**AGENDA**
**BREVARD CITY COUNCIL - REGULAR MEETING**
**Monday, April 20, 2026 - 5:30 PM**
**City Council Chambers**

## A. Welcome and Call to Order

## B. Invocation

Pastor Dema Barishnikov, Destiny Church

## C. Pledge of Allegiance

## D. Certification of Quorum

## E. Approval of Agenda

## F. Approval of Minutes

1. March 16, 2026 Regular Meeting

## G. Certificates / Awards / Recognition

1. Proclamation No. 2026-07 Child Abuse Prevention Month

## H. Public Comments

## I. Special Presentation(s)

## J. Public Hearing(s)

1. Proposed Amendments to City of Brevard Code of Ordinances Chapters 38, 42, and 66 - Special Event Regulations
2. Proposed Amendment to the Official Zoning Map of the City of Brevard - Welcome St.

## K. Consent and Information

1. Tax Settlement Report - March 2026
2. Property Tax Releases - March 2026
3. Ordinance Declaring Street Closures - White Squirrel Weekend and Memorial Day
4. Resolution Adopting TC Strong's "Hope Phone Booth" Installation in Clemson Plaza as Official Government Speech

5. Designer Selection Civil Engineering Services Estatoe Trail Boardwalk Replacement
6. City Manager Employment Agreement Amendments
7. Appointment of City Representative to Transylvania County Transportation Advisory Committee
8. Resolution Accepting State Revolving Fund Loan for Water Treatment Plant Second Intake
9. Audit Contract for the Year Ending June 30, 2026
10. Proclamation No. 2026-08 Arbor Day, April 25, 2025
11. Public Safety Committee Meeting Minutes - November 24, 2025 Meeting
12. Public Safety Committee Meeting Minutes - December 22, 2025 Meeting
13. Public Works and Utilities Committee Meeting Minutes - March 4, 2026
14. Parks, Trails, and Recreation Committee Meeting Minutes - January 21, 2026 Meeting
15. Parks, Trails, and Recreation Committee Meeting Minutes - February 18, 2026

## L. Unfinished Business

1. Proposed Amendment to the Building Brevard 2030 Comprehensive Land Use Plan - Adoption of City's Green Growth Audit as an Addendum

## M. New Business

1. Bracken Trail Names
2. R-5763 Wilson Road Roundabout Sidewalk Betterments
3. HCA Resolution
4. Appointment of Citizen Member to Transylvania Economic Alliance Board of Directors

## N. Remarks / Future Agenda Considerations

## O. Closed Session(s)

1. Pending Litigation: NCGS §143-318.11(a)(3) - 1:25-cv-120-MOC-WCM, United States District Court for the Western District of North Carolina, Wilson Bunn et al v. City of Brevard et al.

## P. Adjourn

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Agenda Posted, Website, Sunshine List (April 16, 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**
**March 16, 2026 – 5:30 PM**

The Brevard City Council met in regular session on Monday, March 16, 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, Human Resources Director Kelley Craig, Planning Director Paul Ray, Senior Planner Emily Brewer, Police Chief Christy Wentzell, Public Works Director Wesley Shook, Water Treatment Plant ORC Dennis Richardson, Wastewater Treatment Plant ORC Aaron Winans, Community Center Director Tyree Griffin, Police Officers Andrea Thomas and Ryan Costa, and Police Dept. Administrative Specialist Carrie Hart

**Press** – None.

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

**B. Invocation** – Father Shawn O'Neal of Sacred Heart Catholic 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. Daniel requested to move Item K-3. Silversteen Park Pavilion Capital Project Fund Establishment from the Consent Agenda to New Business as Item M-2. Mr. Baker moved, seconded by Mr. Daniel to approve the agenda as amended. The motion carried unanimously.

**F. Approval of Minutes**

**F-1. February 16, 2026 Regular Meeting** – Mr. Baker moved, seconded by Mr. Wise to approve the minutes of the February 16, 2026 Regular Meeting as presented. The motion carried unanimously.

**G. Certificates / Awards / Recognition**

**G-1. Police Officers Swearing-in**

**G-1-a. Andrea Thomas** – Andrea Thomas was sworn in as a Law Enforcement Officer by City Clerk Denise Hodsdon.

City of Brevard, North Carolina
Oath of Office

State of North Carolina
County of Transylvania
City of Brevard

I, Andrea Ellen Thomas, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I

will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as a Law Enforcement Officer for the City of Brevard, so help me God.

s/ Andrea Ellen Thomas

Oath Administered by: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

**City of Brevard, North Carolina**
**Oath of Office**

State of North Carolina
County of Transylvania
City of Brevard

I, Andrea Ellen Thomas, do solemnly swear that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as a Law Enforcement Officer according to the best of my skill, abilities, and judgment; so help me God.

s/ Andrea Ellen Thomas

Oath Administered by: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

**G-1-b. Ryan Costa** – Ryan Costa was sworn in as a Law Enforcement Officer by City Clerk Denise Hodsdon.

**City of Brevard, North Carolina**
**Oath of Office**

State of North Carolina
County of Transylvania
City of Brevard

I, Ryan Nicholas Costa, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as a Law Enforcement Officer for the City of Brevard, so help me God.

s/ Ryan Nicholas Costa

Oath Administered by: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

**City of Brevard, North Carolina**
**Oath of Office**

State of North Carolina
County of Transylvania
City of Brevard

I, Ryan Nicholas Costa, do solemnly swear that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as a Law Enforcement Officer according to the best of my skill, abilities, and judgment; so help me God.

s/ Ryan Nicholas Costa

Oath Administered by: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

**G-2. Recognition of Former Board of Adjustment Member Tad Fogel** – Mayor Copelof presented a Certificate of Appreciation and the Mayor's Challenge Coin to Tad Fogel in recognition of his 12 years of service on the Board of Adjustment.

**G-3. Proclamation No. 2026-04 Sexual Assault Awareness Month, April 2026** – Mayor Copelof read the proclamation aloud and presented it to SAFE representative Sterling Woodruff.

**Proclamation No. 2026-04**
**Sexual Assault Awareness Month**
**April 2026**

**WHEREAS,** nationally one in three women and one in four men will experience some form of sexual assault in their lifetime; and

**WHEREAS,** Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and has implications for every community member; and

**WHEREAS,** there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

**WHEREAS,** we must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

**WHEREAS,** anyone can be a leader in preventing and ending sexual violence. As employers, educators, parents, and friends, we all have an obligation to uphold the basic principle that every individual should be free from violence and fear; and

**WHEREAS,** sexual harassment, assault, and abuse can happen anywhere, including in online spaces. For too long harassment, cyberbullying, and sexual abuse and exploitation have come to be expected as typical and unavoidable behaviors online; and

**WHEREAS,** the theme for Sexual Assault Awareness Month this year **"25 Years Stronger: Looking Back, Moving Forward**," celebrates the resilience of survivors and the communities that have worked for change.

**NOW THEREFORE,** I, Maureen Copelof, Mayor of the City of Brevard, North Carolina, do hereby proclaim the month of April as **Sexual Assault Awareness Month** and urge the citizens of Brevard to work together to eliminate sexual assault from our community, to keep our community members safe from this crime and to stand with survivors and victims of sexual assault.

**IN WITNESS WHEREOF**, I have set my hand and executed the Great Seal of the City of Brevard on this the 16th day of March, 2026.

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

**G-4. Proclamation No. 2026-05 Second Chance Month, April 2026** – Mayor Copelof read the proclamation aloud and presented it to Jim Hardy, Executive Board member of THReCon Re-Entry Council.

**Proclamation No. 2026-05**
**Designation of April as Second Chance Month**

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

**WHEREAS,** redemption and second chances are American values; and

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

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

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

**WHEREAS,** while education is also a significant predictor of successful reentry, those with a criminal record have significant difficulty acquiring admission to and funding for educational programs; and

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

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

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

**NOW THEREFORE,** I, Maureen Copelof, Mayor of the City of Brevard, North Carolina, do hereby proclaim April 2026 as "Second Chance Month." During this month I call on residents to honor the work of those who strive to remove barriers that prevent individuals with a criminal record from becoming productive members of society and to observe Second Chance Month through actions and programs that promote opportunities to unlock second chances.

**IN WITNESS WHEREOF**, I have set my hand and executed the Great Seal of the City of Brevard on this the 16th day of March, 2026.

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

### H. Public Comments

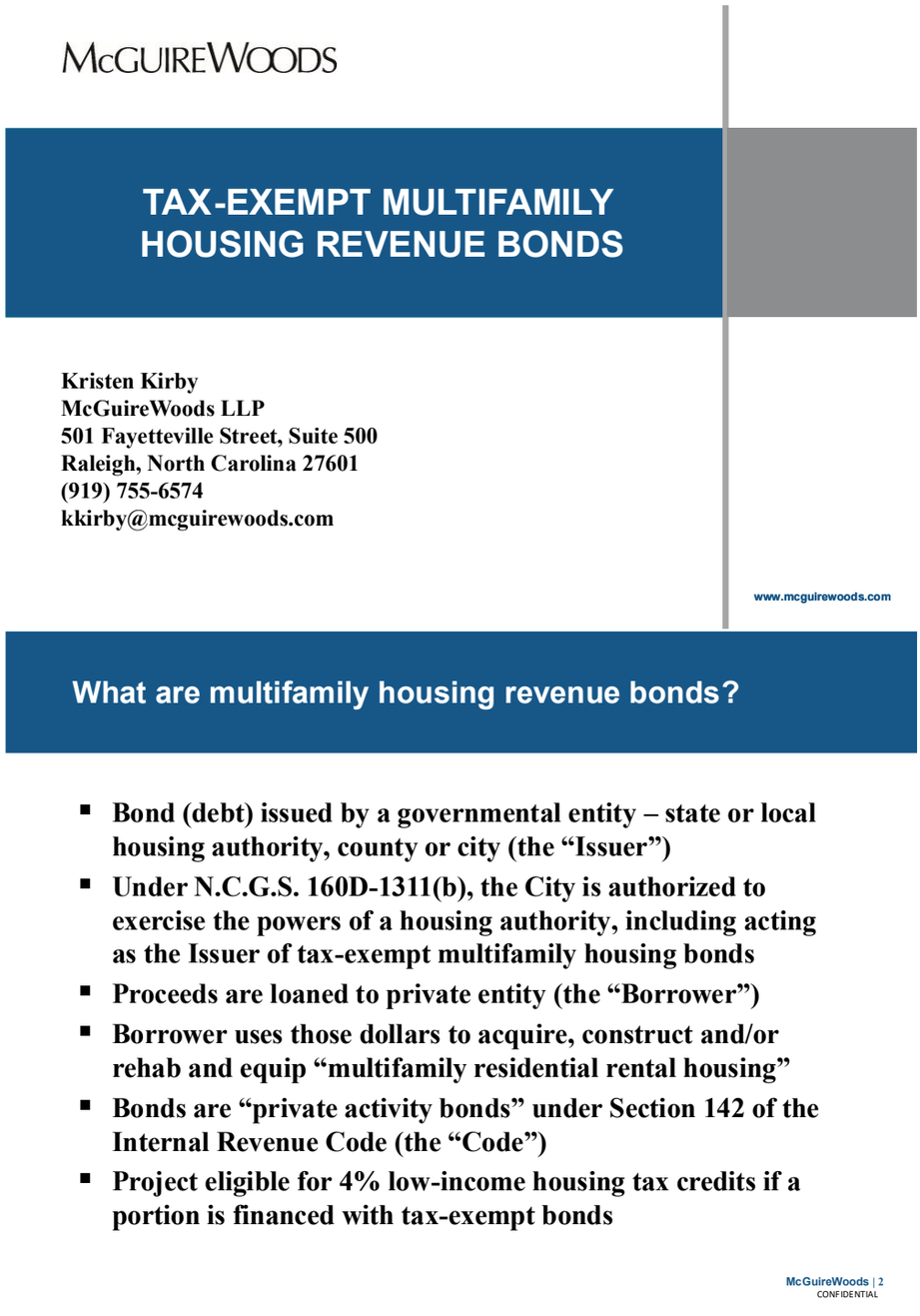
Abby Steel, owner of the CoEd Cinema gave the annual report for their lease with the City and an update on the repairs from the recent water leak. She reported that tourism was down in 2025 and the film industry as a whole has not returned to pre-Covid numbers, and they had some major equipment breakdowns over the summer but were able to make some upgrades to their projection and sound systems, as well as their concession equipment. They also made some large repairs to their HVAC system, replacing one of the condensers, and repairs to the ceiling in the auditorium, the outside neon sign, the structure of the marquee, and numerous small repairs to the plumbing, painting, and electrical. In terms of repairs from the water leak, they are currently in the insurance phase with the parties deciding what needs to happen before they can open and what the costs will be. The water leak caused considerable damage to both floors so they will need some extra remediation for hazardous materials in the walls. They are on schedule for the abatement on March 30th. The City has done appraisals and inspections to determine what the building needs, and outside what was damaged by the leak, it looks like the building will need some additional work to make it operational again. She said Eli and I are committed to getting the CoEd back up and running. We have felt an unbelievable amount of support from our community, so thank you all for that. We believe in the value of the CoEd and what it brings to our town and the people of Brevard have made that clearer than ever this past month and a half. Thank you to the Council and we hope to have some more good news to share about repairs soon.

Doug Powell noted that America's 250th Birthday is only 110 days away and considering our town's focus on the libations consumed during the Revolutionary era, he spoke about some of the famous taverns in our history. Several taverns played a critical role in the practical coordination of American Patriots, such as the Green Dragon Tavern in Boston where the Sons of Liberty were established, with one of their principal jobs being reprinting of famous sermons of the day, which culminated in almost every big idea written in the Declaration of Independence, including life, liberty and the pursuit of happiness. These taverns weren't just common bars but were a much less public extension of the public square where sensitive information and political ideas could be debated and discussed away from the spotlight of British authority. The taverns hosted a variety of community meetings and served patrons not only food and drink, but sometimes it was a place to stay or receive mail. He said let the citizenry keep this in mind when Brevard celebrates our Patriots who used these taverns as a meeting place to establish freedom in our land, rather than just a gathering place to drink beer.

### I. Special Presentations

**I-1. Housing Conduit Bond Resolution** – Paul Ray explained that this relates to an affordable housing development proposed by developer Woda Cooper Companies. Cascade Ridge Affordable Housing would be located on Morris Rd. and would consist of 84 apartment units serving low-to-moderate-income households. This project relies on multiple funding sources, including the federal Low-Income Housing Tax Credit (LIHTC) program administered through the North Carolina Housing Finance Agency. As part of

that process, the developer has asked the City to consider serving as the issuing authority for the tax-exempt conduit bonds. Council is being asked to consider an inducement resolution, which simply signals the City's willingness to explore issuing conduit bonds so the developer can move forward with the financing. This is one of the creative ways the City can support affordable housing initiatives without any cost or financial risk to the City or taxpayers as the bonds would be repaid by the project revenue. Because the finance process can be technical, Staff has asked bond counsel to provide a brief overview. Mr. Ray introduced Kristen Kirby of McGuire Woods, LLP who specializes in public finance and affordable housing bond issuances across North Carolina. Attorney Kirby explained that if the City chooses to move forward, she would serve as bond counsel to the City, with all costs for those services paid by the developer. She gave the following PowerPoint presentation explaining the bond process and the City's role as a conduit issuer:



## Project must meet Income Restrictions

**Either**

**20% of units must be set aside for individuals whose income is 50% or less of area median income ("AMI")**

**Or**

**40% of units must be set aside for individuals whose income is 60% or less of AMI**

- **Income limits based on HUD guidelines; subject to family size**
- **Income determination must be made at least annually**
- **Restrictions apply for the LONGER of 15 years or life of bonds**

## Who are the players in a bond deal?

- **Issuer** - governmental unit that issues bonds
- **Borrower** – developer of the project
- **Purchaser** – in privately placed deal, entity or bank that purchases bonds
- **Underwriter** - investment banking firm that structures the deal and finds buyers
- **Trustee/Fiscal Agent** - holds project fund and other funds for the bonds; collects debt service payments from Borrower and pays to bondholders
- **Bond counsel** – oversees entire process and issues opinion that bonds are tax-exempt
- **Issuer's counsel** – looks out for issuer's interests
- **Borrower's counsel** - looks out for Borrower's interest; generally does real estate work and opinion
- **Purchaser's counsel** – represents purchaser of privately placed bonds
- **Underwriter's counsel** - prepares disclosure document to sell bonds to the market
- **Trustee/Fiscal Agent Counsel**

## What is the role of the City?

- **City would be acting as a conduit issuer**
- **Bonds are not a debt of the City or a pledge of its faith and credit or taxing power**
- **Bonds do not affect the City's debt ratios or legal debt limit**
- **Bonds do not affect the City's credit rating**
- **City has no financial responsibility for the bonds; the Borrower is solely responsible for repayment of principal and interest on the bonds**
- **Issuers often receive a fee for serving as the bond issuer and the developer is responsible for paying all costs of issuance (including bond counsel and City's attorney)**

## What steps are required?

- **Developer files application with North Carolina Housing Finance Agency (NCHFA) for approval of volume cap for bonds**
- **City Council adopts Inducement resolution – indicates the City's willingness to issue bonds if all approvals are obtained**
  - **Not an approval for any other purpose (i.e. zoning, planning, construction approvals separate)**
- **Developer receives allocation of volume cap from NCHFA**
- **City Council holds a public hearing (also called the TEFRA hearing) as required under the federal tax code and adopts a resolution approving in principle the issuance of the bonds**

## What steps are required?

- **City Council adopts findings resolution making findings required by Local Government Commission (LGC), if LGC approval required; findings based solely on information provided by developer/borrower**
- **City Council adopts resolution approving documents and financing (usually done at the same time as findings resolution)**
- **Approval by LGC if term of bonds is 5 years or longer**
- **Sign documents at closing**
- **Post issuance: receive monitoring reports regarding compliance with low-income requirements**

Following questions and comments by Council, Mr. Wise moved, seconded by Ms. Holder to approve the resolution for the inducement bond. The motion carried unanimously.

**RESOLUTION NO. 2026-10**
**A RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF MULTIFAMILY HOUSING REVENUE BONDS TO FINANCE THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CASCADE RIDGE APARTMENTS**

WHEREAS, the City Council (the "City Council") of the City of Brevard, North Carolina (the "City") met in Brevard, North Carolina at 5:30pm on the 16th day of March, 2026; and

WHEREAS, pursuant to Section 160D-1311(b) of the General Statutes of North Carolina, the City is granted the power to exercise directly the powers of a housing authority organized pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (the "Act"); and

WHEREAS, the Act in N.C.G.S. § 157-9 gives the City, exercising the powers of a housing authority, the power "to provide for the construction, reconstruction, improvement, alteration or repair of any housing project" and "to borrow money upon its bonds, notes, debentures or other evidences of indebtedness and to secure the same by pledges of its revenues"; and

WHEREAS, an affiliated or related entity of Woda Cooper Companies, Inc. (the "Company"), intends to provide affordable housing in the City; and

WHEREAS, the Company has requested that the City assist it in financing the acquisition, construction and equipping of an 84-unit qualified residential rental project to be known as Cascade Ridge Apartments and located at approximately 373 Morris Road in the City (the "Development"); and

WHEREAS, the Company has described to the City the benefits of the Development to the City and the State of North Carolina and has requested that the City agree to issue its multifamily housing revenue bonds in

such amounts as may be necessary to finance the costs of acquiring, constructing and equipping the Development; and

WHEREAS, the City would be acting as a "conduit" issuer for such bonds, and would have no liability whatsoever for any such bonds, which will not constitute a debt or a pledge of the faith and credit of the City, but will be payable solely from the revenues and other funds provided by the Company; and

WHEREAS, the City is of the opinion that the Development is a facility that can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

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

1. It is hereby found and determined that the Development will involve the acquisition, construction and equipping of a multifamily housing facility, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the City agrees to assist the Company in every reasonable way to issue bonds to finance the acquisition, construction and equipping of the Development, and, in particular, to undertake the issuance of the City's multifamily housing revenue bonds (the "Bonds") in an amount now estimated not to exceed Ten Million Dollars ($10,000,000) to provide all or part of the cost of the Development.

2. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon between the City and the Company. The City and the Company shall enter into a "financing agreement" pursuant to the Act for a term and upon payments sufficient to pay the principal of, premium if any, and interest on the Bonds and to pay all of the expenses of the City in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or security agreement between the City and a trustee (the "Trustee") or the bondholder which will set forth the form and terms of the Bonds and will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the City's rights to payments under the financing agreement, except the City's right to payment of fees and expenses and indemnification. The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the City, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Company.

3. The City hereby authorizes the Company to proceed, upon the prior advice, consent and approval of bond counsel and the City's counsel, to obtain approvals in connection with the issuance and sale of the Bonds and to obtain an allocation of a sufficient amount of the State of North Carolina's "private activity bond limit", as required by Section 146 of the Code and as defined in Section 146 of the Code, for the Bonds.

4. The City intends that the adoption of this resolution be considered as "official action" toward the issuance of the Bonds within the meaning of the regulations issued by the Internal Revenue Service pursuant to Section 1.150-2 of the Treasury Regulations issued under the Internal Revenue Code of 1986, as amended (the "Code").

5. It having been represented to the City that it is desirable to proceed with the acquisition, construction and equipping of the Development, the City agrees that the Company may proceed with plans for such acquisition, construction and equipping, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Company to obligate the City without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the City's adoption of this resolution. The City agrees that the Company may be reimbursed from the proceeds of the Bonds, if and when issued, for all qualifying costs so incurred as permitted by Treasury Regulations Section 1.150-2.

6. All obligations hereunder of the City are subject to the further agreement of the City and the Company to terms for the issuance, sale and delivery of the Bonds and the execution of a financing agreement, indenture or security agreement and other documents and agreements necessary or desirable for the issuance of the Bonds. The City has not authorized and does not authorize the expenditure of any funds or monies of the City from any source other than the proceeds of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction and equipping of the Development, including the reasonable fees and expenses of the City's counsel, bond counsel and the agent or underwriter for the sale of the Bonds, shall be paid from the proceeds of the Bonds or by the Company, but if for any reason the Bonds are not issued, all such expenses shall be paid by the Company and the City shall have no responsibility therefor. It is understood and agreed by the City and the Company that nothing contained in this resolution shall be construed or interpreted to create any personal liability of the officers or council members from time to time of the City.

7. The City's agreement to act as the issuer of the Bonds to finance the Development shall not be construed as approval of the Development for any other purpose including, but not limited to, zoning, land use, permitting or any other aspect of the Development that may require approval by the City or any department or agency of the City.

8. The officers of the City are hereby authorized and directed to take all actions in furtherance of the resolution and the issuance of the Bonds.

9. The City hereby approves McGuireWoods LLP, Raleigh, North Carolina, to act as bond counsel for the Bonds.

10. This resolution shall take effect immediately.

Council member Gary Daniel moved the passage of the foregoing resolution and Council member Pamela Holder seconded the motion, and the resolution was passed by the following vote:

Ayes: 5

Nays: 0

Not voting: 0

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

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

## J. Public Hearing(s)

**J-1. Ordinance – Voluntary Contiguous Annexation – City-owned Parcels on Azalea Ave. and Old Hendersonville Hwy. PIN #8596-05-5338. #8596-05-8315, and #8596-05-6391** – Emily Brewer explained that this is the property on Azalea Ave. and Old Hendersonville Hwy. that the City acquired to pursue a City-supported affordable housing development. 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. The project is immediately adjacent to the corporate limits. City Council approved a resolution of intent to annex the municipally-owned property on February 16th. The Planning Board considered this request at their February 24th meeting and recommended in favor. Staff requested that Council take action on this matter tonight to provide Fitch Irick with ample time to prepare their application.

At 6:44 p.m. Mr. Baker moved, seconded by Ms. Holder to open the public hearing. The motion carried unanimously.

Public Participation – None.

At 6:44 p.m. Mr. Baker moved, seconded by Ms. Holder to close the public hearing. The motion carried unanimously.

Mr. Baker moved, seconded by Mr. Wise to approve the ordinance to extend the corporate limits of the City of Brevard. The motion carried unanimously.

**ORDINANCE NO. 2026-06**
**AN ORDINANCE TO EXTEND THE CORPORATE**
**LIMITS OF THE CITY OF BREVARD, NORTH CAROLINA**

**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**, by virtue of the authority granted by North Carolina G.S. 160A-31, on February 16, 2026 the Brevard City Council adopted Resolution No. 2026-09 declaring the intent to consider annexation of City-owned property located on Azalea Avenue and Old Hendersonville Highway and fixing the date of public hearing; and

**WHEREAS**, the Brevard Planning Board reviewed the proposed annexation at their meeting held on February 24, 2026 and recommended approval of the contiguous annexation; and

**WHEREAS**, by authority granted by G.S. 160A-31, a public hearing on the question of this annexation was held at the City Council Chambers at 5:30 P.M. on the 16th day of March, 2026, after due notice by publication on the 2nd day of March, 2026; and

**WHEREAS**, the City Council desires to annex the City-owned parcels described herein.

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

**Section 1.** By virtue of the authority granted by G.S. 160A-31, as amended, all of that property lying in Transylvania County, owned by the City of Brevard, as shown and being that property described in the deed recorded in Document Book 1152, Pages 647-649; and in Book 1152, Pages 644-646, in the Transylvania County Register of Deeds, and that certain plat to be duly recorded upon annexation, is hereby annexed and made a part of the City of Brevard as of the 16th day of March, 2026.

Said property is more fully described as follows:

Location: Azalea Avenue and Old Hendersonville Highway, Brevard, NC 28712. Transylvania County Tax Property Identification Numbers: 8596-05-5538; 8596-05-8315; and 8596-05-6391

Property Description:

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.

**Section 2.** Upon and after the 16th day of March, 2026 the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Brevard and shall be entitled to the same privileges and benefits as other parts of the City of Brevard. Said territory shall be subject to the municipal taxes according to G.S. 160A-31.

Also being all of that property described in a plat prepared by Cole Surveying & Design, PA for the City of Brevard, dated February 19, 2026 and recorded in Plat File _____, Slide _____, of the Transylvania County Registry.

**Section 3.** Pursuant to 160A-29 it shall be the duty of the Mayor of the City of Brevard to cause an accurate map of the annexed territory as described in Section 1 hereof, together with a duly certified copy of this Ordinance, to be recorded in the office of the Register of Deeds of Transylvania County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina. Such a map shall also be delivered to the Transylvania County Board of Elections as required by G.S. 163.288.1.

**Section 4.** Notice of adoption of this Ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Brevard.

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

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

**J-2. Proposed Amendment to the Official Zoning Map of the City of Brevard – City-owned Parcels on Azalea Ave. and Old Hendersonville Hwy. PIN #8596-05-5338. #8596-05-8315, and #8596-05-6391** – Emily Brewer explained that these are the same properties that were just annexed and the proposal is for a Conditional Zoning District. A conditional zoning district is a special district, where the developer and the City negotiate site-specific development standards for a particular project. These standards are codified in a custom ordinance working in conjunction with the Unified Development Ordinance. Conditional Zoning Districts are meant to be flexible, particularly in the areas of density, architectural design, and the mixing of land uses. With added flexibility comes an expectation that the developer will offer a high-quality project which goes "above and beyond" the baseline ordinance requirements. In these rezonings, the City has considerable authority to negotiate with the applicant and impose such conditions as necessary to protect the public interest and ensure high-quality development.

This is a staff-initiated rezoning of City-owned property to accommodate a potential affordable housing project developed by Fitch Irick Corporation. On January 20th, City Council endorsed the proposed development plan as part of Fitch Irick's proposal. Staff worked with Fitch Irick to prepare the appropriate conditions to accommodate that development. The details of which are:

The proposed project, called Azalea Place, is an affordable multifamily housing development with up to 60 units. The project consists of 3 buildings — two larger buildings that are 2 to 3 stories terraced to match the contour of the topography and a smaller 2-story building facing Old Hendersonville Highway. The project will have a community space in the small building, as well as a playground and protected green space on the northern end with an ephemeral stream. The project will also have space reserved for a future sewer pump station that is necessary to provide wastewater service to the greater Azalea / Rhododendron neighborhood.

The development concept and master plan prepared by Fitch Irick used the guiding public interests vetted by the community and endorsed by City Council, preliminary development concepts, and their LIHTC expertise. Staff worked with Fitch Irick to translate this plan into a conditional zoning district. The proposed base zoning

district is Residential Mixed-Use (RMX). Though the property is not adjacent to RMX, the area is identified as the "Traditional Neighborhood" character area on the Future Land Use Map, RMX is identified as an appropriate zoning district for that character area. The proposed conditions beyond the RMX base zoning district are as follows:

| Name | Section | Base District Requirement (RMX) | Proposed Requirement in CZD |
|---|---|---|---|
| Density | 2.6.1 | 15 du/acre *(57 du allowed on site)* | 18 du/acre *(69 du allowed on site)* |
| Retaining Walls | 2.8(E) | Maximum retaining wall height of 5 feet, unless necessary for engineering purposes | Maximum retaining wall height of 10 feet |
| Architectural Building Type | 5.7.12 | Stacked Flats *(two large buildings)*<br>• 150' max building width<br>• 70' max building depth | Stacked Flats *(two large buildings)*<br>• 175' max building width<br>• 80' max building depth |
| Ground Floor Finishing Height | 5.6.7 | Minimum finishing height for residential ground floor use is 24 inches along front façade | No required minimum finishing height |
| Landscape Buffer | 8.4 | Type B buffer yard (20 feet wide, semi-opaque screening from 0 to 6 feet) | Type A buffer (10 feet wide, semi-opaque screening 0 to 6 ft) along property lines abutting General Residential |
| Parking Area Landscaping | 8.7 | All spaces must be within 50 ft of canopy tree | All spaces will be within 80 ft of a canopy tree. |
| Off-Street Loading Spaces | 10.4 | Required based on square footage of building | No off-street loading spaces required |
| Street Frontage Elements | 13.6 | Sidewalks are required on all road frontages | Sidewalk only required on Old Hendersonville Hwy frontage |

The Planning Board considered this proposal at their February 24th meeting. The Board recommended in favor of the rezoning as presented. Staff requested that Council take action on this matter tonight to provide Fitch Irick with ample time to prepare their application which is due May 15th.

At 6:54 p.m. Mr. Daniel moved, seconded by Ms. Lytle to open the public hearing. The motion carried unanimously.

Public Participation:

Peter Godfrey said he and his wife Jaime live at 484 Old Hendersonville Hwy, which is catty-corner to this project. We are little late to the party; a lot of planning has already gone in and we do have a lot of questions. But, we understand that we don't know quite a lot. Our concerns are probably predictable—it's our neighborhood for walking our dogs and we drive through there. There are some very dignified small houses and there are other houses that maybe don't present dignified. I think it would not harm our neighborhood. We have no issue with apartment buildings. The other large apartment complex has had no impact on us. I think using my imagination, I would say maybe speed humps for Azalea if there is a lot more traffic there. I think there would be a lot more traffic as it's a cut-through street already. We have a lot of interest in housing values. You're well aware that housing prices are shooting up and we don't expect ours to be hurt too badly by this, considering what you have already said about the state of housing in Brevard, so Jaime and I are not concerned about that. We have a suspicion that it might help us regarding sewer, but we don't know that. We do know that our property is on septic and we're having a hard time. I don't know if the proposed sewer runs past our house, but we would like to find that out. We support low-income housing.

Doug Powell said I'm going to share some of my first-hand knowledge from the state I came from. I do share your desire to provide affordable housing in Brevard, whether that's on Azalea or across from Public Safety Way. I realize that the horses have left the barn, but I did address this group about two years ago on this subject. In my experience the only entity that comes away happy in many of these deals is the Section 8 housing developers. It rarely ends up as advertised. Why?...because to qualify for the HUD funds the project just needs bodies that fall under their income qualifications. They don't require to house citizens of this county and projects like these often end up importing citizens of other counties, and even states, to qualify for HUD funds. This does not solve our problem. We are being sold that those who will live in these units will help with the affordable workforce housing, but there are zero job requirements to live in these type of units. By definition a solution solves a problem. These projects do not, at least for the good citizens of Brevard. Lastly, our sewerage is at capacity and every time there is a heavy rain, we release raw sewage into our French Broad River, which creates a new problem to consider if we add multiple units to our already over-taxed infrastructure. Please pause and continue to ask more of these types of questions before going headlong into low-income housing. Make sure these projects actually can solve our citizens' problems rather than importing new challenges instead of just lining the pockets of Section 8 developers who will never live in our city.

At 7:01 p.m. Mr. Baker moved, seconded by Ms. Holder to close the public hearing. The motion carried unanimously.

Following Council comments, Mr. Wise moved, seconded by Ms. Holder to approve the ordinance amending the official zoning map of Brevard creating the Azalea Place Conditional Zoning District. The motion carried unanimously.

**ORDINANCE NO. 2026-07**
**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BREVARD CREATING THE AZALEA PLACE CONDITIONAL ZONING DISTRICT**

**WHEREAS,** the City of Brevard has the authority, pursuant to Article 7 of Chapter 160D 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,** the City of Brevard owns three properties on Azalea Avenue and Old Hendersonville Highway (described as PINs 8596-05-5538-000, 8596-05-6391-000, and 8596-05-8315-000) and seeks to rezone these properties to a Residential Mixed Use Conditional Zoning District; and

**WHEREAS,** the City of Brevard Technical Review Committee has considered this application and submitted all pertinent comments to the Planning Department for incorporation into this Conditional Zoning District; and

**WHEREAS,** the City of Brevard Planning Board considered CZD-26-0001 on February 24, 2026, and recommended approval by City Council; and

**WHEREAS**, the Brevard Planning Board and City Council have determined that this rezoning and associated project is consistent with the following policies and goals of the City's Comprehensive Land Use Plan:

- **Goal 1.** Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.
- **Goal 2.** Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities.
- **Action LUH-2:** Evaluate rezoning requests based on the Future Land Use Map and character area descriptions.
- **Action LUH-9:** Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels.
- **Action LUH-11:** Identify and address dimensional requirements that may serve as obstacles to housing development.

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

- **Action LUH-18:** Collaborate with neighborhoods to explore opportunities for zoning overlays, historic preservation, adaptive reuse, infill projects, special events, and other neighborhood-specific activities.

- **Action ATCH-12:** Ensure site plans include safe pedestrian access between public right-of-way and building entrance.

- **Action PNRC-5:** Require conservation design in areas with sensitive natural resources

- **Action EDIR-2:** Pursue upgrades to the public water and sewer system; and

**WHEREAS,** the Brevard Planning Board and City Council have determined that this rezoning is reasonable and appropriate within the context of the existing zoning districts and the prevalence of uses in the vicinity of the Subject Parcel, due to the following factors

- This property is located in the Traditional Neighborhood character area in the Future Land Use Map, for which RMX is an applicable zoning district

- The size and alignment with the future land use map of the proposed rezoning diminishes spot zoning concerns.

- There is strong relationship 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; and

**WHEREAS,** a public hearing was conducted by Council on March 16, 2026; and

**WHEREAS**, the City of Brevard City Council, after hearing all persons wishing to comment on this request, desires to approve said request.

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

**Section 1.** The zoning classification of that certain real property depicted in Exhibit A to this Ordinance, which is attached hereto and incorporated herein by reference, is hereby rezoned to be the Azalea Place Conditional Zoning District with the Residential Mixed Use District base district, as shown on Exhibit A attached hereto.

**Section 2.** 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 3.** Development and use of lands within the District shall occur in accordance with the approved List of Conditions and Final Master Plan, which are attached to this ordinance as Exhibit B and Exhibit C, respectively.

**Section 5.** This Ordinance and its exhibits shall run with the land and shall be binding on the property owner, its heirs and assigns.

**Section 6.** The Planning Director is hereby authorized and directed to modify the City's Official Zoning Map consistent with this Ordinance.

**Section 7.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such a decision shall not affect the validity of the remaining portions of the ordinance.

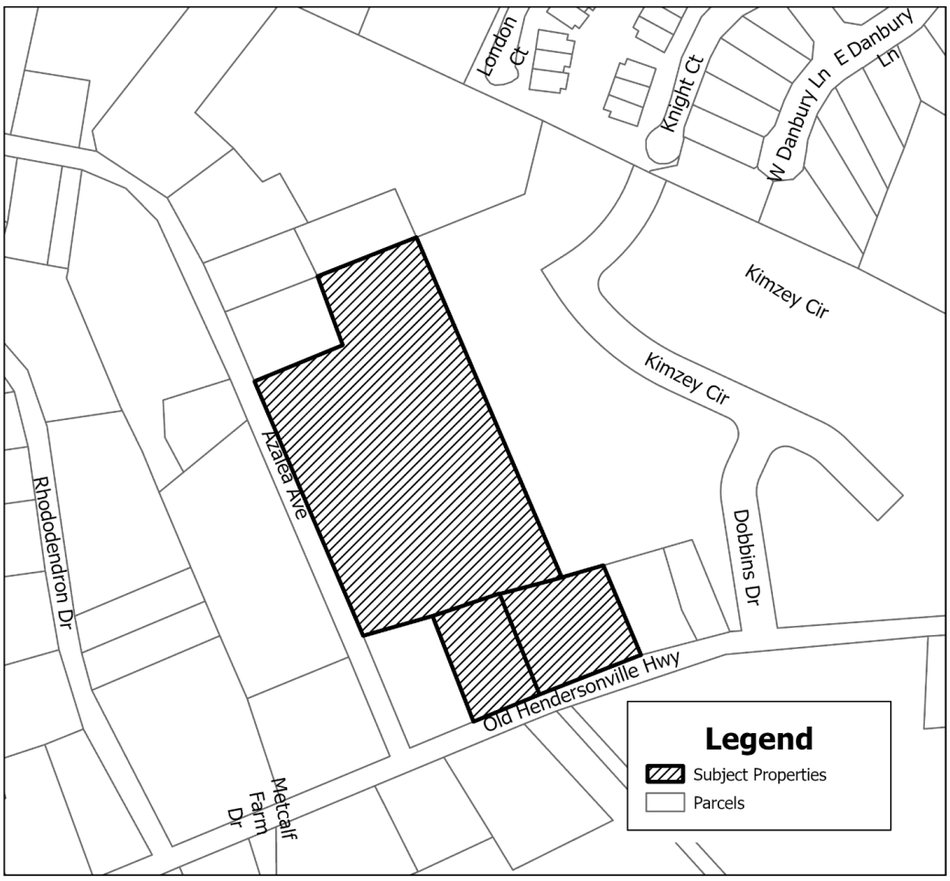
**Section 8.** All ordinances or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

**Section 9.** This ordinance shall be in full force and effect from and after the date of adoption.

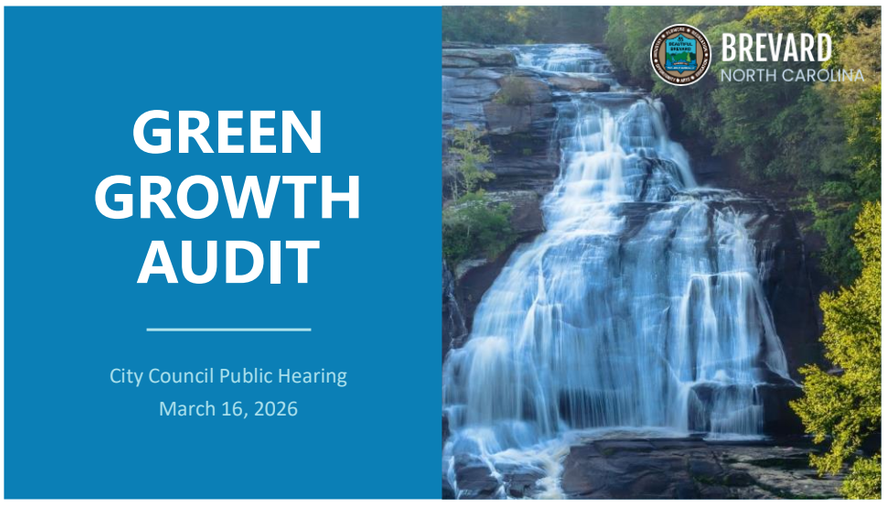
Adopted this the 16th day of March, 2026.

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

**EXHIBIT A**
**Ordinance Number 2026-07**
**AZALEA PLACE CONDITIONAL ZONING DISTRICT: LOCATION MAP**




**J-3. Proposed Amendment to the Building Brevard 2030 Comprehensive Land Use Plan – Adoption of City's Green Growth Audit as an Addendum** – Emily Brewer shared a PowerPoint presentation explaining the purpose, strategies and recommended actions of the proposed Green Growth Audit, which is intended to be an addendum to the Building Brevard 2030 Comprehensive Land Use Plan. A copy of the proposed Green Growth Audit is on file in the Planning Department.



## What is Green Growth?

**"GREEN GROWTH"** means conserving wildlife, habitat, and other valuable natural resources as communities continue to grow.

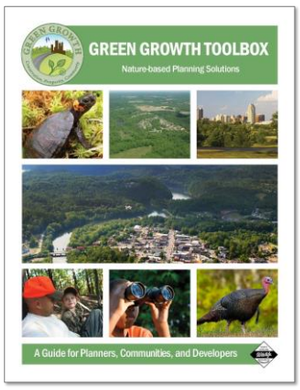
- Balance new development and economic opportunity with environmental goals
- Development can be both environmentally sustainable and economically beneficial



BREVARD NORTH CAROLINA

## Background

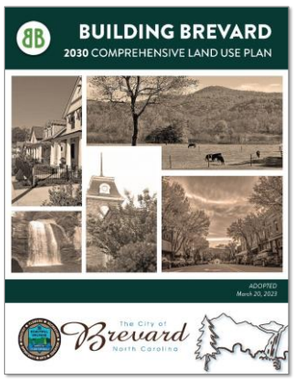
- In 2023, **North Carolina Wildlife Resource Commission (NCWRC)** selected City of Brevard to participate in their Partners for Green Growth program
- Provided technical and financial support to audit the City's Unified Development Ordinance (UDO) and identify opportunities for better aligning development regulations with green growth principles.
- Staff, with support from NCWRC, completed a comprehensive review of the UDO – the **"Green Growth Audit"**




BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 3

## Background

- Build on the goals and recommendation from the City's Comprehensive Land Use Plan
  - Goal 2: Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities
  - Goal 4: Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness
  - Goal 5: Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improving access to recreation, and restoration of native ecosystems.
  - Goal 8: Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city




BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 4

## Purpose

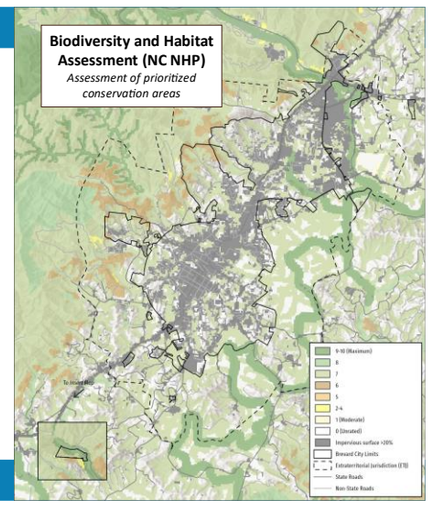
- Urban development and growth should align with sustainability, environmental preservation, and climate resilience goals
- Analyze the UDO's effectiveness in promoting sustainable development, reducing environmental impact, and enhancing resilience to climate change.
- Identify opportunities to:
  - reduce regulatory barriers to conservation;
  - align ordinance requirements with best practices;
  - enhance requirements for native plantings and vegetation preservation; and
  - incentivize greater wildlife habitat protections in sensitive areas.
- Develop actionable recommendations to strengthen the UDO's alignment with green growth principles



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 5

## Environmental Context

- Comprehensive review of environmental conditions
  - Habitat assessment, elevation, landslide susceptibility, surface waters, tree canopy, etc.
- Utilizing data from NCWRC, NC Natural Heritage Program, NC Department of Environmental Quality, among others
- Emphasizes the importance of protecting natural habitats and ecosystems in the sensitive areas and concentrating development in built-out areas




BREVARD NORTH CAROLINA

## Green Growth Strategies

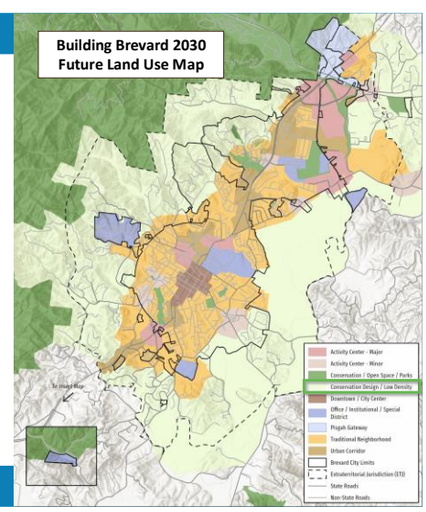
1. Conservation of Land with Efficient Development Strategies
2. Mitigation of Negative Impacts of Development
3. Preservation of Sensitive Areas
4. Restoration of Natural Ecosystems and Wildlife Habitats



BREVARD NORTH CAROLINA

## Strategy 1: Conservation of Land with Efficient Development Strategies

1. **Limit development in sensitive areas**
   - Reframe the General Residential–4 (GR-4) zoning district as a "Conservation Zoning District" to conserve sensitive areas and limit sprawled development
2. **Prioritize infill development in regulations**
   - Consider additional incentives for infill development
   - Upzone areas of the existing GR-4 that are suitable for development and do not require additional environmental protections




BREVARD NORTH CAROLINA

## Strategy 2: Mitigation of the Negative Impacts of Development

1. **Require environmental assessments prior to large-scale construction**
   - Introduce scalable submittal requirements based on project size and scope
   - Establish performance-based standards tied to the survey results
   - Prepare guidance for environmental assessments with information to fulfill this requirement and additional sources
2. **Control sedimentation and erosion from development**
   - Allow administrator to require erosion and sedimentation control plan for smaller projects in sensitive areas
   - Bolster procedures for the review of sedimentation and erosion control measures for smaller projects



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 9

## Strategy 2: Mitigation of the Negative Impacts of Development

3. **Improve stormwater management**
   - Refine the types of development activities that are required to comply with the stormwater management provisions
   - Establish incentives for small developments that are exempt from stormwater management requirements to implement low-impact development techniques
   - Amend the infrastructure / street design standards to utilize existing curb and gutter systems where available, and establish alternative street designs that reduce stormwater channelization



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 10

## Strategy 2: Mitigation of the Negative Impacts of Development

4. **Preserve and expand tree canopy and conservation landscaping**
   - Revise screening and buffer standards to mitigate the impact of high-intensity areas (e.g., parking lots, roads, industrial uses) but prioritizing environmental function
   - Require all landscaping plans be sealed by a qualified design professional
   - Limit removal of trees to a defined building envelope, driveways and utility routes in sensitive areas
5. **Manage urban heat**
   - Amend the applicability of the heat island mitigation requirements to include smaller buildings and/or any flat roofs
   - Set performance measures for tree canopy coverage of sidewalks and other pedestrian areas



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 11

## Strategy 3: Preservation of Sensitive Areas

1. **Protect steep slopes**
   - Maintain the City's recently amended steep slope regulations and monitor its effectiveness
   - Consider adding other provisions to the steep slope regulations pertaining to higher erosion control and stormwater measures
2. **Prevent flood damage**
   - Maintain the City's high standards for flood damage prevention and retain or improve the standing as Level 8 in the CRS program
   - Codify incentives to set aside the floodplain as preserved open space (like steep slope regulations)
3. **Enhance surface water protection**
   - Consider requiring an additional buffer for low-impact use / managed vegetation beyond the 30-foot protected riparian buffer for perennial streams and incentivize for others
   - Codify procedures for permitting streambank restoration efforts

BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 12

## Strategy 4: Restoration of Natural Ecosystems & Wildlife Habitats

1. **Integrate restorative open spaces in development**
   - Establish purpose-based open space categories (e.g., conservation areas, passive recreation, active recreation, stormwater management, greenways)
   - Refine minimum design standards (e.g., size, shape, slope, access and usability)
2. **Reduce light pollution**
   - Establish a dark sky zone with higher requirements (likely as part of a conservation zoning district)
   - Require downward-aiming, shields, louvers, and glare reduction techniques for all fixtures on certain projects or in certain zoning districts
   - Prepare guidance that outline the lighting requirements and direct applicants to resources and pre-approved products
3. **Incorporate native species in landscaping**
   - Adopt official lists of native and non-native species by reference and update administratively
   - Amend regulations for nuisance grass and clearly define exemptions for intentional natural areas

BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 13

## Implementation Guide & Next Steps

- A suggested roadmap for potential revisions to the UDO
- Matrix assesses the impact, time frame, resources, and viability under state law
- Legislative authority – SL 2024-57
  - Changes to "down-zoning" authority – requires written consent of property owner
  - Cannot create "nonconformities" in non-residential district

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| 1. Conservation of Land with Efficient Development Strategies | | | | | |
| 1.1 Limit development in sensitive areas | A. Maintain the City's no minimum lot size and associated flexibility in calculating development density on the parent parcel, allowing the clustering of development in less sensitive areas and accommodating unique environmental conditions | Low | Ongoing | Staff time | Possible |
| | B. Reframe the General Residential–4 (GR-4) zoning district as a "conservation zoning district" with the stated purpose of the zoning district being to conserve sensitive areas and limit sprawled development | High | Long-Term | Staff time | Impossible with associated regulations |

BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 14

## Implementation Guide & Next Steps

- Implementing the recommendations is an intentional and incremental process
- Guidance, not a list of required actions
  - City Council will ultimately consider each action prior to adoption – balancing community impacts, environmental outcomes, and the city's shared goals
- Not every improvement must be comprehensive or immediate to be meaningful
- Any step is a tangible improvement and builds momentum for future transformative changes



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 15

## Adoption as Addendum to the CLUP

**What this Means**

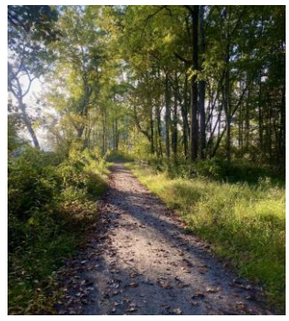
- Becomes part of the adopted policy guide for "the present and future physical, social and economic development of the jurisdiction" (NCGS 160D-501)
- Used to assess the reasonableness of planning and zoning changes (consistency with the plan)

**Process to Formally Amend the CLUP**

✓Planning Board – Recommended approval February 24th

✓City Council Public Hearing – Tonight

- City Council Vote – April 20th



BREVARD NORTH CAROLINA PLANNING DEPARTMENT | 16

At 7:39 p.m. Mr. Baker moved, seconded by Mr. Daniel to open the public hearing. The motion carried unanimously.

Public Participation:

Kristy Lampe, a member of the Brevard Sustainability Council said I am very impressed with this document. It shows that there is a lot of care, a lot of interest, and a lot of love in this community trying to maintain everything that is good and try to make it even better. Growth happens but trying to do it in a sustainable way that makes things work for people and tries to make us more resilient, because we know we're dealing with all kinds of changes. My house has just been rebuilt from a tree that fell on it during Helene, so I know that there are things that need to be done, can be done, are being done. This green plan, this audit helps. It's going to help water quality, the air we breathe, and will also help problems like reducing landslides, making people more aware of them, i.e. making this a good community for current residents and for visitors

and tourists, and for the future. I would encourage you to please consider this very strongly, and perhaps make some modifications if necessary, but add it to your 2030 Plan because it's going to make Brevard really great.

Joellen Risacher, Co-Chair of the Brevard Sustainability Council (BSC) said I could just say ditto to what Kristy said, but I do have a few remarks. The BSC is here to express our support for the Green Growth Audit. It is adding to, supplementing, and tweaking existing environmental protections within the Comprehensive Land Use Plan. And evaluating, researching best practices are standard tools of good government. This is a solid planning document with objectives important for the sustainable and healthy future development of this area. It's also an educational tool, quite readable and with great maps. We want to commend staff for creating this potentially valuable tool.

Destini Petitt, Co-Chair of the Brevard Sustainability Council and Chair of the Land of the Sky Chapter of the North Carolina Native Plant Society said I also hold a PhD in hydrology and ecology which focuses on stream restoration, sedimentation and erosion. I am here to support adopting the City's Green Growth Audit as an addendum to the Building Brevard 2030 Comprehensive Land Use Plan, particularly the provisions addressing sensitive area protection, environmental assessment, sedimentation and erosion control, stormwater management, steep slope protection, and native species integration. I want to start with what I believe is the most urgent piece of this amendment, and that is sedimentation and erosion control, not just because I wrote a 300-page dissertation on it, but because it is the single-most pollutant to our fresh water systems in North America. Sedimentation is horrible for our fresh water so anything that we can do to protect our fresh water from that sediment is very important. When we disturb the soil through large scale construction without adequate controls, or adequate growth audits like we are proposing here today, we get a cascade of that sediment into our streams, which then affect our waters and our drinking water, water sources, and basically all aspects of our life. Here in Brevard we are surrounded by headwaters of multiple really important river systems and we're in one of the most biologically diverse places on the planet, so our stakes cannot be higher for protecting our land and waterways. Sediment smothers stream beds, it destroys aquatic habitats, it does something called filling interstitial spaces. I have spent years working to restore landscapes and working in streams that have been impacted by this specific problem, so requiring a meaningful erosion and sediment control plan is super important and it is the bare minimum that we can do as citizens. The requirement for environmental assessments prior to large-scale construction is a logical companion to the protections you already have in place. Before a shovel breaks the ground in any of these sensitive terrains, we need to understand what's there, the hydrology, the slope stability, wildlife corridors, any kind of wetlands in these areas. These assessments give developers, city staff and the public information needed to make sound decisions, and they will help prevent costly mistakes and the destruction of our aquatic habitats. If we can limit development in those sensitive areas that we've already mentioned—steep slopes and riparian buffers—it's not anti-growth, it's smart growth. So doing the right thing upfront to help us protect ourselves from things like landslides, flash floods, and downstream sedimentation. Protecting these areas will help us reduce risks to life, property and infrastructure, and will help us in the long-term. As the Chair of the Land of Sky Chapter of the North Carolina Native Plant Society, I also want to talk about native plants. Incorporating native plants into our development is not only an aesthetic preference, but it actually helps our pollinators and our ecosystems, which are the foundation of our region. Adding these native plants will help support insects, birds and pollinators, and hold our food systems and natural ecosystems together. Native plants also outperform non-native plants in stormwater absorption, slope stabilization, and our long-term resiliency, and they require less maintenance once established. Requiring native plants into new development and the Green Growth Audit is cost-effective, it's science-backed, and it's a beautiful way to make Brevard's growth work with, not against nature. I built my own house on a steep slope. I know these practices work because I implemented them myself in my house construction. It does take time and effort, but it is the right thing to do. This amendment represents a vision of Brevard that honors what makes this place extraordinary, so I really urge you to adopt this Green Growth Audit because the plan works.

At 7:47 p.m. Mr. Baker moved, seconded by Mr. Lytle to close the public hearing. The motion carried unanimously.

~~At 7:48 p.m. Mayor Copelof called for a ten-minute break~~

During Council questions/comments Mr. Baker noted the importance of being cognizant that not every development needs to be treated with the same rules, and scaling up the requirements makes a lot of sense, and when making decisions, we should keep in our minds the fiscal impact of what that means for a developer or for a household.

**J-4. Proposed Moratorium on Data Centers and Similar High-Intensity Land Uses** – Mr. Hooper explained that at the February 16, 2026 City Council meeting, Council asked staff to look into the adequacy of the city's zoning regulations regarding data centers. If inadequate, they also asked staff to look into the legal steps necessary to impose a moratorium on data center development. Data centers are physical facilities or buildings that house critical computing and networking infrastructure, including servers, storage systems, and related equipment, to store, process, and manage data and applications. They are typically large square footage and involve significant demands on electrical and water infrastructure. They are a relatively new type of land use.

After considering the current text of the Unified Development Ordinance (UDO), staff recommend updates to the code to ensure that it responsibly governs the presence of data centers and similar high-intensity land uses. In the weeks to come staff will bring text amendment options to the Planning Board at its next meeting, and hopefully to Council shortly thereafter. Staff have not had any contact with or inquiries from data center developers, but it begs the question of whether it would be appropriate to pause them until appropriate regulations are in place. The moratorium under consideration tonight will be set at 90 days in order for the matter to work its way through the text amendment process.

At 8:09 p.m. Ms. Holder moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation:

Joellen Risacher said I am reading quite a bit about these data centers and it's really fascinating, but also quite alarming. The reputed need for massive amounts of water and electricity should give pause to any municipality considering giving permission to the construction of a data center. I wholly support the moratorium that you are proposing.

Destini Petitt said I am here in full support of a moratorium on data centers and similar high-intensity land uses. I think it goes without saying that we're all reading about data centers and there are question marks in our head about what they use and what they consume. But, what we do know is that data centers are amongst the most resource-intensive land uses that exist currently. On water alone, the science is very stark. According to a peer-reviewed study published in the *Clean Water Journal* by David Mytton in 2021 a small 1 MW data center can consume more than 25 million liters of water per year for cooling and a larger facility can consume the equivalent of a city with 10,000 to 50,000 residents. As a hydrologist, I can tell you that that kind of demand on our mountain watershed is not just a minor concern, it is a serious one, and it deserves a rigorous study before any approvals should move forward. On energy, a 2024 study by Lawrence Berkeley National Laboratory found that US data centers consumed 176 TWh of electricity in 2023, which is a roughly 4.4% of total national consumption. That project figures can nearly triple by 2028—more data centers, more energy. The Electric Power Research Institute has warned that data centers could account for up to 9% of US electrical generation by 2030, and these are not just local problems in abstract. According to a Carnegie Mellon University study, they found that data center growth could increase average household electric bills by 8% nationally,

with some markets seeing in excess of 25% in those bills. Beyond water and energy, a peer-reviewed study by MIT in 2022 documented that data center noise and light pollution operating 24 hours a day and 7 days a week have measurable impacts on human health and wildlife, including elevated cortisol levels, hypertension, and disrupting our beautiful wildlife and how they behave. According to a University of Michigan research study, data centers can function as what we call sensory danger zones—areas where noise and light exceeds thresholds—and that will threaten the fitness of local species and those include us as human beings. In this biodiverse region we call home this is not a risk that we can take lightly, so it definitely should be studied. Finally, I believe these facilities are fundamentally incompatible with the scale and character of Brevard. Our economy has been built upon clean water, natural beauty, outdoor recreation, and of course tourism. Data centers will bring industrial-scale impacts, noise, heat, land disturbance, resource consumption, and with a very limited economic benefit that we know that they have. This is not a trade that we would like to have and it's not something that we can make without independent review. A moratorium is the right and responsible action and will give the city time to study these impacts carefully, establish proactive standards, and do this before we have to retroactively act. I really urge you all to adopt this moratorium without delay and think about what you want Brevard to look like in the future.

At 8:14 p.m. Mr. Baker moved, seconded by Ms. Holder to close the public hearing. The motion carried unanimously.

Following Council questions/comments Mr. Baker moved, seconded by Ms. Holder to approve the Resolution of Required Statements and an Ordinance Imposing a Temporary Moratorium on Data Center, Cryptomining, and Similar Facilities. The motion carried unanimously.

**ORDINANCE NO. 2026-11**
**RESOLUTION OF REQUIRED STATEMENTS AND AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON DATA CENTER, CRYPTOMINING, AND SIMILAR FACILITIES**

**WHEREAS**, North Carolina General Statute 160D-107 outlines the legal conditions under which local governments can declare moratoria on development approvals; and

**WHEREAS**, data centers, cryptomining facilities and similar facilities typically involve significant demands on electrical and water infrastructure, generate noise and heat, and may have land use impacts that are not adequately addressed by the City of Brevard's Unified Development Ordinance (UDO); and

**WHEREAS,** western North Carolina is already home to three large data centers—Apple in Maiden, Meta in Forest City, and Google in Lenoir; and

**WHEREAS**, at their February 16, 2026 meeting, Brevard City Council directed City staff to investigate the adequacy of Brevard's Unified Development Ordinance and, if necessary, bring options for updating it; and

**WHEREAS**, City staff recommend that Brevard Planning Board and City Council consider text amendments to clarify the conditions under which data centers, cryptomining facilities, and similar facilities can locate within the City's zoning jurisdiction; and

**WHEREAS**, City staff also recommend that City Council declare a temporary pause on new data center development, per the provisions of NCGS 160D-107, to protect the public health, safety, and welfare while the City evaluates appropriate zoning and regulatory updates; and

**WHEREAS,** the NCGS 160D-107 requires that "any development regulation establishing a development moratorium must include, at the time of adoption," the statements proclaimed below.

**NOW, THEREFORE, THE CITY COUNCIL OF BREVARD, NORTH CAROLINA FINDS THAT:**

**Statement 1**. Data centers/cryptomining facilities are not specifically addressed in Brevard's Unified Development Ordinance, and therefore City Council believe that the ordinance as written does not adequately evaluate and regulate such high-intensity land uses. The City considered continuing to regulate potential data center developments under the existing "heavy manufacturing" provisions, but concluded that the rules for that land use do not adequately consider the heavy utility impacts typical of data center-type uses.

**Statement 2**. The moratorium applies to the acceptance, processing, and approval of development approvals for data centers, cryptomining facilities, server farms, and other high-

impact digital infrastructure facilities, including but not limited to zoning permits, special use permits, site plan approvals, building permits, and other development approvals required under the City of Brevard Unified Development Ordinance. Temporarily suspending these approvals will prevent the establishment or expansion of such facilities under regulatory provisions that do not adequately address their infrastructure demands, noise, heat generation, and utility consumption while the City evaluates and adopts appropriate zoning and development standards.

**Statement 3**. The moratorium shall expire July 2, 2026 unless earlier ended by act of City Council. This date gives the City of Brevard adequate time to consider text amendments to its Unified Development Ordinance, have them approved by its Planning Board and City Council, and comply with the notice and public hearing requirements that text amendments before those two boards must follow.

**Statement 4**. The City of Brevard will present text amendment options to the City's Planning Board in late April 2026, advertise that board's proposed updates to the Unified Development Ordinance in May 2026, hold a Public Hearing on the proposed changes at a City Council meeting in late May or early June 2026, and consider approval of the proposed changes at a City Council meeting in June 2026.

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

The City hereby imposes a temporary moratorium on the acceptance, processing, and approval of any application for data centers, cryptomining facilities, server farms or other high-impact digital infrastructure facilities.

Adopted and approved this 16th day of March 2026.

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

**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. Baker to approve the consent agenda. The motion carried unanimously.

### K-1. Tax Settlement Report – February 2026

### K-2. Property Tax Releases – February 2026

**RESOLUTION 2026-11**
**A RESOLUTION APPROVING PROPERTY TAX RELEASES**

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

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

The Tax Collector is hereby authorized to remove February 2026 property values from the tax scroll in the amount of:

TAX YEAR 2025: $ 297.24

Adopted and approved this 16th day of March 2026.

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

### K-4. Capital Project Amendment – Bracken Expansion - $32,973

**ORDINANCE NO. 2026-09**
**CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE NO. 2023-32**
**BRACKEN PRESERVE ENHANCEMENT PROJECT**

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

**Section 1:** The budgeted expenditures and revenues listed under the ordinance 2023-32 will be increased by $32,973. In January of 2026, the City signed a contract with Long Cane Trails in the amount of $39,688 to provide services to construct approximately 1.8 miles of new

beginner/intermediate skill and fitness level hiking and biking natural surface trails. The new trails will connect the existing Bracken Preserve trail system with the newly acquired expansion property, providing a greater option of trail experience to a wider range of trail users.

**Section 2:** At 7/1/2025 the Bracken Preserve Enhancement Capital Project Fund had a fund balance of $9,999. Since that time, the City has received the following outside contributions:

A. Jason and Jamie Ramsey Family $10,000.
B. Conserving Carolina $19,940
C. Pisgah SORBA $3,033

These contributions, along with the initial fund balance will allow the City to complete the project.

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

| Account Number | Account Name | Budget Amount |
|---|---|---|
| 78-6200-4000 | Bracken Preserve Enhancement | $70,000 |
| **78-6200-4000** | **Bracken Preserve Enhancement** | **$32,973** |
| | **TOTAL PROJECT APPROPRIATION** | **$102,973** |

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

| Account Number | Account Name | Budget Amount |
|---|---|---|
| 78-3750-0220 | Transfer from GF – Bracken | $70,000 |
| **78-3750-0240** | **Bracken Contribution** | **$32,973** |
| | **TOTAL PROJECT REVENUE** | **$102,973** |

**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 March, 2026.

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

## K-5. Resolution in Support of the Addition of Mars Hill and Marshall to the Asheville Regional Housing Consortium

**RESOLUTION NO. 2026-12**
**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF BREVARD TO EXECUTE AN AMENDED JOINT COOPERATION AGREEMENT TO ADD THE TOWN OF MARS HILL AND THE TOWN OF MARSHALL TO THE ASHEVILLE REGIONAL HOUSING CONSORTIUM**

**WHEREAS**, affordable, safe, and sanitary housing is essential to the health, safety, and general welfare of the residents of the City of Brevard; and,

**WHEREAS**, the provision of affordable, safe and sanitary housing will benefit work force productivity and area economic development; and

**WHEREAS**, a cooperative approach to providing housing in the Asheville Regional area will avoid duplication of effort and promote more effective delivery of housing services; and

**WHEREAS**, a consortium of local governments is entitled to receive funds from the U.S. Department of Housing and Urban Development that they would otherwise be unqualified to receive individually; and

**WHEREAS**, the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, makes provisions whereby units of general local government may enter into cooperation agreements and form Consortia to undertake or assist in undertaking affordable housing pursuant to the HOME Investment Partnerships Program; and

**WHEREAS**, the City of Brevard is a current member of and, along with the other regional units of general local government members, desires to continue the Asheville Regional Housing Consortium to undertake or assist in undertaking affordable housing under the Cranston-Gonzalez National Affordable Housing Act of 1990; and

**WHEREAS**, the Town of Mars Hill and the Town of Marshall each wish to join the Asheville Regional Housing Consortium; and

**WHEREAS**, it is the desire of the City of Brevard to admit the Town of Mars Hill and the Town of Marshall as members of the Asheville Regional Housing Consortium; and

**WHEREAS**, Article 20 Chapter 160A of the North Carolina General Statutes authorizes units of local government to enter into contracts or agreements with each other in order to execute any undertaking.

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

**SECTION 01.** The City of Brevard hereby supports the addition of Mars Hill and Marshall to the Asheville Regional Housing Consortium; and

**SECTION 02**. The Mayor of the City of is authorized to execute an amended Joint Cooperation Agreement with the other member governments of the Asheville Regional Housing Consortium; and

**SECTION 03**. The Mayor of the City of Brevard is further authorized to sign all contracts, approved by the Brevard City Attorney, with other Governmental Agencies as may be required to carry out activities of the Cooperation Agreement.

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

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

## K-6. Resolution Adopting Brevard Music Center's 90th Anniversary Promotions as Government Speech

**RESOLUTION NO. 2026-13**
**RESOLUTION ADOPTING BREVARD MUSIC CENTER 90th ANNIVERSARY CELEBRATION CONTENT AS GOVERNMENT SPEECH**

**WHEREAS**, the Brevard Music Center is a well-known cultural institution located in the City of Brevard, North Carolina, that contributes significantly to the area's culture, economy, and reputation; and

**WHEREAS**, in 2026 the Brevard Music Center is celebrating its 90th anniversary; and

**WHEREAS**, the City of Brevard wishes to support this milestone by promoting the anniversary and related activities on public properties around the city.

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

**Section 1.** The Brevard City Council adopts non-commercial content related to the Brevard Music Center 90th anniversary as official government speech.

**Section 2**. The Brevard City Council approves the installation and posting of items containing this content on public properties approved by the City Manager until October 31, 2026.

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

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

## K-7. Proclamation No,. 2026-06 Month of the Young Child & Child Abuse Prevention Month, April 2026

**Proclamation No. 2026-06**
**Month of the Young Child &**
**Child Abuse Prevention Month**

**WHEREAS,** the youth-serving agencies of Transylvania County come together to celebrate The Month of the Young Child during the month of April 2026 to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs; and

**WHEREAS,** children's cognitive, physical, social and emotional, and language and literacy development are built on a foundation of children's positive, safe, and nurturing interactions with adults, peers, and their environment; and

**WHEREAS,** youth-serving agencies of Transylvania County are collaborating to raise awareness and prevent child abuse in our community; and

**WHEREAS,** all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

**WHEREAS,** child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

**WHEREAS,** communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

**WHEREAS,** effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

**NOW THEREFORE,** I, Maureen Copelof, Mayor of the City of Brevard, North Carolina, do hereby proclaim April as the **Month of the Young Child and Child Abuse Prevention Month** and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in our efforts to support families, thereby supporting early childhood programs and preventing child abuse and strengthening the communities in which we live.

**IN WITNESS WHEREOF**, I have set my hand and executed the Great Seal of the City of Brevard on this the 16th day of March, 2026.

Attest: s/Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

**K-8. Finance, Human Resources, and Citizen Appointment Committee Meeting Minutes – November 24, 2025**

**K-9. Downtown Master Plan Committee Meeting Minutes – December 10, 2025**

**K-10. Public Works and Utilities Committee Meeting Minutes – February 4, 2026**

**L. Unfinished Business**

**L-1. Proposed Amendment to the Official Zoning Map of the City of Brevard – The Family Place** – Paul Ray recalled that Council held a public hearing on the proposed amendment on February 16, 2026. The rezoning would remove the existing conditional zoning district and apply the base district of Residential Mixed Use.

Motion by Mr. Baker, seconded by Mr. Daniel to approve the zoning map amendment as requested. The motion carried unanimously.

**ORDINANCE NO. 2026-10**
**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.

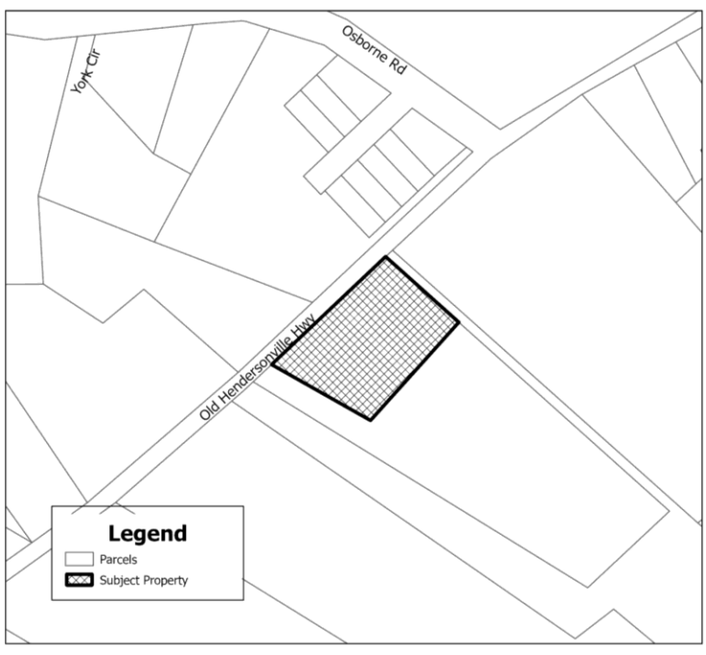
**SECTION 4**. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining 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 March 2026.

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

**EXHIBIT A**



**M. New Business**

**M-1. Consider Offer of County Funding for Azalea Ave. Sewer Extension Project and Identify Source for City Contribution** – Mr. Hooper reported that last week the County Transylvania County Commissioners agreed to fund $3.55M of the approximately $4.5M construction costs.

They also agreed to help the City find funding for the approximately $600,000 in costs they deemed ineligible for the earmark funds. These elements are service taps and cleanouts for 125 properties, essentially every house in the neighborhood, and 50 actual connections from the meter to the homes' plumbing. Those are things that benefit property owners directly and thus are ineligible for the County's money, which is coming from their legislative direct appropriation from 2024 that is earmarked for water and wastewater infrastructure projects.

That left a funding gap of between $535,000 and $910,000--depending on which voluntary expenses are left in the project budget--for the City to fund. In order to lock-in the County's funding and give Fitch Irick the certainty they need to move forward with the City's May LIHTC application, staff recommend the Council approve up-to $535,000 from FY27 surplus funds to fill the "construction-only" funding gap. He noted that the funding gap may grow closer to $1M if the City chooses to keep some of the voluntary elements from the original scope.

Mr. Hooper noted that as of early March, staff are projecting the Water/Sewer Fund to run a $750,000 surplus for FY27. It was his recommendation to pledge some of this surplus to this project, which leaves the City's reserve funds untouched. Staff will continue to work on finding outside funding sources that would not only allow us to add those voluntary elements back in but perhaps cover some of the City's construction expenses.

Mr. Lytle moved, seconded by Mr. Baker to approve the Resolution Accepting Transylvania County's Offer of $3.55M for Azalea/Rhododendron Sewer Extension and Pledging City of Brevard Funds for the Same Purpose. Following questions and comments, the motion carried unanimously.

**RESOLUTION NO. 2026-14**
**RESOLUTION ACCEPTING TRANSYLVANIA COUNTY'S OFFER OF $3.55M FOR AZALEA/RHODODENDRON SEWER EXTENSION AND PLEDGING CITY OF BREVARD FUNDS FOR THE SAME PURPOSE**

**WHEREAS**, the Azelea/Rhododendron Sewer Extension Project would extend municipal sewer to currently unserved properties in the unincorporated Azalea/ Rhododendron neighborhood, an area beset by failing septic systems; and

**WHEREAS**, the project would also support the development of low-to-moderate income housing units by making a city-owned property pledged for that purpose more developable; and

**WHEREAS,** in early March 2026 the Transylvania County Board of Commissioners granted the City of Brevard's request for financial assistance by pledging project management and $3.55M to the project; and

**WHEREAS**, a condition of the pledge was that the City of Brevard contribute a portion of the funding gap and cover the cost of voluntary non-infrastructure elements of the project like tap fees with municipal dollars or outside grant funding; and

**WHEREAS**, Transylvania County and the City of Brevard will work cooperatively to find grant or outside funding for the voluntary non-infrastructure costs; and

**WHEREAS**, it is essential to begin the infrastructure development as soon as feasible in order to meet funding deadlines for the City's planned low-to-moderate income housing project; and

**WHEREAS,** the City's portion of the infrastructure only costs is calculated at around $535,000.

**NOW, THEREFORE, THE CITY COUNCIL OF BREVARD, NORTH CAROLINA DOES HEREBY RESOLVE:**

**1**. The City of Brevard accepts, with gratitude, Transylvania County's offer of $3.55M of financial support and project management for this mutually beneficial project.

**2**. The City of Brevard pledges up to $535,000 in surplus revenue from its FY27 Water/Sewer Utility budget to fill the anticipated construction funding gap.

**3**. City staff are directed to work with Transylvania County to pursue outside sources to fund tap fees and other non-infrastructure costs that will multiply the project's benefits.

Adopted and approved this 16th day of March 2026.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

**M-2. (K-3) Silversteen Park Pavilion Capital Project Fund Establishment** – Mr. Daniel asked if Council initiated this project to build a picnic shelter at Silversteen Park. Mr. Hooper replied that Council did not, but a picnic shelter was envisioned as a part of the Silversteen Park Masterplan several years ago. Mr. Daniel said this is sort of the exact opposite of some of the other situations we have where things come to Council without going to committee. I am on that committee, and I know we discussed it, but it never came to Council. My second question is what is the protocol for establishing a capital fund for a project that Council has not approved. Mr. Hooper explained that the capital project was established mainly to keep the donated money separated and discreet from other sources of money as a courtesy to the donor. This is merely an accounting maneuver that allows us to keep his money separate. Mr. Daniel said my concern is we just had a finance retreat and there was a lot of discussion about other issues, especially in the parks area, and I just wanted to say that I'm a little concerned about this process.

Ms. Holder said she would like for Council to have opportunity to see the design drawing before final approval. Mr. Baker agreed and noted that he shares some of Mr. Daniel's concerns. He said donating this amount of money to the City should be accepted with our thanks, but for the sake of transparency, we have no money available to actually fund the construction of the picnic shelter. Council has discussed many other parks and recreation projects which I would personally put at a different priority level than this for public funds. He stressed that this is simply accepting a very generous donation, and this project will be in competition with other projects for parks and recreation dollars. Mayor Copelof added that the plan is not to ask for any city tax dollars for this project. The plan was to get a drawing and cost estimate in order to pursue grant funding and that any match from that grant would come from a donor. This would be totally done with outside funding.

Following discussion, Mr. Baker moved, seconded by Mr. Wise to approve the establishment of the capital project fund as submitted and request that Council review the initial design work for the Silversteen Park Pavilion at a future meeting. The motion carried unanimously.

**ORDINANCE NO. 2026-08**
**CAPITAL PROJECT ORDINANCE TO ESTABLISH**
**SILVERSTEEN PARK PAVILION CAPITAL PROJECT FUND**

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

**Section 1:** In February of 2026, the City received a donation of $45,800 from Clay and Lisa Sykes to cover the expected architectural and engineering costs for the Silversteen Park Pavilion located on Hillview Street. The preliminary concept is to construct a 30 by 40 foot pavilion with toilets and a storage/mechanical room on PIN # 586-21-4208.

**Section 2:** This Project will be recorded in the newly established Silversteen Park Pavilion Capital Projects Fund. The City is expecting that the initial project budget of $45,800 will be increased as the specifics of the Project become known.

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

| Account Number | Account Name | Budget Amount |
|---|---|---|
| 60-6200-0925 | Prof Serv – Silversteen Pavilion | $45,800 |
| | **TOTAL PROJECT APPROPRIATION** | **$45,800** |

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

| Account Number | Account Name | Budget Amount |
|---|---|---|
| 60-3750-0250 | Silversteen Pavilion Contribution | $45,800 |
| | **TOTAL PROJECT REVENUE** | **$45,800** |

**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 March, 2026.

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

## N. Remarks/Future Agenda Considerations.

Ms. Holder thanked everybody for their hard work in everything we've seen tonight.

Mr. Wise congratulated the new Police Officers. He added that he and Mr. Baker attended the Main Street Conference in New Bern, and they learned a lot about the power of cities and density and anchoring.

Mr. Baker said he feels proud to be where we are at with a lot of our housing projects and it is great to see real things happening. He gave a shoutout to Habitat for Humanity which is working on so many varied projects in many places within our city.

Mr. Daniel mentioned that when he first came on Council 8-10 years ago, he was on the Housing Committee, which had no money or direction. We have gone from that to where we are now and I think that is due in large part to our staff. You should be proud of yourselves because I'm proud of you. That is the kind of work that is necessary for us to be able to accomplish what we've done, which I think is pretty amazing.

Mr. Lytle said he is glad to see our great community, staff, council and county all working together to solve issues. We saw an example of that tonight, and let's all just keep going.

Mayor Copelof commented that we had many good things tonight—the new police officers, the new housing projects, the Green Audit, and the collaboration with the County. She said I want to thank our donor that stood up and gave us the money to move a project forward that has sat with no movement for four years and I look forward to bringing the schematic drawings back to Council so we can continue to move it forward and find the outside funding to make that project a reality.

**O. Closed Sessions**

**O-1. Potential Litigation: NCGS §143 318.11(a)(3)** – At 9:01 p.m. Mr. Baker moved, seconded by Ms. Holder to go into closed session to discuss a potential litigation matter and to clear Council Chambers. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper, Assistant City Manager David Todd and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 9:22 p.m. Council resumed the meeting in regular session. No official action was taken in closed session, and the minutes of the closed session are authorized to be sealed.

**O-2. Potential Litigation: NCGS §143 318.11(a)(3)** – At 9:23 p.m. Mr. Baker moved, seconded by Mr. Daniel to go into closed session to discuss a potential litigation matter. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 9:38 p.m. Council resumed the meeting in regular session. No official action was taken in closed session, and the minutes of the closed session are authorized to be sealed.

**O-3. Personnel and/or Employment: NCGS §143- 318.11.(a)(3)(5)(6)** – At 9:41 Ms. Holder moved, seconded by Mr. Baker to go into closed session to discuss a personnel matter. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 10:00 p.m. Council resumed the meeting in regular session. No official action was taken in closed session, and the minutes of the closed session are authorized to be sealed.

**P. Adjourn –** There being no further business, at 10:00 p.m. Mr. Daniel moved, seconded by Mr. Lytle, to adjourn the meeting. The motion carried unanimously.

| | |
|---|---|
| Maureen Copelof | Denise Hodsdon, CMC |
| Mayor | City Clerk |

Minutes Approved: April 20, 2026

**CITY OF BREVARD, NORTH CAROLINA**

# Proclamation

**N0. 2026-07**
**Child Abuse Prevention Month**

**WHEREAS**, children are our state's most vulnerable members as well as our state's most valuable resources, helping to shape the future of North Carolina; and

**WHEREAS**, positive childhood experiences (PCES)—like loving caregivers and safe, stable, and nurturing relationships—can help mitigate trauma and the negative impact of adverse childhood experiences (ACES) to promote the social, emotional, and developmental well-being of children; and

**WHEREAS**, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations of their family; and

**WHEREAS**, childhood trauma, including abuse and neglect, is a serious problem affecting every community, and finding solutions requires input and action from everyone; and

**WHEREAS**, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and

**WHEREAS**, nurture positive childhoods and preventing child maltreatment is possible because of the partnerships created between families, prevention advocates, child welfare professionals, education, health, community, and faith-based organizations, businesses, law enforcement agencies, and local, state, and national governments; and

**WHEREAS**, we acknowledge that in order to solve the public health issue of abuse and neglect we must work together to change hearts and mindsets through storytelling and sharing, center the needs of families, break down bias and barriers, and inspire action from expected and unexpected partners; and

**WHEREAS**, we are committed to advancing equitable, responsive, and effective systems that ensure all children and families are healthy and thriving; and

**WHEREAS**, we recognize the need to prioritize kids and invest in more prevention initiatives like home visiting and family-strengthening policies, economic supports, and community-based child abuse prevention programs at the national, state, and local levels; and

**NOW, THEREFORE**, I, Maureen Copelof, Mayor of the City of Brevard do hereby proclaim April as **CHILD ABUSE PREVENTION MONTH** and urge all citizens to recognize this month by building a narrative of hope for children and families through collaboration and the creation of an ecosystem of primary prevention that does not currently exist in this country.

**IN WITNESS WHEREOF**, I have set my hand and executed the Great Seal of the City of Brevard on this the 20th day of April, 2026.

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

CITY OF BREVARD, NC
88 BEAUTIFUL BREVARD
INDUSTRY · FLOWERS · RECREATION · OPPORTUNITY · ARTS · EDUCATION
CORPORATE SEAL

Maureen Copelof
Mayor

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Proposed Amendments to City of Brevard Code of Ordinances Chapters 38, 42, and 66 - Special Event Regulations |
| **Speaker:** | Aaron Bland, Assistant Planning Director |
| **Prepared by:** | Emily Brewer, Senior Planner |
| **Approved by:** | Paul Ray, Planning Director, Wilson Hooper, City Manager |

**Background**
A *special event* is an organized gathering open to the public or with invited guests that uses public spaces and public rights-of-way, such as roads, greenways, and plazas. Examples of a special event include parades, races/walks, festivals, block parties, concerts, exhibitions, etc. Events contained to private property do not require a Special Event Permit, unless it is determined that the event will substantially hinder or prevent the normal flow of vehicular or pedestrian traffic (see below for more information). Special events play a crucial role in the vibrancy of our community — creating a place for economic opportunity, arts, culture, and community.

Section 66-13 of the Brevard City Code of Ordinances outlines the procedures and requirements for special events to:

- Protect the public health, safety, and welfare during special events;
- Ensure adequate coordination of public services (police, fire, public works, and EMS);
- Minimize disruption to residents, businesses, traffic circulation and public infrastructure; and
- Balance community vibrancy and economic activity with neighborhood compatibility and welfare.

This is a staff-initiated text amendment to review the ordinance and procedures in order to clarify / streamline the approval process, update the requirements, and continue to improve large-scale events. The Public Safety Committee reviewed these changes on March 4, 2026, and unanimously recommended in favor of adoption.

**Discussion**
When an applicant applies to hold a special event (like White Squirrel Weekend, Assault on the Carolinas, and Juneteenth Family Fest), they are required to submit a permit application with a site plan and insurance that names the City as additional insured. However, it does not adequately explain what information is needed, what levels of service are required, or what the liability insurance requirements are. This leads to significant back-and-forth with applicants to try and collect the information necessary to accomplish the objectives outlined above.

The Code of Ordinances is not the appropriate place for procedures for review and guidance for applicants. Many other municipalities have a guidebook for applicants and staff to navigate the special event review process and clarify service level requirements early in the application process. The code language changes authorize staff to "implement policies and procedures for reviewing special event permit applications and ensuring public health, safety, and welfare are maintained." As part of this review, staff has prepared a guidebook which is included as Attachment 2. Staff will continue to refine and improve the guidebook to reflect practices that work and improve the efficiency of our review process.

The largest change in the process is the establishment of a Special Event Review Committee (SERC) comprised of police, fire, public works, planning, and other necessary staff persons to collectively review proposals and coordinate across departments. Staff will hold a regular, standing meeting to go over applications, propose changes and identify staffing needs early in the process. Following the meeting, the applicant can receive preliminary approval and a set of conditions to accomplish before final approval. These conditions would include items like providing the approved ABC-permit, amending plans to secure additional toilets, or paying fees associated with City personnel working the event. The City of Hendersonville, as well as other municipalities in North Carolina, utilizes a similar review process which has proven successful.

The process would also include other commonly-used best practices to improve our special events:

- Operational standards are outlined in the guidebook to inform the applicant's initial plans from the onset. The SERC has the authority to alter those requirements based on the scale, location, or type of event, but this provides a starting place for applicants and staff.
- Special event organizers would be required to notify affected residents and businesses about the special event and any associated closures. They would be required to provide evidence of notification in order to secure final approval.
- Special event organizers would be asked to submit a post-event evaluation. This would be required for recurring events. In exchange for completing the evaluation, organizers would be able to reserve the same date for the following year.

As evidenced above, most of these procedural changes are not reflected in the code language in Section 66-13. Instead, it authorizes staff to make those procedures and policies and refines the language to reflect our current process (e.g., the city manager does not approve these permits).

**Policy Analysis**
These amendments to the City of Brevard Code of Ordinances are consistent with the following elements of the Building Brevard 2030 Comprehensive Land Use Plan:

- *Goal 6*: Integrate arts, culture, diversity and history into everyday life and build on Brevard's identify as a dynamic community to live, work, play and create.
- *Goal 7*: Support economic vitality and grow the tax base, cultivate local businesses, and attract sustainable industry
- *PNRC-25*: Create opportunities for arts and cultural programming, public art, sculptures, and mural throughout the City.

**Action**
No action is requested at this time; information is for public hearing purposes only. At the next regular meeting, Staff will ask City Council to take one of the following actions:

1. Adopt the amendments as presented;
2. Revise and adopt the amendments are revised;
3. Reject the amendments; or
4. Table the amendments for further consideration.

**Attachments:**
1. Proposed Amendments
2. Draft Special Event Guidebook

# CODE OF ORDINANCES

## 66-13. Special events.

**A.** ***Application of regulations****.* This section shall apply to all organized gatherings ~~street fairs, festivals, carnivals, parades, marches, rallies, demonstrations, and other activities~~ or public events that use or substantially hinder use of public rights-of-way or City-managed public spaces, including but not limited to streets, greenways, and plazas. ~~require the temporary closing or obstruction of or that substantially hinders or prevents the normal flow of vehicular or pedestrian traffic on all or a portion of any city owned property, street, or other public right-of-way.~~ Any such activity covered by this chapter shall hereafter be referred to as a "special event".

**B.** ***Purpose and intent.*** The purpose of this section and its associated regulations are to:

1. Protect the public health, safety and welfare;
2. Ensure coordination of public services including police, fire, public works, and emergency medical services;
3. Minimize disruption to residents, businesses, traffic circulation, and public infrastructure; and
4. Balance community vibrancy and economic activity with neighborhood compatibility and welfare.

**C.** ***Permit required.***

1. A permit shall be issued by the City manager or designee (hereafter referred to as “administrator”) for all special events that:
   a. Use public streets, sidewalks, greenways, city parks, or city plazas;
   b. Requires road closures, detours or use of public rights-of-way;
   c. Substantially hinders or prevents the normal flow of vehicular or pedestrian traffic on public rights-of-way; and/or
   d. Requires supplemental public safety and/or sanitation services.
2. ~~No "special event" is permitted on any city owned property, street or other public right-of-way of the city unless a permit has been issued by the city manager; however, n~~Nothing in this section shall be construed to prevent the peaceful assembly of any group for orderly expression or communication between those assembled.

~~1. No parade of vehicles or march of pedestrians or animals or combination thereof upon the streets or sidewalks of the city shall be allowed except as approved by the city manager. All holders of permits granted and approved by the city manager pursuant to this section shall indemnify and hold harmless the city in all respects against any and all claims and liabilities arising out of or related to the issuance of a special event permit.~~

~~2. Any person denied a special event permit under this section may appeal to the city council at the next regularly scheduled meeting.~~

**D.** ***Permit application.***

1. *Filing period.*
   a. Applications for a "special event" permit ~~authorized by this section that require the closure of a public street, sidewalk or other city facility~~ shall be submitted to the administrator according the special event deadlines established annually. In the event no such deadline schedule is available, the

applicant is required to submit the application no less than 60 calendar days prior to the event.~~city manager not less than 60 days before the parade or event is proposed to commence, excluding recognized holidays, on a form provided by the office of the city manager and shall contain the following information:~~

~~B.~~b. The administrator may consider applications with extenuating circumstances after the appropriate date. However, in no instance will an application be considered less than 15 working days before the event.

2. *Contents*. The application shall be signed by the applicant and shall include but not be limited to the following:

~~1.~~a. Name, address, and telephone number of the person, organization or entity seeking to conduct or sponsor the event.

~~2.~~b. Name, address, and telephone number of the individual contact person in charge of the event.

~~3.~~c. The proposed date and time period when the event will be conducted.

~~4.~~d. The estimated number of people expected to attend the event.

~~5.~~e. A certificate of insurance as proof of liability coverage in accordance with subsection 66-13(F) below.~~Sufficient proof of liability insurance in accordance with the city's standard requirements.~~

~~6. Any other information determined by the city manager to be necessary to insure compliance with these provisions.~~

~~7.~~f. A detailed site plan or route map ~~sketch map~~ showing;

1. Event footprint: boundaries of events and designation of different areas (e.g., vendor areas, beer garden, stage area), if appropriate
2. Structures: layout of tents and other temporary structures (stages, vendor booths, barricades, fencing, etc.) along with dimensions
3. Traffic management: requested street closures, detours, parking, pedestrian paths, signage locations
4. Emergency access: fire lanes, ambulance access, exits
5. Sanitation/waste management: dumpsters, portable toilets, hand-wash stations
6. For races/walks: start/finish, participant staging, timing equipment, traffic control

~~a. The area where the event is to take place.~~

~~b. Names of any streets to be closed or obstructed.~~

~~c. Location of any barriers or traffic control devices that will be erected.~~

~~d. Location of any concession stand, booth, or other temporary structures or facilities.~~

~~7. Location of any proposed fences, stands, platforms, benches or bleachers.~~

g. An application fee, as set forth in the schedule of fees.

~~e.~~h. Any other information determined by the administrator to be necessary to ensure compliance with these provisions.

~~8. The number and type of animals included as part of the event, if applicable. Approval of animals involved in any special event is subject to 66-13.M, and the animals' location must be specified on the sketch map.~~

~~Applications for a "special event" permit as authorized by this section not requiring the closure of a public street or sidewalk shall be submitted to the city manager not less than two working days before the parade or event is proposed to commence, excluding recognized holidays, on a form provided by the office of the city manager and shall contain the items listed above, excluding subsections (5), (7)b. through e., and (8).~~

~~Applications must be accompanied by an application fee, shall be set forth in the schedule of taxes, fees and charges of the annually adopted Budget Ordinance for the City of Brevard, before being reviewed and considered.~~

~~C.~~E. ***Permit revocation.*** Upon violation of the terms of a permit issued under this section by the applicant or participants the city manager, the administrator and/or the chief of police or ~~his~~ designee is authorized to revoke the permit and direct those participating to disperse.

**F.** ***Permit review procedures.~~Staff review~~.***

1. City staff are hereby authorized to implement policies and procedures for reviewing special event permit applications and ensuring public health, safety, and welfare are maintained.
2. Upon receipt of the permit application, it shall be reviewed by a special event review committee (SERC), an interdepartmental group that evaluates special event applications for feasibility, safety, code compliance and city service requirements. The SERC includes representatives from the Police Department, Fire Department, Public Works Department, and other persons as appropriate.~~circulated to the chief of police, fire chief, public works director, and other appropriate persons for their comment.~~
3. The ~~city manager~~ administrator may also require a conference on the application between the applicant and the SERC and/or specific ~~one or more~~ department heads.

**G.** ***Insurance requirement.***

1. The ~~city manager~~administrator shall require as a condition precedent or subsequent to the issuance of the permit that the applicant obtain a comprehensive general liability insurance policy providing coverage that includes the entire area described in the permit for event~~s requiring the closure of a public street, sidewalk or city facility. If such a policy is required, under the provisions of this section, t~~ The city shall be named as an additional insured on the policy. A certificate of insurance shall be provided to the city as proof of coverage.
2. *Minimum coverage amounts:*
   a. ~~Such policy shall conform to the minimum coverage requirements as set forth by the city manager.~~The applicant shall obtain a comprehensive general liability insurance of at least $1,000,000 per occurrence and $2,000,000 aggregate.
   b. If the special event involves alcohol, an additional $1,000,000 of liquor liability coverage is required.
   c. If city forces are required to work during the event, workers compensation and employers' liability may be required.
   ~~D.~~d. The administrator may vary the required limits for lines of insurance coverage or require additional insurance coverage depending on size, location and type of event.

**H.** ***Fees; costs incurred by the city.***

~~E.~~1. Additional fees may be charged for the cost of services provided by City forces in support of the special event, including but not limited to personnel, deployment of fire apparatus, solid waste removal, and provision of barricades. The need for these services will be reviewed and determined by the administrator and the Special Event Review Committee. ~~If the city is requested to provide extraordinary services or~~

~~equipment or the city manager determines that extraordinary services or equipment for reasons related to protection of the public health and safety, he/she may require the applicant to pay to the city a fee sufficient to reimburse it for the costs of any extraordinary services or equipment provided to the event unless sufficient funding has been included in the city budget as adopted by city council.~~

~~F.~~I. ***Standards for issuance of permit.***

1. The ~~city manager~~administrator shall issue the permit authorizing the "special event" unless it is found that:
   a. Insufficient funding and/or resources necessary to provide extraordinary services or equipment for the event are not available; or
   b. The event will interfere with the movement of emergency vehicles to such an extent that adequate police, fire, or other emergency services cannot be provided throughout the city; or
   c. The applicant has failed to obtain any necessary permits or licenses, including any required building permit or privilege license; or
   d. The applicant is in violation of any city ordinance; or
   e. The applicant fails to obtain liability coverage and show proof of said insurance as required by the city; or
   f. The event will create a severe hardship on persons occupying property adjacent to the site, location, or route of the event as a result of the denial of access to property; or
   g. The event, if held at the time or at the location or along the route proposed will cause an unreasonable and unwarranted disruption to vehicular or pedestrian traffic; or
   h. The applicant has failed to comply with any of the provisions of the special events ordinance, including but not limited to payment of any required fees and costs; or
   i. A special events permit has previously been applied for or issued for substantially the same location and time requested in the application.
2. In considering the matters listed above and the question of whether or not to issue the permit, the public safety and health shall be given paramount importance.

~~G.~~J. ***Conditions upon issuance of permit.*** If a permit is issued the ~~city manager~~administrator may attach any reasonable conditions that serve to promote the protection of the public safety and health. Any event held pursuant to a permit issued under this section shall be conducted within the applicable terms including any attached conditions.

~~H.~~K. ***Right of appeal.*** If the ~~city manager~~administrator or chief of police denies or revokes a special event permit this action shall be final unless the applicant or permit holder files, within three working days, a written appeal with the city clerk. Such written appeal will be placed for consideration by city council at its next regularly scheduled meeting. The city council shall review the matter and its decision shall be final.

~~I.~~L. ***Street closing.***

1. The ~~city manager~~administrator is authorized to permit the temporary closing of a street or other public right-of-way except as otherwise provided for ~~in subsection (I) below~~herein if the provisions of the section are adequately complied with. Any temporary closing of a street or part thereof owned and/or maintained by the State of North Carolina shall require concurrence by the N.C. Department of Transportation.

2. The ~~city manager~~ administrator may only permit the temporary closing of any portion of U.S. Highway 64, US Highway 64 Business, U.S. Highway 276, SR 1349 (West Main Street) for city recognized special events. An event shall be considered to be city recognized upon the adoption of a resolution by city council making such designation. ~~In order to qualify for recognition an event must have received a commitment of funding and/or resources from the city for any necessary public safety and traffic control measures prescribed by the city manager for the special event.~~

~~2. The city clerk shall, by any adequate means, notify persons occupying property abutting the street where the event is to take place as soon as possible once a permit is issued.~~

**M. *Public notification.***

1. Event organizers are responsible for notifying all affected community members about their event, associated road closures, and other impacts. Any establishment that will be blocked, detours, or heavily inconvenienced must be notified.
2. Event organizers may utilize a means of notification deemed sufficient by the administrator, including but not limited to mailed notifications, individual contact, residential or business complex notification, and Heart of Brevard notification, if applicable. Proof of notification is required.

~~J.~~N. ***Temporary parking restrictions.*** The chief of police, or ~~his~~ duly appointed representative, is authorized to prohibit, on a temporary basis, the parking of vehicles under the following circumstances:

1. ~~Along permitted parade routes or o~~On streets closed pursuant to the issuance of a special events permit for a period of two hours before any special event begins, during the entire event and up to one hour after the completion of the event.

~~**K.** *Permit for special events involving animals.* No special event in which animals are involved shall be conducted without a special permit from the city manager. The city manager shall require a bond in the amount of $50.00 (where five or less animals are involved) or $100.00 (where more than five animals are involved), which will provide that the person obtaining the special permit will be responsible for cleaning the city streets or property after the parade, exhibition, demonstration or experiment. All holders of special permits granted and approved by the city manger pursuant to this section shall indemnify and hold harmless the city in all respects against any and all claims and liabilities arising out of or related to the behavior of such animals or issuance of such a special permit.~~

~~**L.** *Animals prohibited.* It shall be unlawful for any person to have or keep any animal at any event requiring the issuance of a special event permit except as otherwise provided within this section.~~

~~M.~~O. ***Permit for special event involving the sale and consumption of alcoholic beverages.*** No special event in which the sale and consumption of alcoholic beverages shall be conducted without explicit authorization in the special event permit~~a special permit from the city manager or the administrator~~, pursuant to CHAPTER 42 Article I of the Brevard City Code.

1. Special event permit holders shall submit an operational plan demonstrating the procedures and practices that will be employed to assure such compliance with all applicable regulations as set forth in Brevard City Code and the North Carolina General Statutes. Such plan shall specifically address the prevention of the sales of alcohol to minors, and the methods that will be employed to contain the consumption of alcohol within the designated area.
2. For special events, the sales and consumption of malt beverages and unfortified wine, but no other alcoholic beverages, shall be as authorized on the permit; provided, however, that no such sales shall be allowed earlier or later than during the city permitted timeframe of the festival.

3. The administrator shall have the discretion to withhold approval of permits for the sales and consumption of alcohol associated with future special events, when the permit holder has failed to demonstrate compliance with all applicable laws of the City of Brevard and the State of North Carolina pertaining to the sales and consumption of alcoholic beverages in the operation of previous events.

## 42-3. Consumption or possession of alcoholic beverages in public place.

**A.** It shall be unlawful for any person to consume, sell, serve or drink alcoholic beverages of any kind, or to publicly display alcoholic beverages if the container has been opened or the seal broken, on any property owned, leased or controlled by the city, and any public street, alley, sidewalk or parking lot within the city limits, whether the area is open to vehicular traffic or has been closed to vehicular traffic in connection with a parade or other special event, unless a valid permit is obtained, pursuant to the subsections below:

1. The city manager (or designee thereof, hereafter, "the administrator") is hereby authorized to ~~issue a special permit that would allow to permit~~ allow the sale and consumption of alcoholic beverages during a special event that has been ~~s, which have been~~ permitted pursuant to CHAPTER 66 of Brevard City Code, provided the permittee presents the City with the appropriate permit from the North Carolina Alcoholic Beverage Control Commission.~~, and City of Brevard UNIFIED DEVELOPMENT ORDINANCE~~.
2. The city manager or the administrator is hereby authorized to issue a social district participation permit that would allow the sale of alcoholic beverages for consumption in a designated social district pursuant to CHAPTER 43 of the Brevard City Code.
3. The city manager or the administrator is hereby authorized to issue a sidewalk dining permit that would allow the sale and consumption of alcohol on public sidewalks pursuant to CHAPTER 46 Article II of the Brevard City Code.
4. This permit shall only be valid for a designated area.
5. The permit holder shall be solely responsible for assuring compliance with all applicable laws of the City of Brevard and the State of North Carolina pertaining to the sales and consumption of alcoholic beverages. Permit holders who demonstrate failure to assure compliance with such laws shall be subject to immediate permit revocation, and may be subject to such civil and criminal penalties as are set forth in Brevard City Code and the North Carolina General Statutes.
6. In the issuance of a permit, the administrator shall have the authority to impose reasonable conditions to protect the public health, safety welfare.
7. Chief of police, police department event commander on-duty, and the administrator shall have authority to immediately cause alcohol sales and consumption activities to cease and desist upon a determination that the permit holder has failed to maintain compliance with the terms and conditions of the permit or the requirements of Brevard City Code, or that continuation of alcohol sales and consumption at the event would pose an immediate threat to the public health, safety and welfare.

## 38-72.1. Violations; exceptions.

Notwithstanding the enumeration of prohibited noises as listed in section 38-72, whenever it is practicable to do so in the discretion of the law enforcement officer or officers, or code enforcement officer or officers responding to the noise complaint, the following procedure shall be used to determine whether any specific noise alleged to be a violation of this noise ordinance is, in fact, a violation, at any certain time and for any given location from which a complaint arises.

**A.** *Violations.* In order to document and prove a prima facie violation of this noise ordinance:

1. The ambient noise level shall be determined, if it is reasonably practicable to do so in the discretion of the law enforcement officer or officers, or code enforcement officer or officers responding to the noise complaint. Then, the alleged violation noise level shall be determined at the same location, both determinations to be made by the use of the same sound level meter, and using the same procedure. A violation shall have occurred if the alleged violation noise level exceeds the ambient noise level:
   a. By ten decibels, between the hours of 9:00 p.m. and 7:00 a.m.; or
   b. By 20 decibels, between the hours of 7:00 a.m. and 9:00 p.m.
2. If, due to the nature of the alleged violation noise level, no determination of an ambient noise level is practicable in the discretion of the law enforcement officer or officers, or code enforcement officer or officers responding to the noise complaint, then a violation shall have occurred if the alleged violation noise level exceeds:
   a. 60 decibels between the hours of 9:00 p.m. and 7:00 a.m.; or
   b. 70 decibels between the hours of 7:00 a.m. and 9:00 p.m.
3. If no decibel readings or comparison between ambient noise levels and alleged violation noise levels are practicable in the discretion of the law enforcement officer or officers, or code enforcement officer or officers responding to the noise complaint, the alleged violation is listed in section 38-72, and the violator does not voluntarily and promptly reduce the noise level when requested to do so by a law enforcement officer or code enforcement officer, so as to comply with the definitions in section 38-71, or if, having reduced the noise level to comply therewith but then within a 24-hour period again produces or allows to be produced noise at a level not in compliance with the definitions in section 38-71, the noise shall be a violation of the ordinance.

**B.** *Exceptions.* The following are excepted from this noise ordinance:

1. Any noise generated by an emergency vehicle, such as a fire truck, police car, an EMS vehicle or their sirens, or other noises generated by or at the behest of a governmental entity which is intended to immediately promote the public health, safety or welfare.
2. Any sporting event sanctioned by a school, any other government agency, or any civic group or club provided that in the latter instance, such event is properly permitted.
3. Noises caused by:
   a. Lawn care equipment, agricultural equipment or construction equipment operated for intended and legitimate purposes between the hours of 7:00 a.m. and 9:00 p.m.;
   b. Special events permitted pursuant to Section 66-13~~Properly permitted events such as parades, fairs, circuses and other entertainment events~~;
   c. Bells, chimes and similar devices which operate from a stationary location, which were in operation before the complainant's residency was established, and which operate for no longer than five minutes in any hour;
   d. Emergency work reasonably necessary to safeguard the public safety to person or property;

e. Duly permitted electrical transformers and utility substations;

f. Traffic noises other than the unnecessary use of horns, radios or other sound amplifying or receiving equipment, intentional screeching of tires, intentional revving of motors, provided that such traffic noises emanate from a public street or right-of-way; and

g. Noises permitted pursuant to section 38-73.

**C.** *Regulations and measurement standards promulgated by the chief of police.* The chief of police may promulgate any regulations and sound level measurement standards consistent with this noise ordinance which, in his professional opinion, will aid in the enforcement hereof.

**D.** *Noises are public nuisances.* Nothing in this noise ordinance shall be construed in such manner as to prohibit the code enforcement officer, the city manager and/or the city council from following the procedure for abatement of a nuisance, enumerated in division 1 of this article, as an alternative or in addition to the prosecution of a violation of the noise ordinance as a misdemeanor with fine up to $500.00 per G.S. 14-4(a).

## 38-73. Permits for exceptions.

Upon application, the city manager, chief of police, zoning administrator or code enforcement officer may approve a request for an exception to the provisions of this section. Such exceptions shall be granted only to educational institutions, bona fide non-profit organizations, governmental organizations or other public/quasi public agencies serving the entire community events. Such exceptions may be limited in a manner to provide the least possible variance form from the terms of the section as may be necessary to allow the proposed event to take place. The exception shall require the applicant to agree to necessary terms and conditions and, in no case, shall it extend the time limits in section 8-40(3) to beyond midnight.

# CITY OF BREVARD SPECIAL EVENT GUIDEBOOK

**1. Introduction**

This guidebook is intended to assist event organizers with planning, applying for, and executing a special event in public spaces and rights-of-way. It outlines the permitting process, deadlines, fees, responsibilities, and rules. Organizers should review this guide prior to submitting an application.

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**2. What is a Special Event?**

A "special event" typically means an organized gathering open to the public or with invited guests that uses public spaces and public rights-of-way, such as roads, greenways, and plazas. Examples of a special event include parades, races/walks, festivals, block parties, concerts, exhibitions, etc.

Events contained to private property do not require a Special Event Permit, unless it is determined that the event will substantially hinder or prevent the normal flow of vehicular or pedestrian traffic (see below for more information).

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**3. Who Needs a Special Event Permit?**

You must apply for a special event permit when the event:

- Uses public streets, sidewalks, greenways, city parks, or Clemson Plaza;
- Requires road closures, detours or use of public rights-of-way; and/or
- Requires public safety and/or sanitation services.

Special events held entirely on private property that will substantially hinder or prevent the normal flow of vehicular or pedestrian traffic are also required to secure a Special Event Permit. These are large-scale events that have:

- Attendance of 500 people or more is anticipated at any one time;
- Total attendance that averages 500 people or more per day;
- Span multiple blocks, even if the street isn't being closed; and/or
- Other conditions that are deemed to substantially hinder or prevent the normal flow of traffic, as determined by the Brevard Police Department, Fire Department and/or Public Works Department.

*Note: Events held entirely on private property must apply for a temporary use permit. For more information, please refer to Section 3.14 of the City of Brevard Unified Development Ordinance.*

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**4. Special Event Review Committee (SERC)**

The **Special Event Review Committee (SERC)** is an interdepartmental group that evaluates all special event applications for feasibility, safety, code compliance, and city service requirements.

- The SERC includes representatives from the Police Department, Fire Department, Public Works Department, Planning Department, Fire Marshal's Office, Heart of Brevard, and other departments as appropriate.

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- The SERC **meets monthly** on the **first Monday at 11:00 AM** in the Planning Department Conference Room at 95 W. Main Street (2nd floor). If the meeting time or location has changed, applicants will be notified and notice will be posted at www.cityofbrevard.com/specialevents.
- Applicants are asked to attend the assigned meeting to answer questions or clarify plans.

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**5. Application Submittals & Deadlines**

Special event applications are accepted on the City's Permit Portal at www.cityofbrevard.com/PermitPortal. The applicant is required to submit:

- Event description with a schedule of events
- A detailed site plan or route map (see Section 8 for more information)
- Application fee (see Section 7 for more information)
- Certificate of insurance (see Section 11 for more information – *may be submitted after the SERC meeting*)

To allow sufficient time for review and coordination, all special event applications must be submitted no later than the application deadline associated with the SERC meeting two months prior to the event date. Organizers are encouraged to submit the applications early to appear at prior meetings. To be considered at a meeting, the application must be submitted at least one week prior to the SERC meeting date.

| **SERC Meeting Date (First Monday)** | **Covers Events Occurring** | **Application Deadline (1 week prior to meeting)** |
|---|---|---|
| April 13, 2026 | June or later | March 30, 2026 |
| May 11, 2026 | July or later | April 27, 2026 |
| June 8, 2026 | August or later | May 25, 2026 |
| July 13, 2026 | September or later | June 29, 2026 |
| August 10, 2026 | October or later | July 27, 2026 |
| September 14, 2026 | November or later | August 31, 2026 |
| October 12, 2026 | December or later | September 28, 2026 |
| November 9, 2026 | January (next year) or later | October 26, 2026 |
| December 14, 2026 | February (next year) or later | November 30, 2026 |

*For information on future meeting dates and associated deadlines, please visit www.cityofbrevard.com/specialevents or contact the Planning Department.*

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**6. Application Process**

1. **Submit Application by Deadline**
   Submit your complete application at www.cityofbrevard.com/permitportal ***no later than the corresponding application deadline for your event's SERC meeting*** (see Section 5). Incomplete or late submissions may be deferred to a later meeting or denied. As part of the application, you will be required to submit a detailed site plan or route map (see Section 8 for requirements).

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2. **SERC Review (1st Monday Monthly)**
   Your event will be reviewed by the SERC. You are asked to attend as additional information or revisions may be requested.

3. **Conditional Approval**
   Once SERC issues conditional approval, you will receive a list of required next steps (e.g., insurance, traffic control plans, supplemental permits, fees for city services).

4. **Complete Final Requirements**
   You are required to fulfill all conditions and requirements, including submitting copies of supplemental permits (e.g., ABC permit, NCDOT closure permit), ***no later than 15 days before your event***.

5. **Final Approval / Permit Issuance**
   After all conditions are met and applicable fees are paid, your Special Event Permit will be issued.

6. **Event Execution**
   You must comply with all regulations, coordinate with City agencies, maintain safety, clean up, and submit required post-event reports (if any).

7. **Post-Event Evaluation (Required for Recurring Events)**
   Recurring events are required to submit a post-event evaluation within 30 days of the final day of the event. This is required to reserve the date the following year. Non-recurring events are encouraged to complete the form for continued improvement of special event procedures.

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**7. Application Fees**

Applications are not considered submitted until the application fee has been paid. The fees for special events are as follows:

| Type of Special Event | FY 25-26 Fee[1] |
|---|---|
| City-Sponsored[2] | No Fee |
| Not City-Sponsored | $200 / Day |

The City does not guarantee that any special event application will be reviewed or accepted if it is submitted after the deadline above. Under certain extenuating circumstances, the administrator may consider late special event applications; however, in no instance will an application be considered less than 15 working days before the event.

Additional fees may be charged for the cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, etc.) in support of special events. The need for City forces will be reviewed and

[1] Fees are adopted in the Fee Schedule as part of the annual budget.
[2] City-sponsored events are declared by City Council in Resolution 2024-40 or any subsequent resolutions amending the official list of sponsored events. See Appendix for a complete list.

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determined by the SERC based on the size, location and nature of the event (see Section 10 for baseline operational guidance).

Pricing structures of listed agencies are outlined for the convenience of the event organizer and are subject to change. This list reflects common event expenses and is not inclusive of all charges a special event may incur. Refer to the "Departmental Cost of Services" section of the adopted fee schedule for more information.

| Type of Expense | Department | FY 25-26 Fee[3] |
|---|---|---|
| Fireworks Tent Permit | Fire Department | $300 per 30 days |
| Assembly Tent Permit | Fire Department | $75 per 30 days |
| Firefighter | Fire Department | $40 / hour per firefighter |
| Light-Duty Quick Response Vehicle | Fire Department | $20 / hour |
| Police Officer | Police Department | $35 / hour per officer |
| Special Dumpster Service | Public Works Department | $50 per pickup |

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**8. Site Plan & Route Map Requirements**

Your application should include a detailed site plan (or route map, if applicable) showing:

- **Event footprint**: boundaries of events and designation of different areas (e.g., vendor areas, beer garden, stage area), if appropriate
- **Structures**: layout of tents and other temporary structures (stages, vendor booths, barricades, fencing, etc.) along with dimensions
- **Traffic management**: requested street closures, detours, parking, pedestrian paths, signage locations
- **Emergency access**: fire lanes, ambulance access, exits
- **Sanitation/waste management**: dumpsters, portable toilets, hand-wash stations
- **For races/walks**: start/finish, participant staging, timing equipment, traffic control

While site plans are not required to be professionally drawn, they must be legible, close to scale, and provide sufficient detail to convey what the event will look like. Screen shots of a map with no additional details provided are not accepted. An example site plan is included in the Appendix.

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**9. Closure Procedures**

If your event requires the closure of streets, sidewalks / greenways, or public parking spaces, the applicant must also secure a *Street, Sidewalk, or Parking Space Closure Permit*.

| Type of Closure | FY 25-26 Fee[4] | FY 25-26 Deposit |
|---|---|---|

[3] Fees are adopted in the Fee Schedule as part of the annual budget.
[4] Fees are adopted in the Fee Schedule as part of the annual budget.

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| | | |
|---|---|---|
| State Road | $1,500 / Day | $2,000 |
| City Street | $250 / Day | $1,000 |
| Public Alley | $100 / Day | $500 |
| Public Sidewalk | $500 / Day | $500 |
| Public Parking Space | $100 / Day | $500 |
| **Fees and deposits are assessed per street or per parking space.* | | |

When requesting a **State Road Closure**, the procedures vary for events depending on if they are City-sponsored.

- For City-sponsored Special Events, the City of Brevard will adopt an ordinance declaring temporary road closures on the State highway system and submit the materials to NCDOT for review.

- For special events that are not held or sponsored by the City of Brevard, the applicant must submit a formal request to the NCDOT directly. The formal request, along with the Special Event Request Form (see Appendix), must be submitted to District Engineer for Highway District 14 **at least 60 days prior to the beginning of the event**. *Approval from NCDOT must be submitted to the City prior to final permit approval*.

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades is determined by the Brevard Police Department. This is a critical measure and is strictly enforced to help ensure public health and safety at special events.

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**10. Operational Standards**

All permitted special events must comply with operational standards. The following are baseline operational standards that are generally acceptable. The SERC may require more or less of any of these requirements depending on event-specific conditions to protect public health, safety, and welfare.

*Sanitation / Restroom Facilities*

- The organizer is responsible for ensuring adequate temporary restroom facilities for events that exceed 100 attendees, last longer than 2 hours, and/or include food and beverage service. For those events, the following restroom facilities are required:

| Attendance Range | Toilets Required |
|---|---|
| 0 – 250 | 2 |
| 251 – 500 | 4 |
| 501 - 1,000 | 1 per 250 attendees |
| Over 1,000 | 1 per 300 attendees |

- The American Disability Act (ADA) requires, at a minimum, 5% and no less than 1 accessible restroom unit in each porta potty location and there must be an accessible route to each of these units.

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- The temporary restroom vendor is responsible for the collection and proper removal of gray water (from hand-washing). The disposal of gray water down City storm water drains is prohibited.
- Event boundaries that include public restrooms (e.g., restrooms at City Hall, restrooms at Jimmy Harris Railroad Depot Park) may be permitted to include those restroom facilities to fulfill all or a portion of these requirements. Permission for this is at the sole discretion of the SERC and/or City Manager.

*Waste Management*

- The organizer is responsible for clean-up and proper disposal of all waste, trash, garbage, and other debris both during and after the event. In general, **one trash receptable is required for every 50 attendees, minimum of four.**
- Events should provide routine trash removal services throughout the duration of the event, including the provision of trash and recycling receptacles. The Brevard Public Works Department provides routine removal of City trash receptables – extraordinary trash services (volume or frequency) are subject to additional fees.
- Failure to comply with the requirements of the special event permit or any other applicable municipal codes may subject the organizer and sponsoring organization to fines, denial of future permits, and a bill from the City for any clean-up expenses incurred.

*Crowd Management & Security*

- The organizer is responsible for securing adequate crowd management and security for the event. In general, **one crowd manager or security officer is required for every [100 – 250] people in attendance**.
- Due to the availability of City of Brevard police officers, applicants may be required to provide security services primarily through a private security organization and/or other local law enforcement agency. In such instances, the organizer must provide a detailed security plan to the Brevard Police Department for verification.
- The SERC may require the use of barriers or fencing to manage crowd flow, monitored entry and exit points, and trained volunteers or staff, particularly for events serving alcohol.

*Fire and Emergency Services*

- The organizer is responsible for providing adequate emergency management personnel. In general, the following fire and emergency services are required:

| Attendance Range | Fire/EMS Units Required (Non ABC Event) | Fire/EMS Units Required (ABC Event) |
|---|---|---|
| 0 – 5,000 | 1 | 1 – 2 |
| 5,001 – 10,000 | 1 – 3 | 1 – 4 |
| Over 10,000 | Determined by Fire Chief | Determined by Fire Chief |
| ** Each unit consists of at least two firefighters and a light-duty quick response vehicle.* | | |

*Noise & Amplified Sound*

- Permitted special events are exempt from the noise regulations in Brevard City Code; however, applicants are required to submit a schedule of the event for SERC review (Section

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38-72.1 of Brevard City Code). The SERC may require changes to the schedule or impose other noise restrictions based on the size and schedule of the event.

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**11. Insurance Requirements**

Events using public property are required to secure an insurance policy for the event that includes the City of Brevard as an additional insured. If the event is held on / within any State rights-of-way, the insurance policy must also include NC Department of Transportation as additional insured.

The event organizers shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

The organizer must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

*Minimum Insurance Requirements*

- **Commercial General Liability:** Required for all special events
  - Per Occurrence: $1,000,000
  - Personal & Advertising Injury $1,000,000
  - Products/Completed Ops. $1,000,000
  - General Aggregate $2,000,000
- **Liquor Liability:** Required for all special events that involve alcohol
  - General Liquor Liability $1,000,000
- **Workers' Compensation and Employers Liability:** Required when the City forces (Police, Fire, etc.) are required to work during a special event
  - Bodily Injury by Accident: $500,000 each accident
  - Bodily Injury by Disease: $500,000 each employee
  - Bodily Injury by Disease: $500,000 policy limit

*Note: Required limits for lines of insurance coverage may vary depending on size, location and type of event. The City may also require additional insurance coverages, if appropriate.*

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**12. Events with Food and Beverage Service**

If the event involves any temporary food establishments or vendors, the organizer must notify the Transylvania County Public Health Department of the event and provide a list of all food vendors, and each food vendor must complete and submit a separate temporary food establishment application to be permitted. ***Confirmation from Health Department must be submitted to the City prior to obtaining final permit approval.***

The Health Department's current deadlines require that a completed temporary food establishment application be submitted to them at least 15 days prior to the event.

