



**CITY OF MONROE  
BOARDS AND ELECTED OFFICIALS**

**REVISED:**

**December 3, 2013 and October 15, 2013**

**February 4, 2014, March 18, 2014, May 20, 2014 and December 2, 2014**

**January 20, 2015, March 17, 2015, June 16, 2015, September 15, 2015 and December 1, 2015**

**January 5, 2016, February 2, 2016, March 14, 2016, April 18, 2016, August 16, 2016, October 18, 2016, and December 6, 2016**

**March 7, 2017, June 6, 2017, September 5, 2017, and December 5, 2017**

**March 6, 2018, September 4, 2018, and December 4, 2018**

**March 5, 2019, June 4, 2019, August 20, 2019 and December 3, 2019**

**March 3, 2020 and September 1, 2020**

Government Structure

ABC Board

Board of Adjustment

Charlotte-Monroe Executive Airport Commission

Community Appearance Commission

Downtown Advisory Board

Fireman Relief Board Fund of Trustees

Monroe Historic District Commission

Monroe Housing Authority

Monroe Tourism Development Authority

Monroe-Union County Economic Development Board of Advisors

Parks and Recreation Commission

Planning Board

Union County Historic Preservation Commission

Special Delegates

## GOVERNING BODY

**CITY COUNCIL; COMPOSITION; TERMS OF OFFICE.** The Council shall be composed of six members, to be elected by all the qualified voters of the City, for staggered terms of four years or until their successors are elected and qualified. (Sess. L. 2000-35, H.B. 1579)

**MAYOR; TERM OF OFFICE; DUTIES.** The Mayor shall be elected by all the qualified voters of the City for a term of two years or until a successor is elected and qualified. The Mayor shall be the official head of the City government and preside at meetings of the Council; shall have the right to cast one vote, and one vote only, upon any question or matter before the Council; and shall exercise the powers and duties conferred by law or as directed by the Council. (Sess. L. 2000-35, H.B. 1579)

**MAYOR PRO TEMPORE.** The Council shall elect one of its members as Mayor Pro Tempore to perform the duties of the Mayor during his or her absence or disability, in accordance with general law. The Mayor Pro Tempore shall serve in such capacity at the pleasure of the Council. (Sess. L. 2000-35, H.B. 1579)

**FORM OF GOVERNMENT.** The City shall operate under the council-manager form of government, in accordance with Part 2 of Article 7 of Chapter 160A of the General Statutes.

City Manager. The Council shall appoint a City Manager who shall be responsible for the administration of all departments of the City government. The City Manager shall have all the powers and duties conferred by general law, except as expressly limited by the provisions of this Charter, and the additional powers and duties conferred by the Council, so far as authorized by general law.

City Attorney. The Council shall appoint a City Attorney licensed to practice law in North Carolina. It shall be the duty of the City Attorney to represent the City, advise City officials, and perform other duties as required by law or as the Council may prescribe.

City Clerk. The Council shall appoint a City Clerk to keep a journal of the proceedings of the Council, to maintain official records and documents, to give notice of meetings, and to perform such other duties as required by law or as the Council may prescribe.

Tax Collector. The Council shall appoint a Tax Collector to collect all taxes owed to the City, perform those duties specified in G.S. 105-350, and such other duties as required by law or as the Council may prescribe.

Other Positions. The Council may authorize other positions to be filled by appointment by the City Manager and may organize the City government as deemed appropriate, subject to the requirements of general law.

Committees. The Council also appoints the Alcohol Beverage Control Board, Board of Adjustment, Charlotte-Monroe Executive Airport Commission, Community Appearance Commission, Downtown Advisory Board, Economic Development Commission, Fireman Relief Fund Board of Trustees, Historic District Commission, Monroe Housing Authority, Monroe Tourism Development Authority, Parks and Recreation Commission and Planning Board. (Sess. L. 2000-35, H.B. 1579)

**GOVERNING BODY  
CITY COUNCIL**

<b>MEMBER</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Bobby G. Kilgore Mayor 1202 Dove Street Monroe, NC 28112	12-2019	12-2021	Yes
Marion Holloway Mayor Pro Tem 2633 Rolling Hills Drive Monroe, NC 28110	12-2019	12-2023	Yes
Surluta B. Anthony Council Member 1307 Virginia Avenue Monroe, NC 28111-1813	12-2017	12-2021	Yes
Freddie B. Gordon Council Member 2662 Rolling Hills Drive Monroe, NC 28110	12-2019	12-2023	Yes
Angelia N. James Council Member 1600 Tower Court Monroe, NC 28112	12-2019	12-2023	Yes

**GOVERNING BODY  
CITY COUNCIL  
(CONTINUED)**

<b>MEMBER</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Lynn A. Keziah Council Member P.O. Box 311 Monroe, NC 28111-0311	12-2019	12-2023	Yes
Franco McGee Council Member 1306 Few Street Monroe, NC 28110	12-2017	12-2021	Yes

**GOVERNING BODY  
APPOINTED CITY OFFICIALS**

City Manager	E. L Faison P.O. Box 69 Monroe, NC 28111-0069
City Attorney	Mujeeb Shah-Khan P.O. Box 69 Monroe, NC 28111-0069
City Clerk	Bridgette Robinson P.O. Box 69 Monroe, NC 28111-0069
Revenue Manager	Bethany Hawver P. O. Box 69 Monroe, NC 28111-0069

## GENERAL PROVISIONS

**CHAIR AND VICE-CHAIR.** Chair and vice-chair. City Council shall appoint the chair and vice-chair of all boards and commissions who shall serve as such at the pleasure of the Council. Any non-Councilmember chair or vice-chair appointed by City Council shall be subject to the term limit restrictions in Section 32.201(F) of the City Code during the time they serve as chair or vice-chair. Effective December 31, 2021, the term limit restrictions will apply for any non-Councilmember chair or vice-chair, with the term of any chair or vice-chair who has served on the board or commission for at least two full terms (as the term is defined in Section 32.201(E) of the City Code) as of December 31, 2021, being declared expired as of December 31, 2021. A chair or vice-chair with two or more full terms of service as of December 31, 2021, will be ineligible to serve as chair or vice-chair or a member of that board or commission until December 31, 2022. A non-Councilmember chair or vice-chair who has served for at least one (1) full term but less than one-half of a second full term as of December 31, 2021, will be considered to have completed one (1) term of service, with that term expiring December 31, 2021. The chair or vice-chair having served no less than one term and no more than two terms will require reappointment for a second term to continue serving as chair or vice-chair on the board or commission from January 1, 2022. (O-2020-37)

**REAPPOINTMENT.** A member of any City Board or Commission shall be eligible for reappointment at the discretion of City Council one (1) year after non-reappointment due to expiration of a term limit. (O-2003-36, O-2010-07)

**HONORARY MEMBERS.** In addition to the number of regular members appointed to serve on any given Board or Commission as set out herein, City Council may appoint “Honorary Members” to a Board or Commission which shall not be included for quorum or any other voting or official action purpose. Such appointments shall be for life and shall be non-voting members. However, Honorary Members may participate in discussions of the Board or Commission. (O-2003-36)

## **ALCOHOLIC BEVERAGE CONTROL (ABC) BOARD**

**ESTABLISHED/CREATED.** The City Council hereby establishes the Board of Alcoholic Beverage Control, through an Enabling Act in the General Assembly.

**MEMBERS; TERMS.** The Board is composed of a Chairperson and two other members. All terms are for a three year period.  
(R-2016-13)

**DUTIES.** The ABC Board has all the powers and duties prescribed for County Boards of Alcoholic Beverage Control by G.S. 18B-701 and is subject to the powers and authority of the State Board of Alcoholic Beverage Control.

**SUBJECT TO STATE LAW.** The Monroe ard and the operation of the stores are subject to the provisions of the state General Assembly.

**MEETINGS; COMPENSATION.** The Board shall meet monthly and shall be compensated at the rate of \$150 per meeting.  
(O-2013-18)

**ALCOHOLIC BEVERAGE CONTROL (ABC) BOARD**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>
Lowder, Steve ( <b>Chair</b> ) 304 E. Phifer Street Monroe, NC 28110	12-04-2018 Reappointed to Chair by City Council	<b>O-2020-37</b>	<b>12-31-2021</b>
	04-05-2016 Reappointed to Chair by City Council (R-2016-13)	01-01-2019	12-31-2021
	01-17-2012 Appointed to Chair by City Council	01-01-2016	12-31-2018
	08-19-2008 Reappointed to Full Term	01-01-2012	
	10-04-2005 Reappointed to Full Term		12-31-2011
	07-16-2002 Reappointed to Full Term		10-01-2008
	08-17-1999 Reappointed to Full Term		07-16-2005
	08-06-1996 Reappointed to Full Term		08-17-2002
	09-07-1993 Reappointed to Full Term		
	1990 Reappointed to Full Term		
	07-07-1987 Reappointed to Full Term		
06-05-1984 Appointed to fill unexpired term of W.M. Sell on 09-30-1984			06-30-1984
Rushing, Gil ( <b>Vice-Chair</b> ) 831 Bridgewater Drive Monroe, NC 28112	12-06-2016 Reappointed to Vice-Chair by City Council (R-2016-49)	<b>O-2020-37</b>	<b>12-31-2021</b>
	11-06-2012 Appointed to Vice-Chair by City Council	01-01-2017	12-31-2019
	06-16-2009 Reappointed to Full Term	01-01-2013	
	09-05-2006 Reappointed to Full Term		12-31-2012
	07-01-2003 Appointed to Full Term to replace Charles Sturgis		07-01-2009 07-01-2006
Sholar, Terry 2901 Telefair Lane Monroe, NC 28110	12-31-2019 Appointed to Full Term to replace William Mills, Jr.	01-01-2020	12-31-2022
Sturgis, Charles 1402 Woodland Avenue Monroe, NC 28112	07-01-2003 Appointed as Honorary Lifetime Member 08-05-1997 Reappointed 08-02-1994 Appointed	N/A	Lifetime

## **BOARD OF ADJUSTMENT**

**MEMBERSHIP. ESTABLISHMENT.** *(A) Membership.* The Board of Adjustment shall consist of seven (7) regular members, appointed by City Council, and four (4) alternate members also appointed by City Council. Six (6) of the regular members shall be residents of the city, and the seventh regular member shall be a resident of the extraterritorial zoning jurisdiction. All members shall be appointed in accordance with G.S. § 160A-362. Board of Adjustment members representing the extraterritorial area shall have equal rights, privileges, and duties in all matters coming under the Board's purview. Alternate members shall not serve in the absence or temporary disqualification of the member who is a resident of the extraterritorial zoning jurisdiction, nor shall alternate members fill the vacancy of the position to be occupied by the resident of the extraterritorial zoning jurisdiction. (O-2017-02)

**TERM.** All members shall serve for overlapping terms of three (3) years. Any vacancy in the membership shall be filled for the unexpired term.

