AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, October 19, 2026 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Rev. Rob Field, Center for Spiritual Wisdom

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. October 5, 2026 Regular Meeting

G. Certificates / Awards / Recognition

1. Proclamation No. 2026-28 and Presentation of Key to the City to Joe Smith

H. Public Comments

I. Special Presentation(s)

J. Public Hearing(s)

1. Proposed Amendment to the City of Brevard Code of Ordinances to Add Chapter 2-297 - Municipal Infrastructure Reimbursement Agreements

K. Consent and Information

1. Tax Settlement Report - September 2026
2. Proclamation No. 2026-29 Ordering the Flags Be Flown at Half-Staff on City Buildings in Honor of Former Mayor Jimmy Harris
3. Public Works and Utilities Committee Meeting Minutes - September 2, 2026 Meeting
4. Downtown Master Plan Implementation and Downtown Advisory Committee Meeting Minutes - September 9, 2026 Meeting

5. Parks, Trails, and Recreation Committee Meeting Minutes - September 16, 2026 Meeting

L. Unfinished Business

1. Menu of Options for Surplus Fund 82 (Rosenwald Fund) Dollars

M. New Business

1. Request to Negotiate Conveyance of Unused Portion of City Utilities / Road Right-of-Way on Burrell Ave.
2. Resolution Authorizing Application for IMD Feasibility Study Grant Program
3. Approve Low-Income Homeowner Assistance Program and Accept Dogwood Health Trust Funds

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

1. (Tentative) Economic Development: NCGS 143-318.11(a)(4)

P. Adjourn

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Agenda Posted, Website, Sunshine List (October 15, 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
October 5, 2026 – 5:30 PM

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

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

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Assistant to the City Manager Shawnee Cummings, Communications Coordinator Becky McCann, Planning Director Paul Ray, Senior Planner Emily Brewer, Police Chief Christy Wentzell, Fire Captain Adam Hughey, Water Treatment Plant ORC Dennis Richardson, Wastewater Treatment Plant ORC Aaron Winans, and Community Center Director Tyree Griffin

Guests/Presenters – Vicki Eastland, Land of Sky RPO and Christy Staudt, McAdams

Press – David Bradley, *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 – Dr. Andrew White, Pastor of Calvary 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.

E. Approval of Agenda – Mr. Baker requested to move Item M-5 Appointment of ABC Board Member to the Consent Agenda as Item K-6. Mr. Lytle moved, seconded by Ms. Holder to approve the agenda as amended. The motion carried unanimously.

F. Approval of Minutes

F-1. September 21, 2026 Regular Meeting – Mr. Wise moved, seconded by Mr. Baker to approve the minutes of the September 21, 2026 Regular Meeting as presented. The motion carried unanimously.

G. Certificates / Awards / Recognition

G-1. Proclamation No. 2026-24 Domestic Violence Awareness Month – Mayor Copelof read the proclamation aloud and presented it to SAFE representative Sterling Woodruff.

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.

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

G-2. Proclamation No. 2026-25 Fire Prevention Month – Mayor Copelof read the proclamation aloud and presented it to Fire Captain Adam Hughey.

PROCLAMATION N0. 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: s/ Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor

G-3. Proclamation No. 2026-26 Breast Cancer Awareness Month – Mayor Copelof read the proclamation aloud and presented it to Pauline Carpenter, Executive Director of The Free Clinics.

PROCLAMATION N0. 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.

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

G-4. Proclamation No. 2026-27 Emergency Nurses Week – Mayor Copelof read the proclamation aloud and presented it to Michele Pilon, Lindsay Regner, Taylor Irick, Tracy Rhodes, and Amber O'Hare of Transylvania Regional Hospital.

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.

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

H. Public Comments

Adam Perkins, President of Heart of Brevard said we support the goals of the circulation study—safer streets, better mobility. We want to be a partner and steward in that work, but any alternative must also be weighed against its effect on our locally owned businesses, walkability, and the events that we bring to downtown. For that reason, we have serious concerns about converting Broad and Caldwell into one-way couplets, and we respectfully ask City Council to remove that from any further consideration. A change of this magnitude would fundamentally alter how people enter, navigate, and do business downtown. Economic vitality must be part of this conversation. The City's 2026-2027 budget anticipates roughly $7.8M in property tax revenue and $2.7M in sales tax revenue. A strong downtown helps sustain that base, and any change to our streets should build on that value, not put it at risk. Our streets are also more than just traffic corridors; they are places where we gather. White Squirrel Weekend, HalloweenFest, Light Up the Night, our community tree-lighting celebration, Assault on the Carolinas, and so many other events bring thousands of people into downtown Brevard. These events drive economic vitality for our small businesses, restaurants and lodging accommodations year-round. Each depends on our ability to close streets, safely reroute traffic, and create space for people to gather. That flexibility also matters for the Heart of Brevard. Vendors and sponsors help cover the rising cost of these celebrations and allow us to keep events free to the community. We need to understand how a significant change to a street network could affect our ability to continue these traditions, and with this option we simply could not. There are also ways to improve circulation without changing the character of our downtown. Let's look harder at the current conditions—better wayfinding and signage, clear connections to available parking. The Downtown Parking Study recommendations optimize signage, signals, stronger pedestrian connections, and targeted fixes at problem intersections. Transportation planning shouldn't only help people move through downtown, it should help them get here, find parking, shop, walk, dine, and they will ultimately stay. We recognize the difficult decision that you have in front of you. Today, our request is simple: take the one-way option off the table, remove the Broad and Caldwell one-way couplet from further consideration and let's focus our energy on solutions that improve safety and mobility while protecting the economic vitality and small-town character that make Brevard so special.

Theresa Wynn of Hillview Circle commented on the condition of Mills Ave. and Cashiers Valley Rd. She said for the past four months it has been rough. The roads are terrible and when they get one half-way done, they tear up another one. We just have to go one-way to get where we're going, and then they'll split my street. I was born off of Oakdale St. and we lived off of those roads all my life. We had a train that came through

there. Everything was smooth and we've got none of that. I know everything has to change some time or another, but it seems like everything is getting torn up. The town is growing and is getting bigger. When people come here they don't leave; they enjoy Transylvania. They say it's the number one vacation place, so people come on vacation and they make it their home. I look down the street from my house and see who is working, and 2 or 3 days a week there's nobody down there working. I can hear the pumps running all night, and I hope they don't put that on my water bill. Since it's electric, there's a light bill.

Nory LeBrun said I have lived at Lake Toxaway for 30 years and I visit, shop, dine and meet with the residents of Brevard on at least an every-other-day basis. I'm proud to serve on the boards of the Heart of Brevard, Transylvania County Tourism, Housing Assistance Corp., and previously on the Brevard Chamber of Commerce. I'm also a native Atlantan and have watched the city evolve, neighborhoods changing, traffic patterns shifting, both for good and not so good. I'm also lucky enough to have traveled extensively in the United States to most of the major cities and small cities. With that background and having attended the August 19th focus group meeting, three points as relates to the Downtown Brevard Circulation Study: 1) the McAdams, Land of Sky, NCDOT study certainly was and is thorough, and presents a variety of solutions. With that said, I believe there was and is too much focus on the one-way pair couplet approach. I do understand NCDOT's focal point of moving commerce across and through US highways and state roads but believe there are solutions that reside within the study and within the purview of the City of Brevard that will address most, if not all traffic and pedestrian challenges. 2) Because of my non-profit work in Brevard and the County, I regularly dialogue with my neighbors in the upper county, and although I enjoy visiting Cashiers and Highlands, I encourage those neighbors to turn east and shop and dine in Brevard. No one has ever complained in that area about the traffic on Caldwell or Broad Streets. With that said, and per the demographics of Sapphire and Toxaway I encourage the traffic solutions to not make it more difficult to shop, dine, park and enjoy Brevard. 3) As residents of the county we understand the challenges of growing commerce in the city and county. With some knowledge of potential new business growth in the downtown area, as well as healthy existing business growth, growing a vibrant live, play, and work atmosphere in Brevard is important. I believe a non-one-way pair solution should be the recommendation of the Brevard City Council to McAdams, Land of Sky and the NCDOT.

Brad Andrews, President of College said I also come to speak with major concerns about one-way traffic pairings, primarily for three reasons. First, getting on and off campus. We have about 1200 visitors to campus every year—prospective students and families. We have 800 students, we give out 200 paychecks, and so we have lots of people every day and throughout the year coming on and off campus. Changing the navigation around having to go around city blocks, either to get on or to get off campus back to home or where you're going, especially with the addition of bike lanes introducing bike traffic, it concerns me how that affects entrance to and exit from campus. My second concern is cut-through or pass-through traffic. If you are coming from the airport and trying to get somewhere near the Boys and Girls Club, or on that end of town, our experience has been that folks will look to pass through campus as a shortcut, and even more so with this solution of one-way couplets. What I worry about is introducing a lot of vehicle traffic to what is largely a pedestrian campus as they are looking to avoid having to go down Caldwell, up to Main and across, rather than cutting through campus. My third concern is that I have been here five years now and from the very beginning, one of my goals, one of the things we have been focused on is trying to get folks on campus, whether it's students or their families, to downtown, to the rest of Brevard. Trying to get them away the habit of leaving campus, turning right and leaving town. We have given downtown dollar gift certificates to this end, we have tried to incentivize our guests and our visitors to stay in downtown, and this proposal of the one-way traffic heading out of town on Broad St. works against what we've been trying to work for in that regard for the last five years. I raise these concerns for your consideration.

Dee Dee Perkins, owner of D.D. Bullwinkel's Outdoors and Moose Tracks said many of you know me from my years on this council, and service on local boards. I currently serve as Chair of the Tourism Development Authority Marketing Committee. I'm here to ask you to pass a resolution formally removing one-way pairs on Broad and Caldwell St. from consideration in the current traffic circulation study. I don't say this lightly, and I don't say it without numbers behind it. Tourism is the single largest economic driver in this county. The 2025 figures just released by Visit NC show that visitor spending in Transylvania County generated $188M in economic impact last year. One in ten jobs here depends on tourism dollars. Downtown Brevard—its charm, its walkability, its two-way thoroughfares that let people see storefronts, restaurants, find parking, and linger and mingle—is the engine that produces those numbers. This study should not be allowed to break that economic engine. Here's what one-way pairs would actually do to us. It would gut on-street parking on our most vital corridor. It would reroute incoming traffic away from—not by—Brevard College, our historic Courthouse, and every future revitalization project planned along Broad Street. Visitors and residents alike would lose the drive-by visibility that keeps our small independent shops alive. And it would eliminate six community festivals that currently draw tens of thousands of visitors and residents to downtown every year—events that depend on two-way streets we can close, gather on, and build community. This isn't speculation. Cities across the country tried exactly this approach decades ago to move traffic faster, and many are now spending millions of dollars to convert back to two-way streets, because one-way pairs hollowed out their downtowns. I've lived through what an empty downtown looks like. In the early 1990's boarded-up storefronts were the norm here, not the exception. It has taken decades of hard work, private investment, and civic commitment to build the downtown we have today. One-way pairs put all of that at risk. So, my ask is simple: remove the one-way pairs from the options under consideration, and direct staff and consultants to focus on alternatives that keep two-way traffic flowing on both Broad and Caldwell—improvements that manage safety and traffic without sacrificing access and vibrancy that make downtown Brevard worth visiting in the first place.

Jimmy Perkins read the following comments provided by email from Al Platt who was unable to attend: I'm sure others will speak about safety, speed, shopping, parking, festivals, celebrations and all the rest. These are important, but I want to say something about how Brevard is experienced, how it is meant to be experienced, whether you're entering Brevard for the very first time in your life or for every time you visit, all the times in your life. Brevard is organized around its courthouse, several churches, a couple of colleges, institutions, entertainment, commerce, parks, parklet spaces, and more. These spaces are not meant to be experienced around back or going rather than coming. To have meaning, they must be experienced both coming and going. Places are important to all of us. They should be designed and arranged to respect the people that use them and will therefore care for them and protect them. That's our job now. If you asked me to your house, I wouldn't expect to arrive at your back door, and you wouldn't want me to—it's a matter of mutual respect. So, let's not see our hometown demoted and disrespected for everyone, every time, for all time, and for no reason greater than saving a few moments for someone that is going somewhere else. One-way travel on Broad and Caldwell—just don't do it.

Tom Cabe of Red Wolf Gallery asked what about the side streets that would feed off these one-way streets? You're going to have to have a map to get people around the corner to where they're going. You're going to put more traffic on side streets which is going to be a big problem—how to route people around town rather than through town. By not routing people through town, you're going to destroy downtown. We need the people and the tourists to come through downtown because that's how we all make a living, depending on downtown Brevard. There's hardly a day goes by that we don't have a race across Broad St. to start with. It's a speedway, and so you're going to increase the speed limit from there. I think the traffic patterns need to be looked at from the attitude of where and how the stop lights are progressed because people start at one end and try to make it through every light in town and they're going 50 down Jail House Hill. Somebody's going to get run over. I think what the City needs to look at is how we're going to slow traffic down, not how to get it through town.

Beth Kramer said as a Carolina Ave. resident I absolutely support adding traffic calming measures to this known cut-through corridor. That said, I would ask council members to consider 3 speed humps, instead of 4, to make an impact without adding unintended consequences. Of course, speed humps don't address the culture of speeding. Cars speed down Carolina Ave. but so do City vehicles. I live by Public Works and law enforcement officers daily, plus construction vehicles, and other commercial traffic. Ideally traffic calming measures slow vehicle speeds without being an obvious nuisance. Otherwise, it's like slapping some tape on a leak in your pipe and watching smaller leaks pop up elsewhere, as is obviously the case with Probart St. and a foreshadowed result of the proposed solution on Carolina Ave. where you're asked to put in 4 speed humps and possibly an additional 4 on the side streets. I propose keeping the southern-most speed hump at Shipman Ave., keeping the next hump in the general area proposed, and moving the third hump farther into the middle of the blind curve. This move would help slow traffic entering the curve from both directions instead of just one. I also believe there is good reason to eliminate the fourth northern-most hump. Carolina and Silversteen form a split intersection leading toward Cashiers Valley Rd. The proposed fourth hump is very close to a stop sign where people are slowing down or just starting to accelerate, or where they will just be going into or coming out of 3 speed humps. Adding another hump to this short stretch would contribute to unnecessary congestion and traffic noise without really impacting speed control. In addition, unlike Probart with curbs and drains, the northern section of Carolina drops sharply into residents' yards on one side. Speed humps could create drainage issues for the homes below. Eliminating one hump would also free up over $2000 that could benefit more people in the Rosenwald area, not just one portion of Carolina residents. Ultimately 3 strategically placed humps could still slow traffic without automatically diverting drivers to side streets or creating drainage or congestion concerns at the north end. Or, you may want to consider other traffic calming measures here, or as other issues pop up throughout the city. I support traffic calming but just don't want to overdo it and create more problems than we solve.

Tamika Hunter, Executive Director of the Brevard/Transylvania Chamber of Commerce said as conversations regarding the potential one-way couplet on Broad and Caldwell St. continue, I want to acknowledge that the Chamber is still learning about the study and the various options being offered. We recognize that decisions involving transportation and infrastructure can have impacts that are extensive and so we don't take that lightly. Tonight, however, I want to raise one specific consideration that directly reflects the Chamber's work with the City, and that's the annual downtown Brevard Christmas parade. The Chamber is proud to host the parade on behalf of the City, working alongside the Heart o Brevard, public safety, local businesses and organizations, and many community partners. Each December Broad St. becomes more than just a roadway. It's a gathering place for our entire community. The parade route relies heavily on Broad St. beginning at Brevard High School and traveling through downtown to Brevard College. This route—street closures, barricades, emergency access, participant movement, and spectator areas all require significant planning and coordination. A permanent change in the configuration or traffic flow of Broad St. could have a significant impact on this event. The Christmas parade is a long-standing community transition that brings families together, our schools, non-profits, businesses, civic organizations, first responders, churches, and more. So, we're just asking you to respectfully consider these major community events as you're making this decision.

Clark Lovelace, Executive Director of Transylvania County Tourism Development Authority said past studies have shown that downtown Brevard is one of the top draws for visitation to our community. It is described as quaint, walkable, eclectic, safe, and authentic. It is often seen as being quite different from the hustle and bustle that many of our visitors are experiencing and coming here to escape. The lifeblood of our downtown is its independently-owned small businesses. They provide a uniqueness and vibrancy that is not found in many downtowns. Our downtown also features important heritage sites, including the Veterans History Museum and Transylvania Heritage Museum, along with the Visitors Center, an Arts Council, sculptures, murals and so much more. And, it serves as home to some of the most impactful events that we

have in Transylvania County from the White Squirrel Weekend, which has become now a distinctive part of how many visitors know us, to the Christmas parade and Light Up the Night, which enables locals and visitors alike to come together to enjoy the spirit of the holidays. Our goal is for visitors to experience as much of Transylvania County as possible, particularly the key areas that are likely to increase their local spend, their enjoyment of their visit, and the likelihood of them coming back. Downtown Brevard certainly checks all of those boxes. With regard to the downtown circulation study, we encourage Brevard City Council to prioritize options that bring visitors into downtown Brevard and avoid those that could discourage travelers from entering downtown or make accessing these important businesses, attractions, and events more difficult or maybe not even possible.

Jeremy Owen, Managing Broker of Howard Hanna/Beverly-Hanks Brevard said I am here as a downtown property owner and as a member of the real estate community. While others have and will address concerns about the circulation study, I want to specifically address the impacts of the desirability of the downtown Brevard area. I often tell people that our downtown serves as a showcase of our community. It offers a snapshot of what we're about, our priorities, our character, and our commitment to a vibrant and welcoming place to gather, shop, eat and celebrate. Authenticity is felt when walking down our sidewalks, waving at shop owners across the street, and speaking to visitors recommending favorite spots. The intangible feeling is something that deserves to be protected and has a direct impact on the desirability of our town. Changing Broad and Caldwell to one-way couplets would impact many aspects of the things that make our downtown unique and attractive. This would have a negative impact on visitors, economic activities, and ultimately property values. I understand the challenges that face this council and appreciate the work to make our town safer and increase mobility, but I believe what we focus on expands and by taking away the one-way option off the table, we can focus on opportunities to achieve the objectives of this effort while maintaining the integrity of what makes Brevard such a desirable place to live, work and invest in.

Rodney Locks of S. Rice St. thanked Council for approving the design for the shelter and bathrooms at the Silversteen Park Playground. He said at that meeting there was talk of having to get donations amounting to $400,000 to build the structures. I propose you use the remaining funds in the Rosenwald Fund 82 as seed money to get the project started. And to remind you that in North Carolina bathrooms in public parks are considered infrastructure support facilities and be categorized as public facilities, civic infrastructure, parks and recreation infrastructure and are eligible for PARTF and CDBG state and federal funding if they meet certain program requirements. I urge you to use what is left of the Rosenwald Funds for seed money for bathrooms and shelters and look into what it takes to be eligible for appropriate state and federal funds to build the bathroom. You can also look for donors.

Nancy DePippo of Stone Creek Trail said some of you know me as a longtime board member of the Friends of the Ecusta Trail and it is the excitement of the businesses that are already starting to build, even though we don't have the trail here. I know of two businesses currently that have set up to have bike rentals. We don't have the Ecusta Trail here yet, but I think they are starting to rent bikes for the Estatoe and maybe even using the forest roads. She mentioned that her friend and a group of 7 ladies recently rented bikes from Asheville Tourism and Excursions, a new business on Caldwell St. She said my concern is that they are renting the Type 2 throttle bicycles. Perhaps they are going to offer the Type 1 pedal-assist bikes, but they were not offered to this group of ladies. That style bike is not legal on the Ecusta Trail, and I don't know if the City has any written rules about those type bikes on city greenways, but I feel like it is prudent for all of us to be aligned on that so we can do a better job of enforcing. She noted that none of the ladies in the group were asked to sign a waiver and said I know they are new, but I feel like the risk of injury, particularly with that type of bike should be taken seriously and I believe the City probably does too. Ms. DePippo also expressed displeasure with construction barrels and barriers being left behind by NCDOT after projects are completed.

