

CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
OCTOBER 8, 2024– 4:00 P.M.
AGENDA
www.monroenc.org

1. Transportation Planning and Funding Partnerships within Charlotte Regional Transportation Planning Organization Planning Area
2. Union County Board of County Commissioners' Legislative Goal Regarding Changes to Municipal Voluntary Annexation Process
3. Downtown Parking Update
4. Temporary Use Permit for Police Department Trunk or Treat Event to be Held October 19, 2024 in Phil Bazemore Active Adult Center Parking Lot

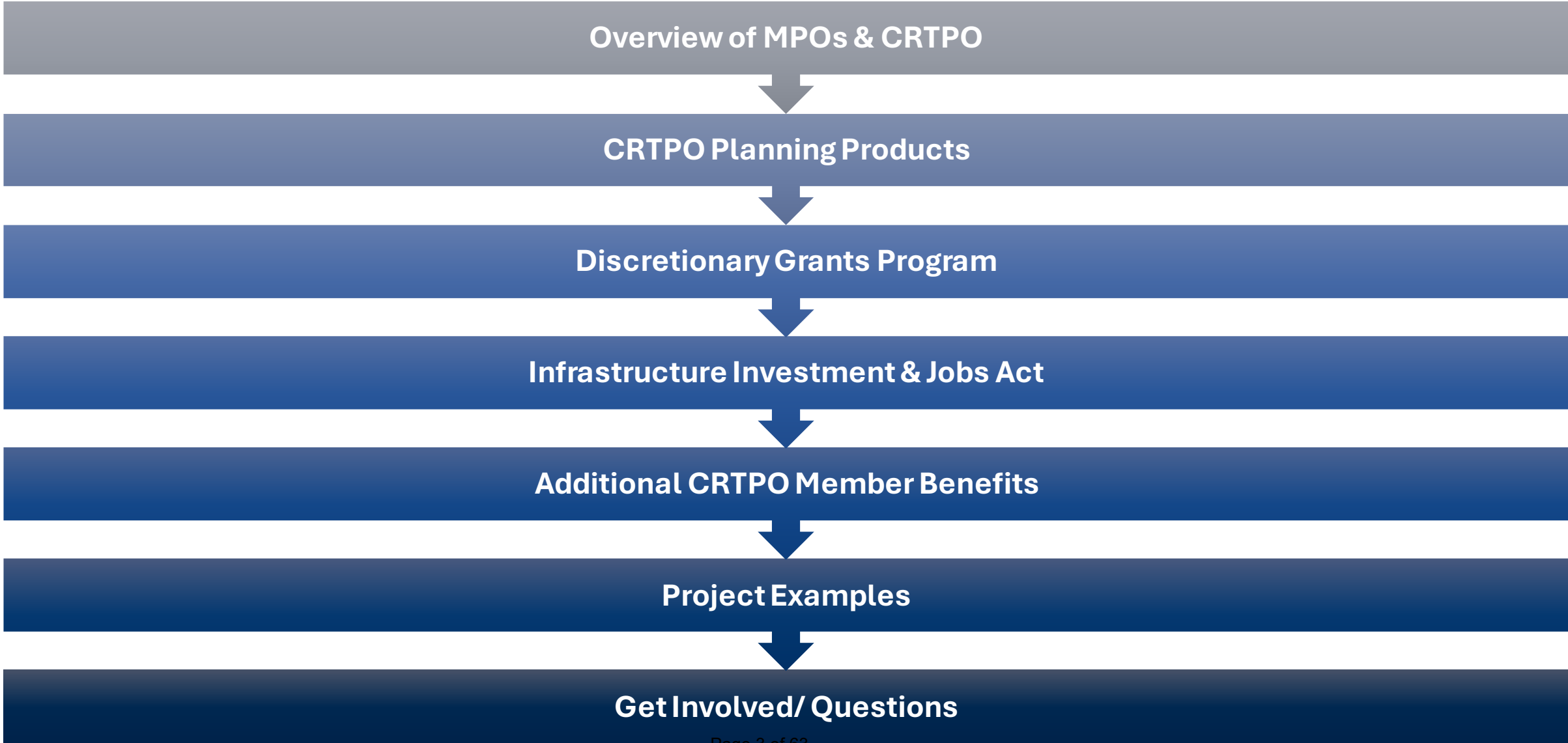
- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
- At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.
- **Cell Phones/Pagers:** As a courtesy, please turn off cell phones and pagers while Meeting is in progress.



Charlotte Regional Transportation Planning Organization

Transportation Planning and Funding Partnerships within the CRTPO Planning Area

Monroe
September 13, 2024



Overview of MPOs & CRTPO

- Federally-designated transportation planning agencies for urban areas with populations > 50,000
- ~400 MPOs throughout US
- 1962: Federal-Aid Highway Act
 - Required urban transportation planning process
- 1970s: MPOs created to ensure planning process proceeding as envisioned in 1962



- Federally-designated MPO for the Charlotte urban area
- CRTPO 3-county planning area
 - Iredell
 - Mecklenburg
 - Union
- Funding is contingent upon implementing the federally-mandated 3-C transportation planning process
 - Continuing
 - Cooperative
 - Comprehensive



An aerial photograph of a multi-lane highway interchange with several overpasses and ramps, surrounded by green trees and some buildings. The entire image has a semi-transparent green overlay.

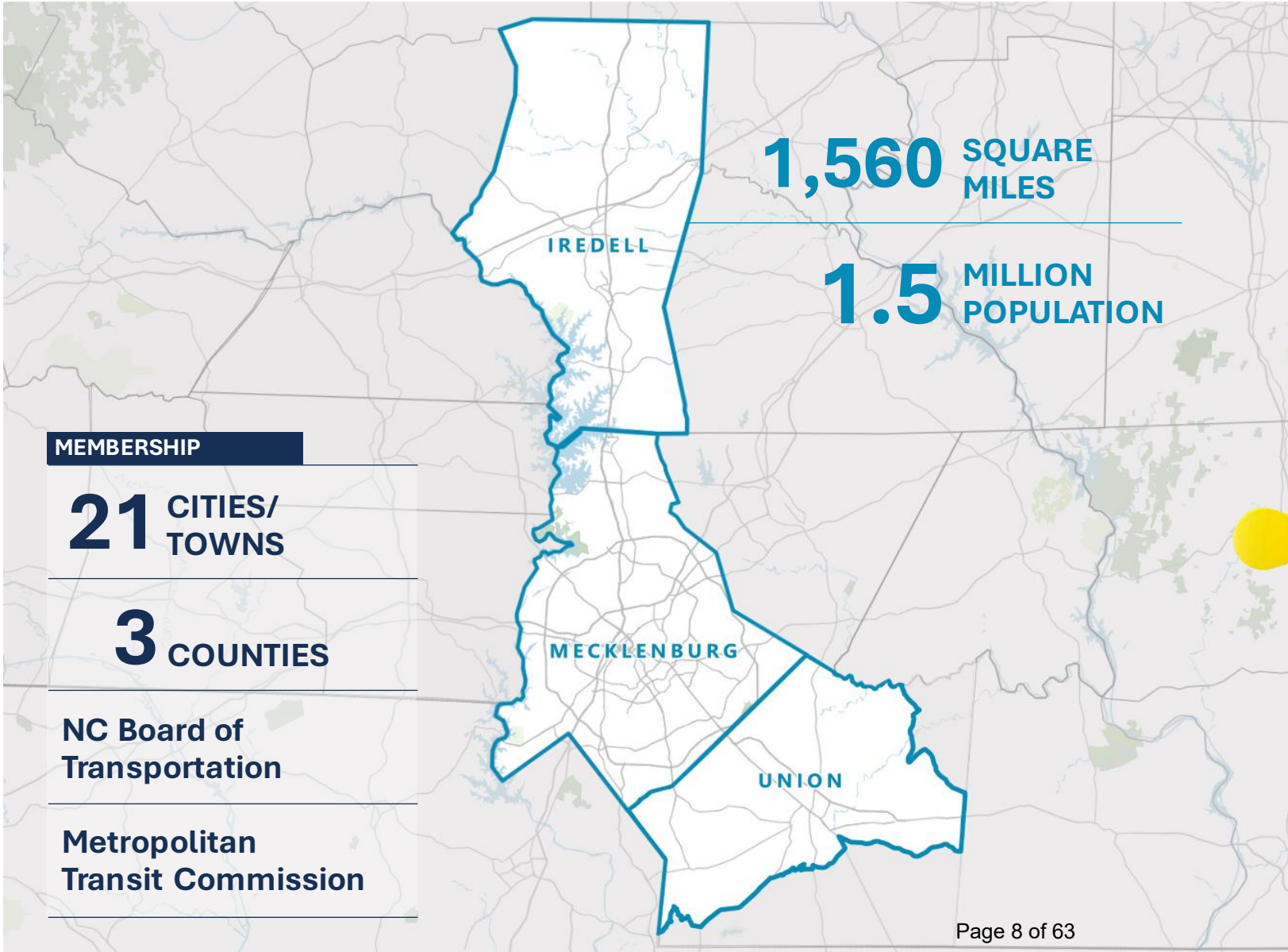
OUR MISSION & VISION

MISSION

The CRTPO provides leadership and collaboration with member communities and partners in developing our region's transportation system.

VISION

A connected and equitable transportation system that provides mobility choices for the region.

