

TOWN OF DALLAS
MINUTES FOR BOARD OF ALDERMEN MEETING
NOVEMBER 13, 2017
6:00 PM

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

The following staff members were present: Maria Stroupe, Town Manager; Da'Sha Leach, Town Clerk; Tom Hunn, Town Attorney; Allen Scott, Police Chief; Steven Aloisa, Recreation Director; Doug Huffman, Electric Director; Tiffany Faro, Development Services Director and Bill Trudnak, Public Works Director. Steve Lambert, Fire Chief and Jonathan Newton, Finance Director was absent.

Mayor Coleman called the meeting to order at 6:00 pm. He opened with the Invocation and the Pledge of Allegiance to the Flag followed.

Mayor Coleman read the meeting rules for the audience. He asked if there were any additions or deletions to amend the agenda. Alderman Withers made a motion to approve the agenda as presented, seconded by Alderman Huggins, and carried unanimously.

Alderwoman Thomas made a motion to approve the minutes from September 18th Regular Meeting, October 9th Regular Meeting, and October 23rd Work Session Meeting, seconded by Alderwoman Morrow, and carried unanimously.

Consent Agenda:

Resolution for Proclamation for Diabetes Awareness. (Exhibit A)
Flag Policy. (Exhibit B)
Set Public Hearing Date to Amend Zoning Map. (Exhibit C)
Set Public Hearing Date to Assign "No Parking" Signs. (Exhibit D)

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

Recognition of Citizens:

Adam Thornburg, 404 Thornburg Rd., Den leader for Arrow of Light Scout Pack 28 from Antioch Lutheran Church are working on merit badges and decided to come to a board meeting to see how business is conducted. He recognized Evan, Brogan, Jack, Ron, Jacob, Jonas, Noah, CJ, Miles, and Assistant Cub Master Mike Brown. Requirement to meet with Town leaders to find out how the rule of law applies to requirements and the decision making process.

Town Manager introduced a new staff member Mrs. Tiffany Faro. Also, a former Town employee Martine Vray was present and requested prayers for areas affected by Hurricanes.

Starletta Hairston, 407 W. Main St., Mrs. Hairston congratulated the Board members on re-election. She was candidate up for election and she enjoyed meeting with the other candidates as well as meeting the Dallas citizens. She wants to see Dallas grow and looks forward to seeing what the Board will do.

Mr. Curtis Wilson, 438 S. Gaston St., He congratulated the re-elected official as well as the candidates that ran for office. He prayed over the agenda, and the community.

Special Events & Requests for In-Kind Services:

Item 7A was a request from Town Staff to conduct the annual "Carols on the Square" on Friday, December 1st from 6 pm to 8 pm. The event will be held along N. Holland Street from Trade St. to Main St. Attendance is expected to be estimated at approximately 350 people. (Exhibit E) Alderwoman Thomas made a motion to approve as presented, seconded by Alderman Cearley, and carried unanimously.

Item 7B was a request from Town Staff to conduct the annual "Christmas Parade" on Friday, December 8th from 4 pm to 5 pm. . The route will be the same as prior years with participants assembling near the Ingles parking lot and then proceeding down Main Street. Attendance is expected to be estimated at approximately 2000 people. (Exhibit F) Alderman Huggins made a motion to approve, seconded by Alderwoman Morrow, and carried unanimously.

Public Hearings: None

Old Business:

Item 9A was for approval for a traffic calming policy. The Board was presented with two petitions for speed humps and they requested Staff to draft a policy for review since the Town currently does not have a Traffic Calming Policy. At the work sessions, the Board members discussed the proposed policy and made some recommendations. This item was presented at the Board meeting on October 9th and the Board voted to table this item to give the community an opportunity to review the policy before they approved it. Copies were made available at Town Hall effective October 10th. (Exhibit G) Alderman Cearley made a motion approve the Traffic Calming Policy, seconded by Alderwoman Morrow, and carried unanimously.

New Business:

Item 10A was a discussion to decide whether a work session was needed for November 27th. Alderman Huggins made a motion to cancel the work session, seconded by Alderwoman Thomas, and carried unanimously.

Manager's Report:

- Chapel Hill 3rd Session will be the reminder of the week.
- Annual Employee Cookout on Monday, November 20th at 1pm.
- Trash Pickup for Thursday (Thanksgiving Day) will be picked up on Wednesday. Door knockers will be placed on the homes to notify them, a notice will be placed on the website and a notice will be placed on the electronic sign.
- On-going projects- Steady progress.

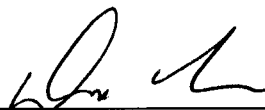
Department Updates, and General Information:

Mayor Coleman welcomed back the Scouts any time to see more action. Carols on the Square and Parade reminder to the audience.

