

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

February 27, 2019 – 4:00 PM

Administrative Conference Room at City Hall

Members Present: Charlie Landreth, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Daniel Cobb, Planning Director
Melanie Spreen, Heart of Brevard Representative
Susan Threlkel, Council Appointed At-Large Member
Dee Dee Perkins, Council Appointed Citizen Member

Members Absent: Jim Fatland, City Manager
Heath Seymour, Heart of Brevard Executive Director

Staff Present: Tom Whitlock, Deputy Finance Director
Denise Hodsdon, Executive Assistant

Guests: Alex Gotherman, Destination by Design

Media: None

A. Welcome & Call to Order

Committee Chair Charlie Landreth called the meeting to order at 4:05 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Ms. Threlkel asked to add an item to the agenda regarding short-term projects in lieu of an immediate Downtown Master Plan implementation. Motion by Ms. Perkins, seconded by Mr. Morrow to approve the agenda as amended. The motion carried unanimously.

D. Approval of Minutes from January 23, 2019 Meeting

Motion by Ms. Threlkel, seconded by Ms. Perkins to approve the minutes of the January 23, 2019 meeting as presented. Motion carried unanimously.

E. Clemson Plaza Design

Mr. Cobb reported that we should hear about our Main Street Solutions Fund grant application sometime in July. We had requested the full project cost of \$375,000 but they have asked if we could do the project for \$125,000, so we are taking that as a good sign that we might get something from it. He said the plan after today is to follow up with any questions the Committee may have following the presentation, and then finish up the design this spring and begin construction in early Fall. He then introduced Alex Gotherman of Destination by Design and asked him to review the design for the project.

Mr. Gotherman noted that with the completion of the Caldwell Street project, they have tweaked the plan somewhat around the improvements on Caldwell Street. He explained that the plan has two main pieces; one is the sidewalk connector going down Caldwell Street and the other is the main plaza. The biggest design element in the main plaza is a curvilinear seat wall which will be constructed of concrete with cedar plank benches built in. There are two vertical elements in the landscaping; one is a covered seating area closest to the theater, and the other is a screen between the seat wall and the street to push the space back into the plaza and protect people from the road. The design also includes a fountain, art panel units, and a staircase going up to a potential apartment unit over the theater. Mr. Gotherman did note that one issue we have is the storm drain and we are trying to reconcile exactly where that is as it might be right in the middle of our fountain.

Mr. Gotherman said there are a couple of options for the art display and he asked for feedback from the Committee. Do we want to make it look more formal with dedicated cases and all of the art has go into those cases, or do we want to leave it as just an open space that gives us more flexibility? During discussion, Mr. Landreth said he thought this is an open question that doesn't delay the other construction. Mr. Gotherman suggested that we could just leave a space for the art and once the park is constructed, we can get feel for what it is and how it is used, which might guide how we finish the art element.

There was discussion about a potential apartment over the theater and whether the stairs would remain in the design. Mr. Landreth said he doesn't think they contribute to the quality of the space and he is not in favor of the City being a residential landlord. He asked how much space is dedicated to those stairs. Mr. Gotherman explained that they will come out just about as far as the planters and the bench on that side. Mr. Cobb said he doesn't know what those stairs cost in the budget, but imagined it is not an insignificant amount so that is a decision that has to be made either by this committee or by City Council, which will affect this design.

Mr. Landreth said it sounds like there is another round of design based on our actual conditions at this point. Mr. Cobb said that Carolina Mountain Surveying is on deck to do the as-built drawings for the Caldwell Street project in order to get all the elevations they need to make sure that this is going to flow correctly. Mr. Landreth said it appears we are not ready to look at a final proposal in terms of construction cost and he can see

City Council potentially wanting to see that, with input from this Committee, especially if there are some significant changes.

Mr. Cobb asked for clear direction on where to go from here. Mr. Landreth said he thinks we move toward construction drawings and bids. Mr. Cobb noted that the big question is whether or not to include the staircase. He said we could keep going assuming the stairs are going to stay and if they come out, we can go back to one of the original designs which was more green screening.

F. Short-Term Projects

Ms. Threlkel submitted a list of short-term projects (copy attached as Exhibit A) which support the Downtown Master Plan. These are things that can be accomplished in-house in lieu of the fact that we are not starting the Downtown Master Plan.

Ms. Spreen said she feels that lighting is definitely important in the alleys. She said we have made some attempts to have ambient lighting but a lot of times, it is cut off by the business if they are closed that night. She said she has noticed that one of the street lights at the corner of Jordan Street and Broad was broken when a truck hit it and it has never been replaced so that corner is very dark.

Mr. Landreth said we have known that the tree well issue has to be resolved before we start planting new trees and have consulted with a landscape architect who has recommended a tree well product. The tree well itself gets paired up with the species that is planted. David Lutz is in the process of looking at a few tree species and getting an estimate on the whole system.