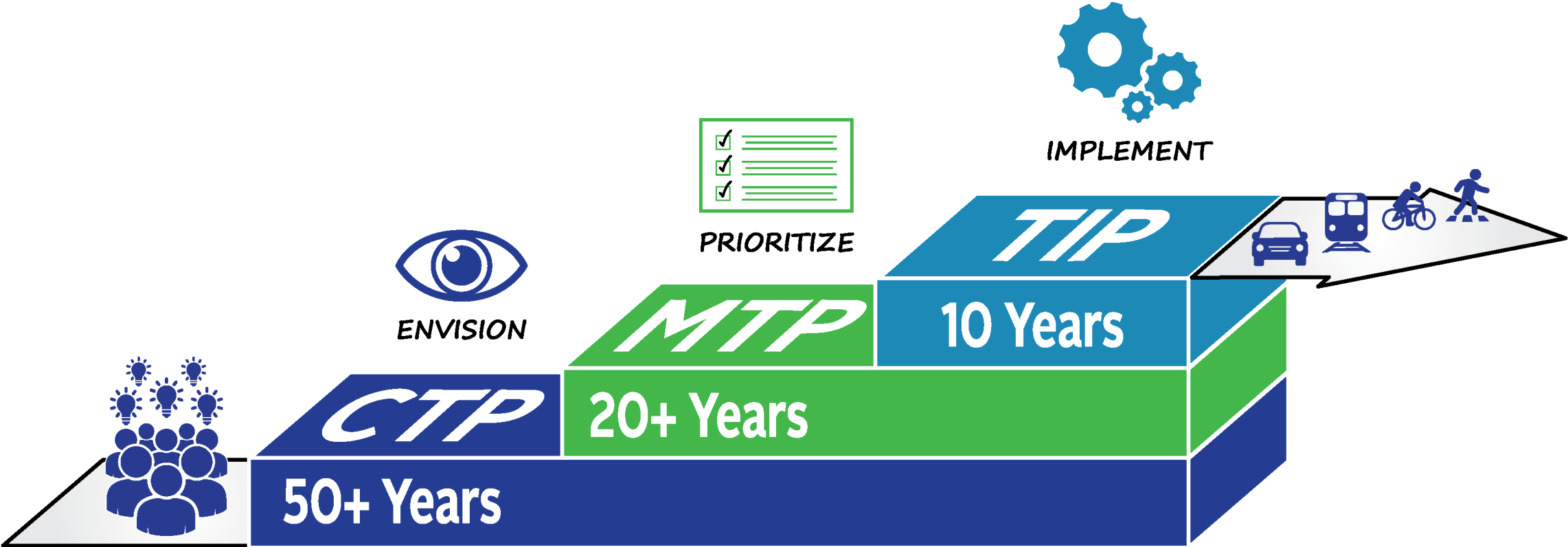


CRTPO Planning Products

Required planning products ensure CRTPO's primary responsibilities are met

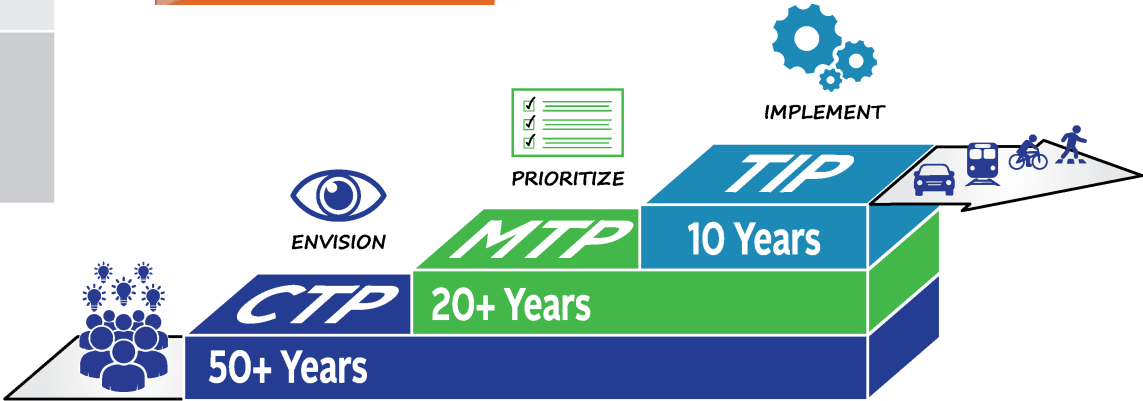
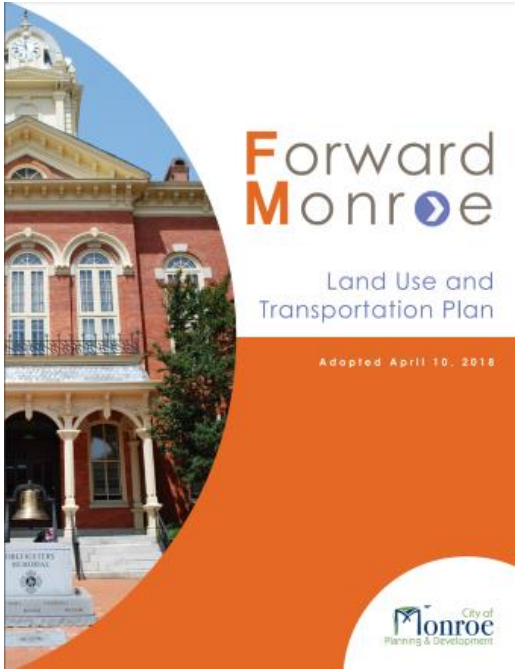
- Coordinate transportation policy for local governmental jurisdictions
- Allocate federal transportation funds; ensure funds are spent in accordance with federal policy



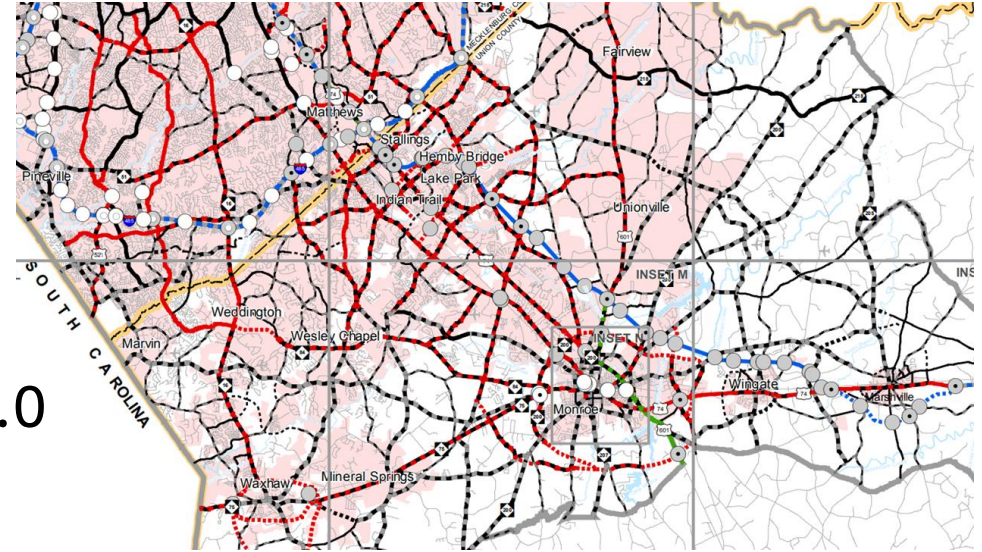


It starts with your community plans!

Local Planning Project	CRTPO Funding Year
Forward Monroe	2018
Union County Critical Intersection Analysis	2024, 2019 & 2016
Monroe revitalization initiative: Concord Avenue Area	2015



- Establishes a long-term vision for the region's transportation network build-out
- Not fiscally constrained
- Emphasizes multi-modal approach
- Coordination with NCDOT has started on CTP 2.0



Four modes: Bicycle, Pedestrian, Roadway, and Public Transportation & Rail





2055 Metropolitan Transportation Plan

charlotte regional transportation planning organization

What is the purpose of an MTP?

Fiscally
constrained
and updated
every 4 years

Considers all
modes of
transportation

Required to
access federal
funds for
transportation
projects

Establishes
policy for
transportation
improvements



Why is an MTP important?

This Metropolitan Transportation Plan will:

- Help establish a vision for transportation in the Charlotte Region
- Identify needs and deficiencies
- Recommend specific projects and strategies
- Create an action plan for implementation
- Shape policy and program decisions



Federal Deadline:
April 2026

2055 MTP Overview – Key Components

Goals and
Objectives

Data
Collection
and Research

Scenario
Planning

Revenue
Forecast

Project
Evaluation

Project Sheets

Congestion
Management
Process

Performance-
Based
Planning

Engagement

Environmental
Justice

Plan Development Schedule

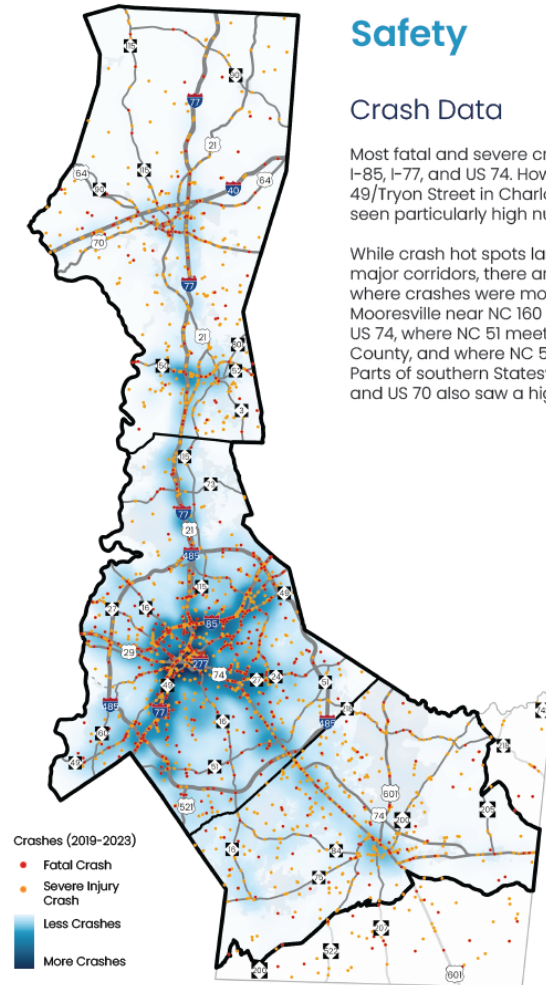
Task #	Task Name	Quarter									
		2024				2025				2026	
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	
1	Project Mobilization	Task Effort	Deliverable	Task Effort							
2	Goals and Objectives Review/Update	Task Effort	Deliverable								
3	Data Collection and Research	Task Effort	Task Effort	Deliverable	Deliverable						
4	Scenario Planning		Meeting/Event	Meeting/Event	Deliverable						
5	Revenue Forecast		Task Effort	Task Effort							
6	Project Evaluation			Task Effort	Deliverable	Deliverable	Task Effort				
7	Project Sheets						Deliverable				
8	Congestion Management Process		Task Effort	Deliverable							
9	Performance-Based Planning Incorporation					Task Effort	Deliverable				
10	Engagement	Deliverable	Task Effort	Meeting/Event	Task Effort	Task Effort	Meeting/Event	Task Effort	Meeting/Event	Task Effort	
11	Environmental Justice	Task Effort	Task Effort	Task Effort	Task Effort	Task Effort	Task Effort	Task Effort	Task Effort	Task Effort	
12	MTP Production						Task Effort	Deliverable	Deliverable	Deliverable	
13	Project Management and Coordination	Deliverable	Meeting/Event	Meeting/Event	Meeting/Event	Meeting/Event	Meeting/Event	Meeting/Event	Meeting/Event	Meeting/Event	