Alderman Cearley made a motion to adjourn, seconded by Alderwoman Morrow, and carried unanimously. (6:20)



Rick Coleman, Mayor



Da'Sha Leach, Town Clerk



Proclamation Recognizing Diabetes Awareness Month

WHEREAS, diabetes affects 29.1 million people—9.3% of the population in the United States, and is a serious disease for which there is no known cure and which is the seventh leading cause of death by disease in the United States; and

WHEREAS, approximately one quarter of the Americans who have diabetes, 8.1 million (27.8%) of people, do not know they have the disease and may experience damage to the heart, eyes, kidneys, and limbs without producing any symptoms; and

WHEREAS, another 86 million, or 1 in 3 American adults, has pre-diabetes, a condition which puts them at greater risk for developing Type 2 diabetes, and if current trends continue, 1 in 3 American adults will have diabetes by 2050; and

WHEREAS, Type 1 diabetes (T1D) is an autoimmune disease in which a person's pancreas stops producing insulin, a hormone that enables people to get energy from food. It occurs when the body's immune system attacks and destroys the insulin-producing cells in the pancreas, called beta cells. While its causes are not yet entirely understood, scientists believe that both genetic factors and environmental triggers are involved. Its onset has nothing to do with diet or lifestyle. There is no prevention for T1D and – at present – no cure; and

WHEREAS, T1D strikes both children and adults at any age. It comes on suddenly, causes dependence on injected or pumped insulin for life, and carries the constant threat of devastating complications; and

WHEREAS, 1.25M Americans are living with T1D including about 200,000 youth (less than 20 years old) and over a million adults (20 years old and older); 40,000 people are diagnosed each year in the U.S.; 5 million people in the U.S. are expected to have T1D by 2050, including nearly 600,000 youth; between 2001 and 2009 there was a 21% increase in the prevalence of T1D in people under age 20; \$14B T1D-associated annual healthcare costs in the U.S.; and

WHEREAS, diabetes has many faces, affecting everyone, young and old alike – Caucasians, African Americans, Latinos, Native Americans, Asian Americans and Pacific Islanders, with minority populations in the United States having an increased risk for developing the disease; and

WHEREAS, an increase in community awareness of risk factors and symptoms related to diabetes can improve the likelihood that people with diabetes will get the attention they need before suffering the devastating complications of the disease.

NOW, THEREFORE, BE IT PROCLAIMED, by the Town of Dallas that November is declared "Diabetes Awareness Month" for 2017 in order to bring awareness for those impacted by diabetes, encourage all citizens to help fight the disease, increase awareness of the risk factors, and support those suffering from diabetes.

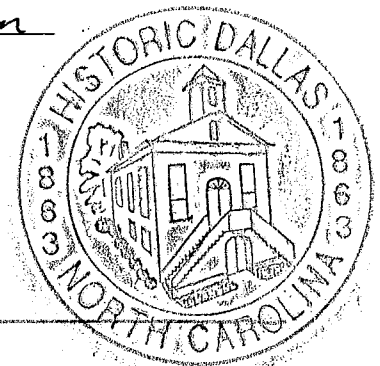
Adopted this the 13th day of November, 2017.


Rick Coleman, Mayor

Attested by:



Da'Sha Leach, Town Clerk



TOWN OF DALLAS

FLAG FLYING POLICY

PURPOSE

To adopt a policy for the appropriate and consistent treatment of flying the United States and North Carolina flags on Town of Dallas property.

COVERAGE

Upon adoption by the Town Board of Aldermen, this policy shall be applicable on Town-owned properties until such time that the policy is modified or rescinded by the Town Board of Aldermen.

POLICY

1) General Policies

- a) It is the custom to display the flag of the United States and the flag of the state of North Carolina only from sunrise to sunset on Town buildings and stationary flagstaffs in front of Town buildings. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- b) Flags should NOT be displayed in inclement weather, unless an all-weather flag is used.
- c) When the state flag is flown on the same halyard with the United States flag, it should always be under the United States flag. When the state flag is flown from adjacent staffs, the United States flag should always be hoisted first and lowered last. **NOTE:** When the state flag is flown on the same halyard with the United States flag, and as a result of the United States flag being flown at half-staff the state flag is at an unacceptable height from the ground, the state flag shall be removed from the halyard for the duration of the United States flag flying at half-staff. The state flag shall be returned to the halyard upon the raising of the United States flag.
- d) The President of the United States has authority over all flags at all governmental buildings, grounds, and naval vessels throughout the United States and its territories or possessions. The Governor has authority over all flags at North Carolina governmental facilities.

2) State and Federal Holiday

- a) Flags should be flown each day, and especially on all state and federal holidays.
- b) Whenever the public holiday falls on Sunday, the following Monday is the public holiday.

3) Flags at Half-Staff

- a) The flag may be flown at half-staff by Presidential proclamation or by the Governor's order. Only the President of the United States and the Governors of States, territories or possessions have the authority to lower the United States flag to half-staff.

