

**CITY COUNCIL REGULAR MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
SEPTEMBER 23, 2025 – 6:00 P.M.
AGENDA
www.monroenc.org**

RECOGNITIONS

1. Invocation
2. Pledge of Allegiance

AGENDA ADOPTION

PUBLIC HEARINGS

Please adhere to the following guidelines: Proceed to the podium, and state your name and address clearly; Be concise; avoid repetition; limit comments to three (3) minutes or less; and, Designate a spokesperson for large groups.

3. Developer Agreement with Pulte Home Company, LLC for Riverstone Subdivision
 - A. Public Hearing
 - B. Action
4. Code of Ordinances Text Amendment to Parking Design Standards of Zoning Code
 - A. Public Hearing
 - B. Action
5. Code of Ordinances Text Amendment to Concord Avenue Overlay District General Provisions Permissible Use Table of Zoning Code
 - A. Public Hearing
 - B. Action
6. Downtown Economic Development Grow Monroe Grant to Owners Tina and Bobby Boling for 704 Consignment and Boutique
 - A. Public Hearing
 - B. Action
7. Sale of 20.21± Acres Located in Monroe Corporate Center to Southern Electrical Equipment Company, LLC (SEECO) for Economic Development Purposes and Amendment to Economic Development Incentive Grant for Phase II Project (Homecoming II) Expansion
 - A. Public Hearing
 - B. Action

RECOGNITION

8. Public Comment Period

- **Addressing Item on Agenda:** Prior to the Meeting, please complete the Sign-up Sheet located in the Lobby area. Each speaker will be limited to three minutes.
- **Addressing Item Added to Agenda during Meeting:** Please raise your hand during the item you wish to address. Each speaker will be limited to three minutes.
- **Cell Phones/Pagers:** As a courtesy, please turn off cell phones and pagers while Meeting is in progress.
- **Rules Governing Public Comment Period and Rules of Decorum During City Council Regular Meetings** *Adopted: September 6, 2005 (R-2005-35); Amended: April 2, 2023 (R-2019-23); February 13, 2024; May 14, 2024; July 19, 2024; July 8, 2025*
 1. A Public Comment Period shall be placed on the Agenda of each City Council Regular Meeting. Said agenda item shall occur on the Regular Meeting Agenda immediately after the invocation and pledge of allegiance. When adopting the Agenda, City Council may move the Public Comment Period to another location on the Agenda solely at City Council's discretion. Such change is effective only during that meeting. In addition, City Council may, upon motion to suspend the rules during a Regular Meeting, approve moving the Public Comment Period to another location on the Agenda at any point during the meeting.
 2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by listing their name, full street address, topic on which he or she will speak, and whether a City of Monroe resident, Union County resident, or other place of residency. An individual may only sign up for themselves and not sign up or place another individual's name on the Signup Sheet. A speaker shall verbally state their name, street address, city, and state when called to speak prior to making any public comments. Any speaker that signs up and fails or refuses to give all the required information will not be called on to comment or forfeit their time to speak during the public comment period.
 3. A total time of thirty (30) minutes will be allotted for the Public Comment Period on the Regular Agenda. Any speaker that signs up to speak and does not get a chance to speak during the Public Comment Period will be given an opportunity to speak at the conclusion of the Regular Agenda. A speaker that signed up to speak and not available for public comments at the end of the Regular Agenda will be given priority to speak during the next City Council Public Comment Period. City Council, in its discretion, may extend the thirty (30) minutes allotted for the Public Comment Period during any meeting.
 4. City of Monroe residents will be given the opportunity to speak first, followed by Union County residents, followed by residents of other areas. The Mayor, or presiding officer, shall determine the order in which speakers are called to comment.
 5. Each speaker shall be allotted up to two (2) minutes to speak which shall be strictly observed at all times. Speakers shall immediately cease speaking when their allotted time is over. Groups of persons speaking on the same topic are strongly encouraged to designate a spokesperson to speak on their behalf. As an incentive, a spokesperson making

comments for two (2) to five (5) individuals that signed up to speak will be given up to three (3) minutes, and for six (6) or more, a spokesperson will be given up to five (5) minutes to speak.

6. Speakers and audience members shall maintain proper decorum, etiquette, and civility at all times during the Public Comment Period and any City Council Meeting. Speakers shall remain at the podium to make comments and not approach City Council or City staff. No one can accompany the speaker at the podium. The speaker may use visual aids but shall not engage in demonstrations or inappropriate theatrics. Yelling, making threats, insulting, or rude comments directed towards the Mayor, City Council, City staff or a member of the public will not be tolerated. Profanity, abusive language, public ridicule, or personal attacks will not be tolerated. A speaker that fails to maintain proper decorum may be sanctioned including, but not limited to, forfeiting the remainder of their time, removal from the meeting premises, or other sanctions deemed appropriate.
7. Members of the audience shall also maintain proper decorum, etiquette, and civility at all times. Audience members shall refrain from commenting, jeering, clapping, or cheering in response to comments. Audience members shall not engage in demonstrations or theatrics and shall remain seated at all times unless called on to be identified from their seat when designating a spokesperson and immediately be seated. Audience members shall never approach the podium or dais. Improper decorum by a member of the audience will not be tolerated and may result in sanctions up to and including being asked to leave the meeting premises following the same procedures set to sanction a speaker for a decorum violation.
8. Members of the audience may hold signs of proper decorum no larger than 8 inches by 11½ inches in size but shall not raise them above their heads or so as to block the view of those behind them.
9. The Mayor, as the presiding officer, has the authority and responsibility to enforce and carry out these Rules. However, any member of City Council may identify improper conduct by raising a point of order during the meeting. Upon raising a point of order by a Council Member, the Mayor, or presiding officer, shall call for all public comments to cease immediately. The presiding officer shall then, at a minimum, warn the violator and demand the individual cease the violation first. If the violator continues to violate the rules, the presiding officer may impose appropriate sanctions including, but not limited to, loss of time, removal from the meeting premises, or other appropriate action needed to restore decorum. However, if a City Council member believes the warning or sanction imposed are insufficient based on the nature of the violation, any City Council Member may renew the point of order and call for additional sanctions up to and including removal of the offender from the meeting premises upon motion, second, and approval by a majority of City Council. The City Attorney, as Parliamentarian for the City, shall be the final arbiter of the procedural rules and take necessary action to see that proper parliamentary procedures are followed and maintained during City Council Meetings.
10. Anyone that willfully interrupts, disturbs, or disrupts a City Council Meeting may be asked to leave the meeting premises immediately by the Mayor or upon point of order by a City Council Member and approval by City Council. Upon failure to leave as directed, the individual may be cited for violating NC General Statute §14-318.17.
11. Speakers shall not speak on any topic which is the subject of a public hearing on the same Agenda.

12. City Council will refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position.
13. No formal action will be taken by City Council during the same meeting on any matter which was initially introduced during the Public Comment Period.
14. City Council shall not restrict the subject matter of any comment based on content in any way except as provided herein except as provided herein.



STAFF REPORT

TO: City Council

VIA: William M. Watson, City Manager

DATE: September 23, 2025

FROM: Robert Miller, General Manager of Energy Services and Water Resources

PREPARED BY: Richard Riser, Assistant Director of Water Resources

SUBJECT: City Council is requested to consider a Developer Agreement.

SUMMARY STATEMENT

This is a request for the City Council to consider a Developer Agreement to provide for a means of recouping some of the expenditures for infrastructure installed that can be used by future developments.