Morris Young, Sr. said I'm 76 years old and I'm here tonight to discuss the Pinnacle Rd. on the Bracken Trail. I am one of a few individuals who have lived there and experienced life up on Pinnacle Mountain above the music camp. In the mid-1950s to the early 1960s I used to live up on Pinnacle during this time. My father, Eddie Young, Jr. was the brick mason teacher at 9th Avenue High School. When a school student driver was out, not able to drive the bus, my father would drive the bus and was always able to turn the bus around for the next day. My mother's brother Vernon Smith also had property on Pinnacle Mountain. We stayed in the home of Mr. Howard Irving, who we called Uncle Howard; his wife's name was Maggie. Not long after Maggie's death, we moved to Pinnacle with Mr. Irving to help him out because of a stressful time he was having. They also have a daughter that is named Sarah. It was Sarah who my uncle Vernon Smith married. There was always a road to Pinnacle Mountain, ending behind Ms. Barbara Garrett's home, which her mother, Miss Sally May Baker owned. The road was always there. Upon my view this past year, I noticed that there were boulders across the road below the drive from which we turned off to go to the house where we stayed. The road always ended behind Miss Garrett's property. My question is why the City, in which I was born and raised in, would do such a thing to a Black community which caused them to never be able to build on their property or to reach their property because of a 50-foot right-of-way that the City obtained. Why was the trail to Bracken Mountain started in front of the property owners' property, which zigzagged back and forth to encroach upon the Black property owners. Did not anyone seek out information from anyone who have lived up on Pinnacle Mountain to ask them about the road? Was there anything put in…a statement in the paper or in any form to inquire help about those people who lived on Pinnacle above the road? I am not happy about what happened on Pinnacle Rd. up on the mountain. Why was it not that the road started behind the Baker's house which would not have been a problem? I have come to the sad conclusion that this property was intentionally taken as it has been in other states and other cities in other areas to deprive Black owners their property.

James Veal of Pinnacle Rd. said I want to reiterate the feeling and the heart and the meaning behind what Mr. Young has related to you. It's along the same lines of the point that I have been trying to make here for over two years. This is my ninth time speaking before the City Council. Last time I was here I asked that you guys please have a special meeting to air these issues out and give yourselves an opportunity to find out what the truth is—who did what, when and where, and why. My first meeting I expressed to you my feeling that your actions stole the value of these folks' properties, and I stick by that statement. Vernon and Sarah Smith were Emma Dorsey's mom and dad. Emma Dorsey has asked me to file for a driveway permit for her property up there. Roy Ray Robinson spoke here just about a year ago. He said essentially the same thing. His property is up there with no vehicular access. It's the infrastructure of the trail for the bottom 180 feet, starting with the handicap parking place, the 5 rows of boulders, the trail signs, the 2 fences, lastly the 2 picnic tables that are placed exactly in the middle of the roadbed. It is inexplicable why those picnic tables would be up there in the middle of the roadbed, unless what you wanted to do was block vehicular access to these properties. I shudder to think about what the real reason is. I challenge you to get to the bottom of it. There's a lawsuit filed; there's supposed to be a motion to dismiss filed today. Why would you want to dismiss this issue? It's just legal mumbo jumbo that's costing the taxpayers of the City of Brevard extra money to no avail. This is not about legalities; this is about what's right and what's wrong. I sincerely ask one more time—have a special meeting. What harm could come from that?

Burton Hodges, Executive Director of Transylvania Economic Alliance said the TEA is an economic development organization and we serve the community to do three things: recruit new types of companies in Transylvania County, work with existing employers to help them grow and expand in our community, and generation of new property that can be marketed for economic development purposes. So, we have a pretty strong interest in the flow and accessibility of our community and our community transportation assets. You have heard tonight from experts across their fields—downtown development, tourism, Chamber of Commerce representing a large swath of businesses in our community, the real estate community, business owners who have put a lot of their own money, time, sweat, blood and tears into this

community and this economy, and you've heard from iconic institutions like Brevard College that define and literally create a sense of place. So, there is absolutely nothing that I can say that would enter any new evidence into this argument. But, there are issues that are so important that I just have to make a few comments on behalf of the Alliance, which I think will summarize our position well and hopefully will reiterate some of the things you have heard from the experts this evening. We believe that the negative consequences of one-way streets in downtown, the unknown and marginal impacts to future industrial development across the county, and the clear consequences to community institutions like Brevard College profoundly outweigh any benefits that commuter traffic may receive from any of the alternatives in the study. We believe that all options to convert Broad or Caldwell St. into one-way in any scenarios should be completely removed from the study and that the study should focus on simply improving the existing conditions by optimizing signals and pedestrian safety.

Leslie Logemann, owner of Highlands Books and board member of the Transylvania Farmers Market said I work on both sides of Main St. on a regular basis and hearing what Al said, what Jimmy read, I moved here because I was one of those people who slowed down and discovered Brevard. Twenty years later I have a successful business, I serve on the board of a non-profit, and both my business and the members of the non-profit, the almost 60 vendors who serve at the market every week, pay a whole lot of taxes. If one-way conversions were to happen, statistics show that this will cause depressed property values, reduced sales tax revenue, and if a long list of other cities were used as an example, would seriously decay the vitality of Brevard. There's already a perception, and I use the word "perception", by many locals that there is a parking problem in downtown. Dee Dee and numerous people did a good job in talking about tourists, but locals also keep us alive as businesses year round, and I have a lot of really amazing local customers, and they already think that parking is a challenge downtown. Whether that is or not, having one-way streets isn't going to win us any more favors and it isn't going to help our businesses in any other ways. Thanks for keeping your hard-working businesses in your mind.

Paul Hawkins, owner of Local Color said I agree wholeheartedly with Dee Dee, Leslie, Al, and everybody else. I just request that you would take the one-way pairs completely off the table.

John Taylor, owner of OP Taylor's said I am totally against the one-way pair idea, and I could just say what Dee Dee said. She covered it perfectly. Nobody's really come up with a great idea that's not one-way pairs. I think I have a great idea, and I pitched it to DOT at the meeting at the library and was sort of put off like no, we're going to do one-way pairs. I came away from there very disappointed. I know that people from Brevard hate for somebody from Florida to say this is the way we did it there, and I'm not going to say that, but in Asheville on Merrimon Ave. they had a problem with traffic and they put in…instead of making Broad one-way and Caldwell one-way, if Broad had one lane going one-way and one lane going the other, and the center a turning lane, that would solve the problem because the biggest backups in traffic in downtown are people turning left coming up from College Hill onto Main St., and there is nowhere for cars to go, so they back up down to the college. And, the same way turning left on W. Main St. from Broad St. people don't turn their turn signals on or even if they do, people back up behind them and that goes down past Jordan St. So, the look of downtown is that we have a traffic problem, but we wouldn't if we had a center turn lane with a light. People would be able to go back and forth, and we'd still have the quaint little downtown that we have; plus, it would slow traffic down. I'm the proud recipient of a traffic ticket for doing 31 on Caldwell St. That's a little ridiculous, but I think if Caldwell St. was one-way this way and one-way that, with a center turn lane, it would slow everybody down and everybody would be super happy.

Doug Powell of Oakdale St. discussed the 1691–1692 American Witch Trials, in which 27 people died after unjust accusations and tests. He contrasted the 18-month American trials with decades of European prosecutions that killed more than 500,000 people. He credited Christian leaders such as the Rev. John Wise with helping end the trials by restoring biblical principles, evidence rules, and due process. Rev. Wise also

advanced ideas later reflected in America's founding documents, including equality, consent of the governed, and rights to life, liberty, property, due process, and jury trial. He said America has often corrected its mistakes, noting that Massachusetts courts later repented, observed a day of fasting and prayer, and compensated victims' families.

~~ At 6:56 p.m. Mayor Copelof called for a 5-minute break. ~~
~~ The meeting was reconvened at 7:04 p.m.~~

I. Special Presentations – None.

J. Public Hearing(s) – None.

K. Consent and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Copelof read aloud the items listed and asked for a motion to approve the consent agenda. Mr. Baker moved, seconded by Ms. Holder to approve the consent agenda. The motion carried unanimously.

K-1. Ordinance Declaring Road Closure for Veterans Day Ceremony

ORDINANCE NO. 2026-42
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.

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

K-2. Mini-Brooks Exemption to use Headwaters Engineering for Two Streambank Restorations

RESOLUTION NO. 2026-52
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, THEREFORE, 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.

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

K-3. Finance Summary – 7/1/26 through 9/30/26

K-4. Finance, Human Resources and Citizen Appointment Committee Meeting Minutes – August 24, 2026

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

K-6. (M-5.) Appointment of ABC Board Member

RESOLUTION NO. 2026-54
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.

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

L. Unfinished Business

L-1. Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 6 and 19 – Building Height Regulations – Emily Brewer recalled that Council held a public hearing on the proposed amendments on September 21, 2026. This staff-initiated text amendment would 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. The Planning Board reviewed the proposed language at its August 25, 2026 meeting and recommended in favor of its adoption.

Mr. Baker moved, seconded by Mr. Wise to adopt the amendments as written. The motion carried unanimously.

ORDINANCE NO. 2026-43
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.

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

L-2. Proposed Amendments to the City of Brevard Unified Development Ordinance Chapters 2, 8, 10 and 17 – Removal of Off-Street Parking Minimum Requirements – Emily Brewer recalled that Council held a public hearing on the proposed text amendment on September 21, 2026. It is a staff-initiated text amendment to come into compliance with Session Law 2026-39, adopted July 1, 2026, which removed the ability for local governments to require a minimum amount of off-street parking for development. The Planning Board reviewed the proposed amendments at its August 25, 2026 meeting and unanimously recommended in favor.

Mr. Baker moved, seconded by Mr. Daniel to approve the amendments as written. The motion carried unanimously.

ORDINANCE NO. 2026-44
AN ORDINANCE AMENDING MULTIPLE CHAPTERS OF
CITY OF BREVARD UNIFIED DEVELOPMENT ORDINANCE
TO REMOVE MINIMUM OFF-STREET 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.

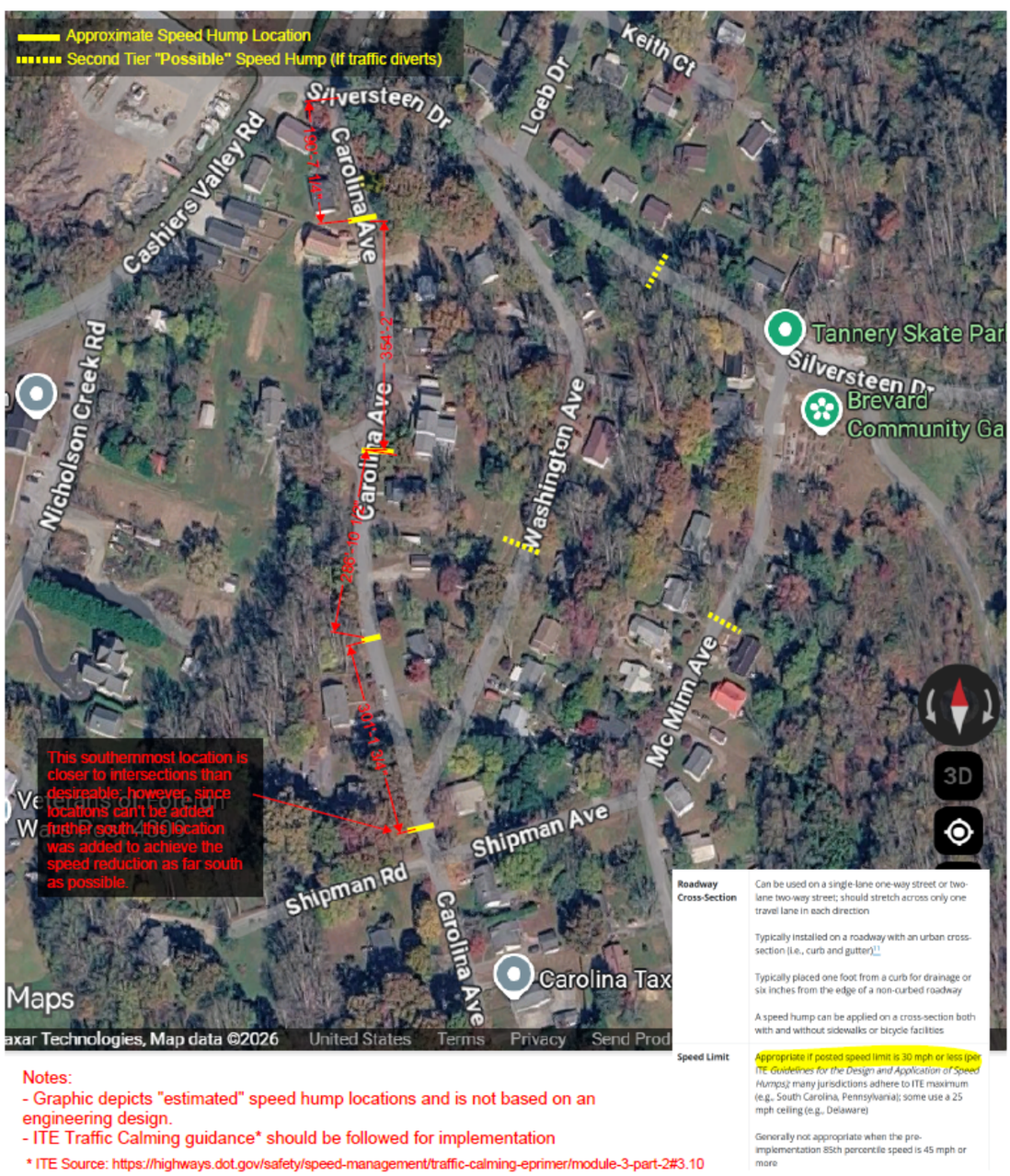
Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk s/ Maureen Copelof, Mayor
Approved as to Form: s/ Mack McKeller, City Attorney

L-3. Carolina Avenue Traffic Calming - $14,000 from Fund 82 (Rosenwald Fund) – Mr. Hooper reported that at its last meeting the Public Safety Committee recommended to move forward with approval of speed humps on Carolina Ave. to be funded from Fund 82 (Rosenwald Fund). Council had previously agreed to allocate up to $14,000 from the uncommitted funding in Fund 82. The recommendation is for 4 speed humps on Carolina Ave. to be placed approximately 200-300 feet apart, and 1 speed hump each on Washington Ave. and McMinn Ave., and possibly 1 hump on Silversteen to help prevent traffic from diverting onto neighboring streets. He asked Council to approve the expenditure of up to $14,000 for traffic calming, and to also indicate its preference as to which of the following configurations to adopt:

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.



During Council questions and comments, Mr. Baker said it would be his preference to move ahead with the 4 speed humps on Carolina Ave. and 1 each on

Washington and McMinn, and to wait and see how those 6 are operating before adding one to Silversteen.

Ms. Holder said she liked the idea that Ms. Kramer mentioned during public comment to reduce the number on Carolina Ave. to 3, and to reconfigure the placement so not so close to the stop sign.

Traffic Engineer Christy Staudt of McAdams said there is some flexibility for them to take a look to see if there is room for improvement. If the one speed hump is shifted further, as you go north on Carolina Ave. you would potentially get speeding toward the north end, but you could wait to see if you do have speeding and whether you need more. She cautioned that if another one was needed and added later, then there would not be equal spacing. She said we could potentially approve them all and then take a look and verify that that last location makes sense from drainage and spacing; maybe do one more field visit.

Mr. Wise moved, seconded by Mr. Baker to authorize Staff to spend up to $14,000 on speed humps for this project. The motion carried unanimously.

Ms. Holder moved to send this back to the Public Safety Committee to look at the consideration that was brought to our attention, especially regarding the comments for the speed bump at the stop sign, and reconfiguring that and bring back to Council. The motion died for a lack of a second.

Mr. Lytle moved, seconded by Mr. Daniel to approve Action #2 placement of the 4 speed humps, with the caveat that we will study the feasibility of 3 speed humps on Carolina first to see whether or not that makes sense, if not, leave it to the expertise of the traffic experts to place 4 if they see that 3 won't work. He clarified that the motion includes 6 speed humps, not the one on Silversteen yet. The motion carried unanimously.

M. New Business

M-1. Quarterly P-Card Report – Dean Luebbe presented the purchasing card (P-Card) report. He explained that based on reporting guidance from the UNC School of Government, the Finance Department will be providing these reports on a quarterly basis going forward. He noted that Staff is actively pursuing alternative P-card vendors to resolve operational inefficiencies with the current provider.

M-2. Streamlining Process for Updates to Traffic Schedule – Mr. Hooper explained that the City's Traffic Schedule is an appendix to the City's Code of Ordinances, therefore Council action is required to amend or update the Schedule. It has been custom to also hold public hearings for all proposed Traffic Schedule changes, but it is not a legal requirement to hold a hearing. To help make traffic calming and safety efforts more efficient, Staff recommends removing the public hearing step and placing Schedule amendments on the Consent portion of the Council agenda. The merits of proposed Schedule changes will continue to be reviewed on their merits by the Public Safety Committee prior to being presented to Council. The Public Safety Committee considered this request at its September 28, 2026 meeting and recommended approval.

Mr. Baker moved, seconded by Mr. Daniel to accept the Public Safety Committee's recommendation to streamline the Traffic Schedule process. The motion carried unanimously.

M-3. Downtown Master Plan Implementation and Downtown Advisory Committee Recommendation re Downtown Circulation Study – Mr. Hooper asked Vicki Eastland of Land of Sky RPO to give some background on the circulation study. Ms. Eastland explained that the study stemmed from a discussion about how the US 64 corridor (Caldwell and Broad) has so many pressures re the need for freight, vehicles and pedestrians to get through, as well as serving the central business district to downtown Brevard. There was concern about the lack of pedestrian crossings and

accommodations south of town, and the lack of sidewalks and crossings on N. Caldwell. There was also discussion when the bulb-outs were put in about how freight would handle the turns and the narrowing. There was no project or plan to address these issues. NCDOT representatives brought up that before current configuration of the unbalanced couplet was constructed, they had explored implementing a one-way pair, but didn't do that. Ms. Eastland said the reason the one-way pair is so prominent in the current study is because in the application for federal and state funding, as well as in the scope of work when they hired the consulting firm McAdams, it is stated one potential scenario of the 3 to be studied will be to consider converting the existing cross section to a one-way pair, based on previous NCDOT considerations. And, to further clear up some misconceptions or ideas, this is not an NCDOT initiative. NCDOT provided the funding—80% federal, 10% state—to Transylvania County, the City of Brevard and Land of Sky RPO to conduct the study. Both this Council and the County Commissioners approved moving ahead with the study and supplying the local match of 5% each.

Ms. Eastland explained that the goal of the study is to balance the demands on thru-traffic and to provide a safe and connected downtown experience. This is not by any means just to speed up traffic. It is to try to address the concerns of conflicts at intersections and the delay in pedestrian crossing signals. She said I know we have heard strong opposition from a group and it's clear that the one-way option is not in their favor. I don't expect that is going to change with any additional analysis. We understand the need for potentially a resolution; however, the funding application and the scope of work are tied to the statement that we would look at the one-way pair. We're putting funding in jeopardy. Not only are we putting this funding in jeopardy, we're also putting the potential for future funding in jeopardy. This is just a study; this is not a construction project; this is not a project to come up with a design to build a one-way pair. The outcome of this study will be we will not make a recommendation; we will document all the findings; we will put those in a plan and the City has the option of putting it on a shelf and looking at it in the future if at some point they want to do something to address the configuration of Caldwell and Broad. In the event of a future project, if it were to be conducted in the City of Brevard or Transylvania County, it will require City and County support.

