MINUTES
City Council Public Safety Committee

Monday, November 24, 2025 – 3:30pm
City Hall, Council Chambers

Members Present:	Aaron Baker, Chair, Council Member Mac Morrow, Vice Chair, Council Member Kevin Gallo, Citizen Member Mayor Maureen Copelof, Ex-Officio Member
Staff Present:	Wilson Hooper, City Manager David Todd, Assistant City Manager Dean Luebbe, Assistant City Manager/Finance Director Chase Owen, Fire Chief Jack Moorman, Interim Police Chief Ralph Cobb, Police Dept. Lieutenant, Investigations Div. Becky McCann, Communications Coordinator Denise Hodsdon, City Clerk
Members of Public:	Harvey Sankey and Joseph Shadel

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:33 pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

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

D. Approval of Minutes – October 28, 2025

Mr. Gallo moved, seconded by Mr. Baker to approve the minutes of the October 28, 2025 meeting as presented. The motion carried unanimously.

E. Update on Traffic Calming Measures

Mr. Hooper and Mr. Todd reviewed the attached Traffic Calming & Safety Project Status spreadsheet.

F. Clemson Plaza Safety Measures / Cameras at City Facilities

Mr. Todd reported that he has received a quote from SCW, the company that did the work at the police station, of approximately $15,000 to put cameras at Clemson Plaza. It includes a couple of cameras and some infrastructure that would allow future development of outdoor cameras in the Main St. area. It does not include internet service to that point and the price from Comporium is $500 per month for that one location. In conversation with Comporium, it may be possible to take the internet service from City Hall and get it to Clemson Plaza for about a year's worth of service, but he needs to resolve that piece as it is somewhat complicated to get it from here through the hardware store and the theater. He said worst case he believes it would be less than $20,000, whatever route we choose to get cameras in Clemson Plaza. He noted that SCW is also looking at the cameras at the Water Treatment Plant and at Franklin Park. There are currently 6 cameras at the park, which we recently learned are not operable. All of these new camera systems would be pulled into the Police Department's system. There are cameras at MCJCCC and the Depot that are independent of the Police system, and it would be helpful to get it all on one system.

Interim Chief Moorman noted that Lt. Ralph Cobb is the Police Department's point of contact for the department's cameras. One of the things they have talked about is that they are seeing a lot more efficiencies with mobile camera systems, which are camera trailers that are portable and have fixed multi-directional PTZ cameras, and many are motion-sensitive. If there's an issue at Clemson Plaza, the camera could be parked there during the overnight hours when there is very little activity, and if someone comes driving by, that camera would pick up the motion, zoom in and follow that vehicle if a person gets out, and then it follows that individual, without being manually controlled. The camera could easily be deployed anywhere it was needed, which could be much more efficient than a hard-wired camera. Lt. Cobb added that it would be a benefit for downtown festivals, and it would be valuable in determining if there was a need for a permanent camera in a certain location.

There was consensus to continue proceeding with hard-wired cameras at the Water Treatment Plant, and to pursue further information and cost of the mobile cameras.

G. Primer re Taxicab / Vehicles for Hire Issue

Mr. Hooper reviewed the current code regarding vehicles for hire and taxicabs. He noted that taxicabs have much more extensive regulations than vehicles for hire in general. There are two sections that he wanted the committee's input on to

determine if they are still necessary: 1) taxicabs require a certificate of public convenience and necessity given by City Council; and 2) regulation of fares that taxicabs may charge. He explained that the stimulus for this discussion is that City Cab has ceased operations, and a new proprietor is hoping to start a new City Cab 2.0 and has come to us to apply for his certificate of public convenience and necessity. What he shared with us is that his main source of business is going to be Medicare and Medicaid transportation on behalf of the County, which would not be a traditional transaction like a traditional taxicab would charge, and it is not the same as the fares set in the code. He asked do we consider it a taxicab knowing that it operates under a different business model, and do we even need to have taxicab-like rules anymore knowing that a) we don't have traditional taxicabs here, and b) getting rid of those cumbersome rules might inspire there to be more competition and more resources for folks like Uber and Lyft and others that aren't here yet.