Task Effort	
Deliverable	
Meeting/Event	3

Existing Conditions Report

Components

- Introduction
- Regional Challenges
- Growth and Diversity
- Growth Patterns
- Equity
- Health and Environment
- Multimodal Vision
- Car Travel
- Active Transportation
- Transit
- Safety
- Freight
- Key Takeaways

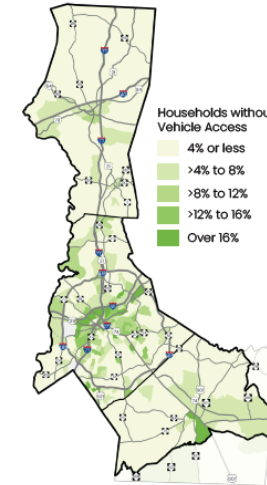


Safety

Crash Data

Most fatal and severe crashes follow major highways like I-85, I-77, and US 74. However, certain arterials, such as NC 49/Tryon Street in Charlotte or NC 160 in Mooresville, have seen particularly high numbers of fatal crashes as well.

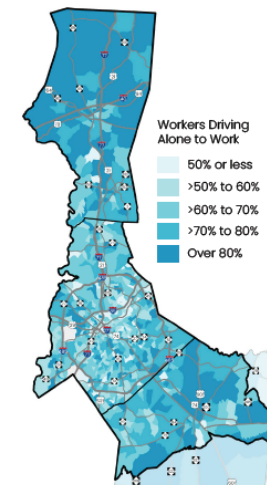
While crash hot spots largely follow these and other major corridors, there are several specific clusters where crashes were more common, such as in northern Mooresville near NC 160 and I-77, northern Monroe along US 74, where NC 51 meets I-485 in southwest Mecklenburg County, and where NC 51 meets US 74 near Matthews. Parts of southern Statesville near the junction of NC 116 and US 70 also saw a high amount of fatal crashes.



Vehicle Access

Within the planning area, most areas with higher percentages of households without vehicles are in Charlotte, including the area around UNC Charlotte, Ballantyne, and much of the "arc". However, significant parts of eastern Monroe and several centers throughout southern Mecklenburg County also have higher amounts of vehicle-free households.

Towns along the I-77 corridor through northern Mecklenburg and Iredell and areas along US-74 in Union County also have more households without vehicle access than their surroundings.

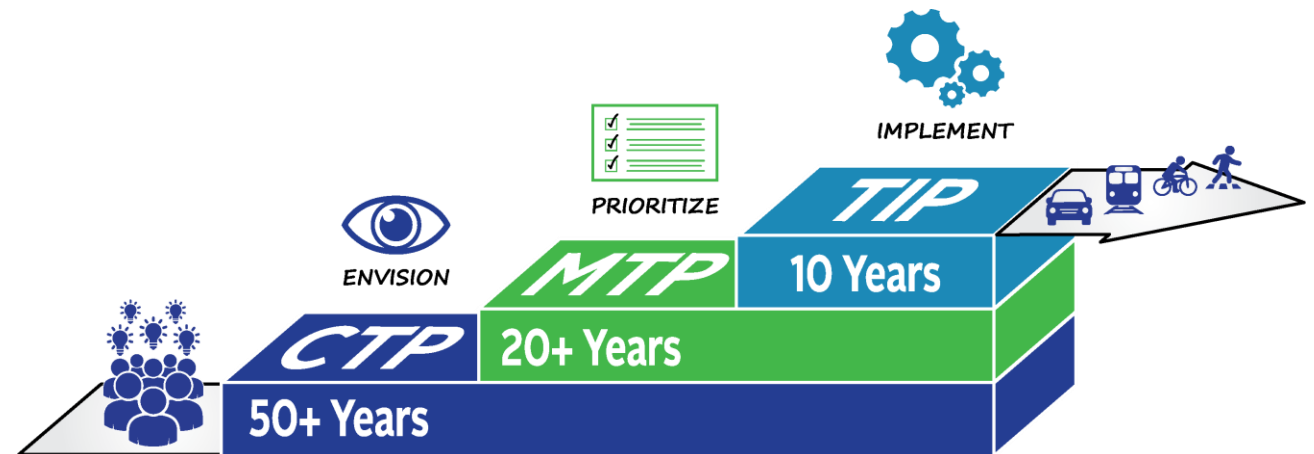


Driving Alone to Work

Like many areas, the Charlotte region sees lower percentages of workers driving alone to work in the center of the region, as more workers choose alternatives or carpooling. However, significant parts of central and southern Iredell County and western Union County also have less workers driving alone to work. Significant portions of the planning area see less than 70% of workers driving alone to work.

Transportation Improvement Program

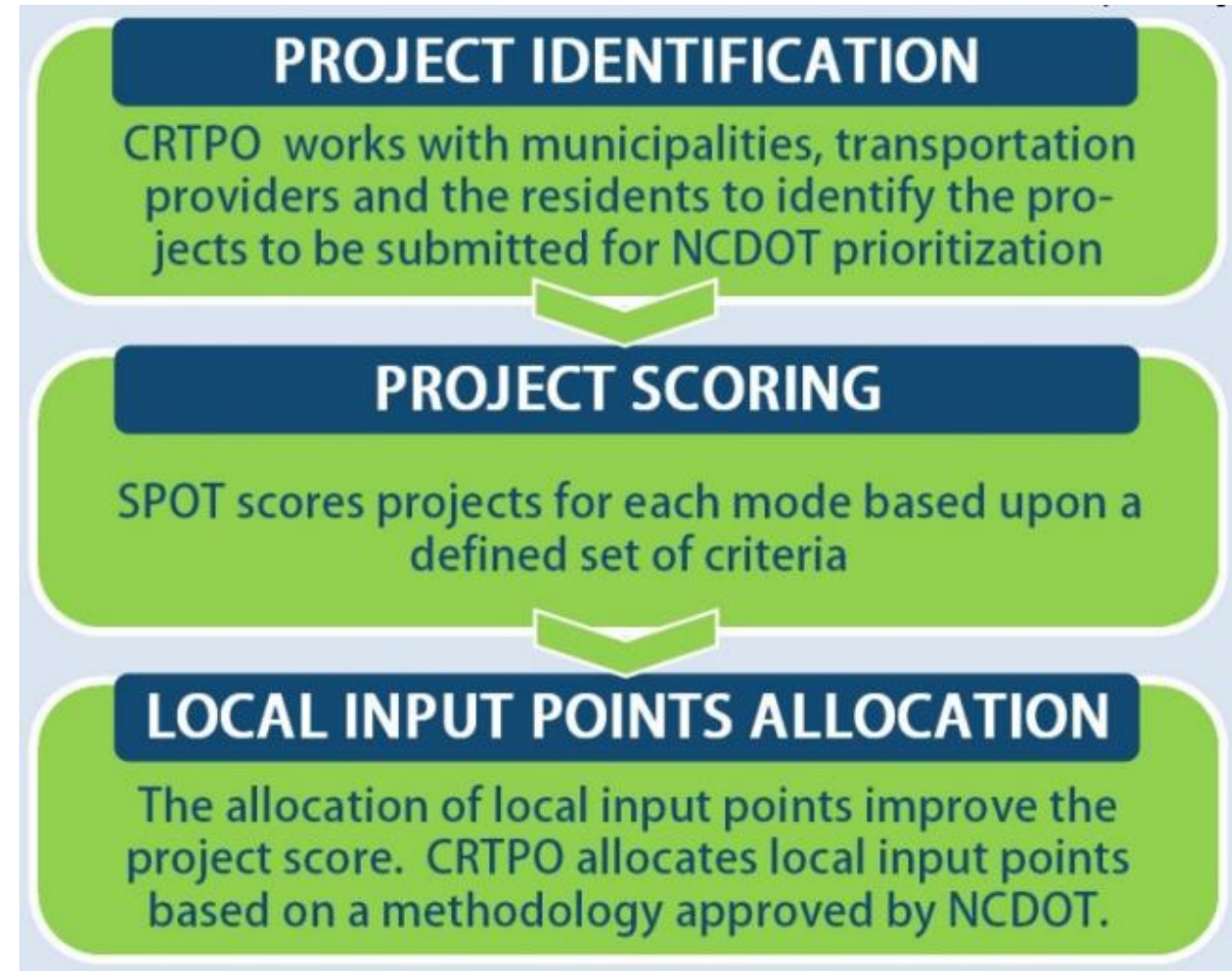
- STIP (State TIP) process directed by the Strategic Transportation Investment (STI) law in North Carolina (2013)
- STI defines...
 - Funding Categories
 - Project Types
 - Project Guidelines
- STIP covers 10-year period
 - First 5 years: Delivery STIP
 - Second 5 years: Developmental STIP
- Fiscally constrained with dollars assigned to projects



- CRTPO adopts the TIP in coordination with NCDOT
 - Typically, two-year development cycle
 - No later than every four years
- TIP developed in accordance with NCDOT's Strategic Transportation Investment (STI) Act
- CRTPO and NCDOT coordinate to create the TIP/STIP
- Projects selected through a process called Prioritization

NCDOT Prioritization 7.0

- Data-driven process to in which projects are evaluated to develop the TIP
- Results guide funding and programming of the TIP
- Current prioritization is developing the 2026-2035 TIP