**MEETINGS.** Meetings of the Board of Adjustment shall be held on the fourth Thursday of each month unless the Board agrees on an alternate date. The Board of Adjustment may hold such special meetings as the conduct of its business may require. All meetings shall be open to the public and shall comply with the requirements of G.S. §§ 143-318, et. seq.

**COMPENSATION.** The Chairperson shall receive seventy-five dollars (\$75.00) per attended meeting. Other members of the Board shall receive fifty dollars (\$50.00) per member, per meeting attended.

**ADOPTION OF RULES.** The Board of Adjustment shall adopt rules and by-laws in accordance with General Statutes.

**POWERS.** The Board of Adjustment shall have all the powers and duties as authorized by state law, and in the manner provided for in this chapter. Generally, such power and duties shall include, but not be restricted to, the following:

1. Hearing and deciding all appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Zoning Officer in the enforcement of Chapter 156: Zoning Code of the City of Monroe Code of Ordinances as provided by law. Appeals under this section must be taken within the time period set forth in § 10.19.

2. Hearing and deciding applications for variances from the provisions of this chapter.
3. Hearing applications to replace one nonconforming use with another or replacing a nonconforming use which has been destroyed.
4. Hearing applications for the installation and replacement of temporary structures and uses.
5. Hearing and deciding special exceptions to the terms of Chapter 156: Zoning Code, which the Board of Adjustment is required to pass under this chapter.
6. Hearing Minimum Housing Enforcement appeals pursuant to § 153.60 and any other matter required or authorized by Monroe City Council.

**BOARD MEMBER ATTENDANCE.** Any member of the Board of Adjustment who misses more than three (3) consecutive regular meetings, or more than half of the regular meetings in a calendar year shall be subject to removal and replacement by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board; except that in the event of a long illness or other such case for prolonged absence, the member shall be replaced.

(Ord. passed 1- -93; Am. Ord. O-1999-38, passed 8-3-99; Am. Ord. O-2000-34, passed 8-1-00; Am. Ord. O-2003-42, passed 8-5-03; Am. Ord. O-2004-19, passed 5-19-04; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2010-07, passed 5-4-10)

### BOARD OF ADJUSTMENT MEMBERS

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
<p>Massey, George (<b>Chair</b>)                      2204 Lancaster Avenue                      Monroe, NC 28112</p> <p>P.O. Box 3075                      Monroe, NC 28111-3075</p>	<p>10-15-2013 Appointed to Chair by City Council to replace Wilton (Sonny) Damon</p> <p>01-18-2012 Appointed to Vice-Chair by City Council</p> <p>10-20-2009 Reappointed to Full Term</p> <p>09-05-2006 Reappointed to Full Term</p> <p>09-02-2003 Reappointed to Full Term</p> <p>09-05-2000 Reappointed to Full Term</p> <p>06-15-1999 Reappointed</p> <p>08-16-1994 Appointed to Full Term to replace James McAfee</p>	<p>O-2020-37</p> <p>10-15-2013</p> <p>01-01-2012</p>	<p>12-31-2021</p> <p>12-31-2012</p> <p>09-02-2009</p> <p>09-02-2006</p> <p>09-05-2003</p>	<p style="text-align: center;">Yes</p>
<p>Draper, William                      112 Forest Hills Drive                      Monroe, NC 28112</p>	<p>03-03-2020 Appointed to replace Kenneth Deal</p>	<p>01-01-2020</p>	<p>12-31-2022</p>	
<p>Marsh, Julius, Jr.                      1005 Lakewood Drive                      Monroe, NC 28112</p>	<p>03-03-2020 Appointed to replace Miles Kuly</p>	<p>01-01-2020</p>	<p>12-31-2022</p>	

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>	
Philippi, Louis 1102 Lakewood Drive Monroe, NC 28112	03-03-2020	Appointed to Full Term as Regular Member to replace Purnell Sowell	01-01-2020	12-31-2022	Yes
	06-04-2019	Appointed to Full Term as <b>Alternate</b> Member	01-01-2019	12-31-2021	
<b>VACANCY (Regular)</b>		Appointed to Full Term as Regular Member (replace David Kesiah)	01-01-2020	12-31-2022	
<b>VACANCY (Regular)</b>		Appointed to Full Term as Regular Member (replace David Covington)	01-01-2020	12-31-2022	
<b>VACANCY (Alternate)</b>		Appointed to Partial Term as <b>Alternate</b> Member (replace Margie Duncan)	01-01-2019	12-31-2021	
<b>VACANCY (Alternate)</b>		Appointed to Full Term as <b>Alternate</b> Member	01-01-2020	12-31-2022	
<b>VACANCY (Alternate)</b>		Appointed to Full Term as <b>Alternate</b> Member	01-01-2020	12-31-2022	
<b>VACANCY (Alternate)</b>					
<b>VACANCY (ETJ Member)</b>					

The Board of Adjustment shall consist of six (6) regular members, appointed by City Council, and four (4) alternate members also appointed by City Council. Six (6) of the regular members shall be residents of the city, and the seventh regular member shall be a resident of the extraterritorial zoning jurisdiction

**Current Membership: Four (4) Regular Members**

**Vacancies: Two (2) Regular Members  
Four (4) Alternate Members  
One (1) Regular ETJ Member**

## **CHARLOTTE-MONROE EXECUTIVE AIRPORT COMMISSION**

**ESTABLISHED/CREATED.** The Airport Commission is created under authority of G.S. 63-53. ('84 Code, § 2-66)

**COMPOSITION.** The Airport Commission shall consist of seven (7) members, three (3) of which are not required to be residents of the City of Monroe. Members are to be appointed by the City Council. The Mayor and City Manager shall serve as ex officio members without a vote. ('84 Code, § 2-68) (Am. Ord. O-2002-58, passed 10-1-02; Am. Ord. O-2003-36, passed 6-17-03; Am. Ord. O-2006-01, passed 1-3-06)

**DESIGNATION OF CHAIRPERSON; TERM OF OFFICE FOR MEMBERS.** The City Council designates the Chairperson and Vice-Chairperson of the Airport Commission which may include the ex-officio member of City Council. All members shall serve for a period of three (3) years. Any member of the Airport Commission who misses more than three consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other cause for prolonged absence, the member shall be replaced. ('84 Code, § 2-68) (Am. Ord. O-2002-58, passed 10-1-02; Am. Ord. O-2003-36, passed 6-17-03; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2010-07, passed 5-4-10)

**COMPENSATION.** The citizen members of the Airport Commission are paid \$75 per month for the Chairperson and \$50 per member, per meeting attended, and are reimbursed for all expenses incurred by them in the course of their duties. ('84 Code, § 2-69)

**MEETINGS.** The Airport Commission holds at least one regular meeting each month, which is open to the public. ('84 Code, § 2-72)

**ADOPTION OF RULES; RECORDS.** The Airport Commission adopts rules for transactions and keeps a record of its resolutions, transactions, findings and determinations, all of which are public record. ('84 Code, § 2-73)

**DUTIES.** The Airport Commission is charged with the duty of investigating, studying and making recommendations to the City Council pertaining to the construction, enlargement, improvement, maintenance, equipment, operation and regulation of the Monroe Airport. ('84 Code, § 2-74)

**COMMISSION AS ADVISORY BODY.** The Airport Commission shall not have legislative powers of its own, but shall act as an advisory body to the City Council concerning the matters which it has in charge. The city receives recommendations in construction, enlargement, operation and regulations of the Monroe Airport. ('84 Code, § 2-75)

**APPROVAL REQUIRED BEFORE CONTRACTING AN INDEBTEDNESS.** The Airport Commission does not contract an indebtedness unless prior approval has been received from the City Council. ('84 Code, § 2-76)

**CHARLOTTE-MONROE EXECUTIVE AIRPORT COMMISSION MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Keziah, Lynn, <b>(Chair)</b> P.O. Box 69 Monroe, NC 28111-0069	Ex-Officio – Council Member 12-01-2015 Appointed to Chair by City Council	01-01-2016	N/A (Unless removed from chairman) N/A	N/A
Horne, Cress, <b>(Vice-Chair)</b> P.O. Box 625 Marshville, NC 28103	01-09-2009 Appointed to Vice Chair 12-01-2007 Reappointed to Full Term 12-08-2004 Appointed to Full Term to replace Tom Morgan	O-2020-37 01-09-2009	12-31-2021 12-31-2010 12-01-2007	Yes
Desio-Munn, Hayden 2500 Round Table Rd. Unit E Monroe, NC 2110	03-03-2020 Appointed to Full Term to Replace Jim Plyler	01-01-2020	12-31-2022	
Edwards, Don 7809 Stinson Hartis Road Indian Trail, NC 28079	12-04-2018 Reappointed to Full Term 01-05-2016 Reappointed to Full Term 01-20-2015 Appointed to Partial Term to Replace Michael Alvarez	01-01-2019 01-01-2016 01-01-2015	12-31-2021 12-31-2018 12-31-2015	Yes
Haigler, Ken 1900 Windmere Drive Monroe, NC 28110	12-04-2018 Reappointed to Full Term 01-05-2016 Appointed to Full Term to Replace Bob Curry	01-01-2019 01-01-2016	12-31-2021 12-31-2018	Yes