G. Proposed FY20 Budget

Mr. Whitlock said Mr. Fatland had asked him to prepare some numbers relative to the current year FY19 budget revenue and expenditures, and then we put together a FY20 budget for revenue and expenditures as well (copy attached as Exhibit B). The budget projects a fund balance of \$243,058. The question is how much do we want to spend and what would the breakdown be?

Mr. Landreth pointed out that the estimate for the Clemson Plaza project is five years old and that will likely go up. He asked what do we want to recommend to City Council? During discussion, there was consensus that upgrading the crosswalks at Main Street and Broad Street intersection should be a priority. Ms. Spreen suggested that we should also include bulb outs on the corners to help bring the pedestrians out further so they are more visible. Mr. Cobb explained that most of the design work has been done for that intersection and he didn't think it would be a stretch to submit an encroachment agreement to the State for that intersection in the next 60 days. He said if we were to get approval, those are valid for a few years so we would have some time in which to act on that.


Following additional discussion, Mr. Landreth summarized that it is the Committee's recommendation that we spend out of existing funds, money for benches, trash cans, and recycling cans and to proceed with crosswalk and encroachment at Main and Broad Streets. Annual pressure washing of sidewalks and operational maintenance costs should be funded from the City's Streets Department budget and not from the Downtown Master Plan Fund. We would ask Public Works and the Planning Office to scope the lighting for the alleyways.

H. Adjourn

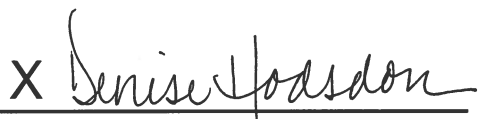
There being no further business, Ms. Perkins moved and Ms. Threlkel seconded to adjourn the meeting at 5:30 PM. The motion carried unanimously.

Next Meeting

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

X 
Charlie Landreth
Chair, Council Member

Minutes Approved - March 27, 2019

X 
Denise Hodsdon
Executive Assistant

Short Term Projects that support the DTMP:

- Power wash sidewalks, brick pavers, curbing, (garbage cans, benches, etc. until or unless they are replaced). Work with businesses to do the same type of cleaning to building facades if needed.
- Level all bricks and repair curbing.
- Upgrade pedestrian crosswalks and remove/replace the rubber mats.
- Replace missing trees and trim dead branches in others.
- Remove Cherry trees on E. Main/re-plant.
- Determine consistent design for tree wells. Integrate where possible.
- Proceed with Clemson property/parking lot plans.
- Place an emphasis on Beautify Brevard, tree planting initiative, especially on Caldwell St.
- Complete brick pavers on W. Jordan Street. Proceed to Gaston Street to determine what could be upgraded there.
- “Embrace” the sculptures within the City limits and promote them as another thing to do when you visit Brevard. Information should be on the City website. Give them attention, whether that is annual cleaning/oiling and/or landscaping around them.
- Add wall-mounted lighting to alleyways.
- Work with USPS or property owner to upgrade landscaping.
- Design/install a “Welcome” sign in Pisgah Forest in or near the main intersection that includes the distance to downtown.

CITY OF BREVARD
 DOWNTOWN MASTER PLAN (FUND 83)
 PROPOSED BUDGET
 FY20

	FY19 BUDGET	ESTIMATED THROUGH JUNE 30		FY20 PROPOSED BUDGET
BEGINNING FUND BALANCE		\$ 357,833		\$ 534,558
REVENUE				
HOB	11,000	\$ 11,000	100.0%	\$ 11,000
Appropriated Fund Balance	340,000			
Transfer from Capital Reserve Fund				
Transfer from General Fund	180,000	\$ 180,000	100.0%	\$ 180,000
Jordan Street Parking Lot Revenue	30,000	\$ 45,000	150.0%	\$ 40,000
NCDOT - Caldwell Loan Proceeds				
TOTAL REVENUE	561,000	\$ 236,000	42.1%	\$ 231,000
EXPENDITURES				
Jordan Street Parking Lot		\$ 4,275		\$ 2,500
DTMP Design	21,000	\$ 35,000	166.7%	\$ -
Clemson Park	340,000	\$ 20,000	5.9%	\$ 320,000
Caldwell Street	200,000			\$ 200,000
Downtown Improvements				
Total Expenditures	561,000	\$ 59,275	10.6%	\$ 522,500
Ending Fund Balance		\$ 534,558		\$ 243,058

Bike Racks				\$ 500
Tree Wells	115			
Metal Benches	36	\$ 685		\$ 24,672
Trash Cans - corners	25	\$ 893		\$ 22,325
Recycle Cans - mid block	15	\$ 909		\$ 13,635
Pressure Wash per square foot	24,577	\$ 0.47		\$ 11,551
(Note: Could be zero if we use correction center inmates)				
Cross Walk Upgrade (Large) per intersection*				\$ 40,000
Cross Walk Upgrade (small) per intersection*				\$ 30,000
* 30 day quote beginning 2.21.2019				