As Vice-Chair of the Downtown Master Plan Implementation and Downtown Advisory Committee (DMPIDAC), Mr. Wise reported that the Committee talked about this at its last meeting and there were a number of core concerns. He said we have heard those concerns overwhelmingly today from our community, a majority of whom work and live downtown. While we appreciate the validity of the study, the Committee felt very strongly that the one-way couplet option was a non-starter for the community, and that is why this resolution has come before Council. Whether it was intentional or not, it feels like the primary focus has been the one-way couplets. We know there are 3 options and we haven't heard nearly as much about some other options, and we want to understand what that is too. The Committee feels like this is a scorched earth sort of approach to a circulation problem that would bypass the core of downtown. He said based on our discussions in that Committee I cannot overstress how impactful we felt this was to our downtown community.

Ms. Holder moved, seconded by Mr. Baker to remove the one-way pair option from further consideration as is stated in the resolution.

During discussion, Mr. Daniel said it is clear that one of the primary focuses was the one-way pairs, and I appreciate Ms. Eastland's comments on describing what this process is more clearly, but the motion is that one-way pair is being removed from consideration. I would hope that that would mean not removed from the study. I think the point we're trying to make is whatever the study shows, we're not going to be in favor of one-way pairs, but what that also brings to my concern is that so, we don't want to do the one-way pairs, what's going to be the next recommendation—the next best option to address some of the issues that were raised.

Mr. Lytle said it seemed to me that the solution itself was the goal, that we started the experiment with the outcome—how can we make this outcome work and

then we worked backwards. I think tonight is part of the study. I don't think personally I accept that there is a next best option; I think there could be a better option than one-way pair, because looking at the study some of the alternatives that were both eliminated and the other two that were presented were not presented as robustly. I would challenge us to look at some of the alternatives and I think this is actually an opportunity to say if one-way pair were off the table, what is a better option for all involved?

Regarding Mr. Daniel's comment that the one-way pair would not be removed from the scope of work, just from further consideration by this board, Mr. Hooper recommended that Council amend the draft resolution to remove a reference to the scope of work.

Ms. Holder amended her motion to include amending the resolution to just state that the one-way option be removed from further consideration, and to remove the phrase "and as co-client in the study, ask that the option be removed from the scope of work". Mr. Baker agreed to the amendment, and the amended motion carried unanimously.

RESOLUTION NO. 2026-53
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.

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 5th day of October, 2026.

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

M-4. Discussion re Proposed Addition to the City of Brevard Code of Ordinances Chapter 2-297 – Reimbursement Agreements – Mr. Hooper explained that municipalities may enter into agreements with private developers to build public infrastructure on the City's behalf and get reimbursed by the City. However, in order to do that legally, it would require codifying the authorizing legislation in the Code of Ordinances and the projects would have to be listed on the Capital Improvement Plan. He reviewed the proposed amendment and noted that this is an introduction for Council feedback this evening and that a public hearing will be held at the October 19, 2026 meeting. Additionally, in the weeks and months to come, he will bring to Council the Capital Improvement Plan that lists all future infrastructure needs and the projects that will be eligible for construction in this way.

N. Remarks/Future Agenda Considerations.

Mr. Daniel mentioned that parking on his street (Whitmire St.) is not necessarily to the Traffic Schedule and thinks part of the reason is that there is no signage, so people don't know where they are allowed to park on the street. He noted that sometimes people park on the sidewalk, and asked what is the enforcement on that without it being reported—are officers looking for things like this?

Mr. Baker said the Public Safety Committee has talked about that exact thing and mentioned Whitmire St. in particular and the action was to have the Traffic Engineer look at an updated parking plan for that area. He mentioned the grant money already received for the Ecusta Trail will be enough to pay for the construction. He reminded Staff that there are a couple of items that have been paused until we were sure we were going to be able to build the trail, such as potential changes to the UDO to accommodate the trail. There are some existing businesses on the Henderson County side that oriented themselves towards the trail and I'm not sure we could allow that under our current rules. Now knowing that the trail is coming, I think we need to look at that. We also have a MOU with the Friends of the Ecusta Trail that has been hanging out there and we haven't wanted to commit to that; I think it is time to put a lot of effort behind that. There has been a lot of talk about maintenance and security of the trail, but now is the time to get those things figured out. He mentioned that Wednesday is Walk, Bike, Roll to School Day and there are 5 schools participating. The Brevard Bike Alliance helps put that on and our police officers help keep the kids safe. He also mentioned that Early Voting begins on October 15th.

Ms. Holder thanked everyone who supported Rise & Shine over the weekend. She said as we recognize breast cancer awareness and domestic violence awareness this month, let's keep those people who are surviving or fighting breast cancer, and those survivors of domestic violence and families who have said goodbye to those who didn't survive in our prayers.

Mr. Wise thanked everyone for coming out this evening. He mentioned that there will be a joint meeting of the Parks, Trails & Recreation Committee and the DMPIDAC Committee on October 14th to talk about the Ecusta Trail as it moves through and into downtown.

Mayor Copelof appreciated that so many people came out to speak this evening. She reported that the Town Hall meeting in Pisgah Forest last week was well-attended and we will continue that initiative. She said traffic safety has been a topic she hears about consistently. We are putting more speed bumps out to try to control it, the Chief has a new focus on enforcement, and we have our radar speed signs out, but we're only going to make our streets safer when people truly change their behavior, and that's the responsibility of every one of us. I encourage everyone to pay attention to the road

signs and to stop speeding before somebody really gets injured. We're doing our part and we need the public to do their part. Mayor Copelof noted that she stepped aside to take a phone call from Jimmy Harris's sister. His sister said Jimmy is very close to the end and asked for everyone's prayers. Mayor Copelof said I appreciate everyone keeping the family in their thoughts and prayers. Jimmy was our Mayor for 22 years and he loved this community, and he did an incredible amount for this community.

Ms. Holder offered a prayer for former Mayor Harris and his family.

O. Closed Sessions – None.

P. Adjourn – There being no further business, at 8:34 p.m. Mr. Baker moved, seconded by Ms. Holder, to adjourn the meeting. The motion carried unanimously.

_____ _____

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: October 19, 2026

CITY OF BREVARD, NORTH CAROLINA

Proclamation

NO. 2026-28
DECLARING OCTOBER 23, 2026 AS "JOE SMITH DAY"
AND BESTOWING JOE SMITH A KEY TO THE CITY

WHEREAS, the City of Brevard recognizes individuals whose lives reflect a steadfast commitment to service, hard work, faith, family, creativity, and dedication to their community; and

WHEREAS, Joe Smith, born in Transylvania County in 1933, has devoted his life to serving his family, his community, and the people of Brevard and Transylvania County; and

WHEREAS, Joe proudly served two years in the United States Army and later devoted many years to his career at Ecusta Paper Mill; and

WHEREAS, Joe served with distinction in the Brevard Fire Department from 1966 until his retirement in 1992, completing approximately 26 years of service and rising through the ranks to retire as Deputy Fire Chief. His leadership, dedication, and commitment helped establish a foundation upon which generations of Brevard firefighters have continued to build; and

WHEREAS, Joe exemplified the highest ideals of the fire service, taking great pride in his profession and demonstrating a deep commitment not only to the citizens he served, but also to the firefighters who served alongside and under his leadership; and

WHEREAS, Joe's commitment to public service continued after his retirement. He has been a loyal and faithful member of the Transylvania County Sheriff's Office VIP — Volunteers in Partnership — program for over 20 years; and

WHEREAS, Joe also volunteered with the City of Brevard Public Works Department, sharing his time and craftsmanship on numerous community projects, including shelters at the Dog Park and information boards at City facilities such as the Depot and Community Garden; and

WHEREAS, Joe's remarkable creativity and craftsmanship are reflected in his woodworking, carpentry, sewing, painting, stained glass, model building, and many other creations, which he has generously shared with others as expressions of friendship and care; and

WHEREAS, faith and family have remained central to Joe's life. He met his wife, Murle in Brevard, and they married in 1958, beginning a lifetime together filled with family, memories, and shared experiences. Joe has also been a faithful member of Temple Baptist Church for 67 years; and

WHEREAS, Joe Smith's decades of service have become an important part of the history and character of the Brevard Fire Department and the broader Brevard community. His approximately 26 years of fire service, leadership as Deputy Fire Chief, and continued commitment to serving others represent a lasting legacy of public service; and

WHEREAS, throughout his life, Joe Smith has exemplified service, dedication, faith, family, creativity, generosity, leadership, and love for his community, leaving a lasting impact on the people of Brevard and Transylvania County.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Mayor Maureen Copelof and the Brevard City Council hereby recognize and honor Joe Smith and proclaim Friday, October 23, 2026, as **"JOE SMITH DAY"** in the City of Brevard and commend its observance to all its residents.

AND FURTHERMORE, as a symbol of our city's highest esteem, admiration, and affection, I am proud to present Joe Smith with the **KEY TO THE CITY**, in recognition of his extraordinary commitment to public service and for the countless ways he has shared his time, talents, skills, and generosity with our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Brevard to be affixed on this 19th day of October, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk



STAFF REPORT
City Council, Monday, October 19, 2026

Title:	Proposed Amendment to the City of Brevard Code of Ordinances to Add Chapter 2-297 - Municipal Infrastructure 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
Staff provided a briefing on this issue at the October 5, 2026 Council meeting. Therefore, staff are requesting that after this evening's Public Hearing, Council take one of the following actions:

1. Approve the Code of Ordinance updates as presented.
2. Amend the proposed updates and approve as amended.
3. Table the proposal for further discussion.
4. Reject the proposed updates.

Attachments:
1. Proposed Chapter 2 Administration - Division 3, Section 2-297
2. Enacting Ordinance

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.

ORDINANCE NO. 2026-XX

AN ORDINANCE AMENDING THE CITY OF BREVARD CODE OF ORDINANCES CHAPTER 2 TO ADD NEW SECTION 2-297 - MUNICIPAL INFRASTRUCTURE REIMBURSEMENT AGREEMENTS

WHEREAS, NCGS §160A-499 permits municipalities to partner with private developers for the construction of public infrastructure under certain circumstances; and

WHEREAS, to legally participate in such agreements, NCGS §160A-499 requires that the improvement in question be included in the City's capital improvement plan, and that procedures and terms under which such agreements may be approved must be codified in the City's Code of Ordinances; and

WHEREAS, a public hearing was conducted on October 19, 2026, by Brevard City Council, and after review and consideration of the proposed amendments, it is the desire of the City Council of the City of Brevard that Section 2-297 – Municipal Infrastructure Reimbursement Agreements be added to the Brevard City Code of Ordinances.

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

SECTION 01. Chapter 2 of the City of Brevard Code of Ordinance is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 02. 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 03. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved on the 19th day of October, 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

_____
Mack McKeller
City Attorney

CITY of BREVARD

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

TAX SETTLEMENT REPORT

FOR MONTH ENDED

SEPTEMBER 30, 2026

Tina Tanner

Certified Tax Collector

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

CITY OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING SEPTEMBER 30, 2026

UPDATED: 10.14.2026

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2026		$ 4,770,064.36	$ 449,303.76			
2025-2014	$ 14,221.11	$ 15,457.22	$ 4,738.94			
2013- PRIOR	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL:	$ 14,221.11	$ 4,785,521.58	$ 454,042.70	$ -	$ -	$ -

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2026							$ 5,219,368.12
2025-2014							$ 34,417.27
2013-PRIOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	**$ 5,253,785.39**

HEART OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING SEPTEMBER 30,2026

UPDATED: 10.14.2026

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2026		$ 69,406.45	$ 4,085.42			
2025-2014	$ 42.13	$ -	$ 629.32			
2013-PRIOR	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL:	$ 42.13	$ 69,406.45	$ 4,714.74	$ -	$ -	$ -

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2026							$ 73,491.87
2025-2014							$ 671.45
2013-PRIOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	**$ 74,163.32**

PROCLAMATION NO. 2026-29

A PROCLAMATION ORDERING THAT THE UNITED STATES AND NORTH CAROLINA FLAGS BE FLOWN AT HALF-STAFF ON ALL CITY OF BREVARD GOVERNMENT BUILDINGS IN HONOR OF FORMER BREVARD MAYOR JIMMY HARRIS

WHEREAS, Jimmy Harris was elected as Brevard's youngest Mayor for the City of Brevard on November 2, 1999 and served for 22 years until December 2021, the longest in the City's history.

WHEREAS, Jimmy Harris spent a lifetime supporting this community constantly dedicating his time, effort, and commitment to the betterment of the City of Brevard.

NOW, THEREFORE, as a mark of respect for the memory of former Brevard Mayor Jimmy Harris, I hereby order, pursuant to the North Carolina State Government Flag Guide, that the United States and North Carolina flags shall be flown at half-staff on all City of Brevard government buildings from Saturday, October 10, 2026 through sunset Friday, October 16, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 10th day of October, 2026.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

MINUTES
City Council Public Works & Utilities Committee

Wednesday, September 2, 2026 – 3:30 p.m.
City Council Chambers

Members Present:	Lauren Wise, Chair, Council Member Gary Daniel, Vice Chair, Council Member Owen Carson, Citizen Member Mayor Maureen Copelof, Ex-Officio
Staff Present:	Wilson Hooper, City Manager (arrived at 3:40pm) David Todd, Assistant City Manager Cliff Justus, Public Works Operations Manager Dennis Richardson, Water Treatment Plant Supervisor Aaron Winans, Wastewater Treatment Plant Supervisor Shawnee Cummings, Assistant to the City Manager
Guests:	Matt Broderick (KCI), Kyle Seaman (KCI), Harvey Sankey
Media:	None

A. Welcome and Call to Order

Committee Chair Lauren Wise called the meeting to order at 3:30 p.m.

B. Certification of Quorum

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

C. Approval of Agenda

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

D. Approval of Minutes – August 5, 2026 Meeting

Mr. Daniel moved, seconded by Mr. Carson to approve the minutes of the August 5, 2026 meeting as presented. The motion carried unanimously.

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

1. Public Works Update

Mr. Todd compiled a list of updates on work performed by Public Works employees in the past 30 days, outside of their normal scope of work and day-to-day responsibilities.

Water

Cashiers Valley Storm Drain Project: Pressure tests performed and samples taken; meetings with contractors, engineers and Assistant City Manager; replacement of leaking glands on 6" water line; digging to find and verify location and depth of 14" water main (not successful); made ¾" tap to verify whether line was live or dead.

Apartment Complex at Roundabout: Chlorinated 1000' of new 8" and 6" water lines and flushed it out; sampled 1000' of 8" and 6" water lines; made fire line ready; put water lines in service.

Burrell Mountain Pump Station: Checked and fixed comm fail (low tank level).

Leaks (check, search and/or repair): 5
Meters (check and/or repair): 4
Streets Assist: 1
Sanitation Assist: 1

DOT Project at Walmart: 6" tap made on 10" main for fire hydrant.

Sewer

Lift Stations: Checked pump run times, inspected wet wells, pulled and cleaned out pumps, mowed and weed-eated, used new vac truck to suck up all the grease built up inside wet wells, performed weekly inspections of wastewater pump stations and recorded data (hours, condition of wet wells, total gallons, etc.).
Manhole Repair/Rehab: Installed and grouted new ring and lid on manhole (to replace old style locking lid); inspected 4 new manholes to get ready for state inspection.
Locates: 344 (as of 8/28/26).
Residential Taps: 2
Sewer Blockages: Unblocked 668 feet of sewer lines.
Sewer Repairs: Replaced 3' section of sewer service lines (damage caused by roots); replaced sewer service line so pump line could be hooked to it; replaced 4" cleanout cap; 4" 2-way cleanout installed; inspected sewer lines hit by power company and verified the lines were no longer active.
Housekeeping: Seeded and strawed where taps were made; seeded and strawed where sewer service lines were replaced; mowed, weed-eated and sprayed lift stations.
Line Cleaning: 5,484 feet (as of 8/28/26). Required Footage for 2026: 31,680 feet; Cleaned to Date: 45,459 feet. Exceeded requirement by 13,779 feet to date.
Video Inspections: 5,182 feet (as of 8/28/26).
County Assist: Helped county with unstopping gutter drains at high school.
Streets/Sanitation Assist: 3 (cardboard, recycling, trash and brush collection, street repairs).
Water Assist: 12 (meter and meter box replacement, leak checks, tap installations.

Garage

Completed 197 fleet maintenance work orders as of 8/28/26.

Streets & Sanitation

Utility Strips Mowed: 27
Roads Flail Mowed: 9
Trimming Around Signs: 12
Roads Trimmed by Hand: 2
Stop Bars Painted: 16
Utility Patches: 14
Potholes Patched: 1
Potholes Patched: 1
Bags of Brush: 127
Loads of Loose Brush: 33
Special Waste Collections (bulk collections): 5
TVs Collected: 2
Storm Drain Grates Cleaned: 20
Erect/Remove Banners: 3
Signs Installed/Removed: 3
Recycle Carts Delivered: 9
Trash Collection: 262.32 tons
Recycle Collection: 53.7 tons.
Cardboard Collection: 20.49 tons.
Water Assist: 1 – helped with leak repair.

Building & Grounds

Mowing: Weekly, mowed 36 acres of parks and properties and bike paths.
Sports Complex: Nail and light drag all 6 fields once a week to keep up and daily trash check and removal.
Clemson Plaza: Weekly weed removal.
Bump Outs: Weekly weed removal.
City Hall: Completed ALL work orders (set up for meetings, etc.), cleaned and refinished 2 office floors downstairs, moved and rearranged the offices downstairs, started painting downstairs area, removed the carpet from mayor's office, painted and installed new quarter round in mayor's office.
MCJCC: Installed new blinds.
Police Department: Installed handicap parking sign.
Franklin Park: Had new mulch installed, cleaned inside of pool house and winterized bathrooms and showers inside.
City Public Restrooms and Buildings: Cleaned daily.
Dog Waste: Removal twice weekly at all city dog waste stations.
Misc. Work Orders: Flags, clogs, etc. all completed.
OSHA: Performed inspection of city buildings with OSHA inspectors.

Another update noted by Mr. Todd was a meeting with the County regarding their pump station at the High School. Once the county replaces the pump station, the County is interested in dedicating the pump station to the City. Mr. Owen asked if the County currently owns the pump station. Mr. Todd said yes, but it is unusual, especially at a public facility. The pump station serves Hickory House, Illahee Hills, and Country Club.

2. Stormwater Master Plan

McAdams is contracted for the Citywide Stormwater Master Plan and recently completed Phase 1 in June, which focused on Existing Conditions Analysis. This effort is

supported by desktop analysis, geodatabase development and management, analysis of existing stormwater systems, preliminary CIP prioritization planning, and UDO updates.

A draft report was submitted to the City at the end of June to complete Phase 1. This included existing conditions hydraulic modeling results, CIP prioritization, the UDO updates, CCTV reports, and a GIS geodatabase compiling stormwater inventory from Land of Sky and McAdams' data collection. The report is currently under review by the City.

