

**TOWN OF DALLAS  
MINUTES FOR BOARD OF ALDERMEN MEETING  
JANUARY 10, 2017  
6:00 PM**

The following elected officials were present: Mayor Coleman, Alderman Cearley, Alderwoman Morrow, Alderman Huggins, and Alderwoman Thomas. Alderman Withers was absent.

The following staff members were present: Maria Stroupe, Town Manager; Da'Sha Leach, Town Clerk; Tom Hunn, Town Attorney; Allen Scott, Police Chief; Doug Huffman, Electric Director; Anne Martin, Recreation Director; Martine Vaca, Development Services Director; Crystal Certain, Finance Director; Bill Trudnak, Public Works Director, and Steve Lambert, Fire Chief.

Mayor Coleman called the meeting to order at 6:00 pm.

Mayor Coleman opened with the Invocation and the Pledge of Allegiance to the Flag followed.

Mayor Coleman asked if there were any additions or deletions to the agenda. Alderman Cearley made a motion to approve the agenda with the addition of a closed session, seconded by Alderwoman Morrow, and carried unanimously.

Alderwoman Thomas made a motion to approve the minutes from December 13<sup>th</sup> Regular Meeting, seconded by Alderman Cearley, and carried unanimously.

**Consent Agenda:**

Item 5A was an Authorization of the Budget Amendment Supporting the Parking Lot Change Orders Approved in November. (Exhibit A)

Alderwoman Morrow made a motion to approve the Consent Agenda, seconded by Alderman Huggins, and carried unanimously.

**Recognition of Citizens:**

Mr. Curtis Wilson, 438 S. Gaston St., He prayed for our town, the agenda, and all concerns.

Mr. Chris Davis, 1108 E. Main St., He greeted the Board and Audience to say he has officially opened the Pita Wheel Restaurant. They will be open Wednesday through Saturday 11 am until 9 pm. He is also open for lunch on Sundays 11 am until 2 pm. He placed menus in the back for everyone. Mayor and Board congratulated Mr. Davis.

**Special Events & Requests for In-Kind Services:**

Item 7A was a request from The Gaston County Museum to help sponsor a concert by Big Ron Hunter, as a part of the Winter Concert Series. This concert will be held on Friday, February 10, 2017 from 6:30 pm until 8:30 pm upstairs in the Court House. They are requesting \$500.00 from the Town in support of this event. Gaston County Travel and Tourism will cover some of the cost as well. This event is free to the public with an expectation of approximately 175 people will be attending. This event is in partnership with the Gaston County Museum and the Town of Dallas. (Exhibit B)

Alderwoman Thomas made a motion to approve as presented, seconded by Alderman Cearley, and carried unanimously.

Item 7B was a request from The Gaston County Museum to help sponsor a concert by MerleFest on the Road featuring Jonathan Byrd, Locust Honey, and Mark Bumgarner, as part of their Winter Concert Series, on Friday, February 24, 2017 from 6:30 pm-9:00 pm upstairs in the Court House. They are requesting \$2350 from the Town in support of this event. Gaston County Travel and Tourism will cover some of the cost as well. This event is free to the public and was held last year with approximately 180 people in attendance. This is Folklore and Bluegrass type of music with the highest attendance in North Carolina. This specific concert is the only place where you can see this group for free. This event is in partnership with the Gaston County Museum and the Town of Dallas. (Exhibit C)

Alderman Cearley made a motion to approve, seconded by Alderwoman Thomas, and carried unanimously.

Item 7C was a request from The Gaston County Museum to help sponsor a concert by David Childers and the Serpents, as part of their Winter Concert Series, on Friday, March 10, 2017 from 6:30 pm – 8:30 pm upstairs in the Court House. David Childers is well known in North Carolina for his singing and songwriting. They are requesting \$400 from the Town in support of this event. Gaston County Travel and Tourism will cover some of the cost as well. This event is free to the public with an expectation of approximately 175 people will be attending. This event is in partnership with the Gaston County Museum and the Town of Dallas. (Exhibit D)

Alderman Huggins made a motion to approve, seconded by Alderwoman Morrow, and carried unanimously.