*For more information on the temporary food establishment permit and the associated regulations, please contact the Health Department or visit https://transylvaniahealth.org/environment/.*

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### 13. Events with Alcohol

If the event involves the sale or consumption of alcohol, a permit must be obtained from the North Carolina Alcoholic Beverage Control (ABC) Commission. ***Approval from NC ABC Commission must be submitted to the City prior to obtaining final permit approval.*** Note that the sale of liquor will not be allowed on public streets or in any permittable City venue, and organizers and patrons must remain in compliance with all local and state laws. Having alcohol at your event may result in additional insurance and security requirements.

Alcohol permits are controlled and issued by the North Carolina ABC Commission. More information on ABC permit requirements can be found on the ABC Commission's website (www.abc.nc.gov) or by phone at 919-779-0700. Event organizers are responsible for all aspects of their alcohol permit, and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event organizer and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to them at least 14 days prior to the event. As part of the application, the applicant is required to submit a detailed diagram and acknowledgement from the Police Department. This means that ***you must secure conditional approval from the Special Event Review Committee prior to this 14-day deadline***, so that you will have the necessary materials to submit with your ABC alcohol permit application.

### 14. Events in the Downtown Brevard Social District

Brevard's downtown social district allows people to responsibly drink alcoholic beverages purchased from participating businesses as they walk through a defined area of downtown. This initiative enhances the energy and economic vitality of downtown Brevard, supporting local businesses and creating a more vibrant downtown experience.




North Carolina law allows a special event located within a social district to receive a permit from the NC ABC Commission for the sale of alcohol within the event area. Special events may also participate in a social district if the requirements under North Carolina law to do so are followed,

including allowing beverages with social district cups to be carried from and into the special event area.

If the event takes place within the Downtown Brevard Social District, event organizers have the choice to allow social district beverages within the event footprint or not.

- **Events WITHOUT social district alcohol**: Event organizers that do NOT want to have social district alcohol within their footprint will be responsible for posting signs at all entrances. The City can supply a few A-frame signs indicating that no alcohol is permitted, but the event organizer is responsible for printing additional signs as necessary. Security or volunteers must monitor the perimeter of the footprint.
- **Events WITH social district alcohol:** Event organizers that want to allow event alcohol to leave the event footprint will be responsible for ensuring all alcohol sold at the event meets the social district requirements, as set forth by City of Brevard and State law. The event organizer is responsible for posting signs along the boundaries of the event footprint that do not open into the social district. The City can supply a few A-frame signs indicating that alcohol is not permitted past that boundary, but the event organizer is responsible for printing additional signs as necessary.

*For more information on the Downtown Brevard Social District and the associated regulations, please visit [www.cityofbrevard.com/socialdistrict](www.cityofbrevard.com/socialdistrict).*

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**15. Fire Safety**

The event organizer is responsible for meeting all fire life and safety requirements, including obtaining any additional permits if necessary. Additional permits from the Office of the Fire Marshal may be required if it involves:

- Walled tent (or a combination thereof) over 400 square feet
- Open-sided tent (or combination thereof) over 700 square feet
- Any inflatable that people will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances
- Bonfires, luminaries, or any other use of open flame

The event organizer may be required to provide proof of flame retardancy or other life and safety permits prior to final permit approval.

*For more information on the fire safety permits and the associated regulations, please contact the Transylvania County Fire Marshal.*

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**16. Public Notification**

Event organizers are responsible for notifying all affected community members about their event, associated road closures, and other impacts. Any establishment that will be blocked, detours, or heavily inconvenienced must be notified. Each notification must include the following:

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- Name of event
- Sponsoring organization
- Date and time frame of event
- Description of road closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer's name, phone number, and email
- Website associated with event (if applicable)

Event organizers may utilize any of the notification methods listed below or any combination thereof:

- **Mailed Notifications:** Event organizers may mail flyers or postcards detailing event information to all affected community members.

- **Individualized Establishment Notification:** Event organizers may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions using the Establishment Notification Form, which is included in the Appendix.

- **Residential or Business Complex Notification:** Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.

- **Heart of Brevard Notification:** For events occurring within the Heart of Brevard MSD, event organizers must notify the Heart of Brevard (nicole@brevard.org). Notification may be coordinated by the Heart of Brevard to alert all businesses and residents via the preferred communication method.

Event organizers are required to submit proof of notification types, which may include completed Establishment Notification Forms, screenshots of digital communication, receipt for mailed fliers, etc.

For the benefit of both the event organizer and community members, we encourage event organizers to use additional notification means such as social and broadcast media, local calendars, newspapers, etc.

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**17. Post-Event Responsibilities & Reporting**

After the event:

- Ensure the site is cleaned and restored to its pre-event condition
- Submit any required post-event report
- Pay any outstanding service costs or reimbursements
- Document lessons learned and update your plan for next year.

Recurring events are required to submit a post-event evaluation within 30 days of the final day of the event (see Appendix). This is required to reserve the date the following year. The post-event

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evaluations will be discussed at the next SERC meeting and reports will be kept on record for improvement of special event procedures.

Non-recurring events are encouraged to complete the form for continued improvement of special event procedures.

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**18. Date Reservation for Recurring Events**

Dates will be reserved for special events on a first-come, first-served basis, and are subject to the policy restrictions noted herein.

Recurring events will be given first priority to reserve the same day of the same week of the following calendar year (e.g., the second Saturday of February) or to reserve the same exact date of the following calendar year (e.g. February 14th). All recurring annual events will need to receive an acceptable performance evaluation to retain first priority rights. The process serves as a reservation but will not replace an official application, which will still need to be submitted by the appropriate deadline.

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**19. Key Contacts**

| | |
|---|---|
| City of Brevard Planning Department | 828-885-5630 |
| City of Brevard Police Department | 828-883-2212 |
| City of Brevard Fire Department | 828-883-3333 |
| City of Brevard Public Works Department | 828-884-2171 |
| City of Brevard Community Center Director | 828-376-9303 |
| City of Brevard Communications Director | 828-885-5603 |
| Transylvania County Fire Marshal | 828-884-3108 |
| Transylvania County Public Health Department | 828-884-3139 |
| NC Alcohol Law Enforcement – Division VIII | 828-670-5055 |
| NCDOT – Highway Division 14 | 828-331-5200 |

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**20. Appendices**

- Sample site plan / route map templates
- Post-event evaluation form
- Resolution 2024-40 - City-Sponsored events

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**RESOLUTION NO. 2024-40**

**RESOLUTION APPROVING A LIST OF CITY-SPONSORED SPECIAL EVENTS**

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

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

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

**WHEREAS,** the 2030 Comprehensive Land Use Plan recommends that the city "Invest in public infrastructure and facilities, as well as the operations and maintenance necessary to support festivals and cultural events."

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

**Section 1.** The Brevard City Council does hereby approve and declare the following events to be City-sponsored for NCDOT permitting purposes:

- White Squirrel Weekend
- July 4th Celebration
- Brevard En Plein Air Festival (aka Art is in the Air)
- Halloweenfest
- Light Up the Night
- Juneteenth Celebration
- Rosenwald Community Basketball Tournament
- Old Time Street Dances
- National Night Out
- Memorial Day Parade
- Christmas Parade
- Brevard High School Homecoming Parade
- Veterans Day Ceremony

**Section 2.** These events shall have the typical special event permit fee waived, however event bonds and fees for emergency personnel may still be charged.

Adopted and approved this the 16th day of September 2024.

CITY OF BREVARD, NC
CORPORATE SEAL

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

**City of Brevard Special Event Post-Event Evaluation Form**

**Event Information**

Event Name: _____

Event Date(s): _____

Event Location(s): _____

Event Organizer/Applicant: _____

Organization Name (if applicable): _____

Permit Number: _____

Contact Email / Phone: _____

**Section 1. Event Overview**

Estimated Attendance (pre-event): _____

Actual Attendance (post-event): _____

Event Duration (start/end times): _____

Description of Event: _____

Admission Type: _____

**Section 2. Operations & Logistics**

Was the event executed as described in your permit application? Yes / No

If no, explain changes: _____

Were all required permits and inspections obtained and passed? Yes / No

(If no, explain:) _____

Law Enforcement present? Yes / No

Fire/EMS on-site? Yes / No

Any incidents requiring emergency response? Yes / No

If yes, describe: _____

Traffic & Parking Management effective? Yes / No

Waste Management & Sanitation adequate? Yes / No

Cleanup completed on schedule? Yes / No

Noise & Lighting within approved limits? Yes / No

**Section 3. Community Impact**

Nearby residents or businesses notified in advance? Yes / No

Number of complaints received (if any): _____

Describe any feedback from attendees or the public:

_____

_____

Did the event benefit the local community or economy? Yes / Somewhat / No
Explain: _____
_____

**Section 4. Lessons Learned & Future Improvements**
What aspects of the event went well? _____
_____
What challenges or issues occurred? _____
_____
What improvements would you recommend for future events? _____
_____

**Section 5. City Department Evaluations (Completed by City Staff)**
***Police Department Review***
Staffing adequate for event? Yes / No
Traffic control plan effective? Yes / No
Any safety or security incidents? Yes / No
If yes, describe: _____
Recommendations or concerns: _____
_____
Reviewed by: _____ Signature: _____ Date: _____
***Fire Department Review***
Fire/EMS coverage adequate? Yes / No
Any medical or fire-related incidents? Yes / No
If yes, describe: _____
Access routes maintained during event? Yes / No
Recommendations or concerns: _____
_____
Reviewed by: _____ Signature: _____ Date: _____
***Fire Marshal Review***
All fire safety conditions met per permit? Yes / No
Inspections completed as required? Yes / No
Any violations observed? Yes / No
If yes, describe: _____
Recommendations or concerns: _____
_____
Reviewed by: _____ Signature: _____ Date: _____
***Public Works Department Review***

Street closures or barricades effective? Yes / No
Adequate signage and detours in place? Yes / No
Cleanup coordination completed successfully? Yes / No
Any damage to public property or infrastructure? Yes / No
If yes, describe: _____
Recommendations or concerns: _____
_____
Reviewed by: _____ Signature: _____ Date: _____

**Section 7. Request for Future Event Date**

Would you like to request to hold this event at the same time next year? Yes / No
If yes, please indicate your requested date(s) for next year: _____
Requested Location (if different): _____
Additional comments or considerations for next year: _____
_____

**Section 7. Organizer Certification**

I hereby certify that the above information is accurate to the best of my knowledge.
Event Organizer Signature: _____ Date: _____
Name (print): _____

# Downtown Brevard Event District

*White Squirrel Weekend 2026*

*May 22 - 24, 2026*

Street Barricade
CITY Trash Can (Permanent)
EVENT Trash Can (Temporary)
Porta-Johns
Handwashing Station
Public Restrooms
Food Truck / Booth
Craft Vendor or Nonprofit Booth
Public Seating
Temporary Fence
Fire Hydrant
Normal Social District Boundary
Social District SIGN
Social District SIDEWALK DECAL
Social District A-FRAME SIGN

W Probart St
E Probart St
England St
N Caldwell St
N Broad St CLOSED
Gaston St - CLOSED
N Johnson St
NO PARKING
Craft, nonprofit, & sponsor vendors enter here
RESERVED HANDICAPPED PARKING
VENDOR PARKING
PORTA JOHN
FREE PARKING
Food vendors enter here
RESERVED PARKING
Mantiques
W Main Alley
Highland Books
Number 7 Arts
Courthouse
Sully's Steamers
Brevard Brewing
Water Oaks Building
PORTA-JOHNS
Dining Tent
HoB Wrist Band Tent
BEER GARDEN
Main St Ltd
VIP AREA
Earth Mountain Bike Valet
Visitor Center
Police & EMT
HOB Info/ First Aid
W Main St
W Main St - CLOSED
E Main St - CLOSED
E Main St CLOSED
MAIN STAGE
Brevard City Hall
Co-Ed Cinema
Brevard Fire Dept
Trust Center
Times Arcade
OP Taylor's
Red Wolf Gallery
DD Bullwinkel's Outdoors
Brevard Clay
CLOSED PARKING
PORTA JOHN
Masonic Lodge
Love Eat Thai
S Caldwell St
S Broad St - CLOSED
S Johnson St
Gaston St - CLOSED
PAID PARKING
The Square Root
Jordan Street Cafe
Rocky's Corner Market
Plaza
Quixote's
Brevard Insurance
W Jordan St
W Jordan St - CLOSED
E Jordan St - CLOSED
E Jordan St
Family Fun Area
Looking Glass Realty
First Citizens Bank
Eldridge Tire
Transylvania County Administration
First Baptist Church
American Legion Post 88
W Morgan St
E Morgan St
0’ 50’ 100’ 200’

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Proposed Amendment to the Official Zoning Map of the City of Brevard - Welcome St. |
| **Speaker:** | Aaron Bland, Asst Planning Director |
| **Prepared by:** | Aaron Bland, Asst Planning Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
The Planning Department has received an application for a zoning map amendment for 123, 133, 141, and 149 Welcome Street. These four properties are currently zoned Neighborhood Mixed Use (NMX) and the request is to rezone to the Residential Mixed Use (RMX) base district.

**Discussion**
*Applicant's Parcels*
Staff believes that the RMX district is appropriate for the Applicant's four parcels, all of which are on the south side of Welcome Street. The parcels are small and do not constitute enough acreage together (0.6 acres combined) to be an attractive site for a multifamily development. Rezoning to RMX would allow the development of smaller single-family detached houses on the parcels, which are not allowed in NMX, increasing the housing supply in an infill area with access to full city utilities. These are shown as red with the black hatching on the attached site map.

*Possible Additional Parcels*
Further, Staff also believes the RMX district is suited for the parcels on the north side of Welcome Street. Therefore, Staff is bringing the option to Council to include these four parcels, totaling approximately 3.5 additional acres, in the rezoning as well. These parcels are all currently zoned General Residential - 8 (GR8) and each has an existing occupied house. These houses would not become nonconforming if rezoned to RMX. These are shown as yellow with the black hatching on the attached site map.

In order to give City Council the option to rezone the enlarged area, Staff has advertised this rezoning for all eight parcels. Letters were sent to the four additional parcels on the north side of the street inviting them to the Planning Board meeting, as well as the City Council public hearing, which is an additional notification requirement for parcels proposed for a rezoning initiated by the City, in accordance with UDO Section 16.7.D.1.a. Owners of parcels adjacent to all 8 lots were sent the typical public hearing notice letter. Input from property owners on the north side of Welcome Street has been unfavorable to the proposed rezoning of their parcels, though they are not opposed to the Applicant's request to rezone the parcels on the south side of the street.

**Policy Analysis**

*Applicant's Parcels*
The size and nature of these parcels, including their flat topography outside of a floodplain and access to City water and sewer, makes it a reasonable location for the proposed RMX rezoning. This amendment would represent a down-zoning for these parcels, which is allowable by Session Law 2024-57 as the property owner has consented to it. This request is consistent with recommendation LUH-9 of the Building Brevard Comprehensive Land Use Plan: "Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels." Additionally, it is also consistent with the plan's Future Land Use Map (FLUM). The applicant's four parcels on the south side of Welcome Street are in the Urban Corridor character area, and RMX is identified as an applicable zoning district in this character area.

*Possible Additional Parcels*
The four parcels on the north side of Welcome Street are also flat, out of the floodplain, and have access to City utilities. In the past, Council has asked Staff to identify areas of possible up-zoning as a tool to promote an increase in housing stock. In this case, the four GR8 parcels currently have a current allowed buildout of 28 dwelling units, but an up-zoning to RMX would allow a maximum of 52. This would also be consistent with LUH-9 and the FLUM; the properties on the north side are in the Traditional Neighborhood character area, for which RMX is identified as an applicable zoning district. Further, the RMX district is intended to be a transitional district between predominately residential areas and higher intensity areas. Applying the RMX district to this area will allow the RMX district to do just that between the Big Bend Road and Excelsior Drive neighborhoods and the Sylvan Valley Industrial Building. The down-zoning restrictions of SL 2024-57 do not apply to these parcels, as GR8 to RMX is an up-zoning, not a down-zoning.

**Recommendation**
The Planning Board considered this map amendment at their April 8th meeting. After deliberation and hearing public comment from two Welcome Street residents who presented a petition against rezoning the properties on the north side (attached), the Board recommenced in favor of the Applicant's request, but recommended against the additional parcels on the north side. In accordance with state law, the Planning Board also forwards the attached statement of consistency and reasonableness.

**Action**
The Applicant is requesting action at this time to limit construction timing issues and delays. Council's options for a zoning map amendment are:

1. Grant for the parcels applied for and recommended by Planning Board (only the 4 parcels on the south side of Welcome St)
2. Grant for the alternative expanded area (all 8 parcels on both sides of Welcome St)
3. Grant with a reduction in the area presented
4. Grant to a more restrictive general zoning district
5. Deny
6. Send the matter back to the Planning Board for further study and consideration

7. Call for additional legislative hearings

**Attachments:**

1. REZ-26-0001 - Record Report
2. Site Map
3. REZ-26-0001 BPB Approved Consistency and Reasonableness Statement
4. Rezoning Ordinance - Planning Board Recommendation
5. Rezoning Ordinance - Alternate Option
6. Property Owners Petition

# Record Report for Map Amendment - Base District Rezoning #REZ-26-0001

## Record Overview

**Record Number:** REZ-26-0001
**Record Type:** Map Amendment - Base District Rezoning
**Record Status:** In Progress
**Record Submitted At:** Thursday February 26, 2026
**Record Address:** 123, 133, 141, 149 Welcome Street, Brevard, NC 28712
**Record Owner:** Aaron Bland
**Record Applicant:** aaron hamilton

## Form Submission

**Applicant:**
Aaron Hamilton
blueskyland77@gmail.com, (828) 553-3258

**Property Owner (if different):**

**Property Address:** 123, 133, 141, 149 Welcome Street, Brevard, NC 28712

**Parcel Identification Number (PIN):** 8597-31-3418-000; 8597-31-2468-000; 8597-31-2429-000; 8597-31-1580-000

**Current Zoning District(s):** Neighborhood Mixed Use (NMX)

**Current Overlay District(s):** None

**Requested Zoning District(s):** Residential Mixed Use (RMX)

**Existing Zoning of Adjacent Properties:**
General Residential - 8 (GR8), Neighborhood Mixed Use (NMX), Conditional District (CD)

**Explanation (if necessary):**

-

**I Acknowledge:** Yes

**Signature:**



Signed in GovWell: Friday February 27, 2026, 1:49pm

## Generated Documents

No documents generated

## Activity History

| | |
|---|---|
| **Email**<br>March 27, 2026, 2:55pm | Subject: #REZ-26-0001 \| Added to City Council Meeting (aaron hamilton) (123, 133, 141, 149 Welcome Street, Brevard, NC 28712)<br>To: aaron hamilton |
| **Meeting**<br>March 27, 2026, 2:55pm | Aaron Bland added the record to the City Council meeting scheduled for April 20, 2026 at 5:30pm |
| **Email**<br>March 27, 2026, 2:55pm | Subject: #REZ-26-0001 \| Added to Planning Board Meeting (aaron hamilton) (123, 133, 141, 149 Welcome Street, Brevard, NC 28712)<br>To: aaron hamilton |
| **Meeting**<br>March 27, 2026, 2:55pm | Aaron Bland added the record to the Planning Board meeting scheduled for April 8, 2026 at 5:30pm |
| **Plan Review Completed**<br>March 27, 2026, 11:54am | Aaron Bland approved the plans and left no comments. |
| **Plan Review Routed**<br>February 26, 2026, 11:32am | Katherine Poe routed the plan set for review to Aaron Bland. |
| **Email**<br>February 26, 2026, 11:31am | Subject: #REZ-26-0001 \| Update On Your Submission (aaron hamilton) (123, 133, 141, 149 Welcome Street, Brevard, NC 28712)<br>To: aaron hamilton |
| **Status Changed**<br>February 26, 2026, 11:31am | From: Submitted<br>To: In Progress |
| **Application Review Completed**<br>February 26, 2026, 11:31am | Katherine Poe reviewed the application and marked it as complete. |
| **Email**<br>February 26, 2026, 11:30am | Subject: #REZ-26-0001 \| Brevard: Submission Received and Status Tracker (aaron hamilton) (123, 133, 141, 149 Welcome Street, Brevard, NC 28712)<br>To: aaron hamilton |
| **Applicant**<br>February 26, 2026, 11:30am | Katherine Poe set the applicant user to aaron hamilton. |

# Rezoning Request REZ-26-0001




1 inch = 192 feet

This map was prepared by the City of Brevard Planning Department.

**Disclaimer:** The information contained on this page is NOT to be construed or used as a survey or legal description. Map information is believed to be accurate, but accuracy is not guaranteed.

**STATEMENT OF CONSISTENCY AND REASONABLENESS WITH ADOPTED PLANS AND POLICIES OF THE CITY OF BREVARD FOR MAP AMENDMENT #REZ-26-0001**

*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 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

***Recommendation Land Use & Housing – 2****:* Evaluate rezoning requests based on the Future Land Use Map and character area descriptions.

***Recommendation Land Use & Housing – 9****:* Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels.

---

*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:

- The size and nature of the parcels, including the flat topography outside of a floodplain and access to utilities, makes it a reasonable location for RMX.
- There is minimal impact on surrounding landowners.
- There is a strong relationship 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.
- The rezoning is consistent with the Future Land Use Map.

**ORDINANCE NO. 2026-____**

**AN ORDINANCE AMENDING THE CITY OF BREVARD OFFICIAL ZONING MAP TO REZONE MULTIPLE PROPERTIES ON WELCOME STREET**

**WHEREAS**, the City has initiated that the Official Zoning Map of the City of Brevard be amended by rezoning eight (8) parcels of land, identified by PINs 8597-31-3418-000, 8597-31-2468-000, 8597-31-2429-000 & 8597-31-1580-000, and hereafter referred to as the "Subject Properties," from the Neighborhood Mixed Use (NMX) and General Residential – 8 (GR8) zoning districts to the Residential Mixed Use (RMX) district; and,

**WHEREAS**, the City of Brevard Planning Board considered this proposed map amendment on April 8, 2026 and 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-9:*** *Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels.*

***Future Land Use Map:*** *the subject properties are identified as the Urban Corridor character areas, 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:

- The size and nature of the parcels, including the flat topography outside of a floodplain and access to utilities.
- There is minimal impact on surrounding landowners.
- There is a strong relationship between the currently allowed uses and the allowed uses of the proposed new district.
- The use of a mixed-use district acts as a buffer district between the Sylvan Valley Industrial Building and the residential Big Bend neighborhood.
- The rezoning is consistent with the above elements of the Comprehensive Land Use Plan.
- The rezoning is consistent with the Future Land Use Map.

**WHEREAS**, a public hearing was conducted on April 20, 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 Numbers 8597-31-3418-000, 8597-31-2468-000, 8597-31-2429-000 & 8597-31-1580-000 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 20th day of April 2026.

_____
Maureen Copelof
Mayor

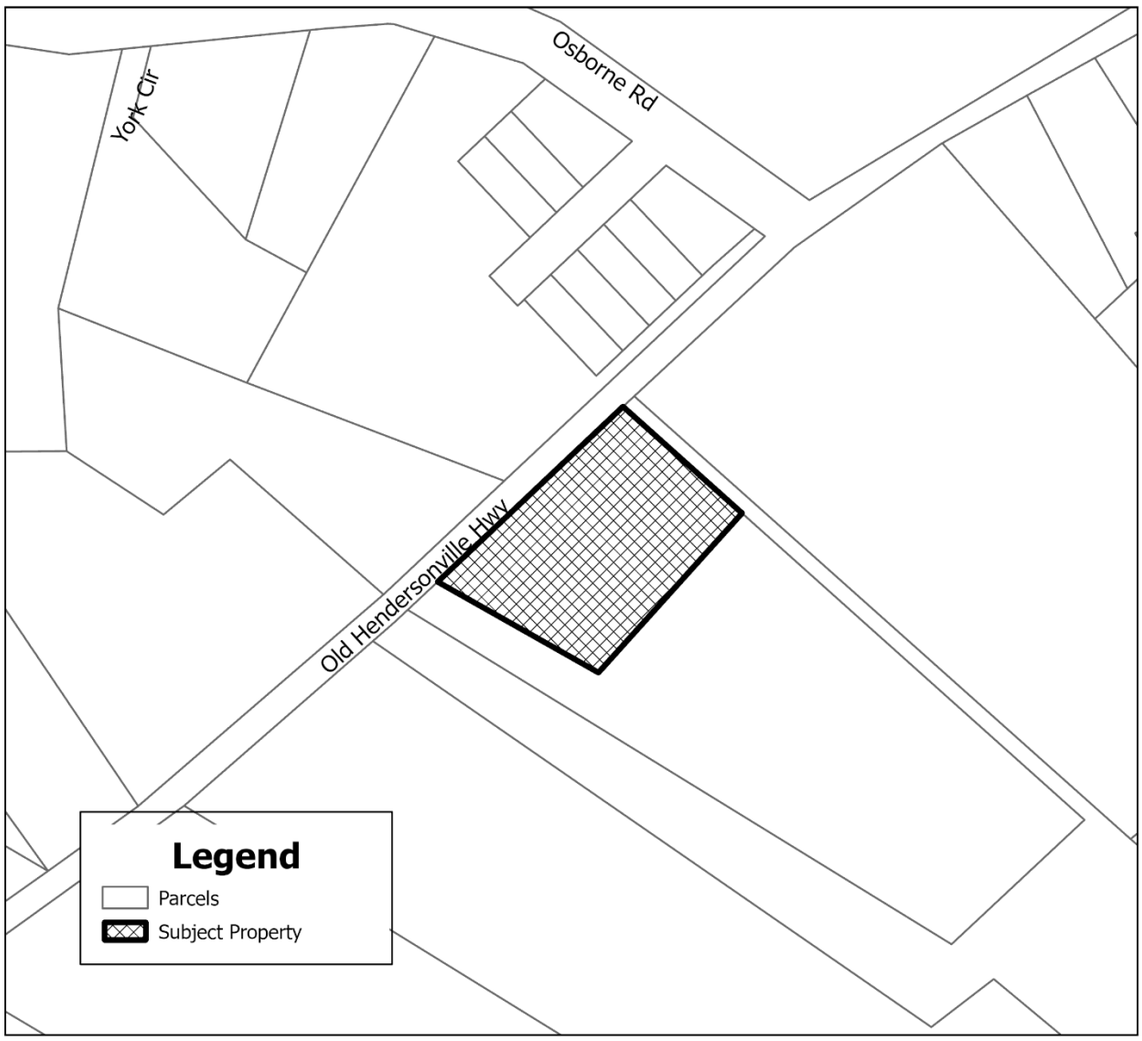
ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

**EXHIBIT A**


Osborne Rd
York Cir
Old Hendersonville Hwy
Legend
Parcels
Subject Property

**ORDINANCE NO. 2026-____**

**AN ORDINANCE AMENDING THE CITY OF BREVARD OFFICIAL ZONING MAP TO REZONE MULTIPLE PROPERTIES ON WELCOME STREET**

**WHEREAS**, the City has initiated that the Official Zoning Map of the City of Brevard be amended by rezoning eight (8) parcels of land, identified by PINs 8597-31-1686-000, 8597-31-5631-000, 8597-31-6559-000, 8597-31-7548-000, 8597-31-3418-000, 8597-31-2468-000, 8597-31-2429-000 & 8597-31-1580-000, and hereafter referred to as the "Subject Properties," from the Neighborhood Mixed Use (NMX) and General Residential – 8 (GR8) zoning districts to the Residential Mixed Use (RMX) district; and,

**WHEREAS**, the City of Brevard Planning Board considered this proposed map amendment on April 8, 2026; 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-9:*** *Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels.*

***Future Land Use Map:*** *the subject properties are identified as the Traditional Neighborhood and Urban Corridor character areas, 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:

- The size and nature of the parcels, including the flat topography outside of a floodplain and access to utilities, makes it a reasonable location for upzoning.
- There is minimal impact on surrounding landowners.
- There is a strong relationship between the currently allowed uses and the allowed uses of the proposed new district.
- The use of a mixed-use district acts as a buffer district between the Sylvan Valley Industrial Building and the residential Big Bend neighborhood.
- The rezoning is consistent with the above elements of the Comprehensive Land Use Plan.
- The rezoning is consistent with the Future Land Use Map.

**WHEREAS**, a public hearing was conducted on April 20, 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 Numbers 8597-31-1686-000, 8597-31-5631-000, 8597-31-6559-000, 8597-31-7548-000, 8597-31-3418-000, 8597-31-2468-000, 8597-31-2429-000 & 8597-31-1580-000 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 20th day of April 2026.

_____
Maureen Copelof
Mayor

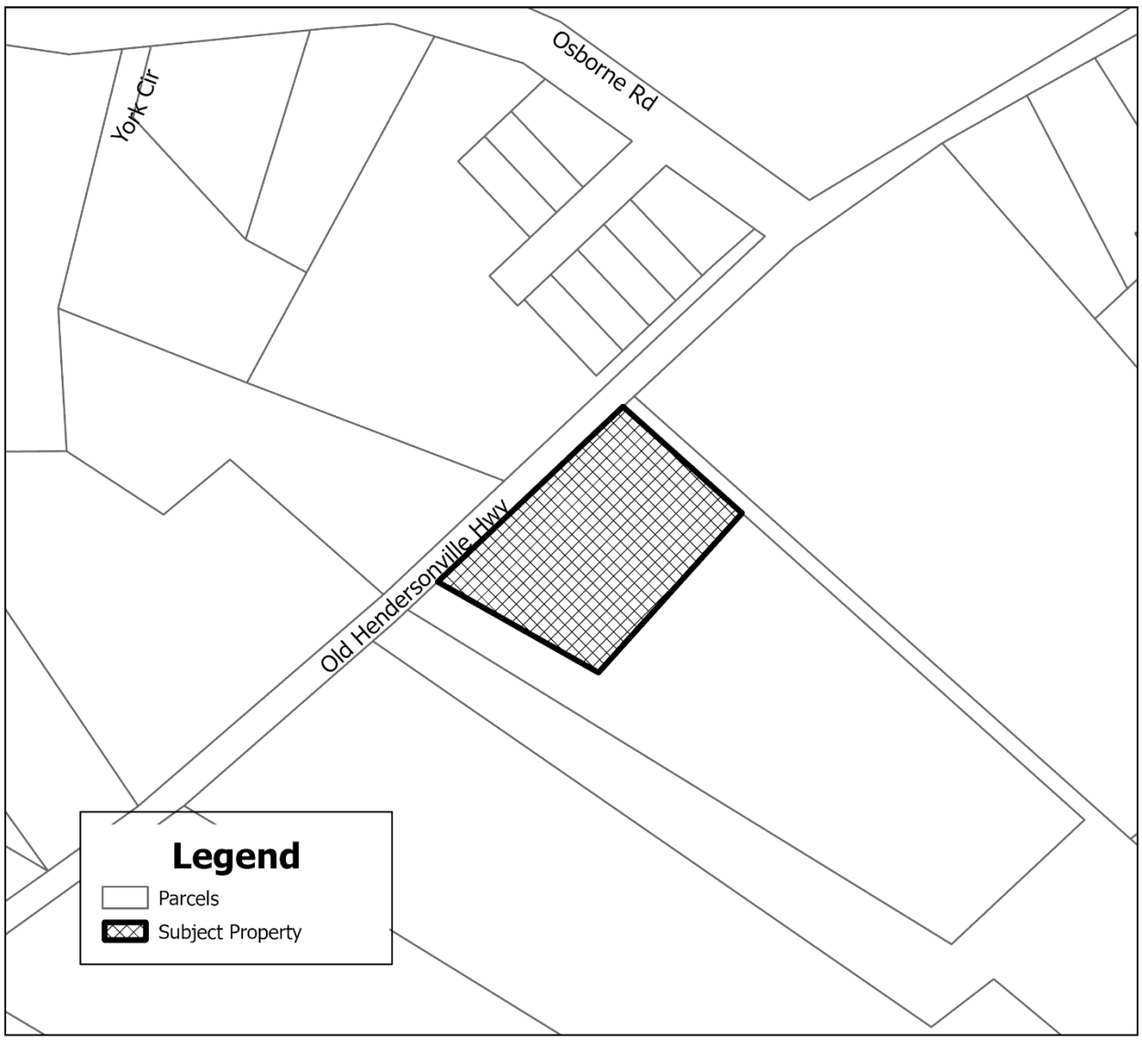
ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

**EXHIBIT A**


Osborne Rd
York Cir
Old Hendersonville Hwy
Legend
Parcels
Subject Property

# Petition to Deny Rezoning Request

**Welcome Street – Brevard, North Carolina**

---

We, the undersigned residents and property owners of Brevard, respectfully request that the Brevard City Council deny the proposed amendment to the Official Zoning Map concerning eight parcels located on Welcome Street.

The request seeks to rezone the following parcels:

**PINs:**
8597-31-1686-000
8597-31-5631-000
8597-31-6559-000
8597-31-7548-000
8597-31-3418-000
8597-31-2468-000
8597-31-2429-000
8597-31-1580-000

from **General Residential – 8 (GR-8)** to **Residential Mixed Use (RMX)**.

---

## Basis for Opposition

### 1. Inconsistency with the Comprehensive Plan

The *Building Brevard: 2030 Comprehensive Land Use Plan*, adopted by the Brevard City Council, establishes that land use decisions must align with the City's long-term vision.

The plan emphasizes:

- Context-sensitive development
- Preservation of established neighborhood character
- Strategic placement of higher-density and mixed-use development

The proposed rezoning introduces a level of intensity that is inconsistent with these principles and does not reflect the existing character of Welcome Street.

---

## 2. Conflict with Future Land Use Guidance

The Comprehensive Plan framework supports:

- Lower-density residential uses in established neighborhoods
- Higher-density and mixed-use development in designated growth areas

Rezoning these parcels to RMX places higher-intensity development in an area not identified for such growth.

---

## 3. Protection of Established Neighborhood Character

Brevard's adopted plans state that neighborhoods should retain the characteristics that make them unique.

Rezoning to RMX would:

- Alter the scale and pattern of development
- Introduce uses not historically present
- Undermine the stability of a long-established residential area

---

## 4. Incompatibility with Existing GR-8 Zoning

The current GR-8 designation supports low-density residential development consistent with the surrounding area. RMX zoning would allow:

- Increased residential density
- Mixed-use or commercial elements
- Greater building intensity and reduced compatibility

This represents a significant departure from the existing zoning pattern.

---

## 5. Traffic and Public Safety Concerns

Welcome Street is a local residential roadway not designed for higher traffic volumes. Increased density may:

- Create congestion and unsafe conditions
- Endanger pedestrians and cyclists
- Strain nearby intersections and road connections

### 6. Infrastructure and Service Capacity

Higher-density development may exceed the capacity of existing:

- Roads and transportation infrastructure
- Stormwater systems
- Water and sewer services

This conflicts with the City's goal of ensuring infrastructure keeps pace with development.

---

### 7. Environmental and Stormwater Impacts

Increased impervious surfaces associated with RMX development may:

- Increase stormwater runoff and flooding risk
- Reduce tree canopy and green space
- Negatively affect the natural environment

---

### 8. Inconsistent or Spot Zoning Concerns

Rezoning a limited number of parcels within an established residential area—without clear alignment to the Comprehensive Plan—may constitute inconsistent or spot zoning.

---

### 9. Precedent for Future Development

Approval of this rezoning may encourage similar requests, leading to incremental changes that erode neighborhood character and conflict with long-term planning goals for Brevard.

---

## Conclusion

Because the proposed rezoning conflicts with the adopted Comprehensive Plan—including policies on neighborhood preservation, appropriate placement of mixed-use development, and context-sensitive growth—approval would be inconsistent with the City's guiding policies.

We respectfully urge the Brevard City Council to deny this rezoning request and preserve the character, safety, and stability of the Welcome Street community.

This petition reflects the unified concerns of the surrounding neighborhood and a commitment to responsible, consistent planning in Brevard.

---

## Signatures

**Name (Print) Address Signature Date**

SANDRA H. Bailey 48 Welcome St. Brevard, NC. Sandra H Bailey 4/2/2026
Robert S. Bailey 48 Welcome St. Brevard, NC. Robert S. Bailey 4/2/2026
Crystal McCall Gillespie 90 Welcome St. Brevard NC
Crystal Gillespie 4/3/26

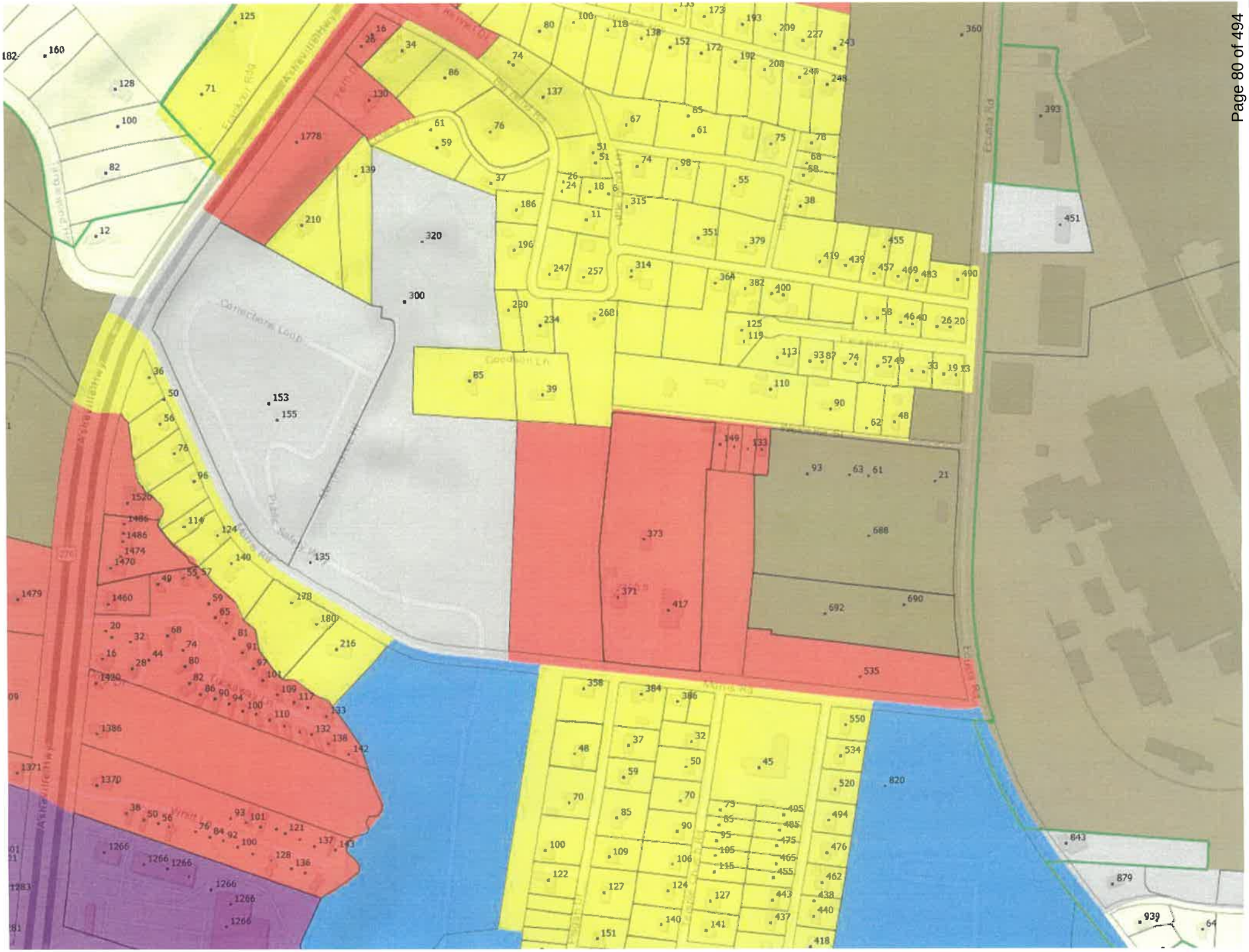
Margaret C. Volrath 110 Welcome St. Brevard NC 28712
Margaret C. Volrath 110 Welcome St. Brevard NC. 28712 4/6/26

Eric E. LaRowe 62 Welcome St Brevard, NC 28712
4-6-26
Amanda B. LaRowe 62 Welcome St Brevard, NC 28712
Amanda B LaRowe 4/6/26


EXCELSIOR DR
GOODSON LN
WELCOME ST
MORRIS RD
ECUSTA RD
8597-21-9857-000
8597-31-4797-000
8597-31-7708-000
8597-31-9700-000
8597-21-6731-000
8597-31-1686-000
8597-31-6559-000
8597-31-8577-000
8597-31-3418-000
8597-31-5264-000
8597-21-6263-000
8597-21-9212-000
8597-31-1079-000
8597-30-5995-000
8597-30-6718-000
234
268
125
119
113
107
93
87
74
69
64
58
57
49
46
40
39
33
26
20
19
13
39
110
90
62
48
149
141
133
123
93
63
61
21
688
373
371
417
692
690
535



0 0.02


Asheville Hwy
Fairview Rd
Corridors Loop
Corridors Ln
Cooper Rd
Cooper Ln
Kuhn Rd
Kuhn Ln
Cooper Creek Rd
153
155
300
320
373
371
417
535
688
692
690
820
451
393
360
1778
1486
1474
1470
1460
1479
1386
1370
1371
1266
1283
879
939
843

## Land Use Lookup

Select All / Deselect All

**CD**
Inn at Brevard Conditional Zoning District

**CMX**
Corridor Mixed-Use

**DMX**
Downtown Mixed-Use

**GI**
General Industrial

**GR4**
General Residential - 4

**GR8**
Generial Residential - 8

**IC**
Institutional Campus

**NMX**
Neighborhood Mixed-Use

**PGX**
Zone description not found

**RMX**
Residential Mixed-Use

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

# MARCH 31, 2026

**Tina Tanner**

**Certified Tax Collector**

Finance Department | (828) 885-5600
95 West Main Street | Brevard, North Carolina 28712 | www.cityofbrevard.com

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

UPDATED: 04.06.2026

| 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 | $ 50,506.58 | $ 50,094.31 | | | | $ 6,545,590.97 |
| 2024-2014 | $ 2,962.61 | $ 303.69 | $ 5,145.32 | | | | $ 40,914.00 |
| 2013-PRIOR | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| TOTAL: | $ 371,737.48 | $ 50,810.27 | $ 55,239.63 | $ - | $ - | $ - | **$ 6,586,504.97** |

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

UPDATED: 04.06.2026

| 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 | $ 2,591.55 | $ 4,786.92 | | | | $ 137,920.58 |
| 2024-2014 | $ 106.50 | | | $ - | | | $ 175.43 |
| 2013-PRIOR | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| TOTAL: | $ 7,759.60 | $ 2,591.55 | $ 4,786.92 | $ - | $ - | $ - | **$ 138,096.01** |

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

**Title:** Property Tax Releases - March 2026

**Speaker:**
**Prepared by:** Tina Tanner, Tax Collector/Water/Finance
**Approved by:** Dean Luebbe, Assistant City Manager/Finance Director

The City of Brevard has been notified by the Transylvania County Tax Administration of the following releases from the tax scroll of the City of Brevard.
The governing body of the City of Brevard is required by General Statute to approve these releases and instruct the Tax Collector to remove these property values from the city tax records.

General Statute 105-381
(b) Action of Governing Body.--Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made.

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

**Release Amount for March 2026: $377.49**

**<u>Recommendation:</u>**
**Approve resolution to release values from the tax scroll.**

**Attachments:**
1. Resolution Approving Property Tax Releases-For April 20, 2026

**RESOLUTION 2025-XX**

**A RESOLUTION APPROVING PROPERTY TAX RELEASES**

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

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

The Tax Collector is hereby authorized to remove March 2026 property values from the tax scroll in the amount of:

TAX YEAR 2025: $ 377.49

Adopted and approved this 20th day of April 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Ordinance Declaring Street Closures - White Squirrel Weekend and Memorial Day |
| **Speaker:** | Aaron Bland, Asst Planning Director |
| **Prepared by:** | Aaron Bland, Asst Planning Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
The North Carolina Department of Transportation (NCDOT) requires local approval for special events that involve the closing or repurposing of state-owned highways and roads.

**Discussion**
The NCDOT guidelines state the local municipality must pass an ordinance for each street closure of City-sponsored events. The State will neither approve nor deny such requests for closures. They will, however, recommend alternative routes should they have a project scheduled for the same day as a special event. The attached ordinance is for this year's White Squirrel Weekend event.

**Policy Analysis**
The City has been sponsoring and permitting special events for several years. The passing of an ordinance only applies to City-sponsored special events on state roads. Permits sponsored by individuals or non-profits are permitted differently and do not require an ordinance. Council has passed ordinances for City-sponsored festivals since 2015.

**Fiscal Impact**
None.

**Action**
Council's options are to adopt or reject the street closure ordinance.

**Attachments:**
1. Closure Ordinance

**ORDINANCE NO. 2026-XX**

**AN ORDINANCE DECLARING STREET CLOSURES FOR THE 2026 WHITE SQUIRREL WEEKEND AND MEMORIAL DAY**

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

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

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

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

**SECTION 1**. Pursuant to authority granted by G.S. 20-169, the City of Brevard hereby declares the following temporary road closures on the following described portions of the State Highway System:

*Friday, May 22nd – 6:00 AM – Midnight*
Main Street (US 276) between Broad Street and Rice Street

*Saturday, May 23rd – All day*
Main Street (US 276) between Caldwell Street and Rice Street
Broad Street (US 64) between Probart Street and Morgan Street

*Sunday, May 24th – All day*
Main Street (US 276) between Caldwell Street and Rice Street
Broad Street (US 64) between Probart Street and Morgan Street

*Monday, May 25th – Until 2:00 PM*
Main Street (US 276) between Broad Street and Gaston Street
Broad Street (US 64) between Probart Street and Jordan Street

**SECTION 2.** This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted and approved this the 20th day of April 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Resolution Adopting TC Strong's "Hope Phone Booth" Installation in Clemson Plaza as Official Government Speech |
| **Speaker:** | Mack McKeller, City Attorney |
| **Prepared by:** | Wilson Hooper, City Manager |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
The month of May is recognized as Mental Health Awareness Month and TC Strong, a local mental health advocacy organization, is organizing a series of activities and promotions to mark the occasion. One such promotion, known as a HOPE Phone, will be a digital, retro-like phone booth where folks can listed to and record messages of hope for folks experiencing mental health challenges. TC Strong has inquired with the city about placing the phone in Clemson Plaza for the month of May.

**Discussion**
The First Amendment compels public agencies to remain content neutral on speech conducted in spaces considered to be "public forums". This is why local governments cannot censor or remove comments posted on their social media sites, for example, or deny an otherwise lawful parade permit to a group with an offensive message. Without the action described below, the installation of the promotional content in the areas described above would create a public forum and limit the city's ability to control the messages that are posted there.

A legal doctrine known as the "Government Speech Doctrine" posits that when a government speaks for itself, content neutrality does not apply and the government is allowed to communicate one message and not another. The Supreme Court has upheld this doctrine, though in a 2022 case they established a number of legal tests that must be met to ensure speech is truly government speech.

The Court's most notable test is whether the government exercises actual control over the message. In Brevard's case, it is staff's belief that a formal act by the organization's governing body -as opposed to a symbolic proclamation by the Mayor alone- is needed to clearly designate the speech as government speech.

**Action**
Council is asked to consider the attached resolution designating promotion of the TC Strong's Mental Health Awareness Month activities as government speech and approving its posting on city properties approved by the city manager.

**Attachments:**
1. Res_2026-XX_TC Strong Hope Phone

**RESOLUTION NO. 2026-XX**

**RESOLUTION ADOPTING TC STRONG'S MENTAL HEALTH AWARENESS MONTH PROMOTIONS AS GOVERNMENT SPEECH**

**WHEREAS**, the TC Strong is a local non-profit organization that seeks to ensure every youth feels confident and secure in connection, purpose, and hope. They use evidence-based programs and promising practices to improve emotional well-being and prevent suicide among youth; and

**WHEREAS**, in May 2026 TC Strong is undertaking a series of activities to promote May 2026 as Mental Health Awareness Month; and

**WHEREAS**, the City of Brevard wishes to support this endeavor by promoting Mental Health Awareness Month and related activities on public properties around the city.

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

**Section 1.** The Brevard City Council adopts non-commercial content related to the TC Strong's recognition of 2026 Mental Health Awareness Month as official government speech.

**Section 2**. The Brevard City Council approves the installation and posting of items containing this content on public properties approved by the City Manager until May 31, 2026.

Adopted and approved this the _____th day of April, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Designer Selection Civil Engineering Services Estatoe Trail Boardwalk Replacement |
| **Speaker:** | David Todd, Assistant City Manager |
| **Prepared by:** | David Todd, Assistant City Manager |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
Approximately 20 years ago the city constructed two wooden boardwalks as part of the Estatoe Trail. The boardwalks were constructed of treated lumber but with age and severe weather conditions the boardwalks have deteriorated and require frequent ongoing maintenance. The City employed the services of the design firm WSP USA, LLC. to conduct an assessment of the boardwalks. The assessment included estimates to replace the boardwalk as constructed or to replace it with a mixture of lumber or composite materials or lastly to replace the structures with an elevated concrete system. The initial installation cost and lifecycle costs of each of these systems were compared and found to vary greatly. Following the assessment, one of the boardwalks experienced a failure of some of the major structural components which led to a decision to close this section of the boardwalk. This section of boardwalk still remains closed and resulted in the City constructing a temporary detour, which is on grade and utilizes the old railroad bed.

Following this closure, WSP USA, LLC, was again employed to evaluate the possibility of placing both sections of boardwalk on-grade on a permanent basis. This approach appears to provide the best overall value considering both initial installation cost as well as lifecycle cost. This approach would also allow the permanent trail realignment to follow the old rail bed utilized by most of the trial and also provides an opportunity to eliminate a portion of the trail that currently shares a road versus being a fully dedicated trail.

Following the on-grade analysis, the City applied for Federal Lands Access Program Grant (FLAP Grant) with assistance help from WSP USA, LLC, and the City was successful in obtaining this grant, although presently we are unsure of the award amount and timing of the award. The first step of moving forward with the grant is identifying and securing the services of a designer.

In order to select a designer to assist the City with the design of the Estatoe Trail Boardwalk Replacement, the City developed a Request for Qualifications to select an experienced professional civil engineering design firm best qualified to design the boardwalk replacement/trail re-route.

**Discussion**
In keeping with the North Carolina's General Statute G.S. 143-64.31 also known as the "Mini Brooks Law", and the federal requirements for the FLAP Grant an RFQ for this

project was advertised for 30 days and 5 firms submitted.

A Committee consisting of Aaron Baker, Council Member; David Todd, Assistant City Manager; Paul Ray, Director of Planning and Zoning; and Wesley Shook, Director of Public Works reviewed the submittals and worked to short list the firms.

The five firms that submitted qualification packages are as follows:

- Kimley Horn, of Mooresville, NC
- Mattern and Craig of Asheville, NC
- Terra Firma of Asheville, NC
- TGS of Shelby, NC
- WSP USA, LLC. Of Asheville, NC

After reviewing the proposals, the Committee decided to interview three of the firms. Based on several elements such as qualifications, past experience performing similar work on greenways or multipurpose paths, prior experience with the City of Brevard, whether the design or engineering firm represents a historically underutilized business, whether the design or engineering firm represents a local business entity, and other relevant factors. The firms were determined as qualified and then ranked in priority order.
Based on the interviews and qualification packages, the recommended firms in priority order are WSP USA, LLC. Of Asheville, NC, Kimley Horn, of Mooresville, NC, and TGS of Shelby, NC.

**Fiscal Impact**
At this time, the fiscal impact is uncertain. Staff will not know the actual cost to develop the design until it has negotiated a fee and scope of work with the designer. Also, staff are also awaiting final award amount for the FLAP Grant. Pending approval of the attached resolution, Staff would wait to request a proposal from the chosen firm until the FLAP Grant Award amount is finalized. Staff expect the grant to cover the cost of design.

**Action**
The Public Works and Utilities Committee requests City Council's approval of the recommended firms and delegation from Council city staff to begin negotiations per North Carolina's General Statute G.S. 143-64.31. City Staff will negotiate a contract for desired services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best-qualified firm.

**Attachments:**
1. Resolution Approving Designer Selection for the Estatoe Trail Boardwalk
2. WSP USA, LLC Qualification Package
3. Kimley Horn Qualification Package

4. TGS Engineers Qualification Package

**RESOLUTION NO. 2026-XX**

**RESOLUTION TO APPROVE DESIGNER SELECTION FOR THE ESTATOE TRAIL BOARDWALK REPLACEMENT AS PER NORTH CAROLINA GENERAL STATUE G.S. 143-64.31**

**WHEREAS**, the City Council of Brevard, NC has determined that it is in the best interests of the City to replace the deteriorated and failing Estatoe Trail Boardwalks with an on-grade trail; and

**WHEREAS** City Staff has obtained a Federal Lands Access Program Grant ("FLAP Grant")to replace the boardwalks with an on-grade section of trail; and

**WHEREAS**, G.S. 143-64.31 (referred to as the "Mini Brooks Act") and the FLAP Grant require the initial solicitation and evaluation of firms to perform architectural , engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; and,

**WHEREAS**, the City Staff has issued Request for Qualifications ("RFQs") to obtain the services of qualified designers and engineering firms for the project; and

**WHEREAS**, the City established a Committee consisting of Aaron Baker, Council Member; David Todd, Assistant City Manager; Paul Ray, Director of Planning and Zoning; and Wesley Shook, Director of Public Works ("The Committee") that has carefully evaluated each response to the RFQ utilizing a number of criteria as specified by the North Carolina State Construction Office rules and guidelines including such elements as qualifications, prior experience with the City of Brevard, whether the design or engineering firm represents a historically underutilized business, whether the design or engineering firm represents a local business entity, and other relevant factors; and

**WHEREAS,** The Committee has selected and interviewed three qualified designers or engineering firms and recommends them in priority order: WSP USA, LLC. Of Asheville, NC, Kimley Horn, of Mooresville, NC, and TGS of Shelby, NC.("Recommended Designers"); and

**WHEREAS**, the City Council is charged by the State of North Carolina with the authority and responsibility to approve the selection of designers and engineers for projects in the City of Brevard, NC; and

**WHEREAS**, The Committee recommends approval by City Council of the Recommended Designers for the Estatoe Trail Boardwalk Replacement Project.

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

**Section 1**. City Council hereby approves the Recommended Designers.

**Section 2**. The City Manager, or his designee, is authorized to select one of the Recommended Designers in priority order, and to execute a design agreement dependent on successful negotiations, for the Estatoe Trail Boardwalk Replacement Project.

Adopted and approved this 20th day of April 2026.

_____

Maureen Copelof
Mayor

Attest:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk




*The Award Winning Atlanta Beltline Trail, Engineered by WSP*

STATEMENT OF QUALIFICATIONS TO PROVIDE SERVICES FOR

## City of Brevard, NC

# CIVIL ENGINEERING SERVICES ESTATOE TRAIL BOARDWALK REPLACEMENT

February 23, 2026

# 2.1 INTRODUCTION

February 23, 2026

**WSP USA**
1308-C Patton Avenue
Asheville, NC 28806
www.wsp.com

City of Brevard
95 West Main Street
Brevard, North Carolina 28712
*Submitted via email: David.Todd@cityofbrevard.com*

## RE: Civil Engineering Services - Estatoe Trail Boardwalk Replacement

Dear Mr. Todd,

The **Estatoe Trail** is a signature asset for Brevard, and **WSP knows its boardwalks well.** We have walked the corridor, studied its conditions, and supported the City with earlier assessments that shaped your understanding of repair and replacement needs. That familiarity guides this qualifications package and reflects our **long commitment to communities across Western North Carolina.**

**WSP USA Inc. (WSP)** offers a **strong local presence** supported by national expertise. Our **Asheville team**, located **~35 miles from Brevard**, is the same team designated to oversee and deliver the Estatoe Trail Boardwalk Replacement project. Our Asheville office has **partnered** with **municipal programs since 1987** and has collaborated with **more than 20 municipalities** across **North Carolina. Tony Hauser, PLA, PE**, will oversee this initiative as **Project Manager** (PM). Operating from the Asheville office, Tony provides experienced, practical leadership for municipal infrastructure and trail projects across western North Carolina.

For the Estatoe Trail Boardwalk Replacement, we assembled a **multidisciplinary team** that responds directly to the City's Request for Qualifications. Our approach uses primarily in-house expertise, supported by **Cole Surveying & Design, PA (CSD)** for specialized surveying. CSD is a **woman-owned firm** and a North Carolina Department of Transportation (**NCDOT)-certified Small Professional Services Firm** and **Small Business Enterprise**. Owner **J. Wes Cole, PLS** is part of our core team and previously partnered with us on the **Estatoe Trail Boardwalk Assessment and Realignment Concept Planning**.

WSP will provide all remaining services in-house, including civil design, subsurface utility engineering (SUE), environmental documentation and permitting, right-of-way (ROW) coordination, bid package development, and construction-phase engineering services. During construction, we plan to lead structured administration, daily reporting, and clear documentation to keep the City informed and the contractor aligned with project expectations.

Our work on **trail and boardwalk replacement in wetland environments** further strengthens our fit for this assignment. In **Walterboro, South Carolina**, we prepared development plans to replace approximately 1,500 linear feet of deteriorated wooden boardwalk and two pedestrian bridges located within jurisdictional wetland and floodway areas. Our effort included advance planning, surveying, civil engineering, environmental permitting under Sections 404 and 401, bidding support, and targeted construction administration. This experience mirrors the technical and environmental sensitivity required for Brevard's project.

The requested SF 330 is included in our submission. Thank you for considering our team; we are eager to collaborate with the City to restore this vital multimodal link for residents and visitors.

Sincerely,

**Tony Hauser, PLA, PE**
VP, Civil Engineering
*tony.hauser@wsp.com*

**Amy Crincoli, PE, PMP, CFM**
VP, Eastern NC Business Lead
*amy.crowley@wsp.com*

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Project Approach



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Previous Work with City



**SF 330**

# 2.2 FIRM INFORMATION

## Office Location(s)

WSP in North Carolina works from offices in **Asheville**, Charlotte, Durham, and Raleigh. Together, these locations give us a **strong presence** across the **state** and position us close to the communities with whom we partner. Our teams drive projects for municipal and public-sector clients across North Carolina, drawing on additional expertise from colleagues throughout the Carolinas and across the United States to shape effective, future-ready solutions.

## Business Structure

**WSP USA Inc.** is a **corporation** and a wholly owned subsidiary of **WSP Global Inc.**, a publicly traded professional services firm.

## History of the Firm, Ownership, and Key Management

WSP traces its heritage in the United States to 1885 through its predecessor firms and has provided engineering and related professional services in **North Carolina since 1950**. Across the state, we have a long record of partnering with municipalities and public agencies to shape civil infrastructure that strengthens communities. The company operates within a stable corporate governance structure, and **no changes in ownership or executive leadership** are expected to affect our ability to support this project.

Key management personnel for this project include **Tony Hauser, PLA, PE**, **based in Asheville, North Carolina**, and **Amy Crincoli, PE, PMP, CFM**, based in Durham, North Carolina. Both leaders provide regional and operational oversight across North Carolina.

## Litigation, Major Disputes, Contract Defaults, and Liens

Over the past ten years, WSP has not experienced any major disputes or liens that would affect our ability to perform this contract. We have not experienced any contract defaults, and to the best of our knowledge, our tax filings are current.

## Total Number of Staff

WSP comprises nearly **75,000** professionals globally, including more than **18,000** in the United States.

**18,000+**
**staff in the United States**

**600+**
**staff in North Carolina**

In North Carolina, more than **600** specialists combine expertise in engineering, planning, science, surveying, and technology to deliver community infrastructure solutions with diligence and precision.

## Ability to Meet Project Time and Budget Requirements

WSP has planned, designed, and supported the implementation of municipally and publicly funded trail and greenway projects across North Carolina, South Carolina, Georgia, and nearby states. Our teams bring together technical insight and on-the-ground awareness to shape multi-use trails, greenways, and segments that weave through wetlands, stream corridors, and other environmentally sensitive areas.

We work closely with local governments, state partners, and federal funding programs to meet environmental permitting needs and follow applicable design standards. Throughout each project, we apply our established project management, cost control, and quality practices to align scope, schedule, and budget from early planning through implementation.

**Representative projects** that highlight this experience appear in **Section 2.4 and the SF 330** of this qualifications package. Those projects include but are not limited to:

- **City of Brevard,** Estatoe Trail Boardwalk Assessment and Realignment Concept Planning
- **City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement; and the Ireland Creek Park and Greenways



# 2.3 MANAGEMENT AND TEAM LOCATION

WSP has assembled a **committed**, **locally based** management team. **Executive oversight** will be provided by **Amy Crincoli, PE, PMP, CFM**, who will serve as **Principal in Charge (PIC)**. In this role, Amy leads overall direction, quality review, and contractual oversight, helping the project align with WSP's technical standards, client commitments, and the City's objectives. She will remain actively engaged at key milestones and available to the City as needed throughout the project.

**Day-to-day project leadership** will be provided by **Tony Hauser, PLA, PE**, who will serve as the **PM** and **primary point of contact** for the City. Tony operates out of WSP's **Asheville, North Carolina** office, which will serve as the **project's lead location**. WSP's **Asheville, North Carolina** office is roughly **35 miles** from **Brevard**.

Its **proximity to Brevard** supports frequent in-person coordination, timely site visits, and direct collaboration with City staff throughout design, permitting, bidding, and construction. Tony brings extensive experience in greenway and shared-use path design, municipal infrastructure, and projects in environmentally sensitive settings, closely aligning with the needs of this project.

The core project team is **based across North Carolina**, creating **consistent responsiveness** and day-to-day involvement throughout the project lifecycle.

Surveying services will be provided by our subconsultant, **CSD**, located roughly **35 miles from the City of Brevard**, offering strong local familiarity and timely field support. WSP's **Charlotte office**, located **a little over 100 miles from Brevard**, provides additional technical and management depth as needed.

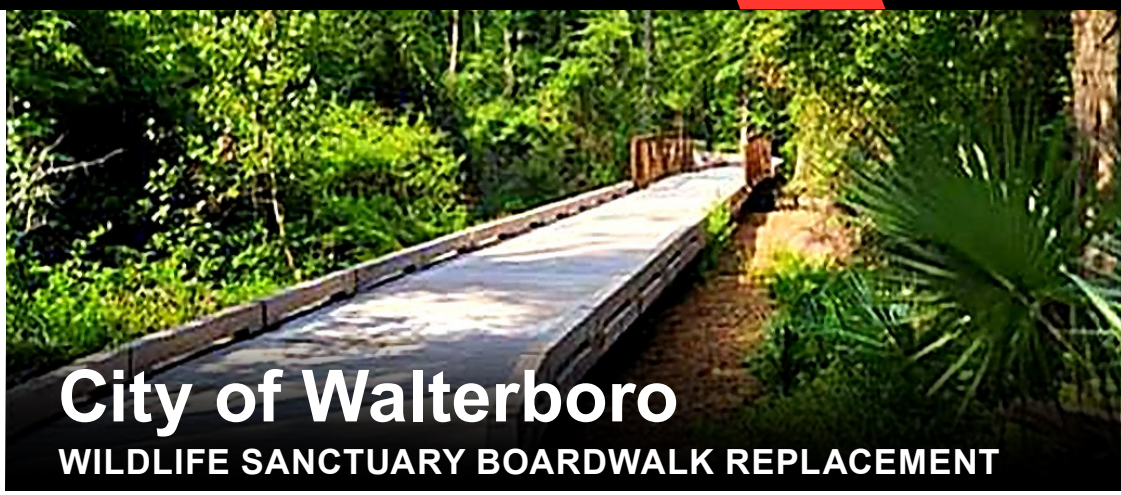
This team structure keeps the project **locally led** while giving the City access to a **strong regional bench** for design development, regulatory coordination, surveying, and construction services. The North Carolina team is supported by WSP's national practice, providing access to civil engineering, environmental permitting, hydraulics, and construction services expertise as project phases evolve.

**Decision-making** and **daily coordination** will remain with the North Carolina team under **Tony's direction**. This management approach offers the City clear lines of responsibility, consistent communication, and readily available technical expertise, while keeping qualified professionals closely connected to the project.









# City of Walterboro

## WILDLIFE SANCTUARY BOARDWALK REPLACEMENT

**SERVICES PERFORMED**

- Civil Engineering
- Surveying
- Environmental (404/401) Permitting
- Hydraulics
- Geotechnical Evaluation
- Structural Engineering
- Construction Administration/ Oversight
- Bidding Assistance

**Location:** Walterboro, SC

**Owner:** City of Walterboro

**OwnerContact:**
Jeff Molinari
Phone: (843) 782-1011
jmolinari@walterborosc.org

**Award Date:** 2023

**Completion Date:** 2025

**Team Member Involved and Roles:**

- Tony Hauser, PLA, PE | PM
- Ryan Spiker, PE | Civil
- Benjamin Koltai, PE | Civil
- Tim Quigley, PG | Geotechnical
- Nick Tudor, PWS | Environmental
- Matthew Wallace, PE | Environmental

**Firm Licenses/Certifications Relevant to Services Performed:**
WSP is authorized to practice engineering and land surveying in South Carolina. License No. 892

WSP prepared development plans for the phased replacement of approximately 4,500 linear feet of boardwalk and pedestrian bridges in the City of Walterboro Wildlife Sanctuary. Phase I replaced 1,500 linear feet of deteriorated wooden boardwalk and two pedestrian bridges within a jurisdictional wetland and the floodway of Ireland Creek. Phase II is expected to replace the remaining 3,000 linear feet of boardwalk and nine prefabricated pedestrian bridges, completing the full network.

Similar to the services required for the Estatoe Trail Boardwalk Replacement project, our team focused on aging infrastructure in environmentally sensitive areas. Long-term durability, constructability, and reduced wetland disturbance shaped the design approach. The original pressure-treated wooden structure provided fewer than nine years of service, prompting our evaluation of more resilient alternatives. We recommended a system suited to wetland and floodway conditions, and the Permatrak™ system used in Phase I is expected to continue into Phase II to advance longevity and reduce maintenance needs.

WSP structured development plans to support phased construction within active floodway and wetland areas. Phase I construction concluded in July 2024, and Phase II began in the fall of 2025.

### Ability to Meet Owner's Time and Budget

WSP showed its ability to meet the City of Walterboro's time and budget expectations by completing Phase I in July 2024 and guiding the project through a clear scope that included advance planning, surveying, civil and geotechnical engineering, environmental permitting, bidding assistance and limited construction services. To help the City manage costs, our team evaluated multiple replacement options and prepared bid alternates that gave the City flexibility when selecting materials while balancing lifecycle performance and durability. This process led to the selection of the Permatrak system. Throughout the project, we applied WSP's internal cost and schedule management practices to track budgets and progress against defined milestones. This approach helped us coordinate multidisciplinary services, navigate regulatory requirements and keep the project aligned with the City's schedule and funding goals.

**SERVICES PERFORMED**

- Site Assessment
- Civil Engineering
- Permitting
- Surveying

**Location:** Brevard, NC

**Owner:** City of Brevard

**OwnerContact:**
David Todd
Phone: (828) 885-5600
David.Todd@CityofBrevard.com

**Award Date:** November 2024

**Completion Date:** October 2025

**Team Member Involved and Roles:**

- Tony Hauser, PLA, PE | PM
- Benjamin Koltai, PE | Civil
- Nick Tudor, PWS | Environmental
- Wes Cole, PLS (CSD) | Surveying

**Firm Licenses/Certifications Relevant to Services Performed:**
WSP is authorized to practice engineering and land surveying in North Carolina. License No. F-0165




# City of Brevard

## ESTATOE TRAIL BOARDWALK ASSESSMENT AND REALIGNMENT CONCEPT PLANNING

This project unfolded in two connected phases.

In the first phase, we evaluated the condition of the boardwalk segments northwest of the Telco Credit Union and along the wetland corridor at Lambo Creek between the McDonald's area and Poplar Street. Our team visited the site multiple times, examining existing conditions along roughly 590 feet of boardwalk. Through these assessments, we found that both structures had reached the end of their useful life. We developed a life-cycle cost analysis for several options and recommended replacing both boardwalk sections to support a safer and more resilient path forward.

The second phase centered on exploring new alignment possibilities extending from Osborne Road to the northeast toward Fisher Street to the southwest. As we compared the cost and permitting needs associated with replacing elevated boardwalks in their original location, a clearer option emerged: using the former railroad ROW. We prepared conceptual layouts for this refined alignment, developed an opinion of probable construction cost, and collaborated with the team on materials needed for the project's funding application.

## Ability to Meet Owner's Time and Budget

We completed the project on schedule and within scope, finishing all work in October 2025. Our two-phase approach kept the effort focused, aligning technical evaluation, alternatives analysis and funding needs without disrupting progress.

- In Phase I, we visited the site several times, assessed existing conditions and prepared a life-cycle cost analysis that helped the team make informed choices about replacing the boardwalk structures.
- In Phase II, we built on that groundwork by advancing alignment options, developing conceptual layouts and preparing an opinion of probable construction cost to support the funding application.

By identifying a cost-effective alignment along the former railroad ROW and staying closely connected with the project team, we maintained budget discipline and met every project milestone.

**SERVICES PERFORMED**

- Master Planning
- Civil Engineering
- Site Assessment
- Design
- Surveying
- Wetland Delineation
- Engineering
- Hydrology & Hydraulic (H&H) Modeling
- Cost Estimating
- Construction Administration

**Location:** Walterboro, SC

**Owner:** City of Walterboro

**OwnerContact:**
Jeff Molinari
Phone: (843) 782-1011
jmolinari@walterborosc.org

**Award Date:** March 2023

**Completion Date:** Spring 2027

**Team Member Involved and Roles:**

- Tony Hauser, PLA, PE | PM
- Benjamin Koltai, PE | Civil
- Nick Tudor, PWS | Environmental
- Angela Vandelay, PE | Water Resources Engineer
- Ron Huffman, PLA | Landscape Architecture
- Gregg Hudspeth, PLA | Landscape Architecture
- Tim Quigley, PG | Geotechnical

**Firm Licenses/Certifications Relevant to Services Performed:**
WSP is authorized to practice engineering and land surveying in South Carolina. License No. 892




# City of Walterboro

## IRELAND CREEK PARK AND GREENWAYS

WSP is in the 60% design phase for the 15-acre Ireland Creek Park in central Walterboro, South Carolina. The park is shaping a new community destination with more than 5,500 linear feet of greenways, two pedestrian bridges spanning 90 feet and 200 feet across Ireland Creek, and inviting amenities such as picnic shelters, interpretive signage, covered swings, walking trails, public restrooms, and parking areas.

The design realigns approximately 3,200 feet of stream channel to improve sediment transport and create new places for people to connect with the water through overlooks and low-water access points. Our team partnered with the City to prepare the Capital Project Sales Tax (CPST) application and presentation, which gained approval from the CPST committee and voters, securing funding for this nearly $10 million public investment. We are also coordinating with the South Carolina Department of Transportation (SCDOT) on the planned closure of two adjacent roads and the realignment of a third that bisects the park site.

### Ability to Meet Owner's Time and Budget

WSP is advancing the Ireland Creek Park project on schedule and maintaining strong budget control as the work moves toward its expected Spring 2027 completion.

The team has progressed in step with key milestones. Early coordination with the City helped shape and gain approval for the CPST application, securing full project funding and creating a clear financial path forward. Our ongoing collaboration with the SCDOT on roadway closures and realignments is helping manage risk and reduce potential impacts to cost and schedule. Together, these efforts keep the project moving with confidence as design continues.

# 2.5 PROJECT TEAM AND RESOURCES

## Project leadership

**Tony Hauser, PLA, PE**, Vice President of Civil Engineering, will serve as PM and as the City's primary point of contact. Professionally licensed in the State of North Carolina, he brings a combined background in civil engineering and landscape architecture and has led project management and Engineer of Record roles for trail, greenway, and boardwalk projects in environmentally sensitive settings.

Tony served as **project manager** for the **Wildlife Sanctuary Boardwalk Reconstruction for the City of Walterboro**, a project that replaced approximately 1,500 feet of elevated boardwalk and two pedestrian bridges within a wetland and floodway. He also served as **PM** for the **Ireland Creek Greenway and Restoration**, a multiphase effort that combines stream restoration, pedestrian bridges, and accessibility enhancements in sensitive areas. His broader experience includes work at **North Belmont and South Fork River Park**, where he focused on ADA-accessible routes and trail-surface improvements in an active recreation setting. Across these projects, Tony evaluated existing infrastructure, responded to environmental factors, and shaped design solutions that reflect community priorities.

**Amy Crincoli, PE, PMP, CFM**, Vice President and Local Business Leader, will serve as PIC. She provides executive-level guidance, oversees WSP's quality-management approach and contractual standards, and collaborates closely with the project manager throughout delivery.

## Key personnel qualifications and experience

WSP is a multidisciplinary engineering and consulting firm with deep roots in **civil engineering, transportation, environmental services, surveying,** and **construction administration**. Our project team brings the same collaborative structure used on the Wildlife Sanctuary Boardwalk Reconstruction, where surveying, environmental analysis, drainage design, civil engineering, and permitting staff worked in close step to prepare effective, buildable plans. This team approach keeps decisions clear, promotes direct communication, and supports continuous coordination throughout design.

We apply our experience with greenways, shared-use paths, and pedestrian infrastructure to create trails that feel intuitive, resilient, and ready for the future. Our work spans at-grade and elevated trail design, stormwater and drainage solutions, environmental permitting, surveying, cost estimating, and construction services. Because our local teams collaborate often with the North Carolina Department of Environmental Quality (NCDEQ) and the Federal Highway Administration, we navigate funding requirements and agency coordination with clarity and efficiency.

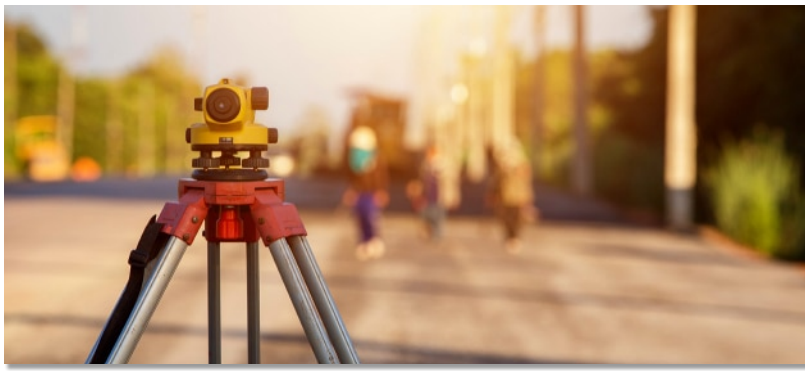
Our integrated approach carries projects from preliminary engineering through bidding and construction support. At every step, we focus on durable, low-maintenance trail solutions that meet AASHTO and ADA guidance while responding to the environmental patterns we see in greenway corridors and former rail alignments. Team roles and office locations are included on the **organizational chart,** with **resumes provided in the SF 330**.

## Subconsultant resources

WSP will provide most project services in house, with **CSD** joining us as a subconsultant for surveying. CSD is a **woman-owned** firm and a **NCDOT-certified Small Professional Services Firm** and **Small Business Enterprise**.

## Specialized equipment

WSP uses advanced field, design, and construction-support tools to provide the full scope of services for this project. Our teams apply proven methods for environmental coordination, utility investigation, design development and construction oversight.



Our engineers use advanced computer-aided design and drafting tools, including Autodesk and Bentley software, along with modern modeling applications to shape and refine our clients' projects.

For SUE and existing-conditions verification, we use industry-standard locating, geophysical and data-collection tools that promote coordinated, safe design. Our design development work uses civil engineering, hydraulic modeling and CAD/BIM platforms to produce clear, accurate and buildable construction documents that meet AASHTO, ADA, MUTCD and NCDOT requirements.

During construction, we use inspection, documentation and quality-control tools to guide field observation, compliance tracking and coordination with contractors. Secure, cloud-based project-management and document-control systems help us stay aligned with the City, keep accurate records, support grant administration and maintain timely reporting and closeout.

We operate an **accredited construction materials testing laboratory** in our **Asheville** office. The lab uses calibrated geotechnical, soils, aggregate, and concrete testing equipment to perform a full range of materials tests.

## Workload and availability

WSP will staff this assignment with team members based in our North Carolina offices. Their regional proximity offers steady access to the City throughout every phase of the project. Our proposed team is ready to begin as soon as authorization is received and has the capacity to manage design, permitting, bidding, and construction-phase services without interruption. Their anticipated workload allows them to stay engaged from project kickoff through construction administration and observation, creating continuity in both staff involvement and decision-making.

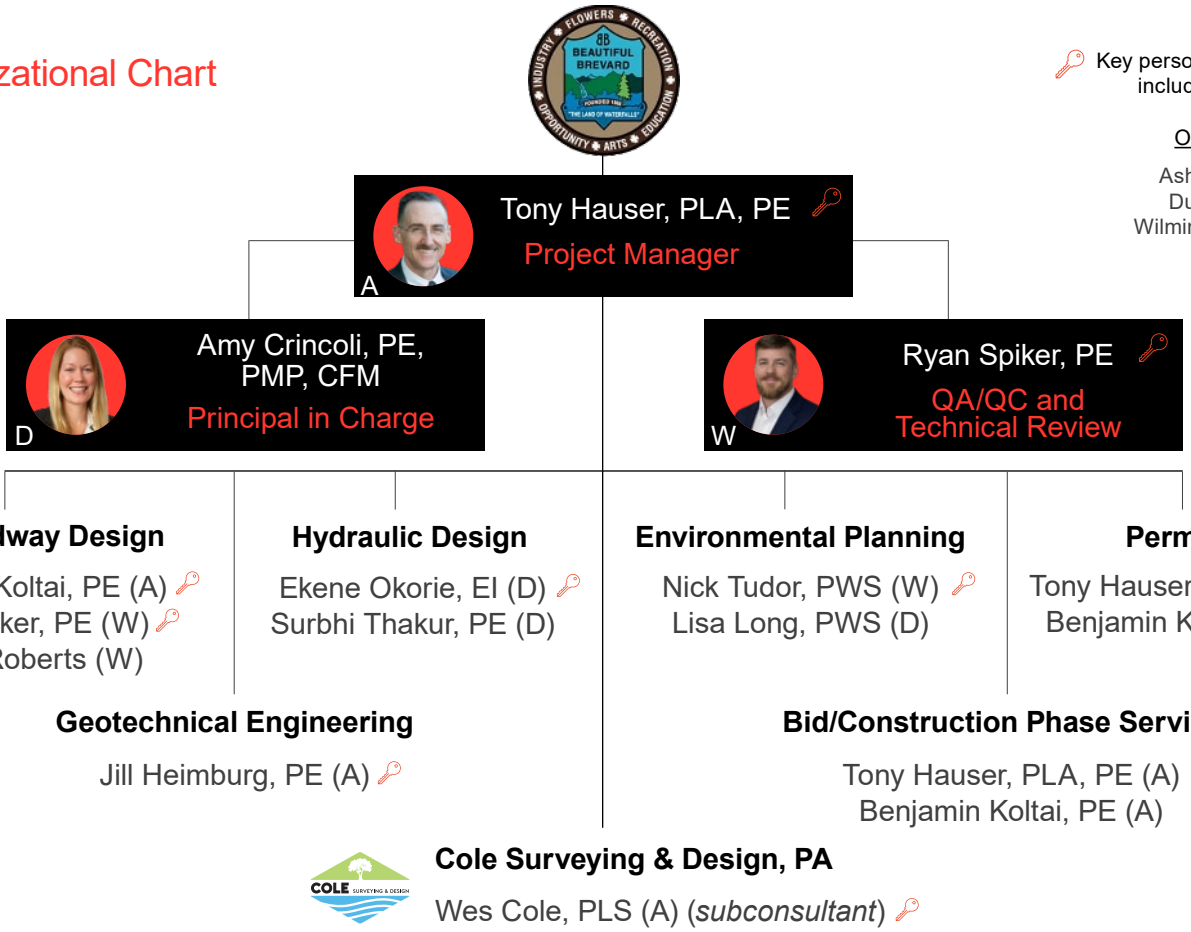
This approach reflects our recent work on multi-use trail and boardwalk replacement projects across the Carolinas. It also creates a steady and proactive way for us to collaborate with the City, regulatory agencies, and contractors.

## Organizational Chart

Key personnel resumes included in SF 330.

Office locations

Asheville, NC - **A**
Durham, NC - **D**
Wilmington, NC - **W**



## TECHNICAL DESIGN AND DELIVERY STRATEGY

Our approach centers on open, collaborative communication and incorporates **innovative, cost-effective solutions** such as rail bed realignments and modular boardwalk systems, which are proven on similar projects to reduce lifecycle costs and permitting risk. We work closely with you to understand your goals, shape a design that reflects those priorities, aligns with schedule and budget, and guide construction so the finished project meets the City's expectations. This approach builds on our experience.

We also bring experience with communities similar in scale to Brevard. Our recent and ongoing work includes projects with Asheville, Madison County, Cherokee, Wake Forest, and Wilmington, North Carolina, as well as Walterboro, South Carolina.

### Initial Project Kickoff

Once we receive notice to proceed, our team meets with the City for formal introductions, a site visit, and a conversation about project goals, schedule, and budget. During this kickoff, we set primary and secondary communication paths and request any relevant as-built or design documents, such as original alignment drawings, fence details, or site furnishings.

### 30% Schematic Design

Our team, working alongside subconsulant **Cole Surveying & Design, PA**, will obtain field-verified survey data for the project area and prepare a certified copy for the City. We design proposed improvements to meet current bicycle and pedestrian facility guidelines and applicable federal, state, and local development standards.

During the schematic design phase, we establish the horizontal alignment and principal features. At this stage, we also evaluate potential impacts, such as required utility relocations related to the proposed alignment and environmental considerations that may prompt extended permitting timelines. After internal technical review, our team arranges a meeting with the City to present the plans and provide related deliverables for the City's assessment and feedback.

Once the City reviews the 30% design submittal, we gather comments or input and integrate them into the next phase of design.

### 60% Design Development

With incorporation of City comments from the Schematic Design phase, WSP will progress the plans to include greater detail and more specific material selections. The 60% plans will be expanded to include demolition, preliminary grading, erosion and sedimentation control, drainage design, traffic control, and construction details that more fully describe the intended design. With this level of detail, we will make preliminary contact with permitting agencies to obtain cursory review and preliminary guidance on any long-lead permits.

A preliminary opinion of probable construction cost (OPCC) is prepared at this phase to confirm that the project remains aligned with the budget. We base unit costs on recent projects and direct conversations with contractors experienced in the type of work anticipated for this effort. Recent events, including the Covid pandemic and major storm events in the region, have influenced pricing and labor availability. Even with those shifts, our ongoing relationships with local contractors help us develop OPCCs that reflect current market conditions and provide a clear sense of anticipated construction costs.

Before we send the Design Development deliverables to the City, our team completes another internal technical review. We then meet with the City to walk through the revised plans and share copies for their internal review and feedback. The comments we receive are integrated into the next phase of design.

### 90% Design Development and Permitting

At the 90% and 100% design milestones, we define the specific components and configuration of the rebuild layout. Our focus at this stage is to refine each design element with the level of detail needed for construction and for developing procurement specifications. This typically includes construction details, the erosion control plan, fine grading, and spot elevations. At this phase, we refine the traffic control plans needed during construction so the contractor has clear access to the site and can maintain safe travel for motorists and pedestrians around the work zone.



We revisit the OPCC as needed to include items omitted during the 60% phase and adjust quantities and costs accordingly. With the 90% plans complete, our team begins preparing permit applications. We expect these to include 401/404 permits, erosion and sediment control, and stormwater. We share the 90% design and permit applications with the City for review and comment before sending them to the respective agencies. As in earlier phases, we meet with the City to walk through the plans and provide copies for their internal review.

## 100% Design Development

Final comments from the City and feedback from permitting agencies are integrated into the 100% plan set. Our team then prepares the signed and sealed plans and specifications for the City so they are ready for the project's bidding phase.

## Bid Phase Services

WSP provides bid phase services for most of the projects we design. These services typically include preparing procurement specifications, coordinating the advertisement of the work, joining the pre-bid and bid-opening meetings, preparing the bid tabulation, recommending the lowest responsive and responsible bidder, and preparing the notice of award. Once the project is advertised, our team supports the City by sharing the bid documents with prospective bidders and preparing addenda that may result from bidder questions during the process.

## Construction Services

The WSP team brings decades of construction observation and construction administration experience, which helps create a smooth, collaborative dynamic with the City's selected contractor during construction. Working alongside the City and the contractor, we provide construction administration services aimed at keeping the work aligned with the approved design and preparing the certification of elements such as streets, water, sewer, and storm infrastructure that may become the responsibility of the City or another agency. Our team works directly with the contractor to keep the plans and specifications clear and understandable. We also respond to requests for information and field conditions that may call for design clarification or field adjustments.

WSP anticipates joining a pre-construction meeting and taking part in periodic site visits and check-ins throughout construction. Our team is available on short notice to join meetings that may be needed in response to unexpected site conditions.

We will assign one of our primary designers (professional engineer or landscape architect) and an assistant that will make regular visits to the site during construction. Having at least two team members involved at this stage who are intimately familiar with the work creates continuity and allows us to respond quickly and with a clear understanding of the work underway. The responsibilities of these team members include:

- Coordinating communication, maintaining project records, and reviewing and certifying amounts due to contractors.
- Preparing change orders, responses to RFIs, supplemental instructions, and responses to submittals.
- Reviewing and certifying contractor payment applications, material test reports, and as built documentation.
- Providing substantial and final completion services, managing budget related tasks, and applying proven best practices.

At substantial completion, our team attends one punch-list walk-through with the City and the contractor to review the built conditions and note any items that may still need the contractor's attention. After the walk-through, we prepare a written response for the contractor. Once the contractor confirms that remaining items are complete, we join the final walk-through to confirm that the work aligns with the plans and specifications. The design plans and specifications require the contractor to maintain as-built plans that document any deviations from the design. Our team uses these as-built plans to prepare the record drawings that are provided to the City at the conclusion of the work.

# 2.7 SCHEDULE AND DELIVERABLES

**Preliminary Schedule and Deliverables**

| Task | Estimated Time Required |
|---|---|
| **Kickoff and Project Setup** | 2 Weeks |
| Initial meeting and site visit * | |
| **30% Schematic** | 4 Weeks |
| Surveying (*concurrent*) | (*4 Weeks*) |
| Meeting with City to review 30% submittal | |
| **60% Design Development** | 6 Weeks |
| Meeting with City to review 60% submittal | |
| **90% Design Development** | 4 Weeks |
| Permitting (*concurrent*) | (*12 Weeks*) |
| Meeting with City to review 90% submittal | |
| **100% Design Development** | 4 Weeks |
| **Bidding** | 5 Weeks |
| Attendance of a pre-bid and bid opening meeting | |
| **Construction Services** | 24 Weeks |
| Attendance of a pre-con meeting | |
| Attendance of periodic construction site visits/meetings | |
| Attendance of punch-list walk-through | |
| Attendance of final walk-through | |
| **TOTAL** | **57-60 Weeks** |

** WSP will also correspond through virtual meetings, chat messages, and phone calls as the project moves forward.*

# 2.8 PREVIOUS WORK WITH CITY

| Project Name | Date Awarded | Date completed *(if applicable)* | Project Value |
|---|---|---|---|
| Estatoe/Ecusta Trail Re-alignment - Concept Planning | May 2025 | September 2025 | $15,000 |
| Tannery Smokestack Structural Access | January 2026 | January 2026 | $7,000 |
| Hillview Street Culvert Replacement | April 2025 | In Progress | $125,000 |
| Estatoe Trail Boardwalk Assessment | February 2025 | April 2025 | $15,000 |

wsp

# SF 330

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I – CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Civil Engineering Services Estatoe Trail Boardwalk Replacement, Brevard, North Carolina

2. PUBLIC NOTICE DATE

January 23, 2026

3. SOLICITATION OR PROJECT NUMBER

N/A

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Tony Hauser, PLA, PE | VP, Civil Engineering

5. NAME OF FIRM

WSP USA Inc.

6. TELEPHONE NUMBER

828-337-5173

7. FAX NUMBER

N/A

8. EMAIL ADDRESS

Tony.Hauser@wsp.com

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors)

| | (Check) PRIME | JV PARTNER | SUBCON-TRACTOR | 9. FIRM NAME | 10. ADDRESS | 11. ROLE IN THIS CONTRACT |
|---|---|---|---|---|---|---|
| a. | ✓ | | | WSP USA Inc.<br>☑ CHECK IF BRANCH OFFICE | 1308-C Patton Avenue<br>Asheville, NC 28806 | Civil Engineering |
| b. | ✓ | | | WSP USA Inc.<br>☑ CHECK IF BRANCH OFFICE | 1001 Morehead Square Drive<br>Suite 610<br>Charlotte, NC 28203 | Civil Engineering Support |
| c. | ✓ | | | WSP USA Inc.<br>☑ CHECK IF BRANCH OFFICE | 4021 Stirrup Creek Drive<br>Durham, North Carolina, 27703 | Civil Engineering Support |
| d. | ✓ | | | WSP USA Inc.<br>☑ CHECK IF BRANCH OFFICE | 434 Fayetteville Street<br>Suite 1500<br>Raleigh, NC 27601 | Civil Engineering Support |
| e. | ✓ | | | WSP USA Inc.<br>☑ CHECK IF BRANCH OFFICE | 5710 Oleander Drive<br>Wilmington, NC 28403 | Civil Engineering Support |
| f. | | | ✓ | Cole Surveying & Design, PA<br>☐ CHECK IF BRANCH OFFICE | 549 Elk Park Drive<br>Asheville, NC 28804 | Surveying |

**D. ORGANIZATIONAL CHART OF PROPOSED TEAM** ☑ (Attached)

Standard Form 330 (Rev. 7/2021)

# Organizational Chart

BREVARD NORTH CAROLINA

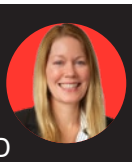
Key personnel resumes included.

Office locations

Asheville, NC - **A**
Durham, NC - **D**
Wilmington, NC - **W**



**Tony Hauser, PLA, PE**
Project Manager
A



**Amy Crincoli, PE, PMP, CFM**
Principal in Charge
D



**Ryan Spiker, PE**
QA/QC and Technical Review
W

## Civil/Roadway Design

Benjamin Koltai, PE (A)
Ryan Spiker, PE (W)
Mason Roberts (W)

## Hydraulic Design

Ekene Okorie, EI (D)
Surbhi Thakur, PE (D)

## Environmental Planning

Nick Tudor, PWS (W)
Lisa Long, PWS (D)

## Geotechnical Engineering

Jill Heimburg, PE (A)

## Permitting

Tony Hauser, PLA, PE (A)
Benjamin Koltai, PE (A)

## Bid/Construction Phase Services

Tony Hauser, PLA, PE (A)
Benjamin Koltai, PE (A)

## Cole Surveying & Design, PA

Wes Cole, PLS (A) (*subconsultant*)

**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** **#01**
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Tony Hauser, PLA, PE** | Project Manager | 39 | 7 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Asheville, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| ME, Civil Engineering, Texas A&M University | Professional Engineer: NC, SC, TX |
| BS, Landscape Architecture, Texas A&M University | Professional Landscape Architect: NC, SC, TX |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Tony is a civil engineer and licensed landscape architect with deep experience shaping municipal infrastructure and public spaces. At WSP, he manages and contributes to projects for federal, state, and local clients, bringing together greenway and shared-use path design, streetscape planning, parks, and public-realm improvements. He integrates civil engineering, landscape architecture, and accessibility needs to create practical, resilient spaces for the community.

Tony's background aligns strongly with projects that replace aging infrastructure, develop durable at-grade trail facilities, strengthen drainage systems, and coordinate across disciplines. He has been engaged with the Americans with Disabilities Act (ADA) since its introduction and keeps current with ADA standards and the Public Rights of Way Accessibility Guidelines. This knowledge guides his work to shape safe, accessible trail facilities grounded in AASHTO guidance and local greenway standards. His technical experience spans site evaluation, planning, grading, erosion and sedimentation control, stormwater management using low-impact design, and public-utility coordination. Tony also contributes to environmental permitting, cost estimating, schedule development, bidding support, and construction administration for municipal projects.

As project manager, Tony brings focused leadership and clear, steady communication. He works closely with agency partners, consultants, and contractors to keep each step aligned. His combined expertise in engineering, landscape architecture, and accessibility positions him to guide the Estatoe Trail Boardwalk Replacement project and create a resilient, accessible greenway that meets the City of Brevard's technical, environmental, and funding needs.

19. RELEVANT PROJECTS

**a.**

| (1) TITLE AND LOCATION (City and State) | (2) YEAR COMPLETED PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|---|
| **City of Brevard**, Estatoe Trail Boardwalk Assessment and Realignment Concept Planning, Brevard, North Carolina | 2025 | 2025 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Project Manager.** Assessed two aging boardwalk segments near the Telco Credit Union and along the Lambo Creek wetland corridor, reviewing conditions along roughly 590 feet of structure and preparing a life cycle cost analysis that compared replacement options. Recommended full replacement to create a safer and more resilient route. Also explored new alignment concepts from Osborne Road to Fisher Street, prepared conceptual layouts using the former railroad right of way, developed an opinion of probable construction cost, and coordinated materials for the project's funding application.

**b.**

| (1) TITLE AND LOCATION (City and State) | (2) YEAR COMPLETED PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|---|
| **City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement, Walterboro, South Carolina | 2023 | 2025 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Project Manager and Landscape Architect.** Designed, engineered, and provided limited construction observation for Phase 1, the replacement of approx. 1,500 feet of precast concrete boardwalk and two pedestrian bridges. Phase 2 includes more than 3,000 feet of additional boardwalk and eleven pedestrian bridges. Phase 2A began construction in Fall 2025.

Standard Form 330 (Rev. 7/2021)

c.

(1) TITLE AND LOCATION (City and State)

**City of Walterboro,** Ireland Creek Park and Greenways, Walterboro, South Carolina

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable |
|---|---|
| 2023 | 2027 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

☑ Check if project performed with current firm.

**Project Manager and Landscape Architect.** Prepared planning and construction documents for development of a 16-acre park including site amenities such as pedestrian bridges, boardwalks, multi-use paths, signage, lighting, restrooms, and approx. 3,000 feet of creek restoration to enhance flood resilience and recreation access.

d.

(1) TITLE AND LOCATION (City and State)

**UNC-Asheville,** Various Projects, Asheville, North Carolina

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable |
|---|---|
| 2000-2025 | 2005-2024 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

☑ Check if project performed with current firm.

**Project Manager.** For more than 20 years, WSP has partnered with the UNC Asheville Design and Construction Department. Our work spans civil, structural, environmental, and geotechnical engineering, along with construction materials testing (CMT) and inspection services. We have supported a wide range of campus needs, including residence halls, administrative buildings, athletic field lighting, stormwater systems, parking decks, the campus observatory, and numerous parking areas. Our parking lot work has included reconfiguring layouts to increase capacity, designing stormwater control measures to improve runoff quality, and upgrading pedestrian facilities to strengthen access and increase compliance with the ADA.

e.

(1) TITLE AND LOCATION (City and State)

**City of Asheville,** Reed Creek Greenway – Phase 3, Asheville, North Carolina

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable |
|---|---|
| 2012-2013 | N/A |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

☐ Check if project performed with current firm.

**Project Manager.** Responsible for engineering and overseeing the construction of approximately 1,250 linear feet of shared-use path. The project was designed in accordance with the AASHTO Guide for the Development of Bicycle Facilities and encompassed elements such as horizontal and vertical alignment, grading, signage, and stormwater management utilizing constructed wetlands. Funding was secured through a collaborative partnership involving the City of Asheville, Duke Energy, UNC Asheville, and RiverLink.

f.

(1) TITLE AND LOCATION (City and State)

**Asheville on Bikes,** Asheville, North Carolina

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable |
|---|---|
| 2020 | 2021 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

☑ Check if project performed with current firm.

**Project Manager.** Worked closely with the director of Asheville on Bikes to develop a tactical urbanism project for the addition of a modified roundabout to be located at the intersection of two neighborhood roads. The location in West Asheville is a busy intersection with no accommodations for bicyclists or pedestrians. The project was implemented in Spring 2021 as a temporary demonstration project. The design improvements are anticipated to be made permanent when budget allows.

g.

(1) TITLE AND LOCATION (City and State)

**Connect Enka,** Complete Street Recommendations, Asheville, North Carolina

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable |
|---|---|
| 2012 | 2013 |

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE

☐ Check if project performed with current firm.

**Project Manager.** Worked with non-profit client and NCDOT to develop enhanced bike-ped improvements for the intersection of Sand Hill Road at Jacob Holm Way. The subject intersection is anticipated to see continued increase in use, particularly by grade-school aged pedestrians and bicyclists. The work was successful in compelling DOT to reduce the speed limit along this corridor and update the pavement markings.

**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** *(Complete one Section E for each key person.)* **#02**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Ryan Spiker, PE** | QA/QC and Technical Review; Civil/Roadway Design | 8 | 4 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Wilmington, North Carolina

16. EDUCATION (Degree and Specialization)

BS, Civil Engineering, University of South Carolina
AAS, Nuclear Systems Technology, Midlands Technical College

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: NC, SC

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Ryan is an experienced civil engineer with a strong background in both private and public-sector projects. He brings demonstrated success in site development; design of stormwater control measures; site grading; erosion and sediment control planning; and engineering extensions of public water and sewer systems. He routinely navigates local, state, and federal permitting processes, applying a clear understanding of regulatory expectations. His proficiency with CADD tools allows him to design and draft drawing sets with a high level of accuracy and efficiency, strengthening project workflows and supporting well-coordinated design outcomes.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION (City and State): **City of Fayetteville,** Sessoms Street Drainage Capital Improvements, Fayetteville, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023-2024 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** Prepared of the design of a collection of drainage improvements and water and sewer relocations. The drainage improvements were modeled and designed to reduce localized flooding. Work included design of the improvements, erosion and sedimentation control, preparation of procurement documents and opinion of probable cost, and coordination with the City.

**b.**

(1) TITLE AND LOCATION (City and State): **City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement, Walterboro, South Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 — CONSTRUCTION (if applicable): 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** Prepared plans for the phased replacement of about 4,500 feet of boardwalk and pedestrian bridges in the City of Walterboro Wildlife Sanctuary. Assessed short-lived wooden structures in wetland and floodway conditions and recommended a more durable system, including the Permatrak approach used in Phase I.

**c.**

(1) TITLE AND LOCATION (City and State): **City of Walterboro,** Ireland Creek Park and Greenways, Walterboro, South Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 — CONSTRUCTION (if applicable): 2027

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** WSP is in the 60% design phase for the 15-acre Ireland Creek Park. The park is shaping a new community destination with more than 5,500 linear feet of greenways, two pedestrian bridges spanning 90 and 200 feet across Ireland Creek, and inviting amenities such as picnic shelters, interpretive signage, covered swings, walking trails, public restrooms, and parking.

**d.**

(1) TITLE AND LOCATION (City and State): **Riverbend Lake Access Improvements,** Mount Holly, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 — CONSTRUCTION (if applicable): Fall 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** WSP prepared plans for a new lake access point on an existing brownfield site once overgrown with wisteria, kudzu, and bamboo. The completed development features a fully accessible swim beach, fishing pier, restrooms, picnic areas, natural-surface trails, and other community amenities. The project also included resurfacing and expanding the existing boat ramp, adding a new restroom, and bringing the area into compliance with ADA requirements.

Standard Form 330 (Rev. 7/2021)

**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** *(Complete one Section E for each key person.)* **#03**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Benjamin Koltai, PE** | Civil/Roadway Design | 23 | 2 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Asheville, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| BS, Civil Engineering, University of Mississippi | Professional Engineer: NC |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Benjamin is a civil design engineer who focuses on sustainable development and the ways people experience their built and natural environments. He has provided comprehensive land development engineering services for multifamily, commercial, and municipal projects. His experience also includes project management and construction administration. Before becoming an engineer, Benjamin ran a company that offered light construction, landscaping, and environmental design services for residential, agricultural, and institutional clients, with a strong emphasis on creating school gardens. As a permaculture designer and teacher with more than a decade of experience, he brings detailed site analysis and creative, practical design solutions to a wide range of civil engineering projects.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION (City and State): **City of Brevard**, Estatoe Trail Boardwalk Assessment and Realignment Concept Planning, Brevard, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 — CONSTRUCTION (if applicable): 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** Assessed two aging boardwalk segments totaling about 590 feet and prepared a life cycle cost analysis supporting full replacement, while also exploring a refined alignment using the former railroad right-of-way and developing conceptual layouts, probable construction costs, and funding-application materials.

**b.**

(1) TITLE AND LOCATION (City and State): **City of Walterboro,** Ireland Creek Park and Greenways, Walterboro, South Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 — CONSTRUCTION (if applicable): 2027

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** WSP is in the 60% design phase for the 15-acre Ireland Creek Park. The park is shaping a new community destination with more than 5,500 linear feet of greenways, two pedestrian bridges spanning 90 and 200 feet across Ireland Creek, and inviting amenities such as picnic shelters, interpretive signage, covered swings, walking trails, public restrooms, and parking.

**c.**

(1) TITLE AND LOCATION (City and State): **Riverbend Lake Access Improvements,** Mount Holly, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 — CONSTRUCTION (if applicable): Fall 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Civil Engineer.** WSP prepared plans for a new lake access point on an existing brownfield site once overgrown with wisteria, kudzu, and bamboo. The completed development features a fully accessible swim beach, fishing pier, restrooms, picnic areas, natural-surface trails, and other community amenities. The project also included resurfacing and expanding the existing boat ramp, adding a new restroom, and bringing the area into compliance with ADA requirements.

**d.**

(1) TITLE AND LOCATION (City and State): **Hillview Street Culvert Replacement**, Brevard, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 — CONSTRUCTION (if applicable): 2026

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Senior Engineer.** Prepared modeling of the existing stream to determine the appropriate replacement for this failed 72-inch culvert. Located below two urban collector streets, the original 150-foot corrugated metal pipe (CMP) failed as a result of corrosion at the stream surface, open annular spaces at two utility penetrations and high flows caused during Hurricane Helene.

Standard Form 330 (Rev. 7/2021)

**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** *(Complete one Section E for each key person.)* **#04**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Jill Heimburg, PE** | Geotechnical Engineering | 25 | 25 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Asheville, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| BS, Civil Engineering, University of Dayton Ohio | Professional Engineer: NC |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Jill is a geotechnical engineer and project manager with more than 20 years of experience in engineered construction services. She applies her technical insight across private and public-sector projects, providing geotechnical consulting, serving as Special Inspector on complex structures, and guiding construction materials testing programs throughout Western North Carolina.

She oversees inspection and testing activities for soil compaction and modification; deep and shallow foundation construction and load testing; reinforcing steel installation; concrete placement and strength testing; post-tensioned construction inspection; structural masonry testing and inspection; and structural steel erection observations. Her work strengthens project confidence by keeping field activities aligned with design intent and proven construction practices. Jill brings 15 years of experience with North Carolina State Construction Office projects, managing multi-service line work and on-call contracts with confidence and clarity.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION (City and State): **City of Asheville,** On-call Geotechnical Services, Asheville, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2019 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Geotechnical Engineer.** Provided geotechnical consulting services for four sites under WSP's on-call contract with the City of Asheville. Geotechnical explorations under this contract in 2018 and 2019 have included drilling over 50 soil test borings in order to provide preliminary design and construction recommendations related to development of the sites.

**b.**

(1) TITLE AND LOCATION (City and State): **Appalachian State University**, On-call Services, Boone, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2012-Ongoing — CONSTRUCTION (if applicable): 2012-Ongoing

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Program Manager.** Manage services under our open-ended design contracts by identifying technical needs, assembling the right project teams, coordinating design activities, and providing hands-on technical review during geotechnical explorations.

**c.**

(1) TITLE AND LOCATION (City and State): **UNC-Asheville,** Various Projects, Asheville, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2000-2025 — CONSTRUCTION (if applicable): 2005-2024

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Project Manager and Construction Engineer.** Managed Open-Ended Design Agreements for structural and roofing services, serving as the local contact for University teams to shape scopes, assemble resources, and track progress for quality, budget, and schedule. Work included construction administration, construction inspection, geotechnical engineering, and oversight of construction materials testing. Projects under this agreement included waterproofing and structural repairs at the Zageir and Ridges parking decks; subsurface exploration and materials testing at Karpen Hall; geotechnical and materials testing for the Observatory Building; materials testing for Campus View Parking Lot; geotechnical services for baseball field lighting; roof replacements at Justice Addition and Zageir Hall; and exterior concrete repair at Lipinsky Hall.

**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** *(Complete one Section E for each key person.)* **#05**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Ekene Okorie, EI** | Hydraulic Design | 18 | 7 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Durham, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| MS, Civil Engineering, Norwich University<br>BS, Biological Resource Engineering, University of Maryland | Engineering Intern: DE<br>LEVEL III Erosion and Sediment Control Designer: NC<br>SCM Inspection and Maintenance Professional: NC |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Ekene is a water resources engineer with 18 years of experience advancing sustainable and resilient water management solutions. His work includes watershed modeling, roadway hydraulics, stormwater management, dam breach analysis, and flood-risk assessment. He collaborates effectively with local, state, and federal agencies on multidisciplinary water resource projects. He applies advanced hydrologic and hydraulic modeling and analytical tools to shape data-driven, innovative, and dependable design solutions.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION (City and State): **South Carolina Office of Resilience (SCOR),** Georgetown and Williamsburg Counties Stormwater Study, South Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Water Resource Engineering Lead.** Conducted drainage study to evaluate localized stormwater flooding in Georgetown and Williamsburg counties. The study included drainage system inventory collection, analysis of existing flooding conditions, alternative analysis, project recommendations, cost estimates, and benefit-cost analysis. The final drainage study was prepared to meet requirement for future grant application.

b.

(1) TITLE AND LOCATION (City and State): **SCOR**, Town of Mayesville Stormwater Study, South Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2022 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Water Resource Engineer.** Led a stormwater study for the Town of Mayesville through a HUD Community Development Block Grant–Mitigation program. Assessed existing drainage systems, completed 2D hydrologic and hydraulic modeling in PCSWMM, and built a prioritized list of mitigation projects with budget and impact insights. Coordinated public meetings and briefings to SCOR and helped develop benefit-cost analyses for recommended projects.

c.

(1) TITLE AND LOCATION (City and State): **NCDOT**, Foxhole Intersection Improvement, Charlotte, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2021 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Roadway Hydraulic Engineer.** Completed the hydraulic analysis of existing and proposed roadside ditches and storm drain improvements. Assessed drainage features and documented their hydraulic capacity, and performed full hydraulic analyses for the proposed improvements, including open-channel conveyance, flow speed, roadside inundation depth and hydraulic grade line performance for the storm drain system.

d.

(1) TITLE AND LOCATION (City and State): **North Carolina Emergency Management,** Riverine Analysis, Buncombe County, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Water Resource Engineer.** Performed detailed riverine studies for more than 120 miles of streams in Buncombe County in support of development of updated floodplain maps for FEMA.

Standard Form 330 (Rev. 7/2021)

**E** RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

**#06**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **Nick Tudor, PWS** | Environmental Planning | 13 | 4 |

15. FIRM NAME AND LOCATION (City and State)

WSP USA Inc., Wilmington, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| BS, Marine Biology, University of North Carolina at Wilmington | Professional Wetland Scientist |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** Nick is a senior environmental scientist with 13 years of experience studying wetlands, streams, and sensitive habitats. His work includes wetland and stream delineations, habitat surveys for threatened and endangered species, environmental permitting, and management of stream and wetland restoration efforts. He also leads wetland-mitigation monitoring to track restoration performance and regulatory compliance.

Nick has supported projects on both U.S. coasts and collaborates closely with local, state, and federal agencies. His field expertise and clear, data-focused approach strengthen multidisciplinary project teams and contribute to effective environmental decision-making.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION (City and State): **Hooker-Hinton-Greenville Multi-Use Paths,** Wilmington, North Carolina

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2021; CONSTRUCTION (if applicable) 2026

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Environmental Scientist.** WSP completed the final design for a one-mile multi-use path that brings three roadways together through a connected, people-focused corridor. The design introduces a short stretch of bike lanes and sidewalk that ties the multi-use paths into a seamless experience. This work strengthens the link between the River to Sea Bikeway and the Gary Shell Cross-City Trail, creating a smoother journey for everyone who relies on these routes.

**b.**

(1) TITLE AND LOCATION (City and State): **City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement, Walterboro, South Carolina

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2023; CONSTRUCTION (if applicable) 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Environmental Scientist.** WSP prepared development plans for the phased replacement of approximately 4,500 linear feet of boardwalk and 12 pedestrian bridges in the City of Walterboro Wildlife Sanctuary.

**c.**

(1) TITLE AND LOCATION (City and State): **City of Brevard**, Estatoe Trail Boardwalk Assessment and Realignment Concept Planning, Brevard, North Carolina

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2025; CONSTRUCTION (if applicable) 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Senior Environmental Scientist.** Assessed two aging boardwalk segments totaling about 590 feet and prepared a life cycle cost analysis supporting full replacement, while also exploring a refined alignment using the former railroad right-of-way and developing conceptual layouts, probable construction costs, and funding-application materials.

**d.**

(1) TITLE AND LOCATION (City and State): **City of Walterboro,** Ireland Creek Park and Greenways, Walterboro, South Carolina

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2023; CONSTRUCTION (if applicable) 2027

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Environmental Scientist.** WSP is in the 60% design phase for the 15-acre Ireland Creek Park. The park is shaping a new community destination with more than 5,500 linear feet of greenways, two pedestrian bridges spanning 90 and 200 feet across Ireland Creek, and inviting amenities such as picnic shelters, interpretive signage, covered swings, walking trails, public restrooms, and parking.

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**E** **RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT** *(Complete one Section E for each key person.)* **#07**

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE a. TOTAL | b. WITH CURRENT FIRM |
|---|---|---|---|
| **J. Wes Cole, PLS** | Surveying | 26 | 19 |

15. FIRM NAME AND LOCATION (City and State)

Cole Surveying & Design, PA, Asheville, North Carolina

| 16. EDUCATION (Degree and Specialization) | 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) |
|---|---|
| BS, Surveying and Mapping, East Tennessee State University | Professional Land Surveyor: NC, SC, TN |

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**Professional Qualifications:** J. Wes Cole, PLS brings 26 years of surveying experience and leads CSD as owner, Principal in Charge, and Director of Surveying. For the past 19 years, he has shaped CSD into a trusted Western North Carolina firm, working closely with local governments and utilities such as the Metropolitan Sewerage District (MSD) of Buncombe County, the City of Asheville, and the **City of Brevard**. Wes guides every project at CSD from the first conversation through final documentation. He works directly with project teams, applying deep field insight and technical accuracy across stormwater system mapping, utility inventories, treatment plant surveys, pump station sites, right-of-way staking, easement plats, construction staking, and as-built surveys. Many of these efforts span multiple sites and complex municipal infrastructure. Wes also leads quality assurance and quality control (QA/QC) across all survey work produced by the firm. Under his leadership, CSD has completed extensive infrastructure projects, including more than 100,000 linear feet of sanitary sewer and stormwater surveys, over 200 easement plats, and surveying for more than 130 utility-focused projects for the MSD.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION (City and State): **City of Brevard**, Estatoe Trail Boardwalk Assessment and Realignment Concept Planning, Brevard, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 — CONSTRUCTION (if applicable): 2025

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Surveyor.** Assessed two aging boardwalk segments totaling about 590 feet and prepared a life cycle cost analysis supporting full replacement, while also exploring a refined alignment using the former railroad right-of-way and developing conceptual layouts, probable construction costs, and funding-application materials.

**b.**

(1) TITLE AND LOCATION (City and State): **City of Asheville Stormwater Department,** Surveying for Asheville Stormwater Repairs, Asheville, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2018 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Surveyor.** Partnered with an engineering firm to document existing conditions at nearly 30 sites. Provided the design team with precise survey data to help them plan repairs to aging stormwater infrastructure. Work included comprehensive right-of-way surveying and staking, researching deeds and plats using Buncombe County GIS records, coordinating with the City surveyor, preparing AutoCAD exhibits and field computations, locating and reconciling boundary and right-of-way monumentation, and staking and confirming right-of-way lines. Completed as-built surveys to capture newly installed stormwater structures, pipes, ditches, and related features through detailed field surveys, 11x17 record drawings, and mapping of impervious surfaces using available orthoimagery.

**c.**

(1) TITLE AND LOCATION (City and State): **City of Brevard**, Water Treatment Plant on Cathy's Creek, Brevard, North Carolina

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2022 — CONSTRUCTION (if applicable): N/A

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE — ☑ Check if project performed with current firm.

**Project Manager and QA/QC.** Completed the treatment plant survey with a full suite of ground-based services. Established elevations, mapped existing improvements, created topography at a 1-foot contour interval, and located marked utilities and visible valves. Gathered pipe elevation data inside the buildings and prepared the final mapping. Work concluded with a signed and sealed PDF package.

Standard Form 330 (Rev. 7/2021)

## F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#01**

(21) TITLE AND LOCATION (City and State)

**City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement, Walterboro, SC

(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2023 | 2025 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Walterboro | Jeff Molinari | (843) 782-1011 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)





WSP prepared development plans for the phased replacement of approximately 4,500 linear feet of boardwalk and 12 pedestrian bridges in the City of Walterboro Wildlife Sanctuary. Phase I replaced 1,500 linear feet of deteriorated wooden boardwalk and two pedestrian bridges within a jurisdictional wetland and the floodway of Ireland Creek. Phase II is expected to replace the remaining 3,000 linear feet of boardwalk and ten prefabricated pedestrian bridges, completing the full network.

Similar to the services required for the Estatoe Trail Boardwalk Replacement project, our team focused on aging infrastructure in environmentally sensitive areas. Long-term durability, constructability, and reduced wetland disturbance shaped the design approach. The original pressure-treated wooden structure realized fewer than nine years of service, prompting our evaluation of more resilient alternatives. We recommended a system suited to wetland and floodway conditions, and the Permatrak™ system used in Phase I is expected to continue into Phase II to advance longevity and reduce maintenance needs.

WSP structured development plans to support phased construction within active floodway and wetland areas while keeping public access open throughout the improvements. Phase I construction concluded in July 2024, and Phase II began in the fall of 2025.

### STAFF INVOLVED

- Tony Hauser, PLA, PE
- Ryan Spiker, PE
- Benjamin Koltai, PE
- Nick Tudor, PWS
- Tim Quigley, PE
- Matthew Wallace, PE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina<br>Columbus, South Carolina | Prime: Civil engineering, hydraulics, geotechnical evaluation, structural engineering, construction administration/ oversight. |

Standard Form 330 (Rev. 7/2021)

## F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#02**

(21) TITLE AND LOCATION (City and State)

**Hooker-Hinton-Greenville Multi-Use Paths,** Wilmington, NC

(22) YEAR COMPLETED

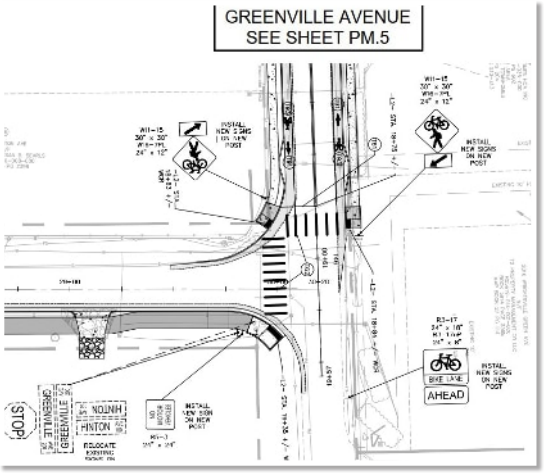
| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2021 | 2026 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Wilmington | Rachel McIntyre | (910) 765-0581 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



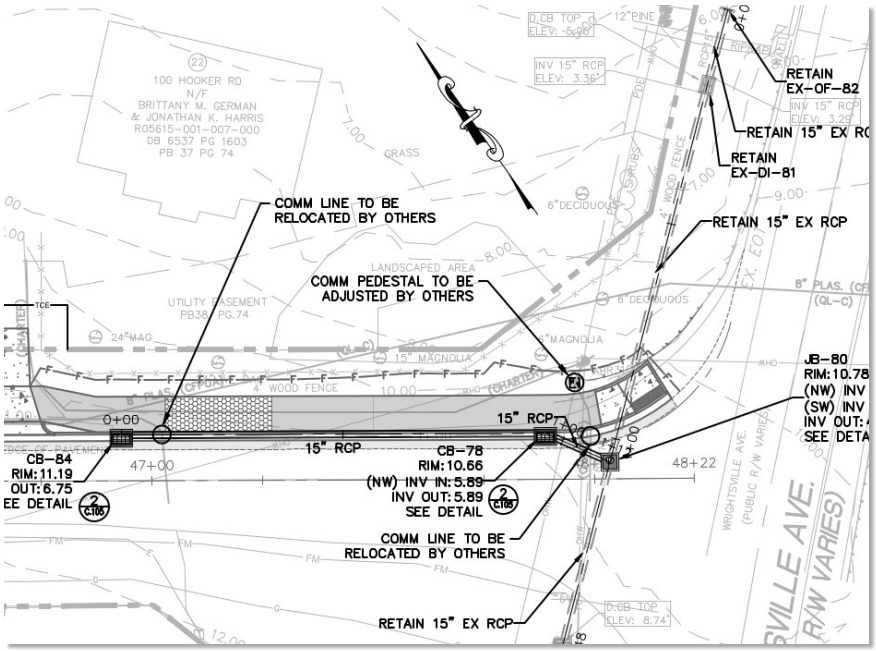



*Pavement Marking & Signage*

WSP completed the final design for a one-mile multi-use path that brings three roadways together through a connected, people-focused corridor. The design introduces a short stretch of bike lanes and sidewalk that ties the multi-use paths into a seamless experience. This work strengthens the link between the River to Sea Bikeway and the Gary Shell Cross-City Trail, creating a smoother journey for everyone who relies on these routes.

We partnered with the City to shape an ambitious schedule that met the funding milestones tied to the grant. Throughout the effort, we coordinated closely with the City, the NCDOT, and the NCDEQ to keep each design stage moving on pace.

Because the corridor includes new curb and gutter, we also advanced essential drainage improvements. Our team applied innovative solutions, including offset catch basins, to avoid major utility relocations along the proposed curb line.