Below is the schedule:

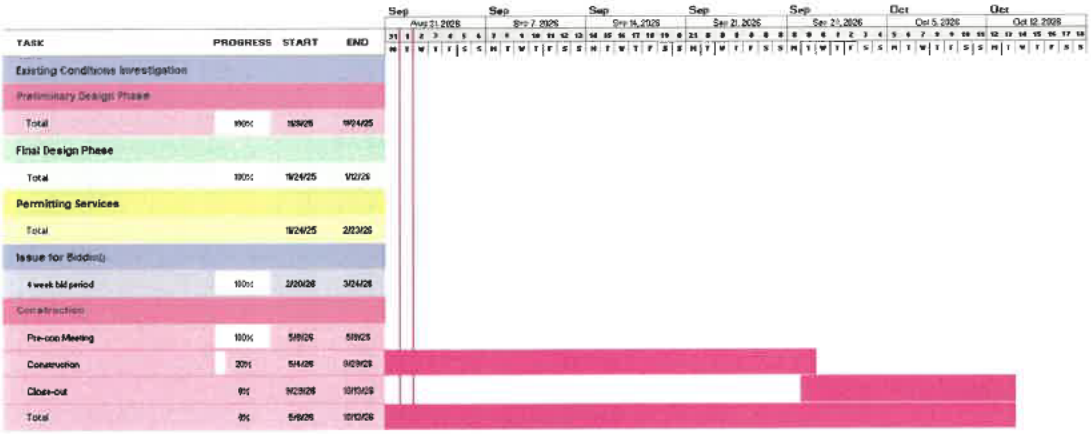
1. Completed Asset Geodatabase and Dashboard
2. ERU Analysis is underway
    a. McAdams and the City met August 5th to review changes from the initial meeting and provide feedback.
    b. City to review through the month of August and respond to McAdams in September with any changes needed.
3. Phase 2 completed in fiscal year 2027 (July 2026 – June 2027)
    a. Schematic Design and Identification of Funding

3. Hillview Street Culvert Update

- The 4" gas main at the southern end remains a conflict preventing installation of the top halves of the culvert.
- Enbridge Gas indicated on 8/26/26 that they would expedite the retirement (i.e., removal from service) of the main as soon as they received the encroachment agreement, which was shared with them on the same date.
- The gas main located at the north end has been determined to be a 2" main. The Contractor has been made aware that they need to coordinate that relocation.
- The 6" water main in Phase 1 has been successfully lowered.
- A 14" watermain was discovered after placement of the 4th bottom section. This is the main that was originally thought to be running in the creek north of the culvert. The contractor is working to obtain the materials needed to relocate this main. The current estimate to receive one of the two 14" valves required for this relocation is 10/9/26. Efforts are being made to see if this acquisition can be expedited.
- Materials are being stockpiled onsite and, in the field, located southwest of the intersection of Hillview Street and Cashiers Valley Road (i.e., South of the Silversteen Park and Mary C. Jenkins Community Center parking area).

Hillview St. Culvert

City of Brevard, NC



4. Water Treatment Plant Renovation Update

Work to date:

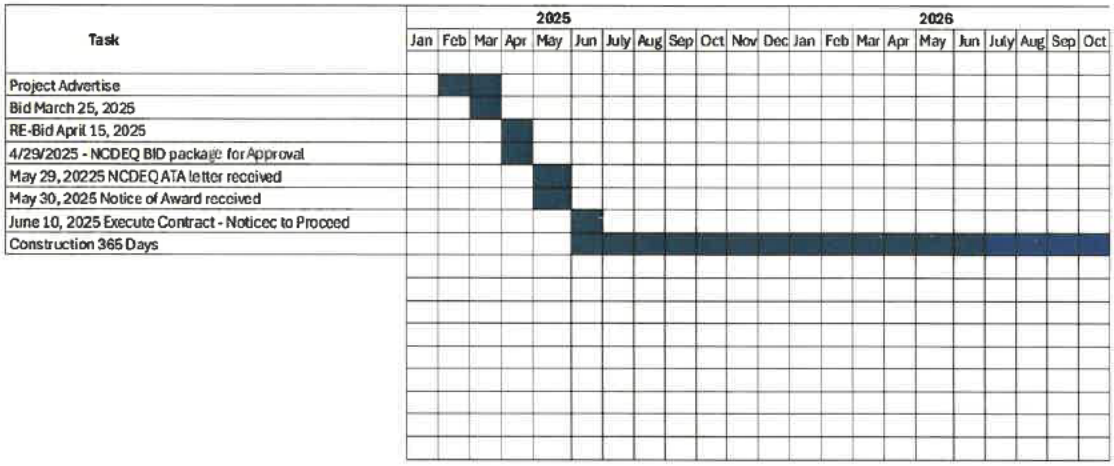
1. Electrical Engineer Approved the Proposed New VFD Drives for the transfer pumps and Raw Water Intake Pumps, waiting on the Final cost for Approvals for Installation.
2. Electrical Engineer Approved the Housekeeping pedestals for the new panels.
3. Electrical Engineer Approved the panel box changes to tie in new Generator.
4. Conduit work and new control panel work continues in the Pump room.
5. New Tank has been partially backfilled; waiting to complete backfilling once the overflow line is installed.
6. Sludge pump has been delivered.

Upcoming work: Work over the next couple of months

1. Delivery of new high service and transfer pumps has been, yet again, pushed out. Contractor is working to remedy this. Pump delivery has been pushed to the end of September of 2026, but the vendor will not provide a date.
2. Generator Start up

The City was given an exception from NCDEQ so that the money related to this project does not have to be spent by the end of this calendar year.

City of Brevard - Water Treatment Plant Improvements :
NCDEQ SRP-D-ARP-0222
Brown PA - 20042



4. Sewer Lift Station Rehabilitation Project

Gallimore Road Site

- TP Howard (TPH) has poured the concrete pads. Racks are scheduled to be delivered this week.
- TPH is coordinating mandrel testing for the installed gravity sewer.

Wilson Road Site

- Generator startup and training were delayed again due to an undersized valve and will be rescheduled once the issue is resolved.

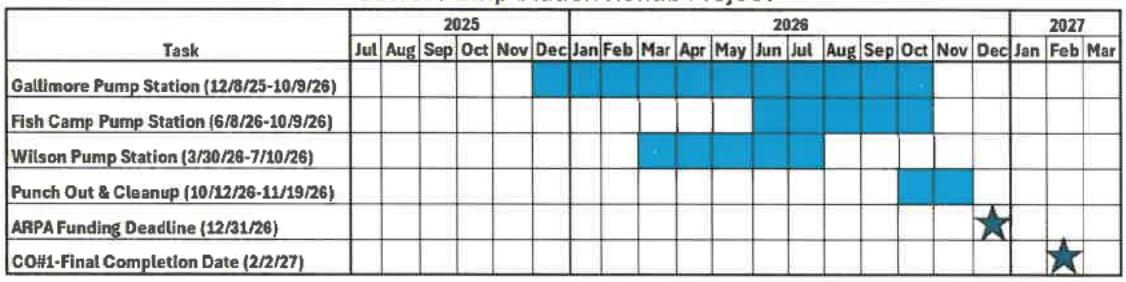
Fish Camp Site

- TPH is waiting on the metal platform before proceeding with electrical work on site.
- TPH has begun setting the pumps in the wet well as of last week.

General

- Shop drawings and submittals are winding down; all major equipment has been approved.

Sewer Pump Station Rehab Project



5. Tannery Smokestack

D.H. Griffin has been awarded the contract to remove both the underground vault and smokestack. The contract was revised to include saving 10 pallets of bricks for use on a future project. D.H. Griffin has ordered the needed geotextile materials and are on hold to start work pending approval of the Environmental Management Plan (EMP) by DEQ.

Our engineer has resubmitted the Vault EMP package to DEQ and is waiting to hear back from DEQ. Based on DEQ comments related to the ash in the smokestack our engineer and contractor are working together to develop a different plan for the ash removal in hopes of greatly simplifying and reducing cost associated with the DEQ request.

Demolition, once started, is estimated to take about a month to complete for the smokestack and a couple of weeks for the vault.

6. Wastewater Treatment Plant Update with KCI

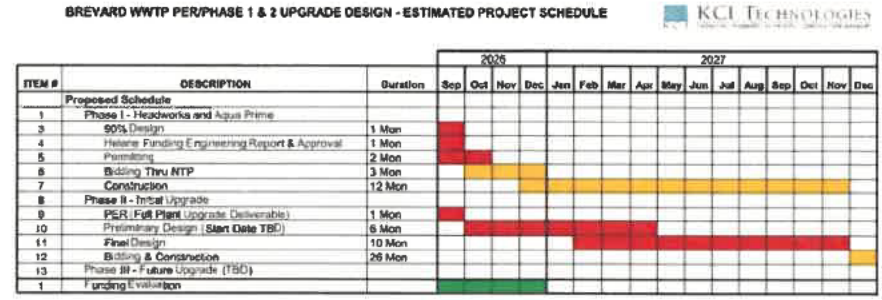
KCI is continuing to work with their subconsultants to finalize the plans and specifications, while simultaneously wrapping up the permitting and funding approval process necessary for the bidding of the Phase 1 design over the next several weeks. The recently awarded $5M supplemental Helene Funding required preparation and submittal of an Engineering Report and Environmental Information Document (ER-EID). This ER-EID was uploaded to the State's electronic permit portal on June 24th for state review and approval. KCI and Brevard Staff received ER-EID review comments from the State on July 17th. Based on the scope of the project, DWI is requiring a Categorical Exclusion by Review that is a more extensive process, which includes a site survey for wetlands and endangered species. KCI conducted the site survey in August and no endangered species were discovered within the project area but wetlands were found to exist where the proposed Headworks is located. KCI is working with City staff to determine next steps which will either require modifications to the proposed layout of the headworks or 401/404 permitting.

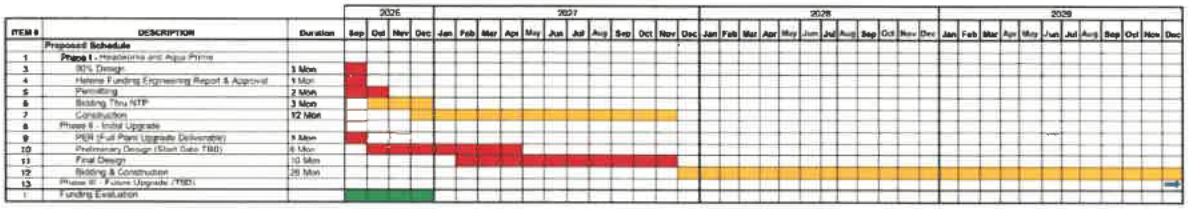
KCI is targeting mid-September to submit the revised ER-EID, Construction Plans, and Specs to NCDEQ for review and approval.

KCI will continue to work with the City staff on pursuing Phase 2 funding.

Mr. Todd added that it is not a natural wetland that was identified and that it is a manmade wetland that occurred due to a ditch that was dug when the WWTP was built. The wetland is 0.02 acres (~800 sq. ft.), and he believes DEQ will allow them to remove the wetland and continue construction. If not, then they will have to move the entire project forward by about 50 ft. He added that it would technically work, but it would eliminate planned parking in the front of the building and it would make the site a little awkward, as they would then be building in the middle of the site, as opposed to the edge of the site.

Mr. Todd added that there was prior discussion about bidding Phase 1 in September, but they are now going to bid it in December, which includes time to address the wetland.





KCI gave a presentation on the status of the WWTP project (Attachment A). Mr. Broderick explained that initial projections were based on the developable land in the City and the expected wastewater flow that could occur. He added that the expected flow from Davidson River Village was initially omitted and is now incorporated. While it did have some impact, it was not a big jump because some of the land was determined to be in the floodplain and unusable.

Mr. Broderick explained that they used the WWTP's flow data from 2023 and looked at the trend of the data. The data is represented in a graph (Attachment A) and they used the statistical mean to generate low, average, and high projections of future flow. In KCI's estimates, the high projection estimated that our WWTP would reach capacity in about 6 years and with the average projection, it would reach capacity in 12 years. The City pursued a phased approach to start addressing the needed upgrades given the limited amount of time before the WWTP reaches capacity.

Flow data from 2023-2025 was added, which reflects much of the work that the City has done to reduce inflow and infiltration (I&I) in its wastewater system. Since adding the updated data, the average flow projections are trending downward. With updated estimates, the high projection estimates that our WWTP will reach capacity in 22 years and the average projection estimates that our WWTP will reach capacity in 47 years. The City's progress in addressing I&I has changed the slope of the projection line and extended the amount of time that the City has to upgrade its WWTP.

Mr. Todd added that another piece of this is the Water and Sewer Asset Inventory and Assessment, completed by Alvin Fuller, and the next phase of the AIA recommendations

will include $3.5 million worth of work. Mr. Fuller will be helping the City apply for the next round of State Revolving Fund (SRF) loans to implement the next portion of the CIP. Mr. Todd said the planned CIP work includes I&I reduction and will hopefully make the projection line continue to trend downward, pushing the slope of the line further out.

Mr. Carson said with a reduction in I&I, the wastewater becomes more concentrated and asked if that concerns Mr. Winans. Mr. Winans said it is a double-edged sword and that is why the phased approach with the primary disk filters is a critical component. The average organic load already exceeds what the WWTP was designed to handle and without the disk filters, the RBCs cannot continue to remove the organic load. Mr. Broderick said the equalization basin being rehabbed will also help with that.

Mr. Broderick said beyond Phase 1, the goal is to find funding for Phase 2, but now the data suggests that that may not be the best use of the money. He added that if we do nothing, there are operational risks, such as aging RBCs, the lack of availability of spare and replacement parts, the potential for permit or regulatory violations if components were to break, potential environmental cleanup, and significant associated costs.

Mr. Winans said 3 RBCs arrived at the WWTP when an RBC broke in 2021, 2 of which were purchased by the City. The third RBC was slated for MSD, but staff was unsure if they wrote a check for it or not. In 2023, the vendor told the City if they want the RBC, they can write them a check for it. Since 1 of the RBCs that arrived in 2021 was used at the time, that gave the City 2 spare RBCs. This year, 1 RBC was replaced and a couple weeks ago, MSD contacted Mr. Winans wanting to know if the City had an RBC that was theirs. He shared the information to show that we did purchase the RBC. Mr. Todd said that really emphasized the risk we face with not having any spare parts. Mr. Winans said the cups for the RBCs are the main issue because they are old and brittle, and we are unable to find replacement cups. In addition, used RBCs do not have the attachment points for the cups, so you have to find an alternative way to attach them that is less secure. He said he could 3D print the cups, but that would be a full-time job.

Mr. Broderick said in looking toward Phase 2, we have a couple years to identify and secure funding which will be around $50-80 million. Due to limited borrowing capacity for loans, funding will primarily need to be in the form grants and grants often have caps, so there may need to be multiple funding sources. Mr. Broderick said getting the necessary funding can take time, and he has often seen these projects take 8-10 years from the time you start the project to the time that construction is done. Mr. Todd said in the best-case scenario, we are at least 4-6 years out from the WWTP upgrades being complete and we are going to be carrying the RBC risk during that time. He added that if we choose to retrofit the RBCs, it is not necessarily a short-term investment and it could buy us 20 years of use, assuming the updated flow projections hold true.

Mr. Todd also noted that an option is to replace our belt press with a centrifuge, as it would greatly reduce the amount of water we are hauling out, increases the solids content, and reduces the weight of the solids content. Mr. Winans also noted that if the landfill becomes a transfer station, they will not haul our sludge and the City will not

have a solution for its biosolids. Land application is not a viable path due to PFOS and microplastics. He added that other small cities are facing the same issue because they are not large enough to entice a company like McGill, so there has been discussion about a regionalized solids processing facility. Mr. Todd said he brought this up because we do not need to solely focus on the RBCs, and there are options to phase it. By focusing on just the RBCs, it would be about a $10 million project and to do both the RBCs and a centrifuge would be about $20 million, but it would set us up for the future.

Mr. Broderick said the project would be a good use of capital and provides reliability at the City's treatment facilities while we continue to identify funding. He added that Phase 1 will provide a lot of process benefits to how the RBCs operate, whether the RBCs are retrofitted or not, and will reduce the BOD loading that the facility is currently taking on. By replacing the RBCs, it will give the City newer equipment that is still actively being manufactured and buys time until Phase 2 is needed. Mr. Broderick recommended that KCI conduct a feasibility study to evaluate RBC replacement, vet manufacturers, generate detailed cost estimates, and evaluate if the WWTP's current electrical equipment can handle the electrical load of motor driven RBCs.

Mr. Carson asked how many plants regionally still use RBCs. Mr. Broderick said the plants that use them are the ones that already have them, and no one has built a new RBC plant since the 90s. Mr. Winans said he has found some in other countries and while some manufacturers still manufacture RBCs, most plants are not built to use RBCs. Mr. Todd clarified that manufacturers still produce electric driven RBCs, but they are not producing air driven RBCs.

Mr. Daniel stated that he feels we are planning for something obsolete because no one is building new plants that use RBCs and even the companies that build RBCs will not be around forever. Mr. Todd said it is not an end solution, but it is a way of mitigating our risk and buying us time. Mr. Daniel said he understands and agrees, but when they say it would be 20 years until we need to implement Phase 2, that is not that far away given how long things take in the municipal world and we need to continue to press forward.

Mr. Todd said the next step is to have KCI conduct the feasibility study, which will cost around $40,000. He added that if we retrofit the RBCs, it is likely to increase our success rate in getting a grant because replacement of retrofit RBCs gets awarded more points than replacement of original RBCs. Mr. Todd said Staff are looking to see if the Committee is willing to recommend the feasibility study.

Mr. Carson moved, seconded by Mr. Daniel to recommend approval of KCI's feasibility study to evaluate the feasibility of retrofitting the old RBCs with new ones to Council.

F. Public Comment

Harvey Sankey asked clarifying questions about the City's grant funding for Phase 1 and the amount of funds remaining. He also asked to confirm that the money for the feasibility study would come out of the existing grant funds. Staff confirmed.

G. Set Next Meeting – Wednesday, October 7, 2026 at 3:30pm

The next regular meeting of the committee will be on October 7, 2026 at 3:30pm.

