

CITY OF MONROE
PUBLIC ENTERPRISE COMMITTEE
300 W. CROWELL STREET, MONROE, NC 28112
WEDNESDAY, MAY 6, 2026 - 4:00 PM
AGENDA
www.monroenc.org

1. Public Enterprise Committee Meeting Minutes of February 3, 2026
2. Annual Bid Award for Water Resources Treatment Chemicals for FY27
3. Update to Engineering Standard Specifications
4. Revisions to Water Shortage Response Plan
5. Outside City Residential Water Service Request for Forest Hills Baptist Church located at 2003 Willis Long Rd

Public Enterprise Committee Minutes
February 3, 2026
City Hall Conference Room
4:00 p.m.

Members Present: Council Member Julie Thompson, Council Member James Kerr

Staff: Rob Miller, Jay Voyles, Jason Jarrett, Bonnie Fisher, Sarah McAllister, Scott Hunt, Jeff Wells, Lisa Strickland, Ashley Ivey, Lisa Hollowell, Terry Sholar, Dali Santiago and Mark Watson

Council Member James Kerr called the February 3, 2026 Public Enterprise Committee meeting to order at 4:03 p.m.

Item #1: Adoption of Minutes of the January 6, 2026 Meeting

Recommendation:

Council Member James Kerr asked if anyone had any questions or concerns about the minutes, if not, if anyone would like to make a motion that the minutes of the January 6, 2026 Public Enterprise Committee be approved.

Motion: Adopt January 6, 2026 meeting minutes

Motion made by: Council Member Julie Thompson

Second: Council Member James Kerr

Voting: **In Favor** – Council Member James Kerr, Council Member Julie Thompson

Opposed – None

Action: Motion approved

Item #2: Revision to Storm Drainage Policy

Recommendation:

The Public Enterprise Committee is requested to consider recommended revision to the Storm Drainage Policy.

Presentation and Discussion:

Bonnie Fisher, Stormwater Engineering Manager, presented the intended purpose of the Storm Drainage policy to provide general guidelines for storm drainage improvements, define the City of Monroe's maintenance and operational roles and limits, and prioritize capital and operational needs to ensure public safety and long-term system sustainability.

The current strategy for developing Stormwater construction projects is shifting to better address the needs of an aging storm drainage system. This approach prioritizes repairs, rehabilitation, and maintenance by allowing a reduced level of service design standard where capacity and performance

permit, rather than automatically replacing infrastructure to meet new development standards. Project decisions are guided by consideration for public safety and cost-benefit analysis using objective ranking criteria.

The proposed revisions of the policy will also shift focus of the stormwater program from reacting to private drainage complaints to proactively investing in appropriately prioritized public infrastructure. Key revisions to the policy are highlighted below:

- Removes redundant text and sections that are covered in other City documents to make this policy more concise;
- Clarifies criteria for City participation assistance on private property;
- Allows for flexible Level of Service designs storm where capacity and performance permit;
- Redefines project priorities categories;
- Creates a new, stand-alone policy for privately owned pond.

Motion: To approve the revised *Stormwater Drainage Assistance Policy* and the new stand-alone *Drainage Assistance for Privately Owned Ponds* and to place the item on the consent agenda for consideration by City Council at the next meeting on February 10, 2026.

Motion made by: Council Member Julie Thompson

Second: Council Member James Kerr

Voting: **In Favor** – Council Member James Kerr and Council Member Julie Thompson

Opposed – None

Action: Motion approved

Item #3: Outside City Water Service Request (Residential)

Recommendation:

The Public Enterprise Committee requested to consider an outside city water service request.

Presentation and Discussion:

Robert Miller, General Manager of Energy Services and Water Resources, requested that the Public Enterprise Committee consider an outside city water service request as shown below:

1. Timothy Ploshnik is requesting city water service for the below referenced parcel located at 1806 Willis Long Road.
 - a. PIN 08-303-016D (2.69 AC)

All outside city service requests require both City Council approval, and Union County Board of Commissioner (UCBC) approval pursuant to City Ordinances and the Water and Sewer Master Agreement with Union County. The UCBC approved this request at their January 12, 2026 meeting.

As a matter of policy, outside city water and sewer customers pay double tap fees and double monthly customer base charges on their city accounts.

Motion: To approve the request for outside city water service to the parcel located at 1806 Willis Long Road (PIN: 08-303-016D) and forward to City Council for consideration on the February 10th, 2026 consent agenda.

Motion made by: Council Member Julie Thompson

Second: Council Member James Kerr

Voting: **In Favor** – Council Member James Kerr and Council Member Julie Thompson
Opposed – None

Action: Motion approved

Item #4: Airport Ordinance Update to Align with Federal Aviation Administration (FAA) Guidelines Regarding Self-Fueling Activities

Recommendation:

To address proposed amendments to Tittle XIII, Chapter 131 of the City of Monroe Ordinances (the City’s Airport Ordinance) related to Self-Fueling activities on Airport property. The updates are intended to ensure the City’s ordinance language is consistent with Federal Aviation Administration (FAA) guidance regarding Self-Fueling, including FAA Circular 2007-150/5190-6. These adjustments are administrative in nature and are designed to align local regulations with established federal standards, establishing policies for safe Self-Fueling operations, while continuing to protect the City’s interests as the airport sponsor.

Presentation and Discussion:

Lisa Hollowell, Assistant City Manager, presented the proposed amendment to reflects Federal Aviation Administration guidance regarding self-service activities conducted by aircraft owners on Airport property. The FAA distinguishes between owner-performed activities and commercial services, and provides guidance on how each may be regulated by an airport sponsor. The proposed ordinance amendments align the Airport’s local regulations with this federal framework while preserving the City’s ability to establish reasonable rules and standards for airport operations.

This proposed amendment clarifies self-fueling definitions, rights and obligations, specifically with respect to Mobile Self-Fueling and Self-Fueling Fuel Farms and authorizes the establishment of required inspections, standards, and fees regarding same related to permits, registrations, flowage, and similar airport-related activities through the Airport Fee Schedule, with all such fees subject to approval by City Council.

Motion: To approve of the Airport Ordinance amendments aligning with FAA guidance and the authorization of associated fees, subject to City Council.

Motion made by: Council Member Julie Thompson

Second: Council Member James Kerr

Voting: **In Favor** – Council Member Julie Thompson, Council Member
Opposed – None

Action: Motion approved

There being no further business, the meeting was adjourned at 4:26 p.m.

James Kerr, Chair

Next Meeting- March 3, 2026.



STAFF REPORT

TO: Public Enterprise Committee

VIA: William M. Watson, City Manager

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

DATE: May 6, 2026

PREPARED BY: Amy Cook, Water Resources General Manager of Operations

SUBJECT: Annual Bid Award for Water Resources Treatment Chemicals FY 2027

SUMMARY STATEMENT

The Public Enterprise Committee is requested to consider the bids received and recommend awarding contracts to the various vendors for water and wastewater treatment chemicals.

REVIEW

On April 2, 2025 staff received annual bids for the Water and Wastewater Treatment Chemicals. In addition to unit pricing, a performance evaluation of Powder Activated Carbon was required to be submitted by vendors submitting bids. The list of recommended awards based on pricing and the performance testing results are as follows:

Product	Vendor	Price per Dry LB
Liquid Chlorine	JCI Jones	\$1,720/ton
Zinc Ortho Polyphosphate	Shannon Chemical Corp	\$1.87/lb
Sulfur Dioxide	JCI Jones	\$1,980/ton and \$235/cylinder
Dry Cationic Polymer- WTP	Polydyne Inc.	\$1.93/lb Clarifoc C-3226
Dry Non-Ionic Polymer	Polydyne Inc.	\$1.50/lb Clarifoc N-3300P
Calcium Hydroxide Slurry	Polytec	0.085 /dry lb
Dry Cationic Polymer-WWTP	Polydyne Inc.	\$1.98/lb Clarifloc SE-1278
Liquid Cationic Polymer – WTP	Polydyne Inc.	\$1.68/lb Clarifloc C-6265
Powder Activated Carbon	Calgon Carbon	\$1.40/lb

Funding for all Water and Wastewater Treatment Chemicals will be available beginning July 1, 2026 and upon approval of the FY27 Water Resources Operating Budget.

Recommended awards represent the low bids submitted.

RECOMMENDATION

Staff recommends that the Public Enterprise Committee forward to City Council for consideration on the May 12, 2026 consent agenda that contracts be awarded to the Vendors previously identified for the water and wastewater treatment chemicals based on the results of the Annual Water Resources Department Treatment Chemical Bid and authorize the City Manager to execute the associated contracts for fiscal year 2027.



