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

A. Welcome and Call to Order

B. Invocation

Dr. Andrew White, Calvary Baptist Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. September 21, 2026 Regular Meeting

G. Certificates / Awards / Recognition

1. Proclamation No. 2026-24 Domestic Violence Awareness Month
2. Proclamation No. 2026-25 Fire Prevention Month
3. Proclamation No. 2026-26 Breast Cancer Awareness Month
4. Proclamation No. 2026-27 Emergency Nurses Week

H. Public Comments

I. Special Presentation(s)

J. Public Hearing(s)

K. Consent and Information

1. Ordinance Declaring Road Closure for Veterans Day Ceremony
2. Mini-Brooks Exemption to use Headwaters Engineering for Two Streambank Restorations
3. Finance Summary - 7/1/26 through 9/30/26
4. Finance and Human Resources Committee Meeting Minutes - August 24, 2026

5. Public Safety Committee Meeting Minutes - August 24, 2026

L. Unfinished Business

1. Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 6 and 19 - Building Height Regulations
2. Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 8, 10 and 17 - Removal of Off-Street Parking Minimum Requirements
3. Carolina Avenue Traffic Calming - $14,000 from Fund 82 (Rosenwald Fund)

M. New Business

1. Quarterly PCard Report
2. Streamlining Process for Updates to Traffic Schedule
3. Downtown Master Plan Implementation and Downtown Advisory Committee Recommendation re Downtown Circulation Study
4. Discussion re Proposed Addition to the City of Brevard Code of Ordinances Chapter 2-297 - Reimbursement Agreements
5. Appointment of ABC Board Member

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

P. Adjourn

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Agenda Posted, Website, Sunshine List (September 30, 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.
The meeting will be livestreamed on the City of Brevard YouTube channel.

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
September 21, 2026 – 5:30 PM

The Brevard City Council met in regular session on Monday, September 21, 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 Pamela Holder, Lauren Wise and Dean Lytle

Absent – Council Member Gary Daniel

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, Communications Coordinator Becky McCann, Planning Director Paul Ray, Assistant Planning Director Aaron Bland, Planner Stephanie Holland, Police Chief Christy Wentzell, Public Works Operations Manager Cliff Justus, Water Treatment Plant ORC Dennis Richardson, Wastewater Treatment Plant ORC Aaron Winans, and Community Center Director Tyree Griffin

Guest/Presenter – Vagn Hansen, Benchmark Planning

Press – Vivian Bikulege, *Transylvania Times* and Jonathan Rich, *Brevard Beagle*

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

B. Invocation – Pastor Marshall Erwin of Bethel Baptist 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. Mr. Wise moved, seconded by Ms. Holder to excuse Council Member Daniel. The motion carried unanimously.

E. Approval of Agenda – Mr. Baker moved, seconded by Ms. Holder to approve the agenda as presented. The motion carried unanimously.

F. Approval of Minutes

F-1. September 8, 2026 Regular Meeting – Ms. Holder moved, seconded by Mr. Baker to approve the minutes of the September 8, 2026 Regular Meeting as presented. The motion carried unanimously.

G. Certificates / Awards / Recognition – None.

H. Public Comments

Doug Powell encouraged everyone to appreciate the nation's freedoms during Constitution Week. He recalled how poet Maya Angelou once expelled a guest for telling an off-color joke, refusing to let racism, cursing, or vulgarity poison her home. She acted because it was her house, she set its standards, and tolerating one violation would weaken them. Likewise, the nation's founders understood that accepting less than the constitutional principles established in 1787 would endanger Americans' civil and religious liberties. Daniel Webster warned that such liberty is rare and urged citizens to hold fast to the Constitution and its government. Our freedoms are not guaranteed; they

must be understood and protected. That is why Brevard's citizens, City Council, and staff should study the state and federal constitutions and their original meaning, and why Constitution Week is recognized by federal law and North Carolina. As Chief Justice John Jay emphasized, citizens who know their rights can better recognize violations and defend them. Government's primary constitutional duty is to protect individual rights and freedoms. To know when those rights are threatened, we must know the standard. Let us commit to understanding the Constitution better.

Jimmy Veal commented that it was interesting that the previous speaker was talking about the Constitution because I want to talk about the oath of office. I believe that the North Carolina statute says "I do solemnly swear (or affirm) that I will support and maintain the Constitution and the laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties of my office. So help me God." I am here again to talk about access to the property up on Pinnacle Rd. I'm still working to restore that access that existed for over 100 years. The roadbed is still there. Some people might have told you there's no road. I know some people have told you a lot of things, but you can walk up there and look at it. I'm going to pass out this pamphlet that shows the portions of the trail infrastructure that block access to the six pieces of property (copy on file in the Clerk's Office). Again, I want to emphasize I mountain bike, I love the trial, I especially love the 7.9 miles that doesn't block access to anybody's property. So, the Council in 2005 voted to do the condemnation to open and improve roads, not block access. You're the Council now, you're the guys that are ideally situated to do something about it because you can do it in 3 votes. You swore an allegiance to the Constitution, and you've got constituents that you're supposed to represent. It's not supposed to be a club of councilmen group-thinking, it's supposed to be people representing their constituents, and follow the laws. There's more than a smoking gun here—it's a blazing forest fire. I respectfully request that you all get together, and let's have a special meeting to talk about it and work it out. Some people have said you all spent all that money on that trail, it's all taxpayers' money, but the taxpayers didn't vote to block access to other taxpayers' property. Your liability far exceeds what it would take to fix it.

I. Special Presentations

I-1. Parking Study Presentation – Aaron Bland introduced Vagn Hansen of Benchmark Planning to review the results of the parking study. Mr. Hansen gave a presentation including the following information (copy on file in the Clerk's Office):

- **Purpose of the Study**
  - Evaluate parking availability in Downtown and the Lumberyard.
  - Compare observed conditions with community experiences.
  - Identify improvements to parking management and access.
  - Present management alternatives and recommendations for Council's consideration.

- **Parking Inventory**
  - Lumberyard
    - 70 public lot spaces
    - 70 private lot spaces
    - 41 on-street spaces
  - Downtown
    - 280 public lot spaces
    - 710 private lot spaces
    - 241 on-street spaces

- **Occupancy Counts** – two counts were done on Friday and Saturday October 10-11, 2025, and Friday and Saturday July 24-25, 2026. The report included peak occupancy for each area for both the summer and fall counts.

- **Land Use and Parking Benchmarks**
  - Land Use Inventory
  - Parking Ratios and Zoning Maximums
  - Supply Compared to Parking Benchmarks

- **Public Input**
  - 817 Participants – 93% lived locally
  - February 2026 Listening Sessions with almost 30 stakeholders and subject matter experts
  - Reasons for Visiting Percentages
  - Timing of Downtown Visits
  - How Long People Park
  - Parking Experiences – How easy is it to find parking – on-street and off-street
  - Parking Signs – 52% Adequate; 48% Inadequate
  - Open-Ended Response Themes
    - Parking Supply
    - Cost and Time Limits
    - Signs and Management
    - Parking Options
    - Connections

- **Key Findings**
  - No downtown-wide parking shortage was observed during either the fall or summer count.
  - There is high demand in downtown for centrally located on-street spaces and **free** public off-street parking without time limits.
  - Underutilized spaces are typically available in peripheral on-street locations and private lots, although access to private parking varies.
  - The Lumberyard core experiences periodic on-street constraints. The Depot lot saw little use apart from summer Saturday morning cycling trips.
  - Management, operations, and infrastructure changes should be considered before expanding the **public** parking supply.

- **Parking Management Alternatives**
  - Five alternatives use different combinations of prices, free periods, and time limits for City controlled parking.
  - Options range from keeping on-street parking free to charging for convenient downtown spaces.
  - Compare parking availability, costs to drivers, operating expenses, and potential revenue.
  - The study does not identify a preferred alternative. The City may select one, modify or combine elements, or retain its current system.

- **Provisions Shared by All Five Alternatives**
  - Peripheral on-street parking would be free without time limits.
  - The two currently free City lots would provide four hours free, followed by $2 per hour for additional time.
  - Designated accessible off-street spaces would remain free. Accessible on-street spaces would remain free and exempt from time limits.
  - Designated short-term spaces would remain free under their posted restrictions.
  - Charges would generally apply Monday–Saturday, 9 a.m.–6 p.m. Alternative 1 would retain the existing charging schedule in the currently paid City lots.
  - At least one payment method would be available without a smartphone.

- **Parking Management Alternatives**

Approach	Premium Core	General On-street	Currently Paid City Lots
Maintain Current System	Free 2-hour limit	Free 2-hour limit	$3/hour
Alternative 1	Free 2-hour limit	Free 4-hour limit	$3/hour
Alternative 2	$3/hour No time limit	$2/hour* No time limit	$2/hour
Alternative 3	$3/hour 2-hour limit	$2/hour* 4-hour limit	$2/hour
Alternative 4	$5 flat 2-hour limit	Free under current limits	$2/hour
Alternative 5	$5 flat 2-hour limit	$2/hour* 4-hour limit	$2/hour

*Under Alternatives 2, 3, and 5, general on-street stays of 30 minutes or less are free. Longer stays are charged from arrival.

- **Revenue Model: Daily and Seasonal Demand**

Assumed Occupancy Relative to Parking Occupancy Counts

Day of the week	Peak season	Lower season
Friday and Saturday	100%	65%
Monday–Thursday	70%	45%

- Parking count observations were used to establish peak season Friday and Saturday occupancy.
- 312 paid parking days per year: Monday–Saturday, 9 a.m.–6 p.m.
- Annual mix: 40% peak-season days and 60% lower-season days.
- Pricing shifts demand among City managed spaces.

- **Revenue Model: Duration and Collections**

Length of stay	Modeled duration	Lower season (survey)	Peak season (assumed)
Under 1 hour	30 minutes	13%	10%
1–2 hours	1.5 hours	46%	35%
2–4 hours	3 hours	30%	35%
Over 4 hours	6 hours	11%	20%

- City owned lot estimates use observed / budgeted kiosk revenue as a reference.
- Estimated collection rate: 85%.
- Hourly billing follows the modeled stay and parking rules, with no one-hour minimum.
- Modeled 30-minute stays are free where offered, including repeat visits.

- **Annual Parking Revenue Estimates**

Alternatives	On-Street Revenue	Off-Street Revenue	Annual Revenue*
Current System	$0	$80,500	$80,500
Alternative 1	$0	$88,000	$88,000
Alternative 2	$318,000	$74,500	$392,500
Alternative 3	$340,500	$73,000	$413,500
Alternative 4	$203,000	$69,500	$272,500
Alternative 5	$344,500	$73,000	$417,500

*Estimated revenue is exclusive of program expenses.

- **Recommended Strategies and Actions**
  - Strategy 1: Improve Parking Signage and Awareness
    - Action 1.1: Create a Clear, Coordinated Off-Street Parking Signage System
    - Action 1.2: Work with Private Parking Lot Owners to Implement the Coordinated Signage
    - Action 1.3: Pursue a Coordinated Downtown Parking Payment System
  - Strategy 2: Increase the Efficiency of Existing Parking
    - Action 2.1: Refine the Downtown Public Parking System
    - Action 2.2: Encourage Increased Utilization of Peripheral Parking
    - Action 2.3: Develop Practical Employee and Long-Term Parking Options
    - Action 2.4: Establish Event Parking Plans for Downtown and the Lumberyard
    - Action 2.5: Continue Monitoring Parking Conditions and Usage Trends
  - Strategy 3: Improve Mobility and Access to and Within Downtown
    - Action 3.1: Improve Walking Connections to and Within Downtown
    - Action 3.2: Evaluate Signal Timing on Main Street
    - Action 3.3: Evaluate Additional Reserved Parking for Drivers with Disabilities
    - Action 3.4: Conduct a Pilot Program for Remote Parking Shuttles During Events
    - Action 3.5: Improve Bicycle Connections and Parking
  - Strategy 4: Plan for Potential Future Parking Needs
    - Action 4.1: Identify and Evaluate Potential Parking Structure Locations
      - Consider adding structured parking if recurring demand demonstrates a need after management and access improvements have been evaluated.
      - The locations identified in the study are preliminary options for further evaluation.
      - A feasibility study should establish the net gain in spaces, property arrangements, vehicle and pedestrian access, construction and operating costs, and potential funding.

Following questions and comments by Council, Mr. Wise moved, seconded by Mr. Baker to refer the Parking Study to the Downtown Master Plan Implementation and Downtown Advisory Committee for further discussion. The motion carried unanimously.

~~ At 6:55 p.m. Mayor Copelof called for a 5-minute break. ~~

~~ The meeting was reconvened at 7:02 p.m.~~

J. Public Hearing(s)

J-1. Proposed Amendment to the City of Brevard Unified Development Ordinance Chapters 2, 6 and 19 – Building Height Regulations – Aaron Bland explained that this is a staff-initiated text amendment to revise the City's approach to regulating and measuring building height by establishing a more predictable, context-sensitive method that distinguishes between smaller buildings and taller structures. The amendments are intended to address concerns about building scale, visual bulk, and development on sloping sites and improve the procedures for clear and objective application. The current regulations measure building height from the highest adjacent grade to the eave of the roof, regardless of roof type or height and regardless of the slope or terrain that the building may be sitting on. This can result in buildings that technically comply with the maximum height standards while still presenting substantial exposed walls, especially on sloping sites. The proposed amendments will address this by using a combination of regulating by number of stories, the story height maximum, and the overall building height maximum, and introducing an exposed wall maximum. The Planning Board discussed different approaches at a work session in June, and at their August 25th meeting they recommended in favor of these proposed amendments. Mr. Bland then reviewed the proposed text amendments.

At 7:08 p.m. Mr. Wise moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 7:09 p.m. Ms. Holder moved, seconded by Mr. Baker to close the public hearing. The motion carried unanimously.

J-2. Proposed Amendment to the City of Brevard Unified Development Ordinance Chapters 2, 8, 10 and 17 – Removal of Off-Street Parking Minimum Requirements – Aaron Bland explained that Session Law 2026-39, adopted July 1, 2026, has removed the ability for local governments to require a minimum amount of off-street parking for new development. Staff recommends removing the City's minimum off-street parking requirements from the Unified Development Ordinance in advance of the law's effective date of January 1, 2027.

In 2023, City Council adopted comprehensive amendments to the City's parking regulations, which included establishing a three-tiered approach to parking requirements that varied based on development character. The intent was to have parking minimums in lower-density areas that are less walkable and don't have available public parking, while establishing maximum parking requirements for dense, heavily commercial zoning districts where development is more likely to provide too much parking rather than too little. This proposal amends the parking structure to have two tiers — one with and one without maximums. Eliminating minimums does not prohibit or discourage the provision of parking; rather, it allows applicants to determine the appropriate amount and configuration of parking based on the characteristics of the development and its anticipated users. The parking maximums and design standards will help to prevent excessive surface parking and ensure that parking areas are integrated in a manner consistent with the City's land use and development patterns. Planning Board reviewed this proposal at their August 25th meeting and unanimously recommended in favor of its adoption.

At 7:19 p.m. Mr. Wise moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 7:19 p.m. Ms. Holder moved, seconded by Mr. Baker to close the public hearing. The motion carried unanimously.

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

K-1. Tax Settlement Report – August 2026

K-2. Property Tax Releases – August 2026

RESOLUTION 2026-47
A RESOLUTION APPROVING PROPERTY TAX RELEASES

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

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

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

TAX YEAR 2026: 2,749.53

Adopted and approved this the 21st day of September 2026.

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

K-3. Budget Amendment – Accreditation Grant – Police Department

ORDINANCE NO. 2026-41
AN ORDINANCE AMENDING THE FY2026-2027 BUDGET.
BUDGET AMENDMENT NUMBER 27-01

SUBJECT: Budget Amendment to increase General Fund expenditures and revenues by $60,700 for the Police Accreditation Grant.

AGENDA INFORMATION

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

BRIEF SUMMARY: The City of Brevard Police Department was awarded the FY24 COPS Community Policing Development – Supporting Law Enforcement Agencies Seeking Accreditation Grant in October 2024. Through the period ending June 30, 2026, the City has expended and received reimbursement for $71,933.56. The total eligible amount of the grant is $131,600, and the City expects to expend and receive reimbursement for the remaining $60,700 by December 31, 2026.

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

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

MOTION FOR CONSIDERATION: To approve Budget Amendment 27-01, as submitted, increasing the budget in expenditure account:

10-5100-3700 – Police Accreditation Expenses	$60,700
TOTAL	**$60,700**

And increasing the budget in the revenue account:

10-3910-1020 Police Accreditation Grant	$60,700
TOTAL	**$60,700**

ATTACHMENTS: None.

MANAGER'S RECOMMENDATION: Adopt as presented.

Approved and adopted this the 21st day of September 2026.

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

K-4. Resolution Authorizing Application for SRF Loan and/or Grant Assistance for Azalea / Rhododendron Sewer Extension

RESOLUTION NO. 2026-48
A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR FUNDING OFFERED BY THE NCDEQ DIVISION OF WATER INFRASTRUCTURE STATE REVOLVING FUND

WHEREAS, affordable and workforce housing have long been recognized as a substantial need for residents of the City of Brevard and the surrounding area; and

WHEREAS, the City of Brevard is committed to the expanding housing opportunities for all residents and is pursuing affordable housing initiatives in response; and

WHEREAS, the City of Brevard intends to request State loan and/or grant assistance for the project.

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

Section 01. The City of Brevard, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award; and

Section 02. That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

Section 03. That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

Section 04. That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Brevard to make a scheduled repayment of the loan, to withhold from the City of Brevard any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

Section 05. That Wilson Hooper, City Manager, and Emily Brewer, Senior Planner, the **Authorized Representatives** and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

Section 06. That the **Authorized Representatives**, and successors so titled, are 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 07. That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted and approved this the 21st day of September, 2026.

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

K-5. Public Works and Utilities Committee Meeting Minutes – August 5, 2026

K-6. Downtown Master Plan Implementation and Downtown Advisory Committee Meeting Minutes – August 12, 2026

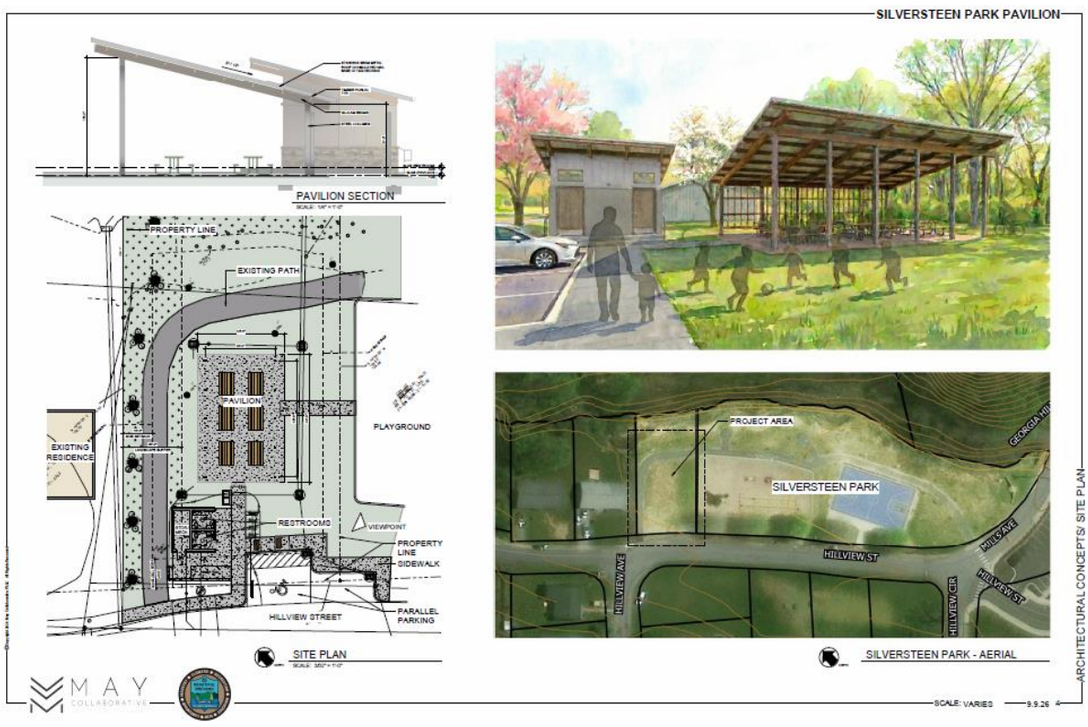
K-7. Housing Committee Meeting Minutes – August 11, 2026

K-8. Parks, Trails, and Recreation Committee Meeting Minutes – August 19, 2026

L. Unfinished Business

L-1. Silversteen Picnic Pavilion and Bathroom Design – Mr. Hooper recounted the history of the picnic shelter. In 2019 and 2020, the City began working with Rosenwald-area individuals and institutions to plan and implement improvements to Silversteen Park. The original vision included new playground equipment, a new basketball court, a splash pad, and a picnic shelter. Since that time, the new playground equipment and new basketball court have been installed, and complementary projects--including a restoration to the stream bank of the park's creek and the construction of the Mary C Jenkins Community Center--have been completed. Public investment constituted the vast majority of funding for those projects, but seed gifts by Bethel "A" Church and other donors were the catalyst for all of those projects. Unfortunately, the dollars that were raised early on didn't stretch as far as originally thought, and a couple of the projects were left unfinished. Faced with tightening budgets, as it did with other special project funds, Council had to decrease and then end its regular annual contribution to the Rosenwald Fund several fiscal years ago and pivoted instead to searching for private donors to help fund the remaining projects. The cost of design for the picnic shelter and bathroom facilities was funded via a donation from a private donor that was accepted by Council at its March 16, 2026 meeting. The City solicited interested firms to perform the work and selected local architecture firm May Collaborative. This design was developed collaboratively with the Rosenwald Community Advisory Board. No money has been identified or budgeted to fund construction. To this point, Council has expressed its intention to pursue outside dollars – whether donations, grants, or both – to fund construction.

David Todd reviewed the details and rendering of the proposed project and noted that the construction cost estimate is just under $415,000.



Mr. Baker moved, seconded by Ms. Holder to approve the Resolution Approving the Design of the Silversteen Park Pavilion and Bathroom Facilities. The motion carried unanimously. Councilmembers expressed their gratitude to the private donor.

RESOLUTION NO. 2026-49
RESOLUTION APPROVING THE DESIGN OF THE SILVERSTEEN PARK PAVILION AND BATHROOM FACILITIES

WHEREAS, since 2019 the City of Brevard has been working with Rosenwald-area neighbors and institutions to identify and implement improvements to Silversteen Park and the surrounding area; and

WHEREAS, a picnic shelter was part of the vision for the park created around that time; and

WHEREAS, in subsequent years the community requested a public bathroom facility also be constructed; and

WHEREAS, improvements to the playground and basketball courts that were identified in the original vision have been completed; and

WHEREAS, funding for the picnic shelter and bathrooms was not included in recent municipal budgets as City Council chose to apply limited resources to other priorities; and

WHEREAS, in late 2025 and early 2026 the city sought, and received, a private donation to fund design and engineering of the picnic shelter and bathroom facility; and

WHEREAS, the two facilities were designed by the May Collaborative architecture firm in concert with city staff and the Rosenwald Advisory Committee; and

WHEREAS, the final design was presented publicly to City Council for its consideration at its September 21, 2026 meeting; and

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

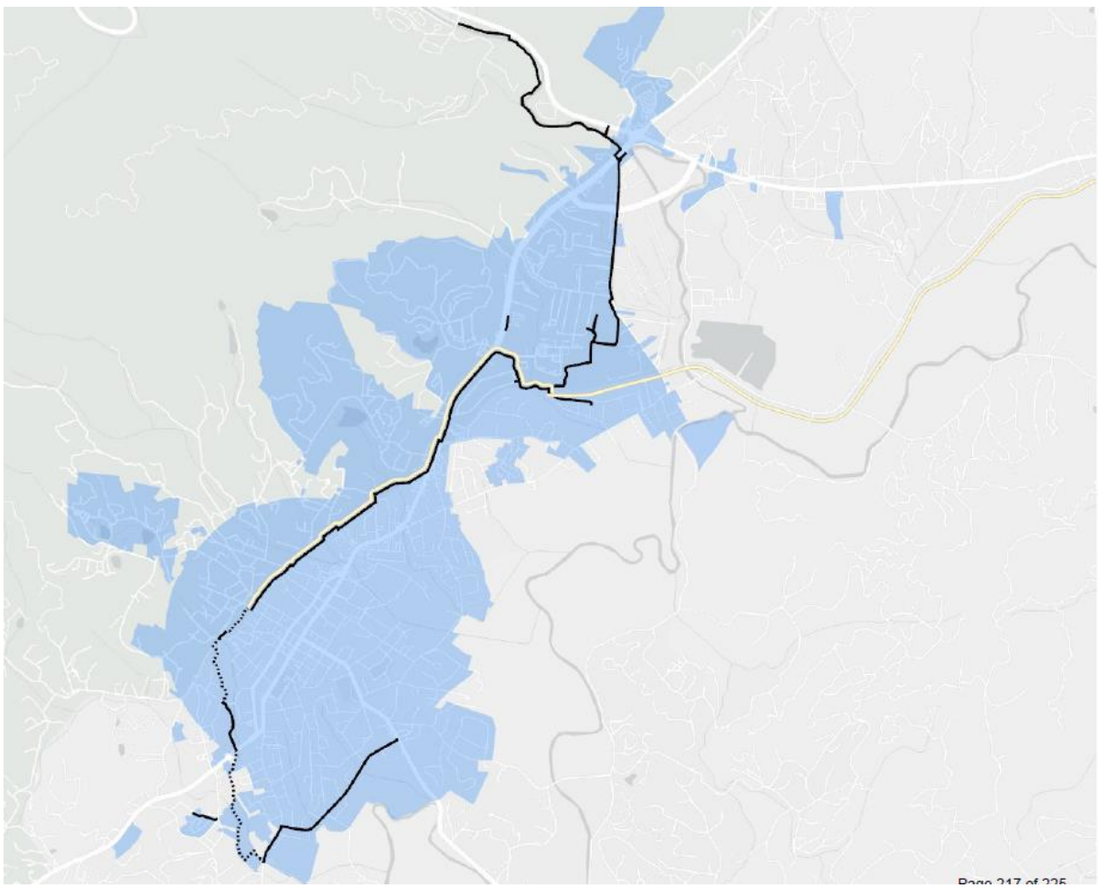
Section 1. City Council adopts the Silversteen Park pavilion and bathroom facility final design as presented on September 21, 2026 and attached as reference.

Adopted and approved this the 21st day of September, 2026.

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

M. New Business

M-1. Clarification of Naming Conventions for City Trails – As Chair of the Parks, Trails and Recreation Committee Mr. Baker explained that this was spurred on by the upcoming Ecusta Trail project. Council had previously designated the existing city trail all the way to Main St. as a part of the Ecusta Trail. We also have the entire city trail system, which has colloquially been called the “Estatoe Trail”. Research indicates that the only official action Council has taken with the name “Estatoe Trail” is actually related to the pathway that is inside the national forest. As planning and construction continues for the remainder of the Ecusta Trail, it would be helpful to have a definitive answer as to the naming conventions both for signage and to minimize confusion for trail users. He referred to the below trail map and explained that the yellow line is the current and future Ecusta Trail and the black line is the existing city trail, which heads into the forest. The recommendation from the Parks, Trails and Recreation Committee is to officially name the section of trail that is in black and north of the yellow line as the “Estatoe Trail”, and in practice, once the Ecusta Trail is completed, this would mean we would have very clear signage that as you are traveling along the Ecusta Trail, you would take a right on the Estatoe Trail into the forest, and if you continue on the Ecusta Trail you would be headed into downtown Brevard. He noted that the existing and planned portions of the Brevard trail system that go south beyond Main St. would remain unnamed for now.



Mr. Wise moved, seconded by Mr. Baker to approve the Resolution Affirming the Naming Conventions as recommended by the Parks, Trails and Recreation Committee. The motion carried unanimously.

RESOLUTION NO. 2026-50
RESOLUTION AFFIRMING THE CLARIFICATION OF NAMING CONVENTIONS FOR THE ESTATOE TRAIL AND ECUSTA TRAIL

WHEREAS, the City's trail system consists of the Estatoe Trail, the Ecusta Trail, the trails in Bracken Preserve, and portions of the City's greenway system that are also collectively referred to as the "Estatoe Trail"; and

WHEREAS, the name "Estatoe Trail" originally pertained just to the gravel path that starts at Asheville Highway and enters Pisgah National Forest, completed in 2009, but has since been used to refer to the entire main greenway "spine"; and

WHEREAS, the Ecusta Trail, which will run from the Henderson County line in Blantyre to Main Street, is currently under design and once constructed, will overlap with sections of what is now colloquially called the Estatoe Trail; and

WHEREAS, Council officially designated the City greenway from approximately the Cherry Street connector to Main Street as the "Ecusta Trail"; and

WHEREAS, the Parks, Trails, and Recreation Committee met on August 19, 2026 and determined that the overlapping trails with dual signage would create confusion for users; and

WHEREAS, the Committee determined that there is a "T" intersection behind Oskar Blues, at which point the Ecusta and Estatoe Trails begin to overlap; and

WHEREAS, the Committee recommended that Council decide that from the "T" intersection to the Davidson River Campground in the Pisgah National Forest will be designated as the Estatoe trail, which extends the Estatoe trail significantly from its original route, and from that same "T" intersection to Main St. in Downtown Brevard will be designated as the Ecusta Trail; and

WHEREAS, the remaining portions of the trail, existing and planned, that are beyond Main St. will remain unnamed for now.

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

Section 1. The Brevard City Council hereby affirms that the Estatoe Trail is from the "T" intersection near Oskar Blues to the Davidson River Campground in the Pisgah National Forest, the Ecusta Trail is from the "T" intersection near Oskar Blues to Main St., and the remaining portions of the trail, existing and planned, that are beyond Main St. will remain unnamed for now.

Adopted and approved this the 21st day of September, 2026.

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

M-2. Resolution Authorizing Application for SRF Loan and/or Grant Assistance for Capital Improvements Program – Priority #1 Sewer System Improvements – David Todd explained that upon completion of the recent Asset and Inventory Assessment (AIA) of the city's wastewater collection system several capital priorities were identified, with an estimated total cost of $18,430,00. Of the six priority projects, the top priority identified, via smoke testing, is approximately 12,400 feet of gravity sewer line and other assets needing replacement or rehabilitation. These assets and sewer lines are located in multiple basins including Kings Creek, Gallimore, and Lambo Creek. The estimated cost for this priority is estimated at $3,230,000. The resolution is to authorize application for a Clean Water State Revolving Fund Loan. If awarded the SRF Loan, the city would be responsible for the 2% loan origination fee, in addition to payback of the remaining principal at a 0% to low interest rate, typically ½ of market rate. The SRF loan does offer principal forgiveness, but current indications are that this would be capped at $500,000. With a total project budget of $3,300,000.00 the city would be responsible for $50,000 grant administration, 2% loan origination fee of $65,000, and with hopefully $500,000 in principal forgiveness, payback of a $2,750,000 loan at 0% or low interest.

Mr. Baker moved, seconded by Mr. Wise to approve the resolution authorizing staff to apply for the SRF fund to address the Capital Improvement Priority #1. The motion carried unanimously.

RESOLUTION NO. 2026-51
RESOLUTION AUTHORIZING APPLICATION FOR STATE LOAN AND/OR GRANT ASSISTANCE FOR CAPITAL IMPROVEMENTS PROGRAM – PRIORITY #1
SEWER SYSTEM IMPROVEMENTS

WHEREAS, The City of Brevard has need for and intends to construct, plan for, or conduct a study in a project described as Capital Improvements Program - Priority #1 Sewer System Improvements, consisting of the replacement / rehabilitation of approximately 12,400 linear feet of gravity sewer; and

WHEREAS, The City of Brevard intends to request State loan and/or grant assistance for the project.

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

Section 1. That City of Brevard, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

Section 2. That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

Section 3. That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

Section 4. That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Brevard to make a scheduled repayment of the loan, to withhold from the City of Brevard any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

Section 5. That Wilson Hooper, Brevard City Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant**

with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

Section 6. That the **Authorized Representative**, 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 7. That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted and approved this the 21st day of September, 2026 at Brevard, North Carolina.

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

N. Remarks/Future Agenda Considerations.

Mr. Lytle said I had a chance to reflect after the last meeting, and I think it is important that we continue to treat everyone on the board as individuals. Backgrounds and life experiences will inform our positions, but we can't assume why anyone votes a certain way because of those experiences. I hope we challenge each other's ideas and assumptions, but we shouldn't make assumptions about their motivations. Disagreement on this stage isn't the same as dysfunction. We have to remain respectful and by doing that we avoid groupthink, which ultimately helps us reach better decisions. I wanted to voice that publicly because I think that the takeaway there is not necessarily negative, and I think the voters are looking at us to challenge each other.

Mr. Baker recalled that, while running for a second term, *The Transylvania Times* asked what he had learned most during his first term. He said he came to understand that uncomfortable moments are often the most important ones on Council. Rather than avoid them, council members should lean into those moments and ensure that everyone at the table speaks honestly with each other, so I appreciate Councilman Lytle saying that. Regarding my comments at the last meeting, what was difficult for me in the moment was the fact that I felt like we had unnecessary conflict about certain things. There certainly is necessary conflict and that's why we get elected to have those discussions. I think it's when we're talking about particular funds or having a hard time discussing the use of public funds for the City, not because of our individual opinions, but because of perceptions of money or funding that are just difficult to work through. I want to thank the Heart of Brevard, and everyone involved in the Plein Air Festival this past weekend. Seeing the artwork, I couldn't help but be thankful that we live in a place that you can paint paintings of, that people value. We were lucky to do a tour of Fairhaven Meadows with Rep. Ferguson last Friday, and those are coming along really great—42 units of affordable housing which will be available soon. This is the first federally supported affordable housing built in Brevard in over a decade, and it nearly failed because they needed additional funding. Because the City had committed four years earlier to reserve funds for housing, we were able to provide a $1M loan, which will be repaid over time. I'm excited to be at the ribbon cutting soon and celebrate a remarkable accomplishment for a small city.

Ms. Holder thanked the donors who have given their support to Silversteen Park so far and said hopefully we will be able to continue to get donations and grants. She said every time I go through the 4-way stop at Oaklawn and Main St, I think "I'm so glad these stop signs are here", but I never said thank you. I kept asking for them and I want to say thank you now. I want to look back to what Aaron and Dean had been alluding to. I too have been thinking about those final comments and just want Brevard to understand that we do represent the whole community and the whole City of Brevard. The discussions that have been happening lately happen to be on the forefront, but it doesn't mean that discussion in other parts of Brevard are not important—they are just as important. I have supported things that I may not have thought about had I not seen constituents come and say this is important to me. Some have even come to my office at the church and had conversations, and I realize how important they are. That just

happens to be on the forefront right now, but it's not that we are not seeing the totality of the city. I think everybody understands that's important, it's important to me and I'm so glad to be here to represent Brevard.

Mr. Wise said I want to thank everyone for spending the evening with us and I hope you realize how important you are and how important it is that you're here. We talked a lot tonight about communication in different ways—about parking, about the trail—and I see a lot of miscommunication happening out in our community. When people are engaged and talk to us, we can try to help them understand where we're coming from and the decisions we make. I think people are more likely to understand decisions if they understand all the issues surrounding them. So, if you could, please spread the word that we are here; we have committee meetings; we want to hear you. If we can't hear your voice, and social media doesn't count—you need to talk to all of us. Tell your friends to tell us what's going on. That's the only way this works, and it's the only way we can communicate with you. That's the entire name of the game.

Mr. Hooper thanked Rep. Anna Ferguson for visiting on Friday. He said I'm glad she offered some of her valuable time to come and hear about our needs and she pledged to do what she could to help us in Raleigh with a couple of important projects that we have on the books.

Mayor Copelof said we were very pleased to have Rep. Ferguson here and she expressed appreciation for Staff's support during her visit. She said we took her to our Wastewater Treatment Plant because one of the big challenges over the next 7-8 years is to get Phase 2 going and funded. We also took her to Fairhaven Meadows and through the Azalea / Rhododendron neighborhood that has the problem with failing septic systems, where we desperately need to get back the $3.5M in state funding to put in a sewer system. She has pledged to work with us to try and find the best route to get that funding back. Mayor Copelof also thanked the donor for the Silversteen pavilion and bathroom design. She thanked Council Member Wise for donating his time in doing the conceptual architectural drawings. She noted that the entire Silversteen Park is an example of what can be done when we have collaboration between the city and the community. We will look for more community collaboration to get the final piece of the pavilion and bathrooms. She said one effort does not negate a different effort—we can work on multiple things together and make them all happen. She encouraged folks to sign up for the new Adopt-a-Storm Drain program and mentioned the upcoming Pisgah Forest Town Hall on September 29th at the Recreation Center, and the next Meet the Mayor on September 24th at MCJCCC.

O. Closed Sessions

O-1. Economic Development: NCGS 143-318.11(a)(4) – At 8:14 p.m. Mr. Wise moved, seconded by Mr. Lytle to go into closed session to discuss an economic development matter, and to clear Council Chambers. The motion carried unanimously. City Manager Wilson Hooper and City Clerk Denise Hodsdon were authorized to remain for the closed session with Council and the City Attorney.