#### **Public Hearings:**

Item 8A was an amendment of Urban Beekeeping, Section 90.02. This is a public hearing and was advertised per statute requirement. Alderwoman Morrow made a motion to enter into the public hearing, seconded by Alderman Huggins, and carried unanimously. Staff member Ms. Vaca presented that the first amendment to this ordinance was adopted last year on the fee schedule, changing the rate of the permit fee for this ordinance. As Ms. Vaca completed her research, she considered the state statutory mandates when recommending the text amendments. Ms. Vaca did work with local bee keeper and the association while gathering information for a recommendation to the Board. The Town of Cary and other municipalities have ordinances that were researched as well. The Bee Keeping Association members were present and willing to answer any questions from the Board or audience. The Board wanted to speak with the bee keepers in regards to the hives, the needs of the bees, forages, lot size, safety, etc. The local bee keeper Mr. Beasley addressed the Board members questions and explained bee keeping in detail to address all questions & concerns. Mayor Coleman asked if anyone in the audience had any comments or questions. There were no additional audience members that wanted to speak. Alderman Cearley made a motion to exit the public hearing, Alderwoman Morrow seconded, and carried unanimously. (Exhibit E)

Alderwoman Thomas made a motion to approve as presented, seconded by Alderman Cearley, and carried unanimously.

Item 8B was an amendment of Amendments and Changes, Section 153.123. This is a public hearing and was advertised per statute requirement. Alderwoman Morrow made a motion to enter into the public hearing, Alderman Huggins seconded, and carried unanimously. Staff member Ms. Vaca proposed to amend this ordinance due to the change in approved Fee Schedule and this ordinance fee reflects a different amount. The ordinance change recommended is to remove the amount and state the current fee schedule so no additional changes will be made as the schedule amounts are changed. This will also help avoid public hearing advertisements that will be required for any ordinance changes. Mayor Coleman asked if anyone in the audience had any comments or questions. There were not any questions or comments from the audience members. Alderman Cearley made a motion to exit the public hearing, seconded by Alderman Huggins, and carried unanimously. (Exhibit F)

Alderwoman Thomas made a motion to approve as presented, seconded by Alderman Cearley, and carried unanimously.

**Old Business: None**

**New Business:**

Item 10A was an Adoption of the Fund Balance Policy. This policy will promote an appropriate fund balance and enable better planning of capital improvements within the General Fund. The fund balance should be at least 30% minimum, but the goal is 50%. Currently it is at 43%. If the fund balance is healthy (over 70%), those funds will be moved to support a capital project that would be an overall benefit to the Town. The Board will direct any expenditures that fall outside of the guidelines and structure of this policy. The policy is in effective immediately upon approval. (Exhibit G)

Alderman Cearley made a motion to adopt the Fund Balance Policy, seconded by Alderwoman Morrow, and carried unanimously.

Item 10B was a Budget Amendment for HVAC Unit at Town. The current unit heats and cools the area of the old Board Room and it is in need of major repairs. The unit is 20 years old and uses a type of refrigerant that will no longer be available in three years. After obtaining quotes to repair the unit versus replacing the unit, repair costs are approximately ranging from \$2100 to \$3000. This is half of the replacement cost. The best decision long term is to replace the unit. Due to this being an unforeseen situation, a budget amendment is necessary to provide for the cost of the replacement. Town staff obtained three quotes (Dulin's, Morris Mechanical, and Gastonia Sheet Metal) with the quotes ranging from \$5200 up to \$6600. The lowest quote from Dulin's is attached for the budget amendment. All three companies have completed work for the Town in the past. The new unit does come with a warranty and Dulin's will take care of any permitting needed to complete the installation. (Exhibit H)

Alderman Huggins made a motion to approve the budget amendment, seconded by Alderwoman Morrow, and carried unanimously.

**Manager's Report:**

Maria Stroupe updates:

- The archway was delivered and worked started on Thursday.
- Due to the weather, the lighting installation may be delayed.
- There is an upcoming Conference (Mooresville) on April 6<sup>th</sup> for any Board member if they are looking to attend, should schedule as soon as possible for a cost savings. Notify by Budget Retreat if possible.
- Budget Retreat will be on Feb.4<sup>th</sup> 9am in Mayor's Room at Courthouse.
- Work Session will be on Jan 24<sup>th</sup> to cover a few items for discussion.
- All vehicle approved for purchase have been ordered.
- There is a delay on ordering the benches since DHCF will be paying for some.

**Department Updates, and General Information:**

Alderman Huggins presented that Dallas High School Alumni requested to add the Air Force, Navy, and Coast Guard emblems on the back of the Vietnam Monument at a cost of \$258 each to be paid by the Alumni, not the Town. They would also be placing a plaque for South East Asia Veterans. Requested the possibility of the Town to remove a few bushes in the area.

Electrical-The lighting fixture arrived but it was not the correct item ordered so they are waiting for the correct one to arrive.

Noted that Street Department did a great job on the snow removal.

**Closed Session:**

Alderman Cearley made a motion to go into a closed session §143-318.11 to discuss matters relating to the location of expansion of industries or other businesses in an area served by this public body, seconded by Alderwoman Thomas, and carried unanimously. (6:58)

Alderwoman Thomas voted to exit the closed session, seconded by Alderwoman Morrow, and carried unanimously. (7:20)  
No Action Was Taken.

