

**CITY OF MONROE
DOWNTOWN ADVISORY BOARD MEETING
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
Wednesday, August 20, 2025 - 9:00
AM
AGENDA**

1. Call to Order
2. Roll Call
3. Approval/Acceptance of Minutes June, and July 2025 (Action Required)
4. Updated Phase II Downtown Furniture Project and Ordinance
5. GROW Monroe Grant Application for 704 Consignment and Boutique, owners Tina and Bobby Boling
6. Fall Fest Sponsorship Application
7. Adjourn Meeting (Action Required)

ATTENTION ADVISORY BOARD MEMBERS: Board Members please contact Donna O'Keefe 704-292-1705 X6040 to confirm your attendance. Regular Meetings are the third Wednesday of each month at 9 a.m.

AS A COURTESY, PLEASE TURN OFF ALL MOBILE DEVICES WHILE MEETING IS IN PROGRESS.

CITY OF MONROE
DOWNTOWN MONROE ADVISORY BOARD MEETING
300 W CROWELL STREET, MONROE, NC 28112
June 18, 2025
MINUTES

DAB Members: Sheila Crunkleton Chaired the meeting, William Heisner, Clint Lawrence, , and Greg Moore were all present.

Member(s) Absent: Chair: Joyce Rentschler and Lisa Boix

Staff Present: Donna O'Keefe

Visitors Present: Teresa Campo and Payton Mills

Item 1: Call to order

Sheila Crunkleton called the Wednesday, **June 18, 2025** Downtown Advisory Board Regular Meeting to order at 9:07 a.m.

Item 2: Roll Call

Roll was documented by Donna O'Keefe through a sign-in sheet.

Item 3: 3. Review Downtown Monroe's Annual Main Street Site Visit Report

Sheila Crunkleton, introduced this item.

Donna O'Keefe reviewed the site visit report completed by Mike Dougherty with NC Main Street. Monroe has been out of compliance for some time. Our compliance was not addressed previously by the Main Street organization. Monroe has lost our accreditation and will now be an affiliate organization as we rebuild our Main Street Program. An affiliate organization maintains the same benefits but allows us two year to reboot our program.

Mike Dougherty met with the board on May 21, 2025 as part of our 2025 Main Street site visit. Donna O'Keefe reviewed the highlights of Monroe's site visit. We did better than expected. Mr. Daugherty was very complimentary of the projects that we have completed so far including the alley and alley mural. Mr. Dougherty also complimented the organizations efforts to improve our downtown grant programs. He felt that it demonstrated our progress and effort.

D. O'Keefe encouraged the board members to consider attending the Main Street Conference in May of 2026 in New Bern, NC. She shared with the board that the conference is extremely valuable and offers something for everyone. Board members might consider coming for a day or more next year.

Sheila Crunkleton shared her experience at the MS Conference and how impressed she was with the event. She shared that she came away with so many ideas. The experienced helped her realize how important downtown is to the entire community and economic development overall in Monroe.

Donna O'Keefe reiterated Sheila's comments and shared that a city's downtown has to be a focus of any community. She shared that many companies choose a community based on that city's

downtown experience. Monroe is in the Economic Development business and downtown plays an important role along with our airport. We are a full service city and can provide a prospective company with every service they need with the exception of transportation. We are very proud of what we have to offer in Monroe.

Donna O’Keefe reviewed the scores Monroe received in the 6 standards:

Standard I: Broad-Based Community Commitment to Revitalization	2.17
Standard II Inclusive Leadership and Organizational Capacity	1.8
Standard III: Diversified Funding and Sustainable Program Operations	2.63
Standard IV: Strategy-Driven Programming	1.33
Standard V: Preservation-Based Economic Development	3.0
Standard VI: Demonstrated Impact and Results	2.25

Mike Dougherty was pleased with the community input, the people he met. In the past MS did not feel they received enough input but were happy with that this year. Main Street is recommending a Strategic Visioning Session with a member of the MS Staff. We hope to plan that for the fall of 2025.

Monroe has a lot coming up associated with the Downtown Development Master Plan. This Plan will be like no other Monroe has had in the past. We have identified a company and hope to get it to City Council for approval in August. This project will focus on the development of downtown and adjacent areas like Winchester and Five Points. How we prepare so that we can sell ourselves. We picked a company that can bring the development community to Monroe. We are very excited about this prospective consultant. The board will be kept updated as we move through this process.

Main Street has also recommended a Small Scale Development Workshop. They David Mauer would be a great speaker for this type of event. He knows so much about leveraging tax credits. Monroe has received a grant to look at our historic district boundary. This type of workshop would be well timed if coordinated with the new boundaries established by the National Parks Service when completed.

Mike Dougherty spent time focusing on some of the buildings in downtown that have fallen into disrepair. He feels strongly that I do what I can to encourage those property owners to make improvement, especially vacant properties along Main Street.

Greg Moore asked if we have vacant properties. Ms. O’Keefe responded yes. She shared that we have one in particular that is in a serious state of decay. She also shared that we have second floor vacancies that could also be targeted.

Main Street recommended that we return to a 501 (3) (c) program also know as a quasi. This type of organizational structure will allow us to more things especially to fund raise. She reminded the board that Jeff Wells had shared his Waxhaw structure with them at a previous board meeting. He was able to take Waxhaw from a city sponsored program to a quasi-structured program.

Mike’s report and presentation educated that board that Monroe does almost a billion dollars in retail. She reviewed with the board that Monroe has a very healthy retail/restaurant scene. Mr. Daugherty was particularly interested in the historic courthouse and what that could be but Donna shared that she had to inform him that this is not a city asset.

Ms. O'Keefe asked for any questions about the Main Street site visit report.

Clint Lawrence asked if we could contact the county about the courthouse. The county is currently filling the building with various offices.

Sheila Crunkleton said that the building was going to be used as a museum and create a non-profit to fundraise for its maintenance. She shared that this idea has not really gone anywhere.

Clint Lawrence shared his observation of the condition of the second floor of the Historic Courthouse.

Donna O'Keefe called the building a jewel in our crown, but shared that she did not feel that at this time she could influence anything related to this building. She encouraged the board as residents to write a letter to The Board of County Commissioners. She explained that without their interest in doing something it might be difficult to find resources for restoration. She encouraged them to get involved.

Bill Heisner asked who at the county oversees the building. D. O'Keefe directed him to Deputy County Manager, Patrick Niland.

That concluded the discussion. Sheila Crunkleton asked for any questions.

Motion: No motion was required on this item.

Action: No action was required on this item.

Item 4: GROW Monroe Grant Application – Bursting Boba Café Corporation

Sheila Crunkleton introduced this item.

Donna O'Keefe presented the first new GROW Monroe grant to the DAB.

Mr. Mishra, owner of Bursting Boba Tea, has applied for the GROW MONROE grant program. This is a matching 50/50 downtown grant program designed to provide assistance with rental expenses and/or up-fit expenses for a new business. This is a new business and awards are determined using a formula based square footage.

Bursting Boba Café is a 952 sq. ft. food service/restaurant, and is eligible for \$8 per sq. ft. or a maximum of \$7,616 through this grant program. Mr. Mishra has applied for rental assistance only. The monthly rent cost for this business is \$1068.06 per month or \$12,816.72. 50% of this amount is \$6408.36. Funds of \$3204.18 are payable at the end of six months, and \$3204.18 after twelve months. Proof of timely rent payment in full will be required before funds can be released.

Staff requests Downtown Advisory Board recommend the approval of the GROW Monroe Downtown Grant to City Council with the Resolution and Budget Amendment to appropriate funds of \$6408.36.

Donna O'Keefe reviewed the payout dollar per square foot for a restaurant. This business has been waiting for the new grant package. They need action on their application this month, as they have been open six months.

Sheila Crunkleton asked the board if they had any questions.

Sheila Crunkleton called for a motion.

Motion: William Heisner made a motion to recommend approval of the GROW Monroe Downtown Grant to City Council with the Resolution and Budget Amendment

Second: Greg Moore

Action: The motion to recommend the approval of the Grow Monroe Downtown Grant to Bursting Boba Tea owner, V. Mishra passed unanimously.

Donna O'Keefe paused the meeting to recognize Payton Mills' work on the fillable grant application that can now be used on line. She highlighted Ms. Miles's efforts to publish the document and make it user friendly. She expressed appreciation to Payton for her work and for all the updates she made. She showed the application to the board and again recognized Payton.

Item 5: Grow Monroe Grant Application – Jennifer Hill, owner of the New Silver Lining

Sheila Crunkleton introduced this item.

Donna O'Keefe explained to the board that this is a new business. Ms. Hill had to move and change her business model and considerably change her merchandise offering to fit her new location. Ms. O'Keefe has spoken with management and all agree this should be considered a new business. Silver Lining has been a downtown business establishment for nearly 11 years and owned by Jennifer Hill for over 5 years. Ms. Hill has never received a Downtown Economic Development Grant.

Donna O'Keefe asked the DAB to consider a recommendation for a GROW Monroe Grant application for Jennifer Hill, owner of the New Silver Lining, located at 208 N. Main Street. Ms. Hill, has entered into a three-year lease with Mark F. Ashcraft for a retail space at 208 N. Main Street. Ms. Hill has applied for the Grow Monroe Downtown Grant. This is a matching 50/50 downtown grant program designed to provide assistance with rental expenses and/or up-fit expenses for a new business. Awards are determined using a formula based square footage.

The new Silver Lining is a 1400 sq. ft. retail space. This makes Silver Lining's owner Jennifer Hill eligible for \$6 per sq. ft. or a maximum of \$8,400 through this grant program. Ms. Hill has applied for rental assistance as well as up-fit expense for a new sign as part of opening her new business. The monthly rent expense for this business is \$1750.00 per month or \$21,000.00 per year. Fifty percent of the annual rental expense is \$10,500. Ms. Hill has also submitted an estimate of \$660.00 for new signage.

Staff recommends Silver Lining be awarded the full eligible grant amount of \$8,400.00 with \$330.00 to be awarded for up-fit assistance and \$8070.00 in rental assistance. Funds of \$330.00 will be paid to the applicant upon completion and inspection of the sign installation and proof of full payment has been submitted. \$4035.00 in rental assistance will be paid to the applicant at the end of six months, and \$4035.00 will be payable after twelve months. Proof of timely rent payment in full will be required before funds can be released. Staff requests Downtown Advisory Board recommend the approval of the Grow Monroe Downtown Grant to City Council with the Resolution and Budget Amendment to appropriate funds of \$8400.00.

Sheila Crunkleton asked the board if they had any questions or comments.

Sheila Crunkleton called for a motion.

Motion: Greg Moore made the motion to approve the Grow Monroe Grant for Jennifer Hill.

Second: Bill Heisner

Action: The motion to recommend the approval of the Grow Monroe Downtown Grant to Jennifer Hill, owner of Silver Lining, passed unanimously.

Item 6: Retail Sponsorship Application – Fall Fest 2025

Sheila Crunkleton introduced this item and pointed out that we have a quorum without Greg Moore participating in this item.

Sheila Crunkleton agreed that we need to update this plan. Ms. O’Keefe asked for permission from the board to work on an update to be brought back to them in July. She explained to the board that there are a lot of new and rising expenses associated with hosting a festival or event downtown. Perhaps there is a method for the city to provide more assistance beyond marketing. She used police and trash expenses as an example.

Sheila Crunkleton encouraged this as events bring people downtown.

Donna O’Keefe confirmed that Home Brew’s owner Greg Moore has submitted a sponsorship application for the Monroe Fall Fest 2025. Ms. O’Keefe pointed out to the board that this is a sponsorship plan and not a grant. She also suggested that the board look at this plan and consider updating it.

Fall Festival is scheduled for the October 11, 2025 from 11 am to 5 pm.

The Downtown Office has appropriated funding towards these endeavors. The appropriation can fund up to one event each quarter and one application per event each fiscal year, not the exceed \$500. Greg Moore is the first application submitted for the Q1 of FY26.

Ms. O’Keefe requested the board approve the Retail Sponsorship Application from Greg Moore, owner of Home Brew in the amount of \$500.

Sheila Crunkleton asked for any question. No questions were asked.

Sheila Crunkleton called for a motion.

Motion: Bill Heisner made a motion to approve the Sponsorship Application for Greg Moore.

Second: Courtney Garrison

Action: The motion to approve the Retail Sponsorship Application for Greg Moore passed unanimously.

Item 7: Discussion Item: Master Planning Development Strategy Project Update

Donna O’Keefe reviewed the progress on the Downtown Master Plan. She reviewed that the City of Monroe published an RFQ to assist in updating the 2008 Downtown Master Plan on January 24, 2025. The city received 11 responses and five firms were invited to interview. The top choice from those interviews was Shook Kelly. A city team visited Shook Kelly on May 5, 2025. Follow up questions were presented to Shook Kelly along with a request to submit a cost estimate. Shook Kelly responded to the city on May 30, 2025. Staff is currently working to refine and finalize the scope of work and final cost with Shook Kelly. The team’s final call with SK will be on Tuesday.

Staff will present their recommended plan and project cost to the Downtown Advisory Board at the July 16, 2025 or August 20, 2025 meeting. Staff will seek a recommendation to council to approve the scope of work and cost for this project at that time.

No action or recommendation is required.

Item 8: Adjourn (Action Required)

Sheila Crunkleton introduced this item.

Motion: Bill Heisner moved to adjourn.

Second: Greg Moore

Action: The motion to adjourn passed unanimously.