Council Returned to Regular Session – at 8:55 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 8:55 p.m. Ms. Holder moved, seconded by Mr. Lytle, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: October 5, 2026

CITY OF BREVARD, NORTH CAROLINA

Proclamation

N0. 2026-24
DOMESTIC VIOLENCE AWARENESS MONTH
October 2026

WHEREAS, domestic violence impacts millions of individuals across the nation regardless of age, race, gender, or socioeconomic status; and

WHEREAS, an average of 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States – more than 12 million women and men over the course of a single year; and

WHEREAS, nationally 1 in 4 women and 1 in 7 men have experienced severe physical violence by an intimate partner in their lifetime, leaving deep emotional and physical scars; and

WHEREAS, almost half of all women and men in the US have experienced psychological aggression by an intimate partner In their lifetime; and

WHEREAS, women ages 18 to 34 generally experience the highest rates of intimate partner violence; and

WHEREAS, current or former intimate partners account for roughly one-quarter of women killed in US workplaces; and

WHEREAS, community partners, local shelters, and law enforcement play a vital role in providing safe housing, crisis intervention, and justice for victims; and

WHEREAS, the City of Brevard recognizes the significant impact domestic violence has on Transylvania County individuals, families, children, schools, workplaces, and places of worship; and

WHEREAS, by working together, we can build a community where intimate partner violence is not tolerated and all individuals can be safe, feel respected, and live free from abuse.

NOW, THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard hereby proclaim the month of October 2026 as **"Domestic Violence Awareness Month"** in the City of Brevard. I call upon all citizens, community agencies, and health professionals to actively participate in supporting survivors and working together to end domestic violence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 5th day of October, 2026.

Maureen Copelof
Mayor

ATTEST:
Denise Hodsdon, CMC, NCCMC
City Clerk

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CITY OF BREVARD, NORTH CAROLINA

Proclamation

NO. 2026-25
FIRE PREVENTION MONTH
October 2026

WHEREAS, the City of Brevard has been committed to ensuring the safety and security of all those living in and visiting Brevard; and

WHEREAS, the 2026 Fire Prevention Week™ theme, **"Charge into Fire Safety™: Safe Charging Is a Superpower,"** focuses on the everyday charging habits that can help reduce the risk of lithium-ion battery fires and keep homes and communities safer; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces fire risks; and

WHEREAS, most of the rechargeable electronics used in homes daily, including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys, are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries and devices; and

WHEREAS, the way lithium-ion battery devices are charged can make a difference in helping prevent home fires; and

WHEREAS, safe charging includes using the cord and charger that came with your device or one approved by the manufacturer, charging on a hard, flat surface, watching for warning signs like devices that are very hot or start to swell, unplugging when fully charged, and charging larger devices like e-bikes outside and away from exits; and

WHEREAS, residents are encouraged to understand that safe charging means making smart choices every time they plug in; and

WHEREAS, Brevard Fire Department remains dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach.

NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council, do hereby proclaim October 2026 as **Fire Prevention Month** throughout Brevard. We urge all citizens to learn about and practice safe charging habits and to support the many public safety activities and efforts of Brevard's fire and emergency services.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 5th day of October, 2026.

ATTEST:

Denise Hodsdon

Denise Hodsdon, CMC, NCCMC
City Clerk

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Maureen Copelof

Maureen Copelof
Mayor

CITY OF BREVARD, NORTH CAROLINA

Proclamation

NO. 2026-26
BREAST CANCER AWARENESS MONTH
October 2026

WHEREAS, the City of Brevard joins our nation in recognizing October as Breast Cancer Awareness Month; and

WHEREAS, breast cancer is the most commonly diagnosed cancer among women in the United States, and is the second-leading cause of cancer deaths among women in North Carolina and our nation; and

WHEREAS, Breast cancer death rates have slowly decreased over time, for an overall decline of 44% since 1989. This is in part due to better screening and early detection efforts, increased awareness, and continually improving treatment options.

WHEREAS, early detection can be an effective tool in combating breast cancer, with regular screenings preventing 15 to 30 percent of all deaths from breast cancer in women over 40; when diagnosed while still confined to the breast, the 5-year relative survival rate is 99 percent; and

WHEREAS, on average, every 2 minutes a woman is diagnosed with breast cancer in the United States; and

WHEREAS, 1 in 8 women, or approximately 13% of the female population in the United States will be diagnosed with breast cancer in her lifetime and although rare, men get breast cancer too; and

WHEREAS, in the U.S. an estimated 321,910 new cases of invasive breast cancer are expected to be diagnosed in women, and an estimated 2,670 new cases are expected to be diagnosed in men in 2026; and

WHEREAS, in 2026 an estimated 42,140 women and 530 men will die from breast cancer in the U.S.; and

WHEREAS, the City of Brevard encourages citizens to talk with their health care providers about regular screenings, examinations and mammograms, and to practice self-examination.

NOW, THEREFORE, I, Mayor Maureen Copelof and Brevard City Council, do hereby proclaim **October 2026,** as **"Breast Cancer Awareness Month"** in the City of Brevard, North Carolina, and call on all citizens to join us in recognizing the many survivors, and honoring those lives lost to this disease.

IN WITNESS WHEREOF, I have set my hand and executed the Great Seal of the City of Brevard on this the 5th day of October, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

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CITY OF BREVARD, NORTH CAROLINA

Proclamation

N0. 2026-27
EMERGENCY NURSES WEEK
October 11-17, 2026

WHEREAS, emergency nurses are often among the first people we turn to in moments of serious illness, injury and uncertainty, providing skilled and compassionate care when it is needed most; and

WHEREAS, emergency nursing requires the ability to quickly recognize life-threatening conditions, make critical decisions and care for patients of every age and circumstance, often within minutes; and

WHEREAS, the emergency nurses of Transylvania Regional Hospital serve Brevard and the surrounding community around the clock, caring for our neighbors, families, friends and visitors when serious illness or injury cannot wait; and

WHEREAS, these nurses work alongside physicians, paramedics, EMTs, technicians and other health care professionals to provide lifesaving emergency care close to home; and

WHEREAS, their work extends beyond clinical skill to offering reassurance to frightened patients, supporting families through difficult moments and caring for people during some of the most vulnerable hours of their lives; and

WHEREAS, Emergency Nurses Week provides an opportunity for the City of Brevard to recognize the emergency nurses of Transylvania Regional Hospital for the skill, compassion and commitment they bring to patients and families in our community every day;

NOW, THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard, do hereby proclaim October 11-17, 2026, as

"EMERGENCY NURSES WEEK"

in the City of Brevard and encourage our community to recognize and thank the emergency nurses whose dedication and service help ensure lifesaving emergency care is available to our community when it is needed most.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 5th day of October, 2026.

Maureen Copelof
Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
Denise Hodsdon, CMC, NCCMC
City Clerk

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STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Ordinance Declaring Road Closure for Veterans Day Ceremony
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 the Veterans Day ceremony.

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.

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

Attachments:
1. Road Closure Ordinance

ORDINANCE NO. 2026-XX

AN ORDINANCE DECLARING A ROAD CLOSURE FOR VETERAN'S DAY CEREMONY

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

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

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

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

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

Veteran's Day Ceremony
Date: Wednesday, November 11, 2026
Time: 10:00 AM – 1:00 PM
Route Description: Main Street (U.S. 276) from Broad Street to Gaston 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 5th day of October 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Mini-Brooks Exemption to use Headwaters Engineering for Two Streambank Restorations
Speaker:	Wilson Hooper, City Manager
Prepared by:	David Todd, Assistant City Manager
Approved by:	Wilson Hooper, City Manager

Background
The City is currently facing two streambank restoration projects requiring the services of an engineer who specializes in streambank restoration. The project descriptions are as follows:

No. 1. A constituent recently walking his dog on the Ecusta trail near the Lamb's Creek bridge discovered serious streambank bank erosion directly under the bridge. They in turn notified Public Works. Upon inspection it was discovered that significant streambank erosion had and is occurring and is directly impacting the Ecusta Trail Lamb's Creek bridge supports. While the bridge is currently safe to use, without immediate attention and addressing of the streambank erosion further erosion could lead to failure of one or both of the bridge supports.

No. 2. Public Works staff recently noted severe streambank erosion occurring on Norton creek near the intersection of Silversteen Drive and Aiken Street. The erosion is leading to a failure of the street where it is immediately adjacent to the creek bank. There are also water and sewer lines in this immediate vicinity. Delays in restoring this streambank could lead to failure of the road and in a worst case scenario failure of the water or sewer lines

Discussion
Andrew Bric of Headwaters Engineering is an expert in streambank restoration. Andrew has performed other streambank restoration work in Brevard as well as several flood analyses. Staff is recommending Headwaters Engineering for this work due to both Andrew's expertise and availability.

Fiscal Impact
The total cost of the engineering for both projects will be $22,500.

Action
Staff request Council approve the attached resolution exempting the Lamb's Creek Stabilization at the Ecusta Trail Bridge and Norton Creek Stabilization near the intersection of Silversteen Drive and Aiken Street from the "Mini Brooks" Act as per N.C. General Statute G.S. 143-64.32, given that the proposal from Headwaters Engineering is $22,500, and the statute allows municipalities to exempt selection of design services from

the “Mini Brooks” Act for projects costing less than $50,000.

Attachments:

1. Resolution - Headwaters Engineering Mini Brooks Exemption
2. Headwaters Engineering Proposal - Lamb Creek and Norton Creek 9-21-2026

RESOLUTION NO. 2026-XX

RESOLUTION APPROVING A "MINI BROOKS ACT" EXEMPTION FOR LAMB'S CREEK STABILIZATION AT ECUSTA TRAIL BRIDGE AND NORTON CREEK STABILIZATION NEAR THE INTERSECTION OF SILVERSTEEN DRIVE AND AIKEN STREET AS PER G.S. 143-64.32

WHEREAS, G.S. 143-64.31 (often referred to as the "Mini Brooks Act") requires 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 at times has a need for services estimated to cost below the $50,000 exemption threshold per G.S. 143-64-32 that authorizes local-government exemption from the qualifications-based selection requirements of G.S. 143-64.31; and

WHEREAS, the proposed cost for the Lamb's Creek Stabilization at the Ecusta Trail Bridge and Norton Creek Stabilization near the intersection of Silversteen Drive and Aiken Street is less than $50,000 ($22,500); and

WHEREAS, the engineering firm, Headwaters Engineering is well qualified and experienced in designing streambank restorations, including in the City of Brevard; and

WHEREAS, the City wishes to use Headwaters Engineering for these streambank restoration design services.

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

Section 1. The selection of the engineer Headwaters Engineering for the Lamb's Creek Stabilization at the Ecusta Trail Bridge and Norton Creek Stabilization near the intersection of Silversteen Drive and Aiken Street be exempt from the 'Mini Brooks" Act as per G.S. 143-64-32.

Section 2. This resolution shall be effective upon adoption.

Adopted and approved this 5th day of October, 2026

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk

HEADWATERS ENGINEERING

SCOPE OF WORK

Lamb Creek Stabilization at Brevard Greenway / Ecusta Trail

Norton Creek Stabilization at Silversteen Dr. and Aiken St.

Brevard, NC

September 21, 2026

Background:

This scope of work covers two sites, one on Norton Creek at the southeast corner of the intersection of Silversteen Drive and Aiken Street, and the other on Lamb Creek at the Brevard Greenway / Ecusta Trail crossing. Bank erosion at both sites is threatening infrastructure. The goal of the projects is to stabilize the eroding banks to promote long term stability and function while protecting adjacent infrastructure.

On Norton Creek, the left descending bank is unstable and an abandoned sanitary sewer line along the top of bank appears to be causing piping and loss of bank soil. The reach of Norton Creek measures about 100 linear feet (LF). On Lamb Creek, bank erosion and lateral channel migration has eroded soil from in front of the eastern abutment of the greenway bridge. The project reach extends from about 120 LF upstream of the bridge to about 50 LF downstream of the bridge.

Both sites are located within FEMA special flood hazard areas with defined floodways. The City of Brevard flood damage prevention ordinance requires that any grading within a floodway be studied in advance to determine if adverse flooding impacts would result. Both streams are also classified by the State of North Carolina as trout water, so both will require coordination with NC Department of Environmental Quality (DEQ) regarding trout buffer impacts.

Scope of Work

Task 1. Site Assessment

As a first step, Headwaters will gather publicly available aerial imagery and LiDAR topographic data. We will use these data to assemble base maps for both sites. We will also determine the watershed area contributing to the project reaches and estimate the bankfull discharges and channel areas based on regional hydraulic geometry relationships. We will then visit the sites to collect measurements on the creek dimension and profile and make observations of existing site constraints, including mature trees and structures. We will also make a photographic record of existing conditions.

Task 2. Design

Data and results from Task 1 will inform the design process. The design goal is to develop bank stabilization plans that support long-term stability and protect adjacent land and infrastructure. We use a natural channel design approach that anticipates channel evolution and makes use of natural materials such as stone, wood and native plants.

Headwaters will present the preliminary designs on half size plan sets (one for each site) that will include:

- Plan sheet showing:
  - Existing topography and other site features relevant to design and construction;
  - Proposed bank grading limits, in-stream structures, and bioengineering measures; and
  - Profile adjustments as appropriate to support project goals.
- Details for:
  - In-stream structures;
  - Bioengineering practices;
  - Erosion control measures and practices;
  - Planting, live staking and seeding details and species lists; and
  - Typical creek cross sections.
- Construction quantities and a bid item list.

We will share the preliminary plans with the City to solicit feedback. We will address comments and incorporate feedback into the final designs as appropriate. The final designs will be presented in separate sealed plan sets and bid item lists as described above. Design and plan preparation will be performed by a North Carolina Professional Engineer. Plans will be delivered in digital (pdf) format.

We note that structural evaluation of the existing greenway bridge abutment and design of repairs or retrofits is beyond this scope of work.

Task 3. Permitting

404/401:

We are assuming coverage will be available under Nationwide Permit (NWP) 13 from the US Army Corps of Engineers and Water Quality Certification (WQC) 8568 from the NC Division of Water Resources. The length of the projects and the trout water classification require submittal of a Pre-Construction Notification (PCN). Headwaters will prepare a single PCN for both sites, which will include a summary of the proposed work, supporting data and calculations, and preliminary plans.

Floodplain:

The floodplain permitting task will include the following for both sites:

- Obtain the effective computer model and flood mapping for the study reach;
- Reference the base map from Task 1 and update the effective model as needed to reflect current conditions, including the presence of the greenway bridge on Lamb Creek;
- Model the proposed bank stabilization work and evaluate its effects on flooding relative to the effective model; and
- If modeling indicates no adverse flooding impacts, complete a no-rise certification, summarize findings in an engineering report, and assist with preparation of a floodplain development permit application.

We will prepare a separate report for each site. Effort required to develop and submit a Conditional Letter of Map Revision application (in the event that a no-rise result is not achievable) is not included in this scope of work for either site, but the designs will seek to achieve no-rise results.

Trout Buffer:
DEQ regulates work within buffers along trout waters. We will prepare a single trout buffer waiver request to DEQ, which will include a summary of proposed buffer impacts at both sites, a description of proposed erosion and sedimentation control measures, and copies of the preliminary plans.

Task 4: Construction Support Services

Headwaters typically provides the following construction support services:

- Soliciting bids from experienced stream restoration contractors and assisting with pre-bid meetings, bid reviews and contract award recommendations;
- Convening a pre-construction meeting with the selected construction crew to review the plans and design intent;
- Part-time field observation to check conformance with the design;
- Photographic and written documentation of construction activities; and
- Preparation of as-built redline plans.

For budgeting purposes, we have assumed the following:

- At Norton Creek: bid phase support; a pre-construction meeting; one half day site visit during construction; and a second site visit to document as-built conditions.
- At Lamb Creek: bid phase support; a pre-construction meeting; two half-day site visits during construction and a third site visit to document as-built conditions

Fee and Schedule

Based on the scope of work described herein, the estimated fee and delivery schedule (weeks from notice to proceed) for our services will be as indicated in the following table.

Task	Estimated Fee	Target Completion Date (Weeks from NTP)
1. Site Assessment	$2,500	3
2. Design	$6,000	6
3. Permitting Submittals	$7,000	10
4. Construction Support	$7,000	TBD
Total	$22,500	

We will bill hourly plus reimbursable expenses and will not exceed the estimated fees without prior approval. The fee estimate includes the $810 permit fee that DWR charges for review of the PCN.

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Finance Summary - 7/1/26 through 9/30/26
Speaker:	Dean Luebbe
Prepared by:	Dean Luebbe, Assistant City Manager/Finance Director
Approved by:	Wilson Hooper, City Manager

Background
The Finance Department is pleased to present the FY27 first quarter financial summary, which provides a broad overview of financial activity across the City's major operating funds. Finance staff remains available to answer any questions or provide additional detail as requested.

Action
No action request; for information and discussion only.

Attachments:
1. 9-30-26 finance report

City of Brevard Financial Report

FY27 September 30, 2026

GENERAL FUND

REVENUES	CURRENT BUDGET	ACTUAL TO DATE ($)	ACTUAL TO DATE (%)	LAST FY ACTUAL TO DATE ($)	YoY GROWTH (%)
AD VALOREM TAXES	$ 7,793,398	$ 5,245,873	67.3%	$ 5,041,249	4%
SALES AND UTILITY TAXES	3,361,500	-	0.0%	-	
POWELL BILL	283,000	140,213	49.5%	141,459	-1%
ABC REVENUES	233,335	-	0.0%	60,000	-100%
UTILITY FUND REIMB	750,000	187,500	25.0%	187,500	0%
INTEREST REVENUE	415,000	83,624	20.2%	105,146	-20%
SANITATION REVENUE	1,411,000	351,082	24.9%	299,310	17%
MISC	634,900	84,493	13.3%	57,455	47%
DEBT PROCEEDS	140,000	-	0.0%	-	
FUND BALANCE APPROP	-	-	0.0%	-	
TOTAL	**$ 15,022,133**	**$ 6,092,785**	**40.6%**	**$ 5,892,119**	3%

EXPENDITURES AND ENCUMBRANCES	CURRENT BUDGET	EXPENDITURES TO DATE ($)	ENCUMBRANCES TO DATE ($)	TOTAL COMMITTED (%)	LAST FY EXPENDITURES TO DATE ($)
GOVERNING BOARD	$ 266,500	$ 81,122	$ 122,779	77%	$ 78,066
ADMINISTRATION	1,189,600	286,265	108,265	33%	271,731
FINANCE	845,600	280,203	35,078	37%	257,369
PLANNING	1,008,700	225,810	110,966	33%	213,374
BUILDING AND GROUNDS	964,550	230,880	69,589	31%	124,748
POLICE	4,410,500	829,565	351,897	27%	1,078,547
PW ADMINISTRATION	745,900	148,964	5,580	21%	157,331
PW GARAGE	535,900	112,925	9,492	23%	139,061
PW STREETS LOCAL	1,005,725	242,317	54,012	29%	393,945
PW STREETS POWELL BILL	268,000	1,118	420,431	157%	6,969
SANITATION	1,312,200	252,388	248,695	38%	281,050
COMMUNITY CENTER	174,800	40,999	5,805	27%	42,695
RECREATION	296,300	67,271	19,773	29%	53,841
NON DEPARTMENTAL	1,997,858	654,734	-	33%	569,679
TOTAL	**$ 15,022,133**	**$ 3,454,561**	**$ 1,562,362**	**33%**	**$ 3,668,406**

• At 9-30-2026, expenses and revenues which flow evenly throughout the year, should approximate 25% of budgeted amounts. However, Sales and Utility tax revenues are on a three month lag. Since FY20, sales tax revenues have averaged a growth rate of 5.84%. This is slightly below the State average.

• Through September 30th, 66.2% of budgeted property taxes have been collected, as compared to 70.8% in FY25. Taxes paid prior to September 1st receive a 2% discount. This discount amounted to approximately $95,000 for payments received prior to September 1st.

• Overall, General Fund revenues and expenditures are coming in as expected. Certain departments (Governing Board, Finance, and Non-Departmental) have spent more than 25% of budgeted amounts at 9/30/26 because large annual payments required early in the fiscal year.

• All City departments have been tasked with being more diligent in the prompt issuance of purchase orders. At 9/30/26, the General Fund has $1,562,362 in outstanding purchase orders. Last year, at this time, the amount was $1,134,606.

• The City was notified by the ABC Store that total FY27 revenues are projected at approximately $78,000, a sharp decline from the budgeted $233,335. This represents an unexpected $155,335 shortfall (66.6% below budget). While the FY26 audit is pending, this continues a downward trend observed from FY24 ($337,281) to FY25 ($212,032). Staff will monitor overall general fund performance to offset this gap.

City of Brevard Financial Report

FY27 September 30, 2026

FIRE FUND

REVENUES	CURRENT BUDGET	ACTUAL TO DATE ($)	ACTUAL TO DATE (%)	LAST FY ACTUAL TO DATE ($)	YoY GROWTH (%)
TRANSYLVANIA COUNTY	$ 756,620	$ 197,785	26.1%	$ 193,906 ▲	2%
TRANSFER FROM GENERAL FUND	995,608	248,902	25.0%	214,726 ▲	16%
DEBT PROCEEDS	-	-	0.0%	-	
OTHER REVENUES	10,000	20,151	201.5%	84,090 ▼	-76%
FUND BALANCE APPROP	-	-	0.0%	-	
TOTAL	**$ 1,762,228**	**$ 466,838**	**26.5%**	**$ 492,722** ▲	**-5%**

EXPENDITURES AND ENCUMBRANCES	CURRENT BUDGET	EXPENDITURES TO DATE ($)	ENCUMBRANCES TO DATE ($)	TOTAL COMMITTED (%)	LAST FY EXPENDITURES TO DATE ($)
PERSONNEL	$ 996,128	$ 203,622	$ -	20%	$ 167,375
OPERATING	416,700	100,238	27,949	31%	118,196
CAPITAL	-	-	-	#DIV/0!	845,871
DEBT PAYMENTS	349,400	71,771	-	21%	104,425
TOTAL	**$ 1,762,228**	**$ 375,631**	**$ 27,949**	**23%**	**$ 1,235,867**

• Fire Fund expenditures are slightly under budget at 9-30-2026.

• Other revenues exceed budgeted amounts because of standby pay reimbursement and insurance proceeds. If needed, a budget amendment will be proposed later in the fiscal year. FY25 Other revenues were inflated because of a $75,000 sale of a fire truck.

City of Brevard Financial Report

FY27 September 30, 2026

WATER FUND

REVENUES	CURRENT BUDGET	ACTUAL TO DATE ($)	ACTUAL TO DATE (%)	LAST FY ACTUAL TO DATE ($)	YoY GROWTH (%)
CHARGES FOR SERV - W/S	$ 7,075,000	$ 1,877,633	26.5%	$ 1,783,150 ▲	5%
METER AND CONNECTION FEES	312,000	79,202	25.4%	75,201 ▲	5%
HIGH STRENGTH WASTE/SEPTAGE	359,900	104,023	28.9%	99,074 ▲	5%
OTHER REVENUES	36,000	14,200	39.4%	33,466 ▼	-58%
PROCEEDS FROM DEBT	-	-	0.0%	-	
FUND BALANCE APPROP	-	-	0.0%	-	
TOTAL	**$ 7,782,900**	**$ 2,075,058**	**26.7%**	**$ 1,990,891** ▲	**4%**

EXPENDITURES AND ENCUMBRANCES	CURRENT BUDGET	EXPENDITURES TO DATE ($)	ENCUMBRANCES TO DATE ($)	TOTAL COMMITTED (%)	LAST FY EXPENDITURES TO DATE ($)
PERSONNEL	$ 2,269,800	450,413		20%	445,337
OPERATING	2,456,000	535,546	718,139	51%	579,667
CAPITAL	475,000	11,949	176,670	40%	41,655
TRANSFERS OUT	750,000	187,500		25%	187,500
DEBT PAYMENTS	1,832,100	50,958		3%	20,911
TOTAL	**$ 7,782,900**	**$ 1,236,366**	**$ 894,809**	**27%**	**$ 1,275,070**

• Water and sewer operating revenues are slightly ahead of budgeted amounts at 9/30/26.

• Actual Water and Sewer expenses appear to be 16% of budget at 9/30/26. ($1,236,366 divided by $7,782,900). The reason for this apparent budget savings involves actual capital and debt payments being 3% of budgeted amounts at 9/30/26. Both of these items will be close to 100% of budgeted amounts by the end of the fiscal year.

City of Brevard Financial Report

FY27 September 30, 2026

OTHER FUNDS

Stormwater Utility Fund

In FY26, the City bill **$205,236** in fees and collected **$201,708.**

As of 9/30/26, the City has received **$143,545** of the **$208,284** billed, which is very close to the same % collected at that date in FY26.

In October of 2025, the City contracted with McAdams Company in the amount of **$435,000** for the Stormwater Masterplan Study. The work is expected to be completed by June of 2027.

Utilities Capital Reserve Fund

The Utilities Capital Reserve Fund is funded by system development fees charged for new water and sewer services.

FY26 operating revenues were **$92,000**, and **$151,825** was transferred in from the Water and Sewer Fund.

Fund Balance at 6/30/2026 is expected to be **$879,861.**

In August of 2026, the City paid its second and final tranche related to the Fairhaven Meadows Project. This payment reduced spendable fund balance in this fund by **$214,500**.

Housing Trust Fund

The Housing Trust Fund is primarily funded through General Fund transfers.

Fund Balance at 6/30/2026 is expected to be **$577,217**, of which **$181,226** is spendable.

During FY25, the City took out debt of **$925,000** for the purchase of real property on Azalea Avenue. Debt payments are **$17,460** per month. At 9/30/2026, the balance on this debt is **$708,028.64**.

The City has also funded the Fairhaven Meadows Project from the Housing Trust Fund in the amount of **$525,000.** The amount is recorded as a Note Receivable on the Balance Sheet.

MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, August 24, 2026 – 11:00am
City Hall Council Chambers

Members Present:	Dean Lytle, Chair, Council Member Pamela Holder, Vice-Chair, Council Member (arrived 11:09am) Susan Miller, Citizen Member
Members absent:	Maureen Copelof, Mayor, Ex-Officio
Staff Present:	Dean Luebbe, Assistant City Manager/Finance Director Kelley Craig, Human Resources Director Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey
Media:	David Bradley

A. Welcome & Call to Order

Committee Chair Dean Lytle welcomed everyone and called the meeting to order at 11:06am.

B. Certification of Quorum

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

C. Approval of Agenda

Ms. Miller moved, seconded by Mr. Lytle to approve the agenda. The motion carried unanimously.

D. Approval of Minutes – July 27, 2026 Meeting

Ms. Miller moved, seconded by Mr. Lytle to approve the minutes of the July 27, 2026 meeting as presented. The motion carried unanimously.

E. Credit Card Processing Fee Discussion

Mr. Luebbe said currently, the City does not charge any processing fees if customers pay by credit card. If a customer pays by check, cash, or credit card, it costs the customer the same amount. In the FY27 budget, the City budgeted about $80,000 for credit card

processing fees. Mr. Luebbe provided the Committee with a monthly statement for reference and noted that the fees vary based on the time of year. When the City sees an influx of property taxes payments, the processing fees are much higher, but during a month where the City primarily receives utility payments, the fees are lower. He also provided the Committee with a list of municipalities from a Local Government Commission (LGC) survey that asked whether they charge credit card processing fees (Attachment A). Most municipalities included do charge credit card processing fees. He added that he is not sure why they include DOXO on this list, as it is a payment service. Staff also surveyed Weaverville, Hendersonville, Asheville, Black Mountain, and Marion. Asheville does not charge credit card processing fees. Marion and Weaverville do charge processing fees, and Hendersonville and Black Mountain are in the process of bringing a proposal to begin charging processing fees to their respective Councils.

Mr. Lytle asked what our fee would be from a percentage standpoint. Mr. Luebbe said it would be about 2.5%, and that would cover the majority of the fees. His goal is not to recover every dollar the City pays in processing fees, but to largely cover it.

Ms. Miller asked how he would manage that. Mr. Luebbe said there are a couple ways, one of which is to have the third-party company collect the fee before the amount is transferred to our account. If someone paid a $100 water bill with a 2.5% processing fee, for a total of $102.50, then only the $100 would be transferred to our account, while the $2.50 would be retained by the third-party company. The company would then bill us for the processing fees after subtracting the amount they collected, which would have a balance close to zero. Mr. Lytle asked if the fee is based on the card or on our contract with the company. Mr. Luebbe said it is based on the company that processes the transactions.

Mr. Lytle asked if we know what percentage of water bills are paid by credit card. Mr. Luebbe said about 50% pay by bank draft, which has no fee, and of the remaining half, about 35% pay by credit card. Overall, it works out to be about 20% of the water bills. Mr. Lytle asked if there is a way to know whether low-income residents pay by credit card. Mr. Luebbe said they would only be able to tell by pulling a random sample, but he would say many people pay by credit card to earn miles or cash back.

Mr. Lytle asked if we could encourage residents to sign up for bank draft to avoid incurring any credit card processing fees. Mr. Luebbe said yes, we currently encourage bank draft. Mr. Lytle said he means more of a campaign to steer people away from using credit cards and asked if credit cards are easier for us to process. Mr. Luebbe said bank draft is the easiest to process administratively, followed by credit cards, and then cash and check are the least efficient because they take more man hours. Mr. Lytle suggested a marketing campaign to get people to use bank draft. Mr. Luebbe agreed and said when he worked at Black Mountain, they requested LGC approval to send out a message to residents that said if they sign up for bank draft and maintain it for one year, they would get a one-time $20 credit to their water bill. He said they saw a big increase.

Mr. Lytle asked if we know who regularly uses credit cards so that we could send out a mailer. Mr. Luebbe said he cannot say for certain whether we could regularly know that, but he could probably find out who has ever used a credit card to pay.

Ms. Miller said she is concerned that if we add a fee to a vital public service, it could increase the number of delinquencies. She asked what the delinquency rate is for water bills. Mr. Luebbe said he does not have that answer right now and would need to check. He added that they currently have a vacancy that has affected the number of cutoffs the City is doing, and the delinquency rate is probably higher than it should be because of that. Ms. Miller asked if the cutoff is 30 days. Mr. Luebbe confirmed.

Ms. Miller said sometimes people do not have checking accounts, so they would not be able to sign up for bank draft, and it would result in inequities being built into the system. She said she is trying to think about how the public would feel about the City adding another fee onto a public service that everyone needs. Ms. Holder said she hears Ms. Miller's points, but there are options and those folks could pay by check or cash.

Ms. Holder asked if there is a fee for debit cards. Mr. Luebbe said there is a tiny fee for debit cards that isn't even worth talking about, but it is not 2.5%. Ms. Holder noted that Comporium will be charging a 3% fee starting in December and that they gave several months' notice. She suggested that when we notify people about the fee, we should provide a list of options so people know there are options that do not have a fee.

Ms. Craig asked if our payment system allows people to sign up for bank draft or if it has to be done in a different way. Mr. Luebbe said he is not sure, but people often bring in a blank check. Ms. Craig said that is a little bit of a challenge, but she knows that for some of her bills, it gives her the option to enter her banking information online.

Mr. Lytle asked Mr. Luebbe to see if it is possible to enter banking information online. He also advised planning a long runway before implementation of the fees and conducting a marketing campaign to notify people of other ways to pay. Lastly, he asked Mr. Luebbe to bring back a random sample of credit card payments for both water and tax bills to see if there is a correlation between income level and use of credit cards. The Committee agreed to revisit the analysis during next month's Committee meeting.

F. Follow-up on Ecusta Trail Advisory Board Applications and Recommendation

Ms. Cummings said two applications were reviewed at the last Committee meeting for the At-Large member vacancy on the Ecusta Trail Advisory Board (ETAB) and the Committee felt there was not sufficient information to make a decision. As a result, the Committee directed Staff to solicit inquiry questions from the Committee to both applicants. Ms. Cummings briefly covered the applicants' supplemental responses.

Mr. Lytle said his initial reaction is that we are in between planning and implementation for the Ecusta Trail and ETAB already has users with similar affiliations to Mr. Ward, while Mr. Moore's experience with implementation might be helpful.

Ms. Holder asked about Mr. Moore's doctoral studies. Ms. Cummings said he is studying how downtown revitalization affects community and economic development.

Ms. Miller said those are good points about Mr. Moore, but she kind of likes the idea that Mr. Ward lives adjacent to the trail and he has a vested interest in making sure the trail works for everyone. She added that Mr. Ward seems to be a very considered individual based on his comments, but she could support both candidates.

Ms. Holder said Mr. Moore may be a better fit for the Downtown Master Plan Implementation and Downtown Advisory Committee given his doctoral studies. She said she is not sure how his studies relate to ETAB, but there may be a hub on the trail near downtown, so there could be a connection there. Mr. Luebbe said Mr. Moore's doctoral studies do not necessarily relate, but he does not see that as a negative.

Ms. Miller said Mr. Moore's experience in contract administration with multiple agencies involved is a skill set you do not find often. She added that it would help in making sure the project is well-managed.

Mr. Luebbe added that he could be wrong, but Mr. Ward living next to the trail could cause him to give more of his personal opinions. Mr. Lytle said it could work both ways.

Ms. Holder moved, seconded by Ms. Miller to recommend the appointment of Joseph Moore to the Ecusta Trail Advisory Board to the full Council. The motion carried unanimously.

G. Revisit Staff Evaluation Program

Ms. Craig said to give a brief update on implementation of the performance management system, we are in the process of working with NEOGOV, which is the software the City uses for recruitment, onboarding, offboarding, and training. She has worked to establish a competency library that contains a long list of competencies and their definitions. Mr. Hooper identified 5 core competencies that apply across the organization and that every employee will be evaluated on, and then there are 2 supervisory competencies that supervisors will be evaluated on. Supervisors will also determine role-specific competencies that are relevant to each employee's position.

Ms. Craig walked the Committee through a sample evaluation to demonstrate what supervisors will see when conducting an evaluation in the software. She highlighted areas of interest, such as journal entries for employees or supervisors to add notes and self-evaluations. The evaluation will have a section for core competencies and role-specific competencies, where supervisors will assign scores for each. Scores of 1 (unsatisfactory performer), 2 (needs improvement), and 5 (exemplary performer) require comments from supervisors to justify the score. Scores of 3 (solid performer) and 4 (strong performer) do not require comments. Definitions for scores are provided.

Ms. Craig then focused on the goal-setting components, where supervisors can work with employees to set SMART goals, create plans to achieve them, and log progress. She is still working out how those goals will report up and support City-wide strategic goals so that information can be shared with Council at the annual priority setting retreat. Ms. Miller asked if the goals that report up will be linked to the budget, to which Ms. Craig said no, but the strategic goals will likely be linked to the budget outside of this system.

Once the evaluation is submitted, it will be routed to the reviewer's manager for review and HR will be notified. After evaluations are submitted, HR will hold a calibration session to ensure the scores are appropriate, any necessary changes will be made, and the scores will be released to employees. Employees will review their evaluations with their manager and the finalized evaluation will be submitted.

If an employee gets a 1 (unsatisfactory performer) or 2 (needs improvement) overall, they will be required to have a development plan. The development plan requires the supervisor to set goals that the employee must achieve within a certain timeframe. If the employee gets a rating of 1 (unsatisfactory performer) on a competency, they will be required to have a development plan. Development plans can be initiated at any point and do not have to be during an evaluation period.

Ms. Miller asked how many employees each supervisor will have to evaluate, as the evaluations require a lot of work and thought. Ms. Craig said most supervisors will have about 5 evaluations, with the exception of the Sanitation and Streets departments. She added that they might find a way to split up the evaluations for those departments.

Ms. Craig said the plan is to launch the system once everyone has been trained, which will allow employees to see what they will be evaluated on at the end of the evaluation period. There will be about 9 months of lead time prior to any evaluation. A 6-month check-in will be required and will aim to create a dialogue between the supervisor and employee. After the first evaluation, development plans will be part of the process. Ms. Craig added that development plans can be used in a positive way, in that they can help employees work toward developing certain skillsets or advancing their career.

Mr. Lytle asked how write-ups are tied into the system. Ms. Craig said it would be in the form of a development plan, but not in the first year. For the first year, it will remain as coaching and then supervisors can add journal entries. Mr. Lytle asked if that is treated as a formal warning. Ms. Craig said as part of our personnel policy, coaching is the first step, so yes it would be a formal warning. Mr. Lytle asked if it will be housed in the software. Ms. Craig said she would like it to be. She can add journal entries for anybody, so if a supervisor wants it documented, she can add coaching instances in the system.

Ms. Miller asked if City Council will use the software to review Mr. Hooper's performance. Ms. Craig said she is not sure if we can do that because if someone is assigned multiple managers, they will be able to see what everyone else has entered and she does not think that is how they want the system to be built. She said she will have to ask the training consultant if they have dealt with that before.

Mr. Lytle said he would be interested in seeing an overall snapshot of the performance reviews on an ongoing basis. It would not have any names, but would show how many people were unsatisfactory performers and what reviews look like in each department.

Ms. Craig said they are still working on a policy to surround this process and exploring options when it comes to pay-for-performance. She added that the budgeted amount could vary from year to year, so she is looking at other organizations' policies. Mr. Lytle suggested tying the amount to the City's budget and making it a certain percentage.

H. Public Comment

Harvey Sankey said the evaluation system is great and asked what happens if someone performs well in their probationary period and then performance goes downhill. Ms. Craig said they would be put on a development plan, performance would be monitored, and they could also extend the probationary period. Mr. Sankey asked how many people will be evaluated, to which Ms. Craig said about 150, as the Fire Department wants to include their part-time employees as well. Mr. Sankey had additional questions regarding merit increases. The Committee said it will be discussed at a later date.