During discussion, Mayor Copelof expressed concern about losing a service that people do use. Mr. Hooper said he thinks the amendments he is contemplating would make this a better environment for taxicab-like companies because they would be subject to fewer restrictions. He pointed out that there currently are no real guidelines on what criteria the Council is to use when issuing a certificate of necessity. Mr. Gallo expressed concern about having no rate at all, and feels there should be a maximum. Mr. Baker said that the difficulty for him is that there is a state statute prohibiting municipalities from regulating Uber or Lyft at all. Since we can't regulate those, it is hard to say we regulate taxicabs, because those are the same industry/service. Interim Chief Moorman pointed out that with Uber or Lyft, the customer knows the price upfront, but with a taxi, they don't know the price until the end.

Following discussion, there was consensus that Mr. Hooper would get more information about how the Medicare/Medicaid rates work, he will compare the rates with those of other small towns, and he will try to streamline the requirements so it is easier for both vehicles for hire and taxicabs, and he will bring back a proposal for the committee's consideration at a future meeting.

H. Draft Policy re Booting of Vehicles

Mr. Hooper reported that since the new parking regulations went into effect, there are a few people who would be eligible to have their vehicle booted. He noted that the draft policy does not include a process for unbooting and staff still needs to work through those details. He asked that the committee consider what kind of service level should be established—should unbooting be available 24/7, or just during business hours, or somewhere in between.

Interim Police Chief Moorman reviewed the attached draft policy and noted that there is more that needs to be added, but this is to get the discussion started. The Police Department has two boots and there are some individuals who have accumulated multiple citations, however as of now there are no measures in place,

so it is important to get this policy rolled out as quickly as possible. He noted that one of the most important pieces of the draft policy is Section IV.B.2.a which states "Vehicles may be booted when there are at least three outstanding parking citations over 16 days old." and before we talk about anything else, we really need to focus on the criteria for when we will place a boot.

During discussion, Mr. Gallo suggested that after a vehicle receives two parking tickets, the PEO could add a warning that it would be booted after a third ticket. There was consensus that the draft policy is a great start and staff will continue to work on the policy.

I. Public Comment

Harvey Sankey asked some clarifying questions about the booting policy, cameras, and the taxicab regulations, which committee members and staff answered.

Joey Shadel expressed thanks to the Police and Fire Departments for responding to a downed tree and power lines on James Street a couple of weeks ago. He advocated for continued attention to the traffic and speeding on W. Main St. and noted that he has seen it especially at the hill down to Rosenwald. He asked how long the speed sign was there collecting data. Interim Chief Moorman responded that it had been there for about a week and the data will be available for the next meeting. Mr. Shadel hoped that there would be continuity with the new Police Chief coming onboard and that she would be brought up to speed with this issue.

J. Set Date for Next Meeting – December 22, 2025 at 3:30pm

The next meeting was scheduled for Monday, December 22, 2025, at 3:30 pm.

K. Adjourn

There being no further business, the meeting was adjourned at 5:07 pm.