REVIEW

City Council approved the rezoning of the Riverstone Subdivision on June 8, 2021. As part of the approval and analysis of capacity availability within the collection and conveyance system for this development it was determined that an upgrade to the existing City of Monroe Unionville/Indian Trail pump station was required. Final analysis of capacity needs, pump station operations and maintenance requirements and pump station operational efficiency, determined that a new pump station and larger force main was required to handle flow from the Riverstone Subdivision. This design allowed for service to other parcels within the pump station tributary area.

To be fair to the developer, Pulte Home Company, LLC, a Developer Agreement is being proposed that will allow for the developer to recoup a portion of the cost for the pump station and force main installation. Compensation to the developer will be based upon percentage of drainage area within the tributary area for a particular development. The compensation to the developer will be directly between developments. The City of Monroe is only the facilitator.

This information was presented to the Public Enterprise Committee on August 5, 2025.

RECOMMENDATION

It is the recommendation of Staff that the City Council take the following action:

Motion to approve the Developer Agreement with Pulte Home Company, LLC, and authorization for the City Manager to execute the necessary documents.

Motion to approve Ordinance O-2025-29 amending Code Section 59.04.

Attachment OR-2025-29

Attachment Developer Agreement

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE V: PUBLIC WORKS
CHAPTER 59: DEVELOPER AGREEMENTS
O-2025-29

Preamble

Pursuant to authority granted in Article 10 of Chapter 160D of the General Statutes of North Carolina and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City of Monroe,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE V: PUBLIC WORKS, CHAPTER 59 DEVELOPER AGREEMENTS, OF THE CITY OF MONROE CODE OF ORDINANCES, BE AMENDED AS FOLLOWS:

Section 1. Amend §59.04 (E) **WATER RESOURCES** to add the following:

Project Riverstone, Pulte Home Company, LLC, developer, approved September ____, 2025.

Section 2. This Ordinance shall be effective upon adoption.

Adopted this ____ day of September, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

STATE OF NORTH CAROLINA

COUNTY OF UNION

**INFRASTRUCTURE AGREEMENT FOR OFF-SITE SEWER UTILITY COSTS
BETWEEN THE CITY OF MONROE, NORTH CAROLINA
AND
PULTE HOME COMPANY, LLC**

THIS AGREEMENT, made this the _____ day of _____, 20____, by and between the **CITY OF MONROE, NORTH CAROLINA** (hereinafter called "CITY"), a municipal corporation located in Union County, North Carolina; and **PULTE HOME COMPANY, LLC**, (hereinafter called "DEVELOPER"), a corporation organized and existing under the laws of the State of North Carolina.

WITNESSETH:

WHEREAS, the DEVELOPER has installed CITY water and sewer main extensions to serve the proposed Riverstone Subdivision (hereinafter called "DEVELOPMENT") located on 174.7232 acres of land bordered on the west by N Rocky River Rd., and to the east by Poplin Rd. and to the south by the Monroe Expressway, identified as parcel numbers 08300054A, 07012007, 07012007A (portion of), 07027034C, 08300035E, 08300040B, 07300033 90, 07012003, 07012010, 08300054D, 08300054 and 08300054E in the records of the Union County Tax Office, and

WHEREAS, DEVELOPER has constructed upgrades the City of Monroe Unionville pump station and force main within existing and proposed dedicated public rights-of-way or general public utility easements located on parcels not owned by DEVELOPER (hereinafter called "off-site" sewer and illustrated in Figure 1); and

WHEREAS, to provide future access to sewer capacity for other undeveloped land parcels listed in Exhibit A, and shown in Figure 1, DEVELOPER incurred significant costs to construct off-site sewer improvements in excess of what was necessary for the DEVELOPMENT pursuant to the City's Water and Sewer Extension Policy; and

WHEREAS, the DEVELOPER petitioned for annexation of portions of the DEVELOPMENT into the corporate limits of the CITY and the CITY has approved such petition; and

WHEREAS, State law permits the CITY to establish special conditions for the service including the payment of additional fees pursuant to Article 16 of Chapter 160D of the North Carolina General Statutes; and

WHEREAS, nothing contained herein nor entering into this Agreement shall obligate the City of Monroe to approve future development in any areas identified in Exhibit A attached hereto,

annex any property into the City of Monroe, expend funds, or take any other action except for those expressly provided for in this Agreement.

WHEREAS, the CITY has determined that, to help offset the costs the DEVELOPER incurred for the upsizing necessary to provide sewer infrastructure to the aforementioned area by installing the off-site sewer illustrated in Figure 1 and providing service capacity and size to accommodate the DEVELOPMENT and other potential development in the area; and at the sole discretion of the CITY and consistent with GS 160D, the CITY has elected to allow the DEVELOPER to recoup some of the cost incurred for oversizing beyond that level of service to accommodate the DEVELOPMENT and additional potential development within the area;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein made, the parties do hereby agree as follows:

1. To the extent not already completed, the DEVELOPER shall prepare, through a qualified professional engineer, all plans and specifications for the off-site sewer improvements as defined above. Such plans and specifications shall meet all requirements of the City's Standard Specifications and Details Manual, and be subject to approval by the CITY. Off-site sewer shall be sized in accordance with the references in Figure 1 and constructed at the DEVELOPER's expense or oversized at the City expense, if directed.

2. To the extent not already completed, the DEVELOPER shall submit through the North Carolina Department of Environmental Quality (NCDEQ) plans and specifications and receive a permit for the off-site sewer improvements from the NCDEQ prior to beginning construction on said improvements. The DEVELOPER shall provide a certification to the NCDEQ through the DEVELOPER's engineer, upon completion of construction, stating that the construction was completed in substantial conformance with the permitted plans and specifications.

3. To the extent not already completed, the DEVELOPER shall provide, through a qualified registered land surveyor, General Public Utility Easement (GPUE) plats for all easements required for installation of the off-site sewer improvements. The DEVELOPER shall be responsible for the cost of acquiring all GPUE's.

4. To the extent not already completed, the DEVELOPER shall employ licensed and reputable utility contractor(s), to whom the CITY has no reasonable objection, to install the off-site sewer improvements. The off-site sewer improvements shall be constructed to all applicable standards and requirements, and be dedicated to the CITY's ownership upon engineering certification of completion.

Should any of the parcels in Exhibit A gain approval to connect to the City sewer system as part of a development project, and provide a schedule for development and connection, then the DEVELOPER will initiate the installation of the off-site sewer in order to recoup payment from the parcel being developed. Development approvals for any parcel shown on Exhibit A is at the discretion of the Monroe City Council in accord with City land use policies and ordinances and nothing herein obligates the City of Monroe to approve any future developments.

5. To the extent not already completed, the DEVELOPER shall obtain competitive bids from at least 3 contractors for determination of upsizing cost. The bids shall provide unit pricing for installation of infrastructure sized to accommodate the development and unit pricing for infrastructure as designed. The cost of oversizing shall be based upon the cost differential between the two unit prices when applied to like number of units.

6. To the extent not already completed, the DEVELOPER shall prepare “as built” record drawings of the sewer extension upon completion of the work and certify that such drawings accurately reflect actual construction. A reproducible Mylar of these drawings bearing the words "Record Drawings" with date and signature of the engineer appearing on these drawings shall be provided to the CITY. In addition to the Mylar, the same “Record Drawings” shall be provided in both ACAD as well as PDF format.

7. To the fullest extent permitted by law, the DEVELOPER shall release, indemnify, keep and save harmless the CITY, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the CITY, and to all property damage proximately caused by, incident to, resulting from, arising out of, or occurring in connection with the performance or nonperformance of the DEVELOPER provided that such damage or injury is caused in whole or in part by a negligent act or omission by DEVELOPER, his agents, officials, or employees. The indemnification obligation shall not be limited in any way to the amount or type of damages, compensation, or benefits payable by DEVELOPER or his agents under worker's compensation, disability benefits acts, or other employee benefit acts. It is understood that the relationship of DEVELOPER to CITY is that of an independent contractor.