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: May 6, 2026

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

PREPARED BY: Bonnie Fisher, P.E. – Stormwater Engineering Manager

SUBJECT: Updates to Engineering Standard Specifications and Detail Manual

SUMMARY STATEMENT

The Public Enterprise Committee is requested to consider recommended updates to the City of Monroe Engineering Standard Specifications and Detail Manual.

REVIEW

Since the last Standard Specification Manual update in May 2025, the need for some clarifications and additions have been noted by staff. Edits to the Engineering Standards Sections are recommended as shown on the attached documents.

1. Standard Specifications Section 07.00 Permits, Checklists, and Forms
 - a. 07.06.03 - add Construction Notes 17 and 18 to Stormwater Checklist.
 - b. 07.10 - text correction to Note 9.
2. Standard Specifications Section 08.00 Roadways/Storm Drainage Details
 - a. Standard Details 02.01.12B Street Name Sign Installation Locations, 02.08.01 Speed Cushion and 02.08.01B Speed Cushion– clarify text.
3. Preface/ Revision Log – include 5/12/2026 revisions.
4. Policy for *Post-Installation Inspection of Storm Drainage Pipes and Culverts* - clarify text.

RECOMMENDATION

Staff recommends approval of the changes to the Standard Specifications and Detail Manual and to the Policy for Post-installation Inspection of Storm Drainage Pipes and C. If the Public

Enterprise Committee is in agreement, this item will be placed on the consent agenda for consideration by City Council at the next meeting on May 12, 2026.

Attachments:

- Ordinance Amendment O-2026-21
- Engineering Standard Specifications and Detail Manual Sections 07.06.03 and 07.10 (tracked changes)
- Standard Details 02.01.12B, 02.08.01 and 02.08.01B (tracked changes)
- *Post-Installation Inspection of Storm Drainage Pipes and Culverts* (tracked changes)

**AN ORDINANCE TO AMEND CITY OF MONROE
STANDARD SPECIFICATIONS AND DETAIL MANUAL
O-2026-21**

BE IT ORDAINED by the City Council of the City of Monroe that the City of Monroe Standard Specifications and Detail Manual be amended as follows:

Section 1. Amend REVISION LOG to add:

<u>Rev. No.</u>	<u>Date Adopted by City Council</u>	<u>Summary</u>
18.	May 12, 2026	Revised per Ordinance O-202-21

Section 2. Amend sections 07.06.03 and 07.10 as shown by the attached documents.

Section 3. Amend Standard Details 02.01.12B, 02.08.01, and 02.08.01B as shown by the attached documents.

Section 4. This Ordinance shall be effective upon adoption.

Adopted this 12th day of May, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

07.06.03 STORMWATER CHECKLIST

This Stormwater Checklist shall accompany all plan submittals or the submittal shall be considered incomplete. Items not applicable should be marked "N.A." Refer to the City of Monroe "Standard Specifications and Detail Manual".

_____ Show impervious areas/runoff coefficients per the City of Monroe Standard Specifications and Detail Manual, Appendix A, Rational Method.

_____ Show stormwater runoff controls

_____ wet detention pond	_____ extended dry detention pond	_____ grassed swales
_____ sand filters	_____ stormwater wetlands	_____ bio-retention
_____ proprietary systems	_____ infiltration devices	_____ filter strips
_____ stream buffers	_____ permeable pavement	_____ other

_____ Show soil types.

_____ Provide boring/test pits, infiltration tests, groundwater impacts for infiltration structures.

_____ Provide calculations of pre- and post-development peak runoff rates, volumes and velocities. The same hydrologic procedure shall be used to determine pre and post-developed hydrology.

_____ Provide copy of the 404 Permit from the US Army Corp of Engineers (wetlands) and 401 permit from the North Carolina Department of Environmental Quality.

_____ Show the water body that the SCM is discharging into, if applicable.

_____ Provide a map and certified reports that includes locations of all perennial and intermittent streams, wetlands, 100-year floodplain boundaries, and other natural features as determined by survey.

_____ Show time of concentration calculations for all hydrographs.

_____ Show curve number calculations for both pre-developed and post-developed conditions for hydrographs.

_____ Provide 2 drainage area maps, one for pre-development and one for post-development, that shows the dividing lines and direction of flow for each drainage area contributing to the project site.

_____ Delineate sub-watershed areas on the plan for both pre- and post-development conditions. Clearly show and label the "Tc" path, slope and soil types in each sub watershed; provide the areas in acres.

_____ Show a maintenance plan and schedule for all permanent Stormwater Control Measures.

_____ Provide inlet and outlet invert elevations for all drainage structures.

_____ Provide profiles for all outfall pipes 15” and larger and channels located within recorded public easements. Include the Hydraulic Grade Line (HGL) profile for the Ten Year Return Period.

_____ Provide cross sections for diversions, ditches, ponds, swales, infiltration structures, etc.

_____ Provide a name of the person responsible for longtime maintenance of stormwater management facilities.

_____ Show natural and manmade features at the site, including wetlands, watercourses, floodplains and developments (roads, buildings, and other structures).

_____ Design criteria for drainage collection facilities within the right-of-ways must follow Standard Specifications and Detail Manual, Section 04.02.01.

_____ The following construction notes shall be included on the plans:

1. All roadway construction methods shall be in accordance with the City of Monroe Standard Specifications and Detail Manual and the NCDOT Standard Specifications for Roads and Structures, latest edition except when otherwise noted.
2. All storm drain pipes shall be placed to proper grade and alignment per approved plans.
3. No cracked or broken pipes shall be placed or accepted in construction of the project.
4. All catch basins 3’-6” deep or more shall have steps placed at 1’-2” on center.
5. Erosion control measures shall be placed around drainage inlets and catch basins.
6. All pipes in storm drainage structures shall be cut off flush with the inside wall.
7. All structures shall be smooth inside and outside of the structure using mortar mixed to manufacturer’s specifications to avoid debris build-up obstructing flow.
8. All tail ditches shall have positive drainage with a minimum 1.0% slope.
9. The Developer shall obtain any off-site drainage easement from adjacent property owners required to complete the improvements or provide positive drainage flow prior to construction plan approval.
10. All concrete for drainage structures shall be a minimum of 3,600 psi except where otherwise noted or required.
11. All precast storm drainage structures must be certified to adequately carry H2O loading.

12. Pre-cast storm drainage structure shall not be cut or altered without a Professional Engineer's Certification of adequate load bearing strength following the alteration of the structure, except where designated "knock-out" panels are provided.
13. Under no circumstances shall water be permitted to rise in un-backfilled trenches after the pipe has been placed.
14. The laying of pipe in the finished trench shall be started at the lowest point and laid upgrade. The bell shall be laid upgrade.
15. Survey staking and proposed grades shall be consistent with plans and field conditions.
16. No construction activities are allowed to take place beyond the floodplain line or the stream buffer line, whichever is greater, without a permit issued by the U.S. Army Corps of Engineers, the North Carolina Department of Environmental Quality, and/or the City of Monroe.
17. All flexible pipe, reinforced concrete box culverts, and arch culvert installations require third-party inspection performed by a licensed, competent third-party inspection firm. Inspections shall be directed by a North Carolina Professional Engineer and shall be completed in accordance with the Standard Specifications and Detail Manual Section 01.08 and the City of Monroe's "Third-Party Inspection for Pipe Installation" policy.
18. The Developer shall be responsible for retaining a National Association of Sewer Service Companies (NASSCO) Pipe Assessment Certification Program (PACP) certified professional for the purpose of performing the required post-installation. Inspections shall be completed in accordance with the Standard Specifications and Detail Manual Section 01.09 and the City of Monroe's "Post Installation Inspection of Storm Drainage Pipes and Culverts" policy. The specifications apply to any storm drainage system that conveys runoff from a public right of way and/or is intended for public use. The inspections shall be completed before placing the final lift of pavement (where applicable), but no sooner than 30 days after backfill placement.

Clearly delineate the following on the site and grading plans:

- _____ Proposed FEMA floodplain line
- _____ Existing FEMA floodplain line (to be shown until FEMA approval of proposed line)
- _____ Existing FEMA floodway line
- _____ Floodway cross-sections (stream station, location, existing and future flood elevations)
- _____ Undisturbed vegetated stream buffer lines (35' intermittent and perennial streams, 50' for Legislative Rezoning, measured from the top of bank)
- _____ Building setback for streams outside designated floodplains (5 times the stream width at the top of bank or 35' each side, whichever is greater)

25+1 Flood Analysis

For streams located outside of FEMA regulated waters and FEMA regulated "A" zones which serve a drainage area of 10 acres or more, perform a flood analysis utilizing the 25-year storm to establish finish floor elevations. Finish floor shall be established at least one foot above the 25-year storm elevation.