Mr. Sankey said for the ETAB appointment, it would be valuable to have someone with a different approach and different skill set. He also asked regarding the Parks, Trails, and Recreation Committee, if it would be better to have a separate Recreation Committee.

I. Set Date for Next Meeting

The next regular meeting is scheduled for Monday, September 28, 2026, at 11am.

J. Adjourn

There being no further business, the meeting was adjourned at 12:18pm.

Minutes Approved: September 28, 2026

X _____
Dean Lytle, Chair, Council Member or
Pamela Holder, Vice Chair, Council Member

X Shawnee A. Cummings
Shawnee Cummings
Assistant to the City Manager

MUNICIPALITY	CARD FEE
ANDREWS	DOXO-VARIES PER TRANSACTION
ASHBORO	$2.50
ASHEVILLE	Fee determined by pymt method. No fee phone
BANNER ELK	VAIRES PER TRANSACTION
BLOWING ROCK	$3.95 & $200 LIMIT PER TRANSACTION
BOONE	DOXO-VARIES PER TRANSACTION
BREVARD	UNKNOWN
BRYSON CITY	DOXO-VARIES PER TRANSACTION
BURLINGTON	3.95%
BURNSVILLE	3%
CANTON	VARIES PER TRANSACTION
CARY	NONE
CHAPEL HILL	DOXO-VARIES PER TRANSACTION
CHARLOTTE	$1.10
CONCORD	$2.99
DURHAM	3.15%
FLETCHER	VARIES PER TRANSACTION
FRANKLIN	NONE
GASTONIA	Online or by phone $3.00. Kiosk $2.95 OR 3.15%
GREENSBORO	2.95%
HAVELOCK	3.75%
HENDERSONVILLE	$2.99 PER $300
HICKORY	VARIES PER TRANSACTION
HIGH POINT	NONE
KANNAPOLIS	$3.25
KING	2.95%
LAUREL PARK	UNKNOWN
MAGGIE VALLEY	4.50%
MARION	3.70%
MARS HILL	DOXO-VARIES PER TRANSACTION
MARSHALL	DOXO-VARIES PER TRANSACTION
MILLS RIVER	VARIES PER TRANSACTION

MOORESVILLE	NONE
MOUNT HOLLY	$2.00
MURPHY	DOXO-VARIES PER TRANSACTION
RALEIGH	NONE
REIDSVILLE	$2 for online and $1.25 for phone
SANFORD	2%
SPRUCE PINE	$1.75 under $60 and 3% for over
SYLVA	2.5% + $.30 per transaction
WARRENTON	$.30 for new ACH/Bank draft
WAYNESVILLE	2.95% CC AND 1.95% DC
WEAVERVILLE	$3.50 per transaction
WEST JEFFERSON	DOES NOT ACCEPT CC'S in person. DOXO - varies fees online
WILKESBORO	VARIES PER TRANSACTION
WINSTON SALEM	NONE
WOODFIN	$3 PER TRANSACTION

MINUTES
City Council Public Safety Committee

Monday, August 24, 2026 – 3:30pm
City Hall, Council Chambers

Members Present:	Aaron Baker, Chair, Council Member Dean Lytle, Vice Chair, Council Member Kevin Gallo, Citizen Member
Members Absent:	Mayor Maureen Copelof, Ex-Officio Member
Staff Present:	David Todd, Assistant City Manager Christy Wentzell, Police Chief Alan Bonnano, Deputy Police Chief Chase Owen, Fire Chief Shawnee Cummings, Assistant to the City Manager
Guests:	Harvey Sankey, Doug Powell, Doug Denton, Linda Gallo, Kellyn Haight, Kate Kelly
Media:	Jonathan Rich

A. Welcome & Call to Order

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

B. Certification of Quorum

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

C. Approval of Agenda

Mr. Lytle moved, seconded by Mr. Gallo to approve the agenda. The motion carried unanimously.

D. Approval of Minutes – July 27, 2026 Meeting

Mr. Lytle moved, seconded by Mr. Gallo to approve the minutes from the July 27, 2026 meeting. The motion carried unanimously.

E. Traffic Calming Measures

Mr. Todd said he highlighted changes to the traffic calming spreadsheet (Attachment A) in yellow.

Oaklawn/Main St. four-way stop and Oaklawn/Carver four-way stop have both been moved to complete.

Line 1, W. Probart/Railroad Intersection Improvements – The only remaining work is to install the RRFBs, which they hope to do by the end of September. Mr. Todd added that we have the RRFBs, but the double-sided beacon has a much larger pole and requires a larger concrete base. On the side of the road with the sidewalk, the base does not fit well so they have been working to find a solution, which is why work is paused. There was additional discussion regarding RRFB placement to ensure ease of use for trail users, potential relocation of the speed bump in front of the Habitat driveway, and whether Habitat for Humanity approached the gas company about an access point on Railroad Ave.

Line 36, Crosswalk at intersections of Whitmire St., King St, French Broad St., and Railroad Ave. – This item requires an update, which is that the traffic engineer was on site, but further discussion and a drawing are needed.

In looking at updates on speed enforcement, Chief Wentzell said the speed limit on Carolina Ave. is 25 mph and from August 1-August 18, the highest speed was 22.9, so there has been a decrease in speeding. BPD has also carried out enforcement efforts in the area, which has helped.

There was a complaint regarding Turnpike Rd., which the police department has been working for a couple months. At no point has the number of enforceable violations been in the high category, so they will refocus their efforts in other areas.

Chief Wentzell said there were complaints about speeding in Straus Park, and the police department will start carrying out enforcement efforts in that area. On Straus Pkwy from August 7-August 15, there were 3,300 vehicles and 85% of those were enforceable speed violations. The highest documented speed was 63 mph with a 20-mph speed limit. BPD also documented speed on Camptown Rd., which had 400 vehicles and over half were enforceable speed violations. The highest speed was 32 mph with a 20-mph speed limit. Mr. Lytle asked what the average is for Straus Pkwy. Chief Wentzell said average speeds ranged from 27 to 33 mph. Mr. Lytle asked if 20 mph is too slow and if that is why. Chief Wentzell said the speed limit is due to the grade of the road and the area being residential.

Chief Wentzell said she has two more officers that are now certified to conduct lidar speed enforcement efforts, so they will be able to be creative about where they park to accurately document speeds, as opposed to just having radar on their vehicles.

Mr. Lytle asked what device is being used on Carolina Ave. Chief Wentzell advised that it is the affixed speed limit sign. Mr. Lytle asked if the sign itself slows people

down. Chief Wentzell confirmed. Having the speed concerns voiced to Council at a prior meeting increased enforcement efforts in the area, so it is likely a combination of increased enforcement and having the speed limit sign placed.

Mr. Todd added that the City has quotes for speed bumps on Carolina Ave., but they need to identify a funding source. The speed bumps were less than expected given that the road is narrow, so for 4 speed bumps and signage, it is about $8,500.

Mr. Baker asked how much the speed signs are. Chief Owen said about $3,000-$5,000. Mr. Todd said they also have recording data but it is limited. Chief Wentzell said she likes black cats, which are black boxes that tell you how many vehicles traveled by, what speeds, and the days and times of travel, as opposed to speed trailers that only identify the top speed and average speed.

Mr. Baker said he is not sure if there is a good way to figure this out, but his gut says that the folks speeding on Carolina Ave. are likely the same 4-5 people. He asked when doing enforcement, whether there is a sense of whether we are catching the habitual speeders. Chief Wentzell said the majority are residents in the area.

F. Body Camera Policy

Chief Wentzell presented the Brevard Police Department's Body-Worn Camera (BWC) Policy (Attachment B), which is being shared as an accountability and transparency measure. BPD has a body-worn camera contract with Axon, and in stating their opposition to ALPR cameras, some residents have expressed opposition to the officers having BWCs and tasers. She believes those concerns stem from concern regarding the company, rather than the devices, as tasers give officers a less lethal option for instances involving use of force and have been instrumental in saving lives. Similarly, BWCs are a necessity in their field for protection of officers and for accountability and transparency. Therefore, she is presenting the policy to make others aware and allow them to ask questions.

Chief Wentzell said their policy meets all of the accreditation standards for North Carolina Law Enforcement Association (NCLEA). The purpose of the policy is to provide procedures for use, management, storage, and retrieval of data recorded by BWCs and the department's policy is that BWCs will be made available for officers and to maximize usefulness, officers will follow procedures for equipment operation outlined in the policy. The policy was drafted to be relatively generic so that it would not need revision if the department switches BWC companies. Definitions are also provided in the policy for relevant terminology.

General procedures cover the role of BWCs as independent observers, their ability to capture evidence that may be used in the prosecution of those who violate laws, their intended use, and their ability to form the basis of a complaint in cases of misconduct or internal affairs investigations. Videos that document a violation of the law are considered a record of a criminal investigation, and videos that contain

personnel records or are used to subject an employee to disciplinary action are considered personnel records. BWCs are used to assist with objective investigations of complaints against personnel, enhance the ability to review different elements of an arrest for criminal investigation purposes, gather accurate evidence of events, actions, and statements made during stops, arrests, pursuits, etc., aid in training of officers and supervisors, and provide quality assessment of officer-citizen contacts.

The Support Services Lieutenant is the BWC Coordinator and their responsibilities include setting up user access and authority to BWC systems, ensuring BWCs and servers have adequate storage, performing software and hardware updates, and ensuring repairs to malfunctioning equipment are made in a timely manner.

All personnel issued a BWC will receive training on the operation and use of the equipment and at a minimum, training will include: a review of the policy and other written directives that relate to BWCs; proper care and maintenance of equipment; legal procedures for recording incidents/events; and sworn, supervisory staff (lieutenant or higher) may also be trained in making a DVD copy and/or still frame picture for internal investigations or other official purposes. Training will be administered to new employees during orientation and/or field training, newly promoted supervisors during their orientation period, and to applicable personnel as needed based on system updates or changes in applicable law/policy.

BWCs will be assigned to all sworn and reserve personnel and will be made available to civilian personnel when taking parking, animal control, and/or code enforcement actions. Chief Wentzell added that at many larger departments, ranks of Captain and above are not required to wear BWCs, but she does not believe in that and everyone will have a BWC when carrying out law enforcement actions. BWC are required for officers working in a uniformed capacity or in an assignment that requires regular contact with citizens. Investigators and plain-clothes officers are not required to wear BWCs on duty, unless taking part in any law enforcement interaction. BWCs are required during service of a search warrant, pre-planned enforcement situations, and pre-planned tactical situations. Executive staff are not required to wear BWCs unless performing an operational function. Officers must wear BWCs in a position that most closely replicates the officer's perspective.

Mr. Baker asked when officers are wearing BWCs, if they are assumed to be active. Chief Wentzell said often times, BWCs operate in sleep mode because it preserves the battery, but when dispatched to a call, officers are required to take BWCs out of sleep mode before exiting their vehicle. She added that some agencies do not allow sleep mode, which she agrees with, as it limits instances where officers can forget to activate their BWCs. BPD currently allows officers to keep their cameras in sleep mode, as there have been no instances of officers forgetting to turn on their BWCs in Brevard and older generation BWCs do not have enough battery life to get officers through a 12-hour shift. If it becomes an issue, the policy will be updated.

Employees who are issued a BWC are responsible for the care and maintenance of the equipment, will inspect the BWC for proper operation and performance at the beginning of each shift, and must immediately report malfunctions, damage, or issues with their BWC to the on-duty supervisor.

Recording guidelines outline that BWCs will not be used in places where there is a reasonable expectation of privacy, and should not be used to record other officers, City employees, or personal activities. The guidelines outline situations where BWCs must be activated and note that officers may also use BWCs to document events that, through their training and experience, leads them to conclude the interaction should be recorded, even if it does not fit the circumstances outlined in the policy. Officers may also use the audio recording to narrate events to aid in documentation or courtroom presentation and are encouraged to review recordings when preparing written documentation to ensure consistency. Recordings that contain arrests, assaults, confrontations, vehicle pursuits, vehicle searches where contraband is recovered, DWIs, or prisoner transport will be treated as evidence and held in accordance with retention schedules and BWC recording retention periods.

Recording exceptions are detailed and include situations without a defined beginning or end, extended incidents that do not include direct or continuous interactions, incidents involving review of child pornography, and in some situations while inside medical facilities. When stopping the recording, officers must document the reason for stopping the video by orally noting the intention to stop the recording prior to turning the camera off, or by notation in the notes section of the recording system. Except in the circumstances noted above, when BWCs are activated, they will not be deactivated until the incident has concluded.

The policy states that officers may not erase, alter, reuse, modify, or tamper with BWC recordings or attempt to remove the media from the device. Chief Wentzell noted that these actions are not possible with the Axon BWCs, as all of the recordings are secured in their secure servers and subject to audit trails. At the end of each shift, officers must dock their BWCs, which will upload all recordings to the servers. BWC servers automatically erase recordings when retention periods expire, and retention periods for recordings vary based on content. Retention periods are outlined in the policy, but BWC recordings are kept for a minimum of 30 days.

Mr. Baker asked how the retention periods get coded to the recordings. Chief Wentzell said that officers are required to classify the recordings based on content at the end of each shift, so the applicable retention period will apply once the recording is classified. She added that with the new BWCs that the department will be obtaining, officers will be able to classify recordings from an app on their phone or the camera itself, as opposed to logging in to a computer as they do now. When a recording is used to process a complaint, for an administrative review, for an internal affairs function, or for records/evidentiary purposes, BWC recordings will be securely stored until formal authorization for destruction is granted.

Chief Wentzell said if someone is in a BWC video, they have the right to view it if they submit a request, as long as it is not tied to an open investigation. However, if they are not seen or heard in the video, they are unable to view it. Public requests for disclosure of BWC footage must be made on a records request form, but completion of the form does not guarantee release of footage. Records request forms will be reviewed by the Chief of Police and upon approval or denial of the request, the requestor will be notified in writing of the outcome. If approved, the requestor will be permitted to view the recording in its entirety at the police department. It does not permit the requestor to retain a copy, pause and rewind the recording, record it, or to bring anyone with them other than an attorney.

All BWC recordings are the property of BPD and dissemination of recordings outside of BPD is prohibited without authorization from the Chief. Chief Wentzell said when viewing BWC recordings, the software puts a bar across the top indicating who is viewing the recording, which aims to prevent officers from sharing BWC videos. She hates to say it but it does happen in this profession. Audit trails will indicate how many times an officer has viewed a video, and she noted that when she watches a BWC recording, she makes a note as to why so that there are no questions.

The policy specifies the levels of access to BWC data and the permissions extended to each access level. Supervisors carry out monthly audits of BWC data recorded by officers under their command and control to conduct periodic assessments of officer performance, ensure the equipment is functioning properly, determine if the equipment is being operated properly, and identify material that is appropriate for training. Audits consist of a minimum of 5 randomly selected recordings per officer in addition to recordings classified as accidental activations. Minor infractions, not criminal in nature, discovered during review of BWC data are to be viewed as opportunities for training, coaching, and counseling. Non-minor behaviors or actions that have become habitual after being addressed, appear to be criminal in nature, or show excessive force are to be reported to the Chief of Police.

The BWC Coordinator will conduct an annual review of the BWC program to ensure it aligns with department policy, assess training needs, and verify that operational practices are consistent with BPD's mission, vision, and values. The review will be submitted to the Police Chief annually by January 31st.

Mr. Gallo asked if a taser policy will also be covered. Chief Wentzell said it falls under BPD's Use of Force Policy, which she can go over generally, but there are portions that will not be covered as it could jeopardize officer safety. Mr. Gallo said someone also asked him if Brevard has the "new ICE tasers," to which Mr. Lytle said they likely meant the gloves. Chief Wentzell said BPD does not have the gloves and currently operate with the oldest tasers on the market. When they upgrade, they will have the newest tasers. She added that the new tasers are equipped with Bluetooth and as soon as an officer unholsters their taser, the BWC turns on automatically. In dangerous situations, officers may not be thinking about turning their BWC on, so it will help in those situations.

Mr. Lytle asked if BWCs stay at the station or if the officers take them home. Chief Wentzell said BWCs stay at the station. Mr. Lytle asked if officers sign something that says their BWC is operational at the beginning of each shift. Chief Wentzell said that officers do not sign off, but the supervisor on duty makes sure officers have their BWCs and that BWCs are operational before they leave their roll-call briefing.

Mr. Lytle asked if there are situations where there are not enough BWCs for a shift, given that they are assigned. Chief Wentzell said if an officer's BWC is malfunctioning, they will likely grab another officer's BWC and notate that on this date and time, they used that officer's BWC. It can be changed in the system but only the Chief of Police and BWC Coordinator have the ability to make those changes.

Mr. Baker asked about the storage of BWC recordings and if it is stored by Axon. Chief Wentzell said the cloud storage is provided by Axon and by not storing the recordings at BPD, it eliminates allegations of editing or altering videos. Even with admin rights, Axon only allows them to see the video in its entirety, change the classification type, and change the retention period.

Mr. Baker asked if much of the policy changed after Chief Wentzell joined the department or if it was already there. Chief Wentzell said the majority of the policy was already in place, but some of the changes made include increasing the number of videos audited each month to ensure quality control and making sure the BWC is on before exiting the vehicle. Mr. Baker asked if anything will change after the department gets new BWCs. Chief Wentzell said very little will change, but it will probably include turning off the officers' ability to have BWCs in sleep mode.

Mr. Baker asked if there are procedures in place if they find that an officer is intentionally not turning on their BWC. Chief Wentzell said it would fall under an internal affairs investigation and it would go through their disciplinary procedures.

Mr. Baker said he has seen legal disputes in other places regarding the release of BWC footage and asked if it were to happen, who represents BPD. Chief Wentzell said it depends. Neighboring states release BWC footage all the time, but North Carolina has protections in place to where BWC footage can only be released by a court order issued by a judge. If it pertains to a criminal investigation, it would be handled by the DA's office since they are prosecuting as the State. If it is related to a complaint or disclosure request, it will be handled by the City attorney.

Mr. Gallo asked how quickly BWC videos are uploaded. Chief Wentzell said any time the BWC is docked or connects to the Wi-Fi, the videos will automatically upload.

Mr. Baker asked how it will work if another agency requests a BWC recording. Chief Wentzell said they would have to provide a legitimate law enforcement reason and she would review the footage prior to making that determination.

Committee Comments

Mr. Todd said one more update he forgot to include on traffic calming is that there was prior discussion of converting the yield sign on Thomas St. to a stop sign. He noted that they have the necessary drawings and approval from the traffic engineer, but it requires Council approval so it will go to Council at their next meeting.

G. Public Comment

Kate Kelly lives on Park Ave. near Silvermont and there is a black box device on a utility pole near her home. She does not know if it was up during the school season and she read that sometimes black boxes are put back up during different seasons. If so, she would request it, as there are small children walking and heavy traffic when school is in session. She also asked how much data is needed to take action and if it takes as long as it did for Probart. Chief Wentzell said speed humps are not in her purview, but the collected data is used for enforcement and allocation of resources in areas supported by the data. Mr. Todd said traffic calming measures are also determined by the underlying reasons for increased traffic and if it is a City street.

Kellyn Haight said she emailed the City about an update on the traffic calming efforts on Carolina Ave. and the white speed trailer has returned, so she is wondering if there is an update. Chief Wentzell said the highest speed picked up by the trailer in the last 6 days was 23 mph. Looking at the week, there was 3,500 vehicles that passed through. Ms. Haight asked if the data collected over the last 2 years is null. Chief Wentzell said she does not have 2 years' worth of data with her today. Ms. Haight said she was hoping there was movement on a solution. Mr. Todd said Staff obtained quotes for speed bumps and the traffic engineer determined their placement on Carolina Ave. and adjacent roads. He said now Staff is looking to Council to identify a funding source. Mr. Baker said there will be a larger discussion regarding funding at the Council level. He added that the City does have the data from the last two years. Ms. Haight asked if a stop sign was considered. Mr. Todd said it was not, as DOT does not view stop signs as traffic calming measures.

Doug Powell said if the body camera policy is any indicator, the policy manual for the Brevard Police Department is probably pretty thick. He asked Chief Wentzell how much time is spent reviewing departmental policies and how much time is spent reviewing the U.S. and NC Constitutions. Chief Wentzell said BPD has 160 policies and they are in the process of getting accredited. She added that she has an Accreditation Specialist who reviews policies 40 hours a week to ensure they meet State standards and comply with NC general statutes and she and the Deputy Chief meet with the Accreditation Specialist weekly to review policies. Command staff also review policies to ensure expectations are clear and the policies reflect best practices. Chief Wentzell said she reviews the Constitution about once a year. Mr. Powell asked how her officers would do if they were quizzed on the Constitution. Chief Wentzell said some would probably be happy to be quizzed. Chief Owen said the Fire Department is in the process of updating policies and establishing policies that were not in place prior to his tenure. He said he reviews the Constitution once or twice a year and keeps a reference guide on his desk. Chief Wentzell said the NC

Criminal Justice Standards and Training Commission presents legal and legislative updates annually, and officers are required to attend 6 hours of training to maintain their certification as a peace officer. Chief Wentzell said constitutional law is covered when officers obtain their BLET certification in the police academy and as long as officers maintain knowledge of policies, procedures, and best practices, they are only required to attend training on legal and legislative updates.

Doug Denton had questions as it relates to what is considered an enforceable speeding violation. Deputy Chief Bonnano explained the differences between the absolute speed law, which is based on the posted speed limit and even 1 mph over is an enforceable violation, and the basic speed law, in which a violation could be under the posted speed limit based on conditions and the officer must give justification as to why that speed was an enforceable violation. Mr. Denton asked if there is any data regarding excessive speeds on Broad St. between Jordan St. and Main St. Chief Wentzell said they have some black cat data, but they can also pull the speeding citations in that area. Mr. Denton asked if there is a way to tell what percentage of vehicles have enforceable speeding violations. Chief Wentzell said yes, through the black cat data at the police department. Mr. Denton said he feels pedestrian safety has been overlooked and most people are traveling at dangerous speeds. He has spoken to Mayor Copelof about it and would like City Council to make it a priority, as most people on Broad St. exceed the speed limit. He would like to see the law enforced in that area. His fear is that someone will get seriously hurt.

Harvey Sankey said he was asked by the board of directors of Straus Park to talk to the Police Chief about speeding problems in the neighborhood. He added that they are looking at 4 areas and once complete, he will go over the information with the Chief and present it to the board of directors. Once the board of directors discusses internally, they will then talk with the Chief about the findings. Mr. Sankey noted that due to the presence of commercial businesses, Straus Park also has non-residents passing through. He added that with regard to whether a 20-mph speed limit is too slow, there are no sidewalks in Straus Park and there are people walking their dogs in the street, so any increase in the speed limit would be a safety issue from his perspective. He said he appreciates the Chief's help.

Linda Gallo said she is so impressed with the policies Chief Wentzell has implemented at the police department and the effectiveness of them. She asked what happened to the people that used to congregate at Clemson Plaza and did they just move to another location in town. Chief Wentzell said based on some of the concerns and their behaviors, some of them received trespass warnings from City property, so they are in other areas within the community.

H. Set Date for Next Meeting – Monday, September 28, 2026 at 3:30pm

The next meeting was scheduled for Monday, September 28, 2026, at 3:30 pm.

I. Adjourn

There being no further business, the meeting was adjourned at 5:01 pm.

Minutes Approved: September 28, 2026

X _____
Aaron Baker, Chair, Council Member or
Dean Lytle, Vice Chair, Council Member

X _____
Shawnee Cummings
Assistant to the City Manager

Traffic Calming and Safety Project Status 8/24/2026

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.	Only reamin work is instalaltion of RRBCs complicated by size of the new base and the sidewalk width	Hope to complete by the end of September
2	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. Also waiting on	
3	Estatoe boardwalk repair Section 1, behind McDonalds	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	FLAP Grant has been awarded to the City, but we have not yet determined the full amount of the award. The designer for the project has been selected, WSP. We are presently unsure when grant funding will be available, as such we will not enter into a design agreement until we are sure of the funding amount and timeline	PTR comm. has agreed that this should be staff focus for the year to come
4	Estatoe boardwalk repair Section 2, behind Aldi	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	FLAP Grant has been awarded to the City, but we have not yet determined the full amount of the award. The designer for the project has been selected, WSP. We are presently unsure when grant funding will be available, as such we will not enter into a design agreement until we are sure of the funding amount and timeline	PTR comm. has agreed that this should be staff focus for the year to come
5	Estatoe temporary trail	Gravel path along old railbed	Pender curb cuts are complete. Pender crosswalk to be painted by end of June. Fisher Lane curb cuts to begin next week. Working in conjunction with NCDOT to add thermoplastic crosswalk. Hope to have work compelted by the end of August.	
6	Carolina Ave. traffic calming	Possible traffic calming measures on Carolina Ave. north of intersection with Shipman	Staff brought a proposal to the Budget Retreat to add speed bumps on the City owned portion of Carolina Avenue.	
7	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. We will implement this work after the Hillview Street culvert is repalced.	Need to advertise traffic change and install "New Traffic Pattern" signs

14	Park Ave, Park View, Elm Bend. traffic calming	Constituent request for consideration	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.	
15	Pisgah Church Dr. traffic calming	Constituent request for consideration	Data collection scheduled	
16	Fisher Rd. traffic calming	Constituent request for consideration	Discussed with NCDOT 12/18/25. 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
17	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 12/18/25. 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	
18	Add traffic calming to Oakdale, near 228	Constituent request for consideration	Under discussion	Add to data collection schedule
19	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	NCDOT has agreed to install a flashing RRFB at this crossswalk bwteen June and August of 2026.	
20	Can speed be reduced on shared bike lanes on French Broad	Constituent request for consideration	Under discussion	
21	Can Morgan Street be made a bike boulevard	Constituent request for consideration	Under discussion in Downtown Master Plan	
22	Can the Bike Ped Plan be reviewed for safety concerns and address those on a higher priority	Constituent request for consideration	Under discussion	
23	Can we review the number of light changes per crosswalk crossing at 276/Elm/Park View at school crossing	Constituent request for consideration	This was discussed briefly with NCDOT at last quarterly meeting on 12/18/25 but we do not have are solution yet. Do new lights at Gallimore change traffic	
24	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	
25	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. This project is on hold pending identifaction of needed budget.	
26	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.	

27	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.	
28	Better trail marking/ safety improvements by Deerlake Rd/AVL Highway, pernament per R5800.	Constituent request for consideration	Discussed with NCDOT on 12/18/25 but no resolution yet. DOT is considering this along with the new roundabout work	
29	Deer Lake Crossing Signal Light	Constituent request for consideration	Reviewed with NCDOT on 12/18/25, they promised to give this consideration but no promises were made.	
30	Excessive speed on West Main, 200 block due to traffic on Probart rerouting around speed bumps. What traffci control measures can be put in place?	Constituent request for consideration	Just recently completed additional data collection. Review in process.	
31	Lack of crosswalk on Broad Street near library	Constituent request for consideration	Will discuss with NCDOT	
32	Varying speed limits on Broad, one small section speeds up. Can they be made the same?	Constituent request for consideration	Will discuss with NCDOT	
33	Silversteen between Caldwell and Aiken	Constituent request for consideration	Will discuss with NCDOT	
34	Review intersection of Carver Street and Oakdale Street and Cashiers Valley Road below MJCCC	Constituent request for consideration	Alternatives under discussion with TCWT	
35	102 East French Broad - Excessive Speed	Constituent request for consideration	Police Department to conduct data collection	
36	Cross walk needed at or near intersections of Whitmire, King St, French Broad Ave and Railroad	Constituent request for consideration	Has been discussed with the City's Traffic Engineer, more conversation and a site visit is needed.	
37	Review Intersection of Main Street, Thomas St, North Ln, and James St.	Constituent request for consideration	Has been reviewed by the City's Traffic Engineer, more details to follow. As time allows city staff to convert Yeild sign on Thomas to Stop sign and trim bushes and trees near this intersection along Main St.	
38	Cross walk needed at or near intersection of Carver and Oakdale	Constituent request for consideration	Has been reviewed by the City's Traffic Engineer, detail drawings/sketches to follow. Cross walks and stops signs/stop bars to be added	

39	Review intersection of East Main Street, Wilson Road and Greenville Highway	Constituent request for consideration	Has been discussed with the City's Traffic Engineer and NCDOT, detail drawings/sketches to follow.	
	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
9	Jake Brake Signs	Constituent request for consideration	Complete	
10	Railroad/McClean path crossing improvement	Replace one-sided RFBs with two-sided; create ADA accessible "landing pads" on both sides of crosswalk	Complete	
11	Excessive speed on Maple. What traffic control measures can be put in place?	Constituent request for consideration	Complete	Traffic data was collected. Based on the traffic data it was decided that no new measures were needed at this time.
12	Oaklawn/Main St. four-way stop	Add stop signs/stop bars on Main St. to create four-way stop		Complete
13	Oaklawn/Carver four-way stop	Add stop sign at EB Carver to create four-way stop		Complete

Brevard Police Department

General Order-DRAFT

Title Body Worn Cameras		Order Number 300-3
Effective Date	Amends NEW	
NCLEA Standard 6.22A-H	Rescinds	
Reference 100-1 General Rules and Regulations NCGS §132-1.4A – *Law Enforcement Agency Recordings*	Pages	
Forms F303 *Request for Video Recording* F704 **–** *Request for Records*		

DRAFT

PURPOSE

The purpose of this directive is to provide procedures for the use, management, storage, and retrieval of audio-visual data recorded by approved body-worn camera systems.

POLICY

The use of body worn camera (BWC) equipment has proven to be valuable in the prosecution of traffic violations and related offenses, in evaluating officer performance, training, administrative reviews, and internal investigations. Therefore, it is the policy of the Brevard Police Department to make BWC equipment available for use by officers whenever appropriate. To maximize the usefulness of this equipment, officers will follow the procedures for BWC equipment operation and use as outlined in this General Order (NCLEA 6.22A)

DEFINITIONS

Body-Worn Camera (BWC) – Video and audio recording equipment designed to be worn by the officer.

*BWC Coordinato*r- A designee of the Chief of Police, given responsibility and authority for the direction and control of the BWC program.

BWC Operator- An officer who has received instruction in the operation and use of the specific BWC recording devices and is authorized to use such equipment for enforcement purposes.

Disclosure – Making a recording available for viewing or listening at a time and location chosen by the custodial agency; this does not constitute release of the recording with NCGS 132-1.4A.

Recording and Recorded Media - Videotapes, CDs, DVDs, and similar devices for recording digital video and/or audio. Recordable media are those that have the capability to have audio and/or video stored on them. Recorded media are those that already have audio and/or video stored on them.

PROCEDURE

General

1. BWC systems act as an independent observer, recording the events as they occur. The system can assist in the collection or capture of information and evidence that may be used in the prosecution of those who violate federal, state, and local laws (NCLEA 6.22C).

2. The intended use of BWC equipment is not a disciplinary tool against officers for minor infringements of policies and procedures. However, if a case of misconduct and/or repetitive behavior is brought to the attention of the department through a complaint, supervisory administrative review, or internal affairs investigation, the video and/or audio recording may be used to form the basis of a complaint to substantiate or discredit the alleged violation (NCLEA 6.22C)

3. Any portion of BWC data that documents events surrounding a violation of the law (which includes an infraction, crime, or offense prosecutable in the criminal courts in this state or in the United States) is considered a record of a criminal investigation, as described in NCGS 132-1.4, and not a public record, as deemed in NCGS 132-1 (NCLEA 6.22C)

4. Any portion of BWC data that contains personnel records or that may be used to subject an employee to disciplinary action is a part of that employee's personnel file as defined in NCGS 160A-168 and is open to inspection only as provided by that statute (NCLEA 6.22C).

Organizational Philosophy on Use of BWC Equipment (NCLEA 6.22A)

1. This department has adopted BWCs to achieve several objectives. The primary objectives are as follows.

    - Assist the department with thorough objective investigations of complaints against personnel

A. Enhance the ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for criminal investigation purposes.

B. Gather recorded evidence and accurate documentation of events, actions, conditions, and statements made during motor vehicle stops, pursuits, arrests, acts of physical violence, unusual conduct, searches, crime scenes, and critical incidents.

C. Provide training aid for officers and supervisors

D. Provide quality assessment of officers and citizen contacts

BWC Coordinator and Installation

1. The Support Services Lt will be designed as the BWC Coordinator.

2. Responsibilities of the BWC Coordinator or designee include:

- Setting up user access and user authority to BWC systems
- Ensuring that the BWC equipment and related servers have adequate storage
- Performing software and hardware updates as needed
- When informed of malfunctioning equipment, ensure that the appropriate personnel make the necessary repairs in a timely manner.

Training *(*NCLEA 6.22F)

1. All personnel who use BWCS in the performance of their duties will receive training in the operation and use of approved BWC equipment prior to use.

2. The training will minimally include:

- A review of this General Order and other applicable written directives as they relate to the operation, use, and limitations of the equipment;
- Proper care and maintenance of the equipment; *and*
- Legal procedures for recording incidents/events.
- Sworn, supervisory staff at the rank of lieutenant or higher may also be trained in making a DVD copy and/or still frame picture for internal investigations or other official purposes.

3. The training schedule is:

- Newly-hired employees – during orientation and/or during field training;
- Newly-promoted supervisors – during the Newly Promoted Supervisor Orientation period; *and*
- Applicable personnel – as needed based on system updates or changes in law(s) and/or applicable policies.

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4. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

BWC Equipment

1. BWCs will be assigned to all sworn personnel.

2. Sworn, reserve personnel will have a designated BWC available for use during their shift.

3. BWC's shall be made available to civilian personnel when taking parking, animal control, and/or code enforcement actions.

4. Officers at the rank of Lieutenant and below, working in a uniformed capacity, including extra-duty and off-duty employment, or any assignment that necessitates regular contact with citizens, are required to wear a BWC as part of their standard duty equipment.

5. Investigators and plain-clothes officers are not required to wear the BWC throughout their tour of duty; however, they are required to wear them during any official law enforcement interaction.

6. BWCs will be worn by all sworn personnel during:

    - Service of a search warrant;
    - Pre-planned enforcement situations; *and*
    - Pre-planned tactical situations

7. Officers will wear the BWC in a position to allow the recording of an encounter or incident that most closely replicates the perspective of the officer.

8. Executive staff are not required to wear a BWC unless performing an operational function.

Equipment Care, Maintenance, and Inspection (NCLEA 6.22E)

1. Employees issued a BWC are responsible for the care and maintenance of the equipment.

2. Employees issued BWCs will inspect BWC equipment for proper operation and to ensure it is performing in accordance with the manufacturer's recommendations, at the beginning of each shift and before starting any off-duty or extra-duty assignment.

    - All malfunctions, damage, or issues with the BWC equipment will be immediately reported to the on-duty supervisor.

3. Inspections of the BWC equipment will include at a minimum:

- Remote audio transmitter functionality:
- Adequate power source
- Connected to the recording equipment
- Remote activation of system via transmitter
- Camera lens
- Recording mechanisms are capturing both audio and visual information:
- System plays back both audio and video tracks
- Computer interface
- User verifies the ability to control the camera and classify video
- User verifies all previous videos have been transferred to the central video server
- If the BWC equipment is damaged or not operating properly, the user will immediately notify the BWC Coordinator.

Guidelines for Recordings

1. BWC equipment will be used only for legitimate law enforcement purposes in accordance with applicable laws and department written directives. It will not be used in places where there is a reasonable expectation of privacy. Examples where a reasonable expectation of privacy exists includes but is not limited to: (NCLM II.9) (NCLEA 6.22B)

    - Dressing rooms
    - Locker rooms
    - Restrooms

2. Pursuant to GO 100-1 General Rules and Regulations, BWC equipment will not be used to record other officers or city employees except during an investigation of a suspected violation of criminal, traffic, or local law; or as otherwise approved by the Chief of Police and should not be used to record personal activities. (NCLM II.9) (NCLEA 6.22B)

3. All staff required to wear the BWC system pursuant to this policy must activate the equipment during all occurrences of the following law enforcement activities: (NCLEA 6.22B)

    - Traffic Stops;
    - Priority Responses;
    - Vehicle Pursuits;
    - Prisoner searches and transports;
    - Crisis Interventions;
    - Civil Unrest;
    - Tactical operations and search warrants;
    - Investigative actions to include, but not limited to:

        - Field Interviews
        - Suspicious persons/vehicles
        - Crimes in progress
        - Domestic Disputes
        - Accidents

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- Other similar events

- Any situation as directed by a supervisor.

4. Not every citizen's interaction can, will, or should be recorded. However, officers may use the BWC to document any situation or event that, through his/her training and experience, leads the officer to conclude the interaction should be recorded.

5. Officers are expected to use good judgment and record any situation, incident, or interaction that a reasonable officer would consider appropriate; no matter if it fits within the circumstances specified in this General Order.

6. Officers may use the audio portion of the recording to narrate events as they occur to aid in documentation or courtroom presentation.

7. Officers are encouraged to review the recordings when preparing written documentation of events to ensure consistency.

8. Officers will ensure the volume from other electronic devices within the police vehicle does not cause interference when the BWC system is activated. This restriction does not apply to police radios.

9. BWC recordings containing arrests, assaults, physical or verbal confrontations, vehicle pursuits, vehicle searches in which contraband is recovered, driving while impaired, or any prisoner transport will be treated as evidence and held in accordance with applicable retention schedules and the BWC recording retention periods. (NCLEA 6.22C)

10. If the BWC has the capability to classify videos, once the recording has stopped, it is the officer's responsibility to ensure the video has been properly classified.