- b) The Governor has authority over all flags at North Carolina facilities. In this capacity, the Governor may order the flags at state facilities to be flown at half-staff.
- c) In accordance with the U.S. Flag Code, Title 4, Section 7(m), the United States Flag can only be displayed at half-staff on specific days, or under the directive of the President of the United States or by the Governor of that state. Upon notice from the Governor, below is the list of official days to fly the flag at half-staff in North Carolina:
 - i) Peace Officers Memorial Day, May 15
 - ii) Memorial Day, Last Monday in May (flag raised back to full staff at noon)
 - iii) Korean War Veterans Day, July 27
 - iv) Patriot Day, September 11
 - v) Pearl Harbor Day, December 7
- d) The period of time that the United States flag shall be displayed at half-staff shall be determined by the Presidential order, or in the absence of any order or instruction, as defined in Title 36, United States Code, Chapter 10, Section 175.
- e) The flag of the State of North Carolina shall be displayed at half-staff for the same period of time as the flag of the United States.
- f) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- g) At no time shall an order be given that would result in the flag of the State of North Carolina being displayed in a manner inconsistent with the various policies governing the display of both the United States and North Carolina flags. As an example, since no flag may ever be flown above the flag of the United States, it shall never be possible for the flag of North Carolina to be displayed at full-staff while the United States flag is at half-staff,

PROPER DISPOSAL

Dry cleaning soiled flag is not prohibited, but when it is in such condition that it is no longer a fitting emblem for display it should be destroyed in a dignified manner, preferably by burning. Many veterans' and scouting organization collect tattered flags for ceremonial disposal.

RESPONSIBILITIES

It is the responsibility of the Fire Chief of the Town of Dallas, or their designee, to ensure that all flags are in good repair. It is also the responsibility of the Fire Chief, or their designee, that all flags being flown at Town government buildings adhere to the parameters set forth for flags at half-staff; whether put forth by flag code, by proclamation of the President of the United States, or by order of the Governor of North Carolina.

TOWN OF DALLAS, NORTH CAROLINA**REQUEST FOR BOARD ACTION**

DESCRIPTION: Set Public Hearing to Amend the Zoning Map

AGENDA ITEM NO. 5C

MEETING DATE: 11/13/2017

BACKGROUND INFORMATION:

The property owners of 306 & 308 W. Trade Street have requested that these parcels be rezoned from R-12 (Single Family Residential) to B-3 (Central Business District) as Case #ZO-17-01.

The Dallas Planning Board at their meeting on October 19th recommended this request be granted as such action would be consistent with the Town's Future Land Use Plan that calls for "Central Business District" zoning along West Trade Street.

It is requested that a public hearing be called for the December 11th meeting.

Copies of the rezoning applications and a GIS map are attached.

MANAGER'S RECOMMENDATION:

Set a Public Hearing to Amend the Zoning Map for December 11, 2017 at 6:00 pm.

BOARD ACTION TAKEN:



Printed On: 10/24/2017



Disclaimer: The information provided is not to be considered as a Legal Document or Description. The Map & Parcel Data is believed to be accurate, but Gaston County does not guarantee its accuracy. Values shown are as of January 1, 2015.

Town of Dallas
210 N. Holland Street
Dallas, NC 28034
704-922-3176

Case# 26-17-01

Petition for Map Rezoning

Name of Applicant John Peaty II
 Address of Applicant 114 Tannery Creek, Dallas, NC 28034
 Contract Information: Telephone 704-922-5869 Email BEATY JOHN 2 @ AOL.COM
 Owner of Property John L. Peaty II
 Owner's Address 114 Tannery Creek, Dallas, NC 28034
 Street Address of Property 306 W Trade St. Area Size of Property 0.364 AC
 Tax Map Number 132323 4422 ~~355707~~ in Town in ETJ
 Current Zoning Designation R-12 Current Use of Property Vacant
 Requested Change in Zoning Designation B-3
 Site served by Municipal Water Yes / No
 Site served by Municipal Sewer Yes / No

Petitioner must attached (on a separate sheet) the names of the owners, current mailing addresses, and tax parcel numbers of ALL adjoining properties including properties across any streets/roads.

We/I certify that all information provided in this application is accurate to the best of our/my knowledge, information, and belief. Furthermore, by signing this request, we/I agree to pay for advertising costs associated with this petition. We/I understand that this petition must be completed in full and the required fee paid for acceptance.

[Signature]
Signature of Applicant

9-12-17
Date

Fee: \$ 150.00 ~~200.~~ plus advertising costs.

OFFICE USE ONLY

Accepted as complete: 9.14.17 Date _____

Action:
 On 10.19.17 the Planning Board recommended that this petition be: Approved
 Denied

On _____ the Board of Aldermen held a Public Hearing concerning this request. By vote of the Board they: Approved Denied

Town of Dallas
210 N. Holland Street
Dallas, NC 28034
704-922-3176

Case# 20-17-01

Petition for Map Rezoning

Name of Applicant John D. Puett
 Address of Applicant 308 W. Trade St., Dallas, NC
 * Contract Information: Telephone 704 460 3116 Email John@Puett.CX
 Owner of Property John D. Puett
 Owner's Address 308 W. Trade St., Dallas, NC
 Street Address of Property 308 W. Trade St. Area Size of Property _____
 Tax Map Number 132-322 in Town in ETJ
 Current Zoning Designation R-12 Current Use of Property residential
 Requested Change in Zoning Designation B-3
 Site served by Municipal Water Yes No _____
 Site served by Municipal Sewer Yes No _____

Petitioner must attached (on a separate sheet) the names of the owners, current mailing addresses, and tax parcel numbers of ALL adjoining properties including properties across any streets/roads.

