MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, August 25, 2025 – 11:00am
City Hall Council Chambers

Members Present: Lauren Wise, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Susan Miller, Citizen Member

Staff Present: Wilson Hooper, City Manager
Dean Luebbe, Finance Director
Emily Brewer, Senior Planner
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

Committee Chair Lauren Wise welcomed everyone and called the meeting to order at 11:00am.

B. Certification of Quorum

The quorum was certified by Assistant to the City Manager Selena Coffey.

C. Approval of Agenda

Ms. Miller moved to approve the agenda, and this was seconded by Mr. Daniel. All voted in favor.

D. Approval of Minutes

Mr. Daniel moved to approve the minutes of the July meeting and Ms. Miller seconded the motion. All voted in favor.

E. Discussion of P-Cards

Mr. Luebbe introduced this agenda topic sharing background about the city's use of p-cards for employees. He shared the pros and cons of issuing p-cards to more employees to improve efficiency but also developing firm policies to protect internal controls. The committee shared their thoughts and provided their input.

The committee was in favor of increasing the use of p-cards for more employees as long as staff implements the appropriate internal controls.

F. Proposed Planning Fee Schedule Revisions

Ms. Brewer shared that the Planning Department is transitioning to a new planning permitting and code enforcement software effective August 20, 2025 and staff has proposed changes to the planning and zoning fees in the fee schedule to better reflect the new permit types and procedures. Ms. Brewer explained the proposed fee revisions and justifications for these revisions. She explained that many of these revisions had previously been approved and listed the following changes:

- Fee name changes: Most of the proposed changes are to the fee names and/or consolidation of fees to match new permit types. For example, Brevard will have a new permit type for permanent signs ("Permanent Sign Permit"). The current fee schedule lists different types of signs as different fee amounts. The proposed changes call out the two sign types that are procedurally different (freestanding ground signs and A-frame signs) and consolidate the rest into one fee ("Permanent Sign - All Other")
- Steep slope development: Similar to the city's flood plain development, this was not revised for residential but is proposed for revision of commercial at $200. She provided the rational to cover the cost of the additional tasks that need to be completed by the Planning Department before approval.
- Chicken permit: The city allows chickens, but the former fee schedule did not include fees for no coop structures, and these are required if a resident has chickens. The department has proposed $50 for this and one inspection by the city.
- Public art application: Previously there was a permit application, but previously no associated fee. The department is proposing a fee of $100, but council has suggested that this should be lower.
- Temporary uses: Temporary uses require a higher level of review by various city officials and are more complex, therefore the free is proposed to be increased to be reflective of the higher level of review and complexity.
- Zoning consistency determination: This is proposed for an increase from $25 to $50 due to the level of work required by the Planning Department.
- ETJ modification: This is a form matching state law and the Planning Department was attempting to match state law procedures.
- MSD extension: This one is like the annexation process and requires intensive staff work and this fee is reflective of the level of work required.
- Closure of city streets: According to the Public Works Department it takes approximately $500 to close city streets, but the Planning Department is only recommending $250.

[See attachment for details on the aforementioned proposed revisions.]

Mr. Daniel expressed his disagreement with the public art application fee. The committee continued with their discussion and Ms. Brewer answered their questions and clarified as necessary.

The committee reached consensus to recommend that city council approve recommendations except for the public art application, which they recommend at $50.

G. Public Comment

Harvey Sankey asked clarifying questions about the use of the p-cards and the fee schedule. He also shared that he had not received his property tax bill. Mr. Sankey asked about the police chief's special separation allowance and Mr. Hooper explained that all law enforcement officers in NC are eligible for this.

H. Set Date for Next Meeting

The next meetingof the committee was scheduled for September 22, 2025 at 11am.

I. Adjourn

With no further business, Ms. Miller made a motion to adjourn the meeting, seconded by Mr. Daniel. All voted in favor and the meeting adjourned at 11:58am

Minutes Approved: September 22, 2025

X _____
Lauren Wise, Chair, Council Member or
Gary Daniel, Vice Chair, Council Member

X _____
Selena D. Coffey
Assistant to the City Manager

Adopted Fee Schedule – Utility Fund
FY2026 Budget – As Amended August 18, 2025

Property Tax Rates

City-Wide	0.3575/ $100 Valuation
Heart of Brevard MSD	0.1754 / $100 Valuation

ABC Licensing Fees

Fees regulated by the State of North Carolina for the sale of beer and wine.