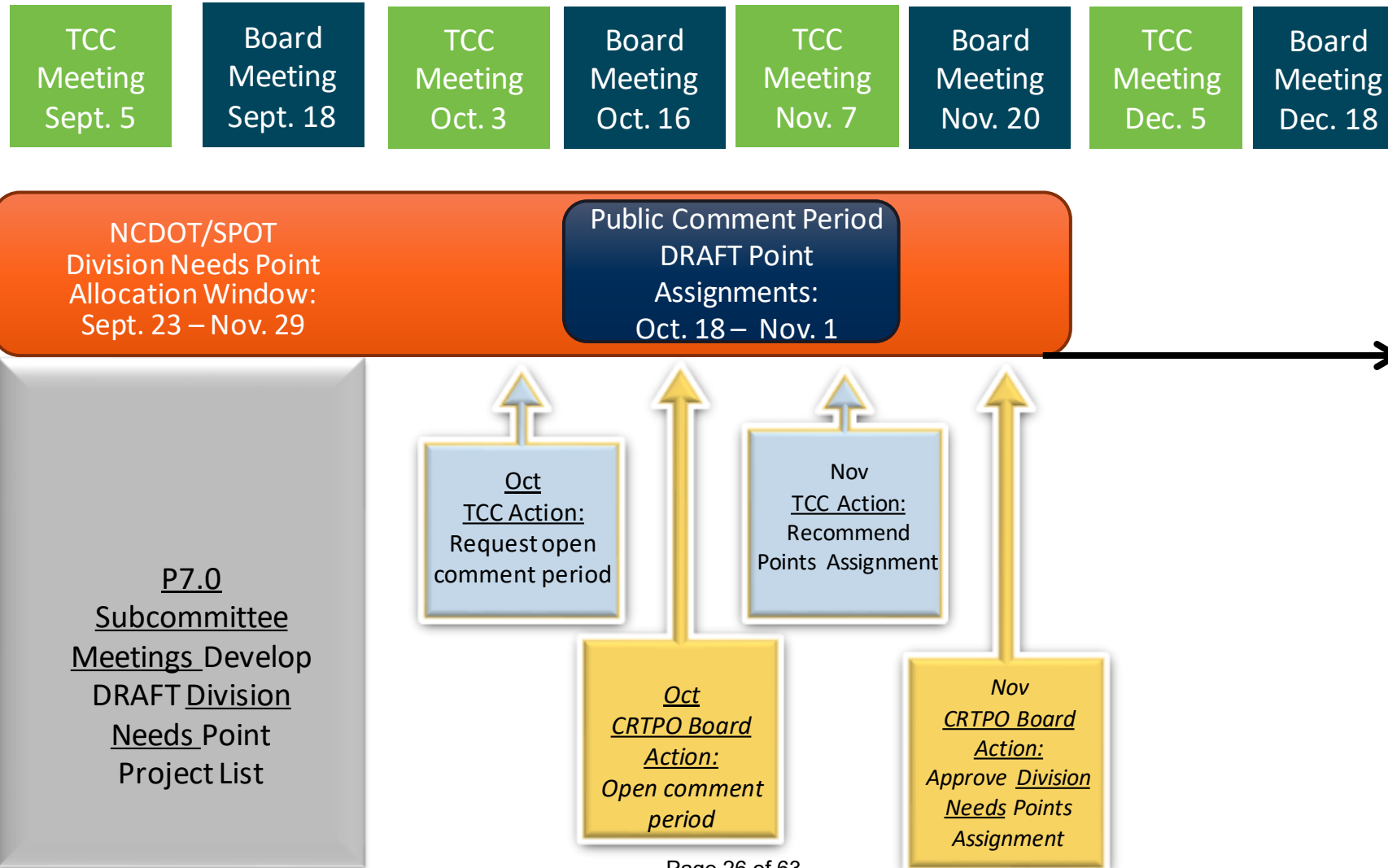


- Review project scores from NCDOT and apply Local Input Points
 - **Statewide Mobility** (100% NCDOT Qualitative score)
 - **Regional Impact** (30% Local Input Points / 70% NCDOT Qualitative score)
 - **Division Needs** (50% Local Input Points / 50% NCDOT Qualitative score)
 - **Modes**
 - Highway
 - Bicycle/Pedestrian
 - Transit
 - Rail
 - Aviation
 - **NCDOT Prioritization 7.0** will help develop the 2026-2035 STIP

When does public involvement occur?

- Public comment period for Project Submission phase
 - September 2023
- Public comment period for Regional Impact local input points allocation
 - July 2024
- Public comment period for Division Needs local input points allocation
 - **October 2024**

Public Involvement Schedule – Division Needs Tier



NCDOT Current 2024-2033 STIP

CRTP - NCDOT 2024-2033 STIP Viewer

Charlotte Regional Transportation Organization Boundary

NCDOT Current 2024-2033 STIP

2024-2033 STIP Points

Statewide Highway

Division Highway

Division Bridge

Exempt Highway

Regional Highway

Regional Rail

Exempt Congestion Mitigation-Hwy

Regional Highway Safety

Division Highway Safety

HF Bridge

Division Aviation

PT Public Transit

Statewide Aviation

Statewide Rail

Transition Highway

Division Bicycle And Pedestrian

Division Congestion Mitigation-Hwy

Division Public Transit

Division Rail

Exempt Rail

Pavement Rehab

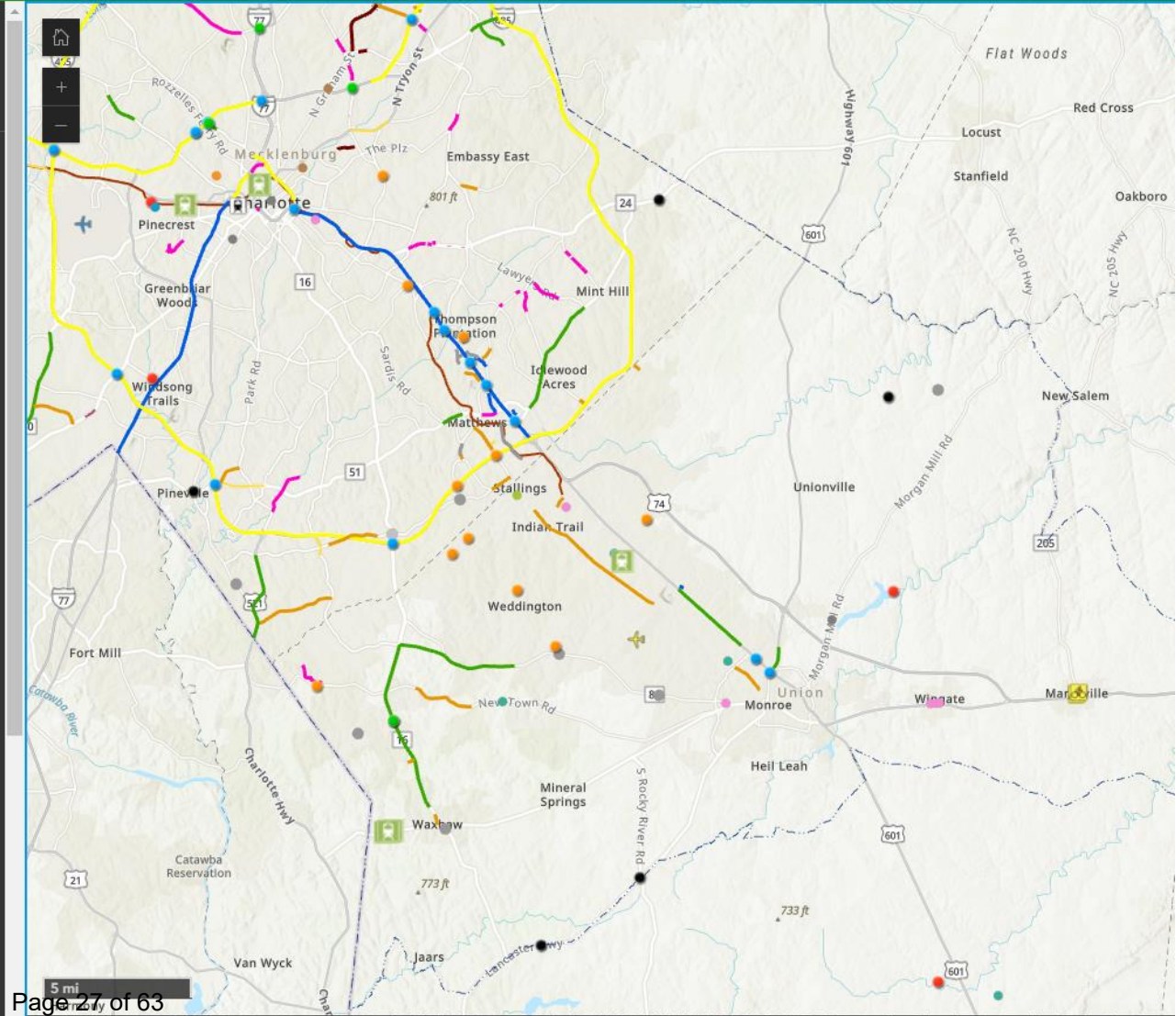
Other Rail

Regional Aviation

Regional Bridge

Regional Public Transit

Statewide Bridge



Discretionary Grants Program

Discretionary Grants Program

- Discretionary funds support projects that improve the community's transportation system
- CRTPO manages and allocates approximately \$30 million annually
- Funds originate from five funding sources
- Projects usually range from \$1-\$7 million in size – smaller projects than highways
- Local match typically 20-35%