8. In the event the DEVELOPER shall fail to perform satisfactorily in the installation of the off-site sewer improvements under this AGREEMENT, the CITY shall notify the DEVELOPER in writing of the DEVELOPER's unsatisfactory performance or nonperformance and shall permit ten (10) days for a response by the DEVELOPER. If the DEVELOPER's unsatisfactory performance or nonperformance failure(s) is(are) serious and have or may contribute to significant environmental consequences, violation of approved permits, or a material breach of this Agreement, the CITY may immediately suspend this AGREEMENT and arrange separately for the continuation of services described by this AGREEMENT during the response period. Following the response period, if in the opinion of the CITY the DEVELOPER remains in violation of the AGREEMENT, the CITY may terminate this AGREEMENT whereupon all obligations of the CITY to the DEVELOPER shall cease. In the event of such termination, the CITY shall have the exclusive right to assume ownership of the off-site sewer improvements as may be completed or partially completed at the time of termination and may undertake additional construction to complete all or any sections of the these utilities to a point acceptable to satisfy regulatory or permit requirements. In such case, no payments shall be due to the DEVELOPER as provided in this AGREEMENT, and the CITY will not be obligated to serve water and sewer to the DEVELOPMENT.

9. The DEVELOPER shall comply with any and all applicable federal, state, or local standards, regulations, laws, statutes and ordinances, and permits in performing all work required by this AGREEMENT. Among these regulations are Construction Standards of the U. S. Occupational Safety and Health Administration (OSHA).

10. Upon dedication to the CITY the DEVELOPER's off-site sewer cost shall be based upon audited construction, engineering and land acquisition costs.

11. Within thirty (30) days following the City's acceptance of the completed off-site sewer improvements and public dedication of these facilities, the CITY will further obligate to the DEVELOPER, its assigns and successors in writing as follows:

A. The CITY shall pledge to the DEVELOPER not to permit the properties listed in Exhibit A, or future subdivisions thereof, to connect to the off-site sewer improvements constructed by the DEVELOPER, for the first fifteen (15) years after the date of this AGREEMENT, except as specified in Paragraph 11B, until such property owner remits to the DEVELOPER the monetary amount specified in Exhibit A. The monetary amounts shown in Exhibit A shall also be increased annually based on the U.S. Department of Labor Consumer Price Index percentage for the Southeastern United States, Urban Consumers, compounded annually beginning on the effective date of this agreement. Proof of payment shall be submitted to the CITY in the form of a notarized affidavit signed by the DEVELOPER and the property owner prior to allowing said connection. Payment shall be by the then current property owner, regardless of changes of ownership, and shall be due prior to the date when the sewer main extension used to connect to the off-site sewer improvements receive NCDEQ (or City of Monroe Self Permitting) certification of completion. In the event the property owner submits to the CITY documentation of a good faith effort to make the required payment, but the DEVELOPER fails to provide the signed affidavit, the CITY at its sole discretion may allow connection to the off-site sewer improvements.

B. When determined by the CITY that the connection is for providing service to a single residence where there will be no subdivision or development of the property, connection to the off-site sewer improvements is to be allowed without payment to the DEVELOPER.

12. The City's pledge, once committed as defined in Paragraphs 10 and 11, shall be binding upon the CITY to the extent allowed by law, however, the CITY is under no obligation to approve future development or to make payments to the DEVELOPER to the extent that the properties described in Paragraph 11 and Exhibit A remain undeveloped during the 15-year period, to the extent these property owners develop alternative sanitary sewer systems, which does not require connection to the off-site sewer, or as otherwise provided in this Agreement. No payment schedule or commitment is guaranteed by this AGREEMENT beyond the specific terms of Paragraphs 10 and 11.

13. If the DEVELOPER acquires any of the additional land parcels listed in Exhibit A, and connects to the off-site sewer improvements for service to these properties, then no payment will be required.

14. The DEVELOPER agrees that this AGREEMENT is not exclusive, and that the CITY reserves the right to enter into other agreements with property owners in Exhibit A related to other utility costs not directly related to the off-site sewer improvements.

15. Upon engineering certification and dedication of the off-site sewer improvements to the CITY, the CITY maintains the sole right to allocate capacity in the off-site sewer improvements and the DEVELOPER shall not enter into any agreement with any other party or property owner guaranteeing water and/or sewer service capacity or allowing a connection to any water or sewer facility, without the advanced written consent of the CITY. Consideration of off-site water costs shall be handled under a separate Infrastructure Agreement.

16. Any notice to be given hereunder shall be made in writing and mailed by first class U.S. Mail to each of the parties as hereinafter stated or to such other address as such party may designate to the other in writing:

City of Monroe:

Richard Riser
City of Monroe
Assistant Director of WR
P.O. Box 69
Monroe, N.C.28111

Pulte Home Company:

Dan Rossi
Pulte Home Company
VP Land Planning and Development, Charlotte
11116 Lismore Ln.
Matthews, NC 28104

17. Subject to the terms and provisions hereof, either party may assign or transfer its right hereunder upon written approval of the other party, such approval not unreasonably withheld.

18. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective lawful successors and assigns.

19. This Agreement contains the entire understanding between the parties. No other agreement, statement, or promise made by either Party, orally or in writing, which is not contained in this Agreement shall be valid or binding.

20. This Agreement may be modified or amended upon the mutual written agreement of the parties and duly adopted by the governing bodies of both parties.

21. No waiver by either party of any one or more defaults by the other in the performance of any provisions of this Agreement shall operate or be construed as a waiver of any future default(s) whether of a like or different character.

22. This Agreement is subject to all present and future valid and applicable laws, rules, regulations, and statutes of any governmental authority having jurisdiction.

23. Except as otherwise stated in this Agreement, if any article, paragraph, or provision of this Agreement is declared or rendered unlawful by a court or is deemed unlawful for any reason by a

regulatory agency with jurisdiction, the remainder of this Agreement shall be not affected thereby and shall continue in full force and effect to the extent permitted by law.

IN WITNESS WHEREOF, the CITY has caused this AGREEMENT to be duly executed in its name and behalf and the DEVELOPER has caused this AGREEMENT to be duly executed in its name and behalf and its corporate seal to be hereunto affixed, and attested to.

CITY OF MONROE, NORTH CAROLINA

William Watson, City Manager

ATTEST:

Bridgette H. Robinson, City Clerk

(SEAL)

PULTE HOME COMPANY, LLC

**DAN ROSSI,
VP LAND PLANNING AND
DEVELOPMENT, CHARLOTTE**

ATTEST:

, Secretary

(SEAL)



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: September 23, 2025

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Zoning Text Amendment to Section 157.8.4.3 titled “Parking Design Standards” of the Unified Development Ordinance (UDO).

SUMMARY STATEMENT

City Council is requested to consider a zoning text amendment to Code of Ordinances - Title XV: Land Usage, Chapter 157, Section 8.4.3 titled “Parking Design Standards”.

REVIEW

City Council is requested to consider a text amendment to section 8.4.3 titled *Parking Design Standards*. The purpose of this text amendment is to reduce the required drive aisle for one-way parking aisles.

The current ordinance requires 20-foot-wide drive aisles for one-way traffic, which contributes to excessive pavement, increased impervious surface area, and greater potential for stormwater runoff. Staff recommends reducing the required width for drive aisles serving parallel and angled parking to a range of 12 to 15 feet, depending on the parking angle. These numbers have been proposed through research of past city policies as well as other North Carolina communities.