H. Adjourn

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

Minutes Approved: October 7, 2026

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

Shawnee Cummings
Assistant to the City Manager

BREVARD WWTP Intermediate RBC Feasibility Study Presentation



CITY OF BREVARD

SEPTEMBER 2, 2026

KCI ASSOCIATES OF NC

Projected Future Flows

Future Flows Summary				
Parcels	Gross Acreage	Total DU	Flow Allocation[1] (GPD)	Est. Actual Flow[2] (GPD)
Within City Limits				
Developable	908	3,935	**944,400**	**314,800**
Developed (existing customers)	2,798	20,233	4,882,170	**1,627,390**
Outside City Limits				
Developable	2,253	5,877	**1,410,480**	**470,160**
Developed (existing septic)	2,601	10,371	2,489,040	1,244,520
Full Buildout Flow Range			**High Range[3]**	**Low Range[4]**
			3,982,270	***2,412,350***

[1] Flow Allocation based upon 240 GPD per DU. Represents theoretical flow based on maximum zoning density

[2] Estimated Actual Flow based of WWTP Influent Data compared to Flow Allocation of Existing Customer Base

[3] High Range Flow Estimate = 1,627,390 + 944,400 + 1,410,480

[4] Low Range Flow Estimate = 1,627,390 + 314,800 + 470,160

Projected Future Flows (Revised)

Includes Davidson River Site

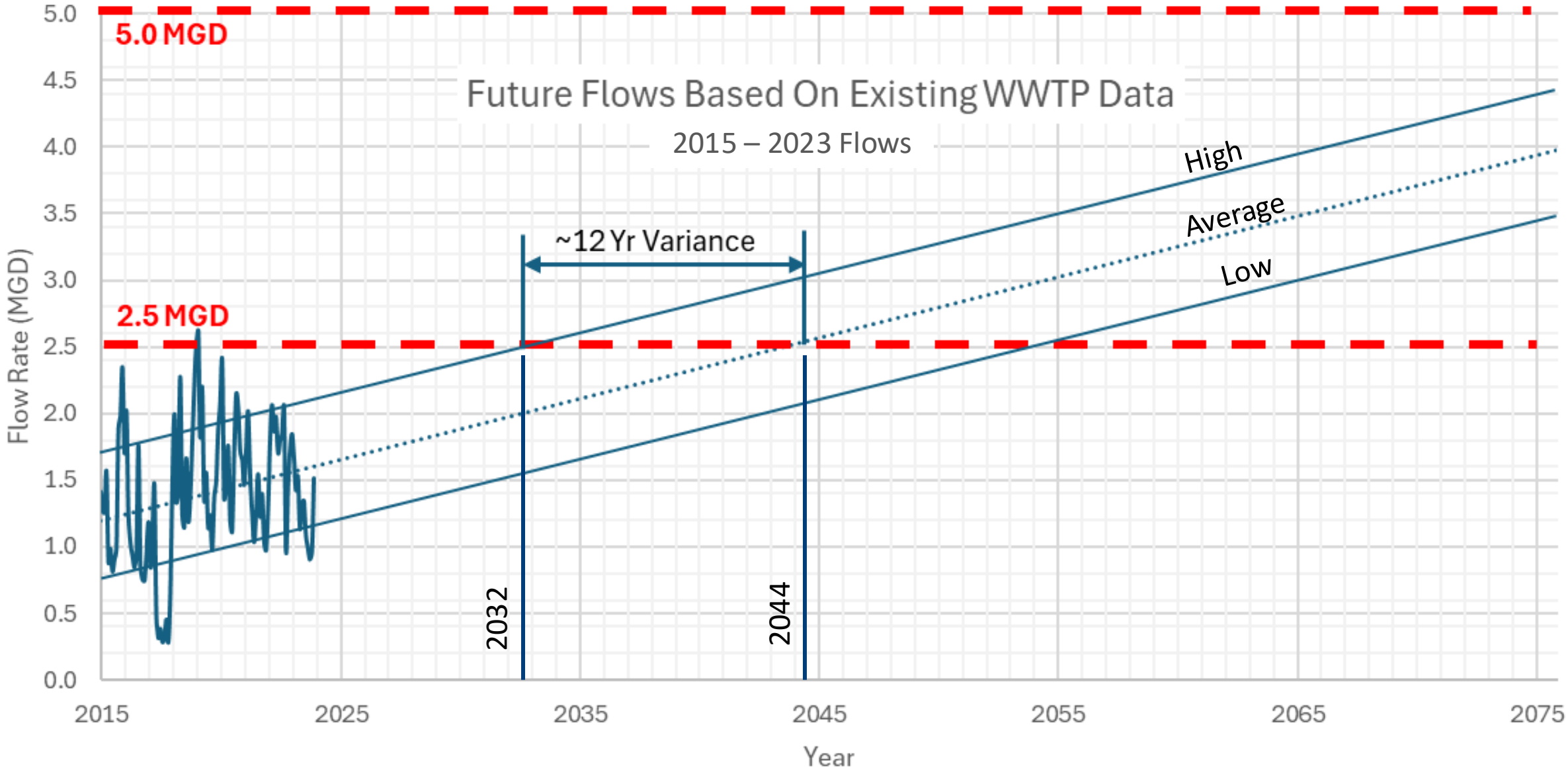
Future Flows Summary				
Parcels	Gross Acreage	Total DU	Flow Allocation[1] (GPD)	Est. Actual Flow[2] (GPD)
Within City Limits				
Developable	908	3,935	**944,400**	**314,800**
Developed (existing customers)	2,798	20,233	4,882,170	**1,627,390**
Outside City Limits				
Developable	2,392	6,237	**1,578,720**	**526,240**
Developed (existing septic)	2,652	10,771	2,585,040	1,292,520
Full Buildout Flow Range			**High Range[3]**	**Low Range[4]**
			4,150,510	***2,468,430***

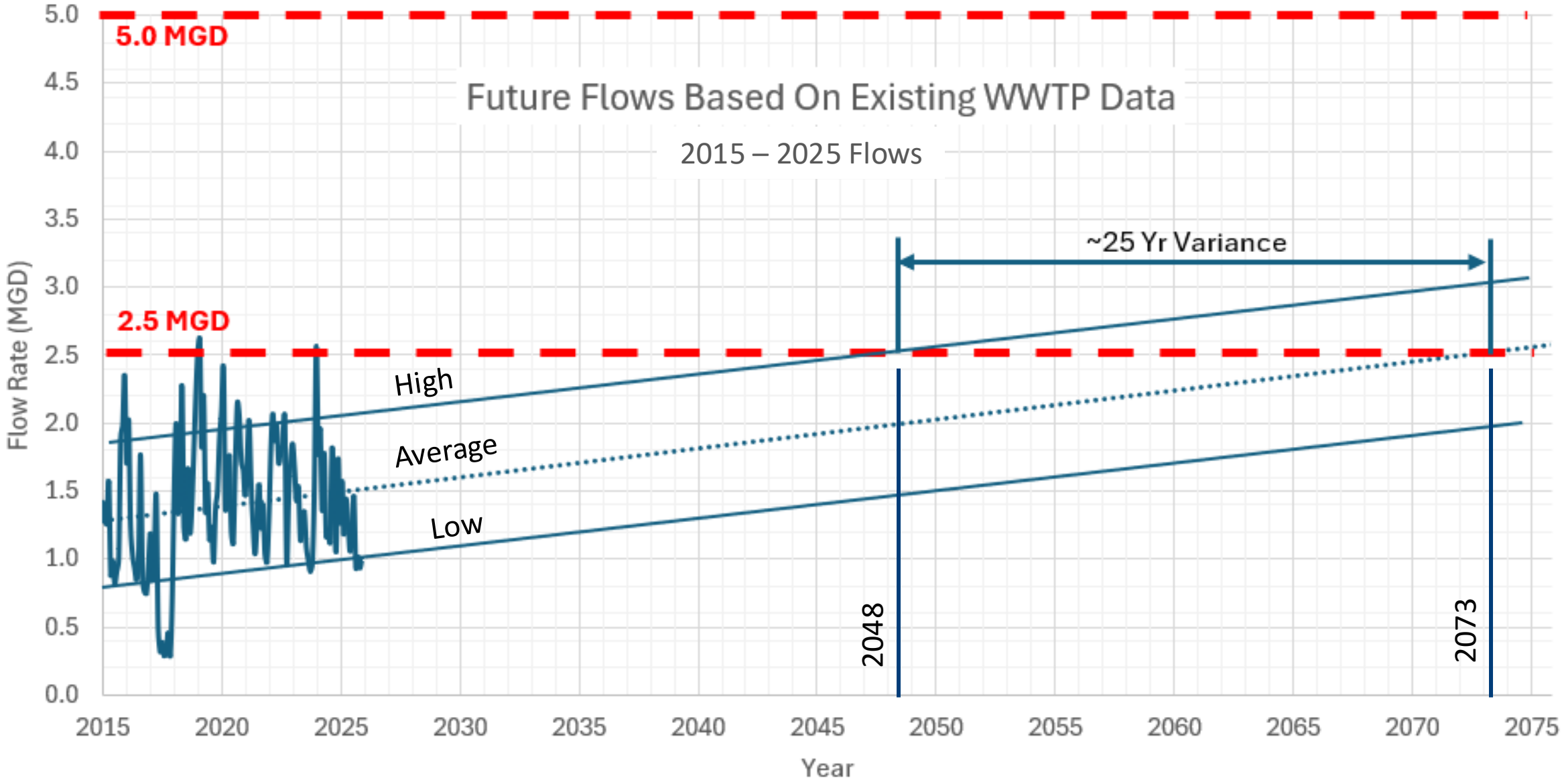
[1] Flow Allocation based upon 240 GPD per DU. Represents theoretical flow based on maximum zoning density

[2] Estimated Actual Flow based of WWTP Influent Data compared to Flow Allocation of Existing Customer Base

[3] High Range Flow Estimate = 1,627,390 + 944,400 + 1,578,720

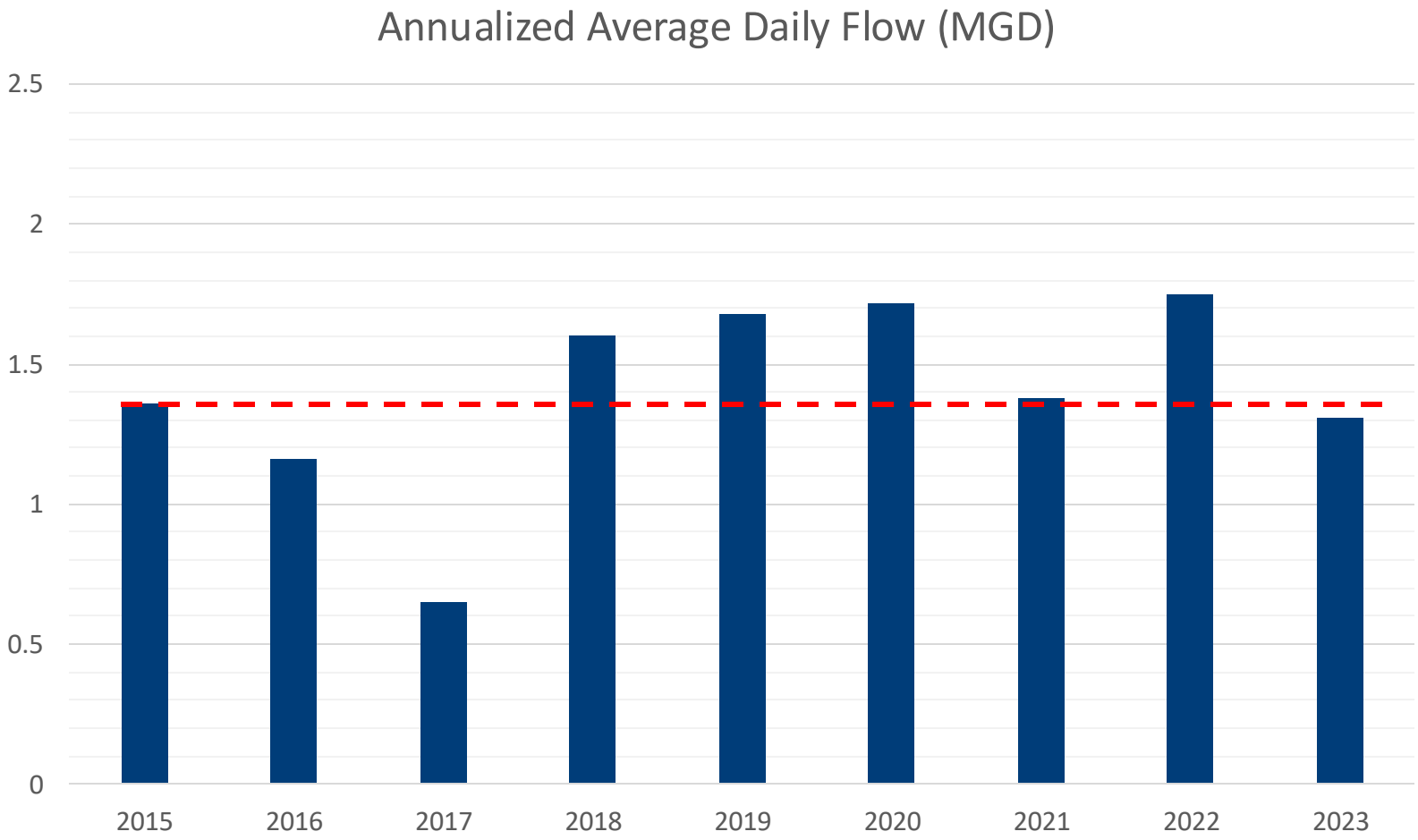
[4] Low Range Flow Estimate = 1,627,390 + 314,800 + 526,240


Future Flows Based On Existing WWTP Data
2015 – 2023 Flows
5.0 MGD
2.5 MGD
~12 Yr Variance
High
Average
Low
2032
2044
Flow Rate (MGD)
Year
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5
0.0
2015
2025
2035
2045
2055
2065
2075


Future Flows Based On Existing WWTP Data
2015 – 2025 Flows
5.0 MGD
2.5 MGD
~25 Yr Variance
High
Average
Low
2048
2073
Flow Rate (MGD)
Year
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5
0.0
2015
2020
2025
2030
2035
2040
2045
2050
2055
2060
2065
2070
2075

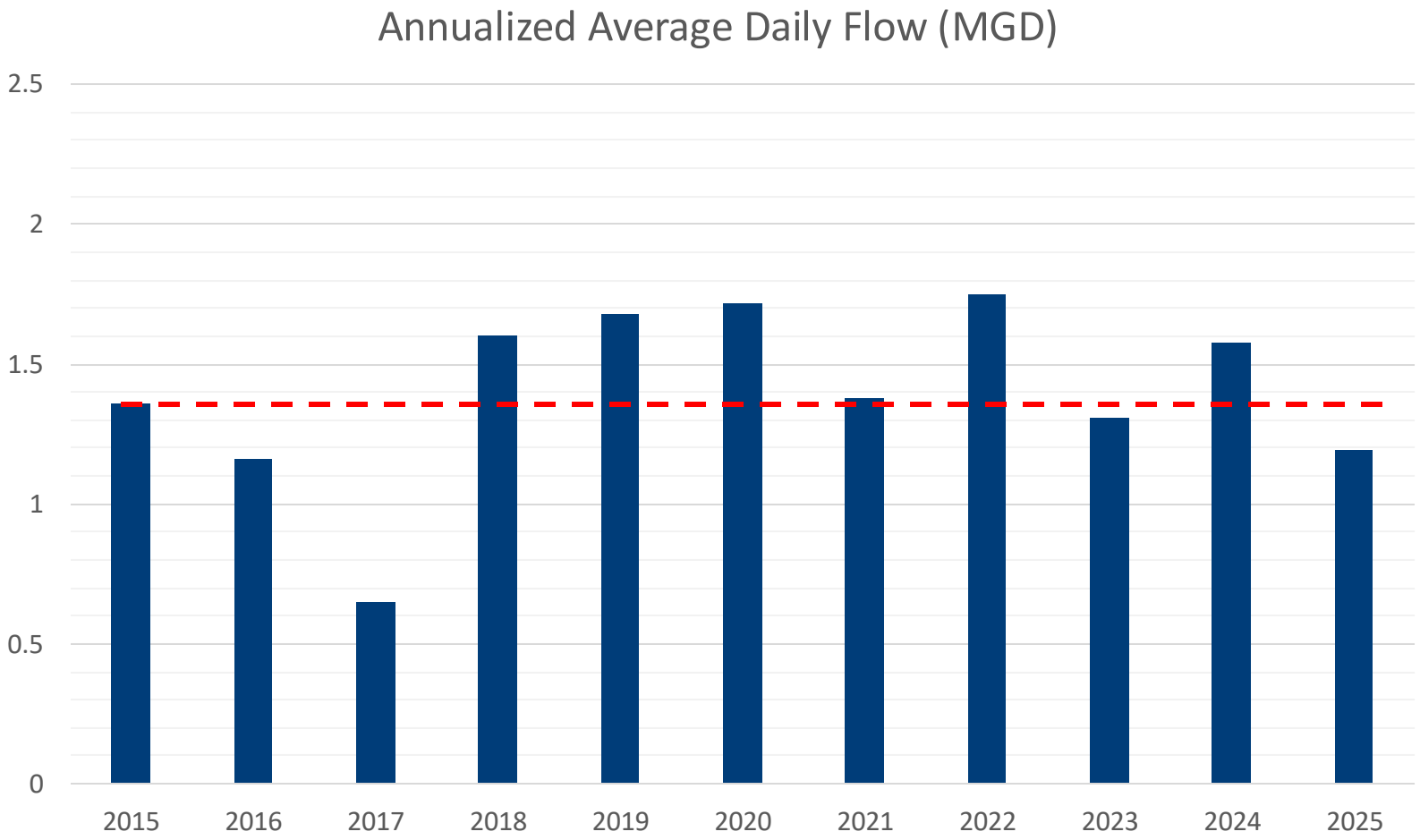
Existing WWTP Flows

Uses flow data from 2015 -2023



Existing WWTP Flows (Revised)

Uses flow data from 2015 -2025



Why Study Feasibility of RBC Retrofit

WWTP Operational Risks (No Action Alternative)

- Age of equipment
- Availability of spare/replacement parts
- Consequences of failed equipment
  - Permit Violations
  - Environmental cleanup
  - Emergency Equipment Repair Costs

Why Study Feasibility of RBC Retrofit

Why not wait to upgrade (Phase II)?

- Current Phase II budget is between $50M & $80M
- Brevard has limited borrowing capacity for loans
- Grants in that magnitude are hard to obtain
- If funding is identified, it may still take 1-2 years to secure funding to construct Phase 2.
- Phase 2 design, permitting, bidding & construction is likely 3-4 years until placed into operation.

Why Study Feasibility of RBC Retrofit

Why consider RBC Replacement?

- Combined with Phase 1, new RBC's will provide reliable capacity up to 2.5 MGD
- New equipment will be more reliable and maintainable
- Lower cost will make more grant / loan options more feasible to obtain ($5M - $10M)
- Buys time until Phase 2 can be implemented (likely 4 – 10-year window)

Closing

Recommend performing feasibility study to evaluate technical feasibility of retrofitting old RBC’s with new ones to provide reliable operational support until new WWTP expansion (Phase 2) is funded and placed into operation (4–10-year window)

MINUTES
City Council Downtown Master Plan Implementation and Downtown Advisory Committee

Wednesday, September 9, 2026 – 3:30pm
City Hall Council Chambers

Members Present:	Gary Daniel, Chair Council Member Lauren Wise, Vice Chair, Council Member Nicole Bentley, Heart of Brevard Executive Director Dee Dee Perkins, Heart of Brevard Representative Dakota Chapman, Citizen Member Parker Platt, Citizen Member
Members Absent:	Mayor Maureen Copelof, Ex-Officio Member
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Paul Ray, Planning Director Shawnee Cummings, Assistant to the City Manager
Guests:	Abby Steel
Media:	Jonathan Rich

A. Welcome & Call to Order

Chairman Gary Daniel called the meeting to order at 3:30pm.

B. Certification of Quorum

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

C. Approval of Agenda

Mr. Wise moved, seconded by Ms. Perkins to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes

Ms. Perkins moved, seconded by Ms. Bentley to approve the minutes of the August 12, 2026 meeting as presented. The motion carried unanimously.

E. Update on Co-Ed Theater

Mr. Hooper said since the last update, the outlook has gotten more challenging. Remediation for the Co-Ed Theater is complete, but remediation alone is going to cap out the insurance policy. Therefore, the Department of Commerce grant and potential donations the City hopes to raise will be needed for the first phase of repairs, as opposed to the second phase. Now that the building is "down to the studs," an additional complicating factor is that the repair may require that the building be brought up to code and there are some deficiencies to the building that cannot be overlooked, regardless of what the code says. Staff also met with the Fire Marshal and Building Inspector, who recommended the City put out a solicitation for a third-party architect to advise the City on what code standard the building needs to meet and provide a cost estimate. The architect's assessment will inform the City's fundraising target and indicate whether repairs should be done in phases or all at once. Mr. Hooper said he thinks the repairs will likely be substantial enough that we need to do them all at once and we may be looking at a prolonged closure. The solicitation is out, will need to be posted for a month, and then the City will choose its architect soon after. Mr. Hooper added that he does not know how long their work will take, but the goal is to have the architect's work by the end of the calendar year so that Ms. Bentley can use it to inform the grant application with NC Department of Commerce and the City can know what its fundraising target is.

Mr. Todd added that during remediation, there were some deficiencies in the building that were discovered and now that we know they are there, we need to address them. He added that the solicitation deadline is October 9th and the solicitation includes (1) identification of the minimum we need to do to reopen the theater, (2) evaluation of what level of change the minimum will fall under (renovation, alteration, or reconstruction) with the associated cost estimates, and (3) the architect's proposal and construction drawings. Mr. Todd said we may also have the architect complete the first 2 items until we decide what we are going to do and then proceed with the third item once we have a plan. Ms. Steel said everyone is on the same page about where things are going, although there is still uncertainty.

Mr. Platt asked if there is a threshold below which the City does not need to do a competitive solicitation. Mr. Todd said with architectural and engineering services, it is a qualification-based selection that follows the Mini Brooks Law and there is an exception to the Mini Brooks Law for work less than $50,000. He assumes that even the assessment is likely to exceed $50,000, so that is why there was a solicitation.

