MINUTES
City Council Downtown Master Plan Committee

Wednesday, June 11, 2025 – 4:00pm
City Hall Council Chambers

Members Present:	Gary Daniel, Chair Council Member Pamela Holder, Vice Chair, Council Member Nicole Bentley, Heart of Brevard Executive Director Parker Platt, At-Large Member Mayor Maureen Copelof, Ex-Officio Member
Members Absent:	Dee Dee Perkins, Heart of Brevard Representative Dakota Chapman, At-Large Member
Staff Present	Wilson Hooper, City Manager David Todd, Assistant City Manager Paul Ray, Planning Director Becky McCann, Communications Coordinator Denise Hodsdon, City Clerk
Guests:	Dave Bradley, Transylvania Times

A. Welcome & Call to Order

Chairman Daniel called the meeting to order at 4:01pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified a quorum, with two members absent.

C. **Approval of Agenda**

Mr. Daniel requested to add a discussion of the public art application process as item E. He also noted that item F, Review of Downtown Master Plan, should be removed from the agenda and added to the July agenda to have all committee members present for the presentation and discussion. Mr. Daniel made a motion to approve the amended agenda. This was seconded by Mr. Platt and all voted in favor.

D. Approval of Minutes

Mr. Daniel asked for some revisions to two of his statements as initially paraphrased in the May 14, 2025 minutes. Ms. Coffey agreed to make the revisions and bring the minutes back for approval at the July meeting of the committee.

E. Discussion of Public Art Application Process

The committee discussed the previously established public art advisory subcommittee in 2023 after a request to establish a sculpture for Clemson Plaza. The committee had extensive discussion about the need to follow this previously established policy. Ms. Bentley shared that the draft she had in hand indicated that this subcommittee was established to be under the purview of the Downtown Master Plan Committee. The committee members felt that the previously established policy had been well vetted and needed to be utilized going forward, rather than requiring the Downtown Master Plan Committee approve public art applications without the advisory subcommittee review the applications.

Mr. Ray shared that staff would be glad to review the policy once again and see if clarifications are necessary. Once staff has reviewed it, the policy can be added to a future agenda.

F. Application for Public Art from Earth Mountain Bicycle

The committee members discussed the application after the previous discussion about the art subcommittee. Mr. Platt suggested tabling this application until staff has provided further clarification and recommendations regarding the mobilization of the previously discussed public art advisory subcommittee.

Mr. Hooper asked to touch on the Downtown Master Plan by distributing copies of same for in-depth review at the next meeting. Mr. Todd distributed an executive summary, a budget overview, and the Master Plan itself.

G. West Main Street Bike Connectivity

Mr. Hooper updated the committee that this is a significant enough enhancement for safety purposes that, not having in-house ability to design it, he will be reaching out to one of the city's design firms to ensure that the plan seamlessly and safely incorporates pedestrian, bike, and automotive traffic in an attractive way. One of the firms will provide a scope of work and depending on the estimated cost, the city will likely be able to pay for the initial design and bring the final plan back to this committee for its review and input. Ms. Bentley noted that she was aware of potential possibilities for funding this project.

H. Code of Conduct

Mr. Hooper explained that City Council had approved the distributed Code of Conduct for all city committee members, asking that members review this Code and sign and return the distributed acknowledgement. He emphasized that the purpose of the Code is to make certain that committee members represent the city ethically and in good faith in their activities.

I. Public Comment

No public comment.

Ms. Copelof notified the committee that NCDOT will be implementing a significant re-paving project that will impact downtown parking between now and October. Mr. Todd shared that this work is supposed to be done during overnight hours.

J. Set Date for Next Meeting

The next meeting date was scheduled for July 9, 2025 and due to the time necessary to review the Downtown Master Plan, the meeting will be held from 3:00-5:00pm.

K. Adjourn

Ms. Bentley made a motion to adjourn, which as seconded by Ms. Holder. With all in favor, the meeting adjourned at 4:46pm.

Minutes Approved: 8/13/2025

X _____
Gary Daniel, Committee Chair
Pamela Holder, Committee Vice Chair

X _____
Selena D. Coffey
Assistant to the City Manager