CRTPO Federal Funding Sources

**Surface
Transportation
Block Grant -
Direct
Attributable
(STBG-DA)**

**Transportation
Alternatives
Program - Direct
Attributable
(TAP-DA)**

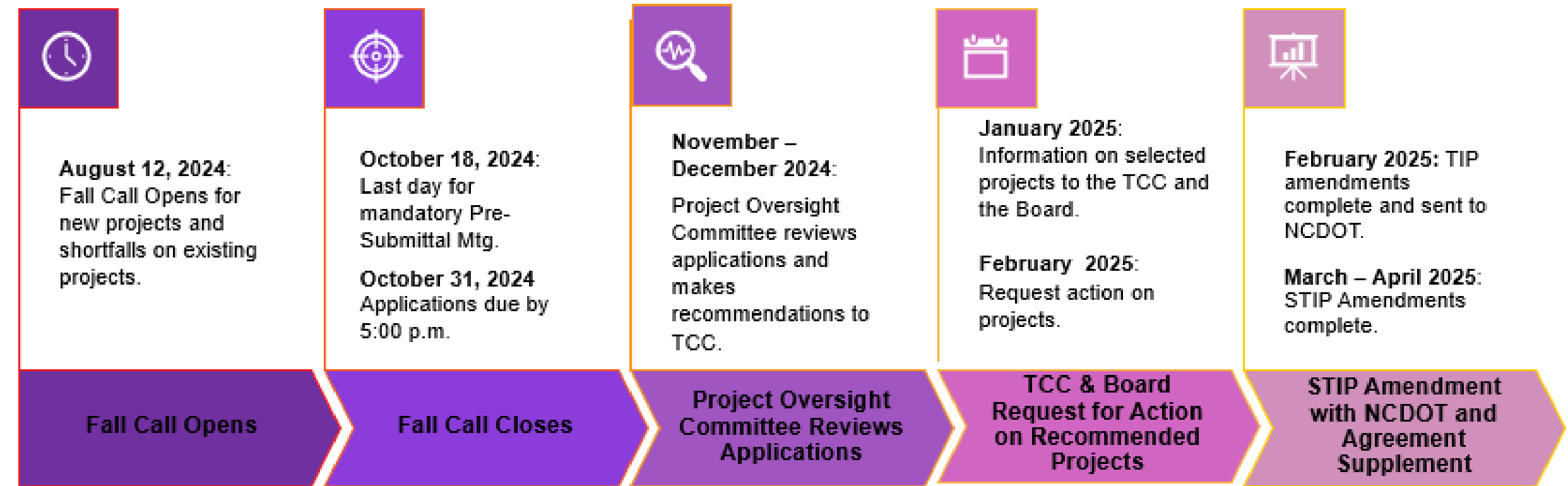
**Congestion
Mitigation Air
Quality
(CMAQ)**

**Bonus
Allocation
(state or
federal)**

**Carbon
Reduction
Program (CRP)**

Discretionary Grants Program – Eligible Funding Categories

Highway 	Bicycle & Pedestrian 	Transit 	Air Quality Improvement 	Transportation Planning 
• Small-scale corridor • Intersection improvements • Traffic calming	• Greenways and sidewalks • Safety projects	• Hybrid/electric bus fleet • Station enhancements	• Congestion reduction and traffic flow improvements	• Regional transportation planning • Parking studies • Land use / transportation studies • Multimodal planning



An education session on how to apply for discretionary grants was held during the Transportation Staff Meeting on August 14, 2024

Infrastructure Investment & Jobs Act (IIJA)

\$5 million awarded

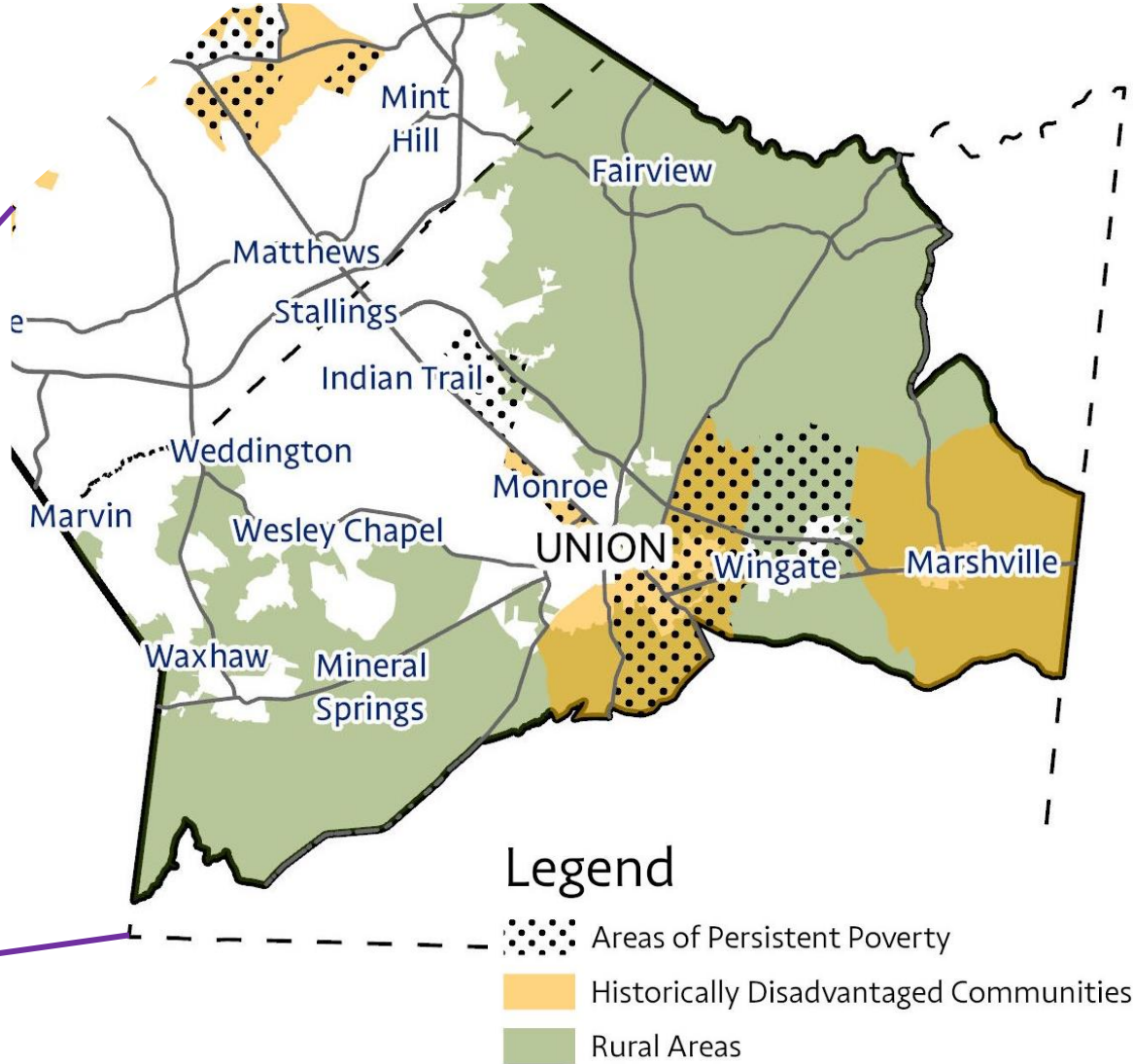
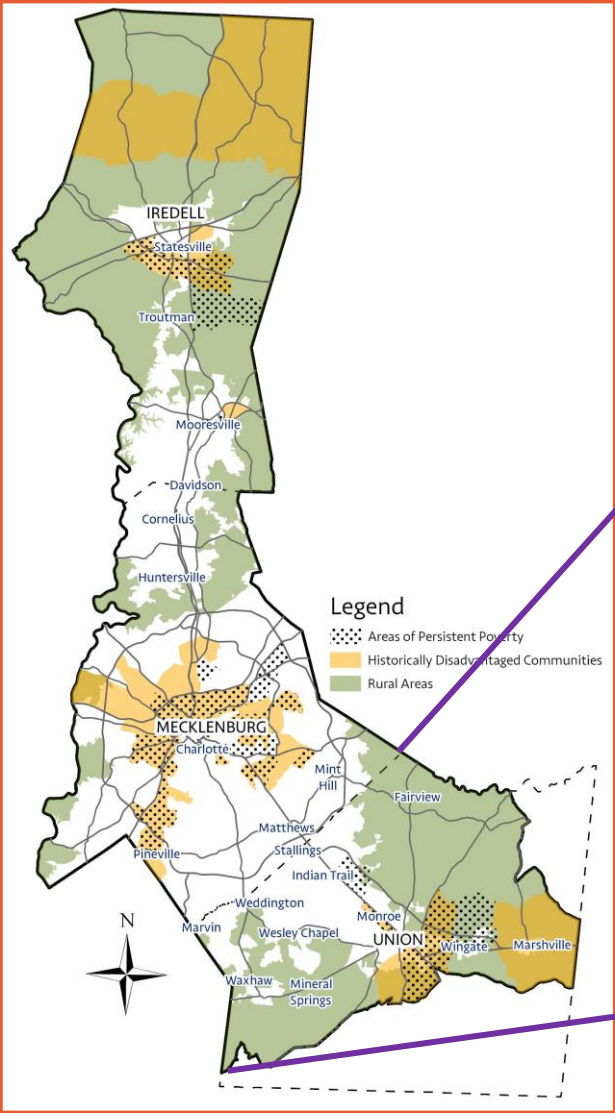
Making Our Roads SAFER

A Cross-Jurisdictional Study

Rebuilding American Infrastructure with Sustainability & Equity

- Infrastructure Investment & Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL)
 - \$274 billion allocated to transportation programs nationwide
- Targets 3 federally-designated geographies...
 - Rural areas
 - Areas of Persistent Poverty (APP)
 - Historically Disadvantaged Communities (HDC)

RAISE Importance in Targeted Communities



Safe Streets & Roads for All (SS4A) Grant Program

- Infrastructure Investment & Jobs Act (IIJA)
 - Over \$3 billion available for future funding rounds
- Improving roadway safety for all users by **reducing and eliminating serious-injury and fatal crashes**
 - US DOT's National Roadway Safety Strategy
 - Safe System Approach