- _____ Runoff coefficients shall be based on assumption of full development of parcels per current zoning
- _____ Proposed elevations shall be labeled on the site and grading plans for each lot
- _____ Show and label 25+1 flood elevation flood line on site and grading plan
- _____ Show and label or describe on plan the location and elevation (ref. vertical datum, i.e. NAVD 88) of permanent benchmark used in channel survey. All topographic information shown on grading plan shall also be referenced to this benchmark.
- _____ Provide a hard copy of all channel analysis input and output files along with plan submittal.

07.10**FINAL INSPECTION AND ACCEPTANCE OF SUBDI
CONSTRUCTION**

1. No final inspection shall be scheduled until Certification 1-03 is approved by the City Engineer.
2. The Developer, his Agent and the Contractor are responsible for utilizing the Post-Construction Checklist to generate the punch list for this project. The City of Monroe may generate a punch list for additional items not contained in the Post-Construction Checklist as well as prepare the Certificate Form 1-05.
3. Any item checked on the Post-Construction Checklist that is found during the walk-through to be an evident misrepresentation shall incur a re-inspection fee in the amount of current policies per each occurrence.
4. The City of Monroe will not accept the street right-of-ways for maintenance until every item on the Post-Construction Checklist and any punch list item is completed to the Construction Inspector's satisfaction, and all outstanding balances have been paid in full.
5. The Developer must submit the As-Built Drawings as required in Standard 01.10, and the City of Monroe must approve the drawings prior to acceptance of the street right-of-ways for maintenance by the City.
6. The developer is responsible for coordinating the installation of all private and public underground utilities including but not limited to telephone, natural gas, cable, and electric prior to acceptance of streets, storm drainage, sewer and water by the City of Monroe. Developer shall be responsible for notifying and keeping the builders and buyers within the development apprised of the acceptance status of municipal services.
7. Final air test of public and private sewer mains and service laterals along with final certification will not be accepted until all utilities are installed. The developer has the option to expedite the acceptance process prior to the installation of all utilities by agreeing to perform closed circuit television (CCTV) inspection at the conclusion of construction and to repair problems identified by the CCTV to the sewer mains and service laterals. Acceptance of the sewer certification will enable the City of Monroe to accept final certification of water, streets, and storm drainage. All testing, air test or CCTV, shall be performed to the requirements as set forth by the Water Resources Department.
8. The developer and/or owner shall submit a written request for acceptance to the Engineering Department outlining the street names(s) and the length in miles.

9. The developer is required to provide a one year written warranty utilizing Warranty Form 07.165. The subdivider shall be responsible for completing all street repairs resulting from defects in materials and workmanship. A final inspection shall be completed by the Engineering Department prior to conclusion of the warranty period.

NOTES

- All traffic signs and other traffic control devices placed on the municipal street system must conform to the appearance criteria of the Manual on Uniform Traffic Control Devices. Reference is made to North Carolina General Statute 136-100.
- All decorative posts shall be of a suitable breakaway or yielding design.
- All signs shall have high intensity prismatic reflective sheeting.
- All signs shall be installed with a minimum vertical distance from the edge of pavement to the bottom of the sign of 7 feet.
- The standard size for stop signs is 30 x 30 inches.
- The standard size for speed limit signs is 24 x 30 inches.
- Street identification signs shall be placed on the corner opposite the stop signs and shall be 9-inch blade in width. The signs shall have a green background with white lettering. Lettering shall be composed of initial upper-case letter 6-inches in height and lower-case letters 4.5 inches in height.
- Costs associated with the installation of the decorative posts and signs are the developer's responsibility. Placement of the signs in the field shall be coordinated with the City's construction inspector. If the decorative posts should become damaged or in need of repair and/or maintenance, it will be the Homeowners Association's responsibility to correct at their costs. The City reserves the right to re-install any sign with a galvanized post until replacement decorative post(s) can be installed by the Homeowners Association.
- Installation of the decorative sign posts will indicate acceptance of the above requirements and that the developer is accepting the future maintenance responsibility on behalf of the Homeowners Association.

Add Note: Block numbers are required on all street signs. Please contact Engineering Department at 704--282-4515



REVISIONS		
NO.	DATE	DESCRIPTION



*MINIMUM REQUIREMENTS for
DEVELOPER INSTALLED
STREET SIGNS*

CITY OF MONROE
UNION COUNTY NORTH CAROLINA
*PREPARED BY:
ENGINEERING DEPARTMENT*

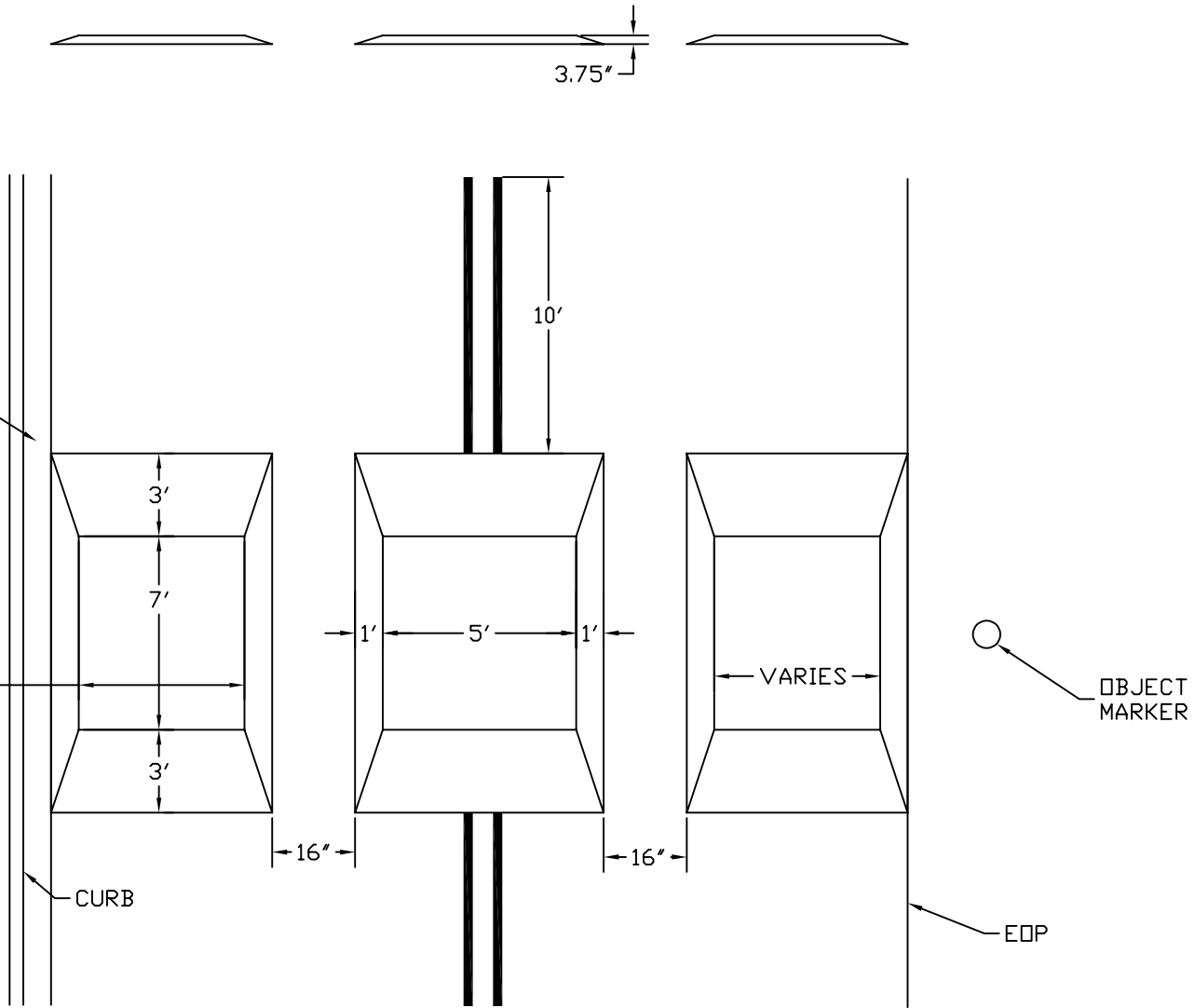
FILE: I:/Maps-Details/Detail Manual/Details	
DRAWN BY: KMM	DATE: 04-07-25
CHECKED BY: SAM	SCALE: N.T.S.
DETAIL 02.01.12B	

New callout

WHEN GUTTER HAS BEEN PAVED INTO PROVIDE ONE FOOT OF SEPARATION BETWEEN CURB AND EDGE OF SPEED CUSHION.

OBJECT MARKER

VARIES



REVISIONS

NO.	DATE	DESCRIPTION
1	6-11-25	Added callout note



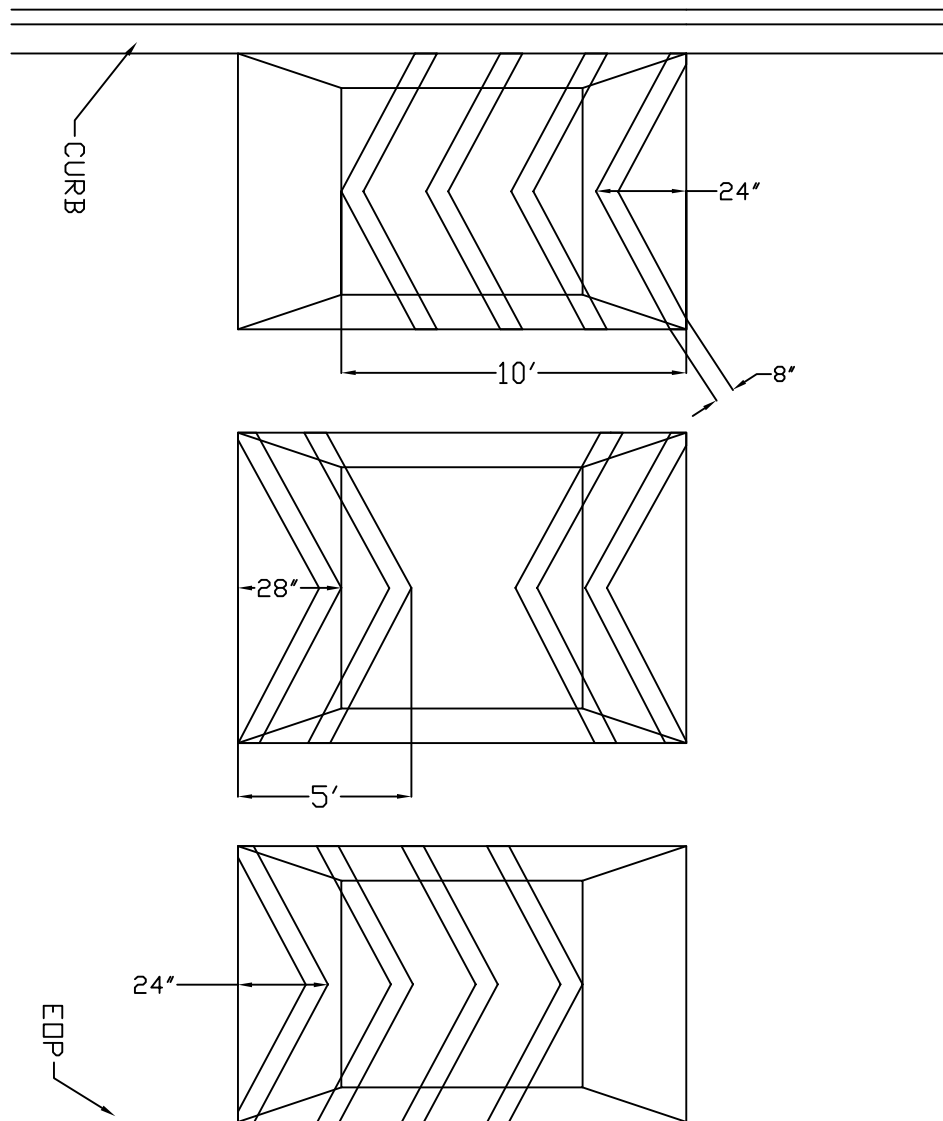
SPEED CUSHION

CITY OF MONROE
UNION COUNTY NORTH CAROLINA

PREPARED BY:
ENGINEERING DEPARTMENT

FILE: I:/Maps-Details/Detail Manual/Details	
DRAWN BY: DKO	DATE: 05/2008
CHECKED BY: SMC	SCALE: N.T.S.

DETAIL 02.08.01



New Detail

GENERAL NOTES:

1. ALL STRIPING IS EIGHT INCH WIDE THERMOPLASTIC.
2. STRIPE SPACING FROM TIP TO TIP IS THIRTY TWO INCHES AFTER INITIAL MEASUREMENT FROM BASE OF SPEED CUSHION.
3. TACKCOAT REQUIRED PRIOR TO INSTALLING SPEED CUSHIONS ON ALL PAVED SURFACES.

REVISIONS		
NO.	DATE	DESCRIPTION



SPEED CUSHION STRIPING

CITY OF MONROE
UNION COUNTY NORTH CAROLINA
 PREPARED BY:
ENGINEERING DEPARTMENT

FILE: I:/Maps-Details/Detail Manual/Details	
DRAWN BY: DKO	DATE: 05/2008
CHECKED BY: SMc	SCALE: N.T.S.
DETAIL 02.08.01B	

NOTES

- All traffic signs and other traffic control devices placed on the municipal street system must conform to the appearance criteria of the Manual on Uniform Traffic Control Devices. Reference is made to North Carolina General Statute 136–30.
- All decorative posts shall be of a suitable breakaway or yielding design.
- All signs shall have high intensity prismatic reflective sheeting.
- All signs shall be installed with a minimum vertical distance from the edge of pavement to the bottom of the sign of 7 feet.
- The standard size for stop signs is 30 x 30 inches.
- The standard size for speed limit signs is 24 x 30 inches.
- Street identification signs shall be placed on the corner opposite the stop signs and shall be 9–inch blade in width. The signs shall have a green background with white lettering. Lettering shall be composed of initial upper–case letter 6–inches in height and lower–case letters 4.5 inches in height.
- Block numbers are required on all street signs. Please contact Engineering Department at 704–282–4515
- Costs associated with the installation of the decorative posts and signs are the developer’s responsibility. Placement of the signs in the field shall be coordinated with the City’s construction inspector. If the decorative posts should become damaged or in need of repair and/or maintenance, it will be the Homeowners Association’s responsibility to correct at their costs. The City reserves the right to re–install any sign with a galvanized post until replacement decorative post(s) can be installed by the Homeowners Association.
- Installation of the decorative sign posts will indicate acceptance of the above requirements and that the developer is accepting the future maintenance responsibility on behalf of the Homeowners Association.

New Note

REVISIONS		
NO.	DATE	DESCRIPTION
1	4-17-26	Added note on block #s



*MINIMUM REQUIREMENTS for
DEVELOPER INSTALLED
STREET SIGNS*

CITY OF MONROE
UNION COUNTY NORTH CAROLINA
PREPARED BY:
ENGINEERING DEPARTMENT

FILE: I:/Maps-Details/Detail Manual/Details	
DRAWN BY: KMM	DATE: 04-07-25
CHECKED BY: SAM	SCALE: N.T.S.
DETAIL 02.01.12B	

Post-Installation Inspection of Storm Drainage Pipes and Culverts

The City of Monroe (City) is requiring a post installation inspection of storm drainage pipes and culverts installed through the Land Development process. This Pipe inspection, performed at the expense of the developer, shall assess the internal condition of the pipes using Closed Circuit Television Inspection (CCTV) and/or confined space entry (CSE) to verify compliance with the installation standards referenced in the current version of the Monroe Standard Specifications and Detail Manual.

The conditions and requirements of this document apply to any system (regardless of constructed material) subject to the subdivision ordinance, Unified Development Ordinance (UDO) and/or any system installed and/or modified ~~by a developer~~ that conveys runoff from a public right of way and/or is intended for public use.

Prior to requesting acceptance of a street(s) or associated map phase(s) developer will submit to the City a complete post installation inspection report of the associated storm drainage system. Defects, if observed, shall be assessed for severity and if necessary repaired in accordance with appropriate repair methods indicated by the pipe manufacturer. Re-inspections of the drainage system will be required to verify that repairs have been properly completed. Upon satisfactory completion of repairs, the City will provide written notice of acceptance.

General Guidelines for Post Installation Inspections:

- Post installation inspections are to be completed before placing the final lift of pavement (where applicable), but no sooner than 30 days after backfill placement.
- Pipes must be clean of all debris and obstructions at the time of inspection to allow for a continuous complete inspection; partial inspections are not allowed.
- For flexible pipes, deflection testing must be performed in accordance with the City of Monroe *Third-Party Inspection for Pipe Installation* Document.

Closed Circuit Television Inspection Requirements (CCTV):

Applies to all pipes up to 48" in diameter or a vertical rise up to 48" in non-circular applications.

- All pipe inspections must be completed by a National Association of Sewer Service Companies (NAASCO) Pipeline Assessment Certification Program (PACP) certified professional (Operator).
 - All pipe defects must be coded in accordance with the most recent version of the PACP Manual.
 - Each pipe run must have a separate video and report.
- Video and associated report and infrastructure map shall identify and include the following:
 - Project and/or Street Name
 - Upstream and Downstream structures, labeled consistently with approved development plans.
 - Direction of Video
 - Pipe size and material, both to be field verified by operator.
 - NAASCO-PACP professional (Operator) certification number
- Camera Operations:
 - ~~s~~ Shall be centered within the pipe, both vertically and horizontally and shall have a full unobstructed view of the entire pipe.
 - Lighting shall be sufficient to produce a clear image of the entire periphery of the pipe interior.
 - Video image shall be clear, focused and relatively free of distortion that would

- prevent the reviewer from evaluating the condition of the pipe.
- Operator shall not exceed a speed of 30 ft/min.
- Operator shall stop and complete a 360-degree assessment of each pipe joint.

Confined Space Entry Inspection Requirements (CSE):

Applies to all pipes 54” in diameter or greater or pipes with a vertical rise of 54” or greater in non-circular applications.

- Entrants/Inspection staff must conduct inspections according to OSHA requirements for confined space entry where applicable.
- Camera, Video and Lighting shall be sufficient to produce a clear image of the entire periphery of the pipe interior.
- Provide images or video of all defects. Use an appropriate measuring tool to document severity of defect.
- For Flexible Pipes, provide deflection testing at 10’ intervals along pipe alignment. Provide measurements at each location in both the horizontal and vertical directions.

Post Installation Inspection Report Requirements:

A Post Installation Inspection Report (Report) summarizing the inspection results shall be submitted to the City for review. City Staff will review the report for completeness and accuracy. If staff determine that additional repairs are needed outside of what was recommended, additional video and reporting will be required. The report shall include the following:

- Cover Sheet with
 - Project Name – Example: The Forest at Monroe
 - City of Monroe Project View-Number – Example: PREN2025-00001
 - NASSCO-PACP certified professional name and certification number
 - Pipe Installation Contractor—Example: ABC Development
 - Professional Engineer’s Seal and Signature, with date certifying the rehabilitation recommendations and that the Pipe Video Standards have been met
- Plat, map or drawing identifying each pipe segment assessed/proposed for acceptance with all structure nodes labeled consistent with the approved development plans.
- Inspection Results – per pipe run
 - For pipes inspected by CCTV, standard software reporting is acceptable.
 - For pipes inspected by CSE, pipe inspection logs are required.
 - CCTV Video Summary spreadsheet provided by City of Monroe, or equivalent format, with inspection report results, Engineer’s recommendations, and repair product name, if applicable.
- Recommended Repairs
 - Where repairs were completed prior to the submission of the report to the City, provide documentation and photographs to support repair was completed satisfactorily.
 - ~~Where repairs have not yet been made, provide a remediation method for each observed defect. Remediation must be consistent with NCDOT repair recommendations and/or pipe manufacture and industry standards for each respective defect and must have a design life equal to or greater than the pipe being repaired.~~
 - Repair recommendations shall be based upon the NCDOT Guidelines for Post Installation Evaluation and Repair of Newly Installed Drainage Pipe, and AASHTO Guide Specifications for Highway Construction, Appendix X5.
 - Pipe/Structure rehabilitation must meet or exceed Industry Standards: American Concrete Pipe Association (ACPA), ASTM, AASHTO, NCDOT, NASSCO-ITCP

(CIPP) or other method approved by the City Engineer. All pipe lining/CIPP shall comply with NCDOT Pipe Liner Manual and NASSCO-ITCP (CIPP) standards.

The City reserves the right to randomly or at its discretion monitor, evaluate, and review videos and reports submitted by the owner or certified consultants as a quality assurance/quality control (QA/QC) practice. Any discrepancies between the report and the City review may constitute non-acceptance of the approval.



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: May 6th, 2026

FROM: Jay Voyles, Deputy General Manager of Energy Services and Water Resources

PREPARED BY: Jay Voyles, Deputy General Manager of Energy Services and Water Resources

SUBJECT: Revisions to Water Shortage Response Plan

SUMMARY STATEMENT

The Department of Water Resources is proposing minor revisions to the City's Water Shortage Response Plan. The proposed amendments would remove the automatic 5% water rate increase currently associated with Stage 2 Water Shortage and update position titles within the plan to reflect the City's current combined utility structure.

REVIEW

Due to ongoing drought conditions affecting the City of Monroe and much of the Carolinas, the City is approaching Stage 2 Water Shortage with imposed mandatory water restrictions. Monroe has been operating under Stage 1 Water Shortage with voluntary restrictions for conservation since January 26, 2026.

Under the current Water Shortage Response Plan, entering Stage 2 would automatically result in a 5% water rate increase for all customers. Staff believes that customers, businesses, and the general public should receive an additional level of warning through mandatory conservation measures before a rate increase is imposed.

Stage 2 Mandatory Water Restrictions would still require customers to reduce water use and comply with mandatory conservation measures. However, removing the automatic 5% rate increase from Stage 2 would allow the City to emphasize compliance, public awareness, and conservation before imposing additional financial impacts on customers.

Staff is also proposing administrative updates to the plan to reflect the City's current organizational structure. Specifically, references to the "Director of Water Resources" would be revised to "General Manager of Energy Services and Water Resources," consistent with the City's combined utility structure.

RECOMMENDATION

Staff recommends that the Public Enterprise Committee recommend approval for City Council to call for a public hearing at its May 12, 2026 Strategic Meeting, with the public hearing to be held at the May 26, 2026 City Council Meeting.

Attachments:

WSRP_ProposedAmendments

- [56.01](#) Declaration
- [56.02](#) Definitions
- [56.03](#) Description of water supply shortages
- [56.04](#) Stages of water supply shortages
- [56.05](#) Public notification of water supply shortages
- [56.06](#) Compliance required in the event of water supply shortage
- [56.07](#) Restrictions and prohibitions during water supply shortage
- [56.08](#) Water supply shortage rates and surcharges
- [56.09](#) Compliance
- [56.10](#) Enforcement and civil penalty
- [56.11](#) Criminal fines
- [56.12](#) Discontinuance of service
- [56.13](#) Continuing and separate violations
- [56.14](#) Severance provision
- [56.15](#) Application of chapter
- [56.16](#) Termination of declared emergency
- [56.17](#) Repeal of prior ordinances
- [**56.18**](#) *Review and revisions to Ordinance*
- [**56.19**](#) *Irrigation meter requirement*

§ 56.01 DECLARATION.

Whenever the water supply of the city is declining due to conditions which may adversely affect the continued availability of water for human consumption, sanitation, health and fire protection, it may become necessary to declare a water shortage and implement conservation requirements under the standards set in this chapter.

(Ord. O-2002-51, passed 8-20-02)

§ 56.02 DEFINITIONS.

For the purpose of this ordinance, the following terms, words, and phrases and their derivations shall have the meaning given herein. The word "shall" is always mandatory and not merely directory.

AUTOMATIC IRRIGATION SYSTEM – Any system that performs landscape irrigation or watering via a timer, controller or other device, which operates independent of on site supervision or control.

CITY. The City of Monroe.

CUSTOMER. A person in whose name a water connection is made and to whom a bill is issued, whether such connection is inside or outside the corporate limits of the City.

HAND WATERING – Watering from hand held can or container, not connected to or filled from a hose or outside spigot.

HOSE WATERING – Watering from a garden or other type of watering hose connected to an outside spigot or faucet.

NON-POTABLE WATER - Water from any source other than the potable drinking water supply system. Does not include “grey water” as defined by the Health Department.

PERSON. Any person, firm, partnership, association, corporation, company, limited liability company, professional association, or organization of any kind. The term ***PERSON*** shall also include customers

SPRINKLER WATERING - Watering from a hose connected sprinkler or from sprinklers connected to an irrigation system with fixed heads that may or may not include an automatic timer control.

.

WATER. Raw or treated water from the City public water supply system.

(Ord. O-2002-51, passed 8-20-02)

§ 56.03 DESCRIPTION OF WATER SUPPLY SHORTAGE.

(A) A water supply shortage shall be declared to exist when the reserve water supply available to the City reaches the point where continued declines in supply may jeopardize the ability to provide citizens and businesses with water needed to protect health and safety without curtailing water demand.

(B) In determining the extent of the water shortage, the following criteria shall be considered: storage levels in City lakes, inflow from stream sources, daily water use patterns and quantities, outlook for precipitation, and availability of water from other sources.

(C) A water shortage shall also be declared to exist when production, transmission, and storage facilities are incapable of meeting all daily water demands needed to protect public safety and health.

(Ord. O-2002-51, passed 8-20-02)

§ 56.04 STAGES OF WATER SUPPLY SHORTAGE.

The severity of the water shortage shall be determined primarily by the criteria set out in § 56.03, as it relates to the number of days of water supply remaining in the City's system. It shall be the responsibility of the City's General Manager of Energy Services & Water Resources ~~Water Resources Director~~ to monitor all components of the water supply system and determine when a shortage exists. The following stages are defined:

<u><i>Water Shortage Stage</i></u>	<u><i>Response Level</i></u>	<u><i>Days of Supply Remaining</i></u>
<i>Stage 1</i>	<i>Voluntary</i>	<i>180</i>
<i>Stage 2</i>	<i>Mandatory</i>	<i>160</i>
<i>Stage 2A</i>	<i>Mandatory</i>	<i>130</i>
<i>Stage 3</i>	<i>Mandatory</i>	<i>100</i>
<i>Stage 4</i>	<i>Emergency</i>	<i>75</i>
<i>Stage 5</i>	<i>Rationing</i>	<i>50</i>

§ 56.05 PUBLIC NOTIFICATION OF WATER SUPPLY STORAGE.

(A) In the event that a water shortage of any degree as defined herein occurs, the General Manager of Energy Services & Water Resources ~~Water Resources Director~~ shall notify the City Manager of said shortage. The City Manager is authorized and empowered, after communication to the Mayor and City Council, to give notice to the general public of the existence and severity of the water shortage. In order to protect the health, safety, and livelihood of the people supplied water by the City, the City Manager may place in effect the restrictive provisions hereinafter authorized. Notice shall be

given by public press announcement and other means as deemed necessary and the terms of the notice shall become effective immediately.

(B) The ~~General Manager of Energy Services & Water Resources~~ ~~Water Resources Director~~ shall perform periodic review of the water supply status and notify the City Manager when the number of day's water supply exceeds the upper threshold of the effective stage by more than fifteen days. In such event, the City Manager shall modify the shortage stage, or cancel the water shortage if appropriate.

(Ord. O-2002-51, passed 8-20-02)

§ 56.06 COMPLIANCE REQUIRED IN THE EVENT OF WATER SUPPLY SHORTAGE.

In the event that the City Manager issues a water shortage notice as described in this chapter, it shall be unlawful for any person to use or permit the use of water from the City's water system for any of the purposes hereinafter set forth until such time as this chapter is amended or repealed, or until the City Manager has declared such provisions no longer in effect.

(Ord. O-2002-51, passed 8-20-02)

§ 56.07 RESTRICTIONS AND PROHIBITIONS DURING WATER SUPPLY SHORTAGE.

Upon declaration and notice by the City Manager of a water supply shortage, the following shall be in full force and effect:

(A) *Stage 1 Water Shortage.* The following voluntary water restrictions shall be requested:

(1) Voluntary, commercial, manufacturing, institutional and residential conservation measures will be strongly encouraged and recommended including the following:

- (a) Inspect and repair all faulty and defective parts of faucets and toilets.
- (b) Use shower for bathing rather than bathtub and limit shower to no more than five minutes. Turn off water while soaping up.
- (c) Do not leave faucets running while shaving, rinsing dishes, or brushing teeth.
- (d) Limit use of clothes washers and dishwashers and when used, operate fully loaded.

- (e) Limit lawn watering to that necessary for plant survival. Recommend that all watering occur between sunset and sunrise.
- (f) Water shrubbery the minimum required, reusing household water when possible.
- (g) Limit vehicle washing.
- (h) Do not wash down outside areas such as sidewalks, patios, driveways, etc.
- (i) Install water flow restrictions in showerheads and other water saving devices.
- (j) Use disposable and biodegradable dishes where possible.
- (k) Install water saving devices in toilets such as early closing flapper valves.
- (l) Limit hours of water-cooled air conditioners.
- (m) Do not fill swimming, wading pools, or decorative ponds.
- (n) Do not allow children to play with water hose connected to the City water system.

(2) Water supply line pressure should be reduced where feasible to reduce water consumption if it will not adversely affect the operation of fixtures, equipment, public safety, or health devices.

(3) Conservation in public buildings, institutions, and similar facilities is encouraged by reducing pressure at plumbing fixtures and by installation of restricting devices.

(4) Water conservation should be followed during all phases of construction related activities. Where appropriate, water needed should be obtained from supplemental sources.

(B) *Stage 2 Water Shortage.* If the voluntary restrictions from Stage 1 are not sufficient, and the City water supply continues to decline, the mandatory water restrictions contained in Table 2 shall be imposed:

(C) *Stage 2A Water Shortage.* If the City water supply continues to decline after implementation of Stage 2 mandatory restrictions, the mandatory water restrictions shown in Table 2A, in addition to those from Stage 2, shall be imposed. In any situation where the terms and conditions of Stage 2A conflict with the terms and conditions of any other water shortage stage, the more restrictive shall apply.

(D) *Stage 3 Water Shortage.* If the City water supply continues to decline after implementation of Stage 2A mandatory restrictions, the mandatory water restrictions shown in Table 3, in addition to those from Stage 2A, shall be imposed. In any situation where the terms and conditions of Stage 3 conflict with the terms and conditions of any

other water shortage stage, the more restrictive shall apply. Usage exceeding that defined in § 56.08 shall be subject to surcharge.

It shall be unlawful to:

1. Violate any water restriction shown in Table 3.

2. Exceed the following water usage mandate: All residential customers shall comply with the allowable use quantities in § 56.08. All non-residential customers shall reduce their water usage by 10% of their average usage during a corresponding or comparable billing period, in which no Stage of this ordinance was in effect. If no meter readings are recorded or otherwise available for a customer's billing period, an average of similar users will be established for the customer by the General Manager of Energy Services & Water Resources~~Water Resources Director~~. Non-residential customers include governmental, commercial, industrial, multi-family, institutional, public, social, and all other such users. It is the primary responsibility of each non-residential customer to meet its mandated water use reduction in whatever manner possible, including limitation of operating hours, or days, if necessary.

Each customer shall provide access to City personnel for the purposes of meter reading and monitoring compliance with this ordinance. If the mandated reduction in water usage cannot be obtained without threatening health or safety, or if there has been a significant change in the customer's circumstances, the customer may apply to the City Manager, or his or her designee, for a variance to the mandate.

(E) *Stage 4 Water Shortage*. If the City water supply continues to decline after implementation of Stage 3 restrictions, the *emergency* water restrictions shown in Table 4, in addition to those from Stage 3, shall be imposed. In any situation where the terms and conditions of Stage 4 conflict with the terms and conditions of any other water shortage stage, the more restrictive shall apply. Usage exceeding that defined in § 56.08 shall be subject to surcharge.

It shall be unlawful to:

1. Violate any water restriction shown in Table 4.

2. Exceed the following water usage mandate: All residential customers shall comply with the allowable use quantities in § 56.08. All non-residential customers shall reduce their water usage by 25% of their average usage during a corresponding or comparable billing period, in which no Stage of this ordinance was in effect. If no meter readings are recorded or otherwise available for a customer's billing period, an average of similar users will be established for the customer by the Water Resources Director. Non-residential customers include governmental, commercial, industrial, multi-family, institutional, public, social, and all other such users. It is the primary responsibility of each non-residential customer to meet its mandated water use reduction in whatever manner possible, including limitation of operating hours, or days, if necessary.

Each customer shall provide access to City personnel for the purposes of meter reading and monitoring compliance with this ordinance. If the mandated reduction in water usage cannot be obtained without threatening health or safety, or if there has been a

significant change in the customer's circumstances, the customer may apply to the City Manager, or his or her designee, for a variance to the mandate.

(F) *Stage 5 Water Shortage*. If the City water supply continues to decline after implementation of Stage 4 restrictions, the **rationing** water restrictions shown in Table 5, in addition to those from Stage 4, shall be imposed. In any situation where the terms and conditions of Stage 5 conflict with the terms and conditions of any other water shortage stage, the more restrictive shall apply. Usage exceeding that defined in § 56.08 shall be subject to surcharge.

It shall be unlawful to:

1. Violate any water restriction shown in Table 5.
2. Serve food or beverages in restaurants, cafeterias, and other commercial food establishments to customers using anything other than disposable plates, saucers, cups, utensils, napkins, and tablecloths.
3. Exceed the following water usage mandate: All residential customers shall comply with the allowable use quantities in § 56.08. All non-residential customers shall reduce their water usage by 50% of their average usage during a corresponding or comparable billing period, in which no Stage of this ordinance was in effect. If no meter readings are recorded or otherwise available for a customer's billing period, an average of similar users will be established for the customer by the General Manager of Energy Services & Water Resources~~Water Resources Director~~. Non-residential customers include governmental, commercial, industrial, multi-family, institutional, public, social, and all other such users. It is the primary responsibility of each non-residential customer to meet its mandated water use reduction in whatever manner possible, including limitation of operating hours, or days, if necessary.
4. Make any new service connections to the City water system except for public and other schools satisfying the compulsory education requirements of the laws of the State of North Carolina, public facilities for sheriff, police, fire protection, hospitals and emergency medical services, and facilities of public service companies regulated as public utilities under the laws of the State of North Carolina.

(G) *The General Manager of Energy Services & Water Resources~~Water Resources Director~~ shall utilize water production and customer billing data to evaluate the effectiveness of water use restriction and actual water savings.*

(H) *Requests from water customers for a variance from the stated water restrictions shall be sent in writing to the General Manager of Energy Services & Water Resources~~Water Resources Director~~. The request shall outline the basis and justification for the variance request including, but not limited to, the number of persons in the home, medical conditions, severe economic hardship, etc. Each request shall also outline the conservation measures that have been adopted by the customer and an acknowledgement of receipt of all public information items regarding water conservation provided by the City. The General Manager~~Director~~ shall review each*

request and send a recommendation to the City Manager. The City Manager's decision related to each request shall be final.

§ 56.08 WATER SUPPLY SHORTAGE RATES AND SURCHARGES.

(A) During a declared water supply shortage it shall be necessary to impose temporary water rate increases to ensure adequate operating revenue and to encourage conservation. The following table shows the magnitude of rate increase to be imposed, above the prevailing fee schedule, for the volumetric usage charge per 1,000 gallons. This shall apply to all customer classes. Monthly customer charges shall not be increased by these percentages. Increases shall be prorated over the billing period based on the effective date of the water shortage declaration.

Water Shortage Stage	% Increase
Stage 1	None
Stage 2 and 2A	None 5%
<u>Stage 2A</u>	5%
Stage 3	15%
Stage 4	30%
Stage 5	50%

(B) During a declared water supply shortage it shall also be necessary to impose additional fees for excessive water use. For residential accounts the allowable use shall be based on a fixed monthly allowable volume as shown below. For residential accounts having both a domestic and irrigation metered service, allowable use shall be based on the consumption for both meters. Fines for unauthorized taking of water as defined in Chapter 53 of this Code, shall be doubled during any declared water shortage. For non-residential accounts, allowable use shall be based on a required percentage reduction from their average usage during the most recent 12 months in which no water shortage declaration was in effect. For example, a 10% reduction will result in an allowable use of 90% of previously demonstrated usage from the previous 12-month period. If no meter readings are available for a customer's billing period, an average of similar users will be established for the customer by the General Manager of Energy Services & Water Resources~~Water Resources Director~~. Such customers shall include governmental, commercial, industrial, institutional, public, multi-family, and all other such users. The following table shows the allowable usage quantities and the excessive usage charge.

Water Shortage Stage	Allowable Use Quantity		Excessive Use Fee (Per 1,000 Gallons)
	Residential	Commercial	
Stage 1	N/A	N/A	None
Stage 2 and 2A	N/A	N/A	None
Stage 3	6,000 Gal	90%	5 X Existing Rate
Stage 4	5,000 Gal	75%	5 X Existing Rate
Stage 5	4,000 Gal	50%	10X Existing Rate

(C) It is the primary responsibility of each non-residential customer to meet its mandated water use reduction by utilizing whatever means necessary, including limitation of operating hours, days, etc. Each customer shall provide access to City personnel for the purpose of meter reading and monitoring compliance with this ordinance. If the mandated reduction in water use cannot be obtained without threatening health or safety, or if there has been a significant change in the customer's circumstances, the customer may apply to the City Manager or his or her designee, for a variance to this mandate.

(Ord. O-2002-51, passed 8-20-02)

§ 56.09 COMPLIANCE.

Compliance with the provisions of this chapter shall be enforced by personnel of the Water Resources Department, the City of Monroe Police Department, and other such personnel as designated by the City Manager. Failure to comply with any of the regulations of this chapter shall be unlawful and a violation of the ordinance and all remedies authorized by G.S. § 160A-175 for noncompliance with the ordinance, including the issuance of a civil penalty or criminal citation, and actions for injunctive relief to enjoin or restrain violations. It shall be unlawful to fail to act in accordance therewith or to waste water or to use water in any manner or attempt to evade or avoid such water restrictions.

§ 56.10 ENFORCEMENT AND CIVIL PENALTY.

(A) Residential users. Any residential user who shall violate any provision of this chapter shall be subject to civil penalties recoverable in the nature of a civil debt.

(1) Civil penalties for a violation of Stage 2, 2A, and 3 mandatory restrictions shall be as follows:

- (a) A warning for the first offense;
- (b) A civil penalty in the amount of \$100 for the second offense; and
- (c) A civil penalty in the amount of \$200 for the third and successive offenses.

(2) In Stages 4 or 5, there shall be no warnings given for violations by residential users of the mandatory restrictions of these Stages and the penalties shall be \$100 for the first offense, \$200 for the second offense and successive offenses.

(B) Non-residential users. Any non-residential customer, who violates any provision of this chapter, shall be subject to a civil penalty recoverable in the nature of a

civil debt except as provided in section (D) below. Civil penalties for a violation of any mandatory restriction of any Stage of this ordinance shall be as follows:

- (1) A warning for the first offense;
- (2) A civil penalty of \$200 for the second violation;
- (3) A civil penalty of \$500 for the third violation; and
- (4) A civil penalty of \$1,000 for the fourth and successive offenses.

(C) Accumulation of violations. Violations shall be accumulated by all customers so long as this ordinance, in any of its Stages, is continuously in effect and until no Stage of this ordinance has been in effect for a period of one calendar year. Violations of any of the mandatory restrictions of any Stage shall accumulate with violations of other Stages. Should a customer move, or cease and renew service, during the period described herein, the customer's violations shall continue to accumulate as if such move or cessation had not occurred.

(D) Civil penalties for excessive water use. Excessive use water rates imposed upon users by Stages 3, 4 and 5 constitute the sole monetary penalty for such excessive use. Other violations by such users shall be subject to the civil penalties and other enforcement measures set out herein. Other enforcement procedures shall apply to such users for excessive use and other violations.

(Ord. O-2002-51, passed 8-20-02)

§ 56.11 CRIMINAL FINES.

Upon a fourth or subsequent violation of this ordinance a criminal warrant may be issued to the offending person. Any violations of the provisions of this chapter shall constitute a Class 3 misdemeanor punishable upon conviction by a term of imprisonment and by a fine as provided by G.S. § 14-4.

(Ord. O-2002-51, passed 8-20-02)

§ 56.12 DISCONTINUANCE OF SERVICE.

The City Manager shall have the authority to discontinue, or restrict, water service to any person or structure in the event of a violation of the provisions of this chapter during a Stage 2, 2A, 3, 4, or 5 water shortage period. Prior to such termination, written notice of intent to terminate or restrict shall be given.

(Ord. O-2002-51, passed 8-20-02)

§ 56.13 CONTINUING AND SEPARATE VIOLATIONS.

Each day's continuing violation of this chapter shall be a separate and distinct criminal or civil offense. Each violation of the ordinance shall be a separate offense even if occurring on the same day.

(Ord. O-2002-51, passed 8-20-02)

§ 56.14 SEVERANCE PROVISION.

If any section, subdivision, clause, or provision of this chapter shall be judged invalid, such adjudication shall apply only to such section, subdivision, clause, or provision so adjudged, and the remainder of this chapter shall be declared valid and effective.

(Ord. O-2002-51, passed 8-20-02)

§ 56.15 APPLICATION OF CHAPTER.

The provisions of this ordinance shall apply to all such persons using public water both in and outside the City, regardless of whether any such person using water shall have a contract for water service with the City.

(Ord. O-2002-51, passed 8-20-02)

§ 56.16 TERMINATION OF DECLARED EMERGENCY.

Termination of any phase of the emergency provisions of this chapter shall be determined by the City Manager when he or she finds that the water supply of the City water system is no longer so low as to constitute a water emergency. Upon termination of any emergency declared under this ordinance, all fines or penalties incurred by any person or customer shall remain in effect until paid. Upon such termination, discontinued users may have their service restored upon payment of the regular cut-on fees except for those users cut off without notice.

(Ord. O-2002-51, passed 8-20-02)

§ 56.17 REPEAL OF PRIOR ORDINANCES.

All ordinances and clauses of ordinances in conflict herewith are stayed while any Stage of this ordinance is in effect. Such conflicting ordinances and clauses shall become effective upon termination of such Stages.

(Ord. O-2002-51, passed 8-20-02)

§ 56.18 REVIEW AND REVISIONS TO ORDINANCE.

The provisions of this ordinance shall be reviewed regularly and revised based on new circumstance and any time that emergency response restrictions are implemented. At a minimum, the Ordinance shall be updated every five years. All revisions shall be approved by City Council via published agenda, providing opportunity for public review and comment. The Ordinance will be posted for 15 days at City hall prior to City Council considering changes.

§ 56.19 IRRIGATION METER REQUIREMENT.

Pursuant to G.S. 143-355.4 all new in-ground irrigation systems shall be supplied from a separate irrigation meter. The metered irrigation service may be connected by direct tap to the water main or by a split line off of the non-irrigation water service as determined by the General Manager of Energy Services & Water Resources ~~Water Resource Director~~. All installations shall be in accordance with all applicable regulations, polices, permits, and procedures.

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STAFF REPORT

TO: Public Enterprise Committee
VIA: Mark Watson, City Manager
DATE: May 6, 2026
FROM: Robert Miller, General Manager of Energy Services and Water Resources
PREPARED BY: Nadia Karzouz, Civil Engineer I
SUBJECT: Outside City Service Request – 2003 Willis Long Rd. (Church)

SUMMARY STATEMENT

Public Enterprise Committee (PEC) is requested to consider an outside City service request as described below.

REVIEW

The Water Resources Department Staff requests that the Public Enterprise Committee consider an outside city water service request as shown on the attached exhibit and as follows:

1. Debbie Fowler is requesting city water service for the below referenced property. This property is Forest Hills Baptist Church. The purpose of this request is due to a failure of their existing well.
 - a. PIN: 08-303-015B (3.63 Acres)
 - b. Address: 2003 Willis Long Road

All outside City service requests require both City Council approval, and Union County Board of Commissioner (UCBC) approval pursuant to City Ordinances and the Water and Sewer Master

Agreement with Union County. The UCBC approved this request at their March 2nd, 2026 meeting.

As a matter of policy, outside city water and sewer customers pay double tap fees and double monthly customer base charges on their city accounts.

RECOMMENDATION

It is the recommendation of Water Resources Staff that Public Enterprise Committee take the following action:

Water Resources staff recommends a motion to approve the request for outside city water service to the parcel located at 2003 Willis Long Road (PIN: 08-303-015B) and forward to City Council for consideration on the May 12th regular agenda.

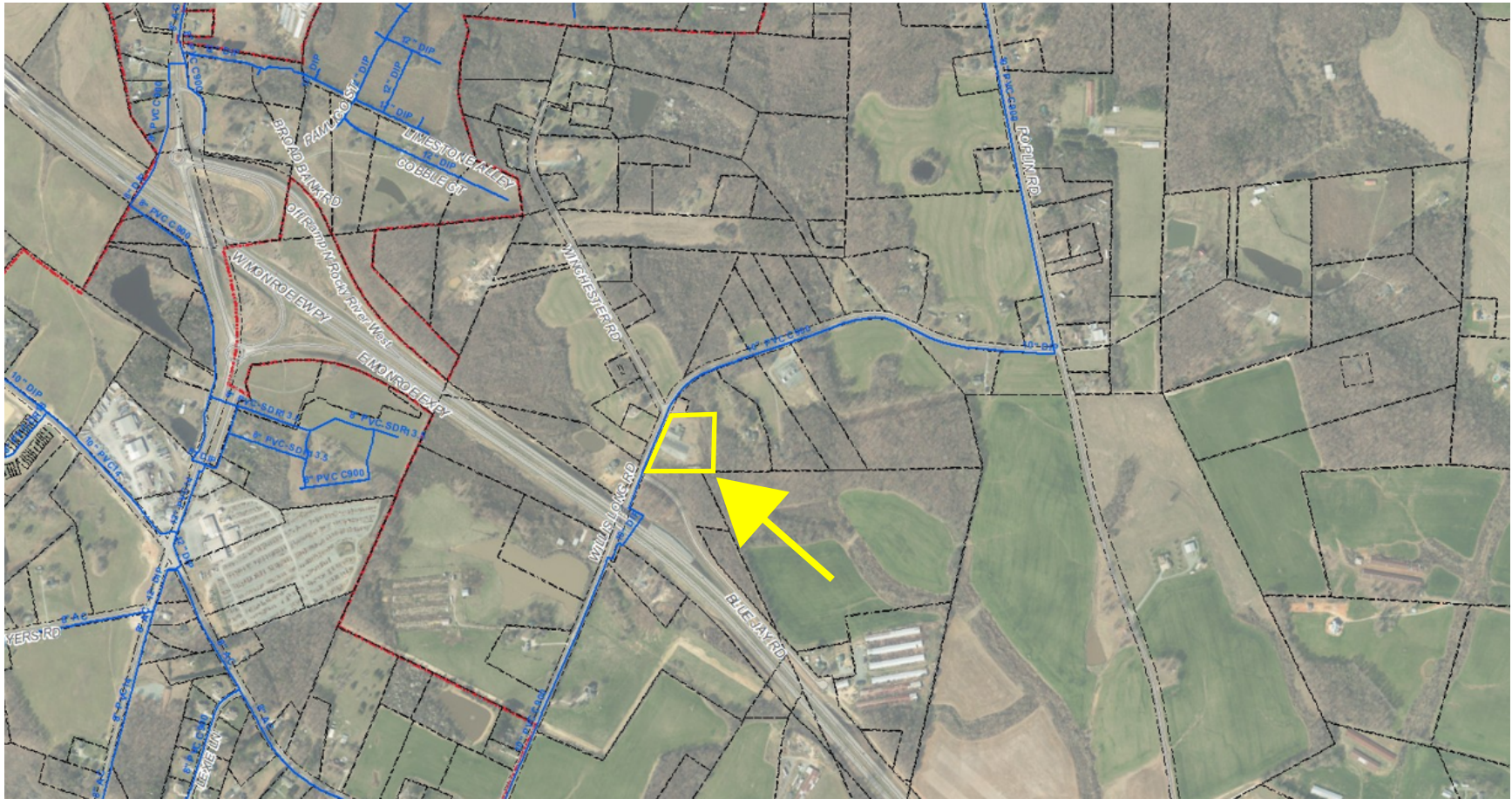
Attachment(s):

1. Revenue Assessment

2003 Willis Long Road
Outside City Water Service



Public Enterprise Committee
April 7, 2026



— City Limits

— 10" Water Main on Willis Long Road

□ 2003 Willis Long Road



08303015B

2003 WILLIS LONG RD

FOREST HILLS BAPTIST CHURCH
C/O DEDRA FOWLER, 816 WILLOUGHBY RD
MONROE, NC, 28110

Market Value
\$330,200

- Overview
- Land
- Building
- Sales
- Value Changes
- More ▾
- Appeals**
- Comp Sales
- Pay Tax
- UC Atlas
- More ▾

▼ OVERVIEW

Key Information

Parcel No	08303015B
Property Use	GOVT/SCHOOL/CHURCH
Neighborhood	4805000: POPLIN & RIDGE RD VICINITY
Township	GOOSE CREEK
Tax District	COUNTY BAKERS FIRE TAX
Legal Description	HARGETT 2003 WILLIS LONG RD

To file an appeal on your Assessed Value, please click on the **Appeals** button in the links above.

Assessment Details

Market Value	
Land Value	\$159,700
Improvement Value	\$170,500
Total Value	\$330,200
Assessed Value	
Land Value	\$0
Improvement Value	\$0
Total Value	\$0

▼ LAND

USE	ACRES	TYPE	NEIGHBORHOOD
EXEMPT	3.63	RURAL ACRES	POPLIN & RIDGE RD VICINITY

2003 Willis Long Road (Church)

Assessed Value if Annexed in the City

Land = \$159,700

Building = \$170,500

Total Value = \$330,200

Tax Rate = \$0.0044

Land Tax Assessment = \$702.68

Building Tax Assessment = \$750.20

Total Annual Tax = \$1,452.88

Service Outside of the City

1" Tap Fee

Inside City Limits = \$2,142.00

Outside City Limits = \$4,284.00

Difference = +\$2,142.00

Customer Charge

Inside City Limits = \$28.11/Month

Outside City Limits = \$56.22/Month

Annual Customer Charge Totals

Inside City Limits = \$337.32

Outside City Limits = \$674.64

Annual Difference = \$337.32

One Time Tap Fee = +\$2,142.00

Annual Water Customer Charge = \$337.32

+Plus the sale of Water