Minutes Approved: March 23, 2026

X _____
Aaron Baker, Chair, Council Member

X _____
Denise Hodsdon, City Clerk

Traffic Calming and Safety Project Status 11/24/2025

IDENTIFIER	PROJECT	DESCRIPTION	STATUS	NOTE	
1	W. Probart/Railroad intersection improvements	Move stop sign/stop bar slightly east to provide more space for traffic collection; increase SB curb radius to ease turning movements onto WB Probart, add double sided RRBCs.	RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in palce by end of February, hopefully sooner.		
2	Railroad/McClean path crossing improvement	Replace one-sided RFBs with two-sided; create ADA accessible "landing pads" on both sides of crosswalk	RRBCs scheduled to be shipped on 12/17, weather and staffing allowing intersection changes should be in palce by end of February, hopefully sooner.		
3	E. Probart crossing at Broad St.	Enhanced signage to warn motorists of pedestrians	Installed pedestrian and traffic warning signs, painted the crosswalk. Waiting on McAdams review one way travel on Probart, Broad to court house parking. Traffic data has been requested from Police. Stripes have been repainted after NCDOT repaving.		
4	Estatoe boardwalk repair Section 1, behind McDonalds	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	Seeking a FLAP Grant to place this portion on grade, possible award in 2026	PTR comm. has agreed that this should be staff focus for the year to come	
5	Estatoe boardwalk repair Section 2, behind Aldi	Repair/replace/reconfigure boardwalk sections of Estatoe Trail.	Seeking a FLAP Grant to place this portion on grade, possible award in 2026	PTR comm. has agreed that this should be staff focus for the year to come	
6	Estatoe temporary trail	Gravel path along old railbed	Temporary trail is largely complete pending Pender and Fisher crossings. PTR has endorsed a temp solution for Pender Ln treatments. Installation date TBD		
7	Carolina Ave. traffic calming	Possible traffic calming measures on Carolina Ave. north of intersection with Shipman	Continuing to review with our traffic consultants. Considering possible impact of speed breakers to other roads that might become drive arounds. Will discuss with NCDOT the possiblity of adding speed bumps on their portion at the next quarterly meeting. Staff designing a proposal for PSC and City Council review		
8	Four-way stop near Silversteen Park	Add stop sign at Mills Ave. to create four-way stop near Silversteen Park	Working with our Traffic Consultant to lay the intersection out. Approved by Council. PW scheduling installation.	Need to advertise traffic change and install "New Traffic Pattern" signs	
9	Oaklawn/Main St. four-way stop	Add stop signs/stop bars on Main St. to create four-way stop	Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weather and staffing allowing.	Need to advertise traffic change and install "New Traffic Pattern" signs	
10	Oaklawn/Carver four-way stop	Add stop sign at EB Carver to create four-way stop	Final layout received from our Traffic Consultant on 11/19/25. Signs have been ordered, hopnig to have this implementd by end of February weatehr and staffing allowing.	Need to advertise traffic change and install "New Traffic Pattern" signs	

11	Park Ave, Park View, Elm Bend. traffic calming	Constituent request for consideration	Initital data collection complete and data review is in process. Plans are to continue data collection while school is in session as previous collection occurred during the summer.		
12	Pisgah Church Dr. traffic calming	Constituent request for consideration	Data collection scheduled		
13	Fisher Rd. traffic calming	Constituent request for consideration	Discussed with NCDOT 8/29/25. NCDOT indicates they are flexible in regards to trail crossing and willing to consider ownership swap.	State rd., traffic control measures must be approved by NCDOT	
14	No Turn On Red where Bike Paths are crossed, Deer Lake Road, Jackson Court, Osbourne, temporary until R5800 is complete.	Constituent request for consideration	Discussed with NCDOT on 8/29/25. NCDOT is reviewing mast arms to see if they can support associated signage. NCDOT said maybe to painting trail crossing with the Ecusta Trail Logo at Deer Lake, Pisgah Heights, Jackson Court		
15	Add traffic calming to Oakdale, near 228	Constituent request for consideration	Under discussion	Add to data collection schedule	
16	Flashing Yellow light and enhanced crosswalk, Highschool to dirt parkng a across Country Club Road. Consider addition of speed bumps or rumble strips	High School has requested rumble strips	Discussed with NCDOT on 8/29/25, they are evaluating traffic calming options they deem acceptable. NCDOT indicated rumble strips and speed humps will not be considered. School claims NCDOT told us we could do what we want. This is counter to what others at NCDOT said. Trying to verify the school's claim.		
17	Can speed be reduced on shared bike lanes on French Broad	Constituent request for consideration	Under discussion		
18	Can Morgan Street be made a bike boulevard	Constituent request for consideration	Under discussion in Downtown Master Plan		
19	Can the Bike Ped Plan be reviewed for safety concerns and address those on a higher priority	Constituent request for consideration	Under discussion		
20	Can we review the number of light changes per crosswalk crossing at 276/Elm/Park View at school crossing	Constituent request for consideration	Needs to be discussed with NCDOT at next quarterly meeting		
21	Ecusta Road signage warning of upcoming trail crossings	Constituent request for consideration - Need to verify if this has been done	To be addressed by a coming STIP Project, have asked NCDOT if signs can be added, awaiting their approval		
22	Secondary egress from Cherry St area	Constituent request for consideration - Need to follow up with McGill	Public Safety agreed to review one emergecny exit route versus 4 as orlginally proposed. Update proposal received from our designer on 11/24/25, in review now.		
23	Trail crossing signs and better marking by Pisgah Heights	Constituent request for consideration	Repaint faded crosswalk add signs, waiting on NCDOT. Staff will schedule this work.		
24	Deerlake Road sidewalk extension	Constituent request for consideration	Cost estimated by Public Works to be $20k for materials, work could be done in house as time allows, double cost if contracted. Wilson to discuss with home owners association.		
25	Better trail marking/ safety improvements by Deerlake Rd/AVL Highway, pernament per R5800.	Constituent request for consideration	Conversations continue with NCDOT		