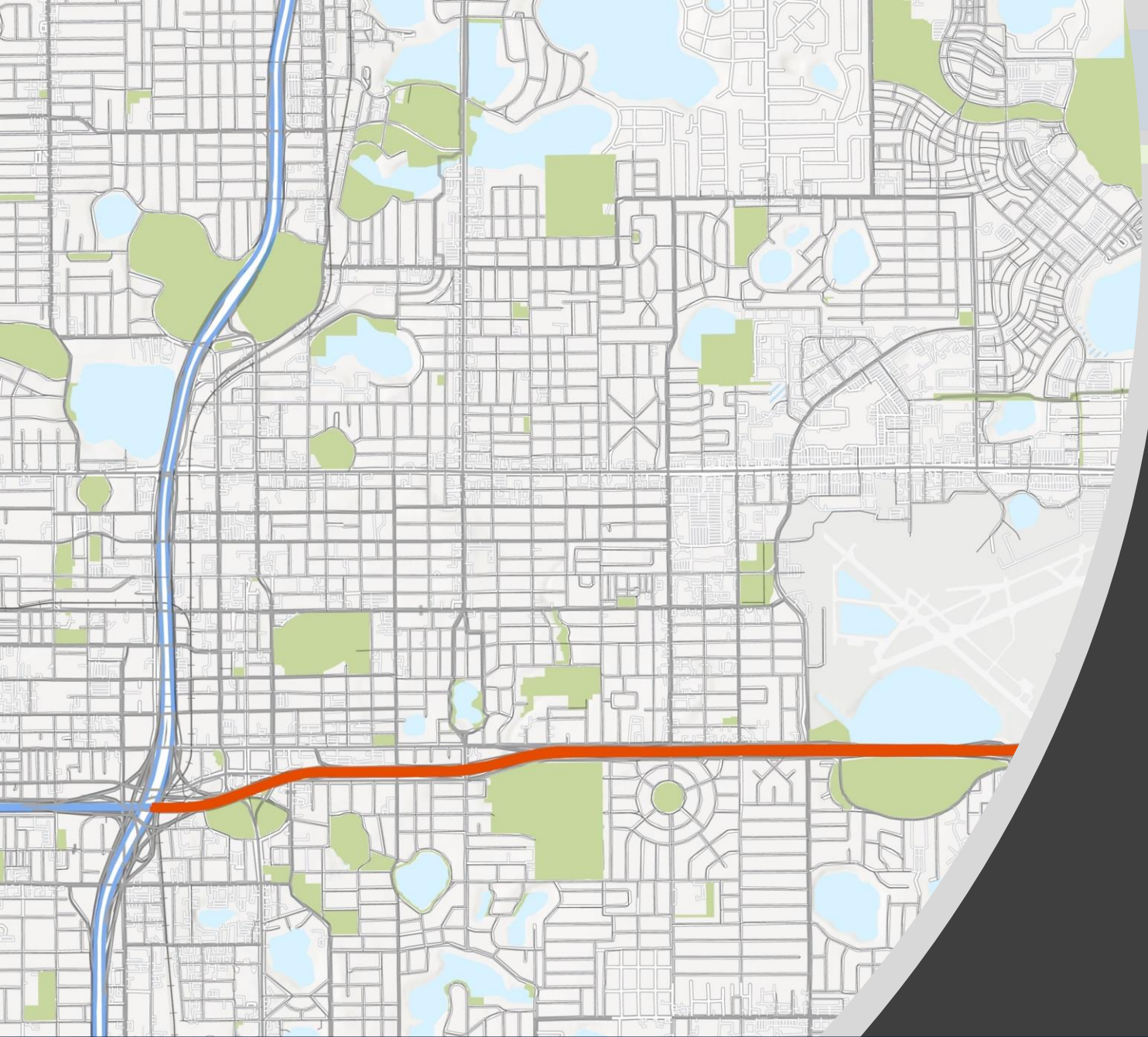
Additional CRTPO Member Benefits

CRTPO staff goes beyond funding resources and offers additional support to member jurisdictions, including:

- Alignment Evaluation Program
- Cost estimating
- GIS mapping and data services
- Grants Assistance Program
- Planning support
- Public outreach
- Traffic Data Program



Project Examples

A map of a city area with a grid of streets. A red line runs horizontally across the middle of the map, indicating a highway widening project. The map also shows green areas for parks or forests and blue areas for water bodies.

Example 1

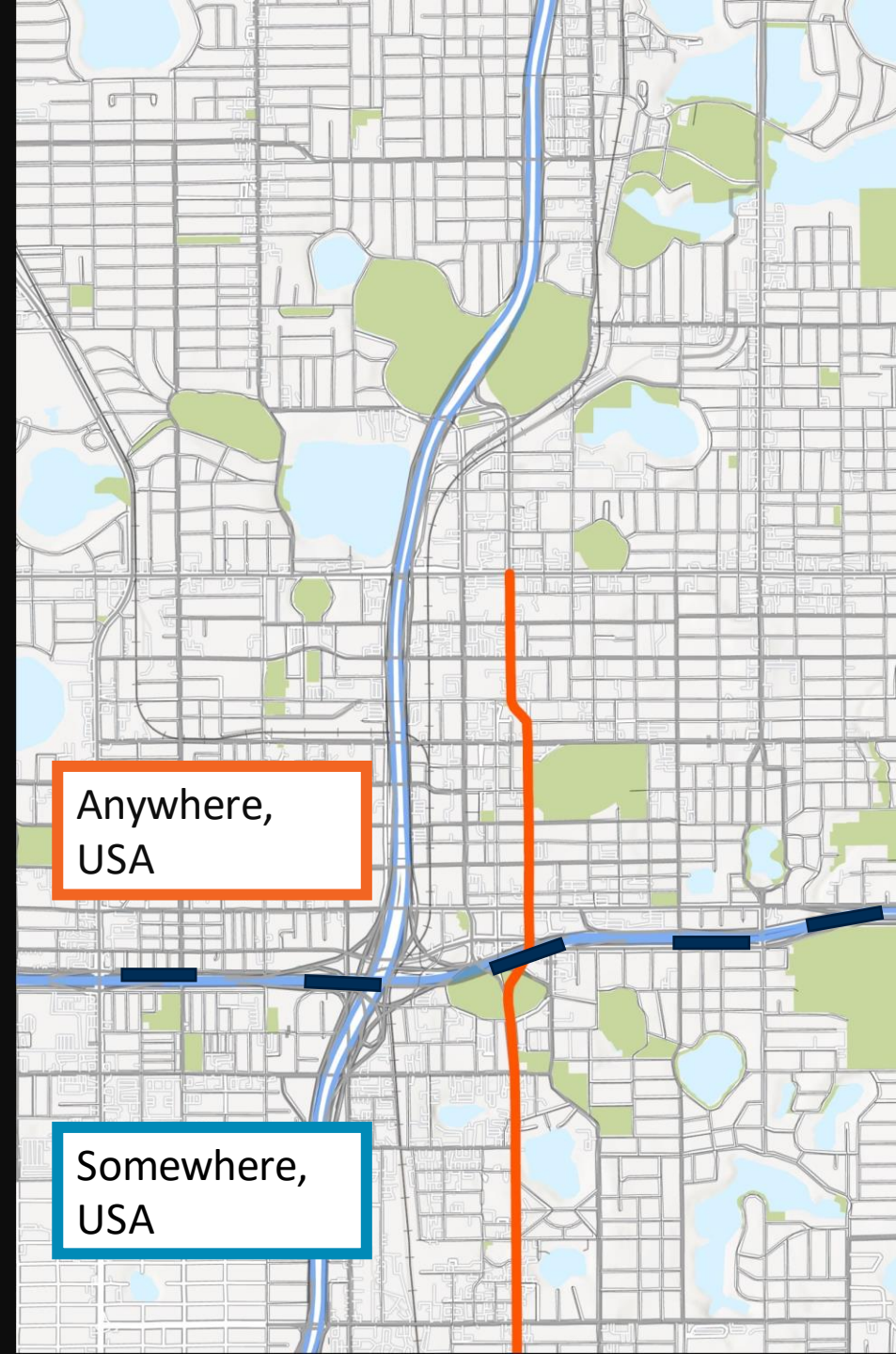
- Widen Highway from 2 lanes to 4 lanes
- Process
 - Identify Need in Locally Adopted Plan
 - Amend CTP
 - Submit MTP
 - Submit for NCDOT Prioritization (TIP)
- No Match Required

Example 2

- New Multi-Use Path
- Process
 - Identify need in locally adopted plan
 - Amend CTP (preferred)
 - Discretionary Grants Program
- Project Reimbursed After Payment
 - 80/20 Match

Example 3

- Cross Jurisdictional Corridor
 - Process
 - Identify need
 - Apply for Planning Funding
 - 80/20 match
-



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Senior Transportation Planner

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Project Development Planner

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Judy Dellert

Public Participation Planner

Judy.Dellert@charlottenc.gov

Engage with us!

Technical Coordinating Committee (TCC)

1st Thursday of each
month at 10 a.m.

CRTPO Policy Board

3rd Wednesday of each
month at 6 p.m.



www.crtpo.org



email@crtpo.org



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STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: October 8, 2024

FROM: Mark Watson, City Manager

PREPARED BY: Mark Watson, City Manager

SUBJECT: Union County Board of County Commissioners' Legislative Goal Regarding Changes to Municipal Voluntary Annexation Process

SUMMARY STATEMENT

This information is provided for your awareness of a legislative goal supported by the Union County Board of Commissioners that limits the authority of all municipalities within Union County and across the State of North Carolina.

REVIEW

On September 3, 2024, the Union County Board of County Commissioners adopted a resolution supporting the adoption of an NCACC legislative goal related to municipal voluntary annexation. The Resolution asserts that the voluntary annexation of land parcels from unincorporated areas of a county into a municipality places financial stress on counties, agriculture operations, and adjacent land owners in rural areas.

The voluntary annexation process for municipalities adopted by the North Carolina General Assembly provides the public and adjacent landowners with ample notice of a public hearing on voluntary annexations and the opportunity to support or oppose the proposed voluntary annexation before an elected municipal council.

This resolution seeks broader authority for counties to decide whether or not the parcels can be voluntarily annexed by a municipality.

Union County Board of Commissioners supports consideration of and adds its support for adopting an NCACC legislative goal of enhanced land use protections and “a voice” for counties as part of the municipal voluntary annexation process.

RECOMMENDATION

Information only.

A RESOLUTION SUPPORTING THE REQUEST FOR A LEGISLATIVE GOAL
VIA THE NC ASSOCIATION OF COUNTY COMMISSIONERS (NCACC)
LEGISLATIVE GOALS PROCESS

WHEREAS, in January 2025 the North Carolina General Assembly will convene the 2025-2026 biennium session; and

WHEREAS, the NCACC will hold its legislative goals conference on November 14-15, 2024, and vote to approve the legislative goals the organization will support and advocate for during the 2025 long session at the General Assembly; and

WHEREAS, Stanly County, and perhaps other counties in North Carolina, submitted a request to the NCACC to adopt a legislative goal related to municipal voluntary annexation during its legislative goals process; and

WHEREAS, the voluntary annexation of land parcels from unincorporated areas of a county into a municipality is placing financial stress on counties, agriculture operations, and adjacent land owners in rural areas; and

WHEREAS, prior to the annexation of land parcels in rural, unincorporated areas, the public and adjacent landowners should be able to provide input, and counties should have a voice in whether or not the parcels can be voluntarily annexed by a municipality.