We/I certify that all information provided in this application is accurate to the best of our/my knowledge, information, and belief. Furthermore, by signing this request, we/I agree to pay for advertising costs associated with this petition. We/I understand that this petition must be completed in full and the required fee paid for acceptance.

* [Signature]
Signature of Applicant

9-13-17
Date

Fee: \$ 150.⁰⁰ plus advertising costs.

OFFICE USE ONLY

Accepted as complete: 9.14.17 Date _____

Action:
 On 10.19.17 the Planning Board recommended that this petition be: Approved
 Denied

On _____ the Board of Aldermen held a Public Hearing concerning this request. By vote of the Board they: Approved Denied

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Set Public Hearing to Assign "No Parking" Signs

AGENDA ITEM NO. 5D

MEETING DATE: 11/13/2017

BACKGROUND INFORMATION:

A request has been submitted by Ismael "Speedy" Gonzalez to place "No Parking" signs along Robinson Street between Ridge Street and Pine Street near Carr School for safety reasons.

Per section 72.03 of the Code of Ordinances, the Town Board must designate places and/or times of parking prohibited under the "Parking Schedules" of section 76 of the Code of Ordinances.

It is requested that a public hearing be set for December 11, 2017.

Copies of the request and the Ordinance sections are attached.

MANAGER'S RECOMMENDATION:

Set a Public Hearing to Assign "No Parking" signs for December 11, 2017 at 6:00 pm.

BOARD ACTION TAKEN:

10/20/2017

EXHIBIT D

WE THE UNDERSIGNED ARE PETITIONING THE TOWN OF DALLAS FOR "NO PARKING" SIGNS ON ROBINSON STREET FROM RIDGE STREET TO PINE STREET. THE AREA UP TO RIDGE STREET ALREADY HAS NO PARKING SIGNS.

CARS ARE PARKING ON THE SIDEWALK. THIS MAKES IT DIFFICULT FOR SCHOOL BUSES TO PASS WHEN THEY TURN LEFT OFF PINE STREET WHEN LEAVING CARR SCHOOL. IT ALSO MAKES IT MORE DIFFICULT FOR REGULAR TRAFFIC TO PASS.

CHILDREN TRYING TO USE THE SIDEWALK ARE HAVING TO WALK AROUND THESE CARS - SOMETIMES NEEDING TO GO INTO THE STREET TO GET AROUND THESE VEHICLES.

THIS IS A SERIOUS SAFETY ISSUE, AN ISSUE THAT NEEDS TO BE ADDRESSED. IN ADDITION THIS IS DETERIORATING THE SIDEWALKS RESULTING IN ADDITIONAL COSTS TO THE TOWN.

Speedy Gonzalez Ismael

CHAPTER 72: STOPPING, STANDING AND PARKING

Section

- 72.01 Vehicles not to stop in streets; exceptions
- 72.02 Vehicles not to obstruct passing in designated places
- 72.03 Parking prohibited at all times in designated places
- 72.04 Parking prohibited during certain hours in designated places
- 72.05 Parking time limited to two hours in designated places
- 72.06 One-hour limit in designated places
- 72.07 Parking time limited to ten minutes in designated places
- 72.08 Bus, taxicab, automobile or public drays for hire; law enforcement stands
- 72.09 Parking of taxicabs within the same block
- 72.10 Parking parallel to curb
- 72.11 Vehicles backed up to curb
- 72.12 Left side to curb not permitted on streets with parallel parking
- 72.13 Parking within lines where provided
- 72.14 Parking at 45-degree angle
- 72.15 Unlawful parking
- 72.16 Standing or parking vehicles for primary purpose of advertising prohibited
- 72.17 Stopping, standing or parking prohibited in specified places
- 72.18 Moving of vehicles of other operators into restricted areas prohibited
- 72.99 Penalty

§ 72.01 VEHICLES NOT TO STOP IN STREETS; EXCEPTIONS.

No vehicle shall stop in any streets except for the purpose of parking as prescribed in this title, unless the stop is made necessary by the approach of fire apparatus, by the approaching of a funeral or other procession which is given the right-of-way, by the stopping of a public conveyance by the lowering of railway gates, by the giving of traffic signals, by the passing of some other vehicle or a pedestrian or by some emergency; and in any case, covered by these exceptions the vehicles shall stop so as not to obstruct any footway, pedestrian aisle, safety zone, crossing or street intersection if such can be avoided.
(Prior Code, § H-IV-1) Penalty, see § 72.99

§ 72.02 VEHICLES NOT TO OBSTRUCT PASSING IN DESIGNATED PLACES.

