

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, August 6, 2026 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. General Services Committee Meeting Minutes of July 2, 2026
2. Special Event Permit Request for Fall Fest Hosted by Home Brew Taproom & Tunes to be Held October 10, 2026
3. Charlotte Regional Transportation Planning Organization (CRTPO) Memorandum of Understanding (MOU) Revision
4. Sidewalk Deviation Request for 503 Patton Avenue
5. Code of Ordinances Amendments to Section 32.23 titled Economic Development Advisory Board
6. Contract Award for Renovation Project at 327 South Hayne Street
7. Contract Award for Renovation Project at 1102 Fairley Avenue

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
July 2, 2026 – 4:15 pm

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; Terry Sholar, Senior Staff Attorney; Angie Carnes, Paralegal; Brianna Perez, Legal Intern; Ashley Nowell, Downtown Director; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director, Alex Whitaker, Senior Accountant; Lisa Kerner, Grant Administrator; Pete Hovanec, Director of Parks, Recreation & Tourism; Leann Yandle, Monroe Aquatics & Fitness Center Superintendent; Catherine Mullis, Permit & Development Administrator

Visitor(s): Luis Oropesa, Owner Franklin Court Grille

The General Services Committee met in the City Hall Conference Room at 4:15 pm on July 2, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 4:16 pm.

Item 1. Minutes of General Services Committee Meeting of June 5, 2026

The minutes from the June 5, 2026 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anthony moved to approve the minutes of the General Services Committee Meeting of June 5, 2026.

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

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

NAYS: None

Item 2. Resolution to Appoint Deputy Finance Officers

Ashley Ivey, Assistant Finance Director, requested to update the Appointment of Deputy Finance Officers. Changes have been made to update the title of Accounting Manager to Assistant Finance Director and to remove the Human Resources Director as a Deputy Finance Officer for the sole purpose of executing the pre-audit certificate on personnel action forms. This is no longer a required pre-audit certification under N.C. General Statutes and the resolution should be updated to reflect these changes.

Three appointed Deputy Finance Officers will be Lisa Strickland (Finance Director), Ashley Ivey (Assistant Finance Director), and Shirley Butterick (Purchasing Manager).

Committee Member Anthony made a motion to approve moving the resolution to the City Council Consent Agenda.

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

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

NAYS: None

Item 3. Resolution to Accept Monroe Aquatics & Fitness Center HVAC Contract Change Order

Leann Yandle, Monroe Aquatics & Fitness Center Superintendent, presented resolution for the contract change order to Hoffman Mechanical Solutions for repairs to the Dectron HVAC unit. Staff is requesting authorization of the change order by the City Manager.

In July 2025, MAFC encountered a power outage brownout situation which caused significant damage to the Aquatics Dectron unit responsible for air dehumidification in the pool area. An insurance claim was filed and necessary repair costs were disbursed to the City of Monroe from Traveler's Insurance and is currently being held in the Property Damages GL account (#8202515-452500). A change order to the current Hoffman Mechanical Solutions contract in the amount of \$78,050.00, plus applicable taxes, authorized by the City Manager, is necessary for payment.

It was noted that while the unite is 13-14 years old, it is fixable and much more cost effective than a new unit which would cost \$650,000-\$700,000.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

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

NAYS: None

Item 4. Resolution for Special Event Permit in Downtown Monroe - MonroeBerfest

Catherine Mullis, Permit & Development Administrator, presented resolution requesting to consider a special event permit for an event to be held in Downtown Monroe.

Luis Oropesa with Franklin Court Grille is requesting a special permit for MonroeBerfest Saturday, October 3, 2026 in Downtown Monroe from 11am –10pm. Franklin Street will be closed from Hayne Street to Church Street from 8am – midnight for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 300 people at peak periods. The festival will include an outdoor festival, family entertainment, pop-up market including merchandise sales/vendors, street performers, and music. There will be alcohol sales as part of the event within the social district.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

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

NAYS: None

There being no further business the meeting adjourned at 4:22 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson, City Manager

DATE: August 6, 2026

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit & Development Administrator

SUBJECT: Special Event in Downtown Monroe – Fall Fest at Home Brew

SUMMARY STATEMENT

General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. The Fall Fest will be held on October 10, 2026 with a rain date of October 11, 2026.

REVIEW

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting a special event permit to hold an event in Downtown Monroe on Saturday, October 10, 2026 with the rain date Sunday, October 11, 2026.

Fall Fest:

The Fall Fest at Home Brew event will be held Saturday, October 10, 2026 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 6pm for the preparation and tear down of the event. The applicant is estimating 3,000 people will attend the event with a total of 1,500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event since the event is within the social district. The businesses that will be open during the event have all signed in favor of the event on page 14 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

DEPARTMENT REVIEWS

The following departments have reviewed and approved the applications with the following comments:

Fire Department:

Monroe Fire Department Approves Permit Pending an Approved Fire Inspection. Applicant Must Call Monroe Fire Department 24hrs in Advance to Schedule Fire Inspection at 704-282-4726.

Police Department:

Approved, off duty officers will be required. Sergeant Tim Sykes will reach out to Greg and make sure he's aware of the additional cost.

Engineering Department:

1. Main Street approved to temporarily close between Franklin Street and Morrow Avenue.
2. Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals;
3. Applicant is responsible for placing and removing barricades on day of event per the attached map Spring Fest Barricades. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;
4. Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
5. Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.
 - a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.
2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends

shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Downtown:

This event is approved, with the following comments:

1. The applicant is responsible for notifying downtown businesses and residents of street closures. Street closure maps and notification must also be sent to the Downtown Director (anowell@monroenc.org).
2. The applicant will need to provide off duty police officers and supervisors as recommended by the Monroe Police Department.
3. The applicant will need to rent a dumpster to handle additional trash needs. The Downtown office has contact for dumpster rental and trash pick-up services, if needed.

Legal:

Certificate of Insurance Approved.

Union County Environmental Health:

Unable to approve until closer to the event date.

RECOMMENDATION

If General Services Committee is in agreement with the aforementioned approvals, a recommendation will be presented to the City Council for approval of the special event permit.

Attachments:

1. Application – Fall Fest
2. Map – Fall Fest
3. Barricade Map – Fall Fest
4. Permission from Funeral Home

Fall Fest 2026

CITY OF MONROE, NC

Special Events Planning Guide



300 West Crowell Street (P.O. Box 69) Monroe, NC 28112

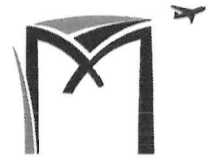
(704) 282-4524

Fax: (704) 282-4735



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Welcome and thank you for your interest in the City of Monroe to consider hosting your event! This document will serve to help your organization prepare for your event. Special Event Permits are required for all public events that propose street closures. Events held on private property require a Temporary Use Permit and shall be coordinated with the City of Monroe Permit Center. The use of City park facilities or Community Centers do not require a special event permit from our office and would instead require coordination with the City of Monroe Park and Recreation Department. When in doubt, contact our office.

City of Monroe Permit Center
300 West Crowell Street
P.O. Box 69, Monroe, NC 28111
704-282-4524
permitcenter@monroenc.org

APPLYING FOR A PERMIT:

How to Apply and Submittal Requirements:

1. Submit a completed special event permit application to the City of Monroe Permit Center.
2. Site Map displaying area of proposed street closure/s, restrooms, trash receptacles (if applicable), designated area for alcohol (if applicable) parking, tent and inflatable locations and all other activities.
3. Certificate of Insurance- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the "City of Monroe" as an additional-insured. The dates of the policy must be for the entire period of the event.
 - Required for street closures and events with alcohol.
4. Copy of NCDOT street closure approval (if applicable).
5. Business Notification Form
6. Copy of ABC Commission Permit (upon approval).
7. Security Plan to Ensure safe sale and distribution of alcohol.

APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.

The City assumes no liability if an event is not approved - Selling tickets, advertising, gaining sponsorships and other activities done prior to event approval is done at the risk of the event organizer.



DEADLINE AND FEES:

An application is not considered complete until the application, necessary documentation and non-refundable application fee have been received.

Example event types include: parades, races, walks and general events such as festivals, markets and ceremonies.

Special Event Permit application fee is \$82.50 and a \$40 fire fee for tents and inflatables. Event organizers may incur additional expenses and service fees for common event expenses such as barricades, restroom facilities, tents, trash collection, off-duty police officers, alcohol permitting, etc.

Deadlines for processing: An event that is proposing a City-maintained street closure will require a ninety (90) day deadline submittal and for North Carolina Department of Transportation (NCDOT)-maintained street closures will be a one-hundred and twenty (120) day deadline submittal.

PERMIT PROCESS OVERVIEW:

Once the Permit Center has received your completed special event permit application, necessary documentation and fees, it will be routed to various City department and agencies for review and to assess the needs of your event. As we begin processing your application and event materials, the Permit Center will contact you with questions, updates and requests to facilitate the approval process.

All special event permits for events that propose street closures are required to receive a recommendation from the City of Monroe General Service Committee and Final decision by City Council prior to event approval. The special event permit will be required to be reviewed and approved by all City departments prior to being scheduled to be placed on the City's General Service Committee. This process can take several months to complete, which is one of the reasons why it is critical that you meet the above deadlines for processing for your event.



EVENT INFRASTRUCTURE:

Street Closings:

This section will help the applicant better understand procedures relating to proposed closure request/s.