*Like the work required along Pender Lane and Fisher Road, the Hooker-Hinton-Greenville project called for detailed stormwater and utility coordination and relocation.*

## STAFF INVOLVED

- Jonathan Becker, PE
- Nick Tudor, PWS
- Everett Gupton, PE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Wilmington, North Carolina | Prime: Civil engineering, stormwater/ drainage, utility coordination. |

Standard Form 330 (Rev. 7/2021)

**F** **EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#03**

(21) TITLE AND LOCATION (City and State)

**Estatoe Trail Boardwalk Assessment and Realignment Concept Planning,** Brevard, NC

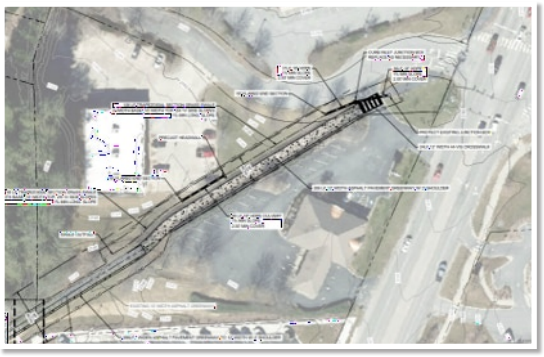
(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2025 | 2025 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Brevard | David Todd | (828) 885-5600 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



## STAFF INVOLVED

- Tony Hauser, PLA, PE
- Benjamin Koltai, PE
- Nick Tudor, PWS
- Wes Cole, PLS (CSD)

This project unfolded in two connected phases.

In the first phase, we evaluated the condition of the boardwalk segments northwest of the Telco Credit Union and along the wetland corridor at Lambo Creek between the McDonald's area and Poplar Street. Our team visited the site multiple times, examining existing conditions along roughly 590 feet of boardwalk. Through these assessments, we found that both structures had reached the end of their useful life. We developed a life-cycle cost analysis for several options and recommended replacing both boardwalk sections to support a safer and more resilient path forward.

The second phase centered on exploring new alignment possibilities extending from Osborne Road to the northeast toward Fisher Street to the southwest. As we compared the cost and permitting needs associated with replacing elevated boardwalks in their original location, a clearer option emerged: using the former railroad right-of-way. We prepared conceptual layouts for this refined alignment, developed an opinion of probable construction cost, and collaborated with the team on materials needed for the project's funding application.

| | Life Expectancy [Years] | Versus PT Wood | Versus Composite Wood | Estimated Initial Cost | Replacement cost at 15 years (in todays dollars*) | Replacement cost at 25 years (in todays dollars*) | Replacement cost at 30 years (in todays dollars*) | Replacement cost at 45 years (in todays dollars*) | Replacement cost at 50 years (in todays dollars*) |
|---|---|---|---|---|---|---|---|---|---|
| **Wood** | 15 | | | $ 440,000.00 | $ 685,506 | | $ 1,067,995 | $ 1,663,902 | |
| **Comp-Wood** | 25-30 | 1.7-2 | | $ 568,000.00 | | $ 1,189,266 | | | $ 2,490,059 |
| **Permatrak** | 50-75 | 3.3-5 | 2-3 | $ 870,000.00 | | | | | |
| | | | | | * Assuming a 3% annual rate of inflation. | | | | |

*Life Cycle Cost Analysis for Boardwalk Materials*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina | Prime: Site planning and civil engineering. |

Standard Form 330 (Rev. 7/2021)

## F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#04**

(21) TITLE AND LOCATION (City and State)

**Ireland Creek Park and Greenways,** Walterboro, SC

(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2023 | 2027 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Walterboro | Jeff Molinari | (843) 782-1011 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

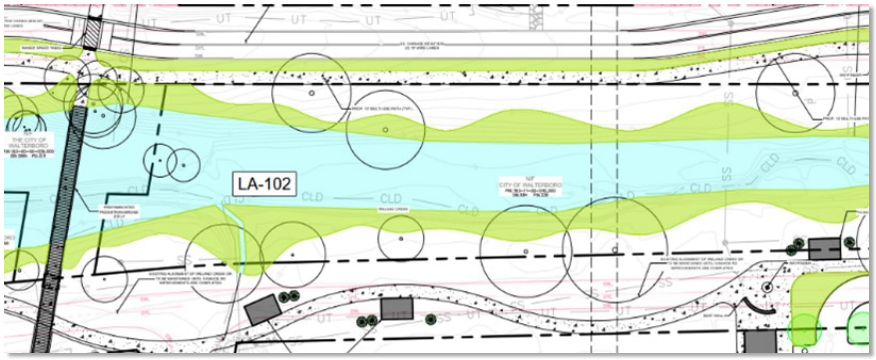


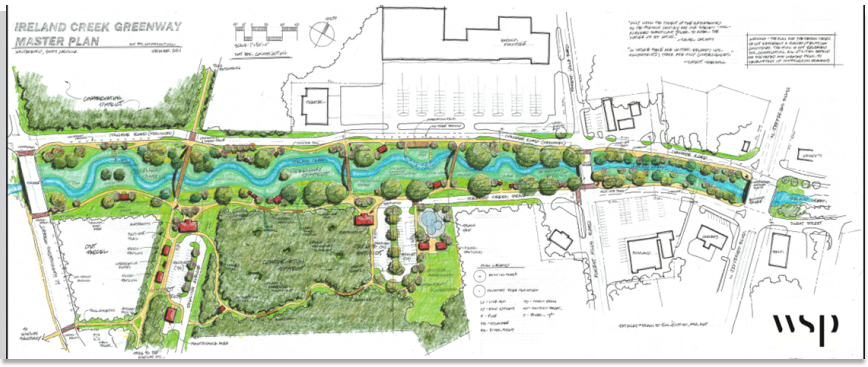
WSP is in the 60% design phase for the 15-acre Ireland Creek Park in central Walterboro, South Carolina. The park is shaping a new community destination with more than 5,500 linear feet of greenways, two pedestrian bridges spanning 90 feet and 200 feet across Ireland Creek, and inviting amenities such as picnic shelters, interpretive signage, covered swings, walking trails, public restrooms, and parking areas. The design realigns approximately 3,200 feet of stream channel to improve sediment transport and create new places for people to connect with the water through overlooks and low-water crossings.

Our team partnered with the City to prepare the Capital Project Sales Tax (CPST) application and presentation, which gained approval from the CPST committee and voters, securing funding for this nearly $10 million public investment. We are also coordinating with the South Carolina Department of Transportation on the planned closure of two adjacent roads and the realignment of a third that bisects the park site.

### STAFF INVOLVED

- Tony Hauser, PLA, PE
- Benjamon Koltai, PE
- Nick Tudor, PWS
- Angela Vandelay, PE
- Ron Huffman, PLA
- Gregg Hudspeth, PLA
- Tim Quigley, PG




25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina | Prime: Planning, civil engineering, preliminary SCDOT, Corps, and other permitting. |

Standard Form 330 (Rev. 7/2021)

## F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#05**

(21) TITLE AND LOCATION (City and State)

**The Atlanta BeltLine,** Atlanta, GA

(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2009 | 2017 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| Atlanta Beltline, Inc. | Kevin Burke | (404) 407-3637 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)







The Atlanta BeltLine is a transformative economic development and urban redevelopment initiative that integrates greenspace, trails, transit, and new development along roughly 22 miles of former rail corridors encircling Atlanta's urban core.

The program is recognized as **one of the largest urban renewal efforts underway in North America** and is expected to remediate and reinvigorate environmentally impacted properties for long-term community benefit. Within the 6,500-acre tax allocation district, an estimated 1,100 acres of brownfields present significant opportunities for reinvestment and revitalization.

WSP provided an existing conditions survey, a Phase I Environmental Site Assessment, typology design, structural design, civil engineering design, permitting assistance, construction administration, and public involvement support for the proposed greenspace and multi-use trail and transit system. As part of the trail typology scope, our team evaluated existing bridges for potential reuse and prepared design recommendations for repair or replacement where needed.

This work supports a larger vision that reconnects neighborhoods, strengthens mobility choices, and creates new public spaces throughout Atlanta. Our team contributed technical insight and practical solutions that help the Atlanta BeltLine advance toward a healthier and more connected future.



### STAFF INVOLVED

- Ron Huffman, PLA

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Kennesaw, Georgia | Prime: Master planning, civil engineering, permitting, landscape architecture, environmental, structural engineering, construction administration. |

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**F** **EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#06**

(21) TITLE AND LOCATION (City and State)

**Riverbend Lake Access Improvements,** Mount Holly, NC

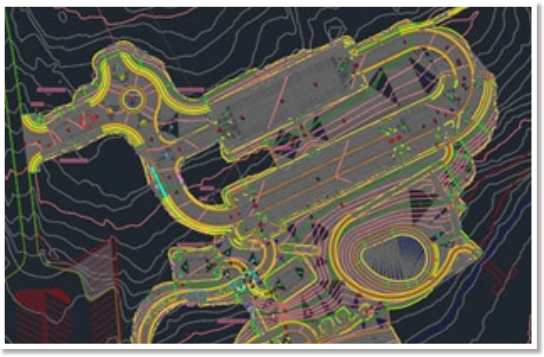
(22) YEAR COMPLETED

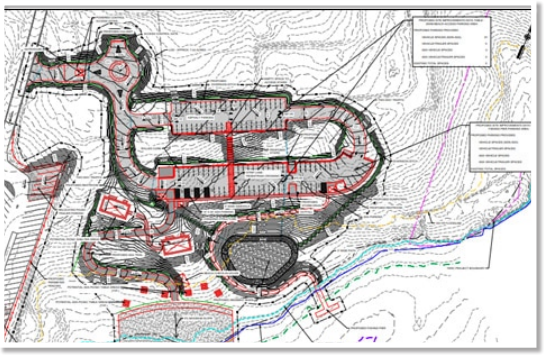
| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2024 | Fall 2025 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| Confidential Energy Client | WSP Client Mgr: Brooke Cottros | (910) 452-1185 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)





WSP prepared plans for a new lake access point on an existing brownfield site once overgrown with wisteria, kudzu, and bamboo. The completed development features a fully accessible swim beach, fishing pier, restrooms, picnic areas, natural-surface trails, and other community amenities. The project also included resurfacing and expanding the existing boat ramp, adding a new restroom, and bringing the area into compliance with ADA requirements.

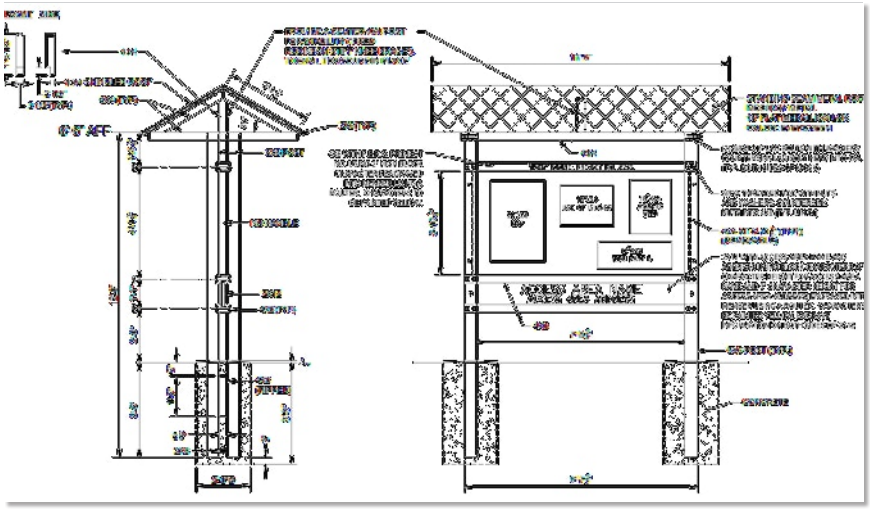
Since the client updated the project direction after construction began in late 2025, we are designing an extension of the public water and sewer systems to serve the site. This approach is expected to allow the use of fully functional restrooms rather than the originally specified vault toilets.

Services provided

- Advance planning
- Surveying
- Civil engineering
- Environmental permitting (404 / 401)
- Bidding assistance
- Limited construction administration

## STAFF INVOLVED

- Tony Hauser, PLA, PE
- Ryan Spiker, PE
- Benjamin Koltai, PE
- Nick Tudor, PWS
- Tim Quigley, PE



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina<br>Wilmington, North Carolina | Prime: Site design, civil engineering, geotechnical evaluation, environmental permitting, construction observation. |

Standard Form 330 (Rev. 7/2021)

**F** **EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#07**

(21) TITLE AND LOCATION (City and State)

**North Belmont and South Fork River Parks Accessibility and Pavement Improvements,** Gaston County, NC

(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2019 | 2020 |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| Gaston County | Sara Gilbert-Kaye | (704) 862-6627 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)





WSP completed accessibility upgrades for two parks to bring them into compliance with the ADA. Improvements included replacing walks with firm, non-slip surfaces at appropriate grades, installing accessible site amenities, providing required accessible parking, and adding wayfinding signage.

Pavement improvements involved repairing and replacing aging asphalt and concrete curb and gutter, correcting surface grades to support proper drainage, and installing stormwater measures to reduce erosion.

One challenge we navigated on this project was working through winter conditions. By specifying a lime–cement mixed-in-place, full-depth reclamation modified base, we kept the work on track and reached on-time completion.





## STAFF INVOLVED

- Tony Hauser, PLA, PE
- Tim Quigley, PE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina<br>Charlotte, North Carolina | Prime: Civil engineering, construction materials testing, construction administration |

Standard Form 330 (Rev. 7/2021)

## F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#08**

(21) TITLE AND LOCATION (City and State)

**UNC-Asheville,** Various Projects, Asheville, NC

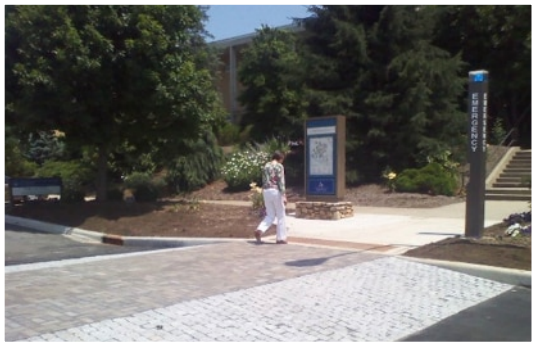
(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2000-2025 | 2005-2024 |

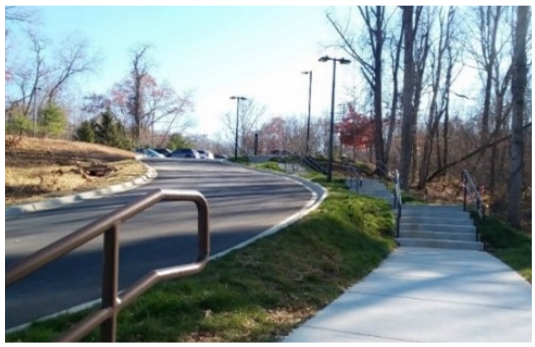
(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| UNC-Asheville | Melissa Acker | (828) 255-7223 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)







For more than 20 years, WSP has partnered with the UNC Asheville Design and Construction Department. Our work spans civil, structural, environmental, and geotechnical engineering, along with construction materials testing (CMT) and inspection services. We have supported a wide range of campus needs, including residence halls, administrative buildings, athletic field lighting, stormwater systems, parking decks, the campus observatory, and numerous parking areas.

Our parking lot work has included reconfiguring layouts to increase capacity, designing stormwater control measures to improve runoff quality, and upgrading pedestrian facilities to strengthen access and increase compliance with the ADA.

Representative projects

- Drainage design and mitigation at Rhoades–Robinson
- Greenwood Field dugout renovations
- Design or reconfiguration of parking areas P01, P05, P07, P17, P19, and P29
- Inspection and repair specifications for Parking Deck P04
- Concept design for the proposed Edgewood Road remote parking area
- Design of Reed Plaza, connecting Highsmith Student Center and Brown Dining Hall
- Accessibility and site improvements at Hyannis House
- Accessibility improvements at Phillips Hall, Lipinsky Hall, and Rhoades/Robinson Hall
- Design of pedestrian and emergency vehicle access to the Quadrangle
- Site design and amenities for the Sam Millar Facilities Building
- Additional campus improvement projects

### STAFF INVOLVED

- Tony Hauser, PLA, PE
- Jill Heimburg, PE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina | Prime: Civil, structural, environmental, and geotechnical engineering, CMT and inspection services. |

Standard Form 330 (Rev. 7/2021)

**F** **EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER

**#09**

(21) TITLE AND LOCATION (City and State)

**UNC-Asheville,** Tennent Park Walks, Asheville, NC

(22) YEAR COMPLETED

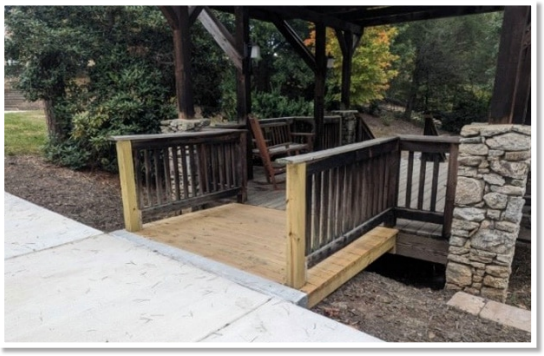
| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2022 | 2023 |

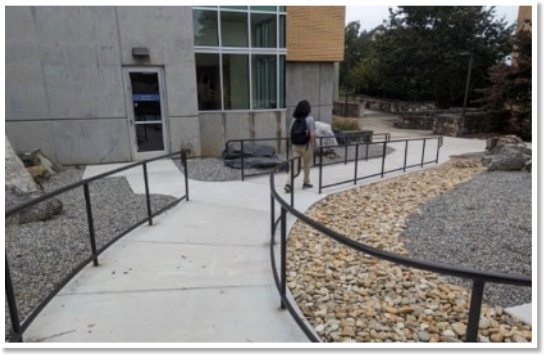
(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| UNC-Asheville | Peter Nielsen | (828) 255-7223 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)







WSP partnered with the university to rethink the network of walks linking Tennent Park with Parking Areas P25 and P26, Zeiss Hall, the Quadrangle, the Ramsey Library, and Carmichael Hall. The existing paths were narrow and deteriorated, and the steep grades around the north side of Zeiss Hall often left the area saturated after storms.

We explored several alignments that respected existing vegetation and minimized changes to the landscape. Through this process, we shaped a primary route that created the needed connection without ramps or railings. This alignment called for some topographic adjustments and selective vegetation removal, but it provides a wider, accessible, and more intuitive path. The new walk follows a gentle, sinuous line along a constructed berm designed to carry the volume of daily pedestrian traffic and allow maintenance vehicles to move through the area more easily.

Creating the berm required updates to the drainage system. We designed these improvements to respond to the new grades while also resolving long-standing drainage challenges that affected this part of campus.



## STAFF INVOLVED

- Tony Hauser, PLA, PE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | WSP USA Inc. | Asheville, North Carolina | Prime: Planning, civil engineering, stormwater management, cost estimating, and permitting through the State Construction Office. |

Standard Form 330 (Rev. 7/2021)

**F** **EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

(20) EXAMPLE PROJECT KEY NUMBER **#10**

(21) TITLE AND LOCATION (City and State)

**City of Asheville Stormwater Department,** Surveying for Asheville Stormwater Repairs, Asheville, NC

(22) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION (if applicable) |
|---|---|
| 2018 | N/A |

(23) PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Asheville | J. Wes Cole, PLS | (828) 251-7025 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)





CSD partnered with an engineering firm supporting the City of Asheville to document existing conditions across roughly 30 sites. Their survey work gave the design team the precise information they needed to plan repairs to aging stormwater infrastructure. CSD completed the following services.

### RIGHT-OF-WAY SURVEYING AND STAKING

- Researched current deeds and plats for adjoining properties shown on the Storm Drainage Location Maps, using record information from the Buncombe County GIS.
- Coordinated with the City of Asheville surveyor to gather additional documented or claimed right-of-way information for all project sites.
- Plotted deeds, plats and City-provided data in AutoCAD, then prepared computations for our field crews.
- Conducted field surveys to locate existing boundary and right-of-way monumentation.
- Compared deed and plat information to the monumentation found in the field.
- Placed stakes and flags along the right-of-way line at roughly 50-foot intervals, adjusting spacing where field conditions required.
- Confirmed right-of-way staking for each location.

### AS-BUILT SURVEYING

Once new stormwater structures, pipes, ditches and other elements were installed, CSD:

- Performed as-built surveys to document completed construction
- Prepared clear, legible as-built record drawings sized at 11x17 inches.
- Mapped impervious features, including roads, driveways and walkways, using available orthoimagery.

### STAFF INVOLVED

- Wes Cole, PLS (CSD)
- Ronald Cuthall, PLS (CSD)

COLE SURVEYING & DESIGN

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION (City and State) | (3) ROLE |
|---|---|---|---|
| a. | Cole Surveying & Design, PA | Asheville, North Carolina | Subconsultant: right of way surveying and staking, and as-built surveying. |

Standard Form 330 (Rev. 7/2021)

## G KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

| 26. NAMES OF KEY PERSONNEL (From Section E, Block 12) | | 27. ROLE IN THIS CONTRACT (From Section E, Block 13) | 28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1. | **Tony Hauser, PLA, PE** | Project Manager | X | | X | X | | X | X | X | X | |
| 2. | **Ryan Spiker, PE** | QA/QC and Technical Review (Civil)/ Civil/Roadway Design | X | | | X | | X | | | | |
| | **Benjamin Koltai, PE** | Civil/Roadway Design | X | | X | X | | X | | X | | |
| 3. | **Ekene Okorie, EI** | Hydraulic Design | | | | | | | | | | |
| 4. | **Nick Tudor, PWS** | Environmental Planning | X | X | X | X | | X | | | | |
| 5. | **Jill Heimburg, PE** | Geotechnical Engineering | | | | | | | | X | | |
| 6. | **Wes Cole, PLS (CSD)** | Surveying | | | X | | | | | | | X |

### 29. EXAMPLE PROJECTS KEY

| Number | TITLE OF EXAMPLE PROJECT (From Section F) | Number | TITLE OF EXAMPLE PROJECT (From Section F) |
|---|---|---|---|
| 1 | **City of Walterboro,** Wildlife Sanctuary Boardwalk Replacement, Walterboro, SC | 6 | **Riverbend Lake Access Improvements,** Mount Holly, NC |
| 2 | **City of Wilmington,** Hooker-Hinton-Greenville Multi-Use Paths, Wilmington, NC | 7 | **North Belmont and South Fork River Parks Accessibility and Pavement Improvements,** Gaston County, NC |
| 3 | **City of Brevard,** Estatoe Trail Boardwalk Assessment and Realignment Concept Planning, Brevard, NC | 8 | **UNC-Asheville,** Various Projects, Asheville, NC |
| 4 | **City of Walterboro,** Ireland Creek Park and Greenways, Walterboro, SC | 9 | **UNC-Asheville,** Tennent Park Walks, Asheville, NC |
| 5 | **Atlanta Beltline, Inc.**, The Atlanta BeltLine, Atlanta, GA | 10 | **City of Asheville Stormwater Department,** Surveying for Asheville Stormwater Repairs, Asheville, NC (CSD) |

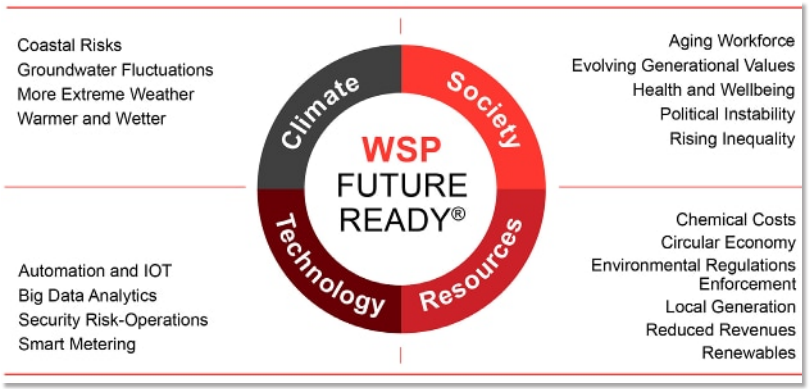
30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

## OVERVIEW

This project brings together WSP's civil engineering, environmental, surveying, and construction management teams to restore a key segment of the Estatoe (Ecusta) Trail and reconnect downtown Brevard, nearby neighborhoods, Brevard High School, and regional recreation destinations through a safe, continuous multimodal corridor. Our approach responds directly to the City of Brevard's requested services and emphasizes long-term, dependable trail performance through durable, at-grade solutions aligned with American Association of State Highway and Transportation Officials (AASHTO) and Americans with Disabilities Act (ADA) standards.

We apply our **Future Ready®** program to municipal infrastructure with long service lives because trail facilities need to perform reliably for decades as environmental, social, and funding conditions evolve. Future Ready is a firmwide framework that challenges us to design infrastructure that works for today's users while anticipating future needs through four lenses—**climate, society, technology, and resources**.

- **Through the climate lens,** Future Ready encourages early attention to extreme weather, flooding, and long-term maintenance pressures. For municipal greenways, this means selecting alignments, materials, and drainage strategies that reduce lifecycle risks. The City's proposed shift from elevated boardwalks to at-grade asphalt paths reflects this thinking by improving durability, simplifying maintenance, and strengthening resilience in wetland-adjacent areas while meeting regulatory expectations.
- **The societal lens** focuses on how infrastructure adapts to changing community needs, mobility patterns, and equitable access. The Estatoe Trail supports commuters, students, and recreation users linking major destinations in Brevard. Our Future Ready mindset centers on safe, intuitive, and accessible facilities for a wide range of users over time, reinforcing the City's vision for mobility, safety, and community connectivity.
- **Through the technology lens,** Future Ready encourages us to use digital tools and data-driven practices that strengthen coordination and accuracy. For trail projects, this includes integrated surveying, clear environmental documentation, constructability reviews, and precise materials and specifications that guide bidding, construction oversight, and grant compliance. These practices help municipalities manage federally funded projects efficiently and reduce design and construction risk.
- **The resources lens** highlights responsible use of materials, funding, and public investment. Future Ready projects consider total cost of ownership—not just initial construction cost. For Brevard, this perspective supports strong stewardship of Federal Lands Access Program funding by creating a long-lasting trail that reduces future maintenance needs and extends community value.




Across all four lenses, Future Ready helps municipal clients shape infrastructure that is **resilient**, **fundable**, and **grounded** in **proven engineering** practice.

For the Estatoe Trail Boardwalk Replacement, this means pairing practical, constructible design solutions with clear communication, coordinated regulatory engagement, and steady collaboration with City staff and stakeholders throughout design and construction. The result is a restored corridor that is safer, more durable, and ready to serve the Brevard community for decades.

## STRENGTHENED CLIENT COLLABORATION

**Tony has prior experience working with David Todd**, contact for the City of Brevard, through their collaboration on the Reed Creek Greenway in Asheville, North Carolina.

- **Reed Creek Greenway - Phase 3**, Asheville, NC: While employed by another firm, Tony was responsible for engineering and overseeing the construction of approximately 1,250 linear feet of shared-use path. The project

was designed in accordance with the *AASHTO Guide for the Development of Bicycle Facilities* and encompassed elements such as horizontal and vertical alignment, grading, signage, and stormwater management utilizing constructed wetlands. Funding was secured through a collaborative partnership involving the City of Asheville, Duke Energy, UNC Asheville, and RiverLink.

This background provides Tony with **direct insight** into Mr. Todd's professional expectations and approach.

## RIGHT OF WAY (ROW) AND EASEMENT ACQUISITION

WSP provides comprehensive ROW and easement acquisition services tailored to municipalities advancing federally and state funded infrastructure projects.

For efforts such as the Estatoe Trail Boardwalk Replacement, we apply a clear, structured approach that secures needed property rights with transparency, regulatory alignment, and steady communication with City staff and affected property owners.

Our ROW specialists manage the full range of acquisition activities for municipally managed projects, including permanent and temporary easements and both partial and full parcel acquisitions. We start by reviewing design plans, plats, and survey exhibits so we can confirm impacts early and match proposed acquisitions to the construction intent.

These materials guide our conversations with property owners, helping us explain project needs, limits of acquisition, and anticipated construction activity in a direct, understandable way.

We prepare the documentation required to advance acquisitions under applicable federal and state requirements. This work includes developing appraisals and appraisal reviews that follow Uniform Appraisal Standards and General Legal Principles for Highway ROW Acquisitions, and preparing claim reports that outline recommended compensation.

Our team also completes title opinions to clarify ownership, identify encumbrances, and support the preparation of deeds, easements, and related legal instruments needed for conveyance to the City or, when appropriate, NCDOT.

Experienced ROW professionals lead negotiations with property owners, balancing project schedules with respectful, human centered engagement. We coordinate closely with municipal staff throughout negotiation and guide the City through voluntary acquisitions and, when required, condemnation procedures consistent with North Carolina General Statutes and established guidance.

All ROW and easement activities follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act, NCDOT's ROW Manual, and NCDOT guidance for federally funded, municipally led projects. This consistent approach helps acquisitions remain defensible, auditable, and positioned for reimbursement under eligible funding programs. To help the City make informed decisions, we track acquisition progress for each parcel and provide regular updates summarizing completed actions, outstanding items, negotiation milestones, and schedule risks.

These updates help City staff manage approvals, funding needs, and coordination with design and construction. Through this clear and collaborative process, WSP helps municipalities move projects forward efficiently while building public trust and minimizing delays.

## GRANT ADMINISTRATION

We provide grant administration services shaped for municipally managed, federally funded transportation and trail projects, including those funded through the Federal Lands Access Program (FLAP). Our approach helps local governments meet U.S. DOT and FHWA requirements while reducing the administrative load on City staff and keeping projects eligible through design, construction, and close-out.



30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

For the Estatoe Trail Boardwalk Replacement Project, we work alongside the City to manage the coordination, documentation, and financial records needed to draw down FLAP funds and meet FHWA requirements. This includes preparing reimbursement and drawdown packages, coordinating with federal and state partners, and verifying that project costs are eligible, categorized correctly, and backed by the right records. We track milestones and deliverables against the approved project schedule so design, permitting, bidding, construction, and close-out activities stay aligned with federal funding expectations.

We maintain well-organized, audit-ready records during the project, including invoices, progress reports, schedule updates, and materials required for federal review. This structure creates clarity, accelerates reimbursements, and reduces the risk of funding delays or compliance issues.

Consistent with RFQ expectations, we help the City manage fund drawdowns by preparing documentation that meets the needs of federally funded, municipally managed projects. Our work includes maintaining records that relate to environmental documentation, construction administration, and close-out materials under FHWA oversight.

By coordinating closely with project stakeholders, we keep grant-related work connected to technical design and construction activities, supporting efficient progress and adherence to federal requirements.

Through this organized and compliance-focused approach, we help municipalities navigate federal funding with confidence—freeing City staff to focus on decisions and community outcomes rather than administrative complexity



## ENVIRONMENTAL SERVICES

WSP provides a full range of environmental services that guide municipal infrastructure projects from early planning through construction. We focus on regulatory compliance, risk reduction, and practical constructability insight at every step.

For projects like the Estatoe Trail Boardwalk Replacement, our environmental team completes wetland delineations and prepares clear documentation that aligns with U.S. Army Corps of Engineers and NCDEQ requirements. This early work helps define potential impacts, reduce risks, and shape a smoother design process.

We also lead cultural and natural resource reviews to identify constraints related to protected species, habitats, and historic or archaeological resources. These reviews ground efficient coordination with agencies and keep environmental approvals moving forward.

When needed, we complete Phase I and Phase II Environmental Site Assessments consistent with ASTM standards to evaluate recognized environmental conditions and understand potential contamination tied to past or current land uses. From there, we design and carry out sampling programs for soil, surface water, groundwater, stormwater, and air quality.

These investigations guide permitting, inform material management decisions, and strengthen construction planning. The results feed directly into soil and media management plans, along with health and safety plans tailored for municipal projects and federally funded programs.

We assess potential hazardous materials that crews may encounter during demolition or construction, such as asbestos, lead-based paint, petroleum-impacted materials, and other regulated substances. Our team identifies and documents risks and coordinates reasonable control measures to maintain safe work zones and meet state and federal expectations.

Throughout the environmental review process, we stay closely connected with municipal staff, regulatory partners, and design teams. This ongoing coordination brings transparency to decisions, supports permitting timelines, and keeps environmental considerations at the forefront of design and construction.

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

## SAFETY

At WSP, we take a clear and people-centered approach to health, safety, and environmental responsibility. We work to conduct our business lawfully, ethically, and in ways that reflect our commitment to our colleagues, our clients, and the communities we serve. Our **Health, Safety, and Environmental (HSE)** approach comes to life through well-trained, well-informed teams who collaborate in an environment built on trust and shared purpose.

We shape our projects with the health and safety of our employees, subcontractors, clients, and the public at the forefront. Protecting our environment and the places where we work is part of who we are. Creating safe, healthy conditions, preventing incidents, and respecting the natural world form the foundation of our culture and the way we approach every project.

Our vision is to advance sustainable HSE performance across our global operations. **Safety Shield**, our shared approach to safety, reinforces this mindset. It reflects three connected actions: **Prepare, Engage, and Intervene**—each rooted in our values of commitment, care, and courage. These actions guide our planning from the start and shape how we work throughout the life of a project.

Safety Shield also strengthens our culture by encouraging strong leadership, personal responsibility, and thoughtful decision-making. Our objective is to extend these practices beyond the workplace, applying them within our homes, communities, and situations where mutual safety is essential.

## QUALITY CONTROL/ASSURANCE (QA/QC)

WSP applies a consistent, enterprise-wide **Quality Management System (QMS)** to every project, including civil engineering and shared-use path efforts such as the Estatoe Trail Boardwalk Replacement. Our QMS reflects our leadership's commitment to high standards and helps us meet contractual requirements, regulatory expectations, and technical criteria with clarity and confidence.

Our corporate QA/QC policy guides how we plan, manage, review, and prepare project work. It applies across all regions and project types and promotes technical rigor, thoughtful risk management, consistency across work products, and a strong focus on client needs.



Our QMS is **certified to ISO 9001:2015**. A third-party registrar has independently reviewed it and confirmed that it meets international quality-management standards. WSP also participates in recurring audits to confirm that teams apply QA/QC practices consistently. For each project, we develop a scaled **Project Management Plan (PMP)** and a companion **Quality Management Plan (QMP).** These plans define project-specific quality goals, roles, review points, and documentation needs that reflect the project's scope, complexity, and risk.

**Quality Assurance (QA)** activities include the structured actions we use to build confidence that our services align with defined requirements. These actions include applying established project-delivery procedures, assigning qualified technical staff, complying with federal, state, and local regulations, and integrating early risk identification and reduction strategies into our approach.

**Quality Control (QC)** centers on checking work products before submittal and plays a key role in our risk-management approach. QC activities include independent technical reviews, peer reviews across disciplines, and checks for accuracy, completeness, constructability, and compliance with applicable standards. We manage project tasks to established QC dates so teams have time to incorporate comments without affecting schedules.

Project Managers play a primary role in shaping quality expectations and confirming that QA/QC reviews occur at key milestones. We monitor project performance throughout delivery to spot potential issues early and to support schedules, budgets, and strong technical outcomes. Our QA/QC program also encourages continual improvement through leadership engagement, lessons learned, and periodic assessments.

## H ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.



## OPTIONAL VALUE ADDED SERVICES

In addition to the services defined in the RFQ, we offer optional services that strengthen project delivery, reduce risk, and help the City plan for long term maintenance and grant compliance. The City may choose these services based on project priorities, schedule, and funding.

- **Public engagement and stakeholder coordination.** We partner with the City to create clear, visual communication tools for public meetings and outreach. Our team prepares presentation materials, exhibits, and easy to understand graphics that show design intent, construction phasing, and safety improvements. For projects involving trail closures, realignments, or wetland impacts, we develop renderings and sequencing diagrams that help City staff respond to community questions and maintain support. This expands on the RFQ's emphasis on coordination and meaningful interaction with residents.
- **GIS integration and asset management support.** We create GIS mapping and data products that integrate new trail segments, drainage features, and related assets into the City's existing systems. Typical deliverables include spatially referenced trail centerlines, pavement limits, culverts, signage, and right of way or easement boundaries—formatted for direct use in City databases. This strengthens long term planning, maintenance tracking, and future grant applications beyond the RFQ's base documentation requirements.
- **Maintenance and lifecycle planning.** To help the City transition from high maintenance boardwalk structures to long lasting asphalt facilities, we prepare maintenance and lifecycle planning guidance. This may include pavement preservation strategies, inspection intervals, anticipated maintenance activities, and long term cost considerations. Providing these materials at closeout gives the City a clearer view of future responsibilities and supports informed, sustainable budgeting.
- **Early utility coordination and conflict reduction.** We conduct early utility coordination and subsurface utility reviews during preliminary design to identify conflicts along the trail corridor and the former railroad alignment. Engaging utility owners early and reviewing available records helps reduce construction conflicts, limit change orders, and improve cost accuracy. This aligns with the RFQ's focus on schedule control, construction administration, and coordination with outside agencies.
- **Grant and federal funding support enhancements.** Beyond standard FLAP grant administration, we offer enhanced grant management services—such as documentation tracking, compliance checklists, and coordination with FHWA and NCDOT program requirements. These services strengthen audit readiness, reimbursement timing, and alignment with federal and state processes identified in the RFQ.
- **Construction phasing and risk mitigation support.** We develop construction phasing concepts and risk mitigation strategies that prioritize user safety and reduce disruptions during demolition and construction. This may include temporary routing concepts, signage plans, and contractor coordination. These enhancements reinforce the RFQ's focus on safety, construction observation, and clear project execution.

## I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

February 23, 2026

33. NAME AND TITLE

Tony Hauser, PLA, PE | VP, Civil Engineering

Standard Form 330 (Rev. 7/2021)

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (*or Branch Office*) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| **WSP USA Inc.** | 1933 | LPC6MPU3QA65 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 1308 Patton Avenue | a. TYPE: Corporation |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Asheville | NC | 28806 | N/A |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM *(If Block 2a is a Branch Office)* |
|---|---|
| Claudia Bilotto, Regional Executive | WSP USA Inc. |

| 6b. TELEPHONE NUMBER | 6c. EMAIL ADDRESS |
|---|---|
| +1 404-364-2651 | Claudia.Bilotto@wsp.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| WSP USA Environment & Infrastructure Inc. | 2022 | C76NUJZDXL75 |
| Wood Environment & Infrastructure Solutions, Inc. | 1994 | C76NUJZDXL75 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 2756 | 2 |
| 12 | Civil Engineer | 1601 | 3 |
| 15 | Construction Inspector | 688 | 3 |
| 24 | Environmental Scientist | 749 | 3 |
| 27 | Foundation/Geotechnical Engineer | 449 | 3 |
| 30 | Geologist | 583 | 6 |
| 38 | Land Surveyor | 119 | 1 |
| | Environmental Planner | 221 | 1 |
| | Field Services | 280 | 1 |
| | Other Employees | 9723 | |
| | **Total** | **17169** | **23** |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A04 | Air Pollution Control | 6 |
| A06 | Airports; Terminals and Hangars; Freight Handling | 10 |
| B02 | Bridges | 10 |
| C15 | Construction Management | 10 |
| E09 | Environmental Studies; Assessments or Statements | 10 |
| E11 | Environmental Planning | 10 |
| E12 | Environmental Remediation | 9 |
| H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | 8 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 10 |
| I04 | Intelligent Transportation Systems | 9 |
| L03 | Landscape Architecture | 7 |
| M06 | Mining & Minerology | 8 |
| P02 | Petroleum and Fuel (Storage and Distribution) | 9 |
| P05 | Planning (Community, Regional, Area wide and State) | 10 |
| P06 | Planning (Site, Installation, and Project) | 8 |
| P12 | Power Generation, Transmission, Distribution | 10 |
| R03 | Railroad; Rapid Transit | 10 |
| S04 | Sewage Collection, Treatment and Disposal | 7 |
| S05 | Soils & Geologic Studies; Foundations | 7 |
| S13 | Storm Water Handling & Facilities | 8 |
| T03 | Traffic and Transportation Engineering | 10 |
| T06 | Tunnels & Subways | 10 |
| W02 | Water Resources; Hydrology; Ground Water | 8 |
| W03 | Water Supply; Treatment and Distribution | 8 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 7 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

| a. SIGNATURE | b. DATE |
|---|---|
| Claudia M Bilotto | Jan. 2026* |

c. NAME AND TITLE

Claudia Bilotto, Regional Executive

**STANDARD FORM 330** (REV. 7/2021) **PAGE 6**

*Reflects staff and revenue as of this date

Standard Form 330 (Rev. 7/2021)

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (*or Branch Office*) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| **WSP USA Inc.** | 1933 | LPC6MPU3QA65 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 1001 Morehead Square Drive, Suite 610 | a. TYPE: Corporation |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Charlotte | NC | 28203 | N/A |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM *(If Block 2a is a Branch Office)* |
|---|---|
| Claudia Bilotto, Regional Executive | WSP USA Inc. |

| 6b. TELEPHONE NUMBER | 6c. EMAIL ADDRESS |
|---|---|
| +1 404-364-2651 | Claudia.Bilotto@wsp.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| WSP USA Environment & Infrastructure Inc.<br>Wood Environment & Infrastructure Solutions, Inc. | 2022<br>1994 | C76NUJZDXL75<br>C76NUJZDXL75 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 2756 | 23 |
| 12 | Civil Engineer | 1601 | 21 |
| 15 | Construction Inspector | 688 | 2 |
| 21 | Electrical Engineer | 1344 | 3 |
| 23 | Environmental Engineer | 420 | 3 |
| 24 | Environmental Scientist | 749 | 4 |
| 27 | Foundation/Geotechnical Engineer | 449 | 6 |
| 29 | Geographic Information System Specialist | 208 | 1 |
| 30 | Geologist | 583 | 5 |
| 42 | Mechanical Engineer | 271 | 2 |
| 47 | Planner: Urban/Regional | 91 | 3 |
| 48 | Project Manager | 753 | 3 |
| 57 | Structural Engineer | 689 | 4 |
| 58 | Technician/Analyst | 452 | 2 |
| 60 | Transportation Engineer | 400 | 4 |
| 62 | Water Resources Engineer | 469 | 8 |
| | Communications/Public Involvement | 157 | 2 |
| | Design Support | 434 | 2 |
| | Field Services | 280 | 3 |
| | Environmental Planner | 221 | 4 |
| | Materials Testing & Inspection | 49 | 2 |
| | Transit and Rail Engineer | 113 | 3 |
| | Transportation Planner | 254 | 2 |
| | Other Employees | 3738 | 15 |
| | **Total** | **17169** | **127** |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A04 | Air Pollution Control | 6 |
| A06 | Airports; Terminals and Hangars; Freight Handling | 10 |
| B02 | Bridges | 10 |
| C15 | Construction Management | 10 |
| E09 | Environmental Studies; Assessments or Statements | 10 |
| E11 | Environmental Planning | 10 |
| E12 | Environmental Remediation | 9 |
| H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | 8 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 10 |
| I04 | Intelligent Transportation Systems | 9 |
| L03 | Landscape Architecture | 7 |
| M06 | Mining & Minerology | 8 |
| P02 | Petroleum and Fuel (Storage and Distribution) | 9 |
| P05 | Planning (Community, Regional, Area wide and State) | 10 |
| P06 | Planning (Site, Installation, and Project) | 8 |
| P12 | Power Generation, Transmission, Distribution | 10 |
| R03 | Railroad; Rapid Transit | 10 |
| S04 | Sewage Collection, Treatment and Disposal | 7 |
| S05 | Soils & Geologic Studies; Foundations | 7 |
| S13 | Storm Water Handling & Facilities | 8 |
| T03 | Traffic and Transportation Engineering | 10 |
| T06 | Tunnels & Subways | 10 |
| W02 | Water Resources; Hydrology; Ground Water | 8 |
| W03 | Water Supply; Treatment and Distribution | 8 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 7 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

| a. SIGNATURE | b. DATE |
|---|---|
| Claudia M Bilotto | Jan. 2026* |

c. NAME AND TITLE

Claudia Bilotto, Regional Executive

**STANDARD FORM 330** (REV. 7/2021) **PAGE 6**

*Reflects staff and revenue as of this date

Standard Form 330 (Rev. 7/2021)

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME: **WSP USA Inc.** | 3. YEAR ESTABLISHED: 1933 |
| | 4. UNIQUE ENTITY IDENTIFIER: LPC6MPU3QA65 |
| 2b. STREET: 4021 Stirrup Creek Drive | 5. OWNERSHIP |
| 2c. CITY: Durham; 2d. STATE: NC; 2e. ZIP CODE: 27703 | a. TYPE: Corporation |
| | b. SMALL BUSINESS STATUS: N/A |
| 6a. POINT OF CONTACT NAME AND TITLE: Claudia Bilotto, Regional Executive | 7. NAME OF FIRM *(If Block 2a is a Branch Office)*: WSP USA Inc. |
| 6b. TELEPHONE NUMBER: +1 404-364-2651; 6c. EMAIL ADDRESS: Claudia.Bilotto@wsp.com | |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| WSP USA Environment & Infrastructure Inc. | 2022 | C76NUJZDXL75 |
| Wood Environment & Infrastructure Solutions, Inc. | 1994 | C76NUJZDXL75 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 2756 | 5 |
| 06 | Architect | 184 | 4 |
| 07 | Biologist | 215 | 1 |
| 10 | Chemical Engineer | 21 | 1 |
| 21 | Electrical Engineer | 1344 | 1 |
| 23 | Environmental Engineer | 420 | 8 |
| 24 | Environmental Scientist | 749 | 7 |
| 27 | Foundation/Geotechnical Engineer | 449 | 5 |
| 29 | Geographic Information System Specialist | 208 | 11 |
| 30 | Geologist | 583 | 9 |
| 47 | Planner: Urban/Regional | 91 | 3 |
| 48 | Project Manager | 753 | 3 |
| 51 | Safety/Occupational Health Engineer | 70 | 1 |
| 58 | Technician/Analyst | 452 | 4 |
| 62 | Water Resources Engineer | 469 | 8 |
| | Emergency Management | 108 | 1 |
| | Environmental Planner | 221 | 1 |
| | Field Services | 280 | 5 |
| | Quality Management/Quality Assurance | 77 | 1 |
| | Software Developer | 55 | 3 |
| | Transportation Planner | 254 | 3 |
| | Other Employees | 7410 | 1 |
| | **Total** | **17169** | **86** |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A06 | Airports; Terminals and Hangars; Freight Handling | 10 |
| B02 | Bridges | 10 |
| C15 | Construction Management | 10 |
| E09 | Environmental Studies; Assessments or Statements | 10 |
| E11 | Environmental Planning | 10 |
| E12 | Environmental Remediation | 9 |
| H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | 8 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 10 |
| L03 | Landscape Architecture | 7 |
| P05 | Planning (Community, Regional, Area wide and State) | 10 |
| P06 | Planning (Site, Installation and Project) | 8 |
| P12 | Power Generation, Transmission, Distribution | 10 |
| R03 | Railroad; Rapid Transit | 10 |
| S04 | Sewage Collection, Treatment and Disposal | 7 |
| S13 | Storm Water Handling & Facilities | 8 |
| T03 | Traffic and Transportation Engineering | 10 |
| W02 | Water Resources; Hydrology; Ground Water | 8 |
| W03 | Water Supply; Treatment and Distribution | 8 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 7 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Claudia M Bilotto

b. DATE: Jan. 2026*

c. NAME AND TITLE: Claudia Bilotto, Regional Executive

**STANDARD FORM 330** (REV. 7/2021) **PAGE 6**

*Reflects staff and revenue as of this date

Standard Form 330 (Rev. 7/2021)

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (*or Branch Office*) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| **WSP USA Inc.** *(Includes area offices)* | 1933 | LPC6MPU3QA65 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 434 Fayetteville Street, Suite 1500 | a. TYPE: Corporation |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Raleigh | NC | 27601 | N/A |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM *(If Block 2a is a Branch Office)* |
|---|---|
| Claudia Bilotto, Regional Executive | WSP USA Inc. |

| 6b. TELEPHONE NUMBER | 6c. EMAIL ADDRESS |
|---|---|
| +1 404-364-2651 | Claudia.Bilotto@wsp.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| WSP USA Environment & Infrastructure Inc. | 2022 | C76NUJZDXL75 |
| Wood Environment & Infrastructure Solutions, Inc. | 1994 | C76NUJZDXL75 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 2756 | 12 |
| 02 | Archaeologist | 173 | 2 |
| 08 | CADD Technician | 164 | 3 |
| 12 | Civil Engineer | 1601 | 11 |
| 15 | Construction Inspector | 688 | 64 |
| 16 | Construction Manager | 395 | 8 |
| 21 | Electrical Engineer | 1344 | 5 |
| 30 | Geologist | 583 | 2 |
| 38 | Land Surveyor | 119 | 20 |
| 42 | Photogrammetrist | 7 | 2 |
| 48 | Project Manager | 753 | 3 |
| 57 | Structural Engineer | 689 | 10 |
| 58 | Technician/Analyst | 452 | 4 |
| 60 | Transportation Engineer | 400 | 7 |
| 62 | Water Resources Engineer | 469 | 16 |
| | Aviation Engineer/Planner | 55 | 4 |
| | Bridge Engineer | 106 | 2 |
| | Communications/Public Involvement | 157 | 4 |
| | Data Scientist | 60 | 2 |
| | Emergency Management | 108 | 2 |
| | Field Services | 280 | 3 |
| | Ports and Marine Engineer | 94 | 4 |
| | Transportation Planner | 254 | 11 |
| | Other Employees | 5462 | 11 |
| | **Total** | **17169** | **212** |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A04 | Air Pollution Control | 6 |
| A06 | Airports; Terminals and Hangars; Freight Handling | 10 |
| B02 | Bridges | 10 |
| C15 | Construction Management | 10 |
| E09 | Environmental Studies; Assessments or Statements | 10 |
| E11 | Environmental Planning | 10 |
| E12 | Environmental Remediation | 9 |
| H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | 8 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 10 |
| I04 | Intelligent Transportation Systems | 9 |
| L03 | Landscape Architecture | 7 |
| M06 | Mining & Minerology | 8 |
| P02 | Petroleum and Fuel (Storage and Distribution) | 9 |
| P05 | Planning (Community, Regional, Area wide and State) | 10 |
| P06 | Planning (Site, Installation, and Project) | 8 |
| P12 | Power Generation, Transmission, Distribution | 10 |
| R03 | Railroad; Rapid Transit | 10 |
| S04 | Sewage Collection, Treatment and Disposal | 7 |
| S05 | Soils & Geologic Studies; Foundations | 7 |
| S13 | Storm Water Handling & Facilities | 8 |
| T03 | Traffic and Transportation Engineering | 10 |
| T06 | Tunnels & Subways | 10 |
| W02 | Water Resources; Hydrology; Ground Water | 8 |
| W03 | Water Supply; Treatment and Distribution | 8 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | |
| b. Non-Federal Work | 7 |
| **c. Total Work** | 10 |

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

| a. SIGNATURE | b. DATE |
|---|---|
| Claudia M Bilotto | Jan. 2026* |

c. NAME AND TITLE

Claudia Bilotto, Regional Executive

**STANDARD FORM 330** (REV. 7/2021) **PAGE 6**

*Reflects staff and revenue as of this date

Standard Form 330 (Rev. 7/2021)

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME: **WSP USA Inc.** | 3. YEAR ESTABLISHED: 1933 |
| | 4. UNIQUE ENTITY IDENTIFIER: LPC6MPU3QA65 |
| 2b. STREET: 5710 Oleander Drive | 5. OWNERSHIP |
| | a. TYPE: Corporation |
| 2c. CITY: Wilmington | 2d. STATE: NC; 2e. ZIP CODE: 28403 |
| | b. SMALL BUSINESS STATUS: N/A |
| 6a. POINT OF CONTACT NAME AND TITLE: Claudia Bilotto, Regional Executive | 7. NAME OF FIRM *(If Block 2a is a Branch Office)*: WSP USA Inc. |
| 6b. TELEPHONE NUMBER: +1 404-364-2651 | 6c. EMAIL ADDRESS: Claudia.Bilotto@wsp.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| WSP USA Environment & Infrastructure Inc. | 2022 | C76NUJZDXL75 |
| Wood Environment & Infrastructure Solutions, Inc. | 1994 | C76NUJZDXL75 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 2756 | 1 |
| 05 | Archaeologist | 173 | 1 |
| 12 | Civil Engineer | 1601 | 8 |
| 16 | Construction Manager | 395 | 1 |
| 23 | Environmental Engineer | 420 | 2 |
| 24 | Environmental Scientist | 749 | 6 |
| 27 | Foundation/Geotechnical Engineer | 449 | 1 |
| 29 | Geographic Information System Specialist | 208 | 1 |
| 30 | Geologist | 583 | 5 |
| 38 | Land Surveyor | 119 | 2 |
| 58 | Technician/Analyst | 452 | 2 |
| 62 | Water Resources Engineer | 469 | 2 |
| | Design Support | 434 | 1 |
| | Field Services | 280 | 1 |
| | Information Modelling | 81 | 1 |
| | Project Services | 352 | 1 |
| | Quality Management/Quality Assurance | 77 | 1 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Other Employees | 7571 | |
| | **Total** | **17169** | **37** |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A04 | Air Pollution Control | 6 |
| A06 | Airports; Terminals and Hangars; Freight Handling | 10 |
| B02 | Bridges | 10 |
| C15 | Construction Management | 10 |
| E09 | Environmental Studies; Assessments or Statements | 10 |
| E11 | Environmental Planning | 10 |
| E12 | Environmental Remediation | 9 |
| H01 | Harbors; Jetties; Piers, Ship Terminal Facilities | 8 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 10 |
| I04 | Intelligent Transportation Systems | 9 |
| L03 | Landscape Architecture | 7 |
| M06 | Mining & Minerology | 8 |
| P02 | Petroleum and Fuel (Storage and Distribution) | 9 |
| P05 | Planning (Community, Regional, Area wide and State) | 10 |
| P06 | Planning (Site, Installation, and Project) | 8 |
| P12 | Power Generation, Transmission, Distribution | 10 |
| R03 | Railroad; Rapid Transit | 10 |
| S04 | Sewage Collection, Treatment and Disposal | 7 |
| S05 | Soils & Geologic Studies; Foundations | 7 |
| S13 | Storm Water Handling & Facilities | 8 |
| T03 | Traffic and Transportation Engineering | 10 |
| T06 | Tunnels & Subways | 10 |
| W02 | Water Resources; Hydrology; Ground Water | 8 |
| W03 | Water Supply; Treatment and Distribution | 8 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 7 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Claudia M Bilotto

b. DATE: Jan. 2026*

c. NAME AND TITLE: Claudia Bilotto, Regional Executive

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*Reflects staff and revenue as of this date

Standard Form 330 (Rev. 7/2021)





FEBRUARY 2026

QUALIFICATIONS FOR

# *CIVIL ENGINEERING SERVICES*
# ***ESTATOE TRAIL BOARDWALK REPLACEMENT***

PREPARED FOR:

**CITY OF BREVARD**

PREPARED BY:

Kimley»Horn

# Introduction

## LETTER OF INTEREST

**Kimley-Horn**
200 South Tryon
Suite 200
Charlotte, NC 28202
**TEL** 704 333 5131

February 23, 2026

Mr. David Todd, City of Brevard
95 West Main Street
Brevard, NC 28712

### Re: Request for Qualifications for Civil Engineering Services Estatoe Trail Boardwalk Replacement

Dear Mr. Todd and Members of the Selection Committee:

The Estatoe Trail Boardwalk Replacement Project represents an important step in restoring a critical segment of the Ecusta Trail and re-establishing a safe, durable, and accessible multimodal connection for residents, students, commuters, and visitors. Kimley-Horn looks forward to the opportunity of supporting the City of Brevard in advancing this Federal Lands Access Program (FLAP)-funded effort and delivering a resilient solution that strengthens this vital community corridor.

**Kimley-Horn** understands the urgency of this project and the importance of delivering a solution that aligns with the City's long-term vision for the Ecusta Trail. Our firm brings extensive experience in bicycle, pedestrian, and greenway projects nationwide, including rail-trail conversions and trail replacement projects similar in scope and complexity to this effort. We are well versed in the coordination, permitting, and grant administration requirements associated with federally funded projects and have a strong track record of guiding projects efficiently from initial planning through construction and close-out. This project can meet FLAP grant schedule goals if you select Kimley-Horn. Our proposal outlines specific, actionable steps demonstrating how we will meet critical deadlines and why our team is positioned to deliver with confidence.

- **Integrated, Multidisciplinary Delivery.** Kimley-Horn has assembled a **purpose-built team** with the depth and flexibility to provide seamless services from project initiation through construction. By integrating engineering, environmental, surveying, and construction-phase expertise from day one, we proactively identify constraints, reduce permitting risk, and streamline decision-making. This coordinated approach minimizes schedule impacts, supports accurate cost control, and maintains momentum throughout design and construction.

- **Local Knowledge Strengthened by Environmental Continuity.** We are proud to partner with **Equinox**, whose prior work on the Brevard-to-Transylvania County portion of the Ecusta Trail provides valuable continuity and regulatory familiarity. Equinox's Senior Ecologist and Ecology Team Manager, **Owen Carson**, resides in Brevard and lives within approximately 300 feet of the project site. Through a City-sponsored program, he and his family have adopted the adjacent greenspace, reflecting a genuine personal investment in the stewardship of this corridor. This local presence, combined with our broader technical experience in greenway design and wetland-sensitive construction, ensures a thoughtful, responsive, and context-sensitive solution that balances durability, environmental protection, and community values.

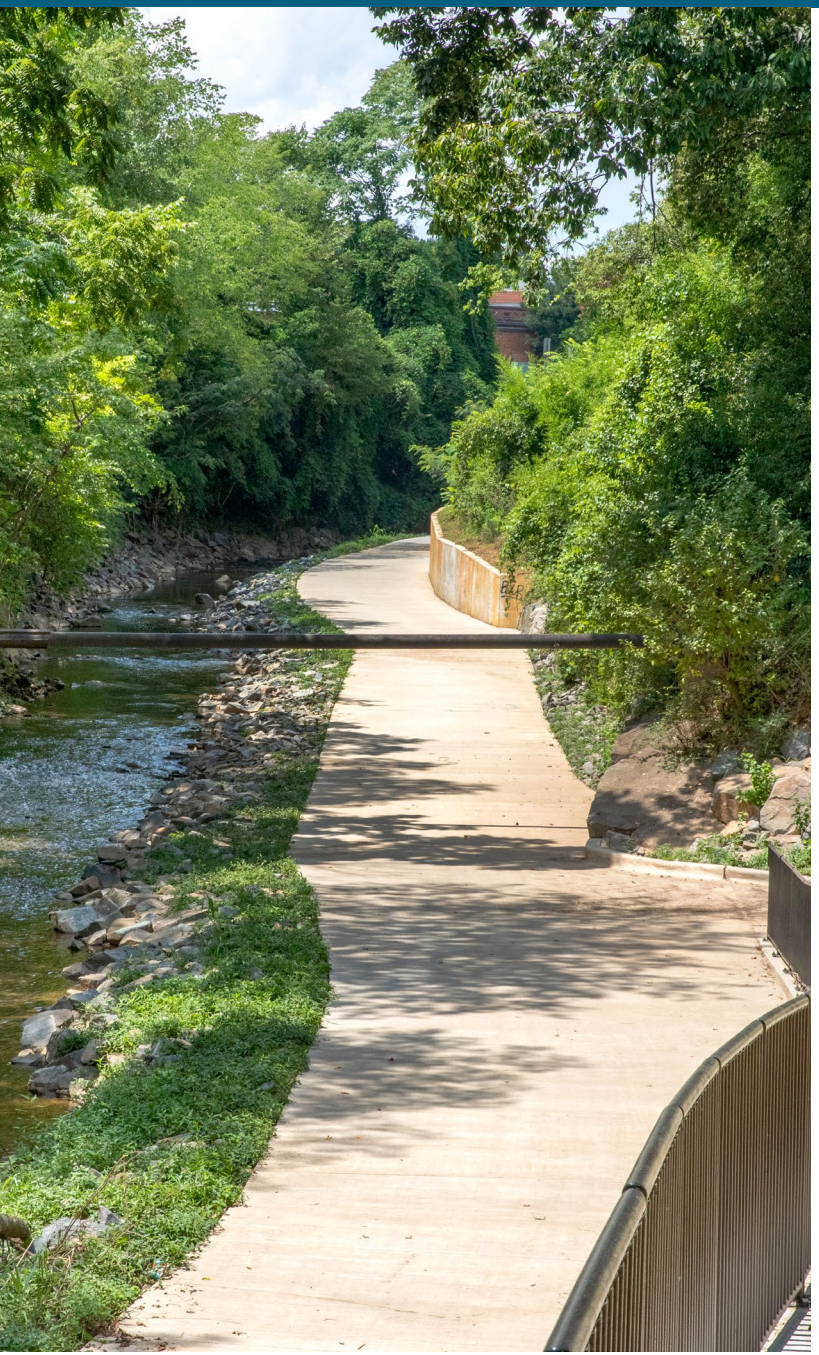
We are genuinely excited about the opportunity to partner with the City to restore this critical connection along the Ecusta Trail. Thank you for your consideration of our qualifications.

Sincerely,

KIMLEY-HORN

Alex McIntyre, PE | Project Manager/Contact Person
704 626 1192 | alexandra.mcIntyre@kimley-horn.com

Joey Racer, PE | Associate/Authorized Signer
704 409 1804 | joseph.racer@kimley-horn.com



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*Firm Experience and Qualifications* ..... *3*
*Project Team and Resources* ..... *5*
*Project Approach* ..... *8*
*Schedule and Deliverables* ..... *10*
*Previous Work with City* ..... *10*
*Appendix* ..... *R-1*

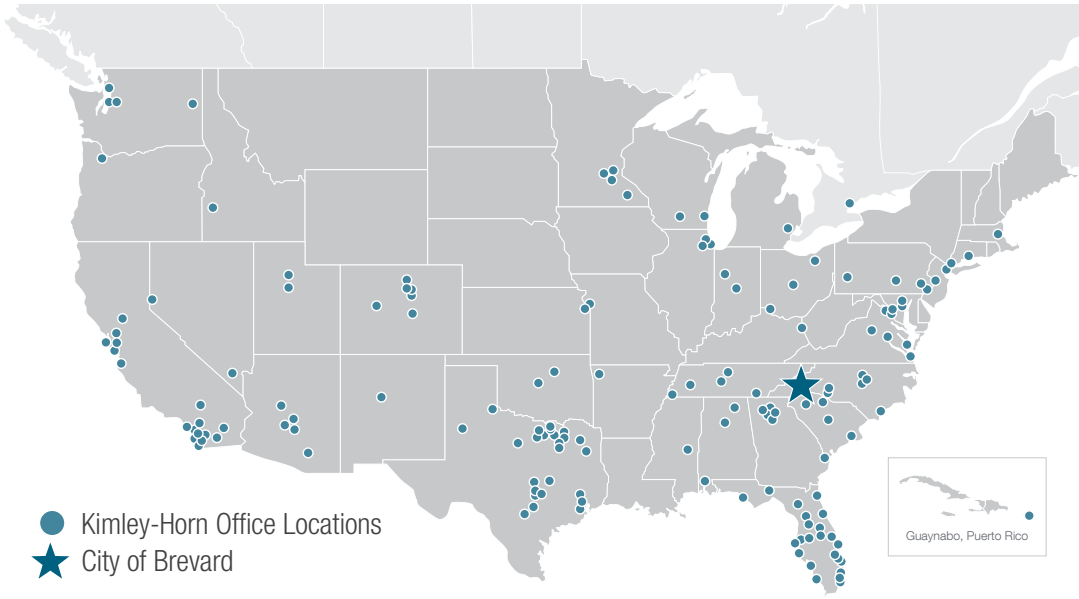
# Firm Information

## HISTORY OF THE FIRM

Kimley-Horn is a national planning and design consulting firm, specializing in transportation and urban design. We are a **corporation** founded **59 years** ago and we have a staff of more than **10,000 employees** who serve a range of clients across many disciplines from **150+ offices** nationwide. Our multidisciplinary experience covers various services, including civil engineering, roadway design, greenway design, urban planning, landscape architecture, construction engineering and inspection (CEI), water resources, stormwater design, utilities, environmental sciences, and geographic information systems (GIS).

**Our team of talented professionals—including civil, water, natural system, and mechanical engineers; planners; and landscape architects and environmental scientists—possess extensive knowledge and production capacity.** As a firm owned and operated by practicing professionals, we take great pride in our technical proficiency and client service. With our multidisciplinary resources and experienced staff, we excel in coordinating projects, facilitating meetings, increasing productivity, and successfully tackling projects of any scale or nature.

## OFFICE LOCATIONS




**BUSINESS STRUCTURE:**
CORPORATION

**YEARS IN BUSINESS:**
59 YEARS

**EMPLOYEES NATIONWIDE:**
10,000

## PRESENT OWNERSHIP AND KEY MANAGEMENT INDIVIDUALS

- Brent H. Mutti, President, Chief Executive Officer
  1001 West Southern Avenue, Suite 131
  Mesa, AZ 85210
- Steven E. Lefton, Executive Chair
  11400 Commerce Park Drive, Suite 400
  Reston, VA 20191
- Tammy L. Flanagan, CFO, Executive Vice President
  421 Fayetteville Street, Suite 600
  Raleigh, NC 2760
- Aaron W. Nathan, COO, Executive Vice President
  801 Cherry Street, Unit 1, Suite 301
  Fort Worth, TX 76102
- David L. McEntee, Senior Vice President, Treasurer
  421 Fayetteville Street, Suite 600
  Raleigh, NC 27601
- Ashley R. Keil, Secretary
  421 Fayetteville Street, Suite 600
  Raleigh, NC 27601

*Currently, there are no existing or anticipated changes in overall corporate management ownership.*

## LITIGATION STATEMENT (10 YEARS)

Kimley-Horn and its subsidiaries have provided services in all fifty states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. It is not practical to provide a complete list as part of this proposal. None of the pending matters, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. If you would like to discuss in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919 677 2058.

## SCHEDULE AND BUDGET PERFORMANCE

Kimley-Horn understands that responsiveness and availability are critical to successful project delivery. As a 100% employee-owned firm operating under a single-business unit model, our offices collaborate rather than compete, allowing us to seamlessly shift firmwide resources as project demands evolve without added cost or schedule delay. We proactively manage workload and capacity through our proprietary resource management system, Castaheads, which tracks real-time personnel commitments and ensures the right team is dedicated to meeting project schedules and deadlines.

### Relevant Project Experience Completed on Time and on Budget

| Project Name | Federal/ State Funding | Environmental Permitting/ NEPA | Rail to Trail/RR Coordination | Erosion and Sediment Control Design |
|---|---|---|---|---|
| Peavine Trail Repair Project | ✓ | | ✓ | ✓ |
| Veterans Park Structural Repair | ✓ | | | |
| BL-0019, Long Branch Trail Extension | ✓ | ✓ | ✓ | ✓ |
| BL-0008, Clear Creek Greenway | ✓ | ✓ | ✓ | ✓ |
| EB-5932, Richardson Greenway | ✓ | ✓ | ✓ | |
| U-4741OK, Piedmont Regional Greenway | ✓ | ✓ | | ✓ |
| EB-5781, Stewart Creek Tributary 2 Greenway | ✓ | ✓ | | ✓ |
| EB-5753, Baldwin Avenue Sidewalk Improvements | ✓ | ✓ | ✓ | ✓ |

# Management and Team Location

Kimley-Horn meets the City's requirement for a qualified project manager and substantive project support team located within **150 miles of Brevard**. Our team is intentionally structured to provide responsive, hands-on support to City staff throughout design, permitting, bidding, and construction.

To strengthen our local presence and regional knowledge, we have partnered with firms deeply rooted in Western North Carolina. **Equinox** and **Terracon** are based in Asheville, bringing local environmental and geotechnical expertise with established familiarity of regional conditions and regulatory agencies. **TELICS**, located near uptown Charlotte, will provide right-of-way (ROW) services with a strong understanding of local property coordination processes. **Wetherill Engineering**, located in Hickory, will support surveying, SUE, and plat preparation.

By assembling a team located in, and dedicated to, serving Western North Carolina, we ensure timely communication, in-person availability, and a shared commitment to the long-term success of this corridor. Responsiveness and accountability are foundational to our approach, and our team is positioned to provide prompt, reliable support throughout the life of the project.

### Commitment to Responsiveness

- **Phone Calls/Voicemails:** Returned within 4 hours; follow-up email provided if direct connection is not made.
- **Emails:** Response within 8 hours; timeline provided if additional research is required.
- **In-Person Meetings/Site Visits:** Availability within 5 business days of request.
- **Meeting Minutes:** Issued within 24 hours to maintain clear documentation and momentum.
- **Submittals/Shop Drawings:** Reviewed within 3 business days (up to 5 if subconsultant coordination is required).
- **Requests for Information (RFIs):** Typically addressed within 5 business days, with expedited response when field conditions require.



# Firm Experience and Qualifications



## Ecusta Trail | *Equinox*

### HENDERSON TO TRANSYLVANIA COUNTY, NC

Equinox has served as a teammate for the Ecusta Trail for the 18-mile trail corridor along an unused rail line that connects Hendersonville, NC with Brevard, NC. Equinox has been involved in multiple phases of the Ecusta Trail with a focus on providing environmental assessment and analysis, environmental permitting, constraint identification and opportunity, and the development of Landscape Architecture elements. We were part of the team that led to the implementation of the initial 6-mile stretch of the Ecusta Trail connecting downtown Hendersonville, NC, to Horseshoe, NC, that is now open to the public.

**Date Awarded:** 2023 **Date Completed:** 2025

**Team Members' Roles:** David Tuch, PLA (Lead Landscape Architect); Megan Foy, PLA (Landscape Architect); Owen Carson (Environmental Lead); Charles Lawson (Wetland and stream delineations)

**Proposed Key Team Members:** David Tuch, PLA; Owen Carson

**On Budget:** ✓ **On Time:** ✓

**Reference:** Marcus Jones | Henderson County | mjones@hendersoncountync.gov | 828 694 6526



## Veterans Park Structural Repair

### BLACK MOUNTAIN, NC

In response to damage caused by Tropical Storm Helene, the Town of Black Mountain retained Kimley-Horn to perform a structural damage assessment and develop repair and replacement recommendations for pedestrian infrastructure at Veterans Park. The project focused on the pedestrian bridge crossing the Swannanoa River downstream of I-40 and the pedestrian passage through the reinforced concrete culvert beneath I-40. Kimley-Horn conducted a limited, visual, non-destructive field assessment of both structures to document observable storm related damage and existing deficiencies. Based on these findings, Kimley-Horn prepared a stamped structural damage assessment and method of repair statement.

**Date Awarded:** 2025 **Date Completed**: 2025

**Team Members' Roles:** Alex McIntyre, PE (Project Manager); Jason Claudio-Diaz, PE (Civil Engineer); Ashley Akers, PLA (Landscape Architect); Lezlie Westbrook (Project Accountant)

**Proposed Key Team Members:** Alex McIntyre, PE; Jason Claudio-Diaz, PE

**On Budget:** ✓ **On Time:** ✓

**Reference:** Jessica Trotman, MSEH, MPH | Town of Black Mountain | jessica.trotman@tobm.org | 828 419 9300 extension 370



## BL-0019, Long Branch Rail Trail

### WINSTON-SALEM, NC

The City of Winston-Salem Department of Transportation (WSDOT) received a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to design and construct a 1.2-mile Americans with Disabilities Act (ADA)-accessible rail trail extension of the Long Branch Trail along the North Carolina Department of Transportation (NCDOT) rail corridor from Martin Luther King, Jr. Drive to 25th Street. Kimley-Horn is handling design, environmental documentation, ROW acquisition, utility relocation, and construction. Deliverables include National Environmental Policy Act (NEPA) documentation, permitting, construction documents, and bid phase services. The project runs from the existing Long Branch Trail at Martin Luther King Jr. Drive to 25th Street.

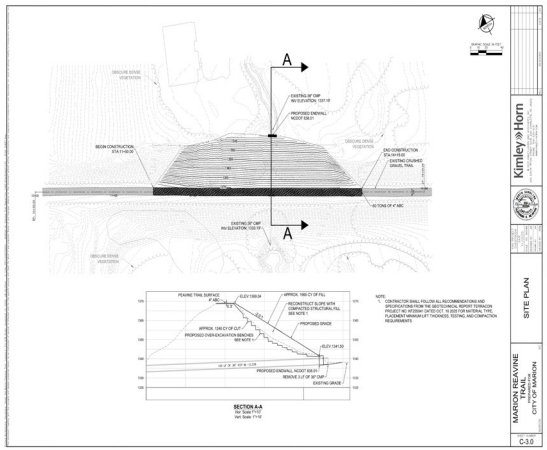
**Date Awarded**: 2024 **Anticipated Date of Completion**: 2027

**Team Members' Roles:** Erin Thompson, PE (Project Manager); Wetherill (Survey Lead); Terracon (Geotechnical Lead)

**Proposed Key Team Members:** Erin Thompson, PE; Wetherill; Terracon

**On Budget:** ✓ **On Time:** ✓

**Reference:** Jeff Fansler | City of Winston Salem | jeffreygf@cityofws.org | 336 747 6883




## Peavine Trail Repair Project

### MARION, NC

After Hurricane Helene, the City of Marion hired Kimley-Horn to repair the Peavine Trail using Federal Emergency Management Agency (FEMA) public assistance funds. The project involves 315 linear feet (LF) near 394 Miller Avenue. Kimley-Horn's services include project management, FEMA compliance support, field investigation, and preparation of construction-ready plans for embankment stabilization and trail restoration. Kimley-Horn conducted site assessments, detailed surveying, and geotechnical engineering services to create a comprehensive repair plan. Kimley-Horn also prepared bid-ready documents and will provide limited construction administration services, ensuring the project meets FEMA requirements.

**Date Awarded:** 2025 **Date Completed:** 2025

**Team Members' Roles:** Alex McIntyre, PE (Project Manager); Jadon Norman, EI (Civil Analyst); Terracon (Environmental Lead)

**Proposed Key Team Members:** Alex McIntyre, PE; Terracon

**On Budget:** ✓ **On Time:** ✓

**Reference:** Gary Cook | City of Marion | gcook@marionnc.org | 828 652 4224

# Project Team and Resources

## ORGANIZATIONAL CHART

### CITY OF BREVARD

**Project Manager**
- **Alex McIntyre, PE**

**Quality Control**
- **Jason Claudio-Diaz, PE, CFM**

**Greenway Design**
- **Alex McIntyre, PE**
- **Erin Thompson, PE**
- Nick Doro, PE

**Wetland and Stream Delineation; Wetland, Stream, and Buffer Permitting**
- **David Tuch, PLA[1]**
- **Owen Carson[1]**

**Landscape Architecture**
- **Jeff Ashbaugh, PLA**
- Laura Handleton, PLA

**Hydraulic Engineering/ Flood Studies**
- **Jake Maschoff, PE**
- Jason Claudio-Diaz, PE, CFM

**Structural Design**
- **Clay Poole, PE**
- Andrew Phillips, PE

**State and Federal Project Coordination**
- **Joe Crozier, AICP**
- Alex McIntyre, PE
- Dan Malsom, PE, RSP1

**Cost Estimation**
- **Alex McIntyre,PE**
- Nick Doro, PE

**Bid and Construction Administration**
- **Alex McIntyre, PE**
- Elizabeth Clever, PE

**Public Engagement**
- **Nat Heyward, AICP**
- Alex McIntyre, PE

**Signals/Traffic**
- **Stacy Phillips, PE**
- Molly Burke, PE
- Andrew Eagle, PE, PTOE

**Utility Coordination**
- **Alex McIntyre, PE**
- Nick Doro, PE

Key team members are featured in **bold.**

### SUPPORT SERVICES

**Survey, SUE, and Plat Preparation**
- **Andy DeGroat, PLS, CPUL[2]**

**Geotechnical Services**
- **Jeremy Dierking, PE[3]**
- **David J. Corley, PE[3]**

**Right-of-Way Acquisition Services**
- **Andrew Ponder, SR/WA[4]**
- **Chad Freeman[4]**

**Subconsultants**

**1** Equinox **2** Wetherill Engineering, Inc. (HUB/SPSF) **3** Terracon **4** TELICS

**Office Locations**
- Lake Norman, NC
- Charlotte, NC
- Asheville, NC
- Hickory, NC
- Statesville, NC
- Raleigh, NC
- St. Petersburg, FL
- Indianapolis, IN

## PROJECT MANAGER AND KEY TEAM MEMBERS' EXPERIENCE

Detailed qualifications and relevant project experience for the project manager and key team members are provided in the resumes included in the **Appendix**.

## LOCAL TEAM PARTNERS

Detailed information regarding our local team partners and their respective roles in delivering this project is provided in the Management and Team Location section (**Page 2**).

## SPECIALIZED TRAINING AND CERTIFICATIONS

Detailed information regarding professional certifications, specialized training, and relevant credentials for each team member is provided in the resumes included in the **Appendix**.

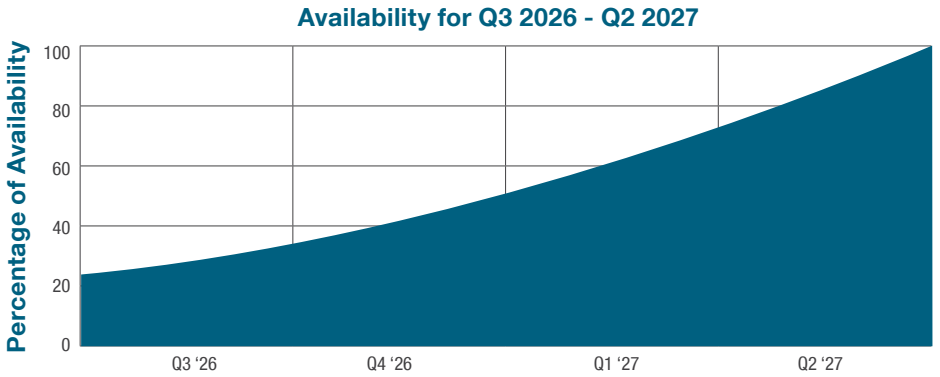
## SPECIALIZED EQUIPMENT

**Equinox** is currently using the Trimble Catalyst—a high-precision, submeter-accurate GPS technology. This advanced system enables the precise and reliable location of vertices for various stream and wetland resources that are delineated during our comprehensive field investigations. The use of Trimble Catalyst helps ensure that their data collection process is accurate and efficient, thereby enhancing the quality of our environmental assessments and project outcomes. This commitment to leveraging the latest in GPS technology reflects Equinox's dedication to providing superior service and exceptional results for all environmental resource delineation projects.



## CURRENT AND PROJECTED WORKLOAD

| KEY TEAM MEMBERS | CURRENT AVAILABILITY | PERCENT AVAILABLE OVER THE NEXT YEAR |
|---|---|---|
| Alex McIntyre | 70% | 90% |
| Jason Claudio-Diaz | 50% | 65% |
| David Tuch | 60% | 80% |
| Owen Carson | 75% | 90% |
| Jeff Ashbaugh | 90% | 100% |
| Jake Maschoff | 70% | 85% |
| Clay Poole | 65% | 75% |
| Joe Crozier | 50% | 60% |
| Nat Heyward | 70% | 85% |
| Stacie Phillips | 50% | 65% |




**This team was intentionally selected for its proven expertise in this type of work, depth of experience, and immediate availability. Upon selection, the team will be fully available and prepared to begin work immediately upon receipt of Notice to Proceed (NTP).**

# Project Approach

## PROJECT UNDERSTANDING

Kimley-Horn understands that the City of Brevard's primary objective for this project is to restore a critical multimodal connection along the Ecusta (Estatoe) Trail by replacing two failed boardwalk segments with at-grade asphalt greenway facilities. These improvements are essential to reconnecting downtown Brevard, surrounding neighborhoods, Brevard High School, Pisgah National Forest, and the Davidson River Campground, while improving safety for commuters, students, and recreational users.

Our team recognizes the importance of delivering a solution that:

- Restores uninterrupted trail connectivity
- Enhances long-term durability and reduces maintenance
- Minimizes impacts to jurisdictional wetlands and streams
- Meets American Association of State Highway and Transportation Officials (AASHTO), ADA, and Public Rights-of-Way Accessibility Guidelines (PROWAG) standards
- Complies with LAP and Federal Highway Administration (FHWA) requirements
- Delivered efficiently within the $1.1M federal funding framework

### *Value Engineering Thinking from the Beginning*

We are aware of your budget and sensitive items that could possibly interrupt project success down the line. As such, we will be budget-aware from the beginning of design. This involves:

- Evaluating alternate pavement designs
- Employing sustainable trail stormwater design that minimizes the volume/velocity of water flowing on the trail tread.
- Using our connections with the Federal Lands Highway division to avoid schedule delays or reimbursement issues
- Avoiding excessively costly mitigation fees due to wetland and jurisdictional stream impacts

**FHWA Coordination.** A key strength of our team is our federal program expertise, particularly through **Dan Malsom, PE** Dan has strong relationships with the FHWA Office of Federal Lands Highway and expertise in developing tools and processes for FLAP programming. His in-depth understanding of federal requirements will enable our team to obtain timely guidance, resolve questions quickly, and help the City navigate federal processes confidently, reducing risks, avoiding delays, and ensuring project actions are eligible for reimbursement.

## TECHNICAL APPROACH

Kimley-Horn will employ an iterative, context-sensitive design process that balances constructability, environmental stewardship, user experience, and cost control.

### Segment 1—At-Grade Greenway Replacement (Approximately 250 LF)

For the replacement of the elevated boardwalk with a 12-foot-wide, at-grade asphalt path, our approach will focus on:

- Efficient earthwork design to maintain trail grades and ADA compliance
- Integration of vegetated swales and culverts to maintain existing drainage patterns
- Early hydraulic analysis to ensure no adverse upstream or downstream impacts
- Design details that minimize long-term maintenance and erosion potential

### Segment 2—Realignment to Abandoned Rail Bed (Approximately 815 LF)

For the realignment onto the stable abandoned railroad bed, Kimley-Horn will:

- Leverage the existing rail prism to reduce earthwork and environmental disturbance
- Avoid continued impacts within wetlands by relocating the trail outside jurisdictional areas
- Provide a safer, more resilient alignment that improves sightlines and user comfort
- Coordinate closely with environmental permitting agencies to streamline approvals

### *Environmental Evaluation and NEPA*

Kimley-Horn is partnering with Equinox-an experienced Western North Carolina firm with extensive expertise in environmental permitting and compliance for greenway and transportation projects. Equinox's early involvement will support efficient delivery by identifying jurisdictional wetlands and streams during preliminary design and coordinating directly with the U.S. Army Corps of Engineers (USACE) and the North Carolina Department of Environmental Quality (NCDEQ) to secure required permits. **Early delineations reduce permitting risk, avoid costly redesign, and minimize temporary and permanent impacts.**

Our team also will develop construction methods and sequencing strategies that comply with permit requirements while limiting environmental disturbance. **For example, we have successfully implemented temporary stream crossing solutions that span the ordinary high-water mark to avoid jurisdictional impacts during construction access.**

Because this project is federally funded, it must comply with the NEPA requirements. Based on our experience with similar trail projects, we anticipate the project will qualify as a Type I Categorical Exclusion (CE). Our team will prepare the required documentation and coordinate with FHWA to ensure compliance and avoid elevation to a higher level of environmental review.

We also will conduct a thorough review for threatened and endangered species under Section 7 of the Endangered Species Act, including coordination with the US Fish and Wildlife Service and the North Carolina Natural Heritage Program, to support a defensible and streamlined CE determination.

## Design Phase

Kimley-Horn's greenway design experience supports an iterative approach that balances user experience, hydraulics, permitting requirements, water quality objectives, neighborhood connectivity, and long-term maintenance. This approach consistently results in more durable, cost-effective projects.

Our team will engage survey and geotechnical partners, **Wetherill** and **Terracon**, early in the process to allow design to advance efficiently. Terracon brings additional familiarity with the corridor through prior work on the Ecusta Trail—Transylvania County section. Kimley-Horn will conduct field verification of survey mapping to confirm that all features influencing design have been captured, reducing the potential for change orders and construction delays.

### Design deliverables will include plans and an Opinion of Probable Construction Cost (OPCC) at three milestones:

**30% Preliminary Plans.** This set of plans will include a title sheet/legend/sheet index, background planimetrics of existing elements, trail alignment, profiles, approximate grading limits, typical cross sections for the trail with a pavement schedule, preliminary cross-sections, safety rails, storm drainage concepts, and a preliminary engineer's OPCC.

**75% Design Plans.** This stage includes project notes, stormwater management plans, drainage layout and calculations, cross-sections, ROW easements, property lines, typical sections, traffic control plans, signing plans, signal design plans, erosion control plans, and special details.

As design progresses, Kimley-Horn will identify required easements and coordinate with **TELICS** to provide real estate acquisition services, as needed. All required local, state, and federal permits will be obtained prior to final design.

**Final Construction Documents.** This stage includes **100% design** plans, which include plan and profile sheets, construction traffic control plans, pavement marking plans, erosion control plans and details, and utility by others plans; utility construction plans, signal design, and signing plans (if necessary). This stage also includes addressing all City comments and will include the project manual.

After final construction documents are prepared, our team has the experience to provide seamless bid and construction phase services to partner with our clients through the entire life cycle of a project.




*Ecusta Trail Photos, Henderson and Transylvania County, NC*

## Bidding assistance

Kimley-Horn will develop contract documents which include technical specifications conforming with standard NCDOT format, itemized bid proposal, and engineer's OPCC.

Combined with Kimley-Horn's extensive internal library of bid results and cost benchmarks from similar projects across the region, this enables our team to produce highly accurate and defensible construction cost estimates—setting us apart in our ability to forecast costs with precision and reliability.

## Project Manager Approach

**Project Manager Alex McIntyre, PE** will lead day-to-day coordination, schedule management, and communication with the City to ensure steady project momentum. She will be supported by **Jason Claudio-Diaz, PE**, who will provide senior-level oversight and multidisciplinary quality review. Together, they bring experienced leadership and disciplined project management to deliver a coordinated, efficient, and cost-conscious project.

# Schedule and Deliverables

| | Months | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Task** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| NTP | | | | | | | | | | | | |
| Survey | | | | | | | | | | | | |
| 30% Preliminary Design | | | | | | | | | | | | |
| Environmental Surveys | | | | | | | | | | | | |
| Review with City Staff/Stakeholders | | | | | | | | | | | | |
| Environmental Permitting/NEPA | | | | | | | | | | | | |
| Geotechnical Investigations/Report | | | | | | | | | | | | |
| Stormwater Design | | | | | | | | | | | | |
| 75% Design | | | | | | | | | | | | |
| Address 75% Comments; Resubmit | | | | | | | | | | | | |
| 100% Final Construction Documents | | | | | | | | | | | | |
| Bid Phase | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

# Previous Work with City

Equinox has previously served as a teammate with the City of Brevard for the **Ecusta Trail**. Equinox's deliverables for the entire 19.4-mile corridor, including the newest built segment, were as follows:

- Detailed site analysis
- Stream and wetland delineations
- Rare or endangered species screening
- Environmental permitting
- Identification of stream restoration or bank stabilization opportunities
- Identification of potential parking areas
- Development of a way-finding suite, including branding and color palette selection
- Construction details for wayfinding and placemaking elements
- Placement of wayfinding elements and other landscape architecture amenities

Equinox finished working on the Henderson to Transylvania County section of the Ecusta Trail. More relevant information on Equinox's work with the City of Brevard can be found on **Page 3.**

# Appendix

## RESUMES



### ALEX McINTYRE, PE

**Project Manager**

Alex is a roadway engineer with 8 years of experience on various sidewalk, greenway, trail, and multi-use path projects statewide for the City of Charlotte, NCDOT, private developers, and surrounding municipalities. She has played a key role in preliminary multi-use trail layout, planning, final trail design, hydraulic design, and navigating stormwater and environmental permits. Alex also has expertise in erosion and sediment control plan design, contract and bid proposal preparation, and cost estimating. Her experience includes performing hydrologic and hydraulic calculations to assess existing stormwater systems and develop flood prevention design alternatives.

**PROFESSIONAL CREDENTIALS**

MS, Environmental Engineering, University of Massachusetts, Amherst

BS, Engineering, Clemson University

Professional Engineer in NC (050366)

**Lake Norman—Mooresville, NC**

### Relevant Experience

- Veterans Park Structural Repair, Black Mountain, NC
- Peavine Trail Repair Project, Marion, NC
- EB-5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC
- Lower Little Sugar Creek Greenway, Charlotte, NC
- EB-5785, McDowell Creek Greenway, Mecklenburg County, NC
- Briar Creek/Little Hope Greenway, Mecklenburg County, NC
- Cross Charlotte Trail, Multiple Segments, Charlotte, NC
- BL-0008, Clear Creek Greenway, Hendersonville, NC
- EB-5937 and EB-5938, Book Walk and Book Walk South, Hickory, NC
- Monroe Road Multi-Use Path, Charlotte, NC
- Fonta Flora State Trail Feasibility Study, McDowell & Burke County, NC



### JASON CLAUDIO-DIAZ, PE, CFM

**Quality Control**

Jason has more than 21 years of experience providing planning, design, and construction administration services on stormwater projects throughout the Southeast. His responsibilities include data collection, geomorphic surveys, construction documents, detailed design, public meetings, permitting, and construction phase services. He has successfully implemented restoration projects in several states, including NC, SC, GA, OK, TN, TX, and WV. Jason's work experience includes urban, suburban, and rural watersheds. His primary responsibilities are project management, feasibility studies, planning, data collection, credit determination, leading design, hydraulic modeling, construction document preparation, permitting, and construction phase services. Jason has led projects in nine states—in rural and urban settings and in varying climatic areas. He uses a multidisciplinary approach to solve project problems and implement creative solutions.

**PROFESSIONAL CREDENTIALS**

BS, Environmental Engineering, NC State University

Professional Engineer in SC, NC (035665), TX, and WV

Certified Floodplain Manager

**Charlotte, NC**

### Relevant Experience

- Veterans Park Structural Repair, Black Mountain, NC
- Lower Little Sugar Creek Greenway, Charlotte, NC
- McDowell Creek Greenway, Huntersville, NC
- XCLT, Charlotte, NC
- Walker Branch Greenway, Charlotte, NC
- Briar Creek/Little Hope Greenway, Mecklenburg County, NC
- Stewart Creek Tributary 2 Greenway, Mecklenburg County, NC



## **ERIN** THOMPSON, PE

### Greenway Design

She has 18 years of design and engineering experience specializing in roadway, streetscape, and bicycle/pedestrian facilities design; horizontal and vertical geometry design; hydraulic design; and erosion and sediment control design. Erin's passion is partnering with municipalities, as a trusted advisor to implement each City's specific and individual goals. She has provided infrastructure design services for numerous North Carolina municipalities including Fuquay-Varina, Morrisville, Cary, Wilmington, Belhaven, Greenville, Fayetteville, Wendell, Chapel Hill, and more as well as to NCDOT and SC agencies. Her software capabilities include MicroStation, AutoCAD, ArcGIS, and Geopak software.

**PROFESSIONAL CREDENTIALS**

MS, Civil Engineering, University of Kentucky

BS, Civil Engineering, University of Kentucky

BS, Mathematics, University of Kentucky

Professional Engineer in NC (037827), KY, SC, and WV

**Raleigh, NC**

### Relevant Experience

- BL-0019, Long Branch Trail, Winston-Salem, NC
- U-5530GA, Park Depot Greenway, Fuquay-Varina, NC
- C-5164, Smith and Sanford Creek Greenway, Wake Forest, NC
- Tanyard Branch Greenway Trail, Chapel Hill, NC
- North Harrison Avenue Grade Separation Feasibility Study, Cary, NC
- Carolina Street Extension, Morrisville, NC
- South White Street Streetscape Improvements, Wake Forest, NC
- EB-6021, Beaver Creek Greenway, Apex, NC
- Blue Ridge Road Widening, Raleigh, NC
- Gateway District Utility Resiliency Project, Leland, NC
- Gum Branch Road Sidewalk, Jacksonville, NC
- Miller Park Greenway and Stream Restoration, Wake Forest, NC
- Beaver Creek Greenway, Apex, NC
- Alston Ridge and Hidden Valley Greenways, Fuquay-Varina, NC



## **DAVID** TUCH, PLA | EQUINOX

### Wetland and Stream Delineation; Wetland, Stream, and Buffer Permitting

David is a principal partner at Equinox with 27 years of experience in greenway, trail, recreation planning, and ecological design. His career includes work in Oregon and Washington on multidisciplinary greenway and recreation projects, as well as recreational planning and design for the National Park Service. David has led numerous trail and rail-to-trail initiatives across the Southeast, including feasibility studies, master planning, and construction document development. His project experience includes the French Broad River Greenway at New Belgium Brewing, multiple Knoxville Regional Greenway feasibility studies, the Swannanoa River Greenway, and ongoing work along the French Broad River corridor. David is a National Charrette Institute Certified Planner with extensive experience leading public and stakeholder engagement processes.

**PROFESSIONAL CREDENTIALS**

MS, Landscape Architecture, University of Georgia

Graduate Degree, Conservation Ecology and Sustainable Development, University of Georgia

BS, Plant and Soil Science/Horticulture, University of Delaware

Professional Landcape Architect in NC, SC, and TN

**Asheville, NC**

### Relevant Experience

- Ecusta Rail Trail, Henderson and Transylvania County, NC
- Swannanoa River Greenway, Asheville, NC
- Buncombe County Greenway & Trails Master Plan, Buncombe County, NC
- French Broad Greenway/New Belgium Brewin, Asheville, NC
- Waynesville Greenway, Waynesville, NC
- Saluda Trail (Rail to Trail), NC and SC
- Beaucatcher Greenway, Asheville, NC
- Woodfin Greenway and Blueway, Woodfin, NC
- Rhea County Trail Study, Rhea County, TN
- Reems Creek Greenway Feasibility Study, Weaverville, NC
- Fonta Flora State Trail Feasibility Study, McDowell and Burke County, NC



## **OWEN** CARSON | EQUINOX

### Wetland and Stream Delineation; Wetland, Stream, and Buffer Permitting

Owen brings 15 years of experience integrating environmental science and ecology into planning and design solutions. He has extensive expertise in natural resource assessments, wetland and stream delineations, and Nitrate Reduction Through Riparian Buffers (NRTR) and CE documentation across North Carolina, South Carolina, Tennessee, and Virginia. Owen collaborates closely with landscape architects, planners, and designers to support municipal, county, and state park projects, conservation initiatives, greenways, and trail systems. His recent experience includes work on the Ecusta Trail, Swannanoa and Riverside Greenways, Pisgah View and Elk Knob State Park Master Plans, the Virginia Creeper and Mendota Trails, and large-scale natural asset and resource assessment efforts in Tennessee.

**PROFESSIONAL CREDENTIALS**

BS, Environmental Sciences, Geology Minor, Brevard College

Certified Associate Ecologist, Ecological Society of America

North Carolina Association of Environmental Professionals

Society for Ecological Restoration

**Asheville, NC**

### Relevant Experience

- Ecusta Rail Trail, Henderson and Transylvania County, NC
- Swannanoa River Greenway, Asheville NC
- French Broad Greenway/New Belgium Brewing, Asheville, NC
- Virginia Creeper Trail Master Plan, Abingdon & Damascus, VA
- Mendota Trail Master Plan, Mendota, VA
- Woodfin Greenway and Blueway, Woodfin, NC
- Saluda Trail (Rail to Trail), NC & SC
- Silver Line Park, Woodfin, NC
- Riverside Park & Wave, Woodfin, NC
- Chestnut Mountain Park, Canton, NC
- Pisgah View State Park Master Plan, Buncombe County NC



## **JEFF** ASHBAUGH, PLA

### Landscape Architecture

Jeff is a seasoned landscape architect with more than 36 years of experience delivering innovative, community-focused outdoor environments. He specializes in parks, greenways and trails, athletics facilities, and parks and recreation master planning and design. Known for his strong client collaboration, deep municipal experience, and a practical, technically grounded approach to placemaking. Jeff will partner with the City of Brevard to achieve the desired result for the Brevard Estatoe Trail Boardwalk Replacement.

**PROFESSIONAL CREDENTIALS**

BLA, University of Georgia

Professional Landscape Architect in NC (0943), SC, and GA

**Charlotte, NC**

### Relevant Experience

- Paw Creek Greenway, Mecklenburg County, NC*
- Reedy Creek Greenway, Mecklenburg County, NC*
- Briar Creek Greenway, Mecklenburg County, NC*
- Irvins Creek Greenway, Mecklenburg County, NC*
- River Park Greenway, Rock Hill, SC*
- Highland Branch Greenway, Gastonia, NC*
- Irish Buffalo Creek Greenway, Kannapolis, NC*
- Spartanburg Trail Canopy, Spartanburg, SC*
- Dallas Park to Gaston Technology Park Greenway, Gaston County, NC*
- Catawba Creek Greenway, Gastonia, NC*

**Project experience prior to joining Kimley-Horn*



# **JAKE** MASCHOFF, PE

## Hydraulic Engineering/Flood Studies

Jake offers 12 years of experience managing and producing a range of stormwater and stream restoration projects. He is thoroughly familiar with the steps required to assess and design stormwater systems while being cost-effective. Many projects Jake has completed require complex decision making and creativity, and through his experience, he has developed an understanding of the necessary steps to help clients meet their stormwater and natural channel design needs. He is proficient in hydrology and hydraulics, FEMA permitting, and in modeling software packages, such as HEC-RAS, HEC-HMS, and ArcGIS. Jake's responsibilities include various hydraulic models for open channel and closed system analysis, and with hydraulic and hydrologic modeling. He also has experience assessing the physical conditions of existing pipe networks and stream channels.

### PROFESSIONAL CREDENTIALS

BS, Civil and Environmental Engineering, University of Iowa

Professional Engineer in NC (045311)

**Charlotte, NC**

### Relevant Experience

- Lower Little Sugar Creek Greenway, Charlotte, NC
- Briar Creek/Little Hope Greenway, Mecklenburg County, NC
- EB-5785, McDowell Creek Greenway, Mecklenburg County, NC
- Cross Charlotte Trail, Multiple Segments, Charlotte, NC
- EB, 5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC
- West Branch Rocky River Greenway and Stream Restoration, Davidson, NC



# **CLAY** POOLE, PE

## Structural Design

Clay has 10 years of structural engineering experience planning and designing bridge projects. He has delivered numerous bridge projects for NCDOT and other state and municipal governments nationwide. Clay has experience with various bridge types, including stream and railroad crossings, pedestrian/multi-use trails, and grade separations. He is well versed in NCDOT design practices and policies and knowledgeable of all aspects of a project, including concept development, hydraulic coordination, and constructibility and interdisciplinary reviews.

### PROFESSIONAL CREDENTIALS

MCE, Civil Engineering, North Carolina State University

BS, Civil Engineering, North Carolina State University

Professional Engineer in NC (047653)

**Raleigh, NC**

### Relevant Experience

- EB, 5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC
- U-5108, Northcross Extension, Cornelius, NC
- McCullough Greenway Connector, Pineville, NC
- Better Utilizing Infrastructure to Leverage Development (BUILD) Grant Projects for Greenways, Greenville, NC
- BL-0024, Cary Parkway Pedestrian Bridge, Cary, NC
- EB-6021, Beaver Creek Greenway, Apex, NC
- B-5156, Structure Design, Pender, NC



# **JOE** CROZIER, AICP

## State and Federal Project Coordination

Joe is a national leader in securing and administering state and federal funding, with 11 years of experience in grant writing, administration, and implementation. A certified planner with a background in transportation planning and public policy, he understands the nuances grant reviewers prioritize, positioning his clients for competitive success. He has led successful applications for major USDOT programs as well as funding through FEMA, Economic Development Administration (EDA), Department of Defense (DOD), and numerous state and federal agencies.

Joe previously led the Florida Department of Transportation's statewide federal grant program and now serves in a national role on Kimley-Horn's funding services team. He supports projects from early concept development through award, compliance, reimbursement, and closeout, ensuring alignment with federal requirements and minimizing risk for local agencies managing complex funding streams.

### PROFESSIONAL CREDENTIALS

MS, Urban and Regional Planning, Florida State University

BS, Environmental Geography, Florida State University

American Institution Certified Planners

American Planning Association (APA) Member

Grants Professionals Association (GPA), Member, National Governmental Advocacy Committee

National Grants Management Association (NGMA), Member

**St. Petersburg, FL**

### Relevant Experience

- Wekiva Trail Extension, Segments 1 and 5 Project Grant Application, Tavares, FL
- Trust for Public Land, Bonita-Estero Rail Trail Advancing Transportation Innovation and Infrastructure (ATIIP) and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant, Bonita Springs, FL
- 22nd Street Bridge RAISE Grant, Tucson, AZ
- Minnesota Department of Transportation, INFRA Grant Application Blatnik Bridge Replacement, Duluth MN
- Trust for Public Land, Bridgeport Waterfront Pathway Reconnecting Communities and Neighborhoods Grant, Bridgeport, CT



# **NAT** HEYWARD, AICP

## Public Engagement

Nat has 12 years of experience specializing in community planning, engagement, mobility planning, and economic development. Nat leverages his extensive design and planning skills to clearly communicate planning and mobility solutions to the public and clients. He has extensive experience organizing and leading engagement efforts, focusing on providing comprehensive and inclusive approaches to gain meaningful community feedback. Nathaniel believes in context-specific engagement strategies that support community objectives and reach voices that are often underrepresented in traditional planning processes.

### PROFESSIONAL CREDENTIALS

Master of Urban Design, University of North Carolina, Charlotte

BS, Urban and Regional Planning, East Carolina University

American Institute of Certified Planners

**Charlotte, NC**

### Relevant Experience

- Charlotte Strategic Mobility Plan, NC
- Pineville Greenway Connection, NC
- Bicycle and Pedestrian Mobility Plan, Pineville, NC
- Connecting Our Future: Upstate Mobility and Connectivity Initiative, Upstate Region, SC
- Harrisburg Americans with Disabilities Act (ADA) Study, NC
- Comprehensive Bicycle Plan, Mount Holly, NC
- Plan Mount Holly Future Land Use Plan, NC
- Lewisville Tomorrow Comprehensive Plan and PARC Update, NC
- Forward Monroe Land Use and Transportation Plan, NC
- Greenville 2050 Metropolitan Transportation Plan, NC
- Mobility Plan, Westerville, OH



# **STACIE** PHILLIPS, PE

## Signals/Traffic

Stacie has 21 years of experience as a transportation engineer, specializing in arterial intersection design, operations, and safety. Having designed more than 1,500 traffic signals in North Carolina and developed coordination timing plans for more than 2,000 traffic signals nationally, she has a passion for developing solutions that balance operational and safety objectives of all modes of transportation. She serves on the Transportation Research Board Bicycle Transportation Committee and City Transportation Issues Coordinating Council and was a member of the Traffic Signal Systems Committee for 9 years. She has partnered throughout her career with other transportation engineering experts from across the country on projects from Cary, NC to Miami, FL and Minneapolis, MN to Dallas, TX and everywhere in between.

### PROFESSIONAL CREDENTIALS

MS, Civil Engineering, North Carolina State University

BS, Civil Engineering, North Carolina State University

Professional Engineer in NC (032607) and SC

Institute of Transportation Engineers (ITE) Member

Transportation Research Board (TRB) Member

**Raleigh, NC**

## Relevant Experience

- Pedestrian Hybrid Beacons, Davidson, NC
- U-5907, Potts Connector, Davidson, NC
- Hawk Signal Rock River, Davidson, NC
- Downtown Davidson Exclusive Pedestrian Phase Signal Design, Davidson, NC
- Cabell Huntington Hospital, Hal Greer Boulevard Bicycle and Pedestrian Safety Study, Huntington, NC
- North Duke Street Sidewalk Project, Durham, NC
- Central College Trail, Wilmington, NC



# **ANDY** DEGROAT, PLS, CPUL | WETHERILL

## Survey/SUE/PLAT Preparation

Andy is a licensed professional land surveyor in North Carolina and Tennessee with more than 38 years of experience. He is fully proficient in all aspects of surveying, including location, topographic, GPS, high definition laser scanning, and utility surveys. He has managed multiple annual service contracts and projects for DOTs in NC, SC, GA, and FL. These contracts have included survey, subsurface utility engineering (SUE), and utility coordination services. He was a contract manager for the NCDOT open-ended services contract with other firms for more than 28 years.

### PROFESSIONAL CREDENTIALS

Bachelors, Architecture, State, University of New York

Bachelors, Business Administration, North Carolina State University

Professional Land Surveyor in NC and TN

**Hickory, NC**

## Relevant Experience

- Riverbend Drive Sidewalk, Bermuda Run, NC
- EB-5678, South Marietta Sidewalk, Gastonia, NC
- Church Street Pedestrian Safety, Charlotte, NC
- Lowery Street Surveys, Winston-Salem, NC
- Charlotte Area Transit System (CATS) Light Rail Blue Line, Charlotte, NC
- NCDOT Location & Surveys Unit On-Call, Statwide, NC
- Transportation Engineering & Design On-Call Contract Bermuda Run, NC
- Harrisburg Road Shared Use Path, Charlotte, NC



# **JEREMY** DIERKING, PE | TERRACON

## Geotechnical Services

Jeremy is a senior geotechnical engineer and authorized project reviewer in Terracon's Asheville, North Carolina office with 23 years of diverse geotechnical engineering experience across the United States and internationally. His background includes field investigations, laboratory testing, geotechnical analysis and design, project management, senior technical oversight, and staff mentoring.

He currently provides geotechnical consulting, project management, proposal preparation, and geotechnical investigations, performing analysis, preparing reports, and coordinating closely with clients and contractors. His project experience includes bridges, buildings, retaining walls, slopes, embankments, pavement sections, deep foundations, renewable energy developments, and engineering plan packages. He also has extensive experience in slope stability analyses and design for roadway slopes, landslides, and landfills, along with hands-on geotechnical and construction materials testing and inspection services.

### PROFESSIONAL CREDENTIALS

BS, Geological Engineering/ Engineering Geology, Montana Tech

Professional Engineer in NC, TN, SC, VA, MT, WT, ID, MN, ND, SD, and WS

OSHA 40-hour HAZWOPER, OSHA 30-hr Construction, OSHA 10-hr Construction, Nuclear Densometer Gauge Operation/ Radiological Safety

American Society of Civil Engineers Member

**Asheville, NC**

## Relevant Experience

- Ecusta Trail Greenway, Transylvania County, NC
- Peavine Trail Repair, Marion, NC
- NC197 South, Yancey County, NC
- US74A Gerton Emergency Repair Design, Henderson County, NC
- GE Aerospace Slope Failure, Asheville, NC
- Asheville Mini-Mall Storage Slope Failure, Asheville, NC
- I-2513B & D, Buncombe County, NC
- Parson Branch Bridge #2, Blount County, TN



# **DAVID** J. CORLEY, PE | TERRACON

## Geotechnical Services

David is a senior principal and regional technical consultant in geotechnical engineering with 39 years of industry experience and 24 years with Terracon. He provides senior review and leadership across geotechnical investigations, analyses, consultation, and construction-phase services for complex transportation and transit programs. David's project experience spans bridges, rail, roadway widenings, retaining systems, earthen and concrete dams, high-rise and commercial structures, heavy industrial facilities, municipal and utility infrastructure, and major highway corridors. These projects have involved shallow and deep foundations, ground improvements, geosynthetics applications, and extensive construction monitoring. David's background includes 15 years of design-build pursuits and implementations, as well as Authorized Project Review (APR) on major NCDOT and municipal programs.

### PROFESSIONAL CREDENTIALS

MS, Geotechnical Engineering, San Diego State University

BS, Petroleum Engineering, Louisiana State University

Professional Engineer in NC, SC, and GA

**Charlotte, NC**

## Relevant Experience

- NC197 Permanent Repairs, Yancey Co, North Carolina
- US 64 and US 74A Chimney Rock Repairs, Henderson and Rutherford Counties, North Carolina
- City Lynx Gold Line – Phase II, Charlotte, North Carolina
- CATS Northeast Corridor Light Rail, Charlotte, North Carolina
- NCDOT Rail Maintenance Facility, Charlotte, North Carolina



# **ANDREW** PONDER, SR/ WA | TELICS

## ROW Acquisitions Services

Andrew is an experienced project manager with over 22 years of management in multiple fields. He is knowledgeable in all phases of ROW Negotiation and relocation assistance for residential and business properties. Andrew has successfully completed acquisitions and provided project management oversight for numerous infrastructure development projects, local and state highway, public transportation, telecommunication, airport, and utility projects. Andrew manages ROW and utility projects for numerous other government and private sector clients.

### PROFESSIONAL CREDENTIALS

BS, Sports Management, Liberty University

NC Broker in Charge

Real Estate License

IRWA Member

APWA Member

Notary Public

**Statesville, NC**

## Relevant Experience

- BL-0019, Long Branch Trail Phase II, Winston-Salem, NC
- C-5704, Riverlink Trail Extension, Cramerton, NC
- Cross Charlotte Trail, Charlotte, NC
- Swannanoa Greenway, Asheville, NC,
- Johnston Boulevard Sidewalk, Asheville, NC
- NC 51, Sidewalk, Charlotte, NC
- EB-5777, Smithville to JV Washam Greenway, Cornelius, NC
- McEachern Greenway, Concord, NC
- Charlotte Water Design Build Projects, NC
- Lakeview-Reames Farm to Market, Charlotte, NC
- EB-5783, Sam Newell Road Multi-Use Path, Matthews, NC



# **CHAD** FREEMAN | TELICS

## ROW Acquisitions Services

Chad brings 23 years of experience including 12 years as a ROW agent with NCDOT in Asheville, NC. He has worked on a variety of assignments including acquiring easements for highway and utility projects. He has also relocated homeowners and businesses that were affected by the projects and guided them through the relocation assistance process. He performs background deed research to verify ownership and prepares ROW deeds, easement agreements, utility agreements, and right of entry documents, along with many other documents necessary in the acquisition process. He meets with property owners to explain the impact of the project in relation to each tract. Chad effectively negotiates with private landowners and government agencies for the acquisition of various land rights for construction, and the operation and maintenance of existing and new facilities. These land rights include, but are not limited to, fee simple, easements, leases, and temporary workspace agreements

### PROFESSIONAL CREDENTIALS

BA, Political Science, University of North Carolina at Asheville

NC Real Estate License

NC Notary Public

**Asheville, NC**

## Relevant Experience

- New Leicester Highway Sidewalk, Asheville, NC
- Onteora Boulevard, Asheville, NC
- Swannanoa River Greenway, Asheville, NC
- New Haw Creek Sidewalk, Asheville, NC
- Patton Avenue Sidewalk, Asheville, NC
- NCDOT Bridge Replacement Burnette Cove Road, NC
- Big Creek Parkway Project, Roswell, Georgia
- NCDOT, Division 13, Bridge Replacements, NC

## 5.0 Submittals

All submittals shall be provided in 8.5" x 11" format with all standard text no smaller than 11 point. Each vendor shall submit qualifications with the overall page count not to exceed ten (10) pages except for the exceptions listed below.

The Introduction Letter, tabs, table of content, SF330, are not included in the overall page count.

Charts, photos, and exhibits may also be included with qualifications package.
Only electronic submissions via email as follows below will be accepted.

## 6.0 Due Dates and Inquiries

Qualification packages will be received no later than **Monday, 2/23/2026 at 11:59pm local time.**

**The City plans to shortlist firms for interviews no later than Monday, 3/6/2026 and interview shortlisted firms the week of 3/23/2026, with final firm selection, pending City Council approval, by Tuesday, 4/21/26 with proposals from the selected firm due no later than 5/1/2026.**

Questions should be directed to David Todd via e-mail at David.Todd@cityofbrevard.com.

## 7.0 Terms and Conditions

All aspects of this solicitation shall be governed by the Procurement Code adopted by the City. Interviews will be held with a shortlisted group of firms. The City reserves the right to reject any and all proposals.

**In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.**

**Below listed Addenda (if applicable) is hereby acknowledged:**

1. Addendum No. 1 dated 2/2/2026
2. _____
3. _____
4. _____
5. _____
6. _____

Company Name: Kimley-Horn

Phone: 704 970 9350 Fax: N/A

Address: 200 Tryon Street, Suite 200, Charlotte, NC 28202

**Response signed in writing by:**

Signature: 

Printed Name: Joseph Racer, PE

Title: Associate/Authorized Signer

Response Date: 02/23/2026

# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Civil Engineering Services, Estatoe Trail Boardwalk Replacement, Brevard, NC

| 2. PUBLIC NOTICE DATE | 3. SOLICITATION OR PROJECT NUMBER |
|---|---|
| January 23, 2026 | N/A |

### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Alex McIntyre, PE, Associate

5. NAME OF FIRM

Kimley»Horn

| 6. TELEPHONE NUMBER | 7. FAX NUMBER | 8. E-MAIL ADDRESS |
|---|---|---|
| 704 626 1192 | N/A | alexandra.mcintyre@kimley-horn.com |

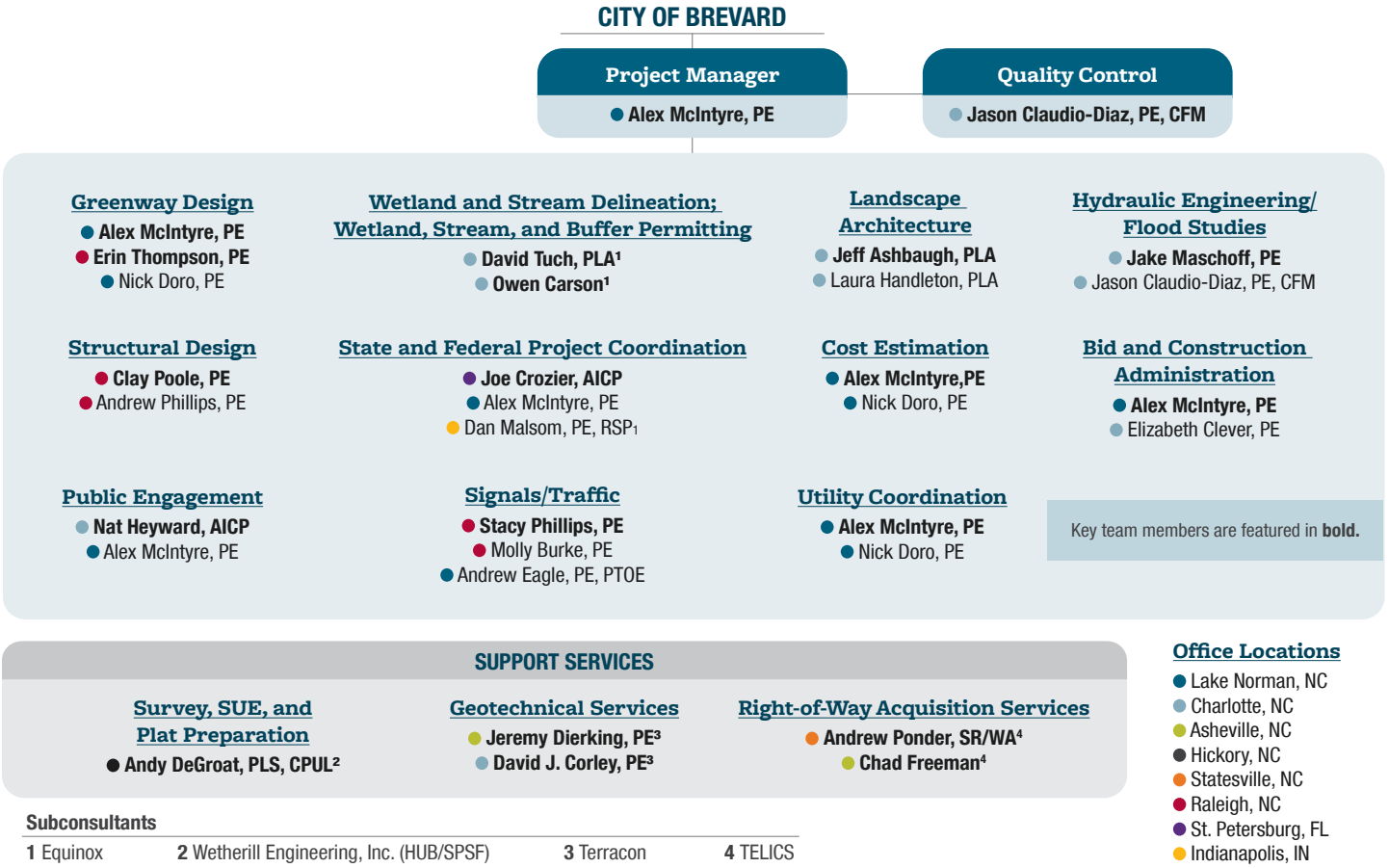
### C. PROPOSED TEAM

***(Complete this section for the prime contractor and all key subcontractors.)***

| | (Check) PRIME | (Check) J-V PARTNER | (Check) SUBCON-TRACTOR | 9. FIRM NAME | 10. ADDRESS | 11. ROLE IN THIS CONTRACT |
|---|---|---|---|---|---|---|
| a. | X | | | Kimley-Horn<br>[ X ] CHECK IF BRANCH OFFICE | 532 Patterson Avenue<br>Suite 160<br>Mooresville, NC 28115 | Project Management; Greenway Design; Cost Estimation; Bid and Construction Administration; Utility Coordination |
| b. | X | | | Kimley-Horn<br>[ X ] CHECK IF BRANCH OFFICE | 200 South Tryon Street<br>Suite 200<br>Charlotte, NC 28202 | Quality Control; Landscape Architecture; Hydraulic Engineering/Flood Studies; Public Engagement |
| c. | X | | | Kimley-Horn<br>[ ] CHECK IF BRANCH OFFICE | 421 Fayetteville Street<br>Suite 600<br>Raleigh, NC 27601 | Structural Design; Signals/Traffic |
| d. | X | | | Kimley-Horn<br>[ X ] CHECK IF BRANCH OFFICE | 200 Central Avenue<br>Suite 600<br>St. Petersburg, FL 33701 | State and Federal Project Coordination |
| e. | | | X | Equinox Environmental<br>[ X ] CHECK IF BRANCH OFFICE | 14 O. Henry Avenue<br>Suite 206<br>Asheville, NC 28801 | Wetland and Stream Delineation; Wetland, Stream, and Buffer Permitting |
| f. | | | X | Wetherill Engineering, Inc.<br>[ X ] CHECK IF BRANCH OFFICE | 1053 13th Street Southeast<br>Hickory, NC 28602 | Survey, SUE, and Plat Preparation |
| g. | | | X | Terracon Consultants, Inc.<br>[ X ] CHECK IF BRANCH OFFICE | 7 Glenn Bridge Road<br>Suite A<br>Arden, NC 28704 | Geotechnical Services |

| | | | | | | |
|---|---|---|---|---|---|---|
| h. | | | X | Terracon Consultants, Inc.<br>[ X ] CHECK IF BRANCH OFFICE | 2701 Westport Road<br>Charlotte, NC 28208 | Geotechnical Services |
| i. | | | X | TELICS<br>[ X ] CHECK IF BRANCH OFFICE | 3440 Lakemont Boulevard<br>Fort Mill, SC 29210 | Right-of-Way Acquisition Services |

**D. ORGANIZATIONAL CHART OF PROPOSED TEAM** **[X]** *(ATTACHED)*




**Subconsultants**

**1** Equinox **2** Wetherill Engineering, Inc. (HUB/SPSF) **3** Terracon **4** TELICS

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| ALEX MCINTYRE, PE | Project Manager; Greenway Design; State and Federal Project Coordination; Cost Estimation; Bid and Construction Administration; Public Engagement; Utility Coordination | 8 | 6 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Mooresville, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Master of Science, Civil Engineering<br>Bachelor of Science, Environmental Engineering | Professional Engineer in NC |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Alex is a roadway engineer with 9 years of experience on a variety of sidewalk, greenway, trail, and multi-use path projects across the state for the City of Charlotte, North Carolina Department of Transportation (NCDOT), private developers, and other surrounding municipalities. She has been instrumental in completing preliminary multiuse trail layout and planning, final trail design, hydraulic design, and working through complicated stormwater and environmental permits for numerous trail projects. Alex also offers experience in erosion and sediment control plan design, contract and bid proposal preparation, and cost estimating. Her experience also includes performing hydrologic and hydraulic calculations to assess existing stormwater systems and develop design alternatives for flood prevention.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **Veterans Park Structural Repair, Black Mountain, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: Ongoing; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Manager.** In response to damage caused by Tropical Storm Helene, the Town of Black Mountain retained Kimley-Horn to perform a structural damage assessment and develop repair and replacement recommendations for pedestrian infrastructure at Veterans Park. The project focused on the pedestrian bridge crossing the Swannanoa River downstream of I-40 and the pedestrian passage through the reinforced concrete culvert beneath I-40. Kimley-Horn conducted a limited, visual, non-destructive field assessment of both structures to document observable storm-related damage and existing deficiencies. Based on these findings, Kimley-Horn prepared a stamped structural damage assessment and method of repair statement. **Cost:** $45,900 (contract value)

b.