The license year for the following runs from May 1 through April 30 (NCGS 105-113.70(b). License is not to be pro-rated.

Code	NCGS	Business Activity	Rate
		Beer & Wine (Copy of ABC Permit required.)	
D-101		On premise malt	$15.00
D-102		Off premise malt	$5.00
D-103		Wholesale beer	$37.50
D-104		On premise wine	$15.00
D-105		Off premise wine	$10.00
D-106		Wholesale wine	$37.50
D-107		Wholesale beer & wine	$62.50

Taxi Licensing Fees

Tax regulated by North Carolina General Statutes 20-97 and NCGS 160A-211

Code B-146 - NCGS 20-97 - **Taxicabs** *Requires Approval Rate: $15 per vehicle

*Taxi / Vehicles for Hire. City of Brevard Code of Ordinances, Chapter 78

Solid Waste Removal Fees

Residential Garbage Collection	$10.75 plus $10.25 County Disposal Fee / $21.00 per month total
Commercial Dumpster	$100.00 per month total for two pickups per week. Each additional pickup is $20.00 per pickup
Small Commercial Collection	$10.75 plus $10.25 County Disposal Fee times number of monthly pickups / $21.00 per month total
Special Refuse Pick Up (Includes appliances & furniture)	$20.00 per single item $75.00 per load
Television / Computer Monitor Collection	ALL TV's - $15.00

Recycling Fees

Residential Recycling Fee	$4.00 per month
Commercial Recycling Fee	$5.75 per month (Additional 96-gallon containers $5.75 each)
Commercial Cardboard Recycling	$10.00 per month per water meter for all commercial customers
Mulch Fee	Pickup truck loads, City Residents - $0 All other loads - $10 per yard

Adopted Fee Schedule – Utility Fund

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Franklin Pool Fees

Admission	$2.00 per day per individual
Individual Season Pass	$50 per season
Family Season Pass	$150 per season
Family Day Pass	$7.00 per day
Party / Event Rental	$200

Depot Railroad Avenue Park Rental Fees

WEEKDAYS (Monday through Friday)		
Outdoor Pavilion Only	**Non-Profit**	**Private**
Morning Block	$50	$75
Afternoon Block	$50	$75
Evening Block	$50	$75
Meeting Room Only	**Non-Profit**	**Private**
Morning Block	$50	$75
Afternoon Block	$50	$75
Evening Block	$50	$75
Meeting Room and Outdoor Pavilion	**Non-Profit**	**Private**
Morning Block	$100	$125
Afternoon Block	$100	$125
Evening Block	$100	$125

WEEKENDS (Saturday and Sunday)		
Outdoor Pavilion Only	**Non-Profit**	**Private**
Morning Block	$150	$200
Evening Block	$150	$200
Full Day	$250	$300
Meeting Room Only	**Non-Profit**	**Private**
Morning Block	$150	$200
Evening Block	$150	$200
Full Day	$250	$300
Meeting Room and Outdoor Pavilion	**Non-Profit**	**Private**
Morning Block	$250	$275
Evening Block	$250	$275
Full Day	$350	$375

Mary C. Jenkins Community Center Rental Fees

Community Room	**Non-Profit 501(c)3**	**Individual/Organization**
Weekday Hourly Rate (2 Hour Minimum Block)	$25	$40
Weekday Daily Rate	$180	$320
Weekend Hourly Rate (2 Hour Minimum Block)	$60	$160
Weekend Daily Rate	$220	$400
Additional Hourly Rate (After 2 Hour Minimum Block)	$25	$25
Security Deposit	$100	$100
Meeting Rooms	**Non-Profit 501(c)3**	**Individual/Organization**
During Regular Center Hours	No Fee	No Fee
Security Deposit - Outside Regular Center Hours Only	$100	$100
Outside Patio (Exclusive Use)	**Non-Profit 501(c)3**	**Private Individual/Organization**
Hourly Rate (In Addition to Room Rental)	$25	$25
Kitchen	**Non-Profit 501(c)3**	**Individual/Organization**
If Appliances Used for Meal Preparation	$50	$50