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Heda, Howard 2675 Rolling Hills Drive Monroe, NC 28110	12-05-2017 Reappointed to Full Term 01-20-2015 Appointed to Full Term to Replace Kenneth Haigler	01-01-2018 01-01-2015	12-31-2020 12-31-2017	Yes
Smith, Bob 3508 Savannah Way Monroe, NC 28110-7636	12-04-2018 Reappointed to Full Term 01-05-2016 Appointed to Full Term to Replace Michael Zimmer	01-01-2019 01-01-2016	12-31-2021 12-31-2018	Yes
Stephens, John 8420 Royster Run Waxhaw, NC 28173	12-05-2017 Reappointed to Full Term 09-15-2015 Appointed to Full Term to Replace Richard Hutaff to Replace Frank Jennings who resigned on 4-06-2015	01-01-2018 01-01-2015	12-31-2020 12-31-2017	Yes
City Manager	E. L. Faison	N/A	N/A	N/A
Mitchum, Cecil 733 Plantation Estates Drive Apartment E-418 Matthews, NC 28105	12-16-2003 Appointed to Honorary Lifetime Member 01-16-2001 Reappointed to Full Term 11-04-1997 Reappointed to Full Term 09-19-1995 Reappointed to Full Term 12-06-1994 Reappointed to Full Term	N/A	Lifetime	Yes

Morgan, Tom (TJ) 718 E. Franklin Street Monroe, NC 28112	12-07-2004 Appointed to Honorary Lifetime Member 12-03-2001 Reappointed to Full Term 04-06-1999 Reappointed to Full Term 12-15-1998 Reappointed to Full Term 10-03-1995 Reappointed to Full Term	N/A	Lifetime	Yes
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The Airport Commission shall consist of seven (7) members, three (3) of which are not required to be residents of the City of Monroe. The Mayor and City Manager shall serve as ex officio members without a vote. All members shall serve for a period of three (3) years.

**Current Membership:**        **Seven Regular Members**

**Vacancies:**                    **None**

## **COMMUNITY APPEARANCE COMMISSION**

**ESTABLISHED/CREATED.** There is hereby established the Community Appearance Commission, to consist of at least seven (7) regular members appointed by City Council, and no more than fifteen (15). One (1) of the regular members shall be employed as an Agricultural Agent in Union County who shall serve as a voting ex officio member. The commission shall serve without compensation. However, members of the commission may be reimbursed for actual expenses incidental to the performance of their duties within the limits of any funds available to the commission.

**TERMS; REAPPOINTMENT.** Members of the Community Appearance Commission shall serve four (4) year terms. Membership of the commission is declared to be an office that may be held concurrently with any other elected or appointive office pursuant to Article VI, Section 9, of the Constitution.

**QUALIFICATIONS.** All members of the Community Appearance Commission shall be residents of the territorial zoning jurisdiction of the city at the time of appointment. Where possible, appointments shall be made in such a manner as to maintain on the commission at all times a majority of members who have had special training or experience in a design field, such as architecture, landscape design, horticulture, city planning, or a closely related field.

**MEETINGS; GENERALLY.** The commission shall establish a meeting time, and shall meet at least quarterly and more often as it shall determine and require. The chairman may call a special meeting upon request of a majority of the members of the Board. All meetings of the commission shall be open to the public, and reasonable notice of time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. § 143-318.9 et seq.

**MEETINGS; ATTENDANCE.** Any member of the commission who misses more than three (3) consecutive meetings, or more than half the regular meetings in a calendar year shall be subject to removal and replacement by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board; except, that in the event of a long illness or other such case for prolonged absence, the member shall be replaced.

**RULES AND RECORDS; MINUTES; QUORUM.** The commission shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, which shall be public record. A majority of the members shall be considered as a quorum for the transaction of business.

**POWERS AND DUTIES OF THE COMMISSION.** The Community Appearance Commission, upon its appointment, shall make careful study of the visual problems and needs of the municipality or county within its area of zoning jurisdiction, and shall make any plans and carry out any programs that will, in accordance with the powers herein granted, enhance and improve the visual quality and aesthetic characteristics of the municipality or county. To this end, the City Council may confer upon the Community Appearance Commission the following powers and duties:

1. To initiate, promote and assist in the implementation of programs of general community beautification in the City of Monroe;
2. To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the City of Monroe;
3. To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations and agencies;
4. To make studies of the visual characteristics and problems within the City of Monroe, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, any portion or neighborhood thereof, or any project to be undertaken;
5. To prepare both general and specific plans for the improved appearance of the City of Monroe. These plans may include the entire area or any part thereof, and may include private as well as public property. The plans shall set forth desirable standards and goals for the aesthetic enhancement of the City's zoning jurisdiction, including public ways and areas, open spaces, and public and private buildings and projects;
6. To participate, in any way deemed appropriate by City Council and specified in the ordinance establishing the commission, in the implementation of its plans. To this end, the City Council may include in the ordinance the following powers:
  - (a) To request from proper officials of any public agency or body, including agencies of the State and its political subdivisions, its plans for public buildings, facilities, or projects to be located within the City's planning jurisdiction;
  - (b) To review these plans and to make recommendations regarding their aesthetic suitability to the appropriate agency, or to the City Council. All plans shall be reviewed by the commission in a prompt and expeditious manner, and all recommendations of the commission with regard to any public project shall be made in writing. Copies of the recommendations shall be transmitted promptly to the City Council, and to the appropriate agency.

- (c) To formulate and recommend to the City Council the adoption or amendment of ordinances regarding land use that will, in the opinion of the commission, serve to enhance the appearance of the City of Monroe and its surroundings.
- (d) To direct the attention of City Council to needed enforcement of any ordinance that may in any way affect the appearance of the City of Monroe.
- (e) To seek voluntary adherence to the standards and policies of its plans.
- (f) To enter, in the performance of its official duties and at reasonable times, upon private lands and make examinations or surveys.
- (g) To promote public interest in and an understanding of its recommendations, studies, and plans, and to that end to prepare, publish and distribute to the public such studies and reports as will, in the opinion of the commission, advance the cause of improved municipal or county appearance.
- (h) To conduct public meetings and hearings, giving reasonable notice to the public thereof.

**STAFF SERVICES; ADVISORY COUNCIL.** The Community Appearance Commission may recommend to the City Council suitable arrangements for the procurement or provision of staff or technical services for the commission, and the Council may appropriate such amount as it deems necessary to carry out the purposes for which it was created. The commission may establish an advisory council or other committees.

**ANNUAL REPORT.** The Community Appearance Commission shall submit an annual report of its activities and submit recommendations to the City Council and shall submit copies of its minutes and proceedings of its regular and special meetings. The annual report of the Community Appearance Commission will be submitted by January 30 of each year.

**RECEIPT AND EXPENDITURE OF FUNDS.** The commission may receive contributions from private agencies, foundations, organizations, individuals, the State or Federal government, or any other source, in addition to any sums appropriated for its use by the City Council. It may accept and disburse these funds for any purpose within the scope of its authority as herein specified. All sums appropriated by the City to further work and purposes of the commission are deemed to be for a public purpose.

(Ord. O-2003-36, passed 6-17-03; Am. Ord. O-2004-11, passed 4-5-04; Am. Ord. O-2009-32, passed 11-3-09)

**COMMUNITY APPEARANCE COMMISSION MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Ratliff, Sue ( <b>Chair</b> ) 1428 Crescent Street Monroe, NC 28112	01-17-2012 Appointed to Chair by City Council 01-26-2009 Appointed to Chair  08-19-2008 Reappointed to Full Term 05-19-2004 Appointed to Full Term	01-01-2012	N/A (Unless removed from Chairman) 12-31-2012 06-01-2008	Yes
Anderson, Gary P.O. Box 2562 Monroe, NC 28111-2562	12-03-2013 Appointed to Full Term to replace Jan Stegall-Herr	01-01-2014	12-31-2017	
Miles, Julie 1111 Keswick Pl. #10 Monroe, NC 28112	12-07-2010 Appointed to Full Term	01-01-2011	12-31-2014	No
Frey, John 1601 Lileswood Drive Monroe, NC 28112	09-16-2003 Appointed to Lifetime Member 04-18-2000 Reappointed to Full Term 10-17-1995 Appointed to Full Term	N/A	Lifetime	Yes

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
Smith, Bill 3230-D Presson Road Monroe, NC 28112	Advisor for Union County Urban Forrester	N/A	N/A	No
Vacant Position #1	To Replace DiAnn Harrison			
Vacant Position #2	To Replace Frances Hunley			
Vacant Position #2	To Replace Annette Ahtes			

There is hereby established the Community Appearance Commission, to consist of at least seven (7) regular members appointed by City Council, and no more than fifteen (15). One (1) of the regular members shall be employed as an Agricultural Agent in Union County who shall serve as a voting ex officio member.