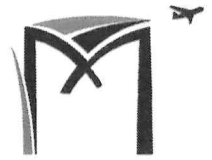
- All special events that include street closings must be approved by City Council.
 - City Council cannot approve closing of roads or streets that are part of NC Department of Transportation (NCDOT); NCDOT does however require support from the City of Monroe before they will allow street closures within their system. Applicants must provide proof of NCDOT approval to the City of Monroe permit center before the event takes place. There may be additional charges by NCDOT for such requests. Please contact NCDOT directly to obtain a street closure permit for any roads within the State system:

NC Department of Transportation, Highway Division
716 W. Main Street. Albemarle, NC 28001
(704) 983-4400

- Applicants can contact the City of Monroe Engineering Department at (704) 282-5795 to find out if proposed road closures are under the authority of NCDOT or the City of Monroe. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a special event permit from the City of Monroe as well.

City of Monroe Engineering Department
300 West Crowell Street, Monroe, NC 28112
(704) 282-5795

- All proposals must be reviewed by the Police and Fire Departments to ensure public safety will not be compromised. This will be done internally once an application is submitted; you will not need to do this before submitting the application.
- The application for closing streets must be made in advance of a minimum of ninety (90) days for City streets and one hundred and twenty (120) days for NCDOT streets prior to the requested event. City Council must take action on street closures and therefore adequate time is needed to place such requests. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- Fees for any required barricades and/or detour signage will be charged in accordance with the current Fee Schedule Chapter VII, Engineering/Public Works, Section 3. Temporary Street Closings.



Amplified Sound:

The City has a noise ordinance that prohibits unreasonably loud noises from 9:00 p.m. to 9:00 a.m. including any noises from construction, garbage/recycling trucks, lawn mowers, mechanical, sound-producing equipment, etc. All special events will need to comply with Chapter 92: Noise Control of the City of Monroe Code of Ordinances.

Food:

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from Union County Environmental Health Department. The organizer is solely responsible for submitting applications on behalf of any food vendors they are allowing at their event.

Union County Environment Health

500 North Main Street, Suite 47

Monroe, NC 28112

704-283-3553

tfe@unioncountync.gov

Waste Management Plan:

Event spaces must be thoroughly cleaned during and following each event. It is imperative that event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event organizers may use volunteers or professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied after the event. Any and all costs associated with trash collection are the responsibility of the applicant. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery and pick up of trash containers.

Waste Pro USA-Charlotte South: 704-821-7578

Waste Connections of Monroe: 704-708-5872

Waste Management: 704-982-1224

Trash Control: 704-389-0740

Active Waste Solutions: 704-626-7400



Restrooms:

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery or pick up of portable toilets if needed:

Waste Pro USA-Charlotte South: 704-821-7578

A Stevens Portable Toilets: 704-776-9598

United Rentals: 704-252-5480

Duanes Portable Toilet Rental: 704-946-5037

Fire Department Permits:

Tents, inflatables, and flame-related activities are regulated and enforced by the City of Monroe Fire Department. The City of Monroe Fire Marshal will conduct an on-site inspection of any tent, inflatable or flame-related activity requiring a permit. Questions related to these structures should be directed to:

City of Monroe Fire Department

Kevin Philemon, City of Monroe Fire Marshal
(704) 282-4706

kphilemon@monroenc.org

A permit shall be obtained for all tents, inflatables and flame-related activities if it involves:

- A tent over 800 square feet.
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation.
- An amusement building, such as a fun house or haunted house.
- Firework displays.
- Pyrotechnics or fire performance.
- Bonfires, luminaires, or any other use of open flame (sky lanterns are always prohibited).



Alcohol:

The City of Monroe and North Carolina State Law regulates the possession, sale, and consumption of alcoholic beverages. Special permits and licensing are required for the sale and consumption of alcoholic beverages at any outdoor or special event by the ABC Commission of North Carolina. Any request to allow alcohol sales must be identified within the special event permit application for special events and proper permits must also be obtained directly from the ABC Commission.

ABC Commission of North Carolina

4307 Mail Service Center, Raleigh, NC 27699-4307

(919) 779-0700

<http://abc.nc.gov/>

The possession, consumption, sell, and distribution of alcoholic beverages is permissible at special events with a special event permit and ABC permit approval and shall comply with the following standards:

- Business Owners with proper Alcohol Permits and Liquor Liability Insurance will be able to sell, serve, and possess alcohol during Special Events.
- Applicants must obtain and provide all the appropriate State and local permits needed for the possession, consumption, sell, or distribution of alcoholic beverage upon receiving approval within their special event application. ABC Commission requires applicants to submit special event approval from the City of Monroe first.
- Designated areas where alcohol will be served must be identified as a part of the application process.
- Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons comply with relevant policies.
- Sworn Police Officers are required for all special events in the City that serve alcohol. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide recommendations on the number of officers.

NOTE: Permits may be revoked after approved for any of the following reasons: false or misrepresentation of information is found on the application; the event is creating a public nuisance or hazard to public health, safety, or welfare; sidewalks, streets, and right-of-ways are not clean and free of trash; applicant failed to maintain and health, business, or other permit or license as required by law; failure to provide ABC permits after approval; or if the applicant fails to maintain the amount and type/s of insurance required for the permit.



EVENT SAFETY AND SECURITY:

Safety Barricades:

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades is determined by the City of Monroe Engineering Department. The applicant will be responsible for setting up the barricades at the designated time. City staff will drop barricades off before designated time in the general vicinity of the proposed street closure location/s. Questions regarding the number of barricades or fees, please contact:

City of Monroe Engineering Department

Sarah McAllister, Director of Engineering
300 W. Crowell Street, Monroe, NC 28112
704-282-4532
smcallister@monroenc.org

Weather Conditions:

It is the responsibility of the event organizer to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of major crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.

Security:

Off-duty City of Monroe Police Officers are the preferred method of security at special events in the City. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide a recommendation on the number of officers or other security needed for your event. To hire off-duty officers, the event organizer will need to contact the following:

City of Monroe Police Department

450 W. Crowell Street, Monroe, NC 28112
704-282-4700



PUBLIC NOTIFICATION:

Event organizers must notify all affected community members – including residents, businesses, schools and places of worship – about their event, associated road closures and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified.

All Applicants must provide documentation that they have notified any and all affected business owners within the proposed area to be closed off from public access. Attached to this manual is a “Business Notification Form” that shall be used for this purpose. If your event is proposing a street closure that may potentially affect access of a business, those business owners must be notified of proposed event to include the following information:

Each notification must include the following:

- Name of event
- Sponsoring organization
- Date and timeframe of event
- Description of road closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer’s name, phone number and email
- Website/Facebook associated with event

Sufficient documentation must accompany the application and display the following: date and time affected business was notified about the street closure; person in which the applicant notified at each business; the person in which the applicant designated to notify each business owner; whether they were in favor or against the proposed street closure; and a signature of notification of the person notified (if possible).



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Fall Fest 26

Event Website (if applicable): _____ Event Date/s: 10/10/26 Event Hours: 11am-5pm

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)	Special Considerations: (please check all that apply)
☐ Assembly	☐ Alcoholic Beverages
☒ Festival/Outdoor Market	☒ Food Sales
☐ Run/Walk	☐ Cooking
☐ Parade	☒ Merchandise Sales
☐ Demonstration	☐ Pets/Animals
☐ Concert/Performance	☐ Sound Amplification
☐ Block Party	☒ Tents / Inflatables
☐ Educational	☐ Fireworks/Pyrotechnics
☐ Other: _____	☒ Portable Restrooms
	☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
	☐ Other: _____

Time Set up Begins: <u>8am</u>	Time Break Down Ends: <u>6pm</u>
Estimated Event Attendance: <u>3,000</u>	Estimated # of People at Peak Periods: <u>900</u>
Estimated # of Vehicles: <u>600</u>	Estimated Vehicles at Peak Periods: <u>230</u>

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: <u>Home Brew</u>	Applicant Name: <u>Greg Moore</u>
Address: <u>215 S Main St</u>	City: <u>Monroe</u> State: <u>NC</u> Zip: <u>28112</u>
Phone#: <u>980 215 3564</u>	Mobile#: _____ Email: <u>Homebrewtaproom@gmail</u>
Primary On-Site Contact: <u>Greg Moore</u>	Mobile#: <u>980 215 3564</u>
Other On-Site Contact Info: _____	

SECTION III: EVENT DETAILS

Description of the Event: Yearly vendor festival with games and activities for families

Location/s of the Event: Main St + Windsor St Site Capacity: 90 + vendors



Property Address: 215 S Main St

Property Owner/s: Greg Moore

Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE

MINIMUM LIMITS

Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

- ☐ **Street Closures** (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Fall Fest 26

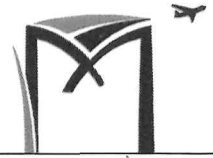
Name of Street to be closed: Main St from Franklin to Morrow

Additional Street: Windsor St from Stewart to Hayne

of Barricades needed: # of cones needed Drop-off location:

Date of Closure: 10/10/26 Start Time: 8am to 6pm

Additional Comments: Rain date would be Sunday, Oct 11th



- ☐ **Trash/Debris Plan:** I will collect all garbage and deliver it to the dumpsters near Stewart and Franklin

SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

☐ **Alcoholic Beverages*** (check all that apply)