RECOMMENDATION

Planning staff and Planning Board recommend approval of the text amendment.

City Council will need to take the following action:

APPROVAL	DENIAL
1. Motion to adopt Resolution <i>approving</i> the Land Use and Transportation Plan compliance.	1. Motion to adopt Resolution denying the Land Use and Transportation Plan Compliance.
2. Motion to adopt the Ordinance amending Code of Ordinances-Title XV: Land Usage, Chapter 157: Section 8.4.3	2. Motion to deny the zoning text amendment

Attachments:

1. PB Draft Minutes
2. R-2025-39 Approval
3. R-2025-39 Denial
4. O-2025-43 Redline
5. O-2025-43 Clean

MINUTES OF THE PLANNING BOARD MEETING

August 6, 2025, at 6:00 PM
City Hall – Council Chambers
300 W. Crowell Street, Monroe, NC

Emailed to HR on: 8/7/25

Item 1. **Call to Order - Roll Call**

Jennifer Smith, Chair, called the August 6, 2025 meeting to order at 6:00 p.m. Kimberly Davis called the roll.

Members Present: Jennifer Smith (Chair); Archie Morgan; Daryle Anderson; Pamela Duda (ETJ Member); Chip Wardwell;

Members Absent: Maryann Rasberry; John Harris (Alternate);

Staff Present: Jeffrey Wells, Asst. City Manager; Keri Mendler, Senior Planner; Patrick Blaszyk, Planner 1; Kimberly Davis, Administrative Asst. II;

Guests: William and Kristen Batts, Robin Holland

Item 6. **Planning Board is requested to consider a Zoning Text Amendment to section 157.8.4.3, titled “Parking Design Standards.”**

Keri Mendler, Senior Planner, presented the proposed zoning text amendment request. The purpose of this text amendment is to reduce the required drive aisle for one-way parking aisles. The current ordinance requires 20-foot-wide drive aisles for one-way traffic, which contributes to excessive pavement, increased impervious surface area, and greater potential for stormwater runoff. Staff recommends reducing the required width for drive aisles serving parallel and angled parking to a range of 12 to 15 feet, depending on the parking angle. These numbers have been proposed through research of past city policies as well as other North Carolina communities, including Indian Trail, Burlington and Raleigh. They were all fairly consistent with previous City policies. With parallel parking, they are proposing a 12-foot drive aisle. 30-degree, 45-degree and 60-degree parking would also be the 12–15-foot range. They are not proposing any changes for a 90-degree head-in parking because drivers would need more space to maneuver a vehicle. (She displayed some visual references on the screens.)

The Board had some questions for Keri Mendler. The proposed changes only refer to newly constructed, one-way traffic parking lots and not to the width of roads or parking spaces.

Motion: **Archie Morgan made a motion to adopt Resolution recommending approval of the Land Use and Transportation Plan compliance.**

Second: **Chip Wardwell**

Action: **The motion passed with the following votes:**

AYES: Jennifer Smith, Archie Morgan, Daryle Anderson, Pamela Duda, Chip Wardwell

NAYS: None

Motion: Archie Morgan made a motion to adopt the Ordinance amending Code of Ordinances-Title XV: Land Usage, Chapter 157: Section 8.4.3.

Second: Chip Wardwell

Action: The motion passed with the following votes:

AYES: Jennifer Smith, Archie Morgan, Daryle Anderson, Pamela Duda, Chip Wardwell

NAYS: None

DRAFT

**RESOLUTION APPROVING LAND USE AND TRANSPORTATION
PLAN COMPLIANCE
R-2025-39**

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the zoning text amendment to amend the Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 8.4.3 Parking Design Standards is consistent with the Land Use and Transportation Plan because the Plan states Monroe will be a vibrant community that will be a great place to live and work. The proposed text amendment reduces the amount of impervious area required for developments that contribute to additional stormwater runoff and heat generation thus improving quality of life as new developments occur.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monroe adopts the Resolution Approving Land Use and Transportation Plan Compliance to amend Section 8.4.3 Parking Design Standards.

Adopted this 23rd day of September, 2025

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**RESOLUTION DENYING LAND USE AND TRANSPORTATION
PLAN COMPLIANCE
R-2025-39**

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the zoning text amendment to amend the Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 8.4.3 *Parking Design Standards* is not consistent with the Land Use and Transportation Plan because the plan provides guidance to improve mobility through the city and reducing the width of drive aisles for parking lots may result in vehicular mobility issues in parking lots.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monroe adopts the Resolution Denying Land Use and Transportation Plan Compliance to amend Section 8.4.3 *Parking Design Standards*.

Adopted this 23rd day of September, 2025

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE XV: LAND USES
CHAPTER 157: ZONING CODE
O-2025-43**

Preamble

Pursuant to authority conferred by Chapter 160D-701 of the North Carolina General Statutes, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City by lessening congestion in and around the streets; securing safety; preventing the overcrowding of land; avoiding undue congestion; and facilitating the adequate provision of transportation,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT
TITLE XV, CHAPTER 157: ZONING CODE OF THE CITY OF MONROE CODE OF
ORDINANCES BE AMENDED AS FOLLOWS:**

TEXT AMENDMENT

Section 1. Amend Section 8.4.3 titled “**Parking Design Standards**” as follows:

Table 8.4.2 Parking Area Dimensional Standards Table

Type of Parking Angle	Minimum Drive Aisle Width (Feet)	
	One-Way	Two-Way
Angle of Parking		
0 Degrees (Parallel)	20 12	20
30 Degrees	20 12	22
45 Degrees	20 12	22
60 Degrees	20 15	24
90 Degrees (Head-In)	20	24
Entrance/Exit	20	24

Section 2. This Ordinance shall be effective upon adoption.

Adopted this _____ day of _____, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE XV: LAND USES
CHAPTER 157: ZONING CODE
O-2025-43**

Preamble

Pursuant to authority conferred by Chapter 160D-701 of the North Carolina General Statutes, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City by lessening congestion in and around the streets; securing safety; preventing the overcrowding of land; avoiding undue congestion; and facilitating the adequate provision of transportation,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT
TITLE XV, CHAPTER 157: ZONING CODE OF THE CITY OF MONROE CODE OF
ORDINANCES BE AMENDED AS FOLLOWS:**

TEXT AMENDMENT

Section 1. Amend Section 8.4.3 titled “**Parking Design Standards**” as follows:

Table 8.4.2 Parking Area Dimensional Standards Table

Type of Parking Angle	Minimum Drive Aisle Width (Feet)	
	One-Way	Two-Way
Angle of Parking		
0 Degrees (Parallel)	12	20
30 Degrees	12	22
45 Degrees	12	22
60 Degrees	15	24
90 Degrees (Head-In)	20	24
Entrance/Exit	20	24

Section 2. This Ordinance shall be effective upon adoption.

Adopted this _____ day of _____, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson

DATE: September 23, 2025

FROM: Lisa Stiwinter, Director of Planning and Development

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Zoning Text Amendment Request to the Unified Development Ordinance (UDO)

SUMMARY STATEMENT

City Council is requested to consider a zoning text amendment to Code of Ordinances-Title XV: Land Usage, Chapter 157, Section 6.3.2.1.H: Permissible Use Table.

REVIEW

William and Kristen Batts have requested City Council to consider a text amendment to Section 6.3.2.1.H: Permissible Use Table of the Unified Development Ordinance. The purpose of the text amendment is to add additional language permitting tattoo parlors and body piercing establishments in the Concord Avenue Overlay District, Subdistrict B.