Recording Exceptions

1. Not all situations include a clearly defined beginning or ending requiring recording. Officers are expected to be familiar with and follow applicable laws and written directives using ethical and legal discretion when activating and deactivating BWCs.

2. During an extended incident, officers, when not actively engaged in direct and continuous interactions, may deactivate the system to conserve recording time for tasks that may include:

   - Traffic control;
   - Checking station when not interacting with motorists (i.e., the checking station is suspended due to traffic congestion, there is no traffic, etc.)
   - Perimeter security for a crime scene;

- Officers must document the reason for stopping the video, by orally noting the intention to stop the recording or by notation in the officer's notes section of the recording system.
- Officers must document the reason for stopping the video, by orally notating the intention to stop prior to turning camera off.

3. If an officer is investigating an incident where child pornography is being previewed or recovered, the BWC will be deactivated or positioned in a way as to not capture any images or videos to mitigate the need to take the BWC out of service for evidentiary purposes.

4. Except as noted above, when the BWC is activated, it will not be deactivated until the incident/event has concluded. (NCLEA 6.22B)

Medical Facilities

1. Officers will generally not use BWCs in any patient area where patients are being treated by medical personnel except:

    - To document injuries for official law enforcement purposes or to capture criminal activity or a physical arrest, when the officer is responding to a call reporting a crime on premises as described in 45 CFR 164.512(f)(5)
    - For the purposes of compliance with 45 CFR 164.512(f)(5) and this directive, a public health authority includes any medical facility authorized by law to collect or receive medical information for the purpose of:

        - preventing or controlling disease
        - preventing or controlling injury
        - preventing or controlling disability

    - As otherwise provided in a HIPAA-compliant authorization signed by all subjects of a recording.

2. In these limited situations, officers should take special care to record only parties reported to have been involved in the alleged criminal conduct being investigated. In no event will an officer use BWCs to record a person undergoing a medical or psychological evaluation, procedure, or treatment, nor a discussion of any individual's health information

3. Nothing in this directive prohibits officers from activating and using BWCs while responding to legitimate calls for service at hospitals, clinics, mental health facilities, or other medical locations. When officers are dispatched to investigate a reported crime, at a medical facility, BWCs may be activated in accordance with department policy to document law enforcement actions, statements, evidence, and other investigative activity.

Media Control and Management

1. Officers will not erase, alter, reuse, modify, or tamper with BWC recordings or attempt to remove the recordable media from the device.

2. To prevent damage to the original recorded media, at no time will the original media be viewed in any equipment other than the equipment issued or authorized.

3. Prior to using the BWC system, officers will ensure the BWC they are using is fully charged and has sufficient file storage space available. Additionally, officers will make sure the BWC is assigned to them in the BWC system.

4. At the end of each shift, officers will upload all BWC system files to the department server by placing the BWC into the approved docking cradle.

5. The BWC system automatically erases recordings from the BWC server when the retention period for that recording segment has elapsed. The retention period is set by the system according to specific classifications that the authorized user applies to the recording.

6. When BWC video and/or audio data is used during an administrative review, its use will be documented as part of the review. All relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

7. When processing a complaint, the supervisor or command officer assigned to the investigation will review the BWC data from the date and time specified in the complaint. The supervisor will process all allegations of officer misconduct and other allegations in accordance with GO 200-15- Personal Complaint Allegations. All relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

8. When BWC equipment, generated video and/or audio data is used by the internal affairs function, all relevant video/audio footage related to the investigation will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

9. Copies of BWC video and/or audio data produced by the Records section, or other authorized personnel, for evidentiary purposes in a criminal investigation, will be securely stored within the electronic digital evidence storage system. This data will remain in the case file until formal authorization for destruction is granted.

10. Public requests for disclosure of BWC footage must be made using form F1005a **–***Request for Records* and comply with NCGS §132-1.4A**.** Petitioners making a request will be advised that completion of the form does not ensure the footage will be released pursuant to the guidelines associated with NCGS §132-1.4A. (6.22(h))

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- Completed forms *[placeholder for linking future BPD G.O.]* will be forwarded to the Chief of Police for review.
- The Chief of Police will review and approve or deny all requests for disclosure of BWC footage in accordance with NCGS §132-1.4A.
- Petitioners will be notified in writing of the outcome of the review conducted by the Chief of Police by Records Staff.
- Processed forms *[placeholder for linking future BPD G.O.]* will be maintained by the Chief of Police, or designee.

Retention of BWC Data (NCLEA 6.22D)

1. If BWC data is considered evidence, data will be retained in accordance with Records Retention and Disposition Schedule as outlined for Local Government Agencies and where applicable, as outlined in this General Order.

    - The original recording will be maintained on the appropriate server as evidence and will be disposed of pursuant to applicable records retention schedules, as authorized by the District Attorney's Office, or by court order.

2. If BWC data is not considered evidence, data will be retained for a pre-determined period if adequate storage space is available and in accordance with this General Order. (NCLEA 6.22D)

Classification	*Retention*
Accidental Activation	30 Days
Arrest	730 Days then to archive
Assist Officer	180 Days
Auto Accident	90 Days
Critical Incident	730 Days then to archive
Checking Station	90 Days
Citation Issued	730 Days
Criminal Investigation	180 Days
Custodial Interview	180 Days
Disturbance	90 days
Domestic Violence	90 Days
DWI Arrest	1 year then archive
Emergency Response	90 Days
Field Contact- Non-Custodial	60 Days
Officer Involved Motor Vehicle Crash	730 Days then to archive
Other Investigation	180 Days
Prisoner Transport	90 Days

Speed Violation (Exceeds 80 mph)	90 Days
Subject Transport	90 Days
Traffic Stop	180 Days
Vehicle Pursuit	1095 Days
Vehicle Inspection	30 Days
Unclassified Recordings	90 Days

Media Duplication (NCLM II.9) (NCLEA 6.22C)

1. All recording media and all recorded images are the property of the agency and dissemination outside the agency is strictly prohibited without specific authorization of the Chief of Police, or designee, as outlined in this General Order

2. The department will adhere to NCGS §132-1.4A – *Law Enforcement Agency Recordings* regarding the review and dissemination of recordings.

3. Officers requesting copies of videos will indicate the need on the case file folder submitted to Records.

4. Supervisors may duplicate recordings in conjunction with their administrative duties without prior approval. *(i.e., use of reasonable force, pursuit, etc.)*

5. Records personnel will transmit the data to the Henderson County District Attorney's Office via the AOC Electronic Discovery System within the timeline prescribed for discovery.

6. Unauthorized copies of any data or recordings are strictly prohibited.

Review of BWC Data (NCLM II.9) (NCLEA 6.22G)

1. The following are authorized users to access and review BWC data at the levels specified below:

    - Executive Staff and the BWC Coordinator as-needed– Complete access to the recorded files on the server, ability to add comments, change improper classifications, mark files for extended retention, and generate copies.
    - Watch Commander – View recorded files, ability to add comments, change improper classification, mark files for extended retention, and generate copies for internal administrative purposes.
    - Supervisors – View the recorded files, ability to add comments, change improper classifications, and mark files for extended retention.
    - Officers – View only their recorded files, change improper classification, and the ability to add bookmarks and/or comments for court testimony and case review.

- Records Section Personnel – Mark files for extended retention and generate copies.

2. Supervisors will conduct a documented monthly review of BWC data recorded by officers under their command and control for the purposes of: (NCLM II.9)

   - Periodic assessment of officer performance
   - Ensure the BWC equipment is functioning properly
   - Determine if BWC equipment is being operated properly
   - Identify material that may be appropriate for training

3. Review procedures (NCLEA 6.22G)

   - Supervisors will log into the BWC System to review BWC data recorded by officers under their command and control;
   - Supervisors will enter a data range within the month being reviewed;
   - The BWC system will then generate a list of BWC recordings for the appropriate squad/unit/section/function; *and*
   - Supervisors will randomly select a minimum of five BWC recordings per officer from the represented list to review, in addition to all recordings classified as "Accidental Activations"

4. Minor infractions (not criminal in nature) discovered during the review of recorded material should be viewed as opportunities for supervisory training, coaching, and counseling. (NCLEA 6.22G)

5. Any behavior or action that is not minor in nature, has become habitual after being addressed, appears to be criminal, or shows excessive use of force will be reported to the Chief of Police and processed in accordance with General Order 208 – Complaints and Allegations. (NCLEA 6.22G)

6. In addition to the monthly review process, supervisors will review BWC recordings on an as-needed basis to conduct administrative reviews or internal investigations. (NCLEA 6.22G)

Supervisory Staff

1. Supervisors will ensure that employees under their leadership operating BWC equipment are using the system properly and in accordance with this General Order.

2. Officers are properly identifying recordings that may be evidence and complying with the requirements of discovery.

3. Notify according to applicable policy when any BWC recordings exist regarding any personnel complaint investigation, pursuit, use of force, or internal administrative review.

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4. The Support Services Lieutenant will conduct an annual review of the body worn camera program to assess:

    - Alignment with department policy;
    - Training needs; and
    - Operational practices consistent with the organization's mission, vision, and values.

5. This review will be completed and submitted to the Chief of Police through the chain of command no later than January 31st of the year following the period subject to the analysis.

    - This date may be extended with the approval of the Chief of Police.

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STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 6 and 19 - Building Height Regulations
Speaker:	Aaron Bland, Assistant Planning Director
Prepared by:	Emily Brewer, Senior Planner
Approved by:	Paul Ray, Planning Director, Wilson Hooper, City Manager

Background
Building height regulations are a balancing act between protecting community character and scale and promoting appropriate density and development. Building height can have a significant effect on the character of the City's neighborhoods, commercial areas, and downtown, but overly restrictive height standards can also limit housing opportunities, constrain redevelopment, and result in greater site disturbance when development is forced to spread horizontally rather than vertically.

The existing regulations measure building height from the highest adjacent grade to the eave of the roof. This can result in buildings that technically comply with the maximum height standards while still presenting substantial exposed walls, especially on sloping sites. The proposed amendments address this issue by using a combination of story height, overall building height and exposed wall height.

This is a staff-initiated text amendment to revise the City's approach to regulating building height by establishing a more predictable, context-sensitive method that distinguishes between smaller buildings and taller structures. The amendments are intended to address concerns about building scale, visual bulk, and development on sloping sites and improve the procedures for clear and objective application.

At their June meeting, Staff held a work session with Planning Board and discussed different approaches to measuring building height and balancing these competing priorities. Planning Board reviewed the proposed language on August 25, 2026, and recommended in favor of its adoption. In accordance with North Carolina General Statutes, the Planning Board also submits a statement analyzing the consistency and reasonableness of this proposal with regards to existing policies or plans of the City of Brevard.

Council held a public hearing on this proposal at their September 21, 2026 meeting.

Discussion
The proposed amendments establish two regulatory approaches based on the number of stories:

- **Buildings of One or Two Stories:** One- and two-story buildings would be regulated primarily through a maximum number of stories and a 14-foot maximum story height. This provides a straightforward standard for smaller-scale development without requiring applicants to perform the more detailed grade and exposed wall calculations applicable to taller buildings.
- **Buildings of Three or More Stories:** Buildings containing three or more stories would be subject to additional maximum building height and maximum exposed wall height standards. Building height would be calculated from the average finished grade to a defined roof measurement point, and applicants would be required to provide building elevations demonstrating compliance with both standards.

By distinguishing between building types and applying more detailed review only where necessary, the amendment reduces unnecessary complexity for smaller projects while providing stronger oversight for taller buildings where visual and contextual impacts are greater.

For buildings with three or more stories, the measurement points are further defined and better account for the architectural features of a building and the topography of the area. In the current regulations, the reference elevation from which building height is measured was the highest adjacent grade or 10 feet higher than the lowest adjacent grade, whichever is less. The proposed amendments modify that to account for the elevation of the entire building pad by taking an average of the finished grade to determine the reference elevation to measure from. Furthermore, the calculation method is clearly identified in the ordinance language to ensure this is clearly defined and consistently applied. Building height is then measured from the reference elevation to the top of the building. The current ordinance defines this as the roofline — the parapet of a flat roof, the eave of a pitched roof, or the deck line of a mansard roof. This does not account for the impact of different types of roofs on the bulk of a structure. The proposed amendments incorporate the roof into the calculation. Staff has proposed increasing the maximum building height by 5 feet in each zoning district to account for the change in measurement.

Overall, the amendments are a shift from a single-dimensional height limit that can be manipulated to a more comprehensive approach that considers how buildings are perceived in the development context. They balance the need to protect community character and scale with opportunities for housing, redevelopment, and economic growth, especially in downtown and commercial areas. By combining clear measurement standards, topography-sensitive regulations, and targeted controls for taller buildings, the amendments improve predictability for applicants and staff while ensuring that building height and massing better reflect the City's development goals and the unique conditions of Western North Carolina.

Policy Analysis

These amendments are consistent with the following elements of the Building Brevard 2030 Comprehensive Plan:

- GOAL 2: Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities.
- LUH-7: Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian-friendly environment.
- LUH-8: Evaluate current standards for building height downtown.
- LUH-24: Refine zoning districts and slope regulations in constrained areas.

Action
Council's options with regards to this proposal are:

1. Adoption of the amendment as written;
2. Adoption of the amendment as revised by City Council;
3. Rejection of the amendment;
4. Send the application back to the Planning Board for further study and consideration; or
5. Call for additional public hearings on petitions brought before them.

Attachments:
1. Proposed Amendments
2. Consistency Statement
3. Enacting Ordinance

UNIFIED DEVELOPMENT ORDINANCE

CHAPTER 2. DISTRICTS AND GENERAL PROVISIONS

2.6. Density and dimensional requirements.

2.6.2. Building height and massing.

A. *Purpose*:

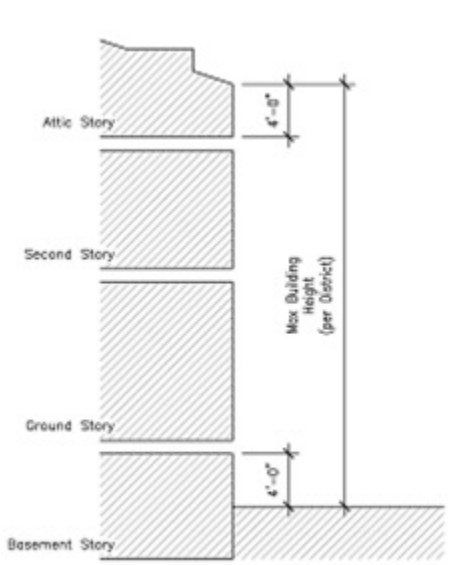
1. The purpose of this section is to regulate building height and massing in a manner that ensures compatibility with surrounding development, limits excessive vertical bulk, encourages variation in building form, and better accommodates development on sloping sites.

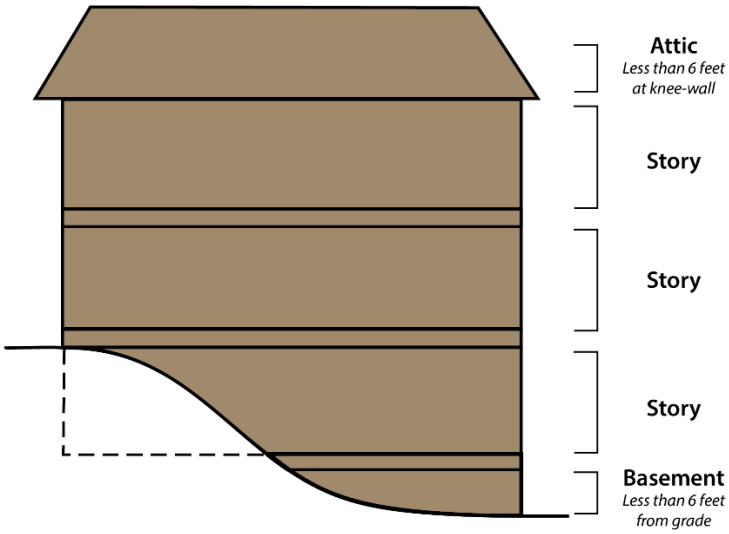
B. *Story Height:*

1. A building story shall not exceed 14 feet in height from finished floor to finished floor.
2. Basements that emerge less than ~~4~~ 6 feet from grade or attics not exceeding ~~4~~ 6 feet at the knee-wall shall not constitute a story.

~~2.~~

~~FIGURE 2.6.2-A: BUILDING HEIGHT MEASUREMENT~~FIGURE 2.6.2-A: NUMBER OF STORIES





C. *Buildings of One or Two Stories:*

1. Buildings containing one or two stories shall be regulated by number of stories and the maximum story height.

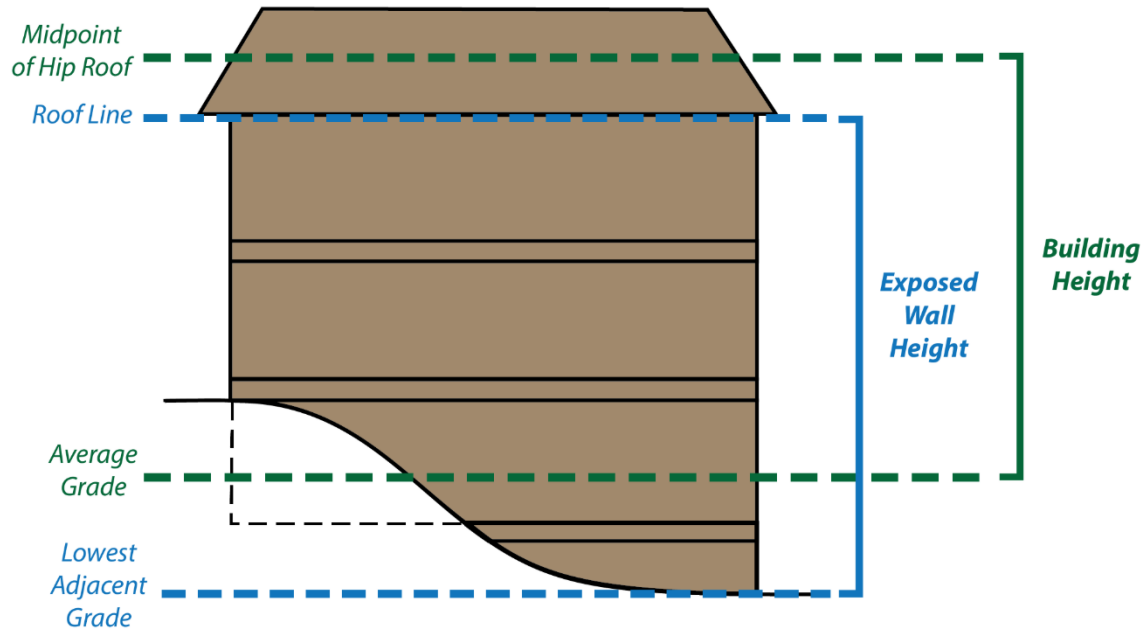
D. *Buildings of Three or More Stories:*

1. Buildings containing three or more stories shall be regulated by the maximum building height and maximum exposed wall height.
2. Building height and massing dimensions vary based on the zoning district.

~~B. ***Maximum building height***. The maximum building height for a structure varies based on zoning district.~~

TABLE 2.6.2-A: MAXIMUM BUILDING HEIGHT BY RIGHT		
District	**Maximum Height by Right**	**Maximum Exposed Wall Height**
GR4	40 feet~~35 feet~~	30 feet
GR8	40 feet~~35 feet~~	35 feet
RMX	40 feet~~35 feet~~	35 feet
NMX	40 feet~~35 feet~~	35 feet
PGX	40 feet~~35 feet~~	35 feet
DMX	55 feet~~50 feet~~	50 feet
CMX	55 feet~~50 feet~~	50 feet
IC	55 feet~~50 feet~~	50 feet
GI	55 feet ~~50 feet~~	50 feet
Note: Projects or development that do not meet the above standards may apply for conditional zoning in accordance with Section 2.1.C.		

FIGURE 2.6.2-B: ILLUSTRATION OF BUILDING HEIGHT AND EXPOSED WALL HEIGHT



3. ~~***Computation of building height:***~~ "Building height~~"~~ is measured as the vertical distance ~~above a reference elevation measured~~ from the average finished grade plane to the applicable building height measurement point, as established below.

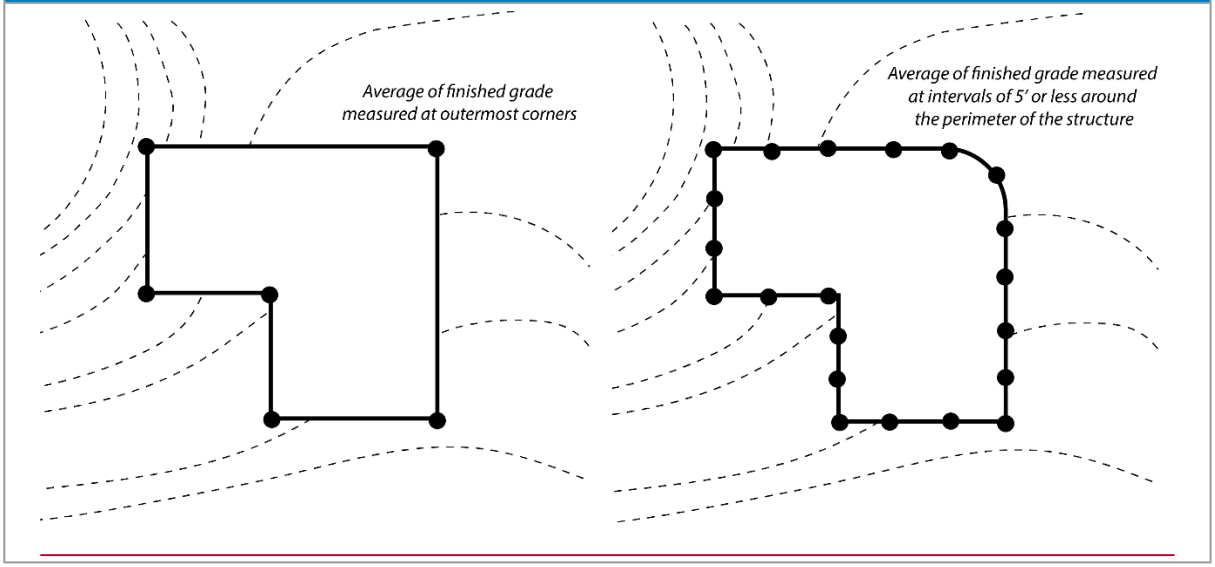
a. The average grade is determined by measuring the grade at the outermost corners of each elevation of the structure and calculating the average. Alternatively, average grade may be determined by measuring the grade at intervals of five feet or less around the perimeter of the structure and calculating the average.

~~1. The reference elevation shall be selected using the greater of either of the following:~~

~~a. The elevation of the highest adjoining sidewalk or ground surface within a five-foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more than ten feet above the lowest grade; or,~~

~~An elevation ten feet higher than the lowest grade when the sidewalk or ground surface described in subsection B.1, above is more than 10 feet above the lowest grade.~~

FIGURE 2.6.2-C: AVERAGE FINISHED GRADE CALCULATION METHODS



b. The building height measurement point shall be determined based on the type of roof, as follows:

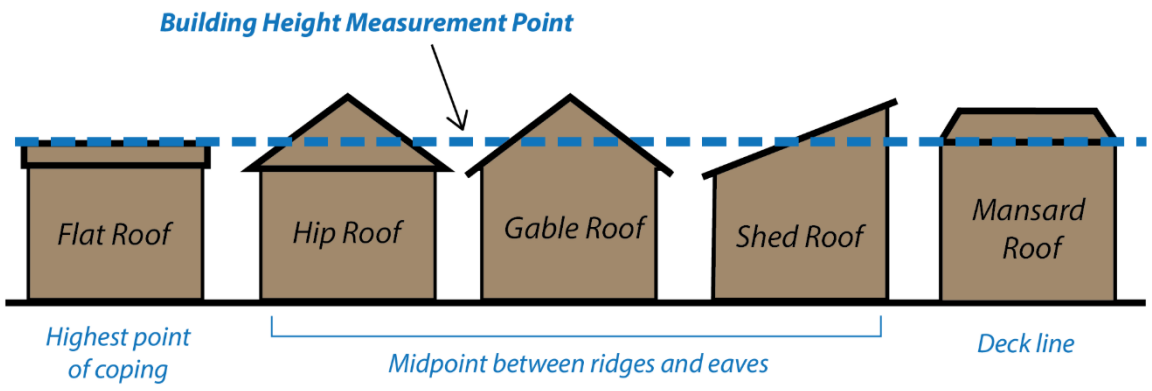
i. ~~to the parapet or roof line of~~ the highest point of the coping or roof deck on a flat roof,

ii. ~~the eave of a pitched roof~~the midpoint between the ridges and eaves on a hip roof, gabled roof, or shed roof, or

iii. the deck line of a mansard roof. ~~The height of a terraced or stepped building is the maximum height of any segment of the building.~~

~~b.~~iv. Where a building incorporates more than one roof form, the applicable measurement point shall be determined for each distinct roof form or building mass. The highest applicable measurement point shall be used to establish the building's overall maximum height.

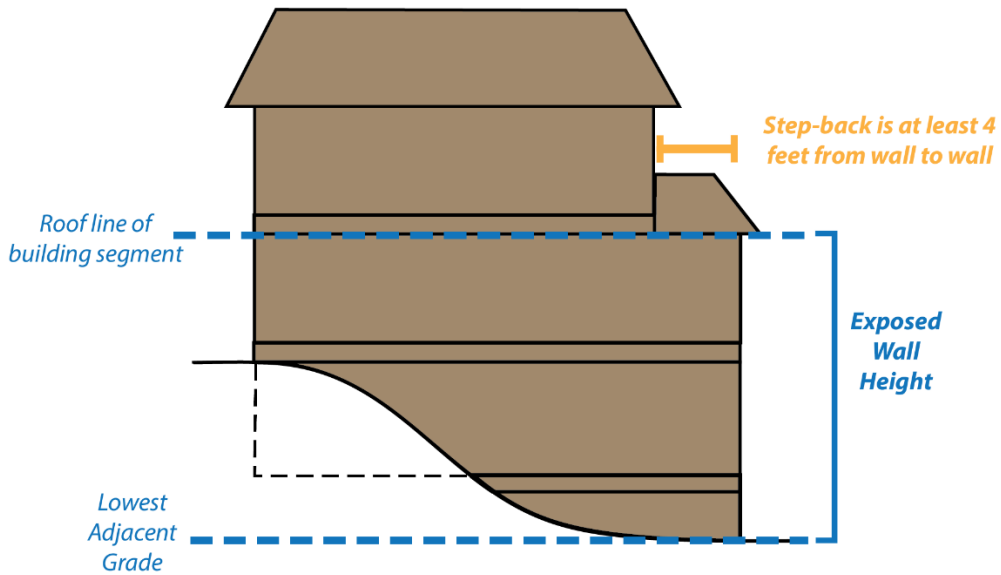
FIGURE 2.6.2-D: DETERMINATION OF BUILDING HEIGHT MEASUREMENT POINT



~~3. *Items not included in calculation*: The height limitations of this section shall not apply to church spires, belfries, cupolas, and domes not intended for human occupancy, monuments, water towers, observation towers, transmission towers, chimneys, smokestacks, conveyors, flagpoles, masts and antennas; provided evidence from appropriate authorities is submitted to the effect that such building or structure will not interfere with any airport zones or flight patterns.~~

4. Exposed wall height shall be measured vertically from the lowest adjacent finished grade of the wall to the roofline directly associated with the wall being measured, as established by this section.
   a. For the purposes of this section, roofline is defined as the parapet of a flat roof, the eave of a pitched roof, or the deck line of a mansard roof.
   b. When a structure is stepped-back or terraced, the measurement may be from the lower roof line if the step-back distance is at least 4 feet from exposed wall to exposed wall.

FIGURE 2.6.2-E: DETERMINATION OF EXPOSED WALL HEIGHT ON STEPPED-BACK STRUCTURE



~~C. *Maximum story height*.~~

~~1. A building story shall not exceed 14 feet in height from finished floor to finished floor.~~

~~2. Basements that emerge less than 4 feet from grade or attics not exceeding 4 feet at the knee wall shall not constitute a story.~~

D. ***Bulk and massing on sloping sites.***

1. Buildings on sloping sites are encouraged to utilize step-back or terraced building approach to reduce the visual bulk of the structure and site grading.
2. Retaining walls, fill, excavation, or other grading shall not be used to manipulate the average grade plane for purposes of circumventing the maximum building height, exposed wall height, or story requirements.

E. ***Exceptions*:** The following shall not be subject to the height and massing provisions of this section:

1. Architectural building extensions, such as towers and cupolas; provided they comply with the applicable provisions of Section 5.9.
2. Cases where the administrator waives the development review process, in accordance with Section 16.3; provided evidence from appropriate authorities is submitted to the effect that such building or structure will not interfere with any airport zones or flight patterns. This includes, but is not limited to, flagpoles, water towers, utility poles, and other similar structures.

(Ord. No. 2024-23, § 1(Exh. A), 6-3-24; Ord. No. 2024-43, § 1(Exh. A), 11-18-24; Ord. No. 2025-04, § 1(Exh. A), 1-21-25; Ord. No. 2025-14, § 1(Exh. A), 4-7-25)

CHAPTER 6. ENVIRONMENTAL PROTECTION

6.4. Steep slope area requirements.

In accordance with G.S. 160D-703(d), the provisions contained in this section shall apply to all areas within the planning jurisdiction of the City of Brevard that are classified as "moderately steep slope areas" and "steep slope areas". These provisions do not limit or negate the effect of other provisions of this ordinance which may apply to steep slope areas.

A. ***Applicability**:*

1. This section shall apply to any land-disturbing activity, building permit, or any other development proposal on a parcel located at or above 2,250 feet in elevation above mean sea level and with an average slope of 25% or greater.
   a. “Moderately steep slope” areas are defined as those areas with a slope of 25% to 34%.
   b. “Steep slope” areas are defined as those areas with a slope of 35% or greater.
   c. A parcel is considered at or above the elevation if any area within the parcel boundaries is at or above the stated elevation.
2. The provisions in this section are intended to encourage a sensitive form of development and to allow for a reasonable use that complements the natural and visual character of the community.

B. ***Determining slope*:** Slope shall be determined in accordance with the methods and procedures contained herein.

1. Prior to commencing any development or land-disturbing activity and prior to issuing any permits and/or other approvals, the calculated slope for the parcel(s) shall be approved by the Planning Department.
    a. Parcels where no portion of the lot is located at or above 2,250 feet in elevation above mean sea level are exempt from this requirement.
    b. Incidental improvements and additions to existing structures, accessory structures less than 1,000 square feet in ground floor area, and interior renovations are exempt from this requirement.
2. Calculations and supporting documentation shall be submitted to the Planning Department for review prior to or in conjunction with the applicable submittals. The administrator shall: (a) request additional information; (b) request revisions to the slope calculation submittal; or (c) issue written concurrence with the determination of slope, as submitted.
    a. Each slope calculation and supporting documentation submitted to the Planning Department for review shall include a scaled map, accurately showing the topography for the entire land tract and the parcel boundaries.
    b. In cases where the applicant or property owner does not agree with the determination made by the administrator, the alternative slope analysis shall be heard and decided on by the Board of Adjustment, following a notice of appeal filed with the City Clerk.
3. Slope shall be determined through use of one of the following methods:
    a. The approved contour interval formula:

FIGURE 6.4-A: SLOPE CONTOUR INTERVAL FORMULA
Slope **(S%)** is equal to the total length **(L)** of contour lines in feet within a given parcel, multiplied by the contour interval **(I)** of said parcel, then multiplied by .0023, divided by the area **(A)** of the parcel. Or, S% = (L x I) .0023 / A
The calculation shall use the smallest contour interval for which maps are available or at a minimum of five-foot intervals. .0023 is the product of two constants, one of which converts feet into acres and one of which converts a decimal fraction into a percentage, the value of .0023 is the percentage of one square foot of one acre.

    b. Analysis conducted and sealed by a professional surveyor, engineer, or landscape architect using recognized, industry-accepted methods.
        i. The administrator may require slope calculations to be sealed by a professional surveyor, engineer, or landscape architect for projects with over an acre of disturbed area.
4. Slope shall be rounded to the nearest whole number and noted on all development plans required by this ordinance.
5. Areas placed in a permanent conservation easement, dedicated to the public for open space, protected as open space by restrictive covenants, or otherwise permanently protected in a natural state with prohibition on vegetation removal and land-disturbing activities may be removed from the calculation of parcel slope.
    a. The applicant shall provide the legal documentation for permanent protection and a closed perimeter line delineating the revised boundaries for calculating slope.

b. Nothing shall limit the ability of moderately steep slope areas, steep slope areas, conservation easements, or other means of permanent land protections to be included in the total parcel area for the means of calculating density.

C. ***Geotechnical analysis:***

1. Development in steep slope areas shall be required to undergo geotechnical analysis by a registered professional engineer to determine the stability of the underlying geology and soils to support the proposed project. The geotechnical analysis report shall be required to be submitted prior to the issuance of a zoning permit.
2. If a geotechnical analysis has been performed for subdivision approval that includes building pad analysis of the individual lots, it is unnecessary to submit a new analysis for each lot, provided the location of structures on each lot does not change by more than 20 feet in any one direction.

D. ***General standards for development projects with moderately steep slope areas and/or steep slope areas:***

1. Development plans shall be designed to minimize disturbance to the natural landform and should not destroy the visual quality and community character.
   a. To the extent possible given topographic and other physical constraints, land disturbance should be confined to portions of the lot not considered to be steep slope areas.
   b. Developers shall make reasonable efforts to preserve and protect existing natural features of the slope, such as trees and other plant materials, and rock outcroppings which may help to stabilize the slope.
   c. Buildings, parking, and other improvements should be clustered on less steep and less sensitive areas of the site to reduce the amount of grading.
   d. Projects are encouraged to demonstrate terrain-adaptive design and construction techniques.
2. Proposed land-disturbing activity shall meet all applicable local and State regulations relating to soil erosion and sedimentation control.
3. Land disturbance shall be limited to the minimum required for building foundations, driveways, stormwater management measures and immediate areas surrounding these elements as required by this ordinance.
   a. With the exception of approved stockpiling or restoration efforts, substantial earth moving beyond that required for the installation or construction of approved buildings, structures, driveways, or stormwater management measures shall not be permitted.
4. When grading is necessary, it should be blended with the natural land form as much as possible. Rigid contouring should be avoided, and contours should be rounded to appear undulating and natural.
5. The approving authority shall have the right to impose such conditions as are necessary to protect public health, safety, and welfare for projects in moderately steep slope or steep slope areas as authorized under the provisions of this section because the minimum standards set forth in this ordinance are insufficient given the exceptional and unique conditions of topography, location, shape, size, drainage or other physical features of the site, or because of the special nature and character of surrounding development.
   a. Such conditions shall be reasonable and shall be limited to the minimum additional improvements necessary to protect the public health, safety or welfare. Such conditions may, without limitation, pertain to the following:
      i. The retention and planting of vegetation;
      ii. Sedimentation and erosion controls;

iii. Cut and fill slope design and stabilization;

iv. The degree of land disturbance;
The location, form and design of proposed structures and driveways so as to minimize land disturbance and ensure structural integrity; and

v. The location, form and design of streets and utilities, so as to minimize land disturbance and ensure structural integrity.

b. The administrator may reduce the required setbacks in accordance with Section 2.7.1 in order to facilitate compliance with this section.

E. ***Conditional zoning districts with steep slope areas:***

1. It is strongly encouraged that any proposed development project containing extensive steep slope areas be considered in accordance with the procedures for conditional zoning districts, which process allows for creative designs that may enhance development potential while achieving the steep slope protection requirements of this section.
2. City Council may allow development on steep slope areas by means of a conditional zoning district. Council may require the clustering of structures and impose any other necessary condition upon the design of the development in order to minimize impacts and uphold the intent of this section.

F. ***Grading extent:***

1. The maximum extent of grading on a property with moderately steep or steep slope areas shall be reduced to support the goals and objectives of this section. This shall be governed by the following table:

TABLE 6.4-A: MAXIMUM GRADING EXTENT BY SLOPE OF PARCEL	
Average Existing Slope	**Maximum Percent of Site Graded**
25% - 29%	70%
30% - 34%	60%
35% - 39%	50%
40% - 44%	35%
45% or greater	20%

2. Additional grading may be awarded to projects on steep slope areas if any of the following conditions are met. The credits may accumulate to equal the total reduction outlined herein.

TABLE 6.4-B: MAXIMUM GRADING EXTENT CREDITS	
Credit	**Conditions**
10%	Buildings and parking areas are properly screened by vegetation to minimize the visual impact from key viewing areas, which include downtown, public parkland and other public recreational areas, and major streets and highways.
10%	The steepest portions and/or most visible portions of the lot are placed in a permanent conservation easement, dedicated to the public for open space, protected as open space by restrictive covenants, or otherwise permanently protected in a natural state with prohibition on vegetation removal and land-disturbing activities.
10%	Exterior colors for new buildings and structures, including roofs, are coordinated with the predominate colors of the surrounding landscape to minimize contrast between the structure and the natural environment.