Adopted Fee Schedule – Utility Fund

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Community Garden Fees

Garden Plot Rental	Fee
5-foot x 5-foot Plot	$5
5-foot x 10-foot Plot	$10
5-foot x 15-foot Plot	$15
5-foot x 20-foot Plot	$20
ADA Accessible Plot	$5

Planning and Zoning Fees

Residential Development	Fee
New Construction	$200 per dwelling unit[1]
Accessory Structures	$50
Addition or Expansion	$50
Deck or Other Improvement	$50[2]
Floodplain Development	No Fee
Steep Slope Development	No Fee
Permit Extension	$50

Non-Residential Development[3]	Fee
Development Review[4]	$500
New Construction	$0.06 per heated sq. ft.
Accessory Structures	$100
Incidental Improvements	$100
Significant Improvements	$150
Substantial Improvements	$200
Fee in Lieu – Parking	$5,000 per parking space
Fee in Lieu - Sidewalk	Actual Cost
Fee in Lieu – Stormwater	Actual Cost
Floodplain Development	$200
Steep Slope Development	$200
Permit Extension	$500

Other Development[5]	Fee
Demolition, Grading and Other Land Disturbance	$50 + $500 deposit
Driveway or Other Encroachment on City Right-of-Ways	$50
Fence	$50
Utility Encroachments	$500
Permanent Sign – Freestanding Ground	$200
Permanent Sign – A-Frame / Sandwich Board	$50
Permanent Sign – All Other	$100
Temporary Sign	$50

[1] Includes accessory dwelling units and manufactured home set ups.

[2] When a handicapped ramp or other accessibility accommodation is built by a tax-exempt organization, or by volunteers, without expense for either labor or materials being paid by the owners or occupants, the fee may be waived by the administrator.

[3] Includes multifamily structures larger than 4 dwelling units, residential projects with 8 or more dwelling units, and subdivisions with 8 or more lots.

[4] The development review fee shall apply to any project where landscaping plans, stormwater plans, lighting plans, architectural plans, etc. are to be reviewed in addition to a basic site plan. Other fees (e.g., new construction, substantial improvement) are paid in addition.

[5] These fees apply when the application is not part of a larger development permit.

Adopted Fee Schedule – Utility Fund

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Other Development[5]	Fee
Parking Lot Resurfacing	$50
Wireless Communication Facilities	$1,000

Other Zoning	Fee
Change of Use / Occupancy	$100
Chickens	$50
Food Truck Site	$150
Public Art	$100
Sidewalk Usage	No fee
Sidewalk Usage – Sidewalk Dining	$100
Street Banner Reservation	$250
Social District Participation	$200
Temporary Use	$200 per location and permit period~~$50~~
~~Temporary Vendors~~	~~$200 per location and permit period~~
~~Carnivals & Circuses~~	~~$500 per location and permit period~~
~~Farmers Markets & Tailgate Markets~~	~~$200 per location~~
Tree Removal	$25 per tree
Reinspection / Failed Zoning Inspections	$50 per reinspection
Zoning Code Enforcement Abatement Administrative Fee	$250
Zoning Consistency Determination	$50~~25~~

Subdivision	Fee
Major Subdivision	$500 + $20 per lot (total)
Minor Subdivision	$75 + $20 per lot (total)
Exempt Subdivision[6]	$75

Petitions to City Council	Fee
Map Amendment – Base District Rezoning	$400
Map Amendment – Conditional Zoning District[7]	$600
Text Amendment	$500
Annexation	$500
ETJ Modification	$500
MSD Extension	$100
Street or Right-of-Way Abandonment	$500
Vested Right Determination	$500

Petitions to Board of Adjustment	Fee
Appeal of Administrative Decision	$100
Special Use Permit	$250
Variance	$250

Special Events[8] & Closures[9]	Fee
Special Event – City-Sponsored	No fee

[6] This category includes recombinations of previously subdivided lots, lot line adjustments, and other items defined by the Unified Development Ordinance Chapter 19 and NCGS Section 160D-802.

[7] This fee includes the review of a preliminary and/or final master plan as part of the Conditional Zoning District.

[8] The administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services fee schedule for additional "cost of service" fees.

[9] Closures for maintenance and repairs not exceeding five days are not subject to a fee but may be required to pay a deposit in the amount specified. Closures for maintenance and repairs are charged for each day after the fifth day.