Currently, the use of tattoo parlors or body piercing establishments is not permitted in any of the Subdistricts in the Concord Avenue Overlay District. A Tattoo and Piercing Establishment is defined as any establishment in which tattooing or piercing is carried out.

The Concord Avenue Overlay District is intended to improve safety and aesthetics in the Concord Avenue area identified in the Concord Avenue Master Plan. Some of the primary objectives of this plan are to promote private investment and beneficial redevelopment of the Concord Avenue area, and create a suitable environment for compact, pedestrian-oriented, mixed-use development where business, office, retail, and residential uses are located in close proximity to one another.

RECOMMENDATION

Planning staff recommends approval of the presented text amendment.

Planning Board recommends approval of the proposed text amendment with the condition that a restriction of the quantity of tattoo parlors and body piercing establishments or a distance buffer between establishments be adopted within Subdistrict B of the Concord Avenue Overlay.

REVISIONS TO TEXT AMENDMENT AFTER PLANNING BOARD

The Planning Board recommended conditions for a restriction of tattoo parlors and body piercing establishments within Subdistrict B of the Concord Avenue Overlay be adopted with this proposed text amendment. Planning staff researched buffer requirements for tattoo parlors and body piercing establishments within the previous Unified Development Ordinance (UDO). The previous ordinance enforced a 500-foot separation clause for tattoo parlors and body piercing establishments. Planning staff proposed to the applicants to utilize this 500-foot buffer between tattoo parlors and body piercing establishments as it would be consistent with previous regulations regarding distance buffers with this use. The applicants agreed to this proposal by planning staff as they believed this restriction would still allow for an appropriate quantity of tattoo parlors and body piercing establishments within Subdistrict B of the Concord Avenue Overlay.

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

APPROVAL	DENIAL
1. Motion to adopt Resolution <i>Approving</i> Land Use and Transportation Plan Compliance.	1. Motion to adopt Resolution <i>Denying</i> Land Use and Transportation Plan Compliance.
2. Motion to adopt the Ordinance amending Code of Ordinances-Title XV: Land Usage, Chapter 157: Section 6.3.2.1.H: Permissible Use Table	2. Motion to <i>deny</i> the zoning text amendment

Attachments:

1. Draft Planning Board Minutes
2. Approval Resolution: R-2025-40
3. Denial Resolution: R-2025-40
4. Ordinance: O-2025-44 Redline
5. Ordinance: O-2025-44 Clean

MINUTES OF THE PLANNING BOARD MEETING

August 6, 2025, at 6:00 PM
City Hall – Council Chambers
300 W. Crowell Street, Monroe, NC

Emailed to HR on: 8/7/25

Item 1. **Call to Order - Roll Call**

Jennifer Smith, Chair, called the August 6, 2025 meeting to order at 6:00 p.m. Kimberly Davis called the roll.

Members Present: Jennifer Smith (Chair); Archie Morgan; Daryle Anderson; Pamela Duda (ETJ Member); Chip Wardwell;

Members Absent: Maryann Rasberry; John Harris (Alternate);

Staff Present: Jeffrey Wells, Asst. City Manager; Keri Mendler, Senior Planner; Patrick Blaszyk, Planner 1; Kimberly Davis, Administrative Asst. II;

Guests: William and Kristen Batts, Robin Holland

Item 5. **Planning Board is requested to consider a Zoning Text Amendment to section 157.6.3.2.1.H, titled *Permissible Use Table*. The purpose of the text amendment is to add additional language permitting tattoo parlors and body piercing establishments in the Concord Avenue Overlay District, Subdistrict B.**

Patrick Blaszyk, Planner I, presented the proposed zoning text amendment. William and Kristen Batts have requested the Planning Board consider a text amendment to Section 6.3.2.1.H: Permissible Use Table of the Unified Development Ordinance. Currently, the use of tattoo parlors or body piercing establishments is not permitted in any of the Subdistricts in the Concord Avenue Overlay District. Some of the primary objectives of the Concord Avenue Master Plan are to create a suitable environment for compact, pedestrian-oriented, mixed-use development where business, office, retail, and residential uses are located in close proximity to one another. Planning staff recommends approval of the proposed text amendment.

The Board had some questions for Patrick. This proposal does not include the downtown area, but only Subdistrict B in the Concord Avenue Overlay District, Subdistrict B. Patrick then showed a map of this specific area. This District is off of Concord Avenue, extends through West Roosevelt Boulevard and borders Patton Avenue as well as Miller Street. A, B, C and D areas within the Concord Avenue Master Plan. Each of the different districts are tied to the Master Plan and display a large variety of uses, such as residential and commercial being in close proximity to one another. There is no industrial in the Concord Avenue. Tattoo parlors are allowed in the general business zoning district which is primarily located along Highway 74.

Keri Mendler, Senior Planner, explained that the Concord Avenue Overlay District was established in 2018. It was established from a small area plan that was done in 2015 in order to revitalize the area. The purple/pink color along Kerr Street indicates an area slated for a Main Street similar to

Attachment 1

downtown. This is in order to spur economic development where retail/restaurants are on the bottom floor and some residential on the top floor. The blue color indicates a mixed commercial/mixed use. The orange indicates predominantly residential areas. These are thriving, healthy communities in which we are trying to preserve as residential. The darker blue color is the larger scale developments, such as the shopping center which includes bigger box stores along Skyway and the ramp off of 74. In the old city-wide Code, before 2022, tattoo parlors were treated as a taboo use and they were very highly restricted as to where they could go. This carried forward in the Concord Avenue Overlay District. With the new Code, tattoos are pretty common and less taboo so that is why, in the new Code, they are not as restricted. This is a small area so that is one reason they were originally not allowed. Zoning does not get involved with quotas as to the number of salons or parlors in a particular area. There may be distance requirements at times, but that is not the case here. If it was approved by City Council, then it will be an approved use within that area.

Kristen “Shay” and William Batts, 9510 Edwards Place, Mint Hill, approached the podium for questions. They own the property they are using at 1628 Secrest Shortcut Road. They purchased it five years ago and remodeled it. They have also had a barbershop in Matthews for the last twenty-one years. At the Monroe location, they offer cosmetic tattooing, such as scalp micropigmentation services and permanent makeup. (They presented pictures to the Board members to show the property and the services they provide.) They did not realize to check the zoning because Mr. Batts has been permitted for tattooing in Matthews for five years. When the fire department came to do the fire inspection that is when he was made aware that he needed to look into the zoning. These procedures have only been done in the last fifteen years and they are the only ones in the area providing these services. They have to be zoned as a tattoo parlor because he uses a tattoo machine and needle. The applicant added that, two miles from his property, there is a tattoo shop on Highway 74 and he was not sure if that made a difference to the Board.

Robin Holland, from 2734 Rolling Hills Drive, Monroe, asked to approach the podium to speak. She asked if there was a zoning that could be done specifically for that property, such as a variance, as opposed to making a blanket decision.

Patrick Blaszyk explained that, within the Concord Avenue Overlay District, zoning cannot be applied for by a member of the public, but can only be applied for by the Planning Board or City Council. It is different from a regular rezoning process.

Motion: Pamela Duda made a Motion to adopt Resolution Approving Land Use and Transportation Plan compliance with the additional request to the owners that they agree to have the correct limitations with distance or number of similar facilities and will work with staff to accomplish this. Authorization for staff to draft the resolution based on the reason(s) provided and authorization for the Chair to sign the resolution.