3. Additional grading may also be permitted as part of a conditional zoning district.

G. ***Density:***

1. Densities of residential development shall be reduced in steep slope areas to support the goals and objectives of this section. This shall be governed by the following table:

TABLE 6.4-C: MAXIMUM RESIDENTIAL DENSITY BY SLOPE OF PARCEL	
Average Existing Slope	**Residential Density**
35% - 39%	20% reduction of underlying zoning district
40% - 44%	50% reduction of underlying zoning district
45% or greater	70% reduction of underlying zoning district

2. Additional density may be awarded to projects on steep slope areas if any of the following conditions are met. The credits may accumulate to equal the total reduction outlined herein.
   a. The maximum residential density shall not exceed the maximum residential density permitted in the underlying zoning district as outlined in Section 2.6, unless such provisions are specified in a conditional zoning district.

TABLE 6.4-D: MAXIMUM RESIDENTIAL DENSITY CREDITS	
Credit	**Conditions**
10%	Grading is limited to 10% of more under the maximum allowed under this section
10%	Buildings and parking areas are properly screened by vegetation to minimize the visual impact from key viewing areas, which include downtown, public parkland and other public recreational areas, and major streets and highways.
10%	The steepest portions and/or most visible portions of the lot are placed in a permanent conservation easement, dedicated to the public for open space, protected as open space by restrictive covenants, or otherwise permanently protected in a natural state with prohibition on vegetation removal and land-disturbing activities.
10%	Exterior colors for new buildings and structures, including roofs, are coordinated with the predominate colors of the surrounding landscape to minimize contrast between the structure and the natural environment.

~~**H. *Building height:***~~

~~1. The maximum height of principal structures in steep slope areas shall be limited to 35 feet measured perpendicular from the pre-development grade to the top of the built structure.~~

~~**FIGURE 6.4-B: ILLUSTRATION OF MAXIMUM BUILDING HEIGHT IN STEEP SLOPE AREAS**~~



~~2. The property owner is encouraged to utilize step-back or terraced building approach to reduce the visual bulk of the structure.~~

~~3. Accessory structures shall not exceed 15 feet in height on any side.~~

~~4. Applicants shall provide architectural plans and building elevations to demonstrate compliance with this section.~~

~~I.~~**H. *Tree and vegetation preservation:***

1. Landscaping / vegetation preservation plans, in accordance with Section 17.9, shall be required for all development projects on steep slopes to ensure compliance with this section.

2. Plant materials should be used that blend with the hillside. Landscape schemes that are rough, natural, and/or subdued in character are encouraged.
3. All trees and other specified vegetation shall be preserved except in the area approved for grading or within 20 feet of the building footprints.
    a. Non-native or invasive species may be removed.
4. ~~In the event a property owner desires to remove trees and other protected vegetation required to be preserved in this section, they may submit an alternative landscape plan for consideration by the Brevard Planning Board.~~
    ~~a. This alternative landscape plan must contain:~~
        ~~i. a tree survey of the property showing which trees and other protected vegetation will be removed and which will remain;~~
        ~~ii. the location of any structures, driveways, and other impervious surfaces; and~~
        ~~iii. an explanation of the reason(s) for removal of required trees and other protected vegetation, including a statement of how the removal of the required trees and other protected vegetation supports the purposes of this section or how such removal can be mitigated consistent with the purposes of this section.~~
    ~~b. The Planning Board may approve, approve with conditions, or deny the alternative landscape plan. If conditions are established, they shall be enforceable in accordance with the provisions of the development permit.~~

~~J.~~I. ***Infrastructure:***

1. Infrastructure shall be installed in steep slope areas in accordance with the provisions of this section and any other applicable provisions in CHAPTER 13.
2. Roads and driveways created on parcels with steep slopes should follow the natural terrain, unless necessary to accomplish the purpose.
3. The approving authority shall have the authority to modify infrastructure requirements and impose such conditions as are necessary to minimize the disturbance caused by the installation of infrastructure in steep slope areas.
    a. Modifications and conditions shall be intended to minimize disturbance and increase the safety and stability of infrastructure, and shall not be granted or imposed to reduce cost to the developer.
    b. Modifications and conditions may relate but shall not be limited to pavement width, sidewalk width, curb and gutter design and width, and shoulder design. The maximum road grade requirement shall not be modified.
4. *Culs-de-sac:*
    a. The required turnaround on a dead-end street in a steep slope area shall have a roadway diameter of not less than 50 feet.
    b. If the street length does not exceed 300 feet and if construction difficulties will not permit a turnaround, the use of a "Y" or "T" or other turning space of a design such as will allow a vehicle with a wheel base of at least 20 feet to complete a turning movement with a maximum of one backing movement may be permitted.
5. *Grading*:

a. Grading shall not be required for the full right-of-way in steep slope area if the administrator determines that full grading will prevent convenient access to adjoining property or will destroy the natural beauty of the site by excessive cut and fill.

b. Shoulder fill slopes shall not be steeper than 40%.

(Ord. No. 3-07, §§ 2, 3, 2-5-07; Ord. No. 15-08, §§ 17, 18, 12-5-08; Ord. No. 2020-23 , § 1(Exh. A), 10-19-20; Ord. No. 2021-16 , § 1(Exh. A), 4-19-21; Ord. No. 2023-22, § 1(Exh. A), 6-5-23; Ord. No. 2024-23, § 1(Exh. A), 6-3-24)

CHAPTER 19. DEFINITIONS

19.3. Definitions.

Average grade: The average elevation of the finished ground surface points at the points where the building intersects the finished grade.

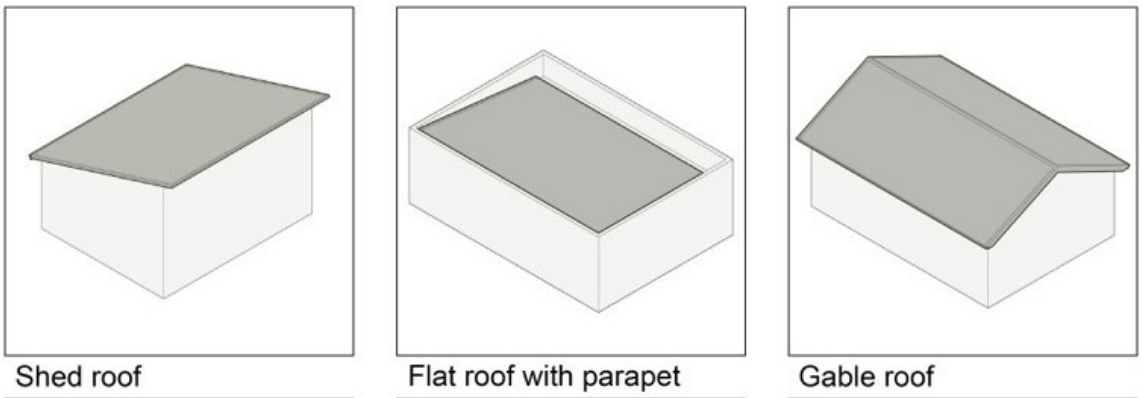
Highest adjacent grade (HAG)*:* The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

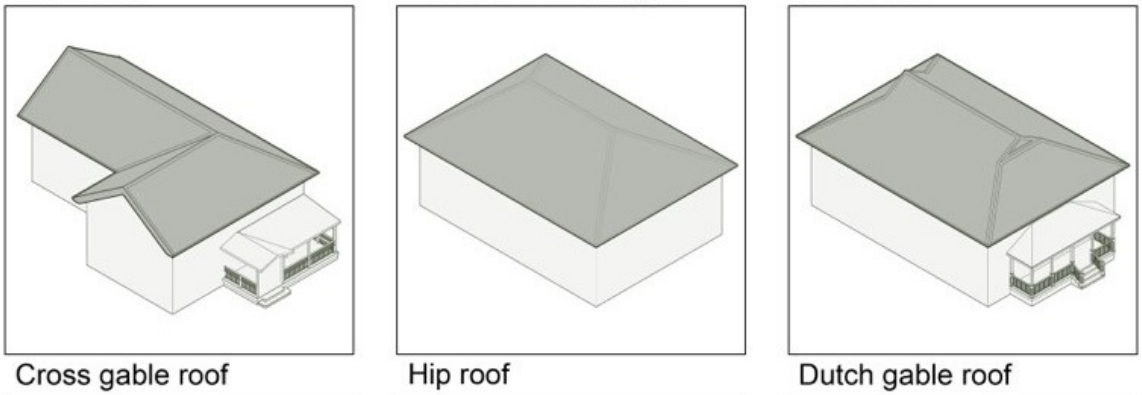
Lowest adjacent grade (LAG)*:* The elevation of the ground, sidewalk or patio slab immediately next to the building or deck support after completion of the building.

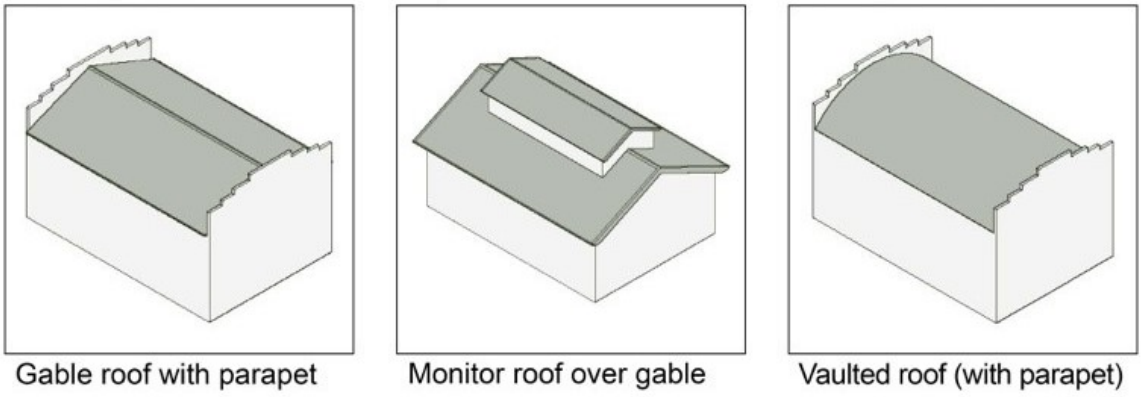
Natural grade*:* The highest elevation where the base of a sign and the ground meet.

Roof shape: The shape of a building roof, which is highly related to architectural style. Common examples include Gable, Hip, Flat, and Shed.

ROOF SHAPE ILLUSTRATIONS







Story: The habitable level of a building, existing from finished floor to finished floor or ceiling.

COMMENT OF CONSISTENCY WITH COMPREHENSIVE PLAN AND ANY OTHER OFFICIALLY ADOPTED APPLICABLE PLANS

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 text amendment is **consistent** with the following elements of the City's adopted plans and policies:

Building Brevard 2030 Comprehensive Land Use Plan

- ***GOAL 2:*** *Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities.*
- ***Land Use & Housing-7:*** *Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian-friendly environment.*
- ***Land Use & Housing-8:*** *Evaluate current standards for building height downtown.*
- ***Land Use & Housing-24:*** *Refine zoning districts and slope regulations in constrained areas.*

ORDINANCE NO. 2026-____

AN ORDINANCE AMENDING MULTIPLE CHAPTERS OF CITY OF BREVARD UNIFIED DEVELOPMENT ORDINANCE TO AMEND BUILDING HEIGHT REGULATIONS

WHEREAS, these amendments to revise the City's approach to regulating building height are intended to address concerns about building scale, visual bulk, and development on sloping sites, and to improve procedures for clear and objective application.; and,

WHEREAS, the Brevard Planning Board considered these amendments on June 23 and August 25, 2026, and recommended in favor; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the City's adopted plans and policies:

Building Brevard 2030 Comprehensive Land Use Plan Goals

- GOAL 2: Encourage a development pattern that respects Brevard's sense of place and prioritizes livable communities.

Building Brevard 2030 Comprehensive Land Use Plan Actions

- Land Use & Housing-7: Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian-friendly environment.
- Land Use & Housing-8: Evaluate current standards for building height downtown.
- Land Use & Housing-24: Refine zoning districts and slope regulations in constrained areas.

WHEREAS, a public hearing was conducted on Monday, September 21, 2026, by the Brevard City Council.

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

SECTION 1. Brevard City Code, Unified Development Ordinance is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 2. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 3. 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 4. 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 5th day of October 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

_____

Mack McKeller
City Attorney

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 8, 10 and 17 - Removal of Off-Street Parking Minimum Requirements
Speaker:	Aaron Bland, Assistant Planning Director
Prepared by:	Emily Brewer, Senior Planner
Approved by:	Paul Ray, Planning Director, Wilson Hooper, City Manager

Background & Discussion
Session Law 2026-39, adopted July 1, 2026, removed the ability for local governments to require a minimum amount of off-street parking for development. In response to these changes, staff recommends removing the City's minimum off-street parking requirements from the Unified Development Ordinance in advance of the law's effective date of January 1, 2027. Eliminating minimum parking requirements will allow the amount of parking provided to be determined by the needs of individual developments and market demand rather than by fixed regulatory ratios. This approach is consistent with the State's direction toward reducing unnecessary regulatory barriers to housing and development while allowing property owners and developers greater flexibility in site design.

In 2023, City Council adopted comprehensive amendments to the City's parking regulations. This included establishing a three-tiered approach to parking requirements that varied based on development character. The intent was to have parking minimums in lower-density areas that are less walkable and don't have available public parking, while establishing maximum parking requirements for dense, heavily commercial zoning districts where development is more likely to provide too much parking rather than too little. This proposal amends the parking structure to have two tiers — one with and one without maximums.

Removal of parking minimums also supports the City's broader goals related to housing affordability, infill development, and efficient use of land. Required parking can increase development costs, consume land that could otherwise support housing or commercial space, and increase impervious surface and associated stormwater impacts. Eliminating minimums does not prohibit or discourage the provision of parking; rather, it allows applicants to determine the appropriate amount and configuration of parking based on the characteristics of the development and its anticipated users. The parking maximums and design standards will help to prevent excessive surface parking and ensure that parking areas are integrated in a manner consistent with the City's land use and development patterns.

Planning Board reviewed this proposal at their August 25th meeting and unanimously recommended in favor of its adoption. In accordance with North Carolina General Statutes, the Board also submits a statement analyzing the consistency and reasonableness of this

proposal with regards to existing policies or plans of the City of Brevard.

Council held a public hearing on this proposal at their September 21, 2026 meeting.

Policy Analysis
The Building Brevard 2030 Comprehensive Land Use Plan explicitly calls out parking requirement amendments as an opportunities to better link land use with transportation:

- ATCH – 9: Right-size parking requirements and develop incentives for multimodal access and alternative approaches to meeting parking demand.

Parking affects virtually every aspect of a city's function, including land use, transportation, economic development, community health and wellness, and public safety. As such, this action step supports many of the Plan's overarching goals and objectives:

- 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 7: Support economic vitality and grow the tax base, cultivate local businesses, and attract sustainable industry.

Action
Council's options with regards to this proposal are:

1. Adoption of the amendment as written;
2. Adoption of the amendment as revised by City Council;
3. Rejection of the amendment;
4. Send the application back to the Planning Board for further study and consideration; or
5. Call for additional public hearings on petitions brought before them.

Attachments:
1. Proposed Amendments
2. State Law
3. Consistency Statement
4. Enacting Ordinance

CHAPTER 2. DISTRICTS AND GENERAL PROVISIONS

2.4. Group development.

2.4.2. Cluster home development.

A. ***Purpose***: A cluster home development allows for small lot residential development in a manner that organizes multiple dwellings around a common open space, designed as a cohesive whole and maintained in shared stewardship by residents.

B. ***Applicability:***

1. Cluster home development may take one of the following forms:
    a. A development may be designed with individual lots with shared stewardship of the common areas.
    b. A development may be designed as a multi-dwelling development, subject to the use limitations below.
2. Cluster home development shall comply with the group development standards established herein and the following standards.

C. ***Use Limitations:***

1. The following housing types are permitted in a cluster home development:
    a. Dwelling - Single-family
    b. Dwelling - Duplex
    c. Dwelling – Multifamily 3-4 units/building
    d. Dwelling – Townhome
2. Accessory dwelling units are prohibited within a cluster home development.

D. ***Density and buildings***:

1. The maximum allowable density of a cluster home development shall be equal to 50% greater than the underlying base zoning district.
2. Cluster home developments shall have a minimum of three detached residential buildings.
3. All principal buildings within the cluster home development shall front on a street or a common open space.
4. Each principal building within the cluster home development is permitted one accessory structure less than 120 SF.
5. A maximum of two accessory structures shall be allowed within a cluster home development project for shared use. This includes any shared community buildings, storage sheds, etc. The maximum ground floor area for accessory structures shall not exceed 50% of the aggregate ground floor area of the principal structures. Gazebos and other structures that are amenities within the common areas are exempt.

E. ***Setbacks:***

1. Individual lots or building sites within the cluster home development are exempt from the base zoning district setback requirements. However, the base zoning district setbacks apply to the cluster home development parcel.

2. Dwelling units oriented towards a common open space area shall provide a six feet minimum setback from the common area. Such setback does not count toward any required common area.

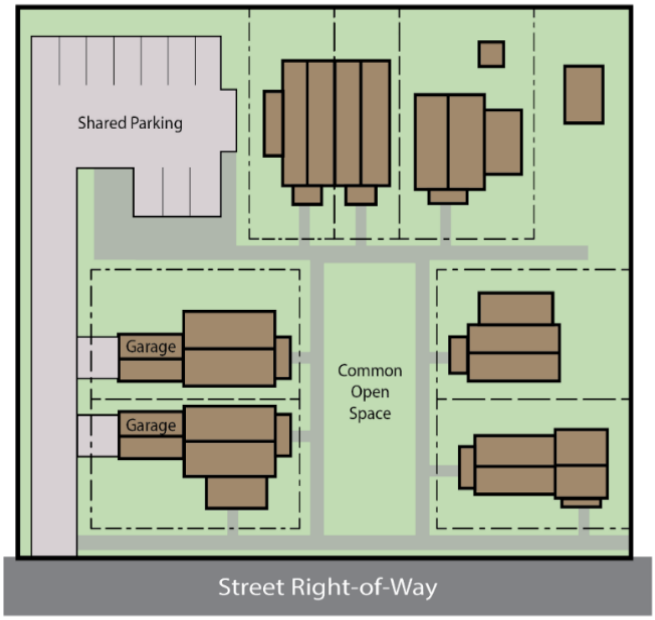
F. ***Common open space***: Common open space areas shall meet the following standards:

1. The common open space shall include a central green, lawn or garden areas, playground, plaza, or other greenspace / feature as a central focal point.
2. The minimum size of the common open space area is 3,000 square feet or 500 square feet per dwelling unit, whichever is greater. This requirement shall replace any open space required in accordance with CHAPTER 7.
3. The common open space area shall maintain a minimum width of 30 feet, shall be contiguous and centrally located, and shall front on a public street.
4. A maximum of 30% of the common open space may be hardscape.

G. ***Parking***: In addition to the parking standards in CHAPTER 10, parking for a cluster home development shall meet the following standards:

1. ~~Required o~~Off-street parking may be provided on individual development sites within the cluster home development or in a shared parking area serving multiple dwellings on site.
2. Parking shall not be located:
   a. between principal structures,
   b. between principal structures and the street,
   c. between principal structures and the required common area, or
   d. within any required common area.

FIGURE 2.4.2-A: ILLUSTRATIVE DIAGRAM OF CLUSTER HOME DEVELOPMENT



(Ord. No. 2024-23, § 1(Exh. A), 6-3-24)

2.4.3. Neighborhood development.

A. ***Applicability***:

1. Neighborhood development standards shall apply to a predominately residential group development designed as individual lots with shared stewardship of common areas and infrastructure.
2. These standards shall apply to any project with 8 or more lots and/or shared infrastructure.
3. Neighborhood development shall comply with the group development standards established herein and the following standards.

B. ***Use limitations:***

1. Neighborhood development shall be predominately residential, subject to the use matrix in Section 2.2.

C. ***Street access***:

1. All lots intended for development are required to front on a road in accordance with the lot requirements of Section 4.2.
2. Roads and driveways shall meet the requirements of CHAPTER 13. If the roads are to be dedicated to the City of Brevard for maintenance, they shall be built in compliance with public road standards.

D. ***Density and buildings:***

1. The maximum allowable density of a neighborhood development shall be equal to the underlying base zoning district.

E. ***Setbacks:***

1. All lots established as part of a neighborhood development shall comply with the setback requirements of the base zoning district.

F. ***Parking***: In addition to the parking standards in CHAPTER 10, parking for a neighborhood development shall meet the following standards:

1. ~~Required o~~Off-street parking may be provided on individual development sites within the neighborhood development or in a shared parking area serving multiple dwellings on site.

(Ord. No. 2024-23, § 1(Exh. A), 6-3-24)

2.4.4. Manufactured home park.

A. ***Applicability***:

1. Manufactured home park standards shall apply to a residential group development with three or more manufactured homes or manufactured home spaces designed as a cohesive whole and maintained either by a single entity or in shared stewardship by residents.
2. Manufactured home park may take one of the following forms:
   a. A development may be designed with individual lots with shared stewardship of the common areas.
   b. A development may be designed as a multi-dwelling development, subject to the use limitations below.
3. Manufactured home parks shall comply with the group development standards established herein and the following standards.

B. ***Use limitations***:

1. The following housing types are permitted in a manufactured home park:

a. Manufactured home.

2. Accessory dwelling units are prohibited within a manufactured home park.

C. ***Density and buildings***:

1. The maximum allowable density of a manufactured home park shall be equal to 50% greater than the underlying base zoning district.
2. All principal buildings within the manufactured home park shall front on a street or interior road.
3. Each principal building within the manufactured home park is permitted one accessory structure less than 120 SF.
4. A maximum of two accessory structures shall be allowed within a manufactured home park for shared use. This includes any shared community buildings, storage sheds, etc. The maximum ground floor area for accessory structures shall not exceed 50% of the aggregate ground floor area of the principal structures. Gazebos and other structures that are amenities within the common areas are exempt.

D. ***Setbacks***:

1. Individual lots or manufactured home sites within the manufactured home park group development are exempt from the base zoning district setback requirements. However, the base zoning district setbacks apply to the manufactured home park parcel.

E. ***Parking***: In addition to the parking standards in CHAPTER 10, parking for a manufactured home park shall meet the following standards:

1. ~~Required o~~Off-street parking may be provided on individual development sites within the manufactured home park or in a shared parking area serving multiple dwellings on site.
2. Parking shall not be located:
   a. between principal structures,
   b. between principal structures and the street,
   c. between principal structures and the required common area, or
   d. within any required common area.

(Ord. No. 2024-23, § 1(Exh. A), 6-3-24)

CHAPTER 8. TREE PROTECTION AND LANDSCAPING

8.4. Buffers and screening.

A. ***Applicability:***

1. These regulations shall apply to the following:
   a. New construction of a principal building or buildings;
   b. Expansion of an existing principal building resulting in an increase in the gross floor area of 25% or greater;
   ~~c. Expansion of an existing principal building resulting in an increase in required off-street parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater; and~~
   ~~d. Change of use or expansion of an existing use resulting in an increase in required off-street parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater; and~~

c. Expansion of an existing off-street parking area by 50% or 10 vehicle parking spaces, whichever is greater; or

~~e.~~d. Any changes to existing buffers and screening. In this case, only the element that is being changed or modified will be subject to these regulations.

2. The administrator may modify landscaping requirements up to ten percent in situations where pre-existing conditions make it impossible to comply with subsections b, c, and d above.

3. Applicants are encouraged to design buffer and other landscape areas in such a way as to satisfy stormwater management requirements as set forth in CHAPTER 6 of this ordinance.

B. ***Buffer yard types:***

1. *Type A buffer yard:*

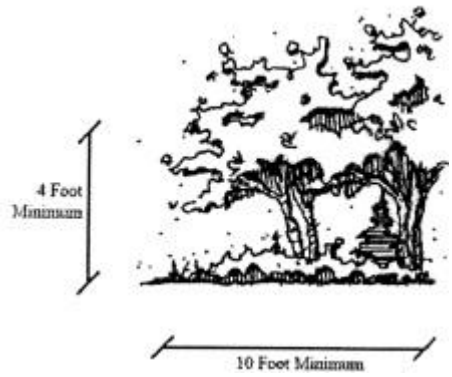
   a. Minimum width: 10 feet.

   b. Minimum height and opacity: Ground to 6 feet—Semi-Opaque Screen.

   c. Maximum horizontal openings: 20 feet.

   d. Performance standard: A buffer which is ten feet in width and contains screening materials which at maturity provide intermittent visual obstruction from the ground to a height of four feet as well as intermittent visual obstruction from a height of four feet up to a height of 30 feet. Vegetative screening materials within intermittent visual obstruction areas shall contain horizontal openings no greater than 20 feet in width upon the plants' maturity.

FIGURE 8.4-A: TYPE A BUFFER YARD



2. *Type B buffer yard:*

   a. Minimum width: 20 feet.

   b. Minimum height and opacity: Ground to 6 feet—Semi-Opaque Screen; 6—30 feet—Intermittent Visual Obstruction.

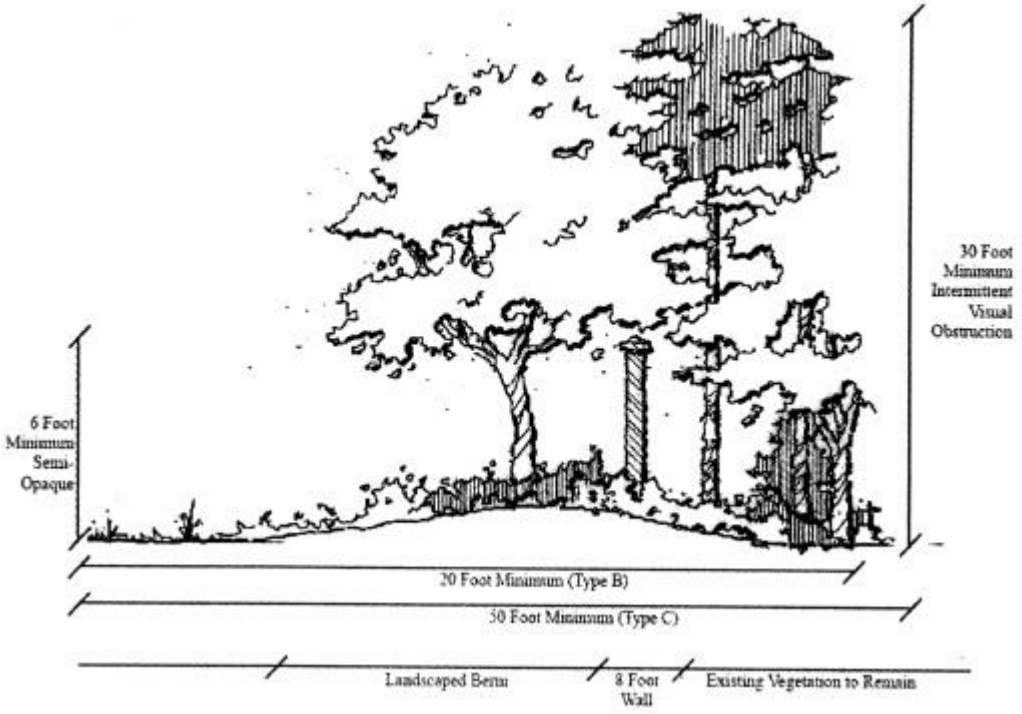
   c. Maximum horizontal openings: 15 feet—Semi-Opaque Screen Areas; 20 feet—Intermittent Visual Obstruction Areas.

   d. Performance standard: A buffer which is 20 feet in width and contains screening materials which at maturity provide semi-opacity from the ground to a height of six feet, and intermittent visual obstruction from a height of six feet up to a height of 30 feet. Vegetative screening materials within intermittent visual obstruction areas shall contain horizontal openings no greater than 20 feet in

width; and vegetative screening materials within semi-opaque areas shall contain horizontal openings no greater than 15 feet in width upon the plants' maturity.

3. *Type C buffer yard:*
   a. Minimum width: 50 feet.
   b. Minimum height and opacity: Ground to 6 feet—Semi-Opaque Screen; 6—30 feet—Intermittent Visual Obstruction.
   c. Maximum horizontal openings: 15 feet—Semi-Opaque Screen Areas; 20 feet—Intermittent Visual Obstruction Areas.
   d. Performance standard: A buffer which is 50 feet in width and contains screening materials which at maturity provides semi-opacity from the ground to a height of six feet, and intermittent visual obstruction from a height of six height up to a height of 30 feet. Vegetative screening materials within intermittent visual obstruction areas shall contain horizontal openings no greater than 20 feet in width; Vegetative screening materials within semi-opaque areas shall contain no horizontal openings greater than 15 feet in width upon the plants' maturity.

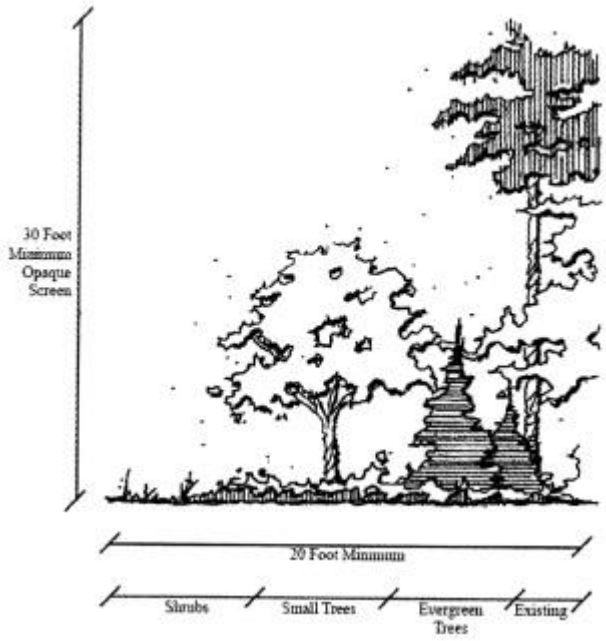
FIGURE 8.4-B: TYPE B AND TYPE C BUFFER YARDS



4. *Type D buffer yard:*
   a. Minimum width: 30 feet.
   b. Minimum height and opacity: Ground to 30 feet—Opaque.
   c. Maximum horizontal openings: None permitted.

d. Performance standard: A buffer which is 30 feet in width and contains screening materials which at maturity provides opacity from the ground to a height of 30 feet. Vegetative screening materials within opaque areas shall contain no horizontal openings upon the plants' maturity.

FIGURE 8.4-C: TYPE D BUFFER YARD



5. *Type E buffer yard.*
   a. Minimum width: 25 feet.
   b. Minimum height and opacity: Ground to 30 feet—Opaque.
   c. Maximum horizontal openings: None permitted.
   d. Performance standard: A buffer which is 25 feet in width and contains screening materials which at maturity provides opacity from the ground to a height of 30 feet. Vegetative screen materials within opaque areas shall contain no horizontal openings upon the plants' maturity.

C. *Fences, walls, and berms:*

1. Fences, walls, or earthen berms may be substituted for all or a portion of the shrub requirement in all buffer types. In addition, existing vegetation within the buffer shall be maintained and may receive partial or total credit towards screening requirements. All berms, if provided, shall not exceed a slope with maximum rise of one foot to a run of two feet (a ratio of 1:2) and a maximum height of four feet. All berms, regardless of size, shall be stabilized with a ground cover or other suitable vegetation or permanent slope retention device. Berms taller than four feet shall be approved by the administrator on a case by case basis.

D. *Required buffer yards:*

1. A buffer yard is intended to give spatial separation and to decrease visual contact between incompatible uses. Buffer yards shall be required in accordance with the tables below when any use is being established

on a property that abuts an existing developed lot or less intense zoning district. More stringent buffer yard requirements may apply to certain specified uses as set forth in CHAPTER 3 of this ordinance.

2. Buffer yards shall be required along the perimeter of proposed projects within certain zoning districts (and associated conditional districts) when such project lies *adjacent* to a zoning district (or conditional district) of lesser intensity:

TABLE 8.4-A: REQUIRED BUFFER YARDS BY ZONING DISTRICT									
		Adjacent District							
		GR	RMX	NMX	PGX	DMX	IC	CMX	GI
District in Which Development is Located	GR	None	None	None	None	None	None	B	D
	RMX	B	None	None	None	None	None	None	D
	NMX	B	A	None	None	None	None	None	D
	PGX	B	A	A	None	None	None	None	D
	DMX	B	A	A	A	None	None	None	D
	IC	B	B	A	A	A	None	None	None
	CMX	D	D	D	D	D	None	None	None
	GI	E	E	E	E	E	E	None	None

3. In addition to the buffer yards required between districts as set forth above, buffer yards shall be required for certain types of development *within* certain zoning districts and associated conditional districts, as follows. This requirement applies regardless of the adjacent district. However, where conflicts occur between 8.4.D.2, above, and this section, the more restrictive requirement shall apply.

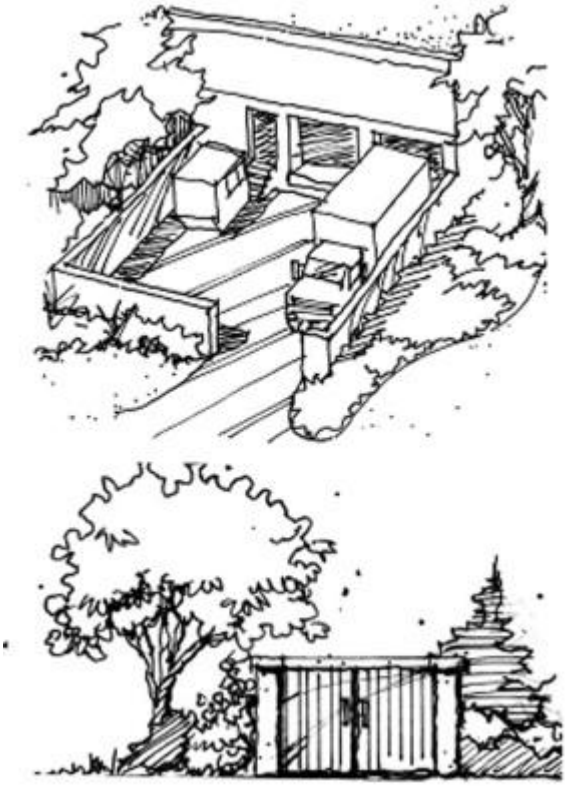
TABLE 8.4-B: REQUIRED BUFFER YARDS BY TYPE OF PROPOSED DEVELOPMENT			
		New Multifamily (more than 4 units/bldg.)	Non-Residential Group Development
District in Which Development is Located	GR	B	B
	RMX	B	B
	NMX	B	B
	PGX	B	B
	DMX	B	B
	CMX	B	D
	IC	B	B
	GI	NA	E

4. The approving authority may require alternative buffers or landscaping, including locations other than those typically required, when a modification to the requirements of this section is warranted in order to meet the intent of the specified standards.
5. Buffer yards are intended to be constructed along the perimeter of the property or project; however, when there are irregular topographic conditions (such as the perimeter of the property is at a lower grade

than the use being screened) the approving authority may require the relocation of the required buffer yard in order to better serve its purpose.

6. Natural vegetation, vegetation required for tree protection, riparian buffer areas, and other forms of existing vegetation may be utilized to satisfy these requirements when such natural and existing vegetation clearly satisfies the purpose of this section.
7. Off-site vegetation:
    a. Existing plant material on adjacent property may be credited toward buffer requirements, provided that such material is in a permanently protected area such as a conservation easement or similarly preserved area.
    b. Plant material, existing or proposed, on an adjacent property may be credited toward buffer requirements through use of a landscape easement.
8. Buffer requirements may be reduced or waived by the approving authority in the following circumstances:
    a. Such requirements would pose a safety hazard.
    b. The plantings or planting area would conflict with utilities, easements, or overhead power lines, or encroach upon city trees, as recommended by the city horticulturalist.
    c. Special use permits based solely upon building height or building ground floor square footage size, where such requirement would serve no useful purpose.
    d. When projects to which these requirements apply exhibit unifying architectural and landscape design characteristics that integrate the project into surrounding development, and when the landscape design of such a project clearly meets and exceeds the goal of these requirements such that these requirements become unnecessary.
9. Fences, walls and berms in buffers
    a. Where walls and berms are built within any required project boundary buffer, they shall meet the following requirements.
        i. Walls and berms within a buffer may be used to permit a reduction in the buffer up to 25 percent of the required width.
        ii. Walls and berms shall not be permitted within surface water protection areas, floodplains, and floodways.
        iii. Walls and berms shall conform to other applicable requirements of this ordinance.
        iv. All walls, when located within a buffer, shall be planted on the face towards the adjacent property with at least one upright shrub for every six feet of wall length.
        v. Berms shall have side slopes of not less than three feet horizontal for each one foot vertical and a minimum crown width of two feet.
        vi. Prior to issuance of the first certificate of compliance, berms shall be planted to ensure coverage by live plant material within three to five years.
        vii. The applicant shall be required to demonstrate provision for access and maintenance of landscaping and the wall, berm, or fence structure at the time of landscape plan approval.
        viii. Chain link and concertina wire fences shall be buffered by a Type A buffer yard on all sides.