(1) TITLE AND LOCATION *(City and State)*: **Peavine Trail Repair Project, Marion, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: Ongoing; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Manager.** Kimley-Horn is providing services that include the design and rehabilitation of the embankment slope along the Peavine Trail. This project addresses damage believed to have resulted from Hurricane Helene and benefited from Federal Emergency Management Agency Public Assistance (FEMA-PA) funding for repairs. The project site encompasses approximately 315 linear feet (LF), centered on the tributary crossing beneath the trail and ultimately discharging into Youngs Fork Creek. **Cost:** $29,500 (contract value)

c.

(1) TITLE AND LOCATION *(City and State)*: **EB-5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2019; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** Kimley-Horn collaborated with Charlotte Mecklenburg Storm Water Services (CMSWS) and Mecklenburg County Asset and Facilities Management to plan, permit, and complete bid documents and construction drawings for a combined greenway and stream rehabilitation project. The project includes four greenway segments and one stream rehabilitation segment. When completed, the greenway segments will extend from State Street to Hoskins Park–totaling approximately 2.5 miles of trail. The stream restoration segment is intermittent across approximately 1,750 linear feet of stream to coincide with the greenway segments. Segment one is an NCDOT-funded segment that is adjacent to a stream restoration project. Segments two and three are locally funded projects that will tie into a City Comprehensive Neighborhood Improvement Program (CNIP) project at Yellowstone Drive. Segment Four is a planning study only, and segment five is funded by Mecklenburg County Storm Water Services. This project includes trail design, a truss bridge over a FEMA stream, flood modeling/ permitting, stream restoration, stream buffer impacts permitting, Charlotte DOT coordination, and connection to an existing greenway. Services provided include stream restoration, landscape architecture, categorical exclusion, public engagement, and real estate. **Cost:** $692,303 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*: **Cross Charlotte Trail, Multiple Segments, Charlotte, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** This City of Charlotte project is a 26-mile, continuous, separated, and connected greenway system from the NC/SC state line through Uptown Charlotte and north to Cabarrus County. Since 2014, Kimley-Horn has been the lead engineering consultant for the City. Kimley-Horn has designed several key segments of this greenway, each incorporating features such as boardwalks, underpasses, and trails through culverts—reminiscent of the Piedmont Regional Greenway, a 1.5-mile segment of a 12-footwide trail between Brandywine and Tyvola Roads through the riparian corridor of Little Sugar Creek. This project includes six neighborhood connections, 25 retaining walls of various types, and seven pedestrian boardwalks and bridges. The trail has three underpasses of major City and NCDOT-maintained roadways—0.6-mile segment from Park Road to the McMullen Creek Greenway, called the South Charlotte Connector, including a pedestrian truss bridge crossing a FEMA-regulated stream with concrete boardwalk approaches; 1-mile segment from North Davidson Street to Matheson Avenue, including a 12-foot by 6-foot reinforced concrete box culvert; and a 2.3-mile segment from Orr Road to Rocky River Road, including six pedestrian boardwalks.
**Cost:** Varies by task

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| JASON CLAUDIO-DIAZ, PE, CFM | Quality Control; Hydraulic Engineering/ Flood Studies | 21 | 21 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Charlotte, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Bachelor of Science, Environmental Engineering | Professional Engineer in SC, TX, and WV<br>Certified Floodplain Manager |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Jason has more than 21 years of experience providing planning, design, and construction administration services on stormwater projects throughout the Southeast. His responsibilities include data collection, geomorphic surveys, construction documents, detailed design, public meetings, permitting, and construction phase services. He has successfully implemented restoration projects in several states, including NC, SC, GA, OK, TN, TX, and WV. Jason's work experience includes urban, suburban, and rural watersheds. His primary responsibilities are project management, feasibility studies, planning, data collection, credit determination, leading design, hydraulic modeling, construction document preparation, permitting, and construction phase services. Jason has led projects in nine states—in rural and urban settings and in varying climatic areas. He uses a multidisciplinary approach to solve project problems and implement creative solutions.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*

**EB-5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC**

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
|---|---|
| 2019 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Manager.** Kimley-Horn collaborated with Charlotte-Mecklenburg Storm Water Services (CMSWS) and Mecklenburg County Asset and Facilities Management to plan, permit, and complete bid documents and construction drawings for a combined greenway and stream rehabilitation project. The project includes four greenway segments and one stream rehabilitation segment. When completed, the greenway segments will extend from State Street to Hoskins Park–totaling approximately 2.5 miles of trail. The stream restoration segment is intermittent across approximately 1,750 linear feet of stream to coincide with the greenway segments. Segment one is an NCDOT-funded segment that is adjacent to a stream restoration project. Segments two and three are locally funded projects that will tie into a City CNIP project at Yellowstone Drive. Segment Four is a planning study only, and segment five is funded by Mecklenburg County Storm Water Services. This project includes trail design, a truss bridge over a FEMA stream, flood modeling/permitting, stream restoration, stream buffer impacts permitting, Charlotte DOT coordination, and connection to an existing greenway. Services provided include stream restoration, landscape architecture, categorical exclusion, public engagement, and real estate. **Cost:** $692,303 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*

**Cross Charlotte Trail, Multiple Segments, Charlotte, NC**

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
|---|---|
| 2020 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Manager.** This City of Charlotte project is a 26-mile, continuous, separated, and connected greenway system from the NC/SC state line through Uptown Charlotte and north to Cabarrus County. Since 2014, Kimley-Horn has been the lead engineering consultant for the City. Kimley-Horn has designed several key segments of this greenway, each incorporating features such as boardwalks, underpasses, and trails through culverts—reminiscent of the Piedmont Regional Greenway, a 1.5-mile segment of a 12-footwide trail between Brandywine and Tyvola Roads through the riparian corridor of Little Sugar Creek. This project includes six neighborhood connections, 25 retaining walls of various types, and seven pedestrian boardwalks and bridges. The trail has three underpasses of major City and NCDOT-maintained roadways—0.6-mile segment from Park Road to the McMullen Creek Greenway, called the South Charlotte Connector, including a pedestrian truss bridge crossing a FEMA-regulated stream with concrete boardwalk approaches; 1-mile segment from North Davidson Street to Matheson Avenue, including a 12-foot by 6-foot reinforced concrete box culvert; and a 2.3-mile segment from Orr Road to Rocky River Road, including six pedestrian boardwalks.
**Cost:** Varies by task

c.

(1) TITLE AND LOCATION *(City and State)*

**McDowell Creek Greenway, Huntersville, NC**

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
|---|---|
| 2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Manager.** Kimley-Horn is providing planning, permitting, construction drawings, and construction management for multiple segments of McDowell Creek Greenway for Mecklenburg County Asset and Facility Management (AFM) throughout the corridor of the stream restoration. The greenway totals 2.5 miles of 12-foot-wide asphalt trail with five pedestrian bridges, one timber boardwalk structure, two trailhead parking areas, and multiple retaining walls. In phase one of the project, the greenway crosses under an existing NCDOT roadway bridge, requiring NCDOT encroachment agreement and NCDOT driveway for the trailhead parking. The second phase of the project is a Locally Administered Projects (LAP) with NCDOT funded construction (STIP). In addition to the NCDOT permitting, the project also involved section 404/401 (U.S. Army Corps of Engineers and North Carolina Department of Environmental Quality) permits, a floodplain development permit, erosion and sediment control permit (required by NCDEQ), and Town of Huntersville, and Mecklenburg County department approvals.
**Cost:** $5.6 million (construction)

d.

(1) TITLE AND LOCATION *(City and State)*

**Walker Branch Greenway, Charlotte, NC**

(2) YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
|---|---|
| 2020 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Manager.** Kimley-Horn serves as the prime engineering firm for this project. Services provided include civil engineering, structural design, survey, geotechnical engineering, storm drainage design, permitting, and construction administration. **Cost:** $179,482 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| ERIN THOMPSON, PE | Greenway Design | 18 | 18 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Raleigh, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Master of Science, Civil Engineering<br>Bachelor of Science, Civil Engineering | Professional Engineer in NC, AL, GA, KY, MS, SC, TN, and WV |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Erin specializes in roadway, streetscape, and multi-use path design, horizontal and vertical geometry design, hydraulic design, and erosion and sediment control design. Erin has provided infrastructure design services for numerous North Carolina municipalities.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **BL-0019, Long Branch Rail Trail, Winston-Salem, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: Ongoing; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Manager.** The City of Winston-Salem Department of Transportation (WSDOT) received a Rebuilding America Infrastructure with Sustainability and Equity (RAISE) Discretionary grant from the USDOT to design and construct a 1.2-mile rail trail extension of the Long Branch Trail along the NCDOT rail corridor from Martin Luther King, Jr. drive to 25th street. Kimley-Horn was selected for the project, which will include design, environmental documentation, ROW acquisition, utility relocation, and construction of approximately 1.2 miles of rail trail (Americans with Disabilities Act (ADA) accessible, 12-foot asphalt pave rail trail) along the former railroad. Deliverables include National Environmental Policy Act (NEPA) documentation, permitting, preparation of construction documents, and bid phase services. **Cost:** $1,312,003 (construction)

b.

(1) TITLE AND LOCATION *(City and State)*: **BL-0073, Jacksonville Gum Branch Road Sidewalk Design, Jacksonville, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Manager.** Kimley-Horn is designing new 5-foot-wide sidewalks along Gum Branch Road between the northern and southern intersections of the loop road, Onsville Drive. The City received Carbon Reduction Program funding for the improvements, which include an infill sidewalk, curb ramps, and other pedestrian upgrades necessary for ADA compliance for the corridor that is adjacent to jurisdictional features. This project will provide students with the opportunity to safely walk to school and extend the City's sidewalk network along Gum Branch Road. **Cost:** $251,523 (contract value)

c.

(1) TITLE AND LOCATION *(City and State)*: **Butner Gate 2 Road Central Avenue Corridor Infrastructure Study, Butner, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: Ongoing; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Manager.** Kimley-Horn is leading this multi-phased, multi-faceted project with the Town of Butner. The project centers around the Central Avenue/Gate 2 Road corridor which is approximately 2.3 miles from Veazy Road to Will Suit Road (one of the Town's prominent corridors). Kimley-Horn is tasked to provide public engagement, a corridor study, a streetscape master plan for the length of the corridor, a stormwater master plan, then develop final construction plans and contract documents for the construction of a local commercial collector roadway intersecting with Gate 2 Road to begin development of the Butner Gateway. The proposed typical section is consistent with the Gateway Small Area Plan that Kimley-Horn completed for the Town in 2016 and consists of a three-lane curb and gutter cross section with 11-foot lanes, 6-foot bicycle lanes, 8.5-foot parking bays, a 6-foot planting area, and 8-foot pedestrian paths on each side. Also included in the design, Gate 2 Road will be widened to include left- and right-turn lanes onto the newly-constructed local commercial collector.
**Cost:** $393,151 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*: **EB-5837, Durham Third Fork Creek Trail, Phase 2, Durham, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: Ongoing; CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** The Third Fork Creek Greenway Phase 2 is a 1.7-mile multi-use trail along East Weaver Street that will intersect with two other trails in Durham: the Rockwood Trail and the first phase of Third Fork Creek Trail. The second phase will extend from Southern Boundaries Park north to the American Tobacco Trail connection at Otis Street, and will connect citizens to Cornwallis Road, Weaver Street Recreation Center, and Weaver Street Park. The project is partially funded by the Federal Highway Administration (FHWA) through NCDOT's Locally Administered Projects Program (LAPP). The project design and delivery will need to follow the National Environmental Policy Act (NEPA) and NCDOT permitting processes. Kimley-Horn is providing multiuse trail design; hydrologic and hydraulic design; stream modeling/FEMA; retaining wall design; boardwalk and pedestrian bridge design; erosion control; NCDOT coordination; urban roadway design; utility coordination; wetland and stream delineation; landscape and streetscape design; pavement marking plans; project coordination and administration; railroad encroachment application and coordination; right-of-way exhibits; public involvement; environmental permitting; categorical exclusion; geotechnical investigation services (provided by Falcon Engineering, Inc.); and bid phase services. **Cost:** $595,859 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| JEFF ASHBAUGH, PLA | Landscape Architecture | 36 | <1 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Charlotte, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Bachelor, Landscape Architecture | Professional Landscape Architect in NC, GA, and SC |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Jeff is a seasoned landscape architect with more than 36 years of experience delivering innovative, community-focused outdoor environments. He specializes in parks, greenways and trails, athletics facilities, and parks and recreation master planning and design. Known for his strong client collaboration, deep municipal experience, and a practical, technically grounded approach to placemaking. Jeff will partner with the City of Brevard to achieve the desired result for the Brevard Estatoe Trail Boardwalk Replacement.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **Paw Creek Greenway, Mecklenburg County, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ ] Check if project performed with current firm

**Project Manager.** Paw Creek Greenway is an approximately 2 mile multi-use paved path that follows the banks of Paw Creek. The greenway connects Robert L. Smith Park to surrounding neighborhoods and improves recreational access along the corridor. The project includes two pedestrian bridges, a pedestrian underpass, and five pile supported PermaTrak boardwalks to address stream crossings and site constraints. **Cost:** $4.7 million (construction)

b.

(1) TITLE AND LOCATION *(City and State)*: **Reedy Creek Greenway, Mecklenburg County, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ ] Check if project performed with current firm

**Project Manager.** The Reedy Creek Greenway is an approximately 3.25 mile multi-use paved path located along the perimeter of Reedy Creek Park, a 927 acre nature preserve in northeastern Mecklenburg County. Jeff assisted Mecklenburg County with project planning, design, and implementation for this greenway, which provides critical connectivity to the Preserve's 10 mile trail network and key park destinations, including the Dr. James F. Matthews Center for Biodiversity Studies, Willie McDaniel Remembrance Plaza, and a variety of recreational facilities. The project included two pile supported timber boardwalk structures totaling approximately 1,000 linear feet, spanning jurisdictional waters and traversing mature hardwood forest. These elevated structures were designed to minimize environmental impacts while enhancing user experience within sensitive natural areas. **Cost:** $5 million (construction)

c.

(1) TITLE AND LOCATION *(City and State)*: **Briar Creek Greenway, Mecklenburg County, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2018 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ ] Check if project performed with current firm

**Landscape Architect/Park Planner.** Charlotte Mecklenburg Storm Water Services and Mecklenburg County Park and Recreation partnered to develop a scenic greenway through the Catawba Lands Conservancy's Eastover Ridge Preserve, a 21-acre protected wildlife refuge located in the Eastover community. The greenway winds through mature trees and historic neighborhoods developed in the 1920s and provides a connection to the Mint Museum. The project was developed in coordination with a stream restoration effort along Briar Creek. Greenway features include an 85 foot pedestrian bridge and a low water concrete boardwalk. **Cost:** $1.5 million (construction)

d.

(1) TITLE AND LOCATION *(City and State)*: **Irvins Creek Greenway, Mecklenburg County, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ ] Check if project performed with current firm

**Project Manager.** This greenway is approximately 1.5 miles long and provides a connection between Crown Point Elementary School and Idlewild Road Park. Pedestrian and bicycle access points are located at Idlewild Road, Idlewild Road Park near the playground, Keziah Road, Sam Newell Road, and Lakeview Circle. Project features include one 80 foot pedestrian bridge, two timber boardwalks each less than 100 feet in length, a pedestrian underpass beneath the Sam Newell Road Bridge, and two trailheads. **Cost:** $2 million (construction)

e.

(1) TITLE AND LOCATION *(City and State)*: **River Park Greenway, Rock Hill, SC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ ] Check if project performed with current firm

**Project Manager.** The River Park Greenway is a 3.5-mile paved trail that traverses through mature hardwood forest along the Catawba River. A 120-foot trail canopy was needed to cross beneath an active Norfolk Southern Railway. The greenway provides connections to the Riverwalk mixed use development, River Park Recreation Area, a 70-acre river access area, two boat launches, a golf course, a business park, and three trailheads. The greenway, trailheads, and recreation access areas were master planned as an integrated system and implemented in multiple phases. **Cost:** $6 million (construction)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| JAKE MASCHOFF, PE | Hydraulic Engineering/Flood Studies | 12 | 12 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Charlotte, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Bachelor of Science, Civil and Environmental Engineering | Professional Engineer in NC, SC, and VA |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Jake offers 12 years of experience managing and producing a range of stormwater and stream restoration projects. He is thoroughly familiar with the steps required to assess and design stormwater systems while being cost-effective. Many projects Jake has completed require complex decision making and creativity, and through his experience, he has developed an understanding of the necessary steps to help clients meet their stormwater and natural channel design needs. He is proficient in hydrology and hydraulics, FEMA permitting, and in modeling software packages, such as HEC-RAS, HEC-HMS, and ArcGIS. Jake's responsibilities include various hydraulic models for open channel and closed system analysis, and with hydraulic and hydrologic modeling. He also has experience assessing the physical conditions of existing pipe networks and stream channels.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **EB-5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2019 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Engineer.** Kimley-Horn collaborated with CMSWS and Mecklenburg County Asset and Facilities Management to plan, permit, and complete bid documents and construction drawings for a combined greenway and stream rehabilitation project. The project includes four greenway segments and one stream rehabilitation segment. When completed, the greenway segments will extend from State Street to Hoskins Park–totaling approximately 2.5 miles of trail. The stream restoration segment is intermittent across approximately 1,750 LF of stream to coincide with the greenway segments. Segment one is an NCDOT-funded segment that is adjacent to a stream restoration project. Segments two and three are locally funded projects that will tie into a City CNIP project at Yellowstone Drive. Segment Four is a planning study only, and segment five is funded by Mecklenburg County Storm Water Services. This project includes trail design, a truss bridge over a FEMA stream, flood modeling/permitting, stream restoration, stream buffer impacts permitting, Charlotte DOT coordination, and connection to an existing greenway. Services included stream restoration, landscape architecture, categorical exclusion, public engagement, and real estate. **Cost:** $692,303 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*: **Cross Charlotte Trail, Multiple Segments, Charlotte, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Engineer.** This City of Charlotte project is a 26-mile, continuous, separated, and connected greenway system from the NC/SC state line through Uptown Charlotte and north to Cabarrus County. Since 2014, Kimley-Horn has been the lead engineering consultant for the City. Kimley-Horn has designed several key segments of this greenway, each incorporating features such as boardwalks, underpasses, and trails through culverts—reminiscent of the Piedmont Regional Greenway, a 1.5-mile segment of a 12-footwide trail between Brandywine and Tyvola Roads through the riparian corridor of Little Sugar Creek. This project includes six neighborhood connections, 25 retaining walls of various types, and seven pedestrian boardwalks and bridges. The trail has three underpasses of major City and NCDOT-maintained roadways—0.6-mile segment from Park Road to the McMullen Creek Greenway, called the South Charlotte Connector, including a pedestrian truss bridge crossing a FEMA-regulated stream with concrete boardwalk approaches; 1-mile segment from North Davidson Street to Matheson Avenue, including a 12-foot by 6-foot reinforced concrete box culvert; and a 2.3-mile segment from Orr Road to Rocky River Road, including six pedestrian boardwalks. **Cost:** Varies by task

c.

(1) TITLE AND LOCATION *(City and State)*: **McDowell Creek Greenway, Huntersville, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2022 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Engineer.** Kimley-Horn is providing planning, permitting, construction drawings, and construction management for multiple segments of McDowell Creek Greenway for Mecklenburg County Asset and Facility Management (AFM) throughout the corridor of the stream restoration. The greenway totals 2.5 miles of 12-foot-wide asphalt trail with five pedestrian bridges, one timber boardwalk structure, two trailhead parking areas, and multiple retaining walls. In phase one of the project, the greenway crosses under an existing NCDOT roadway bridge, requiring NCDOT encroachment agreement and NCDOT driveway for the trailhead parking. The second phase of the project is a Locally Administered Projects (LAP) with NCDOT funded construction (STIP). In addition to the NCDOT permitting, the project also involved section 404/401 (U.S. Army Corps of Engineers and North Carolina Department of Environmental Quality (NCDEQ)) permits, a floodplain development permit, erosion and sediment control permit (required by NCDEQ), and Town of Huntersville, and Mecklenburg County department approvals. **Cost:** $5.6 million (construction)

d.

(1) TITLE AND LOCATION *(City and State)*: **Walker Branch Greenway, Charlotte, NC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 | CONSTRUCTION *(If Applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Engineer.** Kimley-Horn served as the prime engineering firm for this project. Services provided included civil engineering, structural design, survey, geotechnical engineering, storm drainage design, permitting, and construction administration. **Cost:** $179,482 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| CLAY POOLE, PE | Structural Design | 11 | 11 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Raleigh, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Master of Science, Civil Engineering<br>Bachelor of Science, Civil Engineering | Professional Engineer in NC and SC |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Clay has 11 years of structural engineering experience planning and designing bridge projects. He has delivered numerous bridge projects for NCDOT and other state and municipal governments nationwide. Clay has experience with various bridge types, including stream and railroad crossings, pedestrian/multiuse trails, and grade separations. He is well versed in NCDOT design practices and policies and knowledgeable of all aspects of a project, including concept development, hydraulic coordination, and contractibility and interdisciplinary reviews.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*

**EB-5781, Stewart Creek Tributary 2 Greenway, Charlotte, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2019 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** Kimley-Horn collaborated with CMSWS and Mecklenburg County Asset and Facilities Management to plan, permit, and complete bid documents and construction drawings for a combined greenway and stream rehabilitation project. The project includes four greenway segments and one stream rehabilitation segment. When completed, the greenway segments will extend from State Street to Hoskins Park totaling approximately 2.5 miles of trail. The stream restoration segment is intermittent across approximately 1,750 linear feet of stream to coincide with the greenway segments. Segment one is an NCDOT-funded segment that is adjacent to a stream restoration project. Segments two and three are locally funded projects that will tie into a City CNIP project at Yellowstone Drive. Segment four is a planning study only, and segment five is funded by Mecklenburg County Storm Water Services. This project includes trail design, a truss bridge over a FEMA stream, flood modeling/permitting, stream restoration, stream buffer impacts permitting, Charlotte DOT coordination, and connection to an existing greenway. Services provided include stream restoration, landscape architecture, categorical exclusion (CE), public engagement, and real estate. **Cost:** $692,303 (contract value)

b.

(1) TITLE AND LOCATION *(City and State)*

**U-5108, Northcross Extension, Cornelius, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| Ongoing | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** Kimley-Horn is working with NCDOT and the Town of Cornelius to extend Northcross Drive from its current terminus off NC 73 (near the Huntersville CATS Park and Ride), north through currently vacant land, bridge across McDowell Creek, the associated greenway, and through the future Robbins Park to tie into the existing road Eagle Ridge Way Lane to the north. The extension will end at a newly constructed roundabout on Westmoreland Road. Kimley-Horn has been involved with the Town on this project since its inception. Our involvement on the project has continued through planning and final design services. Multiple alternatives were considered during the planning phase in two distinct areas: differing alignments through the vacant property and signal versus roundabout at Westmoreland Road and Eagle Ridge Way Lane. **Cost:** $929,000 (contract value)

c.

(1) TITLE AND LOCATION *(City and State)*

**McCullough Greenway Connector, Pineville, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2025 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** Kimley-Horn is developed a feasibility study of the McCullough Neighborhood Greenway Connection for the Town of Pineville. This greenway connection is a 0.5-mile trail from the McCullough Neighborhood Clubhouse to Jack Hughes Park, which crosses Sugar Creek. Before this study, Kimley-Horn completed the Parks and Recreation Master Plan for the Town of Pineville-giving our team an understanding of future uses for Jack Hughes Park. Using this knowledge, the alignment for the McCullough Greenway Connection was located to minimize the impacts on the future park. Another key element our team is studied is Sugar Creek and its vast floodplain, which caused a large connectivity gap between the neighborhood and the park. For this study, Kimley-Horn is performing preliminary flood modeling to properly set the bridge location and span length across the FEMA-regulated stream. Another critical obstacle in the corridor is the Duke Energy transmission easement that ran perpendicularly to Sugar Creek. Our team analyzed the corridor and determining the best alignment that fits the requirements for trails and grading within the Duke Energy transmission right-of-way. **Cost:** $216,894 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*

**BL-0024, Cary Parkway Pedestrian Bridge, Cary, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2024 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

[ X ] Check if project performed with current firm

**Project Engineer.** This Town of Cary project consisted of comprehensive and turnkey planning, design, permitting, ROW acquisition, and bid administration needed to complete a 650-foot sidewalk gap along Northwest Cary Parkway, including a pedestrian bridge over Black Creek. The project was federally funded by NCDOT through a municipal agreement between the Town and NCDOT. The preliminary phase included the development of preliminary concept designs and feasibility for four structure type alternatives and bridge locations in the form of a Structure Alternatives Memorandum. This led to the Town of Cary selecting the prefabricated truss bridge option. Kimley-Horn provided multi-use path design (10-foot multiuse concrete sidepath), environmental documentation, erosion and sediment control design, route location surveys and SUE, urban roadway design, roadway foundation investigation and design, hydraulic and hydrologic design, landscape design, lighting design, traffic control plans, pavement marking and signing plans, environmental permitting, public involvement, utility coordination, water/sewer relocation design, ROW acquisition services, structure design, final construction documents, and bid phase services. **Cost:** $983,725 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| JOE CROZIER, AICP | State and Federal Project Coordination | 11 | 6 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn St. Petersburg, FL

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Master of Science, Urban and Regional Planning<br>Bachelor of Science, Environmental Geography | American Institute of Certified Planners |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Joe is a national leader in securing and administering state and federal funding, with 11 years of experience in grant writing, administration, and implementation. A certified planner with a background in transportation planning and public policy, he understands the nuances grant reviewers prioritize, positioning his clients for competitive success. He has led successful applications for major USDOT programs including RAISE, SS4A, INFRA, PROTECT, BIP, and Railroad Crossing Elimination, as well as funding through FEMA, EDA, DOD, and numerous state and federal agencies.

### 19. RELEVANT PROJECTS

a.

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| **Grants Coordination and Technical Support Services, Statewide Planning Consultant, FDOT Central Office of Policy Planning, Statewide, FL** | 2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Manager.** Kimley-Horn provided federal discretionary grant support services, leading this statewide program for FDOT. The Kimley-Horn team has overseen the development and submission of 20+ federal grants, winning nearly $50 million in two years. Assignments under contract include the development of federal grant application packages including benefit-cost analyses, narrative development, information compilation, and graphic design; support for Fall 2022 regional planning workshops included preparation, coordination, setup, materials, and facilitation; development of federal grant press releases and other materials for the FDOT Communications and PIO offices; development and support for federal grant coordination meetings for FDOT executive leadership and the FDOT grant review team; coordination with District staff for federal grant screening and development; maintenance and improvements to the FDOT Federal Grant SharePoint site; review of federal grant applications for consistency with state and federal requirements; and development of grant fact sheets and other materials. **Cost:** $300,000 (contract value)

b.

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| **St. Johns County, SR 16 Grant, St. Augustine, FL** | 2024 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Manager.** Kimley-Horn assisted the St. Johns County Intergovernmental Affairs team in developing a marketing plan to fund the expansion of SR-16. The marketing plan included detailed analyses regarding economic benefits, safety improvements, and housing needs. The content was integrated into a custom board game and other supporting materials to be presented in Washington, DC, to USDOT Secretary Duffy. **Cost:** $111,000 (contract value)

c.

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| **22nd Street Bridge Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant, Tucson, AZ** | 2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — **[ X ]** Check if project performed with current firm

**Project Planner.** Kimley-Horn updated the City of Tucson's previously submitted (FY 2020) Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the 22nd Street Bridge: Kino Parkway to Tucson Boulevard project, for submission for the FY 2022 USDOT National Infrastructure Investments Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. The 22nd Street Bridge project was selected for funding through the 2022 RAISE Grant Program, in an amount of $25M. **Cost:** $30,000 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| NAT HEYWARD, AICP | Public Engagement | 12 | 11 |

15. FIRM NAME AND LOCATION *(City And State)*

Kimley»Horn Charlotte, NC

| 16. EDUCATION *(DEGREE AND SPECIALIZATION)* | 17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)* |
|---|---|
| Master of Science, Urban Planning<br>Bachelor of Science, Urban and Regional Planning | American Institute of Certified Planners |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Nat has 12 years of experience specializing in community planning, engagement, mobility planning, and economic development. Nat leverages his extensive design and planning skills to clearly communicate planning and mobility solutions to the public and clients. He has extensive experience organizing and leading engagement efforts, focusing on providing comprehensive and inclusive approaches to gain meaningful community feedback. Nathaniel believes in context-specific engagement strategies that support community objectives and reach voices that are often underrepresented in traditional planning processes.

### 19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*

**Charlotte Strategic Mobility Plan, Charlotte, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Planner.** The Charlotte Strategic Mobility Plan defines a 5- to 10-year strategic vision to enhance mobility, leverages transportation investments to support overarching community goals, and modernizes transportation policy to respond to Charlottes 21st Century mobility challenges. The Charlotte Strategic Mobility Plan considers all modes of transportation and emphasizes the integration of transportation decision-making with housing, economic development, safety, equity, and environmental sustainability. **Cost:** $1 million (contract value)

b.

(1) TITLE AND LOCATION *(City and State)*

**Forward Monroe Land Use and Transportation Plan, Monroe, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2018 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Planner.** Kimley-Horn combined a community-wide land use plan update with a multimodal transportation plan to achieve a unified strategy that encourages economic vitality and enhances quality of life. Our planning process was rooted in a multi-level outreach strategy that preceded several overlapping elements, beginning with a comprehensive community assessment and a set of land use scenarios that tested different ways the City could grow. A set of framework plans express the preferred growth strategy through a compilation of the future land use map and considerations for transportation, parks and open space, water, and sewer. **Cost:** $226,543 (contract value)

c.

(1) TITLE AND LOCATION *(City and State)*

**McCullough Greenway Connector, Pineville, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2025 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Planner.** Kimley-Horn developed a feasibility study of the McCullough Neighborhood Greenway Connection for the Town of Pineville. This greenway connection is a 0.5-mile trail from the McCullough Neighborhood Clubhouse to Jack Hughes Park, which crosses Sugar Creek. Before this study, Kimley-Horn completed the Parks and Recreation Master Plan for the Town of Pineville-giving our team an understanding of future uses for Jack Hughes Park. Using this knowledge, the alignment for the McCullough Greenway Connection was located to minimize the impacts on the future park. Another key element our team is studying is Sugar Creek and its vast floodplain, which caused a large connectivity gap between the neighborhood and the park. For this study, Kimley-Horn performed preliminary flood modeling to properly set the bridge location and span length across the FEMA-regulated stream. Another critical obstacle in the corridor is the Duke Energy transmission easement that runs perpendicularly to Sugar Creek. Our team analyzed the corridor and determining the best alignment that fits the requirements for trails and grading within the Duke Energy transmission ROW. **Cost:** $216,894 (contract value)

d.

(1) TITLE AND LOCATION *(City and State)*

**Lewisville Tomorrow Comprehensive Plan and Parks, Recreation, and Cultural Development (PARC) Update, Lewisville, NC**

| (2) YEAR COMPLETED | |
|---|---|
| PROFESSIONAL SERVICES | CONSTRUCTION *(If Applicable)* |
| 2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**[ X ]** Check if project performed with current firm

**Project Planner.** Kimley-Horn designed the Lewisville Tomorrow process to result in two coordinated plans: a full update to the Town's Comprehensive Plan and the creation of the Town's first-ever park, recreation, and cultural plan (PARC) Plan. The Comprehensive Plan was organized to forecast, direct, and manage growth in a new way that reinforces what is important to the people of Lewisville. The PARC Plan used growth forecasts, community input, and industry-leading analytics to understand how investments in parks, recreation, and cultural activities can support the Town's well-defined quality of life. The planning process balanced an understanding of previous plans and current processes with a robust engagement strategy and new analysis that shed light on notable local topics such as growth, downtown investment, neighborhood preservation, and rural conservation. The resulting plans were policy-based documents with prioritized action items tailored to the Town's many boards and committees. The PARC Plan was completed in November 2021 and provided crucial background for the final Comprehensive Plan, adopted in April 2022. Soon after adoption, the Town retained Kimley-Horn to fully update its UDO and zoning map. **Cost:** $164,300 (contract value)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| **Owen Carson** | | 15 | 15 |

15. FIRM NAME AND LOCATION *(City and State)*

**Equinox Environmental Consultation & Design, Inc**. Asheville, NC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| B.S. Environmental Sciences,<br>Geology Minor, Brevard College | |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Certified Associate Ecologist, Ecological Society of America;
North Carolina Association of Environmental Professionals

### 19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: **Silverline Park,** Woodfin, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2022 | CONSTRUCTION *(If applicable)*: 2022

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed a community park along the French Broad River for resiliency utilizing green infrastructure and innovative stormwater control measures. The project features constructed wetlands, restoration of an existing wetland and grading to allow natural flood cycles of the river to minimize impacts. Project Size = 5.4 acres; Cost $310,575.00, Role: Ecological Assessment, Environmental Permitting.

**b.**

(1) TITLE AND LOCATION *(City and State)*: **Willow Pond at the NC Arboretum,** Buncombe County, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 | CONSTRUCTION *(If applicable)*: 2020

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This project located at the North Carolina Arboretum received an award for integrating stormwater design into an experiential outdoor classroom and habitat creation for the rare mole salamander. Project Size = 12 acres, Cost $78,800.00; Role: Ecological Assessment, Ecological Design.

**c.**

(1) TITLE AND LOCATION *(City and State)*: **Riverside Park and Whitewater Wave,** Woodfin, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 6.7 acres; Cost $543,509.00; Role; Ecological Assessment, Permitting

**d.**

(1) TITLE AND LOCATION *(City and State)*: **Ecusta Trail,** Henderson and Transylvania Co. NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox has served as a teammate for the Ecusta Trail for the 19.4-mile trail corridor
along an unused rail line that connects Hendersonville, NC with Brevard, NC. Equinox has been involved in multiple phases of the Ecusta Trail with a focus on providing environmental assessment and analysis, environmental permitting, identification of opportunities and constraints, and the development of Landscape Architecture elements. We were part of the team that led to the implementation of the initial 6-mile stretch of the Ecusta Trail connecting downtown Hendersonville, NC, to Horseshoe, NC, that is now open to the public. Total acreage for complete trail is 262 acres. The cost for Equinox's deliverables was $244,045. Role: Site Analysis, Delineations, R&E species screening, Environmental Permitting.

**e.**

(1) TITLE AND LOCATION *(City and State)*: **Jonas Ridge Cranberry Bog Nature Park,** Burke Co. NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 9.5 acres; Cost $127,630.00; Role: Ecological Assessment, RTE Survey, Stream/Wetland Delineation, Ecological Design

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| **David Tuch** | | 29 | 25 |

15. FIRM NAME AND LOCATION *(City and State)*

**Equinox Environmental Consultation & Design, Inc**. Asheville, NC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| Master of Landscape Architecture<br>Graduate Degree: Conservation Ecology $ Sustainable Dev.<br>BS Plant and Soil Science/Horticulture | North Carolina Professional Landscape Architect, #1542<br>South Carolina Professional Landscape Architect, #992<br>Tennessee Professional Landscape Architect, #1021 |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

### 19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: **Silverline Park,** Woodfin, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2022 | CONSTRUCTION *(If applicable)*: 2022

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed a community park along the French Broad River for resiliency utilizing green infrastructure and innovative stormwater control measures. The project features constructed wetlands, restoration of an existing wetland and grading to allow natural flood cycles of the river to minimize impacts. Project Size = 5.4 acres; Cost $310,575.00, Role: Principal in charge, Project Management.

**b.**

(1) TITLE AND LOCATION *(City and State)*: **Willow Pond at the NC Arboretum,** Buncombe County, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 | CONSTRUCTION *(If applicable)*: 2020

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This project located at the North Carolina Arboretum received an award for integrating stormwater design into an experiential outdoor classroom and habitat creation for the rare mole salamander. Project Size = 12 acres, Cost $78,800.00; Role: Principal in charge

**c.**

(1) TITLE AND LOCATION *(City and State)*: **Riverside Park and Whitewater Wave,** Woodfin, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 6.7 acres; Cost $543,509.00; Role; Principal in charge, Project Management

**d.**

(1) TITLE AND LOCATION *(City and State)*: **Ecusta Trail,** Henderson and Transylvania Co. NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox has served as a teammate for the Ecusta Trail for the 19.4-mile trail corridor
along an unused rail line that connects Hendersonville, NC with Brevard, NC. Equinox has been involved in multiple phases of the Ecusta Trail with a focus on providing environmental assessment and analysis, environmental permitting, identification of opportunities and constraints, and the development of Landscape Architecture elements. We were part of the team that led to the implementation of the initial 6-mile stretch of the Ecusta Trail connecting downtown Hendersonville, NC, to Horseshoe, NC, that is now open to the public. Total acreage for complete trail is 262 acres. The cost for Equinox's deliverables was $244,045. Role: Project Management

**e.**

(1) TITLE AND LOCATION *(City and State)*: **Jonas Ridge Cranberry Bog Nature Park,** Burke Co. NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 9.5 acres; Cost $127,630.00; Role: Principal in charge.

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Andy DeGroat, CPUL, PLS | Survey/SUE | 39 | 2 |

15. FIRM NAME AND LOCATION *(City and State)*

Wetherill Engineering, Inc. (Hickory, NC)

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| B.S., Architecture<br>B.S., Business Administration | Professional Land Surveyor, NC License #L-3966<br>Professional Land Surveyor, TN License #2056 |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Certified Professional Utility Locator, UTA

### 19. RELEVANT PROJECTS

**a.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| EB-5678 South Marietta Sidewalk (Gastonia, NC) | 2024 | n/a |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Project Manager - Performing design surveys, including topographic mapping, boundary mapping, right-of-way plats, right-of-way stakeout services, Quality Level "B" subsurface utility mapping and Quality Level "A" test holes.

**b.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| NCDOT Location & Surveys Unit On-Call (Statewide, NC) | Ongoing | n/a |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

SUE Manager - Services include conventional surveys, route location surveys, right-of-way staking, revised right-of-way staking, creation of survey control sheets, SUE Levels D-A, Hi-def laser scanning, easement plats, and more.

**c.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Transportation Engineering & Design On-Call Contract (Bermuda Run, NC | Ongoing | n/a |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Survey/SUE Manager - Multiple transportation, stormwater, and drainage improvement projects issued under an on-call contract.

**d.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Harrisburg Road Shared Use Path (Charlotte, NC) | Ongoing | n/a |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Survey/SUE Manager - Design of side-use path improvements along Harrisburg Road in Charlotte. This project is a part of the City's Strategic Investment Areas program, addressing complete street upgrades and sidewalk improvements.

**e.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Lowery Street Surveys (Winston-Salem, NC) | 2024 | n/a |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Project Manager - WEI performed design surveys, including topographic mapping, boundary mapping, ROW plats, and ROW stakeout services. Quality Levels "B" (subsurface utility mapping) and "A" (test holes) were also completed.

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Jeremy Dierking, PE | Senior Geotechnical Engineer | 23 | 3 |

15. FIRM NAME AND LOCATION *(City and State)*

**Terracon Consultants, Inc.** Asheville, NC

| 16. EDUCATION (DEGREE AND SPECIALIZATION) | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) |
|---|---|
| Bachelor of Science, Geological Engineering/Engineering Geology, Montana Tech, 2002 | Registered Professional Engineer: North Carolina No. 55163, Tennessee No. 127116, South Carolina No. 41747, Virginia No. 402067092, Montana No. 15692, Washington No. 45441, Idaho No. 14753, Minnesota No. 51355, North Dakota No. PE-9597, South Dakota No. 14589, Wisconsin No. 47399-6 |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, Etc.)*

Jeremy is a Senior Geotechnical Engineer and Authorized Project Reviewer in Terracon's Asheville, North Carolina office with experience in geotechnical investigations, laboratory testing, and analysis and design for public and private projects nationwide and internationally. His background includes project and operations management, senior technical oversight, business development, strategic planning, and staff mentoring.

19. RELEVANT PROJECTS

**a.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(if applicable)* |
| **Peavine Trail Repair - Marion, NC** | 2025 | 2025 |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Project Manager.** As Project Manager and Senior Geotechnical Engineer, performed geotechnical investigation and analysis for Hurricane Helene caused slope failure located on the Peavine Trail for the City of Marion, including exploration borings, lab testing, stability analysis, and slope repair recommendations. **Fee:** $11,000

**b.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(if applicable)* |
| **Ecusta Trail Greenway - Transylvania County, NC** | 2024 | 2024 |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Project Manager.** Performed geotechnical investigation for construction of a new 230-foot long, four-span pedestrian bridge over Davidson River Road and the Davidson River. Providing geotechnical services for five bridge replacements, several retaining walls, and subgrade stabilization along 8 miles of trail in Transylvania County. **Fee:** $37,834

**c.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(if applicable)* |
| **NC 197 South - Yancey County** | 2025 | Future (2027 - beyond) |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Senior Geotechnical Engineer.** As Senior Geotechnical Engineer and Project Manager, performing geotechnical investigation for multiple bridges and roadway repairs that experienced damages from Hurricane Helene for NCDOT. Geotechnical design includes deep foundations for replacement bridges, slope stability analyses, and retaining wall design. **Fee:** Current estimated $750,000

**d.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(if applicable)* |
| **US74A Gerton Emergency Repair Design - Henderson County, NC** | 2025 | Future (2026 - beyond) |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Senior Geotechnical Engineer.** As Senior Geotechnical Engineer, providing geotechnical investigation and design services for this approximately 6-mile section of highway that was heavily damaged during Hurricane Helene. Coordinating multiple drill crews and traffic control. Geotechnical design includes slope stability analyses and retaining wall design on several sections of washed out road and slope failures. **Fee:** Approximately $1,000,000

**e.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(if applicable)* |
| **Parson Branch Bridge #2 (TN NP GRSM BR 5460-039P), - Blount County, NC** | 2025 | Future: TBD |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Project Manager.** As Project Manager and Senior Geotechnical Engineer, performed geotechnical investigation, laboratory testing, and prepared Geotechnical Data Report for a small bridge replacement project located on a narrow, one-way gravel road in Great Smokies National Park with challenging site access due to bridge weight limit and highway vehicle length restrictions. **Fee:** $32,000

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| David Corley, PE | Regional Manager - Geotechnical Services | 39 | 24 |

15. FIRM NAME AND LOCATION *(City and State)*

**Terracon Consultants, Inc.** Charlotte, NC

| 16. EDUCATION (DEGREE AND SPECIALIZATION) | 17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) |
|---|---|
| Master of Science, Geotechnical<br>- Engineering, San Diego State University, 1989<br><br>Bachelor of Science, Petroleum<br>- Engineering, Louisiana State University, 1982 | Registered Professional<br>Engineer: North Carolina No.021914; South Carolina, No.18527; Georgia, No. 47061 |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, Etc.)*

David is a Senior Principal and Regional Technical Consultant in Geotechnical Engineering with 39 years of industry experience, including 24 years with Terracon. He provides senior technical leadership and review for complex transportation and transit programs, with experience spanning bridges, rail, roadways, dams, high-rise and industrial facilities, and major infrastructure corridors. His background includes design-build delivery, advanced foundation systems, construction monitoring, and Authorized Project Review for major NCDOT and municipal programs.

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: **NCDOT I-5715: Interchange Improvements on I-77 at NC 73 - Huntersville, NC**

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2023; CONSTRUCTION *(if applicable)* 2023

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Authorized Project Reviewer.** As Authorized Project Reviewer, David provides senior geotechnical oversight for the I-77 and NC 73 interchange reconstruction in Huntersville, North Carolina, which will convert the interchange to a split-diamond configuration to improve mobility and reduce congestion. His role includes review of geotechnical explorations, roadway and foundation recommendations, embankment stability, and the design of deep and shallow foundations and MSE retaining walls for widened and new bridges. **Fee:** $N/A

**b.**

(1) TITLE AND LOCATION *(City and State)*: **City Lynx Gold Line - Phase II - Charlotte, NC**

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2014; CONSTRUCTION *(if applicable)* 2025

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Senior Geotechnical Engineer.** A Senior Geotechnical Engineer supported the City of Charlotte and CATS on the $126 million, 2.5-mile Gold Line Streetcar extension, a key link between the Lynx Blue Line, Gateway Station, and future Red Line. Services included geotechnical investigations and design recommendations for foundations, track slabs, and pavements, with GPR used to identify utilities and historic trolley tracks. The work required close coordination with the design team to meet aggressive federal submittal deadlines. **Fee:** $650,805

**c.**

(1) TITLE AND LOCATION *(City and State)*: **I-5507 I-485 Charlotte Outer Loop - Charlotte, NC**

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2012; CONSTRUCTION *(if applicable)* 2012

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Authorized PRoject Reviewer.** Authorized Project Reviewer for pursuit and design phase geotechnical services for three replacement bridges, two new direct connect bridges, one flyover bridge, six bridge widenings, retaining walls, noise walls, temporary pavement design, pavement reuse evaluation, and approximately 18 miles of roadway. **Fee:** $500,000

**d.**

(1) TITLE AND LOCATION *(City and State)*: **CATS Northeast Corridor Light Rail - Charlotte, NC**

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2010; CONSTRUCTION *(if applicable)* N/A

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Senior Geotechnical Engineer.** Senior Geotechnical Engineer for rail, roadways, bridges, underpass, elevated platforms, walkways, flyovers and structures. Completed 30%, 65% and final design. The project was recently completed and is now on line.
All work is in accordance with LRFD, AASHTO, NCDOT and/or AREMA standards.. **Fee:** $10,000,000

**e.**

(1) TITLE AND LOCATION *(City and State)*: **Charlotte Streetcar - Charlotte, NC**

(2) YEAR COMPLETED: PROFESSIONAL SERVICES 2010; CONSTRUCTION *(if applicable)* 2010

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

**Senior Geotechnical Engineer.** Senior Geotechnical Engineer for tracks, stations and infrastructure foundations. Completed 30% design for entire 20-mile corridor and Final Design for the 1.5-mile Starter Section and 2.5-mile Phase 2 Section. **Fee:** $147,000

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Andrew Jerome Ponder, SR/WA | Senior Manager, Right of Way Services | 20 | 20 |

15. FIRM NAME AND LOCATION *(City and State)*

Telecommunication & Industrial Consulting Services Corporation (TELICS) Fort Mill, SC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| Bachelor of Science - Sports Management<br>Liberty University, Virginia | NC Broker in Charge Real Estate License # 248990<br>Notary Public |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

IRWA Member # 7898040 NC Airports Association Member
APWA Member # 667443

### 19. RELEVANT PROJECTS

**a.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Johnston Boulevard Sidewalk - Asheville, NC | 2024 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This City of Asheville "Bundle B Sidewalk Project" consist of the design and construction of a new sidewalk along one side of Johnston Boulevard from Patton Avenue to Iona Circle. TELICS provided all necessary Right-of-Way services including negotiation and acquisition of the easements needed for construction. 1 Appraisals & 51 Acquisitions Role: PM

**b.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| C-5704 Cramerton-McAdenville Greenway Connector (Riverlink Trail Ext) | 2024 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This 0.7-mile extension of the greenway winds along the banks of the South Fork River from the existing trail at South Fork Village in Cramerton to Riverside Drive in McAdenville. TELICS provided all necessary Right-of-Way services including negotiation and acquisition of easements. 6 Acquisitions Role: Project Mgr

**c.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| City of Asheville, Swannanoa Greenway | 2020 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This section of the Greenway begins at Thompson Street and ends at Azalea Park, the WNC Nature Center, Recreation Park Pool and John B. Lewis Soccer Complex. TELICS provided Right-of-Way Services for the necessary construction. 7 Appraisals and 10 Acquisitions Role: Project Mgr

**d.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| EB-5931 Complete Street, Indian Trail, NC | 2025 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Project is part of the Downtown Revitalization project, which aims to make the corridor more pedestrian friendly. Proposed plan will add multi-use sidewalks, bike path and remove ditches along roadway. Will also add new lighting, crosswalks, on-street parking and a future roundabout. 43 Acquisitions Role: Project Manager

**e.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| City of Charlotte Cross Charlotte Trail Project, Charlotte, NC | 2025 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

City of Charlotte/Mecklenburg Project created a 30+ mile trail and greenway stretching from the City of Pineville to the Cabarrus County line.Total project cost estimated to be $92.4 million. TELICS provided all necessary Right-of-Way services for 4 of 9 segments during the years 2016 - 2025. 83 Acquisitions and 1 Relocation Role: Project Manager

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Chad Edward Freeman | Senior Acquisition & Relocation Agent | 23 | 8 |

15. FIRM NAME AND LOCATION *(City and State)*

Telecommunication & Industrial Consulting Services Corporation (TELICS) Fort Mill, SC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| Bachelor of Arts - Political Science<br>University of North Carolina at Asheville | NC Real Estate Broker License # 275921<br>NC Notary Public |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: Johnston Boulevard Sidewalk - Asheville, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This City of Asheville "Bundle B Sidewalk Project" consist of the design & construction of a new sidewalk along one side of Johnston Boulevard from Patton Avenue to Iona Circle. TELICS provided all necessary Right-of-Way services including negotiation and acquisition of all easements. 1 Appraisal & 51 Acquisitions Role: Acquisition Agent

**b.**

(1) TITLE AND LOCATION *(City and State)*: New Haw Creek Road Sidewalk - Asheville, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

This City of Asheville "Bundle B Sidewalk Project" consists of design and construction of a new sidewalk along one side of New Haw Creek Road from Beverly Road to Bell Road. TELICS provided all necessary Right-of-Way services including appraisals, negotiation and acquisition of easements. 8 Appraisals & 30 Acquisitions Role: Acquisition Agent

**c.**

(1) TITLE AND LOCATION *(City and State)*: NCDOT I-4409, Blue Ridge Road, in Buncombe County

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

NCDOT project will convert Blue Ridge Road grade separation to an interchange. It will also widen SR 2500 (Blue Ridge Road) to three lanes from US 70 to South of I-40 and upgrade Roadway South of I-40 to SR 2713. TELICS is providing all Right-of-Way services. 28 Appraisals, 28 Acquisitions & 21 Relocations. Role: Acquisition/Relocation Agent

**d.**

(1) TITLE AND LOCATION *(City and State)*: NCDOT R-5600, Sylva, Widening of NC 107 in Jackson County, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: On-Going in 2026 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Project will make road improvements to NC 107 and US 23 in Sylva, NC. Project is estimated to cost $70.6 million. TELICS provided all Right-of-Way services including Relocation Assistance needed for the construction of this project. 172 Acqusitions and 122 Relocations Role: Acquisition and Relocation Agent

**e.**

(1) TITLE AND LOCATION *(City and State)*: NCDOT I-4759, Liberty Road / I-40 Interchange, Buncombe County, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: On-Going in 2026 | CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Project will build an interchange at Liberty Rd and US 19/US 23/NC 151. Interchange will convert current grade separation and offer 2 lane roadway and 4 lane roadway interchange. Project cost estimated to be $41.1 million. 73 Appraisals, 98 Acquisitions and 42 Relocations. Role: Acquistion & Relocation Agent

| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT<br>*(Present as many projects as requested by the agency, or 10 projects, If not specified. Complete one Section F for each project.)* | 20. EXAMPLE PROJECT KEY NUMBER<br>1 |
|---|---|

| 21. TITLE AND LOCATION (*City and State*) | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION (if Applicable) |
| VETERANS PARK STRUCTURAL REPAIR, BLACK MOUNTAIN, NC | Ongoing | |

**23. PROJECT OWNER'S INFORMATION**

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| Town of Black Mountain | Jessica Trotman | 828 419 9300 extension 370 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)

In response to damage caused by Tropical Storm Helene, the Town of Black Mountain retained Kimley-Horn to perform a structural damage assessment and develop repair and replacement recommendations for pedestrian infrastructure at Veterans Park. The project focused on the pedestrian bridge crossing the Swannanoa River downstream of I-40 and the pedestrian passage through the reinforced concrete culvert beneath I-40. Kimley-Horn conducted a limited, visual, non-destructive field assessment of both structures to document observable storm-related damage and existing deficiencies. Based on these findings, Kimley-Horn prepared a stamped structural damage assessment and method of repair statement.

**Size:** 2 structures

**Cost:** $45,900 (contract value)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

| | (1) FIRM NAME | (2) FIRM LOCATION (*City and State*) | (3) ROLE |
|---|---|---|---|
| **a.** | Kimley-Horn | Mooresville, NC | Project Management |
| **b.** | Kimley-Horn | Raleigh, NC | Structural Engineering |
| **c.** | Kimley-Horn | Charlotte, NC | Stormwater Engineering |

| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT<br>*(Present as many projects as requested by the agency, or 10 projects, If not specified. Complete one Section F for each project.)* | 20. EXAMPLE PROJECT KEY NUMBER<br>2 |
|---|---|

| 21. TITLE AND LOCATION (*City and State*) | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION (if Applicable) |
| BL-0019, LONG BRANCH RAIL TRAIL, WINSTON-SALEM, NC | Ongoing | |

| 23. PROJECT OWNER'S INFORMATION | | |
|---|---|---|
| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
| City of Winston Salem | Jeff Fansler | 336 747 6883 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)

The City of Winston-Salem DOT (WSDOT) received a RAISE Discretionary Grant from the US Department of Transportation (DOT) to design and construct a 1.2-mile rail trail extension of the Long Branch Trail along the NCDOT Rail Corridor from Martin Luther King, Jr. Drive to 25th Street. Kimley-Horn was selected for the project, which will include the design, environmental documentation, ROW acquisition, utility relocation, and construction of approximately 1.2 miles of rail trail (ADA accessible, 12-foot (max) asphalt paved rail trail) along the former railroad. Deliverables include NEPA documentation, permitting, preparation of construction documents and bid phase services. The project begins at the intersection of the existing Long Branch Trail and Martin Luther King Jr. Drive in downtown Winston-Salem and ends at 25th Street. The project corridor will follow the former railroad ROW from downtown Winston-Salem 25th Street.

**Size:** 1.2 miles

**Cost:** $1,312,003 (construction)

| 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT | | | |
|---|---|---|---|
| | (1) FIRM NAME | (2) FIRM LOCATION (*City and State*) | (3) ROLE |
| a. | Kimley-Horn | Charlotte, NC | QC/QA |
| | (1) FIRM NAME | (2) FIRM LOCATION (*City and State*) | (3) ROLE |
| b. | Kimley-Horn | Mooresville, NC | Project Management |
| | (1) FIRM NAME | (2) FIRM LOCATION (*City and State*) | (3) ROLE |
| c. | Kimley-Horn | Raleigh, NC | Structural Engineering |

| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT<br>*(Present as many projects as requested by the agency, or 10 projects, If not specified. Complete one Section F for each project.)* | 20. EXAMPLE PROJECT KEY NUMBER<br>3 |
|---|---|

| 21. TITLE AND LOCATION (*City and State*) | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION (if Applicable) |
| PEAVINE TRAIL REPAIR PROJECT, MARION, NC | Ongoing | |

**23. PROJECT OWNER'S INFORMATION**

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| City of Marion | Gary Cook | 828 652 4224 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)

Kimley-Horn is providing services that include the design and rehabilitation of the embankment slope along the Peavine Trail. This project addresses damage believed to have resulted from Hurricane Helene and benefited from Federal Emergency Management Agency Public Assistance (FEMA-PA) funding for repairs. The project site encompasses approximately 315 LF, centered on the tributary crossing beneath the trail and ultimately discharging into Youngs Fork Creek.

**Size:** 315 LF

**Cost:** $11,000 (contract value)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

| | (1) FIRM NAME | (2) FIRM LOCATION (*City and State*) | (3) ROLE |
|---|---|---|---|
| **a.** | Kimley-Horn | Mooresville, NC | Project Management |
| **b.** | Kimley-Horn | Raleigh, NC | Structural Engineering |

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

(*Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.*)

20. EXAMPLE PROJECT KEY NUMBER: 4

21. TITLE AND LOCATION: *(City and State)*

**Ecusta Trail**, Henderson and Transylvania Counties, NC

22. YEAR COMPLETED

| PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
|---|---|
| 2025 | |

23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| Henderson County | Marcus Jones, County Engineer | 828 694 6526 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)

Equinox has served as a teammate for the Ecusta Trail for the 19.4-mile trail corridor along an unused rail line that connects Hendersonville, NC with Brevard, NC. Equinox has been involved in multiple phases of the Ecusta Trail with a focus on providing environmental assessment and analysis, environmental permitting, identification of opportunities and constraints, and the development of Landscape Architecture elements. Equinox was part of the team that led to the implementation of the initial 6-mile stretch of the Ecusta Trail connecting downtown Hendersonville, NC, to Horseshoe, NC, that is now open to the public.

Equinox's deliverables for the entire 19.4-mile corridor, including the newest built segment, were as follows:

- Detailed site analysis
- Stream and wetland delineations
- Rare or endangered species screening
- Environmental permitting
- Identification of stream restoration or bank stabilization opportunities
- Identification of potential parking areas
- Development of a way-finding suite, including branding and color palette selection
- Construction details for wayfinding and placemaking elements
- Placement of wayfinding elements and other landscape architecture amenities

Equinox is currently working on the Transylvania County section of the Ecusta Trail.

Total acreage for the complete trail is 262. The Cost for Equinox's deliverables was $244,045.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| **a.** | Equinox | Asheville | Environmental |
| **b.** | | | |
| **c.** | | | |
| **d.** | | | |

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

| 26. NAMES OF KEY PERSONNEL (From Section E, Block 12) | 27. ROLE IN THIS CONTRACT (From Section E, Block 13) | 28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Alex McIntyre | Project Manager | X | X | X | | | | | | | |
| Jason Claudio-Diaz | Quality Manager | X | | | | | | | | | |
| Erin Thompson | Greenway Design | | X | | | | | | | | |
| David Tuch | Wetland and Stream Delineation | | | | | | | | | | |
| Owen Carson | Wetland and Stream Delineation | | | | | | | | | | |
| Jeff Ashbaugh | Landscape Architecture | | | | | | | | | | |
| Jake Maschoff | Hydraulic Engineering/Flooding Study | | | | | | | | | | |
| Clay Poole | Structural Design | X | X | X | | | | | | | |
| Joe Crozier | State and Fed Project Coordination | | | | | | | | | | |
| Nat Heyward | Public Engagement | | | | | | | | | | |
| Stacy Phillips | Signals/Traffic | | | | | | | | | | |
| Andrew DeGroat (Wetherill) | Survey, SUE, and Plat Preparation | | X | | | | | | | | |
| Jeremy Dierking (Terracon) | Geotechnical Services | | X | | | | | | | | |
| David Corley (Terracon) | Geotechnical Services | | X | | | | | | | | |
| Andrew Ponder (TELICS) | ROW Acquistion Services | | X | | | | | | | | |
| Chad Freeman (TELICS) | ROW Acquisition Services | | X | | | | | | | | |
| David Tuch (Equinox) | Environmental | | | | X | | | | | | |
| Owen Carson (Equinox) | Environmental | | | | X | | | | | | |
| | | | | | | | | | | | |
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### 29. EXAMPLE PROJECTS KEY

| NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) | NO. | TITLE OF EXAMPLE PROJECT (FROM SECTION F) |
|---|---|---|---|
| 1 | VETERANS PARK STRUCTURAL REPAIR, BLACK MOUNTAIN, NC | 6 | |
| 2 | BL-0019, LONG BRANCH RAIL TRAIL, WINSTON-SALEM, NC | 7 | |
| 3 | PEAVINE TRAIL REPAIR PROJECT, MARION, NC | 8 | |
| 4 | ECUSTA TRAIL, HENDESON AND TRANSYLVANIA COUNTIES, NC | 9 | |
| 5 | | 10 | |

| H. ADDITIONAL INFORMATION |
|---|
| 30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED. |

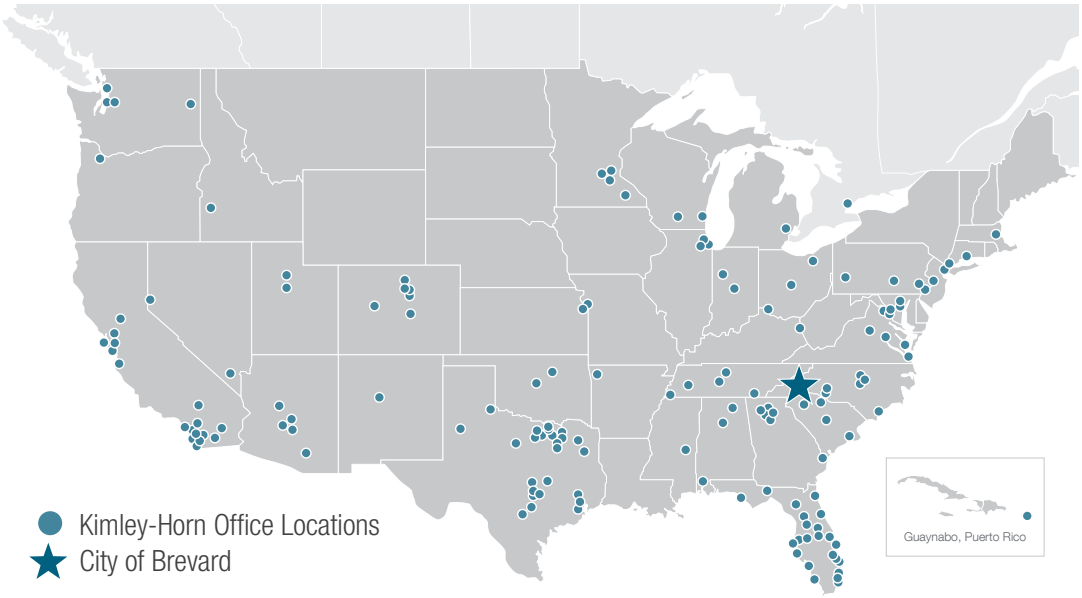
# Firm Information

## HISTORY OF THE FIRM

Kimley-Horn is a national planning and design consulting firm, specializing in transportation and urban design. We are a **corporation** founded **59 years** ago and we have a staff of more than **10,000 employees** who serve a range of clients across many disciplines from **150+ offices** nationwide. Our multidisciplinary experience covers various services, including civil engineering, roadway design, greenway design, urban planning, landscape architecture, construction engineering and inspection (CEI), water resources, stormwater design, utilities, environmental sciences, and geographic information systems (GIS).

**Our team of talented professionals—including civil, water, natural system, and mechanical engineers; planners; and landscape architects and environmental scientists—possess extensive knowledge and production capacity.** As a firm owned and operated by practicing professionals, we take great pride in our technical proficiency and client service. With our multidisciplinary resources and experienced staff, we excel in coordinating projects, facilitating meetings, increasing productivity, and successfully tackling projects of any scale or nature.

## OFFICE LOCATIONS




**BUSINESS STRUCTURE:**
CORPORATION

**YEARS IN BUSINESS:**
59 YEARS

**EMPLOYEES NATIONWIDE:**
10,000

| I. AUTHORIZED REPRESENTATIVE<br>The foregoing is a statement of facts. | |
|---|---|
| 31. SIGNATURE<br>Alex McIntyre | 32. DATE<br>2/23/2026 |
| 33. NAME AND TITLE<br>Alex McIntyre, PE, Associate | |

# ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II – GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| Kimley»Horn | 1985 | V8PKGG6NLKV6 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 200 South Tryon Street, Suite 200 | a. TYPE: Corporation |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Charlotte | North Carolina | 28202 | No |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM (If block 2a is a branch office) |
|---|---|
| Jason Claudio-Diaz PE, CFM, Vice President | APHC, Inc. |

| 6b. TELEPHONE NUMBER | 6c. E-MAIL ADDRESS |
|---|---|
| 704 954 7464 | jason.diaz@kimley-horn.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YR. ESTABLISHED | 8c. DUNS NUMBER |
|---|---|---|
| | | |

**9. EMPLOYEES BY DISCIPLINE**

| a. Function Code | b. Discipline | c. No. of Employees (1) FIRM | (2) BRANCH |
|---|---|---|---|
| 01 | Acoustical Engineers | 1 | 1 |
| 02 | Administrative | 671 | 11 |
| 08 | CADD Technicians | 352 | 3 |
| 12 | Civil Engineers | 2,229 | 26 |
| 16 | Construction Managers/Engineers | 6 | 1 |
| 20 | Economists | 3 | 3 |
| 21 | Electrical Engineers | 118 | 3 |
| 23 | Environmental Engineers | 86 | 4 |
| 24 | Environmental Scientists | 120 | 1 |
| 32 | Hydraulic Engineers | 17 | 1 |
| 39 | Landscape Architects | 226 | 4 |
| 47 | Planners: Urban/Regional | 192 | 1 |
| 48 | Project Managers | 458 | 10 |
| 54 | Security Specialists | 6 | 1 |
| 56 | Specifications Writers | 92 | 2 |
| 57 | Structural Engineers | 225 | 3 |
| 58 | Technician/Analysts | 1,718 | 30 |
| 60 | Transportation Engineers | 912 | 22 |
| 62 | Water Resources Engineers | 491 | 11 |
| 63 | Design Technicians | 180 | 4 |
| | Other Employees | 1847 | 43 |
| | Total | 9,950 | 185 |

**10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS**

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| C10 | Commercial Building; (low rise); Shopping Centers | 6 |
| H07 | Highways; Streets; Airfield Paving; Parking Lots | 6 |
| H09 | Hospitals & Medical Facilities | 6 |
| H11 | Housing (Residential, Multifamily, Apartments, Con | 6 |
| I01 | Industrial Buildings; Manufacturing Plants | 6 |
| P05 | Planning (Community; Regional; Areawide & State) | 6 |
| T03 | Traffic & Transportation Engineering | 6 |
| U02 | Urban Renewals; Community Development | 6 |
| A05 | Airports; Navaids; Airport Lighting; Aircraft Fuel | 5 |
| O01 | Office Building; Industrial Parks | 5 |
| R03 | Railroad and Rapid Transit | 5 |
| R04 | Recreational Facilities (Parks; Marinas; etc.) | 5 |
| S13 | Stormwater Handling & Facilities | 5 |
| W03 | Water Supply; Treatment and Distribution | 5 |
| G01 | Garages; Vehicle Maintenance Facilities; Parking D | 4 |
| L03 | Landscape Architecture | 4 |
| M06 | Mining and Mineralogy | 4 |
| W02 | Water Resources; Hydrology; Ground Water | 4 |
| E11 | Environmental Planning | 3 |
| A06 | Airports; Terminals; & Hangars; Freight Handling | 2 |
| S04 | Sewage Collection, Treatment & Disposal | 2 |
| C11 | Community Facilities | 2 |

**11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS**

***(Insert revenue index number shown at right)***

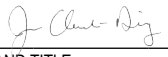
| | |
|---|---|
| a. Federal Work | 1 |
| b. Non-Federal Work | 9 |
| c. Total Work | 9 |

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

1. LESS THAN $100,000
2. $100,000 TO LESS THAN $250,000
3. $250,000 TO LESS THAN $500,000
4. $500,000 TO LESS THAN $1 MILLION
5. $1 MILLION TO LESS THAN $2 MILLION
6. $2 MILLION TO LESS THAN $5 MILLION
7. $5 MILLION TO LESS THAN $10 MILLION
8. $10 MILLION TO LESS THAN $25 MILLION
9. $25 MILLION TO LESS THAN $50 MILLION
10. $50 MILLION OR GREATER

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

| a. SIGNATURE | b. DATE |
|---|---|
|  | 2/23/2026 |

c. NAME AND TITLE

Jason Claudio-Diaz PE, CFM, Vice President

# ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II – GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| Kimley»Horn | 2025 | V8PKGG6NLKV6 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 532 Patterson Avenue, Suite 160 | a. TYPE |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Mooresville | North Carolina | 28115 | No |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM (If block 2a is a branch office) |
|---|---|
| Alex McIntyre, PE, Associate | APHC, Inc. |

| 6b. TELEPHONE NUMBER | 6c. E-MAIL ADDRESS |
|---|---|
| 704 626 1192 | alexandra.mcintyre@kimley-horn.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YR. ESTABLISHED | 8c. DUNS NUMBER |
|---|---|---|
| | | |

| 9. EMPLOYEES BY DISCIPLINE | | | | 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS | | |
|---|---|---|---|---|---|---|
| a. Function Code | b. Discipline | c. No. of Employees (1) FIRM | (2) BRANCH | a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
| 08 | CADD Technicians | 348 | 1 | | | |
| 12 | Civil Engineers | 2,219 | 4 | | | |
| 48 | Project Managers | 479 | 2 | | | |
| 60 | Transportation Engineers | 975 | 3 | | | |
| 62 | Water Resources Engineers | 503 | 3 | | | |
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| | | | | | | |
| | Other Employees | 5,449 | 1 | | | |
| | Total | 9,973 | 14 | | | |

| 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS *(Insert revenue index number shown at right)* | |
|---|---|
| a. Federal Work | 0 |
| b. Non-Federal Work | 0 |
| c. Total Work | 0 |

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

1. LESS THAN $100,000
2. $100,000 TO LESS THAN $250,000
3. $250,000 TO LESS THAN $500,000
4. $500,000 TO LESS THAN $1 MILLION
5. $1 MILLION TO LESS THAN $2 MILLION
6. $2 MILLION TO LESS THAN $5 MILLION
7. $5 MILLION TO LESS THAN $10 MILLION
8. $10 MILLION TO LESS THAN $25 MILLION
9. $25 MILLION TO LESS THAN $50 MILLION
10. $50 MILLION OR GREATER

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

| a. SIGNATURE | b. DATE |
|---|---|
| alex mcintyre | 2/23/2026 |

c. NAME AND TITLE: Alex McIntyre, PE, Associate

# ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II – GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| Kimley»Horn | 1967 | V8PKGG6NLKV6 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 421 Fayetteville Street, Suite 600 | a. TYPE |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| Raleigh | North Carolina | 27601 | No |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM (If block 2a is a branch office) |
|---|---|
| Erin Thompson, PE, Vice President | APHC, Inc. |

| 6b. TELEPHONE NUMBER | 6c. E-MAIL ADDRESS |
|---|---|
| 919 677 2107 | erin.thompson@kimley-horn.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YR. ESTABLISHED | 8c. DUNS NUMBER |
|---|---|---|
| | | |

| 9. EMPLOYEES BY DISCIPLINE | | | | 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS | | |
|---|---|---|---|---|---|---|
| a. Function Code | b. Discipline | c. No. of Employees (1) FIRM | (2) BRANCH | a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
| 02 | Administrative | 669 | 92 | H07 | Highways; Streets; Airfield Paving; Parking Lots | 7 |
| 03 | Aerial Photographers | 14 | 1 | I04 | Intelligent Transportation Systems | 7 |
| 08 | CADD Technicians | 348 | 13 | E07 | Energy Conservation; New Energy Sources | 6 |
| 12 | Civil Engineers | 2,219 | 36 | G01 | Garages; Vehicle Maintenance Facilities; Parking D | 6 |
| 13 | Communications Engineers | 21 | 3 | H11 | Housing (Residential, Multifamily, Apartments, Con | 6 |
| 14 | Computer Programmers | 14 | 4 | I01 | Industrial Buildings; Manufacturing Plants | 6 |
| 21 | Electrical Engineers | 118 | 7 | O01 | Office Building; Industrial Parks | 6 |
| 23 | Environmental Engineers | 89 | 4 | R04 | Recreational Facilities (Parks; Marinas; etc.) | 6 |
| 24 | Environmental Scientists | 119 | 8 | T03 | Traffic & Transportation Engineering | 6 |
| 32 | Hydraulic Engineers | 17 | 2 | L03 | Landscape Architecture | 6 |
| 38 | Land Surveyors | 58 | 1 | A06 | Airports; Terminals; & Hangars; Freight Handling | 6 |
| 39 | Landscape Architects | 227 | 9 | C10 | Commercial Building; (low rise); Shopping Centers | 6 |
| 47 | Planners: Urban/Regional | 192 | 9 | P05 | Planning (Community; Regional; Areawide & State) | 5 |
| 48 | Project Managers | 479 | 14 | R03 | Railroad and Rapid Transit | 5 |
| 50 | Risk Assessors | 28 | 6 | S13 | Stormwater Handling & Facilities | 5 |
| 54 | Security Specialists | 6 | 1 | U02 | Urban Renewals; Community Development | 5 |
| 56 | Specifications Writers | 92 | 9 | C12 | Communications Systems; TV; Microwave | 5 |
| 57 | Structural Engineers | 230 | 26 | S06 | Solar Energy Utilization | 5 |
| 58 | Technician/Analysts | 1,667 | 38 | E02 | Educational Facilities; Classrooms | 4 |
| 60 | Transportation Engineers | 975 | 32 | T01 | Telephone Systems (Rural; Mobile; Intercom; etc.) | 4 |
| | Other Employees | 2,391 | 186 | B02 | Bridge Design | 4 |
| | Total | 9,973 | 501 | W02 | Water Resources; Hydrology; Ground Water | 3 |

**11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS**

***(Insert revenue index number shown at right)***

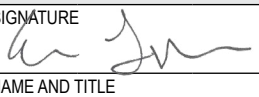
| | |
|---|---|
| a. Federal Work | 2 |
| b. Non-Federal Work | 10 |
| c. Total Work | 10 |

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

1. LESS THAN $100,000
2. $100,000 TO LESS THAN $250,000
3. $250,000 TO LESS THAN $500,000
4. $500,000 TO LESS THAN $1 MILLION
5. $1 MILLION TO LESS THAN $2 MILLION
6. $2 MILLION TO LESS THAN $5 MILLION
7. $5 MILLION TO LESS THAN $10 MILLION
8. $10 MILLION TO LESS THAN $25 MILLION
9. $25 MILLION TO LESS THAN $50 MILLION
10. $50 MILLION OR GREATER

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

| a. SIGNATURE | b. DATE |
|---|---|
|  | 2/23/2026 |

c. NAME AND TITLE

Erin Thompson, PE, Vice President

# ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II – GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| 2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| Kimley»Horn | 2018 | V8PKGG6NLKV6 |

| 2b. STREET | 5. OWNERSHIP |
|---|---|
| 200 Central Avenue, Suite 600 | a. TYPE |

| 2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS |
|---|---|---|---|
| St Petersburg | Florida | 33701 | No |

| 6a. POINT OF CONTACT NAME AND TITLE | 7. NAME OF FIRM (If block 2a is a branch office) |
|---|---|
| Joe Crozier, AICP, Associate | APHC, Inc. |

| 6b. TELEPHONE NUMBER | 6c. E-MAIL ADDRESS |
|---|---|
| 727 371 8921 | joe.crozier@kimley-horn.com |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YR. ESTABLISHED | 8c. DUNS NUMBER |
|---|---|---|
| | | |

| 9. EMPLOYEES BY DISCIPLINE | | | | 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS | | |
|---|---|---|---|---|---|---|
| a. Function Code | b. Discipline | c. No. of Employees (1) FIRM | (2) BRANCH | a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
| 02 | Administrative | 669 | 2 | S04 | Sewage Collection, Treatment & Disposal | 6 |
| 08 | CADD Technicians | 348 | 3 | H11 | Housing (Residential, Multifamily, Apartments, Con | 5 |
| 12 | Civil Engineers | 2,219 | 11 | W03 | Water Supply; Treatment and Distribution | 5 |
| 15 | Construction Inspectors | 41 | 1 | L03 | Landscape Architecture | 4 |
| 21 | Electrical Engineers | 118 | 3 | R03 | Railroad and Rapid Transit | 4 |
| 23 | Environmental Engineers | 89 | 2 | R04 | Recreational Facilities (Parks; Marinas; etc.) | 4 |
| 29 | Geographic Information System | 9 | 1 | S13 | Stormwater Handling & Facilities | 4 |
| 39 | Landscape Architects | 227 | 2 | T03 | Traffic & Transportation Engineering | 4 |
| 42 | Mechanical Engineers | 67 | 2 | U02 | Urban Renewals; Community Development | 4 |
| 47 | Planners: Urban/Regional | 192 | 5 | C10 | Commercial Building; (low rise); Shopping Centers | 3 |
| 48 | Project Managers | 479 | 3 | P05 | Planning (Community; Regional; Areawide & State) | 3 |
| 50 | Risk Assessors | 28 | 1 | W02 | Water Resources; Hydrology; Ground Water | 3 |
| 57 | Structural Engineers | 230 | 1 | C08 | Codes; Standards; Ordinances | 2 |
| 58 | Technician/Analysts | 1,667 | 22 | E02 | Educational Facilities; Classrooms | 2 |
| 62 | Water Resources Engineers | 503 | 14 | H07 | Highways; Streets; Airfield Paving; Parking Lots | 2 |
| 63 | Design Technicians | 187 | 3 | H09 | Hospitals & Medical Facilities | 2 |
| 65 | Technical Support | 1,087 | 6 | O01 | Office Building; Industrial Parks | 2 |
| | | | | S07 | Solid Wastes; Incineration; Landfill | 2 |
| | | | | E07 | Energy Conservation; New Energy Sources | 1 |
| | | | | I01 | Industrial Buildings; Manufacturing Plants | 1 |
| | Other Employees | 1,813 | 1 | P12 | Power Generation, Transmission, Distribution | 1 |
| | Total | 9,973 | 83 | C11 | Community Facilities | 1 |

**11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS**

***(Insert revenue index number shown at right)***

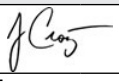
| | |
|---|---|
| a. Federal Work | 1 |
| b. Non-Federal Work | 8 |
| c. Total Work | 8 |

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

1. LESS THAN $100,000
2. $100,000 TO LESS THAN $250,000
3. $250,000 TO LESS THAN $500,000
4. $500,000 TO LESS THAN $1 MILLION
5. $1 MILLION TO LESS THAN $2 MILLION
6. $2 MILLION TO LESS THAN $5 MILLION
7. $5 MILLION TO LESS THAN $10 MILLION
8. $10 MILLION TO LESS THAN $25 MILLION
9. $25 MILLION TO LESS THAN $50 MILLION
10. $50 MILLION OR GREATER

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

| a. SIGNATURE | b. DATE |
|---|---|
|  | 2/23/2026 |

c. NAME AND TITLE

Joe Crozier, AICP, Associate

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | | | |
|---|---|---|---|
| 2a. FIRM (*or Branch Office*) NAME<br>Equinox Environmental Consultation & Design, Inc. | | | 3. YEAR ESTABLISHED<br>1998 |
| 2b. STREET<br>14 O. Henry Avenue, Suite 206 | | | 4. UNIQUE ENTITY IDENTIFIER<br>M2KMHDZ8GML7 |
| 2c. CITY<br>Asheville | 2d. STATE<br>NC | 2e. ZIP CODE<br>28801 | 5. OWNERSHIP<br>a. TYPE<br>Corporation |
| 6a. POINT OF CONTACT NAME AND TITLE<br>David Tuch, President | | | b. SMALL BUSINESS STATUS |
| 6b. TELEPHONE NUMBER<br>9828) 253-6856 ext. 202 | 6c. EMAIL ADDRESS<br>david@equinoxenvironmental.com | | 7. NAME OF FIRM *(If Block 2a is a Branch Office)* |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| N/A | | |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 1 | 1 |
| 07 | Biologist | 1 | 1 |
| 08 | CADD Technician | 1 | 1 |
| 19 | Ecologist | 1 | 1 |
| 30 | Geologist | 1 | 1 |
| 39 | Landscape Architect | 5 | 5 |
| 47 | Planner: Urban/Regional | 1 | 1 |
| | Planner: Recreation | 1 | 1 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | **Total** | 11 | 11 |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| C01 | Cartography | 1 |
| C14 | Conservation & Resource Mgmt | 2 |
| E01 | Ecological Investigations | 1 |
| E09 | Environmental Impact Studies | 2 |
| E10 | Environmental & Natural Resource Mapping | 1 |
| G04 | Geographic Information System | 1 |
| G05 | Geospatial Data Conversion | 1 |
| L03 | Landscape Architecture | 2 |
| P05 | Planning: Community | 1 |
| P06 | Planning: Site | 1 |
| R04 | Recreation Facilities | 2 |
| S11 | Sustainable Design | 1 |
| S13 | Storm Water Handling | 1 |
| W02 | Water Resources; Hydrology | 1 |
| Z01 | Zoning; Land Use Studies | 1 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

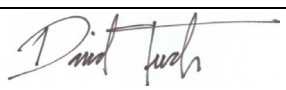
| | |
|---|---|
| a. Federal Work | 1 |
| b. Non-Federal Work | 5 |
| **c. Total Work** | 5 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less Than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE 

b. DATE
02/12/2026

c. NAME AND TITLE

David Tuch, President

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME | Wetherill Engineering, Inc. |
| 2b. STREET | 1053 13th Street SE |
| 2c. CITY | Hickory |
| 2d. STATE | NC |
| 2e. ZIP CODE | 28602 |
| 3. YEAR ESTABLISHED | 1993 |
| 4. UNIQUE ENTITY IDENTIFIER | 94621195 |
| 5. OWNERSHIP | |
| a. TYPE | C-Corp |
| b. SMALL BUSINESS STATUS | WBE, SPSF, HUB |
| 6a. POINT OF CONTACT NAME AND TITLE | Greg Purvis, PE, President |
| 6b. TELEPHONE NUMBER | 919-851-8077 |
| 6c. E-MAIL ADDRESS | gpurvis@wetherilleng.com |
| 7. NAME OF FIRM *(If Block 2a is a Branch Office)* | Wetherill Engineering Inc. |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| Wetherill Associates, Inc.<br>Engineering for Industry, Inc. | 1963 | n/a |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 13 | 2 |
| 60 | Transportation Engineers | 9 | 0 |
| 32 | Hydraulic Engineers | 6 | 0 |
| 57 | Structural Engineers | 10 | 0 |
| 12 | Civil/Site Engineers | 5 | 0 |
| 38 | Surveyors | 19 | 13 |
| 08 | Draftsmen/CAD Technician | 16 | 1 |
| 15 | Construction Inspectors | 9 | 0 |
| 58 | Technician/Analyst | 16 | 0 |
| 24 | Environmental Scientist | 2 | 0 |
| 00 | Structural Inspector | 5 | 0 |
| | Other Employees | | |
| | **Total** | 110 | 16 |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| B02 | Bridges | 5 |
| C15 | Construction Management | 3 |
| C18 | Cost Estimating, Cost Engineering | 2 |
| E11 | Environmental Planning | 3 |
| G01 | Garages, Parking Decks | 2 |
| H07 | Highways, Streets, Parking Lots | 4 |
| L02 | Land Surveying | 5 |
| P05 | Planning - Community/Regional | 2 |
| P06 | Planning - Site | 2 |
| R04 | Recreation Facilities | 2 |
| S13 | Stormwater Handling and Facilities | 2 |
| S09 | Structural Design, Special Structur | 2 |
| S10 | Surveying, Platting, Mapping | 4 |
| T03 | Traffic and Transportation Eng. | 3 |
| T04 | Topographic Surveying | 4 |
| W02 | Water Resources, Hydrology | 2 |
| W03 | Water Supply, Distribution | 2 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 0 |
| b. Non-Federal Work | 8 |
| **c. Total Work** | 8 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Greg D. Purvis

b. DATE: 2/19/26

c. NAME AND TITLE: Greg Purvis, PE, President

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME: **Terracon Consultants, Inc.** | 3. YEAR ESTABLISHED: 2023 |
| | 4. UNIQUE ENTITY IDENTIFIER: MG15GZJ9BES5 |
| 2b. STREET: 7 Glenn Bridge Rd, Ste A | 5. OWNERSHIP |
| | a. TYPE: Corporation |
| 2c. CITY: Arden / 2d. STATE: NC / 2e. ZIP CODE: 28704-3333 | b. SMALL BUSINESS STATUS: N/A |
| 6a. POINT OF CONTACT NAME AND TITLE: George Flores, Operations Manager | 7. NAME OF FIRM *(If Block 2a is a Branch Office)*: Terracon Consultants, Inc. (Est. 1965, DUNS No. 613569961) |
| 6b. TELEPHONE NUMBER: 828-476-4545 / 6c. E-MAIL ADDRESS: George.Flores2@terracon.com | |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| None | | |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 05 | Archaeologist | 156 | 0 |
| 06 | Architect | 20 | 0 |
| 07 | Biologist | 91 | 0 |
| 08 | CADD Technician | 29 | 0 |
| 12/27/55 | Civil/Geotechnical/Foundation/Soils | 774 | 2 |
| 15 | Construction Inspector | 210 | 0 |
| 23 | Environmental Engineer | 285 | 1 |
| 24 | Environmental Scientist/NEPA | 591 | 3 |
| 29 | GIS Specialist | 37 | 0 |
| 30 | Geologist | 295 | 2 |
| 36 | Industrial Hygienist | 42 | 0 |
| 39 | Landscape Architect | 10 | 0 |
| 40 | Construction Materials/Pavement | 622 | 1 |
| 51 | Safety/Occupational Health Engineer | 16 | 0 |
| 58 | Technician/Analyst (Testing Lab) | 2,615 | 2 |
| | Driller | 423 | 0 |
| | Engineering Manager | 144 | 1 |
| | Building Enclosure Cx/Inspector | 96 | 2 |
| | Geophysicist | 82 | 0 |
| | Historic Preservationist | 26 | 0 |
| | | | |
| | Other Employees | 1,454 | 0 |
| | | | |
| | **Total** | 8,018 | 14 |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A06 | Airports | 9 |
| A10 | Asbestos Abatement | 10 |
| B02 | Bridges | 9 |
| D01/D02 | Dams/Dikes/Levees | 8 |
| D04 | Design Build RFPs | 9 |
| E07 | Renewable Energy/Conservation | 10 |
| E09/E13 | EIS/NEPA/Env Testing & Analysis | 10 |
| E12/H03 | Environmental Remediation/HTRW | 9 |
| H07 | Highways/Streets/Parking | 10 |
| H09 | Medical Facilities | 9 |
| H10 | Hospitality | 10 |
| H11 | Multi-Family Housing | 9 |
| I01/W01 | Industrial Manufacturing/Warehouse | 10 |
| P12 | Power Gen. Transmission Distribution | 9 |
| R03 | Railroad/Rapid Transit | 7 |
| R12 | Roofing | 4 |
| S03 | Seismic Designs and Studies | 4 |
| S05 | Soils/Geologic Studies/Foundations | 10 |
| S07/S13 | Solid Waste Facilities/Stormwater | 8 |
| S11 | Sustainable Design | 7 |
| T02 | Testing and Inspection Services | 10 |
| W02 | Water/Hydrology/Groundwater | 8 |
| W03 | Water Supply/Treatment/Distribution | 9 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 9 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Jeffrey A. Davis

b. DATE: 01/02/2026

c. NAME AND TITLE: Jeff Davis, FSAME National Director, Federal Services

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME: **Terracon Consultants, Inc.** | 3. YEAR ESTABLISHED: 2003 |
| | 4. UNIQUE ENTITY IDENTIFIER: E2MFMMCYDTG5 |
| 2b. STREET: 2701 Westport Road | 5. OWNERSHIP |
| | a. TYPE: Corporation |
| 2c. CITY: Charlotte / 2d. STATE: NC / 2e. ZIP CODE: 28208-3608 | b. SMALL BUSINESS STATUS: N/A |
| 6a. POINT OF CONTACT NAME AND TITLE: Zach St Jean, Operations Manager | 7. NAME OF FIRM *(If Block 2a is a Branch Office)*: Terracon Consultants, Inc. (Est. 1965, DUNS No. 613569961) |
| 6b. TELEPHONE NUMBER: 704-509-1777 / 6c. E-MAIL ADDRESS: Zach.StJean@terracon.com | |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| H.C. Nutting Company | 1921 | 0 |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 05 | Archaeologist | 156 | 0 |
| 06 | Architect | 20 | 3 |
| 07 | Biologist | 91 | 0 |
| 08 | CADD Technician | 29 | 1 |
| 12/27/55 | Civil/Geotechnical/Foundation/Soils | 774 | 15 |
| 15 | Construction Inspector | 210 | 6 |
| 23 | Environmental Engineer | 285 | 8 |
| 24 | Environmental Scientist/NEPA | 591 | 10 |
| 29 | GIS Specialist | 37 | 0 |
| 30 | Geologist | 295 | 3 |
| 36 | Industrial Hygienist | 42 | 1 |
| 39 | Landscape Architect | 10 | 0 |
| 40 | Construction Materials/Pavement | 622 | 16 |
| 51 | Safety/Occupational Health Engineer | 16 | 0 |
| 58 | Technician/Analyst (Testing Lab) | 2,615 | 36 |
| | Driller | 423 | 0 |
| | Engineering Manager | 144 | 1 |
| | Building Enclosure Cx/Inspector | 96 | 7 |
| | Geophysicist | 82 | 0 |
| | Historic Preservationist | 26 | 0 |
| | | | |
| | Other Employees | 1,454 | 20 |
| | | | |
| | **Total** | 8,018 | 127 |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| A06 | Airports | 9 |
| A10 | Asbestos Abatement | 10 |
| B02 | Bridges | 9 |
| D01/D02 | Dams/Dikes/Levees | 8 |
| D04 | Design Build RFPs | 9 |
| E07 | Renewable Energy/Conservation | 10 |
| E09/E13 | EIS/NEPA/Env Testing & Analysis | 10 |
| E12/H03 | Environmental Remediation/HTRW | 9 |
| H07 | Highways/Streets/Parking | 10 |
| H09 | Medical Facilities | 9 |
| H10 | Hospitality | 10 |
| H11 | Multi-Family Housing | 9 |
| I01/W01 | Industrial Manufacturing/Warehouse | 10 |
| P12 | Power Gen. Transmission Distribution | 9 |
| R03 | Railroad/Rapid Transit | 7 |
| R12 | Roofing | 4 |
| S03 | Seismic Designs and Studies | 4 |
| S05 | Soils/Geologic Studies/Foundations | 10 |
| S07/S13 | Solid Waste Facilities/Stormwater | 8 |
| S11 | Sustainable Design | 7 |
| T02 | Testing and Inspection Services | 10 |
| W02 | Water/Hydrology/Groundwater | 8 |
| W03 | Water Supply/Treatment/Distribution | 9 |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 9 |
| b. Non-Federal Work | 10 |
| **c. Total Work** | 10 |

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Jeffrey A. Davis

b. DATE: 01/02/2026

c. NAME AND TITLE: Jeff Davis, FSAME National Director, Federal Services

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME | Telecommunication & Industrial Consulting Services Corporation (TELICS) |
| 2b. STREET | 3440 Lakemont Boulevard |
| 2c. CITY | Fort Mill |
| 2d. STATE | SC |
| 2e. ZIP CODE | 29210 |
| 3. YEAR ESTABLISHED | 1981 |
| 4. UNIQUE ENTITY IDENTIFIER | 041912254 |
| 5. OWNERSHIP a. TYPE | Corporation |
| b. SMALL BUSINESS STATUS | N/A |
| 6a. POINT OF CONTACT NAME AND TITLE | Andrew Jerome Ponder, SR/WA \| Senior Manager |
| 6b. TELEPHONE NUMBER | 704-657-3323 |
| 6c. E-MAIL ADDRESS | aponder@telics.com |
| 7. NAME OF FIRM *(If Block 2a is a Branch Office)* | |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| | | |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | (2) BRANCH |
|---|---|---|---|
| 02 | Administrative | 20 | |
| 08 | CADD Technician | 63 | |
| 09 | Cartographer | 1 | |
| 12 | Civil Engineer | 2 | |
| 15 | Construction Inspector | 11 | |
| 42 | Mechanical Engineer | 2 | |
| 48 | Project Manager | 18 | |
| | Right of Way | 24 | |
| | Utility Coordinator | 11 | |
| | Communications Design | 148 | |
| | | | |
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| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Other Employees | | |
| | **Total** | 300 | |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| | Communications Design | 8 |
| | Right of Way Services | 7 |
| | Utility Coordination | 4 |
| | Traffic Signal Cabling | 2 |
| | | |
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| | | |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 7 |
| b. Non-Federal Work | 8 |
| **c. Total Work** | 9 |

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: J. Taylor Keith

b. DATE: 02/20/2026

c. NAME AND TITLE: J. Taylor Keith, Vice President

TGS ENGINEERS

TGS Engineers
201 W. Marion St.
SUITE 200
Shelby, NC 28150
PHONE (704) 476-0003 FAX (704) 476-0024

February 23, 2026

Mr. David Todd
Assistant City Manager
City of Brevard
95 W. Main Street
Brevard, NC 28712
Via email: David.Todd@cityofbrevard.com

**2.1 Introduction – Estatoe Trail Boardwalk Replacement**

Dear Mr. Todd:

**TGS Engineers** (Thompson-Gordon-Shook Engineers, Inc.) is very interested in providing professional engineering design services for your recently advertised Estatoe Trail boardwalk replacement project to involve the development of two sections of multipurpose trail that will be replacing two aged failing sections of wooden boardwalk that currently serve as the multi-use path. From the RFQ, we understand that the trail is a critical connection along the Ecusta Trail linking downtown Brevard and neighboring residents to the Pisgah National Forest and the Davidson River Campground.

TGS Engineers (TGS) has been serving the municipalities and the US Forest Service as well as NCDOT since 1978 and our firm has recently completed two significant multi-use path projects – one of which is a 4-mile rail to trail project for the City of Shelby and the other is a 2-mile multi-use path with pedestrian bridge over US 321 for the City of Hickory. Another recent design project is the Stagecoach Greenway for Cleveland County Water which involves a boardwalk and 10' of paved hiking trail along the east bank of the First Broad River in Cleveland County. Once completed, there will be 5-miles of trail along with four (4) parks on sixty (60) acres. It will also provide connectivity for the Town of Lawndale.

Our proposed partners are ready and capable of handling any additional services such as boardwalk demolition, geotechnical investigations, as well as natural resources studies and surveys for permitting requirements.

- R.E. Burns & Sons Construction Co.
- Carolinas Geotechnical Group (CG2)
- Sage Ecological

We acknowledge Addendum #1 issued on February 2, 2026.

Please feel free to reach out with any questions. I can be reached at 704.476.0003, via email at bfletcher@tgsengineers.com or at 201 W. Marion Street, Suite 200, Shelby, NC 28150. Thank you for your consideration of the **TGS team** for this project.

Sincerely,

Brian P. Fletcher, PE
Senior Project Manager

## 2.2 – FIRM INFORMATION

TGS will provide the City of Brevard with the services necessary to accomplish the goals set forth in the RFQ for replacement of two sections of collapsed boardwalk. Segment 1 of approximately 250 LF will be replaced with a 12' wide at-grade asphalt greenway. Segment 2 of approximately 300 LF will be realigned onto a stable abandoned railroad bed. The new section will be a 12' wide at-grade asphalt path outside of wetlands.

Trail/Roadway Design
Hydraulic/Hydrologic Analysis & Design
Environmental Permitting & Compliance
Structure Repair/Replacement Design
Structure Inspection Services
Survey & SUE
Utility Design & Coordination
Work Zone Traffic Control

### FIRM OVERVIEW

**Thompson-Gordon-Shook Engineers, Inc. dba TGS Engineers** is a multi-discipline civil engineering firm that has specialized in transportation projects since 1978. TGS has grown to a team of over 130 professional engineers, professional land surveyors, inspectors, skilled technicians, and administrative support staff.

**POINT OF CONTACT**

Mr. Jimmy Terry, PE / Sr. Project Manager
201 W. Marion Street, Suite 200, Shelby, NC 28150

PHONE: 704.476.0003 ext. 314 // FAX: 704.476.0024 // jterry@tgsengineers.com

### a. OFFICE LOCATIONS

Work will be performed by our Shelby office team with hydraulic/hydrologic assistance from our Raleigh team.

- 706 Hillsborough Street, Suite 200, Raleigh, NC 27603 / (Headquarters)
- 201 W. Marion Street, Suite 200, Shelby, NC 28150
- 150 August Avenue, Suite 200, Morganton, NC 28655

### b. BUSINESS STRUCTURE

TGS Engineers is structured as a corporation.

### c. BRIEF HISTORY

**TGS Engineers (TGS)** has been providing engineering services to public and private sector clients in North Carolina and across the Southeast for the past 47 years. TGS has focused on a variety of planning and engineering services including multi-modal transportation projects, urban roadway design, structure design, structure inspection utility design, erosion control, NEPA/SEPA documentation, stormwater management and hydraulic design, surveying, and construction inspection. Our ownership team includes Mr. Leonard Fletcher, PE, PLS and Mr. Jeffrey Brittain, PE as shown and there are no anticipated changes.



### d. LITIGATION/DISPUTES/DEFAULTS/LIENS

There is nothing to report for any of these issues.

### e. TOTAL NUMBER OF STAFF

Presently, there are 130 employees at TGS Engineers.

### f. SUMMARY DOCUMENT IDENTIFYING PROJECT DATA

Due to page limits, please see projects described in Section 2.4 included with our Letter of Interest.

## 2.3 – MANAGEMENT AND TEAM LOCATION

Our proposed Project Manager, Mr. Jimmy Terry, PE, is located in our Shelby, North Carolina office which is approximately **80 miles** from the City of Brevard.

Our team is very familiar with Brevard and the Pisgah National Forest. In addition to bridge inspection projects for NCDOT, our firm has often served on projects for the US Forest Service in that area. Projects over the last five years include:

- Davidson River Road Repair Design, Transylvania County (2024)
- Pisgah National Forest Trail Bridge Designs, Buncombe County (2024)
- Catawba Falls Trail Design, McDowell County (2023)
- Davidson River Road Bridge Replacement, Transylvania County (2023)
- Catawba Falls Trail Design, McDowell County (2021)

# Jimmy Terry, PE

Transportation Engineer | Project Manager

Jimmy has 22 years of experience with engineering and planning projects, developing functional, right of way and construction roadway plans. His expertise includes the design of rural and urban projects from widening secondary roads to major interchange/interstate design.

His experience also includes resurfacing projects, bridge replacement projects, interchange design, intersection improvements, superstreet design, bike and pedestrian greenway design, traffic management, construction phasing, construction estimating and overall project management. Additionally, Jimmy has vast experience with utility design, utility conflict resolution as well as erosion and sediment control design.

EDUCATION:
Bachelor of Science – Civil Engineering, North Carolina State University (2004)

PROFESSIONAL REGISTRATIONS:
North Carolina Professional Engineer (# 035018)

CERTIFICATIONS:
NCDOT Level III Certification – Design for Erosion Control and Sediment Control Plans #3145

PROFESSIONAL EXPERIENCE:
Years with TGS Engineers: 22



**JIMMY'S EXPERIENCE**

- Numerous Emergency Design-Build bridge replacements following Hurricane Helene in 2024
- Green River Cove Road repair plans – Division 14 (Hurricane damage)
- Hurricane Helene Express Design-Build Bridge Replacements (3) in Buncombe County
- Hurricane Helene – US 176 Repair in Polk County
- Bridge over French Broad River in Asheville for Biltmore Farms
- EB-6038 – multi-use trail connector and pedestrian bridge over US 321 for City of Hickory
- Carolina Harmony Trail for City of Shelby
- A-0009C – Corridor K, Graham County
- Stagecoach Greenway for Cleveland County Water
- R-5839B - NC 28 – Swain/Graham County
- Numerous Emergency Design Build Bridge Replacements
- W-5712A - NC 180 Improvements
- BL-0115 – Multi Use Path off Clements Road in the City of Hickory
- 17th Street NW Extension for the City of Hickory

## 2.4 – FIRM EXPERIENCE AND QUALIFICATIONS

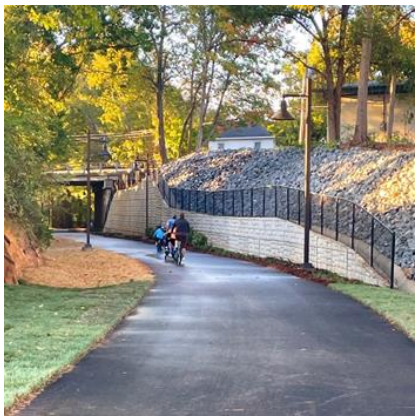
Each of the projects showcased below were delivered on time and on budget. We invite you to reach out to the project owners for additional information.





For the **City of Hickory**, our team designed over 2.6-miles of path as well as a pedestrian bridge over US 321. This $25M project was fast-tracked due to constraints of the grant funding source. This project was a critical component of the 2018 BUILD Grant funded "Hickory Reconnected Through Transportation Infrastructure Investment" portion of the Crafting Hickory initiative as a catalyst for growth and revitalization. TGS provided turnkey design services on this project. Additionally, TGS currently serves the City of Hickory on all feasibility studies as they apply for grants regularly.

Date Awarded: November 2019 Date Completed: April 2024
Client: Will Hamblin, PE, City Engineer, City of Hickory, 828.323.7400 or willhamblin@hickorync.gov.



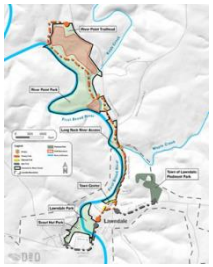



Another recent project is the **Carolina Harmony Trail** also known as the Shelby Rail Trail for the **City of Shelby**. This $15M trail is part of the Carolina Thread Trail system and the Cleveland County Rail Trail Implementation Master Plan, providing safe off-street travel from Shelby to the NC/SC line. TGS designed this multi-phased project and provided construction and inspection services as well.

Utilizing a portion of the unused rail corridor that runs approximately 10.2 miles from the Sunset Cemetery in Uptown Shelby to the state line, Phase I runs from Grover to Marion Street. Phase II runs from Marion Street to Dekalb Street. The existing bridge will be retrofitted for pedestrian use. This phased project components include connectivity to the old middle school baseball field and trailhead parking. TGS provided turnkey planning and design services including surveys, natural resource surveys, trail design, hydraulic design, erosion control, environmental document preparation and environmental permitting. Agency coordination on this project included NCDCR's SHPO, NCDOT Division 12, NCDEQ, FEMA, US Fish and Wildlife Service, and US Army Corps of Engineers.

Date Awarded: October 2019 Date Completed: CEI Ongoing in February 2026
Client: Justin Wright, Engineering, City of Shelby, 704.669.2062 or justin.wright@cityofshelby.com

TGS also designed the **Stagecoach Greenway for Cleveland County Water**. This $3M project involves a boardwalk and 10' of paved hiking trail along the east bank of the First Broad River in Cleveland County. When the project is completed, there will be 5-miles of trail along with four (4) parks on 60 acres. It will also provide connectivity to Main Street in Lawndale. Full survey, design and permitting services were provided.



Date Awarded: June 2023 Date Completed: October 2025
Client: Brad Cornwell, Cleveland County Water, 704.538.9033 or bradcornwell@clevelandcountywater.com



**A-0009C – Corridor K Roadway Improvements** include roadway improvements, the first Land Bridge in North Carolina intended to provide safe passage for wildlife and pedestrians on the Appalachian Trail, and tiered walls as shown. This project is significant as it completes one of the two remaining gaps of this corridor in the Appalachian Development Highway System while positively impacting commercial travel through North Carolina. TGS provided project development and design services. US 129, NC 143, and NC 28 are now part of the National Highway System and will serve as a detour for US 74 and US 129. Letting date was August 16, 2022.

Date Awarded: 2017 Date Completed: Revisions Ongoing February '26
Client: Jeanette White, PE, NCDOT Division 14, 828.586.2141 or jlwhite5@ncdot.gov

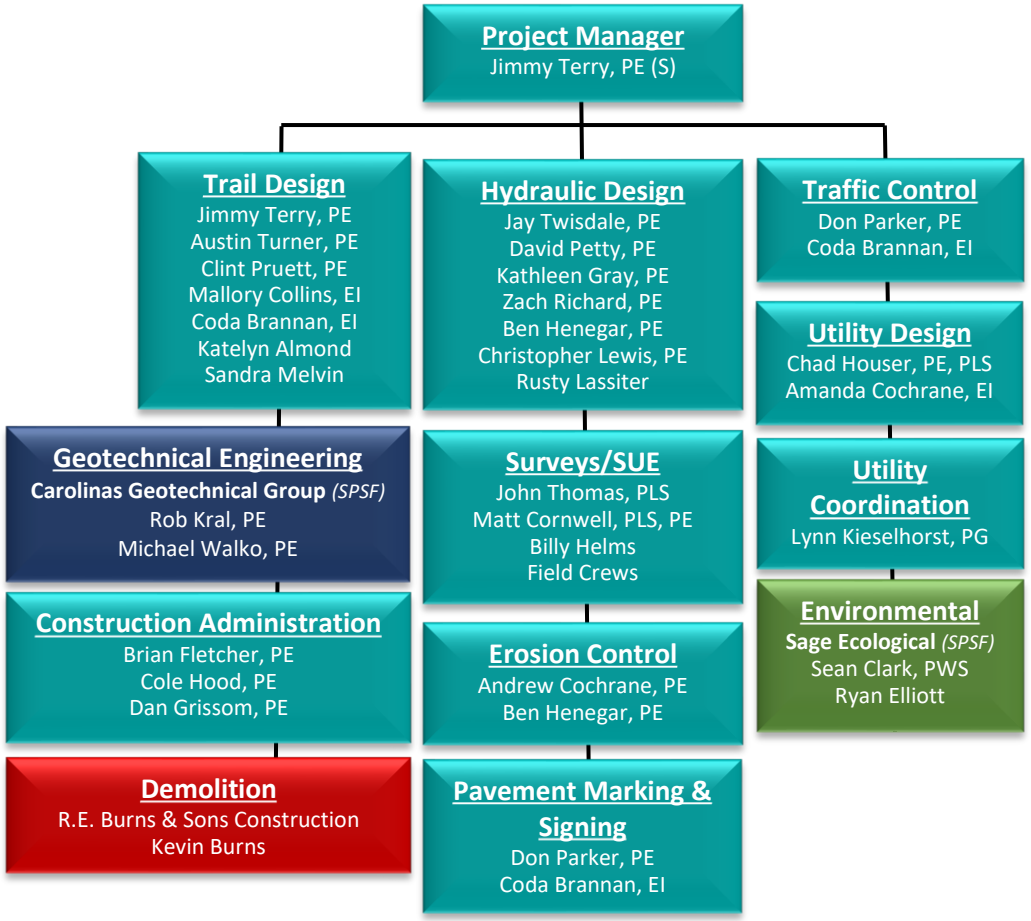


**Biltmore Bridge over the French Broad River** - The TGS Engineers team also provided surveys, structural, roadway, geotechnical and hydraulic design, obtained permits, prepared the construction estimate for roadway approaches and a bridge on new location including **a multi-use path over the French Broad River** about 1,000 feet downstream of the Blue Ridge Parkway crossing. FEMA modeling efforts were an important component. The French Broad River crossing involved fill in the floodway on a FEMA Detailed (Redelineated) studied stream. Upon due diligence with NC Floodplain Mapping, it was determined that a truncated Existing Conditions model would be created in HEC-RAS to extend up and down stream to cover the area of revision. Then a revised model was created to analyze the **proposed bridge within the floodplain**. Successful coordination and stakeholder input resulted in a design that avoided impacting any insurable structures in the floodplain. Applications were prepared and extensive coordination performed with NC Floodplain Mapping, Buncombe County Floodplain Administrator, Asheville Floodplain Administrator and FEMA to obtain **a CLOMR as well as a County Floodplain Development Permit. A post construction LOMR was required.** There was extensive coordination with USACE, NCDENR, USFWS, and NCWRC. TGS prepared documents and drawings to successfully obtain 401/404 permits and a Biological Opinion from USFWS to satisfy the Endangered Species Act. TGS also managed the bid advertisement and provided contract administration services. TGS was on time and on budget with this project.

Date Awarded: August 2019 Date Completed: October 2022
Client: Lee Thomason, Biltmore Farms, 828.209.2000 or lthomason@biltmorefarms.com

## 2.5 – PROJECT TEAM AND RESOURCES

ORGANIZATIONAL CHART




TGS Engineers is committed to providing dedicated resources to our clients from project start through completion. We offer the following team of professionals to assist the City of Brevard to accomplish goals outlined in the RFQ. Our team members are all available to start and move this forward as soon as possible.

## TEAM QUALIFICATIONS & EXPERIENCE

Over the last few years, TGS Engineers has performed professional engineering services on a variety of projects.

- ✓ Greenways & Trails & Multi-Use Paths as described above.
- ✓ Bridges: TGS has designed 50+ bridges over water across North Carolina. Most required FEMA compliance and Stormwater Management (SWM).
- ✓ Culverts: TGS has designed 25+ box culverts across NC. Most required FEMA compliance and Stormwater Management.
- ✓ TGS has designed 30 + urban, rural, and interstate projects involving cross drainage, curb & gutter storm drainage, ditch design, along with FEMA Compliance and Stormwater Management involvement.
- ✓ Express Design Build Bridges: TGS has designed numerous Design Build Bridges with FEMA involvement.
- ✓ TGS has maintained a contract for decades with North Southern Railroad to review all plans for associated roadway, structures, and drainage in Virginia, North and South Carolina.
- ✓ TGS also provides Construction Management of the Hydraulic Design for the NCDOT Hydraulics Unit on the I-26 Construction Projects I-4700 and I-4400 in Buncombe and Henderson Counties as well as on the I-5507 project on I-485 Charlotte Outer Loop.

TGS Engineers is prequalified for the services required for this contract with the exception of Geotechnical Engineering and Investigations, which will be performed by our partners at the **Carolinas Geotechnical Group (CG2)**. All of the members of the TGS team are located in North Carolina. The staff in our Shelby office will manage the contract. Our hydraulics/hydrologic team is based in our Raleigh headquarters office. The TGS proposed team members are highly qualified for this contract and all of the project experience listed has been accomplished while with TGS Engineers, excepted where noted.

| TGS Key Team Members | Discipline | Registration # | Yrs.' Exp. | Location |
|---|---|---|---|---|
| **Jimmy Terry, PE** | **Project Manager \| Design** | NC PE #035018 | 22 | Shelby |
| Jay Twisdale, PE | Hydraulic Design / QAQC | NC PE #024897 | 36 | Raleigh |
| David Petty, PE | Hydraulic Design | NC PE #038697 | 21 | Raleigh |
| Zach Richard, PE | Hydraulic Design | NC PE #044552 | 14 | Raleigh |
| Kathleen Gray, PE | Hydraulic Design | NC PE #030388 | 26 | Raleigh |
| Ben Henegar, PE | Hydraulic Design / Erosion Control | NC PE #044158 | 21 | Raleigh |
| Christopher Lewis, PE | Hydraulic Design | NC PE #041420 | 15 | Raleigh |
| Rusty Lassiter | Hydraulic Design | N/A | 38 | Raleigh |
| Andrew Cochrane, PE | Erosion Control | NC PE #041996 | 14 | Shelby |
| Clint Pruett, PE | Trail Design | NC PE #047943 | 14 | Shelby |
| Austin Turner, PE | Trail Design | NC PE #048121 | 12 | Shelby |
| Mallory Collins, EI | Trail Design | N/A | 3 | Shelby |
| Katelyn Almond | Trail Design | N/A | 9 | Shelby |
| Sandra Melvin | Trail Design | N/A | 38 | Raleigh |
| Coda Brannan, EI | WZTC \| Signing \| Pavement Marking | N/A | 5 | Raleigh |
| Don Parker, PE | WZTC \|Pavement Marking \| Signing | NC PE #043251 | 37 | Raleigh |

| TGS Key Team Members | Discipline | Registration # | Yrs.' Exp. | Location |
|---|---|---|---|---|
| John Thomas, PLS | Survey | NC PLS #L-5290 | 32 | Shelby |
| Billy Helms | Survey | N/A | 29 | Shelby |
| Matt Cornwell, PLS, PE | Survey | NC PLS #L-4775 | 25 | Shelby |
| Brian Fletcher, PE | Construction Admin. / Constructability | NC PE #039136 | 19 | Shelby |
| Cole Hood, PE | Construction Administration | NC PE #023079 | 35 | Shelby |
| Dan Grissom, PE | Construction Administration | NC PE #014896 | 40 | Shelby |
| **Carolinas Geotechnical Group** | **Discipline** | **Registration #** | **Yrs.' Exp** | **Location** |
| Rob Kral, PE | Geotechnical | NC PE #042642 | 13 | Charlotte |
| Michael Walko, PE | Geotechnical | NC PE #026917 | 33 | Charlotte |
| Sage Ecological | Discipline | Registration # | Yrs.' Exp. | Location |
| Sean Clark, PWS | Natural Resources | NC PWS #1972 | 27 | Raleigh |
| Ryan Elliott | Natural Resources | N/A | 8 | Raleigh |

The following team is ready to begin working on this project for the City of Brevard. Supporting Jimmy Terry will be the following key team members highlighted briefly below:



### JAY TWISDALE, PE - SR. HYDRAULICS PROJECT MANAGER

BS, BIOLOGICAL AND AGRICULTURAL ENGINEERING TECHNOLOGY – NCSU (1989)

RALEIGH, NC || NC PE #024897

Jay Twisdale, PE began his career with the NCDOT Hydraulics Unit immediately following graduation from NCSU. He quickly rose through the ranks as a design engineer, squad leader and project manager where he achieved his Public Manager Certification. Jay retired from his position of Assistant State Hydraulics Engineer and joined TGS Engineers in June 2019. Jay has 35 years of experience with engineering and planning projects all of which involved the hydrologic/hydraulic design of complex transportation projects. His experience includes design and project management, hydraulics coordination of planning and merger 01 projects with federal, state, and local environmental agencies as well as bridge and culvert design, permitting, stormwater management, stream design, erosion control, operations support, and interpretation of drainage laws.



### JOHN THOMAS, PLS – SURVEY/SUE GROUP LEAD

A.A.S., CIVIL ENGINEERING TECHNOLOGY – GASTON COLLEGE (1994)

SHELBY, NC || NC PLS #L-5290

John has been with TGS for more than 30 years, beginning his career as a rod man and quickly progressing to Survey Project Manager and SUE Analyst and now leading the Survey Group. The combination of his field and office experience provides clients with a thorough perspective on the requirements to complete each survey project. John has been involved with many types of surveys throughout the Carolinas for private, municipal, and state agencies. His expertise includes route location surveys for highways, railways and utility locations as

well as performing deed/title research, retracement of boundary lines, subdivisions, and site layout for new parcels. John has participated in thousands of NCDOT survey projects to date in his career.



**MATT CORNWELL, PLS, PE – SR. SURVEY PM**
BS, CIVIL ENGINEERING – NCSU (2005)
SHELBY, NC || NC PE #042001 || NC PLS #L-4775
Matt's experience with engineering and planning projects has primarily focused on bridges, culverts, and structure design. His expertise includes bridge design computations, bridge inspections, repair plans and bridge ratings. His clients include both the public and private sectors, including NCDOT, the U.S. Forest Service and numerous municipalities. Matt is also a Lead Inspector, and he regularly performs field inspections to FHWA standards. He has lead teams on over 400 bridge rating projects in the Southeast (NC, VA, GA, WV, OK, AR, MS). He has also performed inspections on over almost 3,000 bridges in NCDOT and municipal bridge inspection cycles over the last decade.

**ROB KRAL, PE || CAROLINAS GEOTECHNICAL GROUP (CG2)**



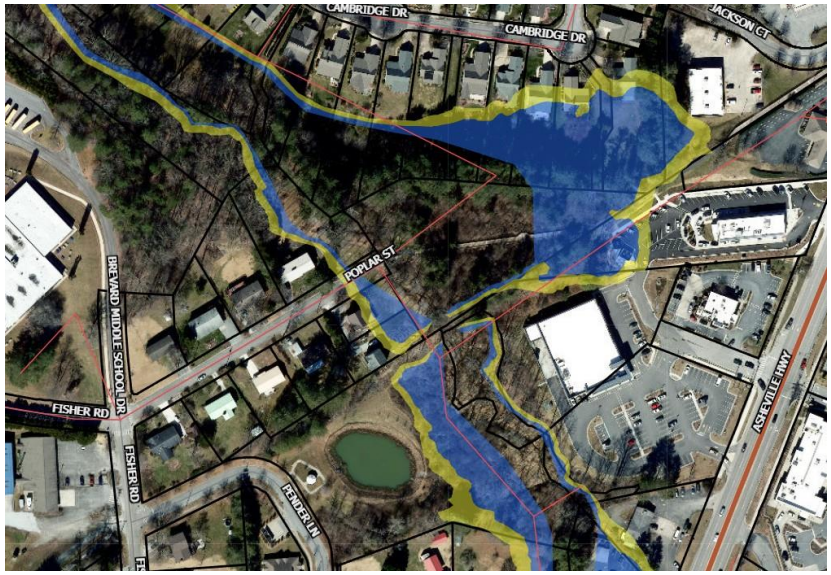
BS & MS, CIVIL ENGINEERING – UNC CHARLOTTE
CHARLOTTE, NC || NC PE #042642
Rob has more than 13 years of experience with geotechnical engineering, investigations, and analysis on transportation projects across North Carolina. Recent projects include City Walk Multi-Use Path for the City of Hickory, Mallard Creek Multi-Use Path for the City of Charlotte, Carter Falls Pedestrian Bridge for the Town of Elkin, and Sandy Creek Pedestrian Bridge for the Town of Franklinville.

Also, on the CG2 team are **MICHAEL WALKO, PE** and the rest of the field and laboratory staff. Mike has more than 30 years of experience in a broad range of geotechnical engineering projects. He has provided bridge foundation design recommendations for numerous design-build projects throughout North Carolina. His education includes a BS in Civil Engineering from Penn State University in 1992. His NC PE License is #026917.

**SEAN CLARK, PWS ||**
BS Biological Sciences, NCSU || PWS #1972
Raleigh, NC || Experience: 25 years
Sean is a Professional Wetland Scientist with more than 25years of experience in natural resource identification, environmental regulation, technical report writing, and permitting. As a Senior Environmental Scientist and President of Sage Ecological, his expertise is in transportation projects focusing on delineations, permitting associated with streams and wetlands, federal and state listed threatened and endangered species, and Phase I/II Environmental Assessments.