No vehicle shall so stand on any street as to interrupt, or interfere with, the passage of public conveyance or other vehicles.
(Prior Code, § H-IV-2) Penalty, see § 72.99

§ 72.03 PARKING PROHIBITED AT ALL TIMES IN DESIGNATED PLACES.

When signs are placed, erected or installed, giving notice thereof, or the curbing has been painted yellow in lieu of the signs, no person shall park a vehicle at any time upon any of the streets or portions of streets described in Chapter 76, Schedule I, attached to and made a part of this title.
(Prior Code, § H-IV-3) Penalty, see § 72.99

~~CHAPTER 76: PARKING SCHEDULES~~

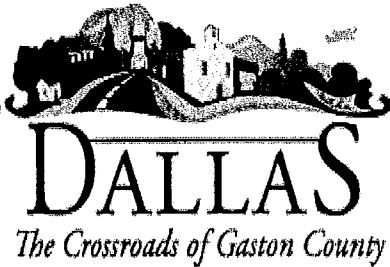
Schedule

- I. Parking prohibited
- II. Parking limited; two hours
- III. Parking limited; one hour
- IV. Parking limited; ten minutes
- V. Reserved parking
- VI. Diagonal parking

SCHEDULE I: PARKING PROHIBITED.

(A) Parking prohibited at all times upon any of the streets or portions of streets as follows (see § 72.03):

<i>On Street</i>	<i>Side</i>	<i>From</i>	<i>To</i>	<i>Added/Amend</i>
Alexander	Both	S. Davis	Dead end	10-13-1998
W. Church	North	Approx. 105 feet from Holland	Approx. 195 feet from Holland	3-14-2000
N. College	Both	E. Trade	End of N. College	7-8-1997
N. Davis	Both	E. Main St.	E. Trade St.	11-13-2012
S. Davis	West	E. Alexander	E. Holly	-
S. Davis	Both	E. Main Street	E. Church	3-9-1999
E. Gibbs	Both	S. Willow	S. Legion	1-8-1974
N. Hoffman	East	W. Trade	South side of first driveway entrance	12-29-1989
N. Hoffman	West	W. Trade	W. Main	12-29-1989
N. Hoffman	Both	W. Trade	W. Wilkins (except during church)	10-8-1996
N. Hoffman	Both	W. Wilkins	McSwain	10-8-1996
E. Holly	Both	S. Davis	End of E. Holly	-



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, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

APPLICATION INFORMATION

Name of Event:	Carols on the Square		
Facility Requested:	Court Square		
Applicant Name:	Maria Stroupe		
Organization:	Town of Dallas		
Mailing Address:	210 N. Holland St.		
City / State / Zip:	Dallas, NC 28034		
Daytime Phone:	704-922-3176	Cell:	E-Mail:
Description of the Event:	A Christmas gathering, singing carols, local school choruses		
Does the event have a Facebook, Twitter, or other social networking page:	No		
If yes, please list URL(s):			
Date (s) Requested for Event:	Friday, December 1, 2017		
Event Start Time:	6:30 PM	Event End Time:	8:00 PM
Road Closure Time Begins (if applicable):		Road Closure Time Ends:	
Set Up Begins:	3:00 PM	Set Up Ends:	9:00 PM
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	350		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			
No outside vendors or exhibitors			

Applicant's Signature: Maria Stroupe Date: 10-25-17

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text" value="3"/>	(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)			

Notes

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" value="0"/>	Number of Bands:	<input type="text" value="0"/>
Type(s) of music:	<input type="text" value="Music played a PA system and CD player"/>		
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="6:30 PM"/>	Finish Time: <input type="text" value="8:00 PM"/>
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="5:30 PM"/>	Finish Time: <input type="text" value="6:30 PM"/>

* 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
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.			
Will there be any portable heaters?		<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply. Power for Cider pots and PA system.			

RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?		<input type="text"/>	
Company address:		<input type="text"/>	
List details, if any:		<input type="text"/>	
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.			
ALL rides must be inspected and approved by The Department of Labor.			

VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services

Does the event include food vendors? Yes No

If the event will have food vendors, please check the following that apply:
 Served Sold Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)
(Use additional sheet if necessary)

Vendor	Cooking Method	Food Item
Town of Dallas	Heating Cider in Percolators	Cider, Cookies, Candy

Food and beverages shall not be sold at an event unless approved and licensed, if necessary by the Gaston County Health Department. Event organizers are responsible for arranging health inspections for their event.

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
12/1/2017	3:00 PM	Set Up	
12/1/2017	6:30 PM	Refreshments Served and Program	
12/1/2017	8:00 PM	Clean Up	

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in what containers will they come packaged in?	Styrofoam Cups
<input type="checkbox"/> aluminum cans <input type="checkbox"/> glass bottles/jars <input type="checkbox"/> plastic bottles/jugs/jars	
How many trash cans are you requesting for trash?	<input type="text" value="5"/>
How many recycle carts are you requesting?	<input type="text" value="0"/>
Delivery Location?	<input type="text" value="Court Square on N. Holland St. Side of Square"/>
Date and Time for rollout carts to be emptied?	<input type="text" value="8:30 PM"/>
Date and Time for rollout carts to be picked up?	<input type="text" value="8:30 PM"/>
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? <input type="text" value="Town of Dallas personnel"/>	
SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)	
<input type="checkbox"/> Stage Security <input type="checkbox"/> Event Area Security <input checked="" type="checkbox"/> Road Closure Security	
<input type="checkbox"/> Other	<input type="text"/>
<input checked="" type="checkbox"/> Overnight Security	From <input type="text" value="6:00 PM"/> To <input type="text" value="8:00 PM"/>
Dates & Times security will be on site:	<input type="text" value="12/01/2017"/> 6:00 pm - 8:00 pm
Security provided by:	<input type="text" value="Town of Dallas PD"/> Number of Security Personnel: <input type="text" value="4"/>
<i>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.</i>	

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 and the surrounding area. The plan should include the following information:

- 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; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> PARADE (Includes floats, vehicles, and persons)	<input type="checkbox"/> BICYCLES
<input type="checkbox"/> MARCH OR WALK (persons only)	<input type="checkbox"/> FOOT RACE
<input type="checkbox"/> VEHICLES ONLY (Includes motorcycles)	
<input type="checkbox"/> OTHER (Description: <input style="width: 100%;" type="text"/>)	
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 150px;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 150px;" type="text"/>
DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	

ROAD CLOSURES

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

- 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 are at the sole discretion of the Town of Dallas. The Town 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.

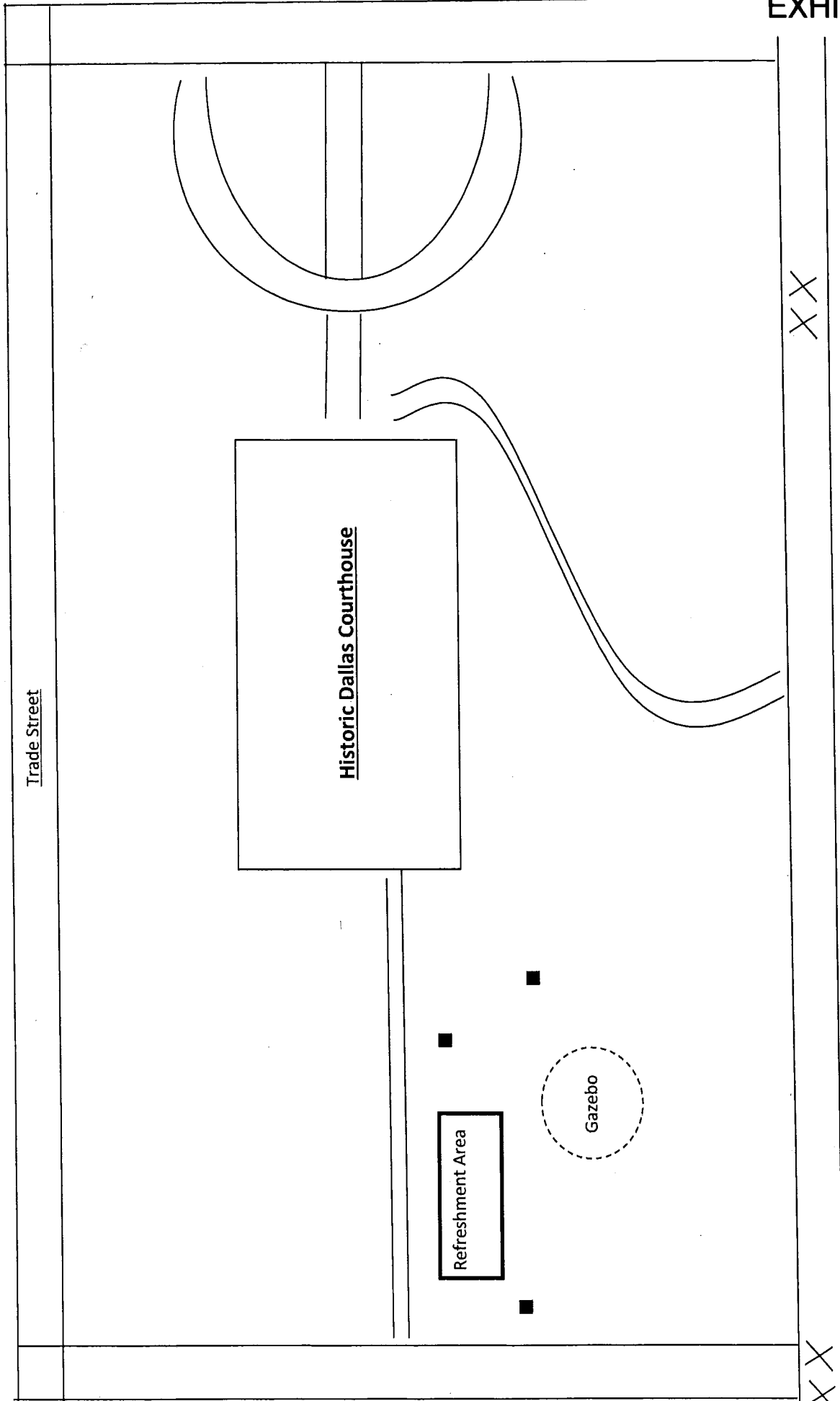
DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.

Applicant's Signature: Maria Stroupe Date: 10-25-17

Carols on the Square Event

December 1, 2017

6:30 pm



N. Gaston Street

EXHIBIT E

Trade Street

Historic Dallas Courthouse

Refreshment Area

Gazebo

- Key:
- Porta Jons
 - Trash Cans
 - X Road Barrier

W. Main Street

Gaston County Museum

N. Holland Street



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, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

APPLICATION INFORMATION

Name of Event:	Christmas Parade		
Facility Requested:			
Applicant Name:	Maria Stroupe		
Organization:	Town of Dallas		
Mailing Address:	210 N. Holland St.		
City / State / Zip:	Dallas, NC 28034		
Daytime Phone:	704-922-3176	Cell:	
		E-Mail:	
Description of the Event:	Annual Christmas Parade		
Does the event have a Facebook, Twitter, or other social networking page:	No		
If yes, please list URL(s):			
Date (s) Requested for Event:	Friday, December 8, 2017		
Event Start Time:	4:00 PM	Event End Time:	5:00 PM
Road Closure Time Begins (if applicable):		Road Closure Time Ends:	
Set Up Begins:	2:00 PM	Set Up Ends:	5:00 PM
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	2000		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			
Vendors obtain a permit at Town Hall for sale of food, beverages, and novelties.			

Applicant's Signature: Maria Stroupe Date: 10-25-17

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no proceed to next section.)
# of Canopies	<input type="text" value="3"/>	(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)	<input type="text"/>	

Notes

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 proceed to next section.)
If yes, state the number of stages, number of bands and type of music:		
Number of stages:	<input type="text" value="0"/>	Number of Bands: <input type="text" value="0"/>
Type(s) of music:	<input type="text" value="Music played by marching bands and float participants"/>	
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="4:00 PM"/>	Finish Time: <input type="text" value="5:00 PM"/>
Will sound checks be conducted prior to the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text"/>	Finish Time: <input type="text"/>

* 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
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.		
Will there be any portable heaters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any deep fat fryers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply. Power for Cider pots and PA system.		

RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>	
Company address:	<input type="text"/>	
List details, if any:	<input type="text"/>	
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.		
ALL rides must be inspected and approved by The Department of Labor.		

VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services

Does the event include food vendors? Yes No

If the event will have food vendors, please check the following that apply:
 Served Sold Catered Prepared Outdoors

Does the event include food concession and/or cooking areas? Yes No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)
(Use additional sheet if necessary)

Vendor	Cooking Method	Food Item
		Cotton Candy
		Funnel Cakes

Food and beverages shall not be sold at an event unless approved and licensed, if necessary by the Gaston County Health Department. Event organizers are responsible for arranging health inspections for their event.

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
12/8/2017	2:00 PM	Set Up	
12/8/2017	4:00 PM	Parade	
12/8/2017	5:00 PM	Clean Up	

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?
Town of Dallas personnel

SAFETY AND SECURITY (CHECK ALL 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 and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
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- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

ROUTE AND TRAFFIC PLAN

<input checked="" type="checkbox"/> PARADE (Includes floats, vehicles, and persons)	<input type="checkbox"/> BICYCLES
<input type="checkbox"/> MARCH OR WALK (persons only)	<input type="checkbox"/> FOOT RACE
<input type="checkbox"/> VEHICLES ONLY (Includes motorcycles)	
<input type="checkbox"/> OTHER (Description: _____)	
Number of Persons: <input type="text"/>	% Children: <input type="text"/>
Number of Vehicles: <input type="text"/>	Vehicle Types: <input type="text"/>
Number of Animals: <input type="text"/>	Kinds: <input type="text"/>
DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	

Start at Incles Grocery Store	
Travel West on Main St., Turn Right onto College St. Turn Right onto E. Church St., Turn Left onto Pine St.,	
Turn Right onto Carpenter St., and Turn Right into Ingles Parking Lot.	

ROAD CLOSURES

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

- 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 are at the sole discretion of the Town of Dallas. The Town 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.

Applicant's Signature: *Maria Stroup* Date: 10-25-17

TOWN OF DALLAS
TRAFFIC CALMING CRITERIA AND GUIDELINES POLICY

PURPOSE

To adopt a policy for the appropriate and consistent treatment of traffic calming devices on Town-maintained streets.

COVERAGE

Upon adoption by the Town Board of Aldermen, this policy shall be applicable on Town-maintained streets until such time that the policy is modified or rescinded by the Town Board of Aldermen.

POLICY

The Town shall install and maintain traffic calming devices only on streets in or serving residential neighborhoods where speeding vehicles are the primary concern and traditional police enforcement is not feasible, in the judgement of the Town's Chief of Police. Traffic calming initiatives may include police enforcement, lower speed limits, parking controls, traffic circles, turn restrictions, changed street patterns, street closures, multi-way stop intersections, speed humps, striping, and/or other. The following procedures are meant to ensure that traffic calming devices are installed and used as intended and that their installation has the support of the affected neighborhoods.

QUALIFYING CRITERIA

- 1) Streets for which traffic calming devices are requested must be residential or serve residential neighborhoods.**
 - a) Street has no more than two lanes.
 - b) Street width is equal to or less than 35 feet.
 - c) Posted speed limit is 25 MPH or less.
 - d) Street alignment does not exceed 300 feet radius in curves.
 - e) Street grade shall not exceed 8% at any point within 300 feet of the proposed location of traffic calming devices.
 - f) Average daily traffic volume on the street must be a minimum of 300 vehicles.
 - g) Street should not be a primary emergency medical services route.
 - h) Street should have curb and gutter in place.

- 2) Speeding must be the chronic problem on the street.**
 - a) As measured by the Police Department traffic monitoring devices, 15% of the traffic should be equal to or greater than 5 MPH over the posted speed limit during a measured 24-hour period.
 - b) Traditional police enforcement of speeding is not feasible in the judgement of the Town's Chief of Police.

3) Requests for traffic calming devices must be initiated, accepted, and supported by the property owners on the affected street(s). Requests are to be submitted to the Town of Dallas Public Works Director.

- a) Installation of traffic calming devices must be requested through a petition signed by at least seventy-five percent (75%) of the owners of lots on the street(s) on which the devices are to be installed whose property is within 500 ft. on either side of the proposed device site.
- b) If another outlet is available, signatures of owners of cul-de-sac lots are not necessary beyond the 500 ft. requirement noted in Section 3(a). If no other outlet is available, owners of lots on any cul-de-sacs that intersect with the street(s) for which traffic calming devices are being requested must be included in the petition and in determining the required participation level, even if beyond the 500 ft. requirement noted in Section 3(a).
- c) Upon verification that a petition meets the required level of support as noted in parts a and b of this section and that the qualifying criteria as noted in sections 1 and 2 are met, the Town Public Works Director, in conjunction with the Town's Chief of Police and Fire Chief, shall develop a sketch plan indicating the type(s) and location(s) of the proposed traffic calming devices(s) to be installed. The sketch plan shall then be presented to the Town's Public Works Committee for its review and approval. The sketch plan must also be approved by the homeowners' association for the affected residential neighborhood through a resolution or letter of support. If the affected neighborhood does not have a homeowners' association, the sketch plan must be approved by a simple majority of the owners of the property on the affected streets through a petition or letter endorsing the sketch plan.
- d) The development of a sketch plan shall include, but not be limited to, consideration of the following placement guidelines:
 - i) Located at least 200 feet apart.
 - ii) Located such that a stopping sight distance of 200 feet or more at 25 MPH is proved.
 - iii) Located at least 200 feet from an intersection.
 - iv) Placed under street lighting for greater visibility.
 - v) Located a minimum of 5-10 feet from a driveway.

4) Approval of and Prioritization for Installation

- a) After all of the steps in section 3 have been satisfied, the Board of Aldermen shall make the final decision as to whether to approve the installation project. The Town Board of Aldermen reserved the right, in its sole discretion, to deny any request for installation of traffic calming devices on Town-maintained streets.
- b) Should there be more than one project submitted and approved at any given time, the Town Board of Aldermen shall approve a rating of the projects for prioritization so as to determine a schedule for installation. All approved projects are subject to funding availability.
- c) If a request for installation of a traffic calming device is denied, reapplication can be made after one (1) year. No reapplications within the first year will be considered.

5) Removal of Traffic Calming Devices

- a) Upon recommendation of the Public Works Committee and action by the Town Board of Aldermen, the Town may at any time remove any traffic control device when it is determined to be in the best interest of the Town.
- b) Citizens may initiate a request for removal of traffic calming devices through a petition process meeting the same criteria for signatures as required for requesting installation. Requests for removal may not be submitted within the first year after initial installation of device. Upon certification that the required level of participation is met, the request shall be reviewed by the Public Works Committee and a recommendation made to the Town Board of Aldermen. The Town Board of Aldermen shall make a final decision on removal.

Attachment A -- Traffic Calming Request Form

This form is used to report a speeding or traffic problem on a residential street. When this form is submitted, Town staff will evaluate the complaint to determine the nature of the problem, and make sure that the location is a Town-maintained, residential street. After the initial report, Town staff will explain how residents may put together a petition to verify that there is a widespread concern for the speeding or traffic issue.

1. **Contact Information**

Name (please print): _____
Address, City, and Zip: _____
Phone Number: _____
Email Address: _____

2. Please describe the location of the traffic concern. Attach a map or picture if necessary:

3. Please describe the nature of the neighborhood traffic problem you are concerned with:

4. Please list possible solutions to the problem that you would like the Town of Dallas to consider:

Please fill out this form and return to :

Town of Dallas
Development Services Director
210 N. Holland St.
Dallas, NC 28034
FAX: (704)922-4701