FIGURE 8.4-D: ILLUSTRATIONS OF APPROPRIATE SCREENING OF DUMPSTERS AND LOADING AREAS



(Ord. No. 15-08, §§ 22, 23, 25, 12-5-08; Ord. No. 2018-22, § 1(Att. B), 9-17-18; Ord. No. 2020-24 , § 1(Exh. A), 10-19-20; Ord. No. 2021-16 , § 1(Exh. A), 4-19-21; Ord. No. 2021-31 , § 1(Exh. A), 6-21-21; Ord. No. 2024-23, § 1(Exh. A), 6-3-24; Ord. No. 2024-43, § 1(Exh. A), 11-18-24; Ord. No. 2025-04, § 1(Exh. A), 1-21-25; Ord. No. 2025-58, § 1(Exh. A), 12-15-25; Ord. No. 2026-23, § 1(Exh. A), 6-1-26)

8.6. Parking area screening.

A. ***Applicability****:* The provisions of this section shall apply to the perimeter yard of all parking areas visible from the street, except residential developments with six or less off-street vehicle parking spaces, when any of the following occurs:

1. New construction of a principal building or buildings;

~~2.~~ Expansion of an existing off-street parking area by 50% or 10 vehicle parking spaces, whichever is greater; or~~Expansion of an existing principal building resulting in an increase in required off-street vehicle parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater;~~

~~3.~~2. ~~Change of use or expansion of an existing use resulting in an increase in required off-street vehicle parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater; or~~

~~4.~~3. Any new changes to parking area screening. In this case, only the element and/or material that is being changed or modified will be subject to these regulations.

B. ***Minimum planting:*** Semi-opaque screen from the ground to at least a height of three feet for screening of car lights and glare. (Minimum width: Ten feet).

C. ***Performance standard:*** This type functions as a semi-opaque screen around the perimeter of a parking area from the ground to at least three feet for the screening of car lights and glare. This shall only be required along the parking area that fronts the public right-of-way or any side of a parking area that is not protected by a required buffer yard. The location of such yards shall be determined by the administrator upon review. Effective screening devices may include solid decorative brick walls, wood fences, earth berms, tight evergreen hedges which shall reach the required height within two years of planting, or any combination of the above. Plantings which can achieve a mature height exceeding 30 inches shall not be planted in the sight triangle on each side of drives or streets.

D. ***Screening of open storage, above ground utilities, and dumpsters:*** Any open storage of merchandise, equipment, materials or goods other than those on display for retail sales, above ground utilities, and dumpsters areas shall be screened from view from any street right-of-way in accordance with the ratios (but not necessarily the minimum dimension) prescribed for type C buffer yards. Sub-grade dumpsters shall be exempt from the provisions of this section.

(Ord. No. 2021-35 , § 1(Exh. A), 8-16-21; Ord. No. 2023-53, § 1(Exh. A), 11-6-23; Ord. No. 2026-23, § 1(Exh. A), 6-1-26)

8.7. Parking area landscaping.

A. ***Applicability:*** The provisions of this section shall apply to:

1. Interiors of all parking areas with more than 16 parking spaces or more than one tenth (1/10) of an acre in size;
2. Interiors of all new parking areas that bring the total to or exceed 16 spaces or more than one tenth (1/10) of an acre in size. In this case only the new parking area shall be subject to these regulations; and
3. Any new changes to existing parking area landscaping. In this case, only the elements that are being changed or modified will be subject to these regulations.

B. ***Stormwater management requirements:*** Applicants are encouraged to design buffer and other landscape areas in such a way as to satisfy stormwater management requirements as set forth in CHAPTER 6 of this ordinance.

C. ***Minimum plantings:***

1. No parking space shall be more than 50 feet from the base of a canopy tree.
2. One 15-to-18-inch minimum height evergreen or deciduous shrub shall be required per 250 square feet of required landscaped vehicular use area. This rate may be varied by the administrator considering alternate shrub heights, ground covers, or other factors.

D. ***Performance standard:*** This type functions as a tree ceiling over a parking area providing shelter from sun and rain and minimizing the impact of runoff by providing "green" surface area on which to collect. Large maturing canopy trees shall be planted in a manner that provides shade for the entire parking area at maturity. All landscaped areas shall be separated from parking spaces. The use of differing species around the parking area is encouraged to promote diversity in the overall urban tree canopy. The use of existing vegetation to satisfy this requirement is encouraged. Supplemental plantings may be required in addition to native materials.

E. ***Credits for preservation of existing trees in parking areas:*** Trees that are saved in a parking area (other than those in Tier 1 or Tier 2 Tree Save Areas in Section 8.3) can be used towards the interior tree landscape

requirement. Note that each tree preserved will require a minimum pervious area around it equal to its drip line.

(Ord. No. 2023-53, § 1(Exh. A), 11-6-23; Ord. No. 2026-23, § 1(Exh. A), 6-1-26)

CHAPTER 10. PARKING STANDARDS

10.1. Purpose and intent.

Parking areas, loading areas, and similar facilities are necessary elements in the urban environment. However, these facilities have been known to cause the following negative impacts:

A. Increased stormwater volume and velocity;

B. Increased surface pollutants;

C. Increased surface level heat and glare;

D. Reduction in the efficiency of the connecting street system; and,

E. Reduction in the operations of the surrounding pedestrian and bicycle network.

To mitigate these negative impacts, and to provide adequate service, the city has enacted standards to regulate the construction, expansion, and renovation of such facilities.

(Ord. No. 2023-53, § 1(Exh. A), 11-6-23)

10.2. Applicability.

A. This chapter shall apply when any of the following occurs:

1. New construction of a principal building or buildings;

~~1.~~2. Expansion of an existing off-street parking area by 50% or 10 vehicle parking spaces, whichever is greater; or

~~2. Expansion of an existing principal building resulting in an increase in required off-street vehicle parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater;~~

~~3. Change of use or expansion of an existing use resulting in an increase in required off-street vehicle parking spaces equivalent to 50% or 10 vehicle parking spaces, whichever is greater; or~~

~~4.~~3. Any new changes to off-street parking areas, including but not limited to repaving, restriping, or circulation changes. In this case, only the element and/or material that is being changed or modified will be subject to these regulations.

(Ord. No. 2023-53, § 1(Exh. A), 11-6-23; Ord. No. 2026-23, § 1(Exh. A), 6-1-26)

10.3. Off-street vehicle parking requirements.

A. ***~~General o~~Off-street parking requirements:***

1. Off-street parking ~~requirements~~ standards are structured in a ~~three~~two-tier system as follows:

a. **Tier 1:** ~~A minimum number of off-street parking spaces are required.~~ This tier is subject to ~~There are no~~ off-street parking maximums. Generally, zoning districts in this tier are less walkable and do not have available public parking or space for on-street parking.

~~b. **Tier 2:** A minimum number of off-street parking spaces are required. There are also off-street parking space maximums. Generally, zoning districts in this tier contain a mix of lower-density residential and commercial uses. Some off-street parking is necessary to preserve public rights-of-way, but many of these areas are more amenable to alternative modes of transportation.~~

~~c.~~b. **Tier ~~3~~2:** This tier is subject to ~~here is no required number of spaces for off-street parking, but there are~~ off-street parking space maximums. Generally, zoning districts in this tier consist of a mix of uses and are closer to public parking, greenways, and sidewalks. ~~dense, heavily commercial development.~~

2. The tiered parking requirements applies based on the zoning district. In the case of Planned Development Districts or Conditional Zoning Districts, the tier applicable to the base zoning district shall apply, unless otherwise specified in the adopting ordinance.

TABLE 10.3-A: TIERED PARKING REQUIREMENTS	
Parking Requirement Tier	**Zoning Districts**
Tier 1	General Residential (GR) and General Industrial (GI)
Tier 2	Residential Mixed-Use (RMX), Neighborhood Mixed-Use (NMX), Pisgah Gateway Mixed-Use (PGX), ~~and~~ Institutional Campus (IC), Downtown Mixed-Use (DMX) and Corridor Mixed-Use (CMX)
~~**Tier 3**~~	~~Downtown Mixed-Use (DMX) and Corridor Mixed-Use (CMX)~~

B. ***Off-street parking minimum and maximum vehicle parking ratios:***

TABLE 10.3-B: OFF-STREET ~~MINIMUM AND~~ MAXIMUM VEHICLE PARKING RATIOS							
Category	**Land Use**	**Tier 1**		~~**Tier 2**~~		**Tier ~~2~~3**	
		~~**Minimum**~~	**Maximum**	~~**Minimum**~~	~~**Maximum**~~	~~**Minimum**~~	**Maximum**
Residential							
Household Living	All household living uses, except as listed below	~~1.5 / d.u.~~		~~1 / d.u.~~	~~2 / d.u.~~		2 / d.u.
	Dwelling - Single-family	~~2 / d.u.~~		~~1 / d.u.~~	~~2 / d.u.~~		2 / d.u.
	Manufactured Home	~~2 / d.u.~~		~~1 / d.u.~~	~~2 / d.u.~~		2 / d.u.
Group Living	All group living uses, except as listed below	~~1 / d.u. or rooming unit~~		~~1 / d.u. or rooming unit~~	~~3 / d.u. or rooming unit~~		3 / d.u. or rooming unit
	Rooming or Boarding House	~~0.5 / rooming unit~~		~~0.5 / rooming unit~~	~~1.5 / rooming unit + 1 additional space~~		1.5 / rooming unit + 1 additional space

TABLE 10.3-B: OFF-STREET ~~MINIMUM AND~~ MAXIMUM VEHICLE PARKING RATIOS							
Category	**Land Use**	**Tier 1**		~~**Tier 2**~~		**Tier 2~~3~~**	
		~~**Minimum**~~	**Maximum**	~~**Minimum**~~	~~**Maximum**~~	~~**Minimum**~~	**Maximum**
Social Services	Group Care Facility	~~1 / d.u., rooming unit, or bed~~		~~1 / d.u., rooming unit, or bed~~	~~3 / d.u., rooming unit, or bed~~		3 / d.u., rooming unit, or bed
	Shelter	~~2 spaces~~		~~2 spaces~~	~~6 spaces~~		6 spaces
Lodging							
Overnight Accommo-dations	All overnight accommodations, except as listed below	~~1 / room or suite~~		~~0.5 / room or suite~~	~~1.5 / room or suite~~		1.5 / room or suite
	Short-term Rental	~~2 / rental unit~~		~~1 / rental unit~~	~~2 / rental unit~~		2 / rental unit
Camping	Campground / Recreational Vehicle Park	~~0.25 / campsite or RV parking site~~		~~0.2 / campsite or RV parking site~~	~~1 / campsite or RV parking site~~		1 / campsite or RV parking site
	Rental Cottage / Cabins	~~1 / room or suite~~		~~0.5 / room or suite~~	~~1.5 / room or suite~~		1.5 / room or suite
	Seasonal Camp	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
Commercial							
Eating and Drinking Establishments	All restaurants and other eating and drinking establishments	~~1 / 750 SF~~		~~1 / 750 SF~~	~~1 / 200 SF~~		1 / 200 SF
Personal Services	All personal services	~~1 / 500 SF~~		~~1 / 600 SF~~	~~1 / 300 SF~~		1 / 300 SF
Professional Services	All professional services, except as listed below	~~1 / 500 SF~~		~~1 / 600 SF~~	~~1 / 300 SF~~		1 / 300 SF
	Funeral Homes and Services	~~1 / 4 seats in main assembly area + 1 / 500 SF of office space~~		~~1 / 4 seats in main assembly area + 1 / 600 SF of office space~~	~~1 / 2 seats in main assembly area + 1 / 300 SF of office space~~		1 / 2 seats in main assembly area + 1 / 300 SF of office space
Retail	All retail and sales establishments, except as listed below	~~1 / 500 SF~~		~~1 / 600 SF~~	~~1 / 300 SF~~		1 / 300 SF
	Gas Station	~~1 / 500 SF of retail~~		~~1 / 500 SF of retail~~	~~1 / 400 SF of retail~~		1 / 400 SF of retail
Civic / Institutional							

TABLE 10.3-B: OFF-STREET ~~MINIMUM AND~~ MAXIMUM VEHICLE PARKING RATIOS							
Category	Land Use	Tier 1		~~Tier 2~~		Tier 2~~3~~	
		~~Minimum~~	Maximum	~~Minimum~~	~~Maximum~~	~~Minimum~~	Maximum
Educational	All educational uses, except as listed below	~~2 / classroom~~		~~2 / classroom~~	~~None~~		None
	Colleges / Universities	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
	Schools - Vocational / Technical	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
Governmental	All government uses	~~1 / 750 SF~~		~~1 / 1,000 SF~~	~~1 / 200 SF~~		1 / 200 SF
Medical	All medical offices and facilities, except as listed below	~~1 / 500 SF~~		~~1 / 600 SF~~	~~1 / 300 SF~~		1 / 300 SF
	Hospital	~~2.5 / patient room~~		~~2 / patient room~~	~~5 / patient room~~		5 / patient room
Places of Worship	All religious institutions or places or worship	~~1 / 6 seats in main assembly area + 1 / 500 SF of office space~~		~~1 / 6 seats in main assembly area + 1 / 600 SF of office space~~	~~1 / 2 seats in main assembly area + 1 / 300 SF of office space~~		1 / 2 seats in main assembly area + 1 / 300 SF of office space
Entertainment / Recreation							
Indoor Recreation	All indoor recreation facilities, except as listed below	~~1 / 500 SF~~		~~1 / 750 SF~~	~~1 / 250 SF~~		1 / 250 SF
	Cultural or Community Facility	~~1 / 6 seats in main assembly area + 1 / 500 SF of office space~~		~~1 / 6 seats in main assembly area + 1 / 600 SF of office space~~	~~1 / 2 seats in main assembly area + 1 / 300 SF of office space~~		1 / 2 seats in main assembly area + 1 / 300 SF of office space
	Live Performance Theater	~~1 / 8 seats~~		~~1 / 10 seats~~	~~1 / 2 seats~~		1 / 2 seats
	Movie Theater	~~1 / 8 seats~~		~~1 / 10 seats~~	~~1 / 2 seats~~		1 / 2 seats
	Special Event Venue	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
Outdoor Recreation	All outdoor recreation facilities	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
Agriculture							

TABLE 10.3-B: OFF-STREET ~~MINIMUM AND~~ MAXIMUM VEHICLE PARKING RATIOS							
Category	Land Use	Tier 1		~~Tier 2~~		Tier ~~2~~3	
		~~Minimum~~	Maximum	~~Minimum~~	~~Maximum~~	~~Minimum~~	Maximum
Agriculture	All agricultural uses	~~1 / 500 SF of retail or administrative space~~		~~1 / 750 SF or retail or administrative space~~	~~1 / 300 SF of retail or administrative space~~		1 / 300 SF of retail or administrative space
Manufacturing / Wholesale / Storage							
Light Industrial and Manufacturing	All light industrial and manufacturing activities	~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~		~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~	~~1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space~~		1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space
Heavy Manufacturing	All heavy manufacturing activities	~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~		~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~	~~1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space~~		1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space
Storage and Disposal	All storage and disposal activities	~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~		~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~	~~1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space~~		1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space
Wholesaling and Distribution	All wholesaling and distribution activities	~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~		~~1 / 750 SF of office, retail or administrative space + 1 / 4,000 SF of industrial space~~	~~1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space~~		1 / 300 SF of office, retail or administrative space + 1 / 2,000 SF of industrial space
Extractive Industries	All extractive industries	~~Varies, See Section 10.3.D~~		~~Varies, See Section 10.3.D~~	~~Varies, See Section 10.3.D~~		Varies, See Section 10.3.D
Infrastructure							
Utilities	All utilities	~~N/A~~		~~N/A~~	~~N/A~~		N/A

TABLE 10.3-B: OFF-STREET ~~MINIMUM AND~~ MAXIMUM VEHICLE PARKING RATIOS							
Category	Land Use	Tier 1		~~Tier 2~~		Tier ~~2~~3	
		~~Minimum~~	Maximum	~~Minimum~~	~~Maximum~~	~~Minimum~~	Maximum
Telecommuni-cations	All wireless telecommunication facilities	~~N/A~~		~~N/A~~	~~N/A~~		N/A
Transportation	All transportation uses	~~N/A~~		~~N/A~~	~~N/A~~		N/A
Note: All square footage in gross square feet. d.u. = dwelling unit.							

C. ***Calculation of off-street vehicle parking spaces:***

1. Vehicle parking spaces are calculated based on the principal use of the lot. When more than one principal use occupies the same lot, the number of spaces is the sum of separate requirements for each principal use.
2. When measurements of the number of required spaces result in a fractional number, the result is rounded to the nearest whole number.
3. Unless otherwise expressly stated, all area-based (square footage) parking standards must be computed on the basis of gross floor area.

D. ***Uses without ~~minimum and~~ maximum off-street vehicle parking spaces:***

1. Some uses or combination of uses (some types of group developments, mixed-use projects, etc.) have widely varying parking demand characteristics making it impossible to specify a single off-street parking standard. For these uses, the administrator shall determine the appropriate requirements with one of the following methods:
   a. Apply the off-street parking ~~requirement~~ maximum specified for the listed use that is deemed most similar to the proposed use; or
   b. Establish off-street parking ~~requirements~~ maximum based on a parking study prepared by a qualified professional and provided by the applicant.
      i. Such a study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the administrator, and should include other reliable data collected from uses or combinations of uses that are the same as, or comparable with, the proposed use.
      ii. Comparability will be determined by density, scale, bulk, area, type of activity, and location.

~~**E.** ***Minimum off-street vehicle parking exceptions:***~~

~~1. Public parking credit:~~

~~a. Public parking facilities located within 1,760 feet (1/3-mile) walking distance of the development site may be credited toward the minimum parking requirement at a rate of 1 space for every 5 public parking spaces.~~

~~b. Signage shall be provided that indicates the location of the public use spaces.~~

~~c. Residential uses are not eligible for this exemption.~~

~~2. Shared / combined parking:~~

~~a. The joint use of shared off-street parking between two uses may be made by contract between two or more adjacent property owners. The administrator may adjust the minimum parking requirements at a rate of 1 space for every 2 shared spaces.~~

~~3. Tree preservation:~~

~~a. The minimum number of spaces required may be adjusted by the administrator when it has been determined that the reductions are necessary to preserve a healthy tree or trees (with a 12-inch or greater diameter) from being damage or removed, and where the site plan provides for the retention of said tree or trees.~~

~~b. The reduction shall not exceed 25% of the total minimum parking spaces required.~~

~~c. Invasive tree species as outlined in Section 8.2 of this ordinance are not eligible for this exemption.~~

~~4. Additional bicycle parking:~~

~~a. Additional bicycle parking spaces above the minimum required bicycle parking may reduce the number of required off-street parking spaces at a rate of 1 parking space for every 2 additional bicycle parking spaces.~~

~~b. The reduction of spaces granted with this exception shall not exceed 25% of the minimum off-street parking requirement.~~

~~5. Electric vehicle parking:~~

~~a. Off-street vehicle parking with EVSE-installed vehicular charging stations shall count toward satisfying the minimum off-street vehicle parking requirements.~~

~~b. All off-street vehicle parking with EVSE-installed vehicular charging stations shall meet the general provisions of Section 10.6.~~

~~6. Payment in lieu of parking spaces:~~

~~a. The minimum number of parking spaces required may, at the administrator's discretion, be reduced by up to 50% with a fee paid to the city in lieu of developing the parking space(s).~~

~~b. Payments in lieu of parking spaces may be approved as part of the development plan.~~

~~c. All payments made in lieu of parking spaces shall be made at the time of construction document approval. Failure to submit the required fee along with such applications will delay approval of such submissions until payment is rendered.~~

~~d. All funds received for payment in lieu of parking spaces shall be used for the acquisition, improvement, development, or redevelopment of public parking spaces within the city.~~

~~7. Upgrading preexisting non-conforming parking facilities:~~

~~a. The minimum number of spaces required may be reduced by up to 25% to allow an existing development to retrofit parking to conform to the existing parking area design and landscaping regulations.~~

~~F.~~E. ***Maximum off-street vehicle parking exceptions:***

1. Spaces reserved for the following are not included in calculating off-street vehicle parking maximums:
   a. Required accessible parking spaces in compliance with City, state and federal standards
   b. Parking spaces with EVSE-installed electric vehicle charging stations
   c. Loading / unloading spaces as required by this ordinance.
2. The administrator may grant exceptions to the maximum off-street parking up to 25% when the following conditions are met:

a. Parking spaces constructed with porous monolithic, pavers, or other pervious paving materials.

i. Pervious paving shall be considered surface improvements such as interlocking concrete paving blocks, brick pavers, grid pavers, or other similar improvements which permit the infiltration of water through the improved surface.

ii. Sub-surface preparation to accommodate the water infiltration allowed through the surface material shall be required.

iii. Gravel and other surfaces that do not meet the surfacing requirements of Section 10.7 shall not be considered a pervious paving surface.

b. Parking spaces located in a parking area that is designed to control for stormwater run-off generated by a 25-year, 24-hour rain event, and in compliance with Section 6.6 of this ordinance.

3. Underground or above-grade parking:

a. The maximum off-street parking may be increased by up to 100% if the additional parking spaces are located underground, on a roof-top, or within a multi-story parking structure.

4. Satellite parking:

a. Additional s~~S~~atellite parking may be permitted, subject to certification by the administrator that the following requirements have been met

i. Satellite parking lots shall only be permitted in zoning districts where parking lots are permitted as a by-right primary use, as established in CHAPTER 2 and CHAPTER 3.

ii. The satellite parking spaces shall be located within 1,760 feet (1/3-mile) walking distance of a public entrance to the structure or lot containing the use for which such spaces are required.

~~ii.~~iii. The walking distance shall be measured along sidewalks, greenways, or other pedestrian facilities. The route must be ~~A~~ safe, direct, attractive, ~~lighted~~ and convenient for pedestrians. ~~route shall exist or be provided between the satellite parking and the use being served.~~

~~iii.~~iv. The continued availability of satellite parking spaces necessary to meet the requirements of this section shall be ensured by an appropriate condition that the continued validity of the zoning compliance or special use permit shall be dependent upon the permit holder's continued ability to provide the requisite number of parking spaces.

~~G.~~F. ***Accessible parking*:**

1. Accessible parking shall be provided in accordance with the North Carolina State Accessibility Code.

~~***H. Compact car parking spaces:***~~

~~1.~~2. ~~For parking areas and structures with 20 or more off-street vehicle parking spaces, up to 25% of required vehicle parking spaces may be designed for compact vehicles and designated with the appropriate signage and/or markings.~~

(Ord. No. 3-07, § 9, 2-5-07; Ord. No. 13-07, § 1, 9-17-07; Ord. No. 2017-08, § 1(Exh. A), 3-20-17; Ord. No. 2018-04, § 1(Att. C), 2-19-18; Ord. No. 2020-12 , § 1(Exh. A), 6-29-20; Ord. No. 2020-27 , § 1(Exh. A), 10-19-20; Ord. No. 2021-44 , § 1(Exh. A), 9-20-21; Ord. No. 2023-53, § 1(Exh. A), 11-6-23; Ord. No. 2023-60, § 1(Exh. A), 12-18-23; Ord. No. 2024-23, § 1(Exh. A), 6-3-24; Ord. No. 2024-43, § 1(Exh. A), 11-18-24; Ord. No. 2025-04, § 1(Exh. A), 1-21-25)

10.4. Off street loading requirements.

A. Off-street loading spaces shall be required for the following uses:

1. A business that is expected to regularly receive or deliver goods;

2. A multi-use building with at least 3 different businesses and/or uses;
3. Manufacturing/Wholesale/Storage uses;
4. Multifamily housing development with 10 or more dwelling units; or
5. Any other use that is expected to regularly receive or deliver goods, as determined by the administrator.

B. Off-street loading spaces shall be required based on the gross floor area of the primary structure or structures on the parcel, according to the following ratios:

TABLE 10.4A: OFF-STREET LOADING RATIOS	
Square Feet	**Number of Spaces**
0—24,999	1
25,000—99,999	2
100,000—159,999	3
160,000—239,999	4
240,000—349,999	5
Additional 100,000 or fraction thereof	1 additional

C. Required loading spaces shall be available for the loading and unloading of vehicles, and shall not be used for the storage of vehicles or materials ~~or to meet off-street parking requirements~~.

D. *Location*:

1. Required off-street loading spaces shall be located to the sides and/or rear of the lot to maximize the street exposure of the primary structure(s). The administrator may grant exceptions to this requirement if deemed impractical or impossible given the layout of the existing structures and vehicular access.
2. Where a loading space is adjacent to a public sidewalk or other public pedestrian way, it shall be so located, arranged and improved with curbs or other barriers, as to provide adequate protection for pedestrians.
3. All off-street loading spaces shall be provided with adequate off-street maneuvering areas so that vehicles do not obstruct traffic during maneuvering.
4. Such space shall have access to an alley or commercial service street or, if there is no alley or service street, to a street.
5. No loading space or bay may intrude into any portion of a required setback, required parking space, parking area aisle, or driveway.
6. An off-street loading space shall have the minimum dimensions of 12 feet by 25 feet and be free and clear of obstruction at all times.

E. *Exceptions to loading space requirements*: The administrator may adjust the minimum loading space requirements in the following instances:

1. The joint use of shared off-street loading spaces between up to 4 uses is made by contract between adjacent property owners.
2. On-street loading spaces are provided for public use within 1,760 feet (1/3-mile) walking distance.

10.5. Off-street bicycle ~~parking~~ storage requirements.

A. *Applicability:* Off-street bicycle ~~parking~~ spaces for the secure storage of bicycles shall be required for the following uses:

1. Multifamily developments containing 8 or more dwelling units;
2. Group developments;
3. All overnight accommodation uses, except short-term rentals;
4. Any other development ~~requiring~~ that has 20 or more off-street vehicle parking spaces.

B. *Minimum amount of bicycle spaces:*

1. Two bicycle spaces shall be provided for every 20 ~~required~~ vehicle parking spaces ~~as determined by Section 10.3~~, with a minimum of one 4-bicycle rack.

C. *General provisions:*

1. Bicycle ~~parking~~ spaces may be provided through various types of facilities, so long as the facility meets the following requirements:
   a. Bicycle racks are securely anchored, and easily usable with both U-locks and cable locks and support a bicycle at 2 points of contact to prevent damage to the bicycle wheels and frame.
   b. Spacing of the racks shall provide clear and maneuverable access.
   c. Where a bicycle can be locked on both sides without conflict, each side can be counted as a required space.
2. Bicycle ~~parking~~ spaces shall remain accessible and not be rendered unusable by fixed or movable objects.

D. *Location:*

1. Bicycle racks are encouraged to be placed in well-lit, visible and convenient locations near building entrances and easily accessible from multi-use paths, if applicable.
2. Bicycle ~~parking locations~~ racks shall not impede pedestrian or motorized vehicle movement or circulation.
3. Bicycle racks may be located in the public right-of-way with approval from the City or the North Carolina Department of Transportation, as applicable, with an encroachment agreement.
4. The administrator may adjust bicycle ~~parking~~ space requirements to account for shared parking, buildings located in close proximity to one another, or the presence of public bicycle racks in close proximity.

(Ord. No. 2023-53, § 1(Exh. A), 11-6-23)

10.6. Off-street electric vehicle parking ~~requirements~~.

A. ***Applicability***: All developments that have 50 or more off-street vehicle parking spaces are required to install ~~Off-street electric vehicle parking spaces installed with~~ electric vehicle supply equipment (EVSE) in accordance with this section. ~~shall be required for developments requiring 50 or more off-street vehicle parking spaces~~.

1. Multifamily developments where at least 25% of the units meet the definition of affordable housing shall be exempt from all electric vehicle parking space requirements.

B. ***Minimum amount of electric vehicle parking spaces:***

1. Two parking spaces shall be equipped with electric vehicle supply equipment ~~electric vehicle parking spaces shall be provided for every~~ out of every 50 ~~required~~ vehicle parking spaces ~~as determined by Section 10.3~~.

C. ***General provisions:***

1. Electric vehicle parking spaces shall be installed outside of the public right-of-way.
2. All ~~required~~ electric vehicle parking spaces shall be equipped with Level 2 or DC Fast Charging. Alternative electric vehicle charging equipment may be considered.
3. Electric vehicle parking spaces and all charging equipment shall be:
   a. Located outside of the public right-of-way;
   b. Placed outside of the critical root zone of any preserved tree; and
   c. Placed at least five feet from a newly planted tree.
4. Electric vehicle parking spaces shall be designated with the appropriate signage and/or markings.
5. Barriers, such as wheel blocks, bollards, and curbs, shall be placed between the electric vehicle parking space and the electric vehicle charging equipment.

(Ord. No. 2023-53, § 1(Exh. A), 11-6-23)

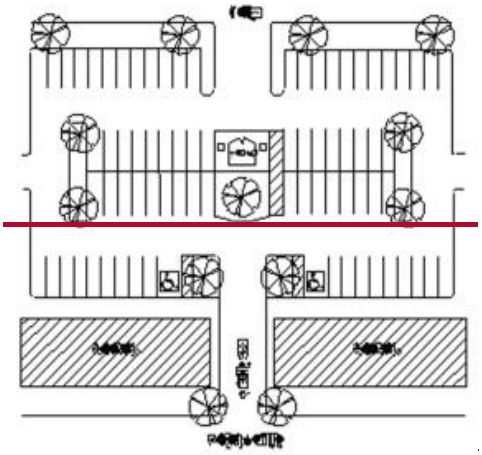
10.7. Off-street parking area design and construction standards.

A. ***Applicability***: The following shall apply to surface off-street parking areas.

B. ***General:*** Internal parking area design and circulation shall be subject to the review and approval of the approving authority, who may impose such conditions as are necessary in order to**:**

1. Ensure the safety of pedestrians and motorists;
2. Allow unobstructed movement into and out of each parking space without interfering with fixed objects or vehicles;
3. Minimize delay and interference with traffic on streets and driveways;
4. Maximize sight distances from parking area exits and access driveways;
5. Facilitate safe and convenient movement of pedestrians from the parking spaces to the principal structure and/or other pedestrian facilities (e.g., sidewalks, multi-use paths, etc.).

~~FIGURE 10.7-A: ILLUSTRATIVE PARKING ARRANGEMENT~~



C. ***Location of off-street parking:***

1. Off-street parking areas shall be designed so that parked vehicles do not encroach upon or extend onto public rights-of-way, sidewalks or strike against or damage any wall, vegetation, utility, or other structure.
2. For non-residential uses and multi-family development with more than 4 dwelling units, access configurations which require backing directly onto a street from a required off-street vehicle parking space are prohibited. Alleys and commercial service lanes are not considered streets for the purposes of this requirement.
3. Off-street parking shall not be permitted within any front yard setback area and shall not be permitted between a principal structure and the street upon which such structure fronts. Where a structure fronts upon two or more streets, parking may be permitted between the principal structure and the adjacent street of lesser classification when parking cannot reasonably be placed in another location.
    a. The following uses and parking types shall be exempt from this requirement above:
        i. Single-family and duplex residential structures in all zoning districts, except Downtown Mixed-Use (DMX) and Corridor Mixed-Use (CMX) ~~with Tier 1 and Tier 2 off-street parking requirements, according to Section 10.3~~.
        ii. Handicapped parking spaces as required by the North Carolina Accessibility Code or other federal, state, or local regulations.
        iii. Bicycle ~~parking~~ storage spaces required by this ordinance.
        iv. Structures developed as a permitted group development, provided the parking conforms with the relevant subsections of Section 2.4.
        v. ~~Existing non-residential and multi-family development undergoing significant improvement, substantial improvement or change of use~~Redevelopment that does not include the construction of a new principal building, as defined by this ordinance, provided that all newly created parking spaces associated with such redevelopment shall conform with this requirement.
    b. The approving authority, in consultation with the Technical Review Committee, may waive this requirement if it deems that compliance would be impractical due to existing site constraints, provided the development comes into compliance to the greatest extent possible.
4. Off-street parking shall not be permitted within any required open space or common areas.

D. ***Surfacing:*** All off-street vehicle parking area surfacing shall be constructed in accordance with the following specifications:

1. *Hard surface required:* All off-street parking areas including drives connecting such areas with the public street rights-of-way shall be constructed of permanent non-erodible surface treatment as follows:
    a. Poured concrete or asphalt.
    b. Masonry or concrete pavers; or
    c. Porous or semi-porous monolithic or paver materials;
2. The administrator may require the use of porous paving materials in all or a portion of the parking areas. Such instances may pertain to the following, without limitation
    a. To protect the root system of an existing tree or trees from damage
    b. To reduce the amount of impervious surface for stormwater calculation purposes, or
    c. To protect environmentally sensitive areas

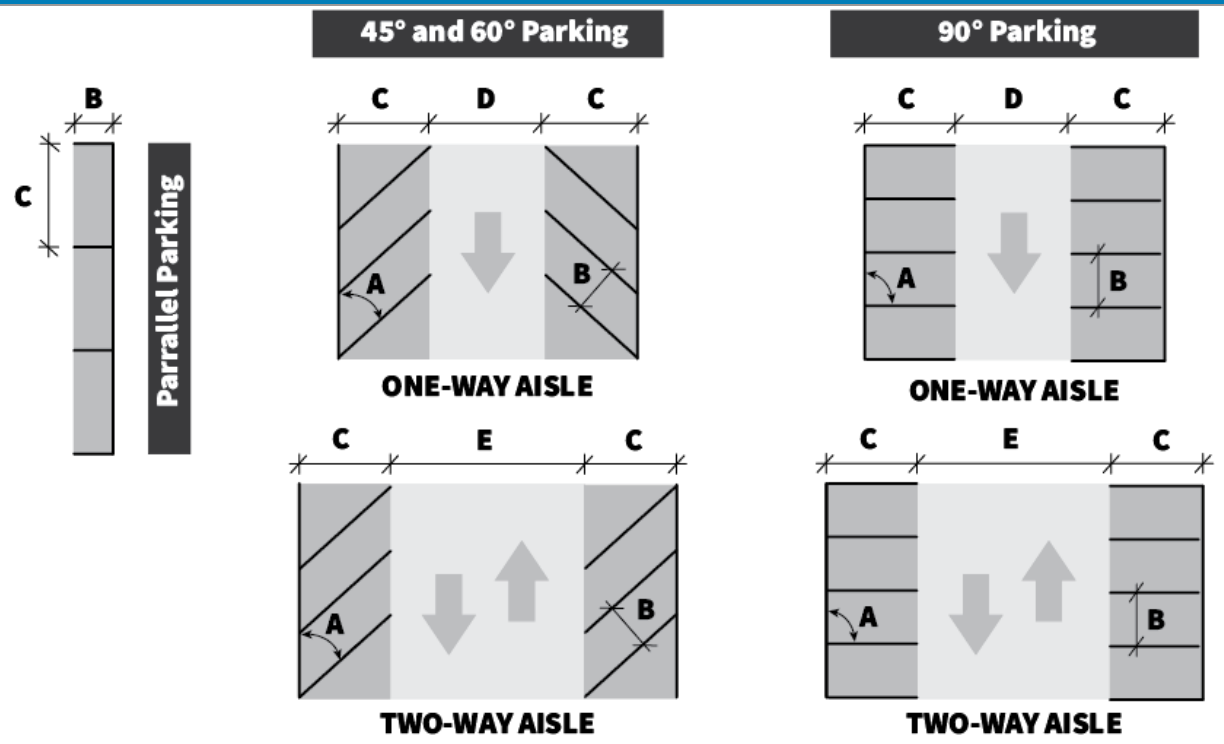
3. *Exceptions to hard surface requirement:* The following situations are exempted from the hard surface requirement.
   a. Parking for a single-family or duplex dwelling in GR districts;
   b. Parking for agricultural uses;
   c. A parking area used only as part of a permitted special event or temporary use permit;
   d. Outdoor recreational facilities that are open to the public;
4. *Non-paved areas:* Whenever an off-street parking area is exempt from the hard surface requirements, the administrator shall require the following:
   a. The non-paved parking areas shall be in compliance with the parking lot landscaping requirements in CHAPTER 8.
   b. Landscape aisles, space markings, or other spatial separations shall be provided to ensure that the parking spaces will be readily identifiable to the users.
   c. The perimeter of off-street parking areas encompassing the parking stalls and the side of any unpaved drive or aisle leading to said stalls, shall be edged with brick, pressure treated timbers, or cast in place concrete, and anchored into place. Alternate borders may be considered on a case-by-case basis.
   d. Landscaping or other measures shall be utilized to prevent the discharge of sediment off-site or into any body of water from an unpaved parking area.

E. ***Parking dimensions:***

1. Parking areas shall meet the following minimum dimensional requirements

TABLE 10.7-A: MINIMUM PARKING STALL AND AISLE DIMENSIONS				
Parking Angle (A)	**Stall Width (B)**	**Stall Depth (C)**	**One-Way Aisle Width (D)**	**Two-Way Aisle Width (E)**
0 / Parallel	8'	22'	N/A	N/A
45	9' (Standard) 8' (Compact)	17'6" (Standard) 16' (Compact)	16'	22'
60	9' (Standard) 8' (Compact)	18' (Standard) 16' (Compact)	18'	22'
90	9' (Standard) 8' (Compact)	18'6" (Standard) 16' (Compact)	22'	24'
Note: Refer to Figure 10.7B below.				

FIGURE 10.7-~~B~~A: PARKING STALL AND AISLE DIMENSIONS DIAGRAM



2. Other parking angles, aisle widths, and traffic flows will be considered on a case-by-case basis by the administrator and/or the Technical Review Committee.

3. *Compact car parking spaces:* For parking areas and structures with 20 or more off-street vehicle parking spaces, up to 25% of ~~required~~ vehicle parking spaces may be designed for compact vehicles and designated with the appropriate signage and/or markings.

~~3.~~4. All parking lots with one-way aisle are required to have the appropriate directional signage, permitted in accordance with Section 12.9, and at least two driveways, permitted in accordance with Section 9.3.

