



**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)

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: End of 2016 calendar year summary

Since becoming a team member for the Town of Dallas on March 28th, it has been my pleasure and honor to serve you and the citizens of Dallas in my capacity as Development Services Director. Although many day-to-day projects are slow to come to fruition and results are not immediately apparent, the following is a summary of completed and ongoing projects since I started.

Code Enforcement Notices written	126
Zoning Permits issued (since January 1)	117
Annexation/rezoning/map amendment	1
Text amendments	17
Vacant structures demolished	8
2 mobile homes, 4 houses, 2 sheds, all at property owners' expense	
Established or increased service fees	16

With the assistance and support of the Mayor, management team and staff members, I assisted in the production of a Town newsletter which was sent to water bill customers in August which provided news and informative schedules and events through 2016.

For several months, Maria Stroupe, Da'Sha Leach and I have been of working with a web designer/consultant to redesign the Town's website to make it more attractive and user-friendly. It will give us the opportunity to provide better communication with users of the website and to provide real-time updates. The goal for launching the new website is late January/early February.

For a couple weeks in October and November, I attended pre-requisite classes at the School of Government (with the October class being covered by a scholarship from the Credit Union!). These classes were required in order to complete the Certified Zoning Official courses in April and May. Pending a passing grade on the State exam, I will earn the title of CZO (Certified Zoning Official). Being a CZO will help lend more credibility in the reputable and proper administration/enforcement of Dallas' Zoning Ordinances, by promoting technical and legal quality of administration and helping public understanding and awareness in Zoning.

With the continued help of citizens, property owners, department heads, staff members, Town Manager, members of the Planning Board, Board of Aldermen, Mayor, Gaston County staff and countless other resources, I look forward to doing my part in helping improve the quality of life for the citizens of the Town of Dallas.

