

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

January 23, 2019 – 4:00 PM

Administrative Conference Room at City Hall

Members Present: Charlie Landreth, Chair, Council Member
Jim Fatland, City Manager
Daniel Cobb, Planning Director
Heath Seymour, Heart of Brevard Executive Director
Susan Threlkel, Council Appointed At-Large Member
Dee Dee Perkins, Council Appointed Citizen Member

Members Absent: Mac Morrow, Vice Chair, Council Member
Melanie Spreen, Heart of Brevard Representative

Staff Present: Denise Hodsdon, Executive Assistant

Media: None

A. Welcome & Call to Order

Committee Chair Charlie Landreth call the meeting to order at 4:06 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Ms. Threlkel, seconded by Mr. Seymour to approve the agenda. The motion carried unanimously.

D. Approval of Minutes from December 12, 2018 Meeting

Motion by Mr. Cobb, seconded by Ms. Perkins to approve the minutes of the December 12, 2018 meeting as presented. Motion carried unanimously.

E. Clemson Plaza

Mr. Fatland recalled that this project was approved by the City Council a few years ago but was put on hold due to the Caldwell Street construction. He said there is money in the Downtown Master Plan Fund to pay for this project. However, he asked Heath Seymour to report on a grant opportunity that recently came up through the Main

Street Solutions Fund. Mr. Seymour reported that he became aware of this grant opportunity last week just prior to the deadline and he and Daniel Cobb submitted an application for \$375,000, the full amount of the project.

Mr. Cobb said now that Caldwell Street is complete, he has met with project designer Teresa Buckwalter of Destination by Design and the surveyor is scheduled to go out next week to pick up all the new infrastructure to send to Ms. Buckwalter to wrap up the designs. Then we can then put together a bid package and go to bid sometime this spring.

Mr. Fatland noted that the Council has already voted to move the project forward so there is no need to go back to Council and the money is in the Downtown Master Fund. However, he would advise holding off on going out to bid until we get more firm information back on the grant.

Ms. Threlkel asked what has happened with the apartment space over the theater. Mr. Fatland said there has been an issue that surfaced after we did a lease between the City and Co-Ed Theater and we have to amend the lease for them to allow us to put something up there. He thinks it is an opportunity to rent it out for income, but there is no way to get to the space from inside the building. The plan includes adding an outside entrance on the second floor with stairs coming down on the side of the building. Mr. Fatland will work with City Attorney Michael Pratt to find out what steps we need to take to renegotiate the lease and report back to the Committee. Mr. Landreth said if we want to be a landlord for residential housing up there, he thinks we are compromising the quality of the design of the plaza by putting the stairs in as shown on the current plan.

The plan includes panels on the side of the building and Mr. Landreth noted that the content of the panels is negotiable. He thought if this Committee wants to make a recommendation about the plan, this is probably the part that is easiest to make a recommendation about because the rest is construction and design.

Mr. Cobb said the plans are not 100% ready to go and the proposal he received this afternoon to complete the survey work and wrap up the design is \$20,000. He said if everyone is happy with what is on the plans we can go to design and present a final version. The only real big factor we will need to nail down is the stairs, as the landing of the stairs is going to dictate what can happen with that corner of the property. Mr. Landreth suggested that if the stairs could come back 180 degrees on the second floor, that would get them out of the middle of the plaza. It was decided to get started on the final design and by the time the contract is put together, Mr. Fatland should have an answer on the lease.

F. Discussion of Standard Bench for Downtown

Mr. Fatland said he would like to standardize the type of bench placed throughout

downtown. He suggested that as the wooden benches need replacement, that we replace them with a black metal bench. The current wooden benches are 12-14 years old. There was discussion about how to handle replacement of the wooden benches that had been donated/sponsored. Following discussion, it was decided that the City would pay for replacement of the benches and transfer any plaques from the old bench to the new bench. It was also suggested that the wooden benches could be offered to the families that originally purchased them. Mr. Seymour suggested that perhaps any unclaimed older wooden benches could be refinished and placed along the trail system. Mr. Cobb suggested that we consider buying the benches in bulk. That way we can replace what needs replacing now and keep additional benches in storage until they are needed, which will insure that all benches will be of the same design going forward.

G. Discussion of Trash/Recycle Bins for Downtown

Mr. Fatland said there have been some requests from folks that they want to see recycling containers on the street. He noted that the City of Hendersonville uses combination trash/recycle bins with a pet waste receptacle throughout downtown and asked if we would want something similar. He pointed out however, that we don't have wide sidewalks like a lot of downtowns. Mr. Landreth thought that the footprint of those containers, perpendicular to the curb is probably 3 or 4 inches more than what we currently have and is obviously twice as wide. He wouldn't think a double unit would go into the sidewalk, certainly not off the brick. Mr. Seymour and Mr. Fatland suggested that every unit would not need to include a recycle bin; maybe we could put that set at midblock and trash only on the corners. We could slowly add a few in the key spots and see what the results are. Mr. Seymour suggested that Public Works Director David Lutz could identify locations where we currently have overflow and we could add either a recycle bin or an additional trash can, whichever would be needed, in those places. Ms. Perkins added that the current trash cans get really nasty, particularly around places that serve ice cream products, because there are no liners in the cans. Mr. Landreth said there appear to be three issues: 1) we need better looking cans; 2) we need to review our procedures and what does it look like workflow wise to have disposable bags; and 3) what do we want to do about recycling?

H. Discussion Topics for February Meeting

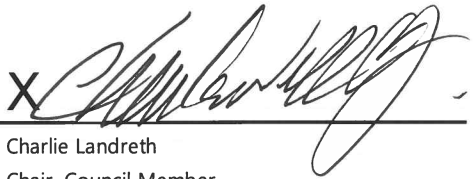
1. Benches and plaques – quantity, cost and budget
2. Trash/recycling containers – configuration/design, quantity, cost and budget
3. Tree wells – design, quantity, cost and budget
4. Ms. Threlkel submitted a list of short term projects that support the DTMP that can be done in-house (copy attached)

I. Adjourn

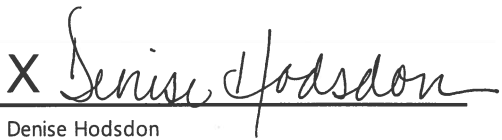
There being no further business, Ms. Perkins moved and Ms. Threlkel seconded to adjourn the meeting at 5:09 PM. The motion carried unanimously.

Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Wednesday, February 27, 2019 at 4:00 PM.

X 
Charlie Landreth
Chair, Council Member

Minutes Approved - February 27, 2019

X 
Denise Hodsdon
Executive Assistant

Short Term Projects that support the DTMP:

- Power wash sidewalks, brick pavers, curbing, garbage cans, benches, etc. (Work with businesses to do the same to facades.)
- Level all bricks and repair curbing.
- Complete brick pavers on W. Jordan St.
- Add wall-mounted lighting to alleyways.
- Work with USPS or property owner to upgrade landscaping.
- Determine consistent design for tree wells. Integrate where possible.
- Re-implement Beautify Brevard, tree planting initiative.
- Replace missing trees and trim dead branches in others.
- Remove cherry trees on E. Main, grind below brick level, root trim, treat and brick over.
Plant trees in different locations.
- Proceed with Clemson property/parking lot plans.
- Upgrade pedestrian crosswalks.
- Add large street lamp globes at other major intersections.
- Add large street signs, hung from mast arms, beginning in the center of town and working out.
- Implement recommended improvements in the area of the gazebo.
(Work with County)