~~4.~~5. Nothing in this section shall be construed as an exemption from local Fire Code access requirements.

~~5.~~6. All parking areas with a hard surface shall delineate parking spaces with paint or other permanent materials. Pavement markings shall be white, at least 4" wide, and maintained in clearly visible condition.

~~6.~~7. *Tandem parking space*: Two spaces stacked (i.e., tandem) may be permitted provided all of the following criteria are met:

vii. The development is a Household Living Use and does not contain more than 4 dwelling units per building.

viii. Both spaces are assigned to one dwelling unit.

ix. The two vehicle parking spaces in tandem must have a combined minimum dimension of 9 feet in width by 36 feet in length.

x. The proposed layout is functional and will not create pedestrian or traffic hazards.

xi. The spaces comply with all other standards in this ordinance.

F. *Curbing required*:

1. All parking areas and circulation drives shall be curbed using a vertical curb with a minimum width of 1'6". Landscape islands and areas shall be similarly curbed to protect vegetation.
2. This requirement may be waived to permit sheet flow drainage into pervious areas as part of an approved engineered stormwater retention system.

G. ***Barriers***:

1. Barriers, such as wheel blocks, bollards, and curbs, shall be located along the perimeter of parking lots, internal sidewalks and pedestrian connections that abut parking spaces or driveways.
2. Such barriers shall be designed and located to prevent parked vehicles from extending beyond designated parking areas.

H. ***Maintenance****:* Parking lots shall be maintained to a reasonable drivable standard with visible pavement markings.

I. ***Landscaping****:* Parking lots shall be subject to the parking lot landscaping standards of Section 8.7.

J. ***Lighting****:* Parking lots shall be subject to the outdoor lighting standards of Section 11.3.

K. ***Stormwater management:***

1. Parking areas are subject to stormwater management requirements set forth in CHAPTER 6 of this ordinance.
2. It is strongly encouraged that parking area landscaping be incorporated into the approved stormwater management system for any project.

L. ***Connectivity:***

1. Adjacent parking areas shall be interconnected. Exceptions may be granted by the administrator in the case of existing natural barriers such as steep slopes, surface water protection areas, etc. between the sites.
2. Each parking area that is interconnected may reduce their minimum parking requirement by 10%.

M. ***Circulation drives:***

1. A circulation drive may be permitted around the front of the building but may not encroach into any required landscape area.
2. If provided, this drive shall be one-way and designed to be the minimal width required (not to exceed 12 feet in width) and shall be constructed using alternative paving treatments such as unit pavers or stamped concrete.

FIGURE 10.7-CB: CIRCULATION DRIVES



Note: Circulation drives, if provided, should be minimized and treated with pedestrian-scaled materials.

N. ***Pedestrian connections:***

1. Off-street parking areas shall be designed to allow pedestrians to safely move from their vehicles to the building. Barrier free access shall be provided across parking areas and between adjacent pedestrian generators such as commercial or public buildings.
2. All structures (other than single-family and duplex structures) shall be connected to the street and, if available, an adjacent public sidewalk, by a sidewalk. Sidewalks shall also connect other phases of the same development, and adjacent developments, as required by the administrator
3. In addition to any required sidewalk, barrier free access shall also include providing ramps at curbs, clear walkways between pre-cast wheel stops, and clearly delineated walkways on the parking area surface across travel lanes.
4. For lots of 36 spaces or greater, no parking space shall be more than 65 feet from a sidewalk that provide access to the entrance of the building or to other sidewalks connecting to the building. Sidewalk corridors a minimum of five feet in width shall be provided within the parking area or along the perimeter to provide safe building access for pedestrians.

FIGURE 10.7-DC: PEDESTRIAN CONNECTIONS



Note: Sidewalks must connect parking areas and streets to principal structures.

(Ord. No. 8-07, § 1(H), 5-21-07; Ord. No. 2015-24, § 01, 9-21-15; Ord. No. 2017-08, § 1(Exh. A), 3-20-17; Ord. No. 2018-04, § 1(Att. C), 2-19-18; Ord. No. 2021-41, § 1(Exh. A), 9-20-21; Ord. No. 2023-53, § 1(Exh. A), 11-6-23; Ord. No. 2024-23, § 1(Exh. A), 6-3-24)

CHAPTER 17. DEVELOPMENT PLAN REQUIREMENTS

17.9. Landscape plan requirements.

A. A landscaping plan and/or vegetation preservation plan shall be required prior to any site disturbance for:

1. All non-residential uses;
2. All multi-family uses in a GR and RMX districts;
3. Any development in steep slope areas, in accordance with Section 6.4; and

4. Any other development where a landscaping plan and/or vegetation preservation plan is deemed necessary by the administrator due to the particulars of the project.

B. The plan shall contain the following information:

1. An accurate drawing of property boundaries.
2. A development summary including the total development acreage, proposed use(s), ~~required parking and provided~~ parking spaces, and total building square footage.
3. The location of proposed buildings, driveways, parking areas, ~~required~~ parking spaces, and traffic patterns.
4. The location of all overhead and underground utilities.
5. Name of the project, name and address of owner, name and address of engineer, scale, date, legend, and north arrow.
6. General location, type and quantity of existing plant materials.
7. Existing plant materials and areas to be left in natural state.
8. Methods and details for protecting the critical root zone (CRZ) of existing plant materials during construction.
9. Locations, size and labels for all proposed plants.
10. Plant lists with common name, botanical name, quantity, and spacing and size of all proposed landscape material at the time of planting.
11. Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, lights, courtyards, walks or paved areas. Berms shall have topo.
12. Planting and installation details as necessary to ensure conformance with all required standards as referenced in CHAPTER 9.

(Ord. No. 2023-22, § 1(Exh. A), 6-5-23; Ord. No. 2025-39, § 1 (Exh. A), 8-4-25)

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2025

SESSION LAW 2026-39
HOUSE BILL 162

AN ACT TO RESTRICT LOCAL GOVERNMENTS FROM REGULATING CERTAIN ASPECTS OF OFF-STREET PARKING SPACES AND TO MODIFY THE AUTHORITY OF CERTAIN LOCAL GOVERNMENTS TO REQUIRE STORMWATER CONTROL FOR REDEVELOPED PROPERTY.

The General Assembly of North Carolina enacts:

PART I. PROHIBITING CERTAIN ZONING AND DEVELOPMENT LIMITATIONS RELATED TO OFF-STREET PARKING

SECTION 1.(a) G.S. 160D-702 reads as rewritten:

"**§ 160D-702. Grant of power.**

…

(c) A zoning or other development regulation shall not do any of the following:

(1) Set a minimum square footage of any structures subject to regulation under the North Carolina Residential Code.

(2) Require ~~a~~ an off-street parking space to be larger than 9 feet wide by 20 feet long unless the parking space is designated for handicap, parallel, or diagonal parking.

(2a) Require an off-street parking lot to meet a minimum number of parking spaces per development or structure, regardless of occupancy or use. The limitations of this subdivision shall not, however, apply to local governments located in the coastal area, as those terms are defined under G.S. 113A-103, except with respect to the following properties located in the coastal area:

a. Within the boundaries of a National Register Historic District or a local historic district.

b. That are either (i) individually listed in the National Register of Historic Places or (ii) individually designated as a local historic landmark.

c. Individual properties on the Study List for the National Register of Historic Places as maintained by the North Carolina State Historic Preservation Office or a national or State historic landmark, or properties located within a district on the Study List for the National Register of Historic Places as maintained by the North Carolina State Historic Preservation Office or a national or State historic landmark.

(3) Require additional fire apparatus access roads into developments of one- or two-family dwellings that are not in compliance with the required number of fire apparatus access roads into developments of one- or two-family dwellings set forth in the Fire Code of the North Carolina Residential Code for One- and Two-Family Dwellings.

(4) Establish or require pavement design standards for public roads or private roads that are more stringent than the minimum pavement design standards adopted by the Department of Transportation.

…."

SECTION 1.(b) This section becomes effective January 1, 2027.

PART II. MODIFY THE AUTHORITY OF CERTAIN LOCAL GOVERNMENTS TO REQUIRE STORMWATER CONTROL FOR REDEVELOPED PROPERTY

SECTION 2.(a) G.S. 143-214.7 reads as rewritten:

"**§ 143-214.7. Stormwater runoff rules and programs.**

…

(a1) Definitions. – The following definitions apply in this section:

(1) Built-upon area. – As defined in G.S. 143-214.7D.

(2) Development. – Any land-disturbing activity that increases the amount of built-upon area or that otherwise decreases the infiltration of precipitation into the subsoil. ~~When additional development occurs at a site that has existing development, the built-upon area of the existing development shall not be included in the density calculations for additional stormwater control requirements, and stormwater control requirements cannot be applied retroactively to existing development, unless otherwise required by federal law.~~

~~(2)~~(3) Redevelopment. – Any land-disturbing activity that does not result in a net increase in built-upon area and that provides greater or equal stormwater control to that of the previous development.

…

(b3) Stormwater runoff rules and programs shall not require private property owners to install new or increased stormwater controls for (i) ~~preexisting development~~ existing built-upon area or (ii) redevelopment activities that do not remove or decrease existing stormwater controls. ~~When a preexisting development is redeveloped, either in whole or in part, increased stormwater controls shall only be required for the amount of impervious surface being created that exceeds the amount of impervious surface that existed before the redevelopment, irrespective of whether the impervious surface that existed before the redevelopment is to be demolished or relocated during the development activity.~~ When development or redevelopment occurs at a site that has existing built-upon area, (i) the existing built-upon area shall not be included in the density calculations for additional stormwater control requirements, irrespective of whether the existing built-upon area is to be demolished, relocated, replaced, or remains in place during development activity, (ii) the existing built-upon area at the site is not subject to additional stormwater control requirements under this section, regardless of whether the existing built-upon area is demolished, relocated, replaced, or remains in place during the development activity, (iii) for purposes of determining the size of the area for which stormwater control measures are required for a development or redevelopment, built-upon area that existed before the development or redevelopment shall be applied on a square-foot-for-square-foot basis to reduce the built-upon area for which stormwater control measures are required, and (iv) stormwater control requirements cannot be applied retroactively to existing built-upon area, unless otherwise required by federal law. A property owner may elect to treat the stormwater resulting from the net increase in built-upon area above the ~~preexisting~~ existing built-upon area at the development or redevelopment for the purpose of exceeding allowable density under the applicable water supply watershed rules as provided in G.S. 143-214.5(d3). This subsection applies to all local governments regardless of the source of their regulatory authority. Local governments shall include the requirements of this subsection in their stormwater ordinances.

…

(b8) A local government may offer nonmandatory incentives that waive building, zoning, connection, or other regulations or fees; provide additional tax and financial benefits; or institute

other incentives for development or redevelopment that implements additional stormwater control measures beyond those required by this section and rules adopted thereunder.

…."

SECTION 2.(b) Each local government that implements a stormwater management program shall amend its stormwater ordinance to conform to G.S. 143-214.7(b3), as amended by subsection (a) of this section, within 12 months of the effective date of this section. Any local stormwater ordinance that is inconsistent with G.S. 143-214.7(b3), as amended by subsection (a) of this section, is void and unenforceable on and after that date. A local government may adopt, amend, or repeal ordinance provisions implementing G.S. 143-214.7(b8) at any time after the effective date of this section.

SECTION 2.(c) This section is effective when it becomes law and applies to stormwater rules and stormwater program amendments adopted on or after that date.

PART III. EFFECTIVE DATE

SECTION 3. Except as otherwise provided, this act is effective when it becomes law.

In the General Assembly read three times and ratified this the 1st day of July, 2026.

s/ Rachel Hunt
President of the Senate

s/ Destin Hall
Speaker of the House of Representatives

s/ Josh Stein
Governor

Approved 3:04 p.m. this 6th day of July, 2026

COMMENT OF CONSISTENCY WITH COMPREHENSIVE PLAN AND ANY OTHER OFFICIALLY ADOPTED APPLICABLE PLANS

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 text amendment is **consistent** with the following elements of the City's adopted plans and policies:

Building Brevard 2030 Comprehensive Land Use Plan Goals

- ***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 7:*** *Support economic vitality and* ***grow the tax base****, cultivate local businesses, and attract sustainable industry.*
- ***GOAL 8:*** *Plan* ***for efficient, equitable, and resilient infrastructure*** *and services that maintain and improve quality of life throughout the city.*

Building Brevard 2030 Comprehensive Land Use Plan Actions

- ***Active Transportation and Community Health - 9:*** *Right-size parking requirements and develop incentives for multimodal access and alternative approaches to meeting parking demand.*

ORDINANCE NO. 2026-____

AN ORDINANCE AMENDING MULTIPLE CHAPTERS OF CITY OF BREVARD UNIFIED DEVELOPMENT ORDINANCE TO REMOVE MINIMUM OFF-STRET PARKING REQUIREMENTS

WHEREAS, Chapter 10 – Parking Standards of the City of Brevard Unified Development Ordinance contains requirements for minimum off-street parking for new development in the City's zoning jurisdiction; and

WHEREAS, North Carolina General Statutes § 160D-702, as amended by Session Law 2026-39, has removed the ability for local governments to require a minimum amount of off-street parking for development; and,

WHEREAS, the Brevard Planning Board considered these amendments on August 25, 2026, and unanimously recommended in favor; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the City's adopted plans and policies:

Building Brevard 2030 Comprehensive Land Use Plan Goals

- 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 7: Support economic vitality and grow the tax base, cultivate local businesses, and attract sustainable industry.
- GOAL 8: Plan for efficient, equitable, and resilient infrastructure and services that maintain and improve quality of life throughout the city.

Building Brevard 2030 Comprehensive Land Use Plan Actions

- Active Transportation and Community Health - 9: Right-size parking requirements and develop incentives for multimodal access and alternative approaches to meeting parking demand.; and,

WHEREAS, a public hearing was conducted on Monday, September 21, 2026, by the Brevard City Council.

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

SECTION 1. Brevard City Code, Unified Development Ordinance is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 2. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 3. 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 4. 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 5th day of October 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Carolina Avenue Traffic Calming - $14,000 from Fund 82 (Rosenwald Fund)
Speaker:	Wilson Hooper, City Manager David Todd, Assistant City Manager
Prepared by:	Shawnee Cummings, Assistant to the City Manager
Approved by:	Wilson Hooper, City Manager

Background
During preparation of the FY27 budget, staff identified approximately $88,000 of uncommitted funding in Fund 82. The $88,000 was transferred to Fund 82 in anticipation of the Norton Creek Streambank Restoration project exceeding its costs. However, the project came in at budget, and the funding transferred to cover the anticipated overage was not needed. The funding was not transferred back to the General Fund. Upon identification of the uncommitted funding and following in-depth deliberations, Council agreed to use the $88,000 on infrastructure projects in the Rosenwald Community.

Over the last few years, residents have expressed concern about vehicles traveling at high speeds on Carolina Ave. and a substantial amount of data has been collected by the Brevard Police Department in response to those concerns. During preparation of the FY27 budget, the request for speed humps on Carolina Ave. was cut due to a lack of funding. Around the same time that the uncommitted funding was identified in Fund 82, Carolina Ave. residents again attended a City Council meeting to express their concerns and urged Council to install speed humps to help address the persistent speeding on their street.

Discussion
Given Carolina Ave.'s location within the Rosenwald Community, City Council agreed that addressing the ongoing concerns regarding speeding would be a worthwhile use for a portion of the uncommitted funding in Fund 82. The proposed installation of speed humps would provide a traffic-calming measure intended to reduce vehicle speeds, improve safety, and address resident concerns.

Per the recommendations of the City’s traffic engineer, the speed humps would be placed approximately 200-300 feet apart, resulting in 4 speed bumps on Carolina Ave. The City's traffic engineer also advised that Council may want to consider additional speed humps on neighboring streets in anticipation of potential traffic diversion, as drivers may alter their travel patterns to avoid the speed humps on Carolina Ave. Additional speed humps on neighboring streets will increase the project cost, but the total will still be less than $14,000.

The available funding in Fund 82 provides an opportunity to address the concerns raised by residents of Carolina Ave. while adhering to Council's direction to use the funds for infrastructure improvements in the Rosenwald Community.

Recommendation
Staff recommends that City Council allocate $14,000 for the placement of 4 speed humps on Carolina Ave. to reduce the incidence of speeding and placement of 1 speed hump each on Washington Ave. and McMinn Ave. to help prevent traffic from diverting onto neighboring streets.

Fiscal Impact
Staff originally estimated a cost of $14,000, but refined estimates have come in closer to $8,500. Council may allocate up to $14,000 for the placement of speed humps on Carolina Ave. and once the cost is finalized, any unused funding will be returned to Fund 82 following completion of the project.

Action
Council is asked to take one of the following actions:

1. Approve placement of 4 speed humps on Carolina Ave.
2. Approve placement of 4 speed humps on Carolina Ave., and 1 speed hump each on Washington Ave. and McMinn Ave. to prevent traffic from diverting onto neighboring streets.
3. Approve placement of 4 speed humps on Carolina Ave., and 1 speed hump each on Washington Ave., McMinn Ave., and Silversteen Dr. to prevent traffic from diverting onto neighboring streets.
4. Reject the placement of speed humps on Carolina Ave. and/or neighboring streets.
5. Table the item for further discussion

Attachments:
1. Carolina Ave speed hump map



Roadway Cross-Section	Can be used on a single-lane one-way street or two-lane two-way street; should stretch across only one travel lane in each direction Typically installed on a roadway with an urban cross-section (i.e., curb and gutter)[11] Typically placed one foot from a curb for drainage or six inches from the edge of a non-curbed roadway A speed hump can be applied on a cross-section both with and without sidewalks or bicycle facilities
Speed Limit	Appropriate if posted speed limit is 30 mph or less (per ITE *Guidelines for the Design and Application of Speed Humps);* many jurisdictions adhere to ITE maximum (e.g., South Carolina, Pennsylvania); some use a 25 mph ceiling (e.g., Delaware) Generally not appropriate when the pre-implementation 85th percentile speed is 45 mph or more

Notes:
- Graphic depicts "estimated" speed hump locations and is not based on an engineering design.
- ITE Traffic Calming guidance* should be followed for implementation

* ITE Source: https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer/module-3-part-2#3.10

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Quarterly PCard Report
Speaker:	Dean Luebbe
Prepared by:	Dean Luebbe, Assistant City Manager/Finance Director
Approved by:	Wilson Hooper, City Manager

Background/Discussion
Based on reporting guidance from the UNC School of Government, the Finance Department is implementing quarterly purchasing card (P-card) updates for the Governing Board. Since this is the first such report that staff have issued, ACM Dean Luebbe will present the information and be on hand to answer questions from Council.

Financial Reports: Included are a sample of four of the City's monthly P-card statements, alongside a government-wide summary and detailed charge listing.

Council Delivery: The detailed transaction list is being emailed directly to Council members to allow for custom sorting.

System Transition: City Finance staff is actively pursuing alternative P-card vendors to resolve operational inefficiencies with the current provider.

Action
No action requested. For information and discussion only.

Attachments:
1. Quarterly P card reports
2. 1st quarter sample of P card statements

City of Brevard
Quarterly purchasing card summary
1st Quarter FY27 - Statement Closing Date

Department	Statement Closing Date			
	7/10/2026	8/10/2026	9/9/2026	Total
Administration	2,734.72	1,445.14	1,177.53	**5,357.39**
Building Grounds	1,295.21	489.15	2,243.92	**4,028.28**
City Clerk	404.82	445.80	119.95	**970.57**
Finance	900.57	299.63	385.10	**1,585.30**
Fire Department	2,261.88	4,886.39	6,622.66	**13,770.93**
Planning	2,161.68	1,717.35	4,793.98	**8,673.01**
Police	7,179.30	5,470.63	2,966.90	**15,616.83**
Public Works	1,865.03	3,922.13	2,337.92	**8,125.08**
Mary C Jenkins	1,887.05	1,888.64	2,542.59	**6,318.28**
Water and Sewer Maint	3,879.88	2,882.83	2,115.97	**8,878.68**
Water Treatment	394.80	1,584.79	558.07	**2,537.66**
City Manager	430.56	24.55	-	**455.11**
TOTAL	**25,395.50**	**25,057.03**	**25,864.59**	**76,317.12**

City of Brevard Purchasing Card Report - 1st quarter FY27 -- Detail

Department	Vendor	Category	Date	Amount
Admin	NCSHRM	Training	6/10/2026	749.00
Admin	Surescreen	Supplies	6/14/2026	75.00
Admin	Amazon	Supplies	6/15/2026	29.16
Admin	Amazon	Supplies	6/16/2026	17.60
Admin	Amazon	Supplies	6/16/2026	274.11
Admin	Ingles	Supplies	6/18/2026	30.94
Admin	Linkedin Jobs	Recruitment	6/21/2026	348.00
Admin	NC Org of Mun	Subscription	6/26/2026	80.00
Admin	Indeed	Recruitment	7/1/2026	500.57
Admin	FMCSA	Misc	7/2/2026	62.50
Admin	Indeed	Recruitment	7/2/2026	67.38
Admin	Indeed	Recruitment	7/6/2026	500.46
Admin	Amazon	Supplies	7/13/2026	21.89
Admin	Amazon	Supplies	7/15/2026	74.87
Admin	Linkedin Jobs	Recruitment	7/15/2026	312.00
Admin	Gamma	misc	7/19/2026	180.00
Admin	Indeed	Recruitment	8/2/2026	401.30
Admin	Amazon	Supplies	8/3/2026	37.06
Admin	Linkedin Jobs	Recruitment	8/7/2026	160.00
Admin	Linkedin Jobs	Recruitment	8/9/2026	160.00
Admin	Linkedin Jobs	Recruitment	8/10/2026	98.00
Admin	Amazon	Supplies	8/11/2026	28.63
Admin	Indeed	Recruitment	8/12/2026	500.66
Admin	ASU Conf	Training	8/13/2026	205.00
Admin	Canva	subs	8/16/2026	119.99
Admin	Amazon	Supplies	8/17/2026	68.42
Admin	PSHRA		8/20/2026	185.00
Admin	Indeed	Recruitment	9/2/2026	69.95
Building Grounds	Amazon	Supplies	6/16/2026	296.58
Building Grounds	Marathon	Fuel	6/18/2026	41.37
Building Grounds	Amazon	Supplies	6/25/2026	27.74
Building Grounds	Marathon	Fuel	7/1/2026	24.49
Building Grounds	Amazon	Supplies	7/7/2026	427.88
Building Grounds	Amazon	Supplies	7/7/2026	441.95
Building Grounds	Amazon	Supplies	7/9/2026	35.20
Building Grounds	Amazon	Supplies	7/12/2026	85.15
Building Grounds	Amazon	Supplies	7/24/2026	120.22
Building Grounds	Amazon	Supplies	7/26/2026	70.99
Building Grounds	Amazon	Supplies	7/26/2026	35.22
Building Grounds	Amazon	Supplies	7/28/2026	20.27
Building Grounds	Amazon	Supplies	8/2/2026	13.73
Building Grounds	shehans	Supplies	8/5/2026	106.07
Building Grounds	Marathon	Fuel	8/7/2026	37.50
Building Grounds	Ingles	Supplies	8/12/2026	86.07
Building Grounds	Sav-Mor	Water	8/13/2026	65.48
Building Grounds	Amazon	Supplies	8/16/2026	912.70

Building Grounds	Sav-Mor	Water	8/18/2026	71.40
Building Grounds	Wal Mart	Supplies	8/18/2026	52.95
Building Grounds	Amazon	Supplies	8/21/2026	32.44
Building Grounds	Amazon	Supplies	8/23/2026	54.04
Building Grounds	shehans	Supplies	8/25/2026	87.01
Building Grounds	Amazon	Supplies	8/27/2026	341.52
Building Grounds	Amazon	Supplies	8/30/2026	285.80
Building Grounds	Seat Shop	Supplies	9/3/2026	268.64
Building Grounds	Marathon	fuel	9/6/2026	71.25
Building Grounds	Amazon	Supplies	9/7/2026	(85.38)
City Clerk	Amazon	Supplies	6/24/2026	53.88
City Clerk	Ingles	Supplies	6/26/2026	350.94
City Clerk	IIMC	Training	7/17/2026	195.00
City Clerk	WCU	Training	7/19/2026	170.00
City Clerk	Amazon	Supplies	7/26/2026	51.20
City Clerk	Amazon	Supplies	7/30/2026	29.60
City Clerk	NameTag	misc	8/19/2026	26.95
City Clerk	Countyrec	Training	9/6/2026	93.00
City Manager	Food Lion	Supplies	6/12/2026	45.56
City Manager	Federal Reserve	Training	7/8/2026	385.00
City Manager	Blue Ridge Bake	Training	7/26/2026	24.55
Community Center	Food Lion	Supplies	6/10/2026	14.75
Community Center	Goodwill	Supplies	6/10/2026	48.62
Community Center	Walgreens	Supplies	6/10/2026	132.94
Community Center	Lowes	Supplies	6/15/2026	19.45
Community Center	Lowes	Supplies	6/15/2026	130.14
Community Center	Goodwill	Supplies	6/17/2026	53.14
Community Center	Goodwill	Supplies	6/18/2026	59.78
Community Center	Dollar General	Supplies	6/21/2026	43.90
Community Center	Goodwill	Supplies	6/24/2026	163.68
Community Center	Goodwill	Supplies	6/24/2026	115.08
Community Center	Goodwill	Supplies	6/24/2026	93.88
Community Center	Wal Mart	Supplies	6/30/2026	65.83
Community Center	Amazon	Supplies	7/1/2026	20.22
Community Center	Goodwill	Supplies	7/1/2026	128.58
Community Center	Goodwill	Supplies	7/1/2026	100.82
Community Center	Goodwill	Supplies	7/2/2026	120.22
Community Center	Dollar General	Supplies	7/3/2026	17.24
Community Center	Ingles	Supplies	7/3/2026	158.69
Community Center	Goodwill	Supplies	7/8/2026	54.92
Community Center	Ingles	Supplies	7/8/2026	34.96
Community Center	CVS	Supplies	7/9/2026	61.35
Community Center	Goodwill	Supplies	7/9/2026	71.08
Community Center	Goodwill	Supplies	7/9/2026	147.44
Community Center	Food Lion	Supplies	7/10/2026	30.34
Community Center	Dollar General	Supplies	7/12/2026	75.00
Community Center	Goodwill	Supplies	7/14/2026	60.89
Community Center	Goodwill	Supplies	7/15/2026	42.48
Community Center	Goodwill	Supplies	7/15/2026	53.35
Community Center	Dollar General	Supplies	7/17/2026	40.51

Community Center	Goodwill	Supplies	7/17/2026	55.46
Community Center	Goodwill	Supplies	7/17/2026	35.22
Community Center	Lowes	Supplies	7/20/2026	84.55
Community Center	Goodwill	Supplies	7/21/2026	46.81
Community Center	Ingles	Supplies	7/21/2026	19.90
Community Center	Goodwill	Supplies	7/22/2026	135.67
Community Center	Goodwill	Supplies	7/26/2026	124.68
Community Center	Goodwill	Supplies	7/28/2026	152.60
Community Center	Goodwill	Supplies	7/28/2026	126.16
Community Center	Goodwill	Supplies	7/30/2026	58.37
Community Center	Goodwill	Supplies	7/30/2026	62.71
Community Center	Lowes	Supplies	7/30/2026	449.46
Community Center	Goodwill	Supplies	7/31/2026	41.45
Community Center	Goodwill	Supplies	8/2/2026	71.28
Community Center	Dollar General	Supplies	8/5/2026	38.43
Community Center	Wal Mart	Supplies	8/5/2026	83.07
Community Center	Lowe's	Supplies	8/11/2026	1,284.20
Community Center	Wal Mart	Supplies	8/19/2026	105.80
Community Center	Goodwill	Supplies	8/21/2026	87.58
Community Center	Goodwill	Supplies	8/21/2026	22.39
Community Center	Goodwill	Supplies	8/21/2026	66.39
Community Center	Goodwill	Supplies	8/21/2026	53.51
Community Center	Goodwill	Supplies	8/26/2026	81.97
Community Center	Goodwill	Supplies	8/26/2026	70.28
Community Center	Goodwill	Supplies	8/27/2026	73.60
Community Center	Goodwill	Supplies	8/27/2026	99.64
Community Center	Goodwill	Supplies	9/1/2026	134.51
Community Center	Wal Mart	Supplies	9/3/2026	101.76
Community Center	Dollar General	Supplies	9/6/2026	44.35
Community Center	Goodwill	Supplies	9/9/2026	175.03
Community Center	Goodwill	Supplies	9/9/2026	40.78
Community Center	Goodwill	Supplies	9/9/2026	100.80
Finance	Amazon	Supplies	6/19/2026	18.61
Finance	Amazon	Supplies	6/22/2026	47.15
Finance	UPS Store	Postage	6/22/2026	266.81
Finance	PPS 164 College St	Parking	6/28/2026	5.00
Finance	PPS 164 College St	Parking	6/28/2026	10.00
Finance	PPS 164 College St	Parking	6/29/2026	3.00
Finance	SOG	Training	7/7/2026	550.00
Finance	Amazon	Supplies	7/17/2026	89.82
Finance	UPS Store	Postage	7/17/2026	81.07
Finance	Amazon	Supplies	7/19/2026	106.75
Finance	Network Solutions	Subscription	7/27/2026	21.99
Finance	Network Solutions	Subscription	9/1/2026	240.99
Finance	Amazon	Supplies	9/9/2026	144.11
Fire	Amazon	Supplies	6/18/2026	80.27
Fire	Amazon	Supplies	6/18/2026	66.06
Fire	Peloton	Subscription	6/22/2026	53.36
Fire	Sams Club	Supplies	6/24/2026	408.85
Fire	Ingles	Supplies	6/25/2026	29.87

Fire	Little Creek Subs	Training	6/25/2026	107.11
Fire	Little Creek Subs	Training	6/25/2026	13.30
Fire	Ingles	Supplies	6/26/2026	34.78
Fire	Dollar General	Supplies	6/28/2026	22.36
Fire	Advance Auto	Auto	6/29/2026	93.90
Fire	Garmont	Uniforms	7/1/2026	175.13
Fire	Advance Auto	Auto	7/2/2026	72.53
Fire	Wal Mart	Supplies	7/3/2026	36.87
Fire	Food Lion	Supplies	7/5/2026	95.45
Fire	Amazon	Supplies	7/8/2026	82.40
Fire	Fire Hose Direct	Supplies	7/8/2026	889.64
fire	Amazon	Supplies	7/13/2026	179.41
fire	spud and debs	Uniforms	7/14/2026	57.58
fire	Amazon	Supplies	7/17/2026	75.74
fire	Amazon	Supplies	7/17/2026	45.89
fire	BRCC	Training	7/17/2026	235.30
fire	Fire Hose Direct	Supplies	7/19/2026	266.06
fire	Marathon	Fuel	7/21/2026	17.37
fire	Fire Hose Direct	Supplies	7/22/2026	(265.46)
fire	Peloton	Subscription	7/22/2026	53.36
fire	Rack Room	Uniforms	7/23/2026	64.19
fire	Amazon	Supplies	7/24/2026	14.39
fire	Fire Smart	Supplies	7/26/2026	884.96
fire	Marathon	Fuel	7/26/2026	26.26
fire	Amazon	Supplies	7/28/2026	19.39
fire	Amazon	Supplies	7/29/2026	141.02
fire	Pizza Hut	Training	7/30/2026	268.02
fire	USPS	Postage	7/30/2026	27.43
fire	West Broad Apparel	Uniforms	7/31/2026	235.80
fire	Elite Window Tinting	Auto	8/4/2026	550.00
fire	Amazon	Supplies	8/5/2026	340.63
fire	NCSFA	Training	8/5/2026	100.00
fire	Wal Mart	Supplies	8/7/2026	264.74
fire	Air BNB	Training	8/9/2026	1,284.21
Fire	Auto Zone	auto	8/11/2026	107.56
Fire	Amazon	Supplies	8/12/2026	242.46
Fire	Amazon	Supplies	8/12/2026	71.98
Fire	Exxon	Fuel	8/12/2026	104.82
Fire	Gold Coin Laundry	Supplies	8/12/2026	100.16
Fire	PMC Parking	Parking	8/13/2026	43.70
Fire	Amazon	Supplies	8/16/2026	102.51
Fire	Sheetz	Fuel	8/16/2026	175.00
Fire	Amazon	Supplies	8/17/2026	11.73
Fire	Marriott	Training	8/17/2026	676.11
Fire	Marriott	Training	8/17/2026	676.11
Fire	Marriott	Training	8/17/2026	836.11
Fire	Amazon	Supplies	8/18/2026	146.41
Fire	Amazon	Supplies	8/19/2026	119.53
Fire	Dollar General	Supplies	8/21/2026	10.68
Fire	Peloton	Subscription	8/23/2026	53.36

Fire	Amazon	Supplies	8/24/2026	85.38
Fire	Amazon	Supplies	8/25/2026	22.95
Fire	AirBNB	Training	8/28/2026	722.00
Fire	AirBNB	Training	8/30/2026	906.11
Fire	Amazon	Supplies	8/31/2026	5.99
Fire	Love's	Fuel	8/31/2026	96.82
Fire	Amazon	Supplies	9/1/2026	65.00
Fire	Lowes Foods	fuel	9/2/2026	109.34
Fire	Buc-ee's	fuel	9/6/2026	70.30
Fire	Firetech	Supplies	9/9/2026	925.54
Fire	West Broad Apparel	Uniforms	9/9/2026	135.00
Planning	Forestry Suppliers	Supplies	6/11/2026	75.61
Planning	Planning NC Training	Training	6/14/2026	275.00
Planning	Adobe	Subscription	6/15/2026	751.74
Planning	Amazon	Supplies	6/16/2026	464.09
Planning	Amazon	Supplies	6/17/2026	21.24
Planning	Amazon	Supplies	6/21/2026	21.41
Planning	Lowes	Supplies	6/30/2026	33.05
Planning	Berntsen	Supplies	7/1/2026	116.07
Planning	Forestry Suppliers	Supplies	7/8/2026	49.98
Planning	UPS Store	Postage	7/8/2026	136.64
Planning	Clyde Florist	Supplies	7/9/2026	70.04
Planning	Roclart Industries	Supplies	7/9/2026	119.59
Planning	Forestry Suppliers	Supplies	7/10/2026	27.22
Planning	Amazon	Supplies	7/12/2026	19.73
Planning	Amazon	Supplies	7/12/2026	61.35
Planning	Amazon	Supplies	7/14/2026	(425.93)
Planning	Adobe	Subscription	7/15/2026	751.74
Planning	Ingles	Supplies	7/15/2026	150.49
Planning	Ingles	Supplies	7/15/2026	26.50
Planning	Enterprise rent a ca	Training	7/19/2026	108.46
Planning	Enterprise rent a ca	Training	7/19/2026	108.46
Planning	Ingles	Supplies	7/19/2026	100.39
Planning	shell	Fuel	7/19/2026	7.96
Planning	Amazon	Supplies	7/20/2026	70.47
Planning	Amazon	Supplies	7/21/2026	12.69
Planning	13B Transylvania	misc	7/22/2026	27.00
Planning	enmark	fuel	7/22/2026	4.58
Planning	tidal wave	auto	7/22/2026	32.03
Planning	Smartsign	Supplies	7/24/2026	97.39
Planning	Custom Prints	Supplies	7/26/2026	72.64
Planning	Smartsign	Supplies	7/30/2026	129.26
Planning	Amazon	Supplies	8/2/2026	(19.73)
Planning	Amazon	Supplies	8/3/2026	(32.74)
Planning	Rocky's Grill	Dining	8/5/2026	59.69
Planning	Smartsign	Supplies	8/5/2026	(97.39)
Planning	13B Transylvania	Misc	8/6/2026	50.47
Planning	Planning NC Training	Training	8/7/2026	40.00
Planning	AA Towing	auto	8/10/2026	300.00
Planning	Chipotle	Dining	8/10/2026	13.24

