

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, November 6, 2025 - 4:15 PM**

**AGENDA
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1. General Services Committee Minutes from October 2, 2025
 2. Billboard Advertising for Addiction Awareness Authorization and Budget Amendment
 3. Budget Amendment for Homeless Census and Event Donations
 4. Code of Ordinances Amendments to Chapter 158 titled Erosion and Sedimentation Control
 5. Department of Homeland Security Federal Emergency Management Agency Fiscal Year 2024 State and Local Cybersecurity Grant Acceptance and Budget Amendment
 6. Resolution Approving Dedication of Real Property for Suncrest Cemetery Expansion
 7. Downtown Master Plan Update
 8. Parks & Recreation Donation from Friends of Bazemore
 9. Parks & Recreation Grant Acceptance Centralina Area Agency on Aging
 10. Budget Amendment for Mass Communications and Closed Captioning Initiatives
 11. Committee on Disabilities Recommendation
- Other



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
October 2, 2025 - 4:15 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Gary Anderson, Committee Member Surluta Anthony

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Pete Hovanec, Director of Park/Rec & Tourism; Douglas Britt, Assistant Director of Planning and Development; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst, Lisa Kerner, Grant Administrator; Keri Mandler, Senior Planner; Patrick Blaszyk, Planner I.

Visitor(s): None.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on October 2, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes August 7, 2025.

The minutes from the August 7, 2025 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of August 7, 2025.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 2. Budget Amendment for Historic Preservation Fund Grant.

Keri Mandler, Senior Planner presented that the City of Monroe has received a Certified Local Government (CLG) grant from the Historic Preservation Fund in the amount of \$15,000 for an Architectural Survey. The purpose of this project is to survey buildings within Monroe's Historic Downtown to update and expand the boundary of the National Register of Historic Places.

At the April 8, 2025 City Council Strategic meeting, staff requested approval to apply for the reimbursable Certified Local Government Grant and also requested funds in the amount of \$20,000 for FY26 to cover the cost of the project, which is a reimbursable project with a 40% local match. Originally, staff applied for the grant seeking \$12,000, with a local match of \$8,000. City Council unanimously approved staff's request to apply for the grant.

Staff is pleased to announce the City was instead awarded \$15,000 in grant funds; this does not increase the City's matching obligation. The Historic Preservation Fund (HPF) is a federal program administered by the National Park Service, United States Department of the Interior. HPF grants for local projects are made available to local governments, non-profit organizations, and educational institutions through the State Historic Preservation Office, Division of Historical Resources, Office of Archives and History, North Carolina Department of Cultural Resources.

This is a reimbursement grant, meaning the City will need to pay all expenses and then request reimbursement from the Historic Preservation Office.

Staff requests General Services Committee recommendation for approval of a budget amendment to recognize the funding provided by the Historic Preservation Fund in the amount of \$15,000 and provide the matching funds of \$8,000

Committee Member Anderson made a motion to accept the funds and approve the budget amendment and forward to City Council Agenda for council approval.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 3. Budget Ordinance and Promissory Note for Parks and Recreation Centers and Monroe Country Club Pro Shop Improvements.

Lisa Strickland, Finance Director, presented the request to consider approval of a Budget Ordinance and Promissory Note for a loan from the Electric Fund to provide funding for the recreation center and pro shop renovations.

The fiscal year 2025 annual budget included funding for recreation center improvements including flooring, gym floor replacements, painting, and other general upfits. The budget also included funding to remodel and add rest rooms at the Pro Shop at the Monroe Country Club. The funding for both of these projects was budgeted as either installment financing or limited obligation bonds. The original plan was to finance these improvements along with the construction loan for Fire Station #6. With the delay in the construction of Fire Station #6, funding still needs to be provided to cover the cost of the recreation improvements. Staff proposes a loan from the Electric Fund Balance to the General Fund in the amount of \$1,253,037. The loan will be paid back in equal annual installments of \$162,274 over 10 years beginning in fiscal year 2026 at an interest rate of 2%. A budget ordinance is included to provide funding.

General Services Committee is requested to recommend City Council approval of a Promissory Note and Budget Ordinance to provide necessary funding for recreation center and pro shop improvements.

Committee Member Anthony made a motion to approve the Promissory Note and the Budget Ordinance and move it to Council for approval.

Committee Member Anderson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Chairwoman Thompson suggested to put it in the regular agenda and not consent agenda.

Item 4. Change Order Request by LandDesign for Winchester Redevelopment Initiative.

Jeff Wells, Assistant City Manager, presented this past Spring, Council approved an abbreviated scope and contract for services to start renewed work on the Winchester Redevelopment Initiative. Land Design is the consulting company heading up the project. The initial contract was an abbreviated scope of work

intended to get the project initiative moving forward again. Good progress has been made since Spring 2025. Funds were included in the FY 2026 budget to expand and continue the work to date.

Staff has worked with Land Design to develop the expanded scope of services, including:

- Additional community engagement.
- Brownfield assistance. Conceptual site grading, cut/fill analysis.
- Master Plan and Playbook
 - o Overview of key findings and summary of community engagement.
 - o Fully illustrative master plan: development area, linear park, and greenway.
 - o Concept sketches and character imagery.
 - o Graphic representation of key materials, fixtures, and finishing.
 - o Key recommendations for branding translated into concepts for the incorporation of historic/community themes, wayfinding, and storytelling elements.
 - o Existing and proposed building opportunities narrative.
 - o Horticulture study and preliminary planting design.
 - o Demolition, erosion control, utilities, grading and drainage studies and high-level recommendations.
 - o Order of magnitude cost estimate, phasing and implementation strategy.
 - o Preliminary discussions with jurisdictional review agencies.

The original contract was \$58,000. The revision adds \$144,000 to the contract for services. The Winchester Redevelopment Fund (GB2001) is the established project fund. \$200,000 in funding was included in the FY 2026 budget. The project fund has an available budget of \$262,109.59. This project fund is utilized for the master planning and brownfield administration of the Winchester Redevelopment Initiative.

Staff recommends approval of the change order (revised scope and contract for services). The Winchester Revitalization Committee meets just prior to General Services. The Winchester Revitalization Committee gave favorable recommendation and it will be provided at the meeting.

Committee Member Anderson made a motion to forward to City Council for approval.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 5. ElectriCities Downtown Revitalization Grant Application (Fall 2025)

Lisa Kerner, Grant Administrator, presented that Staff is seeking approval for a second application to the ElectriCities Downtown Revitalization Grant Program requesting \$10,000.

The ElectriCities Downtown Revitalization Grant program opened on September 15, 2025 and closed on September 30, 2025. Staff prepared and submitted an application for submission ahead of the deadline. The application is requesting \$10,000 for renovation of the American Bank building and furnishings for the planned Downtown welcome center. While there is no match required, the Property Management Department has completed work totaling approximately \$26,000 related to the project. Total project costs are approximately \$255,000.

Staff recommends that the General Services Committee approve the application and bring this matter to City Council for approval at the October meeting.

Committee Member Anthony made a motion to approve the application and forward to City Council for approval.

Committee Member Anderson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 6. Resolution Accepting Parks and Recreation Department Donation from Monroe Disc Golf League.

Pete Hovanec, Parks, Recreation and Tourism Director, presented that the Parks and Recreation Department received a request from the disc golf community to show their support for the City's effort and make a small donation to the City.

The Parks and Recreation Department is asking to acknowledge the support of the disc golf community and receive a small donation of equipment for public use.

Staff recommends approval from General Services to forward to City Council to accept the donation.

Committee Member Anderson made a motion to forward it for recognition at the City Council Meeting.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

There being no further business the meeting adjourned at 4:35 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: November 6, 2025

FROM: Lisa Stiwinter, Director of Planning & Development

PREPARED BY: Doug Britt, Assistant Director of Planning & Development

SUBJECT: Authorization & Budget Amendment for Billboard for Addiction Awareness

SUMMARY STATEMENT

The Homeless and Addiction Committee is requesting authorization and funding to proceed with the purchase of space on a billboard to raise awareness concerning addiction.

REVIEW

The Homeless and Addiction Committee is requesting authorization and funding to purchase advertising space on a billboard along Roosevelt Boulevard in Monroe. This initiative is intended to raise public awareness about addiction by reaching a broad audience through a visible and impactful medium. The committee recommends purchasing space for two four-week periods, at a rate of \$2,000 per four-week period, along with a one-time production fee of \$760. The total cost for the campaign would be \$4,760.00. This investment aligns with the committee's mission to address homelessness and addiction in the community by fostering greater understanding and engagement through public outreach.

RECOMMENDATION

Staff is recommending the General Service Committee consider the authorization and budget amendment in the amount of \$4,760 for the billboard campaign.

Attachment: 1 BA-2025-35

**BUDGET AMENDMENT
BA-2025-35**

1. Amendment necessary to purchase advertising space on a billboard for the Homeless and Addiction Committee.

General Fund:

Revenues:

Appropriation from Unassigned Fund Balance \$4,760

Expense:

General Government \$4,760

Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: November 6, 2025
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Lisa Hollowell, Assistant City Manager
SUBJECT: Acceptance of Donations for Homeless Census and Event and Appropriations of the Funds

SUMMARY STATEMENT

The City of Monroe conducted a three-day Homeless Census on October 13–15, 2025, followed by a Homeless Outreach Event at Don Griffin Park on October 15, in collaboration with County agencies and community partners. To help offset event expenses, the City received donations of \$1,000 each from the Monroe Rotary Club and Mr. Brooks Durham of L.D. Davis Industries and \$300 from Mr. Gary Anderson. Staff recommends Council accept these donations and apply the funds toward costs associated with the event.

REVIEW

The City of Monroe hosted a Homeless Outreach Event at Don Griffin Park on October 15, 2025, to provide essential resources and support services to individuals experiencing homelessness. The event brought together multiple City departments, County agencies, community organizations, and City volunteers to serve a meal, provide health screenings, and distribute personal care items.

To help offset the costs associated with the event, the City has received financial contributions from community organization and business leaders. The Monroe Rotary Club has contributed \$1,000, Mr. Brooks Durham of L.D. Davis Industries has contributed \$1,000 and \$300 from Mr. Gary Anderson.

RECOMMENDATION

Staff recommends that General Services Committee recommend to City Council approval of a Budget Ordinance accepting and appropriating these contributions to be applied toward expenses incurred for the Homeless Outreach Census and Event.

Attachment: Budget Ordinance BA-2025-38

**BUDGET AMENDMENT
BA-2025-38**

1. Amendment necessary to appropriate donations from The Monroe Rotary Club who contributed \$1,000, Mr. Brooks Durham of L.D. Davis Industries who has contributed \$1,000 and \$300 from Mr. Gary Anderson for costs associated with the Homeless Census Event.

General Fund:

Revenues:

Miscellaneous \$2,300

Expense:

General Government \$2,300

Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: November 6, 2025
FROM: Sarah McAllister, P.E., Engineering Director
PREPARED BY: Tonya Griffin, Engineering Associate-Plan Review
SUBJECT: Revisions to Chapter 158: Erosion & Sedimentation Control

SUMMARY STATEMENT

The General Services Committee is requested to consider an amendment to Chapter 158: Erosion and Sedimentation Control of the City of Monroe Code of Ordinances.

REVIEW

The City of Monroe Engineering Department began enforcement of a local Erosion and Sedimentation Control Program on July 1, 2003. The program was implemented in response to Phase II Storm Water Compliance and to improve our ability to protect Monroe’s drinking water supply. The model ordinance for local programs has been updated and the North Carolina Department of Energy, Mineral & Land Resources (NCDEMLR) is requesting that delegated programs follow suit. The model ordinance has also been updated based on guidance language issued on August 27, 2025 by the Department of Environmental Quality (DEQ). Due to the above, Staff is recommending revisions to the Erosion and Sedimentation Control Ordinance, Chapter 158 of the Monroe City Code to conform to the current model ordinance for local programs. The current ordinance did not flow in the same manner of the model ordinance and therefore, it is recommended that the old ordinance be deleted in its entirety and replaced with the updated model ordinance. The update does require a final review by the Sedimentation Control Commission provided that the ordinance amendment uses the language provided in the model ordinance and is adopted by the City of Monroe first.

Ordinance (O-2025-58) is attached and reflects the recommended revisions.

RECOMMENDATION

Engineering Staff recommends that the General Services Committee concur with the proposed revisions and approve Ordinance (O-2025-58) amending Chapter 158: Erosion and Sedimentation Control of the Monroe City Code of Ordinances to comply with the model ordinance for local sedimentation and erosion control programs

Attachment:
Ordinance Amendment (O-2025-58)

**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE XV: LAND USAGE
CHAPTER 158: EROSION CONTROL AND SEDIMENTATION CONTROL
0-2025-58**

BE IT ORDAINED by the City Council of the City of Monroe that Chapter 158 titled Erosion and Sedimentation Control of Title XV titled Land Usage of the City of Monroe Code of Ordinances be amended as follows:

- Section 1.** Amend **Chapter 158** titled **EROSION AND SEDIMENTATION CONTROL**, by deleting the current content in its entirety.
- Section 2.** Amend **Chapter 158** titled **SOIL EROSION AND SEDIMENTATION CONTROL**, by adding the following:

CHAPTER 158: SOIL EROSION AND SEDIMENTATION CONTROL

Section		
158.01	Title	3
158.02	Purpose	3
158.03	Definitions.....	3
158.04	Scope and Exclusions.....	6
158.05	Mandatory Standards for Land-Disturbing Activity	8
158.06	Erosion and Sedimentation Control Plans.....	9
158.07	Basic Control Objectives.....	15
158.08	Design and Performance Standards	15
158.09	Storm Water Outlet Protection.....	15
158.10	Borrow and Waste Areas	17
158.11	Access and Haul Roads.....	17
158.12	Operations in Lakes or Natural Watercourses	18
158.13	Responsibility for Maintenance	18
158.14	Additional Measures	18
158.15	Fees	18
158.16	Plan Appeals.....	18
158.17	Inspections and Investigations	19
158.18	Penalties	20

158.19	Injunctive Relief.....	22
158.20	Restoration After Non-Compliance	23
159.21	Severability	23
159.22	Effective Date.....	23

158.01 Title

This ordinance may be cited as the City of Monroe Soil Erosion and Sedimentation Control Ordinance.

158.02 Purpose

This ordinance is adopted for the purposes of:

- (a) regulating certain land-disturbing activity to control accelerated erosion and sedimentation in order to prevent the pollution of water and other damage to lakes, watercourses, and other public and private property by sedimentation; and
- (b) establishing procedures through which these purposes can be fulfilled.

158.03 Definitions

As used in this ordinance, unless the context clearly indicates otherwise, the following definitions apply:

- (a) Accelerated Erosion - means any increase over the rate of natural erosion as a result of land-disturbing activity.
- (b) Act - means the North Carolina Sedimentation Pollution Control Act of 1973 and all rules and orders adopted pursuant to it.
- (c) Adequate Erosion Control Measure, Structure, or Device - means one which controls the soil material within the land area under responsible control of the Person conducting the land-disturbing activity.
- (d) Affiliate – means a Person that directly, or indirectly through one or more intermediaries, controls, is controlled by, or is under common control of another Person.
- (e) Approving Authority – means the Division or other State or a local government agency that has been delegated erosion and sedimentation plan review responsibilities in accordance with the provisions of the Act.
- (f) Being Conducted - means a land-disturbing activity has been initiated and not deemed complete by the Approving Authority.

- (g) Borrow - means fill material that is required for on-site construction that is obtained from other locations.
- (h) Buffer Zone - means the strip of land adjacent to a lake or natural watercourse.
- (i) Commission - means the North Carolina Sedimentation Control Commission.
- (j) Completion of Construction or Development - means that no further land-disturbing activity is required on a phase of a project except that which is necessary for establishing a permanent ground cover.
- (k) Department - means the City of Monroe Department of Engineering.
- (l) Director - means the Director of the City of Monroe Department of Engineering.
- (m) Discharge Point or Point of Discharge - means that point where runoff leaves a tract of land where a land-disturbing activity has occurred or enters a lake or natural watercourse.
- (n) District - means the Union Soil and Water Conservation District created pursuant to Chapter 139, North Carolina General Statutes.
- (o) Energy Dissipator - means a structure or a shaped channel section with mechanical armoring placed at the outlet of pipes or conduits to receive and break down the energy from high velocity flow.
- (p) Erosion - means the wearing away of land surfaces by the action of wind, water, gravity, or any combination thereof.
- (q) Ground Cover - means any natural vegetative growth or other material which renders the soil surface stable against accelerated erosion.
- (r) Lake or Natural Watercourse – means any stream, river, brook, swamp, sound, bay, creek, run, branch, canal, waterway, estuary, and any reservoir, lake or pond.
- (s) Land-disturbing Activity - means any use of the land by any Person in residential, industrial, educational, institutional, or commercial development, highway and road construction and maintenance that results in a change in the natural cover or topography and that may cause or contribute to sedimentation.

- (t) Local Government - means any county, incorporated village, town or city, or any combination of counties, incorporated villages, towns, and cities, acting through a joint program pursuant to the provisions of the Act.
- (u) Natural Erosion - means the wearing away of the earth's surface by water, wind, or other natural agents under natural environmental conditions undisturbed by man.
- (v) NCDEQ – means the North Carolina Department of Environmental Quality.
- (w) Parent – means an affiliate that directly, or indirectly through one or more intermediaries, controls another Person.
- (x) Person - means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, interstate body, or other legal entity.
- (y) Person Conducting the Land-Disturbing Activity - means any Person who may be held responsible for violation unless expressly provided otherwise by this Ordinance, the Act, or any order adopted pursuant to this Ordinance or the Act.
- (z) Person Who Violates or Violator, as used in G.S. 113A-64, means: any landowner or other Person who has financial or operational control over the land-disturbing activity; or who has directly or indirectly allowed the activity, and who has failed to comply with any provision of the Act, the rules of this Chapter or any order or local ordinance adopted pursuant to the Act as it imposes a duty upon that Person.
- (aa) Plan - means an erosion and sedimentation control plan.
- (bb) Sediment - means solid particulate matter, both mineral and organic, that has been or is being transported by water, air, gravity, or ice from its site of origin.
- (cc) Sedimentation - means the process by which sediment resulting from accelerated erosion has been or is being transported off the site of the land-disturbing activity or into a lake or natural watercourse.
- (dd) Siltation - means sediment resulting from accelerated erosion which is settleable or removable by properly designed, constructed, and maintained control measures; and which has been transported from its point of origin within the site of a land-disturbing activity; and which has been deposited, or is in suspension in water.

- (ee) Storm Drainage Facilities - means the system of inlets, conduits, channels, ditches and appurtenances which serve to collect and convey storm water through and from a given drainage area.
- (ff) Stormwater Runoff - means the runoff of water resulting from precipitation in any form.
- (gg) Subsidiary – means an affiliate that is directly, or indirectly through one or more intermediaries, controlled by another Person.
- (hh) Ten-Year Storm - means a rainfall of an intensity that, based on historical data, is predicted by a method acceptable to the Approving Authority to be equaled or exceeded, on the average, once in ten years, and of a duration that will produce the maximum peak rate of runoff for the watershed of interest under average antecedent wetness conditions.
- (ii) Tract - means all contiguous land and bodies of water being disturbed or to be disturbed as a unit, regardless of ownership.
- (jj) Twenty-five Year Storm - means a rainfall of an intensity that, based on historical data, is predicted by a method acceptable to the Approving Authority to be equaled or exceeded, on the average, once in 25 years, and of a duration that will produce the maximum peak rate of runoff for the watershed of interest under average antecedent wetness conditions.
- (kk) Uncovered - means the removal of ground cover from, on, or above the soil surface.
- (ll) Undertaken - means the initiating of any activity, or phase of activity, which results or will result in a change in the ground cover or topography of a tract of land.
- (mm) Velocity - means the speed of flow through a cross section perpendicular to the direction of the main channel at the peak flow of the storm of interest but not exceeding bank full flows.
- (nn) Waste - means surplus materials resulting from on-site land-disturbing activities and being disposed of at other locations.

- (a) Geographical Scope of Regulated Land-Disturbing Activity. This ordinance shall apply to land-disturbing activity within the territorial jurisdiction of the City of Monroe and to the extraterritorial jurisdiction of the City of Monroe as allowed by agreement between local governments, the extent of annexation or other appropriate legal instrument or law.

- (b) Exclusions from Regulated Land-Disturbing Activity. Notwithstanding the general applicability of this ordinance to all land-disturbing activity, this ordinance shall not apply to the following types of land-disturbing activity:
 - (1) Activities, including the production and activities relating or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture undertaken on agricultural land for the production of plants and animals useful to man, including, but not limited to:
 - (i) forage and sod crops, grain and feed crops, tobacco, cotton, and peanuts.
 - (ii) dairy animals and dairy products.
 - (iii) poultry and poultry products.
 - (iv) livestock, including beef cattle, llamas, sheep, swine, horses, ponies, mules, and goats.
 - (v) bees and apiary products.
 - (vi) fur producing animals.
 - (vii) mulch, ornamental plants, and other horticultural products. For purposes of this section, "mulch" means substances composed primarily of plant remains or mixtures of such substances.

 - (2) An Activity undertaken on forestland for the production and harvesting of timber and timber products and conducted in accordance with standards defined by the Forest Practice Guidelines Related to Water Quality (Best Management Practices), as adopted by the North Carolina Department of Agriculture and Consumer Services. If land-disturbing activity undertaken on forestland for the production and harvesting of timber and timber products is not conducted in accordance with standards defined by the Forest Practice Guidelines Related to Water Quality, the provisions of this ordinance shall apply to such activity and any related land-disturbing activity on the tract.

 - (3) An activity for which a permit is required under the Mining Act of 1971, Article 7 of Chapter 74 of the General Statutes.

 - (4) A land-disturbing activity over which the State has exclusive regulatory jurisdiction as provided in G.S. 113A-56(a).

- (5) An activity which is essential to protect human life during an emergency.
 - (6) Activities undertaken to restore the wetland functions of converted wetlands to provide compensatory mitigation to offset impacts permitted under Section 404 of the Clean Water Act.
 - (7) Activities undertaken pursuant to Natural Resources Conservation Service standards to restore the wetlands functions of converted wetlands as defined in Title 7 Code of Federal Regulations § 12.2
- (c) Plan Approval Requirement for Land-Disturbing Activity. No Person shall undertake any land-disturbing activity subject to this ordinance without first obtaining a Plan approval from the City of Monroe.
 - (d) Protection of Property - Persons conducting land-disturbing activity shall take all reasonable measures to protect all public and private property from damage caused by such activity.
 - (e) More Restrictive Rules Shall Apply - Whenever conflicts exist between federal, state, or local laws, ordinance, or rules, the more restrictive provision shall apply.
 - (f) Plan Approval Exceptions. Notwithstanding the general requirement to obtain a Plan approval prior to undertaking land-disturbing activity, a Plan approval shall not be required for land-disturbing activity that does not exceed 12,000 square feet in surface area for commercial, industrial, or 1 acre for residential/common plan of development. A Non-Residential Erosion and Sediment Control (ESC) Installation and Maintenance Agreement form will be required for any commercial, industrial, or non-residential development disturbing less than 12,000 square feet. A Single Lot Residential ESC Installation and Maintenance Agreement form will be required for any single-family residential development on an individual lot disturbing up to a maximum of one acre. In determining the area, lands under one or diverse ownership being developed as a unit will be aggregated.

158.05

Mandatory Standards for Land-Disturbing Activity

No land-disturbing activity subject to the control of this ordinance shall be undertaken except in accordance with the following mandatory standards:

- (a) Buffer zone
- (1) Standard Buffer. No land-disturbing activity during periods of construction or improvement to land shall be permitted in proximity to a lake or natural watercourse unless a buffer zone is provided along the margin of the watercourse of sufficient width to confine visible siltation within the twenty-five percent (25%) of the buffer zone nearest the land-disturbing activity.
- (i) Projects On, Over or Under Water. This subdivision shall not apply to a land-disturbing activity in connection with the construction of facilities to be located on, over, or under a lake or natural watercourse.
- (ii) Buffer Measurement. Unless otherwise provided, the width of a buffer zone is measured horizontally from the edge of the water to the nearest edge of the disturbed area, with the 25 percent of the strip nearer the land-disturbing activity containing natural or artificial means of confining visible siltation.
- (b) Graded Slopes and Fills. The angle for graded slopes and fills shall be no greater than the angle that can be retained by vegetative cover or other adequate erosion control devices or structures. In any event, slopes left exposed will, within 21 calendar days of completion of any phase of grading, be planted or otherwise provided with temporary or permanent ground cover, devices, or structures sufficient to restrain erosion. The angle for graded slopes and fills must be demonstrated to be stable. Stable is the condition where the soil remains in its original configuration, with or without mechanical constraints.
- (c) Fill Material. Materials being used as fill shall be consistent with those described in 15A NCAC 13B .0562 unless the site is permitted by the NCDEQ, Division of Waste Management, to operate as a landfill. Not all materials described in Section .0562 may be suitable to meet geotechnical considerations of the fill activity and should be evaluated accordingly.
- (d) Ground Cover. Whenever land-disturbing activity that will disturb more than 12,000 square feet is undertaken on a tract for commercial, industrial and 1 acre for residential/common plan of development, the Person conducting the land-disturbing activity shall install erosion and sedimentation control devices and practices that are sufficient to retain the sediment generated by the land disturbing activity within the boundaries of the tract during construction upon and development of said tract, and shall plant or otherwise provide a permanent ground cover sufficient to restrain erosion after completion of construction or development. Provisions for a permanent ground cover sufficient to restrain erosion must be accomplished within 90 calendar days following completion of construction or

development.

- (e) Prior Plan Approval. No Person shall initiate any land-disturbing activity that will disturb more than 12,000 square feet on a tract for commercial, industrial, or subdivision development or more than an acre for residential/common plan of development unless, thirty (30) or more days prior to initiating the activity, a Plan for the activity is filed with and approved by the City of Monroe.

The City of Monroe shall forward to the Director of the NCDEQ Division of Water Resources a copy of each Plan for a land-disturbing activity that involves the utilization of ditches for the purpose of de-watering or lowering the water table of the tract.

- (f) The land-disturbing activity shall be conducted in accordance with the approved erosion and sedimentation control plan.

158.06

Erosion and Sedimentation Control Plans

- (a) Plan Submission. A Plan shall be prepared for all land-disturbing activities subject to this ordinance whenever the proposed activity will disturb more than 12,000 square feet on a tract excluding individual lot single family residential development addressed in §158.04 (f). No plan shall be considered complete unless accompanied by the required plan review fee and a performance bond in the form of a certified check, cash or irrevocable letter of credit, in an amount of 100% of the cost of the Erosion Control estimate approved by the City of Monroe Engineering Department to cover all costs of protection or other improvements as required to establish protective cover on the site in conformity with this ordinance. The performance bond shall remain effective until work has been completed, inspected and approved by the Engineering Department.
- (b) Financial Responsibility and Ownership. Plans may be disapproved unless accompanied by an authorized statement of financial responsibility and documentation of property ownership. This statement shall be signed by the Person financially responsible for the land-disturbing activity or his attorney in fact. The statement shall include the mailing and street addresses of the principal place of business of (1) the Person financially responsible, (2) the owner of the land, and (3) any registered agents. If the Person financially responsible is not a resident of North Carolina, a North Carolina agent must be designated in the statement for the purpose of receiving notice of compliance or non-compliance with the Plan, the Act, this ordinance, or rules or orders adopted or issued pursuant to this ordinance. Except as provided in subsections (c) or (k) of this section, if the applicant is not the owner of the land to be disturbed, the draft erosion and sedimentation control plan must include the owner's written consent for the applicant to submit a draft erosion and sedimentation control plan and to conduct the anticipated land-disturbing activity.

- (c) If the applicant is not the owner of the land to be disturbed and the anticipated land-disturbing activity involves the construction of utility lines for the provision of water, sewer, gas, telecommunications, or electrical service, the draft erosion and sedimentation control plan may be submitted without the written consent of the owner of the land, so long as the owner of the land has been provided prior notice of the project.
- (d) Environmental Policy Act Document. Any Plan submitted for a land-disturbing activity for which an environmental document is required by the North Carolina Environment Policy Act (G.S. §113A-1, et seq.) shall be deemed incomplete until a complete environmental document is available for review. The City of Monroe shall promptly notify the Person submitting the Plan that the 30-day time limit for review of the Plan pursuant to this ordinance shall not begin until a complete environmental document is available for review.
- (e) Content. The Plan required by this section shall contain architectural or engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the tract and the measures planned to comply with the requirements of this ordinance. Plan content may vary to meet the needs of specific site requirements. Detailed guidelines for Plan preparation may be found in the City of Monroe Standard Specifications and Detail Manual.
- (f) Timeline for Decisions on Plans. The City of Monroe will review each complete Plan submitted to them and within 30 days of receipt thereof will notify the Person submitting the Plan that it has been approved, approved with modifications, or disapproved. Failure to approve, approve with modifications, or disapprove a complete Plan within 30 days of receipt shall be deemed approval. The City of Monroe will review each revised Plan submitted to them and within 15 days of receipt thereof will notify the Person submitting the Plan that it has been approved, approved with modifications, or disapproved. Failure to approve, approve with modifications, or disapprove a revised Plan within 15 days of receipt shall be deemed approval.
- (g) Approval. The City of Monroe shall only approve a Plan upon determining that it complies with all applicable State and local regulations for erosion and sedimentation control. Approval assumes the applicant's compliance with the federal and state water quality laws, regulations and rules. The City of Monroe shall condition approval of Plans upon the applicant's compliance with federal and state water quality laws, regulations and rules. The City of Monroe may establish an expiration date, not to exceed three (3) years, for Plans approved under this ordinance whereby no land-disturbing activity has been undertaken.
- (h) Disapproval for Content. The City of Monroe may disapprove a Plan or draft Plan based on its content. A disapproval based upon a Plan's content must specifically

state in writing the reasons for disapproval.

- (i) Other Disapprovals. The City of Monroe shall disapprove an erosion and sedimentation control plan if implementation of the plan would result in a violation of rules adopted by the Environmental Management Commission to protect riparian buffers along surface waters. The City of Monroe may disapprove an erosion and sedimentation control plan or disapprove a transfer of a plan under subsection (j) of this section upon finding that an applicant or a parent, subsidiary, or other affiliate of the applicant:
- (1) Is conducting or has conducted land-disturbing activity without an approved plan, or has received notice of violation of a plan previously approved by the Commission or a local government pursuant to this Article and has not complied with the notice within the time specified in the notice.
 - (2) Has failed to pay a civil penalty assessed pursuant to this Article or a local ordinance adopted pursuant to this Article by the time the payment is due.
 - (3) Has been convicted of a misdemeanor pursuant to G.S. 113A-64(b) or any criminal provision of a local ordinance adopted pursuant to this Article.
 - (4) Has failed to substantially comply with State rules or local ordinances and regulations adopted pursuant to this Article.

In the event that an erosion and sedimentation control plan or a transfer of a plan is disapproved by the City of Monroe pursuant to subsection (i) of this section, the local government shall so notify the Director of the NCDEQ Division of Energy, Mineral, and Land Resources within 10 days of the disapproval. The City of Monroe shall advise the applicant or the proposed transferee and the Director in writing as to the specific reasons that the plan was disapproved. Notwithstanding the provisions of §158.16(a), the applicant may appeal the local government's disapproval of the plan directly to the Commission.

For purposes of this subsection, an applicant's record or the proposed transferee's record may be considered for only the two years prior to the application date.

- (j) Transfer of Plans. The City of Monroe administering an erosion and sedimentation control program may transfer an erosion and sedimentation control plan approved pursuant to this section without the consent of the plan holder to a successor-owner of the property on which the permitted activity is occurring or will occur as provided in this subsection.
- (1) The City of Monroe may transfer a plan if all of the following conditions are met:
 - (i) The successor-owner of the property submits to the local

government a written request for the transfer of the plan and an authorized statement of financial responsibility and documentation of property ownership.

(ii) The City of Monroe finds all of the following:

a. The plan holder is one of the following:

1. A natural person who is deceased.
2. A partnership, limited liability corporation, corporation, or any other business association that has been dissolved.
3. A Person who has been lawfully and finally divested of title to the property on which the permitted activity is occurring or will occur.
4. A Person who has sold the property on which the permitted activity is occurring or will occur.

b. The successor-owner holds title to the property on which the permitted activity is occurring or will occur.

c. The successor-owner is the sole claimant of the right to engage in the permitted activity.

d. There will be no substantial change in the permitted activity.

(2) The plan holder shall comply with all terms and conditions of the plan until such time as the plan is transferred.

(3) The successor-owner shall comply with all terms and conditions of the plan once the plan has been transferred.

(4) Notwithstanding changes to law made after the original issuance of the plan, the City of Monroe may not impose new or different terms and conditions in the plan without the prior express consent of the successor-owner. Nothing in this subsection shall prevent the City of Monroe from requiring a revised plan pursuant to G.S. 113A-54.1(b).

(k) Notice of Activity Initiation. No Person may initiate a land-disturbing activity before notifying the agency that issued the Plan approval of the date that land-disturbing activity will begin.

(l) Preconstruction Conference. When deemed necessary by the Approving Authority, a preconstruction conference may be required and noted on the approved plan.

(m) Display of Plan Approval. A Plan approval issued under this Article shall be prominently displayed until all construction is complete, all temporary measures have been removed, all permanent sedimentation and erosion control measures are installed, and the site has been stabilized. A copy of the approved plan shall be kept on file at the job site.

(n) Required Revisions. After approving a Plan, if the City of Monroe, either upon review of such Plan or on inspection of the job site, determines that a significant risk of accelerated erosion or off-site sedimentation exists, the City of Monroe shall require a revised Plan. Pending the preparation of the revised Plan, work shall cease or shall continue under conditions outlined by the appropriate authority. If

following commencement of a land-disturbing activity pursuant to an approved Plan, the City of Monroe determines that the Plan is inadequate to meet the requirements of this ordinance, the City of Monroe may require any revision of the Plan that is necessary to comply with this ordinance.

- (o) Amendment to a Plan. Applications for amendment of a Plan in written and/or graphic form may be made at any time under the same conditions as the original application. Until such time as said amendment is approved by the City of Monroe, the land-disturbing activity shall not proceed except in accordance with the Plan as originally approved.

- (p) Failure to File a Plan. Any Person engaged in land-disturbing activity who fails to file a Plan in accordance with this ordinance, or who conducts a land-disturbing activity except in accordance with provisions of an approved Plan shall be deemed in violation of this ordinance.

- (q) Self-Inspections. The landowner, the financially responsible party, or the landowner's or the financially responsible party's agent shall perform an inspection of the area covered by the plan after each phase of the plan has been completed and after establishment of temporary ground cover in accordance with G.S. 113A-57(2). In addition, weekly and rain-event self-inspections are required by federal regulations, that are implemented through the NPDES Construction General Permit No. NCG 010000. The Person who performs the inspection shall maintain and make available a record of the inspection at the site of the land-disturbing activity. The record shall set out any significant deviation from the approved erosion control plan, identify any measures that may be required to correct the deviation, and document the completion of those measures. The record shall be maintained until permanent ground cover has been established as required by the approved erosion and sedimentation control plan. The inspections required by this subsection shall be in addition to inspections required by G.S. 113A-61.1.

Where inspections are required by §158.06(q) of this Ordinance or G.S. 113A-54.1(e), the following apply:

- (1) The inspection shall be performed during or after each of the following phases of the plan;
 - (i) initial installation of erosion and sediment control measures;
 - (ii) clearing and grubbing of existing ground cover;
 - (iii) completion of any grading that requires ground cover;
 - (iv) completion of all land-disturbing activity, construction, or development, including permanent ground cover establishment and removal of all temporary measures; and
 - (v) transfer of ownership or control of the tract of land where the erosion and sedimentation control plan has been approved and work has begun. The new owner or Person in control shall conduct and

document inspections until the project is permanently stabilized as set forth in Sub-Item (iii) of this Item.

- (2) Documentation of self-inspections performed under Item (1) of this Rule shall include:
- (i) Visual verification of ground stabilization and other erosion control measures and practices as called for in the approved plan;
 - (ii) Verification by measurement of settling basins, temporary construction entrances, energy dissipators, and traps.
 - (iii) The name, address, organization affiliation, telephone number, and signature of the person conducting the inspection and the date of the inspection shall be included, whether on a copy of the approved erosion and sedimentation control plan or an inspection report. A template for an example of an inspection and monitoring report is provided on the DEMLR website at: <https://deq.nc.gov/about/divisions/energy-mineral-land-resources/erosion-sediment-control/forms>. Any relevant licenses and certifications may also be included. Any documentation of inspections that occur on a copy of the approved erosion and sedimentation control plan shall occur on a single copy of the plan and that plan shall be made available on the site.
 - (iv) A record of any significant deviation from any erosion or sedimentation control measure from that on the approved plan. For the purpose of this Rule, a "significant deviation" means an omission, alternation, or relocation of an erosion or sedimentation control measure that prevents it from performing as intended. The record shall include measures required to correct the significant deviation, along with documentation of when those measures were taken. Deviations from the approved plan may also be recommended to enhance the intended performance of the sedimentation and erosion control measures.

Except as may be required under federal law, rule or regulation, no periodic self-inspections or rain gauge installation is required on individual residential lots where less than one acre is being disturbed on each lot.

158.07

Basic Control Objectives

An erosion and sedimentation control Plan may be disapproved if the Plan fails to address the following control objectives:

- (a) Identify Critical Areas - On-site areas which are subject to severe erosion, and off-site areas which are especially vulnerable to damage from erosion and/or

sedimentation, are to be identified and receive special attention.

- (b) Limit Time of Exposure - All land-disturbing activities are to be planned and conducted to limit exposure to the shortest time specified in G.S. 113A-57, the rules of the aforementioned Chapter, or as directed by the Approving Authority.
- (c) Limit Exposed Areas - All land-disturbing activity is to be planned and conducted to minimize the size of the area to be exposed at any one time.
- (d) Control Surface Water - Surface water runoff originating upgrate of exposed areas should be controlled to reduce erosion and sediment loss during the period of exposure.
- (e) Control Sedimentation - All land-disturbing activity is to be planned and conducted to prevent off-site sedimentation damage.
- (f) Manage Stormwater Runoff - Plans shall be designed so that any increase in velocity of stormwater runoff resulting from a land-disturbing activity will not result in accelerated erosion of the receiving stormwater conveyance or at the point of discharge. Plans shall include measures to prevent accelerated erosion within the project boundary and at the point of discharge.

158.08 Design and Performance Standards

- (a) Erosion and sedimentation control measures, structures, and devices shall be planned, designed, and constructed to provide protection from the calculated maximum peak rate of runoff from the ten-year storm. Runoff rates shall be calculated using the procedures in the latest edition of the United States Department of Agriculture (USDA), Natural Resources Conservation Service's "National Engineering Field Handbook", or other acceptable calculation procedures.

158.09 Storm Water Outlet Protection

- (a) Intent. Stream banks and channels downstream from any land disturbing activity shall be protected from increased degradation by accelerated erosion caused by increased velocity of runoff from the land disturbing activity.
- (b) Performance standard. Persons shall conduct land-disturbing activity so that the

post construction velocity of the 10-year storm runoff in the receiving watercourse to the discharge point does not exceed the greater of:

- (1) the velocity established by the Maximum Permissible Velocities Table set out within this subsection; or
- (2) the velocity of the ten-year storm runoff in the receiving watercourse prior to development.

If condition (1) or (2) of this Paragraph cannot be met, then the receiving watercourse to and including the discharge point shall be designed and constructed to withstand the expected velocity anywhere the velocity exceeds the “prior to development” velocity by 10%.

Maximum Permissible Velocities Table

The following is a table for maximum permissible velocity for storm water discharges in feet per second (F.P.S.) and meters per second (M.P.S.):

<u>Material</u>	F.P.S.	M.P.S.
Fine sand (noncolloidal)	2.5	0.8
Sandy loam (noncolloidal)	2.5	0.8
Silt loam (noncolloidal)	3.0	0.9
Ordinary firm loam	3.5	1.1
Fine gravel	5.0	1.5
Stiff clay (very colloidal)	5.0	1.5
Graded, loam to cobbles		
(noncolloidal)	5.0	1.5
Graded, silt to cobbles		
(Colloidal)	5.5	1.7
Alluvial silts (noncolloidal)	3.5	1.1
Alluvial silts (colloidal)	5.0	1.5
Coarse gravel (noncolloidal)	6.0	1.8

Cobbles and shingles	5.5	1.7
Shales and hard pans	6.0	1.8

Source - Adapted from recommendations by Special Committee on Irrigation Research, American Society of Civil Engineers, 1926, for channels with straight alignment. For sinuous channels, multiply allowable velocity by 0.95 for slightly sinuous, by 0.9 for moderately sinuous channels, and by 0.8 for highly sinuous channels.

- (c) Acceptable Management Measures - Measures applied alone or in combination to satisfy the intent of this section are acceptable if there are no objectionable secondary consequences. The City of Monroe, NC recognizes that the management of storm water runoff to minimize or control downstream channel and bank erosion is a developing technology. Innovative techniques and ideas will be considered and may be used when shown to have the potential to produce successful results. Some alternatives, while not exhaustive, are to:
- (1) Avoid increases in surface runoff volume and velocity by including measures to promote infiltration to compensate for increased runoff from areas rendered impervious;
 - (2) Avoid increases in storm water discharge velocities by using vegetated or roughened swales and waterways in place of closed drains and high velocity paved sections;
 - (3) Provide energy dissipators at outlets of storm drainage facilities to reduce flow velocities to the point of discharge;
 - (4) Protect watercourses subject to accelerated erosion by improving cross sections and/or providing erosion-resistant lining; and
 - (5) Upgrade or replace the receiving device structure, or watercourse such that it will receive and conduct the flow to a point where it is no longer subject to degradation from the increased rate of flow or increased velocity.
- (d) Exceptions - This rule shall not apply where it can be demonstrated to the City of Monroe, NC that storm water discharge velocities will not create an erosion problem in the receiving watercourse.

158.10 Borrow and Waste Areas

If the same Person conducts the land-disturbing activity and any related borrow or waste activity, the related borrow or waste activity shall constitute part of the land-disturbing activity, unless the borrow or waste activity is regulated under the Mining Act of 1971, G.S. 74, Article 7, or is a landfill regulated by the Division of Waste Management. If the land-disturbing activity and any related borrow or waste

activity are not conducted by the same Person, they shall be considered by the Approving Authority as separate land-disturbing activities.

158.11 Access and Haul Roads

Temporary access and haul roads, other than public roads, constructed or used in connection with any land-disturbing activity shall be considered a part of such activity.

158.12 Operations in Lakes or Natural Watercourses

Land disturbing activity in connection with construction in, on, over, or under a lake or natural watercourse shall minimize the extent and duration of disruption of the stream channel. Where relocation of a stream forms an essential part of the proposed activity, the relocation shall minimize changes in the stream flow characteristics.

158.13 Responsibility for Maintenance

During the development of a site, the Person conducting the land-disturbing activity shall install and maintain all temporary and permanent erosion and sedimentation control measures as required by the approved plan or any provision of this Ordinance, the Act, or any order adopted pursuant to this ordinance or the Act. After site development, the landowner or Person in possession or control of the land shall install and/or maintain all necessary permanent erosion and sediment control measures, except those measures installed within a road or street right-of-way or easement accepted for maintenance by a governmental agency.

158.14 Additional Measures

Whenever the City of Monroe, NC determines that accelerated erosion and sedimentation continues despite the installation of protective practices, they shall direct the Person conducting the land-disturbing activity to take additional protective action necessary to achieve compliance with the conditions specified in the Act or its rules.

158.15 Fees

The City of Monroe may establish a fee schedule for the review and approval of Plans. A fee shall be charged for each Plan review in accordance with a fee schedule adopted by the City of Monroe City Council.

158.16

Plan Appeals

- (a) Except as provided in §158.16 (b) of this ordinance, the appeal of a disapproval or approval with modifications of a Plan shall be governed by the following provisions:

(1) The disapproval or modification of any proposed Plan by the City of Monroe, NC shall entitle the Person submitting the Plan to a public hearing before the Board of Adjustment if such Person submits written demand for a hearing within 15 days after receipt of written notice and completes the necessary forms and pays the required appeals fee of disapproval or modifications. Such written request and completed forms shall be submitted to the Clerk of the Board of Adjustment or his or her designee. Forms shall be available at the City of Monroe Administrative Office, or as directed by the City of Monroe Engineering Department.

Notice of the Board of Adjustment public hearing shall be sent first class mail to the applicant at least 10 days prior to the public hearing and to any person who has submitted a written request to receive such notice at least 10 days prior to the date of the public hearing. The hearing shall be held no later than 30 days after the receipt of said written request.

A quasi-judicial hearing shall be conducted by the Board of Adjustment. A majority vote per the Board of Adjustment's officially adopted by-laws will be necessary to reverse any order, requirement, decision, or determination of any official charged with the enforcement of this ordinance, or to decide in favor of an appellant any matter upon which is required to pass from the provisions of this ordinance. The City shall keep minutes of the proceedings, showing the votes of each member upon each question and the attendance of each member at such hearings. The final disposition of the City shall be based on findings of fact.

- (2) If the City of Monroe upholds the disapproval or modification of a proposed Plan following the hearing, the Person submitting the Plan shall then be entitled to appeal the City of Monroe's decision to the Commission as provided in G.S. 113A-61(c) and 15A NCAC 4B .0118(d)

- (b) In the event that a Plan is disapproved pursuant to §158.06 (i) of this ordinance, the applicant may appeal the City of Monroe's disapproval of the Plan directly to the Commission.

Inspections and Investigations

- (a) Inspection. Agents, officials, or other qualified persons authorized by the City of Monroe, will periodically inspect land-disturbing activities to ensure compliance with the Act, this ordinance, or rules or orders adopted or issued pursuant to this ordinance, and to determine whether the measures required in the Plan are effective in controlling erosion and sedimentation resulting from land-disturbing activity. Notice of the right to inspect shall be included in the certificate of approval of each Plan.
- (b) Willful Resistance, Delay or Obstruction. No person shall willfully resist, delay, or obstruct an authorized representative, employee, or agent of the City of Monroe, while that person is inspecting or attempting to inspect a land-disturbing activity under this section.
- (c) Notice of Violation. If the City of Monroe determines that a Person engaged in land-disturbing activity has failed to comply with the Act, this ordinance, or rules, or orders adopted or issued pursuant to this ordinance, a notice of violation shall be served upon that Person. The notice may be served by any means authorized under GS 1A-1, Rule 4. The notice shall specify a date by which the Person must comply with the Act, or this ordinance, or rules, or orders adopted pursuant to this ordinance, and inform the Person of the actions that need to be taken to comply with the Act, this ordinance, or rules or orders adopted pursuant to this ordinance. Any Person who fails to comply within the time specified is subject to additional civil and criminal penalties for a continuing violation as provided in G.S. 113A-64 and this ordinance. If the Person engaged in the land-disturbing activity has not received a previous notice of violation under this section, the City of Monroe shall offer assistance in developing corrective measures. Assistance may be provided by referral to a technical assistance program on behalf of the Approving Authority, referral to a cooperative extension program, or by the provision of written materials such as City of Monroe Engineering Department guidance documents. The notice of violation may be served in the manner prescribed for service of process by G.S. 1A-1, Rule 4, and shall include information on how to obtain assistance in developing corrective measures.
- (d) Investigation. The City of Monroe, shall have the power to conduct such investigation as it may reasonably deem necessary to carry out its duties as prescribed in this ordinance, and who presents appropriate credentials for this purpose to enter at reasonable times, any property, public or private, for the purpose of investigating and inspecting the sites of any land-disturbing activity.
- (e) Statements and Reports. The City of Monroe, shall also have the power to require

written statements, or filing of reports under oath, with respect to pertinent questions relating to land-disturbing activity.

158.18

Penalties

(a) Civil Penalties

- (1) Civil Penalty for a Violation. Any Person who violates any of the provisions of this ordinance, or rule or order adopted or issued pursuant to this ordinance, or who initiates or continues a land-disturbing activity for which a Plan is required except in accordance with the terms, conditions, and provisions of an approved Plan, is subject to a civil penalty. The maximum civil penalty amount that the City of Monroe may assess per violation is five thousand dollars (\$5,000.00). A civil penalty may be assessed from the date of the violation. Each day of a continuing violation shall constitute a separate violation. When the Person has not been assessed any civil penalty under this subsection for any previous violation, and that Person abated continuing environmental damage resulting from the violation within 180 days from the date of the notice of violation, the maximum cumulative total civil penalty assessed under this subsection for all violations associated with the land-disturbing activity for which the erosion and sedimentation control plan is required is twenty-five thousand dollars (\$25,000).
- (2) Civil Penalty Assessment Factors. The Engineering Director or his/her designee of the City of Monroe shall determine the amount of the civil penalty based upon the following factors:
 - (i) the degree and extent of harm caused by the violation,
 - (ii) the cost of rectifying the damage,
 - (iii) the amount of money the violator saved by noncompliance,
 - (iv) whether the violation was committed willfully, and
 - (v) the prior record of the violator in complying or failing to comply with this ordinance.
- (3) Notice of Civil Penalty Assessment. The Engineering Director or his/her designee of the City of Monroe shall provide notice of the civil penalty amount and basis for assessment to the Person assessed. The notice of assessment shall be served by any means authorized under G.S. 1A-1, Rule 4. A notice of assessment by the City of Monroe shall direct the violator to either pay the assessment, contest the assessment within 30 days by filing a petition for hearing with the City of Monroe (as directed by procedures within the local ordinances or regulations adopted to establish and enforce the erosion and sedimentation control program), or file a request with the City of Monroe for remission of the assessment within 30 days of receipt of the notice of assessment. A remission request must be

accompanied by a waiver of the right to a contested case hearing pursuant to Chapter 150B of the North Carolina General Statutes and a stipulation of the facts on which the assessment was based.

- (4) Final Decision: The final decision on contested assessments shall be made by the Board of Adjustment in accordance with the local ordinances, rules of appeal and regulations adopted to establish and enforce the erosion and sedimentation control program.

- (5) Appeal of Final Decision. Appeal of the final decision of the governing body of the City of Monroe shall be to the General Court of Justice of Union County where the violation occurred. Such appeals must be made within 30 days of the final decision of the governing body of the City of Monroe.

- (6) Remission of Civil Penalties. A request for remission of a civil penalty imposed under G.S. 113A-64 may be filed with the City of Monroe within 30 days of receipt of the notice of assessment. A remission request must be accompanied by a waiver of the right to a contested case hearing pursuant to Chapter 150B of the General Statutes and a stipulation of the facts on which the assessment was based. The following factors shall be considered in determining whether a civil penalty remission request will be approved:
 - (i) Whether one or more of the civil penalty assessment factors in G.S. 113A-64(a)(3) were wrongly applied to the detriment of the petitioner.
 - (ii) Whether the petitioner promptly abated continuing environmental damage resulting from the violation.
 - (iii) Whether the violation was inadvertent or a result of an accident.
Whether the petitioner had been assessed civil penalties for any previous violations.
 - (iv) Whether payment of the civil penalty will prevent payment for necessary remedial actions or would otherwise create a significant financial hardship.
 - (v) The assessed property tax valuation of the petitioner's property upon which the violation occurred, excluding the value of any structures located on the property.

- (7) Collection. If payment is not received within 30 days after it is due, the City of Monroe may institute a civil action to recover the amount of the assessment. The civil action may be brought in the Superior Court of the county where the violation occurred, or the violator's residence or principal place of business is located. Such civil actions must be filed within three (3) years of the date the assessment was due. An assessment that is not contested and a remission that is not requested is due when the violator is served with a notice of assessment. An assessment that is contested or a remission that is requested is due at the conclusion of the administrative and

judicial review of the assessment.

(8) Credit of Civil Penalties. The clear proceeds of civil penalties collected by the City of Monroe under this subsection shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2. Penalties collected by the City of Monroe may be diminished only by the actual costs of collection. The collection cost percentage to be used shall be established and approved by the North Carolina Office of State Budget and Management on an annual basis, based upon the computation of actual collection costs by the City of Monroe for the prior fiscal year. The cost percentage shall not exceed twenty percent (20%) of penalties collected.

(b) Criminal Penalties. Any Person who knowingly or willfully violates any provision of this ordinance, or rule or order adopted or issued by the Commission or a local government, or who knowingly or willfully initiates or continues a land-disturbing activity for which a Plan is required except in accordance with the terms, conditions, and provisions of an approved Plan, shall be guilty of a Class 2 misdemeanor which may include a fine not to exceed \$5,000 as provided in G.S. 113A-64.

158.19

Injunctive Relief

(a) Violation of Local Program. Whenever the governing body has reasonable cause to believe that any Person is violating or threatening to violate any ordinance, rule, regulation or order adopted or issued by the City of Monroe, or any term, condition, or provision of an approved Plan, it may, either before or after the institution of any other action or proceeding authorized by this ordinance, institute a civil action in the name of the City of Monroe, for injunctive relief to restrain the violation or threatened violation. The action shall be brought in the Superior Court of Union County in which the violation is occurring or is threatened.

(b) Abatement of Violation. Upon determination by the Superior Court of Union County that an alleged violation is occurring or is threatened, the Superior Court of Union County shall enter any order or judgment that is necessary to abate the violation, to ensure that restoration is performed, or to prevent the threatened violation. The institution of an action for injunctive relief under this section shall not relieve any party to the proceedings from any civil or criminal penalty prescribed for violations of this ordinance.

158.20

Restoration After Non-Compliance

The City of Monroe, may require a Person who engaged in a land-disturbing activity and failed to retain sediment generated by the activity, as required by G.S. 113A-57 (3), to restore the waters and land affected by the failure so as to minimize the detrimental effects of the resulting pollution by sedimentation. This authority is in addition to any other civil or criminal penalty or injunctive relief authorized under this ordinance.

159.21 Severability

If any section or section or sections of this ordinance is/are held to be invalid or unenforceable, all other sections shall nevertheless continue in full force and effect.

159.22 Effective Date

Section 3. This Ordinance shall be effective upon adoption.

Adopted this 10th day of November, 2025.

Robert Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: November 6, 2025

FROM: Josh Hyatt, Director, Information Technology

PREPARED BY: Lisa Kerner, Grant Administrator

SUBJECT: Grant acceptance, FY24 State and Local Cybersecurity Grant Program

SUMMARY STATEMENT

Staff recommends that the General Services Committee approve the acceptance of \$115,471.30 in grant funds from the Department of Homeland Security (DHS)/FEMA FY24 State and Local Cybersecurity Grant Program. The purpose of the funding is to enhance the preparation, response, and resilience of the City's information systems. Funding is available through the City's current year budget for the required 30% match. The total cost of the project is \$163,459.

REVIEW

The DHS/FEMA FY24 State and Local Cybersecurity Grant Program opened on September 23, 2024 and closed on January 31, 2025. When Staff learned the grant application period had opened and due to the application deadline and timing of meetings, Staff submitted an application. The General Services Committee approved the application submission on February 6, 2025. This grant is for a Cybersecurity Program and Plan Writing initiative and external testing aimed at enhancing the City's ability to prevent, respond to, and recover from cybersecurity incidents.

RECOMMENDATION

The General Services Committee and Staff recommend City Council approve the acceptance of the \$115,471.30 in grant funding, approve Budget Amendment 2025-36, and approve adding this matter to the Consent Agenda for City Council approval on November 10, 2025.

Attachment: Budget Amendment 2025-36

**BUDGET AMENDMENT
BA-2025-36**

1. Amendment necessary to appropriate funds for the Department of Homeland Security (DHS)/FEMA FY24 State and Local Cybersecurity Grant Program grant to be used to enhance the preparation, response, and resilience of the City's information systems.

General Fund:

Revenues:

Restricted Revenue	\$115,472.00
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Expenses:

General Government	\$115,472.00
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Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: November 6, 2025
FROM: Sarah McAllister, P.E. – Engineering Director
PREPARED BY: Sarah McAllister, P.E. – Engineering Director
SUBJECT: Suncrest Cemetery Expansion

SUMMARY STATEMENT

The General Services Committee is requested to approve a resolution dedicating property for future cemetery use.

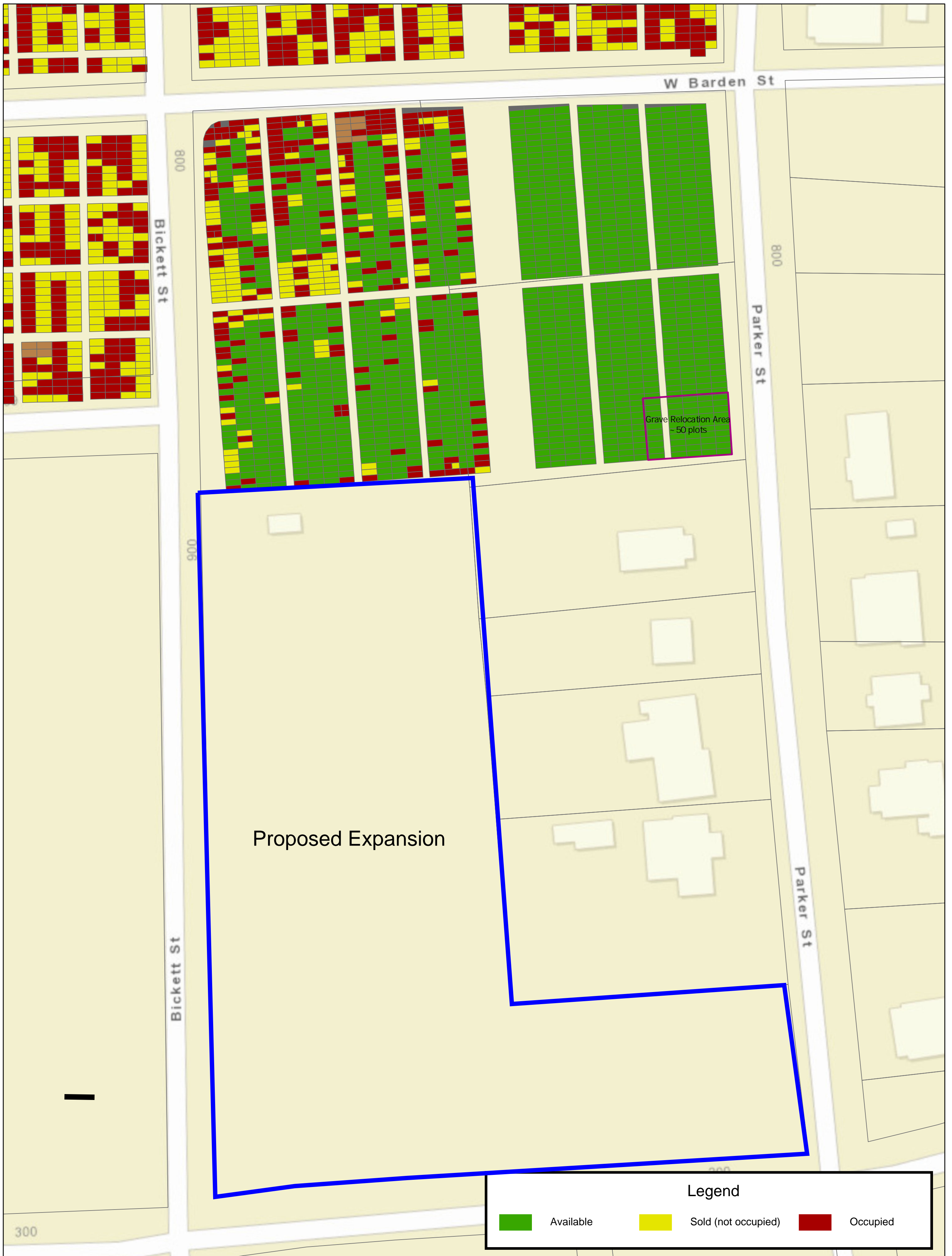
REVIEW

City Management had requested a discussion on the expansion of the Suncrest Cemetery to be placed on the August 7th General Services Committee meeting agenda. The committee recommended part of parcel 09-235-091 as shown on the attached map to be designated for future cemetery. City Attorney advises the attached resolution be adopted dedicating the property for cemetery use.

RECOMMENDATION

The General Services Committee is requested to approve the attached Resolution R-2025-60. If approved, this item will be placed on the November 10th consent agenda.

Attachment:
Suncrest Cemetery Expansion Map
Resolution R-2025-60



**RESOLUTION TO DEDICATE REAL PROPERTY
FOR CEMETERY USE
R-2025-60**

WHEREAS, the City of Monroe owns that certain tract of real property located at the northeast corner of Bickett Street and West Sunset Drive and further identified as Tax Parcel Number 09-235-091; and

WHEREAS, a portion of the parcel is currently use as a portion of Suncrest Cemetery and is thus dedicated for cemetery use and maintenance in perpetuity; and

WHEREAS, Suncrest Cemetery is running out of space and is need of expansion; and

WHEREAS, the remainder of the above-described parcel of real property is undeveloped and available as use as additional Suncrest Cemetery.

NOW, THEREFORE, BE IT RESOLVED, that the remaining portion of the parcel identified as Tax Parcel 09-235-091 located east of Bickett Street, North of West Sunset Drive, and west of Parker Street be hereby dedicated, reserved, used, and maintained in perpetuity for Suncrest Cemetery by the City of Monroe.

Adopted this ____ day of November 2025.

Robert A Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: November 6, 2025
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Jeff Wells, Assistant City Manager
SUBJECT: Downtown Master Plan Project Update

SUMMARY STATEMENT

Shook Kelly was selected as the consultant for the City of Monroe’s Downtown Master Plan, and was approved by City Council in September of 2025. The Downtown Master Plan Update project will span 12 – 15 months and will lead to final recommendation to the City Council. This project will focus on downtown along with several of its neighboring sub-districts. This report provides an update on the project to date.

REVIEW

The Downtown Master Plan kicked off with a virtual mobilization meeting on September 3, 2025 that included city staff and our project consultant, Shook Kelley. A Technical Team Committee meeting followed on September 22, 2025. At this meeting, Shook Kelley conducted an analysis of Land Use and Placemaking, Infrastructure Systems and Development, and concluded the meeting with a walking tour of the Downtown Core. A driving tour was held later with our consultant to view the remaining project character districts. A copy of the Technical Committee Team is attached.

Shook Kelley requested the creation of several citizen groups as part of the project. These groups and members represent a broad cross-section of community interests and will ensure the master planning process addresses many different perspectives. Seven Affinity Groups and a Downtown Steering Committee were assembled for this purpose. The Affinity Groups met during four virtual roundtable zoom calls held on October 27-28, 2025. Attached is a list of the Affinity Group titles and participants.

The Downtown Steering Committee will play a key role in assisting Shook Kelley with the overall downtown planning effort. The members of this group all share a deep interest in the downtown area and have the ability to provide guidance throughout the master planning process. They will share their unique knowledge, local perspective, strategic thinking, and individual expertise and have agreed to meet the time required to attend the workshops. This group will work collaboratively to share their opinions and consider different viewpoints, so that the group can build consensus and help guide Shook Kelley in developing the plan. A list of the Downtown Steering Committee is attached.

The groups and committee total 94 people and represent a broad cross-section of downtown, including:

- **Residents:** Living downtown or in adjacent neighborhoods.
- **Business owners:** Including retail merchants and other commercial property owners in the downtown district.
- **Property owners:** Both residential and commercial.
- **Civic leaders:** Members of non-profits, historic societies, and other advocacy groups.
- **Professionals:** Individuals with a background in architecture, urban design, planning, or engineering.
- **Specialized groups:** Representatives from educational institutions, cultural organizations, public safety, and other specialized groups.

RECOMMENDATION

Item is informational only.

Attachments:
Technical Team
Steering Committee
Affinity Groups
Project Schedule

Technical Team

First Name	Last Name	Description
Jeff	Wells	Assistant City Manager
Lisa	Stiwinter	Planning and Development Director
Donna	O'Keefe	Downtown Manager
Terry	Shook	Consultant Shook Kelley
Zoe	Shook	Consultant Shook Kelley
Henry	Stepp	Consultant Shook Kelley
Jeff	Camillo	Consultant Shook Kelley
Larry	Zinser	Consultant Shook Kelley
Rick	Tipton	GFT, Inc. Gannett Fleming
Lance	Harland	GFT, Inc. Gannett Fleming
Baohong	Wan	GFT, Inc. Gannett Fleming
Bob	Gibbs	Gibbs Planning Group (GPG)
Jordan	Jones	The Integral Group (TIG)
Pete	Hovanec	Parks and Rec and Tourism Director
Sarah	McAllister	Engineering Director
Doug	Britt	Assistant Planning and Development Director
Keri	Medler	Senior Planner
Bryson	Hester	Transportation Planner
Teresa	Campo	Economic Development Director
Matthew	Thomas	Storm water Engineering Associate
Will	Auret	Land Development Engineering Manager
Rob	Miller	General Manager of Engery Services/Water Resources

Downtown Steering Committee Members

	First Name	Last Name	Description
1	Chris	Duggan	Local Attorney (Main Street)
2	Drew	Lawrence	Lawrence Associates Owner
3	Peter	Karlan	Resident and Rehab contractor of two buildings downtown
4	Amanda	Cameron	Vice President First Citizens, resident, and grew up in Monroe, raising kids in Monroe
5	Michelle	Lancaster	VP of Strategy - Wingate University
6	Dr. Joseph	Milner	Doctor practicing in Monroe, Member of the Tourism Board, and Historic District Resident
7	Jason	Hill	Historic District Resident, and new downtown restaurant owner (formerly in the finance field)
8	Jason	Walle	Business Owner of Chain Reaction on Main Street
9	Griffin	Walters	Second and Third generation influencer
10	Mary-Helen	Secrest-Treece	Legacy Property Owner
11	Byron	Jones	Divisional Operations Manager Superior Crane; Monroe Resident, and Downtown Property Owner
12	Clare	Purdy	Main Street Property and Business Owner - Presson Building and Art Gallery
13	Father Ben	Roberts	Pastor of Our Lady of Lourdes in Monroe
14	Jordan	Hennessee	Historic District home owner and Air BNB owner, Better Car People, Wingate Grad.
15	Andre	Yandow	Walk Safe Monroe
16	Jordan	Griffin	Managing Partner - Leitner, Bragg& Griffin, Also Property Owner on Hayne Street

Citizen Affinity Group

Group 1	Restaurants, Bars, and Entertainment
Kristina Vanzile	Citizens Academy participant and school teacher. Works in Monroe
Davey Plyler	Retired Police officer for the City of Monroe, and building owner downtown
Darren Tucker	Manager and Co-Owner Americana
Alec Barnes	Manager and co-owner Americana
Matthew Wilson	Owner of Patty and the Dogs on Hayne Street
Trina Horne	Works downtown for UCPS and Lives in Wingate
Tim Ratliff	Owns the oldest restaurant in Downtown - the Oasis sandwich shop.
Julie Fox	Owner of JamZ
Angela Dellicolli	Owner of JamZ

Group 2	Retail and Business
Alexa Hoffman	Wants to open a business downtown. Lives in Waxhaw Landing
Sue King	Owner of Gingham Girl
Tina Boling	Owner of 704 Consignment
Jessie Griffin	Owner of Revival Beauty
Lindsay Helms	Work for the County and shops downtown
Elora Marable	manager of Infinitys End
Jennifer Hill	Owner of Silver lining
Kerry Thomas	Owner of MAZing Dancewear
Chris Huffstettler	Owner of Vicotry Shoe Repair
Stephanie Van Almen	Owner of Book Store
Kerrigan Laney	Owner of m-bellish

Group 3	Historic Residents, and Downtown Housing
Chase Petrovic	Lives off of Hayne St and are vested in the growth of our downtown. They frequent almost every business and their three boys frequent the skate shop
Leslie Petrovic	Lives off of Hayne St and are vested in the growth of our downtown. They frequent almost every business and their three boys frequent the skate shop
Dawn Smith	Own Alice Jules, Live in Historic District, and own an additional commercial property on Stewart Street
Ben Smith	Own Alice Jules, Live in Historic District, and own an additional commercial property on Stewart Street
Ben Dowless	Historic District Resident and Audrey Kell HS history teacher

Mason Simpson	Union County Water and Historic District Resident
Ivy Simpson	Remote software company and Historic District Resident
Rachel McKane-Dowless	Historic District Resident and Novant employee in UC
Rev Thomas	Pastor at XX church and downtown resident
Ryan Cureton	Rehabbing a home Charles Street
Elaine Wartinger	Historic District home owner and Air BNB owner
Chaz Williamson	Historic District Resident
Martina Williamson	Historic District Resident
Jennifer Loria	Historic District Resident
Eric Serdinsky	Lives in the condos downtown
Shauna Serdinsky	Lives in the condos downtown

Group 4: Downtown Property Owners and Downtown Real Estate Professionals	
Alan Plyler	Property owner downtown, contractor and real estate
Mark Ashcraft	Owens 2 properties on Main Street
Denise McBride	Owens property at 101 N. Main Street
Shawna and Kelly Collins	Owens property at 112 114, 116, and 118 N. Main
Michelle Vickery	Owens 212 N. Main
Tripp Helms	Owens 313 N. Main
Charlie Griffin	Owens 105 S. Main
Burle Raper	Manages all of the Shute Properties Downtown
Will Griffin	Manages several properties Downtown
Richard Price	Owens two building Downtown
Cindy Bradley	Office Downtown
Penny Hefner	Owens 2 buildings downtown and a law firm on Franklin Street
Ashley	Owens Moose Pharmacy
Cress Barnes	Part Owner in East Frank

Group 5	Tourism, Culture, Art, and Beautification
Steve Begley	Monroe resident and Disc Golf League co-founder
Cam Helms	Live in Monroe - Family supports Car Cruise In

Gay McCoy Clyburn	Lives in the historic district an is heavily involved in the UC Players and other art and activities in Monroe
Marion Priore	Citizens academy participant
Frank Priore	Citizens academy participant
Gypsy Houston	Genealogy and Local History Librarian
Margaret James	Local Artist - Co-Collaborator of Downtown Mural
Nathan Hopper	Live in Monroe - fan of theater and union Symphony 704-650-7848
Christy Chambers	UCP Board VP

Group 6	Work Downtown
Kristi Lawrence	Downtown Historic District resident
Will Walters	Family legacy - next gen property management
Brandy Caudle	Lawrence and Associates office Manager
Martina Williamson	Monroe Resident and works downtown
Diana Comerford	Monroe Resident and works downtown
Christy Chambers	Work Downtown
Lynn Price	work downtown
Grace Fisher	Works at the book store

Group 7	Safety, Parking, and Roads
Chief Rhett Bolen	Monroe Police Chief
TJ Goforth	Assistant Chief
Chief Ron Fowler	Monroe Fire chief
Jason Eubank	DT officer
Tim Sykes	DT officer

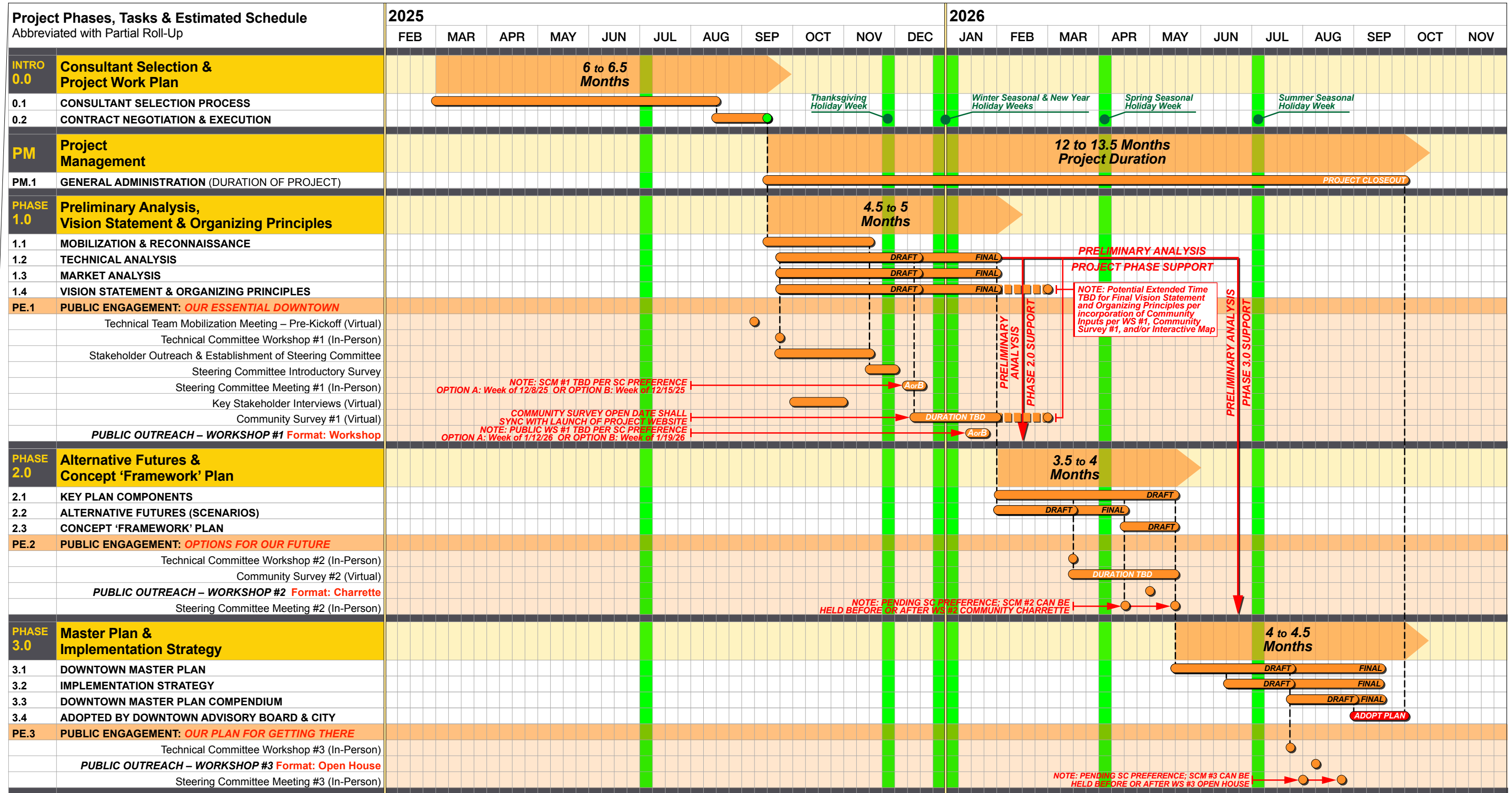
CITY OF MONROE, NC

DOWNTOWN MASTER PLAN

Shook Kelley (SK) Team – Estimated Project Schedule: Abbreviated

Per Key Plan Component Abbreviated Scope: **OPTION 1**

DRAFT: 6/26/2025 | REVISION #1: 10/28/2025





STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks, Recreation and Tourism Director
VIA: Mark Watson, City Manager
DATE: Nov. 6, 2025
PREPARED BY: Pete Hovanec, Parks, Recreation and Tourism Director
SUBJECT: Donation from Friends of Bazemore

SUMMARY STATEMENT

The Parks and Recreation Department is requesting to accept a donation of \$5,850 from the nonprofit Friends of Bazemore Active Adult Center.

REVIEW

Friends of the Bazemore wants to donate \$5,850 to the City of Monroe to cover the costs associated with the backfill and seeding around the new outdoor concrete pad at the rear of the Bazemore Active Adult Center.

The City of Monroe had the work completed by Sutton Concrete & Construction at a cost of \$5,850.

RECOMMENDATION

Staff recommends General Services approve the donation request and send to council consent agenda for acceptance of the donation.

Attachment: Budget Amendment BA-2025-39

**BUDGET AMENDMENT
BA-2025-39**

1. Amendment necessary to appropriate funding received from the Friends of the Bazemore Active Adult Center for the new concrete pad.

General Fund:

Revenues:	
Miscellaneous	\$5,850
Expense:	
Parks & Recreation	\$5,850

Adopted this 10th day of November, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks, Recreation and Tourism Director
VIA: Mark Watson, City Manager
DATE: Nov. 6, 2025
PREPARED BY: Pete Hovanec, Parks, Recreation and Tourism Director
SUBJECT: Grant Acceptance Centralina Area Agency on Aging

SUMMARY STATEMENT

The Parks and Recreation Department seeks to receive a grant for Senior Center General Purpose Funding from Centralina Area Agency on Aging in the amount of \$3,657 with a local match of \$1,219 and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$3,657 from the Centralina Area Agency on Aging. These funds will be used to offset salaries associate with the various senior adult fitness classes, including instructor salaries. Funds will also be used to assist in the purchase of additional ceramics materials (a very popular center activity). There is a 25 percent match equaling \$1,219 associated with this grant that will be funded through the operational budget of the Active Adult Center.

RECOMMENDATION

Staff recommends General Services approve the donation request and for council to consider it on consent agenda for acceptance.

Attachment: Budget Amendment BA-2025-40

**BUDGET AMENDMENT
BA-2025-40**

1. Amendment necessary to designate and appropriate funds received from the Senior Center General Purpose Grant from Centralina Area Agency on Aging be used for the programming needs related to senior and adult activities.

General Fund:

Revenue:

Restricted Revenue - State	\$3,657.00
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Expenditure:

Parks and Recreation	\$3,657.00
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Adopted this 10th day of November, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: November 6, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: Budget Amendment for Mass Communications System and Closed-Captioning

SUMMARY STATEMENT

The City of Monroe is advancing two initiatives designed to enhance customer service and accessibility for residents and businesses, the implementation of a Mass Communications and Emergency Notification System and the addition of Closed Captioning for City Council meetings. These actions will enhance customer service, accessibility for residents, and timely public communication for the City of Monroe.

REVIEW

The City is in the process of selecting CivicPlus as the vendor for a new Mass Communications and Emergency Notification System. This initiative is intended to strengthen the City's ability to communicate quickly and effectively with residents and businesses during emergencies. The system would also allow departments to create customized contact lists for targeted notifications and communicate with mobile devices within the City when needed.

CivicPlus is already a trusted partner, supporting several of the City's key systems, including the website, Council's agenda management platform, and the FOIA request system. Adding this capability would integrate smoothly with existing CivicPlus products and further streamline communication and emergency response efforts. Contract discussions are currently underway, and implementation is anticipated by the end of November pending final approval.

RECOMMENDATION

Staff recommends that City Council approve a budget amendment and authorize the City Manager to execute contracts for (1) a Mass Communications and Emergency Notification System with CivicPlus and (2) closed captioning services for City Council meetings. The amendment will



appropriate \$19,155 for initial implementation of the communications system and establish an annual not-to-exceed amount of \$10,000 for closed captioning, with any recurring subscription or maintenance costs incorporated into future budgets. Funding will be appropriated from the Undesignated Fund Balance.

**CITY OF MONROE
BUDGET AMENDMENT
BA-2025-41**

Amendment necessary to appropriate funding for reverse 911 and closed captioning services.

General Fund:

Revenues:		
Unassigned Fund Balance		\$30,000
Expenses:		
General Government		\$30,000

Adopted this 10th day of November, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk





STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: November 6, 2025
FROM: Ryan Jones, Property Management Director
PREPARED BY: Ryan Jones, Property Management Director
SUBJECT: Committee on Disabilities Recommendation

SUMMARY STATEMENT

The Committee on Disabilities has made a recommendation regarding the live streaming of public comment during City Council meetings.

REVIEW

The Committee on Disabilities has made recommendations concerning the City’s process specific to live streaming the public comment period. The committee chair, Melinda Plue, drafted a letter outlining those recommendations and is in attendance to provide any other information related to this recommendation.

RECOMMENDATION

Committee recommendations have been provided related to streaming the Council public comment for discussion and for the General Services committee to provide direction.

Attachments: Letter

October 14, 2025

Dear Mayor Burns and Monroe City Council Members:

The Committee on Disabilities met this afternoon to begin our work making Monroe a more inclusive place for people with disabilities. I write today to express our strong concern regarding something we learned today, that the City will discontinue live-streaming the public comment portion of Council meetings. This decision poses significant accessibility barriers for residents with disabilities and could place the City in violation of the Americans with Disabilities Act (ADA), Title II, which requires state and local governments to ensure that individuals with disabilities have equal access to participate in civic life.

Many residents with physical disabilities, chronic illnesses, sensory impairments, or compromised immune systems are unable to attend in-person meetings due to mobility, transportation, or health-related limitations. The live-streaming of public comments has been critical to them being able to virtually attend these meetings, allowing them to hear, understand, and engage in the same public processes available to their non-disabled peers.

By removing this access point, the City effectively excludes a segment of the population from participating in government decision-making — something the ADA explicitly prohibits. Title II of the ADA requires that all public entities provide individuals with disabilities an equal opportunity to benefit from programs, services, and activities, including civic engagement. Accessibility is not limited to physical ramps or parking spaces; it extends to digital and communication access as well.

We urge the Council to reinstate the live-streaming of the public comment section of meetings. Doing so demonstrates the City's commitment to transparency, inclusion, and compliance with federal law. The Committee on Disabilities stands ready to assist in identifying solutions that balance accessibility with any technical or logistical concerns the Council may have. **You will hear from us soon with other ways we feel these meetings should become more accessible, but for now we want to simply keep the systems in place that are there now.**

Thank you for everything you do to make Monroe an inclusive place for people with disabilities.

Sincerely,

A handwritten signature in black ink that reads "Melinda Plue". The signature is written in a cursive, flowing style.

Melinda Plue
Chairperson, Committee on Disabilities