Special Events[8] & Closures[9]	Fee
Special Event – Not City-Sponsored	$200 / day
Closure – City Street	$~~100~~ 250/ day + $1,000 deposit
Closure – Public Alley	$~~50~~ 100 / day+ $500 deposit
Closure – Public Parking Space	$100 / day + $500 deposit
Closure – Public Sidewalk	$500 / day + $500 deposit
Closure – State Road	$1,500 / day + $2,000 deposit

State of Emergency: There shall be no permit fees for construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any structure damaged as a direct result of an event having been declared a disaster and subject to a "State of Emergency," as defined by Chapter 21 of the City's Unified Development Ordinance. Similarly, there shall be no permit fee for temporary uses associated with emergency response and recovery established in accordance with Chapter 21.

Professional Services: The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, or planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure of stormwater systems, traffic impact analysis, specialized legal services, etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City's intention to secure professional services. The applicant shall be provided with all reports generated by qualified professionals, and copies of all statements and receipts. The applicant shall reimburse the City for professional services expenditure prior to the issuance of a certificate of occupancy or final zoning / project approval.

Recording Fees: The Administrator may invoice the applicant for any recording fees incurred in officially filing records with the Transylvania County Register of Deeds, if applicable.

Traffic Violation Fees

Parking Ticket	$50 per violation
Fire Hydrant, Fire Lane Obstruction, and designated handicap spaces	$75 per violation
Vehicle Towing	True cost of towing
Late Fee	$25 per violation

Departmental Cost of Service Fees for Special Events and Temporary Use

The following fees are intended to recoup cost for the delivery of services in support of Special Events, Temporary Uses, and unique emergency situations (including but not limited to bomb threats, hazardous materials events, manhunts, and other unique calls for service). The specific mechanism and timing of fee recovery will be determined by the applicable department heads on a case-by-case basis.

Fire Department Inspections for City Permits	Fee
Fireworks Tent Permit	$300 per 30 days
Assembly Tent Permit	$75 per 30 days

Fire Department, Deployment of Personnel, Apparatus & Equipment	Fee
Officer	$45 per hour
Firefighter	$40 per hour
Light Duty Quick Response Vehicle / Boat / Support Vehicle	$20 per hour
Fire Engine	$200 per hour
Rescue Truck	$250 per hour
Ladder Truck	$300 per hour

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Public Services Department, Deployment of Personnel & Equipment	Fee
Special Dumpster Service	$50

Police Department, Deployment of Personnel & Equipment	Fee
Officer	$35 per hour

Miscellaneous Fees

Return Check Fee	$30 per check per occurrence
Code Enforcement Abatement Administrative Fee	$250

Economic Development Utility Rates

City Council may, as a means of supporting economic development within the City of Brevard and Transylvania County, authorize a business to receive a 30% reduction in utility rates, subject to an agreement that such business achieve certain economic development performance measures.

Water Charges

Description	In City	Outside City
Basic Charge (per month)	$13.65	$20.50
Water (per gallon, Residential, Commercial, and Institutional)	$9.86/1,000 gal	$14.84/1,000gal
Water (per gallon, Industrial)	$8.69/1,000 gal	$13.05/1,000 gal

Meter Fees

	3/4 inch $2.70/month	
	1 inch $2.70/month	
	1.5 inch $15.00/month	
	2.0 inch $18.00/month	
	3.0 inch $25.00/month	
	4.0 inch $44.00/month	
	6.0 inch $67.00/month	
	All multi-family dwellings, including apartments and condominiums, shall pay $27.29 per unit or the meter reading, whichever is greater	
Meter Reactivation Fee	$60.00	

Sewer Charges

Description	In City	Outside City
Basic Charge (per month)	$13.65	$20.50
Sewer Water (per gallon)	$9.86/1,000 gal	$14.84/1,000gal

Water Tap Fees

Tap Size (inches)	Tap and Meter Setting Fee[10] [11]
3/4	$1,375

[10] The Public Works Director may impose additional fees to recover the true cost of water and/or sewer tap installation when such is warranted by site conditions. In such cases, fees shall be computed at the sum total of the cost of labor, materials, and equipment necessary for completion of the work plus 35 percent of the direct labor charge.

