

**MONROE ECONOMIC DEVELOPMENT ADVISORY BOARD REGULAR MEETING**  
**300 WEST CROWELL STREET**  
**MONROE, NORTH CAROLINA 28112**  
**JULY 7, 2026 – 7:30 A.M.**  
**AGENDA**  
[www.monroenc.org](http://www.monroenc.org)

1. Call to Order and Welcome Guests
2. Introduction of New Members
3. Minutes for Approval
4. Board Mission Purpose, Statement and Review
5. Economic Development Department News & Activities
6. Adjourn

**CITY OF MONROE OFFICE OF ECONOMIC DEVELOPMENT  
ECONOMIC DEVELOPMENT ADVISORY BOARD MEETING  
City Hall Council Chambers – 300 W Crowell St, Monroe NC 28112  
June 2, 2026  
MINUTES**

**EDAB Members Present:** Chad Griffin, Chair, Charlotte Pipe; Jeff Duke, Vice Chair, ASSA ABLOY; Drew Lawrence, Lawrence Associates; Randy Adcock American Bank; Ex Officio Clayton Whitson, Union County Chamber; Ex Officio Dr. Stacy Waters-Bailey, SPCC

**Member(s) Absent:** Jonathan Edwards, Tyson Foods; Eric Paszkowski, Griener Bio-One; Ex Officio Mark Watson, City of Monroe Manager

**EDAB Staff Present:** Teresa Campo, Economic Development Director; Donna O’Keefe, Existing Business & Industry Manager; Emma Collins, Economic Development Coordinator

**Other Staff Present:** Lisa Hollowell, Assistant City Manager; Rob Miller, General Manager of Energy & Water; Terry Sholar, Senior Staff Attorney; Chris Stiwinter, Information Technology Database Administrator and GIS Manager;

**Guest(s) Present:** Josh Cooke, Huntington Bank; Maureen Little, SPCC

**Item 1: Call to Order**

Chair Chad Griffin called the meeting to order at 7:36 a.m.

**Item 2: Approval of Previous Minutes**

Motion to approve by: Randy Adcock

Seconded by: Drew Lawrence

Outcome: Approved Unanimously

**Item 3: SWOT Summary – Teresa Campo, Economic Development Director**

Discussion began with a SWOT Analysis overview where Teresa shared strengths that have been identified by the Board. The presentations of City of Monroe’s services will be on-going. Teresa advised that Chris Stiwinter, Information Technology, GIS, is the next expert to be presented.

Jeff Duke asked why water was identified as a strength and Teresa advised that Water is part of our infrastructure and is critical to recruitment. Jeff asked about the shortage, Teresa asked Rob to respond. Rob Miller explained that water phase procedures is part of the overall planning process. Rob advised explained that Energy Services goal is to make the City of Monroe drought proof shared with the group water flow, streams, and reserves. Teresa mentioned that Rob Miller will be one of the speakers, on energy, gas, water and sewer capacity. Teresa advised that the previous presentation by Rob, was to discuss news regarding the water conservation phases, however Water, Energy, Gas, Sewer is in the line

up for discussion. Rob explained that he and his team are working to update the utility plan into the future, i.e., 15-20 years. Chad Griffin requested that the meeting presentations be sent to the board after the meeting.

#### **Item 4: GIS Visual Framework – Chris Stiwinter Information Technology, GIS Database Administrator**

Chris Stiwinter began the presentation with providing an overview of GIS (Geographic Information System) explaining the two sides of GIS and explains that it includes unique data structures including several data sets, graphs, alongside business information. He explained the large amount of data integration that GIS can consume, analyze and process with multiple different data sources and structures, with Microsoft tools being able to integrate. The City of Monroe utilizes GIS to create digital records of city owned assets and integrate their relationships to business operations. It is central to the City of Monroe business operations providing annual analytic reports. Examples are utility field data collections, asset inspections and work orders.

GIS also has several public use layers including crime reports and emergency notifications. It is also helpful to the fire department with fire hydrant inspections, location analysis, and response times. More integrations include MUNIS, City Works, Laserfiche, AutoCAD, etc.

Chris Stiwinter pulled up the police landing page – crime incident map which houses live crime incident data from the City of Monroe. He also showed the board members the data on GIS including our sewer systems, parcels, etc. He explained that there are editors that can update GIS from their phones or tablets, etc. There is also a “track and trace’ system where one can use their device to take a photo and scan a bar code which will populate all information for that construction process, or other process.

His final demonstration included a 3D map of the Charlotte-Monroe Executive Airport showing where the property line ends and where there are obstructions, etc. Clayton Whitson compliments the system. Clayton Whitson added that he wanted to commend Chris and the City for being decades above other economic development institutions in the nation, with this inhouse tool.

#### **Item 5: Legislative Updates – Lisa Hollowell, Assistant City Manager**

A legislative update was provided on the North Carolina General Assembly. The North Carolina House currently consists of 120 members, including 71 Republicans, 47 Democrats, and 2 unaffiliated members. Republicans hold a majority but are one seat short of a supermajority in the House. In the Senate, Republicans maintain a supermajority with 30 Republicans compared to 20 Democrats.

Discussion included the State’s second year operating under the biennial budget, as no new budget was passed in 2025. As of mid-May, House and Senate leaders had not reached agreement on available funding levels for priorities such as teacher salaries. Budget

negotiations and related legislative actions are expected to continue, with additional information anticipated during the week of June 15.

Airport funding was highlighted as an economic development priority. The Charlotte-Monroe Executive Airport, which has a runway exceeding 7,000 feet, is the second busiest of its type in the state and plays a significant role in supporting regional growth.

Recent legislation enacted since April 2026 was reviewed, including constitutional amendments related to lowering the state's income tax cap and limiting property taxes. Senate Bill 1080 was discussed and is expected to have no fiscal impact.

Additional discussion covered zoning and legislation adjustments, budget-related transfers between state departments, and other pending legislative matters.

The City of Monroe's FY 2026-2027 Maintenance of Service Budget adopted on May 26 was presented as well.

### **NCEDA Legislative Committee EDAB Update – Teresa Campo, Economic Development Director**

Teresa Campo presented information regarding Opportunity Zones in Union County. Union County has three qualifying zones, including a small portion extending into Winchester. The application deadline is June 7, 2026, and the county may be competing for recognition. It was noted that Monroe contains the majority of low-income residents and associated services, making it a strong candidate area, although competition exists with Wingate, the other eligible Union County tract.

Discussion included the approximately 807 eligible acres within the proposed area and the benefits of focusing development efforts where infrastructure and available land already exist. Members discussed the importance of utilizing available tax credits and supporting future site selection and economic development efforts.

Staff requested the board's support for the Opportunity Zone application, emphasizing the advantages of concentrating efforts within the larger qualifying area to promote diverse housing opportunities and continued economic growth.

Clayton made the motion. Terry Sholar advised that ex-officio members cannot vote or make motions, however they can suggest motions. Chad made the motion to accept Clayton's motion to approve the letter from the board to support the opportunity zone.

Motion: Randy Adcock moved to approve support for the Opportunity Zone application

Second: Drew Lawrence seconded the motion

Action: Motion was approved

### **Item 6: Other Business – Chad Griffin, Board Chairman**

### **Topic A: Citizen Appointment Committee EDAB Update – Teresa Campo, Economic Development Director**

Teresa Campo advised that the three members presented to the Citizen Appointment Committee were recommended. Teresa also advised that the action will be taken to appoint at the next city council meeting.

### **Topic B: Economic Development Department Overview – Teresa Campo, Economic Development Director**

Teresa Campo provided an overview of current Economic Development Department activities. Discussion included updates related to Briolf, noting that progress has been staggered and delayed. Board member Chad Griffin requested clarification regarding the property involved and the location of the building.

Zoom Prospector was presented as the primary tool for real estate tracking and prospects. During this period, efforts have centered on identifying partnerships, property owners and agents, and adding locations into Zoom Prospector.

GIS was noted as an important tool to support future modeling related to workforce development planning.

Discussion included the Edgewater site next to Windsor Windows, noting that two building will be available for lease or sale. It was explained that incentives are not provided to end-users, and clarification was given on how Edgewater benefited from utility coordination, development processes, and permitting. Economic development serves as facilitator with developers through points of contact, including streamlined communication channels and coordination with media releases.

Additional discussion focused on promoting select sites, the smart site, and improving visibility of available properties. It was also noted that during recruitment for positions, there was a request to allow business recruitment efforts as part of the role.

### **Topic C: Existing Business Activities Overview**

Donna O’Keefe provided an overview of the Existing Business and Industry program, highlighting the department’s focus on business expansion, retention, and workforce development during the first half of the year. She explained that many businesses, particularly mid-sized manufacturers, face challenges navigating available resources, and the department is working to create a more accessible workforce and business support pipeline. O’Keefe emphasized that the department’s role is to connect businesses with appropriate resources and contacts rather than recommend specific providers. She referenced a visit to Ludwig Drums, where eight areas of need were identified and addressed through strategic referrals and resource connections.

O’Keefe reported increased outreach efforts, noting that some businesses advised they have never been contacted by Economic Development staff, in the past. To date, the

department has completed 11 strategic referrals, conducted outreach to 73 manufacturing companies through personalized communications, and participated in four recruitment events to connect employers with job seekers.

Workforce shortages, particularly for machine technicians and CNC machine operators, remain a significant challenge. To address these needs, the department is partnering with NCWorks, Wingate University Career Pathways, and South Piedmont Community College (SPCC) to strengthen workforce development and connect students with local career opportunities. O'Keefe noted that approximately 83% of graduating students surveyed expressed a desired to remain in the area, creating opportunities to retain local talent.

She also highlighted efforts to connect businesses with resources such as energy rebate programs. O'Keefe concluded by noting her continued collaboration with community and business partners to support Monroe's existing industries and workforce needs.

### **Other Business**

Chad Griffin asked if Teresa would facilitate a discussion at the next meeting on the purpose and possible mission statement creation, edits, review. Teresa advised she would draft the agenda for his review, move the speakers to the next meetings, and the board could spend the time on that issue. She also added, we should have the new members at the next meeting.

Chad asked if they could change the number, in order to manage properly. Teresa advised, we have 14 members in total. Terry Sholar added that he would provide the ex-officio status to determine the 11 - 14. Chad and the board agreed that 11 voting members was a number they were comfortable with. No further action.

### **Item 8: Adjournment**

Motion to adjourn by: Chair Chad Griffin

Minutes prepared by: Emma Collins

Date submitted: 6/2/2026

**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES**  
**TITLE III: ADMINISTRATION**  
**CHAPTER 32: BOARDS, COMMISSIONS AND COMMITTEES**  
**O-2025-53**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE III, CHAPTER 32 OF THE MONROE ORDINANCES IS HEREBY AMENDED AS FOLLOWS:**

**Section 1.** Amend Chapter 32, Section 32.23 Economic Development Advisory Board by amending subsection 2 to read as follows:

2. Composition and Term of Office for Members. The Monroe Economic Development Advisory Board shall consist of no less than seven (7) members and no more than twelve (12) members each appointed by the City Council. All members shall serve staggered terms and after the initial appointment period, shall serve four (4) year terms at the pleasure and discretion of the Monroe City Council. In addition to the above members, the City Manager, or his designee, shall serve as ex officio member without a vote.

**Section 2.** Amend Chapter 32, Section 32.23 Economic Development Advisory Board by amending subsection 3 to read as follows:

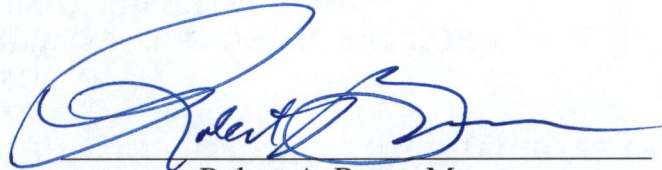
3. Designation of Chairperson and Vice Chairperson. The City Council designates the Chairperson and Vice Chairperson of the Economic Development Advisory Board to serve until the end of their term of office but at the pleasure and discretion of the Monroe City Council.

**Section 3.** Amend Chapter 32, Section 32.23 Economic Development Advisory Board by amending a new subsection 4 to read as follows and renumbering the remaining subsections appropriately:

4. Residency. All members of the Economic Development Advisory Board shall have their primary residence located within the City Limits of the City of Monroe or shall be employed by a business or industry with its place of business located within the City Limits of the City of Monroe.

**Section 4.** This Ordinance shall be effective upon adoption.

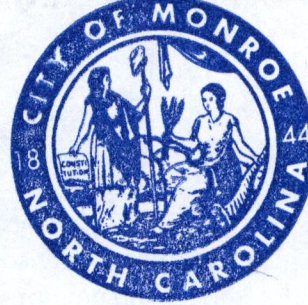
Adopted this 9<sup>th</sup> day of December, 2025.



Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson  
Bridgette H. Robinson, City Clerk



**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES**  
**TITLE III: ADMINISTRATION**  
**CHAPTER 32: BOARDS, COMMISSIONS AND COMMITTEES**  
**O-2025-22**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE III, CHAPTER 32 OF THE MONROE ORDINANCES IS HEREBY AMENDED AS FOLLOWS:**

**Section 1.** Delete Chapter 32 in its entirety and replace with the following:

**CHAPTER 32: BOARDS, COMMISSIONS, AND COMMITTEES**

**Section 2.** Add the following new sections to read as follows:

**32.01.** The following boards, commissions, and committees are hereby established as provided herein and organized into the following types of committees:

**CITY COUNCIL COMMITTEES**

**32.10.** The purpose of a Council Committee is to review all items coming to City Council from a Citizen Advisory Committee or Statutory Committee, refer matters for consideration to a Citizen Advisory Committee within the subject matter of the committee, and make appropriate recommendations before an item is placed on a City Council agenda. City Council Committees shall be composed of up to three City Council members without citizen appointees. The Public Enterprise Committee, General Services Committee, Citizens Appointment Committee, and Public Safety Committee comprise the Council Committees.

**32.11. Public Enterprise Committee.** The Public Enterprise Committee reviews, evaluates, and makes recommendations regarding matters involving City public enterprises operations including water, wastewater, electric utilities, natural gas utilities, stormwater utilities, the Charlotte-Monroe Executive Airport, solid waste, and any other enterprise established within the City. In addition, the Committee shall review and make recommendations to City Council on environmental matters or other matters as directed by City Council.

**32.12. General Services Committee.** The General Services Committee reviews, evaluates and makes recommendations regarding policies and practices involving general administrative functions such as finance, customer service, human resources, employee benefits, facilities, technology services and other administrative matters. In addition, General Services will review and make recommendations regarding Downtown Monroe, Economic Development, and Community Development matters.

- (c) Compensation. Commission members serve without compensation.
- 3. Meetings. The Commission shall establish a regular meeting schedule, which meetings are open to the public, to review and recommend policies and plans and programs for the City Parks and Recreation Department.

**32.22. Airport Advisory Commission.**

- 1. Created. The Airport Commission is created under authority of G.S. 63-53.
- 2. Membership. The Airport Commission shall consist of seven (7) members, three (3) of which are not required to be residents of the City of Monroe. In addition to the seven (7) members above, the City Manager, or designee, shall serve as an ex officio member without a vote.
- 3. Designation of Chairperson; Term of Office for Members. The City Council designates the Chairperson and Vice Chairperson of the Airport Commission. All members shall serve for a period of four (4) years.
- 4. Attendance. Any member of the Airport Commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
- 5. Compensation. The citizen members of the Airport Commission are paid seventy-five dollars (\$75) per meeting for the Chairperson and fifty dollars (\$50) per member, per meeting attended, and are reimbursed for all expenses incurred by them in the course of their duties.
- 6. Meetings. The Airport Commission shall set a regular meeting schedule to include one (1) regular meeting each month, which is open to the public. The Chair, Vice Chair, or City Manager may cancel a regular meeting, or call a special meeting consistent with the procedures set out in § 32.50K.
- 7. Adoption of Rules; Records. The Airport Commission may adopt rules consistent with this ordinance for the orderly conduct of its business and keep records of its proceedings which are public record.
- 8. Duties. The Airport Commission is charged with the duty of investigating, studying and making recommendations to the City Council pertaining to the

**32.13. Citizens Appointment Committee.** The Citizens Appointment Committee reviews applications and makes recommendations to City Council on appointment of members to the various City boards, committees, and commissions. In addition, the Citizens Appointment Committee shall review and make recommendations to City Council regarding the appointment procedure and process. The Mayor Pro Tem shall serve as Chair of the Citizens Appointment Committee.

**32.14. Public Safety Committee.** The Public Safety Committee shall review, evaluate, and make recommendations on matters related to public safety including policies, procedures, and services provided by the Monroe Police Department and Monroe Fire Department. In addition, Public Safety reviews and makes recommendations on matters involving streets, engineering, building code, building code/minimum housing enforcement, and civil ordinance enforcement in general.

### **CITIZEN ADVISORY COMMITTEES**

**32.20.** The purpose of a Citizens Advisory Committee is to consider matters within its program or subject matter area and make recommendations to City Council regarding policies, procedures, ordinances, and funding priorities. A Citizen Advisory Committee shall be composed of only citizens with a minimum of one City staff member to serve ex officio as a non-voting member based on their expertise in the subject matter of the committee. All Citizen Advisory Committee matters must be reviewed and considered by a Council Committee prior to being placed on a City Council agenda. The Parks and Recreation Advisory Commission, Airport Advisory Commission, Economic Development Advisory Board, Downtown Advisory Board, Planning Board, Community Development Advisory Committee comprise the Citizens Advisory Committees.

#### **32.21. Parks and Recreation Advisory Commission.**

1. Purpose. The City hereby establishes an advisory Parks and Recreation Commission to investigate the recreational needs of the City and make recommendations to the City Council and City Manager relative to all phases of recreation.
2. Membership; Compensation.
  - (a) Composition and Term. The Commission shall consist of seven (7) members, all appointed by the City Council, for four-year staggered terms. City Council appoints the Chair and Vice Chair.
  - (b) Requirements. All members must be residents of the City.
  - (c) Compensation. Commission members serve without compensation.
3. Meetings. The Commission shall establish a regular meeting schedule, which meetings are open to the public, to review and recommend policies and plans and programs for the City Parks and Recreation Department.

construction, enlargement, improvement, maintenance, equipment, operation and regulation of the Charlotte-Monroe Executive Airport.

9. Commission as Advisory Body. The Airport Commission shall not have legislative powers of its own, but shall act as an advisory body to the City Council concerning the matters in which it has charge. The City receives recommendations on construction, enlargement, operation and regulations of the Charlotte-Monroe Executive Airport.

### **32.23. Economic Development Advisory Board.**

1. Purpose. The purpose of the Monroe Economic Development Advisory Board is to advise and make recommendations to City Council regarding economic development activities within the City of Monroe, serve as a liaison between the City of Monroe and businesses and industries in the City, and promote economic development in the greater City of Monroe.
2. Composition. The Monroe Economic Development Advisory Board shall consist of seven (7) members appointed by the City Council. In addition to the seven (7) above, the City Manager, or his designee, shall serve as ex officio member without a vote.
3. Designation of Chairperson; Term of Office for Members. The City Council designates the Chairperson and Vice Chairperson of the Economic Development Advisory Board. All members shall serve for a period of four (4) years.
4. Attendance. Any member of the Economic Development Advisory Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Board and shall be replaced or reappointed by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
5. Compensation. The members of the Board serve without compensation.
6. Meetings. The Economic Development Advisory Board shall set a regular meeting schedule and all meetings are open to the public. The Chair, Vice Chair, or City Manager may cancel a regular meeting, or call a special meeting consistent with the procedures set out in § 32.50K.
7. Adoption of Rules; Records. The Board adopts rules for transactions and keeps a record of its resolutions, transactions, findings and determinations, all of which are public record.

8. Board as Advisory Body. The Economic Development Advisory Board shall not have legislative powers of its own, but shall act as an advisory body to the City Council concerning the matters in which it has charge.

#### **32.24. Downtown Advisory Board.**

1. Created.
  - (a) The Monroe Downtown Advisory Board having been created by the City of Monroe City Council shall be hereafter referred to as the Downtown Advisory Board.
  - (b) The Downtown Advisory Board shall be considered a public body and is subject to all rules and regulations for public bodies contained in the North Carolina's Open Meetings regulation, G.S. §§143-318.10 et seq.
2. Membership, Terms of Office, and Officers.
  - (a) Membership. The Downtown Advisory Board shall be appointed by City Council and consist of seven (7) citizen members. Members shall be required to be any of the following: residents of the City of Monroe; the full owner of a business located in the City's Downtown Central Business District; have no less than a ten percent (10%) ownership stake in a business located in the City's Downtown Central Business District; be a partner in a business located in the City's Downtown Central Business District (by way of illustration an individual who is a partner in a firm that provides legal services or accounting service would meet this requirement); or an employee of a business located in the City's Downtown Central Business District. In addition to the seven (7) above, the City Manager, or designee, shall serve as an ex officio non-voting member.
  - (b) Terms of Office. Members of this board shall serve staggered four (4) year terms.
  - (c) Officers. Chair and Vice Chair will be appointed by the City Council.
3. Meetings, Attendance, and Compensation.
  - (a) Meetings. The board shall establish its meeting schedule. Special meetings may be called by the Chair, Vice Chair, or City Manager.
  - (b) Attendance. Any member of the Downtown Advisory Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness

or other cause for prolonged absence, the member shall be replaced.

- (c) Compensation. Members of the Downtown Advisory Board shall receive compensation in the amount of seventy-five dollars (\$75) per meeting for the Chairman and fifty dollars (\$50) per member, per meeting attended.
4. Quorum and Voting. A quorum shall be constituted by a simple majority of board members, excluding vacancies. The Chair or the presiding member of the board shall vote on all matters of business considered by the board. A quorum shall be required before any vote is taken.
5. General Duties and Powers. The general purpose of the Downtown Advisory Board is to serve as an advisory board to make recommendations to City Council subject to such limitations as may be imposed by state law or by ordinances of the City, the board shall be embodied for the following purposes:
- (a) Advise, deliberate and make recommendations to the City Council to help facilitate the implementation of the Downtown Master Plan.
  - (b) Serve to support economic development efforts and the marketing and promotion of downtown.
  - (c) Identify appropriate uses for downtown and identify developers/investors for downtown development.
  - (d) Recommend to City Council an overall policy for the continued development and sustainability of downtown.
  - (e) Develop financial tools for downtown development.
  - (f) Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parks, parking, transportation, utilities sidewalks, sewer, and streetscape.
  - (g) Promote and facilitate a program to assist in business retention in the downtown.
  - (h) Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown.
  - (i) Provide City Council with representative community participation in preparing and implementing plans and reports concerning development of downtown.
  - (j) Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area.

**32.25. Planning Board.** Although the Planning Board is created by North Carolina General Statute, its purpose is to make land use and development recommendations to City Council. As such, the Planning Board serves an advisory role. However, all recommendations from the Planning Board must go directly to City Council as provided by state law without review by a Council Committee.

1. Created. There shall be a Planning Board of the City of Monroe in accordance with the following provisions:
2. Appointments; Terms. The Planning Board (PB) shall consist of seven (7) Regular members plus two (2) additional members which are designated Alternate Members to attend all meetings and serve if one (1) of the Regular Members is absent or unable to participate.
  - (a) Members shall be residents of the City of Monroe and shall be appointed by City Council; one (1) Regular Member may reside outside of the City but within the extraterritorial jurisdiction (ETJ).
  - (b) City Council shall appoint the Chair and Vice Chair of the Planning Board who shall serve at the pleasure of the Council. The Chair or Vice Chair shall be subject to the term limit restrictions in § 32.50F of the City Code during the time they serve as Chair or Vice Chair.
  - (c) In addition to the foregoing Regular and Alternate Members, one (1) member of the Monroe Youth Council may serve as an ex officio, non-voting, uncompensated member. The Monroe Youth Council shall select the Youth Council ex officio member at the time it elects officers annually.
  - (d) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members, including Alternate Members, shall receive fifty dollars (\$50) per meeting attended.
  - (e) Member Terms. Planning Board members shall be appointed for four (4) year staggered terms expiring on December 31st.
    - (i) Members may serve two (2) consecutive terms.
    - (ii) Any vacancy in the membership shall be filled for the unexpired term.
    - (iii) Members may continue to serve until their successors have been appointed.
    - (iv) An Alternate Member may be appointed a Regular Member at which time City Council shall appoint a replacement Alternate Member.
3. Organization, Rules, Meetings, and Records. Consistent with Article 3 of Chapter 160D of the North Carolina General Statutes, the Planning Board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings, and recommendations, which shall be a public record.
4. Meetings. The Planning Board shall adopt a regular meeting schedule.
  - (a) The Planning Board may hold such special meetings as conduct of its business may require.
  - (b) All meetings shall be open to the public.
  - (c) The Planning Board shall keep minutes of its proceedings, showing the vote of each member upon every action or, if absent or failing to vote, indicate such fact.

- (d) Unless otherwise provided by law, all records and minutes shall be public record.
5. Quorum. No official business of the Planning Board may be conducted without a quorum present.
6. Participating and Voting. The concurring vote of a majority of the then-sitting Members of the Board, whether Regular or Alternates, shall be required on all matters. A majority of the then-sitting Regular Members shall be required to decide any other matter or to determine an appeal made in the nature of certiorari.
- (a) For the purposes of this division, an Alternate Member shall fill in for vacant positions on the Board and members who are not disqualified from voting on a matter which shall constitute the then-sitting Regular Members for each matter in consideration. Vacant or disqualified members shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Planning Board meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.
  - (b) Members shall not vote on any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to the zoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. For purposes of this section, a “close familial relationship” means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.
  - (c) Attendance. Any member of the Planning Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member’s status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
7. General Powers and Duties. The following shall be the responsibility of the Planning Board:

- (a) Generally. The Planning Board shall provide an advisory function, except where otherwise noted, to assist in making decisions pertaining to amendments to the comprehensive plan and the City of Monroe UDO, and applications for development approval.
- (b) Prepare plans. The Planning Board shall prepare and recommend to the City Council, and from time to time amend and revise a recommended comprehensive and coordinated plan for the physical, social, and economic development of the area. It shall prepare and recommend to the City Council policies, ordinances, administrative procedures and other means for promotion of the orderly development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances.
- (c) Zoning map amendment. The Planning Board shall review and recommend to City Council general and conditional district rezoning requests.
- (d) UDO text amendment. The Planning Board shall review and recommend to City Council proposed UDO text amendments.
- (e) Land use plans. The Planning Board shall review and recommend to City Council proposed land use plans and amendments.
- (f) Planned development. The Planning Board shall review and recommend to City Council proposed planned developments.
- (g) Other duties. The Planning Board may perform any other duties that may lawfully be assigned to it.

**32.26. Committee on Disabilities.**

1. Purpose. The Committee is to promote inclusion, accessibility, and equal opportunity for all Monroe Citizens with Intellectual and/or Developmental Disabilities (IDD). The Committee will make recommendations on ways to foster independence by increasing access to essential services, resources, education, employment, and recreational activities. The Committee will make recommendations on collaboration with community partners, government agencies, and stakeholders, the committee will work to raise awareness, reduce stigma, and advocate for policies and programs that benefit the quality of life for citizens and their caregivers living with IDD in the City of Monroe.
2. Membership; Compensation.
  - (a) Composition and Term. The Committee shall consist of seven (7) members all appointed by City Council to serve four (4) year staggered terms. In addition to the seven (7) above, the City Manager, or designee, shall serve as an ex officio non-voting member.
  - (b) Residency. All members must be residents of the City of Monroe.
  - (c) Compensation. Committee member shall serve without compensation.
3. Meetings. The Committee shall establish a regular meeting schedule, and all meetings shall be open to the public.

**32.27. Animal Welfare Committee.**

1. Purpose. The Animal Welfare Committee is to review the status of the animal population in the City, the humane treatment of animals, especially dogs and cats, and make recommendations to the Monroe City Council regarding animal services needed, the City's animal control ordinance, and any other such animal related matters.
2. Membership; Compensation.
  - (a) Composition and Term. The Committee shall consist of seven (7) members all appointed by City Council to serve four (4) year staggered terms. In addition to the seven (7) above, the City Manager, or designee, shall serve as an ex officio non-voting member.
  - (b) Residency. All members must be residents of the City of Monroe.
  - (c) Compensation. Committee member shall serve without compensation.
3. Meetings. The Committee shall establish a regular meeting schedule, and all meetings shall be open to the public.

**STATUTORY COMMITTEES**

**32.30.** Statutory Committees are created by state statute for the specific purpose set out in the statute and composed exclusively of citizens. Quasi-judicial matters heard by a statutory committee is the final administrative action by the City with no right of appeal to City Council. Except for the Planning Board, other matters and recommendations from statutory committees shall be reviewed by a Council Committee within the committee's subject matter before being placed on a City Council agenda. The Monroe Tourism Development Authority, Board of Adjustment, Historic District Commission, Historic Preservation Commission, Alcoholic Beverage Control Board, Firefighter Relief Fund, and Monroe Housing Authority comprise the Statutory Committees.

**32.31. Monroe Tourism Development Authority.**

1. Purpose and Duties. The Monroe Tourism Development Authority is established to carry out the purpose and duties pursuant to and in conformity with North Carolina Session Law 2001-439 section 4.1 et seq.
2. Members; Terms. The Monroe Tourism Development Authority shall consist of ten (10) members composed of the Chair, or designee, of Monroe Downtown Advisory Board, Executive Director, or designee, of the Union County Community Arts Council, President, or designee, of the Union County Chamber of Commerce, three (3) members affiliated with the hotel/motel industry, one (1) member affiliated with the restaurant industry, and three (3) members shall be at-large. At least one-third (1/3) of the

members of the Monroe Tourism Development Authority shall consist of members affiliated with businesses that collect the room occupancy tax in the City, and at least three-fourths (3/4) of the members must be individuals who are currently active in the promotion of travel and tourism in the City. The City Manager, or his or her designee, shall serve ex-officio as a non-voting member. All members shall be appointed by City Council for three (3) year, staggered terms with the initial appointments designated by City Council to consist of one-third (1/3) for one (1) year terms, one-third (1/3) for two (2) year terms, and one-third (1/3) for three (3) year terms. All members shall be residents of Union County or be employed by businesses located in Union County. City Council shall designate one (1) member of the Authority to serve as Chair and one (1) as Vice Chair and shall designate one (1) City Council member to serve as an ex-officio, non-voting member. Unless otherwise provided herein, appointments and terms shall be governed by this ordinance or Monroe Policy GA-05, Rules Boards and Commissions.

3. Finance. The Monroe Tourism Development Authority shall be a public authority under the Local Government Budget and Fiscal Control Act. The City of Monroe Finance Officer shall serve as the ex officio finance officer of the Authority. The Authority shall report quarterly and at the close of the fiscal year to the City Council on its receipts and expenditures for the preceding quarter and for the year in such detail as required by City Council.
4. Meetings. The initial meeting of the Monroe Tourism Development Authority shall be at a date, time and place to be designated by the City Manager for such meeting. Thereafter, regular meetings of the Authority shall be at the date, time and place determined by the members. At the initial meeting, the membership shall adopt reasonable bylaws to govern itself and additional officers pursuant to the duly adopted bylaws of the Authority. All meetings of the Authority shall be open to the public and the subject to the North Carolina Open Meetings Law, G.S. § 143.318.9 et seq.
5. Compensation. Members of the Monroe Tourism Development Authority shall serve without compensation.

**32.32. Board of Adjustment.**

1. Created. There shall be a Board of Adjustment of the City of Monroe in accordance with the following provisions:
2. Appointments and Terms.
  - (a) The Board of Adjustment (BOA) shall consist of a minimum of five (5) and a maximum of seven (7) Regular Members plus two (2) Alternate Members to attend all meetings which shall replace and substitute for an absent or disqualified regular member not available

to hear a matter on a case-by-case basis. All members including Alternate Members shall be appointed by City Council, and the Chair and Vice Chair shall be appointed by City Council.

- (b) Members of the Board of Adjustment shall be residents of the City and shall be appointed by City Council; one (1) member may reside outside of the City but within the extraterritorial jurisdiction (ETJ).
  - (c) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended.
  - (d) Member Term. Board of Adjustment members shall be appointed for four (4) year staggered terms expiring on December 31st.
    - i. Members may serve two (2) consecutive terms.
    - ii. Any vacancy in the membership shall be filled for the unexpired term.
    - iii. Members may continue to serve until their successors have been appointed.
    - iv. An Alternate Member may be appointed a Regular Member at which time City Council shall appoint a replacement Alternate Member.
3. Rules of Procedure.
- (a) Generally. Consistent with Article 4 of Chapter 160D and §160D-302 of the North Carolina General Statutes, the Board of Adjustment shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
  - (b) Meetings. The Board of Adjustment shall adopt a regular meeting schedule. In addition, the Board of Adjustment may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
  - (c) Quorum. No official business of the Board of Adjustment may be conducted without a quorum present.
  - (d) Participating and Voting. The concurring vote of four-fifths (4/5) of the then-sitting Members of the Board, whether Regular or Alternate, shall be necessary to grant a variance or take any other required action. A majority of the then-sitting Regular Members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari.
    - i. For the purposes of this division, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Alternate Members shall replace and sit in the place of absent or disqualified Regular Members and be

- considered a then-sitting Regular Member for purposes of hearing a particular matter before the Board.
- ii. Once a member is physically present at a Board of Adjustment meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.
  - iii. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate an affected person's constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.
- (e) Board Member Attendance. Any member of the Board of Adjustment who misses more than three (3) consecutive regular meetings, or more than half of the regular meetings in a calendar year shall be subject to removal and replacement by City Council.
- (4) General Powers and Duties. The Board of Adjustment shall have all the powers and duties as authorized by state law, and in the manner provided for in City of Monroe UDO. Generally, such powers and duties shall include, but not be restricted to, the following:
- (a) Special use permits.
  - (b) Variances.
  - (c) Temporary use permit (60-day or more).
  - (d) Appeals.
- (5) Reconsideration of Board of Adjustment Action.
- (a) Whenever the Board of Adjustment disapproves an application on any basis other than the failure of the applicant to submit a complete application, such action may not be reconsidered by the respective board for a period of one (1) year unless the applicant clearly demonstrates that:
    - i. Circumstances affecting the property that are the subject of the application have substantially changed; and/or
    - ii. New information is available that could not with reasonable diligence have been presented at a previous hearing. A

request to be heard on this basis must be filed with the administrator within the time period for an appeal to superior court. However, such a request does not extend the period within which an appeal must be taken.

- (b) Notwithstanding division (a) above, the Board of Adjustment may at any time consider a new application affecting the same property that an application has been previously denied for. A new application is one that differs in some substantial way from the one previously considered.

### **32.33. Historic District Commission.**

1. Created. There shall be a Historic District Commission of the City of Monroe in accordance with the provisions set out herein.
2. Purpose. The purpose of the Historic District Commission (HDC) is to identify, protect, and preserve Monroe's historic architectural resources and to educate the public on those resources and historic preservation. The Historic District Commission serves as an advisory board to the City Council and as a quasi-judicial body, which determines Certificates of Appropriateness and makes decisions on proposals for exterior changes to or demolition of any properties as well as new construction within Historic Districts.
3. Appointments and Terms.
  - (a) Members. The Historic District Commission shall consist of seven (7) regular citizen members appointed by the City Council. City Council shall appoint the Chair and Vice Chair.
  - (b) The Chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended.
  - (c) Member Terms. Members of the Historic District Commission shall serve terms of four (4) years. A member may be reappointed for a second consecutive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one (1) calendar year has elapsed from the date of the termination of their second term.
  - (d) Qualifications. All members of the Historic District Commission shall be residents of the territorial zoning jurisdiction of the City, and a majority of the members shall have demonstrated special interest, experience, or education in history or architecture.
4. Rules of Procedure.
  - (a) Generally. Consistent with Part 4, Article 9 of Chapter 160D of the North Carolina General Statutes, the Historic District Commission shall adopt rules for the transaction of its business and shall keep a

- record of its members' attendance and its resolutions, discussions, findings and recommendations, which record shall be public record.
- (b) Meetings. The Historic District Commission shall adopt a regular meeting schedule. In addition, the Historic District Commission may hold such special meetings as the conduct of its business may require. All meetings and hearings shall be open to the public.
  - (c) Quorum. No official business of the Historic District Commission may be conducted without a quorum present.
  - (d) Participating and Voting. The majority of the Historic District Commission board shall be necessary on all decisions.
    - i. For the purposes of this division, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the Board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members. Once a member is physically present at a Historic District Commission meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the member has recused himself or herself, or been excused in accordance with the division below.
    - ii. A member shall not participate in or vote on any quasi-judicial matter in a manner that would violate an affected person's constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. In addition, a member who was not present at the hearing at which evidence relevant to the matter at issue was taken shall not vote on the matter.
  - (e) Attendance. Any member of the Historic District Commission who misses more than three (3) consecutive meetings, or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.
  - (f) Annual Report. An annual report shall be prepared and submitted by June 30 of each year to the City Council. The annual report shall include a comprehensive and detailed review of the activities,

problems and actions of the Historic District Commission, as well as any budget requests and/or recommendations.

- (g) Minutes. The Historic District Commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members and its resolutions, findings, recommendations, and actions. The minutes of the commission shall be a public record.
5. General Powers and Duties. The Historic District Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities:
- (a) To recommend to the Planning Board districts or areas to be designated by ordinance as “historic districts.”
  - (b) To recommend to the Planning Board that designation of any district or area as a historic district be revoked or removed.
  - (c) To consider and approve or deny applications for Certificates of Appropriateness (COA) for major work.
  - (d) To give advice to property owners concerning the treatment of the historical and visual characteristics of their properties located within a district, such as color schemes, gardens and landscape features, and minor decorative elements.
  - (e) To propose to the City Council changes to this subchapter or any related ordinance and to propose new ordinances or laws relating to a historic district or relating to the total program for the development of the historical resources of the City and its environs.
  - (f) To cooperate with other City boards or commissions or other governmental units; to offer or request assistance, aid, guidance or advice concerning matters under its purview of mutual interest.
  - (g) To publish information about, or otherwise inform the owners of properties within a district of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
  - (h) To undertake programs of information, research or analysis relating to any matters under its purview.
  - (i) To report violations of this subchapter or related ordinances to the local official responsible for enforcement.
  - (j) To assist City staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.
  - (k) To recommend to the City Council and the state districts worthy of national, state or local recognition.
  - (l) To initiate and participate in negotiations with owners and other parties in an effort to find means of preserving buildings scheduled for demolition.
  - (m) To establish guidelines under which the Director of Planning and Development may approve certificates of appropriateness for minor work. No application shall be denied without first being considered by the commission.

- (n) To conduct hearings on applications for certificates of appropriateness.
- (o) To organize itself and conduct its business by whatever legal means it deems proper.
- (p) To exercise such other powers and perform such other duties as are required elsewhere by this subchapter, the General Statutes of North Carolina or the City Council.

**32.34. Historic Preservation Commission.** Adopted by Reference. The ordinance establishing a joint Union County Historic Preservation Commission is hereby adopted by reference and incorporated as if set out at length in Title XV: Land Usage - Chapter 152: Historic Properties. Copies of the Ordinance are on file in the office of the City Clerk.

**32.35. Alcoholic Beverage Control Board.**

1. Established. The City Council hereby establishes the Board of Alcoholic Beverage Control through an Enabling Act in the General Assembly.
2. Members; Terms. The Board is composed of a Chairperson and two (2) other members appointed by City Council. All terms are for a three (3) year period.
3. Duties. The ABC Board has all the powers and duties prescribed for Boards of Alcoholic Beverage Control by G.S. 18B-701 and is subject to the powers and authority of the State Board of Alcoholic Beverage Control.
4. Subject to State Law. The Monroe ABC Board and the operation of the stores are subject to the provisions of the state General Assembly.
5. Meetings; Compensation. The ABC Board shall meet monthly and shall be compensated at the rate of one hundred fifty dollars (\$150) per meeting.

**32.36. Firefighter Relief Fund.**

1. Members. The Firefighters Relief Fund Trustees shall be composed of five (5) members. Members shall serve no more than two (2) four (4) year terms. Two (2) members shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund. Two (2) members shall be appointed by the City Council, and one (1) shall be named by the State Fire Marshall. Their selection and term of office shall be as follows:
  - a) The members of the fire department shall hold an election to elect two (2) representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve

until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either active or retired members of the fire department.

- b) The City Council shall appoint two (2) representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the City of Monroe.
  - c) The State Fire Marshall shall appoint one (1) representative to serve as Trustee who shall serve at the pleasure of the Fire Marshall. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.
  - d) All Trustees shall serve without pay for their services. The Trustees shall meet in the month of January to organize by electing from their members a Chairman and a Secretary and Treasurer, which the last two (2) positions may be held by the same person. The Board of Trustees shall maintain a good and sufficient surety bond as required by Chapter 58 Articles 84 and 85 of the North Carolina General Statute. If the Monroe Fire Chief is not named on the Board of Trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board.
2. Meetings; Compensation. The Trustees meet, as needed, on call of the Chief or Chairperson of the Board, and serve without compensation.
  3. Duties.
    - (a) The Trustees meet, as needed, to review claims resulting from injuries or sickness related to financial loss of fire personnel and manage and disburse funds consistent with Chapter 58 Articles 84 and 85 of the North Carolina General Statutes.
    - (b) Retirement benefits for retired fire personnel are reviewed by the Board.

### **32.37. Monroe Housing Authority.**

1. Established. The City Council hereby establishes the Monroe Housing Authority pursuant to the N.C. Housing Authorities Law.
2. Members; Terms. Pursuant to Chapter 157 of the North Carolina General Statutes, the Monroe Housing Authority is composed of five (5) citizen Commissioners appointed by the Mayor who also designates the first Chairperson. The Commissioners shall elect from its membership a Chair and Vice Chair thereafter. Commissioners serve an overlapping term of five (5) years. At least one (1) Commissioner shall be a person directly assisted by the Housing Authority but shall not vote on matters directly involving that Commissioner's conduct or individual tenancy.

3. Duties. The Monroe Housing Authority shall have all the powers and duties prescribed for housing authorities as provided in Chapter 157 of the North Carolina General Statutes.
4. Meetings; Compensation. The Monroe Housing Authority shall meet monthly, and Commissioners shall serve without compensation.

### **AD HOC COMMITTEES**

#### **32.40. Ad Hoc Committees**

1. Formerly known as Mayoral Committees, Ad Hoc Committees are short-term committees created for a specific purpose with a limited time duration. An Ad Hoc Committee may be created by the Mayor or by City Council. Such Committees shall be composed of Council members and citizens as determined at the time the committee is formed. In addition, City staff or other individuals with special expertise in a subject matter may be appointed to an Ad Hoc Committee as a non-voting ex officio member. Appointment of members shall follow the Citizen Appointment process required for appoints to any board, committee, or commission. All recommendations from an Ad Hoc Committee must be reviewed by a Council Committee before being placed on a City Council agenda.
2. The Mayor by proclamation, or City Council by resolution, shall set out the purpose and scope of the subject of the Committee as well as its duration.
3. Due to the short-term nature and specific purpose of Ad Hoc Committees, the Ad Hoc Committees the number of types of committees change periodically.

**32.50. General Provisions.** The following shall apply to all boards, committees, and commissions unless otherwise provided by law or ordinance:

1. Appointment. All appointments to a Citizen Advisory Committee, Statutory Committee, Ad Hoc Committee shall be made pursuant to an application consideration process established by City Council. Appointments to a Council Committee shall be made with approval of City Council without application, review, and recommendation of the Citizens Appointment Committee.
2. Chair and Vice Chair. Unless otherwise provided by law, City Council shall appoint the Chair and Vice Chair of all boards and commissions who shall serve as such at the pleasure of the Council. Any Chair or Vice Chair

appointed by City Council shall be subject to the term limit restrictions in § 32.50F below during the time they serve as Chair or Vice Chair.

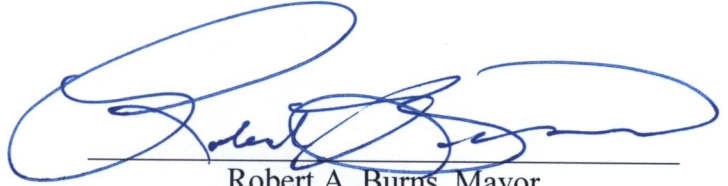
3. Qualifications. Unless otherwise provided by law or ordinance, boards and commission appointees shall be residents of the City of Monroe and meet all of the requirements established by this ordinance or City policy. Appointees shall have no record of conviction of a felony or any conviction of a crime of moral turpitude.
4. Term Effective/Expiration Date. The terms of all board and commission members shall begin January 1 and expire on December 31 of the last year of their term.
5. Terms. A term of service on all boards and commissions shall be four (4) years unless otherwise provided by law or ordinance. Reappointment to a second term is not automatic and will be based on circumstances at the discretion of the City Council in each individual case. In addition, all members serve at the pleasure of City Council and may be removed at any time with or without cause at the discretion of City Council.
6. Term Limits. A length of service on all boards and commissions shall be limited to two (2) full successive terms excluding appointments to fill previously unexpired terms. The term limit provided herein does not toll or cease to run while a member serves as chair or vice chair.
7. Reappointment. A member of any City board or commission shall be eligible for reappointment at the discretion of City Council one (1) year after non-reappointment due to expiration of a term limit.
8. Time of Appointment. The appointment of City Council Members to a board or committee shall be made annually by City Council prior to January 1 for terms expiring January 1.
9. Attendance. Any member of a board or commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to replacement or not being reappointed by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the board; except that in the event of a long illness or other such cause for prolonged absence, the member may be replaced.
10. Meetings. All Boards, Commissions, and Committees shall establish a regular meeting schedule and provide the City Clerk with notice of its regular meeting date, time, and location or any changes.

11. Cancellation and Call of Special Meetings. Regular meetings of a Board, Commission, or Committee may be canceled for lack of business to conduct by the Chair, Vice Chair, or City Manager upon notice to the City Clerk and public notice as required. In addition, special meetings may be called by the Chair, Vice Chair, or City Manager upon notice to the City Clerk and public notice as required by the North Carolina Public Meetings Law. When feasible, the Chair, Vice Chair, and City Manager should communicate regarding the reason prior to canceling a meeting or scheduling a special meeting.
12. Ex Officio Members. Unless otherwise provided by law or ordinance, all ex officio appointments shall be non-voting members.
13. Conflict of Interest. A member of a board or commission shall not participate in the discussion or vote on any item involving their own financial interest or official conduct. It is the responsibility of the individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
14. Voting. Members attending a meeting are required to vote on all matters coming before the committee. Once a member is physically present at a meeting, any subsequent failure to vote will be recorded as an affirmative vote unless the committee takes action to recuse the member from voting on the matter.
15. Public Bodies. All boards and commissions shall be considered a public body and are subject to all rules and regulations for public bodies contained in the North Carolina's Open Meetings regulation, G.S. §§143-318.10 et seq.
16. Code of Ethics. All members of boards and commissions shall be required to abide by the City of Monroe Code of Ethics and Attendance Policy and execute an Acknowledgement of Receipt of the Code of Ethics and Attendance Policy.
17. Compensation. City Council may make a determination on a case-by-case basis whether members of a particular Board, Commission, or Committee shall be paid and the amount shall be solely at the discretion of City Council unless otherwise provided by law. City Council members shall not receive payment for serving on a Board or Commission.
18. Expenses. Members may be reimbursed for expenses incurred when required as a member of a board or commission in keeping with the City of Monroe's travel and reimbursement policy. An expense reimbursement request shall be made on City Reimbursement Forms and submitted to the

committee staff liaison for review and approval by the City Manager or designee.

**Section 3.** This Ordinance shall be effective upon adoption.

Adopted this 10<sup>th</sup> day of June, 2025.



Robert A. Burns, Mayor

Attest:

  
Bridgette H. Robinson, City Clerk





## **STAFF REPORT**

**TO:** Economic Development Advisory Board

**DATE:** July 7, 2026

**FROM:** Teresa Campo, Economic Development Director

**PREPARED BY:** Teresa Campo, Economic Development Director

**SUBJECT:** Economic Development Update

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### **SUMMARY STATEMENT**

The presentation highlights trends affecting existing businesses, new business recruitment, current development or expansion projects, and strategies aimed at encouraging investment, partnerships and supporting long-term economic stability and growth.

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### **REVIEW**

This presentation is designed to provide monthly updates and news to the Economic Development Board

### **RECOMMENDATION**

Staff requests no formal action.