The meeting adjourned at 9:40 am

CITY OF MONROE
DOWNTOWN MONROE ADVISORY BOARD MEETING
300 W CROWELL STREET, MONROE, NC 28112
July 16, 2025
MINUTES

DAB Members: Chair: Joyce Rentschler, William Heisner, Clint Lawrence, Sheila Crunkleton, Lisa Boix and Greg Moore were all present.

Member(s) Absent: Courtney Garrison

Staff Present: Assistant City Managers, Jeff Wells and Lisa Hollowell. Planning Director, Lisa Stiwinter. Attorneys, Richard Long and Terry Sholar. Additional staff members present included, Doug Britt and Teresa Campo.

Visitors Present: None

Item 1: Call to order

Joyce Rentschler called the Wednesday, **July 16, 2025** Downtown Advisory Board Regular Meeting to order at 9:03 a.m.

Item 2: Roll Call

Roll was documented by Donna O’Keefe through a sign-in sheet.

Item 3: City of Monroe Master Plan

Joyce Rentschler, introduced this item.

Donna O’Keefe requested the Downtown Advisory Board consider and recommend the selection of Shook Kelly as the consultant of choice to execute the City of Monroe Downtown Master Plan and the project cost of \$209,000.

Donna O’Keefe reviewed the project history to date and additional project details. The board was informed that the Downtown Master Plan project would begin in the fall of 2025 and run for approximately 12-18 months. The project would focus on delivering a Development Strategy including a design-based vision for Downtown, an expanded study boundary to include additional sub-districts, and Place Branding for these sub districts.

Shook Kelly’s project approach would be in three phases and would include committee input as well as significant community input through the use of surveys, workshops, and public outreach. Donna O’Keefe reviewed key aspects for each of the three phases with emphasis on the importance of delivering an actionable plan and implementation strategy. This project will provide an important update to the 2008 Downtown Master Plan and serve as a guiding document that outlines the vision and strategies for the future development of Downtown Monroe and its adjacent sub-districts. If recommended, this plan would be presented to the General Services Committee and City Council in August.

Bill Heisner shared that he was around when the 2008 Plan was completed and adopted. He felt the city had fallen short on the implementation aspect of that plan. He expressed a strong desire that this plan be implemented and asked who would be responsible for the implementation of the final plan.

Jeff Wells stepped to the podium and explained that the Master Plan would provide many recommendations and strategies. He explained that Staff would receive direction of the priorities that were determined through public input. He explained that the Downtown Advisory Board and City Council would ultimately make the decisions on those projects but any action items would require funding by City Council.

Jeff expressed excitement and confidence in Shook Kelly and told the board that this is a very exciting project. He expressed particular excitement about the Five Points Area as it holds much opportunity.

Donna O'Keefe then asked the Downtown Advisory Board to recommend to City Council the selection of Shook Kelly, the project scope of work and the funding of \$209,000.00 to complete the project.

Joyce Rentschler asked the board if they had any questions or comments.

Joyce Rentschler called for a motion.

Motion: Sheila Crunkleton made a motion to recommend the selection of Shook Kelly, the project plan scope of work, and the funding of \$209,000.00 to the General Services Committee and City Council.

Second: Bill Heisner

Action: The motion to recommend the selection of Shook Kelly, the scope of work, and the funding passed unanimously.

Item 4: Downtown Mural Procedure and Ordinance

Joyce Rentschler introduced this item.

Donna O'Keefe presented this item. The Downtown Advisory Board was presented with the history of the Mural Ordinance and asked that the DAB consider and recommend the updated Mural Ordinance and accompanying Guidelines for Mural Projects on Private Buildings in Downtown Monroe.

The original ordinance was presented to the DAB on February 19, 2025 and then to City Council on April 8, 2025. The DAB recommended the ordinance to council, but council did not adopt. City Council said that they would consider adoption of the ordinance if staff came back with guidelines and procedure for public and private murals.

Donna O'Keefe presented the guidelines for private murals on public buildings as well as the guidelines for public mural projects. She emphasized the importance of ensuring that any mural either public or private needed to be prepared, painted, and sealed to ensure the mural project would stay in good condition for a minimum of 10 years. She explained that the property owner would be responsible for any maintenance or repair to a private mural once installed, including removing vandalism if that became necessary. She explained that if a maintenance issue did arise during a regular inspection by city staff the mural would be painted over by the city at the city's expense.

Greg Moore asked how the city would determine when to paint over. Donna O'Keefe explained that the procedure requires regular inspection and city staff would work with the property owner to repair the mural if possible. She asked Terry Sholar to touch on the update to the mural procedure.

Terry Sholar directed the board to Section 1: item C. Mr. Sholar reviewed that the commissioning and painting of a mural would be prohibited unless approved as a public mural pursuant to the guidelines for mural project on a private building in downtown Monroe. Mr. Sholar also explained to the board that the city would work with the property owner before painting over a mural that was in disrepair. He explained that once a property owner was notified of a violation of the ordinance, staff would work with that owner to find a solution and would only paint over a mural if a solution could not be found.

Bill Heisner expressed his objection to anything that controlled what a building owner could do with their property. He also explained that while he understands the need for this ordinance, he would not support it for that reason.

Donna O'Keefe reviewed the guidelines for public murals and concluded her presentation by asking the Downtown Advisory Board to recommend Title XV, Chapter 160, Section 106.04 and the guidelines for Mural Projects on Private Buildings in Downtown Monroe to City Council at their August 12, 2025 meeting.

Joyce Rentschler asked the board if they had any additional questions or comments.

Joyce Rentschler called for a motion.

Motion: Greg Moore made a motion to recommend Title XV, Chapter 160, Section 106.04 and the guidelines for Mural Projects on Private Buildings in Downtown Monroe to City Council.

Second: Clint Lawrence

Action: The motion to recommend the ordinance and guidelines passed with the following votes:

Ayes: Joyce Rentschler, Clint Lawrence, Sheila Crunkleton, Lisa Boix and Greg Moore

Nays: Bill Heisner

Item 5: Approval/Acceptance of Updated Event Sponsorship Plan

Joyce Rentschler introduced this item.

Donna O’Keefe reviewed the history of The Retail Promotions Sponsorship Plan and explained that the plan was presented to the DAB in 2018 and since that time, the cost associated with hosting private events had gone up considerably in the last 7 years. World events have made it necessary to ensure public safety and that has come at a cost that is often too high for an event organizer. The Downtown Advisory Board was asked to consider increasing the sponsorship amount from \$500 per applicant to \$1500. The plan would still be limited to the approval of one event per quarter and applicants would be considered on a first come first serve basis.

Greg Moore asked if the city might consider reviewing this sponsorship plan on a regular basis and increasing the amount with more frequency.

Donna O’Keefe explained that it would be up to the board or to staff to bring the item to an agenda if the new amount needed to be reconsidered. With a recommendation of \$1500 being presented, it might be some time before reconsideration would be necessary

Joyce Rentschler asked the board if they had any questions or comments.

Joyce Rentschler called for a motion.

Motion: Sheila Crunkleton made the motion to approve the new sponsorship plan and change the amount from \$500 to \$1500, and to monitor the plan going forward.

Second: Bill Heisner

Action: The board voted unanimously to approve the new sponsorship plan and amount.

Item 6: Phase II Furniture Project

Joyce Rentschler introduced this item.

Donna O’Keefe asked the Downtown Advisory Board to consider the design plan, purchase cost and accompanying ordinance, and asked for approval or direction on this item. The presentation began with a review of the Phase I and II plan. The board was reminded that the General Services Committee and City Council had unanimously approved Phase 1 Furniture Project. The furniture was ordered, installed and a ribbon cutting was held. She told the board that she had not received any negative feedback on the Phase 1 portion of the furniture plan.

Donna O'Keefe explained that at the same General Services meeting the committee recommended the Phase II portion be brought back to them after funding was pursued through the 2026 budget process. She told the DAB that funding was approved in the budget. She moved to review the details of Phase II including the locations and business that would be included. She shared with the board that management had required her to speak with every business included. This was completed in February. She informed the board that Americana would be grandfathered as they had made a significant investment in their furniture, it was in good condition, and not in need of replacement at this time. She shared the benefits of this project as it would ensure that any outdoor furniture would be uniform and not impeded or restrict the intended purpose of the restricted areas including sidewalks for pedestrian use, vehicular traffic and any other intended use.

Donna O'Keefe reviewed the ordinance Title XV: Land Usage, Chapter 160 with emphasis on conforming furniture, location of furniture, and restrictions associated with the ordinance.

Greg Moore told the board that he understood the furniture but kind of liked the eclectic vibe of the current furniture downtown.

Donna O'Keefe responded by pointing out the furniture issues and the benefit of the plan and need for an ordinance.

Donna O'Keefe paused to tell the board that after publishing the agenda, a city employee had reached out to share with her that one business was no longer in favor if they were not allowed to have umbrellas. Ms. O'Keefe explained that this information was given to her late on July 15th, and she did not have time to research umbrella options. She walked the areas on the 15th, and recognized that there was a legitimate need for umbrella's in several areas, but there had not been time for consideration. She asked the board if they would like to recommend the current plan and ordinance, or would the board prefer she come back to them at their August meeting after having time to confer with the city attorney and research possible vendor options.

Terry Sholar and Jeff Wells supported the idea of doing the research and coming back to the board.

The Chair, Joyce Rentschler called for a motion.

Motion: Lisa Boix made the motion that staff research the umbrella options and possible vendors and return to the board with an updated plan and ordinance in August.

Second: Sheila Crunkleton

Action: The motion to bring the item back to the Downtown Advisory Board passed unanimously.

Item 7: Adjourn (Action Required)

The Chair, Joyce Rentschler called for a motion.

Motion: Sheila Crunkleton moved to adjourn.

Second: Bill Heisner

Action: The motion to adjourn passed unanimously.

The meeting adjourned at 10:11 am



STAFF REPORT

TO: Downtown Advisory Board
DATE: August 20, 2025
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Donna O’Keefe, Downtown Manager
SUBJECT: Updated Phase II Downtown Furniture Project and Ordinance

SUMMARY STATEMENT

Staff will present the updated Downtown Furniture Ordinance and revised Phase 2 Downtown Replacement Furniture plan that includes a new umbrella option, and the updated projected costs to the Downtown Advisory Board, and ask for their approval and recommendation of the ordinance, design plan, and purchase to General Services and City Council.

REVIEW

On January 24, 2025, the Downtown Advisory Board unanimously approved the Phase I, and II, Downtown Furniture selection plan and recommended them both to the General Services Committee for approval.

On February 6, 2025, the General Services committee recommended the Phase I Downtown Furniture design and purchase and requested the plan and cost be presented to the full City Council for their approval. The General Services committee also recommended the Phase II design plan and asked that funding be pursued through the 2026 budget process and brought back to them if funds were approved through the budget process.

On July 16, 2025, Donna O’Keefe with Terry Sholar presented the replacement furniture plan and ordinance to the DAB. Ms. O’Keefe informed the board that one of the businesses within the scope of the project had come forward and would no longer be in favor of the replacement furniture if there were not provided an umbrella option. The board requested that staff come back with an updated design plan that included umbrella options and vendors along with an update to the ordinance to include the private purchase of city-approved umbrellas within the downtown district.

Staff will present the Downtown Furniture Ordinance and revised Phase II Downtown Replacement Furniture plan that includes an umbrella option. The updated furniture replacement

plan will include the city approved umbrella locations, two umbrella vendors' options including the style and color selections for the umbrella, pole and base. The plan also includes the addition of furniture in front of Bursting Boba Tea.

The Outdoor Furniture ordinance will provide guidelines and procedures for businesses who wish to purchase a business owned approved umbrella, pole and based to be used within the Downtown District. Staff will provide the Downtown Advisory Board with the updated projected costs for Phase II Downtown Furniture Project and ask for their approval and recommendation of the ordinance, design plan, and purchase to General Services and City Council.

There are sufficient funds for this project.

RECOMMENDATION

Staff requests the Downtown Advisory Board recommend the Outdoor Furniture Ordinance and Phase II Downtown Furniture Replacement plan to the General Services Committee and ask that they recommend the project and a Budget Ordinance to City Council.

Attachments:

AUG DAB – Monroe, NC Phase 2

AUG DAB Meeting- Quote Bundle 82388

AUG DAB Meeting – Quote Bundle 82422

Umbrella Option – Outdoor Living

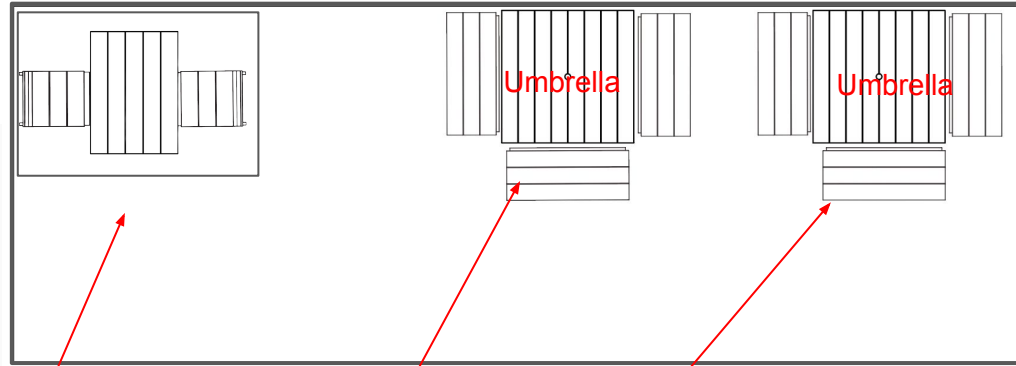


SISTER BAY
FURNITURE CO.