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales (ABC Permit must accompany)
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- ☒ Site Map of All Activities
- ☐ Parking Plan
- ☒ Security Plan
- ☒ General Liability Insurance
- ☐ ABC Permit
- ☐ Alcohol Beverage Designated Area Map
- ☐ Proof of 501C Status
- ☒ Application Fee
- ☐ Property Owner Authorization
- ☒ Business Notification Form

☐ **Parade/Run/Walk/Procession/Demonstration** (map of route required)

- ☐ Open Sidewalks only
- ☐ Streets w/ temporary traffic interruptions
- ☐ Street Closures
- ☐ Sidewalk Closures

Start Time: _____ End Time: _____

Purpose: _____

☒ **Tents** (Width x Length X Height)
Dimensions of Tent:

10' x 10'

Tents greater than 400 square feet require an additional \$40 permit fee

☐ **Inflatables** (Width x Length X Height)
Dimensions of Inflatable: _____

☐ **Cooking or Warming Food?** (Circle One)
Method of Heat: _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Greg Moore Title: Host

Signature: [Signature] Submission Date: _____

Business Notification Form (FOR PRIVATE SPONSORED EVENTS)

Proposed Event Title and Nature of Event:

Date of Proposed Event: Spring Fest 26 / Fall Fest 26

Streets Proposed to be closed or Partially Closed:

Times of Proposed Event: 11am - 5pm

Main St from Franklin to Morrow
Windsor St from Hayne to Stewart

Businesses Notified

Business Name	Date of Notification	Time of Notification	Person Notified	Favor/Against	Signature (if possible)
McEwens	12/9/25	10:48am	Chris Dake	FAVOR	Chris Dake
Petal Shoppe	12/9/25	10:51	Jackie Denson	FAVOR	Jackie Denson
Outland on Main	12/10/25	4:45	Theresa Stegall	FAVOR	Theresa Stegall
Beauty Menuments	12/9/25	10:53	Jamie Chapman	FAVOR	Jamie Chapman
Simpsons Bridal	12/9/25	10:55	Krista Philmon	FAVOR	Krista Philmon
m Bellish	12/9/25	10:57	Robin Lancy	FAVOR	Robin Lancy
Bookery	12/9/25	11:00	Stephanie VonHofen	FAVOR	Stephanie VonHofen
Local Logie	12/10/25	4:46	Justin Shuck	FAVOR	Justin Shuck
Gilbert Chiro	12/9/25	11:03	Emily Gilbert	FAVOR	Emily Gilbert
Oasis	12/9/25	11:04	Mark Fox	FAVOR	Mark Fox
Jamz	12/9/25	11:02	Chris Hutto	FAVOR	Chris Hutto
Victory Shoe	12/9/25	11:25	Turner Wilk	FAVOR	Turner Wilk
Sorella	12/9/25	11:42	Lisa Boy	FAVOR	Lisa Boy
Main St Bistro	12/10/25	4:33	Walter Gibson	FAVOR	Walter Gibson
Jampac Records	12/9/25	11:44	UBCRAXCRAE	FAVOR	UBCRAXCRAE
Presson Gallery	12/10/25	4:28	Casi Granale	FAVOR	Casi Granale
Backstage	12/10/25	4:30	Kerry Thomas	FAVOR	Kerry Thomas
Low Country	12/9/25	4:25	Elova Mavabbe	FAVOR	Elova Mavabbe
Murphy's	12/9/25	4:30	Casey Pancer	FAVOR	Casey Pancer
MA Dance Co	12/9/25	4:32			
Infinity's End	12/9/25				
Halo Salon	12/10/25				
Charlies	12/9/25				
Americana	12/9/25				
Directors Cat	12/9/25				
SUPERIOR MEMOR.	12/9/25				
Silver Lining	12/9/25				

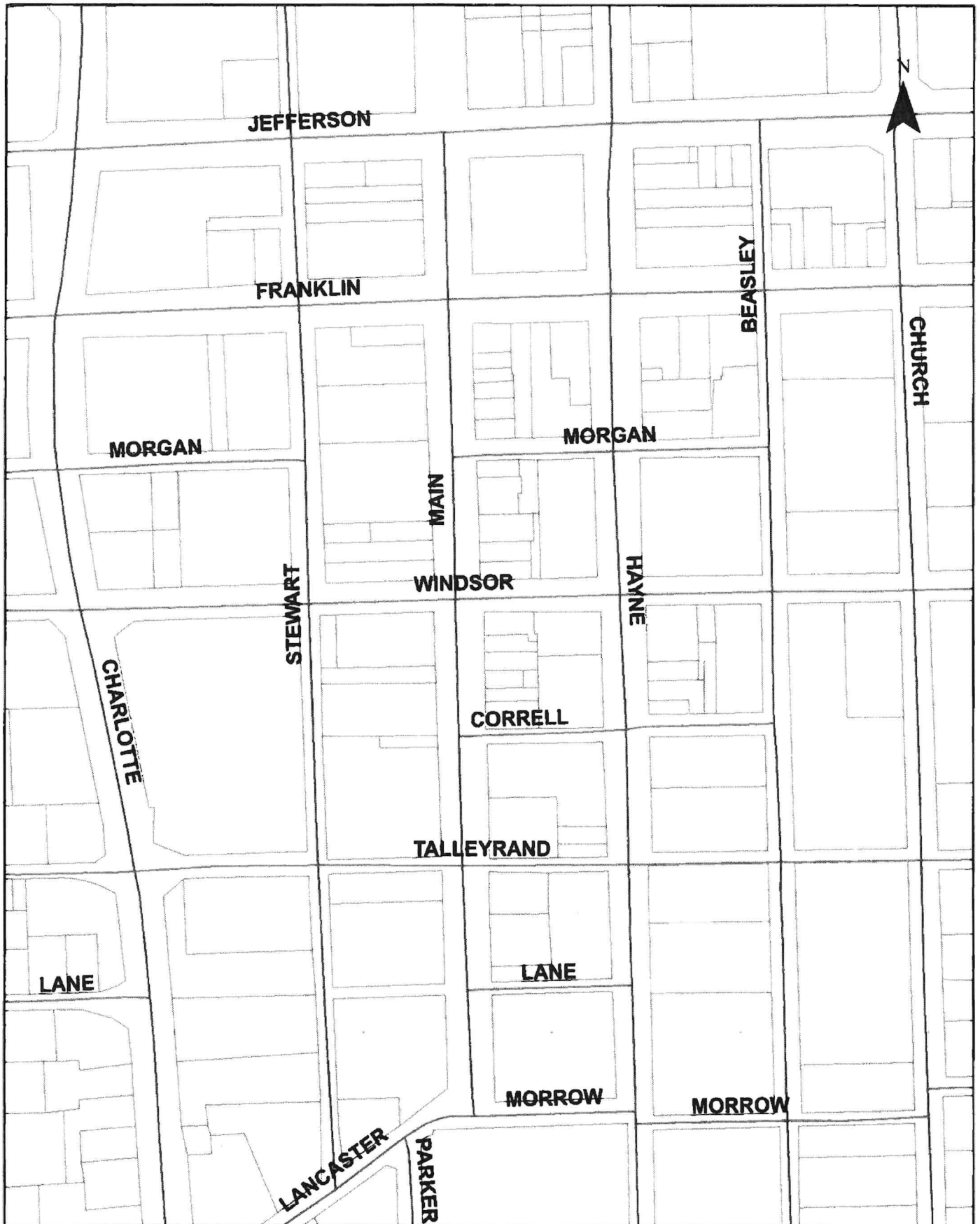
Spring & Fall Fest 2026

Map of Downtown



● = garbage cans

Map of Downtown



Catherine Mullis

From: Greg & Jen <homebrewtaproom@gmail.com>
Sent: Wednesday, December 31, 2025 3:35 PM
To: Jessica L. Brummer
Subject: Fwd: Spring & Fall Festivals

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Birthdays

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

Jessica, here's another email granting permission from McEwens for Music Across Main along with the festivals.

Thank you

Greg

Home Brew Taproom & Tunes

----- Forwarded message -----

From: Blackwell, David <David.Blackwell@dignitymemorial.com>
Date: Wed, Dec 31, 2025 at 3:13 PM
Subject: Spring & Fall Festivals
To: homebrewtaproom@gmail.com <homebrewtaproom@gmail.com>

To whom it may concern,

Greg, the owner of Home Brew Tap Room has permission from the McEwen Funeral Home Manager (David Blackwell) to utilize the use of our front porch and walkway for Music on Main 2026. Also, Home Bew Tap Room has permission to utilize the McEwen parking lot for Porta-Jon's during the Spring & Fall Festival of 2026. If you have any questions, please don't hesitate to reach out to me.

Thank You,

David



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: August 6, 2026

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Bryson Hester, Transportation Planner

SUBJECT: Charlotte Regional Transportation Planning Organization (CRTO)
Memorandum of Understanding (MOU) Update

SUMMARY STATEMENT

The General Services Committee is requested to recommend that City Council approve the updated Charlotte Regional Transportation Planning Organization (CRTPO) Memorandum of Understanding (MOU) and authorize execution by the Mayor and City Clerk.

REVIEW

The Charlotte Regional Transportation Planning Organization (CRTPO) is the federally designated Metropolitan Planning Organization responsible for coordinating regional transportation planning for the Charlotte urbanized area. Monroe participates in CRTPO as voting member jurisdiction.

At its June 17, 2026 meeting, the CRTPO Board endorsed an update to its Memorandum of Understanding and authorized staff to circulate that updated document for signatures from member jurisdictions. **The proposed revision is limited to updating references from the Metropolitan Transit Commission (MTC) to the Metropolitan Public Transportation Authority (MPTA) throughout the document.**

The update does not change Monroe's representation, voting structure, funding responsibilities, or participation in CRTPO. CRTPO has requested that each voting jurisdiction execute the updated MOU so it may be considered the current governing document.

RECOMMENDATION

Staff recommends that the General Services Committee forward this item to City Council with a recommendation to approve the updated CRTPO Memorandum of Understanding and authorize execution by the Mayor and City Clerk.

Attachment(s):

Attachment 1- CRTPO MOU 2026 Update

Attachment 2- CRTPO MOU 2026 Update

Signature Page

Charlotte Regional Transportation Planning Organization

Memorandum of Understanding

Effective Date: ~~November 6, 2024~~

Endorsed by the
Charlotte Regional
Transportation Planning Organization
~~July 17, 2024~~ June 17, 2026

MEMORANDUM OF UNDERSTANDING

FOR

COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING
AMONG

THE GOVERNOR OF THE STATE OF NORTH CAROLINA, THE NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION,
THE CITY OF CHARLOTTE, TOWN OF CORNELIUS, TOWN OF DAVIDSON, TOWN OF
FAIRVIEW, TOWN OF HUNTERSVILLE, TOWN OF INDIAN TRAIL, IREDELL COUNTY,
TOWN OF MARSHVILLE, VILLAGE OF MARVIN, TOWN OF MATTHEWS,
MECKLENBURG COUNTY, TOWN OF MINERAL SPRINGS, TOWN OF MINT HILL, CITY
OF MONROE, TOWN OF MOORESVILLE, TOWN OF PINEVILLE,
TOWN OF STALLINGS, CITY OF STATESVILLE, TOWN OF TROUTMAN, UNION
COUNTY, TOWN OF WAXHAW, TOWN OF WEDDINGTON, VILLAGE OF WESLEY
CHAPEL, TOWN OF WINGATE, ~~and the METROPOLITAN TRANSIT COMMISSION,~~ and
the METROPOLITAN PUBLIC TRANSPORTATION AUTHORITY ("MPTA"), the successor
entity to the METROPOLITAN TRANSIT COMMISSION ("MTC").

(hereinafter, the State, the Municipalities, the Counties, ~~and the MTC~~ and the MPTA)

IN COOPERATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION

WITNESSETH THAT:

WHEREAS, Section 134(a) of Title 23 of the United States Code states in relevant part:

"It is in the national interest—(1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight, foster economic growth and development within and between States and urbanized areas better connect housing and employment, and take into consideration resiliency needs while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and (2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators";

WHEREAS, a transportation planning process includes the operational procedures and working arrangements by which short and long-range transportation plans are soundly conceived and developed and continuously

evaluated in a manner that will:

1. Assist governing bodies and official agencies in determining courses of action and in formulating attainable capital improvement programs in anticipation of community needs; and,
2. Guide private individuals and groups in planning their decisions, which can be important factors in the pattern of future development and redevelopment of the area;

WHEREAS, Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina requires that:

"Each MPO, with cooperation of the Department of Transportation, shall develop a comprehensive transportation plan in accordance with 23 U.S.C. § 134. In addition, an MPO may include projects in its transportation plan that are not included in a financially constrained plan or are anticipated

to be needed beyond the horizon year as required by 23 U.S.C. § 134. For municipalities located within an MPO, the development of a comprehensive transportation plan will take place through the metropolitan planning organization. For purposes of transportation planning and programming, the MPO shall represent the municipality's interests to the Department of Transportation.";

WHEREAS, Chapter 136, Article 3A, Section 136-66.2(b) and (b2) – (b4) of the N.C. General Statutes provides in relevant part that:

"After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO. The governing body of the municipality and the Department of Transportation shall reach agreement as to which of the existing and proposed streets and highways included in the adopted plan will be a part of the State highway system and which streets will be a part of the municipal street system. As used in this Article, the State highway system shall mean both the primary highway system of the State and the secondary road system of the State within municipalities.

The municipality or the MPO shall provide opportunity for public comments prior to adoption of the transportation plan.

For portions of a county located within an MPO, the development of a comprehensive transportation plan shall take place through the metropolitan planning organization.

To complement the roadway element of the transportation plan, municipalities and MPOs may develop a collector street plan to assist in developing the roadway network. The Department of Transportation may review and provide comments but is not required to provide approval of the collector street plan.";

WHEREAS, Chapter 136, Article 3A, Section 136-66.2(d) of the N.C. General Statutes provides in relevant part that:

“For MPOs, either the MPO or the Department of Transportation may propose changes in the plan at any time by giving notice to the other party, but no change shall be effective until it is adopted by both the Department of Transportation and the MPO.”;

WHEREAS, it is the desire of the State, the Municipalities, the Counties, and the ~~MTC~~ MPTA, in cooperation with the U.S. Department of Transportation, that their previously established continuing, comprehensive, and cooperative transportation planning process, as set forth in their Memorandum of Understanding effective as of October 10, 2013, be amended and restated to comply with 23 U.S.C. § 134 (Federal Highway Administration), 49 U.S.C. §§ 5303, 5305, 5306, and 5307 (Federal Transit Administration), and N.C. Gen. Stat. § 136-200.2; and

WHEREAS, the effective date of this document shall be the date on which it is signed by the Governor of the State of North Carolina, or his designee.

NOW, THEREFORE, the Memorandum of Understanding is amended and restated to read as follows:

SECTION I. It is hereby agreed that the State, the Municipalities, the Counties, and the ~~MTC~~ MPTA, as successor to the MTC, in cooperation with the U.S. Department of Transportation, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

- A. The Charlotte Regional Transportation Planning Organization, hereinafter referred to as the CRTPO, is hereby established and shall include the State, the Municipalities, the Counties, the ~~MTC~~ MPTA, successor entity to the MTC, and the various agencies and units of local, State, and Federal government participating in the transportation planning for the area and listed as a non-voting members in Section I.H below.
- B. The area involved will consist of the Charlotte Urban Area as defined by the United States Department of Commerce, Bureau of the Census, in addition to that area beyond the Charlotte Urban Area that is expected to become urban within a twenty-year planning period (collectively referred to as the Planning Area).

Portions of the Charlotte Urban Area located in the following counties are by agreement with adjacent metropolitan planning organizations (MPOs) not part of the Planning Area: Cabarrus, Catawba, Gaston, Lancaster, Lincoln and York. The responsibility for implementing a continuing transportation planning process shall be the responsibility of those MPOs, as noted in the mutually adopted agreements between the CRTPO and the adjacent MPOs.

- C. The continuing transportation planning process will be a cooperative

one and all planning discussions will be reflective of and responsive to the comprehensive plans for growth and development of the Planning Area.

- D. The continuing transportation planning process will be conducted in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
- E. The CRTPO shall maintain a centralized information repository including, but not limited to, the Metropolitan Transportation Plan; the Comprehensive Transportation Plan; the Unified Planning Work Program (UPWP); air-quality conformity analysis; the Bylaws and membership lists of CRTPO and its Technical Coordinating Committee (TCC); copies of all final environmental studies, public hearing maps, roadway corridor official maps, and noise reports on projects within the Planning Area; copies of adopted transportation project alignments; the Transportation Improvement Program (local and state); and any other appropriate archival information. The CRTPO shall endeavor, through the affected local governments and appropriate technological means, to make this information easily available to local governments, residents, and individuals involved in land development and real estate transactions.
- F. A Policy Board is hereby established with responsibility for cooperative transportation planning decision making for the CRTPO and coordinating transportation policy of the Municipalities and Counties within the Planning Area.
- G. The duties and responsibilities of the Policy Board are as follows:
 - 1. The Policy Board, in cooperation with the State and publicly owned operators of mass transportation services, shall be responsible for carrying out the urban transportation planning process specified by the U.S. Department of Transportation.
 - 2. The Policy Board shall be the forum for cooperative decision-making by elected officials of the Municipalities and Counties and by the other members of the Policy Board. However, this shall not limit the Policy Board's local responsibility for (a) ensuring that the transportation planning process and the plans and improvement projects that emerge from that process are consistent with the policies and desires of the Municipalities and Counties; nor, (b) serving as a forum for the resolution of conflicts that arise while developing the UPWP, Metropolitan Transportation Plan, and Transportation Improvement Program.
 - 3. The Policy Board shall review and approve the UPWP, Metropolitan Transportation Plan, and Transportation Improvement Program (or any amendments thereto).
 - 4. The Policy Board shall be responsible for adopting and amending the

Comprehensive Transportation Plan. Action of the Policy Board in this regard (and this regard only) shall be construed as definitive action of any and all affected Municipalities and shall meet the statutory requirement of G.S. 136-66.2(b) without further action of the Municipality(ies).

5. The Policy Board shall have the responsibility for: keeping the Boards of the Municipalities and Counties informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of those Boards; and ensuring meaningful resident participation in the transportation planning process.
6. The Policy Board shall review, approve, and endorse changes to the Federal-Aid Urban Area System and Boundary, in conformance with Federal regulations.
7. The Policy Board shall review, approve, and endorse a Prospectus for transportation planning that defines work tasks and responsibilities for the various governing bodies and agencies participating in the transportation planning process.
8. The Policy Board shall conduct the transportation planning process in conformance with the Clean Air Act, as amended.

The Policy Board is responsible for conducting public involvement and technical analyses to determine the preliminary alignments for transportation projects included in the Comprehensive Transportation Plan and Metropolitan Transportation Plan. For mass transit projects, CRTPO will work in cooperation with the Charlotte Area Transit System, (until such time as it becomes part of the MPTA) and the Metropolitan Public Transportation Authority Transit Commission, or any other relevant governmental agency that has jurisdiction in the CRTPO planning area. These alignments will be used by local jurisdictions through their land development ordinances for right-of-way protection purposes. Once the Policy Board has adopted an alignment, it can be modified only by official Policy Board action as outlined in the Bylaws of the CRTPO and the TCC and in accordance with any applicable procedures detailed in the Public Involvement Plan.

The Policy Board will adopt an alignment for right-of-way purposes even if it was produced through a State or locally funded environmental study process.

All Policy Board alignment decisions are subject to the voting rules contained in Section I.I of this Memorandum of Understanding.

9. Each Municipality's or County's member of the Policy Board shall be responsible for instructing the clerk of his/her local government to submit certified and sealed copies of minutes or resolutions to the

secretary of the CRTPO when formal action involving the Comprehensive Transportation Plan is taken by his/her local government.

10. The Policy Board is responsible for the distribution of funds allocated to the CRTPO under the provisions of the federal Infrastructure Investment and Jobs Act, and successor legislation.
11. The Policy Board shall adopt a set of Bylaws for the CRTPO. Amendments to the Bylaws shall be approved by a vote according to Section I.I.6 below.
12. The Policy Board shall have the primary responsibility for facilitating resident input into the continuing transportation planning process.
13. Any other duties the Policy Board identifies as necessary to further facilitate the transportation planning process.

- H. The Policy Board shall consist of both voting and non-voting members. The Policy Board shall have a Chairperson and Vice-Chairperson elected in accordance with the CRTPO Bylaws and shall meet in accordance with the Bylaws.

Voting membership: The voting members of the Policy Board shall consist of the Chief Elected Official (or a single representative designated by the Chief Elected Official) of each Municipality and County, as well as two members from the North Carolina Board of Transportation (as specified below) and one member representing the MPTA ~~MTG~~. The Chief Elected Official of each Municipality and County is strongly encouraged to designate an alternate, in accordance with the rules contained within the CRTPO Bylaws.

Each voting member shall have the indicated number of votes below for its respective governing body or agency for all voting purposes:

Unit	Number of votes
City of Charlotte	31
Town of Cornelius	2
Town of Davidson	1
Town of Fairview	1
Town of Huntersville	3
Town of Indian Trail	2
Iredell County	3
Town of Marshville	1
Village of Marvin	1
Town of Matthews	2
Mecklenburg County	3
Town of Mineral Springs	1
Town of Mint Hill	2

City of Monroe	2
Town of Mooresville	3
Town of Pineville	1
Town of Stallings	1
City of Statesville	2
Town of Troutman	1
Union County	3
Town of Waxhaw	2
Town of Weddington	1
Village of Wesley Chapel	1
Town of Wingate	1
N.C. Board of Transportation (Division 10)	1
N.C. Board of Transportation (Division 12)	1
Metropolitan Transit Commission <u>Metropolitan Public Transportation Authority</u>	1
Total	74

Voting members will vote on matters pursuant to the authority granted by their respective governmental bodies. The term of any voting member that is designated by a Chief Elected Official shall be one calendar year from the date of designation.

Any municipality that does not act to adopt this Memorandum of Understanding by its effective date, and is otherwise eligible for voting membership, may still qualify to have a voting member on the Policy Board if it adopts this Memorandum of Understanding within three months after its effective date. The effective date shall be defined as the date on which the Governor of the State of North Carolina, or his designee, signs this Memorandum of Understanding.

A municipality within the Planning Area must have a local land use plan and development ordinance in place in order to be a voting member. A county other than Iredell, Mecklenburg, and Union that becomes part of the Planning Area in whole or in part with at least 5,000 persons in the unincorporated area will also be eligible to have a voting member on the Policy Board if such county adopts this Memorandum of Understanding and its membership is approved by the Policy Board.

Non-voting membership: One representative from each of the following bodies will serve as a non-voting member of the Policy Board:

Charlotte-Mecklenburg Planning Commission
Iredell County Planning Board
Union County Planning Board
U.S. Department of Transportation – FHWA, FTA

Other local, State, or Federal agencies impacting transportation in the

Planning Area, as well as municipalities in the Planning Area that do not otherwise qualify for voting membership, can become non-voting members upon invitation by the Policy Board.

I. Policy Board Voting Rules

1. Quorum for Policy Board meetings shall be established in accordance with the CRTPO Bylaws.
2. Each voting member of the Policy Board shall be eligible to vote and shall qualify as an "Eligible Member"; provided, however, a Municipality or County must be in good standing, as defined in Section I.L of this document, for its voting member to be an Eligible Member.
3. At Policy Board meetings where a quorum is present, an affirmative vote of the Eligible Members having at least a simple majority of the total votes cast by Eligible Members (according to the table in Section I.H above) shall determine all issues, except as provided in paragraphs 4, 5, and 6 below.
4. When any transportation project concerns a road that does not carry an Interstate, U.S., or
N.C. route designation, and is totally contained within a single Municipality's corporate limits or sphere of influence, its alignment shall not be determined by the Policy Board without the consent of such Municipality.
5. When any transportation project concerns a road that does not carry an Interstate, U.S. or
N.C route designation and is within a Municipality's corporate limits or sphere of influence, the Policy Board cannot override the position of such Municipality about the alignment of the road only within its corporate limits or sphere of influence, but not outside its corporate limits or sphere of influence. However, the position of such a Municipality can be overridden by an affirmative vote of the Eligible Members having at least a $\frac{3}{4}$ supermajority of the total votes held by Eligible Members (according to the table in Section I.H above). Such vote must occur at a Policy Board meeting where a quorum is present.
6. Amendments to this Memorandum of Understanding or the CRTPO Bylaws require an affirmative vote of the Eligible Members having at least a $\frac{3}{4}$ supermajority of the total votes held by Eligible Members (according to the table in Section I.H above). Such vote must occur at a Policy Board meeting where a quorum is present.

- J. A Technical Coordinating Committee, also referred to herein as the TCC, shall be established with the responsibility for (1) general review, guidance, and coordination of the transportation planning process for the Planning Area; (2) making recommendations to the respective local and State governmental

agencies and the Policy Board regarding any necessary actions relating to the continuing transportation planning process; (3) facilitating coordination and communication between the State, the Municipalities, the Counties, the MTC MPTA, and other member agencies of the TCC; (4) facilitating coordination of transportation planning with other planning efforts, such as those concerning land use, public utilities, and maintenance of air quality; and (5) facilitating public involvement and resident participation regarding transportation planning issues. The TCC shall also be responsible for the development, review, and recommendation for approval of the Prospectus, UPWP, Comprehensive Transportation Plan, Transportation Improvement Program, Federal-Aid Urban System and Boundary, and Metropolitan Transportation Plan, and planning resident participation.

Membership of the TCC shall be defined according to the TCC's Bylaws and shall include technical representation from all local, county and State governmental agencies directly related to and concerned with the transportation planning process for the Planning Area.

A TCC member (or alternate) cannot be an elected official of any Municipality or County. TCC members from the Municipalities shall be the chief administrative officers (i.e. city/town managers) or their designees. TCC members from other entities may be their chief administrative officers or their designees. TCC members must be employees of the governing body or agency they represent. Each TCC member shall have one vote.

- K. Administrative coordination for the Policy Board and TCC will be performed by the Charlotte Planning, Design & Development Department's Regional Transportation Planning Division Manager (Division Manager), in collaboration with the Chairperson of the Policy Board. Administrative support shall be furnished by the Director of the Charlotte Planning, Design & Development Department. The Division Manager shall supervise additional CRTPO staff as necessary and approved in the annual work program. The Division Manager, or their designee, will serve as the Secretary for the Policy Board and TCC with the responsibility for such functions as follows:

- a. Arranging meetings and agendas
- b. Maintaining minutes and records
- c. Preparing the Prospectus and UPWP
- d. Assembling and publishing the Transportation Improvement Program
- e. Preparing the Metropolitan Transportation Plan
- f. Collecting from Municipalities and Counties certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the North Carolina Department of Transportation annually or more often if deemed necessary by the Policy Board or the Municipalities or Counties involved.

- g. Monitoring the transportation planning process to ensure its execution is in accordance with the CRTPO's goals and objectives
- h. Performing other coordinating functions as assigned by the Policy Board
- i. Taking lead responsibility for structuring public involvement in the transportation planning process
- j. Preparing the quarterly reimbursement requests for Section 104(f) planning funds and Section 5303 funds.
- k. Supervising CRTPO staff

The Division Manager shall be hired by the Director of the Charlotte Planning, Design & Development Department. The Division Manager shall regularly report to the Policy Board and TCC on coordination activities and shall electronically or in writing inform interested parties of actions scheduled for consideration by the Policy Board and TCC.

L. Federal Aid Transportation Planning Grant Funds

- a. All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the UPWP adopted by the Policy Board.

The required local match for Section 5303 funds shall be paid by the Municipality or County that is using such funds. The required local match for Section 104(f) planning funds shall be shared among all Municipalities and Counties pro rata based on population. The population totals used to calculate a Municipality's or County's pro rata share shall be based upon the most recent decennial Census.

- b. A Municipality or County providing its share of the local-match funding by the beginning of the next Federal fiscal year shall be considered in good standing. Any Municipality or County not providing its share of the funding by the beginning of the next Federal fiscal year shall not be in a good standing during the next two Federal fiscal years.

Administration of funding in support of the transportation planning process on behalf of the CRTPO will be conducted by the City of Charlotte, which will execute appropriate agreements with funding agencies as provided by the UPWP.

SECTION II. The State, the Municipalities, the Counties, and the ~~MTF~~ MPTA may terminate their participation in the continuing transportation planning process and the CRTPO by giving 30 calendar days written notice to the Policy Board Chairperson prior to the date of termination. When annexation occurs and a Municipality's boundaries extend beyond the Planning Area, the newly expanded boundaries will automatically become part of the Planning Area and will be so designated on the Comprehensive Transportation Plan within 60 calendar days of the annexation. It is further agreed that the State, the Municipalities, the Counties, and the ~~MTF~~ MPTA will assist in the transportation planning process by providing

planning assistance, data, and inventories in accordance with the Prospectus. Additionally, the Municipalities and Counties shall coordinate zoning and subdivision approval in accordance with the adopted Comprehensive Transportation Plan.

SECTION III. In witness whereof, the Division Administrator (Federal Highway Administration), on behalf of the United States Department of Transportation, and the Secretary of Transportation, on behalf of the Governor of the State of North Carolina, have signed this Memorandum of Understanding and the other parties to this Memorandum of Understanding have authorized appropriate officials to sign the same, the City of Charlotte by its Mayor, the Town of Cornelius by its Mayor, the Town of Davidson by its Mayor, the Town of Fairview by its Mayor, the Town of Huntersville by its Mayor, the Town of Indian Trail by its Mayor, Iredell County by the Chair of its Board of Commissioners, the Town of Marshville by its Mayor, the Village of Marvin by its Mayor, the Town of Matthews by its Mayor, Mecklenburg County by the Chair of its Board of Commissioners, the Town of Mineral Springs by its Mayor, the Town of Mint Hill by its Mayor, the City of Monroe by its Mayor, the Town of Mooresville by its Mayor, the Town of Pineville by its Mayor, the Town of Stallings by its Mayor, the City of Statesville by its Mayor, the Town of Troutman by its Mayor, Union County by the Chair of its Board of Commissioners, the Town of Waxhaw by its Mayor, the Town of Weddington by its Mayor, the Village of Wesley Chapel by its Mayor, the Town of Wingate by its Mayor, and the Metropolitan Transit Commission by its Chair and the Metropolitan Public Transportation Authority, by its Chair, as successor to the Metropolitan Transit Commission.

2026 Charlotte Regional Transportation Planning Organization
Memorandum of Understanding
Voting Member Jurisdiction Signature Pages

City of Charlotte

Clerk By: _____
Mayor

Town of Cornelius

Clerk By: _____
Mayor

Town of Davidson

Clerk By: _____
Mayor

Town of Fairview

Clerk By: _____
Mayor

Town of Huntersville

Clerk By: _____
Mayor

Town of Indian Trail

Clerk By: _____
Mayor

Iredell County

Clerk By: _____
Chairperson

Town of Marshville

Clerk By: _____
Mayor

2026 Charlotte Regional Transportation Planning Organization
Memorandum of Understanding
Voting Member Jurisdiction Signature Pages

Village of Marvin

Clerk By: _____
Mayor

Town of Matthews

Clerk By: _____
Mayor

Mecklenburg County

Clerk By: _____
Chairperson

Metropolitan Public Transportation Authority

Clerk By: _____
Chairperson

Town of Mineral Springs

Clerk By: _____
Mayor

Town of Mint Hill

Clerk By: _____
Mayor

City of Monroe

Clerk By: _____
Mayor

Town of Mooresville

Clerk By: _____
Mayor

2026 Charlotte Regional Transportation Planning Organization
Memorandum of Understanding
Voting Member Jurisdiction Signature Pages

Town of Pineville

Clerk By: _____
Mayor

Town of Stallings

Clerk By: _____
Mayor

City of Statesville

Clerk By: _____
Mayor

Town of Troutman

Clerk By: _____
Mayor

Union County

Clerk By: _____
Chairperson

Town of Waxhaw

Clerk By: _____
Mayor

Town of Weddington

Clerk By: _____
Mayor

Village of Wesley Chapel

Clerk By: _____
Mayor

2026 Charlotte Regional Transportation Planning Organization
Memorandum of Understanding
Voting Member Jurisdiction Signature Pages

Town of Wingate

Clerk

By: _____
Mayor

Department of Transportation

By: _____



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: August 6, 2026

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

PREPARED BY: Vitaliy Chepel, Engineering Associate

SUBJECT: Request for Sidewalk Deviation at 530 Patton Ave

SUMMARY STATEMENT

The General Services Committee is requested to consider a request from Erin Goedde, Architectural Designer for WGM Design, for a deviation from the sidewalk requirements along 530 Patton Ave. The requirements consist of an eight-foot-wide sidewalk along frontage of 530 Patton Ave associated with the proposed addition at 530 Patton Ave.

REVIEW

The City of Monroe *Standard Specifications and Detail Manual*, Section 02.02.06 Sidewalk Requirements, requires sidewalk to be provided along existing arterial and collector streets as a development requirement based on definitions in Section 02.01.01. Development Requirements of the Manual. This section requires the eight-foot-wide sidewalk along the property frontage. A letter is attached from Erin Goedde, Architectural Designer, requesting a deviation from the sidewalk requirements along 530 Patton Ave. Reasons for the deviation request are due to site-specific concerns, including security, privacy, and campus safety considerations. The proposed use requires careful control of pedestrian access points and circulation around the property. Adding a public sidewalk along the Patton Avenue frontage may introduce additional uncontrolled pedestrian access adjacent to the campus and building areas, which creates potential security concerns for the owner, staff, residents, and visitors. The original building is 10,814 SF and after the addition of the second building it will go to 21,841 SF for the total proposed site development of a 11,027 SF office addition (50% increase). The primary use of the facility will be to serve as a shelter and safe refuge for women and children experiencing abuse.

As proposed, the site addition requires approximately 407 linear feet of eight-foot-wide sidewalk along 530 Patton Ave. The intent of the sidewalk policy outlined in the Detail Manual is to allow new development to share in the placement of sidewalk along arterial and collector streets, providing for an alternative means of transportation other than motor vehicle. Over time, this process will allow sections to be completed. Pedestrian friendliness correlates to the livability of the community.

The inclusion of pedestrian facilities meets the NCDOT Complete Streets Policy to consider and incorporate several modes of transportation when building new projects or making improvements to existing infrastructure. Existing pedestrian facilities are taken into consideration during the development of State Transportation Improvement Program Projects and decreases the costs to the City for their completion.

A copy of the letter from Erin Goedde, Architectural Designer, requesting the deviation is attached along with the site plan for 530 Patton Ave.

The total estimated cost to install an 8' wide sidewalk along Turning Point Inc. frontage is \$20,000. Due to the nature of the concerns expressed, the function of the facility, and the fact that there is no existing sidewalk along the entirety of Patton Avenue, Staff is recommended approval of the deviation.

RECOMMENDATION

Engineering Staff is recommending approval of the request for a deviation from the City's *Standard Specifications and Detail Manual* regarding the sidewalk requirements along the property frontage on 530 Patton Ave for the proposed project. If approved, this item will be placed on the consent agenda at the August 11, 2026 City Council meeting.

Attachments:

Letter of Request for Sidewalk Deviation
received July 17, 2026 from Erin Goedde,
Architectural Designer, WGM Design, Inc.
530 Patton Avenue Turning Point Site Plan



wgmdesign.com

City of Monroe
General Services Committee

Sidewalk Deviation Request – Patton Avenue Frontage
Project: Turning Point
Address: 530 Patton Ave. Monroe, NC

To Whom It May Concern,

On behalf of the project team, we are submitting this letter to formally request a deviation from the sidewalk installation requirement along the Patton Avenue frontage for the above-referenced project.

The current scope of work includes an expansion and renovations to the existing site and building. The existing building footprint is proposed to increase by approximately 11,027 square feet. The original building was 10,814 square feet and after the addition of the second building it will go to 21,841 square feet.

The primary use of the facility will be to serve as a shelter and safe refuge for women and children experiencing abuse. This facility is intended to provide a secure environment where individuals and families can seek safety, support, and protection. The proposed addition will serve as a clinic where children may be examined in a safe, private, and trauma-sensitive setting. This space will allow professionals to document evidence, collect testimonies, and provide care while prioritizing the safety, privacy, and comfort of the children and families being served.

The sidewalk requirement creates unique safety and operational concerns that are fundamentally different from those of a typical commercial or office development. As the location of a confidential domestic violence shelter, the property must be designed to protect the privacy, security, and anonymity of survivors and their children who are fleeing abuse. A public sidewalk directly adjacent to the facility would increase pedestrian traffic along the perimeter of the shelter, creating additional opportunities for observation, loitering, and unintended contact with residents. This increased public access could compromise the sense of safety that is essential to the healing process and may heighten the risk of abusive partners or others identifying the location of individuals seeking refuge. The mission of the Healing & Restoration Center depends on maintaining a secure environment, and site design decisions should prioritize the protection of vulnerable survivors over infrastructure improvements that offer limited public benefit in this location. Granting a waiver would allow the project to fulfill its public safety mission while remaining consistent with the unique security needs of a confidential shelter.



wgmdesign.com

We respectfully request approval of the sidewalk deviation due to site-specific concerns, including security, privacy, and campus safety considerations. The proposed use requires careful control of pedestrian access points and circulation around the property. Adding a public sidewalk along the Patton Avenue frontage may introduce additional uncontrolled pedestrian access adjacent to the campus and building areas, which creates potential security concerns for the owner, staff, residents, and visitors.

Given the sensitive nature of the services provided at this facility, maintaining controlled access to the site is critical. The project team believes that preserving the existing site access and circulation pattern better supports the operational, safety, and security needs of the facility and the vulnerable population it serves.

In addition, the approximate sidewalk requirement along the Patton Avenue frontage would include approximately 407 linear feet of 8-foot-wide sidewalk. Based on contractor input, the estimated cost to install this sidewalk is approximately \$20,000. This cost represents a significant project expense, and given the security concerns noted above, the project team respectfully requests that the city consider granting a deviation from this requirement.

A site plan has been included with this request for reference. We appreciate the City's consideration and respectfully request that this sidewalk deviation be granted.

Please let us know if any additional information is needed.

Sincerely,

Erin Goedde
Architectural Designer
WGM Design, Inc.

A handwritten signature in black ink that reads 'Erin Goedde'.

TURNING POINT, INC.
SITE DEVELOPMENT IMPROVEMENTS
PARCEL ID: 09-267-129A
DEED BOOK: 452-585

DESIGNER:

SITE DATA

CURRENT PARCEL ZONING:
RESIDENTIAL HIGH DENSITY (RHD)

SITE NOTES:

1. ALL TOPOGRAPHIC INFORMATION WAS TAKEN FROM A SURVEY BY AVIOIMAGE MAPPING SERVICES, INC. ALL BOUNDARY AND UTILITY INFORMATION WAS TAKEN FROM A SURVEY BY LAWRENCE ASSOCIATES, P.A.
2. ALL CONSTRUCTION SHALL CONFORM TO THE LATEST VERSION OF THE CITY OF MONROE STANDARD SPECIFICATIONS AND DETAIL MANUAL.
3. ALL IMPROVEMENTS AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH STATE AND LOCAL STANDARDS.
4. ALL PAVEMENT MARKINGS SHALL BE FOUR (4) INCH WHITE LINES UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
5. ANY DISCREPANCIES FOUND IN THE FIELD SHALL BE CALLED TO THE ATTENTION OF THE OWNER PRIOR TO PROCEEDING WITH THE WORK.
6. PRIOR TO BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED FROM ALL REGULATORY AUTHORITIES.
7. THE CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES, AND RIGHT-OF-WAYS, PUBLIC AND PRIVATE, PRIOR TO WORKING IN THESE AREAS.
8. CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SUCH THAT WORKMAN AND THE GENERAL PUBLIC SHALL BE PROTECTED FROM INJURY.
9. DO NOT SCALE DRAWING FOR ACTUAL DIMENSIONS, AS IT IS A REPRODUCTION AND SUBJECT TO DISTORTION.
10. ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
11. PIPE SYSTEMS AND/OR CHANNELS LOCATED WITHIN PUBLIC DRAINAGE EASEMENTS ARE THE MAINTENANCE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNER.
12. NON-STANDARD ITEMS IN THE RIGHT-OF-WAY REQUIRE A RIGHT-OF-WAY ENCROACHMENT AGREEMENT WITH THE CITY OF MONROE PRIOR TO INSTALLATION.
13. ALL STORM DRAINAGE PIPE MUST BE NCDOT APPROVED AND CLASS 3 OR GREATER.
14. NO PLANTING OF TREES OR BUSHES WITHIN RIGHT OF WAY UNLESS APPROVED BY THE CITY OF MONROE.
15. ALL DEBRIS IS TO BE DISPOSED OF AT AN APPROVED OFFSITE LOCATION.
16. FOR EXTERIOR LIGHTING, REFER TO CITY OF MONROE.
17. REFER TO SHEET C-3.3, C-3.4 & C-3.5 FOR GRADING AND DRAINAGE.

PROPERTY LOCATED WITHIN THE LAKE
TWITTY-STEWARTS CREEK WATERSHED.

THE PROPERTY LIES WITHIN A ZONE-X FLOOD HAZARD ZONE ACCORDING TO THE FLOOD INSURANCE RATE MAP.

COMMUNITY PANEL: 3710543500J
DATE: 10/16/2008.

LANDSCAPING SHALL COMPLY WITH ALL CITY OF MONROE STANDARDS PER ZONING ORDINANCE. SEE CHAPTER 8 OF UDO. SEE LANDSCAPE PLAN FOR DETAILS.

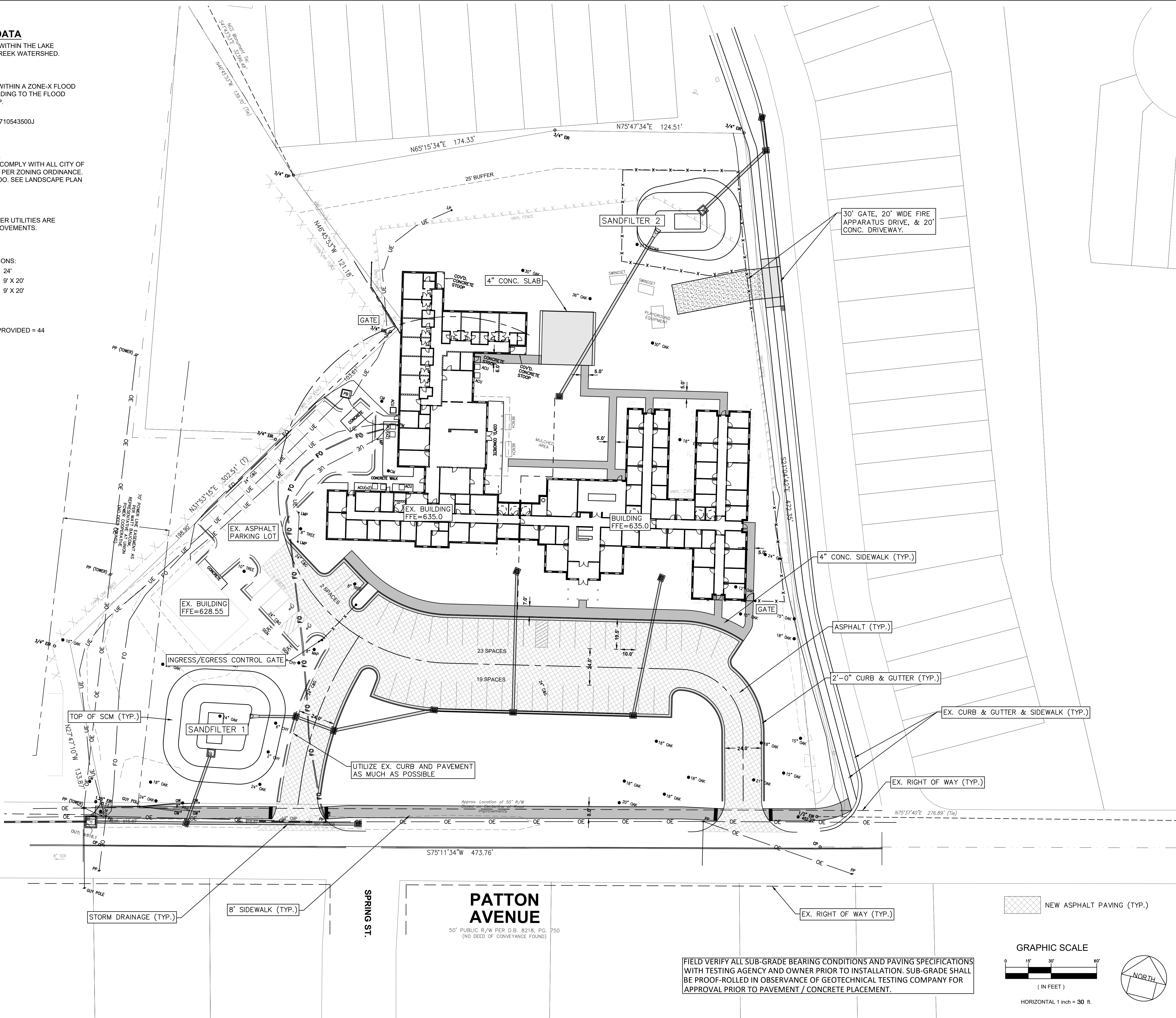
PUBLIC WATER & SEWER UTILITIES ARE
REQUIRED WITH IMPROVEMENTS.

MIN PARKING DIMENSIONS:

AISLE WIDTH	24'
STANDARD SPACE	9' X 20'
ADA SPACE	9' X 20'

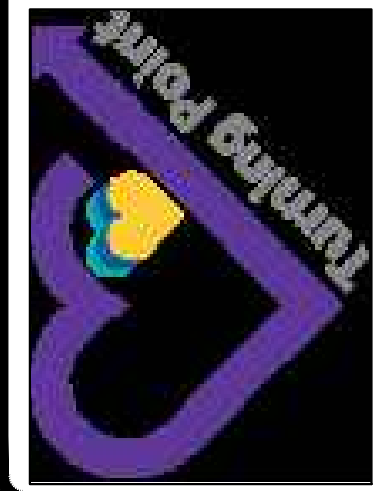
PARKING:

TOTAL NEW SPACES PROVIDED = 44



Turning Point, Inc.

Attn.:XXX
530 Patton Avenue
Monroe, NC 28111
Phone: XXX-XXX-XXXX
Email: XXX

LAWRENCE
ASSOCIATES

115 N. Church St.
Monroe, North Carolina 28112
P 704-289-1013 F 704-283-9035
www.lawrencesurveying.com
Firm License Number: C-2856

PRELIMINARY

TURNING POINT, INC.
SITE IMPROVEMENTS
530 PATTON AVENUE

SITE PLAN

DESIGNED BY	RJW	DRAWN BY	RJW	CHECKED BY	CDL
SCALE	PER SHEET	DATE	12/01/25	JOB NUMBER	7413

C-2.0



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: August 6, 2026

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Amendment of Chapter 32, Section 32.23 – Economic Development Advisory Board

SUMMARY STATEMENT

The General Services Committee is requested to consider amendments to Section 32.23 of Chapter 32 – to amend the makeup of the Economic Development Advisory Board to include representatives of the Union County Chamber and South Piedmont Community College.

REVIEW

Staff recommends General Services Committee consider amending Chapter 32 Section 32.23 – Economic Development Advisory Board to provide for the addition of the chief executive officers of both the Union County Chamber and South Piedmont Community College serve as ex officio members included in the number of regular board members. Only one member of the Board shall be an officer otherwise employed by a company or business entity. Also, the amendment provides that both ex officio members serve with full voting rights

RECOMMENDATION

Staff recommends General Services Committee consider the amendments to Chapter 32, Section 32.23 – Economic Development Advisory Board and recommend forwarding to City Council for approval.

Attachment: Proposed O-2026-27 to Amend Section 32.23 of Chapter 32 – Boards, Commissions and Committees

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE III: ADMINISTRATION
CHAPTER 32: BOARDS, COMMISSIONS AND COMMITTEES
O-2026-27

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 **Section 32.23. Economic Development Advisory Board** 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. Included in the number of regular members are the chief executive officers, or their designee, of the Union County Chamber and South Piedmont Community College which shall serve as ex officio members with full voting rights. Only one member of the Board shall be an officer otherwise employed by a company or business entity. In addition to the above members, the City Manager, or his designee, shall serve as ex officio member without a vote.

Section 2. This Ordinance shall be effective upon adoption.

Adopted this __ day of _____ 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: August 6, 2026

FROM: Ryan Jones, Property Management Director

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Contract Award for the renovation project located at 327 South Hayne Street.

SUMMARY STATEMENT

General Services is requested to consider approval of the recommendation for the awarding of a contract for the renovation of the city owned property located at 327 South Hayne Street commonly referred to as the Ellen Fitzgerald Building and the City Manager to execute all necessary documents.

REVIEW

Informal bids were solicited for the renovation of the City-owned facility located at **327 South Hayne Street**. The City currently utilizes this building for office space, including the Stormwater Division of the Engineering Department. The facility was also formerly occupied by the Union County Arts Council and previously served as the City's Senior Center prior to the completion of the Phil Bazemore Active Adult Center in 2023.

The proposed renovation will reconfigure the entire building to serve as the primary office location for the City of Monroe Engineering Department. This project provides an opportunity to address existing space needs within the City's current facilities while consolidating Engineering Department operations into a more functional workspace.

In April 2026, the City contracted with Red Skye Design to develop a conceptual building layout based on the space needs assessment completed by Creech and Associates. These conceptual plans were included in the bid package and will assist in expediting project delivery.

Two proposals were received:

- **D.A.P. Contracting – \$286,887.11**
- **Banded Contracting - \$345,759.65**

The contractor's scope of work includes:

1. Planning, project management, permitting, preconstruction coordination, and preparation of construction drawings based on the conceptual design.
2. Selective demolition, including removal of suspended ceilings, grid and ceiling tiles, existing doors and hardware, cabinets, countertops, and plumbing fixtures identified in the project scope.
3. Rough carpentry, including blocking, backing, framing, and miscellaneous structural modifications required for new openings.
4. Plumbing rough-in for a new unisex restroom and completion of all final plumbing connections.
5. Electrical modifications for offices, corridors, break room, copier area, conference room, storage rooms, and other renovated spaces in coordination with Property Management staff.
6. Installation of a new suspended ceiling system throughout the renovated areas and coordination of lighting and electrical device locations.
7. Installation and finishing of gypsum board at modified partitions, restrooms, and other renovated areas.
8. Priming and painting of renovated wall surfaces, repaired areas, infill locations, and other disturbed finishes, including door frame openings.
9. Flooring restoration in selected areas, including the rear vestibule, kitchen, and new restroom.
10. Installation of new doors and hardware, including reuse of the existing folding partition wall.
11. Installation of new cabinetry and Formica countertops.

The project will be completed in partnership with the City's Property Management Division, which will perform several components of the work, including but not limited to:

1. Construction of metal stud walls, gypsum board installation, and furring for offices and room partitions.
2. Relocation of HVAC supply ducts and air distribution components.
3. Installation of sound insulation.
4. Electrical wiring, receptacles, breakers, switches, cover plates, and network cabling in coordination with the contractor.
5. Installation of restroom accessories and amenities.

Funding for the Ellen Fitzgerald Building Renovation will be provided from Capital Account **1101620-424020**, which was approved as part of the FY27 Capital Improvement Plan. The approved budget includes construction costs, as well as associated soft costs such as furnishings, access control, networking, and other building improvements.

RECOMMENDATION

Staff request the General Services Committee recommend City Council approve the selection of D.A.P. Contracting as the contractor to complete the Ellen Fitzgerald Building project scope in the amount of \$286,887.11 and authorize the City Manager to execute all required documents.



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: August 6, 2026

FROM: Ryan Jones, Property Management Director

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Contract Award for the renovation project located at 1102 Fairley Avenue.

SUMMARY STATEMENT

General Services Committee is requested to consider approval to City Council of the recommendation for the awarding of a contract for the renovation of the city owned property located at 1102 Fairley Avenue commonly referred to as the Winchester Ceramics Building and the City Manager to execute all necessary documents.

REVIEW

Informal bids were solicited for the renovation of the City-owned facility located at **1102 Fairley Avenue**. The City currently utilizes this building for Fire Department logistics and storage. The facility was also formerly utilized as the Winchester Ceramics building operated under the management of the Parks and Recreation Department.

The proposed renovation will reconfigure the entire building to serve as the primary office location for the Fire Administration Division of the Monroe Fire Department. This project provides an opportunity to address existing space needs within the City's current facilities while consolidating Fire Administration operations into a more functional workspace.

In April 2026, the City contracted with Red Skye Design to develop a conceptual building layout based on the space needs assessment completed by Creech and Associates. These conceptual plans were included in the bid package and will assist in expediting project delivery.

Two proposals were received:

- **D.A.P. Contracting – \$333,792.10**
- **Banded Contracting - \$404,812.75**

The contractor's scope of work includes:

1. Planning, project management, permitting, preconstruction coordination, and preparation of construction drawings based on the conceptual design.
2. Selective demolition, including removal of suspended ceilings, grid and ceiling tiles, light fixtures, existing doors and hardware, cabinets, countertops, and plumbing fixtures identified in the project scope.
3. Frame over existing access ramp and around existing radiators and build up floor to correct men's restroom condition to repurpose restroom to a break room and provide miscellaneous rough carpentry for new work.
4. Plumbing demolition support and fixture disconnects along with support for modifications associated with altered restroom/shower.
5. HVAC modifications to current system that includes the relocation of handlers to roof top and branch modifications above new suspended ceilings.
6. Installation of a new suspended ceiling system throughout the renovated areas and coordination of lighting and electrical device locations.
7. Installation and finishing of gypsum board at modified partitions, restrooms, and other renovated areas.
8. Priming and painting of renovated wall surfaces, repaired areas, infill locations, and other disturbed finishes, including door frame openings.
9. Flooring restoration throughout areas of building included in the scope of work.
10. Installation of new doors and hardware, including storefront doors at front and rear entryways and reception window.
11. Installation of new cabinetry and Formica countertops.

The project will be completed in partnership with the City's Property Management Division, which will perform several components of the work, including but not limited to:

1. Construction of metal stud walls, gypsum board installation, and furring for offices and room partitions.
2. Relocation of HVAC supply ducts and air distribution components.
3. Installation of sound insulation.
4. Electrical wiring, receptacles, breakers, switches, cover plates, and network cabling in coordination with the contractor.
5. Installation of restroom accessories and amenities.

Funding for the Winchester Ceramics project will be provided from Capital Account **1101620-424020**, which was approved as part of the FY27 Capital Improvement Plan. The approved budget includes construction costs, as well as associated soft costs such as furnishings, access control, networking, and other building improvements.

RECOMMENDATION

Staff request the General Services Committee recommend City Council approve the selection of D.A.P. Contracting as the contractor to complete the Winchester Ceramics Building project scope in the amount of \$333,792.10 and authorize the City Manager to execute all required documents.