26	Deer Lake Crossing Signal Light	Constituent request for consideration	Reviewing with NCDOT - There is no signalized crossing, needs to be added.		
27	Jake Brake Signs	Constituent request for consideration	Signs are being replaced with larger signs in new locations. PW has the locations and will begin installing signs this week with plans to complete all signs by the end of next week.		
28	Excessive speed on West Main, 200 block due to traffic on Probart rerouting around speed bumps. What traffic control measures can be put in place?	Constituent request for consideration	Just recently completed additional data collection. Need to review it.		
29	Excessive speed on Maple. What traffic control measures can be put in place?	Constituent request for consideration	Data collection underway		
30	Review intersection of Carver Street and Oakdale Street and Cashiers Valley Road below MJCCC	Constituent request for consideration	Alternatives under discussion with TCWT		
	RESOLVED OR COMPLETED ITEMS				
1	Jailhouse Hill Line Painting	Constituent request for consideration	Completed	NCDOT	
2	Line Painting in front of Ingles	Constituent request for consideration	Completed	NCDOT	
3	Railroad Avenue parking	Public hearing 8/4 for code changes prohibiting on-street parking along Railroad	Complete		
4	Crosswalk Indicators not working, French Broad/Caldwell	Constituent request for consideration	Complete		
5	Crosswalk Indicators not working, French Broad/Broad	Constituent request for consideration	Complete		
6	Crosswalk Indicators not working, Main/Caldwell	Constituent request for consideration	Complete	NCDOT	
7	Reflective Tape on Benches at Jordan Street Bump Out	Constituent request for consideration	Complete	Will be reviewed again later if deemed problematic	
8	Bicycle Accident Barclay Road due to ignored Road Closure Barricades	Constituent request for consideration	Complete	NCDOT - Estimated Completion by 10/1/25	

CAR BOOTING

DIRECTIVE NUMBER: 1013

EFFECTIVE DATE:

Contents

I. PURPOSE AND POLICY
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I. Purpose and Policy

The purpose of this directive is to establish standards for enforcing parking violations, including guidelines for booting vehicles, the use of vehicle check notices, and guidance for handling contested parking citations.
It is the policy of this Department to account for all parking citations accurately and to provide a method for reviewing and administratively handling contested, invalid, and erroneous citations.

II. Authority (More detail than needed listed here for research, alignment, and review)

The authority to enforce parking violations is provided by law in the North Carolina General Statutes Chapter 20:

- NCGS 20-157 addresses parking blocking a firefighting, law enforcement, or rescue squad vehicle or ambulance.
- NCGS 20-162 addresses parking in front of a fire hydrant, fire station, or intersection of curb lines or fire lane.
- NCGS 20-162.1 addresses rented or leased cars driven by others that violate parking regulations.