**Current Membership:**      **Four (4) Regular Members**  
**One (1) Regular Member (Agricultural Agent in Union County)**

**Vacancies:**                      **Three (3) Regular Members**

## **DOWNTOWN ADVISORY BOARD**

**ESTABLISHED/CREATED.** The Monroe Downtown Advisory Board having been created by the City of Monroe City Council shall be hereafter referred to as the Downtown Advisory Board. The Downtown Advisory Board shall be considered a “public body” and is subject to all rules and regulations for public bodies contained in the North Carolina's Open Meetings regulation, G.S. §§143-318.10 et seq. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**MEMBERSHIP.** The Downtown Advisory Board shall consist of ten (10) members. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08; Am. Ord. O-2008-45, passed 11-4-08; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2010-13, passed 6-1-10)

**TERMS OF OFFICE.** Members of this board shall serve staggered, three-year terms. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08; Am. Ord. O-2008-45, passed 11-4-08; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2010-13, passed 6-1-10)

**ELECTION OF OFFICERS.** A Chair and Vice-Chair will be appointed by the City Council. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08; Am. Ord. O-2008-45, passed 11-4-08; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2010-13, passed 6-1-10)

**MEETINGS.** The board shall establish its meeting schedule. Special meetings may be called by the chair or, in her/his absence, by the vice-chair, and special meetings shall be called upon the request of a majority of members of the board. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**ATTENDANCE.** If any member of the Downtown Advisory Board is absent for three (3) consecutive regular meetings without an excused absence being approved by the chair or fails to attend thirty (30) percent or more of the regular meetings within a twelve-month period, such member shall be removed and a replacement made for the unexpired portion of the term. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**COMPENSATION.** Members of the Downtown Advisory Board shall receive compensation in the amount of \$75 per month for the Chairman and \$50 per member, per meeting attended, and is reimbursed for all expenses incurred by them in the course of their duties. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**QUORUM AND VOTING.** A quorum shall be constituted by a simple majority of board members, excluding vacancies. The chair or the presiding member of the board shall vote on all matters of business considered by the board. A quorum shall be required before any vote is taken. (Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**GENERAL DUTIES AND POWERS.** The general purpose of the Downtown Advisory Board is to serve as an advisory board to the City Council subject to such limitations as may be imposed by state law or by ordinances of the city, the board shall be embodied for the following purposes:

1. Advise, deliberate and make recommendations to the City Council to help facilitate the implementation of the Downtown Master Plan.
2. Serve to support economic development efforts, and the marketing and promotion of downtown.
3. Identify appropriate uses for downtown and identify developers/investors for downtown development.
4. Recommend to City Council an overall policy for the continued development and sustainability of downtown.
5. Develop financial tools for downtown development.
6. Promote and facilitate the improvement of downtown infrastructure, including water, public safety, parks, parking, transportation, utilities sidewalks, sewer, and streetscape.
7. Promote and facilitate a program to assist in business retention in the downtown.
8. Promote and facilitate a marketing program to increase sales, visitors, and awareness of downtown.
9. Provide City Council with representative community participation in preparing and implementing plans and reports concerning development of downtown.
10. Promote, facilitate, and act as liaison to catalytic developments significantly affecting the downtown area.

(Ord. O-2008-09, passed 3-18-08; Am. Ord. O-2008-19, passed 4-15-08)

**DOWNTOWN ADVISORY BOARD MEMBERS**

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
Crunkleton, Sheila <b>(Chair)</b> 107 Buck Hill Road Monroe, NC 28112	01-17-2012 Appointed to Chair by City Council 04-15-2008 Appointed to a three-year term	O-2020-37 01-01-2012 04-15-2008	12-31-2021  12-31-2011	Yes
Lee, James Allen <b>(Vice-Chair)</b> 1107 Summerlin Dairy Rd Wingate, NC 28174  P.O. Box 99 Monroe, NC 28111-0099	01-17-2012 Appointed to Vice-Chair by City Council 01-17-2012 Reappointed to a three-year term 04-15-2008 Appointed to a three-year term	O-2020-37  01-01-2012 04-15-2008	12-31-2021  12-31-2014 12-31-2011	Yes
Bostic, Heather 205 S. Church Street Monroe, NC 28112	12-03-2018 Reppointed to a three-year term 01-05-2016 Appointed to a three-year term to replace Darlene Blackburn	01-01-2019 01-01-2016	12-31-2021 12-31-2018	
Brown, Caroline 104 Dogwood Circle Monroe, NC 28110	09-04-2018 Appointed to Partial Term to replace Gail Privette	01-01-2018	12-31-2020	Yes

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Das, Roopal 9801 Hofstra Ct. Mint Hill, NC 28227	12-05-2017 Reappointed to a three-year term 12-02-2014 Appointed to a three-year term to replace John Dickerson	01-01-2018 01-01-2015	12-31-2020 12-31-2017	Yes
Englander, Carley 809 East Franklin Street Monroe, NC 28112	12-03-2019 Appointed to a three-year term to replace Matthew Belk	01-01-2020	12-31-2022	Yes
Klaren, Kay 500 S. Church Street Monroe, NC 28112	03-05-20169 Appointed to a three-year term to replace William Heisner	01-01-2019	12-31-2021	Yes
Morgan, Archie 505 S. Church Street Monroe, NC 28112	12-03-2019 Appointed to a three-year term to replace Nathan Hopper	01-01-2020	12-31-2022	Yes
Radford, Susan 403 South Church Street Monroe, NC 28112	12-04-2018 Reappointed to a three-year term 01-05-2016 Appointed to a three-year term to replace Shellee Comer	01-01-2019 01-01-2016	12-31-2021 12-31-2018	Yes
Walle, Jason 218 North Main Street Monroe, NC 28112	03-05-20169 Appointed to a three-year term to replace Joyce Rentschler	01-01-2019	12-31-2021	Yes

The Downtown Advisory Board shall consist of ten (10) members serving three year terms.

**Current Membership:**      **Ten (10) Regular Members**  
**Vacancies:**                      **None**

## **FIREMAN RELIEF FUND BOARD OF TRUSTEES**

**MEMBERSHIP.** Two citizen members are appointed annually to serve on the Fireman Relief Fund Board of Trustees.

**MEETINGS.** The Board meets, as needed, on call of the Chief or Chairperson of the Board.

**COMPENSATION.** The Board serves without compensation.

**DUTIES.** This Board meets, as needed, to review claims resulting from injuries or sickness related to financial loss of fire personnel. Retirement benefits for retired fire personnel are reviewed by the Board.

**FIREMAN RELIEF FUND BOARD OF TRUSTEES MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Hall, William <b>(Chair)</b> 608 Lancaster Avenue Monroe, NC 28112	01-17-2012 Appointed to Chair by City Council 01-17-2012 Reappointed to Full Term 12-07-2010 Appointed to Full Term to replace Charles Sturgis	O-2020-37 01-01-2012 01-01-2012 01-01-2011	12-31-2021  12-31-2011	Yes
Canupp, Billy W., Jr. <b>(Vice-Chair)</b> 1101 Presson Farm Lane Monroe, NC 28110	01-17-2012 Appointed to Chair by City Council 01-17-2012 Reappointed to Full Term 04-19-2011 Appointed to Full Term to replace Eddie Gordon	O-2020-37 01-01-2012 01-01-2012 01-01-2011	12-31-2021  12-31-2011	Yes
Fowler, Ron P.O. Box 69 Monroe, NC 28111-0069	Ex-Officio – Fire Chief		N/A	Yes
Eshenbaugh, Brian P.O. Box 69 Monroe, NC 28111-0069	City Representative		N/A	Yes
Moore, John Adam P.O. Box 69 Monroe, NC 28111-0069	City Representative		N/A	Yes
Couick, Sheila P.O. Box 69 Monroe, NC 28111-0069	City of Monroe Fire Department Administrative Assistant / Insurance Committee Representative		N/A	Yes

## MONROE HISTORIC DISTRICT COMMISSION

**ESTABLISHED; COMPOSITION; APPOINTMENT; COMPENSATION.** (A) *Established; composition; appointment; compensation.* There is hereby established the South Monroe Historic District Commission, hereafter referred to as the Historic District Commission or commission, to consist of seven (7) regular members appointed by City Council, and two (2) alternate members also appointed by City Council. The chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended. Alternate members shall serve on the Historic District Commission in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Each alternate member serving on behalf of any regular member has all the powers and duties of a regular member. (O-2017-03)

**TERMS; REAPPOINTMENT.** Members of the Historic District Commission shall serve terms of four (4) years; provided that for the initial terms, three (3) members shall be appointed for two (2) years, two (2) members for three (3) years, and two (2) members for four (4) year terms. A member may be reappointed for a second consecutive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one (1) calendar year has elapsed from the date of the termination of his or her second term.

**QUALIFICATIONS.** All members of the Historic District Commission shall be residents of the territorial zoning jurisdiction of the city, and a majority of the members shall have demonstrated special interest, experience or education in history or architecture.

**MEETINGS; GENERALLY.** The commission shall establish a meeting time, and shall meet at least quarterly and more often as it shall determine and require. All meetings of the commission shall be open to the public, and reasonable notice of time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. §§ 143-318.9 et seq.

**MEETINGS; ATTENDANCE.** Any member of the commission who misses more than three (3) consecutive meetings, or more than half the regular meetings in a calendar year shall lose his or her status as a member of the commission and shall be replaced or reappointed by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board; except that in the event of a long illness or other such case for prolonged absence, the member shall be replaced.

**RULES OF PROCEDURE.** The Historic District Commission shall adopt and publish rules of procedure for the conduct of its business.

**ANNUAL REPORT.** An annual report shall be prepared and submitted by June 30 of each year to the City Council. Such report shall include a comprehensive and detailed review of the activities, problems and actions of the commission, as well as any budget requests and/or recommendations.

**MINUTES.** The commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members and its resolutions, findings, recommendations, and actions. The minutes of the commission shall be a public record.

**GENERAL RESPONSIBILITIES.** The commission shall seek to promote, enhance and preserve the character of the district; provided that the commission shall not require the reconstruction of individual or original buildings or structures or portions.