Alderman Cearley made a motion to adjourn, seconded by Alderwoman Morrow, and carried unanimously. (7:21)



Rick Coleman, Mayor



Da'Sha Leach, Town Clerk



**Town of Dallas  
Budget Amendment**

Date: November 13, 2016

Action: Town Center Parking Lot Amendment

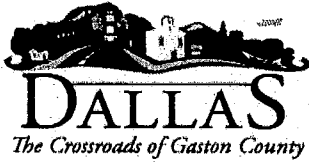
Purpose: Increase Budget for Four Change Orders

Number: PL-002

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance Appropriated	\$4,935	\$31,033	\$26,098
10	4110	9300	Contrib. to Cap. Enchance.	\$4,935	\$31,033	\$26,098
16	3920	0000	Contr. From General Fund	\$264,935	\$291,033	\$26,098
16	4110	4520	Contract Svc: Construction	\$284,300	\$310,398	\$26,098

	<b>Totals</b>	<b>\$559,105</b>	<b>\$663,497</b>	<b>\$104,392</b>
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\_\_\_\_\_  
Approval Signature  
(Town Manager)



Town of Dallas

## Special Events/ Activities Application

Town of Dallas  
210 North Holland Street  
Dallas, NC 28034-1625  
(704) 922-3176  
Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan when applicable. The applicant is responsible for notifying the Town of Dallas of any changes after submittal of the application. Incomplete applications will not be accepted. A complete application must be submitted at least 30 days prior to the event.

### APPLICATION INFORMATION

<b>Name of Event:</b>	Concerts @ the Courthouse featuring Big Ron Hunter		
<b>Facility Requested:</b>	Historic Dallas Courthouse		
<b>Applicant Name:</b>	Jason Luker		
<b>Organization:</b>	Gaston County Museum of Art & History		
<b>Mailing Address:</b>	131 West Main Street		
<b>City / State / Zip:</b>	Dallas, NC 28034		
<b>Daytime Phone:</b>	704-922-7681 ex.105	<b>Cell:</b>	
		<b>E-Mail:</b>	jason.luker@gastongov.com
<b>Description of the Event:</b>	GCM, through support from the Town of Dallas and the Department of Travel & Tourism will offer a free admission concert inside the historic Dallas courthouse. This concert will be part of a series of events taking during the months of February and March. On Feb 10th Big Ron Hunter will be performing.		
<b>Does the event have a Facebook, Twitter, or other social networking page:</b>	No		
<b>If yes, please list URL(s):</b>	N/A		
<b>Date (s) Requested for Event:</b>	Friday, February 10, 2017		
<b>Event Start Time:</b>	6:30pm	<b>Event End Time:</b>	8:30pm
<b>Road Closure Time Begins (if applicable):</b>		<b>Road Closure Time Ends:</b>	
<b>Set Up Begins:</b>	3:30pm	<b>Set Up Ends:</b>	9:30pm
<b>Preferred Date &amp; Time of Inspection (if required):</b>			
<b>Estimated Attendance:</b>	175		
<b>The Event is:</b>	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
<b>Describe the procedures to be used for selecting vendors and exhibitors for this event:</b>			
GCM will organize all food and beverage vendors and vendors will preregister with GCM prior to the date of the event.			
GCM is planning for one beverage vendor for this event.			

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)			
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)			
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)			
Other type of structure (provide description)					
*Is any individual canopy greater than 400 square feet?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
*Is there any individual canopy or group of canopies <b>open on all sides</b> exceeding 700 square feet <b>without</b> 12 ft. Of clear space between all other permanent and temporary structures?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
*Is any individual tent or membrane structure greater than 200 sq. ft?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
*Is there any individual or group of tents or membrane structures 200 sq. ft. <b>without</b> 12 ft. of clean space between all other permanent and temporary structures?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No (if no)
If yes, state the number of stages, number of bands and type of music:					
Number of stages:	<input type="text"/>	Number of Bands:	<input type="text" value="1"/>		
Type(s) of music:	<input type="text" value="Blues"/>				
Will your event use amplified sound:		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please indicate times:		Start Time:	<input type="text" value="6:30pm"/>	Finish Time:	<input type="text" value="8:30pm"/>
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please indicate times:		Start Time:	<input type="text" value="5:00pm"/>	Finish Time:	<input type="text" value="6:00pm"/>

\* Must comply with Town of Dallas general entertainment ordinance.

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<b>If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.</b>					
Will there be any portable heaters?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Will there be any deep fat fryers?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Will generators or electrical power be used?		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No





**VENDORS**

List all other commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

**EVENT SCHEDULE**

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed.

(Use additional sheet of paper if necessary)

DATE	TIME	ACTION	ADDITIONAL NOTES
2/10/2017	3:00pm	GCM staff arrive to start set up	The downstairs of the courthouse will be used as a "Green Room" for the band.
2/10/2017	3:30pm	Sound equipment set up will begin	
2/10/2017	5:00pm	Sound Check	
2/10/2017	5:30pm	Vendor Arrives	
2/10/2017	6:30pm	Concert Begins	
2/10/2017	7:15pm	Intermission	
2/10/2017	8:30pm	Concert Ends	
2/10/2017	9:30pm	Courthouse is Cleared	

**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

**TRASH CONTAINERS**

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?  Yes  No

If yes, in what containers will they come packaged in?

aluminum cans  glass bottles/jars  plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

**PUBLIC PROPERTY CLEAN-UP**

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

GCM staff will ensure that the Courthouse will be cleared by the end of the event.

**SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)**

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:

Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

**SITE PLAN**

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

**SITE PLAN SKETCH**

This event will take place within the historic Dallas courthouse. There will be no set up in the court square.



**ROAD CLOSURES**

If your event involves road closures, a parade, a foot or bike race, any other type of procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Dallas Police Department is available to assist you in planning your route.

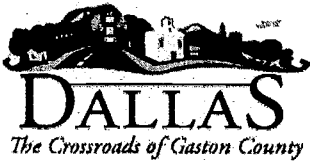
- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

*Please Note: All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests lies in the sole discretion of the Town of Dallas. The Town of Dallas has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs and police/volunteer locations.*

**DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

I have selected preapproved route  OR sketch below or attach a detailed map routing your proposed procession.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Town of Dallas

## Special Events/ Activities Application

Town of Dallas  
210 North Holland Street  
Dallas, NC 28034-1625  
(704) 922-3176  
Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan when applicable. The applicant is responsible for notifying the Town of Dallas of any changes after submittal of the application. Incomplete applications will not be accepted. A complete application must be submitted at least 30 days prior to the event.

### APPLICATION INFORMATION

<b>Name of Event:</b>	Concerts @ the Courthouse featuring MerleFest on the Road		
<b>Facility Requested:</b>	Historic Dallas Courthouse		
<b>Applicant Name:</b>	Jason Luker		
<b>Organization:</b>	Gaston County Museum of Art & History		
<b>Mailing Address:</b>	131 West Main Street		
<b>City / State / Zip:</b>	Dallas, NC 28034		
<b>Daytime Phone:</b>	704-922-7681 ex.105	<b>Cell:</b>	
		<b>E-Mail:</b>	jason.luker@gastongov.com
<b>Description of the Event:</b>	GCM, through support from the Town of Dallas and the Department of Travel & Tourism will offer a free admission concert inside the historic Dallas courthouse. This concert will be part of a series of events taking during the months of February and March. On Feb 24th three bands featuring music from MerleFest will be performing.		
<b>Does the event have a Facebook, Twitter, or other social networking page:</b>	No		
<b>If yes, please list URL(s):</b>	N/A		
<b>Date (s) Requested for Event:</b>	Friday, February 24, 2017		
<b>Event Start Time:</b>	6:30pm	<b>Event End Time:</b>	9:00pm
<b>Road Closure Time Begins (if applicable):</b>		<b>Road Closure Time Ends:</b>	
<b>Set Up Begins:</b>	3:30pm	<b>Set Up Ends:</b>	10:00pm
<b>Preferred Date &amp; Time of Inspection (if required):</b>			
<b>Estimated Attendance:</b>	175		
<b>The Event is:</b>	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
<b>Describe the procedures to be used for selecting vendors and exhibitors for this event:</b>			
GCM will organize all food and beverage vendors and vendors will preregister with GCM prior to the event.			
GCM is planning for one beverage vendor for this event.			

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12-21-16

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			
*Is any individual canopy greater than 400 square feet?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*Is there any individual canopy or group of canopies <b>open on all sides</b> exceeding 700 square feet <b>without</b> 12 ft. Of clear space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*Is any individual tent or membrane structure greater than 200 sq. ft?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual or group of tents or membrane structures 200 sq. ft. <b>without</b> 12 ft. of clean space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (If no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text"/>	Number of Bands:	<input type="text" value="3"/>
Type(s) of music:	<input type="text" value="Folk, Country, and Bluegrass"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="text" value="6:30pm"/>	Finish Time: <input type="text" value="9:00pm"/>
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="text" value="5:00pm"/>	Finish Time: <input type="text" value="6:00pm"/>

\* Must comply with Town of Dallas general entertainment ordinance.

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No







**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

**TRASH CONTAINERS**

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?  Yes  No

If yes, in what containers will they come packaged in?

aluminum cans  glass bottles/jars  plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

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**PUBLIC PROPERTY CLEAN-UP**

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?  
GCM staff will ensure that the Courthouse will be cleared by the end of the event.

**SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)**

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

**SITE PLAN**

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

**SITE PLAN SKETCH**

This event will take place within the historic Dallas courthouse. There will be no set up in the court square.



**ROAD CLOSURES**

If your event involves road closures, a parade, a foot or bike race, any other type of procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Dallas Police Department is available to assist you in planning your route.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

**Please Note:** All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests lies in the sole discretion of the Town of Dallas. The Town of Dallas has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs and police/volunteer locations.

**DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

I have selected preapproved route  OR sketch below or attach a detailed map routing your proposed procession.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Town of Dallas

## Special Events/ Activities Application

Town of Dallas  
210 North Holland Street  
Dallas, NC 28034-1625  
(704) 922-3176  
Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan when applicable. The applicant is responsible for notifying the Town of Dallas of any changes after submittal of the application. Incomplete applications will not be accepted. A complete application must be submitted at least 30 days prior to the event.

### APPLICATION INFORMATION

<b>Name of Event:</b>	Concerts @ the Courthouse featuring David Childers and the Serpents		
<b>Facility Requested:</b>	Historic Dallas Courthouse		
<b>Applicant Name:</b>	Jason Luker		
<b>Organization:</b>	Gaston County Museum of Art & History		
<b>Mailing Address:</b>	131 West Main Street		
<b>City / State / Zip:</b>	Dallas, NC 28034		
<b>Daytime Phone:</b>	704-922-7681 ex.105	<b>Cell:</b>	
		<b>E-Mail:</b>	jason.luker@gastongov
<b>Description of the Event:</b>	GCM, through support from the Town of Dallas and the Department of Travel & Tourism will offer a free admission concert inside the historic Dallas courthouse. This concert will be part of a series of events taking during the months of February and March. On March 10th David Childers and the Serpents will be performing.		
<b>Does the event have a Facebook, Twitter, or other social networking page:</b>	No		
<b>If yes, please list URL(s):</b>	N/A		
<b>Date (s) Requested for Event:</b>	Friday, March 10, 2017		
<b>Event Start Time:</b>	6:30pm	<b>Event End Time:</b>	8:30pm
<b>Road Closure Time Begins (if applicable):</b>		<b>Road Closure Time Ends:</b>	
<b>Set Up Begins:</b>	3:30pm	<b>Set Up Ends:</b>	9:30pm
<b>Preferred Date &amp; Time of Inspection (if required):</b>			
<b>Estimated Attendance:</b>	175		
<b>The Event is:</b>	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
<b>Describe the procedures to be used for selecting vendors and exhibitors for this event:</b>			
GCM will organize all food and beverage vendors and vendors will preregister with GCM prior to the date of the event.			
GCM is planning for one beverage vendor for this event.			

**Applicant's Signature:** \_\_\_\_\_

**Date:** 12-21-16

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			
*Is any individual canopy greater than 400 square feet?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*Is there any individual canopy or group of canopies <b>open on all sides</b> exceeding 700 square feet <b>without</b> 12 ft. Of clear space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*Is any individual tent or membrane structure greater than 200 sq. ft?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual or group of tents or membrane structures 200 sq. ft. <b>without</b> 12 ft. of clean space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (If no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text"/>	Number of Bands:	<input type="text" value="1"/>
Type(s) of music:	<input type="text" value="Folk/ Americana"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="6:30pm"/>	Finish Time: <input type="text" value="8:30pm"/>	
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="5:00pm"/>	Finish Time: <input type="text" value="6:00pm"/>	

\* Must comply with Town of Dallas general entertainment ordinance.

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No







**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

<b>TRASH CONTAINERS</b>		
In order to determine what types of containers best suit the needs of the event, please answer the following questions:		
Will the event be serving/selling/distributing beverages?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, in what containers will they come packaged in?		
<input type="checkbox"/> aluminum cans	<input type="checkbox"/> glass bottles/jars	<input checked="" type="checkbox"/> plastic bottles/jugs/jars
How many trash cans are you requesting for trash?	<input type="text" value="2"/>	
How many recycle carts are you requesting?	<input type="text" value="0"/>	
Delivery Location?	<input type="text" value="131 North Gaston Street, Dallas, NC 28034"/>	
Date and Time for rollout carts to be emptied?	<input type="text" value="March 11, 2017 at 9:00am"/>	
Date and Time for rollout carts to be picked up?	<input type="text" value="March 11, 2017 at 9:00am"/>	
Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.		
<b>PUBLIC PROPERTY CLEAN-UP</b>		
Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? GCM staff will ensure that the Courthouse will be cleared by the end of the event.		
<b>SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)</b>		
<input type="checkbox"/> Stage Security	<input type="checkbox"/> Event Area Security	<input type="checkbox"/> Road Closure Security
<input type="checkbox"/> Other	<input type="text"/>	
<input type="checkbox"/> Overnight Security	From <input type="text" value=""/> :	To <input type="text" value=""/> :
Dates & Times security will be on site: <input type="text"/>		
Security provided by:	<input type="text"/>	Number of Security Personnel: <input type="text"/>
Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.		

**SITE PLAN**

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I have selected preapproved route  OR sketch below or attach a detailed map routing your proposed procession.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TO: Town of Dallas Board of Aldermen  
Mayor Rick Coleman  
Town Manager Maria Stroupe

FROM: Martine Vaca, Development Services Director

DATE: January 10, 2017

RE: Summary of Text Amendments/public hearings

At the December 15, 2016 meeting of the Planning Board, the following text amendments were unanimously recommended for approval.

These text amendments have been advertised as required according to NC State Statutes (not less than 10 days nor more than 25 days before the date fixed for the hearing).

The first text amendment to be heard refers to Section 90.02, which is known as the Urban Beekeeping Ordinance.

As you may recall, the first amendment to this Section, regarding the one-time permit fee of \$50.00 fee (instead of a \$50.00 annual permit fee), was adopted by the Board of Aldermen at the meeting on September 27, 2016.

The second amendment to this Section of the Ordinance is indicated in red or strike-through lines. The Planning Board met on December 15, 2016 and unanimously recommended approval of this text amendment.

North Carolina State Statute 106.645 addresses limitations on local government regulation of hives. The State Statute instructs local jurisdictions to allow five or fewer hives on a single parcel NCGS 106.645 (1). State Statute 106.645 (2) "All hives shall be placed at ground level or securely attached to an anchor or stand..." is reflected verbatim in the proposed text amendment Section C (5).

The final section of the proposed text amendment (E) addresses the sale of honey and beeswax-related products on site, which limits hours of operation, signage and operating season.

The second text amendment is a straight-forward "housekeeping" issue in Section 153.123 (C) fee for amendments and changes. When the text was originally adopted in 1972, a flat fee for a petition to change the zoning map (rezoning, special use permit, annexation, etc.) was \$95.00.

This fee is used by the Town to defray the advertising costs and other expenses in connection with the petition. Since administrative and advertising costs have risen over the years, the Board adopted a new fee schedule at its September 13, 2016 meeting. This amendment reflects the new fee. It's easier to keep it as "according to the fee schedule", as costs will most likely increase over time.

### Mayor

Rick Coleman

### Aldermen

Jerry Cearley  
Allen Huggins  
Darlene Morrow  
Stacey Thomas  
Hoyle Withers

### Town Manager

Maria Stroupe

### Town Clerk

Da'Sha Leach

### Town Attorney

J. Thomas Hunn

### Public Works

Bill Trudnak

### Electrical

J. Doug Huffman

### Police Chief

Allen Scott

### Planning

Martine Vaca

### Fire Chief

Steve Lambert

### Recreation

Anne Martin

Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034

### Phone:

704-922-3176

### Fax:

704-922-4701

### Web Page:

[www.dallasnc.net](http://www.dallasnc.net)



**AN ORDINANCE AMENDING SECTION 90.02, Urban Beekeeping**

**ADOPTED BY THE DALLAS BOARD OF ALDERMEN 01/10/2017**

**Whereas**, this amendment is in accordance with Application within Municipalities, pursuant to Article 8 of Chapter 160A, and

**Whereas**, the Town of Dallas recognizes the need for clarification of verbiage and additions to the terminology, definitions and regulations of Urban Beekeeping,

**Now, therefore be it ordained**, by the Board of Aldermen of the Town of Dallas, North Carolina, that Section 90.02 of the Compiled Code of Town Ordinances be amended as follows:

**§ 90.02 URBAN BEEKEEPING.**

(A) Purpose: The purpose of this section is to encourage persons who keep bees to properly maintain hives, comply with state regulatory requirements and be considerate of neighbors. ~~This section governs the maintenance of, establishes procedures and administration regarding, and provides penalties for enforcement of violations.~~

(B) Definitions: For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**Apiary**: An area where bees, comb, hives or colonies are kept, located or found

**Apiary Density**: The density of an apiary which is determined by the colony's foraging range and the coverage area it encompasses. (It the amount of foraging that determines the success of the colony, not the size of the lot on which the apiary is located).

**Apiary Inspector**: The person designated by the State Department of Agriculture to inspect all bees and hives within the state.

**Bees**: Eggs, larvae, developing bees and adult bees.

**Beekeeper**: A person who keeps and raises bees and harvests honey.

**Foraging**: A normal honeybee behavior which consists of bees actively flying to collect nectar, pollen, water, or propolis (a compound created by the bees to use as a coating to build their hives).

**Foraging Behavior for honeybees**: An average forage area is between a 2.5 to 5 mile radius from their hive.

**Certificate of Inspection**: A document from State Department of Agriculture Apiary Inspector certifying the health of the bees and approval of any equipment to keep bees.

**Hives**: The wooden frame boxes used to house bees.

(D) Permitting and inspection requirements for urban beekeeping:

It shall be unlawful for any person within the town limits of Dallas to keep bees (more than 5 hives) without first obtaining a permit from the town.

**Permit**: A one-time permit fee of \$50.00 for the keeping of more than five hives on a single property.

(C) Urban beekeeping requirements:

(1) No more than 50 hives may be permitted/allowed on any parcel unless the parcel is larger than 1 acre in size. No more than 100 hives may be placed on any single parcel regardless of size.

(2) The area wherein the hive(s) are located shall be screened from view by either an opaque (“non see-through”) fence of at least four feet in height, and/or an equivalent screening of vegetation. If a vegetative screen is used, such vegetation shall be installed at a minimal height of four feet upon planting. In no case shall a hive be visible from a public street or highway sidewalk.

(3) No hive shall be located in the front yard (between the front of the house and the street). All hives shall be located a minimum of five feet (5’) from side and rear yard property lines. In the event a side or rear yard abuts vacant and undeveloped property, the setback may be reduced to zero feet (0’), as long as there is written consent expressly given from the adjacent property owner. Should any complaint arise from the adjacent property owner who originally gave written consent, the setback will revert to the 5’ minimum setback requirement.

(4) All beekeeping equipment and hives must be maintained in good condition.

(5) All hives shall be placed at ground level or securely attached to an anchor or stand. If the hive is securely attached to an anchor or stand, the Town may permit the anchor or stand to be permanently attached to a roof surface.

(D) Permitting and inspection requirements for urban beekeeping:

It shall be unlawful for any person within the town limits of Dallas to keep bees without first obtaining a permit from the town

(E) Sale of honey and beeswax-related products on site:

The sale of honey and related products on site shall be considered to be in the same category and definition as “sales of agricultural products grown on-site” and shall follow the following regulations:

1. Sales may occur on any lot upon which hives are kept, regardless of the underlying zoning district.
2. Such sales shall be allowed during daylight hours only.
3. Sales at any one site are allowed a maximum of one hundred eighty consecutive days (180) during any calendar year.
4. One yard sign shall be allowed, up to a maximum size of 24” x 24”. Sign needs to be placed on private property, outside of the right-of-way.

All Ordinances or portions of Ordinances in conflict herewith are hereby repealed.

Should any provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of the Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

This Ordinance shall take effect and be in force from and after the date of its adoption.

Adopted, this 10<sup>th</sup> day of January, 2017.

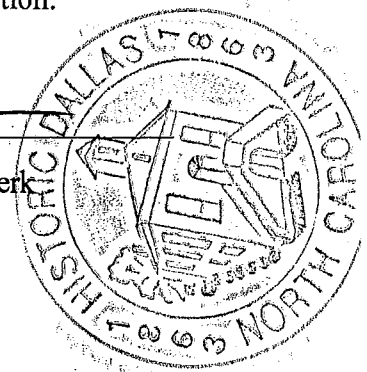
Rick Coleman

Rick Coleman, Mayor

ATTEST:

Da'Sha Leach

Da'Sha Leach, Town Clerk





**AN ORDINANCE AMENDING SECTION 153.123 (C), Fees for amendments and changes**

**ADOPTED BY THE DALLAS BOARD OF ALDERMEN 01/10/17**

**Whereas**, this amendment is in accordance with Application within Municipalities, pursuant to Article 8 of Chapter 160A, and

**Whereas**, the Town of Dallas recognizes the need for clarification of the fees collected for a petition application to more accurately reflect the current fee schedule,

**Now, therefore be it ordained**, by the Board of Aldermen of the Town of Dallas, North Carolina, that Section 153.123 of the Compiled Code of Town Ordinances be amended as follows:

**§ 153.123 AMENDMENTS AND CHANGES.**

(A) The Board of Aldermen may from time to time on its own motion or on petition after public notice and hearing as provided by law, amend, supplement change, modify, or repeal the boundaries or regulations herein or subsequently established after submitting the same to the town Planning Board for its recommendations and report.

(B) In addition to the public notice required by law, the town Planning Board shall cause to be erected on the property, with regard to which any petition is filed to have the provisions of this chapter amended, supplemented, changed or modified, a sign of at least one foot by two feet in size giving notice that it is attached a copy of the notice required by law to be posted or advertised, which sign shall be so maintained on said property for at least 15 days prior to the date of the required public hearing.

(C) Every petition to have the provisions of this chapter amended, supplemented changed, or modified as to any property shall be submitted on forms prepared by the town and shall be accompanied by a payment in the amount as set forth in the current fee schedule, to be used by the Town toward defraying the advertising costs and other expenses in connection with such petition.

(D) (1) In any case where a petition for a change in zoning classification has been denied by the Board of Aldermen after a public hearing, no new petition for the same change of the same property or any part thereof shall be filed within a period of 12 months from the date of such decision by the Board of Aldermen; further, no new petition for any other change in the zoning classification of the same property or any part thereof shall be filed within a period of six months form the date of such decision by the Board of Aldermen.

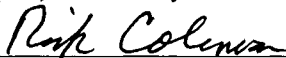
(2) In any case where a petition for a change in zoning classification receives an unfavorable recommendation from the town Planning Board after a public hearing and the petition either withdraws his application or fails to prosecute it before the Board of Aldermen within a period of 60 days thereafter no new petition for any change in zoning classification of the same property or any part thereof shall be filed within a period of 90 days immediately following the withdrawal of the petition or the expiration of the time limit for prosecuting such petition before the Board of Aldermen.

All Ordinances or portions of Ordinances in conflict herewith are hereby repealed.

Should any provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of the Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

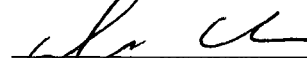
This Ordinance shall take effect and be in force from and after the date of its adoption.

Adopted, this 10<sup>th</sup> day of January, 2017

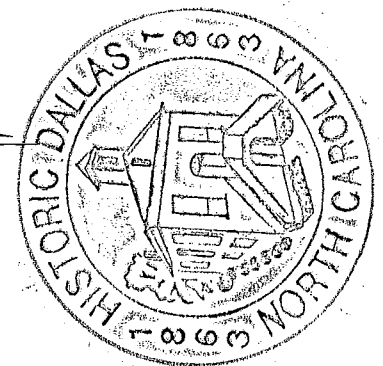


Rick Coleman, Mayor

ATTEST:



Da'Sha Leach, Town Clerk



**TOWN OF DALLAS**  
**FUND BALANCE POLICY**

**PURPOSE**

To establish a reasonable fund balance level to be maintained for the General Fund, describe the circumstances under which the Town can drop below the established fund balance level, and note the procedures to be followed on restoring the fund balance to the established level.

**OVERVIEW**

Unreserved, Undesignated Fund Balance refers to funds that remain available for appropriation by the Board of Aldermen after all commitments for future expenditures, required reserved (as defined by State Statutes), and previous Board of Aldermen designations have been calculated. The Town will define these remaining amounts as "Available Fund Balance".

**POLICY**

Available Fund Balance at the close of each fiscal year should be no less than 30% of the Town's total annual operating budget, with a Targeted Policy equal to 50%.

The Board of Aldermen may utilize funds that would reduce Available Fund Balance below the 30% level established by this policy in an extreme emergency for the purpose of providing the following:

- An unanticipated revenue shortfall.
- Dealing with a natural disaster or other similar event that threatens the health and safety of the residents.
- Taking advantage of an unforeseen opportunity that may otherwise be lost to the community.
- To protect the long-term fiscal security of the Town of Dallas.

In no instance may Available Fund Balance drop below 15% of the Town's annual operating budget.

If Available Fund Balance as calculated at the close of the fiscal year is below 30%, the Board of Aldermen shall adopt a plan as part of the following year's budget process to restore the Available Fund Balance to the established policy level within 24 months from the date of the budget adoption. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Board of Aldermen shall establish a different, but appropriate timeframe.

If Available Fund Balance as calculated at the close of a fiscal year exceeds 70%, the Board of Aldermen may appropriate or designate the excess for one-time Capital Expenditures or transfer the excess to a Capital Reserve Fund.

**Town of Dallas  
Budget Amendment**

Date: January 10, 2017

Action: Town Hall Amendment

Purpose: To Provide Funds for Replacement of Smaller HVAC Unit at Town Hall

Number: ADM-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance Appropriated	\$31,033	\$36,233	\$5,200
10	4100	1510	Maint & Repair: Admin Office	\$3,000	\$8,200	\$5,200

	Totals	\$34,033	\$44,433	\$10,400
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\_\_\_\_\_  
Approval Signature  
(Town Manager)