## 2.6 – PROJECT APPROACH

Our process is based on structured and frequent communication, adheres to a defined schedule, and seeks quality, cost-effective solutions. We break down projects into well-defined phases, identify specific tasks for each phase, and incorporate appropriate milestones to ensure the project is progressing as it expected. Estimates of probable construction costs will be established during preliminary design and updated during the preparation of construction documents at the 60% and 90% levels of completion. Cost evaluations will also examine alternative material selections, life cycle implications and long-term maintenance. Based on the details in the RFQ, we understand the design will be focused on safety in the replacement of two sections of collapsed boardwalk. Segment 1 of approximately 250 LF will be replaced with a 12' wide at-grade asphalt greenway. Segment 2 of approximately 300 LF will be realigned onto a stable abandoned railroad bed. The new section will be a 12' wide at-grade asphalt path outside of wetlands. Designs will meet the AASHTO Guide for the Development of Bicycle Facilities, by ADA compliant, as well as meeting local and state greenway standards.




**Previous FEMA Flood Study History**

**TGS Engineers** has prepared over two hundred FEMA (NCFMP) related submittal packages in the past five years for various proposed projects across North Carolina. These FEMA submittals include Conditional Letters of Map Revision (CLOMRs), LOMRs, No-Rise certifications and State Floodplain Compliances. TGS has also prepared Floodplain Development Permit Applications for various local governments across the state.

**Hydraulics Design Approach**

TGS Engineers' approach to satisfying floodplain development related permitting including FEMA and the City's Flood Damage Prevention Ordinance (Chapter 34) will include our hydraulics engineers staying involved throughout the design process. Initial involvement will include internal review of the proposed horizontal and vertical alignments for the desired 815 linear feet of relocated multipurpose Ecusta Trail (formerly known as the Estatoe Trail) along the old abandon railroad bed for connection to Pender Lane. Throughout the design process for Segment 2, our hydraulics engineer will also stay in contact with the City's Floodplain Development Administrator. Preliminary review of the overall project indicates that a portion of the realigned 815 linear feet of trail identified as Segment 2 is within the existing FEMA regulated 100-year floodplain of Lambo Creek. Any proposed facilities within the 100-year floodplain will require obtaining a Floodplain Development Permit from the City. If any proposed fill is required within the established floodway associated with Lambo Creek, either a No-Rise submittal (certified submittal showing no increase in the 100-year water surface elevations due to the proposed Segment 2 of the trail project) to the city or an approved CLOMR (and subsequent LOMR) from FEMA will be required. At a minimum, any proposed fill or cut within the 100-year floodplain will require a certified submittal to the city that the proposed relocated trail work will not raise the 100-year water surface elevation.

If it is determined that the condition of the existing drainage conveyance for Lambo Creek under the old, abandoned railroad bed warrants replacement, a certified hydrologic and hydraulic analysis including HEC-RAS modeling will be required. Our approach to performing the requested services will be to utilize the FEMA Flood Insurance Study (FIS), the FEMA Effective HEC-RAS Model, available topographical data, and supplemental survey data to be gathered by our firm to perform a flood study analysis for the proposed Lambo Creek replacement drainage structure. The FEMA Effective Redelineated Model for Lambo Creek will be thoroughly reviewed to ensure that the Effective Model's input data matches the published FIS profiles and the elevations reflected in the Floodway Data Table included the FIS report. The Effective Model will become the Duplicate Effective Model. The Duplicate Effective Model will be used to create a Corrected Effective Model that will correct any errors that occur in the Duplicate Effective Model. The Corrected Effective Model will also include additional cross sections if deemed necessary, more detailed topographic information, and other field measurements. The Corrected Effective Model may be copied and modified to reflect any man-made changes in the project area if any have occurred since the Effective Model was created which would be called the Existing Conditions Model. The Corrective Effective (or Existing Conditions) Model will then be modified to reflect proposed post-project conditions such as physical changes to the floodplain resulting in a Revised Conditions Model. Ultimately if the existing cross drainage conveyance under the railroad embankment has to be replaced, TGS will strive to achieve a no rise certification by refining the Revised Conditions model. Approval of a Floodplain Development Permit for Segment 2 of the proposed multipurpose Ecusta Trail will also be achieved.

## 2.7 – SCHEDULE AND DELIVERABLES

Our scheduling processes, consistent work session meetings, continual oversight by the Project Manager while maintaining a Microsoft Project Management database to ensure all schedules are met. Our team is committed to meeting the schedule once negotiated. Based on the information provided in the Request for Qualifications, we anticipate a schedule would require allow design to be completed in six (6) months, permitting in three (3) months and Let within one (1) year of Notice to Proceed.

Deliverables include but are not limited to:

Design Criteria
Preliminary Design
Estimates of Probable Construction Costs
Construction Documents from Approved Preliminary Design
Bid Assistance

## 2.8 – PREVIOUS WORK WITH THE CITY

TGS staff is very familiar with the City of Brevard via projects performed over the years for NCDOT and the US Forest Service. Projects include bridge inspections for the Structures Management Unit and numerous trail and pedestrian bridge designs as detailed on page two (2).

## 3.0 – INSURANCE REQUIREMENTS

TGS Engineers understands the City's insurance requirements and will certainly comply as required upon award of the contract.

Thank you for considering the TGS Engineers team for Civil Engineering Services for the Estatoe Trail Boardwalk Replacement contract. We have immediate availability and look forward to hearing from you.

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*
Estatoe Trail Boardwalk Replacement, Brevard, North Carolina

| 2. PUBLIC NOTICE DATE | 3. SOLICITATION OR PROJECT NUMBER |
|---|---|
| | |

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE
Leonard G. Fletcher, PE, PLS - President

5. NAME OF FIRM
Thompson-Gordon-Shook Engineers, Inc., dba TGS Engineers

| 6. TELEPHONE NUMBER | 7. FAX NUMBER | 8. E-MAIL ADDRESS |
|---|---|---|
| 704.476.0003 | 704.476.0024 | lfletcher@tgsengineers.com |

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

| | (Check) PRIME | (Check) J-V PARTNER | (Check) SUBCON-TRACTOR | 9. FIRM NAME | 10. ADDRESS | 11. ROLE IN THIS CONTRACT |
|---|---|---|---|---|---|---|
| a. | ✔ | | | TGS Engineers<br>☐ CHECK IF BRANCH OFFICE | 201 W. Marion Street, Suite 200<br>Shelby, NC 28150<br>704.476.0003 | Principal Engineer<br>Civil Engineer<br>Structural Engineer<br>Land Surveyor |
| b. | ✔ | | | TGS Engineers<br>☑ CHECK IF BRANCH OFFICE | 150 August Street, Suite 200<br>Morganton, NC 28655<br>828.437.4681 | Principal Engineer<br>Civil Engineer<br>Structural Engineer |
| c. | ✔ | | | TGS Engineers<br>☐ CHECK IF BRANCH OFFICE | 706 Hillsborough Street, Suite 200<br>Raleigh, NC 27603<br>919.773.8887 | Principal Engineer<br>Civil Engineer<br>Structural Engineer |
| d. | | | | ☐ CHECK IF BRANCH OFFICE | | |
| e. | | | | ☐ CHECK IF BRANCH OFFICE | | |
| f. | | | | ☐ CHECK IF BRANCH OFFICE | | |

**D. ORGANIZATIONAL CHART OF PROPOSED TEAM** ☑ *(Attached)*

# 2026 TGS ORGANIZATIONAL CHART
2.18.2026

## Principal-In-Charge/Owners
Leonard Fletcher, PE, PLS (S) - President
Jeff Brittain, PE (M) – Corporate VP

## Bridge Inspections
Thomas Fletcher, PE (S) - VP
Jacob Dobbins (S)
Matt Cornwell, PLS, PE (S)
Corey Smith (S)
Inspectors

## CEI - Hood
Amber Heatherly (S)
Andy Foster (S)
Bill Collins (S)
Bryant Davis (S)
Chris Brooks (S)
Greg Benton (S)
Harley Ledbetter (S)
Jason Skidmore (S)
Josh Swofford (S)
Robbie Foster (R)
Rodney Murray (S)
Ryan Holley (S)
Samuel Duncan (S)
Walter Russell (S)
Kevin Brandon (ROW) - NCDOT
Daryl Roberts (ROW) - NCDOT
Mark Mundy (ROW) - NCDOT
Laura Moore - NCDOT
Crystal Roberts - NCDOT

## CEI - Fletcher
Austin Allen (S)
Bruce Martin (S) (PT)
Daniel Robinson, EI (S)
Mark Horn (S)
Katelyn Almond (S)
Caroline Yount (S)

## Planning, GIS & Compliance
Stacy Baldwin, PE (R)
Tommy Register, PE (S)
Tracy Walter, PE (R) (PT)
Kathleen Gray, PE (GIS) (R)
Luke Heavner (S)

## Surveys/SUE
John Thomas, PLS (S)
Matt Cornwell, PLS, PE (S)
Billy Helms (S)
Michael McSwain, PLS (S)
Michael Wright (S) – Mapping
Austin Helms (S)
Calvin Helms (S)
Charlie Willis (S)
Christopher Strange (S)
Colton Fletcher (S) (PT)
Dakota Arrowood (S)
Ethan Weese, EI* (S)
Gabriel Holiday (S)
Hagan Hoyle (S)
Harrison Thomas (PT)
Hayden Thomas (S)
Phillip Queen (S)

## CEI
Dan Grissom, PE (S)
Cole Hood, PE (S)
Brian Fletcher, PE (S) -VP
Jimmy Terry, PE (S)

## CEI - Grissom
Brian Williams (S)
Corey Arrowood (S)
Daniel Davis (S)
Denise Setzer (S)
Joe Brooks (S)
Ralph Allen Wright (S)
Raymond Grantland (S)
Robby Towery (S)
Storm Smith (S)
Thomas Gold (S)

## Hydraulics Design
Jay Twisdale, PE (R)
David Petty, PE (R)
Kathleen Gray, PE (R)
Zach Richard, PE (R)
Ben Henegar, PE (R)
Rusty Lassiter (R)
Chris Lewis, PE (R) (PT)
Paul Fisher, PE, PLS (R) (PT)
Nick Lail (R)
Randy Henegar, PE (R) (PT)

## Utility Design
Chad Houser, PE, PLS (S)
Amanda Cochrane, EI (S)

## Utility Coordination
Lynn Kieselhorst, PG (S)
Chad Houser, PE, PLS (S)
Amanda Cochrane, EI (S)

## Erosion Control
Andrew Cochrane, PE (S)
Ben Henegar, PE (R)
Clayton Pruett (S)

## Rail
Caleb Bradley, PE (M)
Brian Fletcher, PE (S) - VP
Dylan Poarch, PE (M)
Stephanie Higdon, EI (M)
Ryan Schul, EI (M)

## Rail CEI
Tracy Hamby (M)
Charles Eurey (M)
Kent Ross (M)
James Hocutt (R)

## CEI - Terry
Joe Laws, PE - NCDOT
Laura Green - NCDOT

## Greenway/Roadway Design
Burke Evans, PE (R)
Jimmy Terry, PE (S)
Marcus Lowery, PE, PLS (R)
Clint Pruett, PE (S)
Austin Turner, PE (S)
David Hamrick, EI (S)
Coda Brannan, EI* (R)
Mallory Collins, EI* (S)
Katelyn Almond (S)
Sandra Melvin (R)
Nathan Puertollano, EI (R)
JJ LaPlante (R)

## Structure Design
Ray Elliott, PE (S)
Marc Cheek, PE (R)
Zach Smith, PE (R)
Sam Massinople, EI (R)
Nathan Wilson (M)
Jamie Arnett (M)
Steve Williams (R)
Allen Raynor, PE (R) - Reviews

## Work Zone Traffic Control
Clint Pruett, PE (S)
Don Parker, PE (R)
Sandra Melvin (R)
Coda Brannan, EI* (R)
Mallory Collins, EI* (S)
David Hamrick, EI (S)

## Signing & Pavement Marking
Sandra Melvin (R)
Don Parker, PE (R)
Clint Pruett, PE (S)
Austin Turner, PE (S)
Coda Brannan, EI* (R)

*PE Pending

**TGS Office Locations**
Raleigh (R)
Shelby (S)
Morganton (M)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Leonard G. Fletcher, PE, PLS | Principal | 47 | 43 |

15. FIRM NAME AND LOCATION *(City and State)*

Thompson-Gordon-Shook Engineers, Inc. (dba TGS Engineers), Shelby, NC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| BS Urban & Environmental Engineering, 1977 | North Carolina Professional Engineer<br>North Carolina Professional Land Surveyor<br>Oklahoma Professional Engineer |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

National Highway Institute Safety Inspection of In-Service Bridges Certification (is this current?)

### 19. RELEVANT PROJECTS

**a.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA-FS Francis Marion Bridge Design, Huger, SC | 2021-2022 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Design surveys, hydraulic design, geotechnical recommendations. Structure and roadway design for three (3) bridges in the Francis Marion National Forest in SC near Huger. Fee $259,500 Principal and design oversight. Contract # 12445221C0017

**b.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Davidson River Road Bridge Replacement | 2023 - 2024 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Replacement of two bridges on NFSR #475 - Davidson River Road bridge damaged due to Tropical Storm Fred. Services include design, survey, preparation of plans and specifications as well as construction oversight. Fee $215,000 Principal and design oversight. Contract #12441923C0036

**c.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA-FS Bald River Falls Bridge Design, Cherokee National Forest, TN | 2020 - 2021 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Structure design for the Tellico Plains, TN office. Fee $166,250 for this bridge replacement project. Principal and design oversight. Contract #12475619C0015

**d.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| 2020 Trail Bridge Inspections, NC National Forests | 2020 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Inspection of 66 structures to required standards. Repair recommendations and ratings of all structures ~ $13,000. Notice to proceed early 2020 Principal and QA/QC

**e.**

| (1) TITLE AND LOCATION *(City and State)* | (2) YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Jordan River Bridge in George Washington & Jefferson National Forest | 2020 | |

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☑ Check if project performed with current firm

Design services for the replacement of the Jordan River Bridge for Angela Parrish out of the George Washington & Jefferson National Forest office. Contract #12414619C0006 Fee $76,820
Principal & QA/QC

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Jimmy Terry, PE | Project Manager | 22 | 22 |

15. FIRM NAME AND LOCATION *(City and State)*

Thompson-Gordon-Shook Engineers, Inc., dba TGS Engineers, Shelby, NC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| BS, Civil Engineering - NCSU (2004) | NC Professional Engineer |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

### 19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: Carolina Harmony / Shelby Rail Trail, Shelby, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2024 | CONSTRUCTION *(If applicable)*: Ongoing

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

Project Manager for the design of a multi-use path for the City of Shelby.

**b.**

(1) TITLE AND LOCATION *(City and State)*: EB-6038 - Multi-Use Trail Connector & Pedestrian Bridge, Hickory, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 | CONSTRUCTION *(If applicable)*: 2023

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

Project Manager for the design of a multi-use path and pedestrian bridge over US 321 for the City of Hickory.

**c.**

(1) TITLE AND LOCATION *(City and State)*: Stagecoach Greenway, Lawndale, NC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2025 | CONSTRUCTION *(If applicable)*: Ongoing

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

Project Manager for the design of a greenway connector trail for Cleveland County Water in Shelby, NC.

**d.**

(1) TITLE AND LOCATION *(City and State)*

(2) YEAR COMPLETED — PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

**e.**

(1) TITLE AND LOCATION *(City and State)*

(2) YEAR COMPLETED — PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)*

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

☐ Check if project performed with current firm

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each key person.)*

| 12. NAME | 13. ROLE IN THIS CONTRACT | 14. YEARS EXPERIENCE | |
|---|---|---|---|
| | | a. TOTAL | b. WITH CURRENT FIRM |
| Matthew Cornwell, PE, PLS | Project Manager / Survey | 23 | 23 |

15. FIRM NAME AND LOCATION *(City and State)*

Thompson-Gordon-Shook Engineers, Inc. (dba TGS Engineers), Shelby, NC

| 16. EDUCATION *(Degree and Specialization)* | 17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)* |
|---|---|
| BS Civil Engineering, 2005 | North Carolina Professional Engineer<br>North Carolina Professional Land Surveyor |

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

NSC On-Track Workers Safety Training (Annual); E-Rail Safe System; QMS Roadway Technician; Asphalt Pavements; FHWA/NHI Safety Inspection of In-Service Bridges

### 19. RELEVANT PROJECTS

**a.**

(1) TITLE AND LOCATION *(City and State)*: USDA-FS Francis Marion Bridge Design, Huger, SC

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2021-2022 — CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Design surveys, hydraulic design, geotechnical recommendations. Structure and roadway design for three (3) bridges in the Francis Marion National Forest in SC near Huger. Fee $259,500 Contract # 12445221C0017

**b.**

(1) TITLE AND LOCATION *(City and State)*: Davidson River Road Bridge Replacement

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2023 - 2024 — CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Replacement of two bridges on NFSR #475 - Davidson River Road bridge damaged due to Tropical Storm Fred. Services include design, survey, preparation of plans and specifications as well as construction oversight. Fee $215,000 Contract #12441923C0036

**c.**

(1) TITLE AND LOCATION *(City and State)*: USDA Forest Service Bridge Ratings

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 — CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Field review and ratings on 36 bridges and perform concrete coring and load rating on Hurrican Creek Bridge in Ozark National Forest. Contract #127A8620C0013.

**d.**

(1) TITLE AND LOCATION *(City and State)*: 2020 Trail Bridge Inspections, NC National Forests

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2020 — CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Inspection of 66 structures to required standards. Repair recommendations and ratings of all structures ~ $13,000. Notice to proceed early 2020

**e.**

(1) TITLE AND LOCATION *(City and State)*: USDA Forest Service Bridge Load Ratings, Multiple States

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: 2010 - 2023 — CONSTRUCTION *(If applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Bridge inspections and load rating services.

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 1

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Francis Marion Bridge Design, Huger, SC | 2021-2022 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - FS | | |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Design, surveys, hydraulic design, geotechnical recommendations. Structure and roadway design for three (3) bridges in the Francis Marion National Forest in South Carolina near the town of Huger.

Fee: $259,500
Contract #12445221C0017

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Prime Engineer |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 2

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Davidson River Road Bridge Replacement, Pisgah National Forest, Transylvania County, North Carolina | 2023-2024 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - FS | Evonne Huggins, Contracting Officer | 404.491.1123 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Replacement of two bridges on NFSR #475. Davidson River Road bridge was damaged due to Tropical Storm Fred. Services include design, survey, preparation of plans and specifications as well as construction oversight.

Fee: $215,000
Contract #12441923C0036

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Prime Engineer |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 3

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA Forest Service Bald River Falls Bridge Design in Cherokee National Forest, Elizabethton, TN | 2020-2021 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Brett Yow | 270.924.2035 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Structure design for the Tellico Plains, TN office.
Bridge replacement project.

Fee: $166,250
Contract #12475619C0015

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | TGS Engineers | Morganton, NC | Principal |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

| 20. EXAMPLE PROJECT KEY NUMBER |
|---|
| 4 |

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Jordan River Bridge in George Washington & Jefferson National Forest | 2020 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Paula Reinhard, Region 8, Montgomery, AL | 334.741.8169 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Design services for the replacement of the Jordan River Bridge in the George Washington & Jefferson National Forest.

Fee: $76,820
Contract #12414619C0006

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 5

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA Forest Service 2020 Trail Bridge Inspections | 2020 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Michelle Reed | 270.924.2035 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Inspection of 106 bridges to FHWA standards. Repair recommendations and ratings for all structures.

Fee: $108,000

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | TGS Engineers | Morganton, NC | Support |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 6

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| Catawba Falls Trail Design, Pisgah National Forest | 2021-2022 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Steven Alves | 859.334.0524 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

TR-255 - TGS provided engineering design, plan preparation, specifications and cost estimates for design, maintenance, and construction. Located in Old Fort, North Carolina.

Fee: $89,500
Contract #12445121C0002

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

| F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT<br>*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)* | 20. EXAMPLE PROJECT KEY NUMBER<br>7 |
|---|---|

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| 2020 Bridge Ratings, Ouachita National Forest, Hot Spring, AR | 2020 | |

23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Gary Griffin | 501.321.5369 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Determine load capacity and recommend posting in accordance with AASHTO guidelines for designated bridges owned by USFS, particularly in the Southern Region.

Fee: $51,000
Contract #127A8620C0013

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 8

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA Forest Service 2019 Road & Trail Bridge Inspections, North Carolina | 2019 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Karl Buchholz | 828.257.4262 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Inspection of 70 structures in North Carolina National Forests.

Fee: ~ $105,000

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

| 20. EXAMPLE PROJECT KEY NUMBER |
|---|
| 9 |

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA Forest Service 2023 Trail Bridge Inspections | 2023 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Cynthia Granderson | 601.965.1619 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Inspection of 38 structures in North Carolina National Forests.

Fee: ~ $38,000
Contract #12445123C0034

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER: 10

| 21. TITLE AND LOCATION *(City and State)* | 22. YEAR COMPLETED | |
|---|---|---|
| | PROFESSIONAL SERVICES | CONSTRUCTION *(If applicable)* |
| USDA Forest Service Bridge Ratings in Mississippi | 2018 | |

### 23. PROJECT OWNER'S INFORMATION

| a. PROJECT OWNER | b. POINT OF CONTACT NAME | c. POINT OF CONTACT TELEPHONE NUMBER |
|---|---|---|
| USDA - Forest Service | Thomas Laurent | 907.772.5845 |

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Field review and rating of 34 US Forest Service structures in Mississippi.

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

| | (1) FIRM NAME | (2) FIRM LOCATION *(City and State)* | (3) ROLE |
|---|---|---|---|
| a. | TGS Engineers | Shelby, NC | Principal / Prime |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| f. | | | |

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

| 26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)* | 27. ROLE IN THIS CONTRACT *(From Section E, Block 13)* | 28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Leonard G. Fletcher, PE, PLS | Principal-In-Charge | X | X | X | X | X | X | X | X | X | X |
| Jimmy Terry, PE | Project Manager | | X | X | | | X | | | | |
| Matt Cornwell, PE, PLS | Survey Project Manager | X | X | X | X | X | X | X | X | X | X |
| | | | | | | | | | | | |
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## 29. EXAMPLE PROJECTS KEY

| NUMBER | TITLE OF EXAMPLE PROJECT *(From Section F)* | NUMBER | TITLE OF EXAMPLE PROJECT *(From Section F)* |
|---|---|---|---|
| 1 | Francis Marion National Forest Bridge Project | 6 | Catawba Falls Trail Design |
| 2 | Davidson River Road Bridge Replacement | 7 | 2020 Bridge Load Ratings |
| 3 | Bald River Falls Bridge Replacement | 8 | 2019 Road & Trail Bridge Inspections |
| 4 | Jordan River Bridge Replacement | 9 | 2023 Trail Bridge Inspections |
| 5 | 2020 Trail Bridge Inspections | 10 | Bridge Ratings - Mississippi |

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE

Leonard G. Fletcher

32. DATE

2/18/2026

33. NAME AND TITLE

Leonard G. Fletcher, PE, PLS - President

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*:

## PART II - GENERAL QUALIFICATIONS

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

| | |
|---|---|
| 2a. FIRM (*or Branch Office*) NAME: Thompson-Gordon-Shook Engineers, Inc., dba TGS Engineers | 3. YEAR ESTABLISHED: 1978 / 4. UNIQUE ENTITY IDENTIFIER: MFQ8X7YXFX62 |
| 2b. STREET: 201 W. Marion Street, Suite 200 | 5. OWNERSHIP |
| 2c. CITY: Shelby / 2d. STATE: NC / 2e. ZIP CODE: 28150 | a. TYPE: Corporation |
| 6a. POINT OF CONTACT NAME AND TITLE: Leonard G. Fletcher, PE, PLS - President | b. SMALL BUSINESS STATUS: 541330 |
| 6b. TELEPHONE NUMBER: 704.476.0003 / 6c. EMAIL ADDRESS: lfletcher@tgsengineers.com | 7. NAME OF FIRM *(If Block 2a is a Branch Office)* |

| 8a. FORMER FIRM NAME(S) *(If any)* | 8b. YEAR ESTABLISHED | 8c. UNIQUE ENTITY IDENTIFIER |
|---|---|---|
| | | |

### 9. EMPLOYEES BY DISCIPLINE

| a. Function Code | b. Discipline | c. Number of Employees (1) FIRM | c. Number of Employees (2) BRANCH |
|---|---|---|---|
| 08 | CADD Technician | 14 | |
| 15 | Construction Inspector | 28 | |
| 57 | Structural Engineer | 10 | |
| 58 | Technician/Analyst | 9 | |
| 16 | Construction Manager | 4 | |
| 12 | Civil Engineer | 16 | |
| 32 | Hydraulic Engineer | 9 | |
| 38 | Land Surveyor | 6 | |
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| | | | |
| | Other Employees | 39 | |
| | **Total** | | |

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

| a. Profile Code | b. Experience | c. Revenue Index Number *(see below)* |
|---|---|---|
| B02 | Maintenance, Inspection, Design | |
| | Repairs, Construction Admin. | 6 |
| | Construction Inspection, Plan | |
| | Review, Drafting Services | |
| | | |
| | | |
| W02 | Water Resources, Hydrology, | 6 |
| | Ground Water | |

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

*(Insert revenue index number shown at right)*

| | |
|---|---|
| a. Federal Work | 2 |
| b. Non-Federal Work | 8 |
| **c. Total Work** | 8 |

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE: Leonard G. Fletcher

b. DATE: 2/18/2026

c. NAME AND TITLE: Leonard G. Fletcher, PE, PLS - President

### 5.0 Submittals

All submittals shall be provided in 8.5" x 11" format with all standard text no smaller than 11 point. Each vendor shall submit qualifications with the overall page count not to exceed ten (10) pages except for the exceptions listed below.

The Introduction Letter, tabs, table of content, SF330, are not included in the overall page count.

Charts, photos, and exhibits may also be included with qualifications package.
Only electronic submissions via email as follows below will be accepted.

### 6.0 Due Dates and Inquiries

Qualification packages will be received no later than **Monday, 2/23/2026 at 11:59pm local time.**

**The City plans to shortlist firms for interviews no later than Monday, 3/6/2026 and interview shortlisted firms the week of 3/23/2026, with final firm selection, pending City Council approval, by Tuesday, 4/21/26 with proposals from the selected firm due no later than 5/1/2026.**

Questions should be directed to David Todd via e-mail at David.Todd@cityofbrevard.com.

### 7.0 Terms and Conditions

All aspects of this solicitation shall be governed by the Procurement Code adopted by the City. Interviews will be held with a shortlisted group of firms. The City reserves the right to reject any and all proposals.

**In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.**

**Below listed Addenda (if applicable) is hereby acknowledged:**

1. Addendum #1
2. _____
3. _____
4. _____
5. _____
6. _____

Company Name: Thompson-Gordon-Shook Engineers, Inc. dba TGS Engineers_____

Phone: 704.476.0003_____ Fax: 704.476.0024_____

Address: 201 W. Marion Street, Suite 200, Shelby, NC 28150_____

**Response signed in writing by:**

Signature: _____

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | City Manager Employment Agreement Amendments |
| **Speaker:** | Mack McKeller, City Attorney |
| **Prepared by:** | Kelley Craig, Human Resources Director |
| **Approved by:** | Kelley Craig, Human Resources Director |

## Background

The City Council is responsible for selecting/hiring a city manager, and setting the terms of his/her employment. Being the only employee hired by the elected board, the City Manager is the only full-time city employee whose employment is governed by a contract rather than by the city's Personnel Policy

The original employment agreement with the City Manager was signed in August 2022, effective September 2022. It called for the City Manager's performance to be evaluated once a year in the fall. The agreement was amended in November 2023 and late 2024 following the annual performance evaluation.

## Discussion

The required annual performance evaluation was conducted last fall under the facilitation of the City Attorney. The results were reviewed with the City Manager in closed session on November 17, 2025 and March 16, 2026.

At the conclusion of the evaluation, the City Council and City Manager mutually agreed to amend two clauses of the agreement:

1. Section 4.A - In acknowledgment of satisfactory performance, amend the base salary to $157,326. This increase closely matches the 3.5% cost of living adjustment given to other city employees last July.
2. Section 4.D - Add a provision allowing the Council to adjust compensation "by simple ordinance...without the necessity of entering a new contract with the consent of both parties...and without altering any other term of this agreement."

## Action

Council is asked to approve the amended agreement and ordinance document.

## Attachments:

1. WHooper 2026 Employment Agreement
2. Ordinance Fixing Compensation and Terms for City Manager

**North Carolina**
**Transylvania County** **Employment Agreement**

THIS AGREEMENT, made and entered into this ____ day of _____, 2026, by and between the City of Brevard, North Carolina, a municipal corporation, hereinafter called "Employer or Governing Body" as party of the first part, and WILSON HOOPER, _____ _____, hereinafter called "Manager", as party of the second part, both of whom understand as follows:

WITNESSETH

WHEREAS, Employer desires to secure the services of said WILSON HOOPER, as City Manager of the City of Brevard, North Carolina, as provided for in the City Charter; and

WHEREAS, it is the desire of the Governing Board, hereinafter called "Governing Body" to provide certain benefits, to establish certain conditions of employment and to set working conditions of said Manager; and

WHEREAS, it is the desire of the Governing Body to (1) retain the services of WILSON HOOPER, and to provide inducement for him to remain in such employment, (2) to make possible full work productivity and independence by assuring Manager's morale and peace of mind with respect to future security, and (3) to provide a just means for terminating Manager's services at such time that Employer may desire to terminate his employ; and

WHEREAS, Manager desires to begin employment as City Manager of the City of Brevard;

NOW, THEREFORE, In consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Powers and Duties of the Local Government Manager

A. Employer hereby agrees to retain WILSON HOOPER as Manager of the City of Brevard to perform the functions and duties specified in the City Code, City Charter, North Carolina General Statutes and herein, and as otherwise reasonably assigned to him from time to time by the Governing Body.

B. Neither the Governing Body, nor any of its members shall direct or request the appointment of any person to, or removal from, office by the Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the service of the City, except where expressly provided for by City Charter or state law. However, this will not preclude a Board member from communicating with an employee with respect to getting information that will be, or has been, brought before the Board. Neither does it preclude an employee from discussing with a Board member a grievance with the Manager that has not been handled to his/her satisfaction or in a professional, courteous, and respectful manner.

C. The Manager shall be the Chief Administrative Officer of the City of Brevard, NC. He may head one or more departments and shall be responsible to the Governing Body for

the proper administration of all affairs of the City of Brevard. To that end, he shall have the power and be required to:

1. Appoint and, when necessary in his judgment for the good of the City, suspend or remove any employee of the City, except as otherwise provided herein or by the City Charter or State Law.

2. Prepare the budget annually, including all funds of the City of Brevard, without exception, and submit it to the Governing Body together with a message describing the important features, and be responsible for its administration after adoption.

3. Oversee the submission of an annual report to the Governing Body on the finances and administrative activities of the City of Brevard as of the end of each fiscal year.

4. Direct and supervise the administration of all departments, offices, and agencies of the City of Brevard, subject to the general direction of the Governing Body.

5. Keep the Governing Body advised of the financial condition and future needs of the City, and make such recommendations, as he shall deem advisable.

6. Recommend to the Governing Body, adoption of a pay and compensation philosophy and policy, which shall guide his administration of the compensation system.

7. Recommend to the Governing Body, adoption of such measures, as he may deem necessary to expedient for the health, safety or welfare of the City, or the improvement of the administrative services.

8. Attend all meetings of the Governing Body, unless excused therefrom, and take part in the discussion of all matters coming before the Governing Body.

9. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; advise the Governing Body on the advantages or disadvantages of contract and bid proposals; and issue rules governing purchasing procedures within the administrative organization.

10. See that all laws and ordinances are duly enforced.

11. Investigate the affairs of the City or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the City, and in regard to service maintained by the public utilities in the City, and see that all franchises, permits, and privileges granted by the City are faithfully observed.

12. Perform other such duties as may be required by the Governing Body, not inconsistent with the City Charter, law or ordinances, or this Agreement.

Section 2. Term

A. The Manager serves at the pleasure of the Governing Body and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the Governing Body to terminate the services of the Manager at any time subject only to the provisions of Section 3 of this Agreement.

B. The term of this Employment Agreement shall begin at 12:01 a.m. on January 1, 2026, and shall continue until terminated with or without cause by the Governing Body as herein provided.

C. In the event Manager voluntarily resigns before expiration of the term of this Agreement, then Manager shall give the Governing Body at least ninety (90) days' advance notice unless the parties agree otherwise.

D. Manager agrees to remain in the exclusive employ of the City of Brevard during the terms of this Agreement. The term "employed", however, shall not be construed to include occasional teaching, writing, speaking or consulting performed on Manager's time off, even if outside compensation is provided for such services. Said activities are expressly allowed, provided that in no case is any activity allowed which would present a conflict of interest with the City of Brevard. In the event overnight travel is required for such non-Employer-related business, the Governing Body shall be notified in advance. *De minimis* use of City equipment for such purposes is hereby authorized.

E. Manager shall reside within the corporate limits of Transylvania County during the term of this Employment Agreement.

Section 3.

A. Termination for Cause. Throughout the term of this Employment Agreement, the Manager shall be subject to discharge for cause (as herein defined). For purposes of this Agreement, the Governing Body shall have "cause" to terminate this Agreement upon a determination by the Board, in good faith, that Manager (A) has breached in any material respect any of the terms or conditions of this Agreement or any City Policy, including those related to his duties under this agreement; (B) engages in conduct involving gross negligence, willful misconduct or insubordination; (C) engages in conduct that by common judgment reflects significantly unfavorably upon the Manager's ability to continue to serve and to perform the essential functions of his office; (D) is convicted of a felony or misdemeanor involving moral turpitude; or (E) receives a sanction or censure from the International City Manager Association for violation of its code of ethics. Manager's refusal to comply with a directive from Council that violate the ICMA Code of Ethics shall in no event serve as a cause for termination.

The Board also shall not arbitrarily or capriciously call for the termination of the Manager for cause, and the Manager shall have the right to receive written grounds for his discharge, a fair hearing before the Board, and at least ten (10) days' written notice of said charges and hearing. At such hearing before the Board, the Manager shall have the right to be present and to be heard, or represented by counsel, and to present through witnesses any testimony relevant to the grounds of discharge identified by the

City Council for his termination. A transcript of the record of the proceedings before the City Council shall be made available without charge to the Manager. If the Manager chooses to be accompanied by legal counsel at the hearing before the City Council, the Manager will assume the cost of his legal expenses.

B. Termination without Cause and Severance Pay. In the event the majority of the Governing Body takes action to terminate the employment of the Manager without cause under this Agreement, and during such time as the Manager is willing and able to perform his duties under this Employment Agreement, then the Employer agrees to pay the Manager up front, a lump sum cash payment for all accrued vacation, holiday, or other leave owed to Manager through the termination date; thereafter, Manager will receive salary compensation (including the City of Brevard's share of Manager's contribution to the Local Government Retirement System) and continued health insurance coverage for himself and his dependents for a period of up to twelve (12) months as severance pay. No other benefits such as an automobile or cellular allowance, or accrual of leave time will be provided during this period of up to twelve (12) months. It is expressly agreed between the parties, however, that Manager will receive salary compensation (including the City of Brevard's share of Manager's contribution to the Local Government Retirement System), and continued health insurance coverage only until Manager secures other comparable employment. Such severance pay shall terminate upon the date of Manager's commencement of comparable employment elsewhere, or at the end of a period of twelve (12) months from the termination of the Manager's employment without cause whichever event sooner occurs.

C. In the event the Governing Body at any time reduces the salary, compensation, or other benefits of the Manager in a greater amount than an applicable across-the-board reduction for all employees of the City, or in the event the Governing Body refuses to comply with any other provision benefiting the Manager herein, then and in that event, Manager may at his option, be deemed to be terminated without cause as provided herein.

D. Should the Manager be permanently disabled or otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks beyond any accrued leave, the Governing Body shall have the right to terminate this Agreement subject to the severance provisions of Section 3B and 3C above.

E. The terms of this Agreement shall remain in full force and effect and hold over until employment is terminated under the terms herein, or a new Agreement has been negotiated and entered into by Manager and Governing Body.

F. Contemporaneously with the delivery of the severance pay herein above described, Employee agrees to execute and deliver to Employer a release, releasing Employer of any and all claims that Manager may have against Employer.

Section 4. Salary and Deferred Compensation

A. Employer agrees to pay Manager at the annual base salary of ONE HUNDRED FIFTY SEVEN THOUSAND THREE HUNDRED TWENTY SIX DOLLARS ($157,326.00), payable bi-weekly (annual base salary does not include vehicle and cellular phone allowance).

B. In addition to Manager's annual base salary, Manager shall receive a contribution of 5% of its base salary as deferred compensation to the Prudential NC 401k Plan in the same manner in which the City of Brevard makes contributions each year for the benefit of its Law Enforcement Officers.

C. The Governing Body shall review and evaluate the performance of the Manager beginning in October and ending in November of each year commencing in 2025. Employer may increase base salary and/or benefits of the Manager at time of said review, in such amounts and to such extent as the Governing Body may determine that it is desirable to do so, in light of performance by the Manager and within budget restraints. With the agreement of both Manager and Council, these review dates may be modified but shall be at least annually. The Manager will not participate in any cost of living adjustments provided to other employees of the City of Brevard from time to time.

D. The Annual compensation terms of this agreement is subparagraph 4(a) herein may be adjusted by the Governing Body by Ordinance of the Governing Body without the necessity of entering a new contract with the consent of both parties to this agreement and without altering any other term of this agreement.

Section 5. Retirement Benefits

A. The Manager shall be covered and governed by the same retirement system as all other non-public safety employees, specifically NCLGERS. Calculations for retirement contributions shall include all compensation normally reportable to the IRS, including deferred compensation.

B. In addition to the Employer's payment to the local government retirement system referenced above, Employer agrees to execute and keep in force all necessary agreements provided by any Section 457 deferred compensation plan for Manager's participation, or continued participation, in such supplemental retirement plan.

Section 6. Insurance Coverage

A. The Manager shall be covered by the same health, life, and dental plans as all other employees.

B. The Employer agrees to pay the cost to provide the Manager with one membership for himself and his family to a health club of the Manager's choice.

Section 7. Bonding

A. The Employer shall bear the full cost of any fidelity or other bonds required of the Manager under any law or ordinance.

Section 8. Automobile and Mobile Phone Allowance

A. The Employer shall provide a vehicle and cellular phone allowance of $600.00 per month to the Manager. For the future purpose of allocating the reimbursement, parties agree that $500 is provided for automobile expenses and $100 for cellular phone and service expenses. Said vehicle allowance shall be intended to reimburse the Manager for local travel only, generally defined as travel within Transylvania, Henderson, or Buncombe County. Manager shall be reimbursed for his actual gas costs for all travel outside of Transylvania, Buncombe, or Henderson County. The Manager shall make available his gas receipts to the City Council upon their request. The cellular phone portion of the allowance shall reimburse the Manager for being required to purchase and maintain cellular telephone service, available at all times for the conduct of city business. It is understood that such telephone phone and cellular service shall be the responsibility of the Manager to maintain during his tenure as city manager.

Section 9. Other Benefits

A. All provisions of the City Charter, rules and regulations of Employer relating to fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to the Manager as they would to all other employees of Employer, in addition to said benefits enumerated specifically for the benefit of the Manager herein. Except that all benefits which vary according to tenure shall be calculated and granted in accordance with the City of Brevard's provisions using Manager's original employment date.

B. Upon written verification from his current employer, the City will accept Manager's unused sick leave in accordance with City policy.

Section 10. No Reduction of Benefits

A. The Employer shall not at any time during this agreement reduce the salary, compensation, or other financial benefits of the Manager, except to the degree such a reduction is across-the-board for all employees of the Employer.

Section 11. Hours of Work

A. It is recognized that the Manager must devote a great deal of time outside normal office hours to the business of Employer, and to that end Manager will be allowed to take compensatory time off as he shall deem appropriate during said normal office hours, to the extent that it does not reasonably interfere with the orderly management of the City.

Section 12. Professional Development

A. Employer agrees to budget for and to pay the professional dues, subscriptions, travel, and subsistence expenses of the Manager for professional participation and travel, meetings and occasions adequate to continue his professional development. Said

participation on City time to include, but not to be limited to, the International City/County Management Association, North Carolina League of Municipalities, North Carolina City/County Manager's Association, American Public Power Association, ElectriCities of North Carolina, and such other national, regional, state and local government groups and committees thereof which the Manager serves as a member, or which said participation is beneficial to Employer, as well as associated short courses, institutes and seminars. Specifically, the City strongly encourages Manager to attend and participate in any courses he may deem necessary related to North Carolina Municipal Government as presented by the North Carolina School of Government at the expense of the City.

B. Additionally, Employer encourages the Manager to attain positions of leadership in national, state, regional and local associations and organizations relevant to his profession. As expressly approved by the City Council, Employer agrees to budget and pay for the travel and subsistence expenses necessary for Manager to discharge his official duties for such associations and organizations.

Section 13. Membership in Civic and Community Organizations

A. The Governing Body recognizes the desirability of representation in and before local, civic, and other organizations, and the Manager is authorized to become a member of such clubs and organizations as are expressly approved by the City Council. Employer shall pay expenses for such memberships as may be expressly approved by the City Council. The Manager shall seek approval of the joining of the organization from the Governing Body before seeking membership reimbursement or payment.

Section 14. Performance Evaluation

A. The Governing Body shall review and evaluate the performance of the Manager beginning in October and ending in November of each year following the first year of employment. It is anticipated that the City Council will undertake the evaluation of the Manager in October of each year and strive to complete the evaluation in November of each year, or as soon thereafter as is reasonably practicable. Employer may increase the annual base salary and/or benefits of the Manager at time of said review, in such amounts and to such extent as the Governing Body may determine that it is desirable to do so, in light of performance by the Manager and within budget restraints. The months of this review may be modified with the mutual consent of both Manager and Council.

Section 15. Suspension

A. The Governing Body may suspend the Manager with full pay and benefits at any time during the term of this Agreement, if a majority of the Governing Board votes to suspend the Manager after the Manager is given written notice setting forth the reasons for his suspension ten (10) calendar days prior to a hearing before the Governing Body where he is allowed to answer such charges.

Section 16. Indemnification

A. Employer shall defend, save harmless and indemnify Manager against any tort, professional liability claim or demand or other legal action, whether groundless or

otherwise, arising out of an alleged act or omission occurring in the performance of his actual duties as Manager. Employer will compromise and settle any such claim or suit and the amount of any settlement or judgment rendered thereon. Said indemnification shall extend beyond termination of employment and the otherwise expiration of this Agreement, to provide full and complete protection to the Manager by the City of Brevard as described herein, for any acts undertaken or committed in his capacity as Manager, regardless of whether the notice of filing of a lawsuit for such tort, claim, demand or other legal action occurs during or following employment with Employer. In connection with those claims or suits involving the Manager in his/her professional capacity, the Employer must defend the Manager and/or must retain and pay for an attorney to represent the Manager (including all fees and costs) in connection with any such suit, claim, complaint, mediation, arbitration, or similar actions.

Section 17. Conflict of Interest Prohibition

A. It is further understood and agreed that because of the duties of the Manager within and on behalf of the City of Brevard and its citizenry, the Manager shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City of Brevard except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the Governing Body. For and during the term of this Agreement, the Manager further agrees, except for a personal residence or residential property acquired or held for future use as his personal residence, not to invest in any other real estate or property improvements within the corporate limits of the City of Brevard, without the prior consent of the Governing Body.

Section 18. Notices

A. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows or delivered in person in the same manner as is applicable to civil judicial practice:

Employer: City of Brevard
P.O. Box 219
Brevard, NC 28513

Manager: Wilson Hooper

_____

_____

Section 19. Review of Agreement

A. This Agreement shall be reviewed annually in advance of adoption of the annual operating budget.

Section 20. General Provisions

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Manager.

C. This Agreement shall become effective upon adoption and approval by the Governing Body of the City of Brevard.

D. If any provisions, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the City of Brevard has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Manager has signed and executed this Agreement, both in duplicate, the day and year first written above.

By: _____
Maureen Copelof, Mayor

By: _____
Wilson Hooper, Manager

By: _____
Denise Hodsdon, City Clerk

**ORDINANCE NO. 2026-XX**

**AN ORDINANCE FIXING COMPENSATION AND OTHER TERMS FOR EMPLOYMENT FOR CITY MANAGER WILSON HOOPER**

**WHEREAS**, in accord with Chapter 2, Article III of the Brevard City Code, the compensation of the City Manager and other terms of his employment are to be fixed by Ordinance; and,

**WHEREAS**, Council now desires to set forth the terms of such employment in this Ordinance.

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

**SECTION 1**. RATIFICATION AND CONTINUATION OF EMPLOYMENT. Mr. Wilson Hooper (herein after referred to as the "City Manager") was duly appointed to the Office and the position of City Manager of the City of Brevard and entered into a contract effective September 19, 2022 and has served since that date. City Council desires his continued service, effective January 1, 2026.

**SECTION 2**. SALARY. The City Manager's base salary is hereby set at $157,326.00 retroactive to January 1, 2026.

**SECTION 3**. EFFECTIVE DATE. This Ordinance shall be retroactively effective as of January 1, 2026..

Adopted and approved this the 20th day of April, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Appointment of City Representative to Transylvania County Transportation Advisory Committee |
| **Speaker:** | Aaron Bland, Asst Planning Director |
| **Prepared by:** | Aaron Bland, Asst Planning Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
On September 3, 2024, Council approved a resolution appointing Mac Morrow as the City's representative on the Transylvania County Transportation Advisory Committee (TAC). Council must now appoint a replacement for Mr. Morrow.

**Discussion**
The Transportation Advisory Committee (TAC) is a 9-member advisory board to the Transylvania County Board of Commissioners that focuses on transportation needs and issues throughout the county, working in close coordination with NCDOT Division 14 and the Land of Sky RPO. The TAC is primarily tasked with developing a comprehensive transportation plan (CTP) that identifies and prioritizes road needs of the County. Additionally, the TAC prepares and submits an annual road needs report and recommendations for the Transportation Improvement Plan (TIP) and serves as a contact point for citizens with road-related concerns. Members serve 3-year terms with a limit of 2 terms and meet quarterly.

**Recommendation**
Staff recommends Council member Lauren Wise be appointed as the new TAC representative, as he is the City's representative on the Land of Sky TAC and already has a knowledge of the topics and processes discussed at these types of meetings.

**Action**
Council is asked to approve the attached resolution appointing Mr. Wise as the City's representative on the Transylvania County Transportation Advisory Committee.

**Attachments:**
1. Resolution Appointing a Council Member to Transylvania County TAC

**RESOLUTION NO. 2026-XX**

**RESOLUTION APPOINTING A CITY COUNCIL MEMBER TO THE TRANSYLVANIA COUNTY TRANSPORTATION ADVISORY COMMITTEE**

**WHEREAS**, The Transylvania County Transportation Advisory Committee is a 9-member advisory board to the Transylvania County Board of Commissioners that focuses on transportation needs and issues throughout the county, working in close coordination with NCDOT Division 14 and the Land of Sky RPO; and

**WHEREAS**, the City of Brevard appoints one member to the Transportation Advisory Committee to serve a 3-year term; and

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

**Section 1**. The Brevard City Council does hereby appoint City Council Member Lauren Wise to the Transylvania County Transportation Advisory Committee.

Adopted and approved this the 20th day of April, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Resolution Accepting State Revolving Fund Loan for Water Treatment Plant Second Intake |
| **Speaker:** | David Todd, Assistant City Manager |
| **Prepared by:** | David Todd, Assistant City Manager |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
In approximately 2008, a downed tree in Cathey's Creek plugged the intake to the Water Treatment Plant. This greatly reduced water production led to an emergency requiring the tree to be removed quickly. Following this event, the City had a 2nd intake installed in Cathey's Creek to supply the water treatment plant, but its design was such that it frequently collected debris from the river and required routine maintenance to remove blockages.

Given the criticality of the Water Treatment plant's intake, the structure was renovated in mid-2020, to make it less prone to blockage. This renovation work included a stream bank restoration upstream of the plant intakes, also to increase resiliency. However, shortly after this work was completed and before the plantings along the streambank restoration were able to fully take, Tropical Storm Fred hit in August of 2021.

In part due to the streambank restoration plantings not being fully established and in large part due to the strength of the storm, the creek bottom and banks were severely eroded, and large amounts of debris moved in the river and were deposited on top of the newly renovated 2nd intake, completely blocking it. At that time, it was determined that the intake could not just simply being uncovered as the creek banks and bottom had changed in shape such that the intake would no longer work effectively.

Then in September of 2024 Hurricane Helene dumped massive amounts of rain which resulted in Cathey's Creek flooding severely once again. This flooding moved massive amounts of material along the bottom and creek banks of Cathey's Creek and plugged the entrance to the one remaining intake into the Water Treatment Plant.

Due to the high-water levels in the creek, even though plugged, the intake was able to continue to function. However, this quickly led to an emergency as the creek level dropped post storm, requiring heavy equipment to remove the debris restore the creek bottom at the Water Treatment Plant intake.

**Discussion**
The North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure and the State Water Infrastructure Authority offered funding through the

State Revolving Fund (SRF) – Helene Funding. Awards were limited to $10 million for drinking water projects and $5 million for wastewater projects. This is the same funding source we are anticipating will provide $5 million for the Wastewater Treatment Plant. The funding is principal forgiveness up to $5 million and a 0% interest loan for additional funding between $5 million and $10 million. As no design work has been done yet, staff is estimating the 2nd intake will cost approximately between $5 million - $10 million. Staff are requesting the assistance of Brown Consultants PA to help with this grant application as Brown Consultants PA is currently serving as the Engineer of Record for the Water Treatment Plant Improvements and they were involved with the design of the previous 2nd intake structures. A loan/grant request has been approved by The North Carolina Department of Environmental Quality Division of Water Infrastructure in the amount of $5,201,490.

**Fiscal Impact**

The loan, totaling $5,201,490, functions essentially as a grant for the initial $5M which has 100% principal forgiveness, and as a grant/loan combination for the remainder at 75% principal forgiveness and 25% loan at 0% over 20 years for the remainder. This results in a total award of $5,151,118 in principal forgiveness and $50,372 in a 0% loan over 20 years. The loan also requires a 2% fee which is eligible for financing with principal forgiveness.

**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. Letter of Intent to Fund-Water Treatment Plant Second Intake
2. Resolution Accepting SRF Loan $5.2M Offer for WTP Second Intake

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JOSH STEIN
*Governor*
D. REID WILSON
*Secretary*
SHADI ESKAF
*Director*

NORTH CAROLINA
*Environmental Quality*

March 20, 2026

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

Subject: Letter of Intent to Fund
City of Brevard
Helene Water System Improvements
SRF Helene Rolling Application Cycle
SWIA Award Date: February 18, 2026
**Project No**.: SRF-D-HEL-0047
**Agreement ID**: 2000088983

Dear Manager Hooper:

The North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI) has reviewed your funding application for the project listed above, and we are 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:** | Drinking Water State Revolving Fund (DWSRF) Helene Funds |
| **Total Funding Amount*:** | $5,201,490 total funding including:<br>$5,000,000 Principal Forgiveness (PF), plus the remainder at 75% Principal Forgiveness and 25% Loan with the loan term specified below.<br>Total award includes $5,151,118 in PF and $50,372 in Loans |
| **Loan Term:** | 0% interest rate over 20 years |
| **Total Project Cost:** | $5,201,490 |
| **Fee:** | 2% of the funding amount to be invoiced after bids are received; (eligible for financing with Principal Forgiveness) |

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**DWI Project Manager:**
Suraiya Akter
suraiya.akter@deq.nc.gov
919-707-9243

**Viable Utility Contact (if distressed):**
Not Applicable

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

| **Milestone*** | **Date** |
|---|---|
| Engineering Report/Environmental Information Document 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, and 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
** SRF Projects require an Environmental Information Document as part of the Engineering Report
**A formal funding offer will be issued following approval of the Engineering Report.

**Submittals and Disbursement**
All project documents must be submitted via Laserfiche: https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form.

Funds are reimbursed for eligible, documented costs after they are incurred and approved by DWI. Advance disbursement requests require contractor payment within three business days. Costs incurred since the onset of the hurricane may be eligible if all SRF Helene requirements were met at the time incurred.

Prior to the first disbursement, required documents will include, but are not limited to:

1. Executed funding offer and Conditions & Assurances
2. Governing body resolution accepting the award (sample attached)
3. Federal Tax ID / UEID form (attached)
4. Sales tax certification (attached)
5. Executed contracts and service agreements
6. Engineering Services Procurement Certification (attached)

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7. Site Certification (if applicable)

DWI will notify you when these documents are required. Loan components must receive LGC approval prior to disbursement.

**Disbursement of Funds**

If the Recipient requests disbursement before paying contractors, payment to contractors must be made within three business days of receiving the funds.

Project costs incurred since the onset of the hurricane may be eligible for disbursement if they are within the approved project scope and all SRF Helene requirements were met at the time the costs were incurred.
After required documents have been reviewed and approved, the Recipient will request disbursements through the DWI's EBS system at: https://www.ebs.nc.gov/logon/index.html. A reference copy of the Disbursement Request Form, access to the EBS portal, and frequently asked questions are available on the DWI website at: https://www.deq.nc.gov/construction-disbursement-funds.

**Document Naming Conventions and Identification Requirements**

To support timely review and processing, all required documents must be clearly named and properly identified when submitted through Laserfiche or any other designated portal.

Please use clear, consistent file names in the following format:
Project Number_Document Type_Date
(Example: SRP-W-ARP-0000_Resolution_2025-01-18.pdf)
Using this naming convention helps ensure documents are 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

**Additional Requirements**

Projects must comply with:

- N.C.G.S. 143-64.31 (Engineering Procurement)
- Davis-Bacon wage requirements
- American Iron and Steel provisions
- LGC debt approval and legislative notification requirements, if applicable
- Annual audit compliance

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| Topic | Requirement |
|---|---|
| **Engineering Services Procurement** | All projects must comply with N.C.G.S. 143-64.31 (Article 3D) governing procurement of architectural, engineering, and surveying services. Qualification-based selection cannot be waived under N.C.G.S. 143-64.32. Any services procured outside of federal and state requirements will be ineligible for disbursement. |
| **Davis-Bacon & American Iron and Steel (AIS)** | All SRF-funded projects must comply with Davis-Bacon prevailing wage requirements and American Iron and Steel provisions. Standard specifications are available on the DWI I Have Funding webpage. |
| **Local Government Commission (LGC) Approval** | Projects that include a repayable DWI loan must receive approval from the Local Government Commission (LGC). Final debt approval occurs after construction bids are received and must be coordinated directly with the LGC. Required materials should be emailed to srf@nctreasurer.com. |
| **Legislative Notification (G.S. 120-157.2)** | Local governments issuing debt greater than $1,000,000 must submit a notification letter to the Joint Legislative Committee on Local Government (Committee Chairs, Committee Assistant, and Fiscal Research Division) at least 45 days prior to presentation before the LGC. A copy of this letter must also be provided to DWI. |
| **Annual Audit Requirement** | Local government recipients must be current on all annual audits to receive loan or grant disbursements. The most recent audited financial statements must be submitted to the LGC by July 1 following the close of the fiscal year. |
| **Extended Term Loans** | Projects eligible for a targeted interest rate that demonstrate a weighted average design life greater than 20 years may qualify for an extended loan term, up to the calculated design life (not to exceed 30 years). Requests must be coordinated with the DWI Project Manager and supported by the design life calculation found on the I Have Funding webpage. |
| **Coordination with Other Funding Sources** | SRF funds may not duplicate costs already funded by another state or federal source. Recipients must notify the DWI Project Manager if they have secured or are seeking other funding (including FEMA Public Assistance) for any portion of the project scope. |
| **Declination of Funding** | If the recipient chooses to decline this potential funding, a signed declination letter on official letterhead from the Authorized Representative must be submitted within 30 days of receipt of the Letter of Intent to Fund. |
| **Future Funding Eligibility** | Additional funding may only be considered for documented unfunded project costs. The amount identified in this Letter of Intent will not be considered in future applications. To pursue different funding terms for the same project through another DWI program, the recipient must reapply and formally decline this funding prior to the application deadline. |

If you choose to decline this potential funding, please submit a signed declination letter on official letterhead within 30 days of receipt. If you have any questions, please contact the assigned Project Manager, Suraiya Akter.

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

Sincerely,

DocuSigned by:
6300A872077B4C5...

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Docusign Envelope ID: DD4FAA47-6C82-4102-B235-E1AE56756DBE



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 Hooper, City of Brevard, wilson.hooper@cityofbrevard.com
Jeffrey Brown, Brown Consultants PA, jtbrown1970@gmail.com
Suraiya Akter (via email)
DWI Agreement ID 2000088983 **(COM – LOIF)**

**RESOLUTION NO. 2026-XX**

**RESOLUTION ACCEPTING LOAN OFFER FOR A SECOND INTAKE AT THE WATER TREATMENT PLANT**

**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 State Revolving Fund Loan Helene Funds in the amount of $5,201,490 for the construction of a second intake at the Water Treatment Plant; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered principal forgiveness totaling $5,151,118; and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered a State Revolving Loan Amount totaling $50,372 at 0% interest over 20 years; 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 State Revolving Fund Loan Helene Funds offer of $5,151,118 at 100% Principal Forgiveness, and $50,372 Loan Amount at 0% interest over 20 years.

**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 20th day of April, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Audit Contract for the Year Ending June 30, 2026 |
| **Speaker:** | Dean Luebbe, Assistant City Manager/Finance Director |
| **Prepared by:** | Dean Luebbe, Assistant City Manager/Finance Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
NCGS 159.34 requires that each North Carolina governmental entity annually compile its financial statements for the prior fiscal year, and have them audited according to GAAP (Generally Accepted Accounting Principals). By requiring this review, the statute helps keep NC local governments financially healthy, and ensures transparency in public spending. Staff recommends that the City continue to contract with Gould Killian CPA Group, P.A. for audit services. The FY26 proposed audit contract is $59,600. This represents a $1,600 increase over the prior fiscal year. A copy of the audit contract and the agreement to provide services are attached.

To comply with Purchasing Police guidelines, in FY27 staff will competitively solicit this contract.

**Action**
Staff requests Council approve the Audit Contract with Gould Killian CPA Group, P. A. for the Year Ending June 30, 2026 in the amount of $59,600.

**Attachments:**
1. City of Brevard Eng Letter 2026
2. City of Brevard Audit Contract 2026

GOULD KILLIAN CPA GROUP, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

G. Edward Towson, II., CPA
Harvey Jenkins, CPA
Shon Norris, CPA, CFP®
Eric Michael, CPA
Daniel R. Mullinix, CPA
Terry Andersen, CPA
Travis Keever, CPA
Cheryl McCormick, CPA

April 7, 2026

To the City Council and
Members of Management
City of Brevard
95 West Main St.
Brevard, NC 28712

**Agreement to Provide Services**

This agreement to provide services (the "Agreement") is intended to describe the nature and scope of our services.

**Objectives and Scope of the Audit**

As agreed, Gould Killian CPA Group, P.A. ("GK" or "we") will audit the financial statements of the governmental activities, business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Brevard as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Brevard's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Brevard's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule – annually budgeted major funds

3. Required schedules for Law Enforcement Officers' Special Separation Allowance
4. Required schedules for the Local Government Employees' Retirement System
5. Required schedules for Other Postemployment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies City of Brevard's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

1. Combining and individual fund statements, budgetary schedules, other schedules
2. Schedule of expenditures of federal and state awards (when applicable)

The introductory and statistical sections will not be subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we will not express an opinion or provide any assurance on them.

**Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually-or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on —

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- (Only if a single audit is determined to be required) – internal control over compliance related to major programs and an opinion on compliance with federal statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

**Auditor's Responsibilities for the Audit of Financial Statements and Single Audit (if applicable)**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable ,to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will bring these misstatements to your attention as proposed adjustments. At the conclusion of our audit we will communicate to those charged with governance (as defined below) all uncorrected misstatements. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk of material misstatement as part of our audit planning:

1. Management's override of internal controls

**Audit Procedures—Internal Control**

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and to obtain evidence sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance (if a Single Audit is required), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program, as required by the Uniform Guidance. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Brevard's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If a Single Audit is required, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Brevard's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to an audit. The purpose of these procedures will be to express an opinion on the City of Brevard's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Management Responsibilities for the Financial Statements and Single Audit (if applicable)**

Our audit will be conducted on the basis that you (management) acknowledge and understand that you are responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that City programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under *Government Audit Standards* and under Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Management's responsibilities also include identifying and informing us of significant contractor relationships in which the contractor is responsible for program compliance and for the accuracy and completeness of that information.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

If a Single Audit is required, you are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19

related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Reproduction of Audit Report**

If the City plans any reproduction or publication of a document that includes our report, or any portion of it, and that is assembled differently from any paper or electronic version that we have previously reviewed (e.g., by the addition of financial statements and/or accompanying information that you have produced), a copy of the entire document in its final form should be submitted to us in sufficient time for our review and written approval before printing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If, in our professional judgment, the circumstances require, we may withhold our written approval.

**Posting of Audit Report and Financial Statements on Your Website**

You agree that, if you plan to post an electronic version of the financial statements and audit report on your website, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your website and the signed version of the financial statements and audit report provided to management by GK. You also agree to indemnify the GK from any and all claims that may arise from any differences between the electronic and signed versions.

**Review of Documents In Connection With Offering of Sale of Debt**

The audited financial statements and our report thereon should not be provided or otherwise made available to lenders, other financial institutions or sources of financing, or others (including advisors to such parties) in connection with any document to be used in the process of obtaining capital, including, without limitation, by means of the sale of securities (including securities offerings on the Internet) without first submitting copies of the document to us in sufficient time for our review and written approval. If, in our professional judgment, the circumstances require, we may withhold or condition our written approval.

**Availability of Records and Personnel**

You agree that all records, documentation, and information we request in connection with our audit will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have the full cooperation of, and unrestricted access to, your personnel during the course of the engagement.

You also agree to ensure that any third-party valuation reports that you provide to us to support amounts or disclosures in the financial statements (a) indicate the purpose for which they were intended, which is consistent with your actual use of such reports; and (b) do not contain any restrictive language that would preclude us from using such reports as audit evidence.

**Assistance by Your Personnel**

We also ask that your personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to City employees and/or customers should be provided to us. In addition, we ask that you provide high-speed Internet access to our engagement team, if practicable, while working on the City’s premises. This assistance will serve to facilitate the progress of our work.

**Peer Review Reports**

*Government Auditing Standards* requires that we provide you with a copy of our most recent quality control review report. Our latest peer review report accompanies this letter.

**Other Services**

We are always available to meet with you and members of City Council at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting the City. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend governing board meetings.

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards (if applicable), and related notes of City of Brevard in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings (if applicable). It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

**Independence**

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. Any discussions that you have with personnel of GK regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its functions and fulfilling its responsibilities.

The City agrees to perform the following functions in connection with our performance of the financial statement services:

a. Make all management decisions and perform all management functions with respect to the financial statement services provided by us.
b. Assign Dean Luebbe to oversee the financial statement services and evaluate the adequacy and results of the services.
c. Accept responsibility for the results of the financial statement services.

The services are limited to those outlined above. We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The City must make all decisions with regard to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

**Engagement Administration, Fees, and Other**

We will provide copies of our reports to the members of City Council of the City of Brevard; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third party confirmation processors also provide for the electronic (and manual) processing of other confirmation types (e.g., legal, accounts receivable, and accounts payable). To the extent applicable, the City hereby authorizes GK to participate in such confirmation processes, including through the third party's website (e.g., by entering the City's bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that GK shall have no liability in connection therewith.

The audit documentation for this engagement is the property of Gould Killian CPA Group, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gould Killian CPA Group, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or state oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2026 and to issue our reports no later than December 31, 2026. Travis S. Keever is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fixed charges to the City for the services described above of $46,100 are expected to be $38,500 for the financial statement audit and $7,600 for financial statement preparation. An additional variable fee of $4,500 per major program will be charged should a federal and/or state single audit be necessary.

The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We anticipate the time necessary to complete your audit will approximately 375 hours in total. If significant additional time is necessary (over 375 hours), we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

This fee structure does not take into consideration effects that any future standards promulgated by the Governmental Accounting Standards Board and/or other professional bodies will have on our audit procedures. As we become aware of additional audit procedures resulting from these circumstances, we will notify you of the situation and the estimated additional cost.

As a result of future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

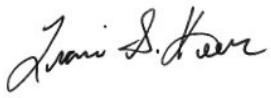
**Reporting**

We will issue written reports upon our completion of the audit. Our reports will be address to the members of the City Council for the City of Brevard, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If applicable, the Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We believe the foregoing letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please acknowledge this by signing and returning to us a copy of this Agreement and retaining a copy for your files. We will forward the signed engagement letter and LGC contract to the Local Government Commission.

Very truly yours,



Travis S. Keever
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of City of Brevard.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

# CONTRACT TO AUDIT ACCOUNTS



The Governing Board: City Council

of Primary Government Unit: City of Brevard

and Discretely Presented Component Unit (DPCU) (if applicable):

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and Auditor Name: Gould Killian CPA Group, P.A.

Auditor Address: 100 Coxe Ave, Asheville, NC 28801

*Hereinafter referred to as Auditor*

for

| Fiscal Year Ending | Date Audit Will Be Submitted to LGC |
|---|---|
| 06/30/26 | 12/31/26 |

*Must be within six months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended $100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is $1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit’s (Units’) audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management’s Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor’s opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.

20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;

b) the status of the prior year audit findings;

c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and

d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

**For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:**

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards,2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☑ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

| ***Name:*** | ***Title and Unit / Company:*** | ***Email Address:*** |
|---|---|---|
| Dean Luebbe | Finance Director/City of Brevard | dean.luebbe@cityofbrevard.com |

**OR Not Applicable** ☐ *(Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)*

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

| **Primary Government Unit** | City of Brevard |
|---|---|
| Audit Fee (financial and compliance if applicable) | $ 38,500 |
| Fee per Major Program (if not included above) | $ 4,500 (NTE amount includes 3 major programs) |
| **Additional Fees Not Included Above (if applicable):** | |
| Financial Statement Preparation (incl. notes and RSI) | $ 7,600 |
| All Other Non-Attest Services | $ |
| **TOTAL AMOUNT NOT TO EXCEED** | $ 59,600 |

| **Discretely Presented Component Unit** | |
|---|---|
| Audit Fee (financial and compliance if applicable) | $ |
| Fee per Major Program (if not included above) | $ |
| **Additional Fees Not Included Above (if applicable):** | |
| Financial Statement Preparation (incl. notes and RSI) | $ |
| All Other Non-Attest Services | $ |
| **TOTAL AMOUNT NOT TO EXCEED** | $ |

## SIGNATURE PAGE

### AUDIT FIRM

| | |
|---|---|
| Audit Firm*<br>Gould Killian CPA Group, P.A. | |
| Authorized Firm Representative (typed or printed)*<br>Travis S. Keever | Signature* |
| Date*<br>04/12/26 | Email Address*<br>tkeever@gk-cpa.com |

### GOVERNMENTAL UNIT

| | |
|---|---|
| Governmental Unit*<br>City of Brevard | |
| Date Governing Board Approved Audit Contract*<br>**(Enter date in box to right)** | |
| Mayor/Chairperson (typed or printed)* | Signature* |
| Date | Email Address* |

| | |
|---|---|
| Chair of Audit Committee (typed or printed, or "NA") | Signature |
| Date | Email Address |

### GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

| | |
|---|---|
| Sum Obligated by This Transaction: | $ 59,600 |
| Primary Governmental Unit Finance Officer* (typed or printed) | Signature* |
| Date of Preaudit Certificate* | Email Address* |

## SIGNATURE PAGE – DPCU
## (complete only if applicable)

### DISCRETELY PRESENTED COMPONENT UNIT

| | |
|---|---|
| DPCU* | |
| Date DPCU Governing Board Approved Audit Contract* **(Enter date in box to right)** | |
| DPCU Chairperson (typed or printed)* | Signature* |
| Date* | Email Address* |

| | |
|---|---|
| Chair of Audit Committee (typed or printed, or "NA") | Signature |
| Date | Email Address |

### DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

| | |
|---|---|
| Sum Obligated by this Transaction: | $ |
| DPCU Finance Officer (typed or printed)* | Signature* |
| Date of Preaudit Certificate* | Email Address* |

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

**CITY OF BREVARD, NORTH CAROLINA**

# Proclamation

## NO. 2026-08
## ARBOR DAY

**WHEREAS,** in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS,** trees in our City increase property values, enhance the economic vitality of business areas and beautify our community: and

**WHEREAS,** this is the 47th year Brevard has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting ways.

**NOW THEREFORE,** I, Mayor Maureen Copelof, and the Brevard City Council, do hereby proclaim **April 24, 2026,** as **Arbor Day in the City of Brevard** and we urge all citizens to support efforts to protect our trees and woodlands, to support our City's urban forestry program, and we urge all citizens to plant trees to promote the well-being of our present and future....

**IN WITNESS WHEREOF,** I have set my hand and executed the Great Seal of the City of Brevard on this the 20th day of April, 2026.

Maureen Copelof
Maureen Copelof
Mayor

ATTEST:
Denise Hodsdon
Denise Hodsdon, CMC, NCCMC
City Clerk

CITY OF BREVARD, NC · FLOWERS · RECREATION · EDUCATION · ARTS · OPPORTUNITY · INDUSTRY · BB BEAUTIFUL BREVARD · CORPORATE SEAL

# MINUTES
## City Council Public Safety Committee

**Monday, November 24, 2025 – 3:30pm**
City Hall, Council Chambers

| | |
|---|---|
| Members Present: | Aaron Baker, Chair, Council Member<br>Mac Morrow, Vice Chair, Council Member<br>Kevin Gallo, Citizen Member<br>Mayor Maureen Copelof, Ex-Officio Member |
| Staff Present: | Wilson Hooper, City Manager<br>David Todd, Assistant City Manager<br>Dean Luebbe, Assistant City Manager/Finance Director<br>Chase Owen, Fire Chief<br>Jack Moorman, Interim Police Chief<br>Ralph Cobb, Police Dept. Lieutenant, Investigations Div.<br>Becky McCann, Communications Coordinator<br>Denise Hodsdon, City Clerk |
| Members of Public: | Harvey Sankey and Joseph Shadel |

### A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:33 pm.

### B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

### C. Approval of Agenda

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

### D. Approval of Minutes – October 28, 2025

Mr. Gallo moved, seconded by Mr. Baker to approve the minutes of the October 28, 2025 meeting as presented. The motion carried unanimously.

## E. Update on Traffic Calming Measures

Mr. Hooper and Mr. Todd reviewed the attached Traffic Calming & Safety Project Status spreadsheet.

## F. Clemson Plaza Safety Measures / Cameras at City Facilities

Mr. Todd reported that he has received a quote from SCW, the company that did the work at the police station, of approximately $15,000 to put cameras at Clemson Plaza. It includes a couple of cameras and some infrastructure that would allow future development of outdoor cameras in the Main St. area. It does not include internet service to that point and the price from Comporium is $500 per month for that one location. In conversation with Comporium, it may be possible to take the internet service from City Hall and get it to Clemson Plaza for about a year's worth of service, but he needs to resolve that piece as it is somewhat complicated to get it from here through the hardware store and the theater. He said worst case he believes it would be less than $20,000, whatever route we choose to get cameras in Clemson Plaza. He noted that SCW is also looking at the cameras at the Water Treatment Plant and at Franklin Park. There are currently 6 cameras at the park, which we recently learned are not operable. All of these new camera systems would be pulled into the Police Department's system. There are cameras at MCJCCC and the Depot that are independent of the Police system, and it would be helpful to get it all on one system.

Interim Chief Moorman noted that Lt. Ralph Cobb is the Police Department's point of contact for the department's cameras. One of the things they have talked about is that they are seeing a lot more efficiencies with mobile camera systems, which are camera trailers that are portable and have fixed multi-directional PTZ cameras, and many are motion-sensitive. If there's an issue at Clemson Plaza, the camera could be parked there during the overnight hours when there is very little activity, and if someone comes driving by, that camera would pick up the motion, zoom in and follow that vehicle if a person gets out, and then it follows that individual, without being manually controlled. The camera could easily be deployed anywhere it was needed, which could be much more efficient than a hard-wired camera. Lt. Cobb added that it would be a benefit for downtown festivals, and it would be valuable in determining if there was a need for a permanent camera in a certain location.

There was consensus to continue proceeding with hard-wired cameras at the Water Treatment Plant, and to pursue further information and cost of the mobile cameras.

## G. Primer re Taxicab / Vehicles for Hire Issue

Mr. Hooper reviewed the current code regarding vehicles for hire and taxicabs. He noted that taxicabs have much more extensive regulations than vehicles for hire in general. There are two sections that he wanted the committee's input on to

determine if they are still necessary: 1) taxicabs require a certificate of public convenience and necessity given by City Council; and 2) regulation of fares that taxicabs may charge. He explained that the stimulus for this discussion is that City Cab has ceased operations, and a new proprietor is hoping to start a new City Cab 2.0 and has come to us to apply for his certificate of public convenience and necessity. What he shared with us is that his main source of business is going to be Medicare and Medicaid transportation on behalf of the County, which would not be a traditional transaction like a traditional taxicab would charge, and it is not the same as the fares set in the code. He asked do we consider it a taxicab knowing that it operates under a different business model, and do we even need to have taxicab-like rules anymore knowing that a) we don't have traditional taxicabs here, and b) getting rid of those cumbersome rules might inspire there to be more competition and more resources for folks like Uber and Lyft and others that aren't here yet.

During discussion, Mayor Copelof expressed concern about losing a service that people do use. Mr. Hooper said he thinks the amendments he is contemplating would make this a better environment for taxicab-like companies because they would be subject to fewer restrictions. He pointed out that there currently are no real guidelines on what criteria the Council is to use when issuing a certificate of necessity. Mr. Gallo expressed concern about having no rate at all, and feels there should be a maximum. Mr. Baker said that the difficulty for him is that there is a state statute prohibiting municipalities from regulating Uber or Lyft at all. Since we can't regulate those, it is hard to say we regulate taxicabs, because those are the same industry/service. Interim Chief Moorman pointed out that with Uber or Lyft, the customer knows the price upfront, but with a taxi, they don't know the price until the end.

Following discussion, there was consensus that Mr. Hooper would get more information about how the Medicare/Medicaid rates work, he will compare the rates with those of other small towns, and he will try to streamline the requirements so it is easier for both vehicles for hire and taxicabs, and he will bring back a proposal for the committee's consideration at a future meeting.

## H. Draft Policy re Booting of Vehicles

Mr. Hooper reported that since the new parking regulations went into effect, there are a few people who would be eligible to have their vehicle booted. He noted that the draft policy does not include a process for unbooting and staff still needs to work through those details. He asked that the committee consider what kind of service level should be established—should unbooting be available 24/7, or just during business hours, or somewhere in between.

Interim Police Chief Moorman reviewed the attached draft policy and noted that there is more that needs to be added, but this is to get the discussion started. The Police Department has two boots and there are some individuals who have accumulated multiple citations, however as of now there are no measures in place,

so it is important to get this policy rolled out as quickly as possible. He noted that one of the most important pieces of the draft policy is Section IV.B.2.a which states "Vehicles may be booted when there are at least three outstanding parking citations over 16 days old." and before we talk about anything else, we really need to focus on the criteria for when we will place a boot.

During discussion, Mr. Gallo suggested that after a vehicle receives two parking tickets, the PEO could add a warning that it would be booted after a third ticket. There was consensus that the draft policy is a great start and staff will continue to work on the policy.

**I. Public Comment**

Harvey Sankey asked some clarifying questions about the booting policy, cameras, and the taxicab regulations, which committee members and staff answered.

Joey Shadel expressed thanks to the Police and Fire Departments for responding to a downed tree and power lines on James Street a couple of weeks ago. He advocated for continued attention to the traffic and speeding on W. Main St. and noted that he has seen it especially at the hill down to Rosenwald. He asked how long the speed sign was there collecting data. Interim Chief Moorman responded that it had been there for about a week and the data will be available for the next meeting. Mr. Shadel hoped that there would be continuity with the new Police Chief coming onboard and that she would be brought up to speed with this issue.

**J. Set Date for Next Meeting – December 22, 2025 at 3:30pm**

The next meeting was scheduled for Monday, December 22, 2025, at 3:30 pm.

**K. Adjourn**

There being no further business, the meeting was adjourned at 5:07 pm.

Minutes Approved: March 23, 2026

X _____
Aaron Baker, Chair, Council Member

X _____
Denise Hodsdon, City Clerk

# Traffic Calming and Safety Project Status 11/24/2025

| IDENTIFIER | PROJECT | DESCRIPTION | STATUS | NOTE | |
|---|---|---|---|---|---|
| 1 | W. Probart/Railroad intersection improvements | Move stop sign/stop bar slightly east to provide more space for traffic collection; increase SB curb radius to ease turning movements onto WB Probart, add double sided RRBCs. | RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in palce by end of February, hopefully sooner. | | |
| 2 | Railroad/McClean path crossing improvement | Replace one-sided RFBs with two-sided; create ADA accessible "landing pads" on both sides of crosswalk | RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in palce by end of February, hopefully sooner. | | |
| 3 | E. Probart crossing at Broad St. | Enhanced signage to warn motorists of pedestrians | Installed pedestrian and traffic warning signs, painted the crosswalk. Waiting on McAdams review one way travel on Probart, Broad to court house parking. Traffic data has been requested from Police. Stripes have been repainted after NCDOT repaving. | | |
| 4 | Estatoe boardwalk repair Section 1, behind McDonalds | Repair/replace/reconfigure boardwalk sections of Estatoe Trail. | Seeking a FLAP Grant to place this portion on grade, possible award in 2026 | PTR comm. has agreed that this should be staff focus for the year to come | |
| 5 | Estatoe boardwalk repair Section 2, behind Aldi | Repair/replace/reconfigure boardwalk sections of Estatoe Trail. | Seeking a FLAP Grant to place this portion on grade, possible award in 2026 | PTR comm. has agreed that this should be staff focus for the year to come | |
| 6 | Estatoe temporary trail | Gravel path along old railbed | Temporary trail is largely complete pending Pender and Fisher crossings. PTR has endorsed a temp solution for Pender Ln treatments. Installation date TBD | | |
| 7 | Carolina Ave. traffic calming | Possible traffic calming measures on Carolina Ave. north of intersection with Shipman | Continuing to review with our traffic consultants. Considering possible impact of speed breakers to other roads that might become drive arounds. Will discuss with NCDOT the possiblity of adding speed bumps on their portion at the next quarterly meeting. Staff designing a proposal for PSC and City Council review | | |
| 8 | Four-way stop near Silversteen Park | Add stop sign at Mills Ave. to create four-way stop near Silversteen Park | Working with our Traffic Consultant to lay the intersection out. Approved by Council. PW scheduling installation. | Need to advertise traffic change and install "New Traffic Pattern" signs | |
| 9 | Oaklawn/Main St. four-way stop | Add stop signs/stop bars on Main St. to create four-way stop | Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weather and staffing allowing. | Need to advertise traffic change and install "New Traffic Pattern" signs | |
| 10 | Oaklawn/Carver four-way stop | Add stop sign at EB Carver to create four-way stop | Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weatehr and staffing allowing. | Need to advertise traffic change and install "New Traffic Pattern" signs | |

| | | | | | |
|---|---|---|---|---|---|
| 11 | Park Ave, Park View, Elm Bend. traffic calming | Constituent request for consideration | Initital data collection complete and data review is in process. Plans are to continue data collection while school is in session as previous collection occurred during the summer. | | |
| 12 | Pisgah Church Dr. traffic calming | Constituent request for consideration | Data collection scheduled | | |
| 13 | Fisher Rd. traffic calming | Constituent request for consideration | Discussed with NCDOT 8/29/25. NCDOT indicates they are flexible in regards to trail crossing and willing to consider ownership swap. | State rd., traffic control measures must be approved by NCDOT | |
| 14 | No Turn On Red where Bike Paths are crossed, Deer Lake Road, Jackson Court, Osbourne, temporary until R5800 is complete. | Constituent request for consideration | Discussed with NCDOT on 8/29/25. NCDOT is reviewing mast arms to see if they can support associated signage. NCDOT said maybe to painting trail crossing with the Ecusta Trail Logo at Deer Lake, Pisgah Heights, Jackson Court | | |
| 15 | Add traffic calming to Oakdale, near 228 | Constituent request for consideration | Under discussion | Add to data collection schedule | |
| 16 | Flashing Yellow light and enhanced crosswalk, Highschool to dirt parkng a across Country Club Road. Consider addition of speed bumps or rumble strips | High School has requested rumble strips | Discussed with NCDOT on 8/29/25, they are evaluating traffic calming options they deem acceptable. NCDOT indicated rumble strips and speed humps will not be considered. School claims NCDOT told us we could do what we want. This is counter to what others at NCDOT said. Trying to verify the school's claim. | | |
| 17 | Can speed be reduced on shared bike lanes on French Broad | Constituent request for consideration | Under discussion | | |
| 18 | Can Morgan Street be made a bike boulevard | Constituent request for consideration | Under discussion in Downtown Master Plan | | |
| 19 | Can the Bike Ped Plan be reviewed for safety concerns and address those on a higher priority | Constituent request for consideration | Under discussion | | |
| 20 | Can we review the number of light changes per crosswalk crossing at 276/Elm/Park View at school crossing | Constituent request for consideration | Needs to be discussed with NCDOT at next quarterly meeting | | |
| 21 | Ecusta Road signage warning of upcoming trail crossings | Constituent request for consideration - Need to verify if this has been done | To be addressed by a coming STIP Project, have asked NCDOT if signs can be added, awaiting their approval | | |
| 22 | Secondary egress from Cherry St area | Constituent request for consideration - Need to follow up with McGill | Public Safety agreed to review one emergecny exit route versus 4 as originally proposed. Update proposal received from our designer on 11/24/25, in review now. | | |
| 23 | Trail crossing signs and better marking by Pisgah Heights | Constituent request for consideration | Repaint faded crosswalk add signs, waiting on NCDOT. Staff will schedule this work. | | |
| 24 | Deerlake Road sidewalk extension | Constituent request for consideration | Cost estimated by Public Works to be $20k for materials, work could be done in house as time allows, double cost if contracted. Wilson to discuss with home owners association. | | |
| 25 | Better trail marking/ safety improvements by Deerlake Rd/AVL Highway, pernament per R5800. | Constituent request for consideration | Conversations continue with NCDOT | | |

| | | | | | |
|---|---|---|---|---|---|
| 26 | Deer Lake Crossing Signal Light | Constituent request for consideration | Reviewing with NCDOT - There is no signalized crossing, needs to be added. | | |
| 27 | Jake Brake Signs | Constituent request for consideration | Signs are being replaced with larger signs in new locations. PW has the locations and will begin installing signs this week with plans to complete all signs by the end of next week. | | |
| 28 | Excessive speed on West Main, 200 block due to traffic on Probart rerouting around speed bumps. What traffic control measures can be put in place? | Constituent request for consideration | Just recently completed additional data collection. Need to review it. | | |
| 29 | Excessive speed on Maple. What traffic control measures can be put in place? | Constituent request for consideration | Data collection underway | | |
| 30 | Review intersection of Carver Street and Oakdale Street and Cashiers Valley Road below MJCCC | Constituent request for consideration | Alternatives under discussion with TCWT | | |
| | | | | | |
| | | | | | |
| | **RESOLVED OR COMPLETED ITEMS** | | | | |
| 1 | Jailhouse Hill Line Painting | Constituent request for consideration | Completed | NCDOT | |
| 2 | Line Painting in front of Ingles | Constituent request for consideration | Completed | NCDOT | |
| 3 | Railroad Avenue parking | Public hearing 8/4 for code changes prohibiting on-street parking along Railroad | Complete | | |
| 4 | Crosswalk Indicators not working, French Broad/Caldwell | Constituent request for consideration | Complete | | |
| 5 | Crosswalk Indicators not working, French Broad/Broad | Constituent request for consideration | Complete | | |
| 6 | Crosswalk Indicators not working, Main/Caldwell | Constituent request for consideration | Complete | NCDOT | |
| 7 | Reflective Tape on Benches at Jordan Street Bump Out | Constituent request for consideration | Complete | Will be reviewed again later if deemed problematic | |
| 8 | Bicycle Accident Barclay Road due to ignored Road Closure Barricades | Constituent request for consideration | Complete | NCDOT - Estimated Completion by 10/1/25 | |

# CAR BOOTING

## DIRECTIVE NUMBER: 1013

**EFFECTIVE DATE:**

Contents

I. PURPOSE AND POLICY
II. AUTHORITY
III. RESPONSIBILITIES
IV. PROCEDURES
V. CONTESTED CITATIONS

## I. Purpose and Policy

The purpose of this directive is to establish standards for enforcing parking violations, including guidelines for booting vehicles, the use of vehicle check notices, and guidance for handling contested parking citations.
It is the policy of this Department to account for all parking citations accurately and to provide a method for reviewing and administratively handling contested, invalid, and erroneous citations.

## II. Authority ( More detail than needed listed here for research, alignment, and review)

The authority to enforce parking violations is provided by law in the North Carolina General Statutes Chapter 20:

- NCGS 20-157 addresses parking blocking a firefighting, law enforcement, or rescue squad vehicle or ambulance.
- NCGS 20-162 addresses parking in front of a fire hydrant, fire station, or intersection of curb lines or fire lane.
- NCGS 20-162.1 addresses rented or leased cars driven by others that violate parking regulations.

The authority to enforce parking violations is provided by law in the Brevard City Code:

- Ordinance 66-2 governs parking violations (Code 1980, § 16-2; Ord. No. 2023-49, §1( Exh.A), 10-16-23)
- Ordinance 66-4 sets forth payment, contesting, and enforcement of parking citations.
- 38-153 provides for the disposition of abandoned vehicles.
- XXX addresses the unauthorized removal of a boot from a vehicle.
- Ordinance 2023-50 addresses parking violation fines

- 66-133 and Ordinance 2024-07, address overtime and overnight parking
- Ordinance 2024-32 and 66-44, address no parking areas
- 66-111 addresses prohibited reasons for parking on a street (Code 1980, § 16-60)
- 66-112 addresses prohibited parking places.
- 66-117, 66-118, and 66-120 address parking to the curb
- 66-121 addresses parking within marked spaces.
- 66-122 addresses no parking areas.
- 66-124, 66-125, 66-126, and 66-127 address parking in timed spaces
- 66-128 and 66-129 address reserved spaces, loading zones, and for-hire vehicles
- 66-131 addresses ¾ ton truck parking
- 66-132 addresses handicap parking
- 66-135 addresses long-term parking

## III. Responsibilities

A. Police Department Responsibilities:

1. Officer Responsibilities:

a. When working and available, Parking Enforcement Officers (PEOs) have the primary responsibility of enforcing all parking violations throughout the city. Police officers have the primary responsibility for enforcing parking violations when PEOs are not working or are unavailable.

b. Officers/PEOs will ensure that all Parking Citations are filled out completely and legibly.

i. PEOs using automated ticketing devices will capture photos of each violation, the license plate of the violator's vehicle, and any other relevant images for evidentiary use.

ii. Officers/PEOs will make "Officer's notes" about the violator's actions for use as evidence of the violation.

iii. Officers/PEOs should refer to the state or city code for elements of an offense.

c. Booting will only be enforced Monday-Friday during regular parking enforcement hours, 9 am-5 pm.

d. The Finance Department manages all fees related to parking citations.

e. Brevard Finance Director is the city's contractor responsible for handling the Department's citation management system.

IV. **Procedures**

A. Routinely, PEOs and police officers will issue a citation upon observation of a vehicle parked and/or unattended in violation of the law. This is not intended to infringe on the normal discretion that such employees have in applying their duties; however, employees should be prepared to articulate their reasons for using discretion, if needed.

B. Immobilization (Booting) of Illegally Parked Vehicles:

1. Only PEOs will boot vehicles. Booting will be done in accordance with the Parking Enforcement SOP on vehicle immobilization.

2. For the general information of other employees, a summary of vehicle booting procedures is below. For complete booting procedures, see the Parking Enforcement SOP on vehicle immobilization.

a. Vehicles may be booted when there are at least three outstanding parking citations over 16 days old. The PEO will verify the vehicle is bootable using the IPS program.

b. If the vehicle qualifies for booting, the PEO will comment in the IPS system or advise the dispatcher of their location and then apply the boot in an officer's presence.

c. If the operator of the vehicle returns and a problem arises, the PEO with the police officer and/or supervisor will report to dispatch.

d. After the boot is applied, the PEO will complete an Immobilization Notice sticker and place the original on the driver's side of the windshield. The PEO will write their department contact information on the MDB or advise the dispatcher.

e. The PEO will immediately record the status of the booted vehicle in the IPS program via the MDB. If the MDB is inoperable, the PEO will notify dispatch and the Brevard Police Department Patrol Commander that the car has been booted, provide the vehicle's location, and include the boot number so it can be entered into CAD and RMS.

i. If a vehicle is booted extending into after-hours and the MDB is inoperable, it is the booting officer's responsibility to ensure the information is entered on time to dispatch and to enter the information required in the IPS program.

ii. It is essential to do this before the vehicle owner/operator responds to the city's Finance Department to pay the citations.

f. If the vehicle qualifies to be booted, the vehicle may be impounded instead of booted if at least one of the following conditions applies:

i. The total amount of fines due is $150 or more;

ii. The tires of the vehicle are too big to boot; and/or

iii. The vehicle may be damaged if the boot is applied.

g. Vehicles shown in the IPS Solutions computer as "escaped from boot" may be impounded.

h. After 24 hours, if the citations remain unpaid, the vehicle will be impounded (see Police Directive 1220, Towing and Record Services). The boot will not be removed until the wrecker has arrived on the scene.

i. Once the boot is removed, either after the citations are paid or the vehicle is impounded, the PEO will immediately record the change in vehicle status through the IPS program; otherwise, advise the Parking Enforcement office so the IPS computer program can be updatedIt is the Parking Enforcement Officer's responsibility to record the booted status of a vehicle in an email to the Chief of Police.

C. Abandoned Vehicles

1. Brevard City Code §38-151 defines an abandoned vehicle as a motor vehicle, trailer, or semi-trailer, or any part thereof that:
   a. Is left unattended on property owned or operated by the city for more than 24 hours or
   b. property for a period of more than 7 days in violation of the Code of North Carolina G.S.160A-303, as amended, or this code; or,
   c. left unattended on the shoulder of a primary highway for more than 7 days.
2. Brevard City Code §38-151 only gives the authority to impound abandoned, nuisance, and junked motor vehicles. Under this section, a citation is not applicable. The officer needs only to place a 48-hour check through the dispatcher and officers on duty.

D. Vehicles displaying United States diplomatic license plates will not be cited for failing to display a city tag or state inspection sticker.

E. Accountability of the Parking Citation and Copies:

1. The loss of a parking citation will be reported to the officer's immediate supervisor, and an email notification will be forwarded to the Parking Sergeant (for entry in the automated tracking program).
2. A printed copy of the parking citation is given to the violator or placed on the windshield of the violator's vehicle.

## V. Contested Violations

A. If the ticket is valid on its face or the validity is unknown, regardless of whether it has been entered into the IPS Program, citizens should be advised to follow the instructions on the back of the citation for contesting the citation.

1. Complaints received by police employees regarding parking citations, parking issues, or parking staff will be referred to the Parking Unit Supervisors.

   a. Complaints received by telephone or in person: Regardless of the source of the complaint, the employee should listen to the complaining person to allow them to have an opportunity to express themselves.

      i. If complaining parties are still unsatisfied and wish to speak to the issuing employee's supervisor, they should be allowed to do so. However, unless the supervisor discovers an error in the citation, they will again advise the person to follow the instructions on the back of the citation to contest it.

      ii. Reminder: do not become involved in arguments or discussions on the merits of the citation, and courteously give any information requested as to the procedure for handling the citation (see Brevard Police Policy 300, Rules of Conduct).

   b. Complaints received by email, letter, or fax: Any written complaint about a parking citation will be brought to the attention of the citation writer's supervisor or commander and will be responded to in writing, either by email, through the mail, or by return fax.

i. If complaining parties are still unsatisfied and wish to speak to the issuing employee's supervisor, they should be allowed to do so. However, unless the supervisor discovers an error in the citation, they will again advise the person to follow the instructions on the back of the citation to contest it.

ii. Reminder: do not become involved in arguments or discussions on the merits of the citation, and courteously give any information requested as to the procedure for handling the citation (see Brevard Police Policy 300, Rules of Conduct).

c. Complaints received by email, letter, or fax: Any written complaint about a parking citation will be brought to the attention of the citation writer's supervisor or commander and will be responded to in writing, either by email, through the mail, or by return fax.

i. Commanders will create acceptable written responses for use within their command.

ii. If a parking citation was received with the original correspondence, it will be returned with the response within 48 hours of receipt.

B. If a supervisor determines that a citation is invalid on its face or that good cause exists for the citation to be retracted, that supervisor may void the citation.

1. Examples of citations that may qualify for voiding:
   a. Officer error
   b. Equipment malfunction
   c. Other extenuating circumstances.

C. **Appeals:** Parking citations are contested through the Brevard Chief of Police. Any appeal after the Chief of Police's decision may be taken to small claims court.

D. Commanders should share information about parking issues that come to their attention with the Parking Unit.

# MINUTES
## City Council Public Safety Committee

**Monday, December 22, 2025 – 3:30pm**
City Hall, Council Chambers

| | |
|---|---|
| Members Present: | Aaron Baker, Chair, Council Member<br>Dean Lytle, Vice Chair, Council Member<br>Kevin Gallo, Citizen Member<br>Mayor Maureen Copelof, Ex-Officio Member |
| Staff Present: | Wilson Hooper, City Manager<br>Chase Owen, Fire Chief<br>Jack Moorman, Interim Police Chief<br>Becky McCann, Communications Coordinator<br>Denise Hodsdon, City Clerk |
| Members of Public: | Harvey Sankey and Joseph Shadel |

### A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:31 pm.

### B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

### C. Approval of Agenda

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

### D. Update on Traffic Calming Measures

Mr. Hooper reviewed the attached Traffic Calming & Safety Project Status spreadsheet. There was discussion regarding the following projects:

Line 7 – Carolina Ave. traffic calming: Mr. Hooper reported that NCDOT policy does not allow them the put speed bumps on thru roads. We would have to take ownership, which they would be willing to do, but because it is outside city limits, the City would not get Powell Bill funds for that section. He asked the committee to ponder whether that trade off just to extend our traffic calming project a little

farther would be worth it. He said some of the measures staff has as talked about are speed humps like on Probart, chicanes, a neighborhood traffic circle, and a new experimental measure that would make it controlled one lane travel at a time. Mr. Baker mentioned that the speed limit goes up on the city side and we could fix that relatively easily by changing the Traffic Schedule. He feels it would make sense for the speed limit to be the same along the length of the road. Mr. Hooper will go back to NCDOT and let them know we would like to make it consistent and then bring it back to the committee.

Line 11 – Park Ave., Park View, Elm Bend – Related to this, Mr. Baker said he has had a couple people ask him about the crosswalk from Silvermont across 276. There are no pedestrian crossing warning lights at the crosswalk and because of the curve in the road and the number of children that cross there, he thought we should bring that up with NCDOT. Mr. Hooper recalled that we had a reconfiguration proposal on the table a while back that didn't get funded, and one of the things we learned from NCDOT at the time is that they know this one is probably not going to qualify on data alone because even though it is a sketchy one to cross, there haven't been any crashes and the volume is reasonable for that road. However, they were willing to consider anecdotal evidence of near misses, so if constituents were to share their stories with us we can send those along.

Line 13 – Fisher Rd. – Mr. Hooper recalled that there was discussion with NCDOT about the City taking ownership of Fisher Rd. in exchange for Morris Rd, which we currently own. They indicated that new Powell Bill laws prevent the state from taking ownership of any new municipal roads. They are still willing to give us Fisher Rd., and we would get Powell Bill funds for it. He asked the committee to also ponder whether it is worth it for us to assume responsibility for Fisher Rd. and open up the playbook for different types of traffic calming measures there.

Line 16 – High School/Country Club Rd. – Mr. Lytle mentioned that there is a new law that authorizes enforcement of school zone speed limits with automated cameras, and Chief Owen added that it allows for the city and/or county and the board of education to enter into provisions to cost-share. Mr. Hooper cautioned that even with a willing partner, there would be some policy questions to tackle. There was consensus that it is worth bringing up with the county and school board.

Line 28 – Excessive speed on West Main – Mr. Hooper noted that the note about inconsistent speed limits is wrong, and that it is 20 mph up to the school system building. Mr. Baker asked to have the actual data available for the next meeting.

Mayor Copelof mentioned that we have been tracking two projects with NCDOT, which are fully funded by them, and she asked to have those added to the spreadsheet:

1. Gallimore Rd. traffic signal – should see work begin in January and NCDOT hopes to have working by early March
2. Strauss Park / Hospital Dr. project – addition of a crosswalk and ADA ramp from Strauss Park to Hospital Dr. They are hoping to have the same concrete company do that work after Gallimore

Mr. Baker noted that there are no crosswalks across S. Broad St. between Rosman Hwy. and Morgan St. and he asked that be added to the list of items to discuss with NCDOT.

**E. Vehicles for Hire / Taxicab Update**

Mr. Hooper presented the attached first draft of amendments to the Vehicles for Hire / Taxicab ordinance for the committee's review. He noted that this draft removes the definition of "taxicab" and adds a broader definition of "vehicle for hire". Mr. Baker noted that we can't regulate Uber of Lyft and suggested that the state statute be referenced in the ordinance.

There was discussion regarding rates and Mr. Hooper said he feels that setting the price may have the effect of limiting competition, and it would not apply to things like a hotel shuttle. He is proposing removal of any restrictions or regulations on rates to both streamline the ordinance for all types of vehicles, and to induce some additional competition in the area.

Interim Chief Moorman noted that since a taxi rate is per mile, if there are no limits and they are the only option, they could charge whatever they want. He said he would be in favor of a limit per mile.

Mr. Baker we could set the rate now, but I don't know how that compares to what Uber and Lyft are currently charging and they obviously change what they charge constantly. I don't know how nimble the city can be—are we going to change that rate every year, or are we going to update it...I don't know, it's tough.

Chief Owen said with the desired effect for the elderly you're going to have to take into account whatever Medicare's max rate billing is. Mr. Baker thought that might be a good next step to find out what their rates are and try to match it up with that.

Section 78-36 – Mr. Hooper asked if we want to prohibit "hailing a cab" and make it only legal to get a vehicle for hire via electronic means? The committee felt it most likely wouldn't be an issue and allowing that would give them an option.

Mr. Hooper will contact the County to see if they are waiting for us to certify the new taxicab applicant, and if they are, he may just bring him through the current regulations. He will bring back an updated draft at a future meeting.

**Additional Committee Comments/Discussion:**

Mr. Baker asked if the booting policy is ready to go. Mr. Hooper reported that we just learned that our vendor gives us the option to send letters to overdue violators reminding them that they have a ticket due, and we want to avail ourselves of that option to try to increase our collections, and to alert them that too many unpaid tickets could affect their registration of that vehicle. We will go back six months and mail letters to those folks. Interim Chief Moorman reported that staff will meet next week to work on finalizing the policy. Mr. Baker suggested that the committee discuss the policy again at the next meeting.

Mr. Baker mentioned that in the last year the County has made changes with their fire departments in terms of staffing, funding, and the fire tax. As we head into budget season, the contract we have with the County comes up every year and he wants to make sure we stay on top of that and there is clear communication on our side about our stance with that. Mr. Hooper said staff will bring a briefing on that to the January or February meeting.

Interim Chief Moorman mentioned the recent chase that happened a couple weeks ago where a suspect took off in one of our police vehicles, and that is a chase that has to be stopped. Our personnel are not trained in PIT maneuvers, and we had no choice but to allow the chase to continue into Henderson County, who is trained in it, and they brought the chase to an end. He said it would have been a beneficial tool for us in that circumstance. The Sheriff's Department is not trained in it either, but they have been discussing it. Staff has a copy of Henderson County's policy, and he suggested that that may be something for discussion at a future meeting.

**F. Public Comment**

Harvey Sankey asked if there was any way the officer could have disabled the engine on the car to prevent it from going forward. Interim Chief Moorman said that is something the Department is looking into. Mr. Sankey commented that the slip lane going into Strauss Park is too short. Mr. Baker agreed that there isn't much room there and people think the car that is turning is out of the travel lane, but it's not. He pointed out that if they are putting a crosswalk there, it could be putting pedestrians in danger. Mr. Sankey mentioned that the Police Department had three cadets graduate recently and asked what's the process now? Interim Chief Moorman explained that they will start their field training, which takes approximately three months, before they can work independently on their own. He reported that there are two more cadets for the academy starting in January.

Joey Shadel continued to advocate for traffic calming on W. Main St. past the Galloway/Mills intersection going down the hill where the road narrows out. He said I come with an update that I have some signatures from neighbors living on that street. I have collected seven here and if I go back out I would probably come

back with another seven. He shared some of the stories he has heard from the residents on the street. He said we are adjusting our behaviors because of the increase in volume and speeds, and everyone is citing that the traffic calming on Probart was a key change in when that behavior shifted, as it diverts traffic down W. Main now.

**G. Set Date for Next Meeting – January 26, 2026 at 3:30pm**

The next meeting was scheduled for Monday, January 26, 2026, at 3:30 pm.

**H. Adjourn**

There being no further business, the meeting was adjourned at 5:30 pm.

Minutes Approved: March 23, 2026

X Aaron Baker

Aaron Baker, Chair, Council Member or
Dean Lytle, Vice Chair, Council Member

X Denise Hodsdon

Denise Hodsdon
City Clerk

# Traffic Calming and Safety Project Status 12/22/2025

| IDENTIFIER | PROJECT | DESCRIPTION | STATUS | NOTE |
|---|---|---|---|---|
| 1 | W. Probart/Railroad intersection improvements | Move stop sign/stop bar slightly east to provide more space for traffic collection; increase SB curb radius to ease turning movements onto WB Probart, add double sided RRBCs. | RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in place by end of February, hopefully sooner personnel and weather allowing. | |
| 2 | Railroad/McClean path crossing improvement | Replace one-sided RFBs with two-sided; create ADA accessible "landing pads" on both sides of crosswalk | RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in palce by end of February hopefully sooner personnel and weather allowing. | |
| 3 | E. Probart crossing at Broad St. | Enhanced signage to warn motorists of pedestrians | Installed pedestrian and traffic warning signs, painted the crosswalk. Waiting on McAdams review one way travel on Probart, Broad to court house parking. Traffic data has been requested from Police. Stripes have been repainted after NCDOT repaving | |
| 4 | Estatoe boardwalk repair Section 1, behind McDonalds | Repair/replace/reconfigure boardwalk sections of Estatoe Trail. | Seeking a FLAP Grant to place this portion on grade, possible award in 2026 | PTR comm. has agreed that this should be staff focus for the year to come |
| 5 | Estatoe boardwalk repair Section 2, behind Aldi | Repair/replace/reconfigure boardwalk sections of Estatoe Trail. | Seeking a FLAP Grant to place this portion on grade, possible award in 2026 | PTR comm. has agreed that this should be staff focus for the year to come |
| 6 | Estatoe temporary trail | Gravel path along old railbed | Temporary trail is largely complete pending Pender and Fisher crossings. PTR has endorsed a temp solution for Pender Ln treatments. The changes should be in place by the end of March hopefully sooner personnel and weather allowing. | |
| 7 | Carolina Ave. traffic calming | Possible traffic calming measures on Carolina Ave. north of intersection with Shipman | Continuing to review with our traffic consultants. Considering possible impact of speed breakers to other roads that might become drive arounds. Will discuss with NCDOT the possiblity of adding speed bumps on their portion at the next quarterly meeting. Staff designing a proposal for PSC and City Council review | Inquired with NCDOT about speed bumps on a portion of their stretch via encroachment agreement? They said the new PB standards say they can't put them on thru roads. We'd have to take ownership, which they'd be willing to do, but since it's outside city limits we wouldn't get PB funds for it. |
| 8 | Four-way stop near Silversteen Park | Add stop sign at Mills Ave. to create four-way stop near Silversteen Park | Final layout received from our Traffic Consultant. Signs have been ordered, hoping to have this implementd by end of February weather and staffing allowing. | Need to advertise traffic change and install "New Traffic Pattern" signs |

| | | | | |
|---|---|---|---|---|
| 9 | Oaklawn/Main St. four-way stop | Add stop signs/stop bars on Main St. to create four-way stop | Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weather and staffing allowing. | Partially complete. Signs and stop bars installed. Striping still needs to be adjusted. |
| 10 | Oaklawn/Carver four-way stop | Add stop sign at EB Carver to create four-way stop | Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weather and staffing allowing. | Need to advertise traffic change and install "New Traffic Pattern" signs |
| 11 | Park Ave, Park View, Elm Bend. traffic calming | Constituent request for consideration | Initital data collection complete and data review is is process. Plans are to continue data collection while school is in session as previous collection occurred during the summer. | Data collected during summer. Need school-year data. Addl. data collection scheduled (or is occuring, need to check) |
| 12 | Pisgah Church Dr. traffic calming | Constituent request for consideration | Data collection scheduled | |
| 13 | Fisher Rd. traffic calming | Constituent request for consideration | Discussed with NCDOT 8/29/25. NCDOT indicates they are flexible in regards to trail crossing and willing to consider ownership swap. | At last discussion, NCDOT is still willing to transfer ownership, but new PB laws say they can't accept ownership of any new in-town roads, thus preventing a Morris for Fisher swap. |
| 14 | No Turn On Red where Bike Paths are crossed, Deer Lake Road, Jackson Court, Osbourne, temporary until R5800 is complete. | Constituent request for consideration | Discussed with NCDOT on 8/29/25. NCDOT is reviewing mast arms to see if they can support associated signage. NCDOT said maybe to painting trail crossing with the Ecusta Trail Logo at Deer Lake, Pisgah Heights, Jackson Court | |
| 15 | Add traffic calming to Oakdale, near | Constituent request for consideration | Under discussion | Add to data collection schedule |
| 16 | Flashing Yellow light and enhanced crosswalk, Highschool to dirt parkng a across Country Club Road. Consider addition of speed bumps or rumble strips | High School has requested rumble strips | Discussed with NCDOT on 8/29/25, they are evaluating traffic calming options they deem acceptable. NCDOT indicated rumble strips and speed humps will not be considered. School claims NCDOT told us we could do what we want. This is counter to what others at NCDOT said. Trying to verify the school's claim. | NCDOT has submitted a request to their district office under a "vulnerable user" program that has its own funding. RRFP, refreshed paints and other visible things, but not elevated crosswalk. We made case for sight lines requiring something else. They said they'd review those. |
| 17 | Can speed be reduced on shared bike lanes on French Broad | Constituent request for consideration | Under discussion | |
| 18 | Can Morgan Street be made a bike boulevard | Constituent request for consideration | Under discussion in Downtown Master Plan | |
| 19 | Can the Bike Ped Plan be reviewed for safety concerns and address those on a higher priority | Constituent request for consideration | Under discussion | |
| 20 | Can we review the number of light changes per crosswalk crossing at 276/Elm/Park View at school crossing | Constituent request for consideration | Needs to be discussed with NCDOT at next quarterly meeting | Discussed with NCDOT. They seem satisfied with the light's programming. |
| 21 | Ecusta Road signage warning of upcoming trail crossings | Constituent request for consideration - Need to verify if this has been done | To be addressed by a coming STIP Project, have asked NCDOT if signs can be added, awaiting their approval | NCDOT has updated the existing with taller and more visible signs. |

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|---|---|---|---|---|
| 22 | Secondary egress from Cherry St area | Constituent request for consideration - Need to follow up with McGill | Public Safety agreed to review one emergecny exit route versus 4 as originally proposed. Update proposal received from our designer on 11/24/25, in review now. | |
| 23 | Trail crossing signs and better marking by Pisgah Heights | Constituent request for consideration | Repaint faded crosswalk add signs, waiting on NCDOT. Staff will schedule this work. | NCDOT has argeed to do it when they're out doing others. Timing unknown. |
| 24 | Deerlake Road sidewalk extension | Constituent request for consideration | Cost estimated by Public Works to be $20k for materials, work could be done in house as time allows, double cost if contracted. Wilson to discuss with home owners association. | |
| 25 | Better trail marking/ safety improvements by Deerlake Rd/AVL Highway, pernament per R5800. | Constituent request for consideration | Conversations continue with NCDOT to updated R5800 plans to include better bike/ped design features here | |
| 26 | Deer Lake Crossing Signal Light | Constituent request for consideration | Reviewing with NCDOT - There is no sigalized crossing, needs to be added. | They've got "Yield to Ped" signs on left turn in and right turn out. And |
| 27 | Jake Brake Signs | Constituent request for consideration | Signs are being replaced with larger signs in new locations. PW has the locations and will begin installing signs this week with plans to complete all signs by the end of next week. | Some new signs have been posted. The remainder are being gradually installed. |
| 28 | Excessive speed on West Main, 200 block due to traffic on Probart rerouting around speed bumps. What traffic control measures can be put in place? | Constituent request for consideration | Just recently completed additional data collection. Need to review it. | Updated data shows significant speed on straightaway, fewer violation in residential area, but also inconsistent speed limits. |
| 29 | Excessive speed on Maple. What traffic control measures can be put in place? | Constituent request for consideration | Data collection underway | |
| 30 | Review intersection of Carver Street and Oakdale Street and Cashiers Valley Road below MJCCC | Constituent request for consideration | Alternatives under discussion with TCWT | |
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| | **RESOLVED OR COMPLETED ITEMS** | | | |
| 1 | Jailhouse Hill Line Painting | Constituent request for consideration | Completed | NCDOT |
| 2 | Line Painting in front of Ingles | Constituent request for consideration | Completed | NCDOT |
| 3 | Railroad Avenue parking | City intiated prohibition for public safety reasons | Complete | |
| 4 | Crosswalk Indicators not working, French Broad/Caldwell | Constituent request for consideration | Complete | |
| 5 | Crosswalk Indicators not working, French Broad/Broad | Constituent request for consideration | Complete | |
| 6 | Crosswalk Indicators not working, Main/Caldwell | Constituent request for consideration | Complete | NCDOT |
| 7 | Reflective Tape on Benches at Jordan Street Bump Out | Constituent request for consideration | Complete | Will be reviewed again later if deemed problematic |
| 8 | Bicycle Accident Barclay Road due to ignored Road Closure Barricades | Constituent request for consideration | Complete | NCDOT - Estimated Completion by 10/1/25 |

# PART II: CODE OF ORDINANCES

## CHAPTER 1. GENERAL PROVISIONS

### 1-2. Definitions and rules of construction.

~~**Driver's license:** When referring to taxicab drivers, the permission granted by the city to a person to drive a taxicab upon the streets of the city.~~

**Manifest** means a daily record prepared by a taxicab driver of all trips made by the driver, showing time and place of origin, destination and number of passengers.

**Rate card** means a card issued by the city for display in each taxicab, which card contains the rates of fares then enforced.

~~**Taxicab** means a motor vehicle regularly engaged in the business of carrying passengers for hire, having a seating capacity of less than six persons and not operated on a fixed route.~~

**Vehicle for hire** means any vehicle providing public passenger transportation for a fee, from a point originating or terminating within the city's jurisdiction, including taxicabs, limousine, hotel shuttles, and passenger van services

**Waiting time** means the time when a taxicab is not in motion from the time of acceptance of a passenger to the time of discharge, but it does not include any time that the taxicab is not in motion due to any cause other than the request, act or fault of a passenger.

## CHAPTER 78. VEHICLES FOR HIRE

*Cross reference(s)—Businesses, CHAPTER 22; traffic, CHAPTER 66.*

*State law reference(s)—Authority to regulate, G.S. 160A-304.*

## ARTICLE I. IN GENERAL

### 78-1. Advertising on or in vehicles.

Subject to the rules and regulations of the state, it shall be lawful for any person owning or operating a ~~taxicab or other motor~~ vehicle for hire to permit advertising matter to be affixed or installed in or on such ~~taxicabs or other~~ motor vehicles for hire.

(Code 1980, § 18-1)

*Cross reference(s)—Advertisements, § 42-1.*

### 78-2. Vehicles ~~other than taxicabs~~for hire.

A. *Purpose.* The purpose of this section is to ensure the public safety through the minimal regulation of public vehicles for hire.

B. *Definition.* The following definition shall apply with respect to vehicles regulated pursuant to this section:

*Vehicle for hire* means any vehicle providing public passenger transportation for a fee, from a point originating or terminating within the city's jurisdiction, including taxicabs, limousine, hotel shuttles, and passenger van services ~~but excluding taxicabs, which are regulated in article ii. (See G.S. 20-87, 160A-579(12).~~

C. *Requirements.* The owners of all vehicles for hire shall apply to the city clerk annually for certification to operate their vehicle for hire within the city's jurisdiction. Such application shall contain their full names and addresses, the number, make, model of all vehicles for hire in operation, and shall state that:

1. All such vehicles have met all state inspection requirements and are in good working order;
2. All such vehicles have met all of the city's rules and regulations regarding cleanliness and sanitation, as referred to ~~(with respect to taxicabs)~~ in section 78-~~33~~32;
3. All drivers are duly licensed to operate such vehicles;
4. All such vehicles are fully insured with regard to liability for personal injury and property damage, to the extent required by state law;
5. To the extent that it may be applicable, all such vehicles have been approved by the state utilities commission or such other regulatory agency as may have jurisdiction over the matter.

Upon the completion of such application, the city clerk shall certify the applicant to operate such vehicle for hire.

D. *Inspections.* Every vehicle operating under this section may be periodically inspected by the police department at such intervals as may be established by the chief of the ~~Department~~ department to ensure the continuing maintenance of the vehicle in a safe operating condition.

E. *Violation.* Any violation of this section shall be punishable as a Misdemeanor or Infraction with fine up to $500.00 per G.S. 14-4. In addition, any violation shall be grounds for refusal to issue or renew the owner's certificate to operate vehicles for hire within the city's jurisdiction. Upon a failure to submit to the inspection required by subsection 78-2.D or upon a failure to pass such inspection, the owner's certificate to operate the vehicle shall be immediately revoked.

**Commented [WH1]:** Mack checking to make sure this is still legal after NCGS 160A-175. But he suggests preparing a civil alternative and keeping in a certification that we could revoke as part of the sanction.

(Ord. No. 3-98, § 1, 3-16-98; Ord. No. 2021-48 , § 1(Exh. A), 11-15-21)

*Editor's note(s)—Section 1 of Ord. No. 3-98, adopted March 16, 1998, added § 78-90. For purposes of classification, such section was included herein as § 78-2 at the discretion of the editor.*

### 78-3—78-30. Reserved.

## ARTICLE II. TAXICABS

*Cross reference(s)—Refusing to pay taxicab fare, § 42-8; use of taxi stands, § 66-130.*

### DIVISION 1. GENERALLY

### 78-31. Reserved.

(Code 1980, § 18-20; Ord. No. 2023-43, § 1(Exh. A), 9-5-23)

*Editor's Note—Ordinance 2023-43 transferred the contents of this section to City Code § 1-2.*

### 78-32. Inspection of vehicles; vehicle license; maintenance.

**A.** *Initial inspection; issuance of license.* Prior to the use and operation of any vehicle under the provisions of this article, it shall be thoroughly examined and inspected by the police department and found to comply with state safety and equipment requirements and such reasonable rules and regulations as may be prescribed by the city manager. When the police department finds that a vehicle has met the standards as established by the city, the city clerk shall issue a license to that effect, which shall also state the authorized maximum seating capacity of the vehicle.

**B.** *Periodic inspections.* Every vehicle operating under this article may be periodically inspected by the police department at such intervals as shall be established by the chief of the department to ensure the continuing maintenance of safe operating condition, but at least once each year.

**C.** *Condition of vehicles.* Every vehicle operating under this article shall be kept in a clean and sanitary condition according to rules and regulations promulgated by the city manager.

(Code 1980, § 18-36)

### 78-33. Identification on vehicles.

~~Each taxicab shall bear on the roof thereof an electrically lighted sign or device bearing the name of the owner or cab company, and in addition may bear on the outside of each rear door an identifying design approved by the chief of police.~~Each vehicle shall bear in a conspicuous location on the exterior of the vehicle a sign or device bearing the name or identifying mark of the company dispatching the vehicle, and contact information for said company.

(Code 1980, § 18-37)

### 78-34. Rates of fare; odometer; rate card.

~~A. Rates for the use of taxicabs within the city limits shall be based upon mileage. Customers using taxicabs shall pay the following charges:~~

~~1. Eight dollars for the first mile of travel and $0.40 for each one-tenth of a mile of travel thereafter.~~

~~2. There shall be an additional charge of $1.50 for each ten minutes of waiting time or major fraction thereof. No charge for waiting shall be made unless at least five minutes of waiting time shall have passed.~~

~~3. There shall be a charge of $0.25 for each trunk or piece of heavy baggage handled.~~

~~4. There shall be an additional charge of $0.50 for handling groceries or laundry if the driver is required to leave the vehicle.~~

~~B. The mileage charged a customer shall be based upon the odometer reading of the taxicab. The owner of the taxi company shall cause each vehicle under his ownership and in active use for purpose of vehicles for hire to be inspected for accurate odometer readings at least semiannually. The owner must maintain the inspection records for each vehicle and make the records available for inspection by the city and the public. Upon inspection, if any odometers are found to be inaccurate, the owner shall cause the odometer to be repaired and appropriate records maintained.~~

**Commented [WH2]:** Big policy question here. Do we want to eliminate fare minimums? Doing so would make consumer-friendly competition more likely. But it could also create an environment where a lone provider could charge high fares.

A. Every ~~taxicab~~ vehicle for hire operated under this article—if it charges fares—shall have a rate card setting forth the authorized rates of fare and displayed in such a place as to be in view of all passengers. Further, the

odometer in each ~~taxicab~~ vehicle for hire shall be kept clear of any obstructions in order for customers to view the odometers to ensure proper mileage charges~~.~~ Or the vehicle must use a meter or other visible display so that passengers may view their accruing fare.

~~C.~~B. Dynamic fares and surge pricing permitted, but vehicles for hire shall not adjust fares mid-trip. Passengers must be able to reasonably estimate the total cost of the trip at the time of reservation.

(Code 1980, § 18-38; Ord. No. 17-00, § 1, 7-17-00; Ord. No. 22-05, § 1, 9-19-05; Ord. No. 8-08, § 1, 5-19-08; Ord. No. 2022-13 , 4-4-22)

### 78-35. Receipts.

The driver of any taxicab shall, upon the request of any passenger, render to such passenger a receipt upon which shall be the name of the owner, the amount of the charges and the date of transaction.

(Code 1980, § 18-39)

### 78-36. Passengers generally; solicitation of passengers; cruising.

A. *Driver to remain in or adjacent to vehicle.* No driver shall solicit passengers for a ~~taxicab~~ vehicle for hire except when sitting in the driver's compartment of such ~~taxicab~~ vehicle or while standing immediately adjacent to the side thereof. The driver of any ~~taxicab~~ vehicle shall remain in the driver's compartment or immediately adjacent to his vehicle at all times when such vehicle is on the public street, except that when necessary a driver may be absent from his ~~taxicab~~ vehicle for not more than ten consecutive minutes. Nothing contained in this section shall prohibit any driver from alighting to the street or sidewalk for the purpose of assisting a passenger into or out of such vehicle.