Ms. Perkins asked what the grant timeline is. Ms. Bentley said the next grant cycle ends in mid-January and we would be notified of any award the following month. She added that as long as we fill out the application and have the matching funds, we meet all of the criteria. The funding awarded is based on the number of full-time employees on the block, which includes City Hall's employees in this case, and each employee is valued at $12,500 up to $850,000. It will require a 5% local match.

Mr. Todd said the timeline is ambitious, as the solicitation is posted through October 9, and then we will have to choose firms to interview, interview, select, negotiate a proposal, and give them time to put their work together. It will be a challenge to get full cost estimates by December. Ms. Bentley said the grant itself is reimbursement and the award will be based on the number of employees on the block.

Mr. Wise asked if the grant is offered annually. Ms. Bentley said no, the last cycle ended in August, but we are only eligible once per fiscal year for the same project.

Committee Comments

Mr. Daniel said the Committee discussed how the Downtown Master Plan will only be able to be implemented with grant funding and he would like for Staff to regularly report on how that is progressing. He added that he would like some assurance that Staff are actively pursuing grants. Mr. Hooper said it will be added to the next agenda and he will find a format to discuss it regularly and constructively. Ms. Perkins agreed and said if grants are the only option, then we need to know grant possibilities, timelines, and the cost of a grant writer. Mr. Daniel said there was a budget request for a grant writer and it would be helpful to see how that need evolves. Mr. Hooper said Council will likely see that request again in the next budget year, as the need for a grant writer has grown beyond this Committee and is becoming more important to the organization as a whole.

Mr. Hooper said the Parking Study will be presented to Council at the next meeting and he will probably ask Council to refer the study and its list of alternatives to this Committee for discussion. It will be presented publicly before the Committee gets into the details of the study. The study gives a handful of options to improve parking downtown, so this Committee would be the one to evaluate those options.

Mr. Platt asked if the Committee has discussed the Circulation Study or what the Committee's relationship to the study is. He would like to discuss it as a Committee because the traffic pattern discussion is impactful to downtown. Mr. Ray said they have one more public engagement session left and a survey will also be put on the City's website, so they will be waiting for feedback and collecting data. Mr. Hooper said McAdams is conducting the study for the state and would probably give us a briefing if we ask. Mr. Ray added that the City is a client, the County is a client, and the State is funding most of it. Mr. Hooper said we can add it to a future agenda and ask them to give us a briefing after they finish gathering data.

Ms. Perkins said she talked with McAdams at one of the engagement sessions and stated that it seems like the number 1 option, based on the way it was presented, is the one-way pair. She added that the impacts are substantial to economic development and the viability of downtown, and the one-way pair does not seem to meet any of the goals of the study. She asked McAdams what would be required to remove the one-way pair option from consideration and direct any funding for that option to research other possibilities to improve safety and traffic movement.

McAdams advised that they are the consultant in the study, so the request would have to come from the client and the client specifically requested that the one-way pair be considered alongside other options. Ms. Perkins further emphasized the impacts to small businesses downtown and future growth.

Mr. Ray said without completing the public engagement sessions and seeing the data, we cannot rule that option out yet. Mr. Daniel said the City is a client and the City could say that. Mr. Ray asked without seeing the data? Mr. Daniel said yes, we could. Mr. Hooper said out of fairness, the State should have a say since they paid for the majority of the study and the one-way pair does perform well on one criteria, which is moving traffic. Mr. Platt said the State is not the only client and each client gets to have their say. He added that the Downtown Master Plan in its current form would be seriously impacted by any change to traffic patterns, and he does not know why it is not coming directly to this Committee, as they are to advise Council on issues affecting Downtown and Council will look to this Committee for direction.

Mr. Platt moved, seconded by Ms. Perkins to send a recommendation to Council that, as a client, the City recommend that one-way streets be removed from the options.

Mr. Daniel noted that at the engagement sessions he attended, it was presented that McAdams was tasked with looking at one-way pairs and that it was their primary intent, which he finds disconcerting. He said the data presented about how well one-way pairs work have nothing to do with the situation in Brevard.

Mr. Hooper said he discourages the Committee from taking this action, primarily because studies should be allowed to conclude and this is a meritorious enough idea to at least find its way to the end of the study. He added that the data has shown that the current configuration has deficiencies that need to be addressed and this is one of the options being evaluated and he thinks we need to hear them out. Data has shown the intersections back up and people make unsafe decisions due to the length of the signals. A one-way pair could make the roads more pedestrian-friendly and still move traffic through town. While not published yet, one of the parking study findings is that spots near City Hall are significantly less utilized because people do not want to cross Caldwell St. in its current configuration. He added that any prospective solution that could improve pedestrian accessibility is at least worth hearing, so to arbitrarily remove it before the study has completed is premature. Mr. Daniel said he personally thinks the study should have never taken place.

Ms. Bentley said it may be arbitrary to our case, but there are plenty of cases and studies nationwide that show that the one-way pair is going to affect visitation, so we will not have to worry about pedestrians because visitation is going to decrease. She added that the City should consider what that looks like in terms of property taxes and sales tax revenue, as they are important to the City's budget. She does not think the one-way pair will be good for existing businesses, economic growth, or future investment. Mr. Hooper said that may be true, and he would like to read those studies because they are cited often. He added that he'll bet that every one of those

cities where the studies were performed have another option for traffic, and we do not. Brevard does not have a bypass or a ring road, and the two main roads have to be the City's thoroughfares. He added that if they are not addressed somehow, they will continue to be dangerous crossings and barriers to this end of Main St. Ms. Bentley said she feels that it will either be a band-aid solution, do nothing, or a one-way pair, but she does not feel that the options being considered are beneficial to us. Mr. Hooper said that is just not true, there were 4 options presented in great detail at that meeting. Ms. Bentley said at the public engagement meeting, very little was presented and it tasked people with interpreting it themselves. Ms. Perkins emphasized the impact of tourism in Brevard as one of our biggest industries and said if you are not careful, you are going to see higher turnover of businesses.

Mr. Wise said he has not seen the results of public engagement, but he has talked to a lot of people and no officials are in favor of the one-way pair. He said everyone is in favor of looking at circulation comprehensively. He added that this may be a good solution for other places, but not for Brevard. Mr. Wise said he talked to Vicki Eastland and Land of Sky and was told that if there is enough public outcry, they will not pursue the one-way pair, but he is not comfortable leaving it up to that. He said it is better to nip this in the bud now before we get further down the road, and we need to have our voice heard. He is sympathetic to Mr. Hooper's concerns, but he also knows it takes him 90 seconds to turn at the lights, so when people say they are not able to turn left at the lights, he does not think it is a real problem.

Mr. Daniel said if we say it now, it allows McAdams to more thoroughly vet the other options and figure something else out, as opposed to doing all the work focusing on the one-way pair and not having a fully developed back-up plan.

Mr. Platt said no one contests that we have a challenge and have had a challenge, as there are two highways running through our town. He added that while the City did not pay the majority of the cost of the study, they will bear the majority of the impact and it will become a divisive issue that we do not need to be dealing with.

Mr. Platt called the question. All members voted in favor and the motion carried unanimously.

F. Public Comment

No members of the public spoke during public comment.

G. Set Date for Next Meeting – Wednesday, October 14, 2026 at 3:30pm

The next meeting, a joint meeting with the Parks, Trails, and Recreation Committee, was scheduled for Wednesday, October 14, 2026 at 3:30pm.

H. Adjourn

There being no further business, the meeting was adjourned at 4:08pm.

Minutes Approved: October 14, 2026

X _____
Gary Daniel, Committee Chair
Lauren Wise, Committee Vice Chair

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

MINUTES
City Council Parks, Trails & Recreation Committee

Wednesday, September 16, 2026, at 3:30 PM
City Hall Council Chambers

Members Present:	Aaron Baker, Chair, Council Member (left at 4:16pm) Lauren Wise, Vice Chair, Council Member Jackson Tate, Citizen Member Daniel Jessee, Citizen Member Maureen Copelof, Mayor, Ex-Officio
Members Absent:	Reba Osborne, Citizen Member Shanna Powell, Citizen Member JD Powers, Citizen Member
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Aaron Bland, Assistant Planning Director Shawnee Cummings, Assistant to the City Manager
Guests:	None
Media:	Vivian Bikulege; Jonathan Rich

A. Welcome and Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:31PM. Note: The audio recording of the meeting did not start until 4:00PM.

B. Certification of Quorum

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

C. Approval of Agenda

Mr. Baker asked to address Item G, "Revisit Visioning for Next Phases of Multi-Use Path," first, making it Item E. Mr. Wise motioned to approve the agenda as amended. Mr. Jessee seconded, and the motion carried unanimously.

D. Approval of Minutes – August 19, 2026

Mr. Wise motioned, seconded by Mr. Jessee to approve the minutes of the August 19, 2026 meeting. The motion carried unanimously.

E. Revisit Visioning for Next Phases of Multi-Use Path

Mr. Bland displayed a map with the potential trail segments discussed by the Committee at the last meeting. Many future connections are in the City's Bicycle and Pedestrian Plan and several are being scored in the STIP. Mr. Bland said the Committee was unclear as to the goal of this conversation in Mr. Baker's absence and suggested possibly ranking the connections and creating an addendum to the City's Bicycle and Pedestrian Plan.

Mr. Baker said with the Bicycle and Pedestrian Plan, most of the planned connections are on main roads and asked if we are relying on NCDOT to complete those. He noted that NCDOT's projects are so far out in the future that it will likely be decades before the multi-use paths get built. Mr. Bland said we are not entirely relying on NCDOT but many of the paths are planned on main roads so that we can take advantage of NCDOT's Complete Streets policies to get the paths built. Mr. Bland added that Old Hendersonville Hwy/US 64 has the best chance of getting a multi-use path due to its "express design," meaning that it has a quick turn-around design with greater accuracy in utility relocation, right of way, and construction cost estimates.

Mr. Baker said the only trail in the City that was constructed with NCDOT assistance is Tannery North, which is currently under construction, and it is not because the project was in the STIP. He added that all of the multi-use paths constructed in the City were created because the City worked to create them and asked if the City is committed to continuing that work once the section of the multi-use path from Rosman Hwy to the High School is complete. The main section that is missing is on the eastern side of town, and if completed, it would create a loop. The Committee discussed that the main road that could create the eastern loop is Neely Rd. but given that there are sections that are unsafe for bicyclists, alternatives are needed. Alternatives discussed include potential easements through farm land, in between housing and the French Broad River, and possible use of a strip of land behind the Summit St. neighborhood.

Mayor Copelof agreed that the eastern side of the City has little access to the multi-use paths and that it is hard to say we are a "bike city" when there is a portion of the City that lacks connectivity. She emphasized that the community should have access to the multi-use paths as a form of transportation and be able to live in the City without a car.

Mr. Baker stated that we need to have more of a vision for our trail system outside of NCDOT and advised that we need to look into alternatives for the eastern side of the City. It was discussed that the vision should really have 2 components, 1 that takes advantage of NCDOT projects so that multi-use paths can be constructed using State funding and 1 that prioritizes connections to activity centers in our community.

Mr. Todd brought up a potential connection to DuPont State Forest and Mr. Jessee said that the Friends of DuPont organization is very interested in creating connections to other multi-use paths in the City. Mr. Baker said that he thinks that would be another project since it does not really support connectivity within the City.

Mr. Baker advised Staff to research potential routes for an eastern leg between Neely Rd. and the French Broad River. The Committee will hold a future discussion on creating a prioritized list that will be an addendum to the Bike and Pedestrian Plan.

F. Update on Friends of Franklin Park Meeting

Mr. Todd stated that he and Mr. Hooper met with Ron White, who is leading Friends of Franklin Park's (FoFP) efforts, and discussed having a more regular dialogue and potentially bringing their organization to the next level. Mr. Hooper stated that they shared the menu of projects that Staff created for Franklin Park, totaling about $1 million, and discussed projects that the FoFP could assist with. Mr. White indicated during the meeting that their organization would be willing to help fundraise for the projects but did not think they would be able to fundraise anything close to $1 million. Mr. White said he would assess how the other neighbors feel about fundraising and their willingness to be involved and that he would report back to Staff. Mr. White further advised that FoFP would be more likely to fundraise for design or the creation of a master plan for Franklin Park, rather than for the project costs themselves, and that the design/master plan could be used to obtain funding for construction/updates.

Mr. Wise asked if we have a number for the renovations to the pool yet. Mr. Todd said they reached out to several contractors, and at least one came to the site, but they do not have a firm number for the cost of repairs yet.

G. Update on Sports Complex Improvements

Mr. Bland explained that Mr. Ray is refining the McAdams proposal because it came in slightly over budget, but as long as there are no surprises, we should be under contract in the next week. Mr. Wise asked how close this gets us to construction drawings, to which Mr. Bland said it will include construction drawings and permitting. Initially, it was thought that the trail re-route behind the skate park was excluded due to cost, but after reviewing the proposal, Mr. Bland said the proposal also includes design for the potential trail re-route. The design will take about 3 months to complete. Mr. Todd added that design is usually about 10% of estimated construction costs, so if that holds true, construction will be at least $600,000. The Committee discussed that there is currently no money set aside for the project construction costs, as there is only $60,000 in the Parks and Recreation Capital Fund for the Sports Complex design. Mr. Baker said it is great news on the Sports Complex and we should have something early next year.

Committee Comments

Mr. Hooper said Mr. Todd has come to an agreement with the little league on the terms for which we would accept lighting on one of the baseball fields. The terms will be recorded in an amendment to the lease and presented to the little league this week.

Mr. Baker asked if Staff have talked with the little league about the maintenance requirements for the fields. Mr. Hooper confirmed and said he has indicated to them that before the City resigns the lease, there will need to be a discussion about the

service levels, how taxing it is on the City, and whether they can take on some of the maintenance responsibilities or lower their expectations of service levels. He added that that is an example of a service level that could be reduced a little without a huge impact on the league. Mr. Baker said he doesn't want to speak for them, but they probably have folks willing to help out with those kind of responsibilities and asked if there are any liability issues with parents and coaches helping out. Mr. Todd said they have parents and coaches helping out now, but Staff have indicated that often, they have to spend a significant amount of time redoing the work. Staff also lets volunteers use some of the equipment, but not the nicest equipment, because sometimes volunteers are inexperienced and unintentionally tear up the equipment.

Mr. Wise asked if the lease with the little league is year to year. Mr. Hooper confirmed and said he thinks we need to let the little league know by January if we intend to renew. Mr. Baker asked if we know the costs and amount of time spent on field maintenance historically and for example, if we are spending more time on it now than 5 years ago. Mr. Todd said he would have to ask.

The Committee discussed the next meeting, a joint meeting with the Downtown Master Plan Implementation and Downtown Advisory Committee, and the lack of agreement on the proposed bike lane options and the goals to prioritize. It was agreed that there will have to be discussion on goals before reviewing concepts. A decision is not required at the meeting, as the project is unfunded, but with less options, Staff will be better able to seek outside funding. The Ecusta Trail funding will be going towards the trail itself first and if there is any money left over, it could potentially be put toward the bike lanes.

H. Public Comment

No members of the public spoke during Public Comment.

I. Set Date for Next Meeting – Wednesday, October 14, 2026, at 3:30 PM

Committee members set the date for the next meeting on October 14, 2026, at 3:30 PM, which will occur jointly with the Downtown Master Plan Implementation and Downtown Advisory Committee. It will take the place of both Committees' monthly meetings.

J. Adjourn

There being no further business, Mr. Jessee motioned to adjourn, Mr. Tate seconded, the motion passed unanimously, and the meeting was adjourned at 4:20PM.

Approved: October 14, 2026

Aaron Baker, Chair, Council Member, or
Lauren Wise, Vice Chair, Council Member

Shawnee Cummings
Assistant to the City Manager

STAFF REPORT
City Council, Monday, October 19, 2026

Title:	Menu of Options for Surplus Fund 82 (Rosenwald Fund) Dollars
Speaker:	Wilson Hooper, City Manager David Todd, Assistant City Manager
Prepared by:	Wilson Hooper, City Manager, David Todd, Assistant City Manager
Approved by:	Wilson Hooper, City Manager

Background
Towards the end of FY25, Council approved an approximately $100,000 transfer of surplus General Fund dollars into Fund 82 (Rosenwald) to cover anticipated overages to the Norton Creek Streamback Restoration Project. Project funding was being deposited into that account since the project was physically located in the Rosenwald neighborhood. Ultimately, the streambank restoration project came in on budget, so the surplus dollars weren't needed for their expected purpose. As FY27 budget discussions were being held in spring of FY26, Rosenwald community members asked that the money be redirected to community-preferred projects, to which Council agreed.

The FY27 budget was passed by Council with the instruction that, at a later date, staff bring a menu of projects that could be funded (or enhanced with supplemental funding) to them for consideration. Council discussed this matter at its September 8, 2026 meeting and tabled the matter for further discussion. At its October 5, 2026 meeting, Council voted to dedicate up to $14,000 for Carolina Ave. traffic calming. The Rosenwald Advisory Committee was scheduled to discuss the menu at its October 15, 2026 meeting, after the publication of the agenda document. The results of its discussion will be shared with Council this evening.

Discussion
For the purposes of this evening's discussion, the available balance for this exercise is $74,969.

Between Council's last discussion and this evening, several developments have caused the menu of options to change:

- A joint grant application to Dogwood--of which the City was a partner--was awarded funds. The City's portion of the award endows its Low-Income Homeowner Assistance Program with $30,000/year for two years.
- Repaving bids were received with better than expected pricing. Combined with Powell Bill funding, a contiguous section of Carver St. can now be repaved with only an $8,500 contribution from this fund.

- Staff have received information from local utility providers about the cost of removing polls from the Carver St. sidewalk. If chosen, this new option would address some of the accessibility challenges with the current Carver St. sidewalk without an expensive full reconfiguration.

These changes are reflected in the updated menu of options that's attached to this report.

Fiscal Impact
These funds have been earmarked by Council for use on Rosenwald-area projects.

Action
Staff requests Council identify its preferred option.

Attachments:
1. Revised Fund 82 Menu of Options

FUND 82 - Menu of Options			
Available balance as of 10/13/26			
$74,969			
#	Project Name	Amount	Description
1	~~Carolina Ave. traffic calming~~	~~$14,000~~	These funds will install up four speed humps between Shipman Rd. and Silversteen Dr. on Carolina Ave.; and up to one speed hump each on Washington, McMinn, and Silversteen, for a total of seven speed humps. Approved by Council 10/5/26 and purchased on 10/9/2026.
2	~~Tax rebate program~~	~~$30,000~~	Staff estimates this funding would be sufficient for 40-50 rebates. Program guidelines endorsed by HR/F Comm. at August meeting. The City was awarded funds for this purpose from Dogwood Foundation on 10/12/26
3	Siversteen Park Pavillion seed money	up to $74,969	Estimated project cost between $400k-$460k. The project could be implemented in two phases but the construction sequencing would require the bathrooms to be constructed first, and if done seperately this would result in an overall higher project cost due to multiple mobilizations, rework and potential escalation.
4	HAC/Cashiers Valley Rd. sewer extension	$25,000-$74,969	This funding would support the creation of 26 affordable homes in the Rosenwald neighborhood. A minimum of $25,000 for this project from Fund 82 preserves funding in other areas to address critical needs.
5	Carver St. supplementary paving	$8,500	These funds would pave the section of Carver St. not already scheduled for repaving with Powell Bill dollars, from Jordan Ln to Oakdale St. If Option No. 7 is not selcted, 3 of 4 sections of Caver St. will be paved early next year with current Powell Bill funding. If Option No. 7 is selected, all of Carver St. paving will be postponed until Option No. 7 is implemented.
6	Carver Street - Remove Comporium's utility poles from the sidewalk and relocate the utilites to the Duke Power poles on the other side of Carver street.	$25,000	Comporium has agreed to remove their poles from the Carve St. sidewalk if City funds relocation of the utilites to the exisiting Duke poles.