NOW, THEREFORE, BE IT RESOLVED that the Union County Board of Commissioners kindly requests consideration of and adds its support for the adoption of a legislative goal for the NCACC in the Agriculture focus area that supports enhanced land use protections and a voice for adjacent landowners and counties as part of the municipal voluntary annexation process.

ADOPTED this the 3rd day of September, 2024.

ATTEST:

Lynn G. West, Clerk to the Board

J.R. Rowell, Chairman



STAFF REPORT

TO: City Council

VIA: Mark Watson City Manager

DATE: October 8, 2024

PREPARED BY: Lisa Stiwinter, Director of Planning and Development

SUBJECT: Pilot Paid Parking Program Discussion.

SUMMARY STATEMENT

City Council is requested to consider charging for parking at the E. Crowell/N. Hayne Street parking lot in Downtown Monroe. This is a Pilot Parking Program for 6 months.

REVIEW

Downtown Parking was recently discussed at the September 13th City Council Strategic Planning Retreat. City Council provided direction to have staff develop a Pilot Paid Parking Program for the City-owned parking lot located at the intersection of E. Crowell and N. Hayne Street. The purpose of the pilot program is to provide business and building owners and employees with a designated parking space if desired. This program aims to specifically assess the demand and interest of paid parking spaces.

Draft E. Crowell/N. Hayne Street Pilot Paid Parking Program:

A Pilot Paid Parking Program has been developed to establish a parking permit program for the City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street. The subject property is located adjacent to First Citizens bank and directly behind a couple law firms and currently contains 18 parking spaces.

Coordination:

This program is coordinated by the Planning and Development Department, located at 300 W. Crowell Street, City Hall. Individuals should direct inquiries to this department via email or phone, bhester@monroenc.org or 704-290-1828.

Applications will open on Monday, October 21, 2024 and the pilot program will go into effect on Friday, November 1, 2024. There will be no holds on parking spaces without a complete application and payment in full. Each person may purchase up to two (2) parking spaces. This is a first come, first serve program, and the application opens at 12pm on Monday, October 21st. It will be available on the Planning and Development Department website (<https://www.monroenc.org/202/Planning-Development>).

Terms and Lease Process:

- Submit a Parking Permit Application online; including acknowledgement, that there will also be a paid parking agreement to be signed.
- Approve and sign all documents, including Paid Parking Agreement.
- Pick up permit after final approval of the required documentation in 3-5 business days.
- Place the permit in vehicle (placards on rearview mirror) when parked in the spot.

Cost for Spaces:

There is a lease fee for \$1,000 per parking space for six (6) months with payment due the time parking permit application is submitted. There will be a \$10 fee for replaced placards in the event of a lost card. No refunds will be permitted for those who do not fulfill their paid parking agreement terms.

Operation:

This pilot program will only be for the designated City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street. Business and building owners and employees will be able to apply for a paid parking permit for no more than two (2) spaces per applicant. The parking lot will be marked with signs stating “Private Parking” and “Permit Required”.

What to do in the event a non-permitted vehicle is in a permit-only space?

If you find someone parked in a parking space reserved for this program, who does not have a parking placard displayed, please call the City of Monroe Police Department at the NON-EMERGENCY number, 704-282-1591. The Monroe Police Department may tow or ticket the vehicle parked in the permit-only space.

RECOMMENDATION

Staff is requesting that City Council provide a recommendation or modification for the Pilot Paid Parking Program.

City Council will need to take action on the following items:

Approval actions:

1. Motion to adopt the Pilot Paid Parking Program
2. Motion to adopt the Ordinance amending Chapter 72 titled “Parking Regulations”

Denial actions:

1. Motion to deny the Pilot Paid Parking Program
2. Motion to deny the Ordinance amending Chapter 72 titled “Parking Regulations”
- 3.

Attachments:
Paid Parking Program Map
Parking Notice
O-2024-58
Vehicle Parking Agreement

Pilot Paid Parking Program E. Crowell and N. Hayne Street Parking Lot

N HAYNE ST

E CROWELL ST

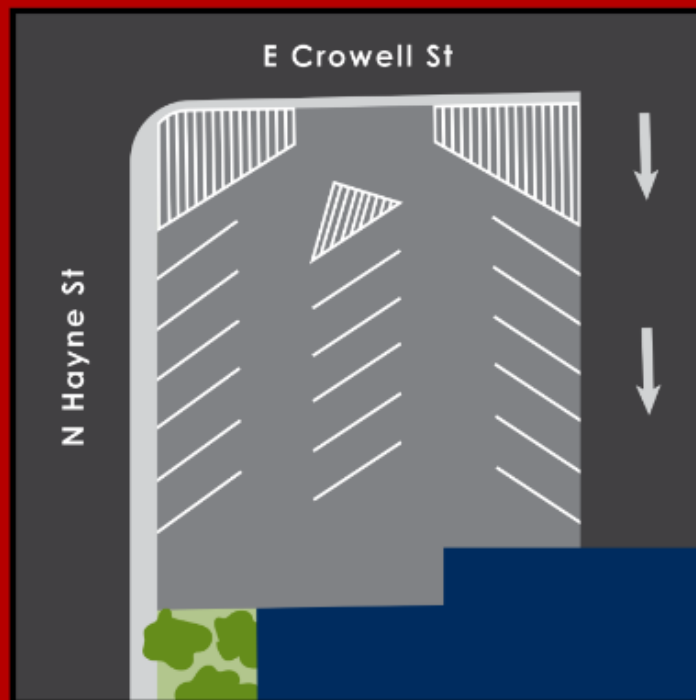


Total of 18 spaces



NOTICE

Parking Lot Converting from Public to PAID on Nov. 1



The City-owned public parking lot at Hayne St. & E. Crowell St. will be converting to a PAID parking lot on November 1.

Drivers may apply to purchase a parking permit through the City.

Monroenc.org | (704) 282-4500 | 300 W. Crowell St., Monroe, NC 28112

CITY OF MONROE

VEHICLE PARKING PERMIT

THIS VEHICLE PARKING PERMIT AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the City of Monroe, hereinafter called “City,” and _____, Parking Permit Holder, hereinafter called “Permittee.”

WITNESSETH:

That, in consideration of the mutual obligation and benefits of the Parties subject to the terms and conditions hereinafter set forth, said City does hereby issue and permit unto said Permittee and the said Permittee does hereby accept as Permittee of the said City the exclusive privilege, permission, and right to occupy and park one vehicle of the Permittee identified below under the following terms and conditions:

1. The City hereby grants to Permittee, and Permittee accepts from the City, the exclusive use of ONE permitted vehicle parking space located in the City-owned lot located at **the corner of North Hayne Street and East Crowell Street.**

ASSIGNED PERMITTED PARKING SPACE

The permitted parking space assigned to Permittee is assigned above and Permittee shall not park in any other Paid Permitted Parking space at any time.

2. This Permitted Parking Permit entitles the Permittee to occupy and park one vehicle in the assigned parking space only if displaying the appropriate City issued window placard for the above assigned parking space.
3. This Vehicle Parking Permit Agreement shall commence and take effect on November 1, 2024 and shall continue for six (6) months and end on April 30, 2025. Permittee understands that the initial six-month term is a trial program and may be discontinued at the discretion of Monroe City Council. However, if Council decides to continue the Paid Parking Program beyond the initial term, Permittee may apply and receive a Parking Permit under the then established terms.
4. Permittee shall pay to the City the sum of One Thousand Dollars (\$1,000.00) for the initial six-month term, or if less than the full six-month term, the amount will be prorated on a monthly basis. The cost thereafter will be the amount established in the City of Monroe Fee Schedule as amended periodically.
5. The cost of replacement of an assigned window placard shall initially be Ten Dollars (\$10.00) or as otherwise established by the City of Monroe Fee Schedule.

6. The Assigned Parking space identified above shall be used solely for the parking of a single motor vehicle only. Permittee shall conduct no business or commercial activities of any kind from or around the parking space.
7. Permittee shall conform to all the requirements of applicable federal, state and local statutes, regulations, ordinances and policies, and shall comply in all respects with the rules and regulations duly adopted and set out in the Monroe Code of Ordinances and any other laws or policies applicable to all parking, traffic, and other rules and regulations.
8. Permittee agrees to keep the designated space identified in this Agreement neat, clean, and orderly at all times and shall maintain the parking space in a safe, workable and sanitary condition, and free from obstructions. Permittee shall provide prompt notice to the City of any defect that needs repair or maintenance.
9. If the Permittee discovers an unauthorized vehicle illegally parked in the space exclusively assigned to the Permittee as identified above, the Permittee may report such violation to the Monroe Police Department or other designated parking enforcement agent. The parking enforcement agent may then cite the owner of the illegally parked vehicle for violation of the City Parking Ordinance and is authorized to have the vehicle towed pursuant to § 72.62 of the Monroe Code of Ordinances. The Permittee is not authorized to have a vehicle towed.
10. The Vehicle Parking Permit issued to the Permittee is not transferable nor assignable in any form.
11. Permittee assumes the risk of loss or damage to any vehicle of the Permittee parked in the parking space and its contents from whatever cause.
12. It is agreed that the assigned parking space is accepted in its “as is” condition and that upon execution of this Permit Agreement, the City makes no warranty regarding the future condition of the parking lot or future improvements or repairs other than normal maintenance required herein.
13. The Permittee shall have the right of ingress and egress to their assigned parking space over existing identified entrances, exits, roadways, alleys, or aisles within the designated parking lot. There shall be no responsibility on the part of the City to maintain any specific entrances, exits, roadways, alleys, or aisles within the designated parking lot, and the City reserves the right to relocate any and all existing access provided that reasonable access to the designated parking spaces shall be provided by the City.
14. If the assigned parking space is damaged or the parking lot needs repair or resurfacing, the fee required shall not abate, however, if the parking lot is damaged beyond repair as determined by the City and the City elects not to repair, this Permit shall terminate and the Permittee will receive a rebated prorated for the time of available use.