B. *Prohibited methods of solicitation.* No driver shall solicit patronage in any manner to annoy any person or obstruct the movement of any person or follow any person for the purpose of soliciting passengers.

C. *Receipt and discharge of passengers.* Drivers of ~~taxicabs~~ vehicles for hire shall not receive or discharge passengers in the roadway except as set out in this section, but shall pull up to the right-hand sidewalk as nearly as possible or, in the absence of a sidewalk, pull to the extreme right-hand side of the road and receive or discharge passengers; except that upon one-way streets passengers may be discharged at either the right-hand or left-hand sidewalk or side of the roadway in the absence of a sidewalk.

D. *Cruising.* No driver shall cruise in search of passengers.

E. *Additional passengers.* No driver shall permit any person to occupy or ride in the ~~taxicab~~ vehicle for hire unless the ~~person~~ parties first employing the ~~taxicab~~ vehicle for hire shall consent to the acceptance of the additional passengers.

F. *Restriction on number of passengers.* No driver shall permit more persons to be carried in a ~~taxicab~~ vehicle for hire as passengers than the authorized maximum seating capacity of the ~~taxicab~~ vehicle as stated in the license for the vehicle issued by the city clerk. ~~A child in arms shall not be counted as a passenger.~~

~~G. *Refusal to carry passengers.* No driver shall refuse or neglect to convey any orderly person upon request, unless previously engaged or unable or forbidden by the provisions of this article to do so.~~

~~H.~~G. *Position of passengers.* It shall be unlawful for the driver of any ~~taxicab~~ vehicle to permit any person to ride other than within the passenger compartment of the vehicle, and it shall be unlawful for any such person to ride other than within the passenger compartment of the vehicle.

(Code 1980, § 18-40)

**Commented [WH3]:** Do we want to prohibit the solicitation of passengers in this manner? Replace this whole section with something akin to:

Reservations: Vehicles for hire must be reserved by prospective passengers by telephone or electronic means only, or provided as a supplementary service to the owner's primary service (such as a hotel shuttle). Vehicles for hire may not solicit passengers, nor collect passengers attempting to "hail a cab".

### 78-37. Sale of intoxicating beverages; soliciting for prostitution; use of vehicle for purpose other than transporting passengers.

It shall be unlawful for any driver of a ~~taxicab~~ vehicle for hire to engage in selling intoxicating beverages or solicit business for any house of ill repute or use his vehicle for any purpose other than the transporting of passengers.

(Code 1980, § 18-41)

*Cross reference(s)—Consumption or possession of alcoholic beverages in public places, § 42-3.*

### 78-38. Manifest.

A. Every ~~driver~~ person or entity that operates a vehicle for hire shall maintain a daily manifest upon which are recorded trips that are made each day showing time and place of origin and destination of each trip, and all such completed manifests shall be returned to the owner by the driver at the conclusion of his tour of duty. The forms for each manifest shall be furnished to the driver by the owner and shall be of a character approved by the city manager.

B. ~~Every holder of a certificate of public convenience and necessity~~Vehicles for hire regulated under this chapter shall retain and preserve all manifests in a safe place for at least the calendar year next succeeding the current calendar year, and all manifests shall be available to the police department for examination at any time.

(Code 1980, § 18-42)

### 78-39. Quality of service.

All persons engaged in the ~~taxicab~~ vehicle for hire business in the city shall render an overall service to the public desiring to use vehicles for hire~~taxicabs~~. Holders of the city's certification shall maintain a central place of business for the purpose of receiving calls and dispatching ~~cabs~~vehicles, and may provide an alternate telephone where calls are to be received during other than usual business hours. They shall answer all calls received by them for services inside the city as soon as they can do so, and, if such services cannot be rendered within a reasonable time, they shall then notify the prospective passengers how long it will be before the call can be answered and give the reason therefor. Any holder who shall refuse to accept a call anywhere within the city at any time when such holder has available ~~cabs~~vehicle, or who shall fail or refuse to give overall service, shall be deemed a violator of this article, and the certificate granted to such holder may be revoked at the discretion of the city ~~council~~manager.

**Commented [WH4]:** Needs some updating, but a paragraph expressing the service expectation is important to have.

(Code 1980, § 18-43)

### 78-40—78-60. Reserved.

## ~~DIVISION 2. CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY~~

### ~~78-61. Required.~~

~~No person shall operate or permit a taxicab owned or controlled by him to be operated as a vehicle for hire upon the streets of the city without having first obtained a certificate of public convenience and necessity from the city council.~~

~~(Code 1980, § 18-21)~~

**78-62. Application.**

An application for a certificate shall be filed with the city clerk upon forms provided by the city. The application shall be verified under oath and shall contain the following information:

A. The name and address of the applicant.

B. Financial status of the applicant, including all unpaid judgments against the applicant and the nature of transactions or acts giving rise to such judgment.

C. The experience of the applicant in the transportation of passengers.

D. Any facts which the applicant believes tend to prove that public convenience or necessity requires the granting of a certificate.

E. The number of vehicles to be operated or controlled by the applicant and the location of proposed depots and terminals.

F. The identification to designate the vehicles of the applicant.

G. Such further information as the city council may require.

(Code 1980, § 18-22)

**78-63. Public hearing.**

Upon the receipt of an application, the city council shall fix, as soon as reasonably possible, a time and place for a public hearing thereon. Notice of such hearing shall be given to the applicant and to all persons to whom certificates of public convenience and necessity have been theretofore issued. Due notice shall also be given the general public by publishing a notice of such hearing in a newspaper having general circulation within the city. Any interested person may file with the city council a memorandum in support of or in opposition to the issuance of a certificate.

(Code 1980, § 18-23)

**78-64. Issuance.**

A. If the city council finds that further taxicab service in the city is required by the public convenience and necessity and the applicant is fit, willing and able to perform such public transportation and to conform to the provisions of this article and the rules promulgated by the council, and that the applicant has filed proof of financial responsibility as required by state law, the council shall direct the city clerk to issue a certificate stating the name and address of the applicant, the number of vehicles authorized under the certificate, and the date of issuance. Otherwise, the application shall be denied.

B. In making these findings, the council shall take into consideration the number of taxicabs already in operation, whether existing transportation is adequate to meet the public needs, the probable effect of increased service on local traffic conditions, and the character, experience and responsibility of the applicant.

(Code 1980, § 18-24)

*State law reference(s)—Financial responsibility of taxicab operators, G.S. 20-280.*

**78-65. License fee.**

~~No certificate shall be issued or continued in effect unless the holder thereof has paid an annual license fee each year for each vehicle authorized under a certificate of public convenience and necessity. The license fees shall be for the fiscal year ending June 30 and shall be in addition to any other license fee or charges established by proper authority and applicable to the holder or to vehicles under the operation and control of the holder. The license fee shall be set forth in the schedule of taxes, fees and charges of the annually adopted budget ordinance for the City of Brevard.~~

~~(Code 1980, § 18-25; Ord. No. 12-2011, § 8(Exh. H), 6-20-11, eff. 7-1-11)~~

### 78-66. Transfer.

No ~~certificate of public convenience and necessity~~city certification may be sold, assigned, mortgaged or otherwise transferred without the consent of the city ~~council~~manager.

(Code 1980, § 18-26)

### ~~78-67. Suspension or revocation.~~

~~A. A certificate issued under the provisions of this article may be revoked or suspended by the city council if the holder thereof has:~~

~~1. Violated any of the provisions of this article.~~

~~2. Discontinued operation for more than 90 days.~~

~~3. Has violated any ordinances of the city or the laws of the United States or of the state, reflecting unfavorably on the fitness of the holder to offer public transportation.~~

~~B. Prior to suspension or revocation, the holder shall be given notice of the proposed action to be taken and shall have an opportunity to be heard.~~

~~(Code 1980, § 18-27)~~

### 78-68—78-80. Reserved.

## DIVISION 3. DRIVER'S LICENSE

### 78-81. Required.

No person shall drive any ~~taxicab~~ vehicle for hire carrying passengers ~~for hire~~ from place to place within the city unless that person shall have first applied to and secured from the police chief a license to drive a taxicab. No person or entity who owns or controls a ~~taxicab~~ vehicle for hire shall permit it to be driven at any time for hire unless the driver of the ~~taxicab~~ vehicle for hire shall first obtain and shall have then in force a taxicab driver's license issued under the provisions of this article.

(Code 1980, § 18-28)

### ~~78-82. Application; initial fee.~~

~~A. An application for a taxicab driver's license shall be filed with the clerk on forms provided by the city, and such application shall be verified under oath and contain the following information:~~

~~1. The name, address, physical condition, and North Carolina driver's license number of the applicant.~~

2. The experience of the applicant in the transportation of passengers.
3. The educational background of the applicant.
4. The concise history of his employment, reaching back for a period of not less than five years.
5. The names and addresses of four residents of the city who have known the applicant for a period of not less than five years and who will vouch for the sobriety, honesty and general good character of the applicant. Each application shall be accompanied by a certificate from a reputable physician of the city or county certifying that in his opinion the applicant is not inflicted with any disease or infirmity which might make him an unsafe or unsatisfactory driver.

B. At the time the application is filed, the applicant shall pay the city a fee as set forth in the Schedule of Taxes, Fees and Charges.

(Code 1980, § 18-29; Ord. No. 12-2011, § 8(Exh. H), 6-20-11, eff. 7-1-11)

**78-83. Investigation of applicant.**

The police department shall conduct an investigation of each applicant for a taxicab driver's license. A report of such investigation and a copy of the traffic and police record of the applicant, if any, shall be attached to the application for the consideration of the police chief.

(Code 1980, § 18-30)

**78-84. Action on application.**

The police chief, upon consideration of the application and the reports and certificates attached thereto, shall approve or reject the application. If the application is rejected, the applicant may request a personal appearance before the city council to offer evidence as to why the application should be reconsidered. The decision of the city council upon any request for reconsideration shall be final.

(Code 1980, § 18-31)

**78-85. Issuance; duration; annual fee.**

Upon approval of an application for taxicab driver's license, the city shall issue a license to the applicant, which shall bear the name, address, age, signature and photograph of the applicant. Such license shall be in effect for the remainder of the calendar year. A license for every calendar year thereafter shall be issued upon the payment of a fee as set forth in the Schedule of Taxes, Fees and Charges, unless the license for preceding year has been revoked.

(Code 1980, § 18-32; Ord. No. 12-2011, § 8(Exh. H), 6-20-11, eff. 7-1-11)

**78-86. Display.**

A decal displaying the city's certification shall be displayed on the exterior of the vehicle. The name and image of the driver of the vehicle for hire shall be posted in the interior of the vehicle in such a place as to be in full view of all the passengers while such driver is operating the vehicle. Every driver licensed under this article shall post his driver's license in such a place as to be in full view of all passengers while such driver is operating a taxicab.

(Code 1980, § 18-33)

**78-87. Suspension or revocation.**

~~At any time after the issuance of a driver's license under this article, the police chief may suspend the license for a driver's failure or refusal to comply with the provisions of this article, or for the reasons enumerated in G.S. 160A-304(a)(1-6). The chief may also revoke any driver's license for failure to comply with the provisions of this article. However, no license will be revoked until the driver has received notice and has had opportunity to present evidence in his behalf before the chief of police. Any suspension or revocation of a driver's license under this article may be appealed by the license holder to the city council after a hearing by the chief, and any decision of the city council in such an appeal shall be final.~~

~~(Code 1980, § 18-34)~~

### 78-88. Compliance with applicable laws.

Every driver licensed under this article shall comply with all city, state and federal laws. Failure to do so will justify the chief of police in suspending or revoking his license.

(Code 1980, § 18-35)

# MINUTES
# City Council Public Works & Utilities Committee

**Wednesday, March 4, 2026 – 3:30 p.m.**
City Council Chambers

| | |
|---|---|
| Members Present: | Lauren Wise, Chair, Council Member<br>Gary Daniel, Vice Chair, Council Member<br>Owen Carson, Citizen Member<br>Mayor Maureen Copelof, Ex-Officio |
| Staff Present: | Wilson Hooper, City Manager<br>David Todd, Assistant City Manager<br>Wesley Shook, Public Works Director<br>Dennis Richardson, Water Treatment Plant Supervisor<br>Aaron Winans, Wastewater Treatment Plant Superintendent<br>Shawnee Cummings, Assistant to the City Manager |
| Guests: | Mary Roderick (via Zoom), Harvey Sankey |
| Media: | David Bradley |

## A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:30 p.m.

## B. Certification of Quorum

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

## C. Approval of Agenda

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

## D. Approval of Minutes – February 4, 2026 Meeting

Mr. Carson moved, seconded by Mr. Daniel to approve the minutes of the February 4, 2026 meeting as presented. The motion carried unanimously.

## E. Norton Creek Restoration Phase 2 and 3

Mr. Ray explained that a few years ago, the City received a grant and successfully restored a portion of Norton Creek along Silversteen Park. There was a bend in the

stream that would have caused damage to the restored section, so the City obtained additional grant funding and finished restoration of that section last week.

The City pursued a planning grant for the design of streambank restoration from Cashiers Valley Road to Rosman Highway. The City received the grant and completed the 30% design work for that section, which incorporates a brownfield and Tannery South. A public engagement session was held at the Mary C. Jenkins Community Center, but there was low turnout, so one or two additional public engagement sessions will be held.

Mary Roderick with Land of Sky presented slides on the project that will cover 3,320 linear feet of stream (Attachment A). The presentation covered existing streambank conditions, proposed design, goals of the restoration, project cost estimates, reintroduction of Brook Trout, and the status of conservation easements. There have been 8 letters of intent signed for conservation easements and 3 funding applications have been completed. If awarded, the funding will be used to take design to 100% and for construction. Mr. Ray noted that a deadline for one of the grant applications came up very quickly, so Staff did not have time to take it to Council for approval before applying. Therefore, if awarded, it will be brought to Council before the grant is accepted.

Mr. Wise asked if the Hillview Culvert repair on Cashiers Valley Road will impact the project or timeline for the streambank restoration. Mr. Todd stated that it should not have any impact, as the Hillview Culvert repair should be completed this summer and the streambank restoration will likely start in about a year.

Mr. Wise also inquired about the comments received at the community engagement session. Mr. Ray and Mayor Copelof both stated that the response was largely positive, some property owners even filled out their consent forms at the engagement session, and some expressed willingness to talk to their neighbors. Mayor Copelof said the only problem was that the notice letters were sent out a little late, so the turnout was not as big as they had hoped. The next engagement session will also have a virtual option.

Mr. Carson added that one big change, especially with a restrictive conservation easement, is that property owners will not be able to manage their land the way they used to. It is a significant change in land use and the City will need to communicate the changes to landowners unfamiliar with the process. Mr. Carson also stated that landowners who do not participate will likely lose land due to erosion so it is important to communicate that and obtain as much participation as possible.

**F. Project Updates** – Mr. Todd presented the following updates:

**1. Public Works Update**

Mr. Todd compiled a list of updates on work performed by Public Works employees in the past 30 days, outside of their normal scope of work and day-to-day responsibilities.

**Water**
Eagle Point Pump Station – cleaning, repairing, painting, new flooring
Performed: 3 leak repairs, 4 leak searches, 5 hydrant repairs/replacements, 1 valve box replacement, 2 pressure tests, flushed one water main, located 2 water lines, located one meter box, installed 3 backflow preventers, installed one new tap.
Assists: Sanitation & Streets Assists – 6, NCDOT - 1

**Sewer**
Cleaned 11,091 feet of sewer mains, required to clean 10% per year
Video inspected 3,166 feet of sewer
Check and/or repaired 6 sewer blockages
Sewer Line Repairs: 6
Locates: 68 (water and sewer lines for 811); located 1 water tap
Dye test and sewer inspections: 2
Inflow Repairs: 2
Assists: Sanitation – 1, Water – 6 (main breaks, water line replacements, etc.), Streets – 1 (sidewalk & street repairs)

**Sanitation**
Collected:
- Garbage – 262.90 tons
- Recycling – 67.66 tons
- Cardboard – 17.43 tons
- Special Pickups & bagged yard debris (Paid) – 27 loads
- 30 small dump truckloads of brush
- 20 large dump truckloads of brush

**Streets**
Recycle Cart Delivery/Pick Ups – 10
Sign Repair/Replacement – 18
Sidewalk Repair – 21
Patch utility cut – 14
Installed 4 truncated domes
Installed 2 storm drains
Repaired Potholes – 4
Assists: Water – 2, water leaks

**Garage**
Completed 255 fleet maintenance work orders.

**Building & Grounds**
Installed 8 new LED lights at water plant
Bike path clean up at Railroad Depot and Sports Complex
Installed split rail fence on Greenville Hwy at school
Cleaned up trees/storm debris at Hap Simpson
Cleaned up old wiring on Ground Floor of City Hall that's not in use
Covered broken windows in the "old apartment" in Co-Ed movie theater
Fixed broken light at Clemson Plaza
Installed new breaker at Public Works for car lift
Installed new shelving for the PD in Evidence Room
Cut trees on Tannery North for the bike path prior to Bat Moratorium
Installed new doorknob and lock on entry door at City Hall
Spread fertilizer on all city owned flower beds
Completed all routine work orders and 10 non-routine work orders
Daily baseball field maintenance

## 2. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and is currently advancing Phase 1 of the project, mainly focusing on Existing Conditions Analysis. This effort is supported by desktop analysis, geodatabase development and management, analysis of existing stormwater systems, and preliminary CIP prioritization planning, and UDO updates.

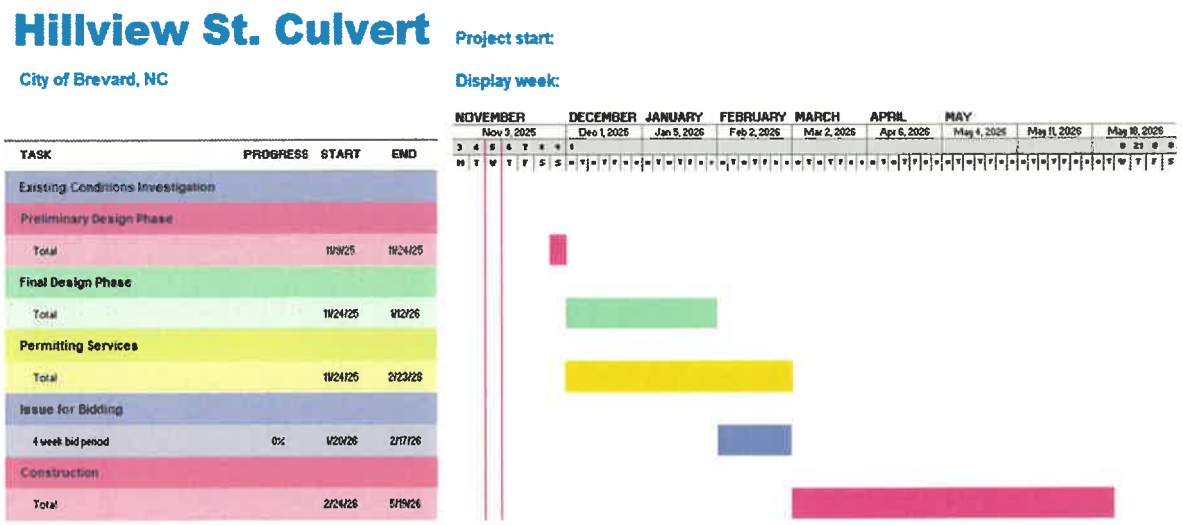
CCTV services began on February 16, 2026 and will conclude in early April. CCTV field crews will work from March 30th to April 8th to complete their collection. McAdams held a UDO Workshop with City of Brevard staff and will revisit discussions with staff on March 31, 2026 to finalize UDO recommendations. Hydraulic modeling is ongoing and will be finalized in June.

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. **March:** Stormwater UDO discussion held on 2/17
                a. Next scheduled meeting on 03/31 to discuss action items.
            2. **March – April:** CCTV crews mobilized the week of 02/16
                a. CCTV crew will complete work on week of 03/30 +04/06
            3. **March - April:** Finalizing existing conditions models + Prioritization
            4. **April:** Final field visits for any missing data
            5. **April – June:** Report writing + finalizing deliverables
            6. **July:** Submittal to City of Brevard for review and approval
    b. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
        i. Schematic Design and Identification of Funding

## 3. Hillview Street Culvert

Project is out for bidding. There are currently 12 plan holders. Ten are contractors and two are plan houses. One contractor has indicated that he will not bid and a second has indicated it is unlikely. Both cited an excess backlog of work as the reason for their response. Bids are due on Tuesday, March 24th at 2pm.




## 4. Water Treatment Plant Renovation

**Work to date:**

1. New Clearwell was set to be disinfected week of 3/3/2026. There was a slight seepage in the tank, so CMT (concrete) has been contacted to meet onsite. The seepage was near the draw/fill line. Once this is resolved, disinfection will proceed.
2. Media removed from the filter bay #1 – and replacement media begins 3/3/2026
3. Of the 20 new actuators planned to be installed, only 4 remain. Carolina Specialties are working with Brevard water plant staff to finalize and calibrate opening/shutting of each actuator based on back pressures.
4. New generator arrived and has been placed on its new pad behind the pump building.

**Upcoming work:** Work over the next couple of months

1. Complete Clearwell work on seepage point.
2. Disinfect the tank.
3. We are awaiting the delivery date of the new pumps and controls.

**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 - Noticec 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 by Planning Department completed.
- Preparation of a proposed improvements program based on future demand.

Next Steps:

- Finalize Report.
- Revisit Financial Impact due to CIP changes.

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 | completed |
| Financial Impact | Being revised |
| Project Close out | March 6, 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.
- Report has been completed.
- CIP and Financial Impact have been completed.

Next Steps:

- Schedule presentation to City of Brevard

Schedule of Remaining Tasks:

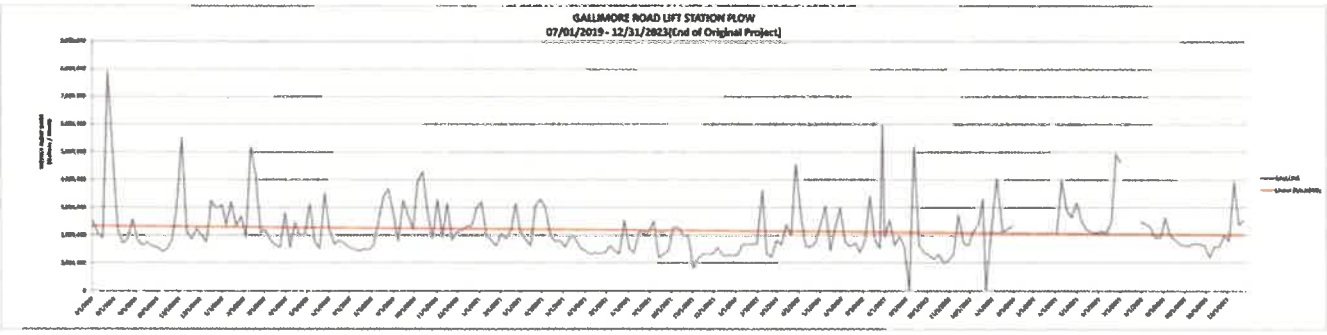
| Task | Completion Date |
|---|---|
| Field Work (not including missing items) | Completed – additional manhole being located |
| Smoke Testing of Kings Creek Basin | completed |
| Identify and Rate Critical Infrastructure | TBD |
| Update Demand Projections | completed |
| Identify Areas Needing Sewer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

## 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.
- England Street Gravity Sewer has been lined
- 3 sewer services along Caldwell St remain to be lined after point repairs.
- 3 services along England Street to be lined.
- 10 cleanouts to be installed.

- Contractor waiting on Sub to schedule excavation and repair of existing services and installation of cleanouts.




## 7. Sewer Lift 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 is currently mobilized at the Gallimore Pump Station and construction continues.

- The contractor has installed the pump station wet well.
- The contractor has begun to install the grinder vault. Vault was to be installed Friday, February 27th.
- The Contractor has begun removal of excess dirt.
- The meter vault and valve vault have been delivered to the jobsite.

Shop drawings and submittals are continuing to be reviewed.

Change Order No. 1 (Grinder Vault)

- The Change Order is complete, and Contractor has been sent final the Change Order.
- Associated grinder vault shop drawings have been approved and the grinder vault was delivered to the jobsite.

Progress has been made on both the Fish Camp and Gallimore Road easements. Terms have been reached and staff are currently finalizing paperwork.

Sewer Pump Station Rehab Project

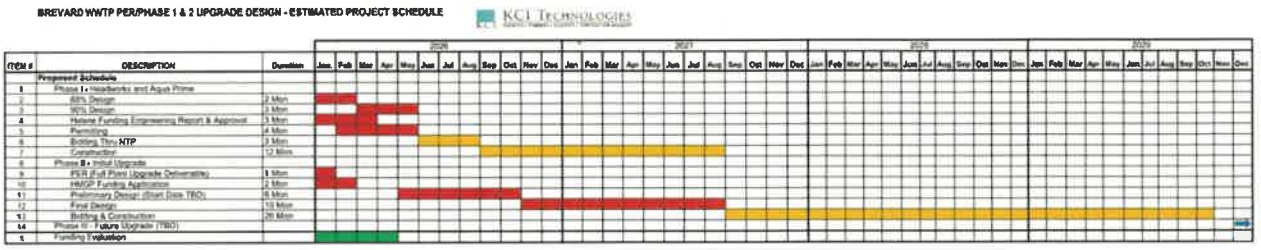
| Task | 2025 | | | | | | 2026 | | | | | | | | | | | | 2027 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| Gallimore Pump Station (12/5/25-7/3/26) | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Fish Camp Pump Station (5/14/26-8/31/26) | | | | | | | | | | | ■ | ■ | ■ | ■ | | | | | | | |
| Wilson Pump Station (3/26 - 5/26) | | | | | | | | | ■ | ■ | ■ | | | | | | | | | | |
| Punch Out & Cleanup (9/14/26-11/19/26) | | | | | | | | | | | | | | ■ | ■ | ■ | ■ | | | | |
| ARPA Funding Deadline (December 31, 2026) | | | | | | | | | | | | | | | | | | ★ | | | |
| CO#1 - Final Completion Date (2/2/27) | | | | | | | | | | | | | | | | | | | | ★ | |

## 8. WWTP Renovation and Upgrade Project

In February, The City received the Letter of Intent to Fund for the Phase 1 Helene funding and was approved by Council. City staff, with assistance from KCI, has also submitted a request to DWI to designate the remainder of the City's appropriations funding to the construction of Phase 1.

Over the coming weeks, KCI will be finalizing their internal review of the permit level Phase 1 design drawings and Phase 2 & 3 PER. KCI is anticipating sharing these documents with the City and reviewing these documents in person with City staff in March. During this meeting, KCI will discuss potential funding options for the design of Phase 2.

Following this meeting, KCI will make any necessary changes requested and begin the permitting and funding approval process for the Phase 1 design.




BREVARD WWTP PER/PHASE 1 & 2 UPGRADE DESIGN - ESTIMATED PROJECT SCHEDULE

KCI TECHNOLOGIES

| ITEM # | DESCRIPTION | Duration | 2026 Jan. | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2027 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Proposed Schedule | | | | | | | | | | | | | | | | | | | | | |
| 1 | Phase I - Headworks and Aqua Prime | | | | | | | | | | | | | | | | | | | | | |
| 2 | 60% Design | 2 Mon | | | | | | | | | | | | | | | | | | | | |
| 3 | 90% Design | 3 Mon | | | | | | | | | | | | | | | | | | | | |
| 4 | Helene Funding Engineering Report & Approval | 3 Mon | | | | | | | | | | | | | | | | | | | | |
| 5 | Permitting | 4 Mon | | | | | | | | | | | | | | | | | | | | |
| 6 | Bidding Thru NTP | 3 Mon | | | | | | | | | | | | | | | | | | | | |
| 7 | Construction | 12 Mon | | | | | | | | | | | | | | | | | | | | |
| 8 | Phase II - Initial Upgrade | | | | | | | | | | | | | | | | | | | | | |
| 9 | PER (Full Plant Upgrade Deliverable) | 1 Mon | | | | | | | | | | | | | | | | | | | | |
| 10 | HMGP Funding Application | 2 Mon | | | | | | | | | | | | | | | | | | | | |
| 11 | Preliminary Design (Start Date TBD) | 6 Mon | | | | | | | | | | | | | | | | | | | | |
| 12 | Final Design | 10 Mon | | | | | | | | | | | | | | | | | | | | |
| 13 | Bidding & Construction | 26 Mon | | | | | | | | | | | | | | | | | | | | |
| 14 | Phase III - Future Upgrade (TBD) | | | | | | | | | | | | | | | | | | | | | |
| 1 | Funding Evaluation | | | | | | | | | | | | | | | | | | | | | |

## 9. Public Comment

Harvey Sankey asked about Land of Sky and its work with the City, to which Mr. Todd explained their role as a regional council, how they assist the City with projects and grant applications, and how the City sometimes contracts their services. Mayor Copelof added that she is also the Chair of the Land of Sky Board of Delegates and that the services Land of Sky provides are intended to augment the work of cities and counties.

Mr. Sankey also asked if the request for additional personnel in the Public Works department will come to the Committee first. Mayor Copelof said that those requests do

not come to the Committees. Mr. Wise added that the reason that each Committee has 2 Councilmembers is so that a few Councilmembers know what is going on in each group.

Mr. Carson stated that he may need to recuse himself from some oversight of the Committee, as he is a subcontractor for a contractor selected for an interview for work on the Estatoe Trail. He explained that he may be the best representative to attend, and he does not want it to conflict with the role of the Committee. Mr. Todd stated that this Committee will not be involved in the selection process and that he does not see any conflict with Mr. Carson's role on the Committee.

**10. Set Next Meeting – April 1, 2026 at 3:30pm**

The next regular meeting of the committee will be on April 1, 2026 at 3:30pm.

**11. Adjourn**

There being no further business, the meeting was adjourned at 5:13 p.m.

Minutes Approved: April 1, 2026

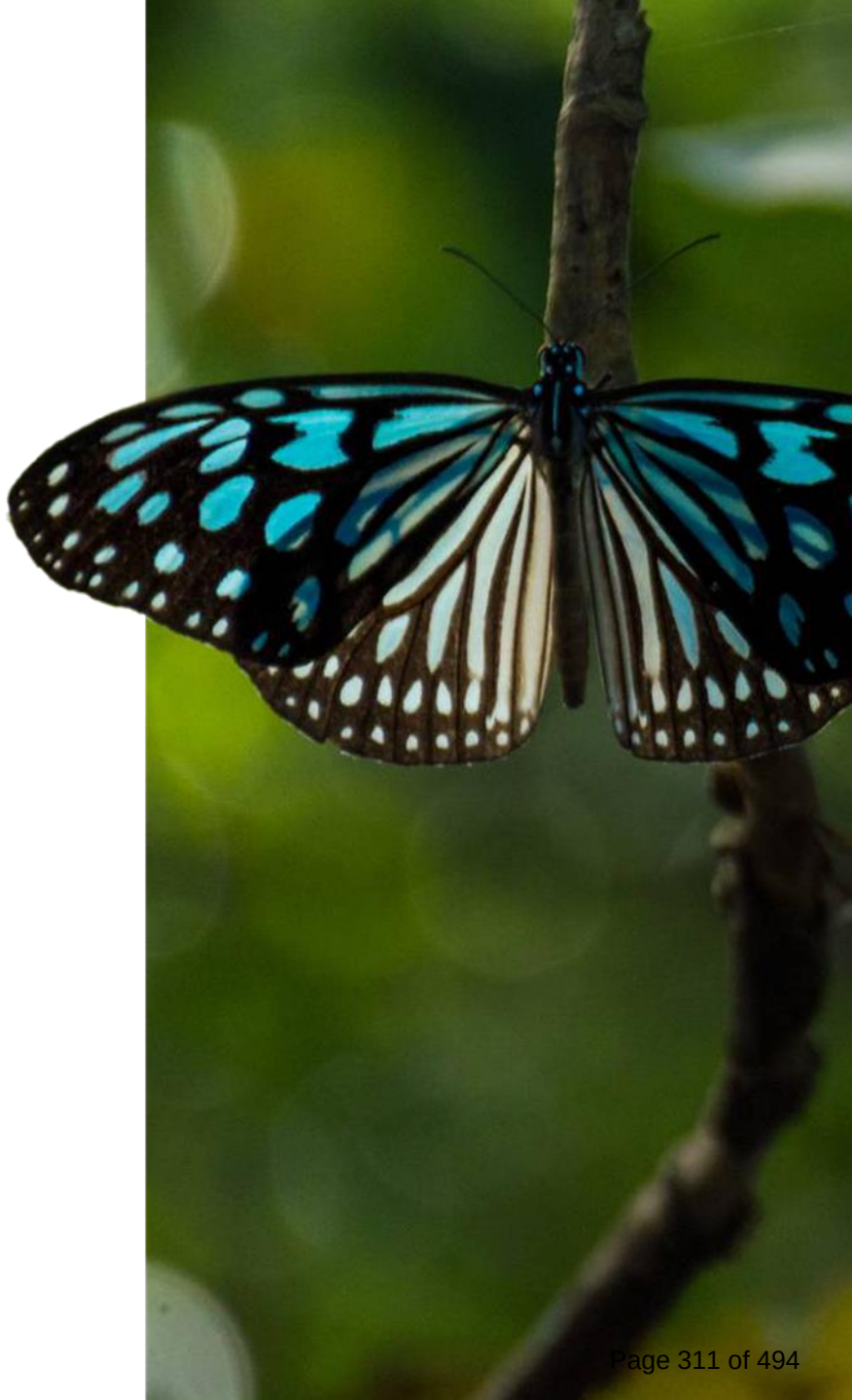
Lauren Wise, Chair, Council Member
Gary Daniel, Vice Chair, Council Member

Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager

# NORTON CREEK STREAM RESTORATION PLANNING PROJECT

PUBLIC WORKS COMMITTEE
MARCH 3RD, 2026

**Mary Roderick, PhD,** Land of Sky Regional Council
**Jane Margaret Bell, AICP**, Land of Sky Regional Council
**Paul Ray**, City of Brevard



# Project Overview

**Funding Source:** NC Land and Water Fund Planning Grant

**Amount:** $75,000

**Timeframe:** March 2025 – March 2026
Construction 2027

**Scope & Status:**

- Site Survey
- Existing Conditions Assessment
- Identify Preferred Stream Realignment
- Develop 30% Design Plans
- Public Engagement Input
- Refinements & Cost Estimate



# Existing Conditions

Norton Creek from Silversteen Park to Rosman Hwy










06.24.2025 09:33


06.24.2025 08:15


06.24.2025 08:40

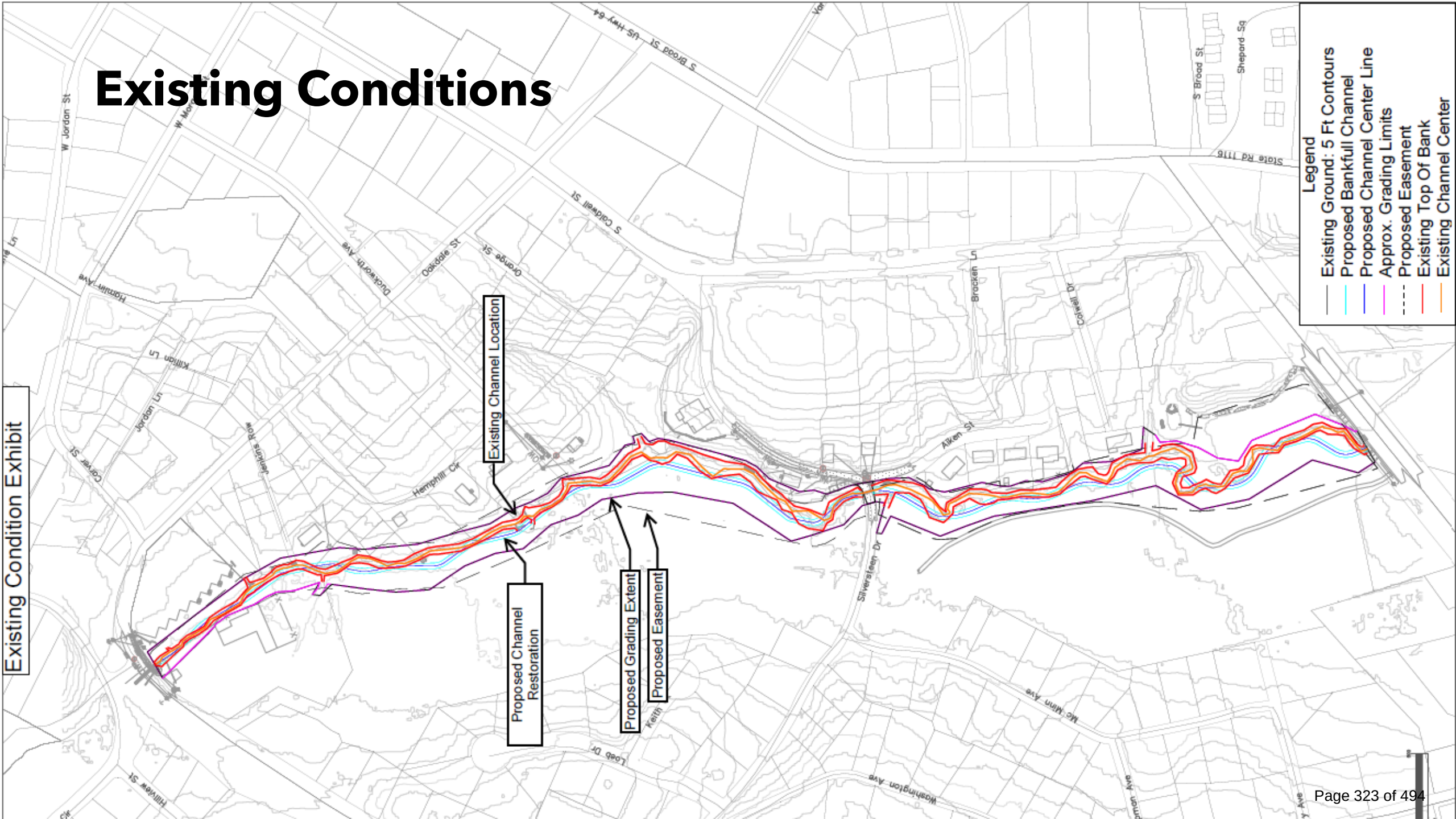

06.24.2025 09:39


06.25.2025 12:46




USA

# Existing Conditions



# Proposed Design

Norton Creek from Silversteen Park to Rosman Hwy



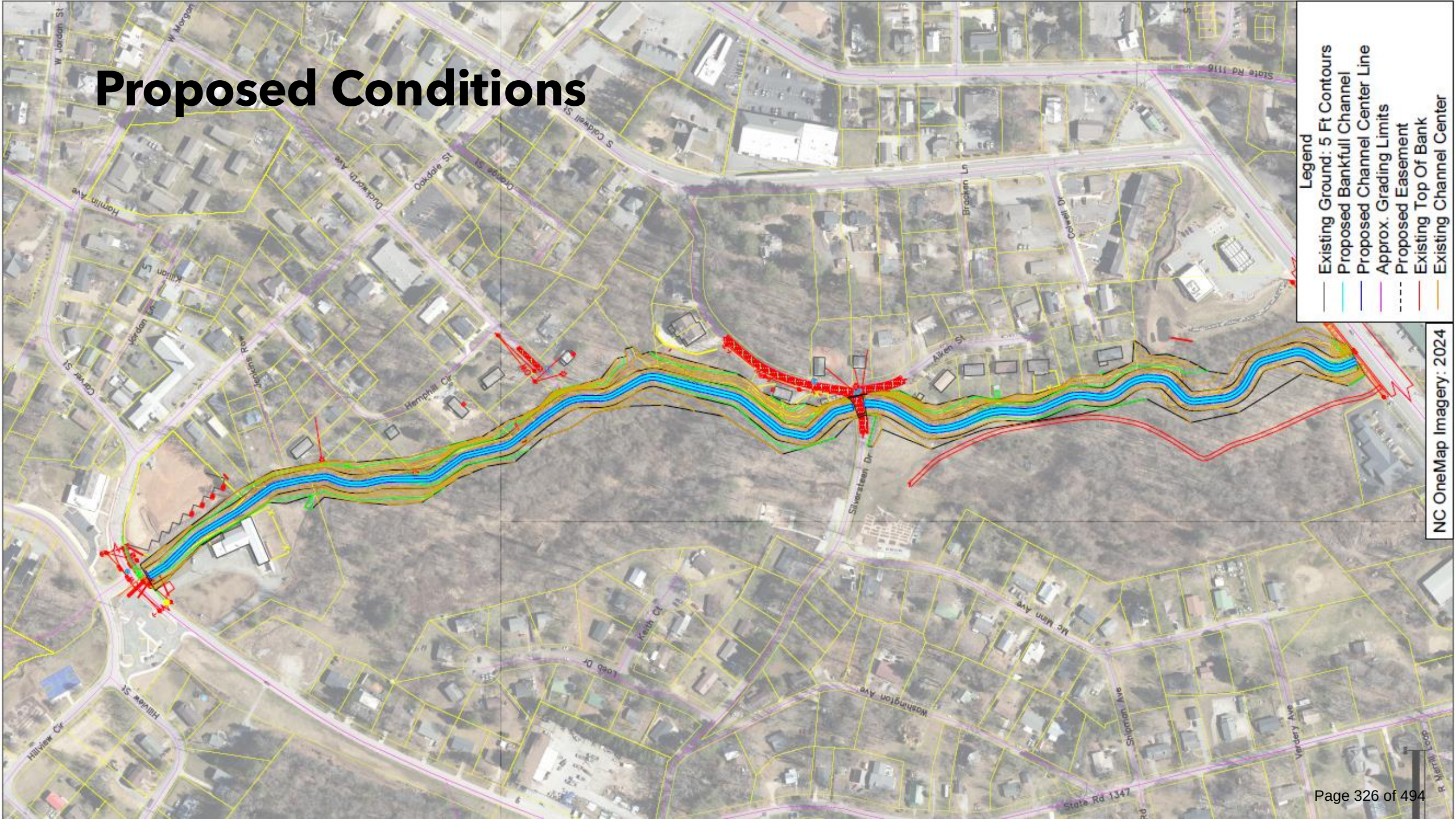


# Restoration Goals

- Stop ongoing erosion and stabilize banks with long-term solutions
- Protect property and infrastructure
- Increase flood capacity with the creation of a lower floodplain bench
- Improve the stream natural function and its ability to capture pollutants
- Create high-quality habitat for important native species such as the Brook Trout



# Proposed Conditions




09.26.2023 14:21


09.26.2023 14:22





# Proposed Native Plants























# Project Cost Estimate

| Norton Creek Stream Restoration Budget | | | |
|---|---|---|---|
| Item | NCLWF | Match | Total |
| Design & Permitting | $ 258,875.00 | $ 208,875.00 | $ 467,750.00 |
| Construction | $ 943,750.00 | $ 943,750.00 | $ 1,887,500.00 |
| Construction Admin/Observation | $ 83,750.00 | $ 83,750.00 | $ 167,500.00 |
| Project Administration | $ 50,000.00 | $ 50,000.00 | $ 100,000.00 |
| Easement Prep & Recordation | $ - | $ 54,750.00 | $ 54,750.00 |
| Post-Construction Services | $ 50,250.00 | $ 50,250.00 | $ 100,500.00 |
| Construction Contingency | $ 113,375.00 | $ 75,375.00 | $ 188,750.00 |
| Signage | $ - | $ 40,000.00 | $ 40,000.00 |
| Total | $ 1,500,000.00 | $ 1,506,750.00 | $ 3,006,750.00 |

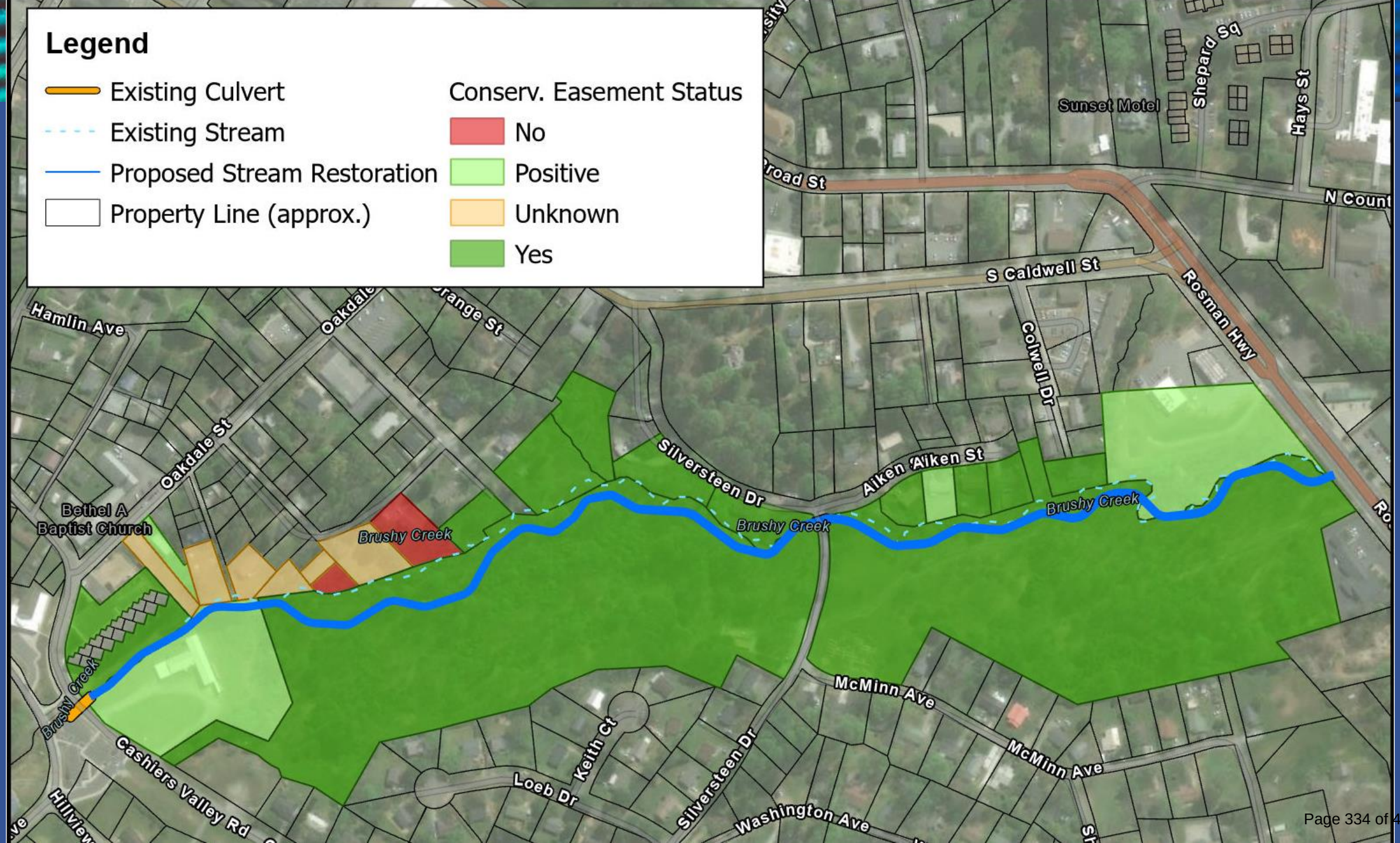


# Project Current Status

- 8 signed Letters of Intent for conservation easement around stream

- 3 funding applications for final design and construction complete
  - NC Flood Resiliency Blueprint – awards next month
  - NC Land and Water Fund – awards in the Fall
  - State Legislature Direct Allocation Request

- Another public engagement planned for the Spring


Legend
Existing Culvert
Existing Stream
Proposed Stream Restoration
Property Line (approx.)
Conserv. Easement Status
No
Positive
Unknown
Yes
Sunset Motel
Shepard Sq
Hays St
Broad St
N Count
S Caldwell St
Rosman Hwy
Colwell Dr
Hamlin Ave
Oakdale St
Orange St
Silversteen Dr
Aiken Aiken St
Brushy Creek
Bethel A Baptist Church
McMinn Ave
Keith Ct
Loeb Dr
Washington Ave
Cashiers Valley Rd

# Conservation Easement

- **Purpose:** Permanently protect restored stream areas funded by the NC Land and Water Fund (NCLWF).
- **Ownership:** Landowner keeps property ownership but agrees to specific permanent restrictions.
- **Protected Area:** Approximately a 40–50 ft natural buffer along each side of the stream.
- **Allowed Uses:** Passive recreation (walking, fishing, birdwatching) and educational visits.
- **Prohibited Activities:** No new buildings, farming, grading, dumping, or vegetation removal (except invasives).
- **Responsibilities:** The Grantee monitors and enforces the easement; the Landowner maintains the buffer.
- **Duration:** Perpetual – applies to all future owners.
- Why It Matters: Protects water quality, prevents erosion, reduces flooding, and supports wildlife habitat.

# Contact info


Paul Ray

828-885-5630

paul.ray@cityofbrevard.com

City of Brevard

Jane Margaret Bell, AICP

828-384-9047

janemargaret@landofsky.org

Land of Sky Regional Council

# MINUTES
## City Council Parks, Trails & Recreation Committee

**Wednesday, January 21st, 2026, at 3:30 PM**
City Hall Council Chambers

| | |
|---|---|
| Members Present: | Aaron Baker, Chair, Council Member<br>Lauren Wise, Vice Chair, Council Member<br>Howie Granat, Citizen Member<br>JD Powers, Citizen Member<br>Jackson Tate, Citizen Member<br>Reba Osborne, Citizen Member<br>Maureen Copelof, Mayor, Ex-Officio |
| Absent: | Daniel Jessee, Citizen Member |
| Staff Present: | David Todd, Assistant City Manager<br>Wesley Shook, Public Works Director<br>Paul Ray, Planning Director<br>Shawnee Cummings, Assistant to the City Manager |
| Media: | David Bradley |

### A. Welcome and Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:34 PM.

### B. Certification of Quorum

Quorum was certified by Assistant to the City Manager Shawnee Cummings.

### C. Approval of Agenda

L. Wise motioned to approve the agenda as presented. J. Powers seconded, and the motion carried unanimously.

### D. Approval of Minutes – December 17, 2025

R. Osborne motioned to approve the minutes, seconded by H. Granat. The motion carried unanimously.

## E. FLAP Grant

P. Ray shared that the City of Brevard was successful in its application for a $1.1 million FLAP grant, which will be used to realign a portion of the Estatoe Trail. Preliminary designs were prepared by WSP. In the next 90 days, D. Todd will be posting an RFQ to find, interview, and select an engineering firm, and the City will meet with the grant administrator from the Federal Highways Division to obtain additional grant-related information. Next steps include determining a detour route for the Trail during construction and obtaining easements from nearby businesses. The realignment will be on grade, maintaining accessibility for bikes, pedestrians, and wheelchairs. P. Ray added that this is the second FLAP grant obtained by the City and no local match is required.

A. Baker raised that the portion of the Estatoe Trail being discussed will become part of the Ecusta Trail, and that the trail width differs slightly between the Hendersonville and Brevard sections. P. Ray stated that high-traffic portions of the Ecusta Trail in Hendersonville are 15 feet wide, and the remainder is 12 feet wide. Brevard's portions of the Ecusta Trail are 12 feet wide and the portion of the Estatoe Trail being discussed will also be 12 feet wide. Some sections of the Estatoe Trail are 10 feet wide and may require incremental improvements in the future to maintain consistency with the Ecusta Trail.

## F. Missing Link on Davidson River Pedestrian Bridge

P. Ray shared that when the Davidson River Pedestrian Bridge was completed, there was a missing link between the Bridge and US-276. After consulting NCDOT, that link was supposed to be completed as part of a larger project that remains unfunded. The City does not want to wait for the larger project, so the City of Brevard and Transylvania County Tourism Development Authority hired Pisgah Conservancy to build the gravel trail connection. The trail is anticipated to be open by Memorial Day of this year.

P. Ray added that City Council approved the cost of NCDOT expanding the width of the sidewalks on either side of US-276 to make it more pedestrian-friendly. The sidewalks will be expanded to 10 feet on the closer side near Hawg Wild Smokehouse, and 8 feet on the further side near Dolly's Dairy Bar and The Hub. In addition, a crosswalk will be added where the trail connection ends, and after the NCDOT sidewalk expansion is completed, Dolly's Dairy Bar will be paving their parking lot to comply with City ordinances. The NCDOT sidewalk expansion is also expected to be completed around Memorial Day of this year.

## G. Public Comment

H. Granat stated that he met with Todd Branham regarding the contract for the Bracken Trail, and that Mr. Branham had some questions. A. Baker encouraged that Mr. Branham reach out to D. Todd and the City Attorney.

**H. Set Date for Next Meeting – February 18, 2026, at 3:30 PM**

Committee members set the date for the next meeting on February 18, 2026, at 3:30 PM.

**I. Adjourn**

There being no further business, L. Wise motioned to adjourn, R. Osborne seconded, the motion passed unanimously, and the meeting was adjourned at 4:12 PM.

Approved: February 18, 2026

Aaron Baker, Chair

Shawnee Cummings
Assistant to the City Manager

# MINUTES

## City Council Parks, Trails & Recreation Committee

**Wednesday, February 18, 2026, at 3:30 PM**
City Hall Council Chambers

| | |
|---|---|
| Members Present: | Aaron Baker, Chair, Council Member<br>Lauren Wise, Vice Chair, Council Member<br>Howie Granat, Citizen Member<br>Daniel Jessee, Citizen Member<br>Jackson Tate, Citizen Member<br>Maureen Copelof, Mayor, Ex-Officio |
| Absent: | JD Powers, Citizen Member<br>Reba Osborne, Citizen Member |
| Staff Present: | Wilson Hooper, City Manager<br>David Todd, Assistant City Manager<br>Wesley Shook, Public Works Director<br>Paul Ray, Planning Director<br>Aaron Bland, Assistant Planning Director<br>Shawnee Cummings, Assistant to the City Manager |
| Guests: | Sarah Shawver, Drake McNeary, Gary Lowden, Anna Davis, Nora Jane Montgomery |

### A. Welcome and Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:31 PM.

### B. Certification of Quorum

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

### C. Approval of Agenda

L. Wise motioned to approve the agenda as presented. H. Granat seconded, and the motion carried unanimously.

### D. Approval of Minutes – January 21, 2026

H. Granat motioned to approve the minutes, seconded by D. Jessee. The motion carried unanimously.

### E. Bracken Trails

#### 1. Update on New Trail Construction

A. Bland shared that the contract to construct the new Bracken trails has been signed by all parties and construction of 1.8 miles of trails will begin soon on the new extension property.

G. Lowden from Pisgah SORBA added that they have a meeting in the field on Friday to do a final walkthrough of the corridor and that Pisgah SORBA will be conducting check-ins throughout the process to provide updates. The "must end" deadline has been pushed to the end of June or early July due to the late start and freeze thaw.

G. Lowden provided an update on Bracken's existing trail system, stating that Pisgah SORBA has had over 50 hours of volunteer time, 4 public workdays, a women's workday for Galentine's Day, and equipment has been brought on site to perform drain work and rework some of the more problematic turns on the trails. In the next few months, Pisgah SORBA plans to present some of their reworks to the Committee and provide recommendations for changes and improvements.

A. Bland added that the new trail construction will look very similar to construction of other trails in Bracken and there will be volunteer opportunities. D. Todd stated that the preconstruction meeting will involve the City, Pisgah SORBA, and Long Cane Trails and they will walk the trail to make sure everyone is on the same page.

H. Granat asked about updates on the bridge and G. Lowden responded stating that regarding bridge number 1, a contractor has been selected to perform the work but is unable to start until March. D. Todd stated that a contract has not been signed yet, but that that will be the next step. G. Lowden specified that the larger bridge will be broken up into 2 smaller sections with rock tread in between to minimize the amount of raw materials needed. D. Todd advised that the bridge is still too narrow for the City's Fire Department UTV's and it is still a concern because if someone got injured on certain sections of the trail, they would have to be hand carried out.

H. Granat stated that Todd Branham has given an end date of June or July and asked if there is any ability to get it finished sooner. D. Todd responded that they have the preconstruction meeting tomorrow and that they will have more information after that. D. Todd said that the biggest challenge will be closing sections of the trail during construction.

### 2. Naming of New Bracken Trails

A. Bland provided a memo with potential names and a map of the relevant trails (Attachment 1). Since section 1 was named the Mac Morrow Trail, names are only needed for section 2, a connector between sections 1 and 3, and section 3, a loop. A. Bland stated that a recommendation is needed to take the proposed names to Council.

H. Granat stated that he liked the name Laughing Water and it is connected to the history of the area. A. Bland added that the story of Laughing Water, a Blackfoot woman who escaped slavery and settled in the area, is also on some of the informational signs at the Bracken Preserve.

A. Baker explained that the last time trail names were discussed, it was considered whether 2 names are really needed or if one name will be less confusing if they are distinguished as the "loop" and "connector."

D. Jessee stated that he does not know the history about Laughing Water and wants to ensure the history is accurate to avoid appropriation. A. Baker agreed that he also has some concerns and wants to know more about the history before making a final decision.

H. Granat motioned, seconded by L. Wise to recommend section 2 be named "Laughing Water Connector" and section 3 be named "Laughing Water Loop" with the caveat that more information on the history be included when the recommendation is brought to Council.

## F. Estatoe Trail

### 1. Great State Trails Grant

The City was awarded the Great State Trails Grant for $163,000 to take the design of the Estatoe Trail to 100%, including design of the 2 remaining sections. A. Bland explained that we were waiting on the State to review environmental and historic preservation materials that were submitted by the City. The State then sent a contract, W. Hooper signed it, and we just received the fully executed contract. Alvin with Summit Engineering can now start work and the City can be reimbursed for all of the work that Alvin has done to date. Alvin will attend the Committee meeting in April to share his designs and get more guidance from the Committee. W. Hooper stated that the grant covers Alvin's design of both sections and then the City will have to decide which section to focus its resources on, as the construction portion is currently unfunded.

A. Baker asked whether we will be obtaining easements as we work our way to 100% design or if we will wait until design is at 100% before inquiring about easements. W. Hooper stated that he had not thought about that and that so far, they have been obtaining handshake agreements with property owners along certain sections of the trail. P. Ray stated that the process of obtaining easements should be formalized, but Alvin will need further direction from the Committee about how they want to get from the Mary C. Jenkins Community Center to Main Street. With more guidance on whether the trail will be on grade, a boardwalk, and ADA-compliant, staff will be more informed on how much right of way the City will need for the trail.

Mayor Copelof stated for one property that the trail will have to cross, staff will need to have a very good idea of what will be going through the property and that it will need to have minimal impact. H. Granat and Mayor Copelof expressed concern with regard to getting community buy-in and navigating through the properties behind the Mary C. Jenkins Community Center.

With regard to the School Board property, from Rosman Highway to the high school, A. Bland stated that staff have secured 95% of a lateral connection to Forest Hill Road. This connection will connect the Cadence Point neighborhood's greenway to the Estatoe trail. A developer that is building quadplexes on the recently annexed property donated the easement going down the property line between 2 of their lots. There is still a 20-foot gap on the School Board property, so A. Bland will be discussing an amendment to their easement to complete that connection.

### 2. Updates on FLAP-Funded Section, Tannery North, and Rosman Highway Crossing

For the FLAP-funded portion of the Estatoe Trail, W. Hooper stated that he has reached out to the property owners to notify them that the City is interested in converting its temporary easements into permanent easements. W. Hooper added that he has heard back from Aldi and they have asked for some additional information. McDonalds has not yet responded. With the Cottages property, we already have a right of way, but W. Hooper wants to update it to reflect that it will be used for a trail and not a road, which is what was stated in the initial right of way.

D. Todd explained that we are currently advertising for a design firm and the solicitation needs to stay up about 30 days. A small designer selection committee has been established and will meet in late March. The committee plans to bring the designer recommendation to Council in April and following Council approval, will move forward with design. P. Ray added that staff are working on the first part of grant administration with the Federal Highways Division. The Federal Highways Division will then set an appointment to discuss grant administration details.

A. Baker asked about the curb cut work on Pender Lane, to which D. Todd responded that after working with WSP and McAdams, it is on the list to do. W. Shook added that when they are able to start work, it should only take approximately 2 days. A. Baker stated that even though the FLAP-funded section was brought about by damage to the boardwalk and staff was rushed to find a solution, he is very appreciative of how quickly staff moved.

Regarding DOT's STIP Project R-5800 project, the Committee discussed the trail reroute, the path it would take behind Arby's and other businesses, and what easements are needed.

W. Hooper stated that A. Bland posted the signs today related to DOT's *de minimis* impact certification for R-5800. W. Hooper explained that this means that R5800, while being performed by the State and paid for partly or entirely with federal funds, must meet the 4(f) certification, which is where the State verifies to federal authorities that any recreational amenity or infrastructure that was present before work is performed will be put back no worse after work is completed. On the letter received from NCDOT (Attachment 2), they have agreed to incorporate all of the bullet points into their design to ensure there will be no adverse impact on the existing trail. W. Hooper reminded the Committee that this is not the extent of the project improvements that will be made, they are just the required improvements to keep the project 4(f) certified. P. Ray added that in the letter, DOT is still willing to negotiate some of the other accoutrements, but they just wanted to move forward with the 4(f) determination.

H. Granat added that on a related note, we should think about speed limit signs on the trail and other multi-use paths since there are not any limits posted and there are new laws going into effect regarding e-bikes.

W. Hooper stated that Tannery North is on schedule and staff have been cutting down trees on site and preparing for construction. A. Baker asked if we know when the DOT contractors will be on site, to which P. Ray said it should be during late spring. W. Hooper also shared that for those who were not at the last Council meeting, staff received additional information related to the Smokestack and have determined that it will need to be demolished. It is unlikely that a smaller version of the smokestack can be preserved, as the City's insurer will not insure it and it is too big of a financial risk for the City to assume on its own. Staff are inquiring with their insurer as to whether the bricks from the smokestack can be repurposed as the bed of the trail.

Looking at Rosman Highway, DOT is waiting on the City to build its sidewalk connection before starting work on their section. W. Hooper stated that we have started and W. Shook stated that it is expected to be completed in the next few weeks.

## G. Bike Lane Concept Options

W. Hooper explained that at the last Downtown Master Plan (DTMP) Committee meeting, the Committee took a bike lane field trip down W. Main Street. The DTMP Committee determined that they would like to hear from this Committee, particularly the cyclists, about which bike lane works best from a cyclist's perspective. The DTMP Committee agreed to certain values they want reflected in the chosen concept, which are to minimize parking loss, make the trail safe and accessible for all trail users, and to induce trail users into downtown.

D. Todd stated that the designer was tasked with getting the bike lane from where the Ecusta trail crosses W. Main St., near Probart St. and Railroad Ave., to either England St. parking lot or Clemson Plaza. D. Todd introduced the 9 options as follows (attachments 3-11):

1. Bidirectional bike lane against the curb on the north side of W. Main St. and ending at the England St. parking lot. (3 pages)
2. Bidirectional bike lane against the curb on the south side of W. Main St. and ending at the Clemson Plaza. (4 pages)
3. Sharrows painted on the road with no dedicated bike lane and ending at England St. parking lot. (3 pages)
4. Sharrows painted on the road with no dedicated bike lane and ending at Clemson Plaza. (4 pages)
5. Bike lanes on both sides of W. Main St., against the curb, and ending at England St. parking lot. (3 pages)
6. Bike lanes on both sides of W. Main St., against the curb, and ending at Clemson Plaza. (4 pages)
7. Bike lanes on both sides of W. Main St. in between the traffic lane and parallel parked vehicles and ending at England St. parking lot. (3 pages)
8. Bike lanes on both sides of W. Main St. in between the traffic lane and parallel parked vehicles and ending at Clemson Plaza. (4 pages)
9. Sharrows painted on the road that start on W. Main St. and take bicyclists down Oaklawn Ave., Jordan St., and up Caldwell St. ending at Clemson Plaza. (4 pages)

On the first page of each concept option, there is a chart that details the number of parking spaces lost by selecting that option.

D. Todd added that any decisions to help narrow down the options are helpful, such as whether we want to consider sharrows and where we want the bike lane to end.

After further comments and questions related to bike parking, parking loss, physical delineators, car doors, safety for families, Hendersonville's model, buffer areas, sight lines, and affordability, Mayor Copelof stated that she thinks the discussion is premature because additional options were requested, including angled parking, and there needs to be collaboration with the parking study to ensure that there is a comprehensive plan in place.

There was a consensus among Committee members that they do not like sharrows. Further discussion was tabled until the conclusion of the parking study and until additional designs are obtained.

D. Jessee highlighted another option, an elevated bike path through the middle of the road, so that no parking will be lost. W. Hooper stated that he would include it when they talk to the traffic engineer.

## H. Public Comment

Sarah Shawver stated she lives on Fisher Road, which runs adjacent to Pender Lane. While she realizes there are still many steps in the design phase of the Estatoe Trail, she would like to request the opportunity for neighborhood representation and input for property owners whose property is directly aligned with the permanent trail relocation. As the residents, Ms. Shawver stated that they have a strong understanding of the floodplains, drainage patterns, and traffic flow of vehicles and pedestrians. She believes their knowledge of the area will be helpful when making design decisions and early collaboration will ensure the best possible outcome for the City and residents.

Drake McNeary addressed the potential of e-bikes at the Bracken Preserve. Carolina Land and Water Trust did not allow e-bikes on their trails and a grant was received from them during the construction of the Bracken Preserve, making e-bikes not an option. Carolina Land and Water Trust changed their guidelines in 2025 to allow class 1 e-bikes in trail systems they support. Mr. McNeary felt it would be a good time for the City to consider class 1 e-bikes in Bracken.

Mr. McNeary added that if the bike lanes are well done, and it really gets used, the City will actually gain parking spaces for every bike that is parked.

H. Granat wanted to say thank you for the things he has been harping on, including the crossing signal at Maclain and Railroad and the 4-way stop at Main and Oaklawn.

## I. Set Date for Next Meeting – March 18, 2026, at 3:30 PM

Committee members set the date for the next meeting on March 18, 2026, at 3:30 PM.

## J. Adjourn

There being no further business, L. Wise motioned to adjourn, D. Jessee seconded, the motion passed unanimously, and the meeting was adjourned at 5:09 PM.

Approved: March 18, 2026

Aaron Baker, Chair, Council Member or
Lauren Wise, Vice Chair, Council Member

Shawnee Cummings
Assistant to the City Manager

The City of Brevard
North Carolina

**MEMORANDUM**

To: Parks, Trails & Recreation Committee
From: Aaron Bland, Assistant Planning Director
Subject: Names for New Trails in Bracken Preserve
Date: February 18, 2026

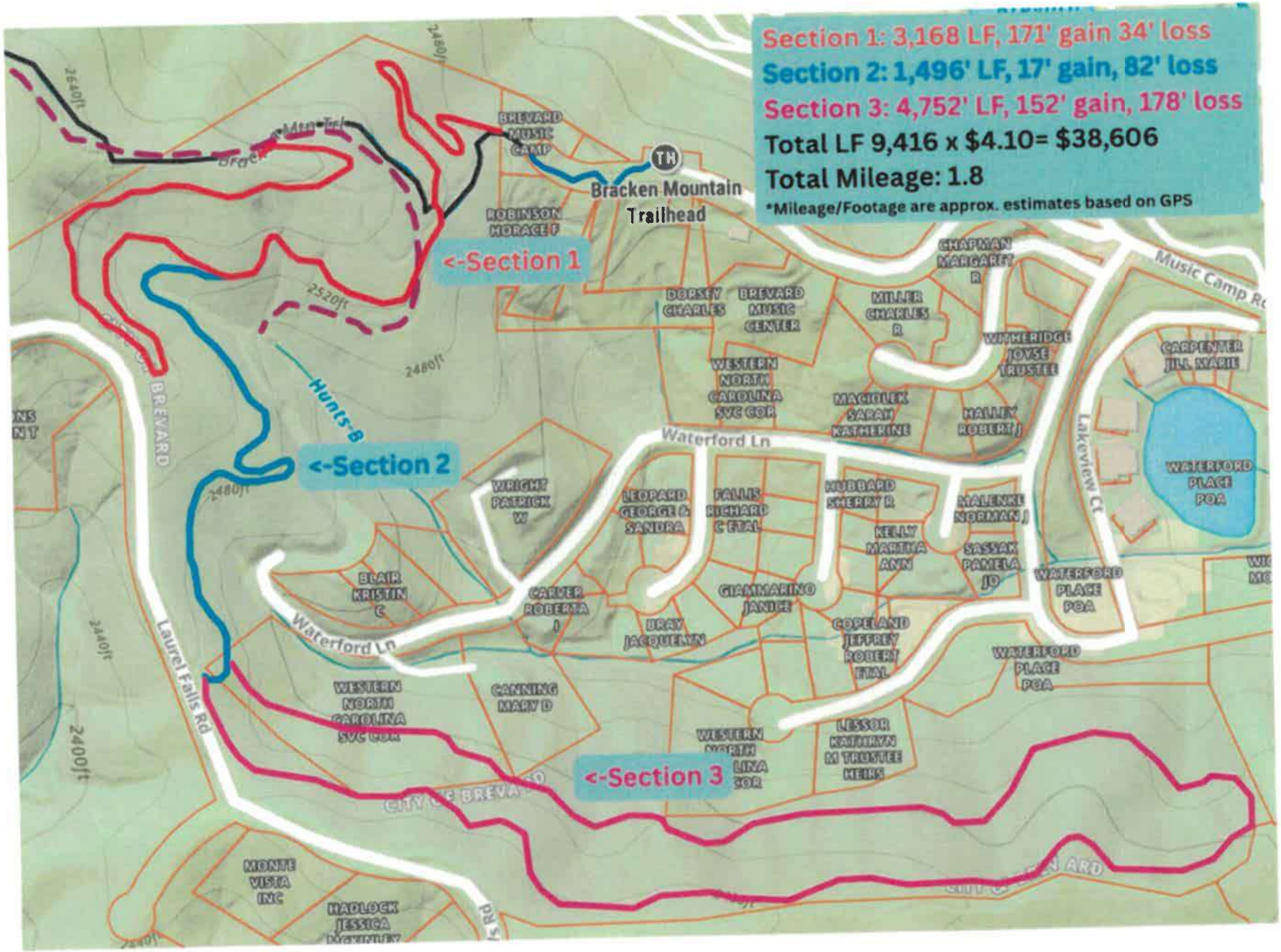
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Construction of new trails in the City's Bracken Preserve is set to begin before the end of the calendar year. In order to update maps and other Bracken documents, these trails need to be officially named. One of the trails was designated as the Mac Morrow Trail in December, and now Staff is requesting that the Committee recommend names for the remaining two new trails for consideration by the full City Council. See included map for outline of the new trails.

Potential names based on the property's characteristics and history:

- *Laughing Water* – Blackfoot woman who escaped slavery and settled in the area
- *Mountain Rush* – a rare plant found in Bracken's seep complexes
- *Squawroot* – an unusual parasitic plant that grows on oak tree roots found in Bracken
- *Galax* – a common plant in Bracken and the greater Appalachians
- *Rich Cove* – a type of forest habitat found in Bracken
- *Bailey* – name of a prominent family who lived in the Pinnacle community
- *Hunts Branch* – creek with headwaters on the new Bracken expansion parcel; combines with Brushy Creek south of the Music Center to make Norton Creek

The Committee should come to consensus on names for the remaining two new trails and officially recommend the names to City Council via a motion and vote.


Section 1: 3,168 LF, 171' gain 34' loss
Section 2: 1,496' LF, 17' gain, 82' loss
Section 3: 4,752' LF, 152' gain, 178' loss
Total LF 9,416 x $4.10= $38,606
Total Mileage: 1.8
*Mileage/Footage are approx. estimates based on GPS
Bracken Mountain Trailhead
TH
<-Section 1
<-Section 2
<-Section 3
Hunts-B
Waterford Ln
Laurel Falls Rd
Music Camp Rd
Lakeview Ct
BREVARD MUSIC CAMP
ROBINSON HORACE F
DORSEY CHARLES
BREVARD MUSIC CENTER
CHAPMAN MARGARET R
MILLER CHARLES R
WITHERIDGE JOYCE TRUSTEE
CARPENTER JILL MARIE
WESTERN NORTH CAROLINA SVC COR
MAGILLEN SARAH KATHERINE
HALLEY ROBERT J
WATERFORD PLACE POA
WRIGHT PATRICK W
LEOPARD GEORGE & SANDRA
FALLIS RICHARD C ETAL
HUBBARD SHERRY R
MALENKE NORMAN J
KELLY MARTHA ANN
SASSAK PAMELA JO
BLAIR KRISTIN C
CARVER ROBERTA J
GIANNARINO JANICE
BRAY JACQUELYN
COPELAND JEFFREY ROBERT ETAL
CANNING MARY D
LESSOR KATHRYN M TRUSTEE HEIRS
MONTE VISTA INC
HADLOCK JESSICA
2520ft
2480ft
2440ft
2400ft

STATE OF NORTH CAROLINA
# DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

June 18, 2025

Mr. Paul Ray
Planning Director
City of Brevard, North Carolina

Ms. Christy Staudt, PE
Practice Leader
McAdams

Barry D. Mosteller
Senior Project Manager
North Carolina Department of Transportation
Division 14
STIP Project R-5800 Section 4(f) Coordination Review

Dear Mr. Ray and Ms. Staudt,

The North Carolina Department of Transportation (Department) has completed a review of the comments submitted by the City of Brevard on September 23, 2024, in reference to Section 4(f) impacts to the Estatoe Trail (future Ecusta Trail) on U.S. 64/ U.S. 276 from Fortune Cove Road to U.S. 64 Business (North Caldwell Street) in Transylvania County.

The Department conducted additional reviews of the project study area and has determined that the following improvements requested will be made to the 90% Design Plan Set:

- Green skip lines across intersections, driveways and other bicycle conflict zones (e.g. right-turns), Right-Turns Yield to Bicycle Signs, Left-Turn Yield to Bicycle Signs, Bicycle actuation and related signing at signals, Bicycle boxes and two stage turn boxes, and Bicycle, Pedestrian and Trail Crossing Signs, will be added, where applicable, to the signing and pavement marking plan set for the project.
- 5-foot sidewalk will be installed on both sides of U.S. 64 Business past North Campus Drive and North Caldwell Street before tapering back to existing sidewalk at the western project terminus. The Department evaluated the feasibility of constructing 8-foot sidewalks to extend to the western project terminus at both sides. It was determined that the improvements would affect utilities and would

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DIVISION 14
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SYLVA, NC 28779

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*Customer Service:* 1-877-368-4968

*Website:* www.ncdot.gov

*Location:*
253 WEBSTER ROAD
SYLVA, NC 28779

require additional right-of-way to be acquired for the project. The affected parcels are in the right-of-way acquisition phase and would require re-negotiations with the property owners and appraisals based on impacts to properties. Therefore, the design will stay as is at this location.

- The multi-use path crossing at Deerlake Road will be constructed approximately 50 feet west of the existing multi-use path crossing to reduce pedestrian and bicycle conflicts with vehicles.
- Leading pedestrian intervals will be placed at all signalized intersections and will be added to the signal plans for the project.
- At the intersection of North Caldwell Street and U.S. 64, a pedestrian crossing will include a pedestrian push button and walk phase when activated.
    - The crosswalk and curb ramp at U.S. 64 at North Campus Drive and U.S. 64/North Broad Street will be constructed at a 10-foot width to accommodate the future planned trail at this location.
- Pedestrian Hybrid Beacons (PHBs) will be constructed throughout the project study area at various locations. The project team will ensure that median refuge areas will be installed at all PHB locations.
- All curb ramps and Detectable Warning Strips (DWS) will match the approaching pedestrian access route and will be oriented in the direction of travel and ramp openings will be the same width (10-foot) as the multi-use path. Applicable design elements will be incorporated into the final plan set.

As discussed with the City of Brevard on June 28, 2024, the Department intends to work with the City to ensure that any impact avoidance, minimization, and mitigation or enhancement measures will be incorporated into the project (also referred to as *de minimis*), to ensure that STIP Project R-5800 will not adversely affect the activities, features, and attributes that qualify the Estatoe Trail for protection under Section 4(f).

The Department requests the City of Brevard provide written concurrence that the project will not adversely affect the activities, features, and attributes that qualify the property for protection under Section 4(f) based on the above revisions being incorporated into the project's final design plan set by 7/30/2025.

Should the City of Brevard concur with the Department's findings, the Department intends to assist the City of Brevard with affording the public an opportunity to review and comment on the effects of the project on the protected activities, features, and attributes of the Estatoe Trail.

Regards,

DocuSigned by:
Barry D. Mosteller
E8FB8CDBC4E64EE...

Barry D. Mosteller
Senior Project Manager
North Carolina Department of Transportation
Division 14

cc: Ms. Suzette Morales, PE, FHWA, Planning & Environment Specialist
Mr. George Hoops, PE, FHWA, Planning & Program Development Manager
Mr. John Jamison, PWS, CPM, NCDOT Environmental Policy Unit (EPU) Head
Ms. Marissa Cox, NCDOT EPU Western Regional Team Lead
Mr. Patrick J. Breedlove, NCDOT Division 14 PDEA Engineer
Mr. Charles Young, PE, PMP, Consultant Project Manager




## PROPOSED LEGEND

| | |
|---|---|
| 4" WIDTH/SOLID WHITE LINE (4"/W) | PROPOSED CURB |
| 4" WIDTH/SOLID YELLOW LINE (4"/Y) | PROPOSED SIGN |
| 4" WIDTH/DOUBLE YELLOW LINE (4"/DY) | EXISTING SIGN TO BE RELOCATED |
| 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP | PROPOSED WHITE FLEXIBLE DELINEATOR |
| 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP | GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4 |
| 12" WIDTH/SOLID WHITE LINE (12"/W) | PROPOSED LANDSCAPE AREA |

| PARKING SPACE COUNT | |
|---|---|
| EXISTING PARKING LOT SPACES | 35 |
| PARKING LOT SPACES LOST | 4 |
| TOTAL PARKING LOT SPACES | 31 |
| | |
| EXISTING SIDE STREET PARKING SPACES | 45 |
| SIDE STREET PARKING SPACES LOST | 11 |
| TOTAL SIDE STREET PARKING SPACES | 34 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 40' 80' 120'
1 INCH = 40 FT.

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DATE: 12-12-2025
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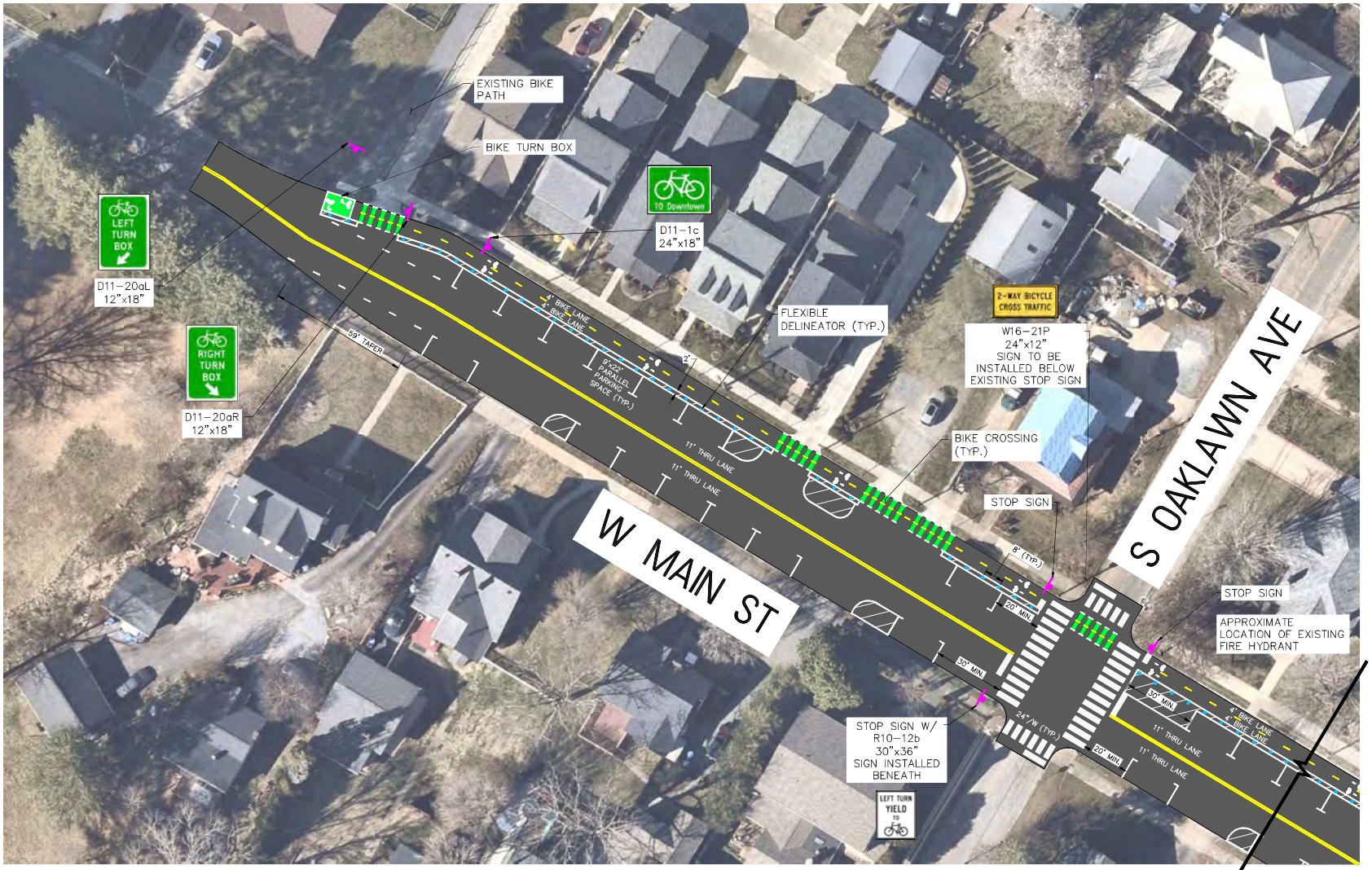
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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 1

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC190X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-2




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
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| NO. | REVISION | DATE | BY |
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CONCEPT PLAN
OPTION # 1

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

| PARKING SPACE COUNT | |
|---|---|
| EXISTING SIDE STREET PARKING SPACES | 61 |
| SIDE STREET PARKING SPACES LOST | 26 |
| TOTAL SIDE STREET PARKING SPACES | 35 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 50' 100' 150'
1 INCH = 50 FT.

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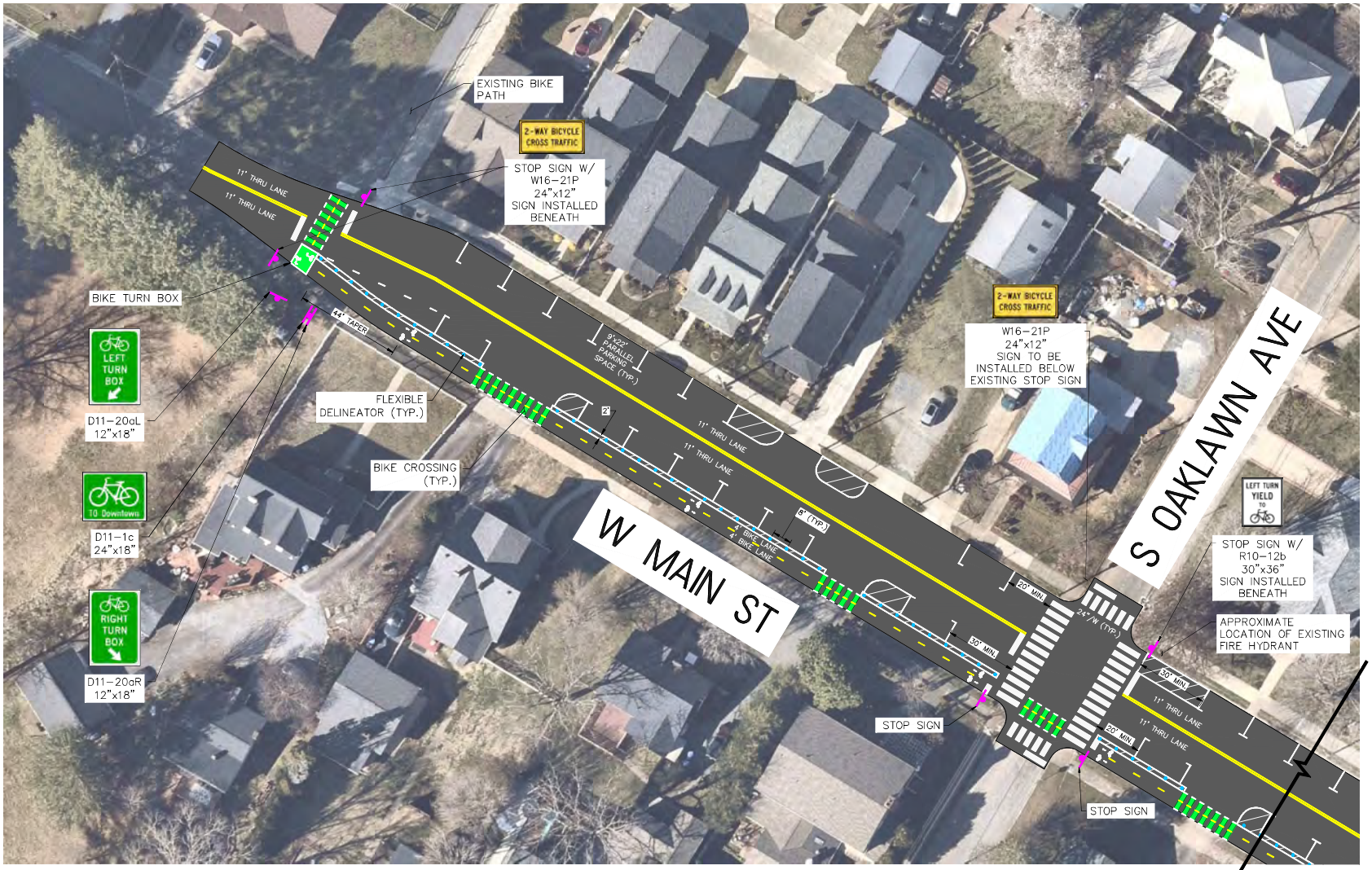
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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 2

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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DATE: 12-12-2025
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| NO. | REVISION | DATE | BY |
|---|---|---|---|

CONCEPT PLAN
OPTION # 2

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DESIGN BY: | DRAWN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-2 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
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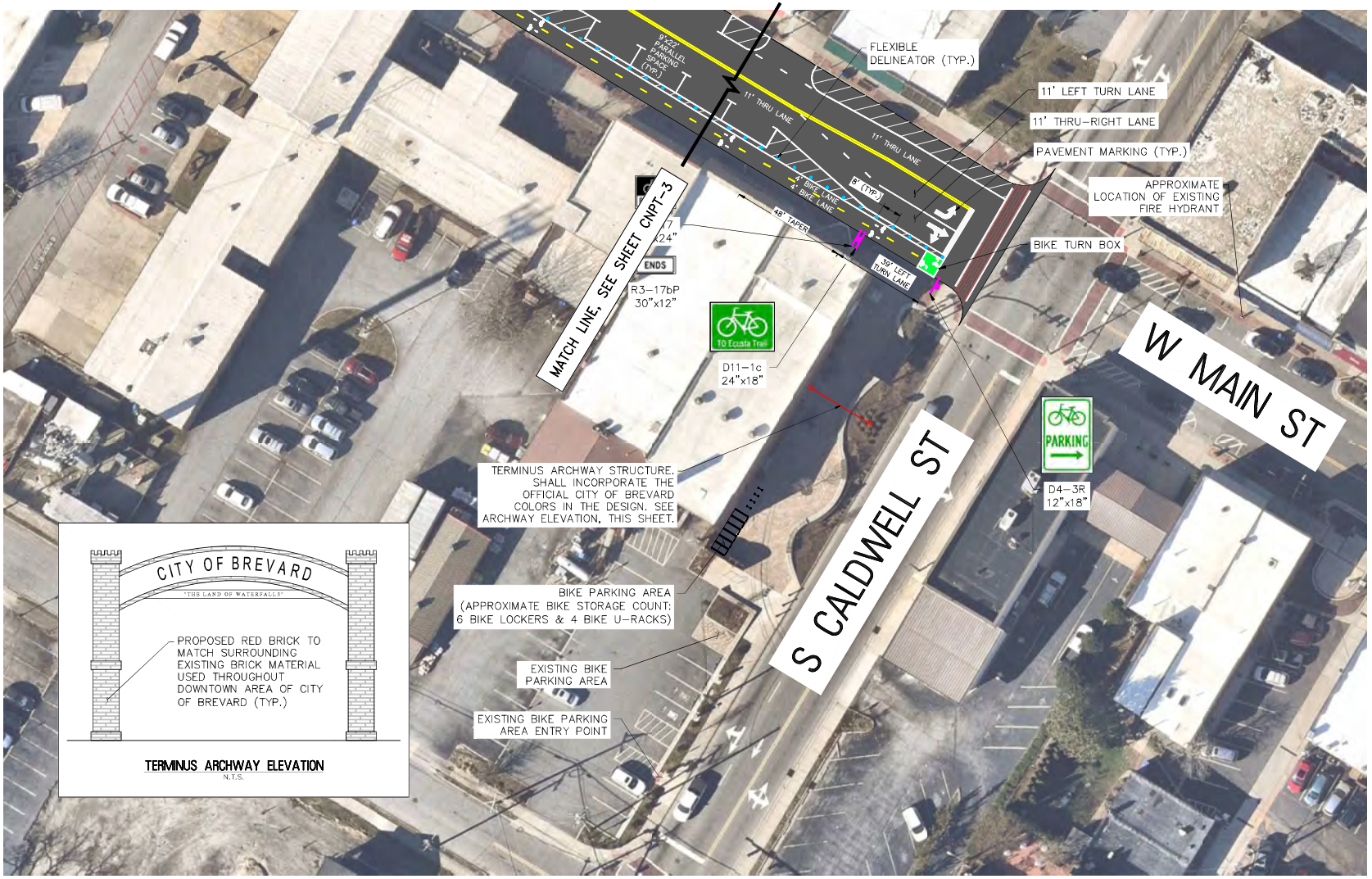
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CONCEPT PLAN
OPTION # 2

NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD
TRANSYLVANIA COUNTY
NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3







**TERMINUS ARCHWAY ELEVATION**
N.T.S.

**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.C.A.C.S. 1983 NAD

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| NO. | REVISION | DATE | BY |
|---|---|---|---|

CONCEPT PLAN
OPTION # 2

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DESIGN BY: | DRAWN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-4 | |
| JOB No.: NC100X0001 | | | |




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED LANDSCAPE AREA
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR

| PARKING SPACE COUNT | |
|---|---|
| EXISTING PARKING LOT SPACES | 35 |
| PARKING LOT SPACES LOST | 4 |
| TOTAL PARKING LOT SPACES | 31 |
| | |
| EXISTING SIDE STREET PARKING SPACES | 45 |
| SIDE STREET PARKING SPACES LOST | 0 |
| TOTAL SIDE STREET PARKING SPACES | 45 |
| | |
| COMMENT(S): PARKING SPACES CALCULATED ALONG BIKE PATH. | |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 40' 80' 120'
1 INCH = 40 FT.

N.C.A.C.S. 1983

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ALL DOCUMENTS PREPARED BY RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT. ANY REUSE WITHOUT SPECIFIC WRITTEN VERIFICATION OR ADAPTATION BY RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 3

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED LANDSCAPE AREA
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

Since 1901
RVE, Inc.
CONSULTING ENGINEERS
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ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS - RVE.COM
LICENSE NO. C-4953
Excellence • Innovation • Service

DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

ALL DOCUMENTS PREPARED BY RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS RENAISSANCE & VERNICK ENGINEERS AND AFFILIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

| NO. | REVISION | DATE | BY |
|---|---|---|---|

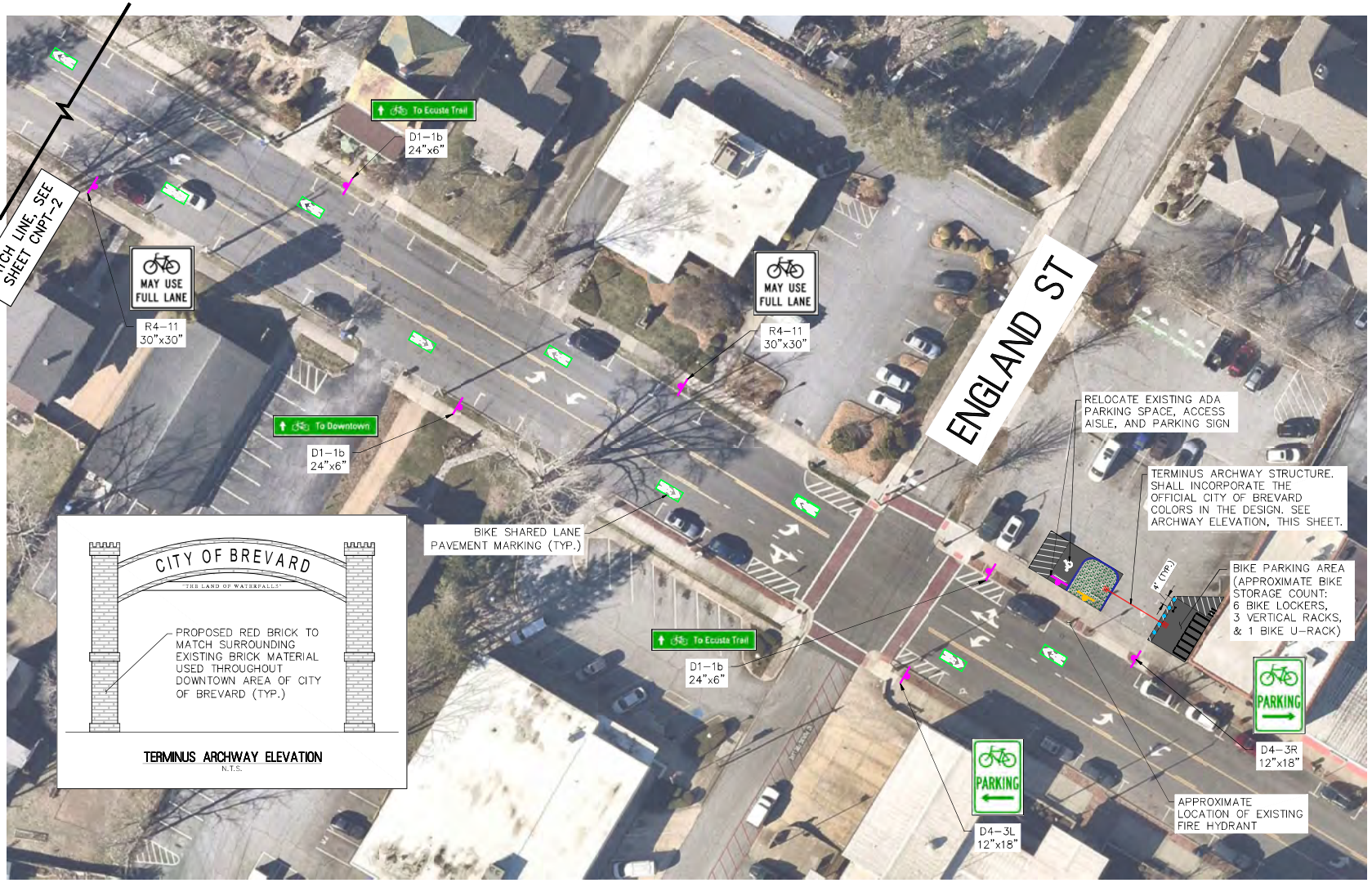
# OVERALL AERIAL PLAN OPTION # 3

NEW DOWNTOWN BIKE PATH CONNECTOR

CITY OF BREVARD — TRANSYLVANIA COUNTY — NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-2




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED LANDSCAPE AREA
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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(828) 255-4691
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION
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| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 3

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X0001
SHEET No.: CNPT-3




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

| PARKING SPACE COUNT | |
|---|---|
| EXISTING SIDE STREET PARKING SPACES | 61 |
| SIDE STREET PARKING SPACES LOST | 0 |
| TOTAL SIDE STREET PARKING SPACES | 61 |
| | |
| COMMENT(S): PARKING SPACES CALCULATED ALONG BIKE PATH. | |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 50' 100' 150'
1 INCH = 50 FT.

N.C.A.C.S. 1927 1983

Since 1901
RVE, Inc.
CONSULTING ENGINEERS
90 SOUTHSIDE AVE, SUITE 300
ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS : RVE.COM
LICENSE NO. C-4953
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DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
**NOT FOR CONSTRUCTION**

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

ALL DOCUMENTS PREPARED BY RENDITION & VERNICK ENGINEERS AND AFFILIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT. ANY REUSE WITHOUT SPECIFIC WRITTEN VERIFICATION OR ADAPTATION BY RENDITION & VERNICK ENGINEERS AND AFFILIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO RENDITION & VERNICK ENGINEERS AND AFFILIATES. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS RENDITION & VERNICK ENGINEERS AND AFFILIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN
# OPTION # 4

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


Since 1901
RVE, Inc.
CONSULTING ENGINEERS
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ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS - RVE.COM
LICENSE NO. C-4953
*Excellence • Innovation • Service*


DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# CONCEPT PLAN OPTION # 4

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-2




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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(828) 255-4691
WEB ADDRESS: RVE.COM
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DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
**NOT FOR CONSTRUCTION**

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| NO. | REVISION | DATE | BY/CHK |
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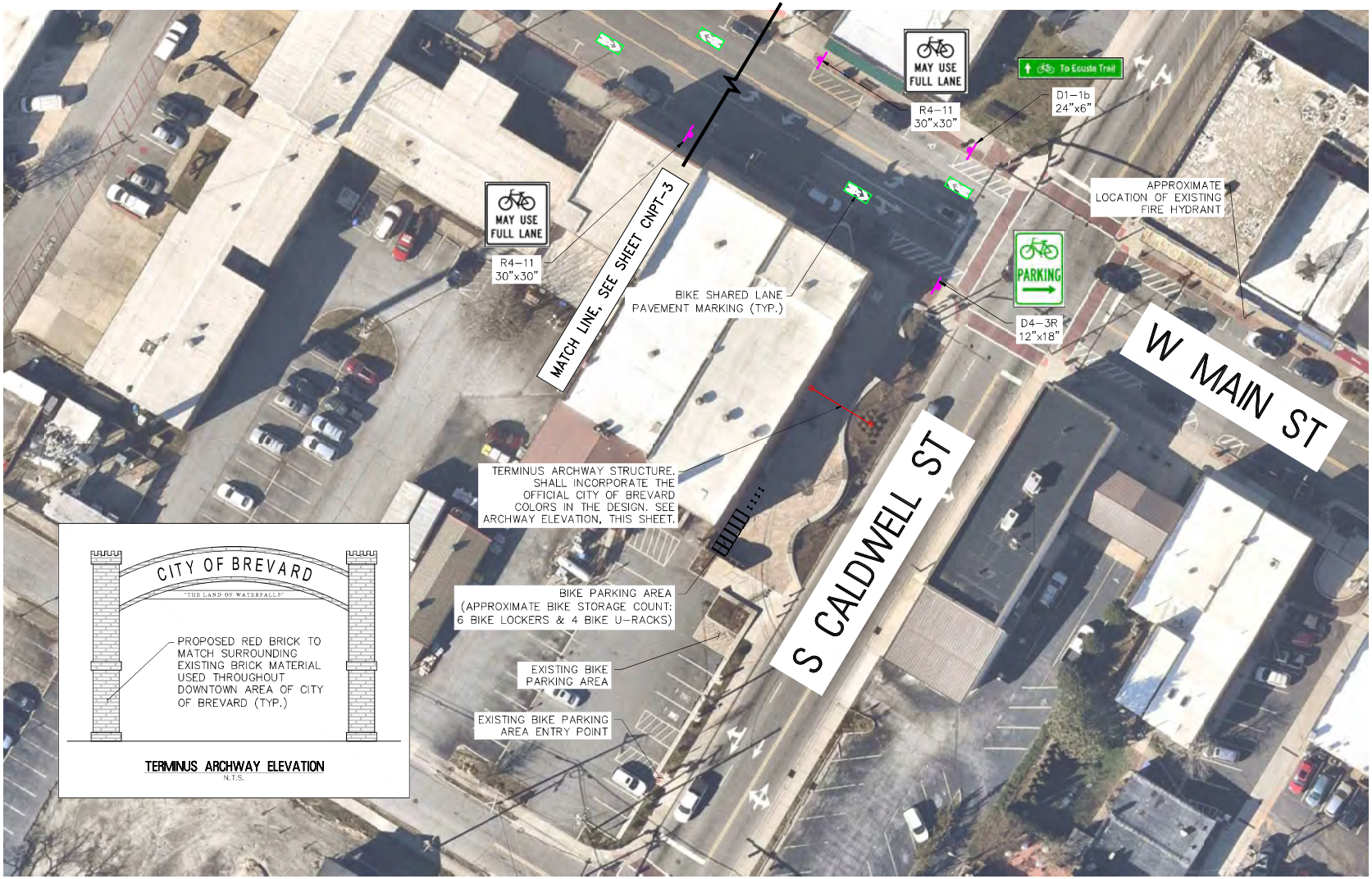
CONCEPT PLAN
OPTION # 4

NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD
TRANSYLVANIA COUNTY
NORTH CAROLINA

CITY OF BREVARD

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC190X001
SHEET No.: CNPT-3







**TERMINUS ARCHWAY ELEVATION**
N.T.S.

**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.C.A.C.E. 1983

Since 1901
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90 SOUTHSIDE AVE, SUITE 300
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DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
**NOT FOR CONSTRUCTION**

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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

CONCEPT PLAN
OPTION # 4

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X0001
SHEET No.: CNPT-4




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

| PARKING SPACE COUNT | |
|---|---|
| EXISTING PARKING LOT SPACES | 35 |
| PARKING LOT SPACES LOST | 4 |
| TOTAL PARKING LOT SPACES | 31 |
| | |
| EXISTING SIDE STREET PARKING SPACES | 45 |
| SIDE STREET PARKING SPACES LOST | 13 |
| TOTAL SIDE STREET PARKING SPACES | 32 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 40' 80' 120'
1 INCH = 40 FT.

N.C.A.C.S. 1983

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LICENSE NO. C-4493
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION
PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

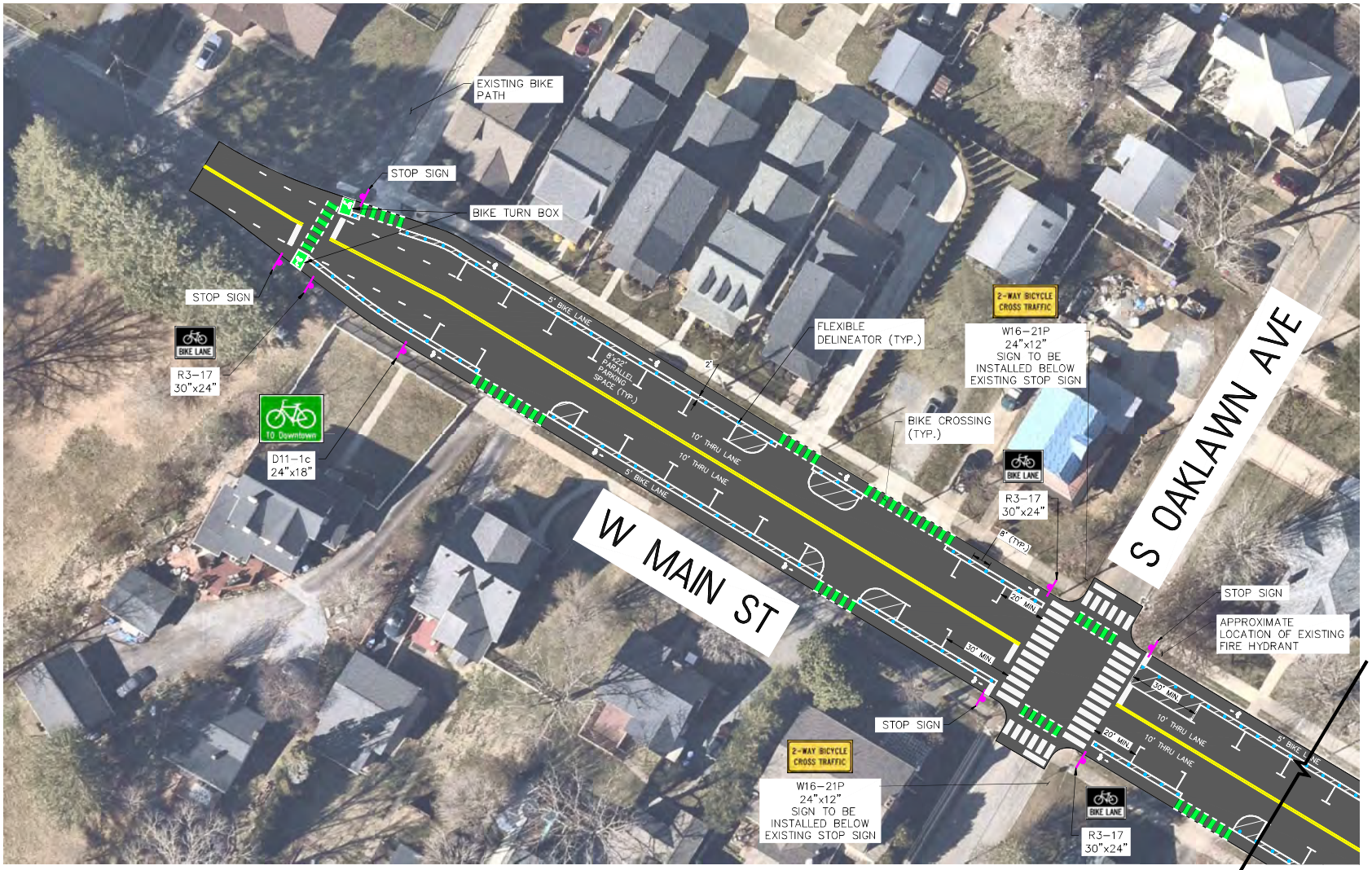
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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 5

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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(828) 255-4691
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LICENSE NO. C-4483
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DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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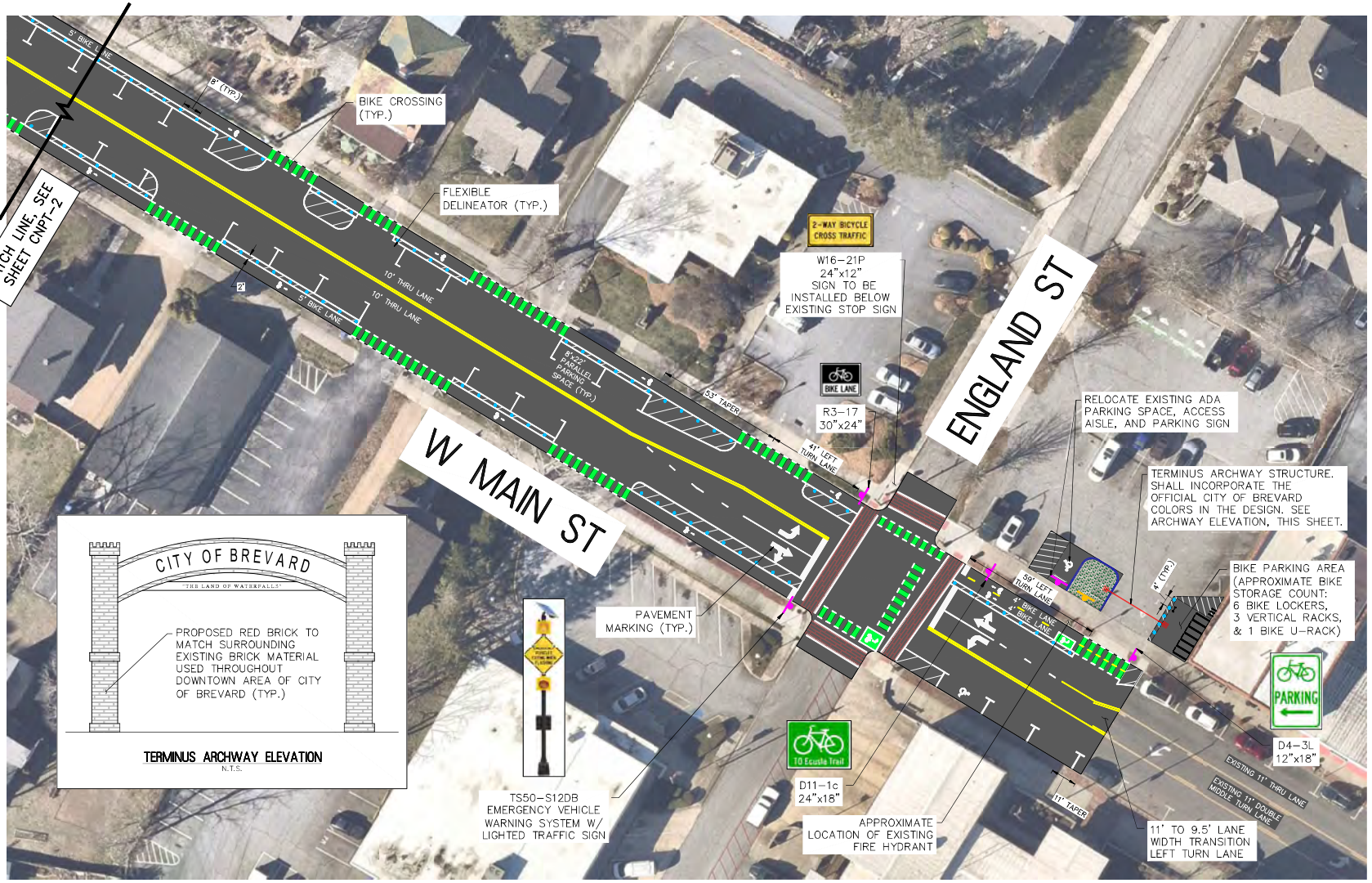

| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 5

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DESIGN BY: | DRAWN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-2




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.G.V.D. 1983


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(828) 255-4691
WEB ADDRESS: RVE.COM
LICENSE NO. C-4993
Excellence • Innovation • Service


DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 5

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3




N.C.G.C.S. - NAD 1983

## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

| PARKING SPACE COUNT | |
|---|---|
| EXISTING SIDE STREET PARKING SPACES | 61 |
| SIDE STREET PARKING SPACES LOST | 22 |
| TOTAL SIDE STREET PARKING SPACES | 39 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 50' 100' 150'
1 INCH = 50 FT.

Since 1901
RVE, Inc.
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(828) 255-4691
WEB ADDRESS : RVE.COM
LICENSE NO. C-4903
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 055340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

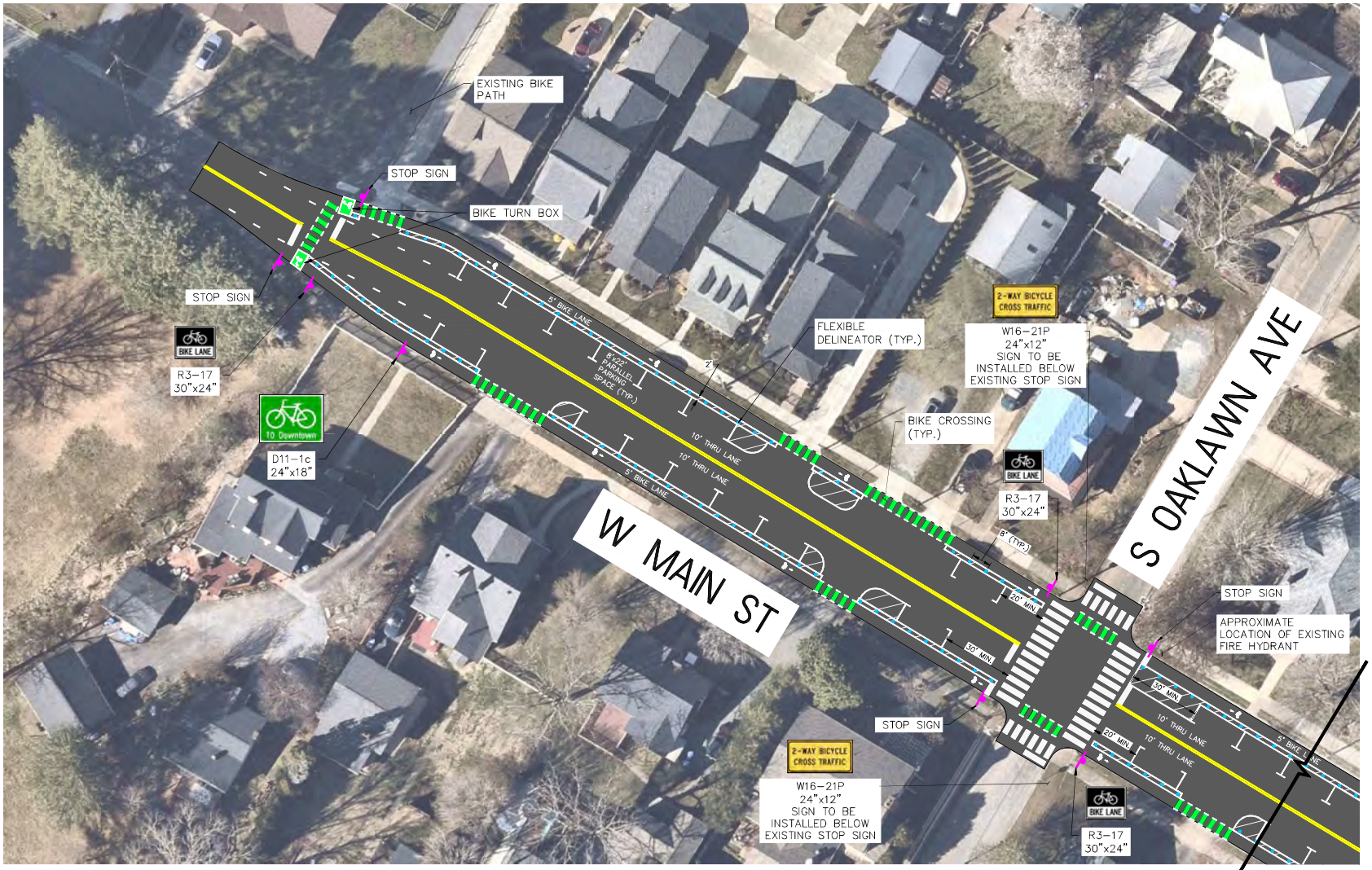
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| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN
## OPTION # 6

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


Since 1901 RVE, Inc.
CONSULTING ENGINEERS
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ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS - RVE.COM
LICENSE NO. C-4883
Excellence • Innovation • Service


DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN
# OPTION # 6

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DESIGN BY: | DRAWN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-2 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA


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ASHEVILLE, NC 28801
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
**NOT FOR CONSTRUCTION**

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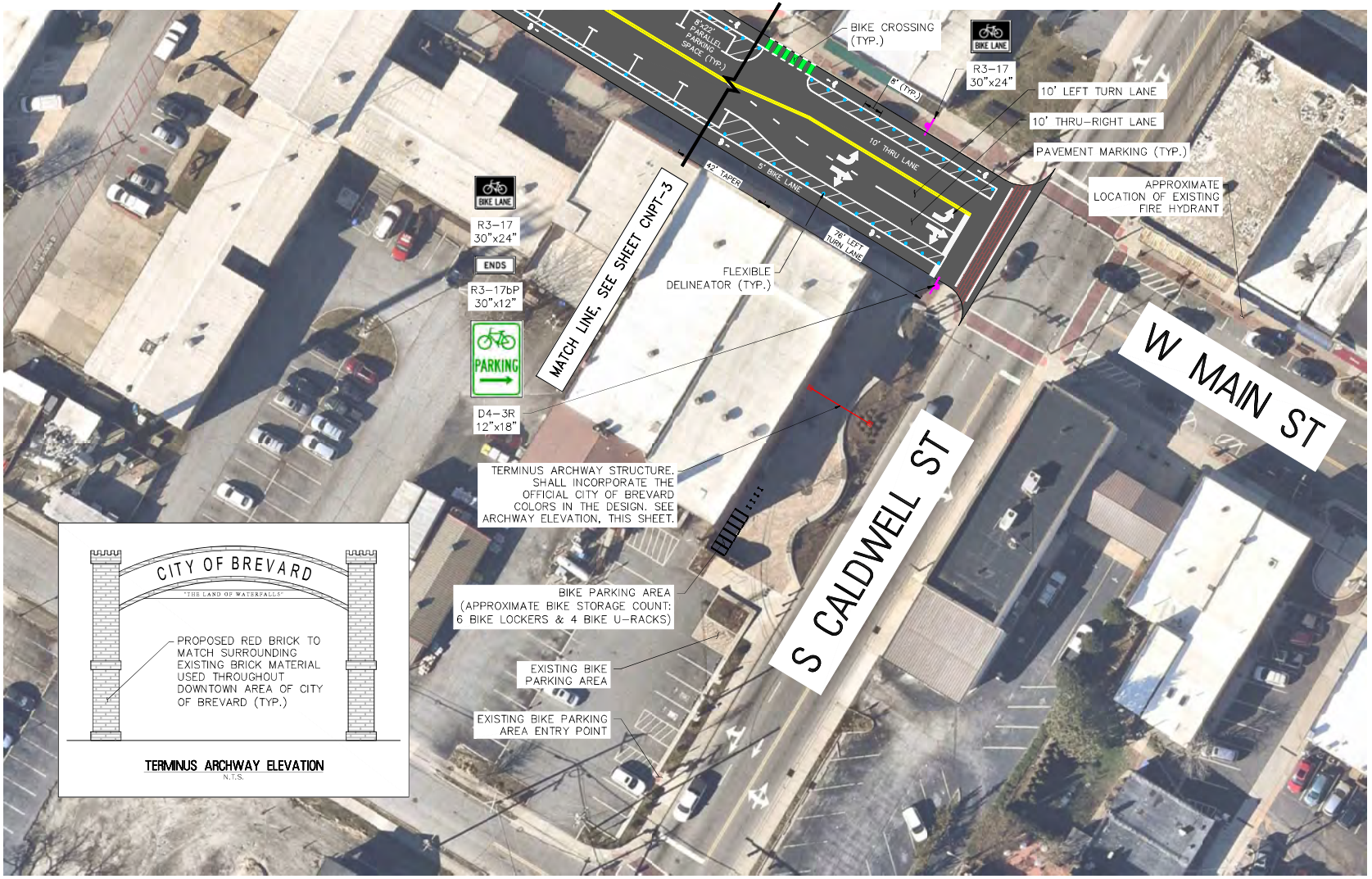

| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 6

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3







TERMINUS ARCHWAY ELEVATION
N.T.S.