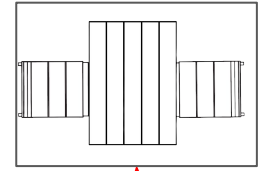
DESIGNER OUTDOOR FURNITURE BUILT FOR LONGEVITY



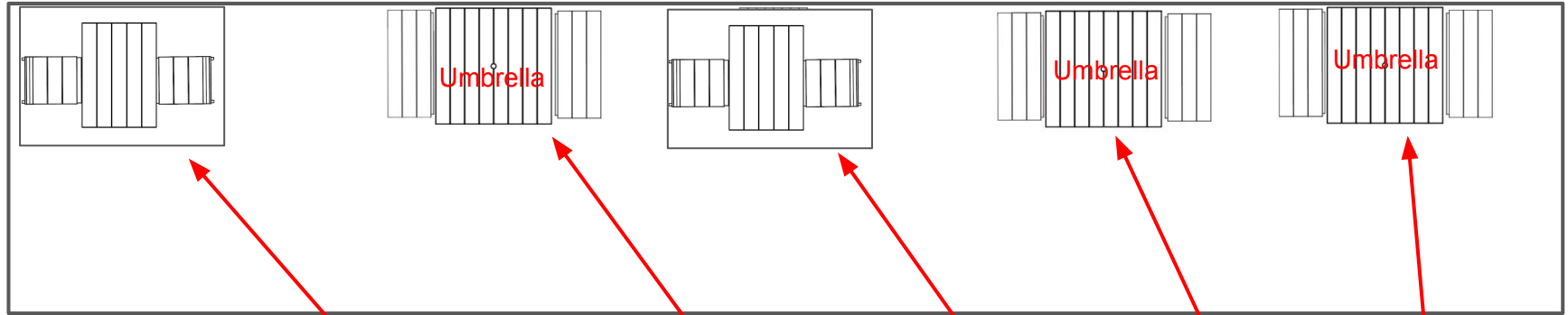
Hayne Street approaching Franklin Street



30x36 Size



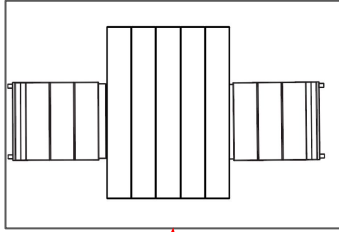
Hayne Street approaching Franklin Street II



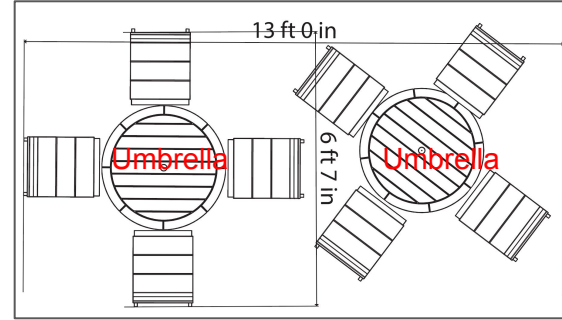
30x36 Size



Main Street at Oasis

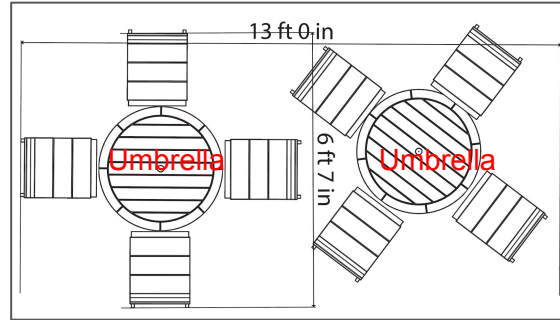


30x36 Size



No Umbrella base needed

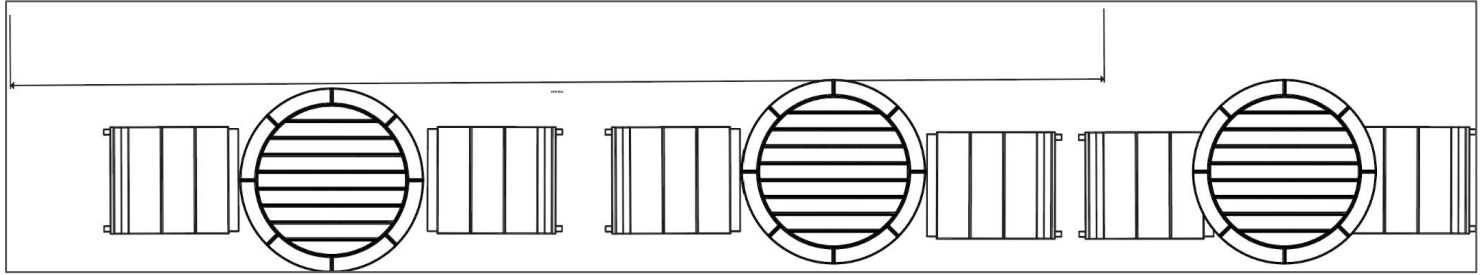
Main Street at Jamz



No Umbrella base needed



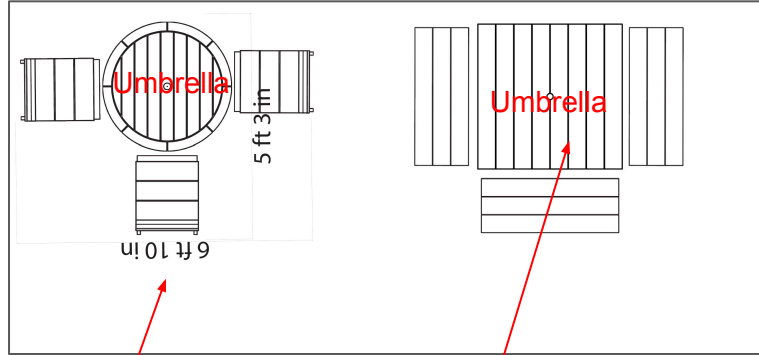
Main Street at Local Logic



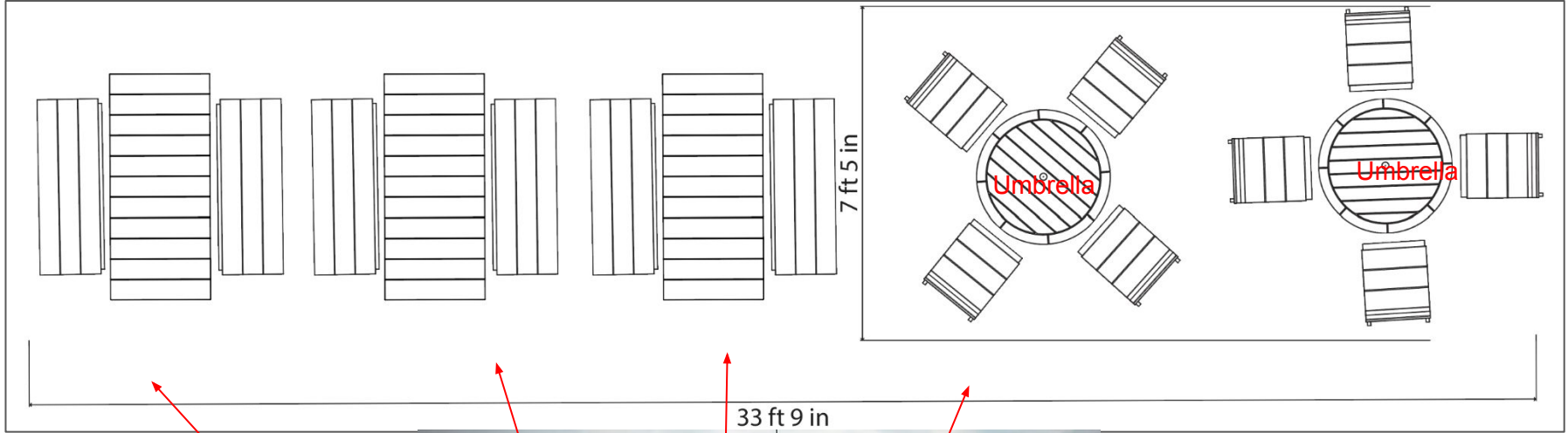
Hayne Street at Gingham Girls/Patty & The Dogs



No Umbrella base needed



East Franklin between N. Beasley & N. Church



33 ft 9 in

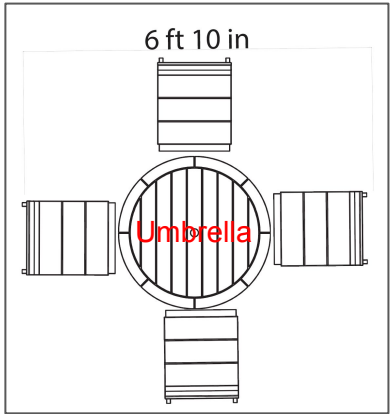


No Umbrella base needed

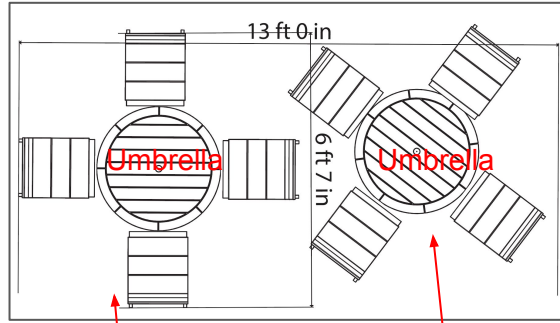
Jin Jin
East Franklin between N. Beasley & N. Church



No Umbrella base needed



Boba Tea



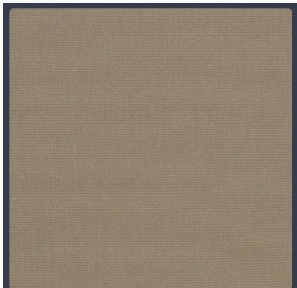
No Umbrella base needed



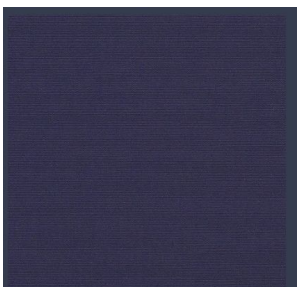
Lucaya In-Table Umbrella

Umbrella Fabric Color

Marine Grade Fabric



Taupe (M)



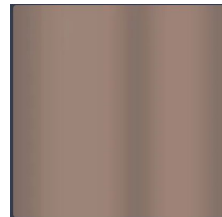
Captain's Navy (M)



Umbrella Size Options 8' Octagon - Push-Up & Pin

Umbrella Pole Finish Color

Aluminum Pole



Champagne



15 x 15 Steel Base - Black (+\$215.00)

Order in Champagne to match pole.

Umbrella Features:

Fabric:

-**Solution dyed acrylics** manufactured by industry leading mills – Sunbrella

-**Marine Grade fabrics** have a tight weave, are stiff to the touch, abrasion-resistant and are a heavier weight than Furniture Grade material.

The benefits of these high quality acrylics are that they hold up to the harshest weather for years, are colorfast, don't stretch or lose their shape, and are stain-, mold-, and mildew-resistant.

Construction:

-**Flexible fiberglass ribs** with molded nylon joints, hubs, and end tips

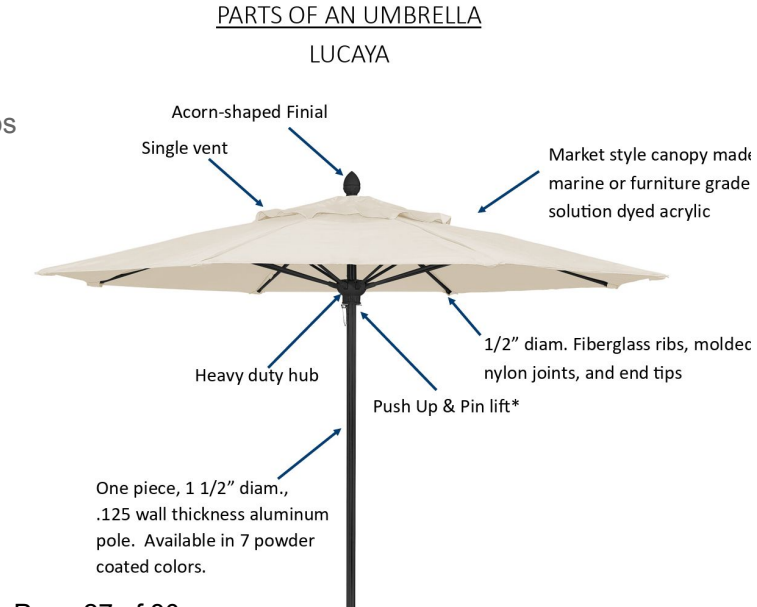
-**Powder-coated finishes**

-**Pole is One piece, 1 1/2" diam aluminum, .125 thickness**

-All ribs, finials and hub colors coordinate with the pole's finish color

-Push Up & Pin means no mechanical parts to break

-Single vent canopies standard with vent ties and storage ties



Lucaya Umbrella Warranty

- **5-Year Warranty**

Applies to fiberglass ribs on umbrellas.