The authority to enforce parking violations is provided by law in the Brevard City Code:

- Ordinance 66-2 governs parking violations (Code 1980, § 16-2; Ord. No. 2023-49, §1(Exh.A), 10-16-23)
- Ordinance 66-4 sets forth payment, contesting, and enforcement of parking citations.
- 38-153 provides for the disposition of abandoned vehicles.
- XXX addresses the unauthorized removal of a boot from a vehicle.
- Ordinance 2023-50 addresses parking violation fines

- 66-133 and Ordinance 2024-07, address overtime and overnight parking
- Ordinance 2024-32 and 66-44, address no parking areas
- 66-111 addresses prohibited reasons for parking on a street (Code 1980, § 16-60)
- 66-112 addresses prohibited parking places.
- 66-117, 66-118, and 66-120 address parking to the curb
- 66-121 addresses parking within marked spaces.
- 66-122 addresses no parking areas.
- 66-124, 66-125, 66-126, and 66-127 address parking in timed spaces
- 66-128 and 66-129 address reserved spaces, loading zones, and for-hire vehicles
- 66-131 addresses ¾ ton truck parking
- 66-132 addresses handicap parking
- 66-135 addresses long-term parking

III. Responsibilities

A. Police Department Responsibilities:

1. Officer Responsibilities:

a. When working and available, Parking Enforcement Officers (PEOs) have the primary responsibility of enforcing all parking violations throughout the city. Police officers have the primary responsibility for enforcing parking violations when PEOs are not working or are unavailable.

b. Officers/PEOs will ensure that all Parking Citations are filled out completely and legibly.

i. PEOs using automated ticketing devices will capture photos of each violation, the license plate of the violator's vehicle, and any other relevant images for evidentiary use.

ii. Officers/PEOs will make "Officer's notes" about the violator's actions for use as evidence of the violation.

iii. Officers/PEOs should refer to the state or city code for elements of an offense.

c. Booting will only be enforced Monday-Friday during regular parking enforcement hours, 9 am-5 pm.

d. The Finance Department manages all fees related to parking citations.

e. Brevard Finance Director is the city's contractor responsible for handling the Department's citation management system.

IV. Procedures

A. Routinely, PEOs and police officers will issue a citation upon observation of a vehicle parked and/or unattended in violation of the law. This is not intended to infringe on the normal discretion that such employees have in applying their duties; however, employees should be prepared to articulate their reasons for using discretion, if needed.

B. Immobilization (Booting) of Illegally Parked Vehicles:

1. Only PEOs will boot vehicles. Booting will be done in accordance with the Parking Enforcement SOP on vehicle immobilization.

2. For the general information of other employees, a summary of vehicle booting procedures is below. For complete booting procedures, see the Parking Enforcement SOP on vehicle immobilization.

   a. Vehicles may be booted when there are at least three outstanding parking citations over 16 days old. The PEO will verify the vehicle is bootable using the IPS program.

   b. If the vehicle qualifies for booting, the PEO will comment in the IPS system or advise the dispatcher of their location and then apply the boot in an officer's presence.

   c. If the operator of the vehicle returns and a problem arises, the PEO with the police officer and/or supervisor will report to dispatch.

   d. After the boot is applied, the PEO will complete an Immobilization Notice sticker and place the original on the driver's side of the windshield. The PEO will write their department contact information on the MDB or advise the dispatcher.

   e. The PEO will immediately record the status of the booted vehicle in the IPS program via the MDB. If the MDB is inoperable, the PEO will notify dispatch and the Brevard Police Department Patrol Commander that the car has been booted, provide the vehicle's location, and include the boot number so it can be entered into CAD and RMS.

      i. If a vehicle is booted extending into after-hours and the MDB is inoperable, it is the booting officer's responsibility to ensure the information is entered on time to dispatch and to enter the information required in the IPS program.

ii. It is essential to do this before the vehicle owner/operator responds to the city's Finance Department to pay the citations.

f. If the vehicle qualifies to be booted, the vehicle may be impounded instead of booted if at least one of the following conditions applies:

i. The total amount of fines due is $150 or more;

ii. The tires of the vehicle are too big to boot; and/or

iii. The vehicle may be damaged if the boot is applied.

g. Vehicles shown in the IPS Solutions computer as "escaped from boot" may be impounded.

h. After 24 hours, if the citations remain unpaid, the vehicle will be impounded (see Police Directive 1220, Towing and Record Services). The boot will not be removed until the wrecker has arrived on the scene.

i. Once the boot is removed, either after the citations are paid or the vehicle is impounded, the PEO will immediately record the change in vehicle status through the IPS program; otherwise, advise the Parking Enforcement office so the IPS computer program can be updatedIt is the Parking Enforcement Officer's responsibility to record the booted status of a vehicle in an email to the Chief of Police.

C. Abandoned Vehicles

1. Brevard City Code §38-151 defines an abandoned vehicle as a motor vehicle, trailer, or semi-trailer, or any part thereof that:
   a. Is left unattended on property owned or operated by the city for more than 24 hours or
   b. property for a period of more than 7 days in violation of the Code of North Carolina G.S.160A-303, as amended, or this code; or,
   c. left unattended on the shoulder of a primary highway for more than 7 days.
2. Brevard City Code §38-151 only gives the authority to impound abandoned, nuisance, and junked motor vehicles. Under this section, a citation is not applicable. The officer needs only to place a 48-hour check through the dispatcher and officers on duty.

D. Vehicles displaying United States diplomatic license plates will not be cited for failing to display a city tag or state inspection sticker.

E. Accountability of the Parking Citation and Copies:

1. The loss of a parking citation will be reported to the officer's immediate supervisor, and an email notification will be forwarded to the Parking Sergeant (for entry in the automated tracking program).
2. A printed copy of the parking citation is given to the violator or placed on the windshield of the violator's vehicle.

V. Contested Violations

A. If the ticket is valid on its face or the validity is unknown, regardless of whether it has been entered into the IPS Program, citizens should be advised to follow the instructions on the back of the citation for contesting the citation.

1. Complaints received by police employees regarding parking citations, parking issues, or parking staff will be referred to the Parking Unit Supervisors.

   a. Complaints received by telephone or in person: Regardless of the source of the complaint, the employee should listen to the complaining person to allow them to have an opportunity to express themselves.

      i. If complaining parties are still unsatisfied and wish to speak to the issuing employee's supervisor, they should be allowed to do so. However, unless the supervisor discovers an error in the citation, they will again advise the person to follow the instructions on the back of the citation to contest it.

      ii. Reminder: do not become involved in arguments or discussions on the merits of the citation, and courteously give any information requested as to the procedure for handling the citation (see Brevard Police Policy 300, Rules of Conduct).

   b. Complaints received by email, letter, or fax: Any written complaint about a parking citation will be brought to the attention of the citation writer's supervisor or commander and will be responded to in writing, either by email, through the mail, or by return fax.

i. If complaining parties are still unsatisfied and wish to speak to the issuing employee's supervisor, they should be allowed to do so. However, unless the supervisor discovers an error in the citation, they will again advise the person to follow the instructions on the back of the citation to contest it.

ii. Reminder: do not become involved in arguments or discussions on the merits of the citation, and courteously give any information requested as to the procedure for handling the citation (see Brevard Police Policy 300, Rules of Conduct).

c. Complaints received by email, letter, or fax: Any written complaint about a parking citation will be brought to the attention of the citation writer's supervisor or commander and will be responded to in writing, either by email, through the mail, or by return fax.

i. Commanders will create acceptable written responses for use within their command.

ii. If a parking citation was received with the original correspondence, it will be returned with the response within 48 hours of receipt.

B. If a supervisor determines that a citation is invalid on its face or that good cause exists for the citation to be retracted, that supervisor may void the citation.

1. Examples of citations that may qualify for voiding:
   a. Officer error
   b. Equipment malfunction
   c. Other extenuating circumstances.

C. **Appeals:** Parking citations are contested through the Brevard Chief of Police. Any appeal after the Chief of Police's decision may be taken to small claims court.

D. Commanders should share information about parking issues that come to their attention with the Parking Unit.