Planning	Marathon	Fuel	8/10/2026	29.64
Planning	Uber	Training	8/10/2026	5.00
Planning	Uber	Training	8/10/2026	13.96
Planning	Avid	misc	8/11/2026	46.40
Planning	Compass	misc	8/11/2026	30.42
Planning	Dollar Ashvle	Supplies	8/11/2026	467.67
Planning	Adobe	Subscription	8/12/2026	10.33
Planning	Beaufort Hotel	Training	8/13/2026	1,102.66
Planning	Doordash	Dining	8/13/2026	27.66
Planning	McDonald's	Dining	8/13/2026	10.66
Planning	Hyder's	misc	8/14/2026	44.09
Planning	Shell	fuel	8/14/2026	49.28
Planning	Adobe	Subscription	8/16/2026	858.48
Planning	Beaufort Hotel	Training	8/16/2026	8.00
Planning	Dollar Ashvle	Supplies	8/16/2026	(155.97)
Planning	Beaufort Hotel	Training	8/19/2026	(67.65)
Planning	El Ranchero	Dining	8/19/2026	40.90
Planning	Amazon	Supplies	8/23/2026	17.07
Planning	Amazon	Supplies	8/23/2026	129.43
Planning	NorthCarolina	misc	8/26/2026	291.61
Planning	NC Planning Conf	Training	8/27/2026	400.00
Planning	Amer Planning Assoc	Training	9/1/2026	506.40
Planning	NC Planning Conf	Training	9/1/2026	400.00
Planning	Ebay	Supplies	9/3/2026	23.14
Planning	13B Transylvania	misc	9/4/2026	74.16
Planning	NC Planning Conf	Training	9/4/2026	450.00
Planning	Amazon	Supplies	9/9/2026	29.24
Police	Pisgah Bakehouse	Dining	6/12/2026	41.74
Police	Safariland	Supplies	6/12/2026	912.71
Police	Galls	Supplies	6/14/2026	137.71
Police	US Patriot	Supplies	6/14/2026	156.92
Police	Blossom Flower	Supplies	6/17/2026	272.96
Police	Badge and Wallet	Supplies	6/23/2026	144.06
Police	NCJA Bookstore	Training	6/23/2026	2,290.67
Police	USPS	Postage	6/23/2026	6.08
Police	Amazon	Supplies	6/24/2026	55.51
Police	BTS	Supplies	6/24/2026	2,609.00
Police	Lowes	Supplies	6/24/2026	27.71
Police	NC DMV	Auto	6/24/2026	104.39
Police	Amazon	Supplies	6/25/2026	77.68
Police	Amazon	Supplies	6/29/2026	48.00
Police	Amazon	Supplies	7/1/2026	21.33
Police	NC DMV	Auto	7/1/2026	445.68
Police	Amazon	Supplies	7/1/2026	(998.24)
Police	Ingles	Supplies	7/2/2026	8.12
Police	Amazon	Supplies	7/6/2026	(45.92)
Police	Safariland	Supplies	7/8/2026	293.83
Police	USPS	Postage	7/8/2026	18.24
Police	Amazon	Supplies	7/9/2026	84.55
Police	Amazon	Supplies	7/9/2026	25.61

Police	UPS Store	Postage	7/9/2026	88.74
Police	AB Tech	Training	7/10/2026	149.15
Police	AB Tech	Training	7/10/2026	149.15
Police	Amazon	Supplies	7/10/2026	53.92
Police	Galls	Supplies	7/12/2026	232.71
Police	paypal	misc	7/12/2026	427.00
Police	Amazon	Supplies	7/13/2026	91.98
Police	Galls	Supplies	7/15/2026	71.51
Police	NC DMV	auto	7/15/2026	104.92
Police	MVCI Assoc	Training	7/17/2026	450.00
Police	NC DMV	auto	7/19/2026	78.27
Police	NCJA Bookstore	Training	7/19/2026	(332.32)
Police	Amazon	Supplies	7/22/2026	10.13
Police	Amazon	Supplies	7/22/2026	6.38
Police	ChatG	Subscription	7/22/2026	20.00
Police	PRI Mgmt	Training	7/22/2026	299.00
Police	paypal	misc	7/23/2026	202.83
Police	Amazon	Supplies	7/24/2026	27.01
Police	Amazon	Supplies	7/24/2026	20.27
Police	USPS	Postage	7/24/2026	6.37
Police	Amazon	Supplies	7/26/2026	167.65
Police	paypal	misc	7/27/2026	202.83
Police	Safelite Store	Supplies	7/29/2026	903.28
Police	USPS	Postage	7/29/2026	6.37
Police	Lowes	Supplies	7/31/2026	210.59
Police	paypal	misc	8/2/2026	160.13
Police	GDP Under	Supplies	8/4/2026	225.00
Police	SQ Hendersonvl	misc	8/5/2026	287.50
Police	USPS	Postage	8/5/2026	12.74
Police	Wal Mart	Supplies	8/5/2026	14.41
Police	4Imprint	Uniforms	8/6/2026	1,183.29
Police	Amazon	Supplies	8/6/2026	295.92
Police	USPS	Postage	8/6/2026	6.37
Police	Amazon	Supplies	8/7/2026	28.45
Police	Amazon	Supplies	8/7/2026	7.36
Police	Amazon	Supplies	8/7/2026	42.68
Police	Amazon	Supplies	8/12/2026	30.41
Police	Amazon	Supplies	8/12/2026	29.77
Police	Amazon	Supplies	8/13/2026	120.15
Police	Amazon	Supplies	8/13/2026	18.24
Police	Amazon	Supplies	8/13/2026	68.94
Police	Publix	Supplies	8/13/2026	219.86
Police	paypal	misc	8/16/2026	168.42
Police	Ingles	Supplies	8/19/2026	79.89
Police	Lowes	Supplies	8/19/2026	51.71
Police	Amazon	Supplies	8/20/2026	10.66
Police	Amazon	Supplies	8/20/2026	22.78
Police	ChatG	Subscription	8/23/2026	20.00
Police	Glock Pro	Supplies	8/25/2026	300.00
Police	Glock Pro	Supplies	8/25/2026	300.00

Police	NCJA Bookstore	Training	8/27/2026	19.22
Police	Amazon	Supplies	8/28/2026	13.60
Police	Amazon	Supplies	8/28/2026	26.68
Police	USPS	Postage	8/28/2026	16.40
Police	RTS Tactical	Supplies	9/2/2026	699.99
Police	Amazon	Supplies	9/3/2026	25.61
Police	Axon	Supplies	9/3/2026	447.50
Police	Foreign Currncy	misc	9/3/2026	1.95
Police	PatchPanel	misc	9/3/2026	65.00
Public Services	Amazon	Supplies	6/10/2026	44.84
Public Services	Amazon	Supplies	6/16/2026	71.72
Public Services	Smartsign	Supplies	6/19/2026	562.87
Public Services	Sav-Mor	Supplies	6/24/2026	151.47
Public Services	Amazon	Supplies	6/26/2026	162.33
Public Services	Amazon	Supplies	6/30/2026	179.36
Public Services	Amazon	Supplies	7/1/2026	112.48
Public Services	Amazon	Supplies	7/1/2026	52.72
Public Services	Amazon	Supplies	7/3/2026	18.44
Public Services	Amazon	Supplies	7/3/2026	21.34
Public Services	Amazon	Supplies	7/6/2026	405.54
Public Services	Amazon	Supplies	7/6/2026	20.27
Public Services	Amazon	Supplies	7/8/2026	61.65
Public Services	Amazon	Supplies	7/15/2026	142.90
Public Services	Sav-Mor	Supplies	7/16/2026	181.76
Public Services	Amazon	Supplies	7/19/2026	91.60
Public Services	Amazon	Supplies	7/19/2026	48.98
Public Services	Amazon	Supplies	7/19/2026	142.06
Public Services	Amazon	Supplies	7/23/2026	171.57
Public Services	Amazon	Supplies	7/24/2026	30.27
Public Services	Amazon	Supplies	7/24/2026	160.32
Public Services	Amazon	Supplies	7/27/2026	38.42
Public Services	Amazon	Supplies	7/28/2026	251.04
Public Services	Fundfive	Supplies	7/28/2026	71.30
Public Services	Amazon	Supplies	7/30/2026	38.42
Public Services	Amazon	Supplies	8/2/2026	746.16
Public Services	Amazon	Supplies	8/4/2026	99.47
Public Services	Amazon	Supplies	8/4/2026	384.78
Public Services	Amazon	Supplies	8/6/2026	97.76
Public Services	Amazon	Supplies	8/6/2026	87.00
Public Services	Amazon	Supplies	8/6/2026	110.88
Public Services	Amazon	Supplies	8/6/2026	22.17
Public Services	Amazon	Supplies	8/7/2026	65.17
Public Services	Amazon	Supplies	8/7/2026	70.99
Public Services	Amazon	Supplies	8/9/2026	432.30
Public Services	Amazon	Supplies	8/9/2026	365.82
Public Services	Amazon	Supplies	8/9/2026	70.99
Public Services	Amazon	Supplies	8/11/2026	62.69
Public Services	Amazon	Supplies	8/12/2026	67.42
Public Services	Amazon	Supplies	8/12/2026	5.31
Public Services	NC DMV	auto	8/12/2026	154.36

Public Services	Amazon	Supplies	8/16/2026	912.70
Public Services	Amazon	Supplies	8/16/2026	77.79
Public Services	Amazon	Supplies	8/18/2026	183.25
Public Services	Amazon	Supplies	8/18/2026	202.80
Public Services	Amazon	Supplies	8/18/2026	13.03
Public Services	Amazon	Supplies	8/20/2026	114.94
Public Services	Amazon	Supplies	8/21/2026	80.37
Public Services	Amazon	Supplies	8/21/2026	7.78
Public Services	Sav-Mor	Supplies	8/23/2026	104.77
Public Services	Amazon	Supplies	8/24/2026	5.66
Public Services	Amazon	Supplies	8/25/2026	48.98
Public Services	Amazon	Supplies	8/28/2026	147.55
Public Services	Sav-Mor	Supplies	9/2/2026	107.10
Public Services	AutoAuth	auto	9/6/2026	41.42
Utilities	Lowes	Supplies	6/10/2026	189.33
Utilities	Ingles	Supplies	6/11/2026	12.46
Utilities	Lowes	Supplies	6/11/2026	278.79
Utilities	NC AWWA	Training	6/11/2026	566.50
Utilities	Texaco	Fuel	6/11/2026	26.58
Utilities	Wal Mart	Supplies	6/11/2026	356.96
Utilities	Lowes	Supplies	6/12/2026	43.85
Utilities	NC AWWA	Training	6/12/2026	598.50
Utilities	Lowes	Supplies	6/23/2026	203.57
Utilities	Lowes	Supplies	6/28/2026	292.45
Utilities	Lowes	Supplies	6/30/2026	84.19
Utilities	Amazon	Supplies	7/1/2026	42.63
Utilities	Wal Mart	Supplies	7/1/2026	130.13
Utilities	Discount Shoes	Uniforms	7/2/2026	179.71
Utilities	Wrangler	Uniforms	7/5/2026	127.98
Utilities	Wrangler	Uniforms	7/5/2026	350.02
Utilities	Bojangles	Dining	7/7/2026	71.58
Utilities	Lowes	Supplies	7/7/2026	20.20
Utilities	Discount Shoes	Uniforms	7/8/2026	110.16
Utilities	Doc Martins	Uniforms	7/9/2026	194.29
Utilities	Fire Hose Direct	Supplies	7/12/2026	412.62
Utilities	Lowes	Supplies	7/14/2026	69.37
Utilities	Comfort Inn	Training	7/16/2026	584.92
Utilities	Zaxby's	Dining	7/19/2026	42.60
Utilities	Amazon	Supplies	8/5/2026	183.58
Utilities	Lowes	Supplies	8/5/2026	88.45
Utilities	Lowes	Supplies	8/6/2026	246.34
Utilities	Wal Mart	Supplies	8/6/2026	64.01
Utilities	Wal Mart	Supplies	8/6/2026	226.17
Utilities	Comfort Inn	Training	8/9/2026	726.99
Utilities	Lowes	Supplies	8/9/2026	190.13
Utilities	Wal Mart	Supplies	8/9/2026	47.65
Utilities	Lowes	Supplies	8/12/2026	98.95
Utilities	Tractor Supply	Supplies	8/12/2026	341.59
Utilities	USPS	Postage	8/12/2026	0.82
Utilities	Lowes	Supplies	8/13/2026	100.12

Utilities	Lowes	Supplies	8/18/2026	253.28
Utilities	USPS	Postage	8/19/2026	13.63
Utilities	Drainage Solutions	Supplies	8/21/2026	739.89
Utilities	Wal Mart	Supplies	8/21/2026	18.77
Utilities	Lowes	Supplies	8/25/2026	105.60
Utilities	Lowes	Supplies	8/25/2026	75.15
Utilities	Lowes	Supplies	8/26/2026	292.13
Utilities	Wal Mart	Supplies	9/6/2026	76.04
Water Treatment	Amazon	Supplies	6/10/2026	28.47
Water Treatment	Amazon	Supplies	6/10/2026	85.41
Water Treatment	Amazon	Supplies	6/11/2026	28.47
Water Treatment	McNeelys	Supplies	6/12/2026	83.21
Water Treatment	Lowes	Supplies	6/14/2026	81.58
Water Treatment	Cracker Barrel	Dining	6/25/2026	15.83
Water Treatment	TST Sir Walter	fuel	6/25/2026	7.82
Water Treatment	DOA Raleigh Parking	Parking	6/26/2026	4.00
Water Treatment	Shell	Fuel	6/26/2026	60.01
Water Treatment	Wal Mart	Supplies	7/14/2026	100.26
Water Treatment	Wal Mart	Supplies	7/14/2026	577.89
Water Treatment	Journeys	Uniforms	7/16/2026	320.22
Water Treatment	Amazon	Supplies	7/17/2026	144.03
Water Treatment	Tops for Shoes	Uniforms	7/17/2026	181.90
Water Treatment	Lowes	Supplies	7/22/2026	104.51
Water Treatment	McNeelys	Supplies	7/30/2026	70.38
Water Treatment	Amazon	Supplies	8/9/2026	85.60
Water Treatment	Wal Mart	Supplies	8/13/2026	57.52
Water Treatment	Lowes	Supplies	8/20/2026	5.21
Water Treatment	Bass Pro	Uniforms	8/23/2026	52.98
Water Treatment	McNeelys	supplies	8/27/2026	62.94
Water Treatment	Culvers	Dining	8/28/2026	18.92
Water Treatment	NCWOA	Training	9/3/2026	360.50
Police	Amazon	Supplies	9/4/2026	29.88
Police	Amazon	Supplies	9/6/2026	180.24
Community Center	Goodwill	Supplies	7/28/2026	30.59

PLANNING DEPARTMENT
Account Number: XXXX XXXX XXXX 1019

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	$2,161.68
- Payments	$2,161.68
- Other Credits	$575.79
+ Purchases	$2,293.14
+ Cash Advances	$0.00
+ Fees Charged	**$0.00**
+ Interest Charged	**$0.00**
= New Balance	$1,717.35
Account Number	XXXX XXXX XXXX 1019
Credit Limit	$8,000.00
Available Credit	$4,693.00
Statement Closing Date	August 10, 2026
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	$1,717.35
Minimum Payment Due:	$86.00
Payment Due Date:	**September 4, 2026**

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/12	07/14	8230509JJEHNNQJGL	AMAZON MARK* FG2ZM1B43 SEATTLE W CREDIT	$425.93-
07/31	08/02	5543286K45V5WPBGN	AMAZON MKTPLACE PMTS SEATTLE WA CREDIT	$19.73-
08/01	08/03	8230509K6EHNFNAKW	AMAZON MARK* 389V84QB3 SEATTLE W CREDIT	$32.74-
08/04	08/04	F148500K800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	$2,161.68-
08/04	08/05	5554650K8RM2Y46E7	SMARTSIGN BROOKLYN NY CREDIT	$97.39-
07/11	07/12	5543286JG5XZDSGN4	AMAZON MKTPL*V77MA1OD3 SEATTLE WA	$19.73
07/11	07/12	8230509JGEHN2YJYR	AMAZON MARK* BR9RE3F93 SEATTLE WA	$61.35
07/14	07/15	0514048JKLYPMY4BM	INGLES MARKETS #67 BREVARD NC	$150.49
07/14	07/15	0514048JKLYPMY4Q7	INGLES MARKETS #67 BREVARD NC	$26.50
07/14	07/15	1230202JK00Y14Q5L	ADOBE SAN JOSE CA	$751.74
07/17	07/19	0541019JN0GYG49PL	ENTERPRISE RENT-A-CAR PISGAH FOREST NC	$108.46

Transactions continued on next page

EVERYWHERE
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX 1019
New Balance: $1,717.35
Minimum Payment Due: $86.00
Payment Due Date: September 4, 2026

Amount Enclosed: $

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

PLANNING DEPARTMENT
CITY OF BREVARD
95 W MAIN ST
BREVARD NC 28712-3648

BUILDING GROUND DEPT
Account Number: XXXX XXXX XXXX 5069

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	$1,295.21
- Payments	$1,295.21
- Other Credits	$0.00
+ Purchases	$489.15
+ Cash Advances	$0.00
+ **Fees Charged**	**$0.00**
+ **Interest Charged**	**$0.00**
= New Balance	$489.15
Account Number	XXXX XXXX XXXX 5069
Credit Limit	$5,000.00
Available Credit	$4,510.00
Statement Closing Date	August 10, 2026
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	$489.15
Minimum Payment Due:	$25.00
Payment Due Date:	**September 4, 2026**

MESSAGES

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TRANSACTIONS

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Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/04	08/04	F148500K800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	$1,295.21-
07/11	07/12	8230509JGEHNW9EFH	AMAZON RETA* WY5DK47X3 SEATTLE WA	$85.15
07/23	07/24	5543286JW61VEKRL3	AMAZON MKTPL*W20JQ6YI3 SEATTLE WA	$120.22
07/24	07/26	8230509JYEHM5B5T4	AMAZON RETA* D06D84PH3 SEATTLE WA	$70.99
07/25	07/26	8230509JYEHNTM7M7	AMAZON MARK* 3X44V9WE3 SEATTLE WA	$35.22
07/27	07/28	8230509K0EHNF9R9T	AMAZON MARK* 3W3J07VN3 SEATTLE WA	$20.27
08/01	08/02	8230509K5EHNS5J1S	AMAZON MARK* 5N7PU4DZ1 SEATTLE WA	$13.73
08/04	08/05	5536928K9RM59T98K	SHEHANS INC RUTHERFORDTON NC	$106.07
08/05	08/07	5526352KARNZ46V4Q	MARATHON 275925 BREVARD NC	$37.50

EVERYWHERE
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX 5069
New Balance: $489.15
Minimum Payment Due: $25.00
Payment Due Date: September 4, 2026

Amount Enclosed: $

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

BUILDING GROUND DEPT
CITY OF BREVARD
95 W MAIN ST
BREVARD NC 28712-3648

CITY CLERK
Account Number: XXXX XXXX XXXX 3908

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	$404.82
- Payments	$404.82
- Other Credits	$0.00
+ Purchases	$445.80
+ Cash Advances	$0.00
+ Fees Charged	$0.00
+ Interest Charged	$0.00
= New Balance	$445.80
Account Number	XXXX XXXX XXXX 3908
Credit Limit	$5,000.00
Available Credit	$4,554.00
Statement Closing Date	August 10, 2026
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	$445.80
Minimum Payment Due:	$25.00
Payment Due Date:	**September 4, 2026**

MESSAGES

Help us "Go Green" by reducing paper. Visit our website www.24-7cardaccess.com to sign up for electronic statements or to make a payment online.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/04	08/04	F148500K800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	$404.82-
07/16	07/17	5543687JN3SXJ8LWD	IIMC RCH CUCAMONGA CA	$195.00
07/16	07/19	5546494JN2HTMZSJ9	WCU CONTINUING EDUCATI CULLOWHEE NC	$170.00
07/25	07/26	8230509JYEHN1V7H9	AMAZON MARK* RJ9MM8GV3 SEATTLE WA	$51.20
07/29	07/30	8230509K2EHP25Q3Q	AMAZON MARK* BT3LF60K3 SEATTLE WA	$29.60

$445.80 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/04/26.

EVERYWHERE
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX 3908
New Balance: $445.80
Minimum Payment Due: $25.00
Payment Due Date: September 4, 2026

Amount Enclosed: $

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

CITY CLERK
CITY OF BREVARD
95 W MAIN ST
BREVARD NC 28712-3648

FIRE DEPARTMENT
Account Number: XXXX XXXX XXXX 0797

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	$2,261.88
- Payments	$2,261.88
- Other Credits	$265.46
+ Purchases	$5,151.85
+ Cash Advances	$0.00
+ Fees Charged	**$0.00**
+ Interest Charged	**$0.00**
= New Balance	$4,886.39
Account Number	XXXX XXXX XXXX 0797
Credit Limit	$10,000.00
Available Credit	$4,763.00
Statement Closing Date	August 10, 2026
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	$4,886.39
Minimum Payment Due:	$244.00
Payment Due Date:	**September 4, 2026**

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/20	07/22	8230509JSEHNSJBF3	SP FIREHOSEDIRECT FRQ MOORESVILLE CREDIT	$265.46-
08/04	08/04	F148500K800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	$2,261.88-
07/12	07/13	8230509JHEHNNL2TE	AMAZON MARK* 9N8XC3AC3 SEATTLE WA	$179.41
07/13	07/14	7230098JJS66GDM7D	SPUD & DEB S DOG HUNTI PISGAH FOREST NC	$57.58
07/15	07/17	5546494JM2HMYRT7J	BLUE RIDGE COMMUNITY C FLATROCK NC	$235.30
07/16	07/17	5543286JM5ZPTERHR	AMAZON MKTPL*4F7G69483 SEATTLE WA	$75.74
07/16	07/17	8230509JMEHNXXJ9D	AMAZON MARK* 0C7WH03H3 SEATTLE WA	$45.89
07/17	07/19	8230509JPEHN6M6HE	SP FIREHOSEDIRECT FRQ MOORESVILLE NC	$266.06
07/19	07/21	5526352JTR43DQ9LH	MARATHON 275628 BREVARD NC	$17.37
07/21	07/22	8230509JSEHP3HZX5	PELOTON* MEMBERSHIP NEW YORK NY	$53.36
07/21	07/23	7550499JVS66KG5P0	RACK ROOM SHOES #0691 ASHEVILLE NC	$64.19

Transactions continued on next page

EVERYWHERE
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX 0797
New Balance: $4,886.39
Minimum Payment Due: $244.00
Payment Due Date: September 4, 2026

Amount Enclosed: $

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

FIRE DEPARTMENT
CITY OF BREVARD
95 W MAIN ST
BREVARD NC 28712-3648

TRANSACTIONS (continued) An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/23	07/24	8230509JXEHMR82NS	AMAZON RETA* VH0LZ7AL3 SEATTLE WA	$14.39
07/23	07/26	5526352JXR8HZ821J	MARATHON 275628 BREVARD NC	$26.26
07/24	07/26	5544641JX5S76S35W	FIRESMARTPROMOS.COM SHIPPENSBURG PA	$884.96
07/28	07/28	8230509K1EHMW2SNX	AMAZON MARK* MW5F192O3 SEATTLE WA	$19.39
07/28	07/29	8230509K1EHP9PB4H	AMAZON MARK* DY3AE9VW3 SEATTLE WA	$141.02
07/28	07/30	5270487K2DVNGS8M4	PIZZA HUT 11799 PISGAH FOREST NC	$268.12
07/29	07/30	0230537K300M9F3WM	USPS PO 3609600712 BREVARD NC	$27.43
07/30	07/31	8271116K4EHM9XH99	SP WEST BROAD APPARE ANDERSON SC	$235.80
08/03	08/04	5543286K75W8GR0MJ	SQ *ELITE WINDOW TINTI BREVARD NC	$550.00
08/04	08/05	8230509K9EHMQ33TG	AMAZON MARK* 5635W5TQ0 SEATTLE WA	$340.63
08/04	08/05	8702130K9EHM82FAB	WWW.NCSFA.COM RALEIGH NC	$100.00
08/06	08/07	5548382KB0S89YKGH	WAL-MART #1795 PISGAH FOREST NC	$264.74
08/08	08/09	5754024KQLTJ73PT0	AIRBNB * HMDPK8HY4Y 4158005959 CA	$1,284.21

$4,886.39 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/04/26.

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	20.24% (v)	$0.00	31	$0.00
Cash Advances	23.74% (v)	$0.00	31	$0.00

(v) - variable

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Streamlining Process for Updates to Traffic Schedule
Speaker:	Wilson Hooper, City Manager Denise Hodsdon, City Clerk
Prepared by:	Denise Hodsdon, City Clerk, Wilson Hooper, City Manager
Approved by:	Wilson Hooper, City Manager

Background
The "Traffic Schedule" is an appendix to the City's Code of Ordinances that lists almost every traffic control or traffic regulation the City keeps on the books. The Schedule lists everything from the locations of stop signs to speed limits on City streets.

Since the Traffic Schedule is part of the Code, Council action is required to amend or update it. It has been the Council's custom to also hold Public Hearings for all proposed Traffic Schedule changes. To help make its traffic calming and safety efforts more efficient, staff is requesting a change to the approval process for Traffic Schedule amendments. The Public Safety Committee considered this request at its September 28, 2026 meeting and is recommending approval.

Discussion
Over the past several years, staff have been focusing on traffic calming and parking matters. In some cases, a traffic-related safety matter can be resolved with a simple addition of a stop sign or speed limit change. Likewise with parking, where a small change to a time limit or some other regulation can improve the efficiency of the system.

Under the current system, any change--whether it's an administrative change from staff or a PSC recommendation--requires a Public Hearing. Public Hearings carry a number of procedural steps including two consecutive advertisements in the newspaper. What's more, Council's preference is to wait until the next meeting to approve topics discussed during Public Hearings. Taken together, these steps often result in a significant waiting period between PSC's recommendation of a Traffic Schedule change and its implementation.

Staff recommended—and the PSC approved—removing the public hearing step and placing Schedule amendments on the Consent portion of the Council agenda. The merits of proposed Schedule changes will be reviewed on their merits by the PSC at their monthly public meetings. This will enable changes to be approved by Council within one week of PSC approval.

Proposed changes will still be publicly discussed at PSC, and may be pulled from Consent by Council for discussion if Council chooses. Their particulars will be published in the regular agenda package for public consumption.

Fiscal Impact
Nominal monetary savings from not advertising hearings in the newspaper.

Action
Staff request Council take one of the following actions:

1. Accept the Public Safety Committee's recommendation to streamline the Traffic Schedule amendment process.
2. Amend the Traffic Schedule process and adopt the amended process
3. Refer the item back to Public Safety Committee for further discussion
4. Table the item for further full Council discussion
5. Reject the committee recommendation

Attachments:

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Downtown Master Plan Implementation and Downtown Advisory Committee Recommendation re Downtown Circulation Study
Speaker:	Councilmember Gary Daniel, Committee Chair
Prepared by:	Shawnee Cummings, Assistant to the City Manager, Wilson Hooper, City Manager
Approved by:	Wilson Hooper, City Manager

Background
The "In the Loop" Downtown Circulation Study ("circulation study"), of which the City, County, Land of Sky are all clients, is examining several different options to help move traffic more efficiently along US 64 and US 276 and to reduce conflicts between freight, vehicles, and pedestrians. One of the options being evaluated is a "one-way pair," which would convert US 64 and US 276 into one-way streets in Downtown Brevard. Public engagement sessions are being held as part of the study and are currently underway.

At the September 9, 2026 meeting of the Downtown Master Plan Implementation and Downtown Advisory Committee (DMPIDAC) made a recommendation to Council to request that "one-way pairs" no longer be considered as an option and be removed from the study going forward.

Discussion
The Committee's recommendation was based on the potential negative effects that they perceive one-way streets could have on Downtown, including impacts on downtown businesses and future growth, a decrease in tourism, and a decline in property tax and sales tax revenues. Upon further discussion, the Committee recommended that Council ask, as a client, that the one-way pair option be removed from consideration in the ongoing circulation study.

Fiscal Impact
None; the City paid for its portion of the study several years ago out of discretionary operating dollars.

Action
Council is asked to take one of the following actions:

1. Approve the attached resolution affirming the DMPIDAC recommendation to ask that the "One-way pair" option be removed from consideration in the ongoing "In the Loop" downtown circulation study.
2. Amend the text of the resolution and approve the amended resolution.
3. Table the item for further discussion.

4. Reject the DMPIDAC recommendation.

Attachments:

1. Res_2026-XX_DMPIDAC One-way Pair Recommendation

RESOLUTION NO. 2026-XX

RESOLUTION REQUESTING "ONE-WAY PAIR" OPTION BE REMOVED FROM FURTHER CONSIDERATION IN THE "IN THE LOOP" DOWNTOWN CIRCULATION STUDY

WHEREAS, in 2024 the City of Brevard agreed to be a co-client on a study of downtown traffic circulation along with Transylvania County and the Rural Planning Organization (RPO) arm of the Land of Sky Regional Council; and

WHEREAS, the City of Brevard and Transylvania County each contributed $10,000 toward the cost of the study, Land of Sky RPO applied for and received Planning and Research Funds from NCDOT for $180,000 to fund 90% of the cost of the study; and

WHEREAS, in consultation with City of Brevard and Transylvania County, Land of Sky RPO created the project's scope of work, formed the selection committee and solicited vendors to perform the study; and

WHEREAS, the Land of Sky RPO and the appointed selection committee hired McAdams to perform the study, which came to be known as the "In the Loop" circulation study; and

WHEREAS, the study scope of work and funding application stipulated the study of three alternatives, one of which is a configuration known as a "one-way pair"; and

WHEREAS, the one-way pair would convert the existing condition of parallel two-way corridors to parallel one-way corridors; and

WHEREAS, in theory the one-way pair would improve traffic flow, intersection efficiency, and free up physical space for bicycle lanes and pedestrian enhancements; and

WHEREAS, members of the City's Downtown Master Plan Implementation and Downtown Advisory Committee (DMPIDAC), which includes downtown shop owners, employers, and advocates, expressed concern about the potential one-way pair; and

WHEREAS, their concerns were based on the potential for a one-way pair to make access to downtown businesses, Brevard College, and other destinations less direct; complicate street closures and traffic routing for public events and festivals; and fundamentally change the character and everyday use of Broad and Caldwell Streets when more targeted, less impactful improvements may address the identified circulation and safety concerns; and

WHEREAS, at their September 9, 2026 meeting, DMPIDAC voted unanimously to recommend to Council that the City of Brevard adopt the position that the "one-way pair" option be removed from further consideration and as co-client in the study, ask that the option be removed from the scope of work.

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

Section 1. City Council adopts the Downtown Master Plan Implementation and Downtown Advisory Committee recommendation that the "one-way pair" option be removed from further consideration in the "In the Loop" downtown circulation study, and resources redirected to other options.

Section 2. City Council instructs staff to forward this resolution to Transylvania County and Land of Sky Regional Council, the study's co-clients, with requests to adopt a similar position.

Adopted and approved this the _____ day of _____, 2026.

DRAFT

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

DRAFT

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Discussion re Proposed Addition to the City of Brevard Code of Ordinances Chapter 2-297 - Reimbursement Agreements
Speaker:	Wilson Hooper, City Manager Mack McKeller, City Attorney
Prepared by:	Wilson Hooper, City Manager
Approved by:	Wilson Hooper, City Manager

Background
Municipalities may partner with private developers for the construction of public infrastructure under certain conditions. Such partnerships are mutually beneficial. The developer receives helpful publicly-funded infrastructure around their development; the municipality benefits from the convenience (and sometimes economies of scale) that come with an outside party coordinating and constructing the infrastructure.

There are several General Statutes that govern developer agreements, the most essential of which is NCGS 160A-499. This evening, staff will ask Council to consider adding language to its Code of Ordinances that will, per the statute, "set forth procedures and terms under which such agreements may be approved."

Discussion
In 2024, the City was approached by Riddle Development/LAYR Development about the possibility of a public/private partnership for the purpose of improving public infrastructure around the UNC Health/Pardee on N. Broad St. The city was obligated to decline because it had not established the legal authority it needed to make such an agreement. (During construction, the city replaced an aged city-owned utility pipe though middle of the site using city and developer resources). In the medium term, staff foresee several potential private development projects that present opportunities to build or improve public infrastructure.

To legally participate in such agreements, NCGS 160A-499 requires a.) the improvement in question be included in the city's capital improvement plan and b.) the City Council codify, by updating the Code of Ordinances, its authorization to use the tool. As stated above, the code language should also "set forth procedures and terms under which such agreements may be approved."

The proposed language is simple. It merely establishes Brevard's legal authority to enter into such agreements. It does not enumerate any conditions or limits on the agreements' terms other than what is required by statute. Other details will be negotiated on a case-by-case basis and be subject to the approval of Council. If Council wishes to flesh out the Ordinance and add additional policy language regarding, for example, the types of infrastructure it's willing to partner with developers for, staff recommend referring this

item to the Finance, Human Resources and Citizen Appointment Committee for further discussion.

Only costs for infrastructure above and beyond what the UDO requires may be reimbursed by this mechanism; the developer is wholly financially responsible for improvements required by the ordinance.

Fiscal Impact
No fiscal impacts associated with this action per se. However, the individual agreements this action opens the door for will have fiscal impacts.

Action
No action requested. For information and discussion only. Since this proposal requires a code update, a public hearing is required and will be held at the October 19, 2026 meeting.

Attachments:
1. Proposed Chapter 2 Administration - Division 3, Section 2-297

ARTICLE V. FINANCE AND TAXATION

Contents:

DIVISION 1. GENERALLY
DIVISION 2. PURCHASING
DIVISION 3. CONSTRUCTION AND FINANCING OF PUBLIC IMPROVEMENTS
DIVISION 4. CASH AND INVESTMENTS

Cross reference(s)—Finance department, § 50-101 et seq.

State law reference(s)—Local Government Budget and Fiscal Control Act, G.S. 159-7 et seq.

2-278—2-290. Reserved.

DIVISION 3

2-297. MUNICIPAL INFRASTRUCTURE REIMBURSEMENT AGREEMENTS

The City Manager or his/her designee is authorized to negotiate municipal infrastructure reimbursement agreements with private developers and property owners for infrastructure not covered in 2-296 in accordance with this chapter, NCGS 160A-499, and other applicable policies and procedures. Reimbursements may be paid from any lawful source. The municipal infrastructure reimbursement agreement shall be available only for design and construction of municipal infrastructure that is included in the city's capital improvement plan and serves the developer or property owner. For the purposes of this section, municipal infrastructure includes, without limitation, utility lift stations, stormwater drainage devices, lines and culverts, water and wastewater treatment facilities, streets, bridges, curb and gutter, sidewalks, greenways, bikeways, parks, parking facilities, traffic control devices, and other associated facilities. In negotiating municipal infrastructure agreements, the city shall require the private developer or property owner solicit bids in accordance with Article 8 of Chapter 143 of the General Statutes when awarding contracts for work that would have required competitive bidding if the contract had been awarded by the city. This section does not limit City Manager or City Council from negotiating the placement of additional obligations on the developer or property owner, including, without limitation, additional procurement practices as set forth in Chapter 143 of the General Statutes. All agreements must be approved by City Council.

STAFF REPORT
City Council, Monday, October 5, 2026

Title:	Appointment of ABC Board Member
Speaker:	Denise Hodsdon, City Clerk Dean Lytle, Finance, Human Resources, and Citizen Appointment Committee Chair
Prepared by:	Denise Hodsdon, City Clerk
Approved by:	Wilson Hooper, City Manager

Background
The Brevard ABC Board is a 5-member board with members serving staggered 3-year terms expiring at the end of July. The terms of two members expired in July 2026.

Discussion
Staff published notices requesting applications on the City's website on May 8th and in the Transylvania Times on May 14th. The deadline for applications was June 12th and 3 applications were received. The Finance, Human Resources, and Citizen Appointment Committee interviewed the applicants at a specially-called meeting on July 14, 2026, and recommended the reappointment of Lisa Conner to the ABC Board. The Committee directed Staff to recruit an individual with retail, restaurant, or advisory board experience for the second appointment.

Recommendation
Following the extended recruitment period, the Committee interviewed one additional applicant at a specially-called meeting on September 28, 2026, and at its regular meeting immediately following recommended that James Thomas "Tommy" Kilgore be appointed to the ABC Board.

Action
A draft resolution appointing a member to the Brevard ABC Board is attached for Council's consideration.

Attachments:
1. Kilgore ABC Board Application
2. Resolution Appointing ABC Board Member

EMPLOYMENT APPLICATION

CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712

http://www.cityofbrevard.com

Kilgore, James Thomas
202200016 STATUTORY / CODE COMMITTEE MEMBER

ABC BOARD

Received: 8/18/26 01:20 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) Kilgore, James Thomas	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [redacted]	**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

ARE YOU WILLING TO RELOCATE?
□Yes ■No □Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Per Diem

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.**

   Retired

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 am a former employee of the ABC Store and I believe I can bring a employee prespective.

5. **How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?**

   My education and experience with ABC systems would be beneficial to the board.

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 a number of board's, United Was of Transylvania County, Habitat Humanity, Transylvania County Schools Education Foundation, Rise And Shine Fater School enrichment Program and Transylvania NAACP.

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.

ABC Board

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 James Thomas Kilgore on 08/18/26 01:20 PM

RESOLUTION NO. 2026-XX

RESOLUTION APPOINTING A MEMBER TO THE BREVARD ABC BOARD

WHEREAS, pursuant to NC G.S. § 18B-700(a) Local ABC Board members are appointed by the City Council as the appointing authority; and

WHEREAS, Brevard ABC Board members serve staggered three-year terms, and the terms of two members expired in July, 2026; and

WHEREAS, city staff, with the oversight of the Finance, Human Resources and Citizen Appointment Committee, conducted an open recruitment for citizens interested in serving on the ABC Board; and

WHEREAS, the Finance, Human Resources and Citizen Appointment Committee considered applications at its June 22, 2026 meeting and chose to interview the applicants at a specially-called meeting on July 14, 2026; and

WHEREAS, following interviews, the Finance, Human Resources and Citizen Appointment Committee recommended that Lisa Conner be reappointed to the Brevard ABC Board; and

WHEREAS, the Finance, Human Resources and Citizen Appointment Committee agreed to extend the recruitment period to recruit an individual with retail, restaurant, or advisory board experience for the second appointment; and

WHEREAS, following the extended recruitment period, the Finance, Human Resources and Citizen Appointment Committee interviewed one additional applicant at a specially-called meeting on September 28, 2026, and at its regular meeting immediately following recommended that James Thomas Kilgore be appointed as a Member of the Brevard ABC Board.

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

1) The Brevard City Council does hereby appoint James Thomas Kilgore to the Brevard ABC Board effective immediately and expiring in July, 2029.

Adopted and approved this 5th day of October, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk