

**CITY OF MONROE
DOWNTOWN ADVISORY BOARD
OLD ARMORY COMMUNITY CENTER
500 S. JOHNSON ST., MONROE, NC 28112
Tuesday, April 27, 2021 - 5:30 PM AGENDA**

1. Call to Order
2. Roll Call
3. Approval/Acceptance of September 3, 2020 Minutes
4. Façade Incentive Grant for 114 Lancaster Ave.
5. Facade Incentive Grant for 200 N. Main Street
6. PRONTO Incentive Grant for 215 S. Main Street
7. Temporary Use - Food Trucks
8. Adjourn Meeting

ATTENTION ADVISORY BOARD MEMBERS:

Please contact Matt Black at 704.292.1705 X6041 to confirm your attendance. Thank you.

The next scheduled meeting is June 22, 2021. Regularly scheduled meetings are on the fourth Tuesday of February, April, June, August and October.

**AS A COURTESY, PLEASE TURN OFF ALL MOBILE DEVICES WHILE MEETING IS
IN PROGRESS.**



STAFF REPORT

TO: Downtown Advisory Board

VIA: Matthew Black, Downtown Director

DATE: April 27, 2021

SUBJECT: Approval/Acceptance of September 3, 2020

SUMMARY STATEMENT

The City of Monroe has submitted minutes for the Downtown Advisory Board meeting held on September 3, 2020.

REVIEW

The City of Monroe has submitted minutes for the Downtown Advisory Board meeting held on September 3, 2020.

RECOMMENDATION

Staff recommends the Downtown Advisory Board approve/accept the September 3, 2020 minutes

Attachment(s):
September 3, 2020 Minutes

City of Monroe
Downtown Monroe Advisory Board
300 W Crowell Street, Monroe, NC 28112
City Hall Conference Room
5:30 p.m.

Tuesday, September 3, 2020
Meeting Minutes

DAB Members: Sheila Crunkleton, Chair; James Allen Lee, Co-Chair; Carley Englander, Kay Klaren, Archie Morgan, Caroline Brown

Staff Present: Brian J. Borne, Downtown Director, Assistant City Manager; Matt Black, Downtown Coordinator

Visitors Present: n/a

Member(s) Absent: Heather Bostic, Roopal Das, Susan Radford, Jason Walle

The Downtown Monroe Advisory Board met on September 3, 2020 at 5:30 pm.

Item 1: Call to order

Sheila Crunkleton called the Tuesday, September 3, 2020 Downtown Advisory Board meeting to order at 5:30pm

Item 2: Roll Call

Roll was conducted with a sign- sheet of the members that were present.

Item 3: Approval/Acceptance of Minutes (Action Required)

Sheila Crunkleton submitted the Minutes of the Downtown Monroe Advisory Board Regular Meeting on March 5, 2020 and requested a motion to approve minutes.

Motion: James Allen Lee made a motion to accept the March 5, 2020 Downtown Advisory Board meeting minutes as submitted.

Second: Carolina Brown

Action: The motion to accept the March 5, 2020 Downtown Advisory Board meeting minutes as submitted passed unanimously.

Item 4: Parklet Pilot Program

Sheila Crunkleton introduced this item.

A parklet is a sidewalk extension that provides more space and amenities for people using the street. Parklets are installed on top of parking lanes and act as an extension of the sidewalk. They are normally installed at the same level of the sidewalk and take up several parking spaces.

The city is adopting a pilot parklet program to promote outdoor dining by allowing for additional outdoor seating. The parklet will take up 2 ½ parking spaces in front of Thai Tamarind and Holloway Music Building. This structure will be a permanent structure with the ability to be removed if necessary.

Item 5: Downtown Monroe's Statistics

Sheila Crunkleton introduced this item.

The City of Monroe statistics were submitted and approved by the NC Main Street Program allowing the Downtown to maintain an Accredited Main Street Status, through the National Main Street Program.

	Completed
# of Façade Improvements	7
# of Building Rehabilitation Projects	1
# of Public Improvement Projects	15
# of New Construction Projects	0
\$ of New Public Investment	8,117,662.76
\$ of New Private Investment	1,812,000
Net Gain (+/-) of Businesses	+3

Item 6: City Wayfinding Phase II & III

Sheila Crunkleton introduced this item.

The City of Monroe put out an RFP for wayfinding phases II & III. City Council has accepted and approved Rite Lite Signs Inc. for the project.

Item 6: Façade Incentive Grant- 107 S. Main Street (Action Required)

Sheila Crunkleton introduced this item.

The owner of 107 S. Main Street is working with Dickerson Architecture to design drawings for a potential retail/restaurant business. The façade project totals \$28, 704.18 and exceeds the matching amount of \$4,000.000. Below were items discussed as outlined in the drawings provided for the façade incentive grant:

- I. Replace existing storefront with new glass and door with glass transom with painted wood framing- similar to the historic photo
- II. Replace and pain wood panels below glass storefront
- III. Add canvas awning over storefront
- IV. Replace second floor windows with new painted wood windows and trim with arch
- V. Paint brick (white flour, sw7102)
- VI. Paint existing metal trim above storefront transom (natural choice, sw7011)

Motion: Kay Klaren

Second: Carley Englander

Action: The motion to reward 107 S. Main Street Façade a matching grant up to \$4,000.00 passed unanimously.

Item 8: Adjourn (Action Required)

Sheila Crunkleton introduced this item.

Motion: James Allen Lee

Second: Caroline Brown

The meeting adjourned at 5:55 pm



Design Review Report

TO: Downtown Advisory Board

DATE: April 27, 2021

FROM: Matthew Black, Downtown Director

BY: Matthew Black, Downtown Director

SUBJECT: 114 Lancaster Ave., F. I. G. application review.

SUMMARY STATEMENT

114 Lancaster Ave., Façade Incentive Grant Application, Design Review.

REVIEW

Staff reviewed the façade application for 114 Lancaster Ave, on March 25, 2021. Brian Borne, Assistant City Manager; Lisa Stiwinter, Planning Director; Doug Britt, Senior Planner; Keri Mendler, Planner/Historic District Liaison Planner; Matthew Black, Downtown Director met to review the application submitted.

The following items were discussed as outlined in the drawings provided:

- I. Replacement of storefront windows with new frames and tempered glass
- II. Replacement of windows with architectural garage doors

The Design Team reviewed the sketches and photos provided by the applicant and have determined the work stated in the proposal is acceptable.

No code compliance issues were found during the review. The project requires a permit and permit center review. Permits are the responsibility of the applicant.

This project is eligible for matching grant funds up to the qualifying \$8,000.00, reimbursable upon compliance with grant requirements, guidelines, conditions and City permitting requirements.

RECOMMENDATION

Design Review recommends funding the matching grant request for 114 Lancaster Ave. up to the maximum \$8,000 eligible upon meeting all grant requirements and proof of expenses. Total project cost is estimated at \$16,425.00

Downtown Advisory Board will review the application at the April 27, 2021 meeting.



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: Peter Karlan / Old Town Holdings LLC **Date:** 03 / 12 / 2021
Owner's Mailing Address: 7011 Hyde Park Drive Indian Trail NC 28079 **Phone:** 772-708-0395

Building Name: _____
Building Address: _____
Building's Physical Address: _____

114 Lancaster Ave Monroe NC 28112 **Project Start:** 03 / 12 / 2021
Project End: 06 / 01 / 2021

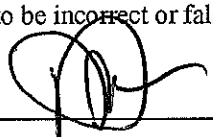
Project Description:
Replace storefront windows new frames and tempered glass
Replace windows with architectural garage doors

Project Cost: \$ 16,425

Please attach the following:
1) Color photographs of existing conditions of proposed improvement area/historic photos (if available) 4) Written specifications outlining scope of work
2) Samples of paint and wall coverings and floor coverings 5) Drawings of proposed renovations
3) Description of appliances, light fixtures, etc. to be installed 6) Contractors estimate and NC License Number
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: Peter L. Karlan, M.S.L., ISA **Phone:** 772-708-0395
Business Name: Karlan's Arms, Antiques & Appraisals, LLC

By providing this **Grant Application** to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature:  **Date:** 03 / 12 / 2021

Please Print Name and Title: Peter L. Karlan, M.S.L., ISA Owner

City of Monroe—Downtown Monroe
113 West Morgan Street • Monroe, North Carolina 28112

FIG – Façade Improvement Grant

The **Façade Improvement Grant (FIG)**, was created for the purpose of encouraging private investment in the restoration of building façades in downtown Monroe. The grant assists with the costs associated with exterior improvements of buildings that reside within the Central Business District and can significantly reduce these costs by as much as 50%, up to a limit of \$4,000. There are many design restrictions, such as exterior colors and awning materials that ensure quality rehabilitation which preserves the architectural character that is unique to Downtown Monroe.

Any property owner of a building or tenant located within the Central Business District of the City of Monroe may apply for a FIG subject to the following:

1. The grant portion of the project must be for the exterior renovation of an existing building **only**.
2. The proposed project must meet all applicable zoning requirements.
3. All required permits (i.e. zoning, building, etc) must be obtained before work begins.
4. The proposed project follows the guidelines for renovation of historic structures or structures within historic districts as outlined herein.
5. At least three years have elapsed since the last grant was awarded and the property is in need of further improvements. Or Downtown Monroe, City of Monroe may judge a property eligible for an additional FIG if: (a) there is a change of property ownership, (b) maximum grant funds were not previously allocated, (c) the building undergoes significant expansion which requires improvement to the façade, or (d) a new business moves in and requires changes in the building's façade.

Examples of Eligible Projects may include:

- Canvas style awnings;
- Paint removal from brick surfaces by chemical and water wash methods only;
- Tuck-pointing of brick;
- Repairing cornices;
- Repair/replacement of windows and doors with compatible materials and design;

... the purpose of the program is to encourage private investment in the restoration of building façades

Procedure to receive a FIG

FIG applications may be submitted to the Downtown Monroe office at any time. Due to funding cycles, the award of grants begins with the fiscal year beginning July 1st of each year. Grants are awarded to eligible applicants until all funds are expended.

1. The Property Owner or Tenant submits a completed application, photographs, drawings, plans & specifications and contractors cost proposals to Downtown Monroe, City of Monroe. The package must be complete in order to qualify for funding.
2. Once Downtown Monroe, City of Monroe and the Design Committee reviews the project, the applicant will be notified of the status of the application. Construction may **not** begin until the project has been approved.
3. This is a cost reimbursement grant program. Grant monies will be approved upon completion of the project as certified by Downtown Monroe, City of Monroe that the work completed substantially conforms to the pre-approved plans and the project is eligible for the grant payments. Grant monies will be disbursed once the Downtown Monroe office receives copies of all invoices plus a copy of cancelled checks showing proof of payment and after the project has been inspected. It takes approximately two (2) weeks after approval of the project to receive reimbursement.

Note: The grant program provides funds for façade improvements. It is not just an awning grant. Funds will not be provided to one component of the façade renovation if another component is architecturally inappropriate.

Guidelines:

1. *The Secretary of the Interior's Standards for Rehabilitation and the Supplementary Requirements for Development in the Central Business District* [City of Monroe Land Development Plan, Chapter 157.16] will be used as guidelines for awarding project reimbursements.
2. Rehabilitation of a structure in the Central Business District should be considered a contemporary solution, which respects the architectural and historical integrity of the

entire building while retaining those elements that enhance the building.

3. All rehabilitation design proposals must meet with the code requirements of the City of Monroe.
4. All projects must be completed within one (1) year of the date that the grant is awarded. Any extension beyond one (1) year must be requested by the owner and approved by Downtown Monroe or the funds may be rescinded.
5. FIG's may **only** be used to finance exterior improvements.
6. Upon completion, the improvements will be inspected and approved by the Downtown Monroe staff for determination of compliance as submitted in the application.

Selection Criteria

Grants are awarded on a 50-50 matching basis as follows:

1. A maximum grant of \$4,000 per façade that faces a city or state maintained street.
2. Proposals for architectural improvements will be evaluated in terms of compliance with existing ordinances, innovation, context with the surrounding environment, scale, size, technical merit, and any other criteria that relates to the project and the impact on the visual and functional improvement of the district.

Projects meeting one or more of the following criteria will receive priority for funding:

1. Projects which restore or recreate the original façade of a building
2. Projects which front Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street.
3. Projects which improve the structural integrity of a historic building.

Secretary of the Interior's Standards for Rehabilitation

The U.S. Department of the Interior developed ten national standards that address the rehabilitation of historic buildings. The standards describe a hierarchy of appropriate preservation treatments, which encourages ongoing maintenance and protection of historic properties to minimize the need for more substantial repairs and, in turn, values repair over replacement of historic features.

The Secretary of the Interior's Standards are used in reviewing rehabilitation projects for federal and state Preservation Tax Incentives programs. The City of Monroe has agreed to adhere to these standards, where feasible, for rehabilitation within the South Monroe Historic District. The National Park Service first adopted these ten national standards for rehabilitation in 1976. The 1992 revised version follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Monroe Code of Ordinances

§ 157.16 THE CENTRAL BUSINESS DISTRICT.

(A) Goal: Restore the social, economic, and cultural vibrancy of downtown Monroe.

(B) Objectives:

- (1) Protect the historic integrity and unique architectural characteristics of downtown;
- (2) Encourage new and expanded small business and service uses in downtown; and
- (3) Promote a pedestrian-friendly atmosphere in downtown.

(C) Strategies:

- (1) Redevelop the site of the former Joffre Hotel with a use that is compatible with and furthers the goals of the downtown development program;
- (2) Continue to support strong design standards for downtown development;
- (3) Continue to lobby NCDOT for the western loop and other identified thoroughfare improvements to reduce the volume of through truck traffic;
- (4) Encourage residential uses in Downtown Monroe, especially on the upper floors of buildings which otherwise would remain vacant;
- (5) Examine the feasibility of widening existing sidewalks;
- (6) Repair existing sidewalks and extend them where necessary to provide a comprehensive pedestrian network;
- (7) Continue to maintain public spaces;
- (8) Develop a policy to guide the use of public sidewalks for private enterprise;
- (9) Resolve solid waste collection problems;
- (10) Improve directional signs and enhance the gateways into downtown; and
- (11) Identify new opportunities to provide public parking.

(D) Special Use Permits within the Central Business District shall adhere to the following policies:

- (1) Awnings and canopies: When used, awnings and canopies shall be placed at the top of window openings and should relate to the shape of the top of the

window. Awnings should be made of canvas or treated canvas material. Vinyl or metal awnings are not appropriate. No awning should extend more than two-thirds the width of the sidewalk or nine feet, whichever is less. Awnings and canopies should be self-supporting from the wall; no supports should rest on or interfere with the use of pedestrian walkways or streets. In no case should any awning extend beyond the street curb or interfere with street trees or public utilities.

(2) Building presentation: Building entrances should face the street and be accessible from the public sidewalk. Any portion of a building facing an adjacent street right-of-way shall be considered a building front and should be subject to the presentation, entrance and fenestration requirements of this section, except that any building with three or more sides facing a street should only be required to designate two of these sides as building fronts and any building located on a through lot should only be required to designate one side as a building front. In any case where a lot has frontage on Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street, the side(s) of the building which face these streets should be designated as a building front and should be subject to the presentation, entrance and fenestration requirements of this section.

(3) Color: Additions and new construction should relate paint colors to natural material colors found on neighboring historic buildings. Contrasting colors, which accent architectural details and entrances, may be used.

(4) Fenestration: New construction and remodeling of existing buildings in the municipal service district shall maintain the prevalent pattern and spacing of the windows and doorways on downtown buildings built prior to 1950. Windows on the street level front of buildings should constitute at least twenty percent and not more than fifty percent of the front facade. Windows on subsequent levels should be a minimum of 15 square feet. Windows should be clear, transparent glass and should not be lower than two feet above grade. Double hung windows with a height-to-width ratio of 2:1 are preferred for upper stories. No such window or door should be horizontally separated by more than fifteen feet from the nearest other such window or door in the same facade. Frames and sashes for windows should be of wood, vinyl, or pre-finished metal and may have stone, brick, or cast concrete lintels and sills. Window glass should always be set back from the building face rather than flush.

(5) Front build-to line: The fronts of all new buildings constructed in the municipal service district should abut existing public sidewalks, where provided, except for outdoor café-type uses when a low wall or fence is carried across the right-of-way to continue the visual continuity of building faces.

(6) Horizontal rhythms: Downtown building patterns traditionally emphasized a strong horizontal design element. New construction and additions to or remodeling of existing buildings should maintain a clear visual division

between street level and any upper floors. The division of floors may be accomplished by any historically significant architectural feature used to accomplish this effect.

(7) Materials: Facade materials found in the downtown district include wood, brick and stone. Additions and new construction should use facing materials that are compatible in quality, color, texture, finish, and dimension to those common in the downtown area on buildings constructed prior to 1950. Acceptable materials include, but may not be limited to, brick, stone or wood. Under no circumstances should metal siding, unfinished concrete block, or vinyl siding be allowed.

(8) Roofs: Additions and new construction using a flat pitch or low pitch roof design (anything under 3:12) must install parapet walls on all sides or cap the walls with a cornice treatment that provides articulation to the roofline.

(9) Walls and entrances: Walls and entrances in the municipal service district shall be designed to encourage and complement pedestrian-scale activity. Recessed doorways at building fronts are required.
(Ord. O-2003-63, passed 12-16-03)



NC License # 71710

PROPOSAL

Date:
3/15/21

Project:

Client Name:

ICG PM: Dustin Viola

114 Lancaster Ave
Monroe, NC 28110

Billing Name:
Peter Karlan

Cust. Contract Issued: Yes ☐ No ☐

AIA Billing Required: Yes ☐ No ☐

COI Required: Yes ☐ No ☐

W9 Required: Yes ☐ No ☐

Project Contact:

Phone:
722-708-0395

Email:
karlansarms@gmail.com

Approval Status	Item	Price
	<u>SCOPE AND MATERIALS:</u>	
	Tear out old frames re install with new storefront frames. 2 frames total.	
	Install 5 glass panels into existing steel frame.	
	Aluminum Storefronts and Entrances: 1 3/4" x 4 1/2" System Profile	
	Finish: Class 1 Clear Anodized	
	Approx: 115 Sq Feet	
	Location: Exterior	
	Glass Type: 3/4" Tempered.	
	Base Bid.....	\$9,425.00
	Add for 70% Kynar finish paint (Green).....	\$ 400.00
	Add for 1" insulated glazing.....	\$1,730.00
	Add for 3/8" laminate Impact glazing.....	\$1,225.00.



Neighborhood Garage Door LLC

Gun Store Doors and Window Cages

Estimate

NC Licence # NC

Estimate #005740

January 21, 2021

Customer

Pete Gun Store

Karlansarms@gmail.com

+1 (772) 708-0395

114 Lancaster Ave

Monroe, NC 28112

Message

We look forward to working with you.

NEW DOOR	\$5,000.00
-----------------	-------------------

(\$2,500.00 ea.) x 2

10x10 Modern steel, full vision, standard track, black frame

5 year Warranty on door

SCISSOR GATE	\$2,000.00
---------------------	-------------------

(\$1,000.00 ea.) x 2

8'6" x 10 Scissor Gate

LABOR	\$2,000.00
--------------	-------------------

Door and gate installation labor

1 Year Warranty on Labor

WINDOW CAGE	\$1,600.00
--------------------	-------------------

(\$800.00 ea.) x 2

Large window cage

WINDOW CAGE	\$1,275.00
--------------------	-------------------

(\$425.00 ea.) x 3

Small window cage

Liftmaster 8500w Residential Wifi Battery	\$800.00
--	-----------------

(\$400.00 ea.) x 2

Lifetime Part Warranty

DISCOUNT

-\$1,000.00

Subtotal

\$11,675.00

Sales Tax

\$846.44

Total

\$12,521.44

Deposit

\$6,260.72

Due upon invoice date

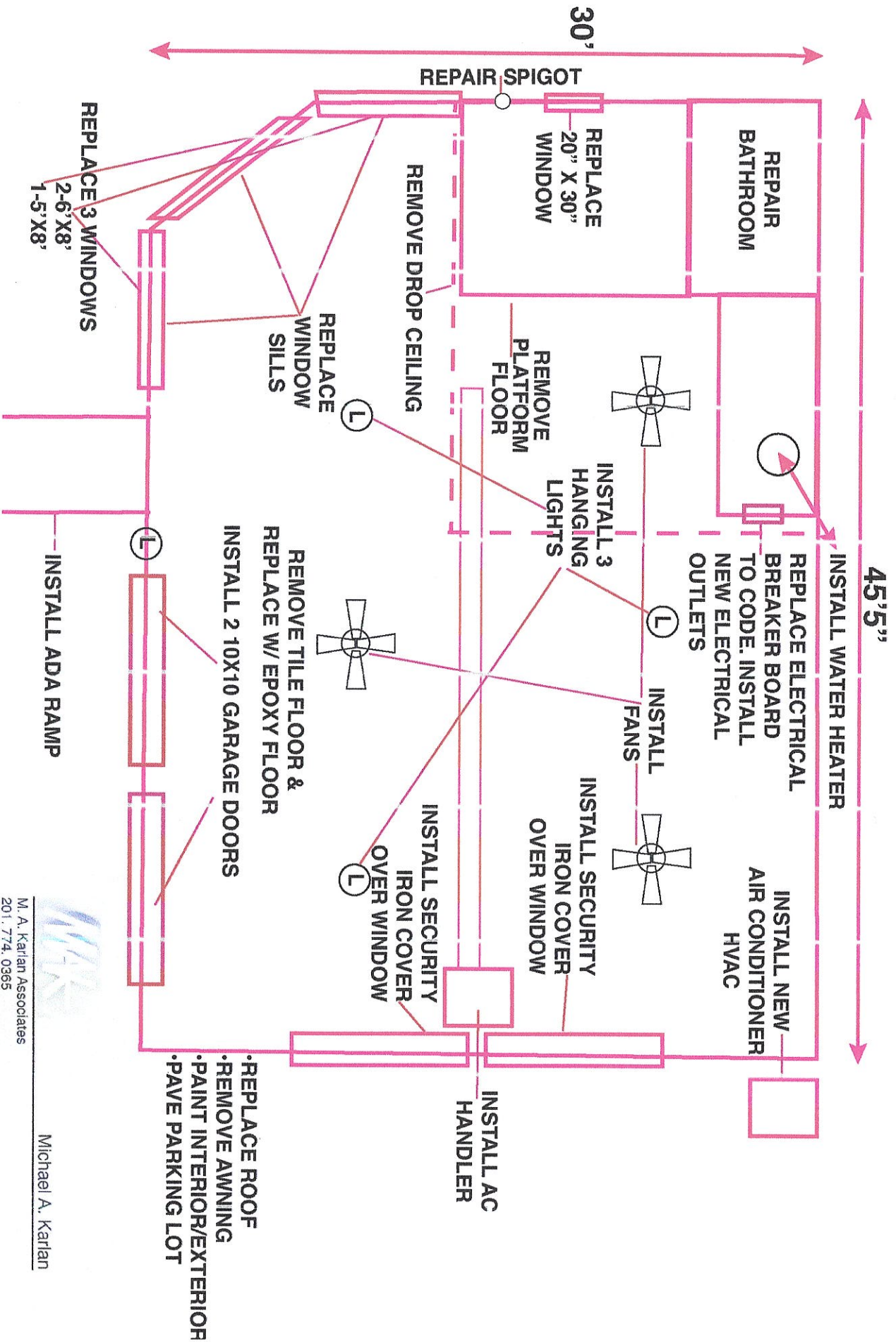
Balance

\$6,260.72

Due within 60 days

Neighborhood Garage Door LLC
neighborhoodgaragedoor@gmail.com
+1 (704) 620-1516

RENOVATION PLAN FOR 114 LANCASTER AVENUE - 1 STORY (1,232 SQ.FT)



Done

Photo



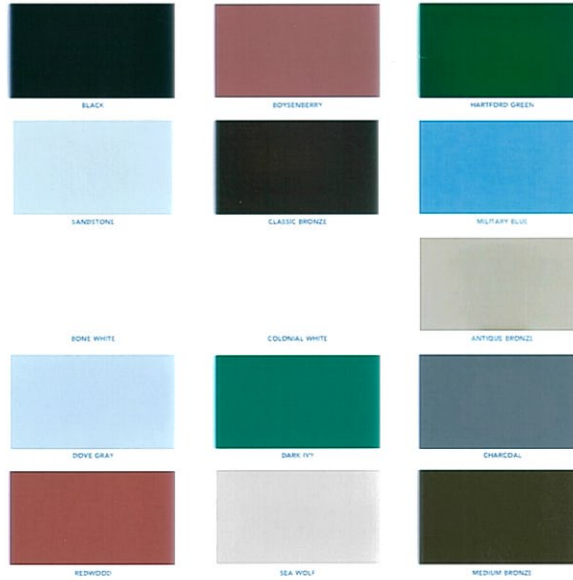
★★★★★ 4.2 (16)

PERMAFLUOR™ ARCHITECTURAL FINISHES

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Vibrant Living Color



Door/Windows
1



There's a painted finish as expressive and enduring as the buildings you design. Permafluor™ Architectural Coatings combine beauty and successful performance as only a 70% fluoropolymer.



Design Review Report

TO: Downtown Advisory Board

DATE: April 27, 2021

FROM: Matthew Black, Downtown Director

BY: Matthew Black, Downtown Director

SUBJECT: 200 N. Main Street, F. I. G. application review.

SUMMARY STATEMENT

200 N. Main Street, Façade Incentive Grant Application, Design Review.

REVIEW

Staff reviewed the façade application for 200 N. Main Street, on April 20, 2021. The following items were discussed as outlined in the drawings provided:

- I. Repair cornice as per the quote from Wiggins Construction, attached. This includes a restoration of the existing cornice.
- II. Install new 96x158 storefront glass on the Morgan Street side, where the window opening is presently boarded up as per the quote from 1st Choice Glass, attached.
- III. Install new upper windows on the first floor of the Morgan Street side where they are currently boarded up. This will either be storefront glass to match the large windows per the quote from 1st Choice Glass or possibly wooden windows with radius glass that would be in line with how the building would have been built.

The Design Team reviewed the sketches and photos provided by the applicant and have recommended the owner install windows which 1) reflect the original design intent of the building, 2) reflect the period or regional styles, 3) are examples of exceptional craftsmanship or design (see The Preservation of Historic Architecture, pg 81).

The project requires a permit and permit center review. Permits are the responsibility of the applicant.

This project is eligible for matching grant funds up to the qualifying \$8,000.00, reimbursable upon compliance with grant requirements, guidelines, conditions and City permitting requirements.

RECOMMENDATION

Design Review recommends funding the matching grant as long as the owner follows the Secretary of Interior's standards for treatment of Historic Properties. 200 N. Main Street is eligible for up to the maximum \$8,000 upon meeting all grant requirements and proof of expenses. Total project cost is estimated at \$18,065.00

Downtown Advisory Board will review the application at the April 27, 2021 meeting.



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: _____ Date: ____/____/____
Owner's Mailing Address: _____ Phone: _____

Building Name: Belk-Bundy
Building Address: 200 N. Main Street
Building's Physical Address:
200 N. Main Street
Monroe NC 28112 Project Start: ____/____/____
Project End: ____/____/____

Project Description:

_____ Project Cost: \$ _____

- Please attach the following:**
- | | |
|---|---|
| 1) Color photographs of existing conditions of proposed improvement area/historic photos (if available) | 4) Written specifications outlining scope of work |
| 2) Samples of paint and wall coverings and floor coverings | 5) Drawings of proposed renovations |
| 3) Description of appliances, light fixtures, etc. to be installed | 6) Contractors estimate and NC License Number |

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: _____ Phone: _____
Business Name: _____

By providing this **Grant Application** to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature:  Date: ____/____/____

Please Print Name and Title: _____

City of Monroe—Downtown Monroe
113 West Morgan Street • Monroe, North Carolina 28112

Project Description

1. Repair cornice as per the quote from Wiggins Construction, attached (\$8,500). This is a restoration of the existing cornice including metal repair, roof repair, and painting.
2. Install new 96x158 storefront glass on the Morgan St side at the corner where the window opening is presently boarded up as per the quote from 1st choice Glass, attached. (\$6,100). This is the large corner window visible from as your approach the building from S. Main Street.
3. Install new upper windows on the first floor of the Morgan Street side where they are currently boarded up. This will either be storefront glass to match the large window as per the quote from 1st Choice Glass (\$3,300) or, possibly, wooden windows with radius glass that would be more in keeping with how the building would have been built. Thus far, we've been unable to locate a contractor who can do this at a reasonable price.
4. Repair of existing vinyl on the Main Street Store front as per the quote from 1st Choice Glass (\$165)

Total Cost: \$18,065

Additional facade projects planned but not included in the scope for the Facade Incentive Grant

1. Replacing the sections of the Main Street storefront that are boarded up with new glass
2. Painting the existing aluminum storefront to match the new storefront that will be installed on Morgan Street
3. Renovating the storefront entrance by replacing the existing carpeted entry with a more appropriate material.
4. Installing a new awning

Wiggins Construction Co. of Monroe, Inc.

408 W. Roosevelt Blvd
Monroe, NC 28110
Tel. 704 289 3385
Fax 704 289 7080
wigginsconstruction@att.net

Date: March 18, 2021

To: Richard Price
Lily Samson, LLC

Re: 200 N. Main Street, Historic Belk/Bundy Building (1911)

Budget

We will provide labor, materials and equipment to repair the sheet metal modillioned cornice above street level storefront on Main Street and continuing on Morgan Street side elevation. Our work scope includes the following:

We will remove the existing rubber membrane, repair wood bracing as needed, and cover cornice with a white TPO coated metal. New TPO covering will hug top edge of the cornice and fasten to the existing brick wall with a termination bar. We will clean and scrape cornice, prime and paint to match existing attached cornice at 202 N. Main Street.

Total cost for this scope: \$ 8,500.00

Thank you,

John Wiggins
NCGC License #6797



3221-A Westwood Industrial Drive – Monroe, NC 28110 – Phone: 704-291-7711 – Fax: 704-291-7011
www.glass1st.net

Proposal Number: 00001

Job Name: 200 N Main St Monroe NC	Date
Location:	Estimator:
Bid Date:	License #: NC 71710 & SC G115850
Bid Time:	
Customer: Attention Richard email: richard@rwprice.com	

SCOPE & MATERIALS:

Repair damaged and missing Kawneer vinyl in existing storefront windows \$165.00
 Replace 7 pcs. Plywood with 1/4" clear tempered glass 3@ 90 x 30 4@ 90 x 13 \$1380.00
 Install the following storefronts: To be composed of thermal 2 x 4 1/2 clear anodized storefronts with 1" tempered insulated glass, and exterior perimeter seal
 Remove existing wood in opening, furnish and install 1- 96 x 158 aluminum storefront \$6100.00
 Remove existing wood in openings, furnish and install 3- 64 x 34 aluminum storefronts with .040 arch top covers \$3300.00
 Remove existing entrance, Furnish and install storefront with 3'0 x 7'0 storefront door with sidelite and transom glass.
 Includes standard push/pulls, closer, and threshold \$3325.00

Includes removal and disposal of existing wood

BASE BID AMOUNT \$14,270.00

ALTERNATE ADD

COST \$

1st Choice Glass Warranty & Disclaimer:

(1) Reliability of Quoted Costs. Labor costs and material costs are firm for thirty (30) days from the date of proposal stated above. If the time between the proposal date and installation exceeds thirty (30) days, 1st Choice Glass, Inc. reserves the right to amend the proposal and to add any surcharges and/or additional costs to any and all labor and/or materials.