**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.C.G.C.S. 1983

Since 1901
RVE, Inc.
CONSULTING ENGINEERS
90 SOUTHSIDE AVE, SUITE 300
ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS: RVE.COM
LICENSE NO. C-0893
Excellence • Innovation • Service

DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION
PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

ALL DOCUMENTS PREPARED BY RENNISON & VERNON ENGINEERS AND AFFILIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY RENNISON & VERNON ENGINEERS AND AFFILIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO RENNISON & VERNON ENGINEERS AND AFFILIATES. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS RENNISON & VERNON ENGINEERS AND AFFILIATES FROM ALL CLAIMS DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 6

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-4




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

| PARKING SPACE COUNT | |
|---|---|
| EXISTING PARKING LOT SPACES | 35 |
| PARKING LOT SPACES LOST | 4 |
| TOTAL PARKING LOT SPACES | 31 |
| | |
| EXISTING SIDE STREET PARKING SPACES | 45 |
| SIDE STREET PARKING SPACES LOST | 14 |
| TOTAL SIDE STREET PARKING SPACES | 31 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 40' 80' 120'
1 INCH = 40 FT.

N.C.P.E.S. 1981

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(828) 255-4691
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LICENSE NO. C-4493
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION
PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

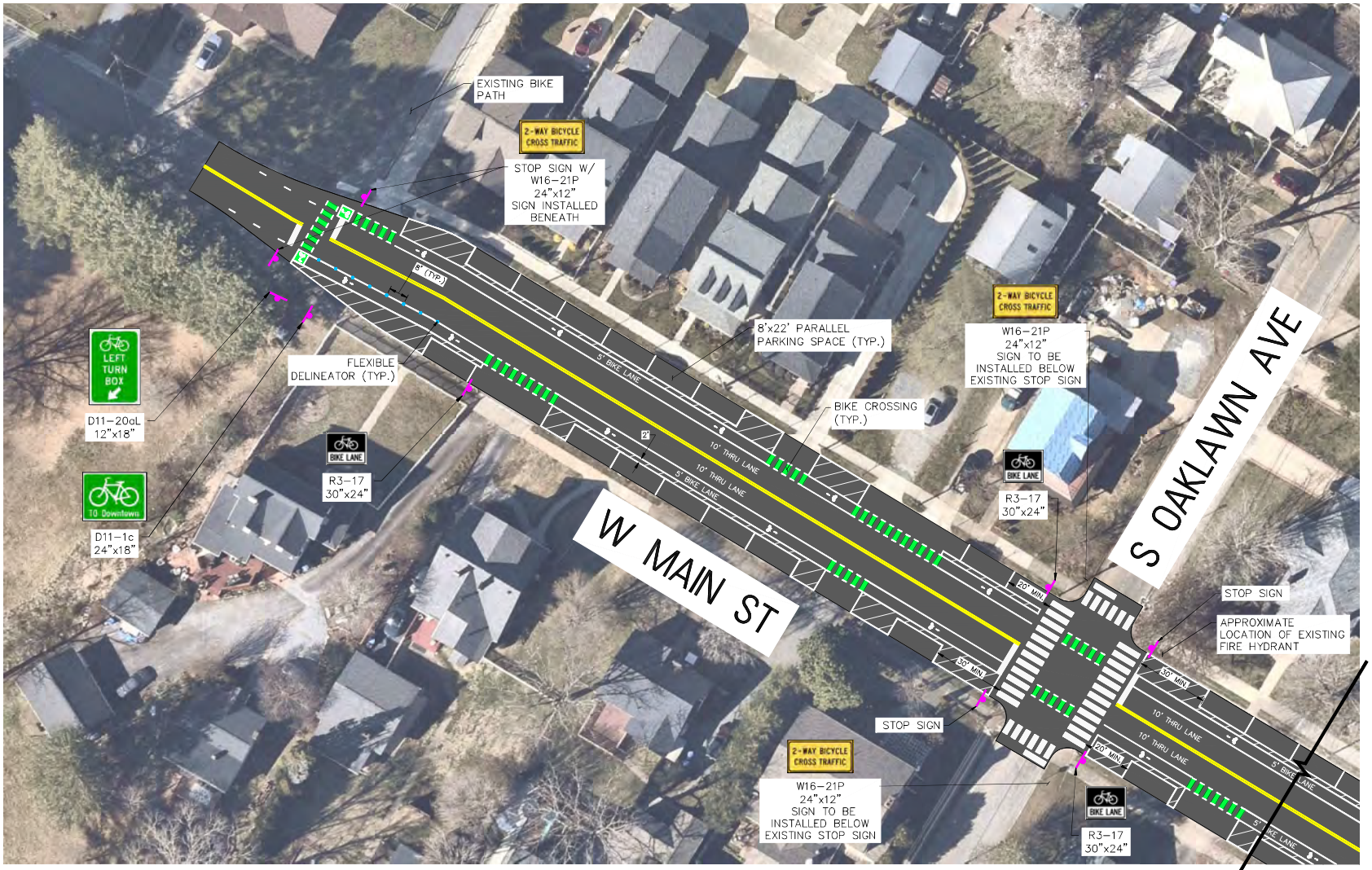
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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 7

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


Since 1901 RVE, Inc.
CONSULTING ENGINEERS
90 SOUTHSIDE AVE, SUITE 300
ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS - RVE.COM
LICENSE NO. C-4883
Excellence • Innovation • Service


DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

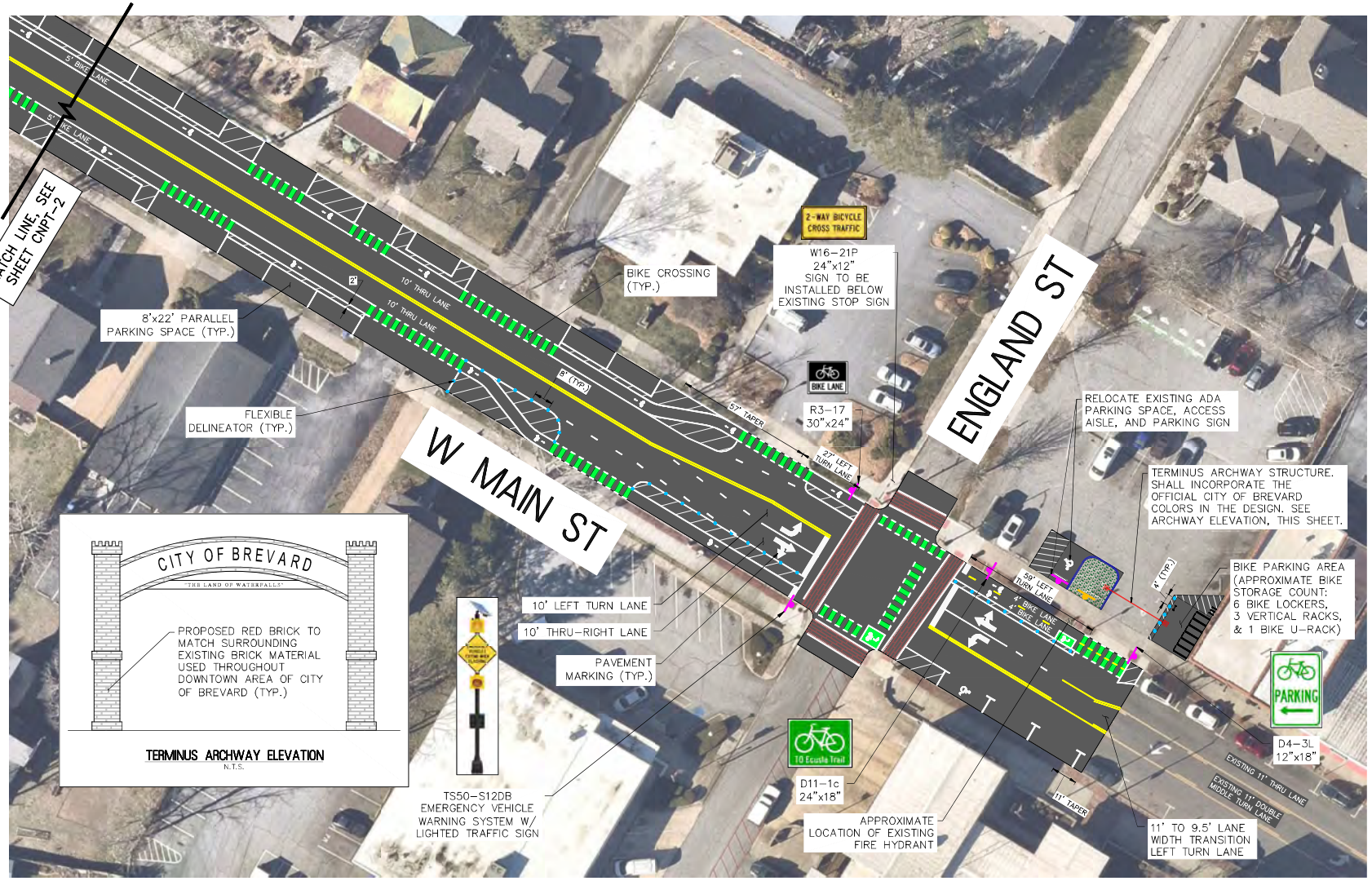

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| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 7

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DESIGN BY: | DRAWN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-2 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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RVE, Inc.
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ASHEVILLE, NC 28801
(828) 255-4691
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LICENSE NO. C-4953
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL PATRICK HARAMIJA
NOT FOR CONSTRUCTION
PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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| NO. | REVISION | DATE | BY |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 7

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X0001
SHEET No.: CNPT-3




N.G.V.D. 1983

**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

| PARKING SPACE COUNT | |
|---|---|
| EXISTING SIDE STREET PARKING SPACES | 61 |
| SIDE STREET PARKING SPACES LOST | 24 |
| TOTAL SIDE STREET PARKING SPACES | 37 |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 50' 100' 150'
1 INCH = 50 FT.

Since 1901
RVE, Inc.
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ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS : RVE.COM
LICENSE NO. C-4953
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA
**NOT FOR CONSTRUCTION**

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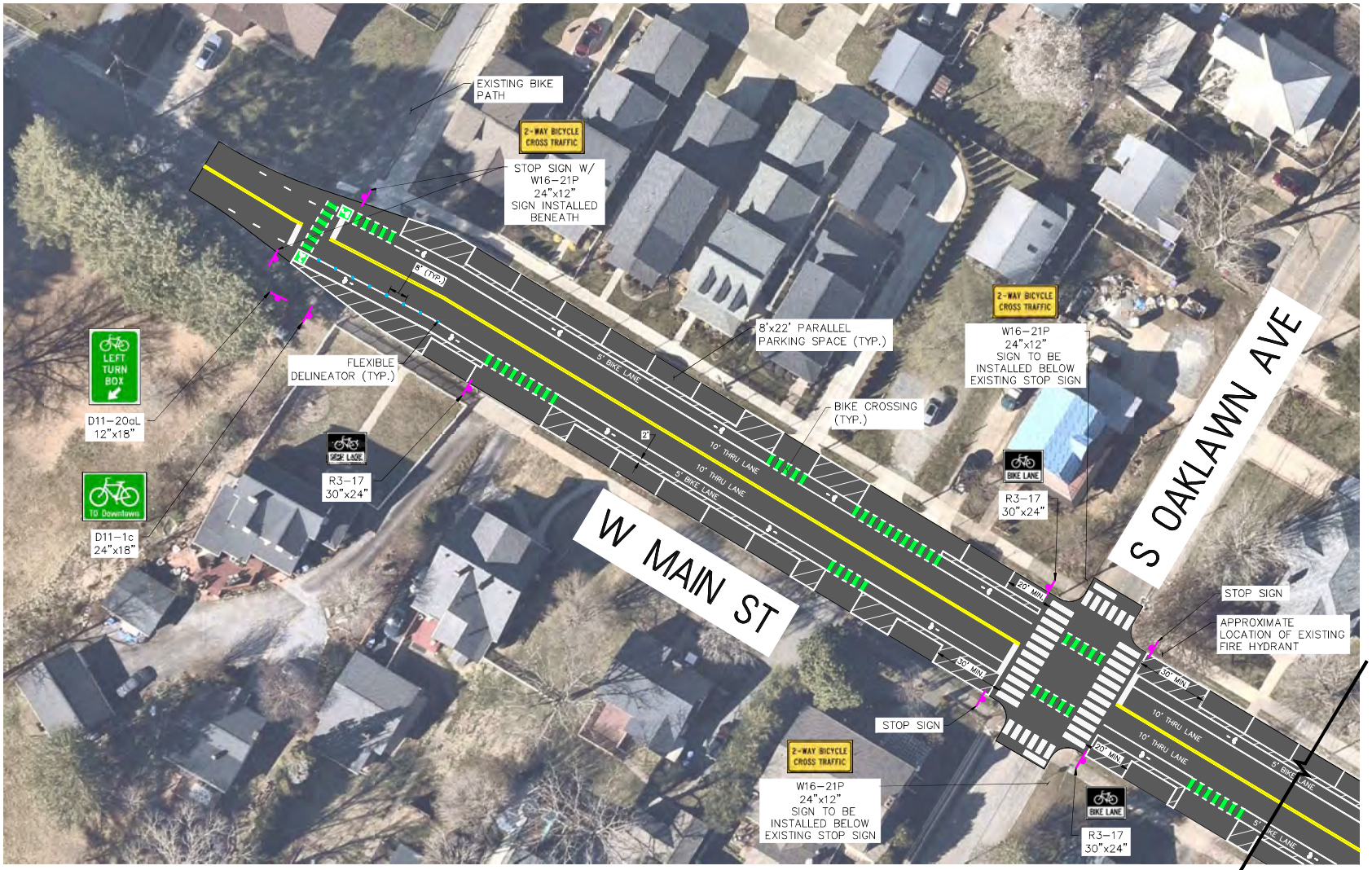
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| NO. | REVISION | DATE | BY (INIT) |
|---|---|---|---|

# OVERALL AERIAL PLAN
# OPTION # 8

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.C.G.C.S. NAD 1983


Since 1901 RVE, Inc.
CONSULTING ENGINEERS
90 SOUTHSIDE AVE, SUITE 300
ASHEVILLE, NC 28801
(828) 255-4691
WEB ADDRESS : RVE.COM
LICENSE NO. C-4903
Excellence • Innovation • Service


DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 055340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.

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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 8

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-2 | |
| JOB No.: NC100X001 | | | |




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.


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ASHEVILLE, NC 28801
(828) 255-4691
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LICENSE NO. C-4953
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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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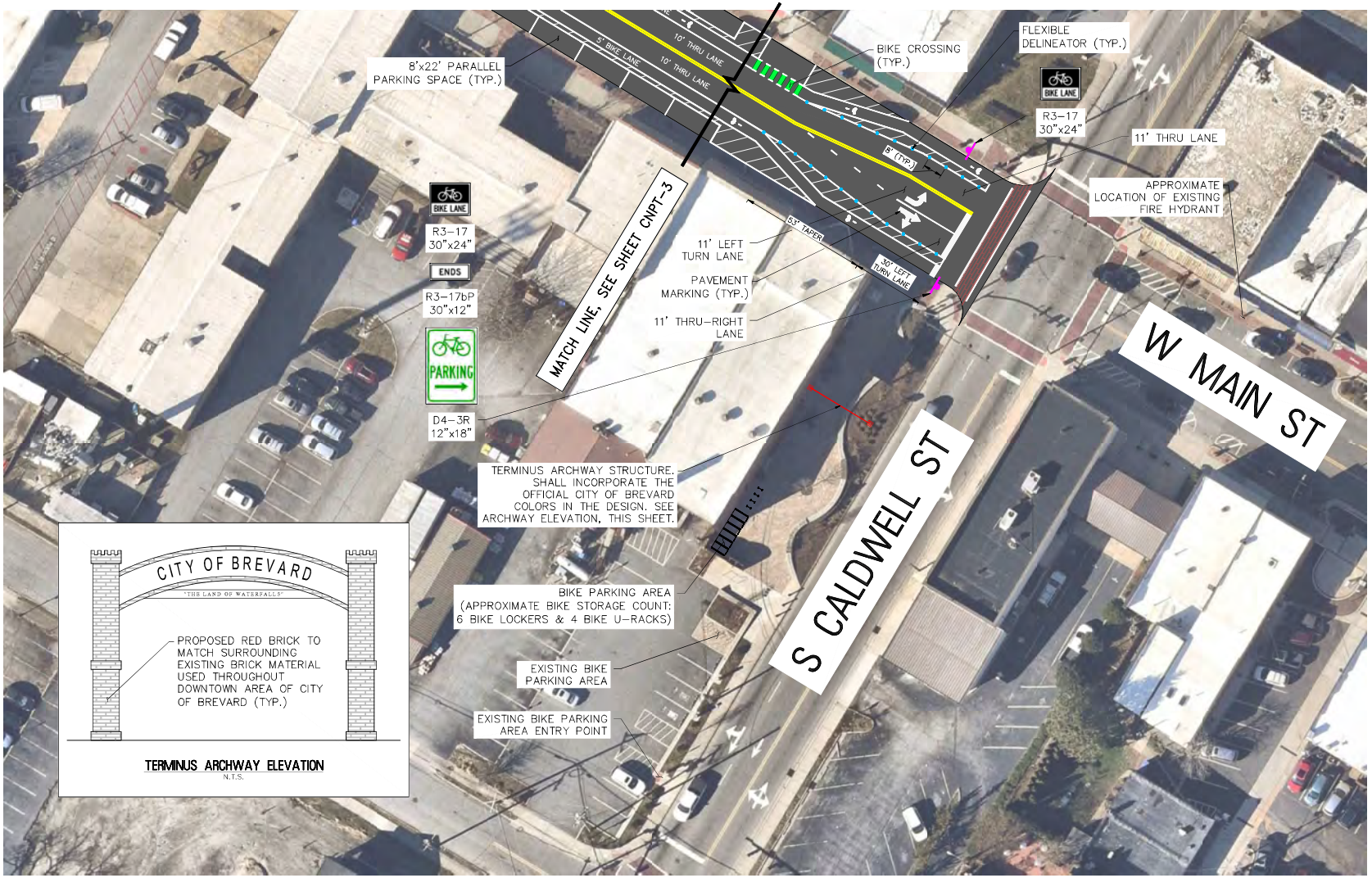

| NO. | REVISION | DATE | BY |
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# OVERALL AERIAL PLAN OPTION # 8

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | CHKD BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3







**TERMINUS ARCHWAY ELEVATION**
N.T.S.

**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

GRAPHIC SCALE
0 20' 40' 60'
1 INCH = 20 FT.

N.C.A.C.E. YEAR 1965


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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA SEAL
NOT FOR CONSTRUCTION

PLANS WHICH DO NOT BEAR AN EMBOSSED SEAL ARE NOT VALID.


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| NO. | REVISION | DATE | BY/CHK |
|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 8

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-4




**PROPOSED LEGEND**

- PROPOSED SIGN
- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 12" WIDTH/SOLID WHITE LINE (12"/W)

| PARKING SPACE COUNT | |
|---|---|
| EXISTING SIDE STREET PARKING SPACES | 20 |
| SIDE STREET PARKING SPACES LOST | 0 |
| TOTAL SIDE STREET PARKING SPACES | 20 |
| | |
| COMMENT(S): PARKING SPACES CALCULATED ALONG BIKE PATH. | |
| | |
| SUMMARY: NO SITE LINE OR HYDRANT ISSUES. | |

GRAPHIC SCALE
0 60' 120' 180'
1 INCH = 60 FT.

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DATE: 12-12-2025
PATRICK HARAMIJA
N.C. PROFESSIONAL ENGINEER LIC. No. 053340

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION
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|---|---|---|---|

# OVERALL AERIAL PLAN
# OPTION # 9

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |
| DATE: 12/12/2025 | | SHEET No.: CNPT-1 | |
| JOB No.: NC100X001 | | | |




N.C.G.C.S. 1983

## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 30' 60' 90'
1 INCH = 30 FT.

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DATE: 12-12-2025
PATRICK HARAMIJA
NC PROFESSIONAL ENGINEER LIC. No. 055340

NORTH CAROLINA PROFESSIONAL ENGINEER PATRICK HARAMIJA
NOT FOR CONSTRUCTION

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| NO. | REVISION | DATE | BY |
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# OVERALL AERIAL PLAN OPTION # 9

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-2




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
- 4" WIDTH/YELLOW SKIP LINE (4"/YS) 3' LINE – 9' GAP
- 12" WIDTH/SOLID WHITE LINE (12"/W)
- PROPOSED CURB
- PROPOSED SIGN
- EXISTING SIGN TO BE RELOCATED
- PROPOSED WHITE FLEXIBLE DELINEATOR
- GREEN HOT THERMOPLASTIC PAVEMENT MARKING IN ACCORDANCE WITH MUTCD INTERIM APPROVAL IA-4
- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 30' 60' 90'
1 INCH = 30 FT.

N.C.S.P.C.S. NAD 1983

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NORTH CAROLINA PROFESSIONAL SEAL ENGINEER PATRICK HARAMIJA
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# OVERALL AERIAL PLAN OPTION # 9

CITY OF BREVARD
NEW DOWNTOWN BIKE PATH CONNECTOR
CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-3




## PROPOSED LEGEND

- 4" WIDTH/SOLID WHITE LINE (4"/W)
- 4" WIDTH/SOLID YELLOW LINE (4"/Y)
- 4" WIDTH/DOUBLE YELLOW LINE (4"/DY)
- 4" WIDTH/WHITE SKIP LINE (4"/WS) 3' LINE – 9' GAP
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- EXISTING SIGN TO BE RELOCATED
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- PROPOSED LANDSCAPE AREA

GRAPHIC SCALE
0 30' 60' 90'
1 INCH = 30 FT.


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|---|---|---|---|

# OVERALL AERIAL PLAN OPTION # 9

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CITY OF BREVARD TRANSYLVANIA COUNTY NORTH CAROLINA

| DRAWN BY: | DESIGN BY: | CHECKED BY: | SCALE: |
|---|---|---|---|
| CP | CP | DAH | AS NOTED |

DATE: 12/12/2025
JOB No.: NC100X001
SHEET No.: CNPT-4

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Proposed Amendment to the Building Brevard 2030 Comprehensive Land Use Plan - Adoption of City's Green Growth Audit as an Addendum |
| **Speaker:** | Aaron Bland, AICP, Assistant Planning Director |
| **Prepared by:** | Emily Brewer, Senior Planner |
| **Approved by:** | Paul Ray, Planning Director, Wilson Hooper, City Manager |

**Background**
In 2023, the City of Brevard requested technical and financial support from the North Carolina Wildlife Resource Commission (NCWRC) as part of their Partners for Green Growth program to audit the City's Unified Development Ordinance (UDO) and provide recommendations for how to better align development regulations with green growth principles. In collaboration with NCWRC, the City has completed a comprehensive review of the UDO to identify opportunities to reduce regulatory barriers to conservation and update regulations to reflect best practices in conservation design.

Conducting this Green Growth Audit of the UDO serves as a critical step in ensuring that urban development aligns with sustainability, environmental preservation, and climate resilience goals. The UDO is the foundational regulatory framework that governs land use, building design, infrastructure, and environmental protections within the city. By auditing these standards, we can assess how well they promote sustainable growth, reduce environmental impacts, and improve the quality of life for all residents.

Building off the existing goals and recommendations from the City's Comprehensive Land Use Plan, this plan seeks to accomplish the following objectives:

- Analyze the UDO's effectiveness in promoting sustainable development, reducing environmental impact, and enhancing resilience to climate change.
- Identify opportunities to reduce regulatory barriers to conservation; align ordinance requirements with best practices in conservation design and sustainability goals; enhance requirements for native plantings and vegetation preservation; and incentivize greater wildlife habitat protections in sensitive areas.
- Develop actionable recommendations to strengthen the UDO's alignment with green growth principles and ensure that future growth does not compromise environmental health or exacerbate inequities.

Planning Board has reviewed the draft of the Green Growth Audit many times over the last year. At their February 24, 2026 meeting, the Board unanimously recommended in favor of its adoption. City Council received a briefing, and a public hearing was held, at the March 16, 2026 City Council meeting.

**Discussion**
*"Green growth"* means conserving wildlife, habitat, and other valuable natural resources as communities continue to grow. This principle strives to balance new development and economic opportunity with environmental goals, proving development can be both environmentally sustainable and economically beneficial by integrating conservation practices into planning and zoning.

The Green Growth Audit provides updated environmental context and analysis; identifies key strategies and recommended actions for the City to improve green growth practices in its development regulations; and outlines an implementation guide with next steps.

1. **Conservation** of land with efficient development strategies
2. **Mitigation** of negative impacts of development
3. **Preservation** of sensitive areas
4. **Restoration** of natural ecosystems and wildlife habitats

On March 16th, City Council held a public hearing on adopting the Green Growth Audit as an addendum to the Comprehensive Land Use Plan. At that meeting, planning staff shared a presentation with some of the key findings and recommendations with Council at the meeting. The presentation is included as Attachment 3.

**Policy Analysis**
The Green Growth Audit is intended to be an addendum to the Building Brevard 2030 Comprehensive Land Use Plan. It builds on many of the goals and actions in the Plan, including:

- *Goal 2:* Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities
- *Goal 4:* Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness
- *Goal 5:* Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improving access to recreation, and restoration of native ecosystems.
- *Goal 8:* Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city

**Action**
Staff is requesting that Council take one of the following actions tonight:

- Adopt the presented Green Growth Audit as an amendment to the *Building Brevard 2030 Comprehensive Land Use Plan;*
- Revise and adopt the revised Green Growth Audit as an amendment to the *Building Brevard 2030 Comprehensive Land Use Plan;*

- Reject the Green Growth Audit as an amendment to the *Building Brevard 2030 Comprehensive Land Use Plan;*
- Table the matter for further discussion.

In adopting this addendum, the City's official comprehensive land use plan is officially updated to include the strategies and recommended actions. This document will then be used to guide planning and zoning decisions (e.g., rezoning, text amendments).

**Attachments:**

1. Green Growth Audit - Final Draft
2. Consistency Statement BPB
3. Public Hearing Presentation
4. Draft Resolution

# City of Brevard Green Growth Audit

Building Brevard 2030 Comprehensive Land Use Plan Addendum DRAFT MARCH 2026





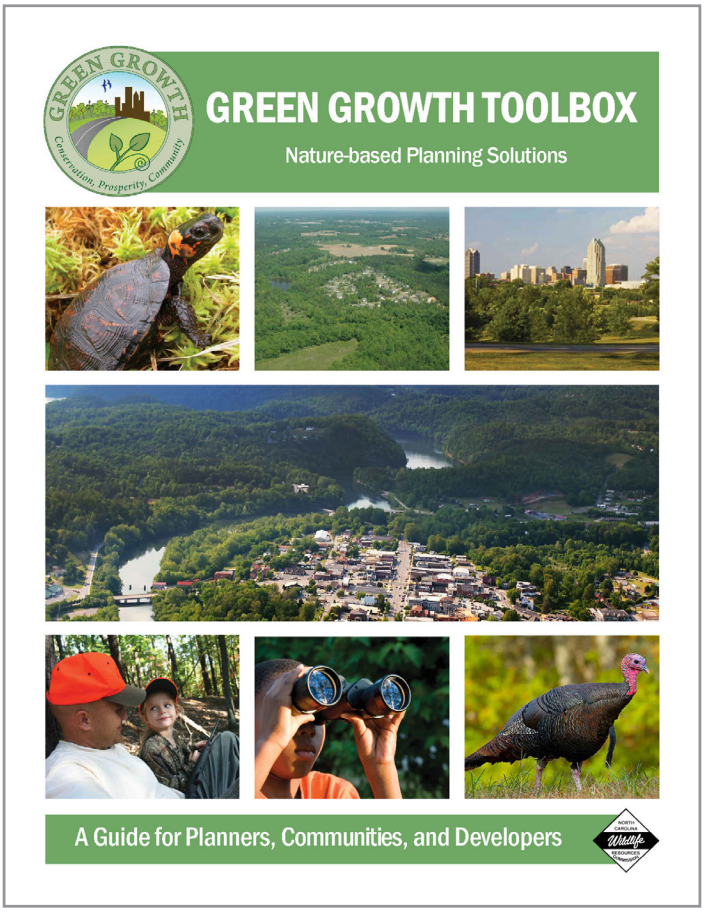
# SECTION 01
# INTRODUCTION

# Background & Purpose

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

In recent years, Brevard has experienced steady growth as people continue to move to the area, in large part because of the myriad of benefits – social, economic, physical, etc. – derived from surrounding oneself with nature. However, a large percentage of lands within the City limits and extraterritorial jurisdiction are environmentally sensitive and/or difficult to develop and pose additional threats to the area's native habitats. The City's land use and development regulations are a critical tool in ensuring new development respects and protects Brevard's natural resources and character as "Beautiful Brevard."

**"Green growth"** means conserving wildlife, habitat, and other valuable natural resources as communities continue to grow. This principle strives to balance new development and economic opportunity with environmental goals, proving development can be both environmentally sustainable and economically beneficial by integrating conservation practices into planning and zoning. In 2023, the City of Brevard requested technical and financial support from the North Carolina Wildlife Resource Commission (NCWRC) as part of their Partners for Green Growth program to audit the City's Unified Development Ordinance (UDO) and provide recommendations for how to better align development regulations with green growth principles. In collaboration with NCWRC, the City has completed a comprehensive review of the UDO to identify opportunities to reduce regulatory barriers to conservation and update regulations to reflect best practices in conservation design.



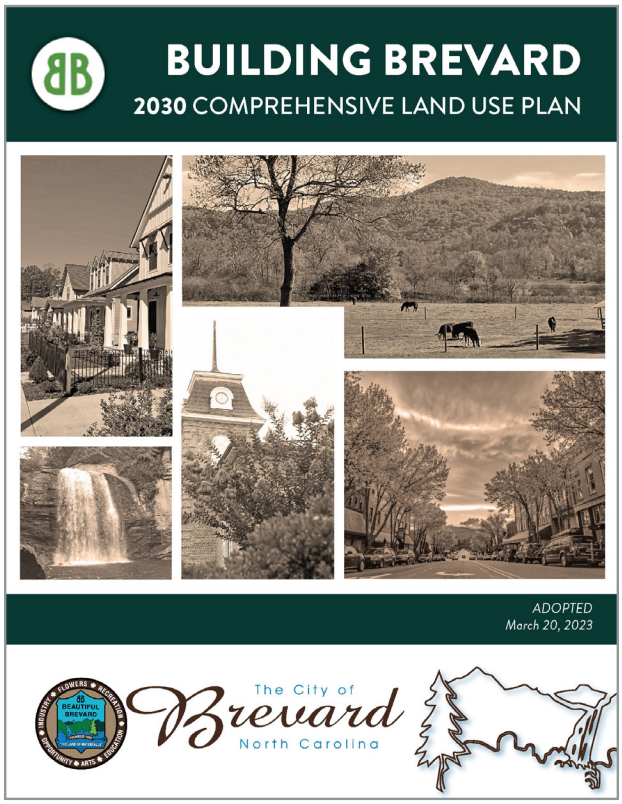

*This work was supported by the North Carolina Wildlife Resource Commission as part of the Green Growth Toolbox program.*

## *Policy Analysis*

On March 20, 2023, Brevard City Council adopted a new Comprehensive Land Use Plan, **Building Brevard 2030**. The Plan, which can be found at www.cityofbrevard.com/clup, will be used to guide all planning and development decisions over the next decade. The Plan enumerates eight goals for the future of Brevard – many of which are directly related to ensuring the City continues to grow and develop, but in a manner that respects the natural environment and preserve's Brevard's character.

In adopting the Comprehensive Land Use Plan, City Council has effectively charged the Planning staff with seeking out best practices in conservation design and land use planning. These goals are then followed with recommendations, an entire section of which is centered around Parks, Natural Resources & Cultural Resources (PNRC). These include:

- PNRC-5: Require conservation design in areas with sensitive cultural resources.
- PNRC-6: Encourage natural amenities to be preserved as open space in new development.
- PNRC-10: Preserve steep slopes and natural areas adjacent to Pisgah Forest.




### BUILDING BREVARD 2030 GOALS

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

- PNRC-11: Preserve and restore natural areas adjacent to the French Broad River.
- PNRC-13: Encourage the use of native species in public projects and private development.
- PNRC-16: Maintain and improve diversity (age and species) of the urban tree canopy.

Upon formal adoption, this document shall serve as an addendum to the Building Brevard 2030 Comprehensive Land Use Plan, providing updated guidance, technical analysis, and recommended regulatory strategies that support green growth.

## *Purpose and Objectives*

Conducting a Green Growth Audit of Brevard's Unified Development Ordinance (UDO) serves as a critical step in ensuring that urban development aligns with sustainability, environmental preservation, and climate resilience goals. The UDO is the foundational regulatory framework that governs land use, building design, infrastructure, and environmental protections within the city. By auditing these standards, we can assess how well they promote sustainable growth, reduce environmental impacts, and improve the quality of life for all residents.

Building off the existing goals and recommendations from the City's Comprehensive Land Use Plan, this plan seeks to accomplish the following objectives:

- Analyze the UDO's effectiveness in promoting sustainable development, reducing environmental impact, and enhancing resilience to climate change.
- Identify opportunities to reduce regulatory barriers to conservation; align ordinance requirements with best practices in conservation design and sustainability goals; enhance requirements for native plantings and vegetation preservation; and incentivize greater wildlife habitat protections in sensitive areas.
- Develop actionable recommendations to strengthen the UDO's alignment with green growth principles and ensure that future growth does not compromise environmental health or exacerbate inequities.



*Pedestrian bridge over Davidson River. Image Source: City of Brevard*

# Environmental Context

Nestled amongst thousands of acres of pristine forests and iconic natural vistas, Brevard occupies a unique geographical position that makes it both ecologically rich and sensitive to environmental changes. Transylvania County's landscape is a dynamic mix of dense forests, luscious native vegetation, and picturesque mountain streams, all of which support a wide variety of wildlife and plant species. These natural habitats provide essential ecosystem services, including clean water filtration, carbon sequestration, and soil stabilization. However, the region's environmental diversity also means it is particularly vulnerable to disruptions caused by climate change, deforestation, and urban expansion. Rising temperatures, changing precipitation patterns, and increased human activity put pressure on these delicate ecosystems, creating an urgent need for responsible stewardship.

## *Biodiversity and Wildlife Habitats*

Transylvania County is home to a diverse range of habitats, from lush hardwood forests and rolling hills to pristine streams and waterfalls, creating an ideal environment for numerous plant and animal species. It is part of the Southern Appalachian biozone, which supports unique species of flora and fauna. The region boasts an array of bird species, including the peregrine falcon and Carolina chickadee, while also providing shelter for mammals like black bears, deer, squirrels, and foxes. The rich variety of wildflowers, such as trillium and mountain laurel, further emphasizes the area's ecological significance. This extensive biodiversity is nurtured by the area's diverse elevation changes, climate, and preservation efforts, making Transylvania County a vital part of North Carolina's natural heritage.

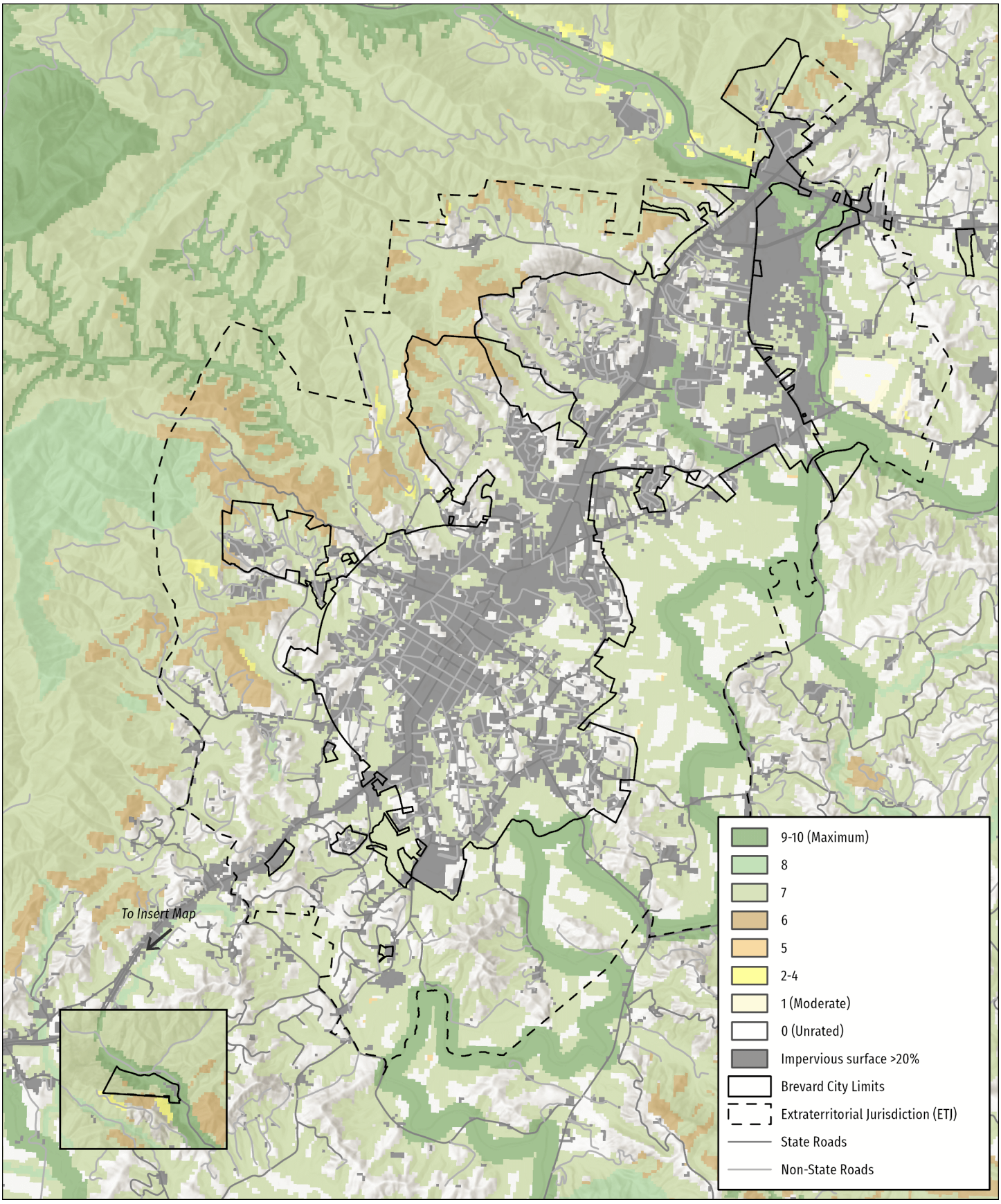
The Biodiversity and Wildlife Habitat Assessment, developed by the North Carolina Natural Heritage Program (NCNHP) represents the highest priority areas for conservation of wildlife habitat and biodiversity within the state. The assessment concluded that much of the City's jurisdiction is highly prioritized for conservation (ranked 7 to 10 in the BWHA) and are home to the rarest species and habitats. These high-priority areas are concentrated on the outer edges of the City's corporate limits and within the extraterritorial jurisdiction (ETJ). A large portion of the City's corporate limits appear as grey within the assessment as they are deemed to be developed areas with an impervious surface coverage greater than 20%. Concentrating development in and around already developed areas will preserve the environmentally sensitive areas and wildlife habitat connections that exist on the outer edges of the city limits.

Many of the species that make up the diverse ecosystem of Transylvania County are rare, threatened, or endangered. These species are at risk of becoming extinct due to factors such as habitat loss, climate change, and pollution. The area is known to have several federally protected wildlife and plant species, including the Bog Turtle, along with other state protected flora and fauna. Conservation efforts are crucial to protect these species. If these species are not preserved, it can lead to the loss of biodiversity, disrupting ecosystems and affecting the balance of nature. A full list of the rare, threatened and endangered species found within a one-mile radius of Brevard is included in the Appendix.



*Bog tutle. Image Source: Jeff Hall via North Carolina Wildlife Resource Commission*

# Biodiversity and Wildlife Habitat Assessment




*Data Sources: North Carolina Natural Heritage Program*

## Managed and Natural Areas

Brevard has multiple Managed Areas and Natural Areas, as identified by North Carolina Natural Heritage Program (NCNHP), within the City's planning Jurisdiction:

- **Natural Areas** are terrestrial and aquatic sites that are of special biodiversity significance. The significance may be due to the presence of rare species, high-quality natural communities, or important animal assemblages, or other ecological features. These areas were identified by NCNHP staff based on field survey and ecological characteristics.
- **Managed Areas** are properties and easements where natural resource conservation is one of the primary management goals. It also includes some areas that have value as conserved lands because it could support rare species and protect intact, high-quality natural areas were open space is scarce. Over half of Transylvania County is designated as public land that is protected from development and preserved for recreation. Brevard's jurisdiction abuts Pisgah National Forest, but the County is also home to Dupont State Recreational Forest, Gorges State Park, Headwaters State Forest, and the Blue Ridge Parkway. *[See list on following page]*

### Natural Areas within Brevard's Jurisdiction

| Name | Owner | Rating |
|---|---|---|
| French Broad River / Upper French Broad Aquatic Habitat | Public Waters | Exceptional |
| Bracken Mountain / Wolfpen Cove | City of Brevard / Private | High |

*Source: North Carolina Natural Heritage Program*

## Topography

Brevard's topography is defined by its location within the foothills of the Blue Ridge Mountains, where steep slopes, narrow floodplain valleys, and abrupt elevation changes strongly influence land use patterns. Hillsides and sloping terrain surround much of the city, creating natural limits on where development can safely occur. These steep slope areas are prone to erosion, soil movement and landslide activity when disturbed, particularly during heavy rainfall events that are common in Western North



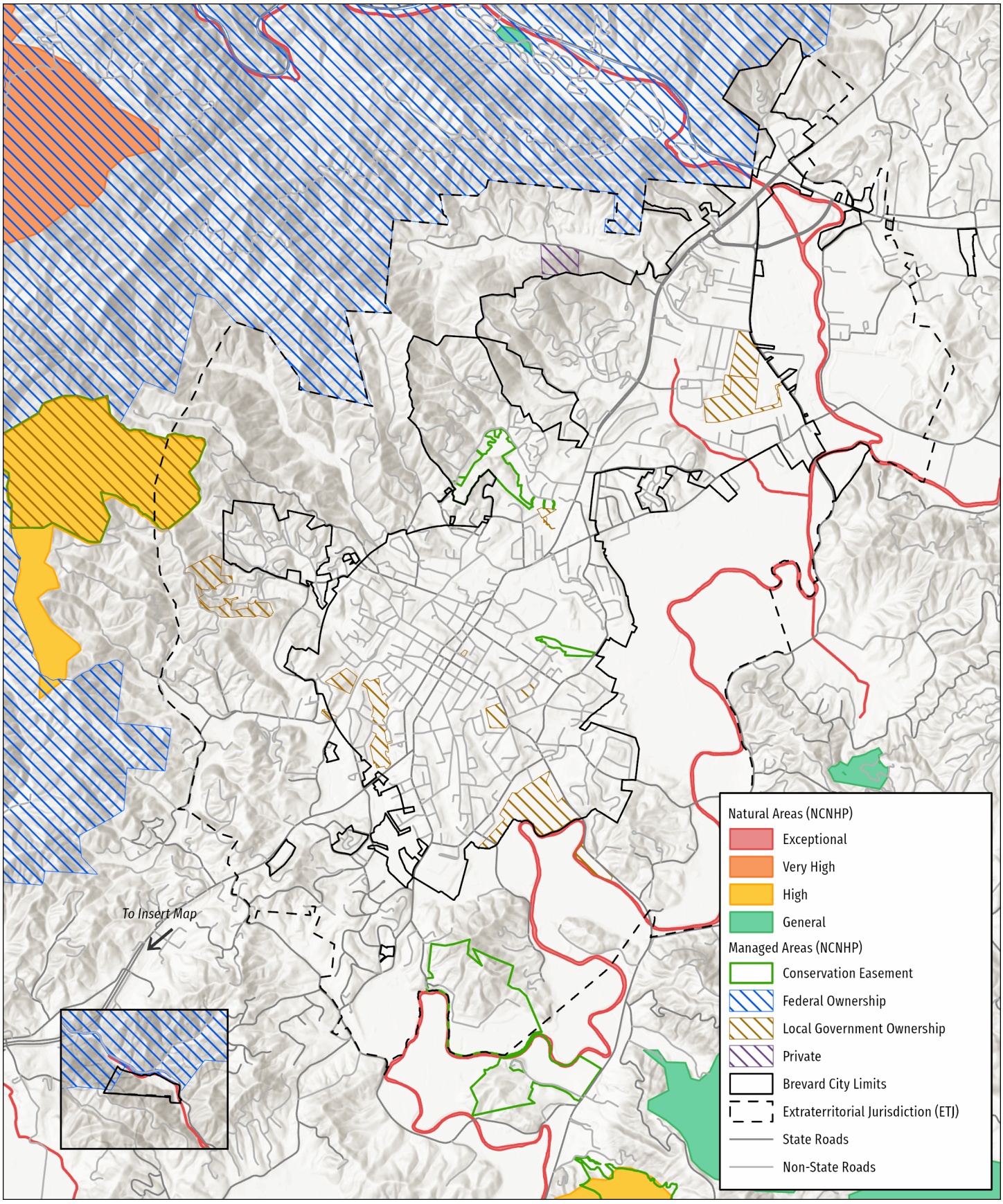
*Bracken Preserve trail. Image Source: Conserving Carolina.*

## Managed Areas within Brevard's Jurisdiction

| Name | Owner | Acres | Category | Status / Use |
|---|---|---|---|---|
| Bracken Preserve | City of Brevard | 399.45 | Fee Simple Ownership / NC Land and Water Fund Agreement | Managed Open Space |
| Bracken Preserve Extension | City of Brevard | 33.27 | Fee simple Ownership | Managed Open Space |
| Brevard Sports Complex | City of Brevard | 19.88 | Fee Simple Ownership | Managed Open Space |
| Tannery Park – North | City of Brevard | 12.84 | Fee Simple Ownership | Managed Open Space |
| Tannery Park – South | City of Brevard | 12.19 | Fee Simple Ownership | Managed Open Space |
| Hap Simpson Park | City of Brevard | 8.8 | Fee Simple Ownership | Managed Open Space, Floodway |
| Franklin Park | City of Brevard | 4.22 | Fee Simple Ownership | Managed Open Space |
| Dog Park | City of Brevard | 2.64 | Fee Simple Ownership | Managed Open Space |
| Poplar Street Extension | City of Brevard | 2.5 | Fee Simple Ownership | Managed Open Space, Floodway |
| Deerwoode Reserve | Conserving Carolina | 166.65 | Easement | Managed for biodiversity, Disturbance events suppressed |
| Deerlake Village Lake and Conservation Area | Conserving Carolina | 40.38 | Easement | Managed for biodiversity, Disturbance events suppressed |
| Elk Lodge Mountain | Conserving Carolina | 20.3 | Fee Simple Ownership | Managed for biodiversity, Disturbance events suppressed |
| Conserving Carolina Easement | Conserving Carolina | 0.82 | Easement | Managed for biodiversity, Disturbance events suppressed |
| Kings Creek | NCDEQ Stewardship Program | 7.08 | Easement | Managed for biodiversity, Disturbance events suppressed |
| Transylvania County Sports Complex | Transylvania County | 35.67 | Fee Simple Ownership | Managed Open Space |
| Silvermont Park | Transylvania County | 8.27 | Fee Simple Ownership | Managed Open Space |
| East Probart Street Property | Transylvania County | 0.46 | Fee Simple Ownership | Unmanaged Vacant Land, Available for Disposition / Development |

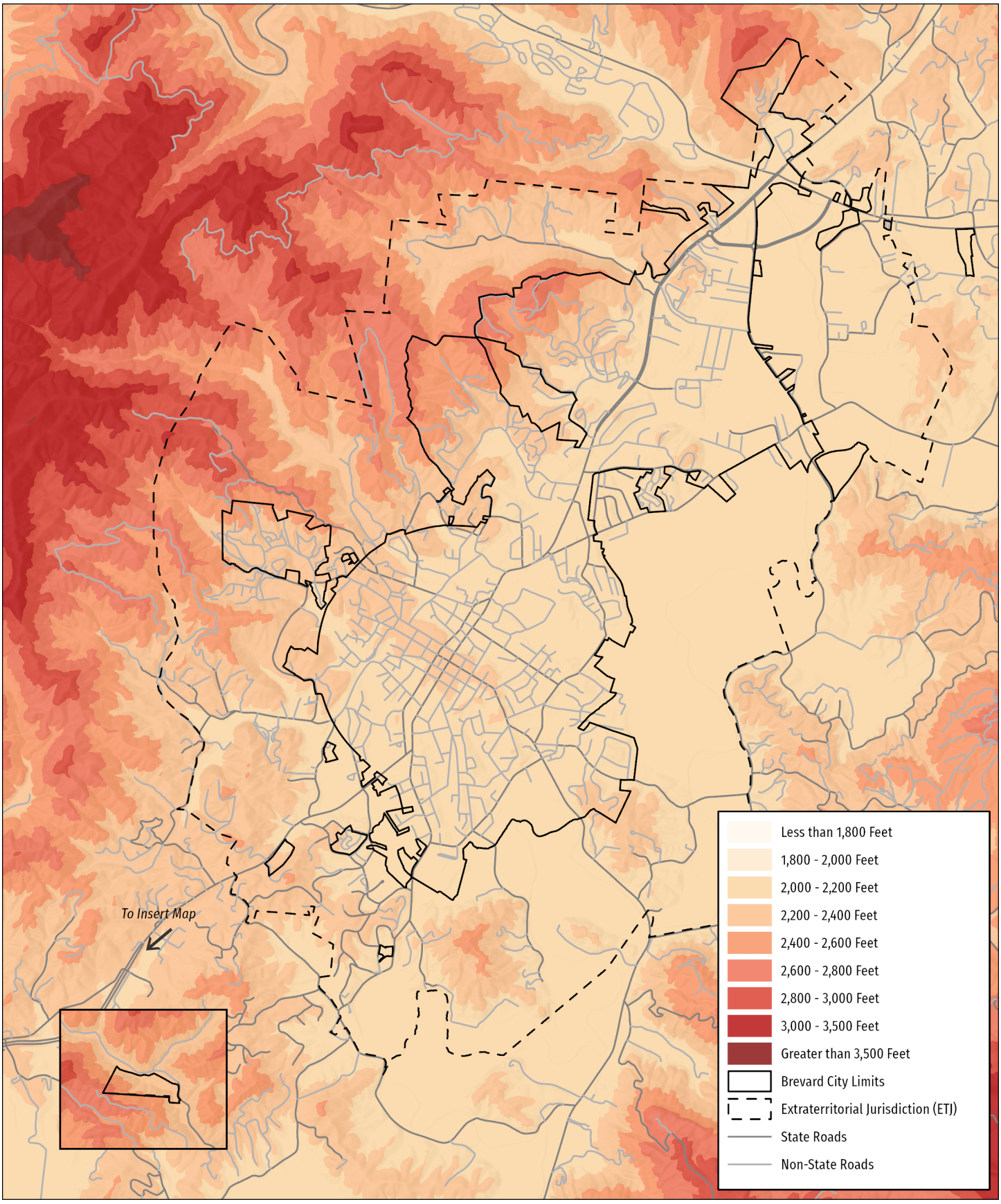
*Source: North Carolina Natural Heritage Program*

# Natural and Managed Areas



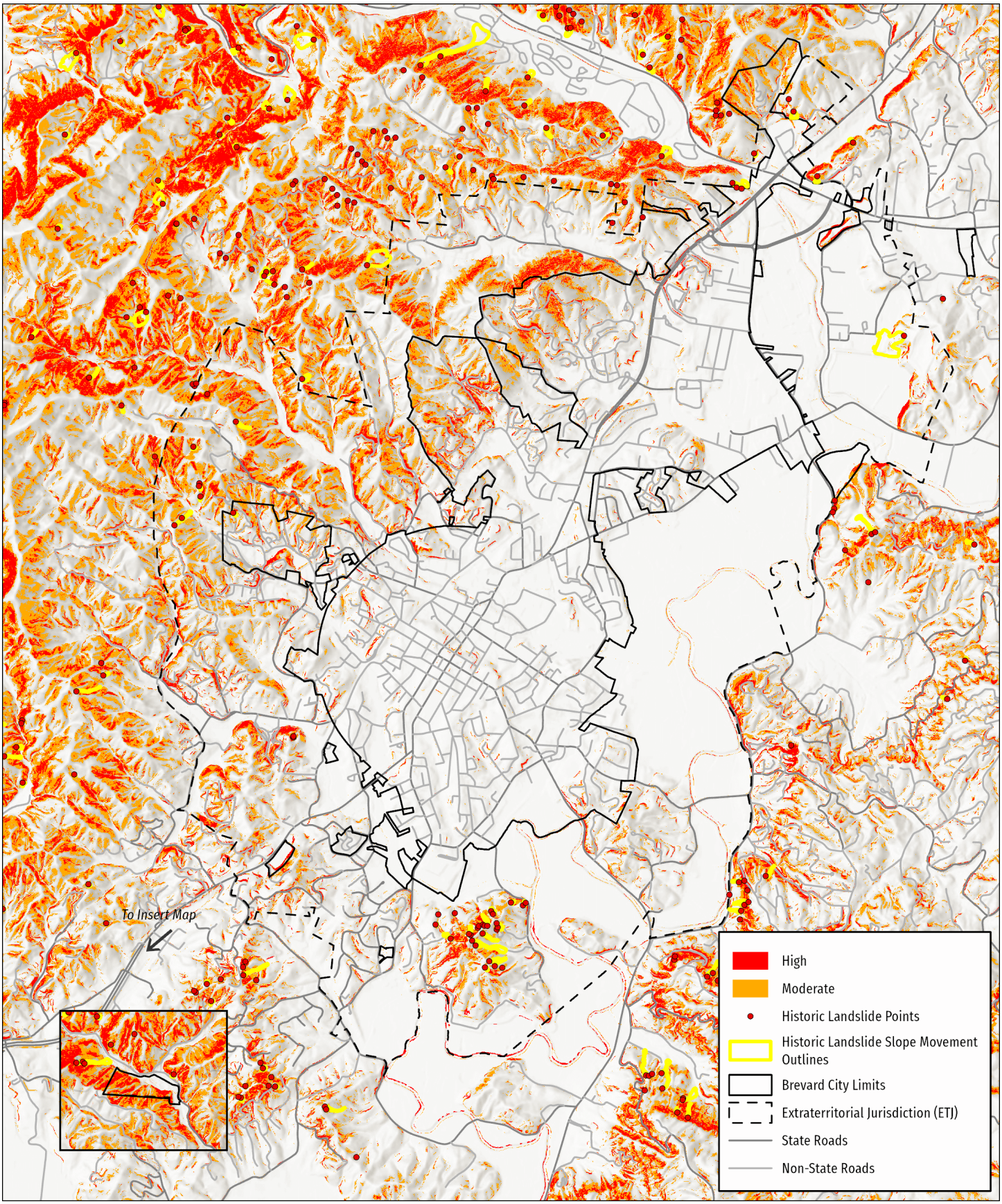

*Data Sources: North Carolina Natural Heritage Program*

# Elevation




*Data Source: NC OneMap*

# Landslide Susceptibility



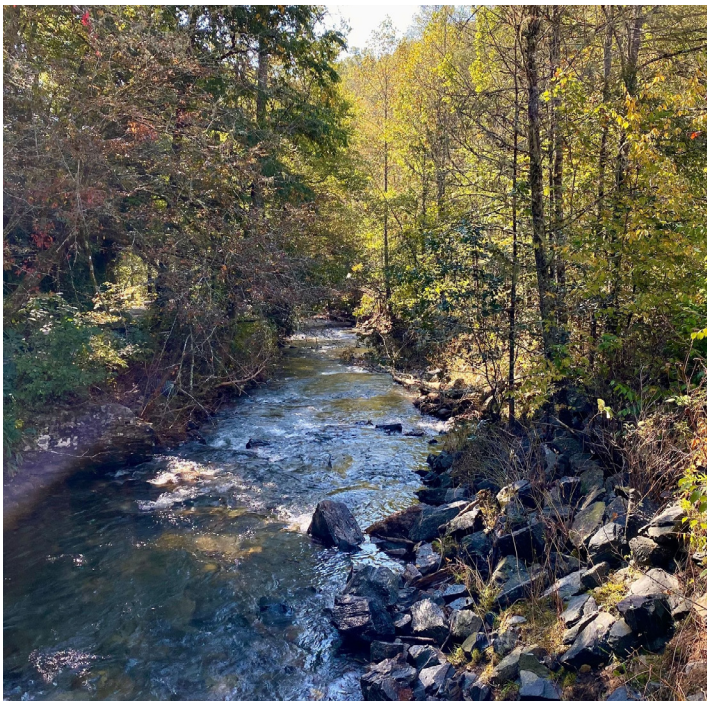

*Data Sources: North Carolina Department of Environmental Quality and North Carolina Geological Survey*

Carolina. Much of the area has moderate to high landslide susceptibility, especially on steep hillsides with shallow soils or where vegetation has been removed. Excessive grading or vegetation removal can destabilize slopes, damage downstream waterways through sedimentation, and increase the likelihood of slope failures and localized flooding in lower elevations.

The presence of steep slopes and landslide-prone terrain also affects infrastructure and long-term resilience. Road construction, utility installation, and building foundations become more complex and costly on sloping land, often requiring retaining walls, specialized drainage systems, geotechnical analysis, and enhanced erosion control measures. Stormwater moves rapidly downhill, increasing runoff volumes and velocities that can overwhelm drainage systems and futher destabilize slopes if not carefully designed. For these reasons, protecting steep slopes and landslide-susceptible areas through development limits, slope-based standards, and preservation of natural vegetation is critical to reducing hazards, maintaining water quality, and preserving the scenic mountain character that defines Brevard.

## *Hydrology*

Brevard is located within the French Broad River Basin, near the river's headwaters, , and experiences some of the highest rainfall totals in North Carolina due to its position along the eastern escarpment of the Blue Ridge Mountains. This high rainfall, combined with Brevard's hydric and saturated soils pose a significant challenge for denser forms of development due to their limited bearing capacity and persistently high groundwater levels. These soils are commonly found in floodplain and valley areas and often remain wet for extended periods, especially during the region's frequent and intense rainfall events. Prolonged soil saturation reduces soil stability, complicates building foundations, and limits on-site stormwater infiltration, increasing the risk of flooding, erosion, and structural damage when development intensity increases. As density rises, these constraints become more pronounced, making site design more complex and costly and often necessitating additional

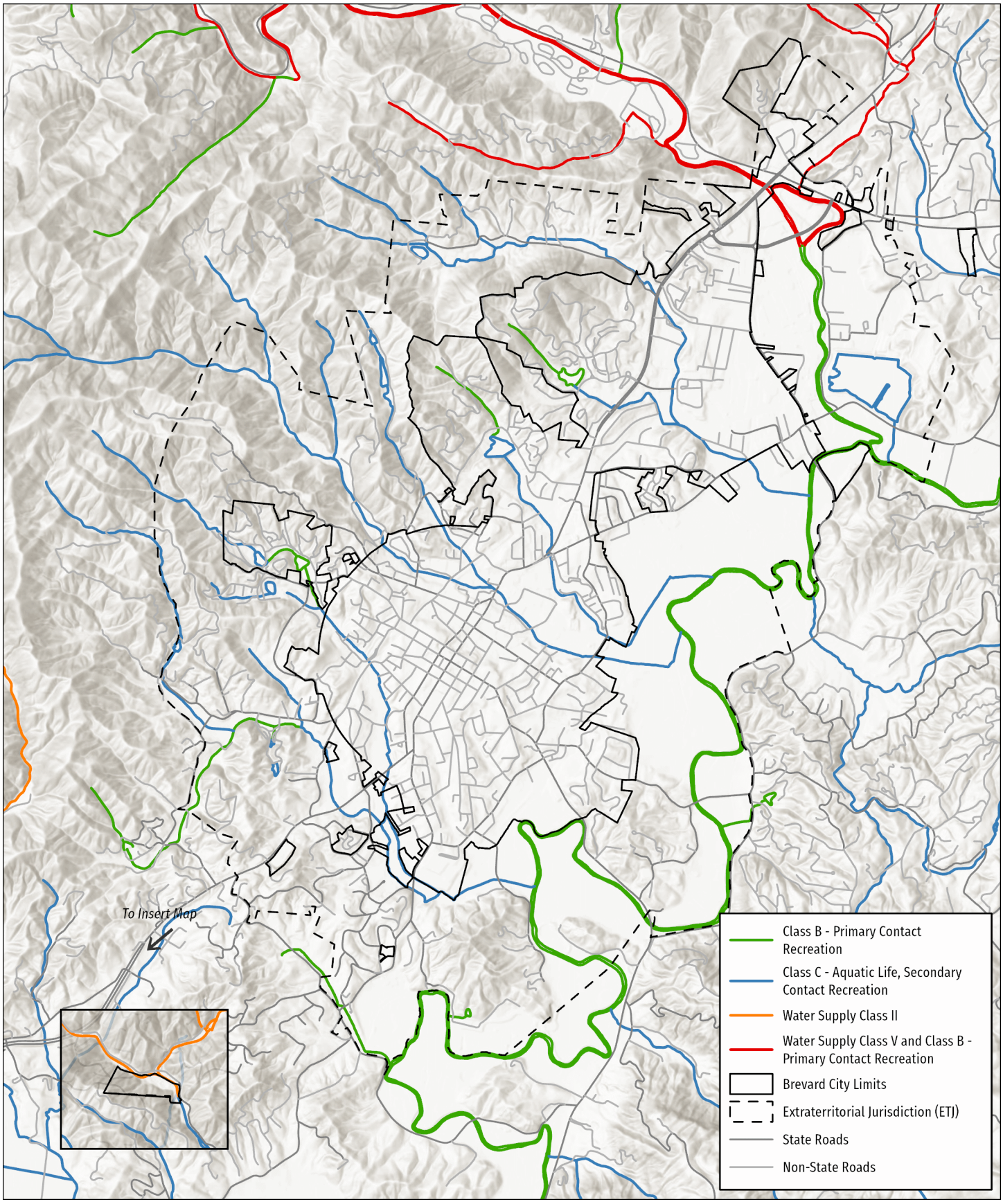


*Cathey's Creek, the City of Brevard's municipal water intake. Image Source: City of Brevard.*

engineering measures to ensure safe, resilient development while protecting surrounding properties and natural hydrologic functions. The high water tables also impact buried infrastructure by causing that infrastructure to move or degrade faster than in unsaturated soils, adding to the long-term maintenance costs borne by both the property owner and the City.

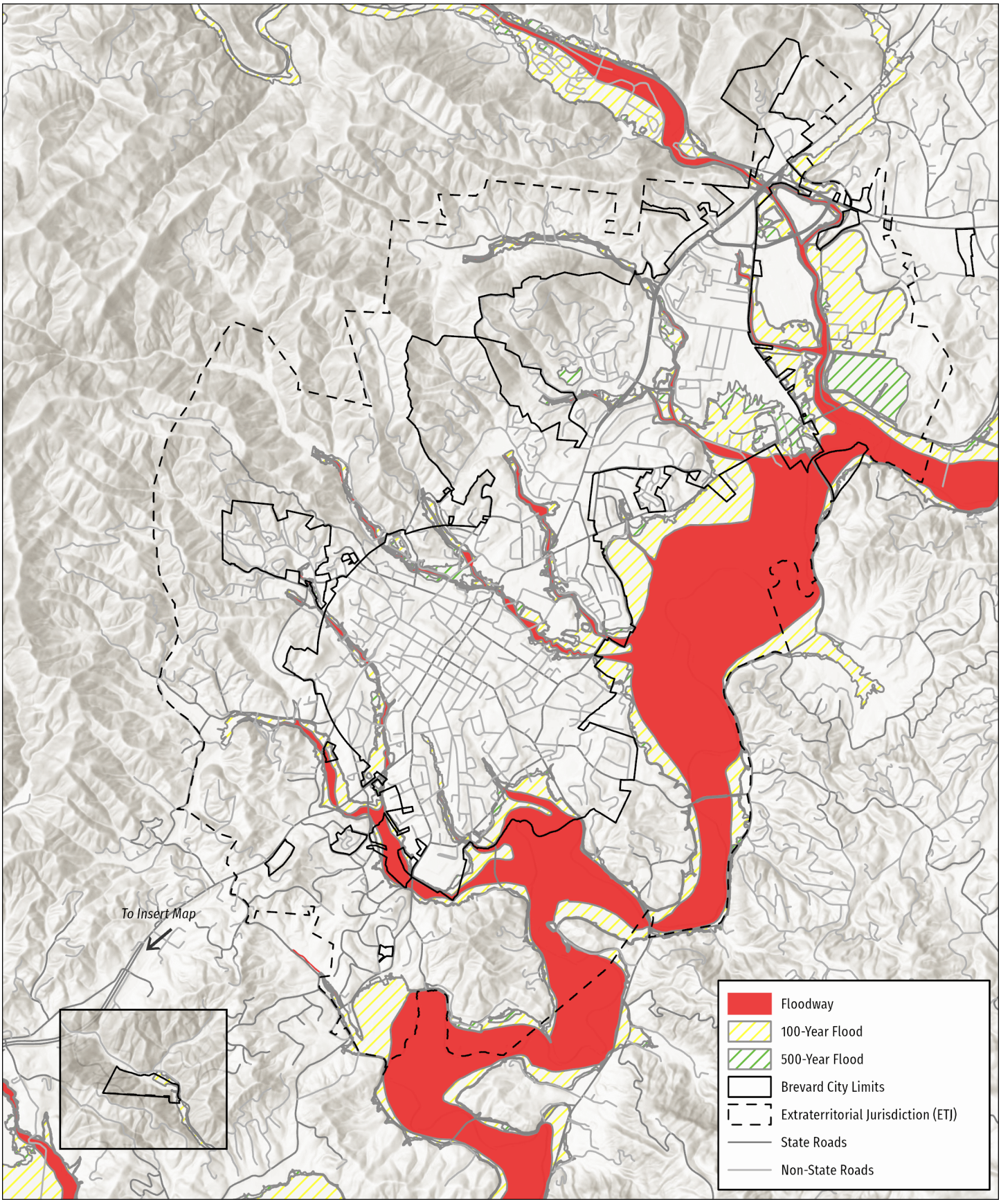
In and around Brevard, small creeks play important roles in local water supply and ecosystem function, especially in the context for high rainfall and rapid runoff. Cathey's Creek, a tributary of the French Broad, has been the focus of restoration efforts to stabilize streambanks and reduce sedimentation that can impact water quality and municipal intake structures. These surface waters also support a network of wetlands and riparian habitats that provide critical ecological services — from slowing and filtering runoff to sustaining fish and wildlife — while helping alleviate downstream impacts during heavy rainfall events, even as they face pressures from development and changing land use. Rehabilitation, stabilization, and restoration are essential for Brevard's streams because these practices directly protect sensitive riparian habitats, create accessible corridors

# Surface Waters




*Data Source: North Carolina Department of Environmental Quality Division of Water Resources*

# Flood Hazard Areas




*Data Source: FEMA Flood Risk Information System*

for Brevard's keystone species along restored waterways, and re-establish native plant and aquatic communities that form the foundation of Brevard's natural ecosystems.

The City and its extraterritorial jurisdiction have many flood hazard areas which is primarily associated with the city's proximity to the French Broad River and numerous local creeks that flow from the surrounding Blue Ridge Mountains. These waterways can overflow their banks during periods of heavy rainfall creating zones that are prone to inundation. The Federal Emergency Management Agency (FEMA) designates certain lands around these water bodies as Special Flood Hazard Areas, which are depicted on the community's Flood Insurance Rate Maps (FIRMs). Properties within these high-risk flood zones face a 1% or greater annual chance of flooding (often referred to as the 100-year floodplain) and are subject to strict development standards and, in many cases, higher flood insurance requirements. Even outside designated special flood hazard areas, localized flash flooding can occur due to the steep terrain and high annual precipitation typical of the region, making awareness of flood risk important for all residents.

Recent flooding events associated with Tropical Storm Fred (2021) and Tropical Storm Helene (2024) have underscored the vulnerability of Brevard and Transylvania County to extreme rainfall and flood hazards. When Fred moved through the region in August 2021, heavy, prolonged rains fell over the headwaters of several Western North Carolina rivers, including those feeding into the French Broad. Near Brevard, radar estimates showed more than ten inches of rain over several days. The saturated soils and mountainous terrain contributed to rapid runoff and elevated river levels, leading to localized flooding, washed-out roads, and damaged infrastructure across the area.

In late September 2024, Tropical Storm Helene brought an even more dramatic flooding event to Western North Carolina. Before Helene arrived, a stationary front had already saturated soils and raised stream levels, setting the stage for disaster. As Helene passed over the Blue Ridge Mountains, extraordinary rainfall totals, with measurements above 18 inches in parts



*Barn on Old Hendersonville Highway during Tropical Storm Helene. Image Source: Nick Haseloff, Transylvania Times.*

of Transylvania County, led to historic flooding and flash flood emergencies across the region, with life-threatening water rises and widespread inundation. The storm's impacts included flooded homes, road washouts, downed trees and power lines, and extensive community disruption. In Transylvania County, rainfall totals exceeded previous records, and river gauges in the broader region recorded crest levels well above historic marks.

## *Trees and Green Infrastructure*

The urban environment is made up of both the built and natural elements that shape people's daily surroundings. Trees and vegetation planted throughout cities (whether in forested parks, private yards, or along public rights-of-way) collectively form the urban forest that envelops a community. This urban forest and its tree canopy provide essential cooling and environmental services in developed areas. Trees function as natural shade structures that block solar radiation, filter and absorb air pollutants, reduce heat through evapotranspiration, and capture and store carbon. Beyond these environmental benefits, access to trees and green spaces offers



*Children plant trees with the City's Public Works Department at 2025 Arbor Day Celebration. Image Source: City of Brevard*

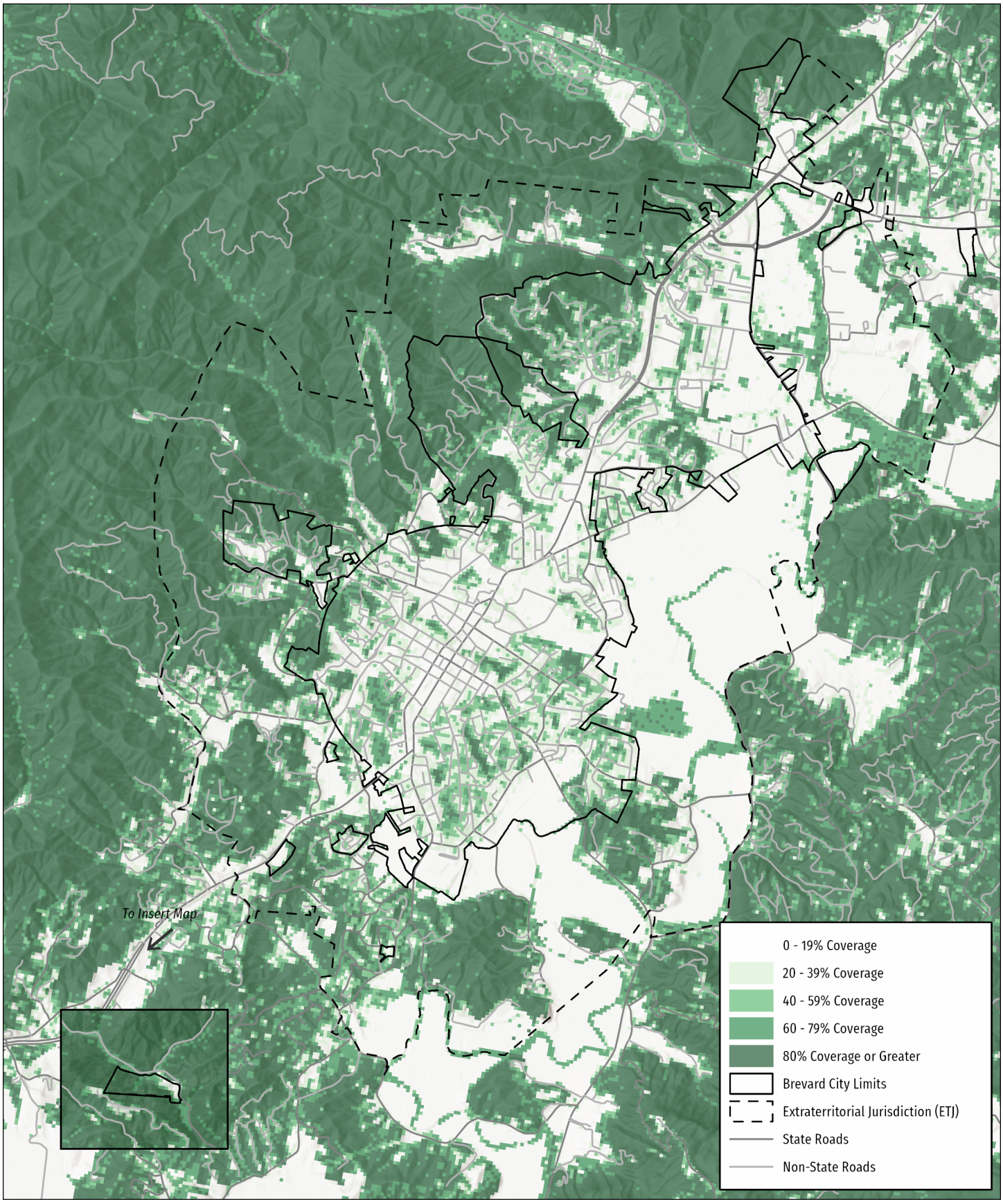
significant physical and mental health benefits for people who spend time in nature.

A growing body of scholarly research demonstrates a strong connection between exposure to nature and improved human health. A landmark 1984 study by Roger Ulrich and colleagues at the University of Delaware found that hospital patients recovering from surgery experienced measurably better outcomes when they had views of natural landscapes rather than built environments. Patients with views of nature had shorter hospital stays, required fewer pain medications, and received fewer negative evaluations in clinical notes. Since that time, numerous studies have confirmed that time spent in natural environments can reduce stress, enhance cognitive function, lower blood pressure, improve respiratory and immune function, and support healthy childhood development.

Despite these well-documented benefits, urban areas often lose trees and green space as development intensifies. Expanding and maintaining green infrastructure, including the urban forest, helps restore natural processes that are essential for creating healthier, more resilient cities. However, trees are not always treated as critical urban infrastructure. Like roads, utilities, and stormwater systems, the urban forest requires deliberate planning, regulation, monitoring, and ongoing maintenance to preserve and maximize its long-term benefits for the community.

The City of Brevard has been recognized as a Tree City USA by the Arbor Day Foundation for more than 45 years. Being recognized as a Tree City USA means that a community has demonstrated a strong and ongoing commitment to responsible urban forestry management, and Brevard exemplifies this commitment through its day-to-day practices. To earn and maintain this designation, a city must meet four core standards: establish a tree board or department, adopt a public tree care ordinance, maintain a community forestry program with an annual budget of at least $2 per capita, and celebrate Arbor Day each year. Together, these efforts show that Brevard invests meaningfully in the health, safety, and sustainability of its urban forest, strengthening neighborhood character and improving environmental resilience.

# Tree Canopy Cover




*Data Source: National Land Cover Database*



# SECTION 02
# GREEN GROWTH AUDIT

# Strategy 1: Conservation of Land with Efficient Development Strategies

Land use patterns play a critical role in conservation efforts by regulating how land is developed and utilized, ensuring that areas that are important for wildlife, natural resources, and ecosystems are protected. However, many conventional development practices – such as minimum lot sizes, predominately single-family zoning districts, and excessive parking requirements – separate land uses, extend infrastructure outward, and alter natural landscapes in ways that break up habitat, reduce ecological connectivity, and induce sprawling patterns.

Sustainable development code regulations ultimately strike a balance between accommodating growth and preserving the natural assets that make communities healthy, livable, and resilient. By applying certain lower-density zoning districts in sensitive areas, local governments can limit the amount and type of development that occurs. Conversely, increasing density and encouraging development in already established areas can limit sprawl, offer cost savings for developers, and preserve undisturbed natural land.

## *Strategy 1.1: Limit Development in Sensitive Areas*

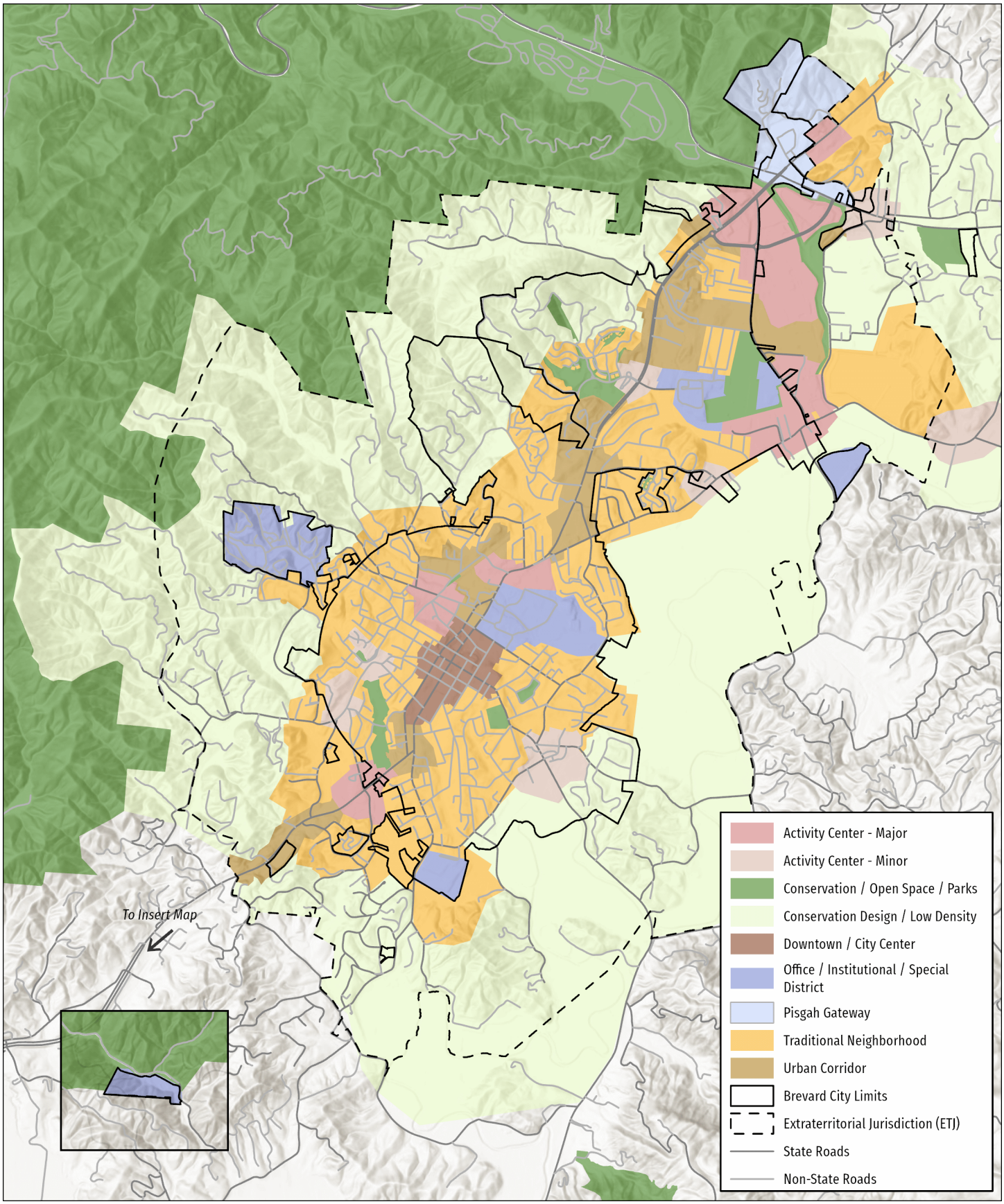
Conservation design is a type of development that clusters structures and site improvements together on a portion of a site while reserving the remainder of the site for open space. Smaller lots are typically used in the developed portion of the site and density transfers from constrained areas of the site are encouraged in zoning regulations. This alternative type of neighborhood design provides flexibility, particularly in areas with challenging topography. There are also cost savings in

### POLICY ANALYSIS DEEP DIVE: CITY OF BREVARD FUTURE LAND USE MAP

As part of the Building Brevard 2030 Comprehensive Land Use Plan, the City reviewed development patterns and identified areas for future development. The Future Land Use Map shows the intended land use pattern in Brevard. It is intended to guide development, manage growth, and inform land use decision-making. Character areas identify the anticipated development intensity and variation of land uses. The majority of the City's jurisdiction that is restricted by steep slopes or flood hazard areas were identified as "Conservation Design / Low Density." The typical uses for this character areas are single-family and low-density multi-family residential, agriculture, outdoor recreation, and lodging. Other character areas, such as the Downtown / City Center, Urban Corridor, and Activity Centers, are identified as much higher density and are typically clustered around major transportation thoroughfares, infrastructure, and/or public facilities. Many of the recommendations encourage a growth pattern that takes advantage of existing infrastructure, redevelopment of underutilized parcels, and preservation of existing lower density areas.

- LUH-4: Identify areas across the City that are best positioned to accommodate future growth.
- LUH-5: Consider adjustments to the development approval process and other incentives that meet defined criteria in growth opportunity areas.
- LUH-9: Evaluate and amend development ordinances to facilitate infill development on vacant and underdeveloped parcels, as well as revitalization of developed parcels.
- LUH-24: Refine zoning districts and slope regulations in constrained areas.
- LUH-25: Limit the scale and footprint of new development in Conservation Design / Low Density areas identified on the Future Land Use Map.

# Future Land Use Map




*Data Source: Building Brevard 2030: Comprehensive Land Use Plan, City of Brevard*




*Equipment before construction. Image Source: City of Brevard*

development costs due to less road surface, shorter utility runs, and reduced grading and site preparation. The preserved land may be owned and managed by a homeowner's association or a land trust.

The City considered the creation of a conservation subdivision type as part of a recent amendment to the subdivision and lot requirements (Chapter 4); however, the ordinance already allows for the flexibility that is typically offered in exchange for environmental conservation – no minimum lot size, variety in types of residential development (townhomes, quadraplexes, etc.), and reduced road frontages.

> *"There is no minimum lot size for any newly established lots... no subdivision (exempt, minor, or major) of land shall create more lots than the underlying zoning district's residential density... Additional lots may be created above this threshold, provided they are protected from any future development, such as lots reserved for the provision of open space, shared infrastructure, or conservation of environmentally sensitive areas." (UDO Section 4.2.2)*

Instead, the amendment increased options for development options that allow for a more creative site design by allowing developments with more than one principal building by-right ("group developments").

The Future Land Use Map identifies the areas on the outer edges of Brevard's jurisdiction, that are characterized by higher elevation areas with steep slopes and low-lying flood hazard areas, as "Conservation Design / Low-Density." Much of these areas are zoned General Residential-4 (GR4), a low-density, predominately residential district. This zoning district could be reframed as a "Conservation Zoning District" with the stated purpose of the district being to conserve sensitive areas and limit sprawled development. The new "Conservation Zoning District" would incorporate stricter setback requirements, restrict allowed uses, require extra environmental review, and implement other recommendations from this document.

## RECOMMENDATIONS:

A. Maintain the City's no minimum lot size and associated flexibility in calculating development density on the parent parcel, allowing the clustering of development in less sensitive areas and accommodating unique environmental conditions (UDO Section 4.2.2)
B. Reframe the General Residential–4 (GR-4) zoning district as a "Conservation Zoning District" with the stated purpose of the zoning district being to conserve sensitive areas and limit sprawled development

### CASE STUDY: CHAPEL HILL, NC RESOURCE CONSERVATION DISTRICT

Chapel Hill's Resource Conservation District (RCD) is an overlay zoning district established to protect environmentally sensitive features – specifically stream corridors, waterbodies, and associated floodplains – by placing additional development restrictions on top of the underlying zoning. The RCD is intended to preserve water quality, reduce flood risk and property damage, prevent erosion and sedimentation, and maintain wildlife habitat and vegetated corridors along perennial and intermittent streams. Within RCD, limits are placed on impervious surfaces, land disturbance, and allowable development to ensure that natural hydrology and ecological integrity are conserved; many structures and significant land disturbances simply are not permitted without special review or exemptions.

## *Strategy 1.2: Prioritize Infill Development in Regulations*

Infill development is a crucial strategy for fostering sustainable urban growth. By focusing on underutilized or vacant land within existing city boundaries, infill development helps minimize urban sprawl and reduces the need to expand infrastructure into rural areas. This approach makes better use of existing resources, such as roads, utilities, and public transit systems, which are already in place, thus decreasing costs and environmental impact. Additionally, infill development can revitalize neighborhoods, bringing in new housing, businesses, and amenities, while preserving green spaces and promoting walkability. Ultimately, it contributes to building more resilient, vibrant cities with reduced ecological footprints.

The City of Brevard's zoning regulations lay the groundwork for denser development to occur as infill. At a foundational level, the higher density zoning districts, such as Downtown Mixed-Use and Corridor Mixed-Use, are concentrated around existing infrastructure and away from sensitive areas. Furthermore, changes to the development ordinance in recent years have focused on removing the regulatory barriers to infill development. This includes:

- Accessory dwelling units allowed by-right on residential parcels;
- Missing middle housing types, such as triplexes and quadraplexes, allowed by-right in all residential zoning districts, provided the number of dwelling units complies with the density restrictions; and
- Irregular (also known as "flag") lots allowed with reduced road frontage to facilitate better utilization of land.

In addition to the cost savings associated with utilizing existing infrastructure, the current development regulations offer some incentives for developers that pursue infill development, including:

- Residential infill development and redevelopment that results in no net increase of impervious surface area on a property are exempt from stormwater management requirements (see Strategy 2.3);
- Variations in setbacks are permitted for infill developments (average setback on already-built-upon lots fronting on the same street); and
- Reduced parking requirements in certain zoning districts (denser, mixed-use), near on-street and/or public parking options.

A common way for municipalities in other states to incentivize infill development is to offer waivers or reductions of permitting fees or impact fees. In North Carolina, municipalities are not allowed to offer fee waivers or reductions to certain types of developments. Instead, any incentives will likely need to be regulatory in nature like adding height allowances, decreasing dimensional requirements (i.e., setbacks), and establishing density bonuses.

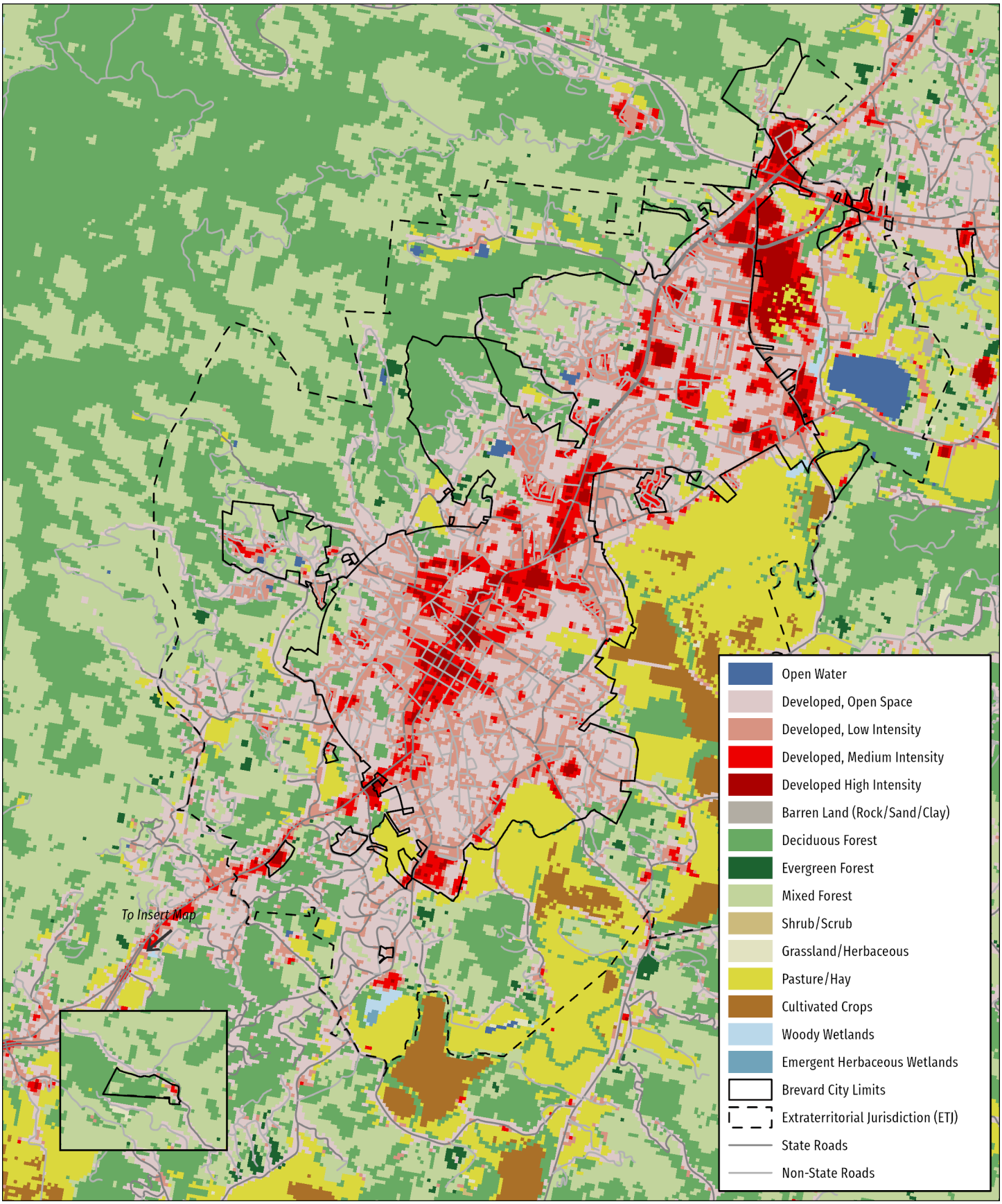
### RECOMMENDATIONS:

A. Consider additional incentives for infill development, such as adding height allowances, decreasing dimensional requirements (i.e., setbacks), and establishing density bonuses.
B. Upzone any areas of the existing GR-4 that are suitable for development and do not require additional environmental protections (consider as part of Action 1.1(B))



*Infill development near Downtown Brevard. Image Source: City of Brevard.*

# Land Cover




*Data Sources: National Land Cover Database*

# Strategy 2: Mitigation of the Negative Impacts of Development

The mitigation of negative impacts of development is essential for green growth as it ensures that economic expansion does not come at the expense of environmental health. By implementing effective mitigation strategies, such as protecting green spaces and reducing pollution, we can create a growth model that supports long-term prosperity without compromising natural resources. Ultimately, it demonstrates that a thriving economy and a healthy environment are not mutually exclusive, but rather, they can be mutually reinforcing.

## *Strategy 2.1: Require Environmental Assessments Prior to Large-Scale Construction*

Including environmental assessments early in the development review process provides significant value by informing site design before major investments are made. Early identification of natural features (such as streams, wetlands, steep slopes, flood hazard areas, tree canopy, sensitive habitats, and wildlife corridors)

### POLICY ANALYSIS DEEP DIVE: SOUTH MOUNTAINS REGIONAL HAZARD MITIGATION PLAN

Initially adopted in 2014 and most recently amended in 2025, the South Mountains Regional Hazard Mitigation Plan is a multi-county effort developed by Henderson, Polk, Rutherford, and Transylvania Counties — along with their municipalities — to reduce long-term risks from natural hazards. Updated on a five-year cycle in coordination with FEMA and North Carolina Emergency Management, the plan provides a detailed assessment of regional vulnerabilities, including flooding, landslides, winter storms, severe thunderstorms, drought, extreme heat, and wildfires. It analyzes past hazard events, maps areas of high exposure, and evaluates future risk trends, such as the increasing likelihood of drought and heat events. This risk assessment forms the foundation for identifying which communities, infrastructure, and environmental resources require the greatest protection. Building on that analysis, the plan outlines a comprehensive strategy for mitigation, emphasizing prevention, property protection, resource conservation, public education, emergency preparedness, and targeted capital improvements. The plan also calls for local governments to integrate mitigation principles into zoning, land-use planning, building codes, and green infrastructure development.

By adopting and implementing the plan, participating jurisdictions remain eligible for federal mitigation grants and position themselves to reduce disaster impacts, protect lives and property, and strengthen long-term community resilience. The City of Brevard adopted the updated plan in June 2025 and, with it, the following steps in the Mitigation Action Plan:

- Update components of existing stormwater management plan
- Seek grant funding for mitigation opportunities eligible under the UHMA Guidance and Public Assistance 406 mitigation Guidance at the time of the application
- Provide new home and property buyers with information on quality redevelopment, safe housing development, and FireWise Communities
- Publish the Multi-Jurisdictional Hazard Mitigation Plan for Transylvania County and promote relevant mitigation measures that the public can take.

## POLICY ANALYSIS DEEP DIVE: FRENCH BROAD MPO & LAND OF SKY RPO REPORT ON POTENTIAL WILDLIFE CROSSINGS

In 2023, the French Broad Metropolitan Planning Organization (MPO) and the Land of Sky Rural Planning Organization (RPO) conducted a study of potential wildlife crossings across Madison, Buncombe, Henderson, Transylvania and Haywood Counties. The report identifies and maps 67 potential wildlife crossing locations to improve habitat connectivity and reduce wildlife–vehicle collisions. The study evaluated animal crash data, traffic volumes, transportation plans, and priority wildlife corridors to recommend specific crossing types—like underpasses, overpasses, deflection fencing, and signage—to fit landscape conditions and key species needs. It outlines top priority crossing recommendations (e.g., overpasses and larger culverts on Interstate 40) and additional county-level suggestions, with information on existing conditions, alternative scenarios, and target species at each site. The goal is to integrate wildlife considerations early into transportation planning and investment processes so that transportation projects better support ecological connectivity and safety outcomes.

The study identified 10 locations for Transylvania County; however, none of them were within Brevard's jurisdiction. Regardless, the report identifies various types of wildlife crossings and provides alternatives based on the type of road. This report provides important guidance in how crossings in Western North Carolina can be designed to protect wildlife and allow for safe passage across thoroughfares.

allows development to be shaped around environmental constraints rather than forcing costly mitigation later. Proactive environmental review reduces project delays, minimizes redesign, and improves environmental outcomes. From a community perspective, early assessments help to align private development decisions with broader public goals for resilience, sustainability, and quality of life.

Section 17.3 of the City's UDO grants the administrator the ability to require an environmental survey as part of the overall development plan submission.

> *"This requirement provides the city and the applicant the ability to evaluate the proposed development in order to preserve vegetation, to improve the appearance of the development proposed and to encourage the use of the existing forest and tree canopy, specimen trees, and significant vegetation to satisfy the requirements of this chapter" (UDO Section 17.3)*

This survey must identify existing natural features such as trees and understory vegetation, known endangered species, sensitive habitats, wetlands, perennial streams, and other critical environmental resources on a site, along with existing topography and finish grading, typically shown with detailed contours. The purpose of this requirement is to ensure that the developers and planning staff understand the ecological and physical context of a property before design and construction decisions are finalized, helping to minimize impacts to sensitive areas and guide more informed site layout and mitigation decisions.



*Development in Brevard. Image Source: City of Brevard.*



*Native eastern box turtle. Image Source: City of Brevard.*

While early awareness of environmental sensitivities is valuable, the ordinance does not ensure that information is used to improve environmental outcomes. The effectiveness of these assessments in driving meaningful environmental outcomes is limited without performance-based standards or benchmarks (e.g., required percentages of canopy retained, maximum amount of land disturbance, protection of high-value habitat, or wildlife crossing interventions) tied to the survey results.

Environmental surveys can vary widely in quality and scope depending on who conducts them and the required level of detail. Detailed environmental surveys can be costly, which may pose barriers for small-scale developments. Clear criteria and scalable requirements based on project size or type will ensure the broadest application without overly onerous requirements.

In short, Section 17.3's environmental survey requirement is a valuable procedural tool that promotes early identification of natural features in development review and supports environmentally informed decisions, but its effectiveness depends on how the data is applied, the presence of clear performance expectations, and consistent administrative review and enforcement.

### RECOMMENDATIONS:

A. Maintain procedures for a sketch plan review and environmental assessments for commercial development projects and major subdivisions prior to the development of detailed, expensive design plans
B. Introduce scalable submittal requirements based on project size and scope (e.g., small projects required to inventory large trees and identify streams, while large projects require a full assessment of habitats, etc.)
C. Prepare guidance for environmental assessments that outlines the information needed to fulfill this requirement and additional sources
D. Establish performance-based standards (e.g., required percentages of canopy retained, wildlife crossing interventions or specific outcomes for habitat protection) tied to the survey results

## *Strategy 2.2: Control Sedimentation and Erosion from Development*

In North Carolina, the Sedimentation Pollution Control Act (SPCA) is the governing law that regulates and aims to prevent pollution from sedimentation, primarily through regulations on land-disturbing activities. The responsibilities of enforcing the regulations falls to NC Department of Environmental Quality (NCDEQ) under the Land Quality Section (LQS) and overseen by the Sedimentation Control Commission (SCC). The SCC may delegate this authority to individual cities and counties that adopt a local erosion and sediment control ordinance in compliance with North Carolina state requirements. Some large Western North Carolina jurisdictions, such as the City of Asheville, Buncombe County, and Henderson County, have chosen this alternative.

In accordance with the SPCA, the City of Brevard requires that all land-disturbing activities proposing to disturb more than one acre submit



*Landslide on Becky Mountain Road outside of Brevard following Tropical Storm Helene. Image Source: City of Brevard*

a sedimentation and erosion control plan to NCDEQ for review. No permit shall be issued for any project that cannot provide a final copy of this plan as approved by NCDEQ. The City of Brevard does not have the Staff capacity or expertise to adequately administer a local erosion and sediment control ordinance without NCDEQ assistance. The procedure of working with NCDEQ ensures that all development is in full compliance with these vital regulations, protecting our natural resources and ensuring safe development.

To improve efficiency and streamline procedures, amendments should be made to Section 6.5 of the City's UDO to more closely algin with state requirements. For example, state law requires that any slope generated or disturbed may not be so steep that it is impossible to prevent erosion by providing natural groundcover or other adequate erosion-control devices and that these measures must be in place within 21 calendar day after completion of any phase of grading. Section 6.5 states that slopes shall be stabilized at all times and shall have a grade of no greater than 40%. The exposed slopes shall be planted or otherwise provided with ground cover, devices, or structures sufficient to restrain erosion within 30 calendar days. These discrepancies create challenges in review and administration of regulations.

For all land-disturbing activities, regardless of size, the City requires sedimentation and erosion control precautions be taken. This includes installing erosion control measures and stabilizing slopes. However, the City's development review procedure does not include an assessment of these measures and precautions during the review process.

## RECOMMENDATIONS:

A. Maintain the City's existing procedure to delegate the sedimentation and erosion control elements to NCDEQ
B. Grant the administrator the authority to require an NCDEQ-approved erosion and sedimentation control plan for projects disturbing less than one acre but are within sensitive areas (e.g., development subject to steep slope requirements)
C. Bolster procedures for the review of sedimentation and erosion control measures for smaller projects (e.g., formal review of the control measures during the preliminary inspection process)
D. Update UDO Section 6.5 to more closely match the language in state law

## *Strategy 2.3: Improve Stormwater Management*

Effective stormwater management is essential for mitigating the environmental impacts of development. As land is cleared and replaced with roads, rooftops, and other impervious surfaces, the natural ability of soil and vegetation to absorb rainfall is lost. This leads to increased runoff volumes and higher flow speeds, which can quickly overwhelm drainage systems, damage properties, cause infrastructure failures, erode streambanks, deteriorate water quality, and reduce groundwater storage. Without proper stormwater controls, debris, sediment, trash, and other pollutants are washed into neighboring properties and nearby waterways. By requiring thoughtful stormwater design, communities can reduce peak flows, slow down runoff, and preserve more natural hydrologic functions even as development expands.




*Permeable pavers in Clemson Plaza in Downtown Brevard. Image Source: City of Brevard.*

Brevard's stormwater infrastructure is aging, and the terrain often makes it challenging for curbing and gutters to be installed, especially for infill projects. The City is undergoing a comprehensive inventory of the stormwater infrastructure inventory project that seeks to identify vulnerable areas and preventative measures to address them. A recently adopted annual stormwater fee based on the impervious surface coverage of existing developments will help facilitate drainage system maintenance, but new developments are required to comply with stormwater management standards.

Section 6.6 establishes the City's stormwater requirements to protect life and property from flooding, improve water quality by filtering pollutants, and limit additional impervious surface. Currently, the standards apply to new large non-residential or mixed-use projects, residential developments with 8 or more dwelling units, and any project where stormwater controls are required by a review board. Smaller residential projects, bona fide agriculture, redevelopment with no increase in impervious area, small accessory structures, and development in the Heart of Brevard Municipal Services District (MSD) are exempt. These exemptions should be granted sparingly and strategically. Amendments are likely necessary to ensure environmental outcomes are achieved and certain types of development are incentivized.

A recommended revision is to restructure the applicability standards so that stormwater requirements are triggered by the amount of built-upon area or new impervious surface created, rather than by the number of residential dwelling units. An area-based approach is a more equitable and effective regulatory tool because stormwater impacts are directly related to the extent of disturbed soil and impervious coverage – not the number of units constructed. For example, a single large home with extensive driveway and patio coverage may generate significantly more runoff than a multifamily structure on a smaller footprint. A disturbance-based trigger better aligns with regulatory oversight with actual hydrologic impact, ensures proportional mitigation, and closes gaps where smaller-scale projects cumulatively contribute to runoff and

water quality degradation. It also creates a clearer, more objective standards that are easier to administer and defend.

In addition, development in environmentally sensitive areas — such as sites with steep slopes, proximity to surface waters, or flood hazard areas — could be required to manage stormwater regardless of project size. Steep slopes in particular increase runoff velocity, erosion potential, and downstream sedimentation, compounding flood and water quality impacts. Requiring stormwater controls in these areas ensures that risk is addressed at its source and reflects Brevard's mountainous topography and associated landslide susceptibility. A sensitive-area trigger would provide an added layer of protection where the consequences of unmanaged runoff are greatest.

With respect to the Heart of Brevard MSD, all development in this area is currently exempt because it is not feasible for individual properties to install on-site stormwater infrastructure. Instead, the City has invested millions of dollars in centralized stormwater improvements (e.g., the Times Arcade Alley stormwater management project and Main Street streetscape improvement project). Rather than maintaining a blanket exemption, the UDO could be revised to require developments in the MSD that exceed the disturbance threshold to pay the necessary stormwater fee-in-lieu. This approach would maintain flexibility where on-site stormwater management controls are impractical while ensuring that redevelopment contributes proportionately to the City's capital improvements. The fee-in-lieu would support continued investment in area-wide infrastructure, align cost responsibility with impact, and strengthen the long-term financial sustainability of the City's stormwater program.



*Alternative curbing that directs runoff water to a bioretention landscape. Image Source: Center for Neighborhood Technology*

The current ordinance requires affected projects to manage stormwater using best practices that mimic natural hydrology and prioritize low-impact development (LID). Instead of channeling all rainwater into pipes, LID encourages infiltration, filtration, and evaporation through practices like bioretention cells, permeable pavers, and green roofs, which manage stormwater close to its source. The ordinance does not define, or even provide examples, for what does or does not qualify.

Furthermore, structural methods for stormwater management are to be used "only when it is absolutely necessary." Additional guidelines for what constitutes "necessary" and which methods are allowable would remove the subjectivity and ambiguity for these regulations.

Given Brevard's high frequency and volume of rain events, LID practices are likely most effective when used in conjunction with engineered stormwater management systems that are designed to meet defined treatment, storage, or peak flow reduction criteria. The ordinance can allow for specific LID techniques that have measurable stormwater performance

## KEY TERMS

***Gray infrastructure*** uses conventional, human-engineered systems to move and manage stormwater. Examples include gutters, drains, pipes, culverts, retention basins, and stormwater ponds designed to contain large values of water.

***Green infrastructure*** or ***Low-Impact Development*** mimics natural processes by using vegetation and soil to manage stormwater where it falls. Examples include rain gardens, green roofs, permeable pavements, bioswales, rainwater cisterns, and stormwater ponds that feature natural vegetation and soil.

## CASE STUDY: HUNTERSVILLE HYBRID LID APPROACH

The Town of Huntersville's stormwater regulations and Water Quality Design Manual implement what the town calls a hybrid Low Impact Development (LID) approach — a framework that blends natural site planning techniques with engineered stormwater controls to protect water quality and replicate pre-development hydrology. At its core, the hybrid approach shifts the focus from traditional detention to managing stormwater where it falls through a combination of decentralized LID practices and conventional best management practices when necessary. This means designers must integrate stormwater solutions early in the site planning process rather than as an afterthought.

Under the ordinance, development and redevelopment projects must meet specific performance targets established in the Water Quality Design Manual. Key requirements include treating the first inch of rainfall, achieving an average annual 85 % total suspended solids (TSS) reduction, and controlling post-development peak discharge rates. The standards require the use of approved LID stormwater control measures or a combination of approved LID and conventional stormwater control measures. If a combination is used, then at a minimum the first 50% of the runoff from the one-inch storm event must be treated using LID measures. The remaining 50% shall be treated using conventional measures that are capability of achieving the required pollutant removal efficiency. The Manual supports the requirements with technical criteria and design guidance for a range of approved practices (e.g., infiltration systems, bioretention cells, permeable pavements) and points to the specifications of the NCDEQ Stormwater Design Manual. It also includes guidance for non-structural site planning measures — preserving natural drainage, minimizing impervious surfaces, and maintaining pre-development soil and vegetation conditions — that can maintain the pre-development runoff characteristics and minimize the need for structural stormwater control measures.

Furthermore, a "buy-down LID mitigation" option is available for certain developments that wish to only use conventional stormwater control measures. The cost is estimated based on the cost for construction, maintenance, and administration of the most costly LID measure (a bioretention system) over its anticipated 20-year life space that meets the requirements set forth in the ordinance based on land use type. Projects in the Town Center zoning district are allowed to forego the stormwater requirements, provided the mitigation requirements are fulfilled.

By embedding detailed criteria into both the ordinance and the Manual, Huntersville's hybrid LID approach provides a comprehensive, performance-based framework that guides designers and developers toward sustainable stormwater solutions tailored to local conditions.

standards. The NCDEQ Stormwater Design Manual provides detailed design standards and volume estimates for engineered bioretention cells, infiltration systems, permeable pavement, and sand filters. These stormwater control measures could be required in addition to conventional methods for high-volume projects or projects in environmentally sensitive areas. In areas where traditional stormwater facilities are determined to be impractical due to site constraints, such as within the Heart of Brevard MSD or in dense urban redevelopment contexts, LID measures may also be required as part of a broader compliance approach. In such cases, these practices could be implemented alongside a stormwater fee-in-lieu program to ensure that overall watershed-level stormwater management objectives are still achieved. This approach maintains flexibility while preserving accountability for measurable stormwater outcomes.

Beyond management, the ordinance should encourage stormwater volume reduction prior to detention measures. This approach addresses runoff at the source rather than simply slowing

it downstream. Ordinances can facilitate this by requiring the developer to demonstrate how volume reduction has been maximized with site design, limiting the amount of impervious surface coverage, and encouraging pervious materials whenever possible. The UDO does allow for the use of porous or semi-porous paving materials in parking areas, but the rest of the ordinance (including the street design, driveways, and stormwater management requirements) are silent on this topic. Though developers are allowed to utilize these materials, it should be explicitly stated and encouraged throughout the ordinance.

## RECOMMENDATIONS:

A. Review and revise the City's stormwater management requirements to align with modern best practices
B. Add definitions and illustrations of low-impact development techniques (such as green roofs, vegetated swales, rain gardens, bioretention landscapes and cisterns) to ensure it is clear that they are allowed and encouraged (see also Strategy 4.3)
C. Refine the types of development activities that are required to comply with the stormwater management provisions, including instituting an impervious surface or built-upon area threshold and all development in sensitive areas (likely as part of a conservation zoning district - see Strategy 1.1)
D. Consider amendments to the types of development activities that are exempt from stormwater management provisions.
E. Establish incentives for small developments that are exempt from stormwater management requirements to implement low-impact development techniques
F. Allow for and encourage the use of porous and semi-porous materials throughout the ordinance (e.g., street design, driveway materials, roof design standards)
G. Provide guidance and incentives for developers to use LID and site design to supplement stormwater management requirements by reducing stormwater runoff close to the source, requiring less structured treatment
H. Amend the infrastructure and street design standards to utilize existing curb and gutter systems where available, and establish alternative street designs that reduce stormwater channelization
I. Consider allowing variation to certain architectural standards for green infrastructure and LID techniques (e.g., alternative roof pitches to allow for green roofs or rain cisterns)



*American Sycamore Tree. Image Source: City of Brevard.*

## *Strategy 2.4: Preserve and Expand Tree Canopy and Conservation Landscaping*

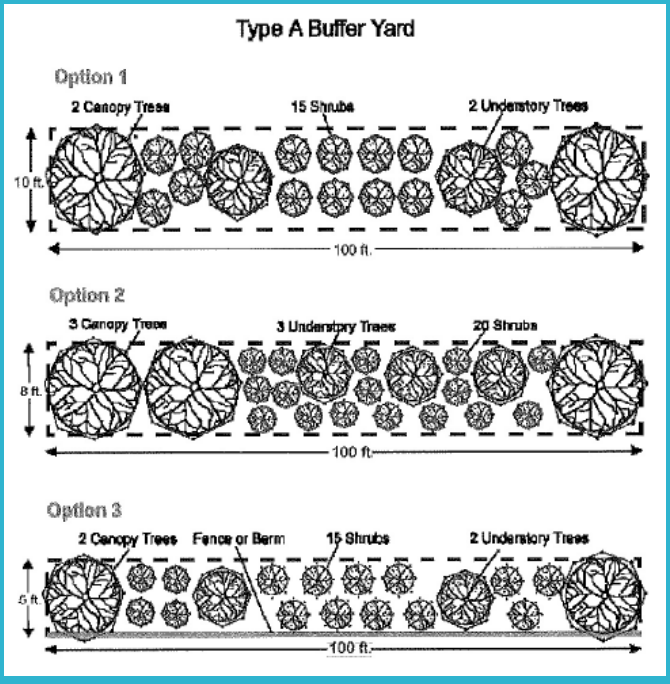
Tree protection and landscaping requirements are essential elements of a development ordinance because they support the ecological and aesthetic goals of the community. Mature trees and thoughtfully designed landscaping provide shade, reduce urban heat, filter air pollutants, and manage stormwater. Preserving trees during development maintains wildlife habitat, supports biodiversity, and strengthens the community's overall green infrastructure. Landscaping requirements further ensure that new developments contribute to visual quality, neighborhood character, and a sense of place, enhancing both property values and community livability.

Best practices in tree protection include requiring pre-development tree surveys, establishing minimum preservation thresholds, and safeguarding significant trees through protective fencing and careful grading around critical root zones (see also Strategy 2.1). Ordinances, including Brevard's, often give additional protection to certain species, specimen trees, or large-caliper trees, and limit removal to situations where trees pose safety hazards or conflict with essential infrastructure. Developers should provide replacement plantings or mitigation with native species when trees are removed. Integrating tree protection with grading, stormwater management, and erosion control plans ensures the long-term survival of both preserved and newly planted trees. Additional best practices include requiring performance bonds or warranties to guarantee tree survival after construction and limiting tree removal to defined building envelopes, driveways, and utility routes. Ordinances can further strengthen sustainability by incorporating tree canopy coverage targets, soil volume standards, and long-term maintenance requirements to ensure trees reach maturity.

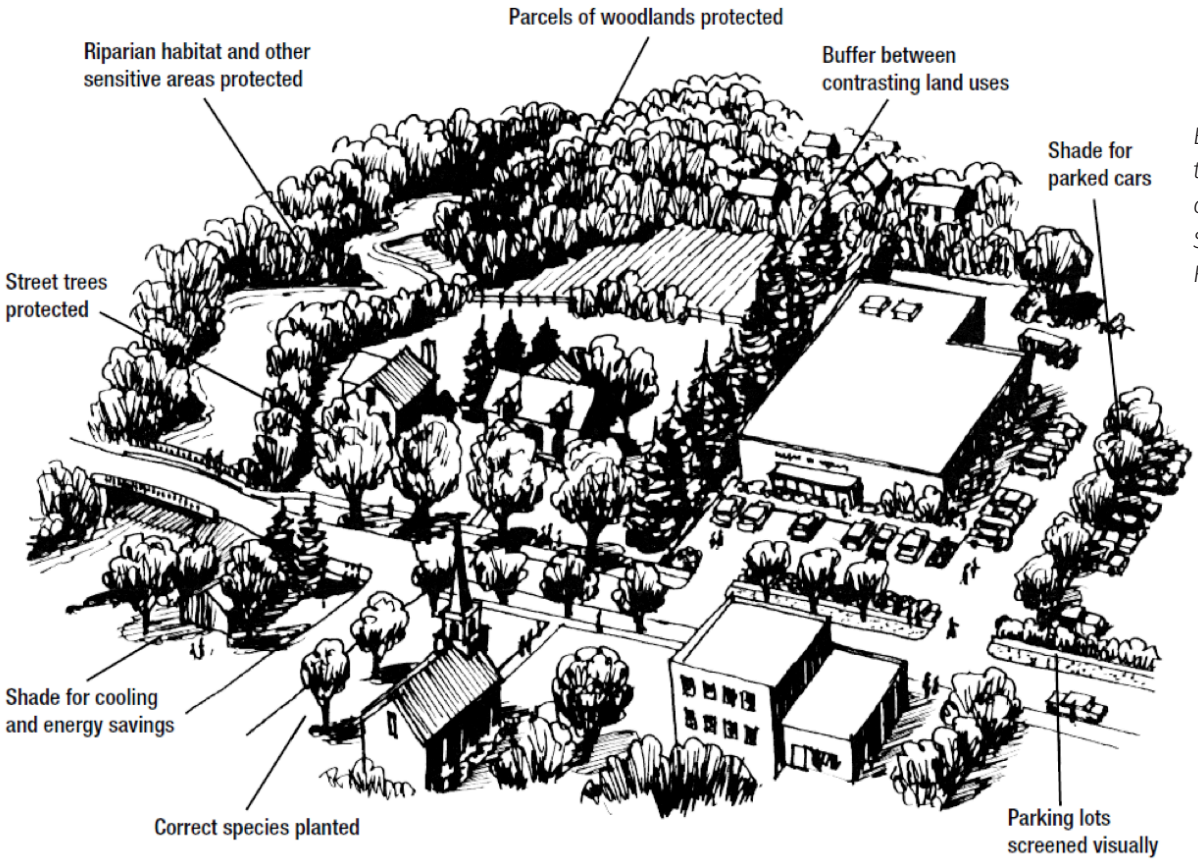
Relatedly, the regulations need to establish clear, measurable, and consistently applied standards for when tree removal is appropriate. Objective thresholds—such as documented health or hazard assessments, canopy coverage metrics, or preservation percentages—would reduce subjectivity in determining whether removal is necessary or based primarily on aesthetic preference. Clear standards can better balance private property rights with environmental protection by distinguishing between reasonable site development needs and avoidable tree loss. Transparent decision-making criteria, written findings, and documented review procedures would ensure that permit decisions are defensible, predictable, and equitable for applicants, while

## CASE STUDY: MOUNT HOLLY LANDSCAPING AND BUFFER YARDS

Mount Holly's Chapter 10 – Landscaping and Tree Protection – incorporates many best practices in conservation landscaping. The ordinance provides clear definitions for key terminology and adopts lists of species by reference to the NC Forest Service's Piedmont region resources. The required landscaping buffers have options for developers to select, ranging from a large buffer with less vegetation to a small buffer with denser vegetation and/or a fence or berm. These requirements are applied on a per 100 linear feet basis to ensure the desired density and variety is achieved. The ordinance also requires that 50% or more of the new trees be native species, and sites with more than required 20 trees must install multiple species to achieve biodiversity goals. Finally, all new plant material must meet the standards set forth in the American National Standards Institute (ANSI) A300 and must be warranted for one year from the time of installation. While the details of Mount Holly's tree and landscaping requirements have not been significantly updated since its adoption in 1996, the structure of the chapter exemplifies how regulations can allow for flexibility of design, provide clear guidance for implementation, and promote long-term viability.




*Example variation in buffer yard composition and width. Image Source: Mount Holly Unified Development Ordinance*




*Elements of a tree protection ordinance. Image Source: Arbor Day Foundation.*

also reinforcing the City's environmental goals.

For landscaping, effective ordinances define minimum landscape area ratios, require native and drought-tolerant species, and establish screening or buffer standards for sensitive edges, such as parking lots, roads, or industrial areas. Policies can also promote species diversity, and encourage connectivity between green spaces to enhance ecological and recreational benefits. Professional design review by a landscape architect or certified arborist helps ensure plantings are viable, functional, and complementary to the natural and built environment.

Chapter 8 of Brevard's UDO provides a solid foundation for supporting greener, more sustainable development through tree protection and landscaping. However, compared to best practices, it functions more like a traditional landscaping ordinance than a comprehensive green growth tool. The chapter could be improved by incorporating canopy-based metrics and performance standards, differentiating between ornamental and ecological/conservation landscaping, and providing flexibility to support innovative designs. Because neither the City of Brevard nor Transylvania County currently has an arborist or forester on staff, the need for clear, objective standards and defined review procedures is particularly important to ensure consistent application, reduce administrative burden, and achieve long-term environmental sustainability.

## RECOMMENDATIONS:

A. Clarify eligibility criteria, standards, and submittal requirements for landscaping and tree protection plans
B. Differentiate between ornamental landscaping and ecological / conservation landscaping to ensure standards are applied appropriately in certain areas and to allow for flexibility when achieving other green development goals
C. Integrate stormwater and performance standards to link vegetation with environmental outcomes
D. Incorporate canopy-based metrics based on zoning district and/or land use to strengthen tree protection as a green growth tool
E. Revise screening and buffer standards to

mitigate the impact of high-intensity areas (e.g., parking lots, roads, industrial uses) but prioritizing environmental function (see also Strategy 4.3)

F. Require all landscaping plans be sealed by a qualified design professional
G. Include guidance for long-term maintenance and monitoring of trees and landscaping
H. Require bonds for certain types of developments (e.g., major subdivisions, development in the conservation zoning district) to guarantee the protected trees will remain after construction is completed and the guaranteed survival of new trees within a given period
I. Limit removal of trees to a defined building envelope, driveways and utility routes in conservation zoning district
J. Grant administrators the ability to require staked markings of preservation areas and/or limits to the area of disturbance on sites
K. Refine the tree removal permit provisions to establish clear, measurable and consistently applied standards

## *Strategy 2.5: Manage Urban Heat*

The urban heat island (UHI) effect occurs when developed areas become significantly warmer than nearby rural or natural landscapes. This temperature difference is primarily caused by large expanses of dark, impervious surfaces (i.e., pavement, rooftops, and parking lots) that have a high capacity for storing heat during the day, increasing surface temperatures. After the sun goes down, the heat is released, increasing surface temperatures at night. Reduced tree canopy, loss of natural vegetation, and heat from vehicles and buildings further intensify the problem. As a result, UHIs contribute to higher energy consumption, poorer air quality, and increased heat-related illnesses. The effect also exacerbates stormwater runoff and degrades environmental quality by altering local microclimates.