15. The Permittee shall be responsible for and pay on behalf of the City any and all costs associated with the clean-up or containment of any actual or threatened discharge or escape of any fuel, oil, or other pollutant which occurred during the term of this Permit caused by the Permittee.
16. Permittee shall defend, indemnify and save harmless the City and its officers, agents, and employees from any and all claims, liability and judgments arising in any manner out of this Permit or occasioned by use of the designated City parking lot.
17. The happening of any one or more of the following listed events shall constitute a breach of this Permit on the part of the Permittee:
 - a. The failure of the Permittee to perform any term or terms of this Permit and the failure of the Permittee to remedy such default within a period of ten (10) days after receipt of written notice to remedy such default.
 - b. Failure of the Permittee to abide by any applicable Monroe Code of Ordinances and any other duly adopted rules, regulations, or policies regulating the use of the designated City parking lot.
 - c. The conduct of illegal activities on the designated City parking lot.
18. Upon the happening of any event of default or violation as defined in this Permit the City may, at its option, terminate this Permit and remove vehicles and other property of the Permittee from the parking spot. Exercise by City of the right of termination set out herein shall not preclude the City from pursuing any other remedy available at law or equity.
19. This Permit shall be binding on the successors, assigns, transferees, heirs, executors, and trustees of the parties hereto.
20. No waiver by the City of any default by Permittee in performance of any term or requirement of this Permit shall be construed to be a waiver of any subsequent default. The acceptance of payment of any fee due hereunder or the performance of any part of this Permit by the City, for or during any period of default in performance by Permittee, shall not be deemed a waiver of any right on the part of the City to declare a default or terminate this Permit for a subsequent breach or default.
21. This Permit constitutes the entire agreement between the parties, and as of the effective date supersedes all prior independent agreements between the parties related to vehicle parking. Any change or modification must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Permit as duly authorized acts and on behalf of said party the day and year first written above.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF MONROE

By: _____
City of Monroe

ATTEST:

PERMITTEE:

Title Owner of Vehicle

Print here: _____

Vehicle Tag Number: _____

Permittee Name

Print here: _____

By (sign): _____

Address of Permittee:

Business Phone: _____

Cell Phone: _____

Email Address: _____

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE VII: TRAFFIC CODE
CHAPTER 72: PARKING REGULATIONS
O-2024-58

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE VII, CHAPTER 72 OF THE MONROE ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

Section 1. Amend Chapter 72 by adding a new § 72.28 to read as follows:

A. **Paid Parking Lots Established.** Monroe City Council hereby declares the following City-owned lots or locations are established and designated for paid parking under the terms and conditions established in this Ordinance:

1. Parking lot located at the corner of North Hayne Street and East Crowell Street.

B. **City Permitted Spaces.** All parking spaces located within designated permitted lots shall be available for permitted parking as follows:

1. Individual permitted spaces shall be available to individuals for paid permitted parking on a first-come first-served basis upon receipt of a completed City Parking Application, payment of the required fee, and receipt of a City of Monroe Vehicle Parking Permit;
2. All permitted spaces shall be for a term of six (6) months beginning November 1, 2024 and ending on April 30, 2025;
3. The initial cost of each space shall be One Thousand Dollars (\$1,000.00) for the initial six-month term, or if less than six months, prorated on a monthly basis; thereafter, as established in the Monroe Fee Schedule;
4. An individual may apply for and receive no more than two permits;
5. The cost for replacement of lost window placards will be Ten Dollars (\$10.00) for the initial six-month term and pursuant the City of Monroe Fee Schedule thereafter;
6. The City shall issue a Parking Permit for each specified space and the permit holder shall receive one window placard issued solely for the assigned permitted space;
7. Only vehicles displaying the appropriate window tag for the appropriate permitted space may park in each specified space;
8. Designated permitted spaces shall not be time restricted;
9. All vehicles parking in a permitted parking space without displaying the appropriate window tag shall be in violation of § 72.24 and subject to a civil fine in the amount designated in § 72.60(B);
10. All permitted parking lots or permitted parking spaces designated in Section A above are hereby declared Tow-Away Zones pursuant to § 72.62 and vehicles parked without an appropriate window tag are subject to being towed at the owner's expense; and
11. Designated permitted spaces shall only be used for the parking of vehicles and no

commercial or other use is allowed.

Section 2. Amend Chapter 72, Section 72.60(B) by adding the following sentence after the existing second sentence:

The civil penalty for violations of § 72.28 (parking in a permitted parking space without a permit or appropriate window placard) shall be assessed a fine of \$25.00 per violation.

Section 3. This Ordinance shall be effective upon adoption.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: October 8, 2024

FROM: Bryan Gilliard, Chief of Police

PREPARED BY: TJ Goforth, Captain

SUBJECTS: Temporary Use Permit for Police Department Trunk or Treat Event to be Held October 19, 2024 in Bobby G. Kilgore Law Enforcement Center Parking Lot

SUMMARY STATEMENT

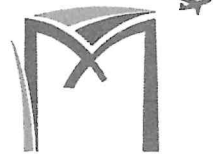
On Saturday, October 19, 2024, the Monroe Police Department would like to host a Trunk or Treat event at 450 West Crowell Street from 5-7pm.

REVIEW

On Saturday, October 19, 2024, the Monroe Police Department would like to host their first Halloween Trunk or Treat. Crowell Street will be closed from Charlotte Avenue to Crawford Street with barricades. Staff has requested to utilize the parking lot at the P.E. Bazemore Active Adult Center for overflow parking if needed, to allow a safe place for participants to park and walk around during this event. Staff expects 400 people to attend the event. Staff has a required registration form for those who want to participate and give out candy. Registered participants will park their vehicles in an assigned spot and disperse individually wrapped candy to children that attend. This event is free to the public. There will be Police Officers for security as well as Police Officers participating in the giving out of candy from their decorated vehicles.

RECOMMENDATION

Staff recommends that City Council approval of the temporary use permit.



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Trunk-or-Treat

Event Website (if applicable): monroe Police Dept.

Event Date/s: 10/19/24

Event Hours: 5-7 pm

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

- ☐ Assembly
- ☐ Festival/Outdoor Market
- ☐ Run/Walk
- ☐ Parade
- ☐ Demonstration
- ☐ Concert/Performance
- ☐ Block Party
- ☐ Educational

☒ Other: Community Event

Special Considerations: (please check all that apply)

- ☐ Alcoholic Beverages
- ☐ Food Sales
- ☐ Cooking
- ☐ Merchandise Sales
- ☐ Pets/Animals
- ☐ Sound Amplification
- ☐ Tents / Inflatables
- ☐ Fireworks/Pyrotechnics
- ☐ Portable Restrooms
- ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)

☒ Other: n/a

Time Set up Begins: 5 pm

Time Break Down Ends: 7 pm

Estimated Event Attendance: Unknown

Estimated # of People at Peak Periods: Unknown

Estimated # of Vehicles: Unknown

Estimated Vehicles at Peak Periods: Unknown

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: monroe Police Dept.

Applicant Name: Officer Russell Sewell

Address: 450 Crowell Street

City: Monroe

State: NC

Zip: 28112

Phone#: 704-282-4729

Mobile#: 704-201-7779

Email: rsowell@monroenc.org

Primary On-Site Contact: Lt. Monique Holt

Mobile#: 704-506-0772

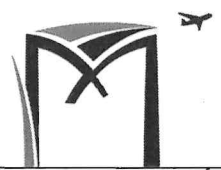
Other On-Site Contact Info:

SECTION III: EVENT DETAILS

Description of the Event: This activity makes use of the open trunks of the vehicles, which display candy for the community children.

Location/s of the Event: monroe Police Dept
Parking Lot

Site Capacity: ?



Property Address: <u>450 W. Crowell St. (Monroe Police Dept. / Bazemore Active Adult Center)</u>	
Property Owner/s: <u>City of Monroe</u>	Owner/s Authorized Use: <u>City Council</u>

SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.
CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

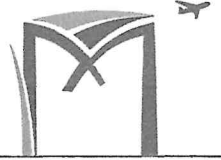
The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

- ☒ **Street Closures** (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Community Event
Name of Street to be closed: W. Crowell St. from Charlotte Ave to Crawford St.
Additional Street: _____ from _____ to _____
of Barricades needed: 2 # of cones needed _____ Drop-off location: Crowell St. (MPD)
Date of Closure: Oct. 19, 2024 Start Time: 5pm to 7pm
Additional Comments: _____



☐ **Trash/Debris Plan:** _____

SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

☐ **Alcoholic Beverages*** (check all that apply)

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales (ABC Permit must accompany)
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- ☐ Site Map of All Activities
- ☐ Parking Plan
- ☐ Security Plan
- ☐ General Liability Insurance
- ☐ ABC Permit
- ☐ Alcohol Beverage Designated Area Map
- ☐ Proof of 501C Status
- ☐ Application Fee
- ☐ Property Owner Authorization
- ☐ Business Notification Form

☒ **Parade/Run/Walk/Procession/Demonstration**
(map of route required)

- ☐ Open Sidewalks only
- ☐ Streets w/ temporary traffic interruptions
- ☒ Street Closures
- ☐ Sidewalk Closures

Start Time: 5pm End Time: 7pm

Purpose: For Crossing the
For Brezine Center Parking lot
to the Monroe Police Dept.

☐ **Tents** (Width x Length X Height)
Dimensions of Tent: _____

Tents greater than 400 square feet require an additional \$40 permit fee

☐ **Inflatables** (Width x Length X Height)
Dimensions of Inflatable: _____

☐ **Cooking or Warming Food?** (Circle One)
Method of Heat: _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Monroe Police Dept. Title: Officer Pamela Savelle

Signature _____

Submission Date: 08/29/24

Google Maps W Crowell St



Map data ©2024 Google 200 ft



ONE ON
Crowell Street

Need Barricade at
Charlotte Ave + Crawford
St.

W Crowell St



Directions



Save



Nearby



Send to
phone



Share



Monroe, NC 28112