7	Carver St. sidewalk and street enhancements design/engineering	$60,000	These funds would be used to create engineered drawings for accesibility enhancements to the Carver. St. sidewalk, traffic calming on Carver St. itself, and safety improvemetns to the Oakdale/Carver intersection. This plan includes a wider, accessible sidewalk (except for grade), a potential planting strip between the road and sidewalk, a narrower street to aide in traffic calming, a contiguous sidewalk from Oaklawn to the Mary C Jenkins CC, and a greatly improved intersection at Oakdale St./Caver St. This work will require temporary and permnament easements from all of the residents on Caver St. between Oaklawn Ave.and Oakdale St.. This project would also repave all of Carver Street from Oaklawn Ave. to Cashiers Valley Rd.

New or Revised Option

STAFF REPORT
City Council, Monday, October 19, 2026

Title:	Request to Negotiate Conveyance of Unused Portion of City Utilities / Road Right-of-Way on Burrell Ave.
Speaker:	Aaron Bland, Asst Planning Director
Prepared by:	Aaron Bland, Asst Planning Director
Approved by:	Wilson Hooper, City Manager

Background
The City has received a request to consider relinquishing a portion of the street right-of-way for Burrell Avenue, along the property of 930 Tinsley Road, PIN 8586-54-7616-000, owned by Harley Raines.

Discussion
In 1973, previous owners of this parcel of land gave this strip for the right-of-way of Burrell Avenue; see attached deed description. It is believed that no other property along Burrell Avenue gave any land for the ROW, leaving it 24 feet wider than the rest of the ROW, along this property only.

The request now is for the City to relinquish all or part of this 24-foot strip back to the 930 Tinsley Road property. This area is shown in blue on the attached survey. The road surface goes into this area by approximately 3 feet.

Action
Staff is requesting action at this time. Council can either direct Staff to begin the research and negotiations needed to negotiate relinquishment and conveyance of the property, or to maintain the existing ROW as is.

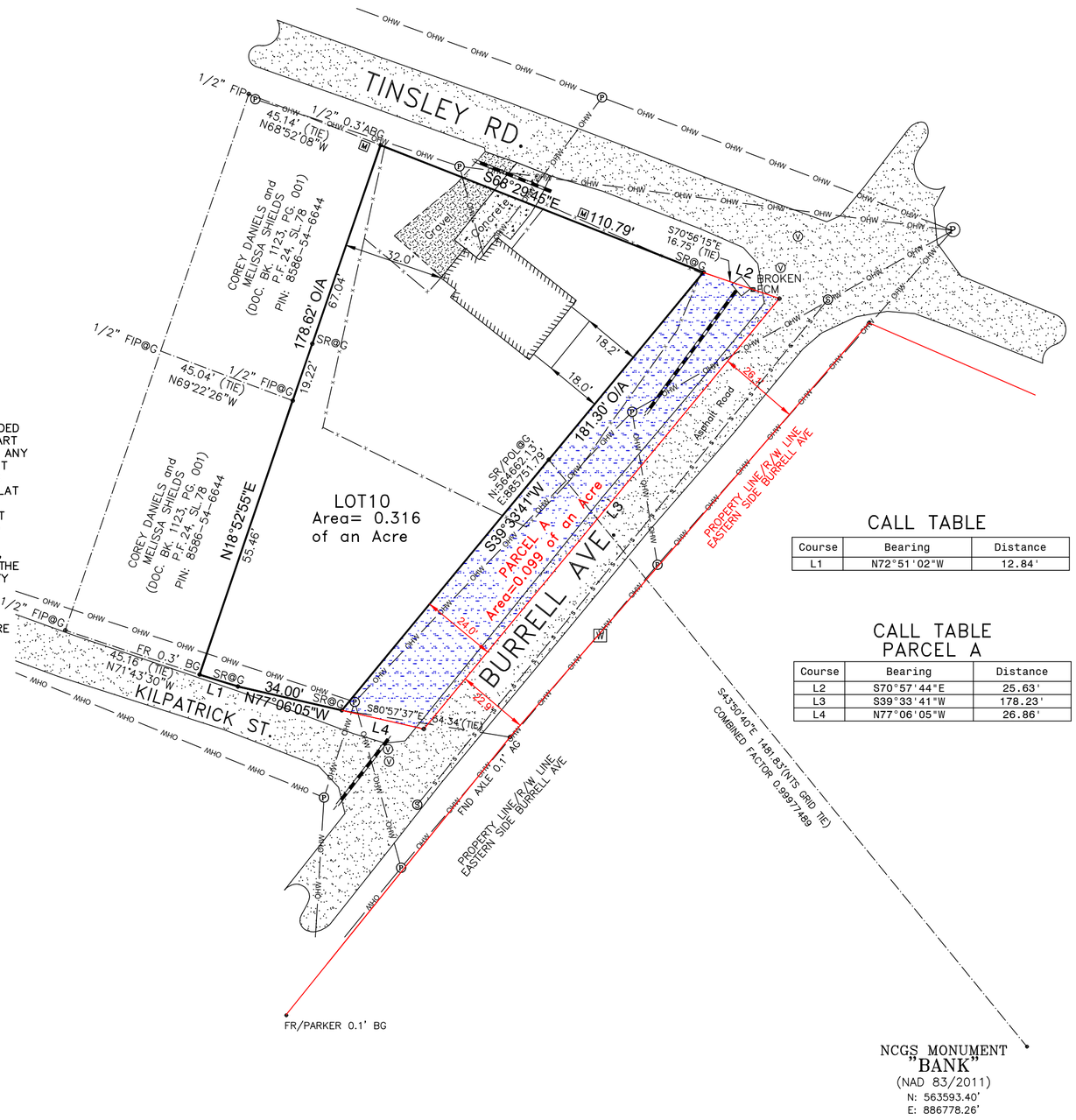
Attachments:
1. Survey
2. Deed

LEGEND

PIN	TAX PARCEL IDENTIFICATION NUMBER
NTS	NOT TO SCALE
SR	5/8" SET REBAR WITH IDENTIFICATION CAP
FIP	FOUND IRON PIPE
FR	FOUND REBAR
FCM	FOUND CONCRETE MONUMENT
CP	CALCULATED POINT
SPK	SET SURVEYOR'S PK NAIL
P.F., SL.	PLAT FILE, SLIDE
DOC. BK., PG.	DOCUMENT BOOK, PAGE
D.B., PG.	DEED BOOK, PAGE
O/A	OVERALL
DIST.	DISTURBED
ABG	ABOVE GRADE
@G	AT GRADE
BG	BELOW GRADE
Ⓟ	UTILITY POLE
Ⓢ	SANITARY SEWER MANHOLE
Ⓥ	H2O VALVE
Ⓜ	H2O METER
	CONCRETE
	ASPHALT
	GRAVEL
	CULVERT
	BUILDING WALL
— OHW — OHW —	OVER HEAD WIRE
— S — S —	SANITARY SEWER LINE
— x — x —	FENCE
	ADJOINER/TIE LINES

N
W E
S

PLAT NORTH (P.F. 25, SL. 46)



CALL TABLE

Course	Bearing	Distance
L1	N72°51'02"W	12.84'

CALL TABLE PARCEL A

Course	Bearing	Distance
L2	S70°57'44"E	25.63'
L3	S39°33'41"W	178.23'
L4	N77°06'05"W	26.86'

NCGS MONUMENT
"BANK"
(NAD 83/2011)
N: 563593.40'
E: 886778.26'

NOTES:

1) LOT 10 WAS SURVEYED IN NOVEMBER AND DECEMBER 2024. DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES. CORNERS WHERE SET ARE BASED ON DEED POSITIONS CALCULATED FROM DOC. BK. 409, PG 757. THE DEED FOR THIS LOT CONSISTED ORIGINALLY OF LOTS 9 & 10 WITH THE AREA FOR LOT 9 (PIN 6644) BEING SHOWN AS AN EXCEPTION PARCEL IN THE DEED.
2) AREA OF LOT 10 = 0.316 OF AN ACRE (SURVEY)
PARCEL A = 0.099 OF AN ACRE (SURVEY)
TOTAL LOT 10 REVISED = 0.415 OF AN ACRE (SURVEY)
3) AREAS CALCULATED BY COORDINATE COMPUTATION
4) THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH. THUS THIS PROPERTY IS SUBJECT TO ALL RIGHT-OF-WAYS; COVENANTS; EASEMENTS; AND RESTRICTIONS OF RECORD BOTH SHOWN AND NOT SHOWN HEREON.
6) DEED REFERENCE: D.B. 220, PG. 798;DOC BK. 409, PG 757
7) PLAT REFERENCE: P.B. 1, PG. 119
8) TAX PARCEL IDENTIFICATION NUMBER: 8586-54-7616
9) THIS PROPERTY PER TRANSYLVANIA COUNTY GIS IS CURRENTLY ZONED GR8
10) BUILDING TIES ARE TO THE STRUCTURAL WALL UNLESS NOTED OTHERWISE
11) THE ORIGINAL CONFIGURATION OF LOTS 9&10 OF THE C.C KILPATRICK SUBDIVISION IS SHOWN ON P.B. 1, PG. 119.

IN D.B. 83, PG. 543, A PORTION OF THE LEGAL DESCRIPTION CONTAINED THIS STATEMENT-"Being all of Lot No. 10 of the C.C. Kilpatrick lands (Except a 24 foot strip along the East margin, given to Burrell Street)". IN OCTOBER 1965, THE PROPERTY SHOWN HEREON WAS SURVEYED BY WALTER NEWMAN, RLS., AND REFERS TO SURVEYING BOTH LOTS 9 & 10 OF THE C.C. KILPATRICK SUBDIVISON. RESEARCH DID NOT REVEAL A RECORDED COPY OF THE SURVEY PLAT.

IN D.B. 203, PG. 204, DATED AUGUST 13, 1973, A DEED WAS WRITTEN REFERRING TO THE SURVEY AS DONE BY NEWMAN. THE LEGAL DESCRIPTION IN THE DEED DOES NOT REFER TO THE PORTION OF LOT 10 (24' ALONG THE EASTERN MARGIN-THAT WAS "GIVEN TO BURREL"). HOWEVER, IN DOING THE SURVEY AND FOLLOWING THE METES AND BOUNDS (BEARINGS AND DISTANCE) LEGAL DESCRIPTION IN THE DEED, IT IS EVIDENT THAT THERE IS A SIGNIFICANT DISTANCE DIFFERENCE BETWEEN THE EXISTING PROPERTY LINE BASED ON THE NEWMAN SURVEY (RESURVEYED BY CAROLNA MOUNTAIN SURVEYING) AND THE EXISTING ASPHALT ROAD (WESTERN MARGIN OF BURRELL AVE.) IT IS THIS SURVEYOR'S OPINION THAT IN CONDUCTING HIS SURVEY, THAT NEWMAN FOUND THE DEED THAT "GAVE 24' TO BURRELL" AND SURVEYED THE BOUNDARY LINE ACCORDINGLY, AS HE SHOULD HAVE.

IN D.B. 220, PAGE 798, CONVEYANCE OF THE PROPERTY WAS MADE TO HARLEY AND ELAINE RAINES AND THE SURVEY BY WALTER NEWMAN WAS ALSO REFERENCED AS BEING ALL OF LOTS 9 AND 10 OF THE C.C. KILPATRICK SUBDIVISION (WITH THE 24' TAKEN OUT, PER HIS SURVEY). THERE WAS HOWEVER AN EXCEPTION PARCEL CONVEYED OUT OF THE OVERALL PROPERTY BOUNDARY. "EXCEPTED FROM THE DESCRIBED TRACT IS THE FOLLOWING TRACT OF LAND: BEGINNING at a point in the Northern edge of Kilpatrick street, and running thence along said street, N. 75 deg. 36 min. W. 45.0 ft. to a nail; thence leaving Kilpatrick Street and running with the old C.C. Kilpatrick line(see Deed Book 33, Page 53) N. 16 deg. 00 min. E. 181.0 ft. to an iron pin near the Southern margin of Tinsley Road; thence running parallel to said margin, S. 73 deg. 55 min. E. 45.0 ft. (passing an iron pin at 43.0 ft.) to a stake; thence S. 16 deg. 02 min w. 179.9 ft. to the point of BEGINNING." THE EXCEPTION PARCEL THEN BECAME LOT 9, HOWEVER, THE ORIGINAL LOT 9 SHOWN IN PLAT BOOK 1, PAGE 119 WAS 70' WIDE AND THE REVISED LOT 9 WAS ONLY 45' WIDE. THE TOTAL WIDTH OF THE PROPERTY FOR LOTS 9 & 10 WAS RECONFIGURED WITH DEED BOOK 220, PAGE 798 CONVEYING ONLY 45' TO LOT 9 AND LOT 10 HAD ITS FULL WIDTH OF 110' FROM THE ORIGINAL PLAT.

THIS PLAT IS BEING PREPARED TO SHOW AND RESTORE THAT PORTION OF THE EASTERN LINE OF LOT 10 (24' WIDE) THAT WAS GIVEN TO THE CITY OF BREVARD FOR THE RIGHT OF WAY FOR BURRELL AVE. THE 24' WIDE PARCEL IS SHOWN AS BEING CALCULATED FROM THE CURRENT EXISTING EASTERN PROPERTY LINE AS SHOWN HEREON. THAT PUTS THE EASTERN PORTION OF THE 24' WIDE PARCEL WITHIN THE EXISTING ASPHALT OF BURRELL AVE. AS SHOWN HEREON.

AT THE TIME OF THE PLATTING OF THE C.C. KILPATRICK SUBDIVISION (AUGUST 15, 1918), THE ROAD ALONG THE EASTERN MARGIN OF THE SUBDIVISON (NOT NAMED IN THE PLAT) APPEARS TO HAVE HAD A 24' WIDE RIGHT OF WAY.

ON THIS PLAT, THE PROPERTY LINE/RIGHT OF WAY FOR THE EASTERN MARGIN OF THE LOTS ON THE EASTERN MARGIN BURRELL AVE IS SHOWN FOR COMPARISON, AS WELL AS THE DISTANCE BETWEEN THE EXISTING EASTERN MARGIN OF BURRELL AVE. AND THE PROPOSED NEW RIGHT OF WAY LINE IF THE 24' WIDE STRIP WAS RESTORED TO LOT 10.

THIS SURVEY WAS PREPARED FOR HARLEY RAINES hIte AND IS PROVIDED AS PART OF THE WORK PRODUCT TO OUR CLIENTS. THIS PLAT IN PART OR IN WHOLE IS NOT TRANSFERABLE AND SHALL NOT BE ALTERED IN ANY WAY OR REUSED IN ANY FORM BY ANY INDIVIDUAL OR ENTITY WITHOUT WRITTEN AUTHORIZATION BY MICHAEL A. PFOUTZ SR. AND IT'S USE IS INTENDED SOLELY FOR THE USE OF THE ORIGINAL PRINTED SURVEY PLAT BY THE ORIGINAL CLIENT.
ALL MISCELLANEOUS SURVEY RELATED MATERIALS, INCLUDING BUT NOT LIMITED TO, PROJECT PLANS, DEED AND R/W RESEARCH, MAPS, FIELD NOTES AND DATA, SURVEY REPORTS, RECORD TITLE REPORT, CALCULATIONS, WORKING CAD DRAWINGS, PRELIMINARY SURVEY PLATS, ESTIMATES AND OTHER MATERIALS ACQUIRED AND/OR PREPARED BY THE SURVEYOR AS INSTRUMENTS OF SERVICE SHALL REMAIN THE PROPERTY OF THE MICHAEL A PFOUTZ, PLS.
THIS DRAWING IS NOT VALID UNLESS THE ORIGINAL SIGNATURE AND STAMP OF THE SURVEYOR ARE ATTACHED. ANY REPRODUCTION OR VARIANCE TO THIS SURVEY BY ELECTRONIC OR ANY OTHER MEANS ARE NOT TO BE CONSIDERED ISSUED BY THE LICENSED SURVEYOR.

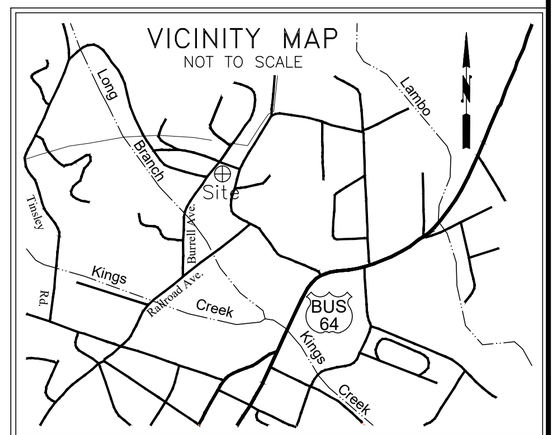
G.S. 47-30 f(11) c.1.

THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR AN "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN LEGALLY CONVEYED TO A NEW OWNER BY DEED IN IT'S EXISTING CONFIGURATION.

I, MICHAEL A. PFOUTZ, Sr., PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION FROM INFORMATION REFERENCED HERON; AND THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM DOCUMENT BOOK 409, PAGE 757; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES BEFORE ADJUSTMENT IS NOT LESS THAN 1:10,000; AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

PRELIMINARY PLAT
FOR REVIEW PURPOSES ONLY
NOT FOR RECORDATION,
CONVEYANCES, OR SALES.

VICINITY MAP
NOT TO SCALE



PREPARED BY
CAROLINA MOUNTAIN SURVEYING
FIRM LICENSE NUMBER #F-1205
137 NORTH BROAD STREET; SUITE 2
BREVARD, NORTH CAROLINA 28712
(828) 883-2670
CMSURVEYING@COMPORIUM.NET

930 TINSLEY ROAD
LOT 10 of the
C.C. KILPATRICK Subdivision
PROPERTY SITUATE IN
CITY OF BREVARD/BREVARD TOWNSHIP
TRANSYLVANIA COUNTY, NORTH CAROLINA
OWNERS OF RECORD: HARLEY RAINES hIte

SURVEY and PLAT of
LOT 10 Revised of the
C.C.KILPATRICK Subdivison
PREPARED FOR
HARLEY RAINES hIte

DATE: SEPTEMBER 24, 2026	FIELD RECORDS: DATA COLLECTOR	DRAWING: CMS24054-SUBDIV
		COORD. FILE: CMS24054.CRD
		PROJECT NUMBER: CMS24054

30 0 30 60 90
GRAPHIC SCALE - FEET WRITTEN SCALE: 1"=30'

NORTH CAROLINA,

TRANSYLVANIA COUNTY.

The foregoing certificate of R. L. Cash, a notary public of Transylvania County, is adjudged to be correct, in due form and according to law. Therefore, let the foregoing deed and said certificate and this certificate be registered, this the 30 day of Jan. 1946.

N. A. Miller
Clerk Superior Court.

Filed for registration on the 30 day of Jan. 1946 at 2:45 O'clock P. M. and registered and verified on the 30 day of Jan. 1946 in book No. 83 of page 542.

Ella C. Gillespie
Register of Deeds, Transylvania County.

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STATE OF NORTH CAROLINA,

COUNTY OF TRANSYLVANIA.

THIS DEED, made and entered into this 16th day of January, 1946, by and between Edith Kilpatrick Gillespie, widow, Chester Nell Gillespie, unmarried, of the County of Orange, State of North Carolina, and Edith Gillespie Garrison and husband Clifton M. Garrison, parties of the first part and Loren J. Kitchen and wife, Annie P. Kitchen, of the County of Transylvania, State of North Carolina, parties of the second part;

W I T N E S S E T H :

That said parties of the first part, for and in consideration of the sum of $5.00 to them in hand paid, the receipt of which is hereby acknowledged, have remised and released and by these presents do remise, release, and forever quitclaim unto the parties of the second part and their heirs and assigns all right, title, claim and interest of the said parties of the first part in and to a certain tract or parcel of land lying and being in the County of Transylvania, and State of North Carolina, in Brevard Township, and more particularly described as follows:

Near the Northwestern limits of the Town of Brevard.