**SPECIFIC AUTHORITY AND POWERS.** The Historic District Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this subchapter and G.S. Chapter 160A, Article 19, including but not limited to the following:

- (A) To recommend to the Planning Board, districts or areas to be designated by ordinance as “historic districts.”
- (B) To recommend to the Planning Board that designation of any district or area as a historic district be revoked or removed.
- (C) To consider and grant or deny applications for certificates of appropriateness in accordance with § 156.164.
- (D) To give advice to property owners concerning the treatment of the historical and visual characteristics of their properties located within a district, such as color schemes, gardens and landscape features, and minor decorative elements.
- (E) To propose to the City Council changes to this subchapter or any related ordinance and to propose new ordinances or laws relating to a historic district or relating to the total program for the development of the historical resources of the city and its environs.
- (F) To cooperate with other city boards or commissions or other governmental units; to offer or request assistance, aid, guidance or advice concerning matters under its purview of mutual interest.
- (G) To publish information about, or otherwise inform the owners of properties within a district of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
- (H) To undertake programs of information, research or analysis relating to any matters under its purview.

- (I) To report violations of this subchapter or related ordinances to the local official responsible for enforcement.
- (J) To assist city staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.
- (K) To accept funds granted to the commission from private or nonprofit organizations.
- (L) To contract, with the approval of the City Council, for services or funds from the state and agencies or departments of the United States government.
- (M) To recommend to the City Council and the state districts worthy of national, state or local recognition.
- (N) To initiate and participate in negotiations with owners and other parties in an effort to find means of preserving buildings scheduled for demolition.
- (O) To establish guidelines under which the City Manager or his designee may approve minor modifications on behalf of the commission. No application shall be denied without first being considered by the commission.
- (P) To conduct public hearings on applications for certificates of appropriateness where the commission deems that such hearings are necessary.
- (Q) To organize itself and conduct its business by whatever legal means it deems proper.
- (R) To exercise such other powers and perform such other duties as are required elsewhere by this subchapter, the General Statutes of North Carolina or City Council.

(Ord. O-2000-37, passed 9-5-00; Am. Ord. O-2003-42, passed 8-5-03)

**MONROE HISTORIC DISTRICT COMMISSION MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Rich Ali ( <b>Chair</b> ) 703 S. Hayne Street Monroe, NC 28112	12-05-2017 Appointed to Chair by Council to replace Vickie Hedgepeth who resigned 03-14-2016 Appointed to Full Term to replace Margie Duncan	01-01-2018  01-01-2016	12-31-2021 O-2020-37	Yes
Bullard, Bob ( <b>Vice-Chair</b> ) 600 S. Church Street Monroe, NC 28112	09-05-2017 Appointed to Vice-Chair by Council to replace Brenda Lemmonds who resigned 12-02-2014 Reappointed to Full Term 12-07-2010 Appointed to Full Term to replace Don Hughes	O-2020-37 01-01-2017  01-01-2015  01-01-2011	12-31-2021 12-31-2018   12-31-2014	Yes
Kerr, James 804 West Franklin Street Monroe, NC 2811-0783	12-03-2019 Reappointed to Full Term 01-05-2016 Appointed to Full Term to replace Matt DeForrest	01-01-2020 01-01-2016	12-31-2023 12-31-2019	Yes
Millward, Philip 505 Parker Street Monroe, NC 28112	12-06-2016 Reappointed to Full Term 11-06-2012 Appointed to Full Term to replace Randy Carroll	01-01-2017 01-01-2013	12-31-2020 12-31-2016	Yes

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
Morgan, Archie 505 S. Church Street Monroe, NC 28112	09-01-2020 Appointed to Regular Member to replace Cathryn Chappell 12-03-2019 Appointed to Full Term <b>Alternate</b> Member to replace Michael McCarver who resigned 12-03-2019	01-01-2020 01-01-2020	12-31-2023 12-31-2023	Yes
Sganga, Susan 503 S. Hayne Street Monroe, NC 28112	12-04-2018 Appointed to Full Term <b>Alternate</b> Member to replace Rogers Smith, Jr.	01-01-2019	12-31-2022	Yes
Smith, Jennifer 109 W. Houston Street Monroe, NC 28112	12-03-2019 Reappointed to Full Term Member 09-05-2017 Appointed as Regular Member to replace Bob Bullard who moved to Vice-Chair 08-16-2016 Appointed to Partial Term to replace Nathan Gillespie as Alternate Member who resigned on 03-28-2016	01-01-2020 01-01-2017 01-01-2016	12-31-2023 12-31-2019 12-31-2018	Yes
Wozeah, Megan 113 S. College Street Monroe, NC 28112	12-05-2017 Appointed to Full Term Regular Member to replace Bob Yanacsek 12-06-2016 Appointed to Full Term Alternate to replace Mary McMahan (Alternate Member)	01-01-2018 01-01-2017	12-31-2021 12-31-2018	Yes

There is hereby established the South Monroe Historic District Commission, hereafter referred to as the Historic District Commission or commission, to consist of seven (7) regular members appointed by City Council, and two (2) alternate members also appointed by City Council.

**Current Membership: Seven Members and One Alternate**

**Vacancies: One Alternate Member**

## **MONROE HOUSING AUTHORITY**

**ESTABLISHED; COMPOSITION.** The Monroe Housing Authority was established in April, 1966. The Authority is made up of five members who serve five year terms. The Authority is governed by the provisions of the “Housing Authorities Law” of the state.  
**(O-2012-06)**

**MONROE HOUSING AUTHORITY MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>CERTIFICATE OF APPOINTMENT ON FILE</b>
Young, Fannie <b>(Chair)</b> 201 Wilkes Drive, Apt. D6 Monroe, NC 28110	10-21-2008 Reappointed to Full Term		<b>N/A</b> <i>(Unless removed from chairman position)</i>	Yes
	11-04-2003 Reappointed to Full Term		11-04-2008	
	12-15-1998 Reappointed to Full Term		12-15-2003	
	10-01-1996 Appointed to Partial Term to replace Dorothy White		10-01-1998	
Jones, Hilda G. <b>(Vice-Chair)</b> 515 Windy Drive Monroe, NC 28110	01-17-2012 Reappointed to Full Term		<b>N/A</b> <i>(Unless removed from vice-chair position)</i>	Yes
	05-18-2010 Appointed to replace Unexpired Term of Lorraine Medlin	01-01-2012	12-31-2016 12-31-2011	
Mungo, James H. 1307 Coakley Street Monroe, NC 28110-3544	01-05-2016 Appointed to Full Term to replace Annie Irving who resigned on March 10, 2015	01-01-2016	12-31-2020	Yes
Vinson, James 606 North Bragg Street Monroe, NC 28112	01-05-2016 Appointed to Full Term to replace James Morris	01-01-2016	12-31-2020	Yes
Woazeah, Justin 113 S. College Street Monroe, NC 28112	06-06-2017 Appointed to Full Term to replace Jeri Ashley Duncan	01-01-2017	12-31-2021	Yes

**Current Membership: Five (5) Members**

**Vacancies: None**

## **MONROE TOURISM DEVELOPMENT AUTHORITY**

**PURPOSE AND DUTIES.** The Monroe Tourism Development Authority is established to carry out the purpose and duties pursuant to and in conformity with North Carolina Session Law 2001-439 section 4.1 et seq.

**MEMBERS; TERMS.** The Monroe Tourism Development Authority shall consist of ten (10) members composed of the Chair, or designee, of Monroe Downtown Advisory Board, Executive Director, or designee, of the Union County Community Arts Council, President, or designee, of the Union County Chamber of Commerce, three (3) members affiliated with the hotel/motel industry, one (1) member affiliated with the restaurant industry, three (3) members shall be at-large. At least one-third of the members of the Monroe Tourism Development Authority shall consist of members affiliated with businesses that collect the room occupancy tax in the City, and at least three-fourths of the members must be individuals who are currently active in the promotion of travel and tourism in the City. The City Manager, or his or her designee, shall serve ex officio as a non-voting member. All members shall be appointed by City Council for three (3) year, staggered terms with the initial appointments designated by City Council to consist of one-third for one (1) year terms, one-third for two (2) year terms, and one-third for three (3) year terms. All members shall be residents of Union County or be employed by businesses located in Union County. City Council shall designate one (1) member of the Authority to serve as Chair and shall designate one (1) City Council member to serve as an ex officio, non-voting member. Appointments and terms shall be governed by the Monroe Boards and Commissions Policy unless otherwise provided herein.

**FINANCE.** The Monroe Tourism Development Authority shall be a public authority under the Local Government Budget and Fiscal Control Act. The City of Monroe Finance Officer shall serve as the ex officio finance officer of the Authority. The Authority shall report quarterly and at the close of the fiscal year to the City Council on its receipts and expenditures for the preceding quarter and for the year in such detail as required by City Council.

**MEETINGS.** The initial meeting of the Monroe Tourism Development Authority shall meet at a date, time and place to be designated by the City Manager for such meeting. Thereafter, regular meetings of the authority shall be at the date, time and place determined by the members. At the initial meeting, the membership shall adopt reasonable bylaws to govern itself and additional officers pursuant to the duly adopted bylaws of the Authority. All meetings of the Authority shall be open to the public and the subject to the North Carolina Open Meetings Law, G.S. § 143.318.9 et seq.

**COMPENSATION.** Members of the Monroe Tourism Development Authority shall serve without compensation.

(Ord. O-2003-41, passed 7-15-03; Am. Ord. O-2003-44, passed 8-5-03; Am. Ord. O-2006-02, passed 1-3-06; Am. Ord. O-2006-29, passed 10-17-06; Am. Ord. O-2010-07, passed 5-4-10; Am. Ord. O-2011-11, passed 5-17-11)



<p>Brown, Ron 104 Dogwood Circle Monroe, NC 28110</p>	<p>11-05-2019 Per Mujeeb, Section 32.201(E) of the Monroe Code of Ordinances provides for terms of four years “unless otherwise provided by law or ordinance”. Section 32.105(B) is an ordinance that provides otherwise regarding Chamber representation on TDA, namely that TDA shall be composed of 10 members, including the President or designee of the Chamber. Therefore, that ordinance supersedes the general term provision. In addition, the Chamber President, or designee, serves by virtue of the ordinance, without requiring Council appointment.</p> <p>This also applies to the TDA representatives from the Downtown Advisory Board and the Arts Council.</p> <p>12-04-2018 Reappointed to Term 01-05-2016 Appointed to Full Term <b>Arts Council Representative</b> to replace Joyce Rentschler</p>	<p>01-01-2019 01-01-2016</p>	<p>12-31-2021 12-31-2018</p>	<p>Yes</p>
<p>DeLuca, Lorayn 805 W. Franklin Street Monroe, NC 28112</p>	<p>03-06-2018 Appointed to Full Term <b>At-Large Representative</b></p>	<p>01-01-2018</p>	<p>12-31-2020</p>	<p>Yes</p>
<p>Derrick, Brandon 2505 W. Roosevelt Blvd. Monroe, NC 28110</p>	<p>12-05-2017 Reappointed to Full Term 01-20-2015 Appointed to Full Term <b>Hotel Representative</b> to replace Anna Dahl</p>	<p>01-01-2018 01-01-2015</p>	<p>12-31-2020 12-31-2017</p>	<p>Yes</p>

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
Kahle, Pat 1803 Lakeview Drive Monroe, NC 28112	<p>11-05-2019 Per Mujeeb, Section 32.201(E) of the Monroe Code of Ordinances provides for terms of four years “unless otherwise provided by law or ordinance”. Section 32.105(B) is an ordinance that provides otherwise regarding Chamber representation on TDA, namely that TDA shall be composed of 10 members, including the President or designee of the Chamber. Therefore, that ordinance supersedes the general term provision. In addition, the Chamber President, or designee, serves by virtue of the ordinance, without requiring Council appointment.</p> <p>This also applies to the TDA representatives from the Downtown Advisory Board and the Arts Council.</p> <p>12-06-2016 Reappointed to Full Term            12-03-2013 Appointed to Full Term as <i>Chamber of Commerce</i> Representative to replace Sharon Rosché who resigned on 5-24-2013</p>	<p>01-01-2017            01-01-2014</p>	<p>12-31-2019            12-31-2016</p>	<p>Yes</p>
<b>Vacant – Hotel Rep</b>	Appointed to Partial Term to Replace Chris Redfern as <i>Hotel Representative</i>	01-01-2019	12-31-2021	
<b>Vacant – Restaurant Rep</b>	Appointed to Full Term to Replace Laura Sabatino as <i>Restaurant Representative</i>			

<b>Vacant – At-Large Rep</b>	Appointed to Full Term to Replace Dianne Nordan as <i>At-Large Representative</i>			
Shive, Dan 407 Harris Lane Monroe, NC 28112	12-05-2017 Reappointed to Full Term 01-20-2015 Appointed to Full Term to Replace Bonnie Griffin as <i>At-Large Representative</i> who resigned on 12-31-2014	01-01-2018 01-01-2015	12-31-2020 12-31-2017	Yes
Faison, E. L. P.O. Box 69 Monroe, NC 28111-0069	Ex-Officio – City Manager	N/A	N/A	N/A



**MONROE-UNION COUNTY ECONOMIC DEVELOPMENT BOARD OF ADVISORS  
CITY OF MONROE MEMBERS**

**ESTABLISHED/CREATED.** The Monroe-Union County Economic Development Board of Advisors was created on December 14, 2012 when the City of Monroe and Union County entered into an Interlocal Agreement to create a joint City/County Economic Development Advisory Board. The Interlocal Agreement establishes among other things membership, terms and conditions of both City and County representation on the Board. The Interlocal Agreement, as amended from time to time, is hereby adopted and incorporated by reference as if fully set out herein. Copies of the Interlocal Agreement, and amendments if any, are on file and available in the office of the City Clerk. (O-2013-18)

**MEMBERSHIP.** A 24-member Economic Development Advisory Board shall be appointed to advise both County and City concerning economic development policies, incentives, recruitment, and retention practices. The Advisory Board shall be composed as follows: (i) eight voting members appointed by City, (ii) eight voting members appointed by County, and (iii) eight non-voting ex officio members composed of the City Manager, Monroe Mayor, Monroe City Council Representatives, the County Manager, County Board of Commissioners Representative, President of South Piedmont Community College, President of the Union County Chamber of Commerce, and Superintendent of Union County Public Schools. City shall appoint the chairperson for the initial two years, and the Advisory Board will determine how the chairperson is appointed or elected thereafter. County, in its discretion, may decide to seek financial participation by other municipalities within Union County in exchange for appointment to the Advisory Board as one of the County's eight appointments. Financial participation by municipalities in exchange for appointment to the Advisory Board may be used by County at its discretion toward County's annual contribution. The amounts paid by other municipalities, if any, shall be retained by County.

**TERMS.** Voting members shall serve for terms of three years. The Monroe City Council Representative and County Board of Commissioners representative, as ex officio, nonvoting members, shall serve for such terms as determined by the City Council and Board of Commissioners, respectively. The City Council and Board of Commissioners shall stagger the initial terms of their voting member appointees as follows: three (3) members shall serve for terms of three years; three (3) members shall serve for terms of two (2) years; and two (2) members shall serve for terms of one (1) year. Thereafter, all members shall serve three-year terms. All terms shall begin on January 1 and expire on December 31 of the last year of the member's term, provided that each member shall serve until his or her successor is appointed. A member can serve no more than three consecutive three-year terms.

**PURPOSE:** Seeks to improve the overall quality of life of every citizen in Union County through the recruitment and retention of industry that will increase the per capita income, provide new opportunities, and reduce the overall tax burden; while strengthening the local economy through the diversification and broadening of the tax base

(See: Interlocal Agreement attached)

**MONROE-UNION COUNTY ECONOMIC DEVELOPMENT BOARD OF ADVISORS  
CITY OF MONROE MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Dalton, Hunter ( <b>Chair</b> ) P.O. Box 2092 Monroe, NC 28111-2092	02-05-2013 Appointed to Three Year Term	01-01-2013	N/A (Unless removed from Vice-chair position) 12-31-2015	Yes
Duke, Jeff 11221 Lela Gardens Way Mint Hill, NC 28227	12-05-2017 Appointed to Full Term to replace Patricia Engel	01-01-2018	12-31-2020	Yes
Edwards, Johnathan 5014 Hwy 205 Marshville, NC 28103	12-03-2019 Reappointed to Three Year Term 10-18-2016 Appointed to Three Year Term (Mike Zimmer resigned )	01-01-2020 01-01-2017	12-31-2022 12-31-2019	Yes
Griffin, Chad 1522 Bradley Drive Monroe, NC 28112	12-05-2017 Reappointed to Three Year Term 01-20-2015 Appointed to Full Term to replace Clark Goodwin	01-01-2018 01-01-2015	12-31-2020 12-31-2017	Yes
Coward, Steven 401 S. Church Street Monroe, NC 28112	12-05-2017 Appointed to Full Term to replace Marion L. Holloway, Jr.	01-01-2018	12-31-2020	Yes
<b>VACANCY</b>	12-05-2017 Appointed to Partial Term to replace Todd Johnson (resigned on 11/8/17)	01-01-2018	12-31-2020	

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Sanders, Pamela 703 Lake Stone Drive Monroe, NC 28112	12-03-2019 Reappointed to Full Term 12-06-2016 Reappointed to Full Term 05-20-2014 Appointed to replace Gregory Raye	01-01-2020 01-01-2017 01-01-2014	12-31-2022 12-31-2019 12-31-2016	Yes
Shapiro, Todd 701 Industrial Drive Monroe, NC 28110	09-04-2018 Appointed to Partial Term to Replace Chris Martinez resigned 5-30-18 Replaced Dr. Stan Sidor	01-01-2018	12-31-2020	Yes
Pharr, Maria A., Dr. SPCC President <b>(Non-Voting Member)</b>				
Kahle, Pat Union County Chamber of Commerce President 1803 Lakeview Drive Monroe, NC 28112 <b>(Non-Voting Member)</b>				
Kilgore, Bobby <b>(Non-Voting Member)</b>	Mayor			N/A
Holloway, Marion <b>(Non-Voting Member)</b>	Mayor Pro Tem			N/A
Faison, E. L. <b>(Non-Voting Member)</b>	City Manager	N/A	N/A	N/A

The Advisory Board shall be composed as follows: (i) eight voting members appointed by City.

**Current Membership: Seven Members**  
**Vacancies: One Partial Term**

**MONROE-UNION COUNTY ECONOMIC DEVELOPMENT BOARD OF ADVISORS  
UNION COUNTY MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>
Daniel Barry 8207 Lake Providence Rd. Matthews, NC 28104	03-07-2016 Appointed as Union County Representative to Three Year Term and replaced Bonnie Griffin	01-01-2016	12-31-2019
Byrum, Scott 5014 Hwy. 205 Marshville, NC 28103	01-22-2013 Appointed as Union County Representative to Three Year Term	01-22-2013	12-31-2015
Summerfield, Gary 2705 Leisure Drive Waxhaw, NC 28173	01-22-2013 Appointed as Union County Representative to Three Year Term	01-22-2013	12-31-2015
Lutes, Michael 4025 Camrose Crossing Matthews, NC 28104	01-22-2013 Appointed as Union County Representative to Two Year Term	01-22-2013	12-31-2014
Black, Ray 3022 Fowler Secrest Road Monroe, NC 28110	01-22-2013 Appointed as Union County Representative to Two Year Term	01-22-2013	12-31-2014
Helms, Tony 9101 Jack Connel Road Indian Trail, NC 28079	01-22-2013 Appointed as Union County Representative to Two Year Term	01-22-2013	12-31-2014
Hendley, John 2614 Rolling Hills Drive Monroe, NC 28110	01-22-2013 Appointed as Union County Representative to One Year Term	01-22-2013	12-31-2013
Starnes, Sam 1511 Circle S Ranch Monroe, NC 28112	01-22-2013 Appointed as Union County Representative to One Year Term	01-22-2013	12-31-2013

## **PARKS AND RECREATION COMMISSION**

**CREATED/ESTABLISHED.** In 1971, Chapter 577 of the Session Laws of North Carolina were changed to dissolve the Parks and Recreation Commission of the City of Monroe and the city elected to conduct the recreation system as any other department of the city. The city hereby establishes an advisory Parks and Recreation Commission to investigate the recreational needs of the city and make recommendations to the City Council and City Manager relative to all phases of recreation.

**COMPOSITION AND TERM.** The Commission shall consist of seven members, all appointed by the City Council, for three year staggered terms.

**REQUIREMENTS.** All members must be legal residents of the city.

**COMPENSATION.** The Commission serves without compensation.

**ATTENDANCE.** Any member of the Parks and Recreation Commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission; except, that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.

(Ord. O-2002-58, passed 10-1-02; Am. Ord. O-2003-36, passed 6-17-03)

**PARKS AND RECREATION COMMISSION MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>
Shive, Dan, ( <b>Chair</b> ) 407 Harris Lane Monroe, NC 28112	01-17-2012 Appointed to Chair by City Council	<del>O-2020-37</del>	<del>12-31-2021</del>
	06-16-2009 Appointed to Full Term to replace Doug Crump	01-01-2012	12-31-2012
Saltzgaber, Moya, ( <b>Vice-Chair</b> ) 107 S. Westover Drive Monroe, NC 28112	01-17-2012 Appointed to Vice-Chair by City Council	<del>O-2020-37</del>	<del>12-31-2021</del>
	08-18-2009 Reappointed to Full Term	01-01-2012	12-31-2012
	09-05-2006 Reappointed to Full Term		10-01-2009
	10-04-2005 Appointed to One Year Term to replace Neil Hanson		10-01-2006
Griffin, Rhonda 900 W. Franklin Street Monroe, NC 28112	12-03-2019 Reappointed to Full Term	01-01-2020	12-31-2022
	12-06-2016 Appointed to Full Term to replace Mark Wright	01-01-2017	12-31-2019
Wilson, Tiffany 717 Barbee Farm Monroe, NC 28110	03-05-2019 Appointed to Full Term to replace Tonya Byrum	01-01-2019	12-31-2021
<b>VACANCY #1</b>	Appointed to Partial Term to replace Angelia James due to being Council Member (effective 12-03-2019)		12-31-2020
<b>VACANCY #2</b>	Appointed to Partial Term to replace Gail Marshall (resigned 7-27-20)		12-31-2020
<b>VACANCY #3</b>	Appointed to Partial Term to replace Kenneth Graham (deceased 08-31-20)		12-31-2020

The Commission shall consist of seven members, all appointed by the City Council.

**Current Membership: Four Members**

**Vacancies: Three Members**

## PLANNING BOARD

**ESTABLISHED/CREATED.** There shall be a Planning Board of the City of Monroe in accordance with the following provisions. ('84 Code, § 2-54) (Ord. passed 8-8-79; Am. Ord. O-1999-39, passed 8-3-99)

### **MEMBERSHIP, VACANCIES, TERM, COMPENSATION. §32.002 MEMBERSHIP, VACANCIES, TERM AND COMPENSATION.**

(A) The Planning Board shall consist of ten (10) regular members and one (1) alternate member serving five (5) year terms. Nine (9) of the regular members and any alternate members shall be citizens and residents of the City of Monroe and shall be appointed by City Council. One (1) regular member shall be a citizen and resident of the City's extraterritorial area as provided in G.S. §160A-360; such member shall be appointed by the Union County Board of Commissioners pursuant to G.S. §160A-362 and shall have full voting rights on all matters coming before the Board. Alternate members shall serve on the Planning Board in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Each alternate member serving on behalf of any regular member has all the powers and duties of a regular member. Alternate members shall not serve in the absence or temporary disqualification of the member who is a resident of the extraterritorial zoning jurisdiction, nor shall alternate members fill the vacancy of the position to be occupied by the resident of the extraterritorial zoning jurisdiction. Members may be removed for cause by the City Council. The chairperson shall receive seventy-five dollars (\$75) per meeting attended. All other members shall receive fifty dollars (\$50) per meeting attended. (O-2017-01)

In addition to the foregoing regular members, one member of the Monroe Youth Council shall serve as an ex officio, non-voting, uncompensated member. The Monroe Youth Council shall select the Youth Council ex officio member at the time it elects officers annually.

('84 Code, § 2-55) (Ord. passed 8-8-79; Am. Ord. passed 1-3-84; Am. Ord. O-1999-39, passed 8-3-99; Am. Ord. O-1999-54, passed 8-17-99; Am. Ord. O-2003-36, passed 6-17-03; Am. Ord. O-2004-19, passed 5-19-04; Am. Ord. O-2009-32, passed 11-3-09; Am. Ord. O-2011-23, passed 10-18-2011, Am. Ord O-2017-01, passed 01-03-2017)

### **ORGANIZATION, RULES, MEETINGS, AND RECORDS.**

1. The Board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings, and recommendations, which shall be a public record. The Board shall hold at least one (1) meeting monthly, and all of its meetings shall be open to the public. There shall be a quorum of six (6) members for the purpose of taking any official action.
2. All city officials shall, upon request, furnish to the Planning Board such available records or information as it may require in its work.

3. Any member of the Planning Board who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by the City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board; except, that in the event of a long illness or other cause for prolonged absence, the member shall be replaced.

('84 Code, § 2-55) (Ord. passed 8-8-79; Am. Ord. O-1999-39, passed 8-3-99; Am. Ord. O-2002-58, passed 10-1-02; Am. Ord. O-2003-36, passed 6-17-03; Am. Ord. O-2010-07, passed 5-4-10)

**GENERAL POWERS AND DUTIES.** It shall be the duty of the Planning Board, in general, to:

1. Acquire and maintain in current form such basic information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;
2. Identify needs and problems growing out of those needs;
3. Determine objectives to be sought in development of the area;
4. Establish principles and policies for guiding action in development of the area;
5. Prepare and from time to time amend and revise a comprehensive and coordinated plan for the physical, social, and economic development of the area;
6. Prepare and recommend to the City Council policies, ordinances, administrative procedures and other means for promotion orderly development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances;
7. Determines whether specific proposed developments conform to the principles and requirements of the comprehensive plan for the growth and improvement of the area and ordinances adopted in furtherance of such plan;
8. Keep the City Council and the general public informed and advised as to these matters;
9. Review and decide major subdivision plat requests;
10. Perform any other duties that may lawfully be assigned to it.

(Ord. passed 8-8-79; Am. Ord. O-1999-39, passed 8-3-99)

### **BASIC STUDIES.**

1. As background for the plans and ordinances it may prepare, the Planning Board may gather maps and aerial photographs of physical features of the area; statistics on past trends and present conditions with respect to population, property values, the economic base of the area, and land use, and such other information as is important or likely to be important in determining the amount, direction, and kind of development to be expected in the area and its various parts.

2. In addition, the Planning Board may make, request to be made, or obtain special studies on the location, the condition, and the adequacy of specific facilities, which may include but are not limited to, studies of housing, commercial and industrial facilities, parks, playgrounds, and other recreational facilities, public and private utilities, and traffic transportation, and parking facilities.
3. All City officials shall, upon request, furnish to the Planning Board such available records or information as it may require in its work.
4. The Planning Board shall have power to promote public interest in and an understanding of its recommendations, and to that end it may publish and distribute copies of its recommendations and may employ such other means of publicity and education as it may elect.

**PLANNING BOARD MEMBERS**

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION	OATH ON FILE
Asti, Russell <b>(Chair)</b> PO Box 701 Monroe, NC 28111	01-17-2012 Appointed to Chair by City Council 12-04-2009 Appointed to Chair 08-19-2008 Reappointed to Full Term 07-01-2003 Reappointed to Full Term 07-16-2002 Reappointed to One Year Term 06-20-2000 Reappointed to One Year Term	O-2020-37 01-01-2012	12-31-2021 12-31-2010  07-01-2008 07-16-2003  06-20-2001	Yes
Rasberry, Mary Ann <b>(Vice-Chair)</b> 2507 King Arthur Drive Monroe, NC 28110	01-17-2012 Appointed to Vice-Chair by City Council 12-04-2009 Appointed to Vice-Chair 08-19-2008 Reappointed to Full Term 07-01-2003 Reappointed to Full Term 08-04-1998 Reappointed 11-05-1996 Appointed to replace Pat Khale 07-05-1995 Appointed to One Year Term to replace William Brooks	O-2020-37 01-01-2012	12-31-2021 12-31-2011  07-01-2008 08-04-2003	Yes

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>	<b>OATH ON FILE</b>
Ali, Rich 703 S. Hayne Street Monroe, NC 28112	01-08-2020 Appointed to Full Term to replace Drew Lawrence	01-01-2020	12-31-2024	Yes
Ashcraft, John P. O. Box 1813 Monroe, NC 28111	03-14-2016 Appointed to Full Term to replace Eric Hill	01-01-2016	12-31-2020	Yes
Covington, Edith 315 E. Green Street Monroe, NC 28112	12-05-2017 Reappointed to Full Term 11-06-2012 Appointed to Full Term to replace Vickie Brooks	01-01-2018 01-01-2013	12-31-2022 12-31-2017	Yes
Greene, Vickie G. 510 Evergreen Pl. Monroe, NC 28112	12-04-2018 Reappointed to Full Term 03-18-2014 Appointed to Full Term to replace Nancy Massey	01-01-2019 01-01-2014	12-31-2023 12-31-2018	Yes
Harris, John 601 Winchester Avenue Monroe, NC 28110	03-14-2016 Appointed to Full Term	01-01-2016	12-31-2020	Yes
Hartis, Renee 1507 Buena Vista Road Monroe, NC 28112	12-04-2018 Appointed to Full Term to replace Rich Ali	01-01-2019	12-31-2023	Yes



## UNION COUNTY HISTORIC PRESERVATION COMMISSION

**ESTABLISHED/CREATED.** There is hereby established by authority of G.S. Ch. 160A, Art. 19, Part 3C, the Union County Joint Historic Preservation Commission, hereafter referred to as the Historic Preservation Commission or Commission, to consist of up to 13 members with four appointed by the Union County Commissioners, three appointed by the Monroe City Council, and one appointed by the Town Councils of each of Marshville and Wingate.

The Historic Preservation Commission members shall serve without monetary compensation. In establishing Historic Preservation Commission and making appointments to it, the above-named Board and Councils may seek the advice of such State or local historical agencies, societies, or organizations as it may deem necessary. (Ord. O-2002-46, passed 8-5-02)

**JOINT ORDINANCE.** Pursuant to the provisions of G.S. 160A-400.7, Union County, the City of Monroe, and the Towns of Marshville and Wingate do hereby adopt this ordinance as a joint ordinance. It is the intent of this ordinance that Union County and each city or town subscribing to this ordinance shall have complete control of all historic districts or landmarks located within its incorporated municipal limits, at the present and in the future, except to the extent that any functions are specifically delegated to the Historic Preservation Commission. Any references in this ordinance to all of the subscribing parties shall be construed to be in the disjunctive rather than the conjunctive, it not being the intent of this ordinance that any governmental entity have any authority beyond its municipal limits. At the present time, the City of Monroe, and the Towns of Stallings, Waxhaw and Weddington exercise zoning jurisdiction independent of Union County. The Towns of Indian Trail, Marshville and Wingate do not exercise independent zoning jurisdiction, with all zoning matters within those towns being administered by Union County. To the extent that this ordinance requires acts to be performed incident to a zoning ordinance, Union County shall perform those functions on behalf of Indian Trail, Marshville, and Wingate, until such time as those towns shall adopted their own zoning ordinances. It is the intent of this ordinance that upon the adoption of zoning ordinances by Indian Trail, Marshville, and Wingate that those towns would assume full authority as to all acts required under this ordinance.

To the extent that any prior ordinances adopted by any governmental entity is inconsistent with this ordinance, then such prior ordinances are hereby repealed. (Ord. O-2002-46, passed 8-5-02)

**REPRESENTATION.** All members of the Historic Preservation Commission shall be residents of Union County and each shall reside within the jurisdiction of the Board or Council appointing them representative. A majority of the members shall have demonstrated special interest, experience or education in history, architecture, archaeology, or related fields. (Ord. O-2002-46, passed 8-5-02)

**TENURE.** Members of the Historic Preservation Commission shall serve overlapping terms of four years. Initially, two appointees by the county, and one appointee each from Monroe and Marshville, and shall be for two years. Thereafter, all appointments shall be for a term of four years. A member may be reappointed for a second consecutive term, but after two consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of termination of his or her second term. Appointments to any vacancy shall be for the remainder of the term of the vacant position for which the appointment is made. For purposes of reappointment to the Historic Preservation Commission, an initial two-year term, or serving the balance of an unexpired term of two years or less shall not be considered to be one of the two consecutive terms, and such person would be eligible to serve two consecutive full terms in addition to the partial term. (Ord. O-2002-46, passed 8-5-02)

**ATTENDANCE AT MEETINGS.** Any member of the Historic Preservation Commission who misses more than three consecutive regular meetings or one-half the regular meetings in a calendar year without excuse granted by the Historic Preservation Commission shall lose his or her status as a member of the Historic Preservation Commission and shall be replaced or reappointed by the appropriate governing Board or Council to § 152.010 and § 152.012 of this ordinance. (Ord. O-2002-46, passed 8-5-02)

**MEETINGS.** The Historic Preservation Commission shall hold meetings regularly at least once each quarter, and more often as it shall determine and require. All meetings shall be held in accordance with the North Carolina Open Meetings Law, G.S. Ch. 143, Art. 33C. Reasonable notice of the time and place thereof shall be given to the public. (Ord. O-2002-46, passed 8-5-02)

**RULES OF PROCEDURE.** The Historic Preservation Commission shall adopt rules of procedure for the conduct of its business, and an annual written report shall be prepared and submitted to the Union County Board of Commissioners, the Monroe City Council, and the Town Councils of Marshville and Wingate. The report shall include a comprehensive and detailed review of the activities, problems, and actions of the Historic Preservation Commission as well as any budget requests or recommendations. The Historic Preservation Commission shall keep a record of its members' attendance, and of its resolutions, findings, and recommendations, which record shall be a public record. (Ord. O-2002-46, passed 8-5-02)

**QUORUM AND VOTE REQUIRED FOR RECOMMENDATION.** For the purpose of making recommendation or taking action on any matter considered, more than one-half of the total number of current Commission members must be present in order to constitute a quorum. If the total number of current members is an odd number, a quorum will be determined by taking one half of the total number and rounding up to the next highest whole number. For purposes of this section, the “total number of current Commission members” means the total number of current membership positions capable of being filled without regard to the existence of vacancies.

A quorum must be present, and a majority of those members present must vote in favor of any recommendation made or action taken by the Commission, in order for the same to be valid.

In the event that not all Town Councils listed herein shall have adopted this ordinance by the date upon which any particular recommendations made or action is taken by the Commission, such failure shall not in any way affect the validity of that recommendation or action, provided that the quorum and voting requirements described herein were satisfied. (Ord. O-2002-46, passed 8-5-02; Am. Ord. O-2005-33, passed 10-18-05)

**PRIVATE INTEREST OF MEMBERS.** No member of the Historic Preservation Commission may discuss, advocate, or vote on any matter in which he has a separate, private, or monetary interest, either direct or indirect, and no member may discuss before a governing Board or Council any matter which has been, is, or will be considered by the Historic Preservation Commission on which he serves, and in which he has a separate, private, or monetary interest, either direct or indirect. Any member who violates this provision may be subject to removal from the Historic Preservation Commission.

**COMMISSION POWERS.** The Historic Preservation Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this ordinance:

1. Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance;
2. Recommend to the Union County Board of Commissioners, the Monroe City Council, and the Town Councils of Marshville and Wingate, areas to be designated by ordinance as “historic districts”; and individual structures, buildings, sites, areas or objects to be designated by ordinance as “landmarks”;
3. Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;
4. Restore, preserve, and operate historic properties;

5. Recommend to the Board or Council that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause;
6. Conduct an educational program with respect to historic properties and districts within its jurisdiction;
7. Cooperate with the state, federal, and local governments in pursuance of the purposes of this ordinance. The Historic Preservation Commission when authorized by the local governing Board and Councils may contract with the state, or the United States of America, or any agency of either, or with any other organization, provided the terms are not inconsistent with state or federal law;
8. Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no members, employee or agent of the Historic Preservation Commission may enter any private building or structure without the express consent of the owner or occupant thereof;
9. Prepare and recommend the official adoption of a preservation element as part of the comprehensive plan of Union County, the City of Monroe, and the Towns of Marshville and Wingate;
10. Review and act upon proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this ordinance;
11. Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate;
12. Accept funds granted to the Historic Preservation Commission for preservation purposes from private individuals and organizations;
13. Organize itself and conduct its business; and
14. Any other powers as allowed by law.

(Ord. O-2002-46, passed 8-5-02)

**UNION COUNTY HISTORIC PRESERVATION COMMISSION MEMBERS**  
*(City Only Responsible for Filling Three City Representatives Positions)*

**CITY OF MONROE MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>
Ali, Richard 703 S. Hayne Street Monroe, NC 28112	03-05-2019    Appointed to Full Term to replace Dale Loberger	01-01-2019	12-31-2022
John Dickerson 423 Ridgewood Drive Monroe, NC 28112	09-01-2020    Appointed to Partial Term to replace Mary Lou Gamble	01-01-2020	12-31-2020
VACANCY #1	Appointed to Replace Dr. Jerry L. Surratt	01-01-2018	12-31-2021

### UNION COUNTY MEMBERS

NAME/ADDRESS	DATE/ACTION/TERM/REPLACED	TERM EFFECTIVE	TERM EXPIRATION
Bivens, Margaret PO Box 6903 Marshville, NC 28103	County Representative		Fall 2006
Bullard, Bob 600 S. Church Street Monroe, NC 28112	County Representative		02-2005
Funderburk, Carolyn 3001 Old Monroe Road Stallings, NC 28104	County Representative		02-2007
Haywood, Emma Lou PO Box 141 Waxhaw, NC 28173	01-07-1997 County Representative		01-07-2001
Moore, Barbara P.O. Box 218 Monroe, NC 28111-0218	10-20-1997 County Representative		10-20-2001
Norberg, Andrea 7806 Forest Oaks Lane Waxhaw, NC 28173	County Representative		02-2005
Vacant Position – County Representative			

**UNION COUNTY MEMBERS**

<b>NAME/ADDRESS</b>	<b>DATE/ACTION/TERM/REPLACED</b>	<b>TERM EFFECTIVE</b>	<b>TERM EXPIRATION</b>
Vacant Position – County Representative			
Vacant Position – County Representative			

### SPECIAL DELEGATES

<b>BOARD</b>	<b>DELEGATE</b>
Centralina Council of Governments (COG)	Council Member Angelia James – Delegate
NC Municipal Power Agency #1 Board of Commissioners	Energy Services Director David Lucore (Commissioner) (R-2019-24) E. L. Faison (1st Alternate) Robert S. Miller, IV (2nd Alternate) (R-2019-24)
Charlotte Regional Transportation Planning Organization (CRTPO)	Mayor Bobby Kilgore
Metropolitan Transit Commission (MTC)	Mayor Pro Tem Holloway