(2) Warranty. Unless otherwise agreed in writing, 1st Choice Glass, Inc. warrants that all application and labor completed by 1st Choice Glass, Inc. shall be free from defect for one (1) year following its completion. Said warranty does not include (1) damage arising from abnormal use, negligence, misuse, or accident, which occurs as a result of no fault of 1st Choice Glass, Inc. or (2) material damaged by tear-out, retro-fit, or remodel. 1st Choice Glass, Inc. reserves the right to respond to such warranty claims by first making repairs to the defect; such repairs shall be subject to the satisfaction of the customer. 1st Choice Glass, Inc. does not warrant raw material or manufacturers' products; any warranty for such materials or products shall be limited to the manufacturer's warranty. 1ST CHOICE GLASS, INC. EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

(3) Estimate of Work Required & Changes. The work proposed herein is based on initial estimates and may require changes, alterations, and/or adjustments to complete the job as described, agreed or required by applicable codes and/or government inspections; if such changes or alterations are necessary, customer agrees to execute a written change order which shall indicate the change in the work to be completed or the materials to be used and the agreed upon price for such work and/or materials; such change order shall become an amendment to the contract and the customer shall pay all additional charges agreed upon in the change order at the time the change order is delivered by the customer to 1st Choice Glass, Inc.

(4) Specifications. Unless otherwise specified, all systems are designed to the governing codes (ie: International Building Codes, International Energy Code Council) for the location where the work is to be completed. A maximum deflection of L/175 shall apply for units less than 13'-6" in height and a maximum deflection of L/240 + .25" shall apply for units exceeding 13'-6" in height. Individual glass lite deflection shall be limited to .75" of the glass edge.

(5) Time Frame. A minimum of two (2) weeks from the date that all shop drawings and submittals are approved is required for delivery. Installation shall be completed within a minimum of two (2) weeks after the delivery of materials if the project schedule does not delay installation.

(6) Deposit & Payment. A deposit or joint supplier payment(s) may be required at the discretion of 1st Choice Glass, Inc. and may be due to 1st Choice Glass, Inc. prior to startup. **Once ordered, any and all nonrefundable special order material costs are the sole liability of the customer and shall be payable on demand. Payments of retainage are due no later than sixty (60) days from the final invoice unless otherwise agreed upon in writing. All other payments are due in net thirty (30) unless otherwise agreed in writing. All payments not made when due will accrue interest at a rate of 1 ½% per month. Failure to make all payments due pursuant to this Agreement, including payments of interest, shall constitute a default of this Agreement ("Default"). In the event of Default, 1st Choice may pursue litigation against Customer to recover all past due amounts, in addition to all costs incurred by it resulting from the Default, including, without limitation, reasonable costs and attorneys.**

(7) Inclusions & Exclusions. All proposals include indicated labor, materials, and applicable taxes. Exclusions from this proposal include, but are not limited to, any cleaning, protection or sealing of glass or metal, any and all "Wood Blocking" required on plans or necessary for systems warranty, and additional glass, metals, labor, shop drawings, engineered calculations or miscellaneous materials not listed on proposed shop drawings, or addendums to such shop drawings or this proposal. **Hollow Metal Frames/Doors, FRP Doors, Coiling Doors, Fire Rated Frames, Air/Water Testing, Wood Blocking, Rigid Insulation, Louvers, Vents, Mirrors, Skylights, Translucent Panels, Composite Panels, Fiberglass Panels, 3-form Panels, Automatic/Electric Door Hardware, Window Film, Fire Stop, Glass Hand Rails, and/or any item not specifically called out herein must be considered as an exclusion from this quote...**

(8) Unless Otherwise noted, all Inclusions and Exclusions contained within this Proposal shall supersede any and all requirements related to the same identified in bid drawings, construction documents, specifications, clarifications, contracts, and any attachments, exhibits, or addendums thereto.

(9) Binding Contract. This proposal shall be considered a valid and binding contract upon 1st Choice Glass, Inc. and the customer upon the signing of all parties. Once signed by the parties, this contract and any addendums and exhibits attached hereto comprise the entire agreement between the parties hereto and supersede all prior negotiations. This contract may only be amended by a written instrument signed by both parties hereto.

(10) Headings. The headings of the paragraphs herein are for convenience only and shall not affect the meaning or interpretation of the contents thereof.

(11) Authority. Each party signing this proposal represents to the other that the terms of this proposal are accepted, and that the resulting contract, the rights and obligations contemplated herein, and the execution and delivery hereof are authorized or have been duly authorized by all necessary limited liability company or corporate proceedings and actions, as applicable, pursuant to applicable law.

(12) Working Hours. Proposal is based on 40 hour work week, Monday thru Thursday, 7:00 AM until 5:30 PM. Any work required outside this time period will be considered "After Hour" and will be subject to additional charges.

ACCEPTED:

1st Choice Glass

By: _____

Title: _____

Date: _____

Customer Name:

By: _____

Title (if applicable) _____

Date: _____



1. Remove Awning
2. Install glass beneath the awning in sections of the storefront that are currently boarded.
3. Install new matching storefront glass in the large window on the corner of the building that is currently boarded
4. Install new matching storefront glass in the three radius windows along Morgan Street
5. Repair & paint the cornice along Main Street and Morgan Street - paint is Sherwin Williams Paperwhite - SW 7105









STAFF REPORT

TO: Downtown Advisory Board

DATE: April 27, 2021

FROM: Matthew Black, Downtown Director

SUBJECT: PRONTO Incentive Grant for 215 S. Main Street

SUMMARY STATEMENT

The Downtown Advisory Board is requested to consider recommendation of the PRONTO downtown economic development incentive to General Services Committee for 215 S. Main Street, Home Brew Craft Beer & Smoothies.

REVIEW

Greg and Jen Moore has purchased 215 S. Main Street and looking to open a new business in Downtown Monroe. The new business project totals 1,672 sq ft. and is located within Downtown Monroe's Central Business District.

Based on stipulations of the PRONTO grant the Downtown Advisory Board must consider the following:

1. Grant funds shall not to exceed \$8,360.
2. The initial payment (Payment 1) shall be made within 30 days of submittal and approval of paid invoices for up-fit expenses. Payments 2 and 3 shall be made at the anniversary date of the business opening of year 2 and 3 at the request of the grantee
3. City will not advance grant funds until project is complete.

RECOMMENDATION

Upon Staff recommendation, the grant applicant should be approved for recommendation to General Services Committee up to \$5 per sq ft. (matching 50/50) of the assessed sq footage of 1,672 or the max grant match of \$8,360. Funding is subject to compliance with the Program and subject to a general fund appropriation.



Downtown Monroe
Downtown Pronto Grant
Application



Business Name: Home Brew Catering

Property Owner: Greg + Jen Moore

Deed Book: _____ Page: _____

Address of Proposed Downtown Business: 215 S Main ST

Applicant's Mailing Address: _____

City: Monroe

State: NC

Zip 28112

Applicant's Phone: 980 215-3564

Email: _____

Select Business Retail

Square Feet: 1672 Amount Requested \$ 5 per sq ft

Approximate cost to open the business:

\$ 93,486.53

Personal Investment

\$ 130K (Equity)

Bank or other financial commitment

\$ 38,016.49

Building Rehabilitation

\$ _____

Number of new Jobs:

Expected daily traffic:

Other:

Monthly Rent/Lease \$ _____ Additional Space provided if

Expansion _____ Sq. Ft.

Proposed Opening Date of the Business _____

Description of the Business

Please attach the following items in order for City of Monroe to make an appropriate decision on an application: Letter of intent to lease or purchase or a signed lease/purchase contract contingent on receipt of incentives, Business Plan, Financials Statement and/or pro-forma, Marketing Plan, Cost estimates for upfit/equipping the space, Business/personal history.

Signatures:

Business Owner: _____

Date 3/30/21

Property Owner: _____

Date 3/30/21

City of Monroe—Downtown Monroe
113 West Morgan Street Monroe, North Carolina 28112

GOAL

The goal of the Downtown Pronto program is to attract new investment to Downtown in the form of retail and restaurant businesses in order to build a critical mass of these uses through the occupancy of available retail/restaurant space. The incentives offered through this program will support retail and restaurant recruitment into Downtown by assisting quality businesses with up-fit, occupancy and other costs, thereby making Downtown a more attractive option for business development.

INCENTIVES

1. Rent Subsidy

Qualified retail or restaurant businesses locating in designated Downtown locations would be eligible for:

\$3.00 per square foot leased/purchased for retail use for a 12 month period; or

\$5.00 per square foot leased/purchased for restaurant use for a 12 month period

Example: Restaurant leases a 2,000 sq. ft. space: \$10,000 grant funds paid over 12 months

Payment of Rent Subsidy funds shall be made by **City of Monroe** to approved applicants at the end of each calendar quarter based on rent paid that quarter. Proof of timely payment of the full amount of rent will be required before Rent Subsidy funds are released.

2. Up-fit Assistance

Qualified retail or restaurant businesses locating in designated Downtown locations would be eligible for:

\$3.00 per square foot leased/purchased for retail use for a 12 month period; or

\$5.00 per square foot leased/purchased for restaurant use for a 12 month period

Example: Retail shop leases a 1,700 sq. ft. space: \$5,100 grant funds to be paid

Payment of Up-Fit Assistance funds (up to the approved amount) shall be made by **City of Monroe** to approved applicants in equal one-third increments annually for three years as long as the business continues to meet the qualifications for assistance. The initial payment (Payment 1) shall be made within 30 days of submittal and approval of paid invoices for up-fit expenses. Payments 2 and 3 shall be made at the anniversary date of the business opening of year 2 and 3 at the request of the grantee.

Property owners will be required to execute the Incentive Agreement along with the tenant and accept Restrictive Covenants on their properties requiring the lease rate offered to the restaurant/retail tenant and the use of the space for retail/restaurant to be maintained for three years. If the property owner wishes to change the use of the space from restaurant/retail use or to increase the lease rate within 3 years of the up-fit assistance being awarded, he/she must reimburse a pro-rata share of the up-fit grant disbursed by **City of Monroe**.

3. Business License Fee Economic Development Incentive

Approved retail and restaurant businesses locating in designated Downtown locations are eligible for an economic development incentive equal to the City of Monroe business license fees paid according to the following schedule:

1st year of operation: 100%

2nd year of operation: 67%

3rd year of operation: 33%

Business License Fees are to be paid in full and on-time to the City of Monroe. The City of Monroe will issue an Incentive payment as reimbursement for the Business License Fees paid within 30 days of a written request to receive the Business License Fee Economic Development Incentive.

GUIDELINES

1. Incentive funds are provided by the City of Monroe.
2. Incentive funds are not “as of right”, that is, they are not automatically provided to eligible retail or restaurant businesses which purchase or lease eligible properties. Applications are required and they are reviewed on a case-by-case basis by City of Monroe,
3. Incentives will be directed first to qualified applicants seeking assistance to open retail or restaurant businesses in one or more of ten (10) designated Downtown properties.
4. Applications will be received from applicants wishing to open retail or restaurant in the Downtown “core area” only (bound by Crowell St., Church St., Windsor St., Talleyrand St., Stewart St.).
5. Incentive funds are limited and the program will run as a limited time offer.
6. The timeframe to receive a decision on the awarding of incentives (from the time a complete application is received) is 30 days.
7. Grants funds will be paid to approved applicants upon submission of an invoice to the City of Monroe along with a copy of paid invoices and /or receipts. The approved applicant will pay the eligible expense first and then seek reimbursement according to these incentive guidelines from the City of Monroe. The turnaround time to submit an invoice and receive payment is 30 days.
8. In addition to the Downtown PRONTO Incentive Application, applicants must submit the following items in order for City of Monroe to make an appropriate decision on an application: Letter of intent to lease or purchase or a signed lease (min. 3 years)/purchase contract contingent on receipt of incentives, Business Plan, Financial Statements and/or pro-forma, Marketing/Advertising Plan, Cost estimates for up-fit/equipping the space, Business/personal history and experience.
9. Applicants for these incentives must be making significant new investment in Downtown either as a new eligible business or as a significant expansion of an existing eligible retail or restaurant business.
10. PRONTO maximum funding assistance is \$10,000 per property, all inclusive.

ELIGIBILITY (Final decisions on eligibility and the awarding of incentives rests with City of Monroe)

- **Retail Trade** – Generally all are eligible EXCEPT motor vehicles and parts dealers, boat dealers, recreational vehicle dealers, motorcycle dealers, tire dealers, etc., gasoline stations, manufactured/mobile home dealers, non-store retailers (mail order, vending machine, electronic auctions, etc.).
- **Consumer Goods Rental** – Products such as formal wear and video tapes/discs are eligible; EXCEPT consumer electronics and appliance rental, home health equipment rental.
- **Arts Entertainment and Recreation** – Performing arts companies, promoters of performing arts, and similar facilities.
- **Accommodations and Food Services** – Generally all are eligible EXCEPT recreational vehicle parks and campgrounds and rooming and boarding houses.
- **Dry Cleaning Services** – Generally all are eligible EXCEPT coin-operated.

City of Monroe reserves the right to waive or increase incentive program requirements and to interpret and/or adjust incentive program eligibility as it deems necessary. City of Monroe reserves the right to receive, decline, review, and approve/deny applications from uses not fitting within the above criteria on a case-by-case basis. City of Monroe will base its decisions (to receive applications and to approve or deny) based on the applicant's anticipated impact on the overall economic health of Downtown Monroe.

Submit the application form and all available documents supporting your application to:

Brian J. Borne, CMSM, MBA, BLA
Assistant City Manager; Director, Downtown Monroe
City of Monroe
113 West Morgan Street
PO Box 69
Monroe, NC 28111
704.292.1705 office
704.296.9199 fax
bborne@monroenc.org



ACUMEN ENGINEERING & INSPECTION

2004 SINGLETREE LN
INDIAN TRAIL, NC 28079
9802983708

<https://www.acumencivilengineering.com>

Item 1 \$670.00

Subtotal \$670.00

Tax \$0.00

Total \$ 670⁰⁰

PAYMENT ID:

Cashier: HASSAN HOSSAMI

[Hide Details](#)

January 17, 2020 11:04 AM
Card: DEBIT MASTERCARD 6152

DATE
January 17, 2020
11:04 am

DEBIT MASTERCARD



6152

D. Eric Sutton, PE

6617 Berrypatch Ct.

Charlotte, NC 28211

eric@EricSuttonPE.com

704.893.3777

Invoice

Date	Invoice #
3/12/2020	20017-1

Home Brew
Greg Moore

Project	Home Brew
---------	-----------

Description	Prior Amt
\$ 2,240.00 Engineered electrical plans for Home Brew	

Total	\$2,240.00
Payments/Credits	\$0.00
Balance Due	\$2,240.00

D. Eric Sutton, PE

6617 Berrypatch Ct.

Charlotte, NC 28211

eric@EricSuttonPE.com

704.893.3777

Invoice

Date	Invoice #
8/26/2020	20034-1

Home Brew
Greg Moore

Project	Home Brew Monroe, NC
---------	----------------------

Description	Prior Amt
\$ 2,400.00 Site visits, plumbing plans, structural plans, revised electrical plans	

Total	\$2,400.00
Payments/Credits	\$0.00
Balance Due	\$2,400.00



PROMOTIONAL Imprints, Inc.

INVOICE

Carol A. Luisa, Owner
6306 Pumpnickel Lane
Monroe, NC 28110
(704) 292-4933
Promotional-Imprints.com

PO/Ref #: INVOICE_11905
Job #: Drinkware_KeyC
Date: Feb 3, 2021

Bill To:

Home Brew Craft Beer & Smoothies
Greg and Jen Moore
215 S. Main Street
Monroe, NC 28112

Ship To:

Home Brew Craft Beer & Smoothies
Greg and Jen Moore
101 N. Crawford Street
Monroe, NC 28112

Salesperson Carol Luisa	Ship Via Ground	Est. Ship Date In-hands by 02/01/21	Payment Terms Check or Credit Card*
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Qty	Item #	Description	Unit Price	Ext. Price
70	RLEAO-JKRHA	 16 oz. Belgian Tulip Beer Glass* Color: CLEAR Imprint: BLACK Notes: Logo: Home Brew Craft Beer & Smoothies Location: Front and Back *Credit given for short ship (2 glasses) Original order 72	\$4.69	\$328.30
1	ADDCHG	Additional charges for 16 oz. Belgian Tulip Beer Glass* Setup Charge: \$47.50	\$47.50	\$47.50
143	FDHZZH-NPUZX	 16 oz. Pub Glass* Color: CLEAR Imprint: BLACK Notes: Logo: Home Brew Craft Beer & Smoothies Location: Front and Back LTL Special Carton Shipping for both sets of drinkware: \$175 *Credit given for glass imperfection (1 glass) Original order 144	\$2.95	\$421.85
1	ADDCHG	Additional charges for 16 oz. Pub Glass* Setup Charge: \$47.50	\$47.50	\$47.50
250	GDFUI-HNBOM	 Bottle Opener Key Chain With LED Light Color: BLACK Imprint: WHITE Notes: Logo: Home Brew Craft Beer & Smoothies Location: Front Shipping: \$24.95	\$1.65	\$412.50
1	ADDCHG	Additional charges for Bottle Opener Key Chain With LED Light Setup Charge: \$50.00	\$50.00	\$50.00

Subtotal	\$1,307.65
Shipping	\$199.95
Tax (6.75%)	\$91.98
Total	\$1,599.58

NOTES TO CUSTOMER:

*Please note for credit card payment, there is a 2.99% processing fee.

Thank you for your business!



FROM

Jencon Builders

1501 N Charlotte Ave
Monroe, NC 28110
704.323.4058 / Fax: 704.323.4049

TO

Home Brew Craft Beer & Smoothies / Greg Moore

215 South Main St
Monroe, North Carolina 28212
Email: gregmoorenyc@gmail.com
Re: Exterior Cement and Interior Sheeting

PROPOSAL

CHANGE ORDER NO.

CO 20-520-4

Date: 01/27/2021

Location: 215 South Main St, Monroe, North Carolina, 28212

Original Contract Total: **\$70,319.99**

Previous Change Order Additions: **\$822.59**

Previous Contract Total: **\$71,142.58**

This Change Order Total: **\$4,412.58**

New Contract Total: **\$75,555.16**

Project Description: Provide material and labor to remove ~15 sq ft of exterior concrete in order to replace/repair leaking main water line. Provide material and labor to pour a 4'x4 exterior rear door landing with 8" step. Provide material and labor to install plywood with FRP along back of bar.

This change order includes all material, labor, and equipment to complete the following work:

Scope of Work

DIV. 01- GENERAL CONDITIONS

- Full time supervision, licenses, and insurance
- Clean-up, protection, and dumpsters
- Equipment and hauling

DIV. 03- CONCRETE

-Saw cut and remove ~15sqft of exterior cement in order to expose leaking main water line. Dispose of remove concrete and rubble. Replace existing copper water line with 1 in pex water line and reconnect at meter. Install new hose bib along exterior wall. Back fill with sand and crushed stone. Remove clay from excavation. Pour concrete back to level finish with existing concrete.

-Provide labor and material to install 4'x4 cement landing with 8" step outside of rear exit door.

DIV. 06- WOOD & PLASTICS

-Provide labor and material to install~50sqft of plywood with white embossed FRP along back of bar area.

Interest charges on past due accounts and collection costs overdue amounts shall be subject to a monthly finance charge. In addition, customers shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional professional services can be provided at our standard rates.





STAFF REPORT

TO: Downtown Advisory Board

VIA: Matthew Black, Downtown Director
Lisa Stiwinter, Director of Planning & Development

DATE: April 27, 2021

SUBJECT: Food Truck Ordinance

SUMMARY STATEMENT

Through a due diligence process including external research, community input survey, and staff meetings, a draft of a new food truck ordinance has been created. Staff is now bringing the draft forward for input and possible recommendation to the General Services Committee, Planning Board and City Council.

REVIEW

The rise in popularity of food trucks has led staff to consider code revisions in not only areas of the city eager to acknowledge this type of business, but the city as a whole. These revisions include food safety, traffic, and neighborhood compatibility. Before we can consider changes, balanced regulations and permitting procedures need to be in place to ensure that food trucks have ample vending opportunities within a jurisdiction without posing a threat to brick-and-mortar restaurants, blocking the public right-of-way or creating a nuisance. Planning, Engineering, Police and Downtown all have a role to play from permitting to enforcement and the recommendations brought forward reflect all.

First in the evaluation process, staff observed how other municipalities addressed mobile food vending on both private and public property. Research found most established distances from existing restaurants, residential districts, or other vendors. Most municipalities also enacted operational standards such as limitations on hours of operation, noise and sanitation requirements to minimize potential negative impacts. Furthermore, some ordinances provided a food truck court or specified sites for food trucks to locate to provide more of a destination experience.

Based on these findings, a survey was developed to get existing Central Business District (CBD) businesses opinion and concerns of possible changes. The survey was conducted door to door and below are the questions for your reference:

Name of Business

Choose the category with which you most clearly associate with.

Do you support having food trucks in the Central Business District?

What type of regulations do you think the City should have for food trucks within the Central Business District? (select all that apply)

Where do you think food trucks should be allowed to locate in the CBD? (Check all that apply)

What time should food trucks be allowed in the CBD? (check all that apply)

What concerns do you have with allowing food trucks within the CBD? (Check all that apply)

Once responses were collected, over a two-week period, Staff met to discuss the results of the survey and possible recommendations moving forward. Planning is in the final stages of a **draft** Food Truck ordinance that will be considered in the UDO and will be brought forward as part of the process. The current ordinance, as revised in 2010, is attached.

Staff recognizes food trucks provide new opportunities for entrepreneurs and small businesses by adding expansive food selection and vibrancy that are underserved by the traditional restaurants. Staff will continue to move forward and implement plans that will help downtown Monroe thrive.

RECOMMENDATION

Staff requests the Downtown Advisory Board recommend the approval of O-2021-XX and to move forward for consideration to the General Services Committee, Planning Board, and City Council.

Attachment(s):

**AN ORDINANCE TO AMEND
TITLE XV, CHAPTER 156: ZONING CODE OF THE CITY OF MONROE
CODE OF ORDINANCES**

O-2021-XX

Preamble

Pursuant to authority conferred by Chapter 160A-381 of the North Carolina General Statutes, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the City by lessening congestion in and around the streets; securing safety; preventing the overcrowding of land; avoiding undue congestion; and facilitating the adequate provision of transportation,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE XV, CHAPTER 156 ZONING CODE OF THE CITY OF MONROE CODE OF ORDINANCES BE AMENDED AS FOLLOWS:

TEXT AMENDMENT

Section 1

Amend Section § 156.121 “Temporary Uses, Structures and Special Events” established as follows:

§ 156.121 TEMPORARY USES, STRUCTURES AND SPECIAL EVENTS.

- A. Temporary structures and uses**, when in compliance with all applicable provisions of this chapter and all other ordinances of the city, shall be allowed for a period of less than sixty (60) days and provided that a period of at least thirty (30) shall intervene between the termination of one (1) period and the issuance of another permit for the same location. Any temporary use or structure requested for a period exceeding sixty (60) days shall require the issuance of Special Use Permit by the Board of Adjustment.
- B. Fresh Produce Stands** shall be subject to the following conditions:
1. The produce stand operator must obtain a permit from the Planning and Development Department, which describes the type of sales involved, the location, and the duration of the sales operation;
 2. Fresh produce stands are permissible in the R-40 (Low-Density Residential), R-20 (Low Density Residential), and GB (General Business) districts;
 3. The owner of the property, if not the same as the outdoor seasonal fresh produce stand operator/owner, shall give written permission to the operator/owner;
 4. Fresh produce stands may operate at a site for up to 180 days but only between May 1 and October 31;

5. Attached signage is permitted at one square foot per linear foot of the structure up to 15 square feet per street frontage;
6. The use, including all sale items, parking, and maneuvering shall observe a setback of 20 feet and shall not be located in the sight distance triangle;
7. There shall be only one produce stand or periodic retail sales event (either off-premise or on premise) or produce sales event held at any one time on a lot;
8. The produce stand operator is responsible for the removal of all trash and spoiled product on a daily basis;
9. This use shall be permitted only on the following streets and must have direct access that has an established and maintained driveway:
 - i. US 74; and
 - ii. Highway 601
10. Hours of operation shall be between 7:00 am and 8 pm;
11. Sufficient on-site parking shall be provided on gravel or paved surface area;
12. A sketch plan shall be required of the site showing all structures to be used, access, parking, signage, and setbacks;
13. No additional lighting shall be permitted;
14. Fresh produce stands shall not be permitted in infill neighborhoods; and
15. The entire produce stand including display areas shall be 1,500 square feet or less.

C. Food Trucks on Private Property and City-Owned Parking Lots. Food trucks are defined as a licensed, motorized vehicle or mobile food unit licensed by the NC State Division of Motor Vehicles, designed and equipped to serve food and beverages. Food Trucks shall adhere to the following conditions:

1. Food Trucks on Private Property. Food trucks on private property are permitted on lots in the General Business (GB), General Industrial (GI), Central Business District (CBD) or Conditional District that maintains commercial or industrial uses are subject to the following:
 - i. To locate on a property in one of the above zoning districts, the property must have a primary use. An example of a primary use would be a building with an active use or an improved stand-alone parking lot. An unimproved grass or dirt lot is not a primary use.
 - ii. Must be located on private property with written permission from the property owner.

- 2. Food Trucks in City-Owned Parking Lots.** Food trucks within the Central Business District (CBD) can locate in the following City-Owned parking lots: Intersection of Franklin Street and Main Street, Intersection of Main Street and W. Talleyrand Ave, Intersection of Hayne Street and Windsor Street or Intersection of N. Church Street and E. Franklin Street.
- i.** Only one (1) food truck will be allowed per parking lot and no more than four (4) within the Central Business District (CBD) at one given time. No single food truck operator shall occupy more than one food truck at one given time in the Central Business District (CBD). Prior to submitting a temporary use permit for a food truck in city-owned parking lot, please contact Downtown Monroe to check availability and schedule a reservation.
 - ii.** Requires a host business with a physical location be a part of the temporary use permit submitted to the City requesting the food truck services. The host business shall be located within the Central Business District (CBD) and meet the following:
 - a.** Permitted and has a valid certificate of occupancy.
 - b.** Is actively operating.
 - iii.** Food trucks shall not impede, endanger or interfere with pedestrian or vehicular traffic.
 - iv.** Hours of operation are limited to the hours between 5 pm and 11 pm on weekdays and 11 am to 11 pm on Saturday and Sunday. Temporary Use Permits for food trucks on private property or in city-owned parking lots located in the Central Business District (CBD) shall be valid for a maximum of seven (7) days (Monday through Sunday) a week. A food truck vendor shall not book a seven (7) day period consecutively in order to provide customers with a variety of cuisine.
 - v.** The vendor must possess a valid insurance policy through an insurance carrier authorized or eligible to do business in the State of North Carolina for any damage to the public right-of-way and for any damages for which the City might incur the liability because of property damage or personal injury arising out of the use of the public right-of-way. The minimum liability limit to the policy shall be one million dollars (\$1,000,000.00). The City of Monroe shall be listed as an additional insured as its interests may appear on all Certificate of Insurance.
 - vi.** The City reserves the right to require any permit holder to cease part or all of its operation, or remove the food truck from the permitted parking space in order to allow for construction,

maintenance or repair of any street, curb, gutter, sidewalk, storm drain inlet and any other similar municipal utility.

- vii.** The food truck operator must comply with all other applicable local, state and federal regulations. Any food truck operator in a manner inconsistent with these regulations is illegal.
- viii.** If Union County Environmental Health revokes the permit for the food truck, the City's temporary use permit shall be revoked as well.
- ix.** The City may suspend the permit to maintain the health, safety, and welfare of the public. The City may suspend the food truck permit when the street is closed for a special event.
- x.** If at any time evidence of the improper disposal of liquid waste or grease is discovered, the temporary use permit will be rendered null and void and the food truck business will be required to cease operation immediately.

3. Standards for all Food Trucks.

- i.** Allowed at permitted special events and on active construction sites.
- ii.** Not allowed fifty (50) feet from the main entrance of any restaurant or outdoor dining area.
- iii.** Not allowed within fifteen (15) feet from any fire hydrant.
- iv.** The minimum distance requirements are measured in a straight line from the closest point of the proposed food truck location to the closest point of the buffered object, or in the case of a restaurant, measured from the closest point of the restaurant's main entrance.
- v.** Food truck vendors are responsible for the proper disposal of waste and trash associated with the operation. Vendors shall remove all waste and trash from their location at the end of each day or as needed to maintain the health and safety to the public. The vendor shall keep all areas within ten (10) feet of the truck clean of grease, trash, paper, cups or cans associated with the vending operation. No liquid waste or grease is to be disposed into the tree pits, storm drains or onto the sidewalks, streets or other public place. Under no circumstances shall grease be released into or disposed of in the City's sanitary sewer system.

- vi. There shall be no audio amplifier or similar device to attract the attention of the public.
- vii. Advertising consisting of business name, logo and items available for sale may be displayed onto the food truck. No other form of advertising is permitted.

D. 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. In deciding whether a temporary use permit for a special event should be granted, the Planning and Development Director or his/her designee shall ensure the following:
 - i. The hours of operation allowed shall be compatible with the uses adjacent to the activity;
 - ii. The applicants shall guarantee that all litter generated by the special event be removed at no expense to the city; and
 - iii. The Planning and Development Director or his/her designee shall not grant the permit unless it finds that the parking generated by the event can be accommodated without undue disruption to or interference with the normal flow of traffic or with the right of adjacent and surrounding property owners.
2. In any cases where it is deemed necessary, the Planning and Development Director or his/her designee may require the applicant post a bond to ensure compliance.
3. If the permit applicant requests the City to provide extraordinary services or equipment or if the City Manager otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the applicant shall be required to pay the City for the costs of these services.

Adopted the 8th day of June 2021.

Attest:

Bridgette H. Robinson, City Clerk

Bobby G. Kilgore, Mayor

O-2021-XX