Second: Chip Wardwell

Action: The motion passed with the following votes:

AYES: Archie Morgan, Daryle Anderson, Pamela Duda, Chip Wardwell

NAYS: Jennifer Smith

Motion: Pamela Duda made a Motion to adopt the Ordinance amending Code of Ordinances-Title XV: Land Usage, Chapter 157: Section 6.3.2.1.H CA-O District Permissible Use Table

Second: Archie Morgan

Action: The motion passed with the following votes:

AYES: Archie Morgan, Daryle Anderson, Pamela Duda, Chip Wardwell

NAYS: Jennifer Smith

DRAFT

**RESOLUTION APPROVING LAND USE AND TRANSPORTATION
PLAN COMPLIANCE
R-2025-40**

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the zoning text amendment to amend Chapter 157, Section 6.3.2.1.H: *Permissible Use Table* is consistent with the Concord Avenue Area Master Plan because the plan states the Concord Avenue area will promote private investment to create a pedestrian-oriented, mixed-use area where business and residential uses will be located in close-proximity to each other. Allowing additional uses in the Concord Avenue Overlay District will encourage private investment and promote mixed-use development.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monroe adopts the Resolution Approving Concord Avenue Area Master Plan Compliance to amend Section 6.3.2.1.H: *Permissible Use Table*

Adopted this 23rd day of September, 2025

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

Attachment 2

**RESOLUTION DENYING LAND USE AND TRANSPORTATION
PLAN COMPLIANCE
R-2025-40**

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the zoning text amendment to amend the Chapter 157, 6.3.2.1.H: *Permissible Use Table* is not consistent with the Concord Avenue Area Master Plan because permitting the use of tattoo parlors and body piercing establishments in Subdistrict B of the Concord Avenue Overlay would not be in harmony with the uses that are currently permitted within this subdistrict.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monroe adopts the Resolution Denying Concord Avenue Area Master Plan Compliance to amend Section 6.3.2.1.H: *Permissible Use Table*

Adopted this 23rd day of September, 2025

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

Attachment 3

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE XV: LAND USES
CHAPTER 157: ZONING CODE
O-2025-44

Preamble

Pursuant to authority conferred by Chapter 160D-701 of the North Carolina General Statutes, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City by lessening congestion in and around the streets; securing safety; preventing the overcrowding of land; avoiding undue congestion; and facilitating the adequate provision of transportation,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE XV, CHAPTER 157: ZONING CODE OF THE CITY OF MONROE CODE OF ORDINANCES BE AMENDED AS FOLLOWS:

TEXT AMENDMENT

Section 1. Amend §157.6.3.2.1.H “Permissible Use Table” as follows:

Table 6.3.2.1. Permissible Uses Table

PERMISSIBLE USES IN THE CA-O DISTRICT				
<i>Use Type</i>	<i>Sub-District A</i>	<i>Sub-District B</i>	<i>Sub-District C</i>	<i>Sub-District D</i>
Tattoo parlor or body piercing establishment (Tattoo parlors and body piercing establishments may not be within a 500-foot radius from another tattoo parlor or body piercing establishment in the CA-O District)	-	- <u>P</u>	-	-

Section 2. This Ordinance shall be effective upon adoption.

Adopted this 23rd day of September, 2025

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE XV: LAND USES
CHAPTER 157: ZONING CODE
O-2025-44

Preamble

Pursuant to authority conferred by Chapter 160D-701 of the North Carolina General Statutes, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City by lessening congestion in and around the streets; securing safety; preventing the overcrowding of land; avoiding undue congestion; and facilitating the adequate provision of transportation,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE XV, CHAPTER 157: ZONING CODE OF THE CITY OF MONROE CODE OF ORDINANCES BE AMENDED AS FOLLOWS:

TEXT AMENDMENT

Section 1. Amend §157.6.3.2.1.H “Permissible Use Table” as follows:

Table 6.3.2.1. Permissible Uses Table

PERMISSIBLE USES IN THE CA-O DISTRICT				
<i>Use Type</i>	<i>Sub-District A</i>	<i>Sub-District B</i>	<i>Sub-District C</i>	<i>Sub-District D</i>
Tattoo parlor or body piercing establishment (Tattoo parlors and body piercing establishments may not be within a 500-foot radius from another tattoo parlor or body piercing establishment in the CA-O District)	-	P	-	-

Section 2. This Ordinance shall be effective upon adoption.

Adopted this 23rd day of September, 2025

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: September 23, 2025

FROM: Donna O’Keefe, Downtown Manager

PREPARED BY: Donna O’Keefe, Downtown Manager

SUBJECT: Downtown Economic Development Grow Monroe Grant to Tina and Bobby Boling, owners of 704 Consignment and Boutique.

SUMMARY STATEMENT

City Council is requested to consider the approval of a Downtown Economic Development Grow Monroe Grant to Tina and Bobby Boling, owners of 704 Consignment and Boutique, a new retail business 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 grant. The Grow Monroe grant 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. The Boling’s have applied for rental assistance only, 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 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.

This grant application was presented and approved by the Downtown Advisory Board on August 20, 2025.

RECOMMENDATION

The Downtown Advisory Board and Staff recommend City Council adopt a Resolution awarding a Grow Monroe Grant of \$6,300 to Tina and Bobby Boling, owners of 704 Consignment and Boutique, approve the Resolution and authorize the Mayor to execute the necessary documents.

Attachments:

Agreement

Acceptance

BA -2025-28

Resolution R-2025-41

**NORTH CAROLINA
UNION COUNTY**

This **INCENTIVE AGREEMENT** made and entered this 23rd Day of September, 2025 between Tina Boling or Bobby Boling, owners of 704 Consignment and Boutique (the “Company”) and the **CITY OF MONROE** (the “City”).

WHEREAS, The North Carolina General Statute 158-7.1 and 160A-458.3 authorizes a municipality to undertake an economic development project by extending assistance to a company as an incentive to cause the company to renovate and rehabilitate a downtown historic structure thereby expanding the tax base of the City and providing jobs for its citizens; and

WHEREAS, the Monroe City Council adopted a Downtown Economic Development Grants Program to provide such assistance as an incentive for new investments in the downtown, City of Monroe; and

WHEREAS, City Council adopted a Downtown Master Plan which calls for increased investment and private development in Downtown Monroe; and

WHEREAS, the Downtown Master Plan identified and emphasized the importance of developing restaurant and retail for increased downtown development; and

WHEREAS, the Company plans to make certain improvements and renovations at 300 E. Jefferson Street for retail service use; and

WHEREAS, the Company intends to use preservation/rehabilitation as an economic development tool by its expansion and anticipates creating new job(s); and

WHEREAS, such business qualifies for assistance through the Downtown Development Grant Programs by the City, and the City Council of the City of Monroe, after public hearing, approved granting up to \$6,300.00 (Six Thousand Three Hundred Dollars) to the Company as, rent subsidy under the terms and conditions stated herein based on the qualifying investment of the Company; and

WHEREAS, the Company and the City enter into this agreement to describe the incentives to be provided by the City in connection with the Company’s investments and renovation in the City’s downtown central business district.

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants contained in this agreement, the parties agree as follows:

1. **Capital Investments:** Up-fit improvements and new investment shall be made to the Property as described herein. The Company shall provide the City with all necessary documentation and access to the Property to inspect improvements necessary to confirm

Tina Boling or Bobby Boling, owner of 704 Consignment and Boutique

compliance by the Company prior to the City's advance of grant funds at completion of the project.

2. **City Grant:** The City agrees to grant to the Company \$6,300.00 through the Downtown Economic Development Grow Monroe Grant Program. \$6,300.00 in rent subsidy and will be paid over a one (1) year period (with fifty percent of the amount payable at six and twelve months). Proof of timely payment for the full amount of the rent is required before funds are released.
3. **Limitations:** The grant is subject to the Company meeting the minimum qualifications required by the City of Monroe Downtown Economic Development Grants Program (the terms of which are incorporated herein by reference) and upon the terms and conditions set out in attached Exhibit A which are incorporated as if fully set out herein.
4. **Assignments:** No party shall sell or assign any interest in or obligation under this Agreement without the prior expressed written consent of all the parties, no reasonable approval withheld.
5. **E-Verify Requirement.** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
6. **Limitation of Obligation by the City: NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED OR INTERPRETED AS CREATING A PLEDGE OF THE FAITH AND CREDIT OF THE CITY WITHIN THE MEANING OF ANY CONSTITUTIONAL DEBT LIMITATION.** No provision of this Agreement shall be construed or interpreted neither as delegating governmental powers nor as a donation or the lending of the credit of the City within the meaning of the North Carolina constitution. This Agreement shall not directly or indirectly or contingently obligate the City to make any payments beyond those appropriated in the City's sole discretion for any fiscal year in which this Agreement shall be in effect. No provision of this agreement shall be construed to pledge or create a lien on any class or source of the City's moneys, nor shall any provision of this Agreement restrict to any extent prohibited by law, any action or right of action on the part of any future City governing body. To the extent of any conflict between this paragraph and any other provision of this Agreement, this paragraph shall take priority.
7. **Miscellaneous:**
 - a. This Agreement shall be governed by and interpreted by the laws of the State of North Carolina.
 - b. Nothing contained in this Agreement shall be deemed or construed so as to in any way estop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

Tina Boling or Bobby Boling, owner of 704 Consignment and Boutique

- c. Any Communication required or permitted by this Agreement must be in writing and shall be deemed given when delivered by hand for mailing first-class mail, postage paid, and addressed as follows:

If to the Company: Tina Boling or Bobby Boling, owner of
704 Consignment and Boutique
300 E. Jefferson Street
Monroe, NC 28112

If to the City: City of Monroe
PO Box 69
Monroe, NC 28111-0069
Attn: Donna O'Keefe, Downtown Manager

- d. If any provision of this Agreement shall be determined to be unenforceable, that provision shall be severable and shall not affect any other provisions of this Agreement.
- e. This Agreement constitutes the entire agreement between the parties, and this Agreement shall not be changed or modified except in writing signed by all the parties.
- f. Subject to the specific provisions of this Agreement, this Agreement shall be binding upon and inure to the benefit of and be enforceable be the parties and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their corporate names by their duly authorized officers, all as of the date first above written.

**Tina Boling or Bobby Boling,
owner 704 Consignment and
Boutique.**

CITY OF MONROE

By: _____

Owner

By: _____

Robert A. Burns
Mayor

ATTEST:

Bridgette H. Robinson

Tina Boling or Bobby Boling, owner of 704 Consignment and Boutique

City Clerk

This Instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer: _____ DATE: _____
Lisa Strickland

EXHIBIT A

1. The Company shall renovate, rehabilitate and improve the Property consistent with the terms of this Agreement.
2. The Company shall comply with all State, Federal, and local laws, regulations, ordinances and permits in carrying out the purpose of this Agreement and shall during the term of this Agreement remain in good standing with the City.
3. Prior to initiation of rehabilitation and improvements, the Company shall submit all plans for renovations and improvements for review and approval by the City, reasonable approval not withheld.
4. The Company shall meet or exceed the minimum matching investment requirements as outlined in the grant. Proof of expenditure(s) is required as outlined in the grant prior to payment.

Tina Boling or Bobby Boling, owner of 704 Consignment and Boutique

**BUDGET AMENDMENT
BA-2025-28**

1. Amendment necessary to appropriate funds for Downtown Economic Development Program for 704 Consignment and Boutique, owner Tina Boling or Bobby Boling.

Downtown Monroe Fund:

Revenues:

Appropriation of Fund Balance	\$6300.00
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Expenses:

Downtown Economic Development Programs	\$6300.00
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Adopted this 23rd day of September, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**RESOLUTION OF MONROE CITY COUNCIL
AWARDING DOWNTOWN INCENTIVE TO
TINA BOLING AND BOBBY BOLING, OWNERS
704 CONSIGNMENT AND BOUTIQUE
R-2025-41**

WHEREAS, the City of Monroe has adopted a Downtown Economic Development Grant Program, hereinafter “Program”; and,

WHEREAS, Tina Boling and Bobby Boling, owners of 704 Consignment and Boutique have duly applied for a Downtown Economic Development Grant for 300 E. Jefferson Street; and,

WHEREAS, a public hearing was conducted by the City Council on September 23, 2025, at which hearing testimony was given by Donna O’Keefe, Manager, Downtown Monroe for the City of Monroe; and,

WHEREAS, the City Council makes the following findings with respect to said application:

1. Three Hundred (300) E. Jefferson Street is approximately 1,052 square feet of retail space and within the Downtown Monroe Master Plan area.
2. The applicant proposes a retail store in accordance with the Downtown Master Plan.
3. The renovations and improvements as proposed will have a significant effect on revitalization of the City’s Central Business District as indicated in the Downtown Master Plan.
4. That the applicant meets all other applicable requirements of the Program set forth by the City Council.
5. The renovations and improvements to the above described property as proposed will (a) stimulate the local economy, (b) promote business, and (c) result in creation of job(s) that pay at or above the median wage.

WHEREAS, based on the above findings and other documentation in the file the City Council concludes that the applicant qualifies for the Program for an amount not to exceed \$6,300.00. With qualification for the incentive established and the economic benefits accrued to the City in the form of new employment, increased tax base and property value and increased City utility revenues, the grants’ application should be approved subject to compliance with the Program and subject to appropriation; and,

WHEREAS, the City of Monroe and Tina Boling and Bobby Boling, owners of 704 Consignment and Boutique seek to enter into an Economic Development Grant Agreement under the terms and conditions stated therein.

NOW, THEREFORE, BE IT RESOLVED THAT the incentive application of Tina Boling and Bobby Boling, owners of 704 Consignment and Boutique, for Downtown Economic Development Grants Program is hereby approved pursuant to the terms and conditions set out in the attached Incentive Agreement, the Incentive Agreement with Tina Boling and Bobby Boling, owners of 704 Consignment and Boutique is approved and the Mayor and other staff as necessary are authorized to execute any and all documents and instruments necessary to carry out said approval. The appropriate of any funds is reserved for future action consistent with the terms of the Incentive Agreement.

Adopted this 23rd day of September, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

**NORTH CAROLINA
UNION COUNTY**

ACCEPTANCE OF DOWNTOWN INCENTIVE GRANT

THAT WHEREAS, by Resolution adopted by the Monroe City Council on September 23, 2025, Tina Boling and Bobby Boling, owners of 704 Consignment and Boutique, were awarded a Downtown Economic Development Grow Monroe Grant, pursuant to the City's Downtown Economic Development Grant Program; and

WHEREAS, Tina Boling or Bobby Boling, wish to formally accept said Grant(s) and acknowledge its obligation to abide by the terms of the Grant Program and the Resolution both of which are attached hereto and incorporated herein by reference.

NOW, THEREFORE, Tina Boling or Bobby Boling agree as follows:

1. That it accepts said grant(s) and covenants that it will abide by the attached Resolution and Grant Program which it has read and understands.
2. That it further understands that the grant award was based on representations made in the grant(s) application and at the public hearing at which the grant(s) was awarded.

TINA BOLING OR BOBBY BOLING

Owner

The Mayor and City Clerk hereby acknowledge the award of grant.

CITY OF MONROE

ATTEST:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: September 23, 2025

FROM: Teresa Campo, Strategic Projects Manager

PREPARED BY: Teresa Campo, Strategic Projects Manager

SUBJECT: Request to Table Public Hearing and Possible Action(s) for Sale of 20.21± Acres Located in Monroe Corporate Center to Southern Electrical Equipment Company, LLC (SEECO) for Economic Development Purposes and Amendment to Economic Development Incentive Grant for Phase II Project (Homecoming II) Expansion to October 28, 2025 Without Further Advertising

SUMMARY STATEMENT

On September 9, 2025, City Council approved a request to hold a public hearing and take possible action(s) on September 23, 2025 for the sale of 20.21± acres located in Monroe Corporate Center to Southern Electrical Equipment Company, LLC (SEECO) for Economic Development purposes and consider an amendment to Economic Development Incentive Grant for Phase II Project (Homecoming II) Expansion. Staff is requesting that the matter be tabled to October 28, 2025 without further advertising.

REVIEW

City Council authorized the City Manager's Office to begin the Economic Incentive Pre Negotiated Sale on August 26, 2025. Staff is requesting City Council to consider amendments to the terms of the Economic Development Incentive Grant and Pre Negotiated Sale of up to 20.21 acres of land identified as Tax Parcel# 09-402-001-B80 (+/- 18.96 acres) and Tax Parcel # 09-402-001-B90 (+/- 1.25 cres) located in the City of Monroe's Corporate Center for up to a total of \$1,232,400.

On August 26, 2025 City Council authorized the City Manager to move forward with the process for the economic development incentive pre negotiated sale of the City-owned property. The City

Manager completed execution of the SEECO letter of intent to purchase the property. The City Attorney's Office drafted the required amendments to the existing economic development incentive agreement as conditions to the sale.

The City Manager's Office has been in discussion with SEECO beginning in November, 2024 about the possible expansion of their current project needs. SEECO is a recipient of a Level II incentive grant and closed on the property acquisition in the Corporate Center in May, 2025. The building is under reconstruction and expected completion is by the end of December, 2025. SEECO is relocating their existing long standing business from Charlotte, Mecklenburg to Monroe, and Union County due to their inability to expand.

RECOMMENDATION

Staff recommends that City Council table the public hearing and possible action(s) to the City Council Regular Meeting of October 28, 2025 without further advertising.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: September 23, 2025

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Public Comment Period

SUMMARY STATEMENT

The Public Comment Period is set aside to receive comment from the Public in accordance with North Carolina General Statutes.

REVIEW

RULES GOVERNING PUBLIC COMMENT PERIOD AND RULES OF DECORUM DURING CITY COUNCIL REGULAR MEETINGS

1. A Public Comment Period shall be placed on the Agenda of each City Council Regular Meeting. Said agenda item shall occur on the Regular Meeting Agenda immediately after the invocation and pledge of allegiance. When adopting the Agenda, City Council may move the Public Comment Period to another location on the Agenda solely at City Council's discretion. Such change is effective only during that meeting. In addition, City Council may, upon motion to suspend the rules during a Regular Meeting, approve moving the Public Comment Period to another location on the Agenda at any point during the meeting.
2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by listing their name, full street address, topic on which he or she will speak, and whether a City of Monroe resident, Union County resident, or other place of residency. An individual may only sign up for

themselves and not sign up or place another individual's name on the Signup Sheet. A speaker shall verbally state their name, street address, city, and state when called to speak prior to making any public comments. Any speaker that signs up and fails or refuses to give all the required information will not be called on to comment or forfeit their time to speak during the public comment period.

3. A total time of thirty (30) minutes will be allotted for the Public Comment Period on the Regular Agenda. Any speaker that signs up to speak and does not get a chance to speak during the Public Comment Period will be given an opportunity to speak at the conclusion of the Regular Agenda. A speaker that signed up to speak and not available for public comments at the end of the Regular Agenda will be given priority to speak during the next City Council Public Comment Period. City Council, in its discretion, may extend the thirty (30) minutes allotted for the Public Comment Period during any meeting.
4. City of Monroe residents will be given the opportunity to speak first, followed by Union County residents, followed by residents of other areas. The Mayor, or presiding officer, shall determine the order in which speakers are called to comment.
5. Each speaker shall be allotted up to two (2) minutes to speak which shall be strictly observed at all times. Speakers shall immediately cease speaking when their allotted time is over. Groups of persons speaking on the same topic are strongly encouraged to designate a spokesperson to speak on their behalf. As an incentive, a spokesperson making comments for two (2) to five (5) individuals that signed up to speak will be given up to three (3) minutes, and for six (6) or more, a spokesperson will be given up to five (5) minutes to speak.
6. Speakers and audience members shall maintain proper decorum, etiquette, and civility at all times during the Public Comment Period and any City Council Meeting. Speakers shall remain at the podium to make comments and not approach City Council or City staff. No one can accompany the speaker at the podium. The speaker may use visual aids but shall not engage in demonstrations or inappropriate theatrics. Yelling, making threats, insulting, or rude comments directed towards the Mayor, City Council, City staff or a member of the public will not be tolerated. Profanity, abusive language, public ridicule, or personal attacks will not be tolerated. A speaker that fails to maintain proper decorum may be sanctioned including, but not limited to, forfeiting the remainder of their time, removal from the meeting premises, or other sanctions deemed appropriate.
7. Members of the audience shall also maintain proper decorum, etiquette, and civility at all times. Audience members shall refrain from commenting, jeering, clapping, or cheering in response to comments. Audience members shall not engage in demonstrations or theatrics and shall remain seated at all times unless called on to be identified from their seat when designating a spokesperson and immediately be seated. Audience members shall never approach the podium or dais. Improper decorum by a member of the audience will not be tolerated and may result in sanctions up to and including being asked to leave the 2 meeting premises following the same procedures set to sanction a speaker for a decorum violation.

8. Members of the audience may hold signs of proper decorum no larger than 8 inches by 11½ inches in size but shall not raise them above their heads or so as to block the view of those behind them.
9. The Mayor, as the presiding officer, has the authority and responsibility to enforce and carry out these Rules. However, any member of City Council may identify improper conduct by raising a point of order during the meeting. Upon raising a point of order by a Council Member, the Mayor, or presiding officer, shall call for all public comments to cease immediately. The presiding officer shall then, at a minimum, warn the violator and demand the individual cease the violation first. If the violator continues to violate the rules, the presiding officer may impose appropriate sanctions including, but not limited to, loss of time, removal from the meeting premises, or other appropriate action needed to restore decorum. However, if a City Council member believes the warning or sanction imposed are insufficient based on the nature of the violation, any City Council Member may renew the point of order and call for additional sanctions up to and including removal of the offender from the meeting premises upon motion, second, and approval by a majority of City Council. The City Attorney, as Parliamentarian for the City, shall be the final arbiter of the procedural rules and take necessary action to see that proper parliamentary procedures are followed and maintained during City Council Meetings.
10. Anyone that willfully interrupts, disturbs, or disrupts a City Council Meeting may be asked to leave the meeting premises immediately by the Mayor or upon point of order by a City Council Member and approval by City Council. Upon failure to leave as directed, the individual may be cited for violating NC General Statute §14-318.17.
11. Speakers shall not speak on any topic which is the subject of a public hearing on the same Agenda.
12. City Council will refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position.
13. No formal action will be taken by City Council during the same meeting on any matter which was initially introduced during the Public Comment Period.
14. City Council shall not restrict the subject matter of any comment based on content in any way except as provided herein.

RECOMMENDATION

Receive public comment.