BEGINNING on a stake in the West margin of Burrell Street, and in the Northern boundary line of Lot No. 10, and runs North 71½ deg. West 86 feet to a stake, corner of Lots Nos. 9 and 10; thence South 20 deg. West 177 feet to a stake in the North margin of an alley, corner of said Lots Nos. 9 and 10; thence with the North margin of said alley, South 80 deg. East 34 feet to a stake; thence with the West margin of Burrell Street; North 36½ deg. East 180 feet to the Beginning.

Being Lot No. 10 of the C. C. Kilpatrick lands (Except the 24 foot strip along the East margin, given to Burrell Street) as surveyed and mapped by A. L. Hardin, August 15th, 1918, which map is recorded in Book No. 33 at page 53, of the Deed Records of Transylvania County, North Carolina.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land and all privileges thereunto belonging to him the said parties of the second part and their heirs and assigns free and discharged from all right, title, claim or interest of the said parties of the first part or anyone claiming by, through or under them.

IN TESTIMONY WHEREOF, said parties of the first part have hereunto set their hands and seals the day and year first above written.

Edith Kilpatrick Gillespie (SEAL)

Chester Nell Gillespie (SEAL)

Edith Gillespie Garrison (SEAL)

Clifton M. Garrison (SEAL)

STATE OF NORTH CAROLINA,

COUNTY OF ORANGE.

I, Paul H. Robertson, Notary Public, in and for the County of Orange, State of North Carolina do hereby certify that Edith Kilpatrick Gillespie, widow, and Chester Nell Gillespie,

STAFF REPORT
City Council, Monday, October 19, 2026

Title:	Resolution Authorizing Application for IMD Feasibility Study Grant Program
Speaker:	Aaron Bland, Asst Planning Director
Prepared by:	Aaron Bland, Asst Planning Director
Approved by:	Wilson Hooper, City Manager

Background
The Integrated Mobility Division (IMD) of the North Carolina Department of Transportation (NCDOT) has been allocated money for another round of the Paved Trails and Sidewalks Feasibility Studies Program. The purpose of this program is to improve the pipeline of bicycle and pedestrian projects accessing state and federal funding, resulting in successful implementation of projects led by communities prioritizing multimodal infrastructure.

Discussion
Feasibility studies bridge the gap between conceptual planning and programming of projects. They build upon higher-level planning efforts and take a comprehensive approach to identify possible route alternatives of multimodal corridors. The purpose of this type of study is to evaluate technical feasibility of a project from a design, permitting, and constructability perspective.

In order to maximize the benefits of having a feasibility study done, Staff recommends applying for this grant for one of our more complex future greenway phases. The selected project must be identified in the *Brevard Pedestrian and Bicycle Plan*.

Policy Analysis
Seeking multiple funding sources is Action Step #9 of the Implementation Plan of the *Brevard Pedestrian and Bicycle Plan.*

Recommendation
Staff recommends applying for one of the following three projects:

1. A greenway along Asheville Highway, from Pisgah Highway to the existing Ecusta Trail crossing at Osborne Road, including rerouting the existing section from Osborne to McDonald's to improve user safety.
2. A greenway along Greenville Highway, from Gallimore Road to Hap Simpson Park.
3. A greenway along Greenville Highway, from Brevard Elementary School to Franklin Street.

Fiscal Impact

The grant requires a 20% local match, which would be approximately $12,000 to $16,000.

Action
Staff is requesting adoption of the attached resolution authorizing Staff to apply for the IMD Feasibility Studies Grant Program, amended to include Council's preferred project.

Attachments:
1. Resolution

RESOLUTION NO. 2026-XX

A RESOLUTION AUTHORIZING STAFF TO APPLY TO THE IMD FEASIBILITY STUDIES GRANT PROGRAM

WHEREAS, the IMD Feasibility Studies Grant Program has received funding for another round of applications, in order to develop feasibility studies for sidewalk and shared-use path projects in North Carolina; and

WHEREAS, it is the desire of City Council to apply to this program seeking funding for a feasibility study for a greenway adjacent to _____ , from _____ _____ to ; and

WHEREAS, a greenway along _____ would provide additional connections to residential, employment, and recreation destinations; and

WHEREAS, a greenway along _____ is identified as a priority greenway in the 2022 Brevard Pedestrian and Bicycle Plan;

NOW THEREFORE, BE IT RESOLVED that the Brevard City Council supports the application to the IMD Feasibility Studies Grant Program for a study of a greenway along _____ and authorizes City Staff to submit all the required application documents and materials.

Adopted and approved this the 19th day of October 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

STAFF REPORT
City Council, Monday, October 19, 2026

Title:	Approve Low-Income Homeowner Assistance Program and Accept Dogwood Health Trust Funds
Speaker:	Mayor Maureen Copelof Emily Brewer, Planning Department
Prepared by:	Emily Brewer, Senior Planner
Approved by:	Wilson Hooper, City Manager

Background
Transylvania County conducted a county-wide property reappraisal (or "revaluation") in 2025. On average, property value assessments increased 54% across the county. This drastic increase is felt city-wide but especially for low-income homeowners. The growing tax bill can make it difficult for residents to afford to stay in their homes, potentially forcing them to downsize, relocate, or face housing insecurity. For those who have lived in their homes for decades, rising property taxes can threaten not just financial stability, but also their well-being and connection to their community.

The City's Housing Committee discussed a potential property tax assistance program multiple times in recent years, but there has never been funding for such a project. In August 2026, the Committee endorsed the terms of the program included herein in hopes that establishing the guidelines in advance will allow staff to be nimble in applying for funds.

Soon thereafter, the Brevard/Tranylvania Housing Coalition responded to Dogwood Health Trust's Collaboration and Innovation request for proposals. The Coalition, where the City representatives serve as a core partner, submitted a large proposal for $500,000 to collaboratively address the City's affordable housing crisis through home repair, preservation, eviction diversion, rental assistance, property tax assistance, and seasonal emergency shelters. The partners include: The Haven of Transylvania County (the "Hub" applicant), the City of Brevard, Housing Assistance Corporation, Pisgah Legal Services, The Cove, and Sharing House.

As part of this larger effort, $60,000 was requested to establish the Low-Income Property Tax Assistance Program. This program description endorsed by the Housing Committee was used as the foundation for the City's portion of the proposal. All grant dollars received for this program will be distributed to low-income homeowners over two years; all administration costs will be borne by the City with the support of the Brevard/Transylvania Housing Coalition partners.

Discussion
The City of Brevard Low-Income Homeowner Assistance Program is designed to help ease the financial burden of property taxes for low-income households following the 2025

Transylvania County property revaluation. The revaluation resulted in significant changes in assessed property values for many homeowners, which, in many cases, increased their annual property tax obligations.

The purpose of this program is to provide temporary financial assistance to eligible low-income homeowners who have experienced an increase in their property tax burden as a result of the 2025 property revaluation. By providing a property tax rebate, the program strives to help eligible residents remain in their homes and support housing sustainability and long-term community stability.

To qualify, applicants must meet the program's income and residency requirements and demonstrate that their property was affected by the 2025 Transylvania County property revaluation. The City of Brevard plans to offer this program to eligible households that meet the following criteria:

- Applicant must be a resident of the City of Brevard
- Applicant must have owned and resided in their home for at least 5 years
- Household income must be at or below 80% of area median income (AMI) of Transylvania County
- Applicant must demonstrate that the assessed value of their property increased as a result of the 2025 Transylvania County property revaluation
- Applicant must provide information necessary for the City to determine whether the change in assessed value was attributable to the 2025 revaluation, property improvements, or a combination of factors
- Applicant must be current on all property taxes*

** Note: This program cannot be used to pay unpaid or delinquent property taxes. However, eligible homeowners that are on City of Brevard property tax payments plans may be considered for assistance with the current year's balance, provided they are current on the payments and have paid on time for the past 3 months.*

The award amount is based upon a 3-tiered model determined by the household's annual income and the percentage increase in the property's assessed value from the 2024 (pre-revaluation) to 2025 (post-revaluation).

*Eligible Award Amounts Based on Household Income and Property Value Increase**

	25% Increase	**50% Increase**	**100% Increase**
80% AMI	$250	$500	$750

50% AMI	$500	$750	$1,000
30% AMI	$750	$1,000	$1,500

**These amounts represent maximums. Award amounts cannot exceed the applicant's annual City property tax bill.*

Applications will be accepted during designated application periods established by the City. Following the close of each application period, the City will review all applications received during the round to determine eligibility and award amounts. Eligible applicants will be assigned a funding priority based on household income and the documented impact of the 2025 Transylvania County property revaluation. The priority categories are as follows:

Priority	Household Income	Revaluation Impact
Priority 1	≤30% AMI	75% increase or more
Priority 2	≤30% AMI	Less than 75% increase
Priority 3	31–50% AMI	75% increase or more
Priority 4	31–50% AMI	Less than 75% increase
Priority 5	51–80% AMI	75% increase or more
Priority 6	51–80% AMI	Less than 75% increase

Applicants with the greatest demonstrated need will be prioritized for funding. Within each priority category, eligible applications will be funded on a first-come, first-served basis until available funds are exhausted.

Successful implementation of the City of Brevard Low-Income Homeowner Assistance Program hinges on strong partnerships between the City, community-based organizations, and service providers. The City will work closely with the Coalition members to share information about the program, assist potential applicants in preparing materials, and

ensure the program is accessible to all eligible applicants.

Action
Staff is requesting that you take one of the following options tonight:

1. Adopt the attached resolution endorsing the property tax assistance program and accepting the grant award;
2. Adopt the attached resolution with an amended property tax assistance program as proposed by Council;
3. Reject the attached resolution and the associated funding; or
4. Table the matter for further consideration.

Attachments:
1. Low-income Homeowner Assistance Program
2. Draft Resolution

CITY OF BREVARD LOW-INCOME HOMEOWNER ASSISTANCE PROGRAM
(Revised August 2026 and Recommended by Housing Committee)

The City of Brevard Low-Income Homeowner Assistance Program is designed to help ease the financial burden of property taxes for low-income households following the 2025 Transylvania County property revaluation. The revaluation resulted in significant changes in assessed property values for many homeowners, which, in many cases, increased their annual property tax obligations.

The purpose of this program is to provide temporary financial assistance to eligible low-income homeowners who have experienced an increase in their property tax burden as a result of the 2025 property revaluation. By providing a property tax rebate, the program strives to help eligible residents remain in their homes and support housing sustainability and long-term community stability.

The program is not intended to provide assistance for property value increases resulting primarily from improvements, additions, or other changes to the property. Instead, the program is intended to address the financial impact of the 2025 countywide revaluation on qualifying low-income homeowners.

Eligibility Requirements

To qualify, applicants must meet the program's income and residency requirements and demonstrate that their property was affected by the 2025 Transylvania County property revaluation. The City of Brevard plans to offer this program to eligible households that meet the following criteria:

- Applicant must be a resident of the City of Brevard
- Applicant must have owned and resided in their home for at least 5 years
- Household income must be at or below 80% of area median income (AMI) of Transylvania County
- Applicant must demonstrate that the assessed value of their property increased as a result of the 2025 Transylvania County property revaluation
- Applicant must provide information necessary for the City to determine whether the change in assessed value was attributable to the 2025 revaluation, property improvements, or a combination of factors
- Applicant must be current on all property taxes*

This program cannot be used to pay unpaid or delinquent property taxes. However, eligible homeowners that are on City of Brevard property tax payments plans may be considered for assistance with the current year's balance, provided they are current on the payments and have paid on time for the past 3 months.

Demonstrating the Impact of the 2025 Revaluation

To be eligible, applicants must have experienced an increase in assessed value as a result of the 2025 property revaluation. The City will use this information, along with County property assessment records, to determine the appropriate assistance level.

The administrator will compare the property's 2024 pre-revaluation assessed value with its 2025 post-revaluation assessed value and review any changes to the property during the same period using available property assessment and tax record information. This review is intended to distinguish increases in assessed value resulting from the countywide revaluation from increases attributable to new construction, additions, renovations, or other improvements.

If the property experienced an increase in square footage or other significant improvements between the 2024 and 2025 tax years, the applicant may still qualify for assistance. However, the applicant's award will be limited to the lowest increase category, provided all other eligibility requirements are met. This provision recognizes that some increase in assessed value may be attributable to improvements rather than the 2025 revaluation.

Award Amounts

The award amount is based upon a 3-tiered model determined by the household's annual income and the percentage increase in the property's assessed value from the 2024 (pre-revaluation) to 2025 (post-revaluation).

*Eligible Award Amounts Based on Household Income and Property Value Increase**

	25% Increase	50% Increase	100% Increase
80% AMI	$250	$500	$750
50% AMI	$500	$750	$1,000
30% AMI	$750	$1,000	$1,500

**These amounts represent maximums. Award amounts cannot exceed the applicant's annual City property tax bill.*

Application Rounds and Funding Priority

Applications will be accepted during designated application periods established by the City. Following the close of each application period, the City will review all applications received during the round to determine eligibility and award amounts.

Eligible applicants will be assigned a funding priority based on household income and the documented impact of the 2025 Transylvania County property revaluation. The priority categories are as follows:

Priority	Household Income	Revaluation Impact
Priority 1	≤30% AMI	75% increase or more
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Priority 4	31–50% AMI	Less than 75% increase
Priority 5	51–80% AMI	75% increase or more

Priority 6	51–80% AMI	Less than 75% increase

Applicants with the greatest demonstrated need will be prioritized for funding. Within each priority category, eligible applications will be funded on a first-come, first-served basis until available funds are exhausted.

The priority determination will establish the order in which eligible applicants receive funding and will not replace the program's established award schedule. Individual award amounts will continue to be based on household income and the percentage increase in assessed property value attributable to the 2025 property revaluation.

If available funding is insufficient to fund all eligible applicants within a priority category, applications will be funded in the order that complete applications were received. The City may establish a waitlist for eligible applicants who cannot be funded during the applicable application round.

Program Administration

The program will be administered as a joint effort by the **Planning Department** and the **Finance Department**. The payments will be sent directly to the City of Brevard Tax Collector and will be reflected as a credit on the applicant's property tax bill. If the applicant has already paid their property taxes for the current year, a reimbursement check will be mailed to the applicant.

Required Documentation

In order to confirm eligibility, the applicant must provide proof of income for the entire household and proof of residency. Acceptable documentation includes the following:

Proof of Income (must be provided for the entire household)

- 2025 federal tax return/1040;
- Benefit verification letter for fixed income, including Social Security, SSDI, or pension income; and
- Other documentation requested by the City to verify household income.

Proof of Residency (must provide at least two forms of documentation demonstrating residency for the applicant)

- Government-issued photo identification;
- Utility bill showing name and current address;
- Benefit verification letter showing name and current address;
- Other official government correspondence showing name and current address; and
- Other documentation requested by the City.

Documentation of Property Revaluation Impact

The City will obtain or verify property assessment information directly through Transylvania County records and may request additional documentation when necessary to determine whether an increase in assessed value was attributable to the 2025 revaluation. Supplementary information may include:

- 2024 property tax bill or County property assessment record;
- 2025 property tax bill or County property assessment record;
- Documentation showing the property's assessed value before and after the revaluation;
- Documentation of additions, renovations, or other improvements made between 2024 and 2025; and
- Documentation showing changes in building square footage.

Application Process

The City anticipates establishing two application rounds during each program year. Applications would be accepted during a defined period for each round.

1. The City conducts outreach and holds information sessions to explain the program and assist residents with determining eligibility and securing documentation.
2. Application round opens and outreach continues.
3. Applicants submit applications and required documentation.
4. Application round closes.
5. Staff verify income, residency, ownership, tax status, and the impact of the 2025 revaluation.
6. Eligible applicants are assigned to a priority category based on household income and/or the percentage increase in assessed property value.
7. Funding is awarded beginning with the highest-priority applicants, with applications within each priority category funded on a first-come, first-served basis.
8. Continue funding applications until the funds are exhausted.
9. Applicants are notified of their award, and payments are processed.
10. Any funds remaining after a round may be carried forward to the next round.

RESOLUTION NO. 2026-XX

A RESOLUTION AUTHORIZING CTHE ACCEPTANCE OF GRANT FUNDING AND ENDORSING THE LOW-INCOME HOMEOWNER ASSISTANCE PROGRAM

WHEREAS, Transylvania County conducted a county-wide property reappraisal, which resulted in an increase of property value assessments by 54% across the county; and

WHEREAS, the City of Brevard recognizes the financial challenges that property taxes may present for low-income homeowners, particularly those on fixed incomes or experiencing increasing housing costs; and

WHEREAS, the City supports efforts to promote housing stability and help eligible homeowners remain in their homes and communities; and

WHEREAS, the City is a member of the Brevard/Transylvania Housing Coalition, comprised of non-profit housing suppliers, support service providers, government agencies, and civic leaders committed to providing access to safe, affordable housing for all Tranylvanians; and

WHEREAS, grant funding was made available through Dogwood Health Trust to support cross-sector collaborations in housing initiatives; and

WHEREAS, the Haven of Transylvania County, on behalf of the Coalition, submitted a proposal to collaboratively address the area's housing crisis through home repair, preservation, eviction diversion, property tax assistance, rental assistance, and seasonal emergency shelters; and

WHEREAS, the proposal included $60,000 for the City of Brevard to implement a Low-Income Homeowner Assistance Program; and

WHEREAS, the program is intended to provide financial assistance to eligible low-income homeowners to help offset increased property tax obligations resulting from the property reappraisal, subject to the eligibility criteria, funding limitations, and other terms established by the program; and

WHEREAS, the City Council finds that participation in the program is consistent with the City's commitment to supporting housing stability and addressing the financial burdens faced by eligible homeowners; and

WHEREAS, the City Council desires to accept the available grant funding and endorse the program terms necessary to implement and administer the assistance program.

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

Section 01. The City Manager is hereby authorized to accept the $60,000 in grant funding for the implementation of the Low-Income Homeowner Assistance Program.

Section 02. The City Council endorses the program terms and eligibility requirements for the Low-Income Homeowner Assistance Program attached hereto (Exhibit A) and authorizes City Staff to take the necessary administrative actions necessary to implement and administer the program.

Section 03. The City Manager is hereby authorized to accept the PRO Housing grant funding if awarded.

Adopted and approved this the 19th day of October 2026.

_____
Maureen Copelof
Mayor

ATTEST:

_____
Denise Hodsdon, CMC
City Clerk

EXHIBIT A:
CITY OF BREVARD LOW-INCOME HOMEOWNER ASSISTANCE PROGRAM

The City of Brevard Low-Income Homeowner Assistance Program is designed to help ease the financial burden of property taxes for low-income households following the 2025 Transylvania County property revaluation. The revaluation resulted in significant changes in assessed property values for many homeowners, which, in many cases, increased their annual property tax obligations.

The purpose of this program is to provide temporary financial assistance to eligible low-income homeowners who have experienced an increase in their property tax burden as a result of the 2025 property revaluation. By providing a property tax rebate, the program strives to help eligible residents remain in their homes and support housing sustainability and long-term community stability.

The program is not intended to provide assistance for property value increases resulting primarily from improvements, additions, or other changes to the property. Instead, the program is intended to address the financial impact of the 2025 countywide revaluation on qualifying low-income homeowners.

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This program cannot be used to pay unpaid or delinquent property taxes. However, eligible homeowners that are on City of Brevard property tax payments plans may be considered for assistance with the current year's balance, provided they are current on the payments and have paid on time for the past 3 months.

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7. Funding is awarded beginning with the highest-priority applicants, with applications within each priority category funded on a first-come, first-served basis.
8. Continue funding applications until the funds are exhausted.
9. Applicants are notified of their award, and payments are processed.
10. Any funds remaining after a round may be carried forward to the next round.