Not Covered:

This warranty does not cover:

- Umbrella poles, cranks, or tilts (*The Lucaya does not have a crank or tilt option*)
- Normal fabric fading or finish wear
- Chemical stains
- Damage from misuse, abuse, vandalism, or acts of God

Usage & Maintenance Requirements:

To ensure warranty coverage:

- Umbrellas must be properly secured with weighted bases that meet or exceed our Base Weight Chart recommendations.
- Installations in high-wind or elevated areas (e.g., rooftops, balconies, or wind tunnels) require appropriate umbrella models, upgraded base weights, and through-bolting.
- For wind-prone locations, we recommend double vented or Aruba vented canopies for enhanced wind management.
- Umbrellas must be closed during high winds or storms.
- Damaged umbrellas should be taken out of service immediately.



WHAT CAN YOU EXPECT NEXT?

DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over \$5,000

RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

**Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access \$75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.

SCHEDULING DELIVERY

Our third-party carries will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - \$75
- Liftgate (motorized platform on the back of the truck) - \$100
- Driver Assistance (includes liftgate and driver offload) - \$190

**Additional services, such as inside delivery, unpacking, placement, etc., may be available for an additional premium.*

SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.



Scan or go to prestwick-group.com/faq/ for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!



QUOTE: 82388 - Phase 2 with Custom 2.1 2025 (199677)

Account Name	City of Monroe-NC	Ship Via	-	Rep	2J
Contact Name	Donna OKeefe	Terms	Net 30	Created By	Kelly Fiedler
Phone	+17042921705	PO Number	-	Created Date	7/17/25
Email	dokeefe@monroenc.org	Tracking Email	dokeefe@monroenc.org	Expiration Date	8/16/25

Bill To: - City of Monroe-NC 300 W Crowell Street Monroe, North Carolina 28112 United States	Ship To: City of Monroe-NC 339 East Franklin Street Monroe, North Carolina 28112 United States	Shipping Contact Information: Full Name Donna OKeefe Phone Number -
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Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable	Unit Price	Line Total
5	HUDSON 30" DINING TABLE	(25-1-1017-X554) HUDSON 30" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS - MODIFIED TO HAVE A 30X36 TABLE TOP	\$1,421.00	\$7,105.00
6	MILANO 44" DINING TABLE	(33-1-1017) MILANO 44" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,989.00	\$11,934.00
3	LAGUNA 36" DINING TABLE	(28-1-1716) LAGUNA 36" DINING TABLE - BRAZILIAN WALNUT BASE AND TOP PERIMETER WITH BIRCHWOOD TABLE TOP SLATS	\$1,150.00	\$3,450.00
7	LAGUNA 36" DINING TABLE	(28-1-12-1017) LAGUNA 36" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP - SOLID TOP	\$1,150.00	\$8,050.00
3	LAGUNA 30" DINING TABLE	(27-1-1716) LAGUNA 30" DINING TABLE - BRAZILIAN WALNUT BASE AND TOP PERIMETER WITH BIRCHWOOD TABLE TOP SLATS	\$823.00	\$2,469.00
3	MILANO 60" COUNTER COCKTAIL TABLE	(31-2-1017) MILANO 60" COUNTER COCKTAIL TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,986.00	\$5,958.00
6	HUDSON 47" COUNTER BENCH	(19-2-1010) HUDSON 47" COUNTER BENCH - NAVY	\$988.00	\$5,928.00
37	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$20,202.00
15	HUDSON 42" DINING BENCH	(113-1-1010) HUDSON 42" DINING BENCH - NAVY	\$748.00	\$11,220.00
18	HUDSON SIDE CHAIR	(12-1-1616) HUDSON SIDE CHAIR - BIRCHWOOD	\$601.00	\$10,818.00

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

2	WASTE RECYCLE	[X-192012] CUSTOM WASTE RECYCLE BIRCHWOOD DOOR, NAVY PANELS	\$1,841.00	\$3,682.00
Subtotal				\$90,816.00
	SBF Disc	SISTER BAY CUSTOMER DISCOUNT - CONTINGENT ON MEETING THE PAYMENT TERMS		-\$18,163.20
	S/H	SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**		\$6,790.00
Grand Total				\$79,442.80

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE

DATE

Spec Sheet For (25-1-1017-X554) Hudson 30" Dining Table

City of Monroe-NC | Qty: 5 | \$1,421.00 Each | \$7,105.00 Total

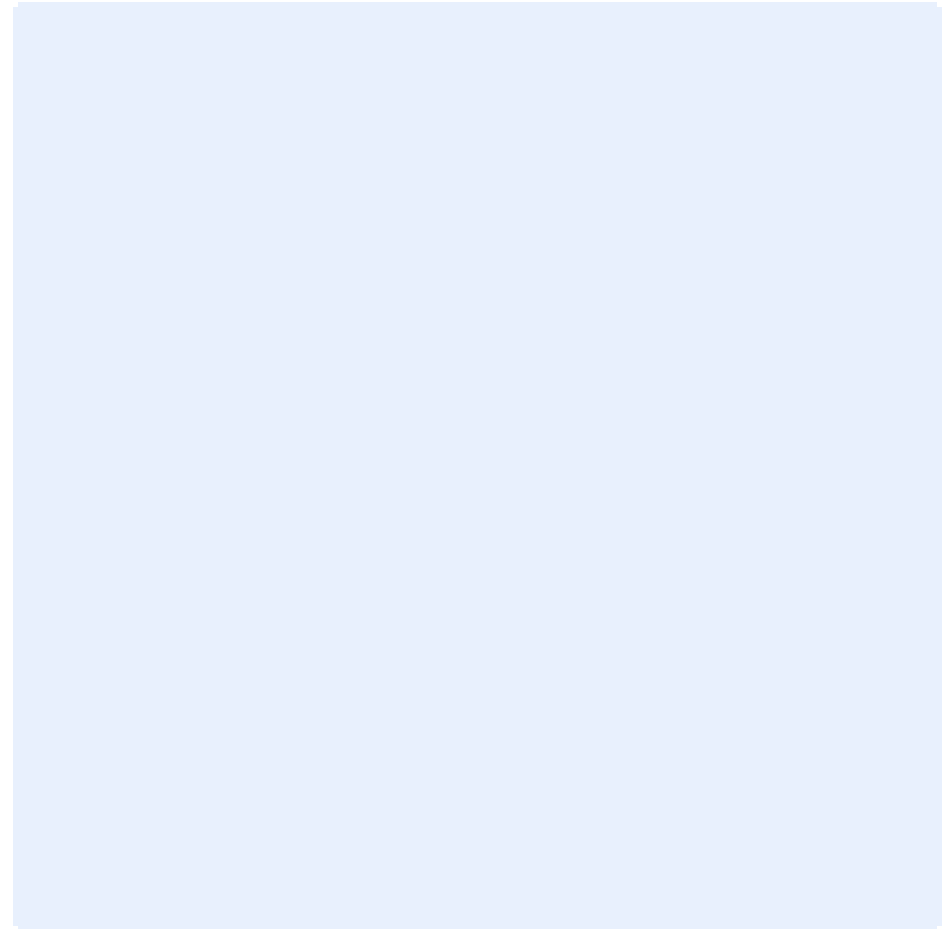
Table Top Slats	Brazilian walnut
Base	Navy
Custom Request	MODIFIED TO HAVE A 30X36 TABLE TOP
Approximate Assembly Time	15-30 minutes
Product Weight	45 lbs
Packaged Weight	50 lbs



Spec Sheet For (33-1-1017) Milano 44" Dining Table

City of Monroe-NC | Qty: 6 | \$1,989.00 Each | \$11,934.00 Total

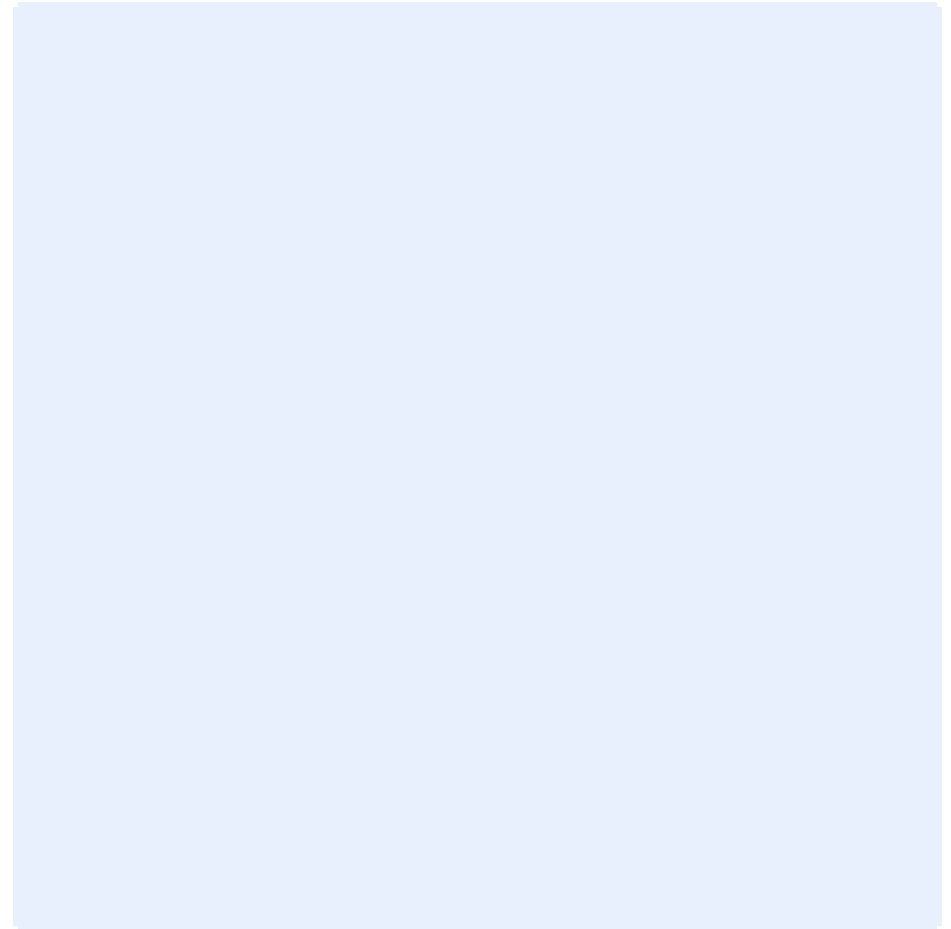
Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For (28-1-1716) Laguna 36" Dining Table

City of Monroe-NC | Qty: 3 | \$1,150.00 Each | \$3,450.00 Total

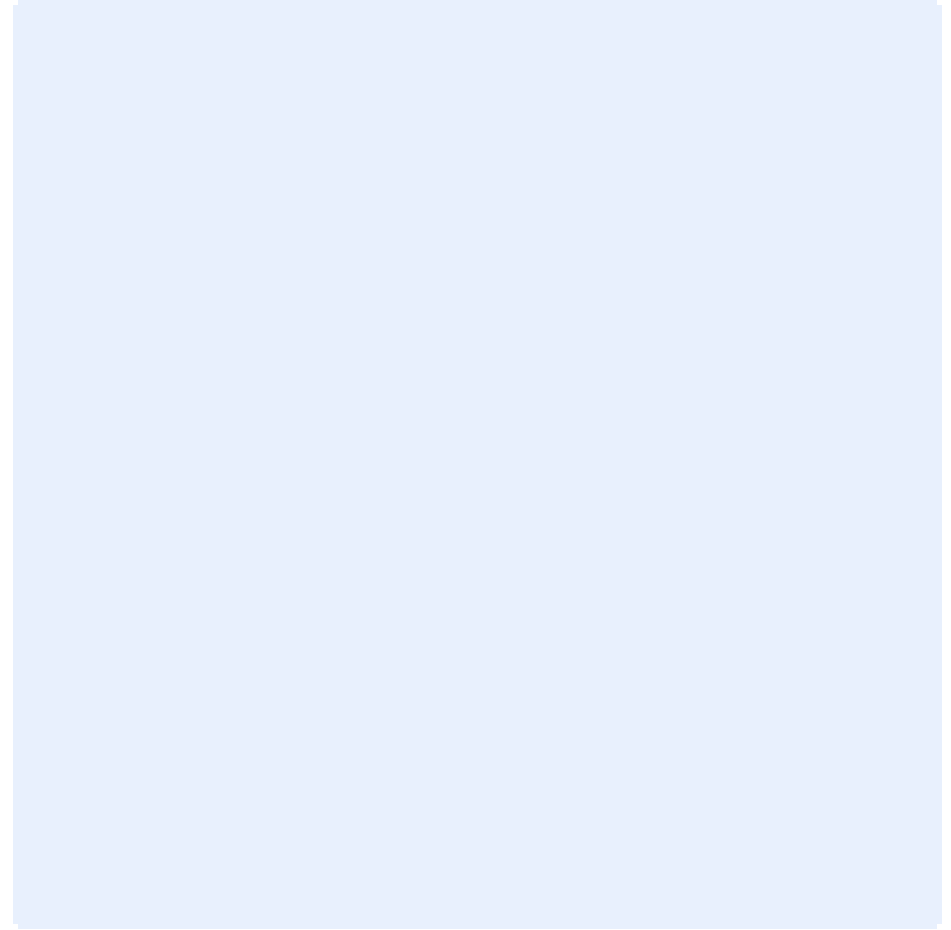
Table Top Slats	Birchwood
Base and Top Perimeter	Brazilian walnut
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	20-40 minutes
Product Weight	54 lbs
Packaged Weight	59 lbs



Spec Sheet For (28-1-12-1017) Laguna 36" Dining Table

City of Monroe-NC | Qty: 7 | \$1,150.00 Each | \$8,050.00 Total

Table Top Slats	Brazilian walnut
Base and Top Perimeter	Navy
Solid Top	Yes
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	20-40 minutes
Product Weight	54 lbs
Packaged Weight	59 lbs



Spec Sheet For (27-1-1716) Laguna 30" Dining Table

City of Monroe-NC | Qty: 3 | \$823.00 Each | \$2,469.00 Total

Table Top Slats	Birchwood
Base and Top Perimeter	Brazilian walnut
Approximate Assembly Time	15-30 minutes
Product Weight	40 lbs
Packaged Weight	45 lbs



Spec Sheet For (31-2-1017) Milano 60" Counter Cocktail Table

City of Monroe-NC | Qty: 3 | \$1,986.00 Each | \$5,958.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	25-45 minutes
Product Weight	120 lbs
Packaged Weight	125 lbs



Spec Sheet For (19-2-1010) Hudson 47" Counter Bench

City of Monroe-NC | Qty: 6 | \$988.00 Each | \$5,928.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs



Spec Sheet For (12-1-1010) Hudson Side Chair

City of Monroe-NC | Qty: 37 | \$546.00 Each | \$20,202.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For (113-1-1010) Hudson 42" Dining Bench

City of Monroe-NC | Qty: 15 | \$748.00 Each | \$11,220.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	15-30 minutes



Spec Sheet For (12-1-1616) Hudson Side Chair

City of Monroe-NC | Qty: 18 | \$601.00 Each | \$10,818.00 Total

Seat/Back	Birchwood
Frame	Birchwood
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs





Spec Sheet For Waste and Recycling DISABLEX-192012

City of Monroe-NC | Qty: 2 | \$1,841.00 Each | \$3,682.00 Total

Custom Request: BIRCHWOOD Door, Navy Panels

Collection	Panel Design	Loading Orientation	Top Style	Header Board
Verde	Border	Front Load	Curved	None
Material Option	Trim Style	Door Pulls	Casters	Header Graphics
All Plastic	Enclosed Arches	None	None	None
Color Option	Panel Color	Trim Color	Top Color	Brand Label
Uniform Sections	Navy	Birchwood	Navy	Max R

Section 1

Capacity	38
Opening Shape	Max Size - Short Door
Opening ID: Text	Trash
Opening ID: Type - Color	Engraved - White
Front Graphic	logo mark
Front Graphic: Type - Color	Engraved - PMS 654 C (CUST. BLUE). PMS 370 C (CUST. GREEN)

Terms of Use, Liability and Design Disclaimer

1. General Product Use and Performance

All products manufactured and sold by The Prestwick Companies and its brands, including Sister Bay Furniture, are designed for use in commercial, municipal, and hospitality settings under normal conditions, with proper installation and care. While we take great pride in our craftsmanship, no product is guaranteed to be free from failure due to misuse, improper application, or unforeseen environmental or structural conditions.

2. Custom Products and Design Modifications

Custom-built products—including furniture, furnishings, or accessories that vary from our standard specifications in size, material, structural elements, finishes, or integrated features—are created based on input provided by the customer and/or the sales representative. Due to the one-off and often experimental nature of custom units:

- There is an inherently increased risk of product failure or unexpected performance limitations.
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- The Prestwick Companies and Sister Bay Furniture are not liable for failure, aesthetic variations, or performance issues that result from customer-requested design modifications, deviations from standard use, or environmental conditions outside of our testing scope.



NEED HELP? [Check our FAQ](https://prestwick-companies.com/faq)
(prestwick-companies.com/faq)

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- Excessive exposure to moisture, UV, or chemicals
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- Failure to follow care and maintenance guidelines
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QUOTE: 82422 - Lucaya Umbrella Pricing 2025 (206497)

Account Name City of Monroe-NC		Ship Via -		Rep 2		
Contact Name -		Terms PrePaid		Created By Kelly Fiedler		
Phone -		PO Number -		Created Date 7/17/25		
Email -		Tracking Email -		Expiration Date 8/16/25		
Bill To: - United States			Ship To: City of Monroe-NC United States		Shipping Contact Information: Full Name - Phone Number -	
Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable			Unit Price	Line Total
1	ACCESSORY	0-5469-02 - UMBRELLA BASE ASSEMBLY-BLACK			\$215.00	\$215.00
1	UMBRELLA	[117645-DS] UMBRELLA - LUCAYA - OCTAGON - 8 FOOT - CAPTAIN'S NAVY - CHAMPAGNE POLE			\$691.00	\$691.00
Subtotal						\$906.00
S/H-TBD		SHIPPING AND HANDLING TO BE BILLED AT TIME OF SHIPMENT				\$0.00
TAX		WE'RE REQUIRED TO COLLECT SALES TAX IN THE MAJORITY OF STATES. IF APPLICABLE, SALES TAX WILL BE APPLIED UPON INVOICE				TBD
Grand Total						\$906.00

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE _____

DATE _____

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

Spec Sheet For Umbrella 117645-DS

City of Monroe-NC | Qty: 1 | \$691.00 Each | \$691.00 Total

Style	Lucaya
Canopy Shape	Octagon
Size	8 feet
Canopy Color	Captain's Navy
Canopy Fabric Grade	Marine - Grade B
Pole Finish	Champagne
Lift Type	Push Up & Pin

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(prestwick-companies.com/faq)

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Phase 2 Furniture Project Umbrella Vendor option 2

Vendor: Outdoor Living, Laurel Hill NC

Contacts: Chris Locklear (Sales)

Nicole Mason (Sales Manager)

Umbrella Detail: Fiberglass Collection Commercial Umbrella EC75FPOP-MKT -CH

71/2' Pop Up with Pin

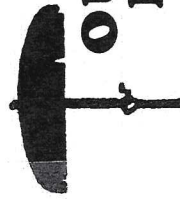
Cost - \$330

Umbrella Base: FUB80 Bronze

80 Lb. Plastic Concrete Filled 20.5"

Cost - \$139

Umbrella with Base: Cost - \$469 (Does not include tax or shipping)



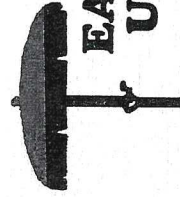
Chris Locklear
Retail Sales

**OUTDOOR
LIVING**

Beach, Patio & Accessories

6321 Andrew Jackson Hwy.
Laurel Hill, NC 28351
EMAIL: faulksharlene@yahoo.com

BUS: (910) 462-2455
FAX: (910) 462-2929



Nicole Mason
Sales Manager

**EAST COAST
UMBRELLA**

Patio, Beach & Market
www.eastcoastumbrella.com

6321 Andrew Jackson Hwy. BUS: (910) 462-2500 ext. 1226
Laurel Hill, NC 28351 FAX: (910) 462-2929
EMAIL: nicole@eastcoastumbrella.com



outdura.sattler.com

outdura®

THE OUTDOOR FABRIC SPECIALIST - SINCE 1875
LE SPÉCIALISTE DES TISSUS D'EXTÉRIEUR - DEPUIS 1875
EL ESPECIALISTA EN TEJIDOS EXTERIORES - DESDE 1875

THE OUTDURA® DIFFERENCE

- 100% Solution-Dyed Acrylic Fabric
- Easy to Clean (Bleach Cleanable)
- UV Fade Resistant
- Stain & Water Repellent
- Mold & Mildew Resistant
- 10 year limited warranty

LA DIFFÉRENCE OUTDURA®

- 100 % tissu acrylique teint dans la masse
- Facile à nettoyer
(possibilité d'utiliser de l'eau de Javel)
- Résiste aux rayons UV
- Hydrofuge et anti-taches
- Résistant aux moisissures
- Garantie limitée de 10 ans

LA DIFERENCIA OUTDURA®

- 100 % tejido acrílico teñido en masa
- Fácil de limpiar (se puede limpiar con lejía)
- Resistente a la decoloración por rayos UV
- Repelente al agua y a las manchas
- Resistente al moho y a los hongos
- Garantía limitada de diez años

outdura.sattler.com

FIBERGLASS COLLECTION

EC75FPOP-MKT

Commercial Umbrellas



Base is sold separately

330
139
469

Product No.:

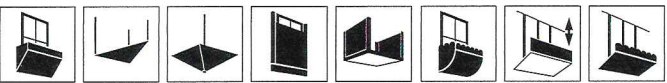
- EC75FPOP-MKT-BLK (Black Frame)
- EC75FPOP-MKT-WH (White Frame)
- EC75FPOP-MKT-CH (Champagne Frame)
- EC75FPOP-MKT-SIL (Silver Frame)

Specifications:

Size	7½
Ribs	8, 12 mm fiberglass
Shape	Octagon
Pole thickness	2 mm Aluminum
Pole Dia	1.5"
Bottom pole	34" or 44" bar height
Lift	Pop up / SS pin
Tilt	None
Weight	15 lbs.
Height	92" / Head clearance 68"













FACTS



Aplicaciones

Calidad

60" SOLIDS

	TEJIDO BASE	100 % PAN solution dyed	DIN 60 001
	PESO	9 oz/sq.yd.	DIN EN 12127
	REPELENCIA AL AGUA	Note: 100	EN 24 920
	COLUMNA DE AGUA	14.6"	DIN EN ISO 811
	ARMADURA	L 1/1	DIN ISO 9354
	RESISTENCIA A LA TENSION URDIMBRE	145 daN/1.96"	DIN EN ISO 13934-1
	RESISTENCIA A LA TENSION TRAMA	100 daN/1.96"	DIN EN ISO 13934-1
	RESISTENCIA A LA INTemperIE	min. 7/8" min. 4-5/5"	DIN EN ISO 105-B04
	ANCHO	60" (152 cm)	
	RESISTENCIA A LA LUZ	min. 7/8"	DIN EN ISO 105-B02

** blanca bajo petición

Nota: Sujeto a cambios según mejoras técnicas. Los valores mencionados sin tolerancia son valores nominales con un promedio de tolerancia del ±5%. Los datos mencionados son valores medios de la producción actual y corresponden al nivel de conocimiento presente. Son sólo a título informativo y sin efecto legal alguno. Los datos técnicos de la ficha de datos del material están basados en la experiencia de las producciones actuales y no constituyen ningún acuerdo de calidad. Estos datos se refieren a los bienes en el estado original de fabricación, que no hayan sido procesados ni manipulados de ninguna forma por el cliente. Los datos proporcionados tienen únicamente fines informativos y sólo sirven como guía. Esto no exime al cliente en ningún caso de comprobar, antes del procesamiento y/o tratamiento, que el producto sea apto para el uso previsto o de cualquier responsabilidad resultante.



usa.sattler.com

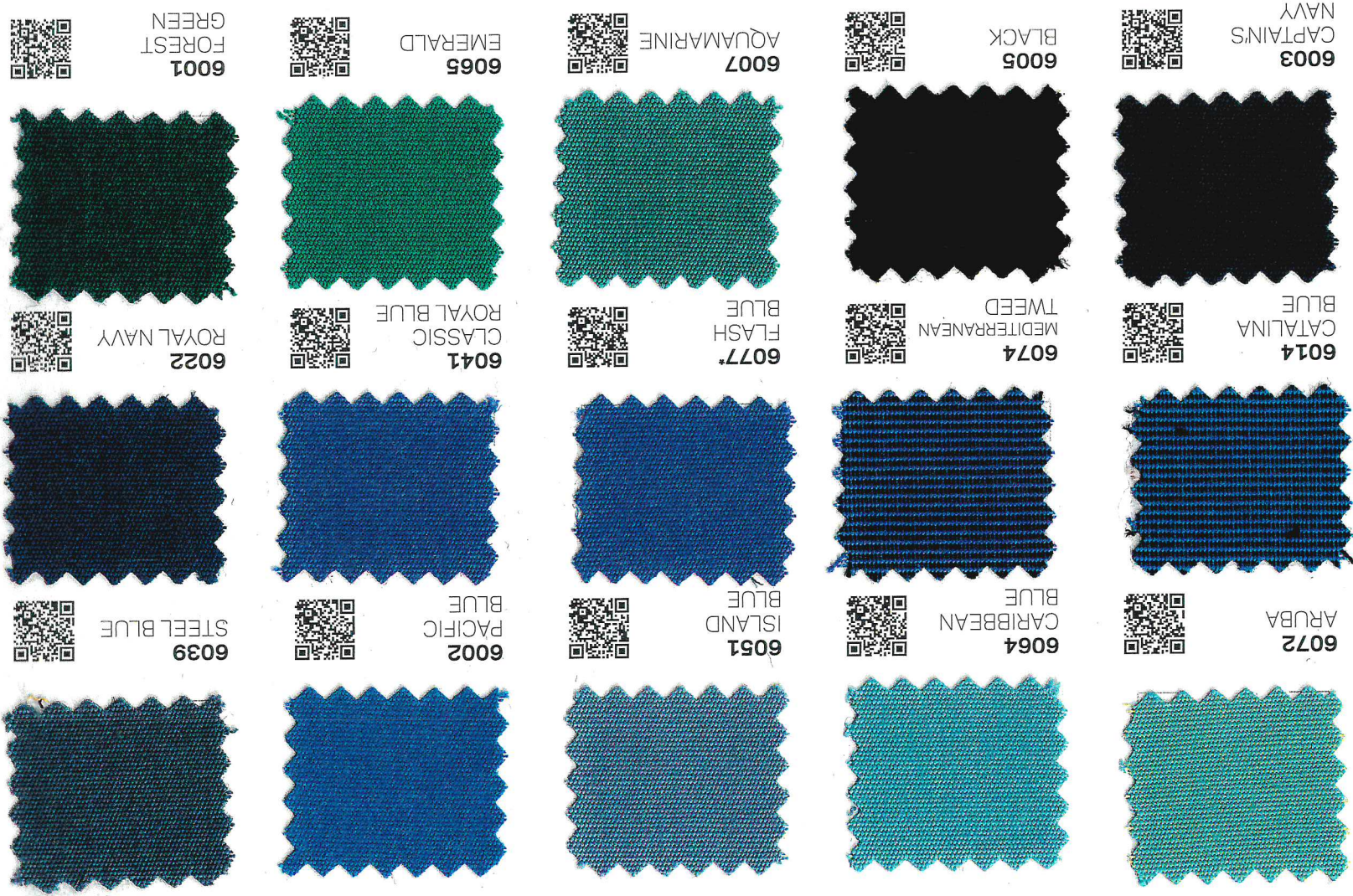
EXPLICACIÓN DE SÍMBOLOS



PROTECCIÓN Y CUIDADOS



- 100% SOLUTION DYED ACRYLIC
- BREATHABLE
- STAIN & WATER RESISTANT
- HIGH IN ABRASION
- BLEACH CLEANABLE
- FADE RESISTANT
- MOLD & MILDEW RESISTANT
- 100% TEJIDO AGRÍLICO TENIDO EN MASA
- TRANSPIRABLE
- RESISTENTE A LA DECOLORACIÓN
- RESISTENTE A LAS MANCHAS Y AL AGUA
- ALTO GRADO DE ABRASIÓN
- SE PUEDE LIMPIAR CON LEJÍA

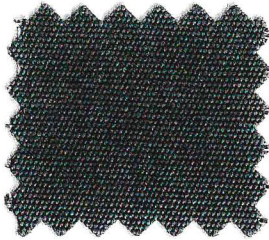




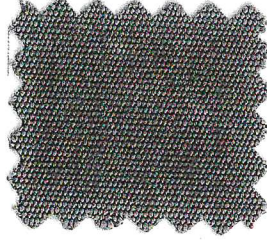
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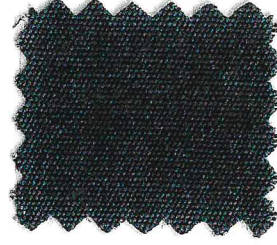
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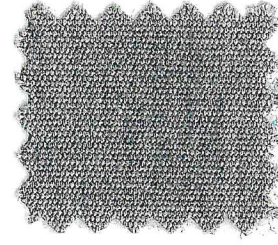
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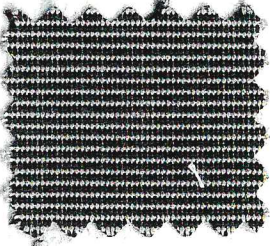
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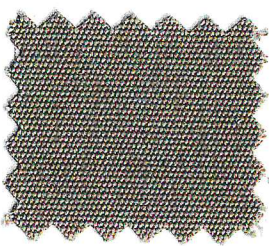
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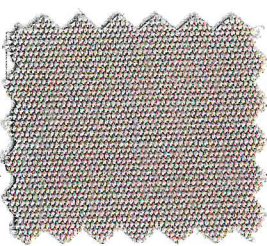
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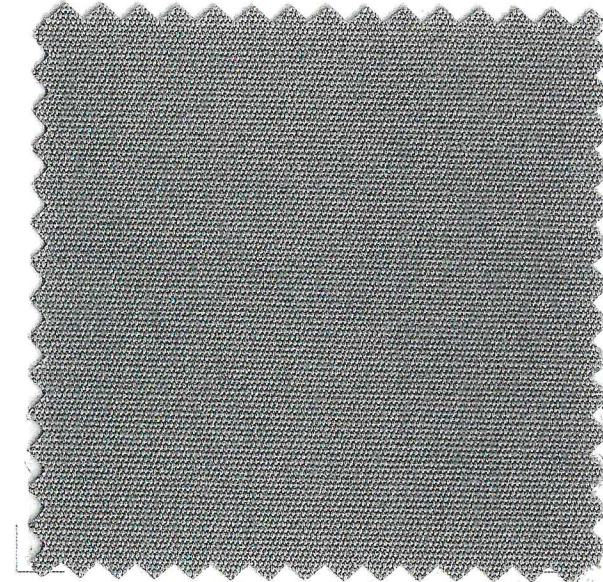
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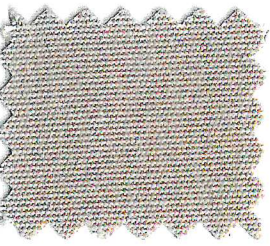
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BEIGE
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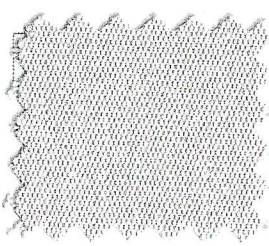
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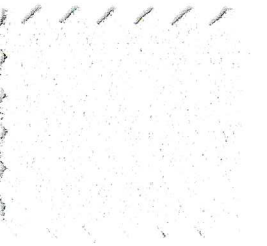
KHAKE
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SAND
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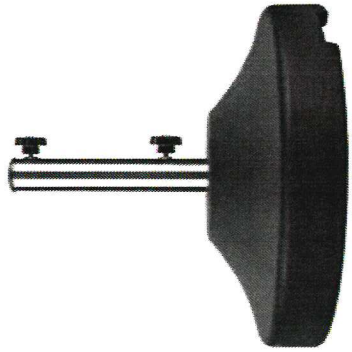
NATURAL
WHITE
6009



SOLIDS 60"

Bases

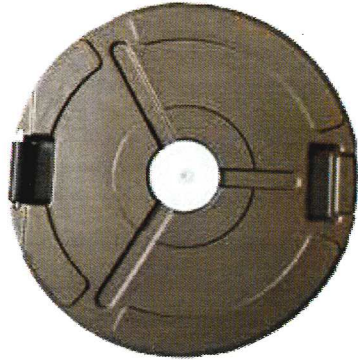
No Quantity Discounts



FUB50

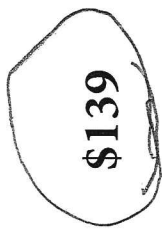
50lb Plastic Concrete filled
18" Diameter
Accommodates 1.5" through 2" poles
Base Height: 11.4"
Hand grip
Removable wheel
Available Colors: Black

\$109

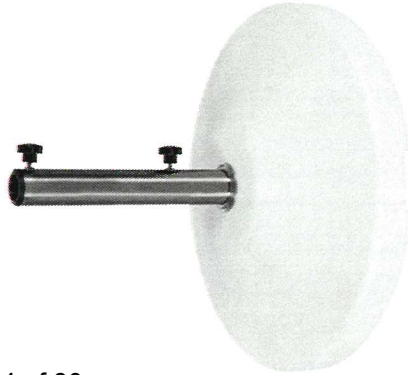


FUB80

80lb Plastic Concrete filled
20.5" Diameter
Accommodates 1.5" through 2" poles
Base Height: 14.5"
Hand grip
Removable wheel
Available Colors: Black, White, Bronze, Silver



\$139



FUB120

120lb Plastic Concrete filled
24" Diameter
Accommodates 1.5" through 2" poles
Base Height: 20.25"
Hand grip
Removable wheel
Available Colors: Black, White, Bronze, Silver

\$189

**While
Supplies
Last!**

Industrial-grade baseplate and neck.
Will fit any 1.5 inch diameter pole.
Attractive and protective powder-coated black or white finish.
Can be bolted to any level solid wood or level concrete surface.
Installation required. Installation hardware not included.



Specifications

Product number:
BASEPLATE-SQU-BLK
BASEPLATE-SQU-WHT
Plate size: 7.75 in. Square
Height: 17.75 in.
Weight: 6 lb.
Tube inner diameter: 1.5 in.

\$46

***2 inch neck also available for \$55**



STAFF REPORT

TO: Downtown Advisory Board
DATE: August 20, 2025
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Donna O’Keefe, Downtown Manager
SUBJECT: Grow Monroe Grant Application – 704 Consignment and Boutique, owners Bobby and Tina Boling

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a GROW Monroe Grant application for Tina and Bobby Boling, owners of 704 Consignment and Boutique, located at 300 E. Jefferson Street.

REVIEW

Tina and Bobby Boling are the owners of 704 Consignment and Boutique. They have entered into a two-year lease with AWB and Associates, LLC for a retail space at 300 E. Jefferson.

The Boling’s have applied for the Grow Monroe Downtown Grant. This is a matching 50/50 downtown grant program designed to provide assistance with rental expenses and/or up-fit expenses for a new business. Awards are determined using a formula based square footage.

704 Consignment and Boutique is a 1050 sq. ft. retail space. This makes 704 Consignment and Boutiques owners eligible for \$6 per sq. ft. or a maximum of \$6,300 through this grant program. Mr. Boling has applied for rental assistance as part of opening their new business. The monthly rent expense for this business is \$1500.00 per month or \$18,000.00 per year. Fifty percent of the annual rental expense is \$9,000. Mr. and Mrs. Boling are only eligible for a maximum of \$6,300.00 in rental assistance through this grant.

704 Consignment and Boutique is full eligible for the full grant amount of \$6,300 in rental assistance. \$3,150.00 in rental assistance will be paid to the applicant at the end of six months, and \$3,150.00 will be payable after twelve months. Proof of timely rent payment in full will be required before funds can be released.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Grow Monroe Downtown Grant to 704 Consignment and Boutique to City Council with the Resolution and Budget Amendment to appropriate funds of \$6,300.00.

Attachments:

Application

Signed Lease Agreement

Print

Grow Monroe Grant Program Application - Submission #1299

Date Submitted: 7/24/2025



Grow Monroe: A Grant Program to Support New or Expanding Businesses

Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

[Read the grant document \(PDF\)](#)

The City of Monroe is committed to supporting and promoting new and existing businesses in the Downtown Business District by providing financial assistance through an incentive grant that helps to offset the costs associated with opening a new business or expanding an existing business.

The Grant

The GROW MONROE grant program is a matching 50/50 incentive grant program designed to provide assistance with rental expenses, upfit expenses, or expansion costs.

Awards are determined using a formula based square footage.

1. New businesses are eligible for \$6.00 per square foot for retail/office and \$8.00 per square foot for food service/restaurants opening in the Downtown Business District.
2. Expanding businesses are eligible for \$4.00 per square foot for retail/office and \$6.00 per square foot for food service/restaurant for increasing the footprint of an existing business in the Downtown Business District. Applicants who have received an incentive award within the prior five years are not eligible.

Submission Process

Grant applications will be accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements.

Applicants must submit a completed application and obtain approval from the Downtown Manager.

- For new businesses, the application must be received within six months of opening.
- For expansions of existing businesses, the application and approval will be required prior to beginning the expansion project.
- Applicants for expansion assistance must be adding to the existing footprint of their business as well as creating three new jobs.

Applicant Information

Applicant Name*

704 consignment and boutique

Address*

621 baucom rd

City*

Monroe

State*

NC

Zip Code*

28110

Email Address *

salvageservice1@gmail.com

Phone Number*

7042018274

Property Information

Address*

300 E Jefferson St

City*

Monroe

State*

NC

Zip Code*

28112

Parcel Number*

09231244

Primary Phone Number *

7049567084

Parcel Location Certification*



I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (If different from applicant)

Address

City

State

Zip Code

Cluster Type

Business Type

Email Address

Phone Number

Which floor of the building will you be operating on?*



How many new jobs have you created with this project?*

2

How many residential units have you created with this project, if applicable?

First

Second

Third

Hours of Operation *

40

Square Footage*

1500

Please describe the days of the week and hours of operation

Select Application Type*

New business applying for rent subsidy only

New business applying for up-fit assistance only

New business applying for rent subsidy and up-fit assistance

Existing business applying for an expansion project

Rent Subsidy Monthly Rent Cost for New Businesses Only

1500 monthly

Rent subsidy assistance awards 50% of a new businesses' rent for the first 12 months. Funds shall be paid by the City of Monroe to approved applicants after their first six months and again after 12 months. Proof of timely payment of the full amount of rent will be required before rent subsidy funds are released.

Eligible Expenses & Details

Select all applicable expenses for your business type.

Eligible Business Up-Fit Expenses for Food Service

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Refrigerators, freezers, and coolers | <input type="checkbox"/> | Point of sale equipment |
| <input type="checkbox"/> | Ovens, ranges, grills, and ventilation | <input type="checkbox"/> | Lighting |
| <input type="checkbox"/> | Fryers and grease interceptor, grease trap or receptacle | <input type="checkbox"/> | Construction of outdoor dining or gathering spaces |
| <input type="checkbox"/> | Washing equipment | <input type="checkbox"/> | City-approved outdoor furniture |
| <input type="checkbox"/> | Safety equipment | | |

Retail/Office Business Expenses

- Point of sale equipment
- Lighting
- Permanent fixtures
- Security equipment

Eligible Sign Expenses for All Businesses

- Projecting/Blade Sign
- Wall/Attached Sign
- Canopy/Awning Sign
- Window Sign
- Sidewalk Sign

See policy for sign descriptions.

Project Details

Please provide detail for each item in the project.

Documentation

Application Checklist

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Completed application | <input type="checkbox"/> | Certificate of Appropriateness if the property is within the Local Historic District |
| <input type="checkbox"/> | Summary outlining the full extent of the work | <input type="checkbox"/> | Copies of all required permit application(s) |
| <input type="checkbox"/> | A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work | <input type="checkbox"/> | Proof of ownership or leasing contract |
| <input type="checkbox"/> | Site plans, elevations plans, drawings | <input type="checkbox"/> | Property owner's written permission if tenant is applying |
| <input type="checkbox"/> | Photos of existing conditions | | |

Grant application submissions require the following information and documents.

Additional Existing Business Checklist

- A detailed description of expansion plan including current footprint and footprint after expansion
- Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion



Copies of approved permit(s)

Quote #1 from Contractor

No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Quote #2 from Contractor

No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Site Plans, Elevation Plans, and Drawings

No file chosen

Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions

No file chosen

Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

No file chosen

If property is within the local Historic District

Permit Applications

No file chosen

Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract

No file chosen

Property Owner Permission Statement

No file chosen

If tenant is applying

Existing Business: Expansion Plan & Footprints

No file chosen

A detailed description of expansion plan including current footprint and footprint after expansion

Existing Business: Description for Proposed Improvements

No file chosen

Combine files into one .pdf or .zip file, if needed

Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion.

Existing Business: Required Permits

Choose File No file chosen

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Manager/Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit. An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will then be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*



I understand.

Signature *

Bobby Boling

Date *

7/24/2025

STATE OF NORTH CAROLINA

COUNTY OF UNION

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into as of the last date shown below, by and between **AWB & Associates LLC** (hereinafter “Landlord”), **Tina Boling and Bobby Boling** (hereinafter “Tenant”). Landlord and Tenant are sometimes referred to collectively herein as the “parties.”

W I T N E S S E T H:

WHEREAS, the Landlord is the owner of the following real property/building spaces which are the subject of this Lease:

- A. The building space located at **300 E Jefferson Street, Monroe, Union County, North Carolina**, the same having approximately **1050 sq ft**, and being a portion of the property having Parcel ID No.09231244 referred to as “the Premise” and

WHEREAS, the Tenant desires to lease the Premise from Landlord;

NOW, THEREFORE, in consideration of the rents hereinafter agreed to be paid and the mutual covenants and agreements hereinafter recited, Landlord hereby leases and demises the Property to Tenant, to have and to hold the said demised Premise unto the Tenant upon the terms and subject to the conditions as follows:

**ARTICLE I
TERM AND USE**

- A. Term: The “initial term” of this lease shall be for a period of **Twenty-Four months (24)** months commencing on **February 21, 2025** and ending on **February 20, 2027**, both dates inclusive, unless sooner terminated as hereinafter provided.
- B. Renewal Term: Tenant shall have the option to renew this lease on the terms agreed upon by both parties for an additional term of two (2) years, provided written notice is given no later than sixty (60) days prior to the end of the initial term by the Tenant to the Landlord.
- C. Use: It is understood that the Tenant is leasing the demised Premise for the purpose of operating a lawful business. Tenant further agrees not to make any unlawful, improper or offensive use of the demised Premise or to make any use thereof contrary to any rules and regulations for the demised Premise, to any law or ordinance now or hereinafter

enacted, or to make any use thereof which endangers any person or property, threatens the insurability of the demised Premises or that otherwise constitutes a nuisance. Said violation of any law or ordinance would constitute a breach of this agreement. Tenant agrees to indemnify Landlord for any monetary fine or other penalties that may be imposed against Landlord as a result of any citation or violation referred to herein.

ARTICLE II RENTS

- A. Monthly Rent: Tenant agrees to pay Landlord rent for the initial term and the renewal term at the rate of **One Thousand and Five Hundred Dollars (\$1,500) per month** due on or before the first (1st) day of each month. In the event that the said monthly payment is not received by the fifth (5th) day of each respective month, the Tenant shall be required to pay a late fee of Five Percent (5%) of the respective monthly payment amount.

SECURITY DEPOSIT

Upon the execution of this Lease, Tenant shall deposit with Landlord the sum of **\$1,500** as a security deposit which shall be held by Landlord as security for the full and faithful performance by Tenant of each and every term, covenant and condition of this Lease. The security deposit does not represent payment of and Tenant shall not presume application of same as payment of the last monthly installment of rental due under this Lease. Landlord shall have no obligation to segregate or otherwise account for the security deposit except as provided in this paragraph. If any of the rental or other charges or sums payable by Tenant shall be over-due and unpaid or should payments be made by Landlord on behalf of Tenant, or should Tenant fail to perform any of the terms of this Lease, then Landlord may, at its option, appropriate and apply the security deposit, or so much thereof as may be necessary, to compensate toward the payment of the rents, charges or other sums due from Tenant, or towards any loss, damage or expense sustained by Landlord resulting from such default on the part of the Tenant; and in such event Tenant upon demand shall restore the security deposit to the amount set forth above in this paragraph. In the event Tenant furnishes Landlord with proof that all utility bills and other bills of Tenant related to the Premises have been paid through the date of Lease termination, and performs all of Tenant's other obligations under this Lease, the security deposit shall be returned to Tenant within sixty (60) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Tenant in compliance with the provisions of this Lease.

- B. Manner of Payment of Rent: The rent shall be paid by Tenant in lawful money of the United States at such place or places as Landlord may from time to time designate. The extension of time for payment of any installment of rent, or the acceptance by the Landlord of any money other than the kind herein specified, shall not be a waiver of the rights of the Landlord to insist on having all other payments of rent made in a manner and at the time herein specified.

C. Lease Year: For purposes of this article, the first lease year shall begin on the commencement date of this lease and shall end at the expiration of **Twenty Four** (24) calendar months thereafter. Each subsequent lease year shall commence on the date following the expiration of the preceding lease year and shall end at the expiration of **Twenty Four** (24) calendar months thereafter or upon termination of this lease, whichever may be applicable.

ARTICLE III SIGNS

Tenant shall be permitted to display signage at the demised Premises, so long as said signage conforms to all applicable codes and criteria, including local county, town and property association requirements. **All Signage must be approved by the Landlord.**

ARTICLE IV UTILITIES

Tenant shall pay all charges for utilities supplied to the demised Premise during the term, including but not limited to heat, steam, gas, water, electricity, light, power, telephone, air conditioning, cleaning and janitorial service, and shall indemnify the Landlord against any liability on such account. Tenant shall cause the above-listed utilities supplied to the Premise to be transferred into Tenant's name immediately upon Tenant taking occupancy of the Premises.

ARTICLE V MAINTENANCE AND REPAIRS

Landlord shall, at its own expense, keep and maintain the demised Premise (including, but not limited to, common areas, lawn and landscaping, and HVAC system) in good order and repair during the term of this lease. Tenant shall give Landlord written notice of the necessity for repairs coming to the attention of Tenant, following which Landlord shall have a reasonable time to undertake and complete such repairs. Tenant shall permit Landlord to enter, inspect, and make such repairs to the demised Premises as Landlord may reasonably desire, at all reasonable times, with at least 24 hours' notice.

ARTICLE VI INSURANCE

Landlord shall, during the entire term hereof, maintain in force casualty insurance on its interest in the building in such amounts and against such hazards and contingencies as Landlord shall deem desirable for its own protection; provided, however, Landlord shall not be obligated to insure any furniture, equipment, or other personal property placed in the demised Premise by or at the expense of Tenant. Tenant shall not permit any use of the premise that would invalidate or conflict with the terms of any North Carolina standard form of hazard insurance policy covering risks insured by Landlord, and Tenant shall pay the costs of any premium amounts

above standard rates for such insurance occasioned by the nature of Tenant's use of the demised Premise.

If, because of anything done, caused to be done, permitted or omitted by the Tenant, the premium rate for any kind of insurance affecting the building shall be raised, the Tenant agrees that the amount of the increase in the premium for which the Landlord shall be obligated to pay, shall be paid by the Tenant to the Landlord on demand, and that if the Landlord shall demand that the Tenant remedy the condition which caused the increase in the insurance premium rate, the Tenant shall remedy such condition within five (5) days after such demand. Throughout the term of this lease, the Tenant shall keep the demised Premise insured, at its sole cost and expense, against claims for personal injury or property damage under a policy of general public liability insurance, with such limits as may reasonably be requested by the Landlord from time to time, but not less than \$500,000 for bodily injury and \$100,000 for property damage. Such policies shall name the Landlord and the Tenant as the insured. Within ten (10) days after the date hereof, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect.

ARTICLE VII ASSIGNMENT AND SUBLETTING

Tenant shall not assign or sublet the demised Premise without the prior written permission of Landlord, which shall not be unreasonably withheld. In the event Landlord consents to any assignment of this lease or subletting of the demised Premise, Tenant shall remain liable to Landlord for payment of all rents due hereunder and for the faithful performance of all the covenants and conditions of this lease by assignee or sub lessee to the same extent as if the lease had not been assigned or the demised Premises sublet.

ARTICLE VIII CONDEMNATIONS

In the event the whole of the demised Premise, or such a substantial part thereof that the demised Premise is rendered materially unsuitable for Tenant's intended use, shall be taken by any public authority under the power of eminent domain, condemnation or like power, this lease shall terminate as of the date of possession thereof, shall be required to be delivered to the appropriate authority. In the event of only a partial taking under such power, which does not materially render the demised Premise unsuitable for Tenant's use thereof, this lease shall not terminate, but there shall be an equitable abatement of rent proportionate to the part of the premises taken under such power. No part of any award received for the partial or entire taking of the demised Premises shall belong to the Tenant.

ARTICLE IX TENANT'S IMPROVEMENTS AND CONDITION OF DEMISED PREMISES

Landlord makes no warranties that the demised Premise are fit for Tenant's purposes or that the demised Premise comply with governmental regulations governing the use thereof.

Tenant acknowledges that it has inspected the demised Premise and is leasing the demised Premise in its "as is" condition.

During the term of this lease and any extension thereof, Tenant shall, at its own expense, have the right to make such improvements, changes and alterations in and to the demised Premise that it deems necessary or desirable for Tenant's use and occupancy thereof and to install any trade fixtures, equipment and appliances which Tenant deems reasonably necessary for its use of the demised Premises, provided, however, that prior to the commencement of any such alterations or improvements, the Landlord shall in each case have approved in writing the plans and specifications therefore. The Tenant shall not make any changes in or alterations to the demised Premise which would violate the terms of any mortgage or deed of trust then a lien upon the property, or of any policy of insurance enforced with respect to the demised Premises. No change or alteration shall at any time be made which shall impair the structural soundness or diminish the value of the building on the demised Premises. The Landlord shall in no event be required to make any alterations, rebuilding, replacement, change, addition, improvement, or repair during the term except as provided for in Articles V and XI.

All work done in connection with any change or alteration shall be done in a good and workmanlike manner and in compliance with the building and zoning laws, and with all other laws, ordinances, orders, rules, regulations and requirements of all federal, state and municipal governments, and the appropriate departments, commissions, boards and officers thereof, and the Tenant shall procure certificates of occupancy and other certificates if required by law. No change or alteration shall be undertaken until the Tenant shall have procured and paid for all required municipal and other governmental permits and authorizations of the various municipal departments and governmental subdivisions having jurisdiction.

Upon the expiration of the term of this lease and any extension thereof, all Tenant improvements shall become the property of the Landlord, provided, however, that the Tenant shall have the right to remove any trade fixtures, equipment or appliances installed by Tenant, at Tenant's own expense, provided the Tenant is not in default under the terms of this lease at the time of removal of such items; and provided further, that Tenant shall pay for any damage to the demised Premises resulting from such removal. If the Tenant is in default, such items shall remain in place until the default is cured, and if the default is not promptly cured as provided in this lease, all such trade fixtures, equipment and appliances shall remain on and be surrendered with the demised Premises and become the property of the Landlord.

All changes and alterations shall be performed in a first-class workmanlike manner, and shall not weaken or impair the structural strength or lessen the value of such buildings as shall be on the demised Premises at the time or change the purposes for which such buildings may be used.

The Landlord shall not be liable for any labor or materials furnished or to be furnished to the Tenant upon credit, and no mechanics' or other liens for any such labor or material shall attach to or affect the reversion or other estate or interest of the Landlord in and to the leased

property. The Tenant shall promptly cause the removal of any lien which may be placed against the demised Premises as a result of work performed or materials furnished in connection with any improvements to the demised Premises made by the Tenant, and Tenant further agrees to indemnify and save Landlord harmless for any loss or damage, including reasonable attorney's fees, which Landlord might suffer as a result of any liens being asserted against the demised Premises. Nothing contained in this lease shall be construed to confer upon the Tenant the right to consent to, permit or agree to the creation of any lien upon the demised Premises.

All such property owned by Tenant shall during the term hereof be at the risk of the Tenant only, and Landlord shall not be liable for any loss thereof or damage thereto resulting from any cause whatsoever.

**ARTICLE X
TAXES AND TAX ADJUSTMENT**

Landlord shall pay all ad valorem taxes on the leased premise during the term of this lease, and Tenant shall pay all taxes assessed against any personal property stored or placed upon the leased premises by Tenant.

**ARTICLE XI
DAMAGE BY FIRE OR OTHER CASUALTY**

Landlord shall not be required to replace or rebuild the demised Premise in the event of destruction or damage thereto resulting from fire or other casualty, provided, however, that if during the term of this lease the demised Premises are partially damaged by fire or other casualty (not occasioned by the negligent or willful act of Tenant or Tenant's agents, employees, licensees or invitees), Landlord shall have the following options:

A. To repair the damage to the demised Premises at its own expense as quickly as is reasonably possible after the occurrence of such damage, in which there shall be an equitable abatement of the rent proportionate to that part of the demised Premises rendered unusable by said damage. If the leased area cannot be repaired to the extent that it may be used by the Tenant to continue business within thirty (30) days of the Landlord's notification of its intent to restore the space, Tenant shall have the right to terminate this lease. Tenant shall inform Landlord of its intent at the time of Landlord's notification.

B. To terminate this lease of the date of the damage or destruction. Landlord shall notify Tenant within twenty (20) days from the date of such damage of Landlord's election to repair the demised Premises or to terminate this lease, and upon Landlord's failure to so notify Tenant, Tenant shall have the right to terminate this lease.

In the event that the demised Premises is totally destroyed by fire or other casualty or if such damage or destruction is so extensive as to render the demised Premises unfit for occupancy or for the conduct for Tenant's business, Landlord shall have the option of (a) rendering the demised Premises tenantable within a reasonable time or (b) terminating this lease. Landlord

shall notify Tenant of its election within twenty (20) days from the date of such damage or destruction. In the event Landlord elects to render the demised Premises tenantable, there shall be an abatement of rent, and if the demised Premises are not rendered tenantable within a reasonable period of time, Tenant shall have the right to terminate this lease by written notice in which event Tenant shall be liable only for rent to the time such damage or destruction occurred.

**ARTICLE XII
TENANT TO INDEMNIFY LANDLORD**

Tenant shall hold Landlord harmless and indemnify Landlord for any and all liability, claims, damage and loss for personal injury or property damage sustained or claimed to have been sustained by any person or persons in, upon or about the demised Premises and the common areas caused by any willful act or gross negligence by Tenant or Tenant's employees or agents.

**ARTICLE XIII
ENTRY OF LANDLORD OR AGENTS**

At all reasonable times during the term of this lease and after reasonable notice has been given to Tenant, Landlord and Landlord's duly authorized agent or agents shall have the right to enter the demised Premises for any legitimate purpose including, but not limited to, the following:

- A. To inspect or protect the demised Premises;
- B. To effect compliance with any law, order or regulation by Landlord, or to effect compliance with any law, order or regulation of any lawful authority;
- C. To make or supervise repairs, alterations or additions to the demised Premises;
- D. To show the demised Premises to prospective tenants for other locations in Landlord's property or prospective tenants for the demised Premises; and
- E. To alter or otherwise repair the demised Premises for re-occupancy at any time after Tenant has vacated the demised Premises.

Authorized entry by Landlord or Landlord's agents shall not constitute eviction of Tenant, deprive Tenant of his rights or otherwise alter or affect the terms of this lease or incur liability to the Tenant therefore.

**ARTICLE XIV
QUIET ENJOYMENT**

Landlord covenants and agrees that so long as Tenant shall not be in default under any of the terms and conditions of this lease, Tenant shall lawfully and quietly hold, occupy and enjoy the demised Premises during the term of this lease, and any renewal term thereof, without hindrance or interference by Landlord or any person or persons claiming under it.

**ARTICLE XV
EXPIRATION OF LEASE TERM**

At the expiration of the term of this lease or any extension thereof, the Tenant shall peaceably surrender and yield to the Landlord, its successors or assigns, the demised Premises in as good condition as it was in at the commencement of this lease, ordinary wear and tear and damage by fire or other casualty excepted.

**ARTICLE XVI
TENANT'S DEFAULT**

Tenant shall be deemed in default under the terms of this lease if:

- A. Tenant fails to make timely payment of any rental installment provided for herein and such rental installment remains unpaid for a period of five (5) days after Landlord gives Tenant written notice of such default; or
- B. Tenant fails to perform any of its other obligations hereunder within fifteen (15) days after receipt of notice of such failure from Landlord requesting Tenant to perform such obligation; or
- C. The demised Premises are vacated; or
- D. A receiver is appointed for Tenant, or Tenant is adjudged bankrupt or insolvent or makes an assignment for the benefit of its creditors.

In the event of any such default, Landlord, without prejudice to any other right or remedies that Landlord may have, may re-enter the demised Premises and remove all persons and property and relet the demised Premises without terminating this lease, in which event, Tenant shall be liable for any loss Landlord may suffer as a result of such default or Landlord may, at Landlord's option, terminate this lease and pursue any other remedy provided by law. If as a result of Tenant's default hereunder, Landlord shall institute legal proceedings for the enforcement of Tenant's obligations, Tenant shall pay all costs incurred by Landlord, including reasonable attorney's fees.

No delay or omission of Landlord to exercise any right or power arising from a default on the part of Tenant shall impair any such right or power, or shall be construed to be a waiver of any such default, or an acquiescence therein. The acceptance of rent by Landlord with

knowledge of a default by Tenant hereunder shall not constitute a waiver of such default.

ARTICLE XVII SUBORDINATION

This lease is subject and subordinate to and may be assigned as security for any present and all future mortgages or deeds of trust covering property and all renewals, modifications, extensions, consolidations or replacements thereof. If requested, Tenant agrees to execute written documents evidencing the subordination of this lease to any such mortgages or deeds of trust or the assignment of this lease as additional security for any mortgage or deed or trust; provided that such subordination shall provide that the possession of the Tenant shall not be disturbed as long as it complies with the terms of this lease or any renewal thereof.

Within ten (10) days after written request therefore by Landlord or any mortgagee or trustee under a mortgage or deed of trust covering the demised Premises, Tenant shall deliver in recordable form a statement to any mortgagee, trustee or other transferee, or to Landlord, certifying any facts that are then true with respect to the lease agreement, including without limitation that this lease agreement is in full force and effect, that Tenant is in possession, that Tenant has commenced the payment of rent, and that Tenant claims no defense or setoff to the due and full performance of his obligations under this lease agreement.

ARTICLE XVIII NOTICE, INTEGRATION AND BINDING EFFECT

All notices provided for in this lease agreement shall be in writing and shall be deemed to be given when sent by registered or certified mail addressed (a) to Landlord to the attention of **William Plyler at 302 E Jefferson Street Monroe, NC 28112** and (b) to Tenant to the attention of **Tina and Bobby Boling at 300 E Jefferson Street Monroe, NC 28112** or at other such addresses as the parties give notice in writing.

The entire agreement, intent and understanding between Tenant and Landlord is contained in the provisions of this lease and any stipulations, representations, promises or agreements written or oral, made prior to or contemporaneously with this lease shall have no legal or equitable effect or consequences unless reduced to writing herein. This lease shall not be altered or modified except in writing signed by the parties hereto. This lease shall be binding upon and inure to the benefit of the parties, their respective successors, heirs and assigns. This agreement shall be governed by and construed pursuant to the laws of the State of North Carolina. The term "Landlord" and "Tenant" and all pronouns relating thereto shall be deemed to mean and include corporations, partnerships and individuals as may fit the context and the masculine gender shall be deemed to include the feminine and the neuter and the singular number the plural.

IN WITNESS WHEREOF, the parties have duly executed this lease agreement as of the date/s shown below.

LANDLORD:

DocuSigned by:
William Plyler
64316B0D22314C...

As Manager _____

AWB & Associates LLC

Date: 2/19/2025

TENANT:

DocuSigned by:
Bobby Boling
CF2F0B7F46A648F...

Signed by:
Tina B
8549B3633B024F3...

By: Salvage Sassy Designs Inc.

Title: _____

Date: 1/22/2025 2/11/2025



STAFF REPORT

TO: Downtown Advisory Board

VIA: Jeff Wells, Assistant City Manager

DATE: August 20, 2025

FROM: Donna O'Keefe, Downtown Manager

SUBJECT: Monroe Fall Fest 2025, Sponsorship Application

SUMMARY STATEMENT

Home Brew's owner Greg Moore has submitted a sponsorship application for the Monroe Fall Fest 2025.

REVIEW

The Monroe Fall Fest is an event put on by downtown Monroe business owners to bring people into Downtown Monroe for one day. The event closes the majority of Main Street to allow for food & retail vendors and fun activities for kids and adults alike. There will be eleven downtown businesses willing to participate in this event and will be open during the event.

The event is scheduled for the October 11, 2025 from 11 am to 5 pm.

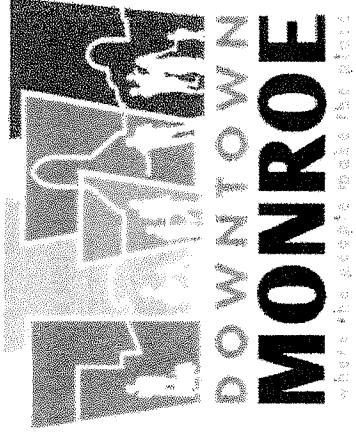
Please see application for further details on marketing plan, pre-event plan, and vendor list.

RECOMMENDATION

In order to form a sponsorship plan, which encompasses a fair policy, the Downtown Office has appropriated funding towards these endeavors. The appropriation can fund up to one event each quarter and one application per event each fiscal year, not to exceed \$1500. This is the first application submitted for the Q1 of FY26.

Attachment(s):
Sponsorship Application

Retail Promotions Sponsorship Application



The City of Monroe Downtown pursues an ever growing economic development initiative which emphasizes the need for new and exciting places, events, and people. If you have an event you feel could have a positive impact on the growth of Downtown, we want to help make that dream become a reality. Listed below are questions the City must consider to sponsor an event in Downtown:

All questions must be answered "Yes" for consideration

	Yes	No
Is your business within the Central Business District?	✓	
Will the event produce a positive impact on the Downtown Monroe Community and coordinate well within the existing promotions calendar?	✓	
Will the event encourage visitors to shop at the event and surrounding downtown businesses? (including street closures and new traffic/pedestrian patterns)	✓	
Will the event have the financial support necessary to carry out operations of the event or will it require additional funding sources?	✓	
Does the event generate enough interest to draw in people from within the City of Monroe and the surrounding area?	✓	
Are all Downtown businesses offered to participate?	✓	
Are there at least 10 Downtown, retail and/or restaurant businesses participating? (Please Provide a List)	✓	
Will the event occur within the Central Business District?	✓	

Please note that the sponsorship may not exceed \$500 per event and funds are limited to one per quarter. A person(s) may only apply for one sponsorship per year. The Downtown Advisory Board has the final decision on where these funds are to be allocated.

Contact Information

Name of Person Submitting Event: *Greg Moore - Home Brew Taproom + Tunes*
 Email: *homebrewtaproom@gmail.com* Phone Number: *980-215-3564*

Description of Event

Event Name: *Monroe Fall Fest 2025*

Brief Description below or add attachment:

*Street closure on Main Street; Vendors, Music, Entertainment; Food Trucks
 Public will also be able to shop + dine in downtown businesses + restaurants*

What month(s), day(s), and time of the week do you see the event taking place?

Saturday, Oct 11, 2025 11am to 5pm

How often do you propose the event will take place? *every Spring + Fall*

Is there a direct way to tie this event to the Downtown Monroe businesses? Explain:

Downtown businesses will benefit from having the public come out to the festival - it will give them exposure + sales.

Marketing

Who is the target market for this event? *Residents of Monroe + surrounding areas*

Core message of the campaign: *Fun for the whole family, opportunity to shop local*

Please describe how this event would be promoted.

The event will be promoted by Home Brew and other downtown businesses, and also by vendors social media. Posters will be displayed in downtown businesses. Fast signs, thru sponsorship, provides us with lawn signs to be placed in various locations.

Below describe each method of promotion in detail:

Medium or Channel	Length of Time	Start Date of Promotion	Specific Target Group
<i>Social Media</i>	<i>Current to day of event</i>		<i>Local community + surrounding areas</i>
<i>Fast signs, sponsorship</i>			
<i>Posters</i>			
<i>Lawn sign</i>	<i>Will be displayed around Aug/Sept</i>		

Pre-Planning Management

Please describe the steps involved in the actual pre-planning process- where, when, hours and time, activities involved, groups who will participate in planning.

Greg Moore + Sandra Murschel are the main planners with the support of other local businesses. We started planning right after Spring East - we plan the entertainment, get the necessary perm, vs + secure vendors.

Food: YES NO Will the food be: GIVEN AWAY SOLD (County Permit Required if YES)

Food Trucks

*Will the event require street or parking lot closings? YES NO (City Permit Required if YES)

NOTE: If yes, please provide a map showing which streets will need to be closed & exactly where barricades will need to be located. *Permit request + info submitted by Home Bree*

*Will the event require a tent or temporary structure? YES NO (City Permit Required if YES)

*What is the square feet of the tent or temporary structure?

*Will the tent structure be used by 10 or more occupants? YES NO

NOTE: Building and fire permits are required for tents or other temporary structures erected for a period of less than 180 days and that has an area greater than 120 square feet or is to be used by 10 or more occupants.

Please describe in detail the labor needs on the day of the event. This could range from security, volunteers to clean up.

*Barriers for street closure will be needed to be dropped off.
Police Officers during event (if required by the City)*

Funding

Please give a budget for expenses related to this event. Attach separate sheet if necessary. Income generators / revenue streams include such activities as ticket sales, vendor space rentals, beverage sales, sponsorships, etc.:

Description of Expenses	Amount
<i>Posters</i>	<i>appr. \$100</i>
<i>Porta Johns</i>	<i>appr. \$650</i>
<i>Permit</i>	<i>\$150</i>
<i>Entertainment</i>	<i>\$1,500 - 2,000</i>
Total Expenses <i>Police</i>	<i>\$580</i>
Description of Income Generators	Amount
<i>Sponsorships</i>	
<i>Vendor Fees</i>	
Total Income	

Net Income (Total Income minus Total Expenses):

Have you included sponsorships as one of your income generators? If so do you have the ability to raise these sponsorships? YES NO