
Paul Ray, Planning Director
Becky McCann, Communications Coordinator
Denise Hodsdon, City Clerk

Guests: Dave Bradley, Transylvania Times

A. Welcome & Call to Order

Chairman Daniel called the meeting to order at 4:01pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified a quorum, with two members absent.

C. Approval of Agenda

Mr. Daniel requested to add a discussion of the public art application process as item E. He also noted that item F, Review of Downtown Master Plan, should be removed from the agenda and added to the July agenda to have all committee members present for the presentation and discussion. Mr. Daniel made a motion to approve the amended agenda. This was seconded by Mr. Platt and all voted in favor.

D. Approval of Minutes

Mr. Daniel asked for some revisions to two of his statements as initially paraphrased in the May 14, 2025 minutes. Ms. Coffey agreed to make the revisions and bring the minutes back for approval at the July meeting of the committee.

E. Discussion of Public Art Application Process

The committee discussed the previously established public art advisory subcommittee in 2023 after a request to establish a sculpture for Clemson Plaza. The committee had extensive discussion about the need to follow this previously established policy. Ms. Bentley shared that the draft she had in hand indicated that this subcommittee was established to be under the purview of the Downtown Master Plan Committee. The committee members felt that the previously established policy had been well vetted and needed to be utilized going forward, rather than requiring the Downtown Master Plan Committee approve public art applications without the advisory subcommittee review the applications.

Mr. Ray shared that staff would be glad to review the policy once again and see if clarifications are necessary. Once staff has reviewed it, the policy can be added to a future agenda.

F. Application for Public Art from Earth Mountain Bicycle

The committee members discussed the application after the previous discussion about the art subcommittee. Mr. Platt suggested tabling this application until staff has provided further clarification and recommendations regarding the mobilization of the previously discussed public art advisory subcommittee.

Mr. Hooper asked to touch on the Downtown Master Plan by distributing copies of same for in-depth review at the next meeting. Mr. Todd distributed an executive summary, a budget overview, and the Master Plan itself.

G. West Main Street Bike Connectivity

Mr. Hooper updated the committee that this is a significant enough enhancement for safety purposes that, not having in-house ability to design it, he will be reaching out to one of the city's design firms to ensure that the plan seamlessly and safely incorporates pedestrian, bike, and automotive traffic in an attractive way. One of the firms will provide a scope of work and depending on the estimated cost, the city will likely be able to pay for the initial design and bring the final plan back to this committee for its review and input. Ms. Bentley noted that she was aware of potential possibilities for funding this project.

H. Code of Conduct

Mr. Hooper explained that City Council had approved the distributed Code of Conduct for all city committee members, asking that members review this Code and sign and return the distributed acknowledgement. He emphasized that the purpose of the Code is to make certain that committee members represent the city ethically and in good faith in their activities.

I. Public Comment

No public comment.

Ms. Copelof notified the committee that NCDOT will be implementing a significant re-paving project that will impact downtown parking between now and October. Mr. Todd shared that this work is supposed to be done during overnight hours.

J. Set Date for Next Meeting

The next meeting date was scheduled for July 9, 2025 and due to the time necessary to review the Downtown Master Plan, the meeting will be held from 3:00-5:00pm.

K. Adjourn

Ms. Bentley made a motion to adjourn, which as seconded by Ms. Holder. With all in favor, the meeting adjourned at 4:46pm.

Minutes Approved:

8/13/2025

X 

Gary Daniel, Committee Chair
Pamela Holder, Committee Vice Chair

X 

Selena D. Coffey
Assistant to the City Manager



MINUTES
City Council Parks, Trails, & Recreation Committee

Wednesday, June 18, 2025 - 3:30 PM
Mary C. Jenkins Community & Cultural Center

Members Present: Aaron Baker, Chair, Council Member
Lauren Wise, Vice Chair, Council Member
Howie Granat, Citizen Member
Reba Osborne, Citizen Member
Daniel Jesse, Citizen Member
Jackson Tate, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Members Present: JD Powers, Citizen Member

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Aaron Bland, Assistant Planning Director
Wesley Shook, Public Works Director
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

Guests: Dave Bradley, Gary Lowden

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:30pm. Mr. Baker recognized the new members of the committee and everyone introduced themselves.

B. Certification of Quorum

A quorum was certified by Assistant to City Manager Selena Coffey.

C. Approval of Agenda

Mr. Granat made a motion to approve the agenda, which was seconded by Mr. Wise. All voted in favor.

D. Approval of Minutes

Mr. Wise made a motion to approve the May 21, 2025 minutes and the motion was seconded by Ms. Osborne. All voted in favor.

E. Report from Pisgah SORBA

Gary Lowden presented a report from Pisgah SORBA. Mr. Lowden shared that SORBA is a year into the relationship between the city and SORBA. He shared that SORBA feels that the Bracken Preserve Trail continues to be a primary focus for the organization. He noted 250 volunteer hours and 5 workdays by volunteers during the last year. Mr. Lowden reported on the clearing of debris after storm Helene, indicating that the majority of the debris has been removed from the trail. He then provided an overview of the Summit and how it benefited the community in terms of tourism generated. Mr. Lowden shared that Pisgah SORBA looks forward to continuing to collaborate with the City of Brevard. The committee members had discussion on the report, but no action was taken.

Mr. Lowden then provided an overview of the expansion of the Bracken Trail project. He explained that SORBA is working to receive bids from 3 local trail builders to submit a dollar per linear foot range and proposal for expanding the project. This will go out to those 3 contractors and the committee and those interested will meet with the contractors. SORBA and the city will then choose which contractor with which to move forward. Mr. Hooper noted that we need to ensure that the project falls within the informal bidding category before moving forward, as well as discussion of money available from various sources for the project. There was brief discussion of approaching the expansion with a hybrid model.

F. Discussion of Pisgah Health Foundation Land by Hospital

Mayor Copelof shared that the Pisgah Health Foundation needs to attend a future meeting, along with Conserving Carolina regarding this project. She shared with the committee that Pisgah Health Foundation has historically held a significant amount of land and is now seeking to simplify its holdings. They currently own some land near the Estatoe Trail and have been in discussions with Conserving Carolina about the possibility of transferring land to them to create some type of recreational park on this land. There were not many details provided, and Mr. Hooper shared that he will be asking someone from the Pisgah Health Foundation to come to the next meeting to share more of their vision for the land.

G. Updates

1. Bracken Trail/Climbing Trail Loop – Bid Results

This was discussed in item E above.

2. Estatoe Boardwalk Assessment: Short-Term and Easements

Mr. Todd stated that the boardwalk's condition would best be described as deteriorating to varying degrees, with some sections being challenging to rebuild. Mr. Todd made the point that any funding that the city puts into repairs on the boardwalk now would be wasted when the boardwalk is rebuilt. There was further discussion of the potential for designating a detour off the boardwalk when it is under construction, but committee members felt that detouring users may deter use of the boardwalk. Mr. Shook shared that Public Works makes repairs on the boardwalk approximately 2-3 times a month now. With the boardwalk in need of continuous maintenance, that exacerbates the need to rebuild the boardwalk.

Mr. Baker did not feel that the detour was a good option, rather that the boardwalk should simply be closed if necessary. He also indicated that the city needs to continue looking at cost estimates for the boardwalk replacement and easements. Mr. Todd proposed the idea of rebuilding the boardwalk on grade and this was discussed by the committee.

Mr. Bland provided information about potential re-routes of the boardwalk behind existing businesses. He shared that rerouting behind these businesses and receiving new easements could be quite expensive. He shared various options and land value of some of these easements for the purposes of re-routing.

After discussion of the re-route, committee members discussed the willingness of funders to support the Estatoe Boardwalk project is an unknown, and without more clarity on funding, the project's overall viability and ability to proceed remain somewhat in question. Mr. Hooper shared that there is approximately \$500,000 in the fund for this project with the new fiscal year.

3. 30% Design for Remaining Sections of the Estatoe Trail: Summit Engineering Presentation

Alvin Fuller, Engineer with Summit Engineering, presented findings on the 30% design for the remaining sections of the Estatoe Trail. Mr. Bland provided printouts of the plans for the project to each of the committee members. Mr. Fuller provided a brief project overview of the Estatoe Trail project. He indicated that phase 1 was completed two years ago, phase 2 is partially complete, and phase 3 began with city employees constructing a portion of the trail. Mr. Fuller shared that the phase 3 design was complete with phase 3a. Tannery will be constructed by NCDOT, phase 3c, the Highway 64 crossing is designed to and the city will install the sidewalks and NCDOT will complete the signalized crossing. Phase IV, which goes from Rosman Highway to the high school. He shared that easements were required in the later phases and these would be underway before construction can begin. He shared the

necessity of using ADA requirements in all phases of the project and this would be difficult in some areas.

Mr. Fuller continued his presentation and committee members interjected questions and thoughts throughout the presentation. Discussion of the boardwalk continued with this discussion. No action was taken as a result of Mr. Fuller's presentation.

H. Code of Conduct

Mr. Hooper explained that City Council had approved the distributed Code of Conduct for all city committee members, asking that members review this Code and sign and return the distributed acknowledgement. He emphasized that the purpose of the Code is to make certain that committee members represent the city ethically and in good faith in their activities.

I. Public Comment

No public comment.

J. Set Date for Next Meeting

The next meeting was scheduled for July 16, 2025 at 3:30pm.

K. Adjourn

Ms. Osborne made a motion to adjourn, which was seconded by Mr. Granat. All voted in favor and the meeting adjourned at 5:33pm.

Approved: July 16, 2025



Aaron Baker, Chair or
Lauren Wise, Vice Chair



Selena D. Coffey
Assistant to the City Manager

MINUTES
City Council Public Safety Committee

Monday, June 23, 2025 – 3:30pm
City Hall, Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Kevin Gallo, Citizen Member
Mayor Maureen Copelof, Ex-Officio Member

Staff Present: Wilson Hooper, City Manager
Tom Jordan, Police Department
Bradley Elmore, Interim Fire Chief
Mack McKeller, City Attorney
Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:30pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

Mr. Baker requested to add a review of the recent incident at Probart and Broad Streets as item G. Mr. Gallo made a motion to approve the agenda, which was seconded by Mr. Baker. All voted in favor.

D. Approval of Minutes – May 27, 2025

Mr. Gallo made a motion to approve the minutes, which was seconded by Mr. Baker. All voted in favor.

E. Code of Conduct

Mr. Hooper provided an overview of the recently approved Code of Conduct for appointed committee members. Committee members were asked to review the Code of Conduct, sign the acknowledgement form, and return to City Clerk Denise Hodsdon.

F. Hemp/Vape Shops Regulation Discussion

Mayor Copelof introduced the item and shared that HB-900 had recently gone into effect at the state level to help in restricting products potentially sold to minors. She then spoke about the CBD products and shared that other local jurisdictions have developed and implemented programs to prohibit the sale of these products until the state begins regulating them further. She shared that the City of Hendersonville's program, which an ordinance in place whereby the city can control who is permitted to buy the products. This program prohibits a store or vendor from selling CBD products to anyone below 21 years of age within 1,000 feet of any public or private school or any public park. She suggested that Brevard put this type of program into place. City Attorney Mack McKeller then shared his legal opinion on the Hendersonville program, noting that Hendersonville has not been challenged on this ordinance at this point. He felt that this type of ordinance could be broadened to include daycares as well. He noted that the bills at the state level appear to have bipartisan support and would put regulations on the hemp/cannabis industry making it illegal to sell to anyone under 21 years of age, similar to alcohol. Mr. McKeller felt that the city would learn about the State House decision very soon.

Mr. Hooper asked that the committee allow staff time to further review the Hendersonville policy and develop it based on Brevard's situation and the impacts regarding civil penalties, location of these vendors, etc. The committee further discussed a potential local ordinance and regulations and the impact of any state actions on the topic. Mr. Hooper summarized that staff would continue to keep abreast of the state's actions in this regard and review the Hendersonville policy to see how it might fit Brevard's needs.

G. Recent Probart/Broad Street Pedestrian Incident

Mr. Baker asked for an update on the recent Probart and Broad Street incident with a child riding an electric scooter that was struck by a car. Without revealing details about the juvenile, Chief Jordan provided a detailed report on the incident, noting that there were discrepancies in what had been heard secondhand versus the true event. Ms. Copelof shared that she had spoken with the child's parents, who are concerned that there is no stop bar or crosswalk where the incident occurred. The committee members discussed options for improving safety at this intersection. Mr. Hooper shared that he would like to have the opportunity to speak with the city's traffic consultants, asking them to provide some opportunities for safety improvements at this intersection.

H. Update on Traffic Calming Measures

Mr. Hooper shared that the traffic calming work team had worked this month on the exact location of new stop signs and Oaklawn and Main Streets and Oaklawn and Carver Streets. The team also spent quite a bit of time discussing ADA requirements and other considerations before the Jordan Street re-striping plan is finalized.

Mr. Jordan then shared that the Black Cat data collection devices have been placed on West Main Street. It analyzed 930 vehicles over more than a week's time and only 2 enforceable violations. The speed limit there is 20 mph, the average speed was 15 mph and the fastest speed was 26 mph at the hill on West Main.

On Carolina, the device analyzed 3,731 vehicles in a week's time, of which 345 enforceable violations detected with average speed at 27 mph and two at fastest speed of 57 mph.

Mr. Jordan shared that one of the devices will be moved further down on Carolina to get an idea of enforceable violations in that area, with the second device being placed on Gallimore Road near the schools.

I. Update on Police Accreditation

Mr. Jordan updated the committee that the Brevard Police Department has had over 109 task items to work toward accreditation on and 91 have now been completed. He anticipates clearing the remaining 18 task items within the coming weeks and shared that he felt positive about the progress towards accreditation. He stated that the Department is scheduled for a mock assessment in September 2025.

J. Fire Chief Recruitment Update

Mr. Hooper reported that there are 5 finalists, with 1 internal, 2 local, and 3 from outside the region. He stated that staff was holding mini assessment centers the upcoming Wednesday and Thursday with members of the executive team acting as assessors. He stated that he was pleased with the 40 plus candidate applications and proud of Interim Chief Elmore for doing a good job. Mr. Hooper stated that he hopes to have a final candidate by the end of July.

K. Public Comment

Steven Zvengrowski, a resident of Deer Lake Village, spoke to the committee about his concern with a sidewalk near Deer Lake Road that ends and requires people to walk or ride their bikes into the street. He shared that he had an accident there and asked that the city address this issue.

The committee continued to discuss the city's sidewalks and policies for paying for and installing sidewalks at length.

Another resident spoke up about the incident at the intersection of Probart and Broad Street and encouraged the city to make the necessary improvements.

Mr. Sankey questioned how long it is going to take for Berry Group to finish their work. Mr. Hooper and Mr. Jordan responded that this should be completed by September.

Ms. Kellyn Haight again advocated for traffic calming measures on Carolina Avenue. Mr. Hooper responded and offered to share the matrix used for determining where traffic calming measures are implemented in priority order as well as funding challenges.

L. Set Date for Next Meeting – July 28, 2025 at 3:30pm

The next meeting was scheduled for Monday, July 28, 2025, at 3:30pm in City Council chambers.

M. Adjourn

There being no further business, Mr. Gallo made the motion to adjourn, which was seconded by Mr. Baker. The vote carried and the meeting was adjourned at 5:06pm.

Minutes Approved: July 28, 2025

X 

Aaron Baker, Chair, Council Member or
Mac Morrow, Vice Chair, Council Member

X 

Selena D. Coffey
Assistant to the City Manager

MINUTES

City Council Public Works & Utilities Committee

Tuesday, June 24, 2025 – 2:00pm
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member

Members Absent: Owen Carson, Citizen Member

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Dennis Richardson, Water Treatment Plant Supervisor
Wesley Shook, Public Works Director
Aaron Winans, Wastewater Treatment Plant Superintendent
Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 2:07pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

Mr. Wise made a motion to approve the agenda, which was seconded by Mr. Morrow. All in favor.

D. Review of McAdams Stormwater Master Plan Proposal

Mr. Todd provided an overview of the proposal presented by McAdams for the development of the city's Stormwater Master Plan. Committee members were provided with the information from the proposal and gave direction to Mr. Todd to continue with the due diligence phase and ask McAdams representatives to attend the next regular meeting of the Public Works & Utilities Committee.

E. Public Comment

No public comment.

F. Adjourn

Mr. Wise made a motion to adjourn, which was seconded by Mr. Morrow. All voted in favor and the meeting was adjourned at 3:10pm.

Minutes Approved: July 2, 2025



Mac Morrow, Chair, Council Member
Lauren Wise, Vice Chair, Council Member



Selena D. Coffey
Assistant to the City Manager

STAFF REPORT

City Council, Tuesday, September 2, 2025

Title: Continuation of Proposed Amendments to the City of Brevard Fee Schedule - Planning and Zoning Fees

Speaker: Emily Brewer, AICP, Senior Planner

Prepared by: Emily Brewer, Senior Planner

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

Background

The Planning Department is transitioning to a new planning permitting and code enforcement software effective August 25, 2025. With more than 500 permits processed annually, a permitting software is vital for the efficient operation of the Planning Department. The new permitting software serves the public just as much as the Planning Department through higher-quality service and increased transparency. This transition aligns with Action LUH-19 from the Building Brevard 2030 Comprehensive Land Use Plan, which charges staff with “enhanc[ing] communication of land use planning efforts, policy development, approvals, and processes.”

With the new software comes a request from staff to review and update the City's fee schedule. Most of the updates were clarifying in nature (such as changing the name of a fee), but nine changes were either new or increased fees. Those new or increased fees were set at levels that corresponded to the time and effort it takes staff to analyze the situation and issue the permit. Council approved the administrative updates to the fee schedule at its August 18, 2025 meeting, and deferred consideration of the nine new/increased fees to this evening's meeting. In the interim, the Finance, Human Resources, and Citizen Appointment Committee met and recommended the changes as proposed by staff to full Council, except the Public Art Permit fee which they recommended be set at \$50.

Discussion

The fees for consideration, along with the rationales, are below:

- **Steep Slope Development:** The Planning Department has created a new permit type - Steep Slope Development - to account for the additional documentation and higher level of review that is required to ensure compliance with the City's steep slope development regulations. This process aligns with the Floodplain Development permit, as does the proposed fee (No fee for residential and \$200 for non-residential).
- **Chicken Permit:** In order to keep chickens within the City limits, residents must apply for a Chicken permit and install a coop and run to house the chickens. There previously was not a fee associated with this permit. The proposed permit fee is set at \$50 which aligns with the other permits that also require one inspection (e.g., residential accessory structure, fences).

- **Public Art Permit:** Currently, the public art application does not have a fee in the fee schedule. Staff initially set this fee at \$100 due to the level of review that is required (Staff presents the application to the Downtown Master Plan Committee and City Council for approval and conducts one inspection). The Finance, Human Resources, and Citizen Appointment Committee recommended \$50 in order to reduce the barriers to creating public art in the area. That reduced fee is reflected in the attached ordinance.
- **Zoning Consistency Determination:** Staff receives requests for zoning consistency determinations or Verifications - typically from firms researching properties for appraisals, due diligence, or acquisition. These letters provide a summary of the zoning district, assess whether or not a proposed use aligns with that district, summarize any special considerations or variances attached to the property, etc. and take a few hours to prepare. The current fee of \$25 does not reflect the amount of Staff time required. The proposed fee is \$50 and is more in line with other municipalities in the area (Hendersonville is \$50, Asheville is \$78, and Mills River is \$100).
- **Temporary Use Permit:** Currently, there is a lower temporary use fee of \$50 with temporary vendors, carnivals/circuses, and farmers' markets all set as higher. Each of these are temporary uses that require the same level of review and fall under the same permit type. Other types of temporary uses are pop-up markets on private property, vending pushcarts, agricultural roadside stands, and on-site construction offices. They all require site plan review, insurance verification, at least one zoning inspection, and input from other departments based on the location and scale. The proposed fee of \$200 aligns with the current fees for temporary vendors and temporary farmers markets. Please note that temporary uses that are established in accordance with Ch. 21 as emergency response and recovery efforts from a declared State of Emergency are still exempt from this fee (see the note "State of Emergency" as the end of the Planning and Zoning fees).
- **ETJ Modification:** The procedures for ETJ Modification are aligned with the annexation process, so the permit fee is set at the same amount (\$500).
- **MSD Extension:** The procedures for MSD Extension are similar to the annexation process, but this will most likely be a requirement as part of a development agreement (for example, the City Camper property was annexed into the MSD). This fee is set lower at \$100.
- **Closure of a City Street:** Staff time is required to close a city street. According to the Public Works Director, it takes approximately \$500 of staff time to temporarily close a city street (putting up cones, re-routing cars, etc.). The deposit is reimbursable provided there is no damage to City infrastructure and there is not additional staff resources required to clean the property. The proposed fee is \$250 per day with a \$1,000 deposit.
- **Closure of a Public Alley:** Similar to the closure of a City Street, staff time is required to close a public alley, but typically this requires re-routing pedestrian traffic instead of vehicles. As such, the proposed fee is \$100 per day with a \$500 deposit.

Action

Council is asked to take one of the following action with regard to the remaining fees:

1. Adopt the new / increased fees as presented (recommended by the Finance, Human Resources, and Citizen Appointment Committee);
2. Revise the fees and adopt as revised.
3. Reject the recommendation.

Attachments:

1. FY 26 Fee Schedule Proposed Changes
2. Draft Ordinance

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Property Tax Rates

City-Wide	0.3575/ \$100 Valuation
Heart of Brevard MSD	0.1754 / \$100 Valuation

ABC Licensing Fees

Fees regulated by the State of North Carolina for the sale of beer and wine.

The license year for the following runs from May 1 through April 30 (NCGS 105-113.70(b). License is not to be pro-rated.

Code	NCGS	Business Activity	Rate
		Beer & Wine (Copy of ABC Permit required.)	
D-101		On premise malt	\$15.00
D-102		Off premise malt	\$5.00
D-103		Wholesale beer	\$37.50
D-104		On premise wine	\$15.00
D-105		Off premise wine	\$10.00
D-106		Wholesale wine	\$37.50
D-107		Wholesale beer & wine	\$62.50

Taxi Licensing Fees

Tax regulated by North Carolina General Statutes 20-97 and NCGS 160A-211

Code B-146 - NCGS 20-97 - **Taxicabs** *Requires Approval Rate: \$15 per vehicle

*Taxi / Vehicles for Hire. City of Brevard Code of Ordinances, Chapter 78

Solid Waste Removal Fees

Residential Garbage Collection	\$10.75 plus \$10.25 County Disposal Fee / \$21.00 per month total
Commercial Dumpster	\$100.00 per month total for two pickups per week. Each additional pickup is \$20.00 per pickup
Small Commercial Collection	\$10.75 plus \$10.25 County Disposal Fee times number of monthly pickups / \$21.00 per month total
Special Refuse Pick Up (Includes appliances & furniture)	\$20.00 per single item \$75.00 per load
Television / Computer Monitor Collection	ALL TV's - \$15.00

Recycling Fees

Residential Recycling Fee	\$4.00 per month
Commercial Recycling Fee	\$5.75 per month (Additional 96-gallon containers \$5.75 each)
Commercial Cardboard Recycling	\$10.00 per month per water meter for all commercial customers
Mulch Fee	Pickup truck loads, City Residents - \$0 All other loads - \$10 per yard

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Franklin Pool Fees

Admission	\$2.00 per day per individual
Individual Season Pass	\$50 per season
Family Season Pass	\$150 per season
Family Day Pass	\$7.00 per day
Party / Event Rental	\$200

Depot Railroad Avenue Park Rental Fees

WEEKDAYS (Monday through Friday)		
Outdoor Pavilion Only	Non-Profit	Private
Morning Block	\$50	\$75
Afternoon Block	\$50	\$75
Evening Block	\$50	\$75
Meeting Room Only	Non-Profit	Private
Morning Block	\$50	\$75
Afternoon Block	\$50	\$75
Evening Block	\$50	\$75
Meeting Room and Outdoor Pavilion	Non-Profit	Private
Morning Block	\$100	\$125
Afternoon Block	\$100	\$125
Evening Block	\$100	\$125

WEEKENDS (Saturday and Sunday)		
Outdoor Pavilion Only	Non-Profit	Private
Morning Block	\$150	\$200
Evening Block	\$150	\$200
Full Day	\$250	\$300
Meeting Room Only	Non-Profit	Private
Morning Block	\$150	\$200
Evening Block	\$150	\$200
Full Day	\$250	\$300
Meeting Room and Outdoor Pavilion	Non-Profit	Private
Morning Block	\$250	\$275
Evening Block	\$250	\$275
Full Day	\$350	\$375

Mary C. Jenkins Community Center Rental Fees

Community Room	Non-Profit 501(c)3	Individual/Organization
Weekday Hourly Rate (2 Hour Minimum Block)	\$25	\$40
Weekday Daily Rate	\$180	\$320
Weekend Hourly Rate (2 Hour Minimum Block)	\$60	\$160
Weekend Daily Rate	\$220	\$400
Additional Hourly Rate (After 2 Hour Minimum Block)	\$25	\$25
Security Deposit	\$100	\$100
Meeting Rooms	Non-Profit 501(c)3	Individual/Organization
During Regular Center Hours	No Fee	No Fee
Security Deposit - Outside Regular Center Hours Only	\$100	\$100
Outside Patio (Exclusive Use)	Non-Profit 501(c)3	Private Individual/Organization
Hourly Rate (In Addition to Room Rental)	\$25	\$25
Kitchen	Non-Profit 501(c)3	Individual/Organization
If Appliances Used for Meal Preparation	\$50	\$50

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Community Garden Fees

Garden Plot Rental	Fee
5-foot x 5-foot Plot	\$5
5-foot x 10-foot Plot	\$10
5-foot x 15-foot Plot	\$15
5-foot x 20-foot Plot	\$20
ADA Accessible Plot	\$5

Planning and Zoning Fees

Residential Development	Fee
New Construction	\$200 per dwelling unit ¹
Accessory Structures	\$50
Addition or Expansion	\$50
Deck or Other Improvement	\$50 ²
Floodplain Development	No Fee
Steep Slope Development	No Fee
Permit Extension	\$50

Non-Residential Development ³	Fee
Development Review ⁴	\$500
New Construction	\$0.06 per heated sq. ft.
Accessory Structures	\$100
Incidental Improvements	\$100
Significant Improvements	\$150
Substantial Improvements	\$200
Fee in Lieu – Parking	\$5,000 per parking space
Fee in Lieu - Sidewalk	Actual Cost
Fee in Lieu – Stormwater	Actual Cost
Floodplain Development	\$200
Steep Slope Development	\$200
Permit Extension	\$500

Other Development ⁵	Fee
Demolition, Grading and Other Land Disturbance	\$50 + \$500 deposit
Driveway or Other Encroachment on City Right-of-Ways	\$50
Fence	\$50
Utility Encroachments	\$500
Permanent Sign – Freestanding Ground	\$200
Permanent Sign – A-Frame / Sandwich Board	\$50
Permanent Sign – All Other	\$100
Temporary Sign	\$50

¹ Includes accessory dwelling units and manufactured home set ups.

² When a handicapped ramp or other accessibility accommodation is built by a tax-exempt organization, or by volunteers, without expense for either labor or materials being paid by the owners or occupants, the fee may be waived by the administrator.

³ Includes multifamily structures larger than 4 dwelling units, residential projects with 8 or more dwelling units, and subdivisions with 8 or more lots.

⁴ The development review fee shall apply to any project where landscaping plans, stormwater plans, lighting plans, architectural plans, etc. are to be reviewed in addition to a basic site plan. Other fees (e.g., new construction, substantial improvement) are paid in addition.

⁵ These fees apply when the application is not part of a larger development permit.

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Other Development ⁵	Fee
Parking Lot Resurfacing	\$50
Wireless Communication Facilities	\$1,000

Other Zoning	Fee
Change of Use / Occupancy	\$100
Chickens	\$50
Food Truck Site	\$150
Public Art	\$50
Sidewalk Usage	No fee
Sidewalk Usage – Sidewalk Dining	\$100
Street Banner Reservation	\$250
Social District Participation	\$200
Temporary Use	\$200 per location and permit period \$50
Temporary Vendors	\$200 per location and permit period
Carnivals & Circuses	\$500 per location and permit period
Farmers Markets & Tailgate Markets	\$200 per location
Tree Removal	\$25 per tree
Reinspection / Failed Zoning Inspections	\$50 per reinspection
Zoning Code Enforcement Abatement Administrative Fee	\$250
Zoning Consistency Determination	\$50 25

Subdivision	Fee
Major Subdivision	\$500 + \$20 per lot (total)
Minor Subdivision	\$75 + \$20 per lot (total)
Exempt Subdivision ⁶	\$75

Petitions to City Council	Fee
Map Amendment – Base District Rezoning	\$400
Map Amendment – Conditional Zoning District ⁷	\$600
Text Amendment	\$500
Annexation	\$500
ETJ Modification	\$500
MSD Extension	\$100
Street or Right-of-Way Abandonment	\$500
Vested Right Determination	\$500

Petitions to Board of Adjustment	Fee
Appeal of Administrative Decision	\$100
Special Use Permit	\$250
Variance	\$250

Special Events ⁸ & Closures ⁹	Fee
Special Event – City-Sponsored	No fee

⁶ This category includes recombinations of previously subdivided lots, lot line adjustments, and other items defined by the Unified Development Ordinance Chapter 19 and NCGS Section 160D-802.

⁷ This fee includes the review of a preliminary and/or final master plan as part of the Conditional Zoning District.

⁸ The administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services fee schedule for additional “cost of service” fees.

⁹ Closures for maintenance and repairs not exceeding five days are not subject to a fee but may be required to pay a deposit in the amount specified. Closures for maintenance and repairs are charged for each day after the fifth day.

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Special Events ⁸ & Closures ⁹	Fee
Special Event – Not City-Sponsored	\$200 / day
Closure – City Street	\$100 -250/ day + \$1,000 deposit
Closure – Public Alley	\$50 -100 / day+ \$500 deposit
Closure – Public Parking Space	\$100 / day + \$500 deposit
Closure – Public Sidewalk	\$500 / day + \$500 deposit
Closure – State Road	\$1,500 / day + \$2,000 deposit

State of Emergency: There shall be no permit fees for construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any structure damaged as a direct result of an event having been declared a disaster and subject to a “State of Emergency,” as defined by Chapter 21 of the City’s Unified Development Ordinance. Similarly, there shall be no permit fee for temporary uses associated with emergency response and recovery established in accordance with Chapter 21.

Professional Services: The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, or planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure of stormwater systems, traffic impact analysis, specialized legal services, etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City’s intention to secure professional services. The applicant shall be provided with all reports generated by qualified professionals, and copies of all statements and receipts. The applicant shall reimburse the City for professional services expenditure prior to the issuance of a certificate of occupancy or final zoning / project approval.

Recording Fees: The Administrator may invoice the applicant for any recording fees incurred in officially filing records with the Transylvania County Register of Deeds, if applicable.

Traffic Violation Fees

Parking Ticket	\$50 per violation
Fire Hydrant, Fire Lane Obstruction, and designated handicap spaces	\$75 per violation
Vehicle Towing	True cost of towing
Late Fee	\$25 per violation

Departmental Cost of Service Fees for Special Events and Temporary Use

The following fees are intended to recoup cost for the delivery of services in support of Special Events, Temporary Uses, and unique emergency situations (including but not limited to bomb threats, hazardous materials events, manhunts, and other unique calls for service). The specific mechanism and timing of fee recovery will be determined by the applicable department heads on a case-by-case basis.

Fire Department Inspections for City Permits	Fee
Fireworks Tent Permit	\$300 per 30 days
Assembly Tent Permit	\$75 per 30 days

Fire Department, Deployment of Personnel, Apparatus & Equipment	Fee
Officer	\$45 per hour
Firefighter	\$40 per hour
Light Duty Quick Response Vehicle / Boat / Support Vehicle	\$20 per hour
Fire Engine	\$200 per hour
Rescue Truck	\$250 per hour
Ladder Truck	\$300 per hour

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Public Services Department, Deployment of Personnel & Equipment	Fee
Special Dumpster Service	\$50

Police Department, Deployment of Personnel & Equipment	Fee
Officer	\$35 per hour

Miscellaneous Fees

Return Check Fee	\$30 per check per occurrence
Code Enforcement Abatement Administrative Fee	\$250

Economic Development Utility Rates

City Council may, as a means of supporting economic development within the City of Brevard and Transylvania County, authorize a business to receive a 30% reduction in utility rates, subject to an agreement that such business achieve certain economic development performance measures.

Water Charges

Description	In City	Outside City
Basic Charge (per month)	\$13.65	\$20.50
Water (per gallon, Residential, Commercial, and Institutional)	\$9.86/1,000 gal	\$14.84/1,000gal
Water (per gallon, Industrial)	\$8.69/1,000 gal	\$13.05/1,000 gal

Meter Fees

	3/4 inch \$2.70/month	
	1 inch \$2.70/month	
	1.5 inch \$15.00/month	
	2.0 inch \$18.00/month	
	3.0 inch \$25.00/month	
	4.0 inch \$44.00/month	
	6.0 inch \$67.00/month	
	All multi-family dwellings, including apartments and condominiums, shall pay \$27.29 per unit or the meter reading, whichever is greater	
Meter Reactivation Fee	\$60.00	

Sewer Charges

Description	In City	Outside City
Basic Charge (per month)	\$13.65	\$20.50
Sewer Water (per gallon)	\$9.86/1,000 gal	\$14.84/1,000gal

Water Tap Fees

Tap Size (inches)	Tap and Meter Setting Fee ^{10 11}
3/4	\$1,375

¹⁰ The Public Works Director may impose additional fees to recover the true cost of water and/or sewer tap installation when such is warranted by site conditions. In such cases, fees shall be computed at the sum total of the cost of labor, materials, and equipment necessary for completion of the work plus 35 percent of the direct labor charge.

¹¹ During a "State of Emergency" as defined by Chapter 21.2 of the Brevard Unified Development Ordinance, the Zoning Administrator may temporarily waive such fees for temporary uses associated with emergency response and recovery as described in Chapter 21.3 of the UDO. The duration of the waiver shall correspond with the duration of the State of Emergency, after which the fees must be paid in full or the meters recovered, and the utility access terminated.

Adopted Fee Schedule – Utility Fund

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1	\$1,600
2	\$4,500
Charges for taps greater than 2", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, meters, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$2,440.	

Sewer Tap Fees

Tap Size (inches)	Tap Fee ¹³
Up to 6" Tap	\$1,375
Charges for taps greater than 6", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$955.	

System Development Fees ¹³

Connection Size (in)	Max Flow (gpm)	Water	Sewer
$\frac{3}{4}$	30	\$500	\$1,000
1	50	\$830	\$1,670
1.5	100	\$1,660	\$3,340
2	160	\$2,660	\$5,340
3	320	\$5,320	\$10,680
4	500	\$8,310	\$16,690
6	1,000	\$16,620	\$33,380
8	1,600	\$25,590	\$53,410
10	2,300	\$38,220	\$76,780
12	3,100	\$51,510	\$103,490

Sewer Tap Relocation Fee	Fee ¹³
Flat Fee	\$1,375
Charges for sewer tap relocations will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials, and equipment, plus 35 percent of the direct labor charge. The minimum and maximum sewer tap relocation fees are set forth above.	

Septage and Digested Fees

Septic Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Septic Fee (Domestic) In County	\$0.063/gal
Septic Fee (Domestic) Out of County	\$0.126/gal
Digester Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Digester Fee (domestic digested sludge) In County	\$0.063/gal
Digester Fee (domestic digested sludge) Out of County	\$0.126/gal
Digester Fee (industrial digested sludge) In County	\$0.078/gal
Digester Fee (industrial digested sludge) Out of County	\$0.140/gal
Out of County Septage/Sludge Hauled to WWTP Double Rate of in County Fee	
NO LEACHATE ACCEPTED	

New Utility Account Deposit Fees

Use	Fee
Deposit fee for new utility accounts	\$ 100.00

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

High Strength Wastewater Collection and Treatment Surcharge Rates (Industrial)

Parameters	Rates
BOD 5	\$0.51/lbs. BOD 5
Total Suspended Solids	\$0.48/lbs. TSS
NO LEACHATE ACCEPTED	

High Strength Wastewater Collection and Treatment Surcharge Rates (Commercial and Institutional)

Category	Concentration of BOD/TSS	Rates	
1 – Residential	<500mg/L	No Charge	No Charge
2 - Standard	>501 mg/L	No Charge	No Charge
3 - Low	>501 mg/L and <1,000 mg/L	\$0.16/lbs. BOD	\$0.15/lbs. TSS
4 - Medium	>1,001 mg/L and <1,500 mg/L	\$0.28/lbs. BOD	\$0.26/lbs. TSS
5 - High	>1,500 mg/L and <2,000 mg/L	\$0.38/lbs. BOD	\$0.36/lbs. TSS
6 – Super High	>2,000 mg/L	\$0.51/lbs. BOD	\$0.48/lbs. TSS

Miscellaneous Utility Fees

Late Payment Fee	\$5 applied on the 21st day of each month
Cut-Off / Cut-On Fee	\$25 applied on the 28th day of each month
Return Check Fee	\$30 per check per occurrence
Meter Location	\$30 per occurrence
Meter Location Change	\$250
Meter reactivation	\$60
Fire Hydrant Flow Test (two or more hydrants)	\$250
Well Permit ⁸	\$1,000
Tanker Truck Access Fee	\$25
Others as specified in Chapter 70 Sec. 70-38 of the Brevard City Code	

⁸ Refer to Chapter 70 of City Code

Adopted Fee Schedule – Stormwater

FY2025 Budget

Stormwater Fees

Category	Sq. Ft of Impervious	Rates*
Tier 1 – Exempt Government Properties	Exempt	None
Tier 2 - Undeveloped	None	None
Tier 3 – Minimal Impact	1 - 7,000	\$4.00/mo.
Tier 4 – Moderate Impact	7,001 – 250,000	\$15.00/mo.
Tier 5 – Heavy Impact	>250,001	\$150.00/mo.

*Rates will be billed on an annualized basis.

ORDINANCE NO. 2025-____

**AN ORDINANCE AMENDING THE FEE SCHEDULE OF THE
FY 2025-2026 CITY OF BREVARD BUDGET**

WHEREAS, the City of Brevard adopted the FY 2025 budget on June 2, 2025, including a schedule of fees; and,

WHEREAS, the City of Brevard Planning Department has reviewed and refined its permitting requirements and procedures; and,

WHEREAS, it is the desire of the City Council of the City of Brevard that the FY 2025-2026 budget fee schedule be amended as outlined below.

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

SECTION 01. The City of Brevard FY 2025-2026 fee schedule is hereby amended as described in Exhibit A.

SECTION 02. The City Manager of the City of Brevard is hereby authorized to amend the official FY 2025-2026 budget to reflect the change as set forth herein.

SECTION 03. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved upon first reading this the 2nd day of September 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney