



PUBLIC SAFETY COMMITTEE

City Hall - Large Conference Room
300 W. Crowell Street
Monroe, NC
January 5, 2026
4:15 PM

AGENDA

1. Minutes from December 1, 2025
2. Fire Station Maintenance Needs and Budget Ordinance
3. Update on EMS Services Delivery
4. Budget Amendment for Donation to Police Department from Quick Trip
5. Budget Amendment for Donation to Police Department from Tractor Supply
6. Municipal Agreement with NCDOT for Bridge Inspections
7. Pedestrian Access between Elizabeth Ave and Norman St
8. Memorandum of Agreement with North Carolina Sedimentation Control Commission
9. Ordinance to Amend Traffic Code – Chapter 76: Parking Schedules; Schedule I: Parking Prohibited At All Times

**PUBLIC SAFETY COMMITTEE
MEETING MINUTES
December 1, 2025**

The Public Safety Committee met on December 1, 2025, at 4:15 p.m. in the City Hall Large Conference Room.

Members Present: Chairman David Dotson, Council Member Julie Thompson, Council Member Gary Anderson

Staff Present: City Manager Mark Watson, Assistant City Manager Lisa Hollowell, Assistant City Manager Jeff Wells, Fire Chief Ron Fowler, Fire Deputy Chief Bryan Kindley, Fire Deputy Chief Travis Stegall, Fire Battalion Chief Johnny Blythe, Fire Administrative Assistant II Alice Withers, Police Chief Rhett Bolen, Police Assistant Chief T J Goforth, Police Lieutenant Shannon Huntley, Police Captain Steve Morton, City Attorney Richard Long, Senior Staff Attorney Terry Sholar, Staff Attorney Scott Hunt, Finance Director, Lisa Strickland, Grant Administrator Lisa Kerner

Guests: David Hyatt, Denise White, Peter Napoles

Chairman David Dotson called the meeting to order at 4:18 p.m.

Item 1: Minutes from December 1, 2025 Meeting

Council Member Anderson made a motion to approve the minutes of the Public Safety Committee meeting of December 1, 2025. Council Member Thompson seconded the motion and the motion passed unanimously.

Item 2: Update on EMS Services Delivery

Per Council's request during the Strategic Planning Retreat on September 16, 2025, Union EMS Director David Hyatt provided a presentation of the current EMS service delivery. This item was for informational purposes only. Council Member Anderson made a motion to explore more options. Council Member Thompson seconded the motion and the motion passed unanimously.

Item 3: Monroe Fire Department 2024 Annual Compliance Report

Fire Deputy Chief Bryan Kindley presented to the Committee an overview on the Monroe Fire Department's 2024 Annual Compliance Report (ACR). The report contains a summary of the Fire Department's activities during the 2024 calendar year to address recommendations found during the last accreditation site visit. Staff was pleased to report that the Commission has approved the Fire Department's 2024 ACR. This item was for informational purposes only.

Adjournment

There being no further business, Council Member Anderson made a motion to adjourn the meeting. Council Member Thompson seconded the motion, which passed unanimously, and the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Alice Withers – Committee Secretary



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: November 3, 2025
FROM: Ronald D. Fowler, Fire Chief
PREPARED BY: Alice Withers, Administrative Assistant II
SUBJECT: Fire Station Maintenance Needs

SUMMARY STATEMENT

Presentation on property maintenance and repair needs at all Monroe fire stations, consideration of a budget ordinance to fund the needed repairs and cancellation of the remaining contracts for the Fire Station #6 construction project.

REVIEW

Staff has identified property maintenance and repair needs at all Monroe fire stations. We will provide a presentation on these needs and present a budget ordinance for consideration to fund these needed repairs.

Funding totaling \$445,516.00 is remaining in the Fire Station #6 Construction Project. Staff proposes that this funding be repurposed to fund the fire station maintenance that is currently needed. In order to make funding available, it is requested that three Fire Station #6 contracts be terminated. These contracts are as follows:

- | | |
|-------------------------------------|--------------|
| 1. Stewart-Copper-Newell Architects | \$432,250.00 |
| 2. DR Reynolds | \$18,000.00 |
| 3. Lawrence and Associates | \$15,000.00 |

RECOMMENDATION

A budget ordinance is recommended to close out the Fire Station #6 project and create a new Fire Station Refresh project with the remaining funding of \$445,516.00.

Staff recommends that the Public Safety Committee recommend to City Council to adopt budget ordinance BO-2026-03 to create a new Fire Station Refresh project and authorize the cancellation of the Fire Station #6 contracts listed above.

Attachment: BO-2026-03

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
FIRE STATION REFRESH
BO-2026-03**

WHEREAS, project GB1902 was established to provide funding for the construction of Fire Station #6; and

WHEREAS, the City was able to purchase the land that temporary Fire Station #6 is located at and construction of a new Fire Station has been delayed; and

WHEREAS, remaining funding in this construction project is being repurposed for maintenance and repair needs at various existing fire stations.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe transfers funding to establish project GB2506 for Fire Station Refresh.

General Capital Project Fund:

Expense:

Project Costs (GB1902-Fire Station #6 Const)	(\$445,516)
Project Costs (GB2506-Fire Station Refresh)	\$445,516

Adopted this 13th day of January, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: January 5, 2026
FROM: Ronald D. Fowler, Fire Chief
PREPARED BY: Bryan Kindley, Deputy Chief
SUBJECT: Update on EMS Service Delivery

SUMMARY STATEMENT

Staff will provide a follow-up on EMS service delivery in Monroe.

REVIEW

Following the presentation delivered at the December 1, 2025 Public Safety Committee meeting by Union EMS Director David Hyatt, staff will provide a follow-up on EMS service delivery in Monroe.

RECOMMENDATION

For informational purposes only.



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: January 5, 2026
FROM: Rhett Bolen, Chief of Police
PREPARED BY: TJ Goforth, Assistant Chief
SUBJECTS: Budget Amendment for Donation to Police Department from Quick Trip, Carolina Division

SUMMARY STATEMENT

Staff requests approval to accept the donation made by Quick Trip, Carolina Division to the Monroe Police Department.

REVIEW

Staff have the opportunity to accept the donation of 6,000.00 for the Monroe Police Department. This donation will be used towards our Explorer Programs if approved.

RECOMMENDATION

Staff requests approval from the Public Safety Committee to accept this donation and forward it to the full Council for approval.

BA-2026-02

**CITY OF MONROE
BUDGET AMENDMENT
BA-2026-02**

1. Amendment necessary to designate and appropriate funds received from Quick Trip for the Monroe Police Explorer Program.

General Fund:

Revenues:		
Miscellaneous – Police		\$6,000

Expenditures:		
Police Department		\$6,000

Adopted this the 13th day of January 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: January 5, 2026
FROM: Rhett Bolen, Chief of Police
PREPARED BY: TJ Goforth, Assistant Chief
SUBJECTS: Budget Amendment for Donation to Police Department from Tractor Supply Company Foundation

SUMMARY STATEMENT

Staff requests approval to accept the donation made by Tractor Supply Company Foundation to the Monroe Police Department.

REVIEW

Staff has the opportunity to accept the donation of 500.00 for the Monroe Police Department. This donation will be used towards our Explorer Programs if approved.

RECOMMENDATION

Staff requests approval from the Public Safety Committee to accept this donation and forward it to the full Council for approval.

BA-2026-03

**CITY OF MONROE
BUDGET AMENDMENT
BA-2026-03**

1. Amendment necessary to designate and appropriate funds received from Tractor Supply Company Foundation for the Monroe Police Explorer Program.

General Fund:

Revenues:		
Miscellaneous – Police		\$500
Expenditures:		
Police Department		\$500

Adopted this the 13th day of January 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: January 5, 2026
FROM: Sarah McAllister, P.E., Director of Engineering
PREPARED BY: Sarah McAllister, P.E., Director of Engineering
SUBJECT: Municipal Agreement with NCDOT for Bridge Inspections

SUMMARY STATEMENT

The Public Safety Committee is requested to approve Resolution (R-2026-03) authorizing the Mayor and City Clerk to execute a municipal agreement with NCDOT for inspection of bridges on the City’s maintained streets.

REVIEW

An updated municipal agreement has been provided by NCDOT for the inspection of bridges on the City’s maintained streets. The National Bridge Inspection Standards requires that all structures defined as bridges located on public roads must be inspected on a cycle, not to exceed 24 months. The City currently has five bridges that are included in this inspection cycle. NCDOT retains a consultant to conduct these inspections and provides the reports to Engineering. Per the agreement, the Federal Highway Administration participates in 80% of the actual costs with the remaining amounts covered by NCDOT. The effective term of the agreement is 10 years.

The Municipal Agreement is attached along with Resolution (R-2026-03) authorizing the Mayor and City Clerk to execute the agreement.

RECOMMENDATION

Staff recommends approval of Resolution (R-2026-03) authorizing the Mayor and City Clerk to execute the agreement with NCDOT for bridge inspections. If the Public Safety Committee is in agreement, this item will be placed on the consent agenda for City Council approval on January 13, 2026.

Attachments:
Resolution (R-2026-03)
Municipal Agreement for Bridge Inspections

North Carolina

_____ County

**North Carolina Department of Transportation
and the City/Town of _____
Municipal Agreement
Inspection of Bridges on the Municipal Street System
F.A. Project BRZ-NBIS (22)**

THIS AGREEMENT is made and entered into on the last date executed below, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the Department, and the City/Town of _____, a municipal corporation, hereinafter referred to as the Municipality.

WITNESSETH

WHEREAS, the National Bridge Inspection Standards (NBIS) requires that all structures defined as bridges located on public roads must be inspected on a cycle, not to exceed twenty-four (24) months.

WHEREAS, the Municipality has requested the Department or a Consultant retained by the Department to inspect and analyze all public bridges located on its Municipal Street System in compliance with the National Bridge Inspection Standards; and

WHEREAS, the Department and the Municipality are authorized to enter into an agreement for such work under the provisions of G.S. 136-18(12), G.S. 136-41.3, and G.S. 136-66.1; and,

WHEREAS, the Municipality has approved the herein above referenced inspections and analysis and the Municipality has agreed to participate in certain costs thereof in the manner and to the extent as hereinafter set out.

NOW, THEREFORE, the Department and the Municipality agree as follows:

GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, as stated in this Agreement and in the Department’s published guidelines and procedures.

1. The Department or a Consulting Engineering firm retained by the Department shall inspect, load rate, and prepare the necessary inspection reports for all National Bridge Inventory (NBI) bridges on the Municipal street system in accordance with the National Bridge Inspection Standards.
2. All work shall be done in compliance with the following documents.
 - (A) National Bridge Inspection Standards (23 CFR, Chapter 1 Part 650).
 - (B) AASHTO *Manual for Bridge Evaluation* (current edition) including all interim revisions.

(C) *Specifications for the National Bridge Inventory (SNBI)* (current edition) including all updates and revisions.

3. The Municipality shall furnish all data in the possession of the Municipality that can be released that will help the Department or its Consultant in the accomplishment of the work including but not limited to appropriate municipal maps showing the location of the bridges and plans for the bridges when available.
4. During the inspection process, some repairs may be discovered that require immediate attention or repair, or a regulatory sign may be missing, damaged, or incorrect. A Critical Finding Notice, Priority Maintenance Notice or Regulatory Sign Notice will be issued in these cases. It is required that the Municipality resolve or notify the Department of their plans to resolve Priority Maintenance Notices and Regulatory Sign Notices within thirty (30) days of issuance. Critical Findings require a response within ten (10) days of notice.
5. The Municipality shall designate a responsible Municipal official with whom the Department or its Consultant will coordinate the work.
6. It is understood by the parties hereto that the Federal Highway Administration, through the Department, is to participate in the costs of the work to the extent of eighty percent (80%) of actual costs, subject to compliance with all applicable federal policy and procedural rules and regulations. All costs not participated in by the Federal Highway Administration shall be borne by the Department.
7. It is the policy of the Department not to enter into any Agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this Agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State Department or Agency.
8. This Agreement shall have an effective term of ten (10) years beginning upon execution by all parties and ending on the same date ten (10) years later, subject to the following termination conditions:
 - (A) At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the Municipality, this Agreement may be canceled by the City Manager and/or his designee.
 - (B) Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.
9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).
10. AMENDMENT:

If any Party desires to amend the Agreement, then the proposed amendment and the reasons for the proposed amendment shall be communicated in writing to the other Party. If the Parties agree to the proposed amendment, then the amendment shall be effected by entering a written amendment to the Agreement. An amendment that does not change the substantive or financial commitments of the Agreement may be executed by the Chief Engineer and the Municipality. Any other amendment to the

terms of this Agreement to be effective must be in the form of a written instrument properly authorized and executed by the governing boards of each Party to this Agreement. Any amendment to this Agreement to be effective must be in writing and signed by both Parties.

11. All Parties hereby respectively confirm that the individuals executing the Agreement are authorized to execute this Agreement and to bind the respective entities to the terms contained herein. All Parties confirm they have read this Agreement, conferred with counsel, and fully understand its contents.
12. All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

IT IS UNDERSTOOD AND AGREED that the approval of the work by the Department is subject to the conditions of this agreement, and that no expenditure of funds on the part of the Department will be made until the terms of this agreement have complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:	TOWN/CITY OF _____
BY: _____	BY: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

(SEAL)

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

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance/Billing Address:

Town/City of _____

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

**RESOLUTION FOR INSPECTION OF BRIDGES
ON MUNICIPAL STREET SYSTEM WITH
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
R-2026-03**

WHEREAS, the National Bridge Inspection Standards requires that all structures defined as bridges located on public roads must be inspected on a cycle, not to exceed twenty-four (24) months; and,

WHEREAS, the City of Monroe has requested the Department of Transportation or a Consultant retained by the Department of Transportation to inspect and analyze all public bridges located on its Municipal Street System in compliance with the National Bridge Inspection Standards; and,

WHEREAS, the City of Monroe proposes to enter into an Agreement with the Department of Transportation for said work; and,

WHEREAS, under the proposed Agreement it is understood that the Federal Highway Administration, through the Department of Transportation is to participate in the costs of the work to the extent of eighty percent (80%) of actual costs subject to compliance with all applicable federal policy and procedural rules and regulations; and,

WHEREAS, under the proposed Agreement all costs not participated in by the Federal Highway Administration shall be borne by the Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED that the Agreement for the herein above-referenced bridge inspection work is hereby formally approved by the City of Monroe and the Mayor and City Clerk of this Municipality are hereby empowered to sign and execute the required Agreement between the City of Monroe and the North Carolina Department of Transportation.

Adopted this 13th day of January, 2026.

Robert Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: January 5, 2026

FROM: Sarah McAllister, P.E., Director of Engineering

PREPARED BY: Sarah McAllister, P.E., Director of Engineering

SUBJECT: Pedestrian Access between Elizabeth Ave and Normand St

SUMMARY STATEMENT

The Public Safety Committee is requested to consider the pedestrian access between Elizabeth Ave and Normand St.

REVIEW

The City obtained an easement in 1972 for the purposes of constructing and/or widening a four-foot-wide walkway on parcel 09192075 near East Elementary School between Elizabeth Ave and Norman St. The walkway is four feet wide with a chain link fence on both sides and has a make shift bridge over a drainage ditch consisting of two wooden power poles laid across the ditch with wooden boards attached to the top. The Street Division had been maintaining the vegetation along the walkway and fences until they noticed damage to portions of the concrete walkway and bridge. They then placed sidewalk closed signs at each end in March of 2025. To date, no inquiries have been received regarding the walkway. The concrete walkway and bridge cannot be repaired within the existing four-foot easement as there is no room for equipment. Staff would like direction on how to proceed.

RECOMMENDATION

Staff will be prepared to discuss the pedestrian access between Elizabeth Ave and Normand St.

Attachments:
Photos
Map of Recorded Easement
Recorded Easement



View from Elizabeth Avenue



View from Normand St

and _____ of Monroe, N. C., Grantor(s), in consideration of One (\$1.00) Dollar to me (us) paid by the City of Monroe and in further consideration of benefits accruing to myself (ourselves) my (our) heirs, representatives and successors in title, receipt whereof is hereby acknowledged, to

hereby grant and convey to the City of Monroe, North Carolina, a 4 foot walkway

~~xxxxxx~~ right-of-way easement for the purpose of constructing and/or widening a 4 foot walkway _____, located in the City of Monroe, said point being

located on my (our) property beginning at: the common corner of lots #11 & #12, on Elizabeth Avenue, and running thence with the lot line of #11 & #12 North 10 deg. 04 min. and 20 sec. West 201.12 feet to an iron stake a common corner of lots #11 & #12; thence with the lot line of #11 North 60 deg. 36 min and 30 sec. East 4.24 feet to a stake; thence South 10 deg. 04 min. 20 sec. East 202.52 feet to a stake located on the North side of Elizabeth Avenue; thence with Elizabeth Avenue South 79 deg, 55 min 40 sec. west 4 feet to the beginning

Said easement to also include the installation, operation and maintenance of all utilities (water, gas, sewer and electricity) above or below ground.

IN TESTIMONY WHEREOF, the party (ies) of the first part, grantor (s) have (has) hereunto set his (their) hand. (s) and seal (s) on the 30 day of

August, 1972.

Witness:

L. C. Dore

Jerry J. Murray (Seal)

_____ (Seal)

_____ (Seal)

North Carolina-Union County

I, Claudette H. Smith, a Notary Public in and for said County and State, do hereby certify that Jerry J. Murray personally appeared before me this day (and acknowledged the due execution of the foregoing instrument) or (and being duly sworn stated that in his presence _____ signed the foregoing instrument) for the purpose and intents therein expressed.

Witness my hand and Notarial Seal, this the 30 day of August, 1972.

My Commission Expires: Dec. 1, 1975

Claudette H. Smith (Seal)

North Carolina - Union County

The foregoing certificate of Claudette H. Smith Notary Public of Union County is ~~certified~~ to be correct. ~~Let the foregoing instrument with this certificate be registered.~~ Filed for registration



STAFF REPORT

TO: Public Safety Committee
VIA: Mark Watson, City Manager
DATE: January 5, 2026
FROM: Sarah McAllister, P.E., Director of Engineering
PREPARED BY: Will Auret, P.E., Land Development Engineering Manager
SUBJECT: Memorandum of Agreement with the North Carolina Sedimentation Control Commission

SUMMARY STATEMENT

The Public Safety Committee is requested to consider approving a Memorandum of Agreement between the North Carolina Sedimentation Control Commission and the City of Monroe defining responsibilities for our local Erosion and Sedimentation Control Program.

REVIEW

The City of Monroe Engineering Department initiated local enforcement of a delegated Erosion and Sedimentation Program on July 1, 2002 with approval by City Council and the North Carolina Sedimentation Control Commission. Since adoption, our local program has operated within the guidelines of the North Carolina General Statutes Chapter 113A, Article 4: Sedimentation and Pollution Control Act of 1973. A Memorandum of Agreement between the North Carolina Sedimentation Control Commission and the City of Monroe is attached for consideration along with Resolution (R-2026-04) authorizing the Mayor to execute the agreement. The Memorandum of Agreement includes sections for both the Sedimentation Control Commission and our local government to define responsibilities and expectations. Since we are in compliance with the General Statutes and our local Erosion and Sedimentation Control Ordinance, the local program is meeting all requirements outlined by the proposed Memorandum of Agreement.

RECOMMENDATION

Engineering staff recommends that the Public Safety Committee approve Resolution (R-2026-04) authorizing Mayor Robert Burns to execute the Memorandum of Agreement with the North Carolina Sedimentation Control Commission on behalf of the City of Monroe. If the Public Safety Committee is in agreement, this item will be placed on the consent agenda for City Council approval on January 13, 2026.

Attachments:

Resolution (R-2026-04)
Memorandum of Agreement with SCC

MEMORANDUM OF AGREEMENT

BETWEEN

The North Carolina Sedimentation Control Commission

AND

This MEMORANDUM OF AGREEMENT is entered into between the **North Carolina Sedimentation Control Commission** (hereinafter, “Commission”) and _____ (hereinafter, “**Local Government**,” collectively, “Parties”) for the purpose of clarifying their roles in the enforcement of the Sedimentation Pollution Control Act of 1973, N.C. Gen. Stat. Ch. 113A Art. 4 and any rules adopted pursuant to the Act (hereinafter collectively, “SPCA.”)

Part I. Local Program Creation.

A. Model Ordinance

The Parties agree that the Commission shall do the following:

1. Per N.C. Gen. Stat. § 113A-54 (d) (1), provide a model erosion and sedimentation control ordinance (hereinafter, “model ordinance”) for adoption by local governments who wish to operate a delegated local erosion and sedimentation control program (hereinafter, “local program.”)
2. Update its model ordinance upon changes in the SPCA.

B. Proposed Ordinance Review

The Parties agree that:

1. Local governments who choose to create and operate a local program may do so by ordinance (hereinafter, “local program ordinance”.) However, the local government must submit the proposed local program ordinance to the Commission for review prior to adoption.
2. North Carolina General Statute § 113A-60(b) requires the Commission to review, approve, approve as modified, or disapprove proposed local program ordinances based upon the minimum requirements of the SPCA.
3. The Commission shall review a local program ordinance submitted and, within 90 days of receipt thereof, shall notify the local government submitting the program that it has been approved, approved with modifications, or disapproved.
4. The local program’s erosion and sedimentation control standards must equal or exceed those of the SPCA.
5. The Local Government has an existing local program and an ordinance approved by the Sedimentation Control Commission.

Part II. Responsibilities and Expectations of the Commission.

A. Local Program Review

The Parties agree that the Commission shall do the following:

1. Review periodically approved local programs for compliance with the SPCA. The results of the reviews shall be presented at the next quarterly meeting of the Commission.
2. If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement.
3. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.

B. Training and Education for Local Programs

The Parties agree that the Commission shall provide the following:

1. Educational programs in erosion and sedimentation control directed toward persons engaged in land-disturbing activities, general educational materials on erosion and sedimentation control, and instructional materials for persons involved in the enforcement of the SPCA and erosion and sedimentation control rules, ordinances, regulations, and plans.
2. Manuals and publications to assist in the design, construction and inspection of erosion and sedimentation control measures.
3. Periodic reviews of local erosion and sedimentation control programs and through the reviews provide recommendations to improve program administration.
4. Technical assistance in review of draft erosion and sedimentation control plans for complex activities.

C. Concurrent Jurisdiction

The Parties agree that the Commission shall maintain concurrent jurisdiction with the local government for land-disturbing activities and may take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

D. Exclusive Jurisdiction

The Parties agree that the Commission shall maintain exclusive jurisdiction to administer the SPCA for all land disturbing activities that:

1. Are outlined in North Carolina General Statute § 113A-56; or

2. Relate to oil and gas exploration and development on the well pad site.

Part III. Responsibilities and Expectations of the Local Government.

A. Enforcement

The Parties agree that the local government shall administer its own local program ordinances, through the following:

1. Enforce the provisions of the SPCA.
2. Administer the SPCA for all land-disturbing activity within its jurisdiction, including existing sites at the time the local government received program delegation. The Commission may continue to administer the SPCA over specific projects under enforcement action upon mutual agreement with the local government. The local program is not responsible for activities over which the Commission has exclusive jurisdiction.
3. Employ a sufficient number of qualified personnel. Qualified personnel shall be competent to review sedimentation and erosion control plans and conduct inspections of land- disturbing activities.
4. Provide adequate resources for plan review and compliance inspections.

B. Reporting

The Parties agree that the local government shall provide the following reports/information:

1. Monthly activity reports to the Commission.
2. Notification to the appropriate regional office of DEMLR of issuance of Notices of Violation at the time the violator is notified.
3. Current contact information for their local program to the Division of Energy, Mineral, and Land Resources.

C. Sediment and Erosion Control Plans for Land-Disturbing Activity Review

The Parties agree that the local government shall review erosion and sedimentation control plans for land-disturbing activity (hereinafter, “plans”) submitted to its local program under the following standards:

1. Review plans within 30 days of receipt of a new plan and within 15 days of a revised plan.
2. Approve, approve with modifications, or disapprove draft plans in conformance with the basic control objectives contained in 15A NCAC 04B .0106.
3. Notify in writing the person submitting the plan that it has been approved, approved with modifications, or disapproved within 30 days of receipt of a new plan and within 15 days of a revised plan.
4. Include in written notifications of plan approval the following:

- a. reference to NPDES General Stormwater Permit NCG 010000,
 - b. expiration date of the approval,
 - c. the right of periodic inspection, and
 - d. condition the approval upon the applicant's compliance with federal and State water quality laws, regulations, and rules.
5. Enclose with all written permit notifications the Certificate of Approval for posting at the site of the land-disturbing activity.

D. Inspection

The Parties agree that the local government shall inspect all sites undergoing land-disturbing activity under the following standards:

1. Periodically and regularly inspect sites undergoing land-disturbing activity within its jurisdiction. Periodically and regularly means with sufficient frequency to effectively monitor compliance with the SPCA and rules adopted pursuant to the SPCA and the local erosion and sedimentation control ordinance.
2. Document all inspections in writing, including electronic documents.
3. Inspection reports shall include, at a minimum, all information in the model sedimentation inspection report developed by the Commission.
4. Maintain inspection records for active projects in accordance with State and local record retention policies.

E. Enforcement

The Parties agree that the local government shall enforce its local program ordinance under the following standards:

1. Issue Notices of Violation (hereinafter, "NOV") for any significant violation of the SPCA, rules adopted pursuant to the SPCA, or the local erosion and sedimentation control ordinance documented in an inspection report. An NOV shall be issued to the persons responsible for the violations, pursuant to N.C. Gen. Stat. § 113A-61.1.
2. The NOV shall specify the following:
 - a. describe the violation with reasonable particularity
 - b. request that all illegal activity cease
 - c. the actions that need to be taken to comply with the SPCA and the local ordinance
 - d. a date by which the person must comply with the SPCA and the local ordinance
 - e. inform the violator that 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 the local ordinance

3. Undertake appropriate enforcement actions, including injunctive relief, or assessment of civil penalties for an initial penalty or a daily penalty for continuing violations.
4. 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.

F. Termination of Local Program

1. Should a Local Government decide to end their local program, or portions thereof, and return jurisdiction to the Commission, the Local Government shall provide 120 days written notice of their intent to the Commission and to the Department of Environmental Quality (hereinafter “Department”) to end the local program and transfer existing projects to the Commission, by and through the Department.
2. To terminate all or part of their local program, a Local Government must comply with the following:
 - a. The notice of intent must include a list of all open projects that are anticipated to be transferred.
 - b. Any legal action or existing litigation undertaken by the Local Government under the local program must stay with the Local Government and cannot be transferred to the Department. This does not prevent the Department from taking new actions against violators for new or continuing violations of the SPCA.
 - c. Local Government shall make a good faith effort to resolve any Notices of Violation prior to transferring projects to the Department provided doing such would not adversely affect any enforcement actions or possible litigation.
 - d. At least 90 days prior to the transfer of all or part of their local program, the Local Government shall provide the Department copies of all its local program project files including all applications, inspection reports, and if applicable, enforcement documentation. Staff from the Local Government shall make themselves available to the Department staff to conduct any necessary joint site visits or coordinate joint inspections.
 - e. At least 60 days prior to the transfer, the Local Government shall notify the responsible parties of all open projects that the local program is ending and shall provide contact information for the Department.
 - f. At least 30 days prior to the transfer of all or part of the local program, Local Government must notify DEMLR upon the termination or expiration of any inter-local agreements.
 - g. At least 30 days prior to the transfer of all or part of their local program, the Local Government shall no longer accept applications for new or revised land-disturbing activities within the

jurisdiction they are transferring to the Department and shall redirect such applications to the Department. Written notification of when new or revised applications can no longer be submitted to the Local Government shall be made public at least 60 days prior to the date of transfer to the Department.

- h. Within 14 days prior to the transfer of the local program, Local Government shall provide a written update to the Department of all open projects to be transferred to the Department; including contact information for each project, copies of relevant permits, available photos of the project, descriptions of any enforcement actions taken, and the status of each project.
 - i. Local Government shall demonstrate to the Commission that the Local Government has removed provisions in their local ordinance pertaining to the local program or local jurisdiction for the SPCA.
3. This section only applies to local governments who choose to terminate their local programs or portions of them. In an instance where a local program fails to comply with the terms of this Agreement or fails to satisfactorily administer or enforce the terms of the SPCA as determined under Part II Section A above, the Commission shall establish a schedule for the transfer of the local program to the Department.

IN WITNESS HEREOF, the Parties enter into this Memorandum of Agreement, this the _____ day of _____ 20__.

SEDIMENTATION CONTROL COMMISSION

By: _____

Commission Chair

Dated: _____

Approved as to Form

Counsel to the Commission

Dated: _____

By: _____

Title: _____

Dated: _____

By: _____

Title: _____

Dated: _____

Approved as to Form

By: _____

Title: _____

Dated: _____

Appendix I.

NORTH CAROLINA GENERAL STATUTES

Sedimentation Pollution Control Act (Ch. 113A Art. 4)

(selected statutes)

§ 113A-54. Powers and duties of the Commission.

- (1) In implementing the erosion and sedimentation control program, the Commission shall:
- (2) Assist and encourage local governments in developing erosion and sedimentation control programs and, as a part of this assistance, the Commission shall develop a model local erosion and sedimentation control ordinance. The Commission shall approve, approve as modified, or disapprove local programs submitted to it pursuant to G.S. 113A-60.

§ 113A-56. Jurisdiction of the Commission.

- (a) The Commission shall have jurisdiction, to the exclusion of local governments, to adopt rules concerning land-disturbing activities that are:
 - (1) Conducted by the State.
 - (2) Conducted by the United States.
 - (3) Conducted by persons having the power of eminent domain other than a local government, except for an airport authority as set forth in subsection (a1) of this section.
 - (4) Conducted by a local government, except for an airport authority as set forth in subsection (a1) of this section.
 - (5) Funded in whole or in part by the State or the United States
- (a1) An airport authority operating an airport located wholly or in part in a county with a population greater than 250,000 according to the latest certified population totals of the State demographer may elect

to be regulated under the jurisdiction of a local program authorized under G.S. 113A-60. An airport authority to which this subsection applies that is located in more than one county may elect to be regulated under local programs authorized under G.S. 113A-60 in each county for property of the airport authority located in each county. An airport authority making a local program election under this subsection shall be subject to the following requirements:

- (1) The governing board of the local government operating the local program must enact a resolution accepting jurisdiction over the airport authority.
- (2) The airport authority must provide notice to the Commission that includes (i) a certified copy of the resolution required by subdivision (1) of this subsection and (ii) specification of a date not less than 90 days after the date of the notice on which the local program will assume jurisdiction.
- (3) Any existing erosion and sedimentation control permits issued by the Commission shall, despite assumption of permitting authority by a local government, remain under the jurisdiction of the Commission until the airport authority has submitted a permit modification request consistent with this Article to transfer the permit to the local program.
- (b) The Commission may delegate the jurisdiction conferred by G.S. 113A-56(a), in whole or in part, to any other State agency that has submitted an erosion and sedimentation control program to be administered by it, if the program has been approved by the

Commission as being in conformity with the general State program.

(c) The Commission shall have concurrent jurisdiction with local governments that administer a delegated erosion and sedimentation control program over all other land-disturbing activities. In addition to the authority granted to the Commission in G.S. 113A-60(c), the Commission has the following authority with respect to a delegated erosion and sedimentation control program:

(1) To review erosion and sedimentation control plan approvals made by a delegated erosion and sedimentation control program and to require a revised plan if the Commission determines that a plan does not comply with the requirements of this Article or the rules adopted pursuant to this Article.

(2) To review the compliance activities of a delegated erosion and sedimentation control program and to take appropriate compliance action if the Commission determines that the local government has failed to take appropriate compliance action.

(1973, c. 392, s. 7; c. 1417, s. 4; 1987, c. 827, s. 130; 1987 (Reg. Sess., 1988), c. 1000, s. 4; 2002-165, s. 2.5; 2006-250, s.2.)

§ 113A-60. Local erosion and sedimentation control programs.

(a) A local government may submit to the Commission for its approval an erosion and sedimentation control program for its jurisdiction and may adopt ordinances and regulations necessary to establish and enforce erosion and sedimentation control programs. An ordinance adopted by a local government may establish a fee for the review of an erosion and sedimentation control plan and related activities. The fee shall be, on the option of the applicant, either (i)

calculated on the basis of the number of acres disturbed or (ii) no more than one hundred dollars (\$100.00) per lot developed in the case of a single-family lot that is less than one acre, including such a lot that is part of a larger common plan of development. Local governments are authorized to create or designate agencies or subdivisions of local government to administer and enforce the programs. Except as otherwise provided in this Article, an ordinance adopted by a local government shall at least meet and may exceed the minimum requirements of this Article and the rules adopted pursuant to this Article.

(a1) Two or more units of local government are authorized to establish a joint program and to enter into any agreements that are necessary for the proper administration and enforcement of the program. The resolutions establishing any joint program must be duly recorded in the minutes of the governing body of each unit of local government participating in the program, and a certified copy of each resolution must be filed with the Commission.

(b) The Commission shall review each program submitted and within 90 days of receipt thereof shall notify the local government submitting the program that it has been approved, approved with modifications, or disapproved. The Commission shall only approve a program upon determining that its standards equal or exceed those of this Article and rules adopted pursuant to this Article.

(b1) When a development project contains an approved erosion control plan for the entire development, a separate erosion control plan shall not be required by the local government for development of individual residential lots within that development that disturb less than one acre if the developer and the builder are the same financially responsible person. For review of an erosion control plan for a single-family lot in a

common plan of development under this subsection where the developer and builder are different, the local government may require no more than the following information:

- (1) Name, address, telephone number, and email of owner of lot being developed.
- (2) Street address of lot being developed.
- (3) Subdivision name.
- (4) Lot number.
- (5) Tax parcel number of lot being developed.
- (6) Total acreage of lot being developed.
- (7) Total acreage disturbed.
- (8) Anticipated start and completion date.
- (9) Person financially responsible.
- (10) Signature of person financially responsible.
- (11) Existing platted survey of the lot.
- (12) A sketch plan showing erosion control measures for the lot being developed, but the sketch shall not be required to be under the seal of a licensed engineer, landscape architect, or registered land surveyor unless there is a design feature requiring such under federal or State law or regulation.

(b2) Except as may be required by federal law, rule, or regulation, a local erosion control program under this Article shall provide for all of the following:

- (1) That 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.
- (2) For a land-disturbing activity on more than one residential lot where the total land disturbed exceeds one acre, the person conducting the land-disturbing activity may submit for approval a single erosion control plan for all of the disturbed lots or may submit for review and approval under subsection (b1) of this section the erosion control measures for each individual lot.

(b3) No development regulation under Chapter 160D of the General Statutes or any erosion and sedimentation control plan under a local program shall require any of the following:

- (1) A silt fence or other erosion control measure to be placed in a location where, due to the contour and topography of the development site, that erosion control measure would not substantially and materially retain the sediment generated by the land-disturbing activity within the boundaries of the tract during construction upon and development of the tract.
- (2) A wire-backed reinforced silt fence where, due to the contour and topography of the development site, that fence would not substantially and materially retain the sediment generated by the land-disturbing activity within the boundaries of the tract during construction upon and development of the tract.

(c) If the Commission determines that any local government is failing to administer or enforce an approved erosion and sedimentation control program, it shall notify the local government in writing and shall specify the deficiencies of administration and enforcement. If the local government has not taken corrective action within 30 days of receipt of notification from the Commission, the Commission shall assume administration and enforcement of the program until such time as the local government indicates its willingness and ability to resume administration and enforcement of the program.

(d) A local government may submit to the Commission for its approval a limited erosion and sedimentation control program for its jurisdiction that grants the local government the responsibility only for the assessment and collection of fees and for the inspection of land-disturbing activities within the jurisdiction of the local

government. The Commission shall be responsible for the administration and enforcement of all other components of the erosion and sedimentation control program and the requirements of this Article. The local government may adopt ordinances and regulations necessary to establish a limited erosion and sedimentation control program. An ordinance adopted by a local government that establishes a limited program shall conform to the minimum requirements regarding the inspection of land-disturbing activities of this Article and the rules adopted pursuant to this Article regarding the inspection of land-disturbing activities. The local government shall establish and collect a fee to be paid by each person who submits an erosion and sedimentation control plan to the local government. The amount of the fee shall be an amount equal to eighty percent (80%) of the amount established by the Commission pursuant to G.S. 113A-54.2(a) plus any amount that the local government requires to cover the cost of inspection and program administration activities by the local government. The total fee shall not exceed one hundred fifty dollars (\$150.00) per acre. A local government that administers a limited erosion and sedimentation control program shall pay to the Commission the portion of the fee that equals eighty percent (80%) of the fee established pursuant to G.S. 113A-54.2(a) to cover the cost to the Commission for the administration and enforcement of other components of the erosion and sedimentation control program. Fees paid to the Commission by a local government shall be deposited in the Sedimentation Account established by G.S. 113A-54.2(b). A local government that administers a limited erosion and sedimentation control program and that receives an erosion control plan and fee under this subsection shall immediately transmit the plan to the

Commission for review. A local government may create or designate agencies or subdivisions of the local government to administer the limited program. Two or more units of local government may establish a joint limited program and enter into any agreements necessary for the proper administration of the limited program. The resolutions establishing any joint limited program must be duly recorded in the minutes of the governing body of each unit of local government participating in the limited program, and a certified copy of each resolution must be filed with the Commission. Subsections (b) and (c) of this section apply to the approval and oversight of limited programs.

- (e) Notwithstanding G.S. 113A-61.1, a local government with a limited erosion and sedimentation control program shall not issue a notice of violation if inspection indicates that the person engaged in land-disturbing activity has failed to comply with this Article, rules adopted pursuant to this Article, or an approved erosion and sedimentation control plan. The local government shall notify the Commission if any person has initiated land-disturbing activity for which an erosion and sedimentation control plan is required in the absence of an approved plan. If a local government with a limited program determines that a person engaged in a land-disturbing activity has failed to comply with an approved erosion and sedimentation control plan, the local government shall refer the matter to the Commission for inspection and enforcement pursuant to G.S. 113A-61.1.

(1973, c. 392, s. 11; 1993 (Reg. Sess., 1994), c. 776, s. 7; 2002-165, s. 2.8; 2006-250, s. 3; 2021-121, s. 5(c); 2021-180, s. 12.10A(b); 2023-108, s. 10.)

**RESOLUTION TO APPROVE
MEMORANDUM OF AGREEMENT BETWEEN
NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION
AND CITY OF MONROE
R-2026-04**

WHEREAS, the City of Monroe has a commitment to improve the quality of life and living environment for its citizens; and,

WHEREAS, on April 2, 2002, the City Council adopted Ordinance O-2002-18 to establish a local Erosion and Sedimentation Control Ordinance, Chapter 158 of the Monroe City Code of Ordinances; and,

WHEREAS, the overall goal of the ordinance is to provide local administration and enforcement of proper erosion and sedimentation control practices for the benefit of the citizens of Monroe in the following areas of concern:

- Protection of surface water supply watersheds from accelerated sedimentation;
- Prevention of sedimentation across public and private property;
- Prevention of environmental and financial impacts of erosion;
- Attainment of one of the major program initiatives required by the EPA Phase II NPDES Permit requirements.

WHEREAS, the City of Monroe received delegation of a Local Program from the North Carolina Sedimentation Control Commission and on July 1, 2012, the City of Monroe's Engineering Department began enforcement of the Local Program; and,

WHEREAS, the North Carolina Sedimentation Control Commission now desires to enter into an updated Memorandum of Agreement for the purpose of clarifying roles in the enforcement of the Sedimentation Pollution Control Act of 1973, North Carolina General Statutes Chapter 113A, Article 4, and any rules adopted pursuant to the Act; and,

WHEREAS, the City of Monroe's Local Program complies with these requirements, now and in the past; and,

WHEREAS, the Public Safety Committee and Engineering Staff recommend approval of the Memorandum of Agreement with the North Carolina Sedimentation Control Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MONROE that the Mayor is hereby authorized to execute on behalf of the City of Monroe the Memorandum of Agreement between the North Carolina Sedimentation Control Commission and the City of Monroe.

Adopted this 13th day of January, 2026.

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: January 5, 2026

FROM: Sarah McAllister, P.E., Director of Engineering

PREPARED BY: Will Auret, P.E., Land Development Engineering Manager

SUBJECT: Ordinance to Amend Traffic Code – Chapter 76: Parking Schedules
Schedule I: Parking prohibited at all times

SUMMARY STATEMENT

The Public Safety Committee is requested to consider amending Chapter 76: Parking Schedules Schedule I: Parking prohibited at all times.

REVIEW

A new crosswalk with pedestrian refuge islands was added to the intersection of Morgan St and Hayne St. In order to meet the NCDOT required separation between the crosswalk and on street parking, one parking space was removed. The attached map shows the parking space that was removed. The attached ordinance amendment reflects these changes to on street parking on Hayne St as well as the closure of Morgan St on the west side.

RECOMMENDATION

Staff recommends amending Traffic Code – Chapter 76: Parking Schedules Schedule I: Parking prohibited at all times. If the Public Safety Committee is in agreement, the proposed amendment will be placed on the consent agenda for City Council approval on January 13, 2026.

Attachment:
Ordinance (O-2026-01)
Hayne St Crosswalk Map

**AN ORDINANCE TO AMEND
TITLE VII, CHAPTER 76
OF THE CITY OF MONROE CODE OF ORDINANCES
O-2026-01**

BE IT ORDAINED by the City of Monroe Council that Title VII: Traffic Code, Chapter 76 - Parking Schedules of the City of Monroe Code of Ordinances is amended as follows:

ADD

SCHEDULE I. Parking prohibited at all times

Street Name	Side	To	From
Hayne	West	174 feet South of Franklin	252 feet South of Franklin

Adopted this ___ day of January, 2026.

Robert Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk



207

Remove existing crosswalk

Islands shall meet NCDOT standard drawings 848.06 and 852.01

Remove closest parking stall

Remove closest parking stall

125