[11] During a "State of Emergency" as defined by Chapter 21.2 of the Brevard Unified Development Ordinance, the Zoning Administrator may temporarily waive such fees for temporary uses associated with emergency response and recovery as described in Chapter 21.3 of the UDO. The duration of the waiver shall correspond with the duration of the State of Emergency, after which the fees must be paid in full or the meters recovered, and the utility access terminated.

1	$1,600
2	$4,500

Charges for taps greater than 2", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, meters, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than $2,440.

Sewer Tap Fees

Tap Size (inches)	Tap Fee [13]
Up to 6" Tap	$1,375

Charges for taps greater than 6", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than $955.

System Development Fees [13]

Connection Size (in)	Max Flow (gpm)	Water	Sewer
¾	*30*	$500	$1,000
1	*50*	$830	$1,670
1.5	*100*	$1,660	$3,340
2	*160*	$2,660	$5,340
3	*320*	$5,320	$10,680
4	*500*	$8,310	$16,690
6	*1,000*	$16,620	$33,380
8	*1,600*	$25,590	$53,410
10	*2,300*	$38,220	$76,780
12	*3,100*	$51,510	$103,490

Sewer Tap Relocation Fee	Fee [13]
Flat Fee	$1,375

Charges for sewer tap relocations will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials, and equipment, plus 35 percent of the direct labor charge. The minimum and maximum sewer tap relocation fees are set forth above.

Septage and Digested Fees

Septic Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Septic Fee (Domestic) In County	$0.063/gal
Septic Fee (Domestic) Out of County	$0.126/gal
Digester Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Digester Fee (domestic digested sludge) In County	$0.063/gal
Digester Fee (domestic digested sludge) Out of County	$0.126/gal
Digester Fee (industrial digested sludge) In County	$0.078/gal
Digester Fee (industrial digested sludge) Out of County	$0.140/gal
Out of County Septage/Sludge Hauled to WWTP Double Rate of in County Fee	
NO LEACHATE ACCEPTED	

New Utility Account Deposit Fees

Use	Fee
Deposit fee for new utility accounts	$ 100.00

Adopted Fee Schedule – Utility Fund

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High Strength Wastewater Collection and Treatment Surcharge Rates (Industrial)

Parameters	Rates
BOD 5	$0.51/lbs. BOD 5
Total Suspended Solids	$0.48/lbs. TSS
NO LEACHATE ACCEPTED	

High Strength Wastewater Collection and Treatment Surcharge Rates (Commercial and Institutional)

Category	Concentration of BOD/TSS	Rates	
1 – Residential	<500mg/L	No Charge	No Charge
2 - Standard	>501 mg/L	No Charge	No Charge
3 - Low	>501 mg/L and <1,000 mg/L	$0.16/lbs. BOD	$0.15/lbs. TSS
4 - Medium	>1,001 mg/L and <1,500 mg/L	$0.28/lbs. BOD	$0.26/lbs. TSS
5 - High	>1,5001 mg/L and <2,000 mg/L	$0.38/lbs. BOD	$0.36/lbs. TSS
6 – Super High	>2,000 mg/L	$0.51/lbs. BOD	$0.48/lbs. TSS

Miscellaneous Utility Fees

Late Payment Fee	$5 applied on the 21st day of each month
Cut-Off / Cut-On Fee	$25 applied on the 28th day of each month
Return Check Fee	$30 per check per occurrence
Meter Location	$30 per occurrence
Meter Location Change	$250
Meter reactivation	$60
Fire Hydrant Flow Test (two or more hydrants)	$250
Well Permit[1]	$1,000
Tanker Truck Access Fee	$25
Others as specified in Chapter 70 Sec. 70-38 of the Brevard City Code	

[1] Refer to Chapter 70 of City Code

Adopted Fee Schedule – Stormwater

FY2025 Budget

Stormwater Fees

Category	Sq. Ft of Impervious	Rates*
Tier 1 – Exempt Government Properties	Exempt	None
Tier 2 - Undeveloped	None	None
Tier 3 – Minimal Impact	1 - 7,000	$4.00/mo.
Tier 4 – Moderate Impact	7,001 – 250,000	$15.00/mo.
Tier 5 – Heavy Impact	>250,001	$150.00/mo.

*Rates will be billed on an annualized basis.