Local governments can use development regulations to manage urban heat by focusing on reducing heat absorption and increasing shade across both public and private sites. Ordinances can require or strongly incentivize tree canopy preservation and expansion. Requirements for shade in pedestrian areas (sidewalks, plazas, parking lots, etc.) are especially effective, whether provided by trees, shade structures, or building overhangs. In addition, development codes can limit large expanses of dark, heat-absorbing materials by setting maximum percentages for impervious surfaces, encouraging pervious pavements, and requiring high-albedo or “cool” roofing and paving materials that reflect rather than absorb solar radiation. Ordinances should coordinate urban heat mitigation with stormwater, open space, and environmental protection provisions by prioritizing green infrastructure such as bioswales, rain gardens, and connected open spaces that provide both cooling and water management benefits.

The City of Brevard’s ordinance includes some of these best practices but can make changes to improve their effectiveness in reducing urban



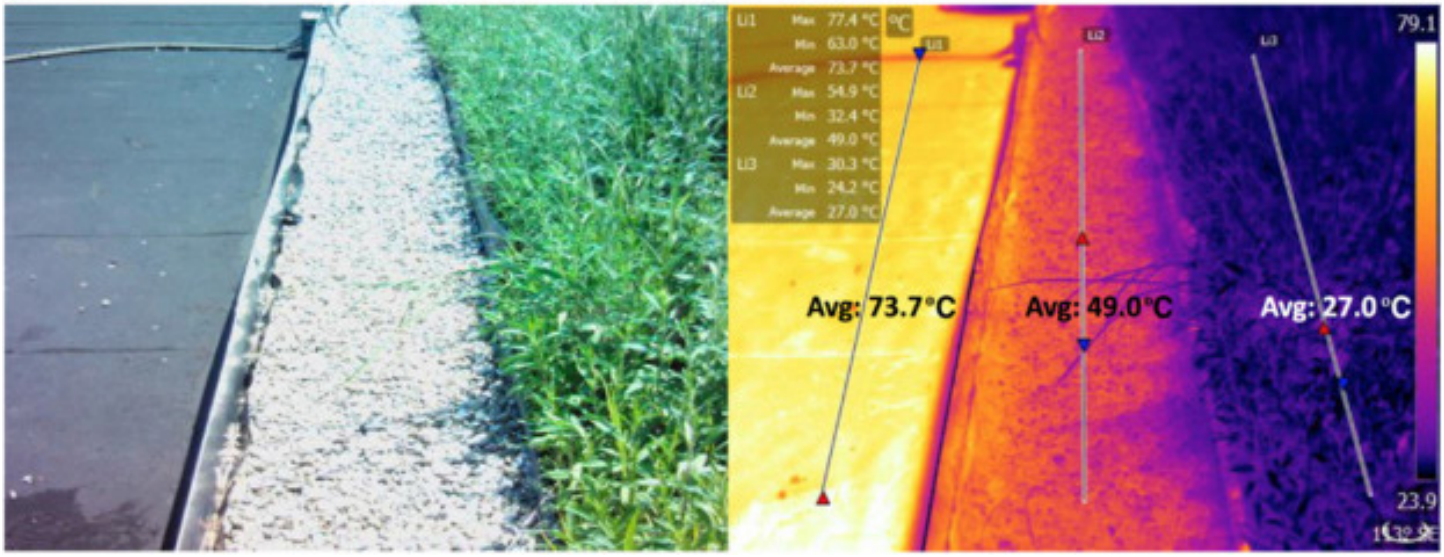
*In the spring of 2024, the City of Brevard - along with volunteers from Conserving Carolina and help from the American Chestnut Foundation - planted over 100 chestnut trees in Bracken Preserve as part of a native ecosystem restoration project. The chestnut trees will help protect genetic diversity and preserve this species into the future. Image Source: City of Brevard.*

heat. Section 5.6.8 has some requirements for very large buildings (100,000 square feet in gross floor area or greater) to utilize “cool roofs” or “green roofs,” but this should be applied to and/or incentivized for smaller buildings or certain roof types. Other successes include the provision of street trees and canopy coverage for parking areas – both of which provide vital shade for vehicular and pedestrian areas. The parking area landscaping (Section 8.7) goes further by establishing performance standards for the plantings Additionally, the parking standards were recently amended to establish a maximum number of parking spaces in dense areas, allowing for shared parking agreements, and establishing more compact design standards, among other things. These improvements strive to allow for more efficient usage of land and limit expansive paved areas.

By integrating additional UHI mitigation into development projects and continuing to limit impervious surfaces, Brevard can create more resilient, livable environments that protect public health and reduce the long-term impacts of rising urban temperatures.

## RECOMMENDATIONS:

A. Update urban heat island code language to reflect modern terminology and best practices
B. Amend the applicability of the heat island effect mitigation requirements to include smaller buildings and/or any flat roof building types
C. Set performance measures for tree canopy coverage of sidewalks and other pedestrian areas (similar to the existing parking area canopy coverage requirements in Section 8.7)
D. Allow for and incentivize cool pavements (light-colored pavements, permeable paving, or reflective coatings) for interior sidewalks and plazas




*Standard (left) and Infra-red (right) photographs of an NYC rooftop comprising black, white and green surfaces. Image source: Stuart Gaffin, Columbia University*

# Strategy 3: Preservation of Sensitive Areas

Preserving sensitive areas within development regulations is essential for protecting the ecological systems that sustain clean water, healthy soils, and biodiversity. Wetlands, floodplains, steep slopes, riparian buffers, and habitat corridors perform vital natural functions that built infrastructure cannot easily replicate. When these areas are disturbed or fragmented, communities face increased flooding, erosion, water quality degradation, and the loss of native species. These consequences often require costly engineered solutions that typically fail to fully restore the ecological services these natural areas. By identifying and safeguarding sensitive natural features, local governments can maintain the ecological integrity of their landscapes while reducing long-term public costs associated with stormwater management and environmental remediation.

## *Strategy 3.1: Protect Steep Slopes*

Protecting steep slopes is crucial for maintaining environmental stability and preventing erosion, landslides, and habitat destruction. Steep slopes are particularly vulnerable to soil degradation because the natural vegetation that helps anchor the soil can be disturbed by construction or development activities. Development regulations around steep slopes generally strive are related to safety and aesthetics that provide economic value and promote quality of life.

Over the course of many years, the City of Brevard contemplated changes to the steep slope development regulations, especially as land becomes scarce and construction costs become more expensive. In 2023, City Council adopted amendments to the UDO that



*Buildings in Brevard Music Center along the Brushy Creek swimming pond. Image Source: Brevard Music Center.*



*Development on sloped terrain in Brevard. Image Source: Pilot Cove.*

overhauled the steep slope regulations. The purpose of these amendments was to:

- Protect the natural land conditions and respecting existing topography
- Prevent inappropriate and/or unsafe development
- Preserve the aesthetic and scenic qualities
- Ensure development doesn't lead to extensive grading and disturbance while still allowing reasonable use of a property owner's land
- Ensure consistent and fair application that is easier to administer

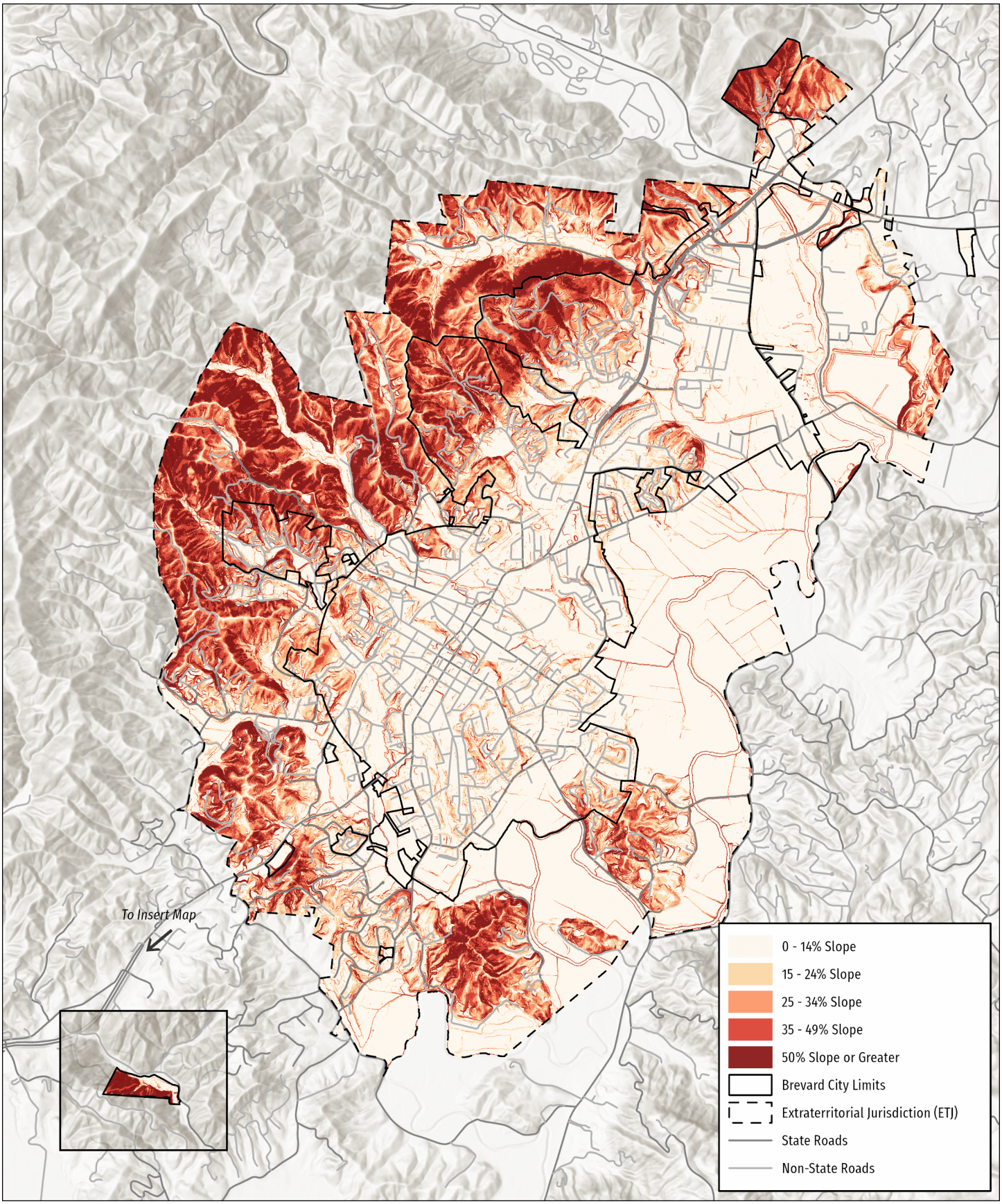
Staff conducted a thorough review of the slope regulations throughout Western North Carolina and in other mountainous areas of the country. Many other jurisdictions use an elevation trigger in order to protect slopes that are most sensitive. The City's new regulations amend the applicability of steep slope regulations to pertain to only properties located at or above 2,250 feet in elevation. By applying this elevation condition in Brevard, the parcels with significant slope, more sensitive habitats and more scenic viewsheds have higher protections and regulations and allowing more activity in lower-lying areas that are more equipped for denser, infill development.

Furthermore, all of the jurisdictions reviewed vary regulations at different slope percentages. However, Brevard's ordinance at the time did not impose regulations, but rather granted the administrator the authority to impose conditions on development that is moderately steep and outright prohibits any development on slopes greater than 25% on average. Very few other jurisdictions strictly prohibit development because it precludes property owners from reasonable use of their land, which is necessitated by North Carolina law. Instead, jurisdictions typically impose regulations that increase in severity as the slope increases, with most of these requirements becoming stricter at 35% or greater. This tiered model was used in the new regulations, with additional restrictions on the height, bulk, density, and amount of site work that can be done. The new regulations also incentivize properties to put permanent protections on the steepest and most sensitive areas through a conservation easement, restrictive covenants, public dedication, or otherwise permanently protected in a natural state with prohibition on vegetation removal and land disturbing activities. In exchange for doing so, property owners are able to recalculate the slope for the parcel without that area and follow the regulations are the lower percentage.

Lastly, the previous regulations did not require any kind of engineering or technical specifications to ensure that the development is safe and does not contribute to further erosion and sedimentation. Many other municipalities require geotechnical engineering be completed prior to issuance of a permit. Requiring geotechnical assessments for development on steep or unstable slopes can further ensure that site design accounts for underlying soil and slope conditions. The ordinance now requires geotechnical analysis prepared by a registered, professional engineer to determine the stability of the underlying geology and soils to support the proposed project. The zoning administrator can review the results and recommendations of the report and impose additional conditions on the project as appropriate.

To date, the steep slope regulations have successfully protected the more sensitive slopes by steering development towards infill opportunities and ensured that development that does occur has the appropriate geotechnical analysis to ensure it is safe and does not further compromise the land.

# Percent Slope




*Data Source: City of Brevard Analysis of digital elevation models*



*Panoramic view of a flooded Wilson Road. Image Source: City of Brevard.*

## RECOMMENDATIONS:

A. Maintain the City's recently amended steep slope regulations and monitor its effectiveness
B. Consider adding other provisions to the steep slope regulations pertaining to higher erosion control and stormwater measures (see also Strategy 2.2 and Strategy 2.3)

## *Strategy 3.2: Prevent Flood Damage*

Flood damage prevention regulations are intended to promote public health, safety and general welfare and to minimize public and private losses due to flood conditions within flood prone areas. Chapter 34 of the City's Code of Ordinances pertains to the flood damage prevention within the corporate limits and its ETJ. The Planning Director, or his designee, is the Floodplain Manager for the City responsible for enforcing these provisions and maintaining the City's participation in the National Flood Insurance Program (NFIP). Staff coordinates with the North Carolina Department of Public Services Emergency Management (NCEM) on floodplain regulations and our participation in NFIP.

The City of Brevard has higher standards that exceed the minimum requirements of NFIP. The Community Rating System (CRS) is a voluntary program that incentivizes communities to have higher standards in exchange for a reducing of insurance premiums for residents. The City of Brevard is classified as a Level 8 Community where citizens who need flood insurance are eligible to purchase it for a 10% discount on their premium.

With help from NCEM, the flood development regulations were recently amended in its entirety to:

- Better align our ordinance with the model ordinance provided by NCEM and reflect best practices in floodplain management;
- Improve the usability of the floodplain management regulations;
- Consolidate all floodplain enforcement and variance procedures to the Code of Ordinances (instead of the Unified Development Ordinance); and
- Ensure we retain our CRS rating and achieve additional points where possible.

In September 2024, Western North Carolina was hit by Tropical Storm Helene. Soon thereafter, President Biden approved a major disaster declaration for many Western North Carolina counties, including Transylvania County. The full extent of the damage is still unknown, but the County experienced flash flooding, high winds, landslides, fallen trees, and debris flow. Communications and power outages were widespread across the County. Dozens of roads were impassable due to high waters, fallen trees, landslides, and other hazardous conditions. Weeks after the storm thousands of households and businesses remained without power or reliable cell service, and hundreds of structures were damaged.

Following Tropical Storm Helene, 39 homes in the flood hazard area were substantially damaged (repairs would exceed 50% of the value of the structure). Only one home that complied with the current elevation requirements was substantially damaged, despite historic flooding. The City is working with the property owners to return the property to safe, habitable conditions and to elevate the homes to two feet above base flood elevation. However, the historic flooding had a profound impact on the course of the French Broad River and other waterways in the area. These alterations will have lasting effects on local

ecosystems, infrastructure, and recreational activities. It is likely that the properties most susceptible to flood damage have changed, as well. Following Helene, the Federal Emergency Management Agency (FEMA) is scheduled to update the Flood Insurance Rate Maps (FIRMs) which use geotechnical modeling to determine the flood hazard areas within the community. The City will need to codify the amended FIRMs for the area and work to educate property owners about their flood damage risk.

## RECOMMENDATIONS:

A. Maintain the City's high standards for flood damage prevention and retain (or improve) the standing as a Level 8 community in the CRS program
B. Codify incentives to set aside the floodplain as preserved open space, similar to the steep slope ordinance
C. Monitor the remapping process being undertaken by FEMA to update the FIRMs in the wake of Tropical Storm Helene and proactively educate community members about their flood damage risk

## *Strategy 3.3: Enhance Surface Water Protection*

The City of Brevard's surface water protection requirements in Section 6.7 of the Unified Development Ordinance are designed to safeguard water quality, natural stream functions, and associated ecosystems by establishing protection areas around streams, lakes, floodways, wetlands, and other surface waters. These protections apply to all surface waters and floodway/non-encroachment areas within the city's planning jurisdiction. Protection areas are determined based on distances from stream banks or water bodies and must generally be maintained in a naturally vegetated state. New development within these areas is highly restricted, and activities such as grading, excavation, installation of impervious surfaces, and channel modification are prohibited unless specifically allowed (e.g., utility crossings or minimal public infrastructure), with concentrated runoff required to be converted to diffuse flow before entering the protection area to reduce erosion and pollutant transport.

In practice, Brevard's surface water protection regulations have helped limit harmful development practices, such as channelization and unrestricted land disturbance, that can degrade stream systems and increase stormwater impacts. By requiring preservation of vegetated buffers and managing runoff, the city aligns local regulations with broader water quality goals and state riparian buffer protections. The emphasis on diffuse flow and minimal disturbance helps maintain natural hydrology and reduces erosion, which benefits aquatic habitats, reduces sediment and pollutants from entering waterways, and furthers the city's green growth priorities.

However, improvements could be made to increase effectiveness and clarity. The City requires a 30-foot buffer of land protected as natural vegetation. Other ordinances, however, utilize a two-zone approach for protection. For example, some municipalities require a 50-foot riparian buffer, measured from the top of the stream bank, with an inner undisturbed zone closest to the water (30 feet) and an outer zone that allows limited, low-impact uses, managed vegetation and/or stormwater management (20 feet). An alternative approach is to increase the buffer requirements for different stream classifications or types (e.g., perennial streams require 50 feet buffer and intermittent streams require 30 feet). Determination of flow frequency for stream types will require additional research and assessment.



*Stream in Bracken Preserve. Image source: City of Brevard*

Relatedly, the City's ordinance is silent on streambank restoration efforts. Well-designed streambank restoration projects not only stabilize erosion but also help meet broader goals for water quality protection, flood resilience, and habitat restoration, making them a valuable tool for both municipalities and private landowners. While the ordinance does not need to impose requirements for these efforts, as they require close coordination with NCDEQ Division of Water Resources, incentives to encourage streambank enhancement and procedural guidance would clarify and encourage these activities.

## RECOMMENDATIONS:

A. Assess surface waters to determine type (perennial, intermittent, or ephemeral) for greatest protection
B. Apply surface water protection regulations to identified wetlands
C. Consider requiring an additional buffer for low-impact use / managed vegetation beyond the 30-foot protected riparian buffer for perennial streams and incentivize for others
D. Codify procedures for permitting streambank restoration efforts
E. Adopt incentives to encourage streambank restoration, particularly for perennial streams and floodplains



*Native Red Eft (red-spotted newt). Image Source: City of Brevard.*

# Strategy 4: Restoration of Natural Ecosystems & Wildlife Habitats

Restoring natural ecosystems and wildlife habitats within development regulations is essential for repairing the ecological functions that have been lost through decades of conventional land use practices. Many development sites contain degraded streams, compacted soils, invasive species, or fragmented habitat networks that no longer support healthy ecological processes. Integrating restoration requirements helps rebuild these systems so they can once again filter pollutants, moderate stormwater flows, and support diverse plant and animal communities. By embedding restoration in development standards, communities ensure that growth does not merely minimize harm but actively contributes to the long-term health and resilience of their natural resources.

Restoration-oriented regulations also enhance community livability, climate resilience, and economic value. Revitalized habitats create functional green infrastructure that reduces flooding, improves water quality, and moderates extreme temperatures. They provide essential wildlife corridors that allow species to move, adapt, and thrive even as development occurs. Restored natural areas also produce social benefits—such as improved aesthetics, recreational opportunities, and increased property values near high-quality open space. By requiring restoration as part of the development process, local governments can transform degraded lands into assets that strengthen environmental health, support biodiversity, and create more attractive and sustainable places to live.



*Grape hyacinths and other early spring bulbs support native pollinators. Image Source: City of Brevard*

## *Strategy 4.1: Integrate Restorative Open Spaces in Development*

Not all open spaces are created equal, and development regulations should recognize the substantial difference between functional natural open space and purely ornamental or residual areas. Natural open spaces provide far greater benefits for water quality, air quality, wildlife habitat, and climate resilience than manicured lawns or fragmented green strips. These landscapes function as green infrastructure, slowing and filtering stormwater, reducing heat, sequestering carbon, and maintaining ecological connectivity. When ordinances focus only on meeting acreage requirements without regard to function, developments can technically comply while failing to deliver meaningful environmental or public benefits.

Best practices in open space regulation therefore prioritize quality and function over quantity by establishing purpose-based categories such as conservation areas, passive recreation, active recreation, stormwater management, and greenways. Developers

should explain how each open space area supports both the project and broader public objectives. To avoid “leftover” or unusable spaces, ordinances should define minimum standards for size, shape, slope, access, and usability, require that a significant portion of required open space be contiguous, and prioritize areas that are visible and accessible rather than hidden behind lots or infrastructure. Aligning open space with natural features such as streams, ridgelines, scenic views, and existing greenway corridors further enhances ecological function and community value.

Clear eligibility and non-eligibility criteria are essential to prevent gaming the system and to ensure consistency in implementation. Eligible open space typically includes parks and playgrounds, greenways and trails, conservation lands, naturalized stormwater features, and historic or cultural landscapes. In contrast, road rights-of-way, utility easements, conventional stormwater basins without naturalized vegetation, private yards, impervious-dominated areas, and areas with slopes greater than 25 percent (unless specifically preserved for conservation) should generally not count. Requiring site-level open spaces to connect to adjacent developments or planned municipal greenway networks further ensures that individual projects contribute to a coherent, community-wide open space system.

Brevard’s open space requirements in Chapter 7 of the UDO could be improved by more explicitly incorporating these best practices. While the chapter establishes minimum open space percentages, it would benefit from clearer distinctions between functional and non-functional open space and from adding purpose-based categories tied to conservation, recreation, and stormwater outcomes. Strengthening standards for contiguity, usability, and ecological alignment would reduce fragmented or residual open space and encourage designs that reinforce Brevard’s environmental and greenway goals. Additionally, clearer eligibility criteria and enhanced submittal requirements (such as a detailed open space plan, natural resources inventory, connectivity map, and long-term management agreements) would give staff and decision-makers better tools to ensure that required open space delivers lasting environmental, recreational, and community benefits rather than simply meeting minimum acreage thresholds.



*Open spaces in private development can augment the existing green network by connecting to existing parks and greenways, such as the Estatoe Trail. Image Source: City of Brevard*

## RECOMMENDATIONS:

A. Establish purpose-based open space categories (e.g., conservation areas, passive recreation, active recreation, stormwater management, greenways)
B. Refine minimum design standards (e.g., size, shape, slope, access and usability)
C. Require a significant portion of open space to be contiguous
D. Set clear eligibility and non-eligibility criteria for fulfilling the open space requirements
E. Enhance submittal requirements to ensure compliance with environmental goals and community benefit



*Transylvania County is home to the Pisgah Astronomical Research Institute (PARI), an official Dark Sky Park certified by the International Dark Sky Association. Image Source: PARI.*

## *Strategy 4.2: Reduce Light Pollution*

Dark sky protections and the reduction of light pollution are important for preserving the natural night-time environment and supporting the area's ecological health. Excessive or poorly directed artificial light disrupts natural circadian rhythms for both humans and wildlife, affecting sleep patterns, migration, reproduction, and overall ecosystem stability. Many species (such as birds, bats, insects, and amphibians) rely on natural darkness to navigate, forage, and avoid predators. By implementing lighting standards that minimize glare, limit blue-rich light, and direct illumination downward where it is needed, communities can protect sensitive habitats and maintain the integrity of local biodiversity.

In addition to ecological benefits, dark sky protections offer practical and economic advantages. Reducing unnecessary lighting lowers energy consumption and utility costs, helping communities advance sustainability and carbon-reduction goals. Properly designed lighting also improves public safety by reducing glare, increasing visibility, and preventing over-illumination that can create deep shadows. Communities that embrace dark sky principles can enhance their rural character, preserve views of the night sky, and support tourism. By adopting thoughtful lighting regulations, Brevard can balance safety, functionality, and environmental stewardship. The current lighting provisions (Chapter 11 of the UDO) include dark-sky-friendly elements (like full cutoff fixtures, required light shielding, and lumen limits for signs) to limit nuisances like glare and excessive brightness, but it does not yet include comprehensive metrics like lumen limits for different uses or zones, color temperature limits (to remove blue-rich lighting) or maximum light spillover at property lines.

### CASE STUDY: MOAB, UTAH OUTDOOR LIGHTING ORDINANCE

Recognizing the ecological, scenic, and economic value of its night skies, the City of Moab, Utah, adopted a comprehensive outdoor lighting ordinance in 2019, later strengthened in 2023, that requires fully shielded fixtures, limits light output, and favors warm-color lighting to minimize glare and sky glow. The City paired these regulatory changes with municipal leadership by retrofitting streetlights, public outreach to educate residents and businesses, and incentive programs to encourage early voluntary compliance. These efforts demonstrated that updated lighting can maintain safety and visibility by keeping light focused on the streets and sidewalks rather than spilling into the night sky. Moab balanced environmental protection with practical implementation by requiring all new lighting to comply and all preexisting lighting is required to be brought into compliance by 2029. These efforts culminated in Moab's designation as an International Dark Sky Community in 2024, demonstrating measurable reductions in uplight and increased visibility of the night sky while maintaining public safety and reinforcing Moab's identity as a gateway to dark-sky landscapes.

## RECOMMENDATIONS:

A. Update lighting code language to reflect modern terminology and best practices
B. Establish a dark sky zone with higher requirements or lighting zones that vary regulations based on nighttime activity (likely as part of a conservation zoning district - see Strategy 1.1)
C. Incorporate illustrations and examples of the types of light fixtures that would be prohibited versus allowed
D. Require downward-aiming, shields, louvers, and glare reduction techniques for all fixtures on certain projects or in certain zoning districts
E. Require photometric plans for certain types of projects (commercial new construction, etc.) and clarify submittal requirements for smaller projects (likely to include a review of fixture types)
F. Prepare guidance that outline the lighting requirements and direct applicants to resources (DarkSky International, Illuminating Engineering Society of North America, etc.) and pre-approved products

## *Strategy 4.3: Incorporate Native Species in Landscaping*

The provision of native landscaping in new development provides a wide range of ecological, economic, and community benefits. Native plants are adapted to local soil, climate, and rainfall patterns, which means they generally require less irrigation, fertilizer, and maintenance than non-native species. This reduces long-term infrastructure strain and maintenance costs for both the city and property owners. Native vegetation also supports local biodiversity by providing habitat for pollinators, birds, and other wildlife that depend on region-specific plant communities. Additionally, native landscapes improve stormwater management by enhancing soil infiltration and reducing erosion. Inclusion of native vegetation can also strengthen a community's sense of place by preserving the natural character of the region and creating cohesive, attractive streetscapes and developments.

The City of Brevard utilizes native species in landscaping projects – most recently in the landscaping plans for the new NCDOT roundabouts and the completed Main Street improvements. This practice provides significant environmental, economic, and community benefits. A native-only landscaping policy can lower municipal maintenance costs, improve urban biodiversity, and reinforce a city's commitment to sustainable land stewardship and environmental leadership. Formally codifying this practice will memorialize the City's commitment to its environmental goals and set a precedence for other developments to do the same.

For other developments, there is no requirement or incentive to incorporate native species into landscaping in the City's UDO. Section 8.2 encourages the inclusion of the native vegetation that complements existing native habitats and prohibits invasive species in required landscaping and buffers.



*Native Redmond American Linden tree planted in the City's new streetscape vegetation on Main St. Image Source: City of Brevard*



*Native plantings along the bike path at Jimmy Harris Railroad Depot Park. Image Source: Transylvania County Tourism Development Authority.*

> *"New plant material should complement existing vegetation native to the site… The use of indigenous, native and/or regionally grown species of trees, shrubs, vines, groundcovers and perennials is* ***encouraged*** *in order to make planted areas compatible with existing native habitats." (UDO Section 8.2)*

While some developers choose to incorporate native species for the cost-efficiency benefits described above, many do not. Other municipalities require native species in landscaping and open space development standards, but it is virtually impossible to identify all possible native plants suitable for planting in residential landscapes in Brevard and to maintain its accuracy in the text of the ordinance. Similarly, the non-native and invasive species list in the ordinance has not been updated since 2015. Many cities will refer to lists of suitable plants provided by a research institution or allied organization (e.g., North Carolina State Extension, North Carolina Native Plant Society, North Carolina Forest Service, USDA Plants Database).

Effective ordinances allow flexibility and alternatives, rather than mandating 100 percent native plantings, such as requiring a minimum percentage of native species by plant count, allowing preservation of existing native vegetation in lieu of new plantings, or using biodiversity targets (for example, a minimum number of native tree and shrub species) instead of rigid ratios. Native vegetation requirements are most successful when they are aligned with related environmental regulations, including erosion and sedimentation control, stormwater management, and steep slope development standards. Finally, well-crafted policies outline reasonable exemptions to avoid unnecessary impacts on existing vegetation (e.g., single-family lots or undisturbed landscaped areas) and require landscape plans to be prepared or certified by a qualified professional, such as a landscape architect or arborist, to ensure proper species selection and long-term success.

Lastly, the City's Code of Ordinances regulates nuisance grass and vegetation within the corporate; however, it does not clearly



*Native southern lady ferns. Image Source: City of Brevard.*

distinguish nuisance vegetation from “natural area lots” which are exempt. In order to balance neighborhood aesthetics, public safety, and environmental sustainability, the exemption should only apply intentional native plantings, gardens, or managed natural landscapes. Nuisance vegetation would apply to unmanaged grass exceeding 18 inches in height, noxious weeds that harbor pests, and vegetation that obstructs public infrastructure.

## RECOMMENDATIONS:

A. Memorialize the City’s usage of native vegetation in public landscaping projects through an adopted City policy
B. Add definitions of native vegetation and other key terminology
C. Adopt official lists of native and non-native species by reference and allow the list to be updated administratively
D. Amend regulations in the Code for nuisance grass and clearly define exemptions for intentional natural areas



# SECTION 03
# IMPLEMENTATION GUIDE

# Implementation Considerations

This implementation section provides a suggested roadmap for revising the Unified Development Ordinance, establishing clear priorities and realistic timelines for integrating sustainable development practices. By clearly outlining potential policy adjustments and how they can be executed, the guide ensures that the green growth principles are not only conceptualized but effectively put into practice, fostering long-term sustainability, resilience, and quality of life. Ultimately, City Council will thoughtfully consider each recommended action prior to adoption, grounding decisions in a clear understanding of community impacts, environmental outcomes, and the city's shared goals for the future.

Implementing the recommendations of this green growth audit is an intentional and incremental process that reflects the complexity of aligning development regulations with environmental stewardship. "Greening" the UDO will take time, coordination, and sustained commitment. These recommendations are intended as guidance for staff, Planning Board, and City Council to consider, not a list of required actions. Furthermore, not every improvement must be comprehensive or immediate to be meaningful. Even modest updates, like clarifying standards and introducing performance-based measures, can move the ordinance closer to supporting long-term environmental goals and community resilience. This implementation section recognizes local capacity and legal constraints and that progress toward green growth will occur in phases. Any step that reduces environmental impacts, protects sensitive areas, or integrates natural systems more effectively into development review represents a tangible improvement and builds momentum for future, more transformative changes.



*The City of Brevard is designated as a sanctuary for all species of squirrels, and in particular the Brevard White Squirrel. According to the White Squirrel Institute, these white squirrels are a leucistic color variant of the native Eastern Gray Squirrel. Image Source: Transylvania County Tourism Development Authority*

## *Legislative Authority*

On December 11, 2024, the North Carolina General Assembly amended state law to significantly restrict local governments' ability to modify zoning ordinances. Enacted through the Disaster Recovery Act of 2024 – Part III, Session Law 2024-57 (S.B. 382), the legislation sharply broadens the definition of "down-zoning" and now prohibits any local government from adopting a down-zoning without the written consent of all affected property owners. While North Carolina has long barred third parties from requesting down-zonings that would reduce development rights on another person's property, local governments themselves historically retained the authority to rezone land or adjust zoning standards in response to community priorities. Session Law 2024-57 removes that authority by prohibiting municipalities and counties from initiating any action that would reduce permitted uses, decrease allowable density, or otherwise impose more restrictive standards without unanimous owner approval.

The new statute also expands the concept of down-zoning beyond traditional reductions in intensity or density. Whereas down-zoning was once understood as shifting from a more intense to a less intense district, Session Law 2024-57 now defines a down-zoning to include any amendment that creates any form of nonconformity on land outside residential zoning districts. This sweeping definition dramatically broadens the reach of the law, and, as a result, many routine ordinance updates that previously would not have been considered down-zonings may now qualify, triggering the requirement for unanimous owner consent. In effect, these changes make proactive land use planning far more difficult, and in some cases impossible, for municipalities.

The implementation matrix includes a column assessing the feasibility of recommendation under the current legislation:

- **"Possible"** – allowable under current legislative authority
- **"Proceed with caution"** – possibly allowable under current legislative authority if implemented strategically (e.g., only in certain zoning districts, only to new development projects) but the full impact will not be achieved
- **"Impossible"** – not allowable under current legislative authority or the limitations significantly hinder the action's ability to achieve green growth objectives

## Time Frame

The scope of these actions can require varying amounts of staff time. Each action is categorized by the amount of time it would take for staff to implement the changes, given the amount of research required or engagement necessary for effectiveness.

- **"Short-term"** – can be completed with minor changes (potentially 6 months or less)
- **"Medium-term"** – requires higher levels of research and potentially input from other experts (approximately one year)
- **"Long-term"** – requires more significant research, analysis, vetting, and engagement (likely more than one year)
- **"Ongoing"** – maintaining existing regulations and/or continuing efforts already underway

## Resources

The recommended actions in this document are intended to be completed in-house using staff resources. Some items require supplemental require additional assessments from an outside expert to assess and prepare recommendations beyond City Staff expertise.

- **"Staff time"** – can be completed in-house using staff resources
- **"Staff time with outside consultant"** – requires expertise from outside engineers or other consultants to complete *(note: these actions will likely require additional funding to hire engineers or other consultants)*
- **"Staff time with outside experts"** – can be completed in-house using staff resources and guidance from other expert organizations (e.g., NCDEQ, Brevard Sustainability Council, International DarkSky Association)



*Leaves of a black gum tree, a native deciduous tree. Image Source: City of Brevard.*

# Implementation Matrix

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| **1. Conservation of Land with Efficient Development Strategies** | | | | | |
| 1.1 Limit development in sensitive areas | A. Maintain the City's no minimum lot size and associated flexibility in calculating development density on the parent parcel, allowing the clustering of development in less sensitive areas and accommodating unique environmental conditions | Low | Ongoing | Staff time | Possible |
| | B. Reframe the General Residential–4 (GR-4) zoning district as a "Conservation Zoning District" with the stated purpose of the zoning district being to conserve sensitive areas and limit sprawled development | High | Long-Term | Staff time | Impossible with associated regulations |
| 1.2 Prioritize infill development in regulations | A. Consider additional incentives for infill development, such as adding height allowances, decreasing dimensional requirements (i.e., setbacks), and establishing density bonuses | Moderate | Medium-Term | Staff time | Possible |
| | B. Upzone any areas of the existing GR-4 that are suitable for development and do not require additional environmental protections | High | Medium-Term | Staff time | Possible |
| **2. Mitigation of Negative Impacts of Development** | | | | | |
| 2.1 Require environmental assessments prior to large-scale construction | A. Maintain procedures for a sketch plan review and environmental assessments for commercial development projects and major subdivisions prior to detailed design plans | Low | Ongoing | Staff time | Possible |
| | B. Introduce scalable submittal requirements based on project size and scope (e.g., small projects required to inventory large trees and identify streams, while large projects require a full assessment of habitats, etc.) | Moderate | Medium-Term | Staff time | Proceed with caution |
| | C. Prepare guidance for environmental assessments that outlines the information needed to fulfill this requirement and additional sources | High | Medium-Term | Staff time with outside experts | Possible |
| | D. Establish performance-based standards (e.g., required percentages of canopy retained or specific outcomes for habitat protection) tied to the survey results | High | Medium-Term | Staff time | Proceed with caution |
| 2.2 Control sedimentation and erosion from development | A. Maintain the City's existing procedure to delegate the sedimentation and erosion control elements to NCDEQ | Low | Ongoing | Staff time | Possible |
| | B. Grant the administrator the authority to require an NCDEQ-approved erosion and sedimentation control plan for projects disturbing less than one acre but are within sensitive areas (e.g., development subject to steep slope requirements) | Low | Short-Term | Staff time | Possible |
| | C. Bolster procedures for the review of sedimentation and erosion control measures for smaller projects (e.g., formal review of the control measures during the preliminary inspection process) | Moderate | Medium-Term | Staff time | Possible |

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| (continued) | D. Update UDO Section 6.5 to more closely match the language in state law | Low | Short-Term | Staff time | Possible |
| 2.3. Improve stormwater management | A. Review and revise the City's stormwater management requirements to align with modern best practices | High | Long-Term | Staff time with outside consultant | Proceed with caution |
| | B. Add definitions and illustrations of low-impact development techniques (such as green roofs, vegetated swales, rain gardens, bioretention landscapes and cisterns) to ensure it is clear that they are allowed and encouraged | Low | Short-Term | Staff time | Possible |
| | C. Refine the types of development activities that are required to comply with the stormwater management provisions, including instituting an impervious surface-based threshold and all development in sensitive areas | High | Medium-Term | Staff time | Proceed with caution |
| | D. Consider amendments to the types of development activities that are exempt from stormwater management provisions | High | Medium-Term | Staff time | Possible |
| | E. Establish incentives for small developments that are exempt from stormwater management requirements to implement low-impact development techniques | Low | Medium-Term | Staff time | Possible |
| | F. Allow for and encourage the use of porous and semi-porous materials throughout the ordinance (e.g., street design, driveways materials, roof design standards) | Moderate | Short-Term | Staff time | Possible |
| | G. Provide guidance and incentives for developers to use LID and site design to supplement stormwater management requirements by reducing stormwater runoff close to the source, requiring less structured treatment | Moderate | Medium-Term | Staff time | Possible |
| | G. Amend the infrastructure and street design standards to utilize existing curb and gutter systems where available, and establish alternative street designs that reduce stormwater channelization | High | Long-Term | Staff time with outside consultant | Proceed with caution |
| | H. Consider allowing variation to certain architectural standards for green infrastructure and LID techniques (e.g., alternative roof pitches to allow for green roofs or rain cisterns) | Low | Medium-Term | Staff time with outside experts | Possible |
| 2.4 Preserve and expand tree canopy and conservation landscaping | A. Clarify eligibility criteria, standards, and submittal requirements for landscaping and tree protection plans | Moderate | Medium-Term | Staff time | Proceed with caution |
| | B. Differentiate between ornamental landscaping and ecological / conservation landscaping to ensure standards are applied appropriately in certain areas and to allow for flexibility when achieving other green development goals | Moderate | Medium-Term | Staff time | Proceed with caution |
| | C. Incorporate canopy-based metrics based on zoning district and/or land use to strengthen tree protection as a green growth tool | Moderate | Long-Term | Staff time | Proceed with caution |

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| (continued) | D. Integrate stormwater and performance standards to link vegetation with environmental outcomes | Moderate | Long-Term | Staff time with outside consultant | Proceed with caution |
| | E. Revise screening and buffer standards to mitigate the impact of high-intensity areas (e.g., parking lots, roads, industrial uses) but prioritizing environmental function | High | Long-Term | Staff time | Proceed with caution |
| | F. Require all landscaping plans be sealed by a qualified design professional | High | Short-Term | Staff time | Possible |
| | G. Include guidance for long-term maintenance and monitoring of trees and landscaping | Low | Medium-Term | Staff time | Possible |
| | H. Require bonds for certain types of developments (e.g., major subdivisions, development in the conservation zoning district) to guarantee the protected trees will remain after construction is completed and the guaranteed survival of new trees within a given period | High | Short-Term | Staff time | Possible |
| | I. Limit removal of trees to a defined building envelope, driveways and utility routes in conservation zoning district | Moderate | Short-Term | Staff time | Proceed with caution |
| | J. Grant administrators the ability to require staked markings of preservation areas and/or limits to the area of disturbance on sites | Low | Short-Term | Staff time | Possible |
| | K. Refine the tree removal permit provisions to establish clear, measurable and consistently applied standards to reduce subjectivity in determine necessity and aesthetic values, balance private property rights with environmental protection, and ensure decisions are transparent, defensible and predictable for applicants | Moderate | Medium-Term | Staff time with outside experts | Possible |
| 2.5 Manage urban heat | A. Update urban heat island code language to reflect modern terminology and best practices | Low | Short-Term | Staff time | Proceed with caution |
| | B. Amend the applicability of the heat island effect mitigation requirements to include smaller buildings and/or any flat roof building types | Low | Medium-Term | Staff time | Proceed with caution |
| | C. Set performance measures for tree canopy coverage of sidewalks and other pedestrian areas (similar to the existing parking area canopy coverage requirements) | High | Medium-Term | Staff time | Proceed with caution |
| | D. Allow for cool pavements (light-colored pavements, permeable paving, or reflective coatings) for interior sidewalks and plazas | Low | Short-Term | Staff time | Possible |
| **3. Preservation of Sensitive Areas** | | | | | |
| 3.1. Protect steep slopes | A. Maintain the City's recently amended steep slope regulations and monitor its effectiveness | Low | Ongoing | Staff time | Possible |
| | B. Consider adding other provisions to the steep slope regulations pertaining to higher erosion control and stormwater measures | Moderate | Medium-Term | Staff time | Proceed with caution |

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| 3.2 Prevent flood damage | A. Maintain the City's high standards for flood damage prevention and retain (or improve) the standing as a Level 8 community in the CRS program | Low - High | Ongoing | Staff time | Possible |
| | B. Codify incentives to set aside the floodplain as preserved open space, similar to the steep slope ordinance | Moderate | Medium-Term | Staff time | Possible |
| | C. Monitor the remapping process being undertaken by FEMA to update the FIRMs in the wake of Tropical Storm Helene and proactively educate community members about their flood damage risk | Low | Ongoing | Staff time | Possible |
| 3.3 Enhance surface water protection | A. Assess surface waters to determine type (perennial, intermittent, or ephemeral) for greatest protection | Low | Medium-Term | Staff time with outside experts | Possible |
| | B. Apply surface water protection regulations to identified wetlands | Low | Short-Term | Staff time | Proceed with caution |
| | B. Consider requiring an additional buffer for low-impact use / managed vegetation beyond the 30-foot protected riparian buffer for perennial streams and incentivize for others | High | Short-Term | Staff time | Impossible |
| | C. Codify procedures for permitting streambank restoration efforts | High | Medium-Term | Staff time | Possible |
| | D. Adopt incentives to encourage streambank restoration, particularly for perennial streams and floodplains | Moderate | Medium-Term | Staff time | Possible |
| **4. Restoration of Natural Ecosystems and WIldlife Habitats** | | | | | |
| 4.1 Integrate resorative open spaces in development | A. Establish purpose-based open space categories (e.g., conservation areas, passive recreation, active recreation, stormwater management, greenways) | Low | Medium-Term | Staff time | Possible |
| | B. Refine minimum design standards (e.g., size, shape, slope, access and usability) | Moderate | Medium-Term | Staff time | Proceed with caution |
| | C. Require a significant portion of open space to be contiguous | Moderate | Medium-Term | Staff time | Proceed with caution |
| | D. Set clear eligibility and non-eligibility criteria for fulfilling the open space requirements | Moderate | Medium-Term | Staff time | Proceed with caution |
| | E. Enhance submittal requirements to ensure compliance with environmental goals and community benefit | Low | Short-Term | Staff time | Possible |
| 4.2 Reduce light pollution | A. Update lighting code language to reflect modern terminology and best practices | Low | Short-Term | Staff time | Proceed with caution |
| | B. Establish a dark sky zone with higher requirements or lighting zones that vary regulations based on nighttime activity (likely as part of the conservation district) | High | Long-Term | Staff time | Proceed with caution |
| | C. Incorporate illustrations and examples of the types of light fixtures that would be prohibited versus allowed | Moderate | Medium-Term | Staff time | Possible |

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| (continued) | D. Require downward-aiming, shields, louvers, and glare reduction techniques for all fixtures on certain projects or in certain zoning districts | High | Medium-Term | Staff time | Proceed with caution |
| | E. Require photometric plans for certain types of projects (commercial new construction, etc.) and clarify submittal requirements for smaller projects (likely including a review of fixture types) | Low | Short-Term | Staff time | Possible |
| | F. Prepare guidance that outline the lighting requirements and direct applicants to resources (DarkSky International, Illuminating Engineering Society of North America, etc.) and pre-approved products | Low | Medium-Term | Staff time with outside experts | Possible |
| 4.3 Incorproate native species in landscaping | A. Memorialize the City's usage of native vegetation in public landscaping projects through an adopted City policy | Low | Short-Term | Staff time | Possible |
| | B. Add definitions of native vegetation and other key terminology | Low | Short-Term | Staff time | Possible |
| | C. Adopt official lists of native and non-native species by reference and allow the list to be updated administratively | Moderate | Short-Term | Staff time with outside experts | Possible |
| | D. Require landscape plans for projects of a certain size to be stamped by a qualified profession (e.g., landscape architect, arborist) | High | Short-Term | Staff time | Possible |
| | E. Amend regulations in the Code for nuisance grass and clearly define exemptions for intentional natural areas | Low | Short-Term | Staff time | Possible |



*Fawn Lake in DuPont State Forest. Image Source: Transylvania County Tourism Development Authority.*

## *Next Steps*

The next steps of the green growth audit should focus on an incremental, legally defensible strategy that aligns near-term ordinance refinements with longer-term policy goals. This includes advocating for targeted legislative changes to expand the City's zoning authority, while concurrently advancing modest amendments with clearly "possible" changes that can be adopted under current law.

As part of this approach, changes can also be made to position the ordinance for large-scale changes in the future. For example, the GR-4 zoning district could be renamed as a conservation district, with the express limitation that no changes create nonconformities, impose stricter standards, or result in downzoning. In parallel, the City could evaluate opportunities to upzone portions of the existing GR-4 area that are not environmentally sensitive and are well suited for development, thereby maintaining development capacity while reinforcing conservation priorities. If and when state law is amended to allow greater local authority, the conservation zoning district can then serve as the framework for implementing more robust environmental standards, including enhanced requirements for lighting, tree preservation, landscaping, open space, and related green growth objectives.



*Honey Fungus, common around the base of trees in Western North Carolina. Image Source: City of Brevard.*




# SECTION 04
# APPENDIX

# Rare, Threatened and Endangered Species

| TAXONOMIC GROUP | SCIENTIFIC NAME | COMMON NAME | STATUS | HABITAT |
|---|---|---|---|---|
| Amphibian | Necturus maculosus | Mudpuppy | Special Concern | rivers and large streams in New, French Broad, and Little Tennessee drainages |
| Amphibian | Cryptobranchus alleganiensis alleganiensis | Eastern Hellbender | Special Concern and Federal Proposal as Endangered | large and clear fast-flowing streams |
| Bird | Haliaeetus leucocephalus | Bald Eagle | State Threatened and Federal Bald and Golden Eagle Protection Act | mature forests near large bodies of water (nesting); rivers, lakes, and sounds (foraging) |
| Butterfly | Satyrium edwardsii | Edwards' Hairstreak | Significantly Rare | scrubby or xeric oak woods; host plants -- mainly oaks |
| Crustacean | Cambarus reburrus | French Broad Crayfish | State Threatened | streams in the French Broad, Little Tennessee, and Savannah drainages (endemic to North Carolina) |
| Freshwater Bivalve | Alasmidonta raveneliana | Appalachian Elktoe | State and Federal Endangered | Tennessee drainages |
| Freshwater Bivalve | Strophitus undulatus | Creeper | State Threatened | Roanoke, Tar, Neuse, Cape Fear, Yadkin-Pee Dee, Catawba, Broad, and French Broad drainages |
| Freshwater Fish | Polyodon spathula | Paddlefish | State Endangered | French Broad River |
| Freshwater Fish | Cottus carolinae | Banded Sculpin | Special Concern | French Broad and Pigeon drainages |
| Freshwater Fish | Salvelinus fontinalis | Brook Trout | Significantly Rare | isolated, high-elevation headwater streams |
| Freshwater Fish | Erimystax insignis | Blotched Chub | State Threatened | primarily French Broad drainage |
| Mammal | Microtus chrotorrhinus carolinensis | Southern Rock Vole | Special Concern | rocky areas at high elevations, forests or fields |
| Mammal | Spilogale putorius | Eastern Spotted Skunk | Significantly Rare | forests with rocks, cliffs, and other den sites |
| Reptile | Crotalus horridus | Timber Rattlesnake | Special Concern | wetland forests in the Coastal Plain; rocky, upland forests elsewhere |

*Found within a one-mile radius of Brevard. Source: North Carolina Natural Heritage Program*

| TAXONOMIC GROUP | SCIENTIFIC NAME | COMMON NAME | STATUS | HABITAT |
|---|---|---|---|---|
| Reptile | Plestiodon anthracinus | Coal Skink | Significantly Rare | rocky slopes, wooded hillsides, roadbanks |
| Reptile | Glyptemys muhlenbergii | Bog Turtle | State and Federal Threatened | bogs, wet pastures, wet thickets |
| Sawfly, Wasp, Bee, or Ant | Bombus affinis | Rusty-patched Bumble Bee | Federal Endangered | nests in abandoned mammal burrows, gathers nectar and pollen from a variety of flowering plants found in or near woodlands |
| Vascular Plant | Hasteola suaveolens | Sweet Indian-plantain | State Endangered | bottomlands |
| Vascular Plant | Liparis loeselii | Fen Orchid | State Endangered | seeps, bay swamps |
| Vascular Plant | Phegopteris connectilis | Northern Beech Fern | State Endangered | spray zone of waterfalls, spruce-fir forests, high elevation seepage bogs |
| Vascular Plant | Shortia galacifolia | Oconee Bells | Special Concern | moist slopes, creekbanks, and rock outcrops in humid escarpment gorges |
| Vascular Plant | Hexastylis rhombiformis | French Broad Heartleaf | Significantly Rare | cove forests |
| Vascular Plant | Aconitum reclinatum | Trailing Wolfsbane | Significantly Rare | rich coves, seepage slopes, boulderfields, rocky stream banks, mainly associated with mafic rocks |
| Vascular Plant | Spiraea virginiana | Virginia Spiraea | State and Federal Threatened | riverbanks |

*Found within a one-mile radius of Brevard. Source: North Carolina Natural Heritage Program*

# Acknowledgements

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Stephanie Holland, Planner
Katherine Poe, Planner
Madalin Baker, Administrative Services Manager

**North Carolina Wildlife Resource Commission**
Brook Massa, Northern Fish & Wildlife Conservation Planner
Alisa Davis, Southern Fish & Wildlife Conservation Planner

**Brevard Sustainability Council**
Destini Petitt, PhD, Co-Chair
Joellen Risacher, Co-Chair

**Brevard City Council**
Maureen Copelof, Mayor
Aaron Baker, Mayor Pro-Tempore
Gary Daniel
Pamela Holder
Dean Lytle
Lauren Wise

**Brevard Planning Board**
Greg Hunter, Chair
Reid Wood, Vice-Chair
Peter Chaveas
Karen Darity
Michael Hinds
Alan Mercaldo
Gerald Yunker



*Sunrise over the Blue Ridge Mountains. Image Source: City of Brevard.*

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

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

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed amendment to the *Building Brevard 2030 Comprehensive Land Use Plan* is **consistent** with the following elements of the City's adopted plans and policies:

Building Brevard Comprehensive Land Use Plan:

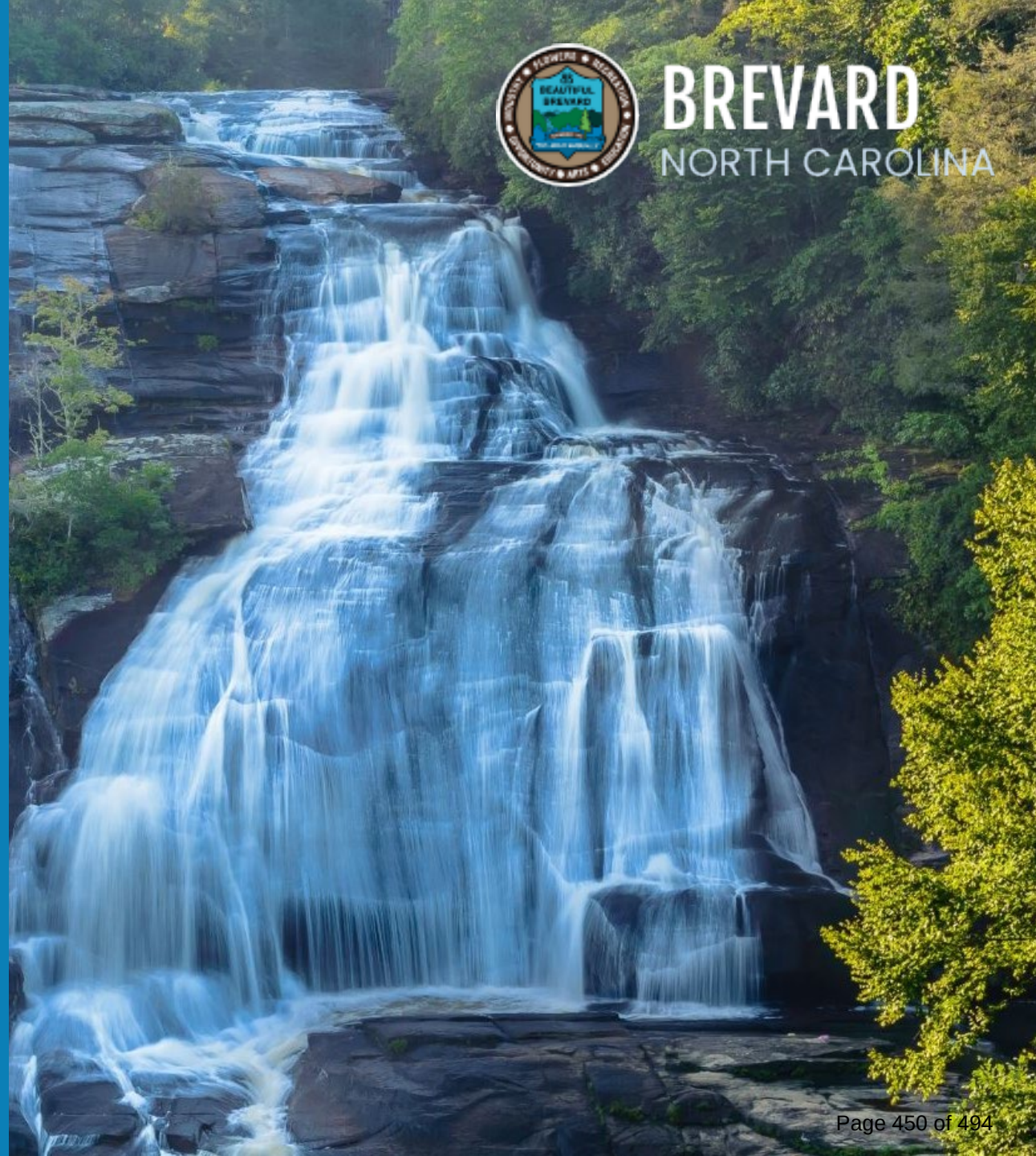
- **Goal 2:** Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities
- **Goal 4:** Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness
- **Goal 5**: Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improving access to recreation, and restoration of native ecosystems.
- **Goal 8**: Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city
- **Action LUH-1**: Amend the Unified Development Ordinance to support implementation of the Comprehensive Land Use Plan.
- **Action LUH-4:** Identify areas across the City that are best positioned to accommodate future growth.
- **Action LUH-9:** Evaluate and amend development ordinances to facilitate infill development as vacant and underdeveloped parcels, as well as revitalization of developed parcels
- **Action LUH-24:** Refine zoning districts and slope regulations in constrained areas.
- **Action LUH-25:** Limit the scale and footprint of new development in Conservation Design / Low Density areas identified on the Future Land Use Map.
- **Action PNRC-1:** Maintain and improve existing parks.
- **Action PNRC-5:** Require conservation design in areas with sensitive natural resources.
- **Action PNRC-6:** Encourage natural amenities to be preserved as open space in new developments
- **Action PNRC-8:** Through development review and approval process encourage private development to improve access to greenways, parks and public lands for the benefit of future residents and commercial tenants.
- **Action PNRC-10:** Preserve steep slope and natural areas adjacent to Pisgah Forest.
- **Action PNRC-11:** Preserve and restore natural areas adjacent to the French Broad River.

- **Action PNRC-12:** Monitor water quality throughout the French Broad River basin and evaluate steps to improve indicators.
- **Action PNRC-13:** Encourage the use of native species in public projects and private developments.
- **Action PNRC-15:** Maintain Tree City USA designation.
- **Action PNRC-16:** Maintain and improve diversity (age and species) of the urban tree canopy.
- **Action EDIR-7:** Update the City's stormwater management plan.
- **Action EDIR-8:** Where possible, encourage and incentivize the use of low-impact development and green stormwater infrastructure techniques to manage stormwater.
- **Action EDIR-10:** Consider / evaluate built-upon regulations to allow for adequate infiltration in different zoning districts.
- **Action EDIR-16:** Promote "triple-bottom-line" sustainability with equal emphasis on economic, environmental, and social impacts.
- **Action EDIR-17:** Reduce the City's carbon and ecological footprint
- **Action EDIR-18:** Incorporate climate resiliency considerations into City strategic planning initiatives and investments with a focus on vulnerability to flooding, landslides, and extreme weather.

# GREEN GROWTH AUDIT

City Council Public Hearing

March 16, 2026



# What is Green Growth?

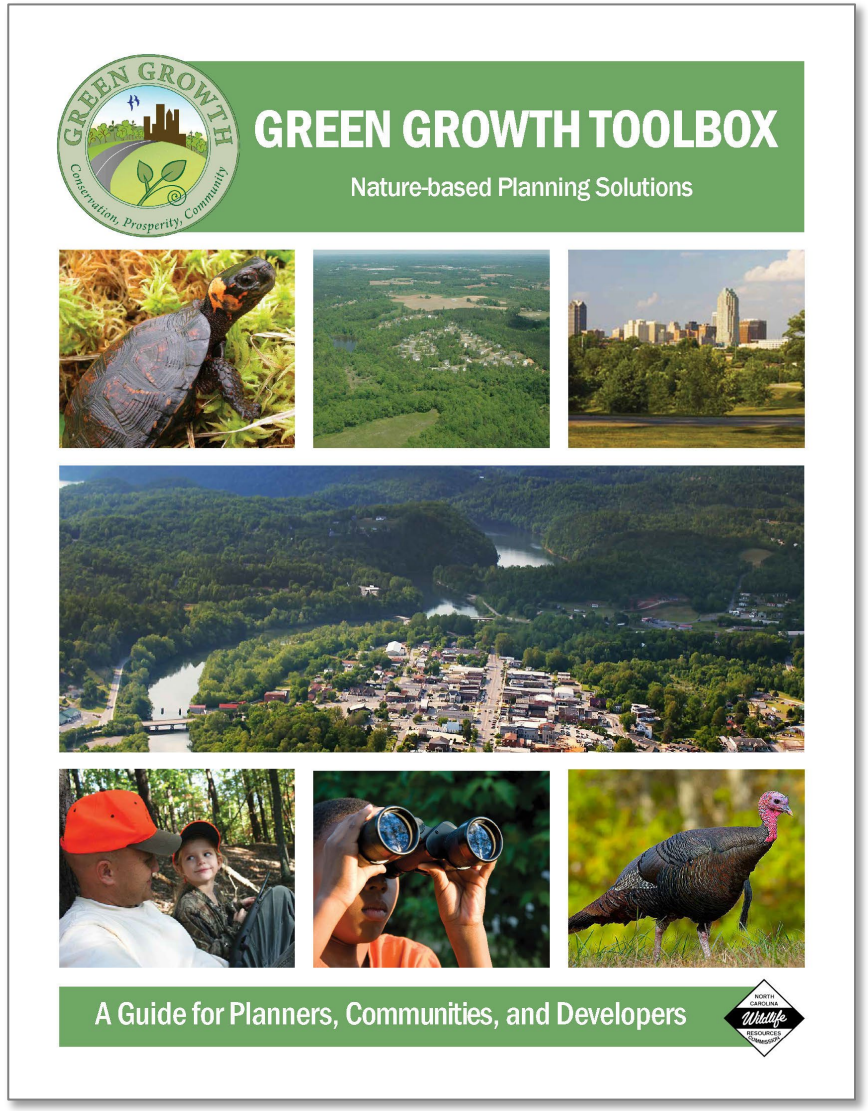
**"GREEN GROWTH"** means conserving wildlife, habitat, and other valuable natural resources as communities continue to grow.

- Balance new development and economic opportunity with environmental goals
- Development can be both environmentally sustainable and economically beneficial



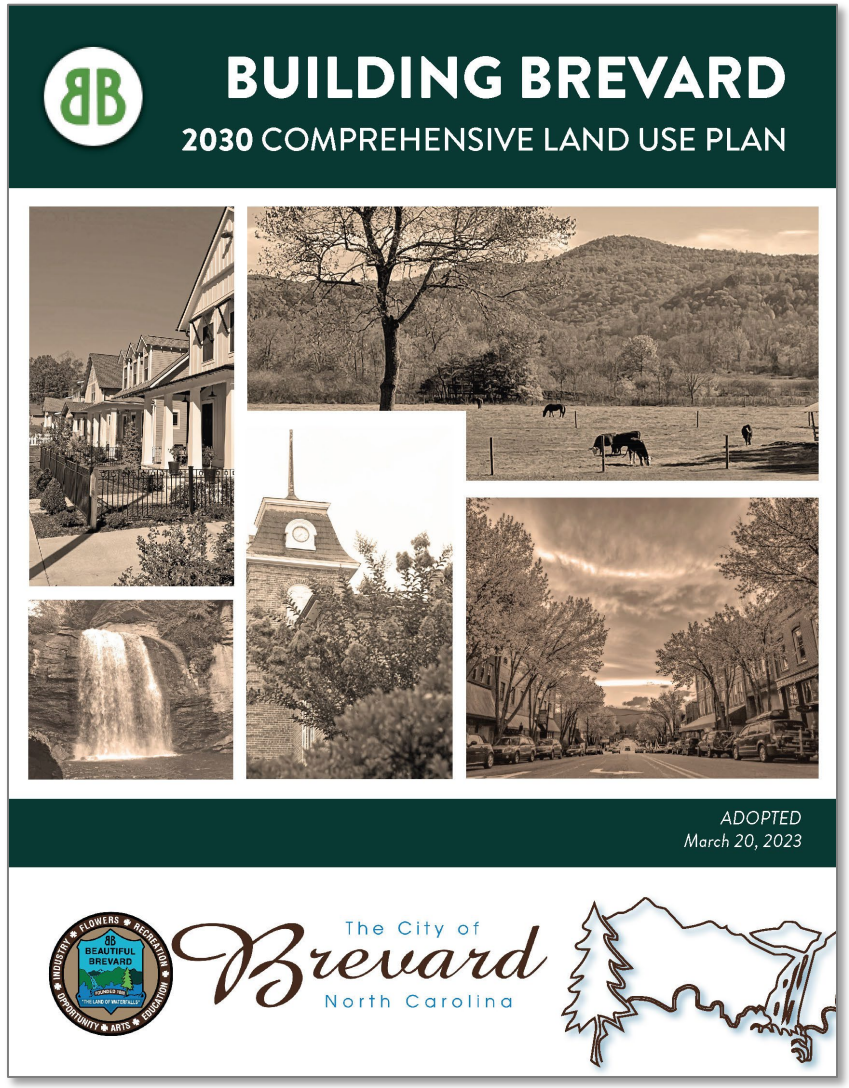
# Background

- In 2023, **North Carolina Wildlife Resource Commission (NCWRC)** selected City of Brevard to participate in their Partners for Green Growth program
- Provided technical and financial support to audit the City's Unified Development Ordinance (UDO) and identify opportunities for better aligning development regulations with green growth principles.
- Staff, with support from NCWRC, completed a comprehensive review of the UDO – the **"Green Growth Audit"**



# Background

- Build on the goals and recommendation from the City's Comprehensive Land Use Plan
  - Goal 2: Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities
  - Goal 4: Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness
  - Goal 5: Celebrate Brevard's natural resources through conservation of environmentally sensitive areas, improving access to recreation, and restoration of native ecosystems.
  - Goal 8: Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city



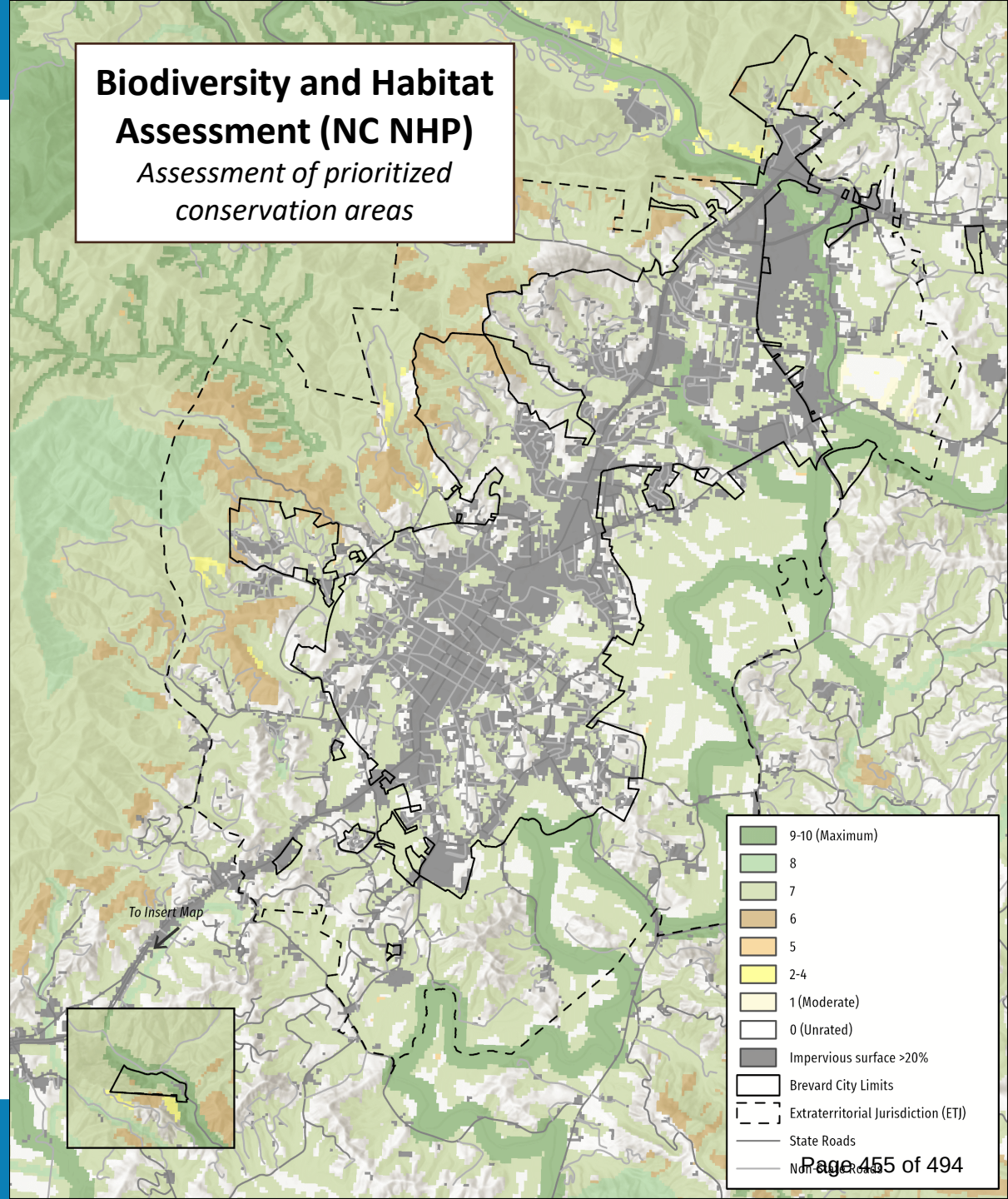
# Purpose

- Urban development and growth should align with sustainability, environmental preservation, and climate resilience goals
- Analyze the UDO's effectiveness in promoting sustainable development, reducing environmental impact, and enhancing resilience to climate change.
- Identify opportunities to:
  - reduce regulatory barriers to conservation;
  - align ordinance requirements with best practices;
  - enhance requirements for native plantings and vegetation preservation; and
  - incentivize greater wildlife habitat protections in sensitive areas.
- Develop actionable recommendations to strengthen the UDO's alignment with green growth principles



# Environmental Context

- Comprehensive review of environmental conditions
  - Habitat assessment, elevation, landslide susceptibility, surface waters, tree canopy, etc.
- Utilizing data from NCWRC, NC Natural Heritage Program, NC Department of Environmental Quality, among others
- Emphasizes the importance of protecting natural habitats and ecosystems in the sensitive areas and concentrating development in built-out areas



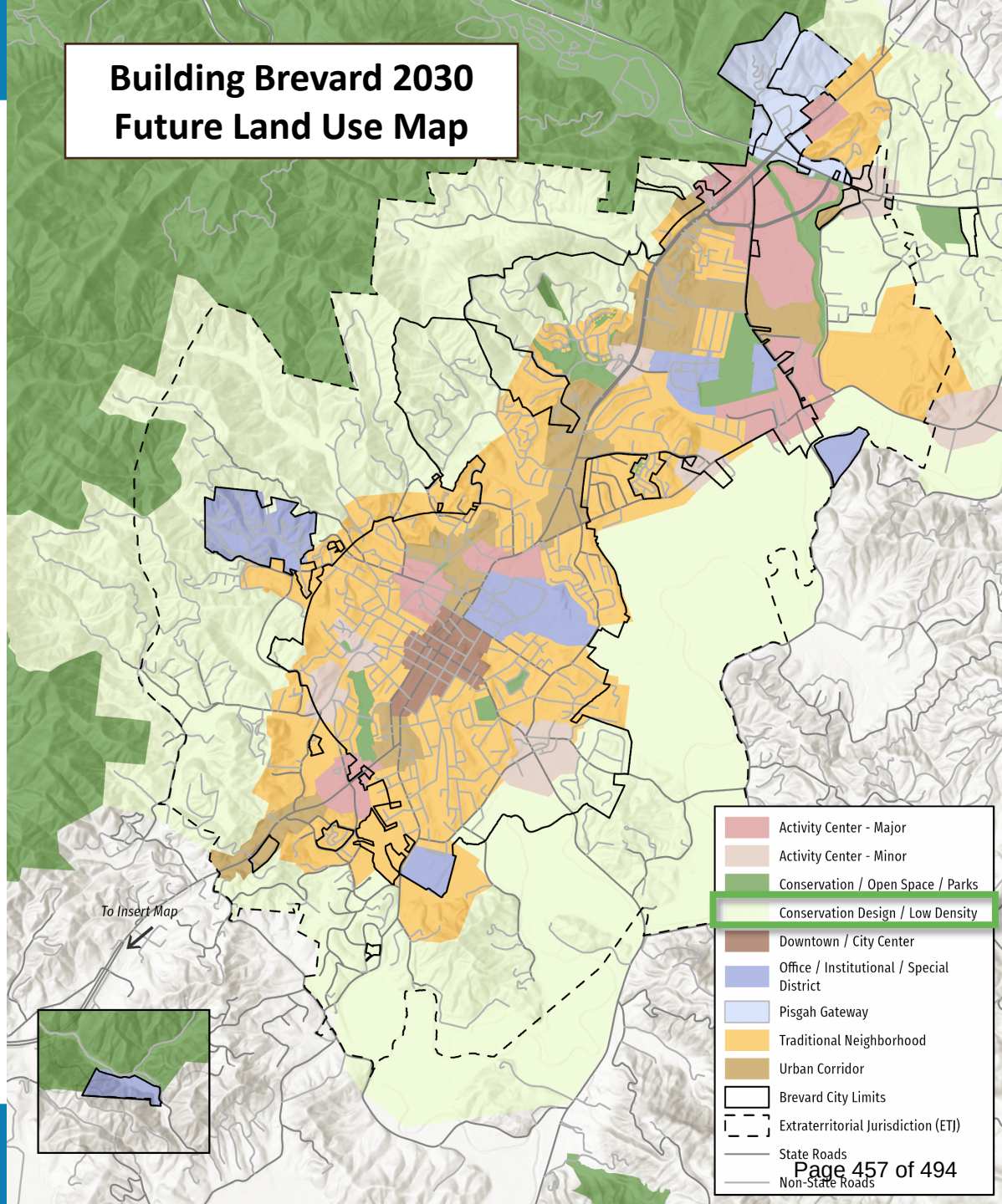
# Green Growth Strategies

1. Conservation of Land with Efficient Development Strategies
2. Mitigation of Negative Impacts of Development
3. Preservation of Sensitive Areas
4. Restoration of Natural Ecosystems and Wildlife Habitats



# Strategy 1: Conservation of Land with Efficient Development Strategies

1. **Limit development in sensitive areas**
   - Reframe the General Residential–4 (GR-4) zoning district as a “Conservation Zoning District” to conserve sensitive areas and limit sprawled development
2. **Prioritize infill development in regulations**
   - Consider additional incentives for infill development
   - Upzone areas of the existing GR-4 that are suitable for development and do not require additional environmental protections



# Strategy 2: Mitigation of the Negative Impacts of Development

1. **Require environmental assessments prior to large-scale construction**
   - Introduce scalable submittal requirements based on project size and scope
   - Establish performance-based standards tied to the survey results
   - Prepare guidance for environmental assessments with information to fulfill this requirement and additional sources
2. **Control sedimentation and erosion from development**
   - Allow administrator to require erosion and sedimentation control plan for smaller projects in sensitive areas
   - Bolster procedures for the review of sedimentation and erosion control measures for smaller projects



# Strategy 2: Mitigation of the Negative Impacts of Development

## 3. Improve stormwater management

- Refine the types of development activities that are required to comply with the stormwater management provisions
- Establish incentives for small developments that are exempt from stormwater management requirements to implement low-impact development techniques
- Amend the infrastructure / street design standards to utilize existing curb and gutter systems where available, and establish alternative street designs that reduce stormwater channelization



# Strategy 2: Mitigation of the Negative Impacts of Development

4. **Preserve and expand tree canopy and conservation landscaping**
   - Revise screening and buffer standards to mitigate the impact of high-intensity areas (e.g., parking lots, roads, industrial uses) but prioritizing environmental function
   - Require all landscaping plans be sealed by a qualified design professional
   - Limit removal of trees to a defined building envelope, driveways and utility routes in sensitive areas
5. **Manage urban heat**
   - Amend the applicability of the heat island mitigation requirements to include smaller buildings and/or any flat roofs
   - Set performance measures for tree canopy coverage of sidewalks and other pedestrian areas



# Strategy 3: Preservation of Sensitive Areas

1. **Protect steep slopes**
   - Maintain the City's recently amended steep slope regulations and monitor its effectiveness
   - Consider adding other provisions to the steep slope regulations pertaining to higher erosion control and stormwater measures
2. **Prevent flood damage**
   - Maintain the City's high standards for flood damage prevention and retain or improve the standing as Level 8 in the CRS program
   - Codify incentives to set aside the floodplain as preserved open space (like steep slope regulations)
3. **Enhance surface water protection**
   - Consider requiring an additional buffer for low-impact use / managed vegetation beyond the 30-foot protected riparian buffer for perennial streams and incentivize for others
   - Codify procedures for permitting streambank restoration efforts

# Strategy 4: Restoration of Natural Ecosystems & Wildlife Habitats

1. **Integrate restorative open spaces in development**
   - Establish purpose-based open space categories (e.g., conservation areas, passive recreation, active recreation, stormwater management, greenways)
   - Refine minimum design standards (e.g., size, shape, slope, access and usability)
2. **Reduce light pollution**
   - Establish a dark sky zone with higher requirements (likely as part of a conservation zoning district)
   - Require downward-aiming, shields, louvers, and glare reduction techniques for all fixtures on certain projects or in certain zoning districts
   - Prepare guidance that outline the lighting requirements and direct applicants to resources and pre-approved products
3. **Incorporate native species in landscaping**
   - Adopt official lists of native and non-native species by reference and update administratively
   - Amend regulations for nuisance grass and clearly define exemptions for intentional natural areas

# Implementation Guide & Next Steps

- A suggested roadmap for potential revisions to the UDO
- Matrix assesses the impact, time frame, resources, and viability under state law
- Legislative authority – SL 2024-57
  - Changes to “down-zoning” authority – requires written consent of property owner
  - Cannot create “nonconformities” in non-residential district

| STRATEGY | ACTION | IMPACT | TIME FRAME | RESOURCES | VIABILITY |
|---|---|---|---|---|---|
| 1. Conservation of Land with Efficient Development Strategies | | | | | |
| 1.1 Limit development in sensitive areas | A. Maintain the City's no minimum lot size and associated flexibility in calculating development density on the parent parcel, allowing the clustering of development in less sensitive areas and accommodating unique environmental conditions | Low | Ongoing | Staff time | Possible |
| | B. Reframe the General Residential–4 (GR-4) zoning district as a “Conservation Zoning District” with the stated purpose of the zoning district being to conserve sensitive areas and limit sprawled development | High | Long-Term | Staff time | Impossible with associated regulations |

# Implementation Guide & Next Steps

- Implementing the recommendations is an intentional and incremental process
- Guidance, not a list of required actions
  - City Council will ultimately consider each action prior to adoption – balancing community impacts, environmental outcomes, and the city's shared goals
- Not every improvement must be comprehensive or immediate to be meaningful
- Any step is a tangible improvement and builds momentum for future transformative changes



# Adoption as Addendum to the CLUP

## What this Means

- Becomes part of the adopted policy guide for “the present and future physical, social and economic development of the jurisdiction” (NCGS 160D-501)
- Used to assess the reasonableness of planning and zoning changes (consistency with the plan)

## Process to Formally Amend the CLUP

✓Planning Board – Recommended approval February 24th

✓City Council Public Hearing – Tonight

- City Council Vote – April 20th



**RESOLUTION NO. 2026-___**

**A RESOLUTION ADOPTING THE CITY OF BREVARD GREEN GROWTH AUDIT AS AN ADDENDUM TO THE *BUILDING BREVARD 2030* COMPREHENSIVE LAND USE PLAN**

**WHEREAS**, North Carolina General Statute Chapter 160D requires local governments adopt and reasonably maintain and comprehensive plan or land use plan as a condition of adopting and applying zoning regulations; and,

**WHEREAS**, a comprehensive land use plan is intended to guide coordinated, efficient, and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs; and,

**WHEREAS**, the City of Brevard adopted the Building Brevard 2030 Comprehensive Land Use Plan through Resolution 2023-16 on March 20, 2023; and

**WHEREAS**, the City recognizes the importance of sustainable development practices that balance environmental stewardship, economic vitality, and community well-being; and

**WHEREAS**, the City has undertaken a Green Growth Audit to evaluate existing regulations and practices related to land use, environmental protection, and development patterns; and

**WHEREAS**, the Green Growth Audit identifies opportunities to reduce regulatory barriers to conservation; align ordinance requirements with best practices in conservation; enhance requirements for native

strengthen sustainable growth strategies, enhance resource efficiency, promote resilient infrastructure, and preserve natural assets; and

**WHEREAS**, the Planning Board unanimously recommended approval of the Green Growth Audit on February and provided recommendations regarding its consistency with the goals and objectives of the Comprehensive Land Use Plan; and

**WHEREAS,** the adoption of the Green Growth Audit does not amend the Comprehensive Land Use Plan's goals, policies, or future land use map, but instead supplements the Plan by providing additional analysis and recommended strategies; and

**WHEREAS**, the City of Brevard Planning Board unanimously recommended adoption of the Green Growth Audit on February 24, 2026; and,

**WHEREAS,** a public hearing was conducted on Monday, March 16, 2026, by the Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed addendum, it is the desire of the City Council of the City of Brevard that the *Building Brevard 2030* Comprehensive Land Use Plan be amended.

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

**SECTION 1.** The City of Brevard adopts the attached *Green Growth Audit* as an addendum to the *Building Brevard 2030* Comprehensive Land Use Plan.

**SECTION 2.** City Staff is hereby directed to begin implementing the action steps as outlined in the Plan and assessing all land use and development proposals through the lens of green growth.

Approved and adopted this the 20th day of April 2026.

_____

Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon
City Clerk, CMC

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Bracken Trail Names |
| **Speaker:** | Aaron Bland, Asst Planning Director |
| **Prepared by:** | Aaron Bland, Asst Planning Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
Construction of three new trails in the City's Bracken Preserve is currently underway. At the December 1, 2026 meeting, Council named one of these trails after former Council member Mac Morrow (Section 1 on the attached map), but the other two trails still require names (Sections 2 and 3).

**Discussion**
Staff has developed the following list of potential names based on the property's characteristics and history:

- Laughing Water – Blackfoot woman who escaped slavery and settled in the area
- Mountain Rush – a rare plant found in Bracken's seep complexes
- Squawroot – an unusual parasitic plant that grows on oak tree roots found in Bracken
- Galax – a common plant in Bracken and the greater Appalachians
- Rich Cove – a type of forest habitat found in Bracken
- Bailey – name of a prominent family who lived in the Pinnacle community
- Hunts Branch – creek with headwaters on the new Bracken expansion parcel; combines with Brushy Creek south of the Music Center to make Norton Creek

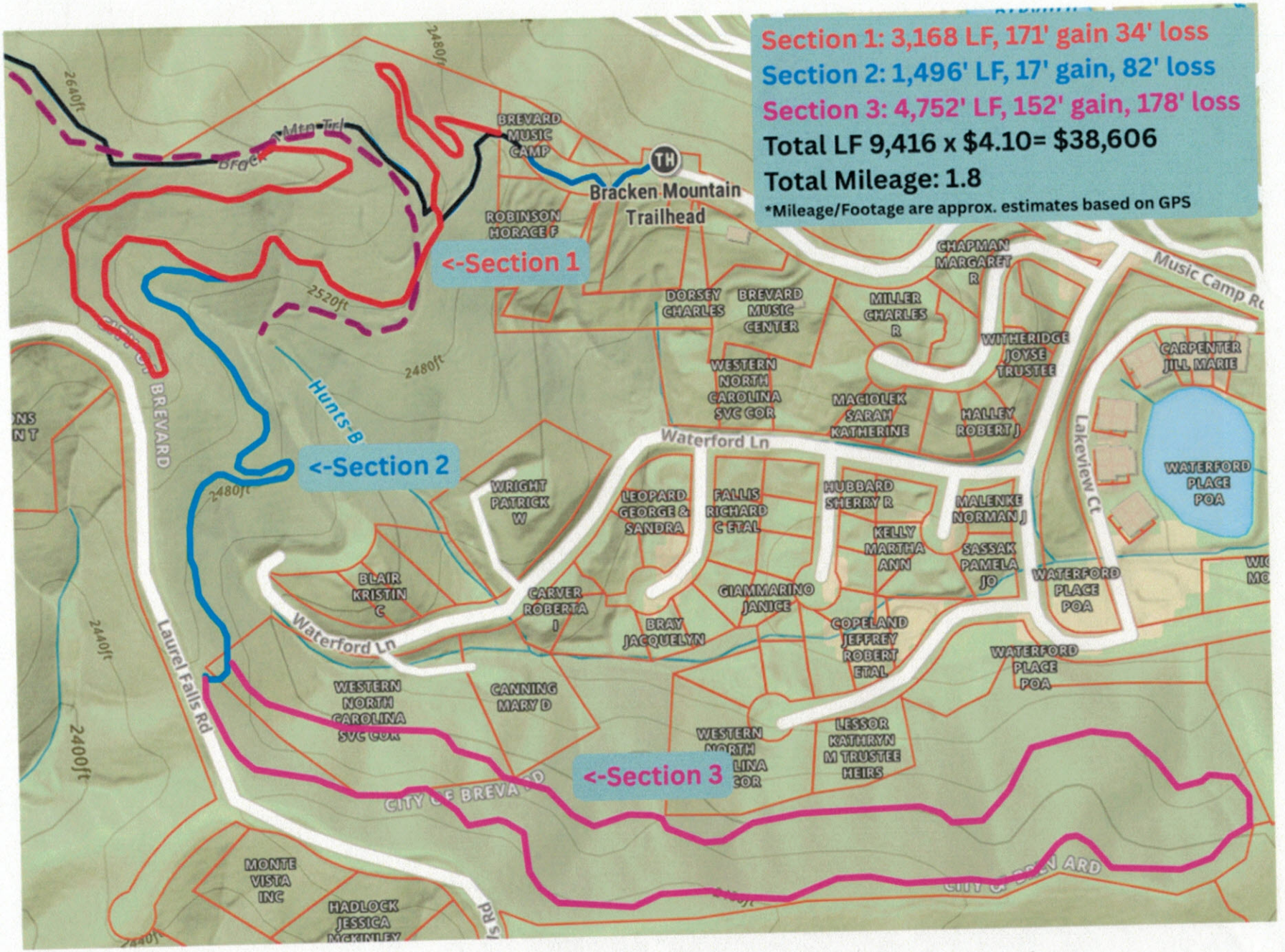
**Recommendation**
The Parks, Trails, and Recreation Committee discussed this matter at their February 18th meeting. After discussion, the Committee voted to recommend Section 2 be named "Laughing Water Connector" and Section 3 be named "Laughing Water Loop."

The Committee also requested that Staff do additional research on the story of Laughing Water before the Council voted on the names, stating a desire to ensure historical accuracy to avoid any cultural appropriation. To that end, Staff visited Laura Sperry, the Local History Librarian at the Transylvania County Library. Unfortunately, despite multiple attempts, as she has been asked about the story many times, she has never found firm documentation to verify any aspect of the story of Laughing Water. From a historical research perspective, the story inspires many more questions than answers, and is not verifiable for a multitude of reasons, including there being no last name to search genealogical records and the US Census not recording names of all household members until after Laughing Water would have passed. Ms. Sperry suggested that if the Council is

interested in basing the trail names on historical settlers of the area, to name them for one of the Black families that are clearly documented to have lived there, such as the Bailey family.

**Action**
Action is requested on this item at this time by a motion and vote. Council may enact the names as recommended by the Parks, Trails, and Recreation Committee, or with amendments by Council.

**Attachments:**
1. Bracken Expansion New Trails Map


Section 1: 3,168 LF, 171' gain 34' loss
Section 2: 1,496' LF, 17' gain, 82' loss
Section 3: 4,752' LF, 152' gain, 178' loss
Total LF 9,416 x $4.10= $38,606
Total Mileage: 1.8
*Mileage/Footage are approx. estimates based on GPS
<-Section 1
<-Section 2
<-Section 3
Bracken Mountain Trailhead
TH
BREVARD MUSIC CAMP
ROBINSON HORACE F
DORSEY CHARLES
BREVARD MUSIC CENTER
MILLER CHARLES R
CHAPMAN MARGARET R
WITHERIDGE JOYSE TRUSTEE
CARPENTER JILL MARIE
WESTERN NORTH CAROLINA SVC COR
MAGIOLEK SARAH KATHERINE
HALLEY ROBERT J
Waterford Ln
Music Camp Rd
Lakeview Ct
WATERFORD PLACE POA
WRIGHT PATRICK W
LEOPARD GEORGE & SANDRA
FALLIS RICHARD C ETAL
HUBBARD SHERRY R
MALENKE NORMAN J
KELLY MARTHA ANN
SASSAK PAMELA JO
BLAIR KRISTIN C
CARVER ROBERTA I
GIAMMARINO JANICE
BRAY JACQUELYN
COPELAND JEFFREY ROBERT ETAL
Laurel Falls Rd
CANNING MARY D
LESSOR KATHRYN M TRUSTEE HEIRS
MONTE VISTA INC
HADLOCK JESSICA
2480ft
2520ft
2640ft
2440ft
2400ft

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | R-5763 Wilson Road Roundabout Sidewalk Betterments |
| **Speaker:** | Paul C. Ray, Planning Director |
| **Prepared by:** | Paul Ray, Planning Director |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
The North Carolina Department of Transportation is currently designing STIP Project R-5763, which is a roadway improvement project in Brevard and Transylvania County that focuses on upgrading Wilson Road (SR 1540) between US-276 (Greenville Highway) and Old US-64 / Old Hendersonville Highway. Project R-5763 improves Wilson Road to make it safer and less prone to flooding. It raises or relocates portions of Wilson Road to reduce flooding from the French Broad River, improves the roadway alignment to make the road safer, replaces two bridges (one over the French Broad River and another over Williamson Creek) and reconfigures the intersection near Old US-64 and Ecusta Road into a safer four-leg intersection (roundabout).

Under the current project scope, NCDOT will construct standard 5-foot sidewalks around the roundabout. City staff asked NCDOT whether the sidewalks could be widened to 8 feet to better accommodate anticipated pedestrian and bicycle activity once the Ecusta Trail is completed along the nearby rail corridor.

It should be noted that portions of the roundabout and sidewalk will initially be outside the City's corporate limits, although this area will likely annex into the City over time as development occurs near the Ecusta Trail.

**Discussion**
The new sidewalk on the west side of Ecusta Road, just north of the roundabout, will stop at the edge of NCDOT's project, about 400 feet away from the future Ecusta Trail rail corridor. NCDOT cannot build sidewalk beyond its project limits.

If the City wants a wider sidewalk than the standard 5 feet, the extra width would need to be paid for by the City through an agreement with NCDOT. To help Council make a decision, NCDOT provided estimated costs for widening the sidewalk from 5 feet to 8 feet (adding 3 extra feet). The options are:

**Option 1:**
Construct 8-foot-wide sidewalks on all sides of the roundabout
Estimated City cost: $20,000

**Option 2:**
Construct 8-foot-wide sidewalks on both sides of Ecusta Road (east and west) north of the

roundabout
Estimated City cost: $15,000

**Option 3:**
Construct an 8-foot-wide sidewalk only on the west side of Ecusta Road north of the roundabout
Estimated City cost: $7,000

**Option 4:**
Construct the standard 5-foot sidewalks funded entirely by NCDOT
Estimated City cost: $0

(Illustrations of each option is provided as "Exhibit A" in the agenda packet.)

**Policy Analysis**
Constructing an 8-foot sidewalk would provide several long-term benefits:

- An 8-foot sidewalk aligns with the intent of the City's Unified Development Ordinance (UDO) for pedestrian facilities in areas expected to experience higher levels of activity.
- The sidewalk will end approximately 400 feet from the rail corridor that will carry the Ecusta Trail. While a direct connection is not part of this project, a wider sidewalk would better accommodate the future connection to the trail, which is expected to become a significant regional walking and cycling route.
- A wider sidewalk would allow more comfortable shared use by both pedestrians and cyclists traveling through the roundabout area.
- Because the roundabout will be constructed regardless of this decision, this is the most cost-effective opportunity to widen the sidewalk before the intersection and corridor is built.

If Council elects to pursue any of the widening options, the City would enter into a municipal agreement with NCDOT to cover the additional construction cost and long-term sidewalk maintenance responsibilities. NCDOT would then update the project design and prepare the agreement for the City Manager.

**Fiscal Impact**
The fiscal impact depends on which option is chosen. Money for this betterment has not been budgeted in either the FY26 or FY27 budgets, nor is there a distinct reserve fund set aside for sidewalk betterments. The city has received no fee-in-lieu payments recently, though its certainly possible some might be received before the state charges us for these betterment several years from now.

**Council Action**
Provide direction to staff on whether the City would like to participate in sidewalk betterments associated with NCDOT Project R-5763 by selecting one of the aforementioned options. If Council elects to proceed with any sidewalk widening option,

staff will coordinate with NCDOT to update the project design and prepare a municipal agreement for the City Manager to execute.

**Attachments:**

1. Options 1 thru 4
2. Resolution

OPTION 1
HNTB
HNTB NORTH CAROLINA, P.C.
4000 Center at North Hills St.
Suite 500
Raleigh, North Carolina 27609
NC License No: C-1554
PROJECT REFERENCE NO.
R-5763
SHEET NO.
17
RW SHEET NO.
ROADWAY DESIGN ENGINEER
HYDRAULICS ENGINEER
SEAL 37950 ENGINEER JASON M. PICKENS
SEAL 40801 ENGINEER
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED
INTERSECTION OF WILSON ROAD (-L-) OLD US 64 (SR 1912) AND ECUSTA ROAD (-Y9-)
2022 ADT
2045 ADT
PE PERM. EASEMENT
REVISIONS
12/20/2022: REVISED PUE LIMITS ON PARCELS 73 AND 74, REVISED PORTIONS OF TCE AND PUE ON PARCELS 83,84,87,88, AND 89 TO PE.
2/20/2023: REVISED PUE LIMITS ON PARCELS 73 AND 74.
2/21/2023: DRIVEWAY ADDED TO PARCEL 72, NO CHANGE TO PE/ENDED ROW OR EASEMENT.
4/3/2023: REMOVED PUE FROM PARCEL 89 (PISGAH FOREST PO,LLC) NO OTHER CLAIMS ON PROPERTY, PARCEL 89 HAS BEEN REMOVED.
05-19-2023: INCREASED TEMPORARY CONSTRUCTION EASEMENT TO PARCEL 72.
06-19-2023: REVISED ROW AND EASEMENT AREAS ON PARCELS 72,73,AND 74 DUE TO REVISED PROPERTY LINES.
10-20-2023: REMOVED PUE AND REDUCED TCE AND PE ON PARCEL 87.
8/17/99
$$$$$$$SYSTIME$$$$$$$
$$$$$$$

OPTION 2
HNTB
HNTB NORTH CAROLINA, P.C.
4000 Center at North Hills St.
Suite 500
Raleigh, North Carolina 27609
NC License No: C-1554
PROJECT REFERENCE NO.
R-5763
SHEET NO.
17
RW SHEET NO.
ROADWAY DESIGN ENGINEER
HYDRAULICS ENGINEER
SEAL 37950 ENGINEER JASON N. PICKENS
SEAL 40801 ENGINEER JOSEPH H. CAMPION
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED
INTERSECTION OF WILSON ROAD (-L-) OLD US 64 (SR 1912) AND ECUSTA ROAD (-Y9-)
2021 ADT
2045 ADT
PE PERM. EASEMENT
REVISIONS
12/20/2022: REVISED PUE LIMITS ON PARCELS 73 AND 74, REVISED PORTIONS OF TCE AND PUE ON PARCELS 83,84,87,88, AND 89 TO PE.
2/20/2023: REVISED PUE LIMITS ON PARCELS 74 AND 75.
2/20/2023: DRIVEWAY ADDED TO PARCEL 72, NO CHANGE TO PE/ENCROACHMENT AGREEMENT.
4/3/2023: REMOVED PUE FROM PARCEL 89 (PISGAH FOREST PO,LLC) NO OTHER CLAIMS ON PROPERTY, PARCEL 89 HAS BEEN REMOVED.
05-19-2023: INCREASED TEMPORARY CONSTRUCTION EASEMENT TO PARCEL 72.
06-19-2023: REVISED ROW AND EASEMENT AREAS ON PARCELS 72,73,AND 74 DUE TO REVISED PROPERTY LINES.
10-20-2023: REMOVED PUE AND REDUCED TCE AND PE ON PARCEL 87.
8/17/99
$$$$$$$SYSTIME$$$$$$$
$$$$$$$

OPTION 3
HNTB
HNTB NORTH CAROLINA, P.C.
4000 Center at North Hills St.
Suite 500
Raleigh, North Carolina 27609
NC License No: C-1554
PROJECT REFERENCE NO.
R-5763
SHEET NO.
17
RW SHEET NO.
ROADWAY DESIGN ENGINEER
HYDRAULICS ENGINEER
SEAL 37950 ENGINEER JASON M. PICKENS
SEAL 40801 ENGINEER JOSEPH H. CAMPION
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED
INTERSECTION OF WILSON ROAD (-L-) OLD US 64 (SR 1979) AND ECUSTA ROAD (-Y9-)
2021 ADT
2045 ADT
PE PERM. EASEMENT
NAD 83/NA 2011
REVISIONS
12/20/2022: REVISED PUE LIMITS ON PARCELS 73 AND 74, REVISED PORTIONS OF TCE AND PUE ON PARCELS 83,84,87,88, AND 89 TO PE.
2/20/2023: REVISED PUE LIMITS ON PARCELS 73 AND 74, REVISED PE.
2/21/2023: DRIVEWAY ADDED TO PARCEL 72, NO CHANGE TO PE/ENDED ROW OR EASEMENT.
4/3/2023: REMOVED PUE FROM PARCEL 89 (PISGAH FOREST PO,LLC) NO OTHER CLAWS ON PROPERTY, PARCEL 89 HAS BEEN REMOVED.
05-19-2023: INCREASED TEMPORARY CONSTRUCTION EASEMENT TO PARCEL 72.
06-19-2023: REVISED ROW AND EASEMENT AREAS ON PARCELS 72,73,AND 74 DUE TO REVISED PROPERTY LINES.
10-20-2023: REMOVED PUE AND REDUCED TCE AND PE ON PARCEL 87.
8/17/99
$$$$$$$SYSTIME$$$$$$$
$$$$$$$

OPTION 4
HNTB
HNTB NORTH CAROLINA, P.C.
4000 Center at North Hills St.
Suite 500
Raleigh, North Carolina 27609
NC License No: C-1554
PROJECT REFERENCE NO.
R-5763
SHEET NO.
17
RW SHEET NO.
ROADWAY DESIGN ENGINEER
HYDRAULICS ENGINEER
SEAL 37950 ENGINEER JASON M. PICKENS
SEAL 40801 ENGINEER
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED
INTERSECTION OF WILSON ROAD (-L-) OLD US 64 (SR 1913) AND ECUSTA ROAD (-Y9-)
2021 ADT
2045 ADT
PE PERM. EASEMENT
REVISIONS
12/20/2022: REVISED PUE LIMITS ON PARCELS 73 AND 74.REVISED PORTIONS OF TCE AND PUE ON PARCELS 83,84,87,88,AND 89 TO PE.
2/20/2023: REVISED PUE LIMITS ON PARCELS 73 AND 74.
2/21/2023: DRIVEWAY ADDED TO PARCEL 72.NO CHANGE TO PE,ENDED ROW OR EASEMENT.
4/3/2023: REMOVED PUE FROM PARCEL 89 (PISGAH FOREST PO,LLC).NO OTHER CLAWS ON PROPERTY.PARCEL 89 HAS BEEN REMOVED.
05-19-2023: INCREASED TEMPORARY CONSTRUCTION EASEMENT TO PARCEL 72.
06-19-2023: REVISED ROW AND EASEMENT AREAS ON PARCELS 72,73,AND 74 DUE TO REVISED PROPERTY LINES.
10-20-2023: REMOVED PUE AND REDUCED TCE AND PE ON PARCEL 87.
8/17/99
$$$$$$$SYSTIME$$$$$$$
$$$$$$$

CITY OF BREVARD, NORTH CAROLINA
RESOLUTION NO. ____

A RESOLUTION SUPPORTING ENHANCED SIDEWALK AND MULTI-USE PATH IMPROVEMENTS IN NCDOT PROJECT R-5763

**WHEREAS,** NCDOT Project R-5763 is a roadway improvement project in the City of Brevard and Transylvania County that focuses on upgrading Wilson Road (SR 1540) between US-276 (Greenville Highway) and Old US-64 / Old Hendersonville Highway, which includes the construction of a roundabout; and

**WHEREAS,** the City has a long history of entering into cost-sharing agreements with NCDOT for inclusion of expanded sidewalks and other "betterments" in the project area, consistent with the City's Pedestrian & Bicycle Plan and Complete Streets principles; and

**WHEREAS,** the City Council has been presented with several sidewalk configuration options for enhanced pedestrian facilities within Project R-5763, including:

Option 1: 8-foot-wide sidewalks on all sides of the roundabout;
Option 2: 8-foot-wide sidewalks on both sides of Ecusta Road north of the roundabout;
Option 3: 8-foot-wide sidewalk on the west side of Ecusta Road north of the roundabout; and
Option 4: 5-foot-wide sidewalks on all sides of the roundabout.

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

**Section 1.** City Council supports option ___ as described above in Project R-5763.

**Section 2.** The City Manager is authorized to coordinate with NCDOT and execute any necessary agreements to implement these improvements, including payment of the City's cost share.

**Section 3.** This action is consistent with and advances the goals of the Building Brevard: 2030 Comprehensive Land Use Plan to promote safe mobility, active transportation, and a welcoming gateway to Pisgah National Forest.

ADOPTED AND APPROVED this, the 20th day of April, 2026.

_____

Maureen Copelof, Mayor

ATTEST:

_____

Denise Hodsdon, CMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | HCA Resolution |
| **Speaker:** | Mayor Maureen Copelof |
| **Prepared by:** | Denise Hodsdon, City Clerk |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
HCA runs Mission Health, the only level 1 trauma center in Western North Carolina. As such, every resident of this part of the state, including all the residents in the City of Brevard, relies on them to provide accessible, high quality care.

Since HCA acquired Mission Health in 2019, the hospital has been cited by the Centers for Medicare and Medicaid Services (CMS) for Immediate Jeopardy (IJ) in 2021, 2024, 2025 and 2026. Immediate Jeopardy is the most severe and serious finding that CMS can issue and means that the hospital's noncompliance with regulations has caused, or is likely to cause, serious injury, harm, impairment or death to a patient. It is the highest level of deficiency, necessitating immediate corrective action by the hospital to prevent further harm.

After each of the Immediate Jeopardy findings, Mission/HCA has submitted a plan of corrective action and CMS has lifted the IJ status. However, as can be seen by the history of 4 IJ findings in 5 years, the plans of corrective action have not fixed the problem. A review the specific findings behind the IJ determination by CMS reveals that the problems stated are repeat findings, namely inadequate staffing levels and resources provided to staff.

**Discussion**
To develop a true, permanent solution a new approach is needed. On March 25th the Land of Sky Regional Council passed a resolution calling on Sam Hazen, CEO of HCA to come to Western North Carolina for a collaborative and transparent dialogue with area stakeholders to develop a plan for permanent improvement at Mission Hospital.

In her capacity as Chair of the Land of Sky Board of Directors, Mayor Copelof is asking each individual municipality and county member of Land of Sky to pass a similar resolution at the local level. The local resolutions and the Land of Sky resolution will be packaged together and sent to Mr. Hazen to show the level and the widespread nature of the concerns that communities across Western North Carolina have regarding Mission Hospital.

**Action**
Approve the resolution asking Mr. Sam Hazen to come to Western North Carolina and work with stakeholders to develop a plan for long-term, permanent improvement at

Mission Hospital.

**Attachments:**

1. Resolution Asking HCA CEO Sam Hazen to Engage with Stakeholders in WNC

**RESOLUTION NO. 2026-XX**

**A RESOLUTION ASKING HCA CEO SAM HAZEN TO ENGAGE DIRECTLY WITH STAKEHOLDERS IN WESTERN NORTH CAROLINA**

**WHEREAS**, Mission Health, which includes Mission Hospital in Buncombe County and five satellite hospitals in Transylvania, Macon, Jackson, Mitchell, and McDowell Counties, is the healthcare backbone of Western North Carolina; and

**WHEREAS**, Mission Hospital is the only Level I trauma center west of Charlotte and only tertiary care hospital in the 18 westernmost counties; and

**WHEREAS**, for profit, publicly-traded HCA bought nonprofit Mission Health in 2019 and quickly made significant changes, including reducing Mission Hospital staff by the hundreds, closing primary care practices, and reducing many services previously offered; and

**WHEREAS**, hundreds of long-serving and highly skilled nurses and physicians, as well as numerous physician practices, have left Mission Health and especially Mission Hospital; and

**WHEREAS**, due to these staffing reductions and other management decisions, Mission Hospital has been cited by the federal Centers for Medicare and Medicaid Services (CMS) for Immediate Jeopardy in 2021, 2024, 2025, and 2026; and

**WHEREAS**, Mission Hospital was found to have violated the federal Emergency Medical Treatment and Labor Act in 2024 and 2025;

**WHEREAS**, other hospitals in the Mission Health system have also experienced regulatory censure, including Mission McDowell Hospital and Blue Ridge Regional Hospital in Spruce Pine being cited for Immediate Jeopardy in 2021 and 2023, respectively; and

**WHEREAS**, HCA has failed to provide sufficient resources and support for its staff, has failed to act on recommendations from nurses, and has created a culture in which doctors, nurses and staff are hesitant to raise quality of care concerns with management; and

**WHEREAS**, Mr. Sam Hazen, CEO of HCA, said at the time of purchase: “We are excited that Mission Health chose to be part of the HCA Healthcare family. We look forward to investing in western North Carolina and ensuring Mission Health’s 133-year tradition of caring continues for years to come. This is a model partnership and one we hope will be replicated to benefit many similar communities.”; and

**WHEREAS**, due to HCA’s management, Mission Health’s tradition of caring has been severely impaired; and

**WHEREAS**, HCA leaders, including Mission CEO Greg Lowe, have not met with community members at public forums or meaningfully engaged community stakeholders to discuss conditions at Mission Hospital; and

**WHEREAS**, HCA and Mission Hospital are not transparent or accountable to our community.

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

**Section 1**. City Council hereby calls on Mr. Sam Hazen, as the leader of HCA, to come to Western North Carolina and meet with elected officials, healthcare advocates, and other community leaders, be accountable for HCA’s decisions at Mission Health, and engage in a collaborative and transparent dialogue to develop a plan for long term, permanent improvement at Mission Hospital and throughout the Mission Health system.

Adopted and approved this the 20th day of April 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk

**STAFF REPORT**
**City Council, Monday, April 20, 2026**

| | |
|---|---|
| **Title:** | Appointment of Citizen Member to Transylvania Economic Alliance Board of Directors |
| **Speaker:** | Denise Hodsdon, City Clerk |
| **Prepared by:** | Denise Hodsdon, City Clerk |
| **Approved by:** | Wilson Hooper, City Manager |

**Background**
The City of Brevard appoints one citizen member to the Transylvania Economic Alliance Board of Directors for a 3-year term. On March 20, 2023 Council appointed Al Platt to TEA. On February 20, 2026 TEA Executive Director Burton Hodges advised that Mr. Platt's first term is expiring at the end of March, and that he is interested in serving another term.

**Discussion**
In accordance with the City's citizen appointment procedures, staff advertised the upcoming vacancy and call for applications on the City's website, beginning on February 25, 2026, and in *The Transylvania Times* on March 5th. Three applications were received prior to the deadline of March 18th.

**Recommendation**
At its meeting on March 31, 2026 the Finance, Human Resources and Citizen Appointment Committee reviewed the applications and recommended that Al Platt be reappointed to the Transylvania Economic Alliance Board of Directors for a second 3-year term.

**Action**
A draft resolution appointing a citizen member to the Transylvania Economic Alliance is attached for Council's consideration.

**Attachments:**
1. TEA Application - Al Platt
2. TEA Application - Tom Jordan
3. TEA Application - Ty Hendrix
4. Resolution Appointing a Member to Transylvania Economic Alliance BOD

# EMPLOYMENT APPLICATION

**CITY OF BREVARD**
95 W Main St
Brevard, North Carolina 28712

http://www.cityofbrevard.com

**Platt, Al**
**202200016 STATUTORY / CODE COMMITTEE MEMBER**

**TRANSYLVANIA ECONOMIC ALLIANCE BOARD**

**Received:** 3/17/26 11:21 PM
**For Official Use Only:**
QUAL: _____
DNQ: _____
□Experience
□Training
□Other:_____

## PERSONAL INFORMATION

| | |
|---|---|
| **POSITION TITLE:** STATUTORY / CODE COMMITTEE MEMBER | **EXAM ID#:** 202200016 |
| **NAME:** (Last, First, Middle) Platt, Al | **SOCIAL SECURITY NUMBER:** N/A |
| **ADDRESS:** (Street, City, State/Province, Zip/Postal Code) [redacted], Brevard, North Carolina 28712 | **EMAIL ADDRESS:** [redacted] |
| **HOME PHONE:** [redacted] | **NOTIFICATION PREFERENCE:** Email |
| **DRIVER'S LICENSE:** ■Yes □No | **LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■Yes □No |

**What is your highest level of education?**
Master's Degree

## PREFERENCES

**ARE YOU WILLING TO RELOCATE?**
□Yes ■No □Maybe

**WHAT TYPE OF JOB ARE YOU LOOKING FOR?**
Temporary

**TYPES OF WORK YOU WILL ACCEPT:**
Part Time

**SHIFTS YOU WILL ACCEPT:**
Day

## EDUCATION

**Nothing Entered For This Section**

## WORK EXPERIENCE

**Nothing Entered For This Section**

## CERTIFICATES AND LICENSES

**Nothing Entered For This Section**

## Skills

**Nothing Entered For This Section**

## ADDITIONAL INFORMATION

**Nothing Entered For This Section**

## REFERENCES

**Nothing Entered For This Section**

## Agency-Wide Questions

1. **Are you a resident of the City of Brevard?A resident is defined as someone who lives in within the corporate city limits the majority of the year andclaims the City of Brevard as their domicile for legal purposes.**

   Yes

2. **Please list your current place of employment and your occupation.**

   PLATT - Principal Architect and Founder

3. **Please list any other appointed positions you currently hold in Brevard or Transylvania County.If none, please type "none or n/a"**

   Brevard College Board of Trustees, Brevard Music Center Consultant, Former Trustee of Blue Ridge Community College

4. **Why do you want to be a member of this Board and/or Committee?**

   I have recently completed my first term and I would like to serve a second term and continue my involvement with the organization’s effort to create good paying jobs for our community.

5. **How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?**

   I have lived in Brevard for almost 50 years and have developed a professional and personal network that can assist with the organization’s activities. I have been involved in a variety of civic organizations and have employed many Transylvanians for many years.

6. **Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.**

   I currently serve on Transylvania Economic Alliance's Executive Committee as Vice Chair.

7. **Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?**

   None

## Job Specific Supplemental Questions

**1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.**

Transylvania Economic Alliance

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Al Platt on 03/17/26 11:21 PM

# EMPLOYMENT APPLICATION

**CITY OF BREVARD**
95 W Main St
Brevard, North Carolina 28712

http://www.cityofbrevard.com

**Jordan, Charles Thomas**
**202200016 STATUTORY / CODE COMMITTEE MEMBER**

Transylvania Economic Alliance

**Received:** 2/26/26 02:46 PM
**For Official Use Only:**
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other:_____

## PERSONAL INFORMATION

| | |
|---|---|
| **POSITION TITLE:** STATUTORY / CODE COMMITTEE MEMBER | **EXAM ID#:** 202200016 |
| **NAME:** (Last, First, Middle) Jordan, Charles Thomas | **SOCIAL SECURITY NUMBER:** N/A |
| **ADDRESS:** (Street, City, State/Province, Zip/Postal Code) [redacted], Brevard, North Carolina 28712 | **EMAIL ADDRESS:** [redacted] |
| **HOME PHONE:** [redacted] | **NOTIFICATION PREFERENCE:** Email |
| **DRIVER'S LICENSE:** ■Yes ☐No | **LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■Yes ☐No |
| **What is your highest level of education?** Master's Degree | |

## PREFERENCES

| | |
|---|---|
| **MINIMUM COMPENSATION:** $0.00 per year | **ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe |
| **WHAT TYPE OF JOB ARE YOU LOOKING FOR?** Regular | |
| **TYPES OF WORK YOU WILL ACCEPT:** Part Time, Per Diem | |
| **SHIFTS YOU WILL ACCEPT:** Day, Evening, Night | |

## EDUCATION

**Nothing Entered For This Section**

## WORK EXPERIENCE

**Nothing Entered For This Section**

## CERTIFICATES AND LICENSES

**Nothing Entered For This Section**

## Skills

**Nothing Entered For This Section**

## ADDITIONAL INFORMATION

**Nothing Entered For This Section**

## REFERENCES

**Nothing Entered For This Section**

## Agency-Wide Questions

**1. Are you a resident of the City of Brevard?A resident is defined as someone who lives in within the corporate city limits the majority of the year andclaims the City of Brevard as their domicile for legal purposes.**

Yes

**2. Please list your current place of employment and your occupation.**

Owner and Chief Executive Officer of White Squirrel Enterprises, LLC. Doing business as The White Squirrel Arcade and Discovery Maps of Transylvania County.

**3. Please list any other appointed positions you currently hold in Brevard or Transylvania County.If none, please type "none or n/a"**

I serve on the Executive Board of the CARE Coalition for Transylvania County, and I recently accepted a position on the Executive Board of Mountain Roots, a local nonprofit promoting outdoor education for children.

**4. Why do you want to be a member of this Board and/or Committee?**

As a business owner in Brevard, a former local government executive, and a city resident, I have a unique perspective on the importance of smart economic growth coupled with responsible government. I want to serve my community by working to attract quality businesses that bring higher wages and good jobs to all our residents. Economic growth will benefit everyone in the county and city, but will need to be tempered with responsible direction that preserves the "small-town" environment that many love, advances the outdoor culture so closely associated with our economy, and attracts quality businesses to the area.

**5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?**

As a business owner in Brevard and a former local government executive, I have a unique perspective on the importance of smart economic growth coupled with responsible government. Economic growth will benefit everyone in the county and city, but will need to be tempered with responsible direction that preserves the "small-town" environment that many love, advances the outdoor culture so closely associated with our economy, and attracts quality businesses to the area. I have a good understanding of what it takes to align government and economic growth to improve the quality of life in our area.

**6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.**

I have served on several boards, including El Centro, SAFE, the CARE Coalition, and Mountain Roots. My business reaches out to families, camps, and other nonprofits regularly to provide a fun, safe environment for families to gather. My previous experience as a local government executive has given me insight into the intricacy of government processes and how they function. I built two quality businesses from the ground up that continue to serve the people of our city and county.

**7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?**

I do not have any limitations.

## Job Specific Supplemental Questions

**1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.**

Transylvania Economic Alliance

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Charles Thomas Jordan on 02/26/26 02:46 PM

# EMPLOYMENT APPLICATION

**CITY OF BREVARD**
95 W Main St
Brevard, North Carolina 28712

http://www.cityofbrevard.com

**Hendrix, Ty**
**202200016 STATUTORY / CODE COMMITTEE MEMBER**
**TRANSYLVANIA ECONOMIC ALLIANCE BOARD**

**Received:** 3/11/26 11:51 AM
**For Official Use Only:**
QUAL: _____
DNQ: _____
□ Experience
□ Training
□ Other:_____

## PERSONAL INFORMATION

| | |
|---|---|
| **POSITION TITLE:** STATUTORY / CODE COMMITTEE MEMBER | **EXAM ID#:** 202200016 |
| **NAME:** (Last, First, Middle) Hendrix, Ty | **SOCIAL SECURITY NUMBER:** N/A |
| **ADDRESS:** (Street, City, State/Province, Zip/Postal Code) [redacted], brevard, North Carolina 28712 | **EMAIL ADDRESS:** [redacted] |
| **HOME PHONE:** [redacted] | **NOTIFICATION PREFERENCE:** Email |

**LEGAL RIGHT TO WORK IN THE UNITED STATES?**
■ Yes □ No

**What is your highest level of education?**
Bachelor's Degree

## PREFERENCES

| | |
|---|---|
| **MINIMUM COMPENSATION:** $0.00 per hour; $0.00 per year | **ARE YOU WILLING TO RELOCATE?** □ Yes ■ No □ Maybe |

**WHAT TYPE OF JOB ARE YOU LOOKING FOR?**
Regular

**TYPES OF WORK YOU WILL ACCEPT:**
Part Time

**SHIFTS YOU WILL ACCEPT:**
On Call (as needed)

## EDUCATION
**Nothing Entered For This Section**

## WORK EXPERIENCE
**Nothing Entered For This Section**

## CERTIFICATES AND LICENSES
**Nothing Entered For This Section**

## Skills
**Nothing Entered For This Section**

## ADDITIONAL INFORMATION
**Nothing Entered For This Section**

## REFERENCES
**Nothing Entered For This Section**

## Agency-Wide Questions

1. **Are you a resident of the City of Brevard?A resident is defined as someone who lives in within the corporate city limits the majority of the year andclaims the City of Brevard as their domicile for legal purposes.**

   No

2. **Please list your current place of employment and your occupation.**

   Ty Hendrix Investment Management, Brevard. Financial Advisor

3. **Please list any other appointed positions you currently hold in Brevard or Transylvania County.If none, please type "none or n/a"**

   none

4. **Why do you want to be a member of this Board and/or Committee?**

   I would like to serve on the Transylvania Economic Alliance board because I care deeply about the long-term economic health of Brevard and Transylvania County. Our community is a special place to live and work, and thoughtful economic development is essential to preserving that quality of life while creating opportunity for residents and local businesses. I am particularly interested in supporting efforts that help grow the Brevard business community and strengthen our local economy. Attracting new businesses while also helping existing companies expand and thrive is critical to maintaining a vibrant downtown, creating good jobs, and ensuring that the next generation can build successful careers here. I would welcome the opportunity to contribute my experience, perspective, and community connections to help the City of Brevard and the Transylvania Economic Alliance attract and retain businesses that fit our community and support sustainable economic growth. I believe strong collaboration between local government, the private sector, and community organizations is the key to thoughtful and successful economic development.

5. **How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?**

   I've worked in Brevard for 29 years. I am a buisness owner. I have experience in finance and marketing.

6. **Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.**

   none

7. **Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?**

   none

## Job Specific Supplemental Questions

**1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.**

Transylvania Economic Alliance

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The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Ty Hendrix on 03/11/26 11:51 AM

**RESOLUTION NO. 2026-XX**

**A RESOLUTION APPOINTING A MEMBER TO THE TRANSYLVANIA ECONOMIC ALLIANCE BOARD OF DIRECTORS**

**WHEREAS**, in Fall 2022 the Brevard City Council held a work retreat to reform its committee structure; and

**WHEREAS**, committees were designated into one of three categories: policy committees, statutory committees, and advisory committees; and

**WHEREAS**, the Council initiated a new system for making appointments that would apply to every body to which the Council makes appointments; and

**WHEREAS**, the Finance, Human Resources and Citizen Appointment Committee was charged with reviewing applicants for the various committees/advisory groups and making appointment recommendations to the full Council; and

**WHEREAS**, the City of Brevard appoints one citizen member to the Transylvania Economic Alliance Board of Directors for a 3-year term and the term of the current member expired on March 31, 2026; and

**WHEREAS**, under the direction of the Finance, Human Resources and Citizen Appointment Committee, city staff conducted an open recruitment for citizens interested in serving on the various policy committees; and

**WHEREAS**, the applications received during the recruitment period were reviewed by the Finance, Human Resources and Citizen Appointment Committee at their March 31, 2026 meeting; and

**WHEREAS**, at that meeting the Committee recommended that Al Platt be reappointed to serve a second term on the Transylvania Economic Alliance.

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

1) The Brevard City Council does hereby reappoint Al Platt to Brevard's designated seat on the Transylvania Economic Alliance Board of Directors, for a term to be effective immediately and expiring in March 2029.

Adopted and approved this the 20th day of April, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk