



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, February 16, 2026 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Brian Land, Grace Brevard Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. February 2, 2026 Regular Meeting

G. Certificates / Awards / Recognition

H. Public Comments

I. Special Presentation(s)

1. Tannery Smokestack Update

J. Public Hearing(s)

1. Proposed Amendment to the Official Zoning Map of the City of Brevard - The Family Place

K. Consent and Information

1. Accept State Revolving Fund Loan for Wastewater Treatment Plant Phase 1 Construction
2. 2025 Unpaid Taxes and Authorization to Advertise and Begin Enforced Collection Remedies
3. Estatoe Trail Project Amendment - Great Trails State Grant - \$168,500
4. Budget Amendment - Police Accreditation Grant - \$131,600

5. Resolution Appointing Conserving Carolina Representative to the Ecusta Trail Advisory Board
6. Tax Settlement Report - January, 2026
7. Public Works and Utilities Committee Meeting Minutes - January 7, 2026
8. Housing Committee Meeting Minutes - December 9, 2025

L. Unfinished Business

M. New Business

1. Habitat for Humanity Request for Tap Fee Reimbursement
2. Authorization to Apply for North Carolina Helene Recovery Recycling Infrastructure Grant
3. Resolution of Intent to Annex City-owned Property on Azalea Avenue and Old Hendersonville Hwy.

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

P. Adjourn

Agenda Posted, Website, Sunshine List (February 12, 2026)
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
February 2, 2026 – 5:30 PM

The Brevard City Council met in regular session on Monday, February 2, 2026, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

Present – Mayor Maureen Copelof, Mayor Pro Tem Aaron Baker, and Council Members Gary Daniel, Lauren Wise, Pamela Holder and Dean Lytle

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Assistant City Manager David Todd, Assistant to the City Manager Shawnee Cummings, Assistant Planning Director Aaron Bland, Police Chief Christy Wentzell, and Fire Chief Chase Owen

Guests/Presenters – Travis Keever, Gould Killian CPA Group (via Zoom)

Press – None.

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

B. Invocation – Pastor Veranita Alvord of Brevard First United Methodist Church offered an invocation.

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

D. Certification of Quorum – City Clerk Denise Hodsdon certified that a quorum was present.

E. Approval of Agenda – Mr. Baker requested to move Item K-2. Amendment to 2026 City Council Meeting Schedule from the Consent Agenda to New Business as Item M-2. Mr. Wise moved, seconded by Mr. Baker to approve the agenda as amended. The motion carried unanimously.

F. Approval of Minutes

F-1. January 20, 2026 Regular Meeting – Mr. Baker moved, seconded by Ms. Holder to approve the minutes of the January 20, 2026 Regular Meeting as presented. The motion carried unanimously.

G. Certificates / Awards / Recognition – None.

H. Public Comments

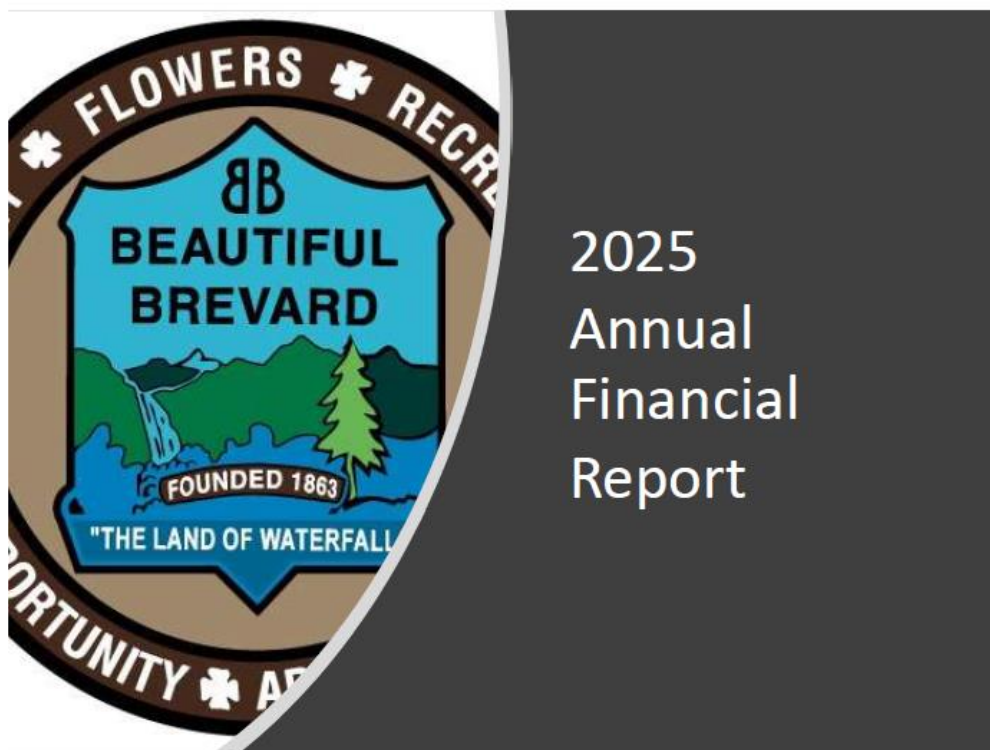
Doug Powell of 170 Oakdale Rd. wished everyone a Happy Black History Month and shared a few facts about America's rich Black history, specifically during the American Revolutionary period. He said although I received what I thought to be a very good public education, I feel a bit robbed by never being taught about these important heroes that I am so thankful for, and I hope the good citizens of Transylvania County will take time to learn about these Patriots too. Imagine what else we don't know about our rich American history.

Jeff Brewer of 93 Gigagei Ct. commented on the Wastewater Treatment Plant. He mentioned that on January 10th we had another spill of 3150 gallons of untreated wastewater hit a tributary of the French Broad River. He said if you're keeping track we are approaching a dubious milestone of 300 spills of untreated wastewater in excess of

1000 gallons hitting the French Broad River since 2013. He said he went to the City's website for updated numbers but found reports only through June 2024. He noted that the City website says that the wastewater plant is designed to treat an average flow of 2.5M gallons per day and said I believe there are plans in place to try to increase that capacity. I see that bids were let about a year ago on the Sewer Pump Rehabilitation Project, and on the Water Treatment Plant Improvement Project, both scheduled to be completed in late 2026. He requested monthly public updates on these projects so that people know their status.

I. Special Presentations

I-1. City of Brevard Annual Independent Audit for Year Ending June 30, 2025 – Travis Keever of Gould Killian CPA Group presented a summary of the results of their independent audit findings of the City's financial condition for the year ending June 30, 2025.



Audit Summary

- Thank you for allowing us to serve as your auditors
- Special thanks to Dean and the staff of the finance department for their hard work and cooperation in completing the audit
- We issued an unmodified (clean) opinion on the June 30, 2025 financial statements
- We reported no material weakness in internal control over financial reporting
- We reported no instances of material noncompliance with laws and regulations
- We also performed a single audit over ARPA funds which were passed through NC DEQ and Special Appropriation for the WWTP Upgrade
 - – no findings were noted related to compliance or internal control over compliance with these grants funds.

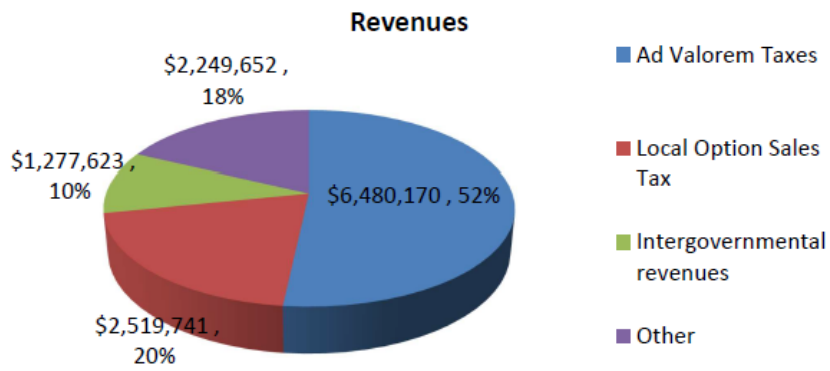


Financial Performance Indicators of Concern

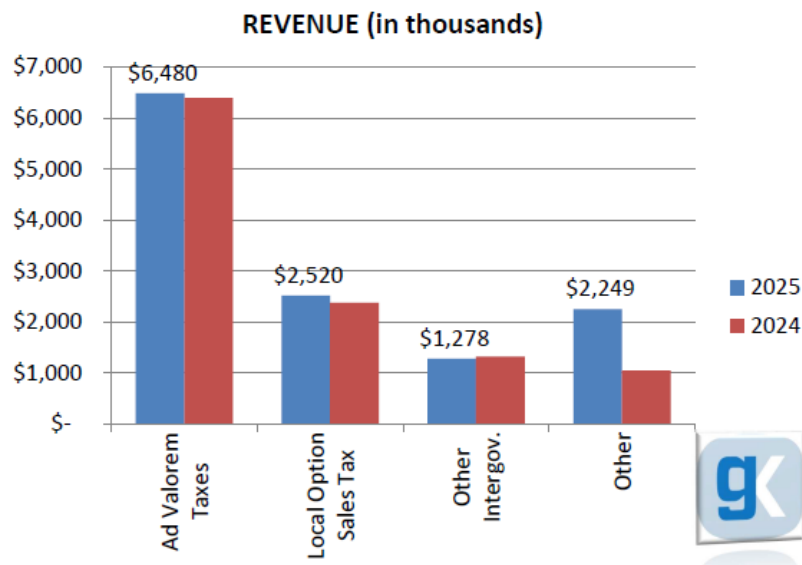
- Budget Violation at the adopted ordinance level
 - Expenditures in the health insurance internal service fund exceeded authorized appropriations by \$65,946



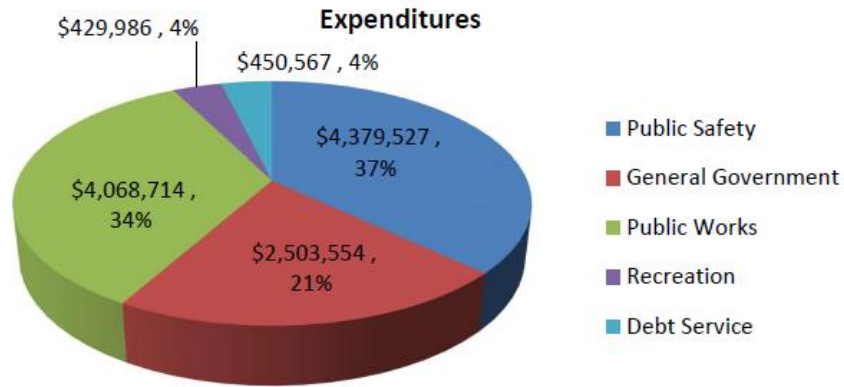
General Fund Summary



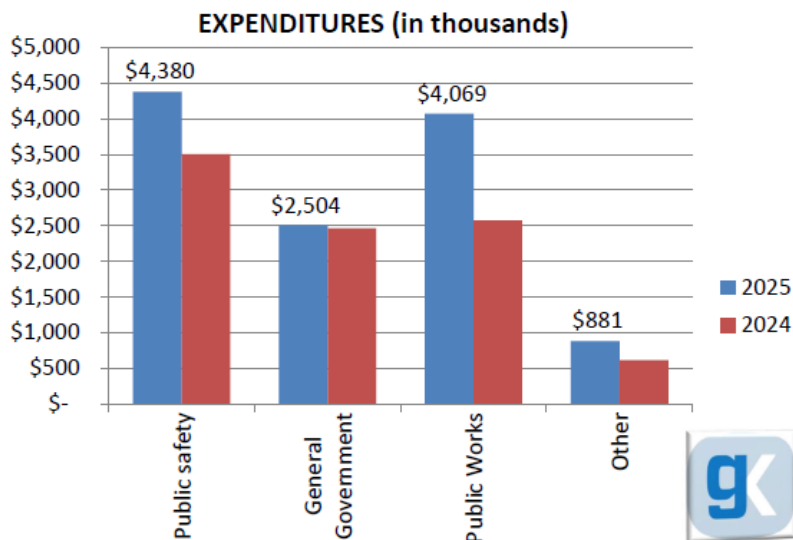
General Fund Summary



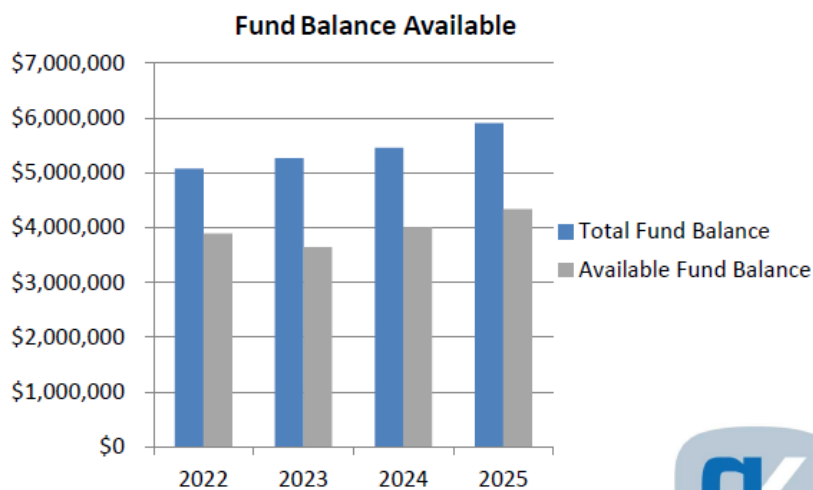
General Fund Summary



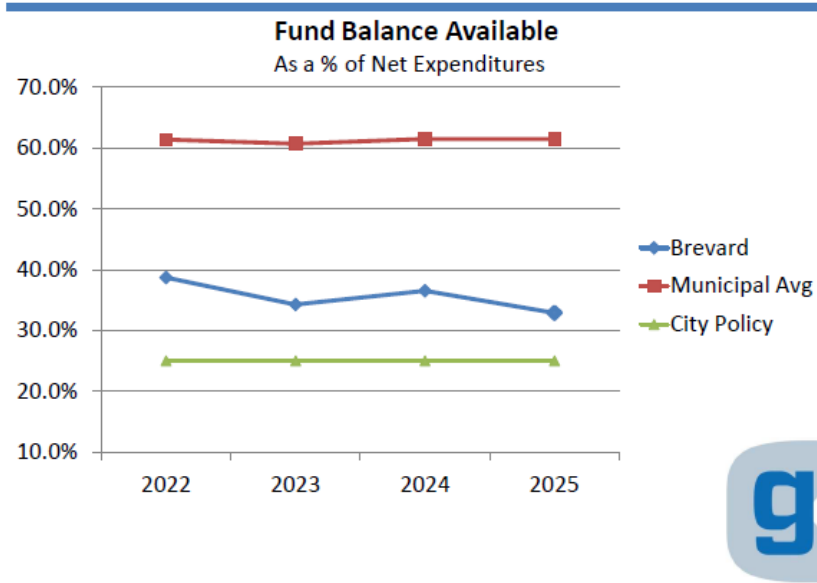
General Fund Summary



General Fund Summary



General Fund Summary



Property Tax Collection

	2023	2024	2025
Property Tax Rate	0.45	0.48	0.48
Prop Valuation	\$1.311 B	\$1.330 B	\$1.361 B
Current year \$ collected (incl. MV)	\$ 5.8 M	\$ 6.3 M	\$ 6.4 M
Current year % collected (incl. MV)	99.03%	99.00%	98.49%

Utility Fund As of June 30, 2025

Utility Fund	2022	2023	2024	2025
Unrestricted net position	\$856,000	\$1,587,000	\$1,577,000	\$2,449,000
Change in net position	439,000	1,910,000	4,244,000	1,572,000
Cash flows from operating activities	1.7 M	2.3 M	1.6 M	2.1 M
Acquisition/Construction of capital assets - Cash Out	(\$1.8 M)	(\$3.7 M)	(\$3.0 M)	(\$1.0 M)
Debt Issuance - Cash In	\$947,000	\$2.6 M	\$1.8 M	\$443 K
Debt Service – Cash Out	(\$1.6 M)	(\$1.5 M)	(\$1.7 M)	(\$1.7 M)



CITY OF BREVARD

2025 Annual Financial Report

I-2. Winter Storm Follow-up – Mr. Hooper explained that this update is for Winter Storm Fern and Winter Storm Gianna. He asked Fire Chief Chase Owen, Police Christy Wentzell, and Assistant City Manager David Todd to give an overview of each department’s preparation and response to both storms.

Fire Chief Owen reported that during Winter Storm Fern the Fire Department answered 64 dispatched calls for service, a majority of which were for downed trees and power lines. There was a structure fire right at the height of the storm with minimal damage to the inside of the house, and a motor vehicle accident on Rosman Hwy that was caused by ice on the roadway. He noted that this was about triple the number of calls that the department would normally run during that time period. There were also 30 or more self-initiated calls that did not go through the dispatch center. During Fern the Fire Department operated a warming station in the lower bays from 9am to 7pm, but it was not highly utilized. Chief Owen reported that there were no department accidents or injuries to staff. During Winter Storm Gianna, the Fire Department responded to 28 calls for service, with only two being weather related.

Chief Wentzell reported that the Police Department maintained stable operations and had adequate staffing throughout both weekends. During Fern, the department had additional officers and assisted with providing security details at the warming center. She expressed gratitude to the public for heeding the warnings to stay off the roadways, adding that they only answered 18 dispatch calls for service during Fern, with a majority of those calls being welfare checks, hospital escorts, and one traffic crash that resulted in a DUI arrest. There were 18 self-initiated calls for service, which included checking on the safety of the city’s unhoused population, monitoring slick roadways, and standing by for downed trees. Chief Wentzell noted that during Gianna, there were 34 dispatched calls for service, including 6 minor accidents. One officer had a minor vehicle accident with a deer, but the vehicle is still operable and will be repaired.

David Todd reported on Public Works and Utilities matters and expressed appreciation to staff for their willingness to do the hard work. The Water Treatment Plant lost power and operated on the 40-year-old backup generator, as we have not yet received the new generator, which is scheduled to arrive later this month. He noted that while power was maintained, the plant did lose a fuse that took out the controls to the raw water building preventing automatic operation, but staff were able to manually turn the pumps on and off and keep making water. In preparation for the storm, Public Works crews put out salt melt on crosswalks and handicap ramps and salt pretreatment on roadways. Once the ice hit, crews put down a chat and sand mix on hills and slick spots, and dealt with downed trees and branches. The Wastewater Treatment Plant did not lose power, and it functioned well. Several of the wastewater collection pump systems did lose power and those that have them were running on generator power. There was one problem with the Neely Rd. pump station where the transfer switch on

the generator experienced a surge and several pieces of the electronic equipment went down, requiring a manual reset. The problem resolved itself, but the switch will need to be replaced.

Mr. Hooper and councilmembers expressed gratitude to Staff for their work during both storms.

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. Wise moved, seconded by Mr. Daniel to approve the consent agenda. The motion carried unanimously.

K-1. Request to Endorse City of Hendersonville BUILD Grant Application

RESOLUTION NO. 2026-04

A RESOLUTION ENDORSING THE CITY OF HENDERSONVILLE'S FY2026 BUILD GRANT APPLICATION FOR DOWNTOWN STREETS MODERNIZATION PROJECT: NEW STREETS FOR NEW BUSINESS

WHEREAS, the City of Hendersonville, in partnership with Henderson County, the North Carolina Department of Transportation (NCDOT), and other local stakeholders, is submitting an application to the U.S. Department of Transportation for a FY2026 BUILD (Better Utilizing Investments to Leverage Development) Grant for the Hendersonville Downtown Streets Modernization Project: New Streets for New Business; and

WHEREAS, the Hendersonville Downtown Streets Modernization Project will improve safety and accessibility for pedestrians and bicyclists along two historic downtown corridors, create a more welcoming and accessible public realm, reconnect underserved neighborhoods to downtown, improve resilience to flooding, and enhance regional connectivity, including improved access to the Ecusta Trail linking the City of Brevard and the City of Hendersonville; and

WHEREAS, the City of Brevard recognizes the importance of coordinated regional transportation investments that improve quality of life, expand transportation choices, create local jobs, support local businesses, and strengthen economic opportunity across municipal boundaries; and

WHEREAS, the Hendersonville Downtown Streets Modernization Project aligns with federal transportation priorities by creating safer transportation systems, improving quality of life for residents and visitors, supporting local businesses, increasing tourism, and providing accessible, affordable, and connected transportation options.

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

Section 1. The City of Brevard hereby expresses its strong support for and endorsement of the City of Hendersonville’s FY2026 BUILD Grant application for the Hendersonville Downtown Streets Modernization Project: New Streets for New Business.

Section 2. The City of Brevard respectfully encourages the U.S. Department of Transportation to give full and favorable consideration to this application in recognition of its regional benefits, its contribution to transportation safety and economic vitality, and its role in strengthening connections between communities in Western North Carolina.

Section 3. This resolution shall become effective upon adoption.

Adopted and approved this, the 2nd day of February 2026.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

K-3. Capital Project Amendment – Estatoe Trail - \$263,500

ORDINANCE NO. 2026-03

CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE NO. 2024-45 ESTATOE TRAIL PROJECT

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

Section 1: The budgeted expenditures and revenues related to the Estatoe Trail project will be increased by \$263,500. The General Fund has transferred \$95,000 to this project in both FY25 and FY26. These revenues need to be budgeted in the project fund. In January of 2025 the City received \$25,000 from NCDOT related to Right of Way at Food Matters. In January of 2026, the City contracted with the Pisgah Conservancy in the amount of \$48,411 for trail construction from the Davidson River pedestrian bridge to the sidewalk to be completed on the south side of US276 near the entrance to the Pisgah National Forest. The Transylvania County Tourism Development Authority contributed \$25,000 on the contract with Pisgah Conservancy.

Section 2: The Estatoe Trail Project currently has a budget of \$1,241,600 and this amendment will increase that budget to \$1,505,100. The fund balance for the project is currently \$851,286. The project also has \$512,164 of current encumbrances, which leaves a spendable fund balance on the project of \$339,122. The General Fund will be transferring an additional \$47,500 to the Project prior to June 30, 2026.

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

Account Number	Account Name	Budget Amount
78-6300-4400	Estatoe Trail Project	\$263,500
TOTAL PROJECT APPROPRIATION		\$263,500

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

Account Number	Account Name	Budget Amount
78-3750-0020	Transfer from GF - Estatoe	\$190,000
78-3400-0000	Reimb from NCDOT	\$25,000
78-3900-0200	Contribution from TDA	\$25,000
78-3990-0000	Fund Balance Approp	\$23,500
TOTAL PROJECT REVENUE		\$263,500

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

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

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

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

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

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 2nd day of February, 2026.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

K-4. FY 202502026 Financial Report as of December 31, 2025

K-5. Rosenwald Community Advisory Board Minutes – November 20, 2025

K-6. Parks, Trails & Recreation Committee Minutes – December 17, 2025

K-7. Parks, Trails & Recreation Committee Minutes – November 19, 2025

L. Unfinished Business – None.

M. New Business

M-1. Public Art Application – Center of the Earth (44 Four Seasons Plaza) – Aaron Bland reviewed an application for a mural installation submitted by Jennifer Snowden, owner of Center of the Earth located at 44 Four Seasons Plaza. The mural is

proposed to be made up of multiple separate but cohesive paintings of serene outdoor scenes of local natural features such as mountains and waterfalls. Staff has reviewed the application for compliance, and the proposed mural complies with the standards of the Public Art Policy. Mr. Baker moved, seconded by Ms. Holder to adopt the resolution approving a mural at 44 Four Seasons Plaza. The motion carried unanimously.

**RESOLUTION NO. 2026-05
A RESOLUTION APPROVING A MURAL AT 44 FOUR SEASONS PLAZA**

WHEREAS, City Council has been presented with a proposal for the placement of a wall mural located at 44 Four Seasons Plaza on multiple exterior walls facing Four Seasons Plaza, and

WHEREAS, the mural shall depict serene mountain and forest scenes and depict silhouettes of people meditating, sitting around a campfire, and a stylized waterfall, 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, NORTH CAROLINA THAT:

Section 1. City Council hereby approves an application for a multi-panel wall mural on the building at 44 Four Seasons Plaza, in accordance with Brevard City Code of Ordinances Chapter 42 and Brevard Unified Development Ordinance Chapter 12.

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

Adopted and approved this the 2nd day of February 2026.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

M-2. (K-2.) Amendment to 2026 City Council Meeting Schedule – March Priority Setting Retreat – Mr. Hooper explained that the retreat planning committee and the retreat facilitator were hoping to have a slightly longer session this year based on feedback from councilmembers about sessions over the previous few years. The original plan was to have an all-day session on Friday, March 6th and a half-day session on Saturday, March 7th. However, some councilmembers are unable to participate on Saturday. The facilitator has agreed to do a longer one-day session on Friday. Mr. Hooper suggested setting the schedule for Friday beginning at 8:30 am to 9:30 pm, and to keep the Saturday date on the schedule if needed. Mr. Baker moved, seconded by Mr. Wise to approve the amendment to the Council Calendar as described by the City Manager. During discussion, Ms. Holder said she would rather see another alternative to a long session on Friday and wondered if there was an option to look at another weekend. Mayor Copelof noted that the facilitator's availability is limited and that March 6th is one of the only dates that worked with everyone's schedule. Vote on the motion was 4 in favor; one opposed (Holder). The motion carried.

N. Remarks/Future Agenda Considerations.

Ms. Holder thanked Mr. Powell for his remarks regarding Black History Month. She challenged everyone to learn more about an African American person who added to this country. She said on a sad note I was watching out my window this morning as some people were sitting out there in the cold. It was never warm enough to sit outside and some of them don't have appropriate clothing. I challenge myself as well as this Council and Staff to find answers to help people who don't have traditional housing to have a place to go to when they have to come out of the shelter at 8:00 am.

Mr. Wise commented on the value of having public speakers. He thanked Mr. Powell for educating us and said I think there is a critical lack of understanding about how so many people in our great nation, especially Black Americans, who have been pivotal in transforming this country and making it what it is. I would hope we all

celebrate Black History Month in February. He addressed Mr. Brewer's comments and encouraged him to attend the monthly Public Works & Utilities Committee meetings where updates are provided every month for active projects. He also criticized Pisgah Piper's prediction for six more weeks of winter.

Mr. Baker said since my time on Council we have definitely emphasized the importance of getting information out to the public, even hiring the city's first public information officer, and putting an emphasis on transparency. I can confidently say that information about the city is more available today than it probably ever has been in our history. That doesn't mean that we can't do better, but I also think that citizens, especially those with concerns or questions, also have a duty to inform themselves using the tools that are already available out there, such as coming to committee meetings or reading meeting minutes online. If you have concerns about something, please take the time to find the right information or ask a question of staff.

Mr. Daniel said if you are as appalled as I am by the events that have taken place in this nation in the last two weeks, I would encourage you to write your congressman. It's pretty easy and it does matter.

Mr. Lytle thanked Mr. Powell and Ms. Holder for their comments. He said that African American history is American history and one of the things that resonated with me was these were facts that you didn't learn when you were growing up and neither did I. One of the things that I have always said is that bias can't withstand proximity, so when you are speaking to someone who may be different than you, when you are learning from them, it is hard to hold those biases against them. I think that also applies to unhoused folks who are often misunderstood, and I do think we've got the capacity in this city to fix that issue. I know there are lots of folks that have the will and I think that we need to come up with a comprehensive plan to make sure that we get that done.

Mr. Hooper noted that as a result of City Hall's closure last Monday due to the storm, two committee meetings had to be canceled. There were some items that were expected to come out of those committee meetings to Council at tonight's meeting, but those items are postponed until the committees' February meetings and will need to be brought to Council at a later date.

Mayor Copelof thanked Staff for an incredible job during the two weekend weather events, and for the wonderful audit results. She was sorry that the White Squirrel Day event had to be canceled but reported that Pisgah Piper did make her predictions from the safety of her home. She pointed out that another way of getting city information is by reading the "Talk of the Town" quarterly newsletter that is printed and published online. She said I am glad we opened the warming center even though it was only used by a few unhoused people. I want to thank the Fire Department, the Police Department and the Red Cross for providing blankets and snacks. I also want to point out that The Haven and Love and Respect are getting close to opening the new house they bought that will be a place during the day where people can go. We are fortunate because our non-profit partners are aggressively working on a lot of the concerns we all have and we are not doing it alone as the City.

O. Closed Sessions – None.

P. Adjourn – There being no further business, at 6:46 p.m. Mr. Baker moved, seconded by Mr. Lytle, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: February 16, 2026

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Tannery Smokestack Update

Speaker: Wilson Hooper, City Manager

Prepared by: Paul Ray, Planning Director, David Todd, Assistant City Manager, Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background and Discussion

The 12.8-acre city-owned wooded parcel located between Cashiers Valley Rd. and Silversteen Dr. otherwise known as Tannery North is slated to house the newest segment of the Estatoe Trail sometime in 2026. The parcel was once home to Transylvania Tanning Company and therefore is marked by the remnants--physical and chemical--of that operation. One such remnant is the tannery's old 125-foot smokestack. The structure is aged, and over the past year staff have been working to better understand its condition, whether it is contaminated with remnants of the tannery operation, and the risk it poses to users of the future trail segment. City Manager Wilson Hooper will give a presentation summarizing staff's findings and recommending next steps.

Fiscal Impact

The fiscal impact is unknown at this time. Staff will discuss some of the variables that will factor into the cost of the recommended path forward during the presentation.

Action

No action requested at this time; presentation for information and discussion only.

Attachments:

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Proposed Amendment to the Official Zoning Map of the City of Brevard - The Family Place

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

The Family Place of Transylvania County has applied for a rezoning for their property at 970 Old Hendersonville Highway (PIN 8596-25-8855-000). The request is to remove the existing conditional zoning district and apply the base district of Residential Mixed Use.

Discussion

The property's current conditional zoning district was enacted in June of 2011 by Ordinance No. 13-2011 (attached). The chief condition of the CZD was to allow the "Community Service Organization" land use, which was not allowed in the General Residential zoning district, so that the Family Place could operate on the parcel. The Community Service Organization land use is no longer listed in the UDO's use matrix. The best match in the current use matrix is "Cultural or Community Facility," which is allowed by right in RMX. Therefore, the requested rezoning would maintain the Family Place as a legal conforming use. Future use and development of the site would follow RMX regulations.

Policy Analysis

The Future Land Use Map identifies this parcel as in the Activity Center - Minor character area, for which RMX is an applicable zoning district. This rezoning is therefore consistent with the FLUM, as well as items LUH-2 and LUH-6 of the Building Brevard Comprehensive Land Use Plan:

- LUH- 2: Evaluate rezoning requests based on the Future Land Use Map and character area descriptions.
- LUH- 6: Encourage rezonings to allow for a mix of uses in Activity Centers.

There is a substantial area of RMX zoning across Old Hendersonville Highway, generally centered at the intersection with Osborne Road, adjacent to the subject property; this eliminates any spot zoning concerns.

Recommendation

The Planning Board discussed this request at their January 27th meeting and unanimously recommended approval as presented. In accordance with NC General Statutes, the Planning Board also submits the attached statement of consistency and reasonableness.

Action

This presentation is for public hearing purposes only and no action is requested at this time. However, an enacting ordinance is included should Council wish to take action.

Attachments:

1. Ord 2011-13 Family Place of TC Conditional Zoning District
2. #REZ-25-0003 - Record Report
3. Site Map
4. Consistency and Reasonableness Statement
5. Enacting Ordinance

ORDINANCE NO. 13-2011

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BREVARD; CREATING THE FAMILY PLACE OF TRANSYLVANIA COUNTY CONDITIONAL ZONING DISTRICT

WHEREAS, the City of Brevard has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt zoning regulations, to establish zoning districts and to classify property within its jurisdiction according to zoning district, and may amend said regulations and district classifications from time to time in the interest of the public health, safety and welfare; and

WHEREAS, this Ordinance is generally consistent with the City's 2002 Land Use Plan and other official plans; and

WHEREAS, the City of Brevard Planning Board has reviewed the proposed ordinance and recommends its enactment by City Council,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BREVARD, MEETING IN REGULAR SESSION AND WITH A MAJORITY OF THE COUNCIL MEMBERS VOTING IN THE AFFIRMATIVE, HEREBY ORDAINS THE FOLLOWING:

Section One. Upon petition of The Family Place of Transylvania County (hereafter, "Developer"), the Official Zoning Map of the City of Brevard is hereby amended to create The Family Place of Transylvania County Conditional Zoning District (hereafter, "District") as more particularly set forth herein.

Section Two. The zoning classification of that certain real property identified on Transylvania County tax maps by the following PIN number and deed book / page number, is hereby zoned as The Family Place of Transylvania County Conditional Zoning District, said zoning district being further depicted in Exhibit A, attached hereto and made a part hereof:

PIN 8596-25-8855-000; Document Book 571 Page 332-336.

Section Three. The District is a conditional zoning district established pursuant to the Unified Development Ordinance of the City of Brevard by means of authority granted by the North Carolina General Statutes.

Section Four. Future development and use of lands situated within the District, and the processing of applications to develop and use such lands, shall comply with all applicable provisions of Brevard City Code and the final master plan, which is attached to this ordinance as Exhibit B and incorporated herein. This Ordinance and its exhibits shall run with the land and shall be binding on the Developer, its heirs and assigns.

Section Five. The Developer is hereby granted vested rights for a period of five (5) years to complete the project in accordance with the final master plan and the terms and conditions of this ordinance.

Section Six. Conditions.

- a. Except as set forth in this section and Exhibit B, Final Master Plan, development within the District shall comply with all applicable provisions of Brevard City Code, including but not limited to,
 1. Unified Development Ordinance
 2. Chapter 62. Streets, Sidewalks, and Other Public Ways
 3. Chapter 70. Utilities
- b. The Planning Director, or designee thereof (hereafter, " Administrator") may approve minor modifications to the final master plan. Major modifications to the master plan shall be considered as a new Conditional Zoning District proposal in accordance with the procedures set forth in Chapters 2 and 16 of the Unified Development Ordinance.

c. The Developer shall render all applicable fees to the Administrator prior to receiving final zoning approval for any structure from the City of Brevard, and prior to receiving a Certificate of Occupancy for any structure from Transylvania County.

e. Land Uses.

1. All uses permitted in Chapter 2, Section 2.C, *Use Matrix* under the Zoning District designation of General Residential may be permitted with the addition of the following use: Community Service Organization, which may be permitted by right.

2. All permissible uses shall comply with any applicable condition or standard as set forth in the Unified Development Ordinance.

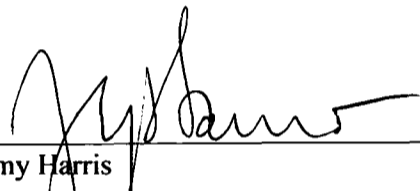
Section Seven. The Planning Director is hereby authorized and directed to modify the City's Official Zoning Map consistent with this Ordinance.

Section Eight. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

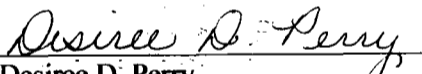
Section Nine. All ordinances or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section Ten. This ordinance shall be in full force and effect from and after the date of adoption.


Adopted and approved this the 20th day of June, 2011.


Jimmy Harris
Mayor

ATTEST:


Desiree D. Perry
City Clerk

Approved as to form:


Michael K. Pratt
City Attorney

Ordinance No. 13-2011, Exhibit A

OFFICIAL ZONING MAP
-Excerpt-



Legend


 Parcels

Zoning District

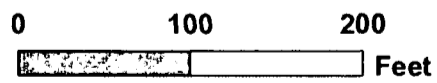
 General Residential (6)

Special Flood Hazard Areas

Flood Hazard Areas

 Floodway, Zone AE

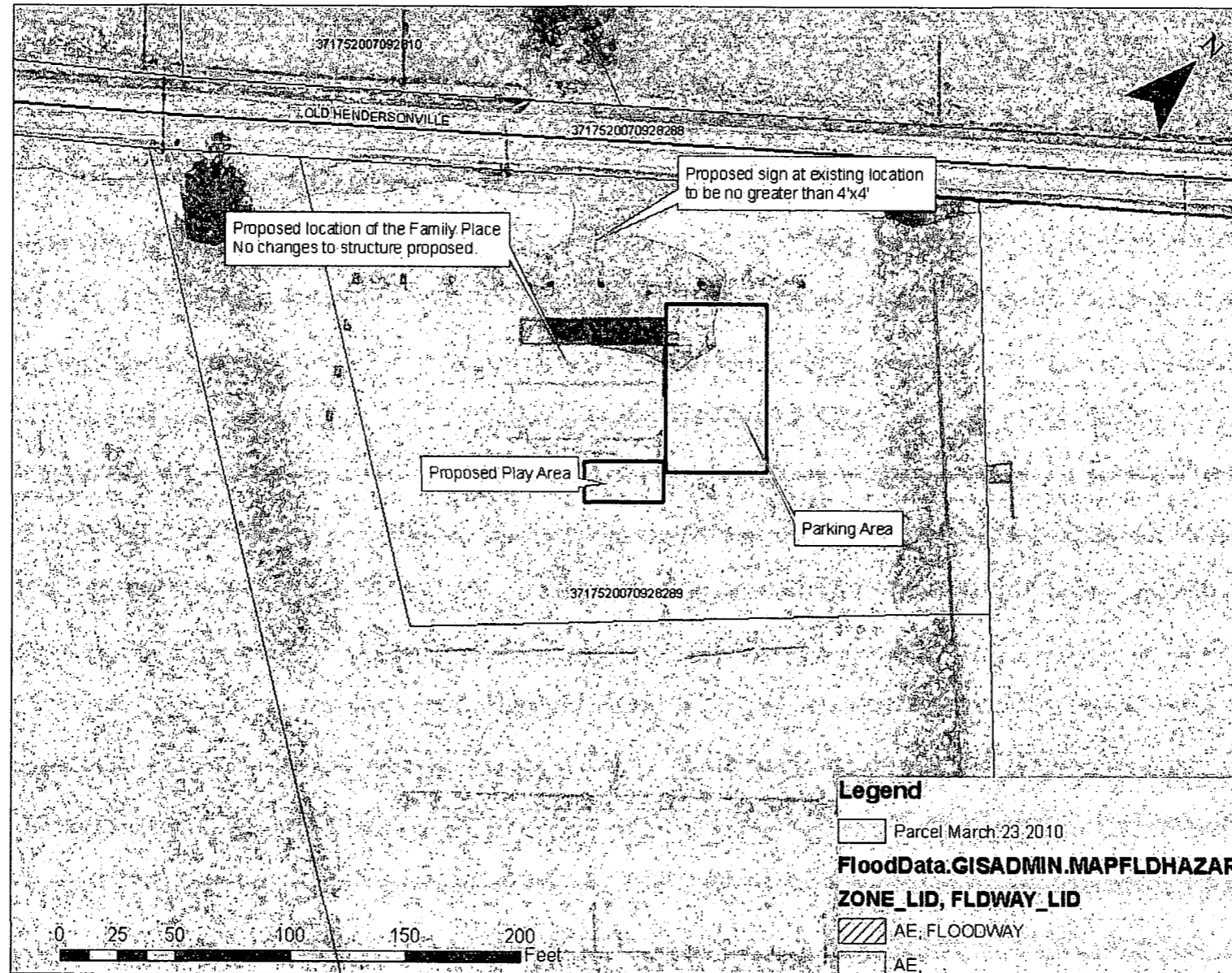
 Zone AE



2

Ordinance No. 13-2011, Sheet 1 of 1

Ordinance No. 13-2011, Exhibit B
MASTER PLAN





Record Report for Map Amendment - Base District Rezoning #REZ-25-0003

Record Overview

Record Number:	REZ-25-0003
Record Type:	Map Amendment - Base District Rezoning
Record Status:	In Progress
Record Submitted At:	Wednesday December 17, 2025
Record Address:	970 Old Hendersonville Highway
Record Owner:	Aaron Bland
Record Applicant User:	officemanager@thefamilyplacenc.com
Record Applicant Company:	The Family Place of Transylvania County

Form Submission

Applicant:

Trudy McCall

officemanager@thefamilyplacenc.com, (828) 883-4877

Property Owner (if different):

The Family Place of Transylvania County

Property Address:

970 Old Hendersonville Highway

Parcel Identification Number (PIN):

8596-25-8855-000

Current Zoning District(s):

Conditional District (CD)

Current Overlay District(s):

None

Requested Zoning District(s):

Residential Mixed Use (RMX)

Existing Zoning of Adjacent Properties:

Residential Mixed Use (RMX)

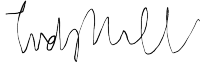
Explanation (if necessary):

The Family Place of Transylvania County is requesting an amendment to the 2011 ordinance establishing our Conditional Zoning District. Specifically, we are seeking approval for rezoning to Residential Mixed Use (RMX) that will allow us to increase our allowable ground sign size from 16 sq. ft. to 24 sq. ft. as permitted in the RMX District.

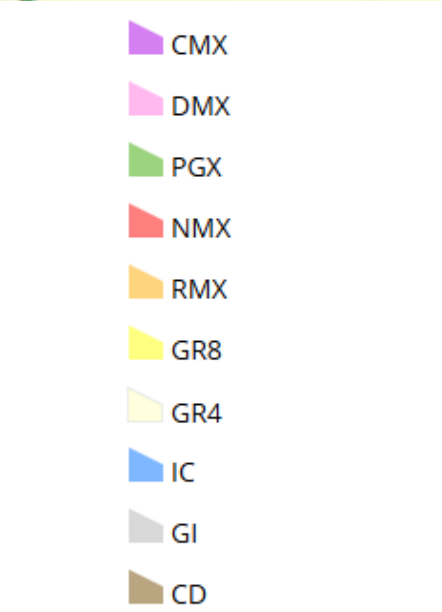
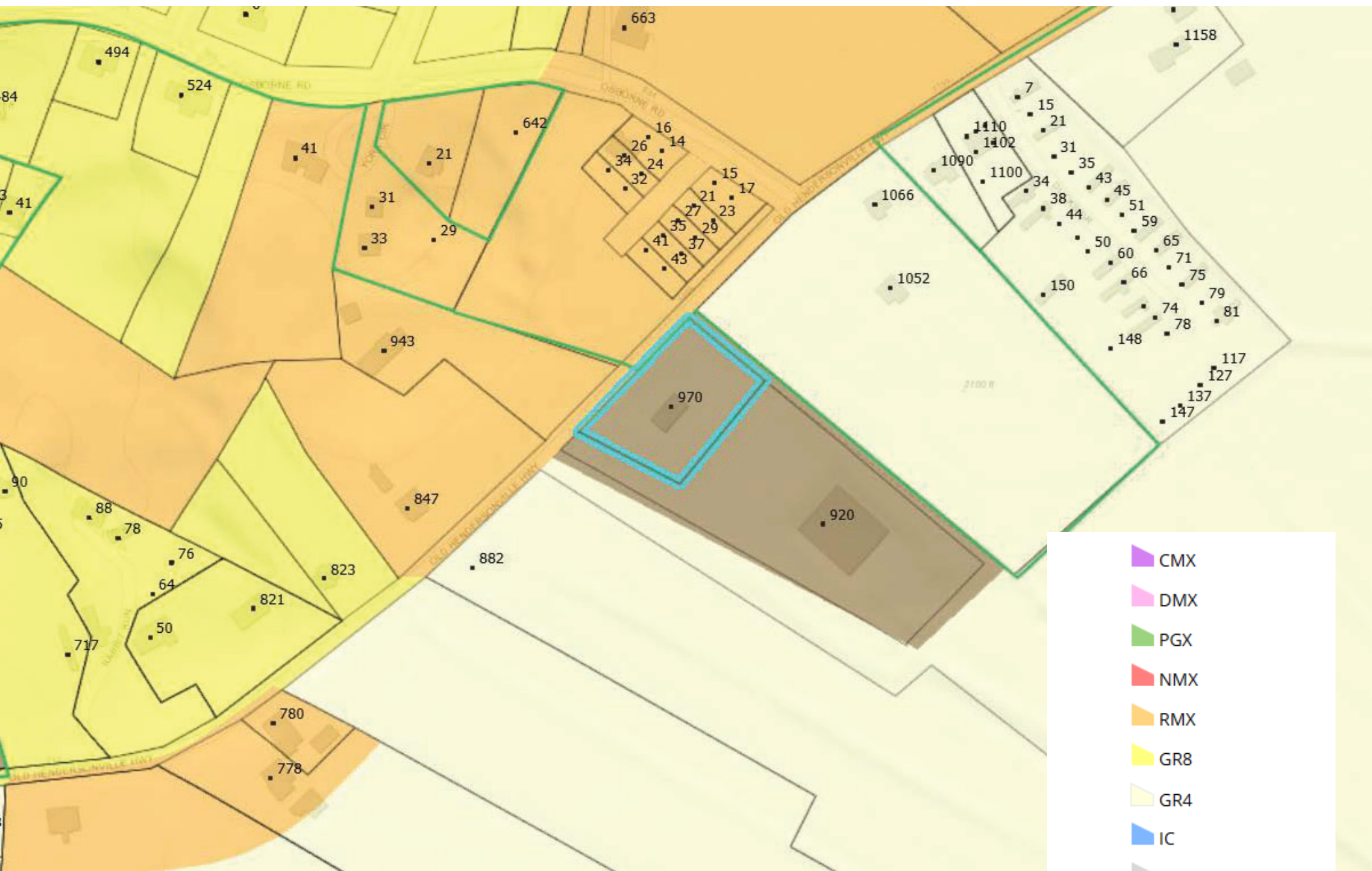
I Acknowledge:

Yes

Signature:



Signed in GovWell: Wednesday December 17, 2025, 4:02pm



**STATEMENT OF CONSISTENCY AND REASONABLENESS WITH
ADOPTED PLANS AND POLICIES OF THE CITY OF BREVARD
REZ-25-XXX**

NCGS 160D-604 requires that the Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan prior to consideration by the Governing Board. The Planning Board shall provide a written recommendation to the Governing Board that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Comprehensive Plan shall not preclude consideration or approval of the proposed amendment by the Governing Board.

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

Comprehensive Land Use Plan

- **LUH-2:** Evaluate rezoning requests based on the Future Land Use Map and character area descriptions.
- **LUH-6:** Encourage rezonings to allow for a mix of uses in Activity Centers.
- **Future Land Use Map:** the subject parcel is identified as an Activity Center - Minor character area, for which RMX is an applicable zoning district

NCGS 160D-605 requires the Governing Board to approve a statement analyzing the reasonableness of a proposed rezoning. The statement of reasonableness and the statement of consistency may be approved as a single statement.

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is in the public interest and **reasonable** due to the following factors:

- This property is located in the *Activity Center – Minor* character area in the Future Land Use Map, for which RMX is an applicable zoning district.
- The location of the proposed rezoning to existing RMX diminishes spot zoning concerns.
- There is significant overlap between the currently allowed uses and the allowed uses of the proposed new district.
- The rezoning is consistent with the above elements of the Comprehensive Land Use Plan.

ORDINANCE NO. 2026-____

**AN ORDINANCE AMENDING THE CITY OF
BREVARD OFFICIAL ZONING MAP TO REZONE
970 OLD HENDERSONVILLE HIGHWAY**

WHEREAS, the City has initiated that the Official Zoning Map of the City of Brevard be amended by rezoning one parcel of land, identified by PIN 8596-25-8855-000 and hereafter referred to as the "Subject Property," the Family Place of Transylvania County Conditional Zoning District to Residential Mixed Use (RMX); and,

WHEREAS, the City of Brevard Planning Board considered this proposed map amendment on January 27, 2026 and has recommended approval; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the Building Brevard 2030 Comprehensive Land Use Plan:

***LUH-2:** Evaluate rezoning requests based on the Future Land Use Map and character area descriptions.*

***LUH-6:** Encourage rezonings to allow for a mix of uses in Activity Centers.*

***Future Land Use Map:** the subject parcel is identified as an Activity Center - Minor character area, for which RMX is an applicable zoning district*

and,

WHEREAS, in accordance with North Carolina General Statute 160D-605, the Brevard City Council finds that this proposed zoning map amendment is reasonable due to the following factors:

- This property is located in the *Activity Center - Minor* character area in the Future Land Use Map, for which RMX is an applicable zoning district.
- The location of the proposed rezoning to existing RMX diminishes spot zoning concerns.
- There is significant overlap between the currently allowed uses and the allowed uses of the proposed new district.
- The rezoning is consistent with the above elements of the Comprehensive Land Use Plan.

WHEREAS, a public hearing was conducted on February 16, 2026, by the Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed amendment, it is the desire of the City Council of the City of Brevard Official Zoning Map be amended as outlined below.

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

SECTION 1. The zoning classification of the parcels identified by the Parcel Identification Number 8596-25-8855-000 is hereby rezoned to Residential Mixed Use, as depicted in Exhibit A to this Ordinance, which is attached hereto and incorporated herein by reference.

SECTION 2. The Planning Director is hereby authorized and directed to modify the City's Official Zoning Map, Comprehensive Land Use Plan, and Future Land Use Map if needed, consistent with this Ordinance.

SECTION 3. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 4. 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 05. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 16th day of February 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Accept State Revolving Fund Loan for Wastewater Treatment Plant Phase 1 Construction

Speaker: David Todd, Assistant City Manager
Dean Luebbe, Assistant City Manager/Finance Director

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background/Discussion

Last September, Council adopted the Public Works and Utilities Committee (PWC) recommendation that staff be authorized to apply for \$7.5M from NCDEQ's State Revolving Fund (SRF) program to fund construction of Phase 1 of the WWTP upgrade and design/engineering of Phase 2. This particular funding opportunity was made possible by extra dollars the state received from the Federal Government to support the recovery from Hurricane Helene, and program known as "SWIA SRF Helene". Though staff received informal word late in December that Brevard had been approved for a \$5M award, it did not receive the official Letter of Intent to Fund (LOIF) until last week.

Fiscal Impact

The loan, which has 100% principal forgiveness, functions essentially as a grant and when packaged with the \$8.7M balance of the city's 2023 \$13M legislative earmark should fund the entirety of construction of Phase 1. A \$100,000 loan fee will be paid from the Water/Sewer fund as a one-time lump sum.

Action

Staff requests Council approve the attached resolution authorizing the acceptance of the loan and authorizing staff to execute its acceptance and administration.

Attachments:

- 1. SWIA SRF Helene Letter of Intent to Fund - Brevard
- 2. Resolution Accepting Loan Offer for WWTP Upgrades Project-Phase 1



NORTH CAROLINA
Environmental Quality

JOSH STEIN
Governor
D. REID WILSON
Secretary
SHADI ESKAF
Director

February 4, 2026

Wilson B. Hooper, City Manager
City of Brevard
95 West Main Street
Brevard, NC 28712

Subject: Letter of Intent to Fund
City of Brevard
WWTP Upgrades - Phase 1
SRF Helene Rolling Application Cycle
SWIA Award Date: December 10, 2025
Project No.: SRF-W-HEL-0027
Agreement ID: 2000087904

Dear Manager Hooper:

The Division of Water Infrastructure has reviewed your funding application for the project listed above, and we're pleased to share that the State Water Infrastructure Authority (SWIA) has determined your project is eligible for funding through the State Revolving Fund Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (referred to as the "SRF Helene" funds).

These funds are intended to support projects that strengthen infrastructure resilience—either by reducing flood risk and vulnerability or by improving preparedness for rapid hydrologic changes and other natural disasters. The funding information is as follows:

Funding Information

Funding Source/Type:	Clean Water State Revolving Fund (CWSRF) Loan Helene Funds
Funding Amount*:	\$5,000,000 total funding including: \$5,000,000 at 100% Principal Forgiveness (PF). Any additional funding is awarded at 75% Principal Forgiveness and 25% Loan with the loan term specified below. Total award includes \$5,000,000 in PF and 0 in Loans
Loan Term:	0% interest rate over 20 years
Total Project Cost:	\$14,231,000



Manager Hooper, City Manager

February 4, 2026

Page 2 of 6

Fee: 2% of the Funding Amount to be invoiced after bids are received (can be financed with Principal Forgiveness awarded in the project)

* Funding amount is limited to an initial cap of \$5,000,000. This project may receive additional funds in the April 2026 SWIA meeting if SRF Helene funds remain available and the project remains not fully funded by all other sources. Eligibility to receive additional funds will be based on the project’s priority points.

Division’s Project Manager(s)

Asina Erdogan (PM): asina.erdgoan@deq.nc.gov
919-707-9010

Please note that this intent to fund is contingent on the Division receiving funds from the US EPA, approval of the loan portion through the Local Government Commission (if applicable), and on meeting all of the following milestones:

<u>Milestone*</u>	<u>Date</u>
Engineering Report Submittal	7/15/2026
Engineering Report Approval**	12/1/2026
Bid and Design Package Submittal	6/1/2027
Bid and Design Package Approval	10/1/2027
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	2/2/2028
Execute Construction Contract(s)	5/2/2028

*Failure to meet any milestone may result in the forfeiture of funding for the proposed project.

**Funding offer will be prepared after Engineering Report approval.

The first milestone is the submittal of an Engineering Report by the date shown above. The Engineering Report must be developed using the guidance found on our website’s *I Have Funding* webpage under the Engineering Report section. Failure to meet any milestone may result in the forfeiture of funding for the proposed project. A funding offer will be prepared after approval of the Engineering Report.

The Division’s *I Have Funding* webpage at <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding> contains guidance, checklists and templates to use for funded projects.

Manager Hooper, City Manager

February 4, 2026

Page 3 of 6

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total funding amount may be reduced. Additionally, changes in the scope or priority points awarded – based on additional information that becomes apparent during project review – may also result in changes to the total funding amount and loan terms.

Submittal of Project Documents to the Division on Laserfiche

All project documents are to be submitted to the Division via Laserfiche at the following link:

<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Disbursement of Funds

Funds are disbursed to the Recipient for eligible costs that are documented as part of the project only after the costs have been incurred by the Recipient and all necessary documentation has been received and approved by the Division beforehand. If the Recipient requests funds prior to paying contractors, the Recipient will have three business days to pay contractors upon receipt of funds. Costs incurred since the onset of the hurricane may be eligible if they are related to the project scope and all SRF Helene requirements had been met by the time costs have been incurred.

Prior to requesting the first disbursement on your project, you will be asked to submit to the Division, via the Laserfiche link above, several required documents including but not limited to:

1. One copy of the original funding offer-and-acceptance document, executed by the Authorized Representative for the project, along with the “Conditions and Assurances”. Note that the funding offer will be prepared after approval of the Engineering Report.
2. A Resolution adopted by the governing body accepting the funding offer and making the applicable assurances contained therein (sample included).
3. Federal Tax ID/Unique Entity ID (UEID) Form (attached).
4. Sales Tax Certification form, if applicable (attached).
5. One copy of all executed service agreements and/or contracts.
 - Note that these contracts must be fully executed with signatures from both parties, effective dates, and where applicable, signed and dated performance and payment bonds and Powers of Attorney (must be dated on or after the agreement effective date), Certificates of Insurance with active policies, and signed and dated Notice to Proceed.
6. Engineering Services Procurement Certification Form.
7. Site Certification form, if applicable (Certification Regarding Uniform Relocation Assistance and Real Property Acquisition Policies (URLAP) Act of 1970) (attached).

The Division will communicate with you when these documents will be required. In addition, loans (if applicable) must be approved by the Local Government Commission prior to disbursement.

Manager Hooper, City Manager

February 4, 2026

Page 4 of 6

Once all documents have been received and approved, the Recipient will request disbursements via the Division's EBS System Log-in located at <https://www.ebs.nc.gov/logon/index.html>. A reference copy of the Division's Disbursement Request Form, a link to the online EBS portal, and a list of frequently asked questions can be accessed from the Division's webpage at <https://www.deq.nc.gov/construction-disbursement-funds>.

Please Submit the UEID Form

Upon receipt of this letter of intent to fund, please fill out the attached Federal Tax ID & Unique Entity ID (UEID) form and submit it through LaserFiche using the link provided above.

Document Naming Conventions and Identification Requirements

To ensure efficient review and processing, all required documents must be clearly named and accurately identified when submitted via Laserfiche or any other designated portal. Please follow these conventions:

Use clear, consistent filenames. Name each file with a prefix that identifies the project number, followed by the document type, and then the date (e.g., SRP-W-ARP-0000_Resolution__2025-01-18.pdf). This helps ensure your submission is correctly categorized and processed without delay.

Examples:

- SRP-W-ARP-0000_Resolution_2025-02-10.pdf
- SRP-D-ARP-0000_ExecutedEngineeringContract_2025-01-15.pdf
- SRP-W-134-0000_UEIForm_2025-02-01.pdf
- SRP-W-ARP-0000_InsuranceCertificate_2025-03-05.pdf
- SRP-D-134-0000_SiteCertification_2025-01-30.pdf

Engineering Services Procurement

All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Projects cannot be exempted from qualification-based selection of these services under N.C.G.S. 143-64.32. Any services provided that were not selected in compliance with federal requirements will be ineligible for reimbursement.

Davis-Bacon Requirements and American Iron and Steel Provisions

Projects funded through the State Revolving Fund (SRF) programs must comply with Davis -Bacon wage requirements and American Iron and Steel provisions. You can find standard specifications covering these requirements on our website's *I Have Funding* section.

Manager Hooper, City Manager

February 4, 2026

Page 5 of 6

Approval of Debt by Local Government Commission

Projects funded with a Division of Water Infrastructure repayable loan component must receive approval from the Local Government Commission (LGC). Final approval of debt must be coordinated directly with the LGC after construction bids are received. Materials must be emailed to srf@nctreasurer.com.

Joint Legislative Committee on Local Government Notification Requirements

In accordance with G.S. 120-157.2, local government units with projects that require debt to be issued greater than \$1,000,000 **must** submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission. You are responsible for submitting that letter and providing a copy to the Division.

Local Government Units Must Be Current on Annual Audits

Units of local government must be current on their annual audits to receive disbursements from the loan or grant award. Funded local government units must submit their audited financial statement of the latest fiscal year to the Local Government Commission by July 1 of the following calendar year to comply with this requirement.

Extended Term Loan

Projects that qualify for a targeted interest rate and demonstrate in the Engineering Report a weighted average design life for the major components of the project greater than 20 years are eligible for an extended loan term up to the calculated weighted average design life, but not to exceed 30 years. Request an extended term by contacting your project manager and provide the necessary calculation (see the design life workbook in the Engineering Report section of the *I Have Funding* webpage).

Coordination of Funding from Other Sources

Funding must not be used to cover the costs of the Recipient for which alternative funding from another state or federal agency has already been secured. In order to avoid duplication of funding and to streamline project review and approvals, please inform the Division's project manager if you already have secured or are seeking funding from another state or federal agency (including FEMA-Public Assistance) for any part of the scope for this project.

Declination of Intent of Funding

If you choose to decline the potential for funding as identified in this Letter of Intent to Fund, please submit a signed letter on official letterhead from the Authorized Representative as identified in the funding application within 30 days of receipt of this letter.

In accordance with the Division's policy, this project will only be eligible for additional funding if there are documented unfunded project costs. The funding amount identified in this Letter of Intent to Fund will not be considered in future funding applications. If you intend to seek

Manager Hooper, City Manager

February 4, 2026

Page 6 of 6

different funding terms for the same project and costs through a different Division of Water Infrastructure funding source, you must reapply for the project and formally decline this potential for funding prior to the application deadline.

If you have any questions, please contact the assigned Project Manager, Asina Erdogan.

Congratulations on the selection of your application for a funding award.

Sincerely,

DocuSigned by:


6300A872077B4C5...

Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: Federal Tax ID/Unique Entity ID (UEID) Form
Engineering Services Procurement Certification Form
Sales Tax Certification form
Sample Resolution
Site Certification Form

EC: Wilson B. Hooper, City of Brevard, wilson.hooper@cityofbrevard.com
Kyle M. Seaman, KCI Associates of North Carolina, P.A., kyle.seaman@kci.com
Asina Erdogan (via email)
DWI Agreement ID 2000087904 (COM – LOIF)

RESOLUTION NO. 2026-XX

**RESOLUTION ACCEPTING LOAN OFFER FOR
WASTEWATER TREATMENT PLANT UPGRADES PROJECT - PHASE 1**

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

WHEREAS, the North Carolina Department of Environmental Quality has offered a Clean Water State Revolving Fund Loan Helene Funds in the amount of \$5,000,000 at 100% Principal Forgiveness for the construction of Wastewater Treatment Plant Upgrades Project - Phase 1; and

WHEREAS, the City of Brevard intends to construct said project in accordance with the approved plans and specifications.

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

Section 1. That the City of Brevard does hereby accept the Clean Water State Revolving Fund Loan Helene Funds offer of \$5,000,000 at 100% Principal Forgiveness.

Section 2. That the City of Brevard does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to.

Section 3. That Wilson Hooper, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Section 4. That the City of Brevard has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Approved and adopted this the 16th day of February, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

STAFF REPORT
City Council, Monday, February 16, 2026

Title: 2025 Unpaid Taxes and Authorization to Advertise and Begin Enforced Collection Remedies

Speaker: Dean Luebbe, Assistant City Manger/Finance Director

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

Approved by: Dean Luebbe, Assistant City Manager/Finance Director

Background:
The Brevard City Council voted to begin collecting property tax effective July 1, 2019.

G.S. 105-369 of the North Carolina Statutes requires the Tax Collector to report the unpaid property tax amount in the month of February. G.S. 105-365.1 states a Tax Collector may collect a tax using the remedies provided in G.S. 105-366 through G.S. 105-375 on or after the date the tax is delinquent.

Recommendation:
Authorize the Tax Collector to advertise the 2025 unpaid property tax as municipal taxes and begin enforced collection remedies.

Fiscal Impact:
Staff calculate that there are outstanding taxes in the following amounts, which this action would enhance the collection of:
\$ 400,288- Real Property
\$ 31,009- Personal Property

Action
Authorize staff to begin collecting unpaid taxes according to the above referenced General Statutes.

- Attachments:**
1. 2025 REPORT OF UNPAID TAXES AUTHORIZATION TO ADVERTISE

CITY OF BREVARD
ADVERTISEMENT OF 2025 PAST DUE REAL PROPERTY TAXES

Under and by virtue of the authority granted by Section 105-369 of the North Carolina Statutes, as of January 31, 2026, the City of Brevard hereby advertises Real Property Taxes past due for the year 2025 in the amount of \$400,288. The amount advertised will be increased by interest and cost.

The omission of interest and costs from the amount advertised will not constitute a waiver of the city's claim for these items. If these taxes remain unpaid after this advertisement is completed, the City of Brevard will begin collection procedures set out by General Statutes 105-367 and 105-374.

As a courtesy to our taxpayers, anyone on this list who has already paid this tax as of the date of the advertisement, should contact the City Tax Collector and a retraction will be advertised one month from the date of the original advertisement.

Recommendation: Authorize the Tax Collector to advertise 2025 unpaid property taxes as municipal taxes.

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Estatoe Trail Project Amendment - Great Trails State Grant - \$168,500

Speaker: Dean Luebbe

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

The City was recently awarded the Great Trails State Grant in the amount of \$168,500. The City will be required to cover 1/3 of this amount, \$56,167, while the grant will cover 2/3 of the amount, \$112,333. The grant will bring engineering from 30% to 100% on two sections of the trail.

Fiscal Impact

The amendment will reduce spendable fund balance in the project by \$56,167 from \$339,611 to \$283,444.

Action

Staff requests Council approve the capital project amendment as presented.

Attachments:

1. CPO Amendment Estatoe Trail \$168,500 Great Trails Grant

ORDINANCE NO. 2026-XX

**CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE
NO. 2026-03 ESTATOE TRAIL PROJECT**

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

Section 1: The City was awarded the Great Trails State Grant from the North Carolina Division of Parks and Recreation in July of 2025 and received the signed and executed grant agreement from the state in January 2026. The funding is intended to bring engineering from 30% to 100% for the Main Street to Mary C. Jenkins and the Rosman Highway to Brevard High School sections of the Estatoe Trail. These are the last two undesignated sections of the City’s main Estatoe Trail greenway system. The maximum grant funding is \$112,333 and the City’s required match is \$56,167. The City will be utilizing Summit Engineering to perform these services.

Section 2: The Estatoe Trail Project currently has a budget of \$1,505,100 and this amendment will increase that budget to \$1,673,600. The fund balance for the project is currently \$851,286. The project also has \$512,075 of current encumbrances, which leaves a spendable fund balance on the project of \$339,611. The General Fund will be transferring an additional \$47,500 to the Project prior to June 30, 2026.

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

Account Number	Account Name	Budget Amount
78-6300-4400	Estatoe Trail Project	\$168,500
TOTAL PROJECT APPROPRIATION		\$263,500

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

Account Number	Account Name	Budget Amount
78-3345-0500	Great Trails State Grant	\$112,300
78-3990-0000	Fund Balance Approp	\$56,200
TOTAL PROJECT REVENUE		\$168,500

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

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

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

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

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

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 16th day of February, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Budget Amendment - Police Accreditation Grant - \$131,600

Speaker: Dean Luebbe

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

The City of Brevard Police Department was awarded the FY24 COPS Community Policing Development – Supporting Law Enforcement Agencies Seeking Accreditation Grant in October 2024. This City intends to accelerate the pace of expenditures and hopes to have all expenditures and reimbursements completed by June 30, 2026. There is no City match for this grant.

Action

Staff requests Council approve budget amendment 26-03 as submitted.

Attachments:

- 1. Budget Amendment Police - Accreditation Grant
- 2. Award letter Police Accreditationion

ORDINANCE NO. 2026-XX
AN ORDINANCE AMENDING THE FY2025-2026 BUDGET.
BUDGET AMENDMENT NUMBER 26-03

SUBJECT: Budget Amendment to increase General Fund expenditures and revenues by \$131,600 for the Police Accreditation Grant.

AGENDA INFORMATION

Agenda Location **Consent**
Department: **Finance**
Contact: **Dean Luebbe, Assistant City Manager and Finance Director**

BRIEF SUMMARY: The City of Brevard Police Department was awarded the FY24 COPS Community Policing Development – Supporting Law Enforcement Agencies Seeking Accreditation Grant in October 2024. While only minimal expenditures have been recorded to date, the department now intends to accelerate project activities to ensure full utilization of the grant award. The total eligible amount of \$131,600 is expected to be expended and reimbursed by June 30, 2026.

This grant supports the Police Department’s efforts to strengthen organizational professionalism and effectiveness by advancing accreditation-related initiatives. These initiatives help reduce liability and operational risk, promote consistent adherence to established industry standards and best practices, and enhance the overall efficiency and effectiveness of departmental operations.

Approval of this budget amendment will allow the BPD to fully execute the grant’s objectives and position the Police Department to achieve and maintain accreditation.

MOTION FOR CONSIDERATION: To approve Budget Amendment 26-03, as submitted, increasing the budget in expenditure account:

10-5100-3700 – Police Accreditation Expenses	\$131,600
TOTAL	\$131,600

And increasing the budget in the revenue account:

10-3910-1020 Police Accreditation Grant	\$131,600
TOTAL	\$131,600

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 16th day of February 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

✓ **Award Letter**

September 30, 2024

Dear Tom Jordan,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by CITY OF BREVARD for an award under the funding opportunity entitled 2024 FY24 Supporting Law Enforcement Agencies Seeking Accreditation - Community Policing Development Solicitation. The approved award amount is \$131,524.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

HUGH CLEMENTS
COPS Director

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Resolution Appointing Conserving Carolina Representative to the Ecusta Trail Advisory Board

Speaker: Denise Hodsdon, City Clerk

Prepared by: Denise Hodsdon, City Clerk

Approved by: Wilson Hooper, City Manager

Background

In August 2024 Council adopted Resolution No. 2024-31 Updating the Membership and Charge of the Brevard/Transylvania County Ecusta Trail Advisory Board (ETAB). ETAB membership was reconstituted to include the following members, all with indefinite terms:

1. A chairperson appointed by the Brevard City Council from amongst its members (Aaron Baker)
2. A co-chairperson appointed by the City Council from amongst its members (Mac Morrow)
3. One representative as recommended by the Transylvania County Tourism Development Authority from amongst its membership or staff. (Dee Dee Perkins)
4. One representative as recommended by the Friends of Ecusta Trail from amongst its membership (John Ditillo)
5. One representative as recommended by Conserving Carolina from amongst its membership or staff (Rebekah Robinson)
6. One representative as recommended by the Transylvania Economic Alliance from amongst its membership (Shelia Carland)
7. One representative from Heart of Brevard from amongst its members (Doug Miller)
8. One representative as recommended by Transylvania County (Larry Chapman)
9. Two at-large representatives as appointed by City Council (Madeline Hanley and Meredith Carli)

Discussion

On January 27, 2026 Rebekah Robinson advised that Conserving Carolina wished to make a substitution to their representative on the ETAB. They are recommending that their board member, and city resident Kathy Klepfer represent Conserving Carolina going forward.

Action

Consider the attached resolution appointing Kathy Klepfer as Conserving Carolina's representative on the Ecusta Trail Advisory Board.

Attachments:

1. Res 2024-31 Updating Membership and Charge of Brevard Transylvania County Ecusta Trail Advisory Board
2. Email from Conserving Carolina re ETAB representative
3. Resolution Appointing Conserving Carolina Representative as Member of ETAB

RESOLUTION NO. 2024-31

A RESOLUTION UPDATING THE MEMBERSHIP AND CHARGE OF THE BREVARD/TRANSYLVANIA COUNTY ECUSTA TRAIL ADVISORY BOARD

WHEREAS, the Ecusta Trail is a planned 19+ mile multi-use path stretching from Brevard, NC to Hendersonville, NC; and

WHEREAS, in June 2021 the City of Brevard passed Resolution 2021-21 agreeing to become the "lead agency" for the trail in Transylvania County to "secure funding, oversee design, oversee construction, and manage public use of the section of the trail in Transylvania County"; and

WHEREAS, in December 2021 the City of Brevard passed Resolution 2021-58 establishing the Ecusta Trail Advisory Board (ETAB) and delegating oversight of the above listed activities to it; and

WHEREAS, between 2021 and 2023, under the direction of the ETAB and the Brevard City Council, the City of Brevard applied for and won three large Federal grants - FLAP (\$1M), NSFLTP (\$21.4M) and RAISE (\$24.5M)- to fund design and construction of the trail; and

WHEREAS, in August 2023 the City of Brevard received permission from US Department of Transportation to transfer its awards to NC Department of Transportation (NCDOT) for execution; and

WHEREAS, while NCDOT is technically the executor of the project, it is deferring decisions on all elective components of the project to the City of Brevard; and

WHEREAS, in spring/summer 2024 with engineering and design underway, NCDOT notified that City of Brevard of approaching deadlines for decisions on branding, alignment, amenities, and other matters; and

WHEREAS, the City of Brevard has also identified several additional projects, some of which are time sensitive that, if completed, will complement the Trail and multiply its impact; and

WHEREAS, Henderson County plans to open the first segment of the Ecusta Trail, located entirely within its jurisdiction, in calendar year 2024, and is seeking Brevard's input on matters that may affect the Transylvania County segment once it is completed; and

WHEREAS, the ETAB's authority is unclear and its membership reflective of conditions in 2021; and

WHEREAS, in consideration of these factors and in recognition of the large potential impact the completed Trail is expected to have on the Brevard community, there is interest among City of Brevard staff and elected officials in clarifying the ETAB's charge and reviewing its membership; and

WHEREAS, the Council expressed this interest publicly in a Workshop dedicated to Ecusta Trail governance held on June 26, 2024; and

WHEREAS, on August 5, 2024 the Brevard City Council discussed this matter at its regular public meeting.

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

The Ecusta Trail Advisory Board is hereby reconstituted with the following provisions

- 1.) Membership shall consist of the following members:

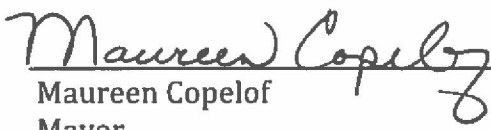
- a. A chairperson appointed by the Brevard City Council from amongst its members (Aaron Baker)
 - b. A co-chairperson appointed by the City Council from amongst its members (Mac Morrow)
 - c. One representative as recommended by the Transylvania County Tourism Development Authority from amongst its membership or staff. (Dee Dee Perkins)
 - d. One representative as recommended by the Friends of Ecusta Trail from amongst its membership (John Ditillo)
 - e. One representative as recommended by Conserving Carolina from amongst its membership or staff (Rebekah Robinson)
 - f. One representative as recommended by the Transylvania Economic Alliance from amongst its membership (Shelia Carland)
 - g. One representative from Heart of Brevard from amongst its members (Doug Miller)
 - h. One representative as recommended by Transylvania County (Larry Chapman)
 - i. Two at-large representatives as appointed by City Council (Madeline Hanley and Meredith Carli)
- 2.) The Mayor of the City of Brevard and a representative from the Henderson County RTAC shall serve in non-voting ex-officio capacities. These seats shall not be considered in the quorum calculation.
- 3.) To be eligible for appointment, a participant must be deemed by the appointing authority, Brevard City Council, to be vested, with a personal or professional stake in the affairs of the City of Brevard and the Ecusta Trail. City residency is not required.
- 4.) The membership terms are indefinite. The board's membership, charge, and authority shall be reviewed every three years, with new appointments/reappointments made at that time.
- 5.) The committee chairperson is granted flexibility on meeting rules and procedures
- 6.) The work of the ETAB shall be facilitated by the City Manager (or his designee) with participation by city staff. Staff shall participate in ETAB only in a non-voting, advisory role. Staff shall not count towards quorum calculations. Voting seats vacated by staff shall not be refilled.
- 7.) ETAB agenda shall be created by staff in cooperation with the committee chairperson. Items may be added by the chairperson at his/her discretion, administratively by the City Manager, or via referral of the full City Council.
- 8.) The ETAB's recommendations shall be forwarded to City Council typically through its "Consent Agenda" process.
- 9.) The ETAB's charge shall be to consider and make recommendations on matters related to trail usability and community impact. Examples include:
- a. On-trail amenities
 - b. Maintenance prioritization
 - c. Signage (types, content, and placement)
 - d. Trail "rules" and user standards
 - e. Integration of Ecusta Trail into existing trails/facilities

- f. Type and location of complementary amenities outside federally funded project footprint.
- g. Construction timing
- h. Complementary programs (e.g. Trail Partners) intended to leverage the trail's presence to create community impact
- i. Encroachment requests within trail corridor in conjunction with technical analysis by staff.

- 10.) The provisions of this resolution supersede the related provisions of the below resolutions. Unaffected provisions of the below resolutions remain in effect:
- a. Resolution 2021-21
 - b. Resolution 2021-58
 - c. Resolution 2022-40

Adopted and approved this the 5th day of August, 2024.




Maureen Copelof
Mayor

ATTEST:


Denise Hodsdon, CMC

From: [Madalin Baker](#)
To: [Denise Hodsdon](#)
Subject: FW: ETAB representative
Date: Wednesday, February 11, 2026 10:02:10 AM

From: Rebekah Robinson <rebekah@conservingcarolina.org>
Sent: Tuesday, January 27, 2026 2:27 PM
To: Madalin Baker <Madalin.Baker@cityofbrevard.com>; Wilson Hooper <Wilson.Hooper@cityofbrevard.com>
Cc: Kathy Klepfer <kathyklepfer@gmail.com>
Subject: ETAB representative

Good afternoon,

Wilson and Madalin, Conserving Carolina would like to make a substitution to our representative on the ETAB moving forward. We have asked our board member and City resident, Kathy Klepfer, to participate on our behalf. She is copied here. Kathy agreed to attend when I spoke to her a few weeks ago, but I failed to follow up with the meeting information until now. I suspect that it is too short of notice for Kathy to attend tomorrow's meeting. Unfortunately, I have a conflict.

Kathy, the ETAB meets at 3:30 on the LAST Wednesday of the month in City Council chambers. Madalin can share the calendar invitations with you as well.

Thanks, and I look forward to participating occasionally in the staff-level meeting instead (along with Leila).

Rebekah Robinson
(she/her/hers)
Assistant Director for Programs
Conserving Carolina
Phone: 828.697.5777 ext. 206
Email: rebekah@conservingcarolina.org
www.conservingcarolina.org
For Nature and People. Forever.

RESOLUTION NO. 2026-XX

**A RESOLUTION APPOINTING A REPRESENTATIVE FROM
CONSERVING CAROLINA AS A MEMBER OF THE
BREVARD/TRANSYLVANIA COUNTY ECUSTA TRAIL ADVISORY BOARD**

WHEREAS, on August 5, 2024 Council adopted Resolution No. 2024-31 Updating the Membership and Charge of the Brevard/Transylvania County Ecusta Trail Advisory Board (ETAB); and

WHEREAS, the membership of ETAB was reconstituted to include two members of Brevard City Council, two at-large members, and one representative from each of the following entities, per each entity's recommendation: Transylvania County Tourism Development Authority, Friends of Ecusta Trail, Conserving Carolina, Transylvania Economic Alliance, Heart of Brevard and Transylvania County; and

WHEREAS, the membership terms are indefinite; and

WHEREAS, Rebekah Robinson was appointed as the representative for Conserving Carolina; and

WHEREAS, Conserving Carolina has advised that they wish to make a substitution to their representative and recommend that their board member and city resident Kathy Klepfer represent Conserving Carolina going forward.

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

- 1) The Brevard City Council does hereby appoint Kathy Klepfer as a member of the Brevard/Transylvania County Ecusta Trail Advisory Board as the representative for Conserving Carolina.

Adopted and approved this the 16th day of February, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk



CITY of BREVARD

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

TAX SETTLEMENT REPORT FOR MONTH ENDED JANUARY 31, 2026

Tina Tanner

Certified Tax Collector

CITY OF BREVARD TAX SETTLEMENT REPORT
 MONTH ENDING JANUARY 31, 2026

UPDATED: 02.10.2026

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		
2025	\$ -	\$ 4,581,126.39	\$ 427,280.33	\$ 195,358.15	\$ 164,976.55	\$ 707,473.79		
2024-2014	\$ 11,986.29	\$ 6,246.25	\$ 3,664.91	\$ 9,827.00	\$ 451.75	\$ 326.18		
2013- PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL:	\$ 11,986.29	\$ 4,587,372.64	\$ 430,945.24	\$ 205,185.15	\$ 165,428.30	\$ 707,799.97		
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	
2025	\$ 368,774.87						\$	6,444,990.08
2024-2014	\$ 2,962.61						\$	35,464.99
2013-PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
TOTAL:	\$ 371,737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$	6,480,455.07

HEART OF BREVARD TAX SETTLEMENT REPORT
 MONTH ENDING JANUARY 31, 2026

UPDATED: 02.10.2026

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
2025	\$ -	\$ 78,787.77	\$ 14,235.31	\$ 7,200.76	\$ 1,907.35	\$ 20,757.82	
2024-2014	\$ -	\$ 62.00	\$ 1.48	\$ -		\$ 5.45	
2013-PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ -	\$ 78,849.77	\$ 14,236.79	\$ 7,200.76	\$ 1,907.35	\$ 20,763.27	

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2025	\$ 7,653.10						\$ 130,542.11
2024-2014	\$ 106.50			\$ -			\$ 175.43
2013-PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 7,759.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,717.54

MINUTES

City Council Public Works & Utilities Committee

Wednesday, January 7, 2026 – 3:30 p.m.
City Council Chambers

Members Present: Lauren Wise, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Owen Carson, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: David Todd, Assistant City Manager
Dean Luebbe, Assistant City Manager/Finance Director
Wesley Shook, Public Works Director
Dennis Richardson, Water Treatment Plant Supervisor
Aaron Winans, Wastewater Treatment Plant Superintendent
Denise Hodsdon, City Clerk
Shawnee Cummings, Assistant to the City Manager

Guests: Harvey Sankey

Press: n/a

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:34 p.m.

B. Certification of Quorum

Assistant to the City Manager Shawnee Cummings certified that a quorum was present.

C. Approval of Agenda

Mr. Carson moved, seconded by Mr. Daniel to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes – November 5, 2025 Meeting

Mr. Daniel moved, seconded by Mr. Carson to approve the minutes of the November 5, 2025 meeting as presented. The motion carried unanimously.

E. Project Updates – Mr. Todd presented updates for the following projects:

1. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and is currently advancing Phase 1 of the project, mainly focusing on the field data collection task. This

effort is coupled with a desktop analysis, geodatabase management, and preliminary CIP prioritization planning.

Field data collection task is approximately 70% complete, with activities anticipated to conclude by 1/8/26. Downtown data collection is complete, while the Oakwood Neighborhood is approximately 90% complete. Remaining data collection includes stormwater infrastructure within the Cherry Street Neighborhood, Ducks Drive Neighborhood, and two culvert crossings located at Silversteen Community Garden and Batson Road.

Below is the overall schedule:

1. Overall Project Schedule and Scope:
 - a. Phase 1 completed in fiscal year 2026 (June 2025 – June 2026)
 - i. Identification of Projects and Capital Improvement Planning
 1. **October – January:** Field work and post processing of data
 - a. Initial field data collection completed early January.
 2. **January:** Start coordination with CCTV
 3. **January:** Start building H+H models
 4. **February:** Final field visits for any missing data
 5. **February – April:** CCTV crews on-site
 6. **March - April:** Finalizing existing conditions models + Prioritization
 7. **April – June:** Report writing + finalizing deliverables
 - b. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
 - i. Schematic Design and Identification of Funding

2. Hillview Street Culvert

Staff is currently responding to City comments and finalizing the plans. We are working on procurement specs in the next few weeks, and the project is anticipated to go to bid in early February per the most recent schedule update.

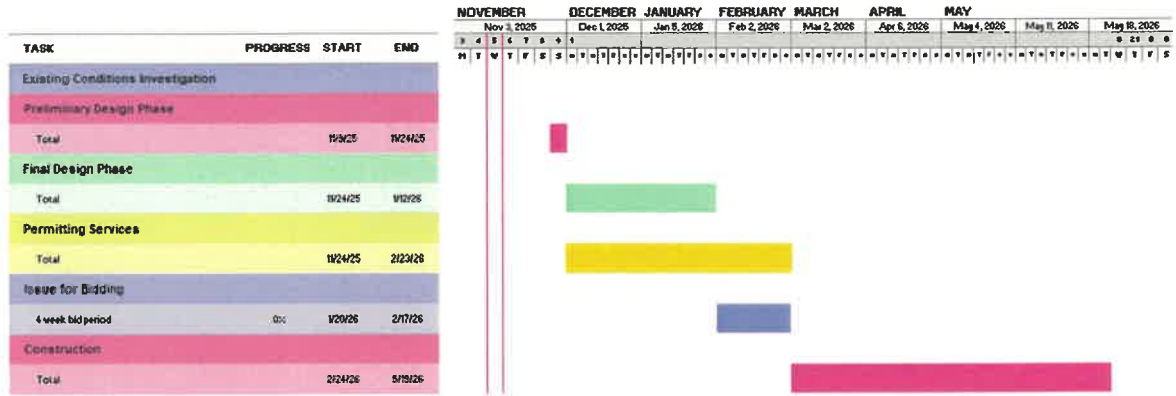
Regarding the temporary road repair, we will be issuing a revised plan on 1/5/26 or 1/6/26 to reflect centering the steel plates over the existing pipe. Steel plates are being delivered on 1/2/26, with repairs beginning on 1/13/26, which are expected to last 2-3 days.

Hillview St. Culvert

City of Brevard, NC

Project start:

Display week:



3. Norton Creek Restoration Phase 2

Current Status:

- Construction has been completed
- Change Order is being prepared to repair areas of the original streambank project damaged during Hurricane Helene and by the landscapers.

Next Steps:

- Execute Change Order #1

Schedule of Remaining Tasks:

Task	Completion Date
Final review and sign bid documents	Completed
Advertise for bids	Completed
Pre-Bid Meeting	Completed
Open Bids July 1, 2025	Completed
Pre-Construction Meeting	Completed
Construction to begin	Completed
Construction to be completed	Completed
Execute Change Order #1	1-31-2026
Completed Work of Change Order #1	2-28-2026

4. Water Treatment Plant Renovation

Work to date:

1. New Clearwell base completed. 28-day break came in at 128% strength. Very good.

2. New Clearwell walls completed. 7-day break came in at 73% strength.
3. Change Order completed and approved by NCDEQ on December 2, 2025.

Change Order items include:

1. Demolition of existing (original) control panel and installation of desk and cabinet
2. Filter media replacement
3. Clearwell vent
4. 6-inch plug valve @ drying beds (5-valves)
5. Tubing for chemical feed lines
6. Finish water pump (1 additional)
7. Transfer pump (1 additional)
8. Sludge/solids pump for sed. Basin

Change Order approved cost \$499,230.

4. Concrete Flooring and pipe work completed at the sludge drying beds, and in operation.
5. New 10-inch valve at existing Clearwell to new Clearwell to be installed this week.

Upcoming work: Work over the next couple of months

1. Complete Clearwell work and piping work to tie new tank in.
2. Continued work on the receipt and Approval of Shop drawings. Brown PA
3. Estimated delivery time for Back Up Power generator is 2/27/2026.
4. Estimated delivery time for automatic transfer switch is 3/12/2026.

City of Brevard - Water Treatment Plant Improvements :																								
NCDEQ SRP-D-ARP-0222																								
Brown PA - 20042																								
Task	2025												2026											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Project Advertise																								
Bid March 25, 2025																								
RE-Bid April 15, 2025																								
4/29/2025 - NCDEQ BID package for Approval																								
May 29, 20225 NCDEQ ATA letter received																								
May 30, 2025 Notice of Award received																								
June 10, 2025 Execute Contract - Notice to Proceed																								
Construction 365 Days																								

5. Water and Sewer Asset Inventory Assessment

a. Water System Asset Inventory & Assessment

Field Work to Date:

- Completed with the exception of the missing items to be located by City Staff

Current Status:

- Model has been constructed and items identified
- Awaiting PRV information from the City
- Flow tests have been completed
- System partially calibrated
- Awaiting future demand (upcoming development) information
- Completed recommended improvements based on failing infrastructure
- On-site inspection and assessment of the existing pump stations completed
- Demand projections based on information provided Planning Department completed

Next Steps:

- Preparation of a proposed improvements program based on future demand

Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	completed
Initial Model (for calibration)	completed
Flow Tests (by City of Brevard)	completed
Analysis of Ex. Water System	completed
Update Demand Projections with regard to TAZ data	completed
Demand Projections based on upcoming development	completed
Capital Improvements Program & Financial Impact	January 31, 2026
Project Close out	January 31, 2026

b. Sewer System Asset Inventory & Assessment

Current Status:

- Fieldwork is 100% complete
- Sewer mapping is 100% complete
- Preparing an infrastructure replacement program
- Demand projections based on NCDOT TAZ
- Demand projections based on information provided by Planning Department completed

Next Steps:

- Identify and rate critical infrastructure
- Preparation of a proposed improvements program based on demand projections

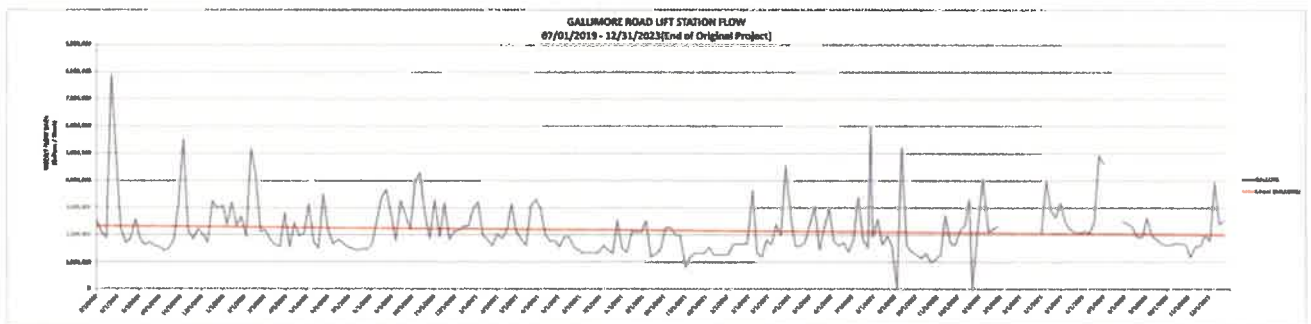
Schedule of Remaining Tasks:

Task	Completion Date
Field Work (not including missing items)	Completed – additional manhole being located
Smoke Testing of Kings Creek Basin	completed
Identify and Rate Critical Infrastructure	TBD
Update Demand Projections	completed
Identify Areas Needing Sewer with Planning Dept.	completed
Update Existing Infrastructure Assessment	completed
Capital Improvements Program – Failing Infrastructure	completed
Capital Improvements Program – Future Development	January 15, 2026
Financial Impact	January 15, 2026
Present to City of Brevard	TBD
Project Close-out	January 31, 2026

6. Gallimore Sewer Rehab Update

Gallimore Basin Sewer Rehab Change Order #2

- The pipe lining along County Club Road and Caldwell Street is complete
- The manholes along Country Club Road and Caldwell Street are complete
- BLD has lined the service laterals along Caldwell and Country Club Rd.
- The Contractor is currently negotiating with a Sub to perform point repairs along England St and install cleanouts
- Contractor is overdue in providing an updated schedule
- Liquidated damages are being considered

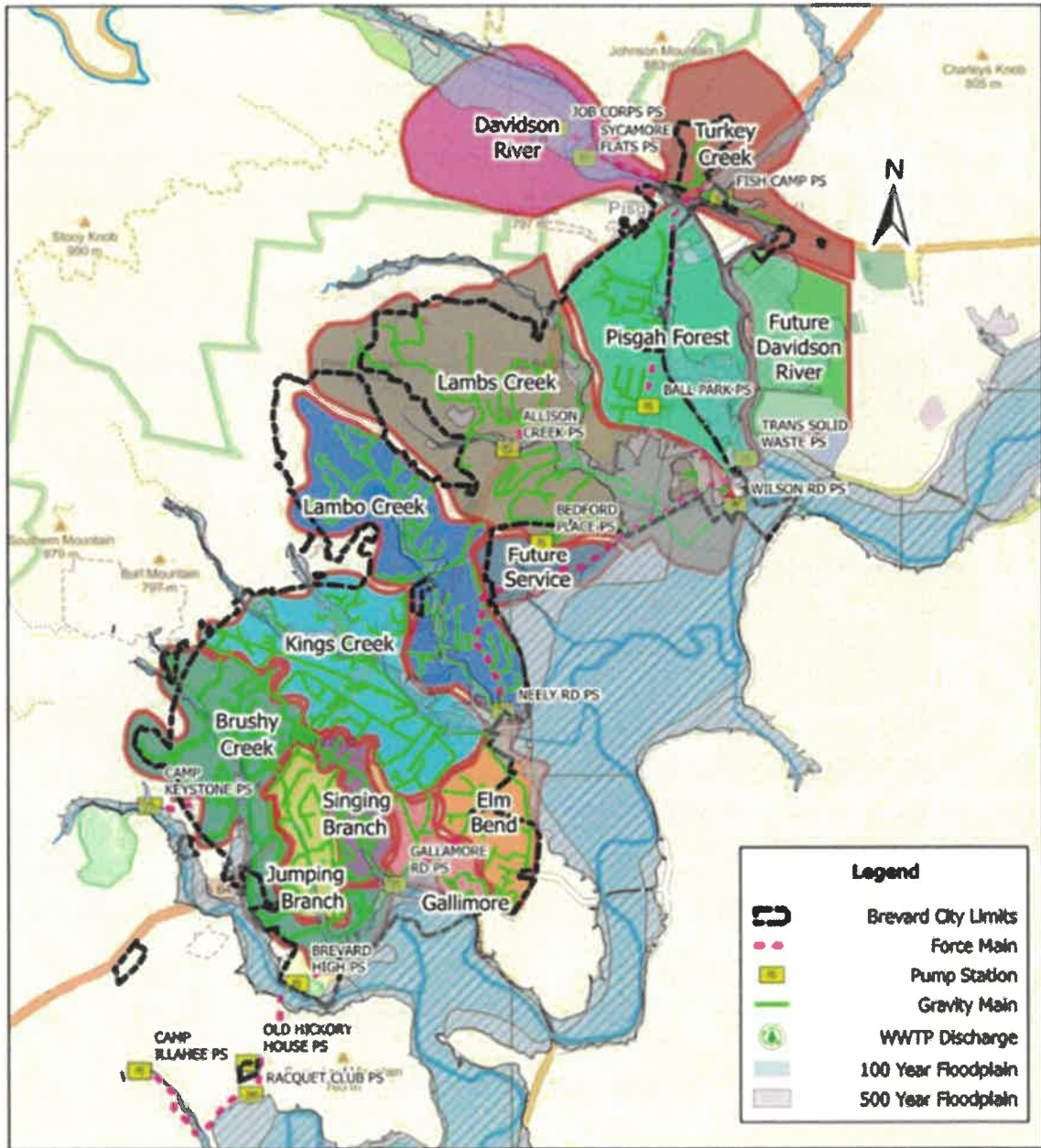


7. Brushy Creek Sewer Rehab

During the process of seeking and applying for grants for the Wastewater Treatment Plant, our consultant, ICF, determined that the City has been linked to a requested \$880,000 grant from the EPA. The funding is designated for the prevention of inflow and infiltration into the City's sewer system. The funds are specifically targeted for the Brushy Creek Drainage Basin and are intended to reduce and prevent sanitary-sewer

overflows. The funding request was submitted by Senator Chuck Edwards as a FY 2025 Community Project Funding Request.

The funds will be used in a similar fashion to the funding used on the Gallimore Basin for the repair, replacement, and slip-lining of sewer lines in the Brushy Creek Basin.



8. Sewer Collection System Rehabilitation: 498 Greenville Highway

Approximately 300' of 8" sewer line running parallel to Greenville Hwy, near Gallimore Road and serving the Morgan Manor Apartments, is in poor condition and routinely blocked by tree roots. The line has been cleared multiple times, but it runs directly under a line of trees and quickly becomes clogged again by roots. Public Works has put a new plan in place to check on and remove roots monthly. This piping has been identified on

our recent AIA Sewer Survey as needing to be listed as a CIP item. No design work or plans for replacement are currently in place, but the routine clearing program will continue.

A very rough estimate of cost to slip line the pipe is \$200,000, or \$100,000 to replace. Once the AIA sewer survey is fully completed this line will be prioritized, along with other needed work across the City.

9. Sewer Pump Station Rehabilitation Project

The Pump Station Rehab and Replacement project Contract has been executed, and a preconstruction meeting was held on 6/30/25. TP Howard mobilized during the first week of December.

Shop drawings and submittals are continuing to be reviewed.

Change Order #1 (Grinder Vault) received Approved DWI Eligibility Determination on 12/18/25.

Progress has been made on the Fish Camp and Gallimore Road, terms have been reached, and paperwork is being finalized.

The schedule below does not show the addition of Change Order #1.

Sewer Pump Station Rehab Project

Task	2025		2026											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Gallimore Pump Station (12/5/25-7/3/26)		■	■	■	■	■	■	■	■					
Fish Camp Pump Station (5/14/26-8/28/26)							■	■	■	■				
Wilson Pump Station (8/14/26-10/2/26)										■	■	■		
Punch Out & Cleanup (8/14/26-10/2/26)										■	■	■		
Final Completion Date (11/19/26)													★	
ARPA Funding Deadline (December 31, 2026)														★

10. WWTP Renovation and Upgrade Project

The application submitted for approximately \$5.6 million in additional funding for Phase 1 through the DWI SRF Helene funding program was approved, but for only \$5 million at this time. All \$5 million is principal forgiveness. Letters of Intent to Fund will be sent in the coming weeks, which will outline the next steps required for this additional funding. We anticipate that next steps will include an Engineer’s Report and Plan and Bidding document approval.

With the assistance of ICF through the HMGP advanced assistance program, approximately \$2.6 million was applied for to fund the design of Phase 2 at the end of

Harvey Sankey also said that the information related to the City's funding allocation should be publicized more to taxpayers due to its importance. Mr. Wise, Mr. Daniel, and Mr. Carson all concurred that information related to allocation, funding, and its importance is available and shared frequently on the City's website, newsletters, social media, during the City's Budget Workshop event, and during regularly scheduled Council meetings, and that the City would continue to share this information with the public.


G. Set Next Meeting

The next regular meeting of the committee will be on February 4, 2026 at 3:30pm.

H. Adjourn

There being no further business, the meeting was adjourned at 5:02 p.m.

Minutes Approved: February 4, 2026



Lauren Wise, Chair, Council Member
Gary Daniel, Vice Chair, Council Member



Shawnee Cummings
Assistant to the City Manager

MINUTES

CITY COUNCIL HOUSING COMMITTEE

Tuesday, December 9, 2025 – 3:45 PM

City Hall Council Chambers

Members Present: Pamela Holder, Chair, City Council Member (arrived at 4:03 pm)
Aaron Baker, Vice Chair, City Council Member
Victor Foster, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: Wilson Hooper, City Manager
Dean Luebbe, Assistant City Manager/Finance Director
Paul Ray, Planning Director
Emily Brewer, Senior Planner
Denise Hodsdon, City Clerk

Guests/Presenters: Sara VanLear and Sarah Odio of UNC School of Government's
Development Finance Initiative (via Zoom)

A. Welcome and Call to Order

Vice Chair Baker welcomed everyone and called the meeting to order at 3:45pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

Mr. Baker added an item regarding Status of Housing Initiatives. Mr. Foster moved, seconded by Mr. Baker to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes – October 14, 2025

Mr. Foster moved, seconded by Mr. Baker to approve the minutes of the October 14, 2025 meeting as presented. The motion carried unanimously.

E. Status of Housing Initiatives

Mayor Copelof reported that Housing Assistance Corp. (HAC) has put out a press release announcing that they have received a \$1M low-interest community impact loan

from Pisgah Health Foundation for the Cashiers Valley Rd. project and they are looking at starting construction in March 2026.

Mr. Hooper reported that the County is waiting to hear from Dogwood regarding approval of grant funding for the projects the County had previously approved, including the design and permitting of the Azalea Ave. infrastructure, before reviewing our second request for construction funding.

Mr. Hooper noted that we have not heard anything from Fairhaven Meadows, so presumably their project is going okay. Mayor Copelof mentioned that it would be nice to hear from them as to when their management company will start taking rental applications and what that process will be. Mayor Copelof also mentioned that the residents of the privately-owned Laurel Mountain Rd. have expressed concern that since the brush and bamboo has been cleared along the side of the road, it looks very steep and unsafe to them. Mr. Ray noted that the City doesn't have any enforcement capabilities in this matter since it is a private road, but because Fairhaven Meadows' property line goes to the center of the private drive, staff has met with the developer to try to facilitate a solution. The developer is in the process of getting proposals for installing guardrails along the road.

Mr. Baker mentioned that the City of Charlotte has a program that helps with financing of accessory dwelling units (ADU's) in exchange for owners renting them to low-to-moderate-income tenants. He noted that Brevard doesn't have a pool of money to do this but wondered if there was some way the City could work with a lender to make it easier for folks interested in building ADU's on their property. Sara VanLear and Sarah Odio of DFI offered to do some research to see what other municipalities are doing to reduce the upfront cost and capacity that homeowners would need to move forward with an ADU.

F. Qualified Development Partner Discussion - Azalea Ave. Property

Mr. Hooper explained that circumstances have conspired in such a way that, with encouragement from DFI, staff is proposing a change in strategy for the Azalea Ave. property. He recalled that when the City bought the property, it was projected that it would take five or more years for the project to unfold, which was okay because we have a multi-year loan that we will need to pay off before we can convey the property to a developer to build housing on. However, now we are making forward progress with regard to the infrastructure and there have been some developments in the LIHTC world that may enable us to move quicker if we are willing to accept some risk. With the proposed strategy the deliberate and slow selection of our qualified development partner will be put aside for a quicker selection. The second risk is the outstanding loan we have on the property – we are still figuring out how to make this work as the firm we select will need site control before they can commit to applying for LIHTC and taking out all the financing they need in order to make the project work. We are trying to figure out if our loan allows us to legally give them site control and if not, how to work around that. If we can't find a solution, we may have to pay off the loan.

Sara VanLear shared an update of what the timeline would look like if the City proceeds with this proposal. A copy of her presentation is attached. She explained that the primary reason DFI is proposing this different process and expedited next steps is because the North Carolina Housing Finance Agency, who allocates the federal low-income tax credits updated their allocation plan for 2026 to include a portion of the federally appropriated CDBG-Disaster Recovery funding associated to Hurricane Helene. What this means is that both 9% and 4% LIHTC applications have the opportunity to request in a streamlined singular application to HCHFA for those disaster recovery funds, which in the case of a 9% would mean a cap of an additional \$3M. Time is of the essence because the preliminary LIHTC applications are due on January 23rd.

The firm Fitch Irick, who is a qualified development partner, has submitted a letter of interest (copy attached) to develop affordable housing on the Azalea Ave. property. Fitch Irick developed and operates Broad River Terrace and know Brevard and this site very well, and they have deep LIHTC experience across the southeast. They have committed to prioritizing Brevard and the Azalea Ave. site for their submission in January 2026. Ms. VanLear noted that Transylvania County's Hurricane Helene recovery eligibility may improve Brevard's LIHTC competitiveness in this upcoming round.

Ms. VanLear reviewed the timeline/next steps and additional considerations as laid out in her presentation. She explained that Fitch Irick will submit a proposal to Council and the primary thing they will need from the City, in order to submit an application on January 23rd, is an option on the property. They will then submit their full LIHTC application which is due on May 15th. Alongside their preparation of that full application, we would want to also be negotiating a development agreement with them. We would find out in August if Transylvania County and Fitch Irick is awarded those credits and to what degree they are awarded disaster recovery funds. Because of that uncertainty, we would want to maintain a keen eye on other resources that are out there, working with the County, Land of Sky, and all of the City's partners to ensure all possible funding sources are in line, especially in the case that disaster recovery funds are not awarded.

Mr. Baker asked how much does the fact that the infrastructure funding from the County is still up in the air factor into each of these steps? Ms. VanLear explained that when Fitch Irick applies they would need to provide assurance that water/sewer infrastructure would be available to the site by the time occupants are on this site.

There was consensus to work further on this approach and bring it to Council on January 20th.

G. Public Comment

Harvey Sankey had some clarifying questions which Ms. VanLear answered.


H. Next Meeting Date

The next meeting was scheduled for Tuesday January 13, 2026 at 3:45pm.

I. Adjourn

There being no further business, the meeting adjourned at 4:51 pm.

Minutes Approved: January 13, 2025



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

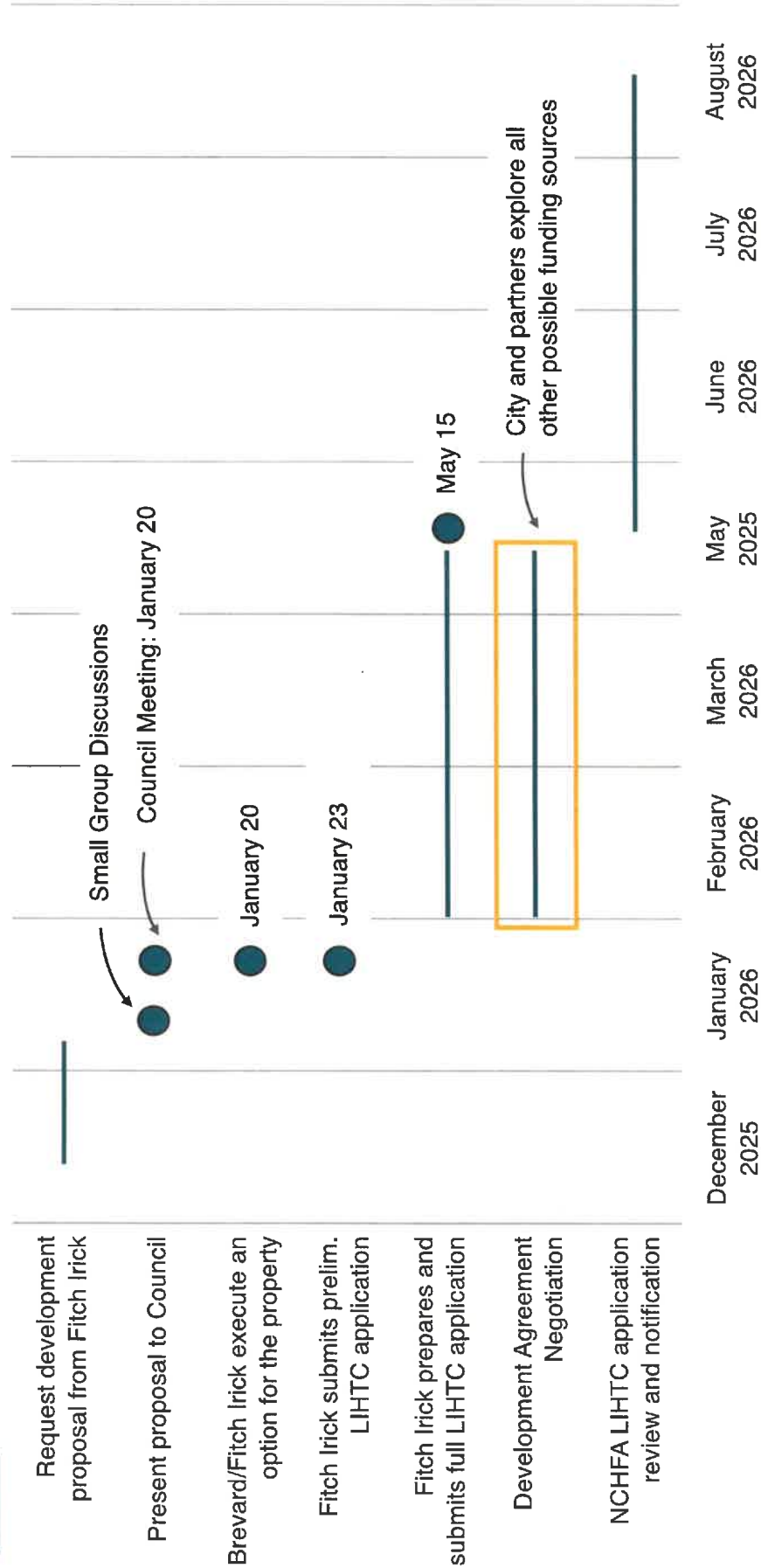


Denise Hodsdon
City Clerk

Azalea Avenue development update

- NC Finance Housing Agency's updated LIHTC allocation plan includes CDBG-Disaster Recovery funding (Hurricane Helene)
 - Future disaster recovery funding paired with LIHTCs is uncertain
 - Preliminary LIHTC applications are due January 23, 2026
- Fitch Irick submitted a Letter of Interest to develop affordable housing on Azalea Avenue
- Fitch Irick is a qualified developer
 - Developed and operates Broad River Terrace, and has deep LIHTC experience across the Southeast
 - Committed to prioritizing Brevard/Azalea Avenue site for January 2026 submission
- Transylvania County's Hurricane Helene recovery eligibility may improve its LIHTC competitiveness in the upcoming LIHTC funding round

Next Steps and Estimated Timeline



Additional considerations and next steps

- CDBG-DR funding: award amounts and eligible uses are uncertain
- If LIHTC are not awarded in August 2026, Fitch Irick's option expires and Brevard/DFI release a competitive solicitation for qualified development partners in Fall 2026
- If LIHTC are awarded in August 2026, the City may need to consider options to pay down the Azalea Avenue property loan early



December 9, 2025

City of Brevard
Maureen Copelof, Mayor
Wilson Hooper, City Manager
95 West Main Street
Brevard, NC 28712

RE: Letter of Interest – 2026 LIHTC Development Partnership Proposal

Dear Mayor Copelof & Mr. Hooper,

Fitch Irick is pleased to submit this Letter of Interest expressing our desire to partner with the City of Brevard in submitting a Low-Income Housing Tax Credit (LIHTC) application to the North Carolina Housing Finance Agency (NCHFA) in the 2026 funding cycle. We believe our experience developing high-quality affordable housing in Brevard and throughout the Southeast, along with our strong working relationship with the City, makes our partnership uniquely suited to deliver a new LIHTC community on the Azalea Avenue parcel.

PROJECT OPPORTUNITY

We understand that the City wishes to develop the Azalea Avenue parcel to deliver much-needed affordable housing units and simultaneously complete critical sewer infrastructure that will not only serve the development site, but also multiple single-family parcels. The integration of these dual infrastructure and housing goals presents a targeted opportunity to leverage CDBG-DR funds associated with Hurricane Helene to address both affordable housing and utility needs.

We share the City's goals and are committed to working collaboratively to structure a highly competitive LIHTC application, aligning available funding resources in this unique cycle to position the project and infrastructure improvements for a successful award outcome.

WHY FITCH IRICK IS UNIQUELY QUALIFIED TO PARTNER WITH BREVARD

1. Adjacent Site Experience and Deep Local Knowledge

Fitch Irick developed Broad River Terrace, the 62-unit LIHTC community adjacent to the Azalea Avenue parcel. Our understanding of the site conditions, regulatory expectations, infrastructure constraints, and community priorities positions us to efficiently deliver a second successful LIHTC development at this location.

2. Proven Track Record Accessing Funds to Support Brevard Infrastructure

During the development of Broad River Terrace, we worked with the City to access CDBG funds through Land of Sky. These funds enabled the necessary offsite infrastructure improvements — including the lift



station — to support the affordable housing development. We are experienced in structuring applications, documentation, scope development, and coordination for CDBG-funded infrastructure tied directly to affordable housing.

3. Extensive LIHTC Financing & Execution Expertise

Since our founding in 2014, Fitch Irick has developed, owned, and managed affordable housing across the Southeast. We currently own and manage more than 14,000 affordable units, financed through 9% LIHTC, 4% LIHTC, USDA Rural Development, CDBG, HOME, Locality funding and mixed-layered capital stacks. Our team excels at leveraging and layering financing sources to create lasting, high-quality affordable communities.

4. Municipal Partnership Approach That Aligns with Brevard's Goals

Our approach is collaborative and team-driven. We recognize that affordable housing requires active partnership with the City, utility agencies, funding partners, and the community. We take pride in functioning not just as “the developer,” but as a committed member of the City’s team. This approach has led to successful execution of projects in multiple jurisdictions, and we are eager to build on that track record with Brevard.

5. Proven Alignment with Local Priorities

Our mission to provide safe, affordable housing aligns directly with Brevard’s present needs. The City has identified both affordable housing and wastewater upgrades as critical infrastructure priorities; we understand these priorities and bring specific demonstrated experience delivering both.

A 2026 LIHTC application coupled with strategic use of CDBG-DR funding creates a highly competitive and financially viable path to deliver affordable units on Azalea Avenue, potentially complete sewer upgrades serving a broader portion of the City and advance long-term community benefit

Fitch Irick is committed to prioritizing the City of Brevard in this upcoming 2026 funding cycle and we would welcome the opportunity to meet with staff to refine the development approach, infrastructure scope, and application strategy. Thank you for your consideration. We look forward to continuing to work with you to support the residents of Brevard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andreea Gonzalez', is positioned above the typed name.

Andreea Gonzalez

Vice President of Development

Fitch Irick Corporation

andreea@fitchirick.com

980.335.2033

Founding Members

Hollis Fitch



The Chairman for Fitch Irick Corporation is Hollis Fitch. Hollis cofounded Fitch Irick Corporation and provides guidance to each arm of the company. Through his leadership, the company continues to grow and provide homes for thousands of residents across the southeast. Hollis has developed and has been apart of over 1 billion dollars in investment across the Southeast. Hollis is an expert in his craft, orchestrating complex transactions with layered financing, that include both private equity and debt.

Charlie Irick



Vice Chairman for Fitch Irick Corporation is Charlie Irick, who is one of the founding members of Fitch Irick Corporation. Charlie has been apart of over \$500 million in successful affordable housing developments. Charlie specializes at managing the relationships of local joint venture partners and third-party development team members. Charlie has been instrumental in the growth of Fitch Irick into other states as well as fostering relationships with cities across the Southeast.

Key Team Members

Tom Anderson



Tom Anderson, Chief Development Officer is a mission-driven executive bringing 30+ years of development, financing and affordable housing experience. He has overseen \$300M+ development pipeline, scaled operations from 3 to 12 states, staffed 4 regional offices and led a 12-member cross-functional team from deal sourcing through handoff to property management. Prior to Fitch Irick, Tom was at Penrose and Cohen-Esrey where he aligned operations and capital partners; structured debt & equity; mitigated risk and managed compliance; and represented developers before housing authorities and state agencies

Anderea Gonzalez



Anderea Gonzalez, Vice President of Development, leads Fitch Irick's development department, overseeing strategy, execution, and team performance from project inception through stabilization. She has played a central role in shaping the company's growth, guiding the development and rehabilitation of more than 5,000 housing units across the Southeast, representing over \$1 billion in investments. Anderea's leadership ensures projects meet financial and regulatory benchmarks. Her comprehensive understanding of financing structures, construction, and compliance enables her to position the company for long-term success while cultivating strong public and private partnerships.

Key Team Members

Tom Barry



Tom Barry is our Vice President of Finance. Tom identifies, negotiates, and secures funding sources for construction and permanent financing as well as tax credit equity. He manages the relationships with our financing partners and provides creative solutions to finance our most difficult transactions. Prior to Tom joining Fitch Irick in 2021, he was a relationship manager with Bank of America where he provided developers a variety of funding sources totaling of \$650 million in bank products and services.

Hunter Snellings



Hunter Snellings, Director of Development, plays a critical role in advancing the company's affordable housing mission by leading projects from predevelopment through closing with a focus on quality, strategic execution, and community impact. He cultivates strong public- and private-sector partnerships, negotiates complex development agreements, and manages financing strategies that leverage local, state, and federal resources to bring high-quality housing to market. With a proven ability to secure major municipal investment, coordinate multidisciplinary teams, and navigate entitlement and regulatory processes, he ensures that each development meets community needs, remains financially viable, and stays on schedule



**DEVELOPMENT PARTNER EXPERIENCE:
BROAD RIVER TERRACE**



Broad River Terrace – Brevard, NC
51 Kimzey Circle
62 Units | Family | 100% Affordable Housing

Constructed in 2011 and located off Route 64 & Old Hendersonville Highway in Brevard, NC, our apartments are not only accessible to multiple dining and retail options but are minutes away from Blue Ridge Community College and Transylvania Regional Hospital. Our 1, 2, and 3 bedroom apartment homes have fully furnished, washer and dryer connections, generous walk-in closets and private patios.

Fitch Irick's team partnered with Brevard, NC to help the city access CDBG funds through Land of Sky to help improve infrastructure, including the offsite lift station.

Team Members
Developer: Fitch Irick Development
Hollis Fitch– Developer/Chairman
Architect: Martin Riley Architects
GC: Creative Builders
Property Manager: Fitch Irick Property Management

Sources: Permanent Loan, Construction Loan,
Financing Partners: 9% LIHTC (CAHEC), Construction/Perm Loan

**DEVELOPMENT PARTNER EXPERIENCE:
LOVE MILL APARTMENTS**



Love Mill Apartments | Whiteville, NC
104 Bermuda Crossing, Whiteville, NC 28472
60 Units | Family | 100% Affordable Housing

Love Mill Apartments is a modern 60-unit multifamily development located in Whiteville, NC. It addresses the urgent need for affordable housing while enhancing community life. This development features a thoughtful mix of 1-, 2-, and 3-bedroom units, each outfitted with luxury vinyl tiles in the living spaces, Energy Star-rated fans in the bedrooms and living room, storage closets, and in-unit laundry hook-ups, blending comfort with sustainability.

Fitch Irick partnered with the city to help fund an upgraded lift station that would service the Love Mill site as well as neighboring sites.

Team Members
Developer: Fitch Irick Development
Charlie Irick – Developer/Vice Chair
Anderea Gonzalez – VP Development
Architect: Martin Riley & Associates
GC: FEMCO Construction
Property Manager: Fitch Irick Property Management

Total Development Budget: \$14,070,827
Sources: Permanent Loan, Construction Loan, CDBG, NCHFA RPP, NCHFA WHLP
Financing Partners: 9% LIHTC (Stratford), Construction Loan (First Bank), Perm Lender (Lument)



**DEVELOPMENT PARTNER EXPERIENCE:
WOODFORD TRACE APARTMENTS**



Woodford Trace Apartments | Aiken, SC

720 Coralberry Pk SW, Aiken, SC

48 Units | Family | 100% Affordable Housing

Woodford Trace, the first of three phases in Aiken, SC, features 2 buildings with (30) 2 bedroom/2bath units and (18) 3 bedroom, 2 bath units. Woodford Trace is centrally located off one of the main arteries in the city of Aiken. With close proximity to a well-recognized big box store, multiple grocery store options, the area mall, pharmacies, schools and multiple restaurants, we are excited to provide safe and affordable housing where people want to work and live. 4

Fitch Irick partnered with The City of Aiken to help construct roads and a lift station to help with the city's infrastructure and connectivity.

Team Members

Developer: Fitch Irick Development

Charlie Irick – Developer/Vice Chair

Anderea Gonzalez – VP Development

Architect: Steele Group Architects

GC: Southern Pointe Construction

Property Manager: Fitch Irick Property Management

Total Development Budget: \$10,144,527

Sources: City of Aiken, Permanent Loan, Construction Loan,

Financing Partners: 9% LIHTC (CAHEC), State Tax Credit (Sugar Creek) Construction/Perm Loan (Churchill)

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Habitat for Humanity Request for Tap Fee Reimbursement
Speaker: Emily Brewer, AICP, Senior Planner
Prepared by: Emily Brewer, Senior Planner
Approved by: Paul Ray, Planning Director, Wilson Hooper, City Manager

Background & Discussion

On December 19, 2025, the City of Brevard received a request from Transylvania Habitat for Humanity for tap fee reimbursement through the Housing Trust Fund. The City of Brevard's Housing Trust Fund is authorized to expend funds to reimburse pre-development costs for projects being developed for the creation of affordable housing. This includes the reimbursement of tap fees associated with the project. In order to qualify for funding through the Housing Trust Fund, all of the following criteria must be met by the beneficiaries of the affordable housing project:

1. Beneficiaries must be a resident (current or future) of the City of Brevard, if receiving City funds appropriated by City Council;
2. Beneficiaries must have a gross income of 80% of AMI or less for homeowners and 60% of AMI and below for renters; and
3. The affordable building or unit that is subject to program funding must be dedicated to beneficiaries at the designated income level for a minimum of 15 years.

The request by Transylvania Habitat for Humanity is to reimburse the organization \$12,375 for the tap fees paid for two projects. The first is a recently completed single-family house located at 465 W Main Street. The second is a 6-unit cluster home development at the intersection of Curlee Street and Kings Mill Road. The development includes 6 individual single-family structures clustered around a common open space with shared parking in the rear of the property. Habitat is also partnering with Blue Ridge Community College to help build the homes which are currently under construction. Transylvania Habitat for Humanity's program aligns with the beneficiary requirements stated above.

The request was considered by the Housing Committee at its February 10th meeting and unanimously recommended approval of the request.

Fiscal Impact

Staff wishes to remind Council that the Housing Trust Fund is officially underwater, as the \$925,000 debt the city took out to purchase the Azalea Avenue property resides in that fund. However, Council has pledged to contribute adequate resources over the next several fiscal years to cover the necessary principal and interest payments. The fund is also

encumbered with the upcoming second payment of the Fairhaven Meadows loan, expected to be dispersed in July of this calendar year.

However, prior to these commitments there was approximately \$20,000 in cash in the HTF that was designated for these types of uses. If Council agrees to this reimbursement request, there will be less than \$10,000 in "cash" left in the fund for miscellaneous uses.

Action

Staff is requesting that City Council take one of the following actions:

1. Grant the request for tap fee reimbursement
2. Deny the request for tap fee reimbursement
3. Table the request for further consideration by City Council or the Housing Committee

Attachments:

1. City of Brevard Tap Fees Reimbursment Request - Transylvania Habitat for Humaity 121925
2. Habitat Tap Fee Reimbursement Agreement Draft

City of Brevard Refundable Fees Reimbursement Request

Transylvania Habitat for Humanity, Inc.

December 19, 2025

Date	Amount	Fees	Project
10/5/2025	\$ 1,375.00	Sewer - Tap Fee	Curlee Street/Kings Mill Rd: 6 Cottage Homes
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
10/5/2025	\$ 1,375.00	Water - Tap Fee	Curlee Street/Kings Mill Rd: 1 Cottage Home
11/19/2025	\$ 1,375.00	Sewer - Tap Fee	465 West Main: Single Family Home
11/19/2025	\$ 1,375.00	Water - Tap Fee	465 West Main: Single Family Home
Total	\$ 12,375.00		

The 10/5/25 tap fees were paid for the cottage-home development Transylvania Habitat for Humanity is building at the corner of Curlee Street and Kings Mill Road. These cottage homes will add 6 much-needed units of affordable and/or starter housing to our community. We are partnering on this project with Blue Ridge Community College who will help build the homes. The addresses will be 25, 27, 29, 31, 33 and 35 Hope Springs Drive.

The 11/20/25 tap fees were paid to build a much-needed affordable home on 465 West Main Street for a family of five.

Transylvania Habitat for Humanity
 692 Ecusta Rd
 Brevard, NC 28712
 828-884-3464



Receipt for Planning & Zoning Applications #COM-25-0001

Invoice Number: #88
 Applicant: mike krauter
 Application Number: #COM-25-0001
 Application Type: Commercial Development Permit
 Address: Curlee St, Brevard NC 28712
 Requested: September 30, 2025, 2:51pm
 Paid: October 8, 2025, 10:08am
 Check Number: 11048

Fee	Description	Explanation	Total	General Ledger #
Sewer - System Development Fee			\$1,000.00	35-3730-0200
Sewer - Tap Fee	up to 6 inch tap	\$1,375.00 * 1	\$1,375.00	30-3730-0200
Water - System Development Fee			\$500.00	35-3730-0100
Water - System Development Fee			\$500.00	35-3730-0100
Water - System Development Fee			\$500.00	35-3730-0100
Water - System Development Fee			\$500.00	35-3730-0100
Water - System Development Fee			\$500.00	35-3730-0100
Water - System Development Fee			\$500.00	35-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100

Total Paid: \$13,625.00
 Payment Method: Check

10/13/2025 8:18 AM
Business Banking II
XXXXXX0962

11048

Transylvania Habitat for Humanity

692 Ecusta Rd
Brevard, NC 28712
828-884-3464



09/30/2025

PAY TO THE
ORDER OF City of Brevard

\$ **13,625.00

Thirteen thousand six hundred twenty-five and 00/100***** DOLLARS

Tina Tanner
City of Brevard
95 West Mail St.
Brevard, NC 28712-3635



John E. Burnett
AUTHORIZED SIGNATURE

MEMO

⑈011048⑈ ⑆053100300⑆001952630962⑈

ED Security features. Details on back.

FOR DEPOSIT ONLY
City of Brevard
CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY
NAME OF FINANCIAL INSTITUTION
DATE
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
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Br=110-StartTm= 3:06:51 PM
-TrID=12- TranDt=10/09/25
-BusDt=10/09/25-ItemNum=000590035913

Br=110-StartTm= 3:06:51 PM
-TrID=12- TranDt=10/09/25
-BusDt=10/09/25-ItemNum=000590035913

Amount: \$-13,625.00
Statement Description: Check
Check Number: 11048
Posted Date: 10/9/2025
Type: Debit
Status: Posted

proof of payment
Cerulee St.



Receipt for Planning & Zoning Applications #Z-24-104

465 West Main

Invoice Number: #195
Applicant: mike krauter
Application Number: #Z-24-104
Application Type: Residential Development Permit
Address: 465 W Main St
Requested: November 19, 2025, 10:55am
Paid: November 20, 2025, 10:48am
Check Number: 11085

Fee	Description	Explanation	Total	General Ledger #
Sewer - System Development Fee			\$1,000.00	35-3730-0200
Sewer - Tap Fee	up to 6 inch tap	\$1,375.00 * 1	\$1,375.00	30-3730-0200
Water - System Development Fee			\$500.00	35-3730-0100
Water - Tap Fee	up to 2 inches		\$1,375.00	30-3730-0100

Total Paid: \$4,250.00
Payment Method: Check

Thank you for your payment.

12/19/2025 12:05 PM
Business Banking II
XXXXXX0962

11085

Transylvania Habitat for Humanity

692 Ecusta Rd
Brevard, NC 28712
828-884-3464



11/19/2025

PAY TO THE ORDER OF City of Brevard

\$ **4,250.00

Four thousand two hundred fifty and 00/100***** DOLLARS

Tina Tanner
City of Brevard
95 West Mail St.
Brevard, NC 28712-3635



Angie Hunt
AUTHORIZED SIGNATURE

MEMO

⑈011085⑈ ⑆053100300⑆001952630962⑈

Br=110-StartTm=11:51:03 AM
-TrID=12-TransID=11/21/25
-BusDI=11/21/25-ItemNum=000590044930

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FOR DEPOSIT ONLY
City of Brevard

ENCLOSURE

Amount: \$-4,250.00
Statement Description: Check
Check Number: 11085
Posted Date: 11/21/2025
Type: Debit
Status: Posted

*proof of payment
465 west Main St.*

AGREEMENT

This Agreement is entered into by and between Transylvania Habitat for Humanity (herein after, “Developer”) and the **CITY OF BREVARD** (herein after, “the City”), on this 16th day of February 2026.

WHEREAS, the Developer owns of record certain real property located in Transylvania County, North Carolina, having PIN Numbers 8586-22-9075-000 (465 W Main Street) and 8586-33-5069-000 (25, 27, 29, 31, 33, and 35 Hope Springs Drive); and

WHEREAS, the Developer intends on building affordable housing in the City of Brevard; and,

WHEREAS, affordable housing is defined as being housing set aside for the exclusive use of persons of low or moderate income defined as persons in households which, adjusted for family size, is not more than eighty percent (80%) of the Area Median Income, as defined by United States Department of Housing and Urban Development’s annual assessment of median family income for for Transylvania County, North Carolina as adjusted periodically; and,

WHEREAS, the City of Brevard’s Housing Trust Fund is authorized to support affordable housing projects by reimbursing pre-development costs, including water and sewer tap fees, where the project serves current or future City of Brevard residents of low or moderate income for a period of no less than 15 years; and

WHEREAS, the City Council is willing to reimburse water and sewer tap fees for the project in the amount of \$12,375 through the City of Brevard’s Housing Trust Fund to facilitate the construction of said affordable housing provided the Developer agrees to set aside this property for this use for a period of at least 15 years; and,

WHEREAS, the City is authorized by North Carolina General Statute 160D-1316(1) to enter into agreements to facilitate the construction of affordable housing.

NOW, THEREFORE, in exchange for a good and valuable consideration the receipt of which is hereby acknowledged:

1. The Developer shall provide housing exclusively for persons of low or moderate income as defined above on the property being developed. The dwellings shall be fully constructed within one year following the date of this agreement.
2. The City shall grant \$12,375 dollars from the City’s Housing Trust Fund to the developer for a reimbursement of water and sewer tap fees for the above stated projects.
3. Developer guarantees the housing will serve low- or moderate-income persons as that term is defined above for a period of at least 15 years beginning from the date of issuance of the Certificate of Occupancy. In the event this guarantee is breached, the Developer shall reimburse the City for

the full amount waived plus interest at eighteen percent (18%) per annum plus costs of recovering this sum.

4. This Agreement binds the parties, their successors and assigns forever; or the aforementioned duration of time.

5. The only proper venue for any lawsuit regarding any aspect of this Agreement is Transylvania County, North Carolina. North Carolina law shall control the construction of this Agreement.

Witness our hands and seals, the date first above written.

DEVELOPER:

By: _____
Angie Hunter, Executive Director, Transylvania Habitat for Humanity

CITY OF BREVARD:

By: _____
Wilson Hooper, City Manager

State of North Carolina,

County of Transylvania.

I, _____, a Notary Public of said State and County, do hereby certify that Angie Hunter, Executive Director of Transylvania Habitat for Humanity, personally appeared before me this day and acknowledged the due execution of the foregoing instrument as the act, word and deed of the said corporation.

WITNESS my hand and official stamp or seal, this the _____ day of _____ 2026.

Notary Public

My Commission Expires: _____

State of North Carolina,

County of Transylvania.

I, _____, a Notary Public the above stated state and county, hereby certify that on this day, the foregoing instrument was produced to me in Transylvania County, North Carolina, and Wilson Hooper, City Manager for the City of Brevard, personally appeared and executed and acknowledged the foregoing instrument as the act, word and deed of the said corporation; and that he is known to me and is known to me to be the person described in the foregoing instrument.

WITNESS my hand and official stamp or seal, this the _____ day of _____ 2026.

Notary Public

My Commission Expires: _____

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Approval to Apply for North Carolina Helene Recovery Recycling Infrastructure Grant

Speaker: Shawnee Cummings, Assistant to the City Manager
David Todd, Assistant City Manager

Prepared by: Shawnee Cummings, Assistant to the City Manager, David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

The North Carolina Helene Recovery Recycling Infrastructure (HRRI) Grant is administered by NCDEQ to help local governments impacted by Hurricane Helene strengthen recycling infrastructure and reduce waste. The program offers up to \$5 million per project with no local match required. Proposals are due February 20, 2026. Staff seek Council permission to apply for funding for two separate one-year projects.

Discussion

The first proposed project includes purchasing a new fleet of five (5) recycling trucks, approximately \$250,000 each and totaling \$1.25 million. If awarded partial funding, the City will purchase as many trucks as possible, and even a partial fleet replacement will result in meaningful improvements to service reliability, efficiency, and the efficacy of the City’s recycling efforts.

Of the City’s eleven collection trucks, one truck is totaled, one truck is a rental, and given the age and condition of the City’s fleet, there are usually four to five trucks down for maintenance at a given time. With only five or six trucks in operation, the City is forced to use the same trucks for both garbage and recycling collection. The trucks’ dual use results in cross-contamination of recyclable materials, rejected loads at recycling facilities, and, in some cases, fines issued to the City. In addition, the existing trucks struggle to reliably complete the 45-minute trip to the recycling processing facility, Sonoco Recycling in Candler, North Carolina.

Having dedicated recycling trucks will significantly strengthen the long-term resiliency of the City’s waste diversion system by modernizing essential infrastructure, improving operational efficiency, and addressing challenges exacerbated by Hurricane Helene. This investment will also allow the City to dedicate its existing fleet exclusively to trash collection. While older, these vehicles are still able to reach the landfill located 20 minutes away, extending their service life and maximizing resources until the older garbage trucks can be replaced.

Hurricane Helene significantly impacted the City’s waste and recycling infrastructure by increasing service demands while demonstrating the aging fleet’s limitations. Constituents

whose contents sustained damage in the storm had higher levels of waste disposal and the City's available trucks were prioritized for trash collection. As a result, recycling operated on a delayed schedule and recyclable materials likely ended up in the trash due to the inability to keep up with demand. The proposed project directly addresses these challenges by enhancing existing services and strengthening the City's overall disaster recovery and preparedness capabilities.

The City of Brevard's second proposed project is to purchase 3,000 durable tipper carts for residential waste collection. The carts are estimated to cost \$60 each, for a total project cost of \$180,000. The carts would mirror those already used by the City for recycling collection, allowing for consistency in collections and increased service times. While the HRRRI grant is geared toward recycling and composting, the City anticipates that the transition to tipper carts will yield significant waste reduction outcomes.

Currently, the waste collection program does not utilize tipper carts and a significant number of households set out three or four trash cans for collection. The containers being used must be physically lifted and dumped into the collection truck by sanitation employees, resulting in slower routes, reduced efficiency, and increased risk of worker injury.

Under the proposed project, each household would receive one garbage tipper cart, with the option to purchase a second cart if needed. By limiting households to one cart and introducing a modest, yet accessible barrier to obtaining a second cart, the City intends to deter excessive waste generation and encourage more recycling. Currently, residents have few incentives to recycle, as there is no limit on the number of garbage containers that can be set out for collection.

The lack of uniformity across garbage containers and the physical labor required to empty them has reduced collection efficiency and placed ongoing strain on collection crews. The proposed tipper carts will be constructed of high-density polyethylene, designed for long-term use in mountainous terrain and severe weather conditions, and equipped with wheels and lifting bars compatible with the City's existing collection vehicles. As a result of improved efficiency and anticipated increases in recycling, the City expects a substantial reduction in solid waste generation.

Hurricane Helene had a direct impact on the City's waste and recycling infrastructure, with substantial increases in waste volumes. After the storm, many residential waste containers were filled beyond capacity and contained heavy, water-saturated contents – making it very difficult for sanitation employees to lift and empty garbage cans. This project directly addresses those impacts by improving collection infrastructure, making collection more physically feasible for sanitation workers, and enhancing an existing service that residents depend on. By investing in durable collection infrastructure now, the community reduces vulnerability to future storm events and avoids emergency replacement costs that strain the City's budget.

The project's critical dates are listed below.

Recycling Fleet

Date	Task
May 20, 2026	Notified of NC DEACS Grant.
July 1, 2026	Contract start date.
August 1, 2026	Collection trucks ordered.
October 1, 2026	Submit quarterly report to NC DEACS.
January 1, 2027	Submit quarterly report to NC DEACS.
February 1, 2026	Collection trucks delivered.
April 1, 2027	Submit quarterly report to NC DEACS.
May 31, 2027	Submit all invoices and draft Final Report to NC DEACS.
June 30, 2027	Contract end date. Submit Final Report to NC DEACS.

Tipper Carts

Date	Task
May 20, 2026	Notified of NC DEACS Grant.
July 1, 2026	Contract start date.
August 1, 2026	Tipper carts ordered.
October 1, 2026	Submit quarterly report to NC DEACS.
November 1, 2026	Tipper carts delivered.
January 1, 2027	Submit quarterly report to NC DEACS.
April 1, 2027	Submit quarterly report to NC DEACS.
May 31, 2027	Submit all invoices and draft Final Report to NC DEACS.
June 30, 2027	Contract end date. Submit Final Report to NC DEACS.

Fiscal Impact

The grant in question requires no local match. The new vehicles would be a net addition to the city's vehicle fleet, with corresponding additional maintenance resources needed.

Action.

Staff request Council approve the attached resolution permitting staff to submit the above described grant application.

Attachments:

1. Resolution Authorizing Grant Application

RESOLUTION NO. 2026-XX

A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY FOR RECYCLING COLLECTION TRUCKS AND TIPPER CARTS

WHEREAS, the North Carolina Department of Environmental Quality has a grant available to strengthen recycling infrastructure and reduce waste for Hurricane Helene-impacted local governments, with no local match required; and

WHEREAS, the City of Brevard's existing recycling program serves approximately 3,900 residents, commercial businesses, local institutions, and industrial facilities on a biweekly basis; and

WHEREAS, the City's recycling program currently shares collection trucks with the solid waste disposal program; and

WHEREAS, the City's collection trucks are aging and require substantial maintenance and repairs; and

WHEREAS, the City intends to request funding for five recycling collection trucks; and

WHEREAS, the City's solid waste disposal program currently does not use tipper carts; and

WHEREAS, the City intends to request funding for 3,000 tipper carts to increase the Sanitation Department's efficiency and reduce injury risk; and

WHEREAS, the City of Brevard desires to submit a grant application requesting \$1,430,000 in grant funding toward the purchase of five collection trucks and 3,000 tipper carts.

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

1. City Council hereby authorizes City staff to submit a grant application in the amount of \$1,430,000 to the North Carolina Department of Environmental Quality for the purchase of five collection trucks and 3,000 tipper carts.
2. The City Manager is authorized to execute all necessary agreements, contracts, and related documents to implement the project in accordance with the terms and conditions of the grant.
3. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 16th day of February, 2026.

Maureen Copelof, Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

STAFF REPORT
City Council, Monday, February 16, 2026

Title: Resolution of Intent to Annex City-owned Property on Azalea Avenue and Old Hendersonville Hwy.

Speaker: Emily Brewer, AICP, Senior Planner

Prepared by: Emily Brewer, Senior Planner, Denise Hodsdon, City Clerk

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

Background & Discussion

In June 2025, the City of Brevard acquired approximately 3.7 acres on Azalea Avenue and Old Hendersonville Highway to pursue a City-supported affordable housing development (PINs 8596-05-5538-000, 8596-05-6391-000, and 8596-05-8315-000). The City has entered into an agreement with Fitch Irick Corporation to submit the project for a Low-Income Housing Tax Credit award. To facilitate the development, the City needs to annex the property prior to the final application deadline in May in order to show the project is able to connect to sewer. While not currently available, the City is actively pursuing funding from Transylvania County to extend sewer infrastructure to the Azalea / Rhododendron neighborhood, which would bring the utility line to the project.

Per NCGS, the City may adopt a resolution stating its intent to annex city-owned property and setting the date for the public hearing:

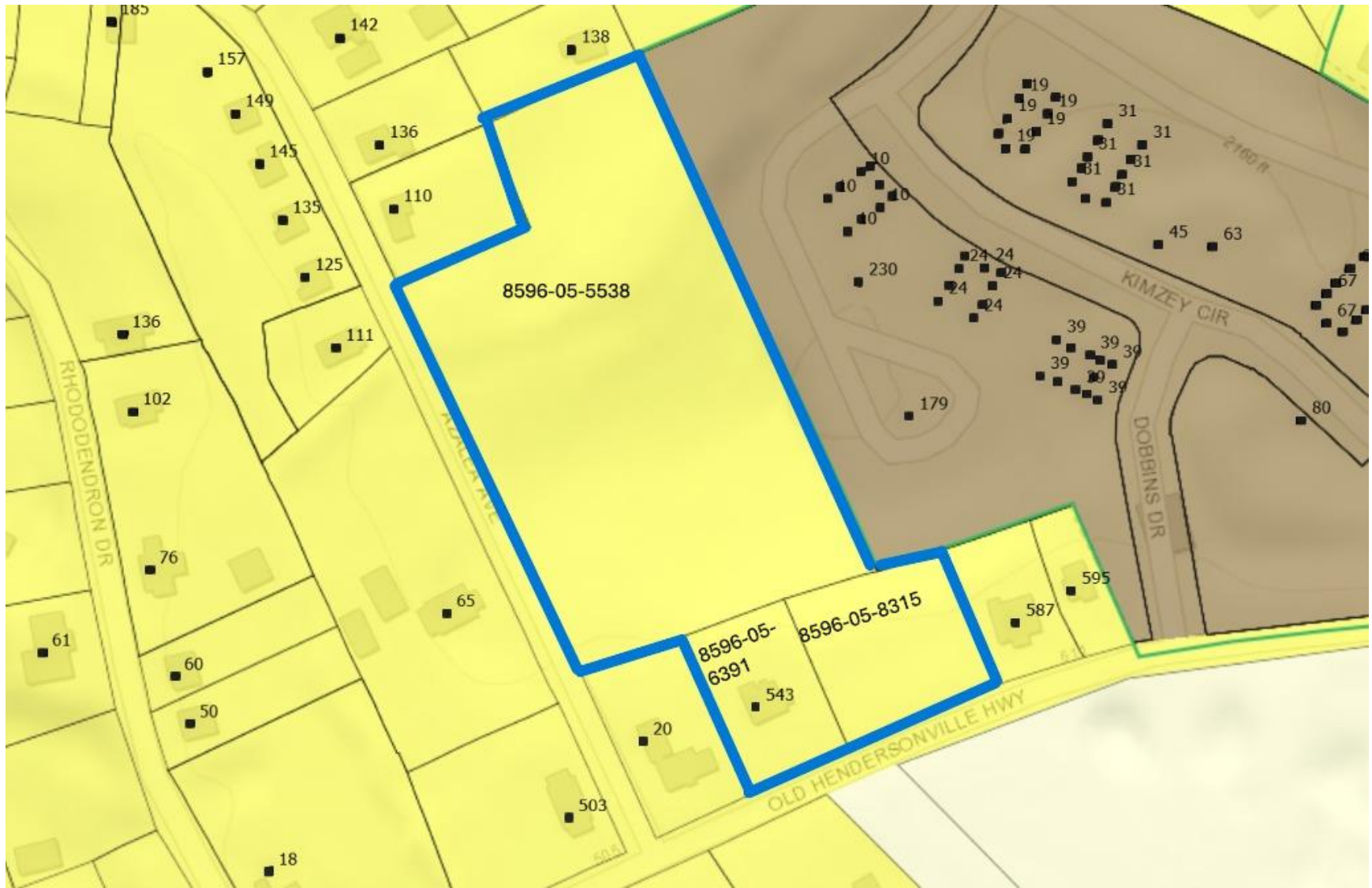
§ 160A-31. Annexation of municipal property.
(g) The governing board may initiate annexation of contiguous property owned by the municipality by adopting a resolution stating its intent to annex the property, in lieu of filing a petition. The resolution shall contain an adequate description of the property, state that the property is contiguous to the municipal boundaries and fix a date for a public hearing on the question of annexation.

Action

Staff is requesting that City Council adopt the attached resolution stating its intent to annex the property and setting the date for the public hearing as March 16, 2026.

Attachments:

- 1. GIS Map
- 2. Deed from Hooper to COB - PIN 8596-05-5538 and 8596-05-8315
- 3. Deed from Scott to COB - PIN 8596-05-6391
- 4. Resolution Declaring Intent to Consider Annexation and Fix Date of Public Hearing





2025002678

TRANSYLVANIA CO, NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$630.00

PRESENTED & RECORDED:
06-10-2025 03:07:00 PM

BETH C LANDRETH
REGISTER OF DEEDS
BY: REBECCA EATMON
DEPUTY REGISTER OF DEEDS

BK: DOC 1152

PG: 647-649

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: **\$630.00**

Parcel Identifier No. 8596-05-5538-000 & 8596-05-8315-000 Verified by Transylvania County on the _____ day of _____, 2025.

By _____

Mail/Box to:

Jordan Law, PC, 4 West Main Street, Suite 5, Brevard, NC 28712

This instrument was prepared by:

Shelton Jones, Attorney, Straus Park, 5 Park Place East, Suite 201, Brevard, NC 28712 (WITHOUT TITLE EXAM)

Brief description for the Index:

THIS DEED made this 9 day of June, 2025, by and between

GRANTOR

**Kirk Davis Hooper and wife,
Sharon Vance Hooper
261 Eastview Drive
Brevard, NC 28712**

GRANTEE

**The City of Brevard
95 W. Main Street
Brevard, NC 28712**

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, Brevard Township, Transylvania County, North Carolina and more particularly described as follows:

See Exhibit "A" attached hereto and made a part hereof by reference. This property does () or does not (X) include the primary residence of the Grantor.

The property hereinabove described was acquired by Grantor by instrument recorded in **Book 951, Page 99 and Book 934, Page 555.**

A map showing the above described property is recorded in Plat File ____, Slide ____.

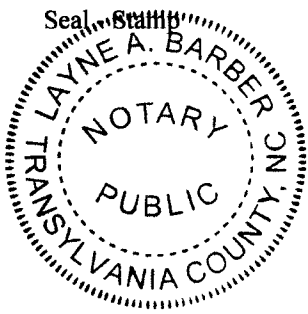
TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: This conveyance is made subject to easements and rights of way of record, to any recorded restrictions and covenants, and to real property taxes for the current year.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Kirk Davis Hooper (SEAL)
Kirk Davis Hooper

Sharon Vance Hooper (SEAL)
Sharon Vance Hooper



State of NC - County of Transylvania

I, the undersigned Notary Public of the County and State aforesaid, certify that **Kirk Davis Hooper and wife, Sharon Vance Hooper** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 9 day of **June, 2025**.

My Commission Expires: 12/19/25 Layne A Barber
Notary Public

EXHIBIT "A"

TRACT 1

BEGINNING at an iron pin near the eastern edge of Azalea Avenue in the line of Mills, and running thence with said line, N 70 deg. 11 min. E 98.01 ft.; thence S 2S deg. E 4.0 feet to an iron pin, corner of Green; thence with Green's line, N 67 Deg. 29 min. E 99.54 ft. to an iron pin, corner of a 9.11 acre tract; thence with the line of said tract, N 25 deg. W 513.64 ft. to an iron pin in the line of Morris; thence with said line, S 64 deg. 07 min. W 141.30 ft. to an iron pin, corner of Hunnicut; thence with the line of Hunnicut, two calls as follows; S 25 deg. 46 min. E 101.71 ft. to an iron pin, and S 63 deg. 14 min. W 143.73 ft, to a stake at the edge of the pavement of Azalea Avenue; thence along said edge, S 25 deg. 29 min. E 377.225 ft. to a stake; thence N. 70 deg. 11 min. E 7.5 ft. to the point of BEGINNING. Containing 2.87 acres, more or less.

Being all the property described in Deed Book 191, Page 536, Transylvania County.

TOGETHER WITH AND SUBJECT TO those rights of way, easements and restrictive covenants as recorded in the Transylvania County, North Carolina Register's Office; reference to which is hereby made and incorporated herein.

Being that property described in Deed Book 277, at Page 443 of the Transylvania County, NC Register's office; reference to which is hereby made and incorporated for a more particular description of said property.

PIN: 8596-05-5538-000

TRACT 2

Being all of Lot 1, 0.463 acres, more or less, as shown on a survey entitled Martha Lyday Dobbins et al dated November 9, 2009 and recorded in Plat File 13 at Slide 339, Transylvania County Registry.

This conveyance is made subject to all roads rights-of-way of all roads which may presently traverse the property, to all road rights of way which may presently appear of record, to the rights- of-way of all utility lines which may presently traverse the property to all rights of way for public utilities which may presently appear of record.

PIN: 8596-05-8315-000



2025002677

TRANSYLVANIA CO, NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$1570.00

PRESENTED & RECORDED:
06-10-2025 03:06:59 PM

BETH C LANDRETH

REGISTER OF DEEDS

BY: REBECCA EATMON
DEPUTY REGISTER OF DEEDS

BK: DOC 1152

PG: 644-646

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: **\$1,570.00**

Parcel Identifier No. 8596-05-6391-000 Verified by Transylvania County on the _____ day of _____, 2025.

By _____

Mail/Box to:

Jordan Law, PC, 4 West Main Street, Suite 5, Brevard, NC 28712

This instrument was prepared by:

Shelton Jones, Attorney, Straus Park, 5 Park Place East, Suite 201, Brevard, NC 28712 (WITHOUT TITLE EXAM)

Brief description for the Index:

THIS DEED made this 01 day of June, 2025, by and between

GRANTOR

**Patrick Brian Scott and wife,
Amber Hooper Scott
543 Old Hendersonville Hwy.
Brevard, NC 28712**

GRANTEE

**The City of Brevard
95 W. Main Street
Brevard, NC 28712**

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, Brevard Township, Transylvania County, North Carolina and more particularly described as follows:

See Exhibit "A" attached hereto and made a part hereof by reference. This property does (X) or does not () include the primary residence of the Grantor.

The property hereinabove described was acquired by Grantor by instrument recorded in **Book 930, Page 14.**

A map showing the above described property is recorded in **Plat File _____, Slide _____.**

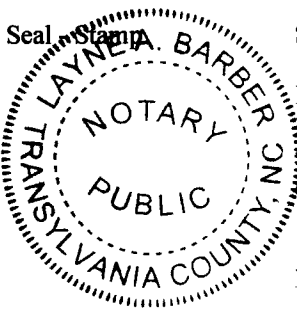
TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: This conveyance is made subject to easements and rights of way of record, to any recorded restrictions and covenants, and to real property taxes for the current year.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Patrick Brian Scott (SEAL)
Patrick Brian Scott

Amber Hooper Scott (SEAL)
Amber Hooper Scott



State of NC - County of Transylvania

I, the undersigned Notary Public of the County and State aforesaid, certify that **Patrick Brian Scott and wife, Amber Hooper Scott** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 9 day of **June, 2025**.

My Commission Expires: 12/9/25

Laynea Barber
Notary Public

EXHIBIT "A"

Being all of the same land described in a deed from Gregory Cochran and wife, Martha Cochran, to Thomas Fulcher dated January 12, 1996, and recorded in the office of the Register of Deeds for Transylvania County in Deed Book 396, page 801, said land being more particularly described in said deed as follows:

BEGINNING at an iron pipe found in the north margin of the right of way of Old US Highway 64, said iron pipe being located in the property line of a tract of land described in a deed to Miller recorded in Book 278, Page 450, Records of Deeds for Transylvania County, and runs thence leaving said margin of the right of way of said highway and along the property line of Miller, North 25 deg. 00 min. 00 sec. West 150.19 feet to an iron pipe found just south of a fence line in the property line of a tract of land described in a deed to Cain recorded in Book 277, Page 443, Records of Deeds for Transylvania County; thence leaving the property line of Miller and along the property line of Cain, North 68 deg. 10 min. 09 sec. East 99.96 feet to an iron pipe found in the property line of a tract of land conveyed to Lyday in a deed recorded in Book 222, Page 258, Records of Deeds for Transylvania County; thence leaving the property line of Cain and along the property line of Lyday, South 24 deg. 59 min. 29 sec. East 142.82 feet to an Iron pipe found in the north margin of the right of way of Old US Highway 64; thence leaving the property line of Lyday and along said margin of the right of way of said highway, South 63 deg. 56 min. 25 sec. West 99.80 feet to the BEGINNING. Containing 0.336 acres, more or less, as surveyed and platted by Robert L. Haller, RLS, on October 31, 1990, and updated on January 8, 1996, designated as Drawing Number 95135.

This conveyance is made subject to the right of way of all roads which may presently traverse the property, to all road rights of way which may presently appear of record, to the rights of way of all utility lines which may presently traverse the property and to all rights of way for utility lines which may presently appear of record.

PIN: 8596-05-6391-000

RESOLUTION NO. 2026-XX

**A RESOLUTION DECLARING THE INTENT OF THE BREVARD CITY COUNCIL
TO CONSIDER ANNEXING CITY-OWNED PROPERTY LOCATED ON AZALEA AVENUE
AND OLD HENDERSONVILLE HIGHWAY AND FIXING THE DATE OF PUBLIC HEARING
ON THE QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31, AS AMENDED**

WHEREAS, North Carolina General Statute §160A-31 authorizes the City Council to initiate annexation of contiguous property owned by the municipality, provided that certain procedures are followed, including the adoption of a resolution declaring the City's intent to do so and the scheduling of a public hearing; and

WHEREAS, the City of Brevard owns three parcels located on Azalea Avenue and Old Hendersonville Highway, Brevard, NC 28712, consisting of 3.669 acres, more or less (Tax Property Identification Numbers: 8596-05-5538; 8596-05-8315; and 8596-05-6391); and

WHEREAS, the City Council desires to initiate the process required by State law in order to consider annexation of the parcels described herein.

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

1. Intent Declared. It is the intent of the City Council to consider annexing the following described properties:

TRACT 1 – PIN: 8596-05-5538-000

BEGINNING at an iron pin near the eastern edge of Azalea Avenue in the line of Mills, and running thence with said line, N 70 deg. 11 min. E 98.01 ft.; thence S 25 deg. E 4.0 feet to an iron pin, corner of Green; thence with Green's line, N 67 deg. 29 min. E 99.54 ft. to an iron pin, corner of a 9.11 acre tract; thence with the line of said tract, N 25 deg. W 513.64 ft. to an iron pin in the line of Morris; thence with said line, S 64 deg. 07 min. W 141.30 ft. to an iron pin, corner of Hunnicut; thence with the line of Hunnicut, two calls as follows: S 25 deg. 46 min. E 101.71 ft. to an iron pin, and S 63 deg. 14 min. W 143.73 ft. to a stake at the edge of the pavement of Azalea Avenue; thence along said edge, S 25 deg. 29 min. E 377.25 ft. to a stake; thence N. 70 deg. 11 min. E 7.5 ft. to the point of BEGINNING. Containing 2.87 acres, more or less.

Being all the property described in Deed Book 191, Page 536, Transylvania County.

TOGETHER WITH AND SUBJECT TO those rights of way, easements and restrictive covenants as recorded in the Transylvania County, North Carolina Register's Office; reference to which is hereby made and incorporated herein.

Being that property described in Deed Book 277, at Page 443 of the Transylvania County, NC Register's Office; reference to which is hereby made and incorporated for a more particular description of said property.

TRACT 2 – PIN: 8596-05-8315-000

Being all of Lot 1, 0.463 acres, more or less, as shown on a survey entitled Martha Lyday Dobbins et al dated November 9, 2009 and recorded in Plat File 13 at Slide 339, Transylvania County Registry.

This conveyance is made subject to the rights-of-way of all roads which may presently traverse the property, to all road rights-of-way which may presently appear of record, to the rights-of-way of all utility lines which may presently traverse the property and to all rights-of-way for public utilities which may presently appear of record.

Tract 1 and Tract 2 being the same property described in a deed from Kirk Davis Hooper and wife, Sharon Vance Hooper to The City of Brevard, dated June 9, 2025, and recorded in the office of the Register of Deeds for Transylvania County in Deed Book 1152, Pages 647-649.

TRACT 3 – PIN: 8596-05-6391

Being all of the same land described in a deed from Gregory Cochran and wife, Martha Cochran, to Thomas Fulcher dated January 12, 1996, and recorded in the office of the Register of Deeds for Transylvania County in Deed Book 396, Page 801, said land being more particularly described in said deed as follows:

BEGINNING at an iron pipe found in the north margin of the right of way of Old US Highway 64, said iron pipe being located in the property line of a tract of land described in a deed to Miller recorded in Book 278, Page 450, Records of Deeds for Transylvania County, and runs thence leaving said margin of the right of way of said highway and along the property line of Miller, North 25 deg. 00 min. 00 sec. West 150.19 feet to an iron pipe found just south of a fence line in the property line of a tract of land described in a deed to Cain recorded in Book 277, Page 443, Records of Deeds for Transylvania County; thence leaving the property line of Miller and along the property line of Cain, North 68 deg. 10 min. 09 sec. East 99.96 feet to an iron pipe found in the property line of a tract of land conveyed to Lyday in a deed recorded in Book 222, Page 258, Records of Deeds for Transylvania County; thence leaving the property line of Cain and along the property line of Lyday, South 24 deg. 59 min. 29 sec. East 142.82 feet to an iron pipe found in the north margin of the right of way of Old US Highway 64; thence leaving the property line of Lyday and along said margin of the right of way of said highway, South 63 deg. 56 min. 25 sec. West 99.80 feet to the BEGINNING. Containing 0.336 acres, more or less, as surveyed and platted by Robert L. Haller, RLS, on October 31, 1990, and updated on January 8, 1996, designated as Drawing Number 95135.

This conveyance is made subject to the right of way of all roads which may presently traverse the property, to all road rights of way which may presently appear of record, to the rights of way of all utility lines which may presently traverse the property and to all rights of way for utility lines which may presently appear of record.

Tract 3 being the same property described in a deed from Patrick Brian Scott and wife, Amber Hooper Scott to The City of Brevard, dated June 9, 2025, and recorded in the office of the Register of Deeds for Transylvania County in Deed Book 1152, Pages 644-646.

2. Public Hearing Scheduled. A public hearing on the question of annexation will be held at Brevard City Hall at 5:30 P.M. on the 16th day of March, 2026, at which time all interested persons will be given an opportunity to be heard.
3. Notice Requirements. Notice of said public hearing shall be published in the Transylvania Times, a newspaper having general circulation in the City of Brevard, at least ten (10) days prior to the date of said public hearing.
4. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this, the 16th day of February, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk