

Town of Dallas
Agenda
December 14, 2021
6:00 PM
BOARD OF ALDERMEN
Rick Coleman, Mayor

Allen Huggins

Frank Milton

Darlene Morrow

Jerry Cearley, Mayor Pro-Tem

E. Hoyle Withers

ITEM	SUBJECT	Page
1.	Invocation and Pledge of Allegiance to the Flag	
2.	Approval of Agenda with Additions Or Deletions	
3.	Approval of Minutes	
	A. November 9 th Regular Meeting and November 23 rd Work Session	2
4.	Recognition of Citizens: Time set by Mayor	
	A. Proclamation Honoring Gene Jones	12
5.	Consent Agenda (to be acted on collectively, unless removed for further discussion)	
	A. Budget Amendment – Governor’s Crime Commission Grant	14
6.	Public Hearings	
	A. Text Amendment 72.15(G) – Unlawful Parking	16
	B. Text Amendment 153.013(B) – Development Standards	18
7.	Old Business	
	A. Budget Amendment – Christmas Decorations	26
8.	Swearing In Elected Officials	
	A. Office of Alderman: Jerry A. Cearley	29
	B. Office of Alderman: Frank L. Milton	31
	C. Office of Alderman: Samuel S. Martin	33
9.	New Business	
	A. 2022 Meeting Schedules	35
	B. FY2022-23 Budget Calendar	38
	C. Election of Mayor Pro-Tem	40
	D. 2022 Centralina Delegate and Alternate	41
	E. Planning Board Vacancy	46
	F. Budget Amendments – Police Car/Duke Energy Refund/BOA Rebate	47
10.	Manager’s Report	

MINUTES FOR BOARD OF ALDERMEN MEETING

November 9, 2021

6:00 PM

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

The following staff members were present: Maria Stroupe, Town Manager; Nolan Groce, Development Services Director; Matthew Kanupp, Assistant Fire Chief; Sarah Hamrick, Town Clerk; Marcus Fleming, Police Captain; Bill Trudnak, Public Works Director; Brand Whitener, Recreation Director; and Tom Hunn, Town Attorney.

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

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

Approval of Agenda:

Mayor Coleman asked if there were any additions or deletions to amend the agenda. Alderman Huggins made a motion to approve the agenda, seconded by Alderman Cearley, and carried unanimously.

Approval of Minutes:

Alderman Milton motioned to approve the minutes from the October 12th Regular Board of Aldermen Meeting, as well as the minutes from the October 26th Work Session. Alderman Cearley seconded this motion and it was carried unanimously.

Recognition of Citizens:

The Mayor opened the floor to recognize the citizens.

Mike Fields, 1333 Philadelphia Church Rd., congratulated the candidates in the current election and thanked the recreation department on the success of the Halloween event at the Town Square.

Curtis Wilson, 438 S. Gaston St., requested to pray over the meeting.

Consent Agenda:

Item 5A Gaston County 175th Anniversary Proclamation

Gaston County is celebrating its 175th Anniversary in December. In coordination with the City of Gastonia, the County will host an event celebrating the anniversary on the afternoon of December 21, 2021 at the Rotary Pavilion. Further information concerning the celebration will be distributed closer to that time. Attached is a proclamation recognizing the 175th Anniversary of Gaston County (Exhibit 5A-1).

Item 5B Budget Amendment-Parking Restriping on S. Gaston Street

At the October 26th Work Session, the Board discussed options for parking on S. Gaston St. to address safety concerns that were originally raised at the October 12th Board of Aldermen Meeting. There are currently 160 parking spaces along S. Gaston St. with many of these spaces too close to intersections and driveways, based on standard parallel parking dimensions. Each space should be 25' long, 15' from driveways and/or intersections, and 10' from hydrants.

Staff made the following recommendations:

-Reconfigure the parking spaces along S. Gaston St. to meet standard parallel parking dimensions. This would result in a loss of approximately 50-55 parking spaces, but leaving approximately 105 spaces.

- Modify the parking ordinance to no longer allow parking of box trucks or box trailers in street parking.

The projected cost of reconfiguring the parking spaces is \$20,270.

After discussion the Board requested that a proposed ordinance change and budget amendment be brought for action. The budget amendment is required because this project was not included in the approved FY21-22 budget.

Attached is a budget amendment in the amount of \$20,270 to make the proposed reconfiguration of parking spaces.

Due to publishing issues with the newspaper, a revised ordinance will be presented at the December 14th Board of Aldermen meeting (Exhibit 5B-1).

Alderman Milton motioned to collectively approve all items under the consent agenda, seconded by Alderman Cearley, and carried unanimously.

Public Hearings:

6A YFKO LLC Annexation

Alderman Huggins made a motion to enter into a public hearing, seconded by Alderwoman Morrow, and carried unanimously.

An Annexation Petition, 2021-02, was submitted May 6, 2021, by William Gillespie Jr., managing member of YFKO LLC, property owner of Gaston County Parcel #304617.

2.50 acres of the existing 2.75-acre parcel are located within the Town of Dallas. The annexation petition will annex the remaining 0.25 acres. The existing portion within Town limits is currently zoned R-6, Multi-Family Residential, which is the requested zoning, pending annexation of the 0.25 acres.

The annexation and rezoning hearings have been advertised as required by State Statute and Town Ordinance in the Gaston Gazette 10/28 and 11/4, on site, and via first class mail to all property owners within five hundred (500) feet (Exhibit 6A, 1-11).

Alderman Cearley made a motion to go out of the public hearing, seconded by Alderwoman Morrow, and carried unanimously.

Alderman Withers made a motion to approve the Annexation, seconded by Alderwoman Morrow, and carried unanimously.

6B YFKO LLC Rezoning

Alderman Withers made a motion to enter into a public hearing, seconded by Alderman Cearley, and carried unanimously.

A Rezoning Application, 2021-02, was submitted May 6, 2021, by William Gillespie Jr., managing member of YFKO LLC, property owner of Gaston County Parcel #304617.

The rezoning request is to rezone 0.25 acres to R-6, Multi-Family Residential. Currently, 2.50 of the 2.75 acres is zoned R-6, Multi-Family Residential. This rezoning will remove the split-zoning which currently exists.

The Planning Board reviewed the rezoning request and unanimously recommended approval of the rezoning to R-6, Multi-Family Residential.

All Zoning Map amendments must include a statement of plan consistency, which is attached. Also, attached, is a rezoning ordinance for approval (Exhibit 6B, 1-12).

Russell Tanner, 320 Briarwood, had several questions concerning the rezoning. The Development Services Director, Nolan Groce, was able to answer his questions.

Alderwoman Morrow made a motion to go out of the public hearing, seconded by Alderman Huggins, and carried unanimously.

Alderwoman Morrow made a motion to approve the Rezoning, seconded by Alderman Withers, and carried unanimously.

6C Campbell Annexation

Alderman Huggins made a motion to go into a public hearing, seconded by Alderwoman Morrow, and carried unanimously.

An Annexation petition, 2021-03, was submitted June 10, 2021, by Jerry and Lynn Campbell for their property located at 1028 Rosewood Dr., further identified as Gaston County Parcel #171850. The petitioner is seeking annexation into the Town of Dallas as a Conditional Zoning District CD R-6, for a potential single-family detached subdivision.

The parcel is currently located outside of the Town of Dallas and is considered contiguous. The 2003 Land Use Map highlights this parcel as residential agricultural. The Planning Board recommends this property be rezoned to a Conditional District, CD R-6, if annexed into the Town.

The annexation and rezoning hearings have been advertised as required by State Statute and Town Ordinance in the Gaston Gazette 10/28 and 11/4, on site, and via first class mail to all property owners within five hundred (500) feet (Exhibit 6C, 1-12).

Mike Cloniger, 1031 Rosewood, has concerns that the houses will be too close together, there would not be enough parking, and it would have a great impact on our roads and schools. The Development Services Director, Nolan Groce, addressed Mr. Cloniger's concerns. The Mayor suggested that Town Staff send a letter to the Gaston County School System to inform them of the growth that may be begin to take place. The developer, Will Clayton, spoke on Mr. Cloniger's concerns about the parking.

A property owner, just south of the said property, on Rosewood, had concerns about cutting down trees, the utilities, and traffic. These concerns were also addressed by the Development Services Director.

Jack Etter, 1014 Rosewood, said that the development will border his property. Mr. Etter expressed his concerns about possible damage to his property from drainage and flooding. His concerns were also addressed by the Development Services Director.

Cody Smith, 1024 Rosewood, said his home will be beside the front entrance to the new development. He expressed concerns that he may loose part of his driveway and concerned that he may be forced to tap onto Town sewer. The Development Services Director assured him that he can not be forced to go on Town sewer and the front entrance of the new development will not affect his property.

Alderman Withers asked if any of the property owners on Rosewood would have to be annexed into the Town. The Development Services Director said the property owners can not be forced to be annexed, they have to request it themselves and they would continue to pay inside or outside rates on their utilities, depending where they live.

Alderman Cearley made a motion to go out of the public hearing, seconded by Alderman Milton, and carried unanimously.

Alderman Withers made a motion to approve the Annexation, seconded by Alderman Cearley, and carried unanimously.

6D Campbell Rezoning

Alderman Milton made a motion to enter into a public hearing, seconded by Alderwoman Morrow, and carried unanimously.

A Conditional Rezoning Application, 2021-03, was submitted by authorized agents Moore and Seagle Holdings LLC, on behalf of the property owner of 1028 Rosewood Drive, further identified as Gaston County Parcel #171850. The requested zoning is a Conditional District, Multi-Family Residential, CD R-6.

The Conditional Rezoning proposal includes 56 single family detached lots spanning across approximately 17.01 acres. The site includes 2.90 acres of tree save, 11.12 acres of disturbed area, four (4) off street parking spaces per home, and eight (8) foot side yard setbacks.

The Planning Board reviewed the conditional rezoning proposal and after discussion and modification to conditions and allowances, unanimously recommended approval of the rezoning to CD R-6.

All Zoning Map amendments must include a statement of plan consistency, which is attached. Also, attached, is a rezoning ordinance for approval (Exhibit 6D, 1-10).

Catherine Valentin-Andaluz, 203 Stillwell, via zoom, expressed her concerns about people crossing her property and asked if there would be any greenery to divide the property lines. Ms. Valentin-Andaluz also expressed concerns if she would still remain in the county and would be able to keep her livestock. The homeowner also asked if there would be enough Fire and Rescue to cover the entire area and asked if there would be any issues with the water and sewer lines. The Development Services Director addressed all of her concerns.

Alderwoman Morrow made a motion to go out of the public hearing, seconded by Alderman Milton, and carried unanimously.

Alderman Milton made a motion to approve the Rezoning, seconded by Alderman Withers, and carried unanimously.

6E Rhyne Annexation

Alderwoman Morrow made a motion to go into a public hearing, seconded by Alderman Withers, and carried unanimously.

An Annexation petition, 2021-05, was submitted June 16, 2021, by Helen Rhyne, property owner of Parcel #169184, no address assigned, located off of Dallas High Shoals Hwy. The petitioner is seeking annexation into the Town of Dallas as a Conditional Zoning District CD R-5, for a potential single-family detached subdivision.

The parcel is currently located outside of the Town of Dallas and is considered non-contiguous. The 2003 Future Land Use Map highlights this parcel as residential development. The Planning Board recommends this property be rezoned to a Conditional District, CD R-5, if annexed into the Town.

The annexation and rezoning hearings have been advertised as required by State Statute and Town Ordinance in the Gaston Gazette 10/28 and 11/4, on site, and via first class mail to all property owners withing five hundred (500) feet (Exhibit 6E, 1-10).

Jack Walls, 118 Meadowbrook Circle, expressed concerns about trespassers on his property and asked what the green markers represented. The Urban Design Representative explained that the markers represented the wetlands and stated that all the area homeowners had been notified by letter.

Alderman Huggins asked how many acres of land was in this development. The Development Services Director answered with 170.4 acres of land in this development.

Alderman Withers made a motion to go out of the public hearing, seconded by Alderman Huggins, and carried unanimously.

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

6F Finger Irrevocable Trust Annexation

Alderman Withers made a motion to go into a public hearing, seconded by Alderman Milton, and carried unanimously.

An Annexation petition, 2021-04, was submitted June 15, 2021, by Rosemary Finger Routszong Trustee of property owner, Marilyn S. Finger Irrevocable Trust. The Petition includes three parcels, #303651, 170287, and 169122, no address assigned, located near Shepherds Way Dr. The petitioner is seeking annexation into the Town of Dallas as part of a Conditional Zoning District CD R-5, for a potential single-family detached subdivision.

The parcels are currently located outside of the Town of Dallas and are considered contiguous. The 2003 Future Land Use Map highlights these parcels for new residential development. The Planning Board recommends this property be rezoned to a Conditional District, CD R-5, if annexed into the Town.

The annexation and rezoning hearings have been advertised as required by State Statute and Town Ordinance in the Gaston Gazette 10/28 and 11/4, on site, and via first class mail to all property owners withing five hundred (500) feet (Exhibit 6F, 1-12).

Nancy Essary, 125 Kelly Dr, via zoom, had concerns about the traffic and over-crowding in the schools that the development may bring. The Mayor, again said, he would have a letter sent to the Gaston County School System, expressing the concerns of possible over-crowding in the schools from the new development. The Development Services Director explained that the developer is required to keep DOT standards and conduct traffic studies.

Alderman Withers made a motion to go out of the public hearing, seconded by Alderman Milton, and carried unanimously.

Alderman Withers made a motion to approve the Annexation, seconded by Alderwoman Morrow, and carried unanimously.

6G Little Long Creek Rezoning

Alderwoman Morrow made a motion to go into a public hearing, seconded by Alderman Huggins, and carried unanimously.

A Conditional Rezoning Application, 2021-04, was submitted by authorized agents Jeff Webb and Paul Pennell on behalf of the property owners of Gaston County Parcels

#301017,303651,170286, 170287, 169184, and 169122. The requested zoning is a Conditional District, Single Family Residential, CD R-5.

The Conditional Rezoning proposal includes 529 single family detached lots spanning across 170.56. The site includes 51.58 acres of open space and 6.15 acres of amenity area. Amenity areas to include: +/- 4,550 linear ft. of natural walking rails at 8 ft. wide; two (2) parks equipped with playgrounds, open air pavilions, picnic tables, grills and benches. The development will also include street trees on both sides of the road at approximate 50 ft. intervals.

The Planning Board reviewed the conditional rezoning proposal and after discussion and modification to conditions and allowances, unanimously recommended approval of the rezoning to CD R-5.

All Zoning Map amendments must include a statement of plan consistency, which is attached. Also, attached, is a rezoning ordinance for approval (Exhibit 6G, 1-18).

Paul Pennell, with Urban Design Partners, gave a presentation explaining that each home will have four parking spaces, the development would be under a HOA, and the Town would share utilities with REA. Mr. Pennell also explained that this would be a three- phase development, with the first homes built in the next 2-3 years and the first section will be off of Dallas-High Shoals Road, with 100-150 homes.

Alderwoman Morrow made a motion to go out of the public hearing, seconded by Alderman Withers, and carried unanimously.

Alderman Withers made a motion to approve the Rezoning, seconded by Alderwoman Morrow, passing four to one.

Old Business:

There was no Old Business to conduct.

New Business:

Item 8A Request to use the Dennis Franklin Gym by Monarch Media

Monarch Media, a film company, has reached out requesting to use the Dennis Franklin Gym to shoot a scene in their upcoming movie, "Something Here". The scene in the Gym is a Homecoming Dance and begins as the King and Queen are announced.

Monarch Media would set up the Gym on Tuesday, November 30th; film on Wednesday, December 1st, and clean up on Thursday, December 2nd.

Attached is an overhead map of the area, including their schedule. Also, attached, is information about Monarch Media (Exhibit 8A, 1-7).

The Town Manager, Maria Stroupe, explained that the Media Company would pay the Town \$500 per day to use the Gym and said they have sent in their Insurance and Tax forms to the Finance Department.

Alderman Cearley made a motion to approve the use of the Gym, seconded by Alderman Huggins, and carried unanimously.

Manager's Report:

The Town Manager, Maria Stroupe, reported that the Election was certified and the grant for the body cam's for the Police Department was approved. Ms. Stroupe announced the Veteran's Day Event would be held on November 11th at 10 a.m. and the Employee's Thanksgiving Cookout would be on November 16th at 1 p.m. (8:00 p.m.).

Closed Session:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. NCGS §143-318.11(3).

Alderman Cearley made a motion to go into the Closed Session, seconded by Alderwoman Morrow, and carried unanimously (8:10 p.m.).

No action taken.

Alderman Huggins made a motion to go out of the Closed Session, seconded by Alderman Cearley, and carried unanimously (9:01 p.m.).

Alderman Withers made a motion to adjourn the Board of Aldermen meeting, seconded by Alderman Cearley, and carried unanimously (9:02 p.m.).

Rick Coleman, Mayor

Sarah Hamrick, Town Clerk

MINUTES FOR BOARD OF ALDERMEN WORK SESSION
November 23, 2021
5:00 PM

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

The following Staff members were present: Maria Stroupe, Town Manager; Nolan Groce, Development Services Director; Sarah Hamrick, Town Clerk; Robbie Walls, Police Chief; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Earl Withers, III, Fire Chief; and Brandon Whitener, Recreation Director.

Mayor Coleman called the meeting to order at 5:00 pm.

The Mayor then opened with the Pledge of Allegiance to the Flag.

The Mayor asked if a discussion about the property behind Carr Elementary could be added to the Agenda. Alderwoman Morrow made a motion to approve the agenda, seconded by Alderman Huggins, and carried unanimously.

New Business:

Item 3A Gaston County 175th Anniversary

Gaston County is celebrating its 175th Anniversary in December with a celebration on December 21st at 4:00 pm at the Rotary Centennial Pavilion. The County is looking at placing banners in communities across the county. These banners would be vertical (attached to light posts) or large horizontal banners. The vertical banners would be 24" x 48" and the horizontal banners would be 6' x 3'. This discussion would be to determine if there are any places around Dallas that the County could place some banners (Exhibit 3A, 1-3).

Item 3B Special Events Fee

As the Town is seeing an increase in the number and frequency of special events requests, it is appropriate to discuss assessing a fee to cover the costs incurred by the Town in support of these private events. Many of the events being requested are for the benefit or profit of specific entities. Costs are incurred in delivering, picking up, and emptying trash cans; delivery, setup, and pickup of barricades; area clean up; and other activities associated with planning and monitoring these events. This discussion is to determine the best method, if desired, to assess a fee for the use of Town services in conjunction with private special events. The Board decided to bring back the discussion for the January Board meeting.

Item 3C SB300 Implementation

On September 2, 2021, Governor Roy Cooper signed into law new legislation designed to drive Criminal Justice Reform, S.L. 2021-138 (SB300). This legislation contains several main provisions that will affect Town ordinances and procedures, that we will be addressing.

Attached is information from the NCLM and School of Government summarizing the main provisions (Exhibit 3C, 1-5).

Item 3D Property Behind Carr Elementary

The Mayor added to the Agenda, the discussion of the property behind Carr Elementary possibly being sold to build a new Aquatic Center. The Board discussed that the Mayor call the developer to show the Town has interest in this project.

The Town Manager made mention of several upcoming events including the Monarch Media Production Company filming starting at the end of the month, the Carols on the Square on December 3rd, the Christmas Parade on December 12th, and the Employee Christmas Lunch on December 16th. She also stated that there will be training for the new Board members starting in January and reminded about the Swearing-In Ceremony for the new Board of Aldermen on December 14th. There was also discussion about the purchase of two more Christmas Trees for the Court Square.

Alderwoman Morrow motioned to adjourn, seconded by Alderman Milton, and carried unanimously (5:50 p.m.).

Rick Coleman, Mayor

Sarah Hamrick, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Proclamation Honoring Howell Eugene "Gene" Jones

AGENDA ITEM NO. 4A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Howell Eugene "Gene" Jones passed away on October 28, 2021. Gene was a charter member of the Dallas Rescue Squad and served with the Dallas Fire Department for 57 years. Upon his passing, Gene was the longest-serving volunteer firefighter in Gaston County. Gene also served as Chaplain for the Dallas Fire Department for many years. He will be greatly missed by the Dallas community.

Attached is a proclamation honoring Gene Jones' life and legacy.

MANAGER RECOMMENDATION: Approve the proclamation honoring Howell Eugene "Gene" Jones as presented.

BOARD ACTION TAKEN:

Proclamation Honoring Howell Eugene "Gene" Jones

WHEREAS, Howell Eugene "Gene" Jones was born on February 22, 1937 in Gaston County to Ernest and Lilly Mae Rabb Jones; and,

WHEREAS, Gene Jones worked with Gaston County Animal Control, with the Dallas Prison where he worked as a Control Officer, and upon retirement as a Part-Time Dispatcher for the Town of Dallas Police Department; and,

WHEREAS, he was an active member of Dallas Church of God; and,

WHEREAS, Gene Jones had a heart for serving others and joined the Dallas Fire Department when he was 27, leading to 57 years of service to the Dallas community; and was a Charter Member of the Dallas Rescue Squad; and,

WHEREAS, in addition to his service at the Fire Department, Gene Jones served as the Chaplain at the Dallas Fire Department for many years; and,

WHEREAS, in honor of 50 years of service to the Dallas Fire Department, in 2014 Engine 630 was dedicated to Gene Jones; and,

WHEREAS, upon his passing, Gene Jones was the longest-serving volunteer firefighter in Gaston County; and

WHEREAS, Gene Jones lived his life in service to others, leaving a legacy that will long be remembered for the impact he made on lives in Dallas and Gaston County; and

WHEREAS, Howell Eugene "Gene" Jones passed away on October 28, 2021,

NOW, THEREFORE, in honor of Gene Jones' legacy as a loving father, grandfather, great-grandfather, and friend; the Town of Dallas, by affirmative vote of its Board of Aldermen, does hereby officially honor **Howell Eugene "Gene" Jones**, and extends its collective appreciation and gratitude for his service in his community.

Adopted this the 14th day of December, 2021.

Rick Coleman, Mayor

Attested by:

Sarah Hamrick, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – Governor’s Crime Commission Grant

AGENDA ITEM NO. 5A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

In 2020, the Town of Dallas applied for the Governor’s Crime Commission Grant in order to purchase body cameras for the Police Department. Awards of the grant were delayed into 2021. Dallas was awarded the grant for \$14,210.70. This is a 100% grant that will cover the cost of 17 body cameras and the first year of video storage.

A budget amendment is attached accepting the grant funds and appropriating the money for the subsequent expenditures. These funds were not budgeted in the current FY2021-22 budget due to the uncertainty of award at the time the budget was prepared.

MANAGER RECOMMENDATION: Approve the budget amendment accepting and appropriating grant funding from the Governor’s Crime Commission.

BOARD ACTION TAKEN:

Town of Dallas
Budget Amendment

Date: December 14, 2021

Action: Police - Governor's Crime Commission Grant

Purpose: To Appropriate Grant Funds for the Purchase of Body Cameras and Video Storage

Number: PD-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3455	0000	Grant Revenue	\$8,000	\$22,211	\$14,211
10	5100	3400	Equipment	\$8,198	\$22,409	\$14,211

Approval Signature
(Town Manager)

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Text Amendment §72.15(G)

AGENDA ITEM NO. 6A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

At the October 26th Work Session, the Board discussed options for parking on S. Gaston St. to address safety concerns that were originally raised at the October 12th Board of Aldermen Meeting. There are currently 160 parking spaces along S. Gaston St. with many of these spaces too close to intersections and driveways, based on standard parallel parking dimensions. Each space should 25' long, 15' from driveways and/or intersections, and 10' from hydrants.

Staff made the following recommendations:

- Reconfigure the parking spaces along S. Gaston St. to meet standard parallel parking dimensions. This would result in a loss of approximately 50-55 parking spaces, but leaving approximately 105 spaces.
- Modify the parking ordinance to no longer allow parking of box trucks or box trailers in street parking.

After discussion the Board requested that a proposed ordinance change and budget amendment be brought for action. The budget amendment is required because this project was not included in the approved FY21-22 budget. A budget amendment was approved at the November 9th Board of Aldermen Meeting in the amount of \$20,270 to make the proposed reconfiguration of parking spaces. Due to publishing issues with the newspaper, the revised ordinance no longer allowing parking of box trucks or box trailers in street parking was postponed to the December 14th meeting. This public hearing was advertised as required on 12/3/21.

Attached is the proposed revision to §72.15(G) Unlawful Parking.

MANAGER RECOMMENDATION: Approve the revision to §72.15(G) as presented.

BOARD ACTION TAKEN:

§ 72.15 UNLAWFUL PARKING.

No person shall stand, or park a vehicle upon any street for the principal purpose of:

- (A) Displaying it for sale;
- (B) Washing, greasing or repairing the vehicle, except repairs necessitated by an emergency;
- (C) Storage thereof by garages, dealers or other persons when the storage is not incident to the bona fide use and operation of the automobile or other vehicles;
- (D) Storage of any detached trailer, or van, when the towing unit has been disconnected or for the purpose of transferring merchandise or freight, from one vehicle to another;
- (E) Tractor/trailers or the tractor, except for the purpose of loading or unloading merchandise or freight at a place of business; or
- (F) It shall be unlawful for any vehicle, except the owner of the property, to block any residential or business driveway.
- (G) Box trucks or box trailers, except for the purpose of loading or unloading merchandise or freight.

(Prior Code, § H-IV-15) (Ord. passed 1-11-1997; Ord. passed 3-13-2001) Penalty, see § 72.99

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Text Amendment §153.013(B) and §153.013(7)

AGENDA ITEM NO. 6B

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

In review of the current development standards, revisions are being proposed to section 153.013(B) *Applicability* and section 153.013(7) *Streets, curb and gutter, street lights(a)(3)*.

The proposed amendment to section (B) *Applicability* is intended to clarify when the development standards are applicable. Currently, the ordinance references §153.003, as well as any renovation or remodeling exceeding one-half current value.

The proposed amendment to section (7) removes the language allowing developers to request a "waiver" from the Planning Board for curb and gutter. Any waiver must come through the form of a variance and the existing language alludes to an administrative modification. The proposal is to remove that language altogether.

During the November 18th Planning Board meeting, the Planning Board unanimously recommended approval of the text amendments as proposed, including a statement of plan consistency with the motion. A sample consistency statement is attached.

This public hearing was advertised as required by statute on 12/4 and 12/9 in the Gaston Gazette.

MANAGER RECOMMENDATION: Approve the revision to §153.013(B) and §153.013(7) as presented.

BOARD ACTION TAKEN:

§ 153.013 DEVELOPMENT STANDARDS.

(A) *Intent.*

(1) It is the intent of this section to provide general design standards for development in the town and its zoning jurisdiction to insure that such development will be arranged and constructed in a safe, orderly and visually harmonious manner and will reflect the basic character of the development site and its surroundings.

(2) New construction projects in any zoning district requiring a building permit, except single-family residential construction or residential accessory construction, are required to meet certain development standards to insure compatibility with surrounding land uses, provide for attractive, well-planned projects, and promote the public health, safety, and welfare of the town. All such construction projects must be approved prior to the start of construction by the Planning Staff, as established by §§ [153.100](#) through [153.102](#).

(3) If the Project Review Committee deems it impractical for a developer to comply with portions of this section, the Planning Staff shall have the authority to modify or elect not to apply portions of this section so long as the modification or deletion of a requirement does not constitute a variance.

(4) A site plan, once approved, must be resubmitted if construction has not commenced within one year of approval. Construction is deemed to have commenced if footers have been poured and approved.

~~(B) *Applicability.* Except as otherwise provided in this chapter, no land or structure shall be used or occupied and no excavation, removal of soil, clearing or placing of fill shall take place on land contemplated for development and no structural alteration of a building shall be constructed except in compliance with § [153.003](#) and the design standards contained within. Renovation or remodeling of a building meeting or exceeding one-half its current assessed value, not including land, shall comply with design standards outlined within this chapter.~~

The provisions of this section shall be applicable to each of the following:

- 1) All new development;
- 2) Change in use of existing structures;
- 3) The physical expansion of an existing structure, or parking lot, that results in a ten percent (10%) or more increase of gross floor area.

(C) *General site arrangement.* Structures shall be placed and arranged so as not to adversely affect adjacent property. Adverse effects shall include, but not be limited to the creation of hazards, nuisances, danger or inconvenience, the unreasonable loss of light and air or solar access, or unreasonable loss of privacy.

(D) *Development standards.*

(1) *Area, yard, and height requirements.* The area, yard, and height requirements shall be the same as those established for each zoning district in [Appendix A](#): Yard and Height Requirements for Residential Districts and [Appendix B](#): Yard and Height Requirements for Business Districts.

(2) *Plans required.* Site plans are required before any decision can be rendered by the Project Review Committee (Planning/Zoning Staff). At least three copies of all required plans, drawings, and specifications shall be filed at the time of application. These plans and specifications shall furnish the following information.

(a) *Location and easements.* The applicant shall provide a boundary survey and vicinity map showing the property's total acreage, zoning classification (s), general location in relation to major streets, railroads, and/or waterways; date; north arrow; existing easements, reservations, and rights-of-way.

(b) *Suitability of land for development.* Plans shall include topographical features, streams, vegetation, soil types, flood prone areas, historic sites, and other features.

(3) *Timing of development.* The proposed schedule of development including phases or stages likely to be followed shall be submitted with all plans.

(4) *Water and sewer system.* Plans shall show the location of public water and sewer lines presently in existence, connections to these lines, manholes, pumping stations, fire hydrants, and other necessary

features. All multi-family projects must have public water and sewer service or approved treatment facilities are required by the appropriate state or local authorities. Where a public water and/or sewer service is not reasonably available, individual water supply systems or subsurface sewage disposal systems may be permitted subject to approvals by the Gaston County Health Department.

(5) *Storm water drainage system.* A storm water drainage system is required and shall be submitted with the site plan(s). See § [153.014](#) for requirements.

(6) *Grading plan and sedimentation control measures.*

(a) Proposed grading plans and sedimentation control measures, as required by the this Code, shall be included with any petition.

(b) No development may be constructed or maintained so that such development unreasonably impedes the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing considerable damage to such higher adjacent properties; concrete curb or curb and gutter is required to adequately direct and control storm water in all parking lots.

(7) *Streets, curb and gutter, street lights.* The proposed location and design of streets, curbs and gutters, and street lights, as required by the this Code, shall be included on the site plan(s). All streets shall adhere to the most recently adopted version of the town street and traffic standards policy.

(a) Combination vertical curbs and gutters shall be installed in accordance with town specifications in all subdivisions, except as follows:

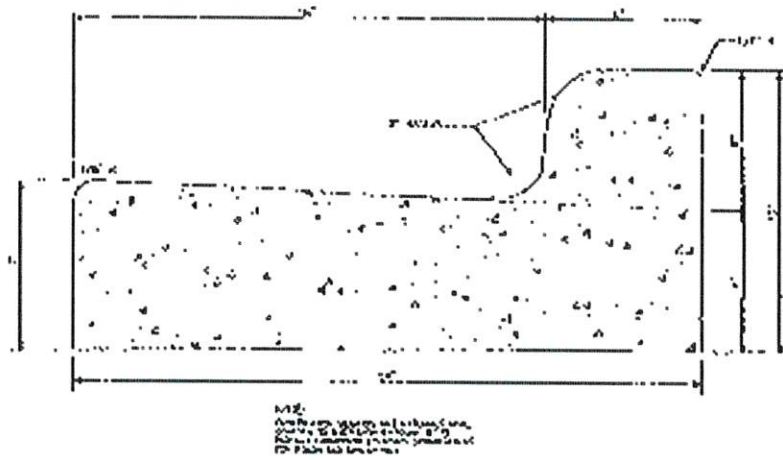
1. "Valley type" curb and gutter may be requested if the road is a non-arterial local road as defined by NC Department of Transportation;

2. If the proposed subdivision is off a private unpaved road that accesses no greater than three lots, as allowed in division (A)(2) above, sewer and gutter on any portion of the road shall not be required;

~~3. If the subdivision fronts an existing street, the abutting portion of which does not contain curb and gutter, curb and gutter on the street may be waived by the Planning Board or Town Board of Aldermen. If abutting portions of the street, however, do contain curb and gutter, the waiver shall not be allowed; and~~

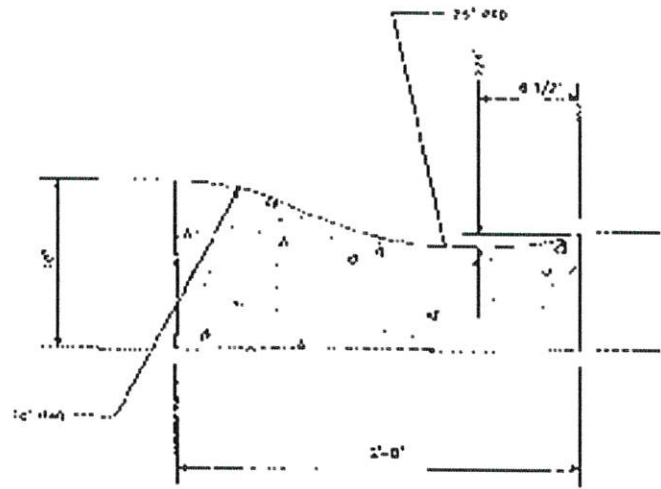
4. **3.** If a residential subdivision is located in the Watershed Protected Area, curbs and gutters are optional. The Watershed-IV Protected Area is shown on the official zoning map adopted by the Town Board of Aldermen, designating all areas located within this watershed.

(b) The diagrams below shall serve to illustrate curb and gutter requirements.



DATE: 10-1-18	SCALE: NTS	STANDARD DETAIL	TOWN OF GALLAS
DESIGNED BY: JFD	CHECKED BY: JFD	24" POLICE GARAGE CURB AND GUTTER	210-1

Figure 1 3-1/2 x 5" Vertical Curb/Gutter



DATE: 10-1-18	SCALE: NTS	STANDARD DETAIL	TOWN OF GALLAS
DESIGNED BY: JFD	CHECKED BY: JFD	24" POLICE GARAGE CURB AND GUTTER	210-1

Figure 2- 24" Volney Type Curb

(on non-arterial local roads with approvals)

- (8) *Street access, easements, monuments, property lines.* Proposed street access, easements, monuments, and property lines, as required by this Code, shall be included as part of the site plan(s).
- (9) *Sidewalks.* The proposed location and design of sidewalks, as required by this Code, shall be included as part of the site plan(s).
- Sidewalks may be required along both sides of streets in subdivisions.
 - Sidewalks shall be required in order to promote the free flow of vehicular traffic and to provide safety to pedestrians.
 - Sidewalks shall be constructed within the street right-of-way and installed in accordance with town specifications and standards.
- (10) *Building layouts.* The proposed location and design of building layouts, as required by this Code, shall be included as part of the site plan(s).
- (11) *Parking and loading.*
1. Off-street parking shall be provided for all uses of land, structures, and buildings as well as for any expansion of such uses or change in use in accordance with the requirements of this chapter.
 2. Every building or structure used for business, trade or industry hereafter erected shall provide space for the loading and unloading of vehicles off the street or public alley. Such space shall be located, when possible, at the rear of the business. In some cases the Zoning Enforcement Officer may approve the loading space at the end or side of a business. No vehicle shall be required to back onto a right-of-way, street, or public alley.
- Parking space requirements.* See § [153.042](#) for requirements.
 - Loading space requirements.* See § [153.044](#) for requirements.
 - Methods of providing required parking and loading.* All required parking or loading spaces shall be located on the same zoning lot as the principal use(s) it serves, except as approved by the Zoning Enforcement Officer. Off-site parking for a permitted use, as required by this chapter, can be used, subject to certification by the Zoning Enforcement Officer that the following requirements have been met:

1. The use being served by the off-site parking is a permitted principal use in the zoning district within which the lot containing such parking is located;

2. The off-site parking spaces are located within a walking distance of 500 feet to a public entrance to the structure or land area containing the use for which such spaces are required;

3. A safe, direct, attractive, lighted and convenient pedestrian route exists or will be provided between the off-site parking and the use being served;

4. The continued availability of off-site parking spaces necessary to meet the requirements of this section are insured by an appropriate restriction on the title to the land providing the off-site parking spaces, in the form of a declaration, covenant, or contract.

(e) *Combined parking.*

1. Up to one-half of the parking spaces required for one use may be used to satisfy the parking requirements for either a second use on the same zoning lot or a use for which the provisions of division (11)(c) above are utilized, subject to certification by the Zoning Enforcement Officer that such joint usage of parking complies with the following provisions:

a. The peak usage of the parking facility by one use will be at night or on Sundays (such as with theaters, assembly halls, or churches), and the peak usage of the parking facility by the second will be at other times; or

b. The second use is an ancillary use to the first use, such as restaurants and meeting rooms to hotels and motels.

(f) *Use of required parking and loading areas.* Parking areas shall be used for parking automobiles, motorcycles and passenger trucks only, with no sales, storage, repair work, dismantling, or service of any kind permitted. Required loading space shall be available for the loading and unloading of vehicles, and shall not be used for the storage of vehicles or material, or to meet off-street parking requirements.

(g) *Parking lot landscaping requirements.*

1. The intent of this provision is to protect and promote the public health, safety and general welfare by requiring the landscaping of parking lots. Landscaping will serve to reduce wind and air turbulence, erosion, heat and noise, the glare of automobile lights, the level of carbon dioxide, the blighted appearance of parking areas. Landscaping will provide shade, conserve and stabilize property values, and facilitate the creation of attractive and harmonious community.

2. After the effective date of this section, buffers and screening shall be required between all parking lots and abutting uses. A six-foot screen shall be provided between parking areas and adjacent properties which are residentially-zoned and other incompatible land uses. A three-foot screen shall be provided between the parking area and adjacent streets. The screen shall consist of tight evergreen hedge and shall not be less than two feet in height at the time of planting.

3. Vehicular use areas must be planted with at least two trees and one shrub for every 4,000 square feet of vehicular use area, which includes parking spaces, aisles, driveways and loading areas. Trees shall be placed so that no parking space is more than 63 feet from a tree. At least 75% of the required parking lot trees must be broadleaf canopy trees. Trees and shrubs must be planted within 20 feet of the vehicular use area to count toward this provision; however, trees used for required screening shall not count toward this provision. Nor shall any, if required, street trees count toward this provision.

4. When a development contains 20 or more spaces, 50% of the trees and shrubs required above must be planted in islands or medians located within the parking lot. Tree islands shall be evenly distributed throughout the parking lot in order to provide an even tree canopy throughout the lot. At a minimum, such tree islands shall consist of an area at least equal in size to two parking spaces side by side. Parking bays shall be broken up with landscaped islands or medians to avoid long monotonous rows of parking. Planting trees in groups is encouraged to increase the total amount of planting area for roots to

grow.

(12) *Access and circulation.*

(a) The type and arrangement of streets and driveways within the development shall be in compliance with the town Thoroughfare Plan.

(b) Principal vehicular access points to the development shall be designed to encourage smooth traffic flow with minimum hazards to pedestrians, bicycles, and vehicular traffic. Accommodations for controlled turning movements into and out of the development and improvement of the approach street shall be provided where existing or anticipated heavy traffic flows indicate need.

(c) Clear vision areas. To insure safe sight distances where streets intersect and where driveways intersect streets, a minimum clear-vision area shall be provided at the corners of such intersections. No structure or planting that would impede visibility shall be established in the clear vision area. Grading of land may be required where topography impedes the required clear vision area.

(d) Access and circulation for all development shall comply with the most recently adopted version of the town street and traffic standards policy. This includes expansions or additions of existing structures, changes in use, as well as all new construction.

(13) *Public water and sewer service.* Whenever public service is desired the regulations and specifications of the Dallas Water/Sewer Ordinance shall apply.

(14) *Other utilities.*

(a) Every principal use must have access to a source of electric power and telephone service adequate to accommodate the reasonable need of such use.

(b) All new electric power lines (including primary and secondary distribution lines and service laterals) telephone and cable television lines necessary to provide in a manner acceptable to the regulations and standards that govern the utility.

(15) *Lighting requirements.* Except for single- and two-family dwellings, all streets, driveways, sidewalks, parking areas and other common areas and facilities shall be lighted where necessary to insure the security of property and the safety of persons using such facilities. In no case shall sources cause direct light or glare upon adjacent property or constitute a hazard to motorists using public streets. In all cases, parking lot lighting must meet certain minimum lighting standards as specified by the Project Review Committee.

(16) *Refuse collection.*

(a) Every site upon which one or more dumpsters are to be placed shall be located and constructed so as to facilitate collection and minimize any harmful effect on persons occupying the development site, neighboring properties or public rights-of-way. Those developments hereafter established that are required to provide a refuse container shall locate the container on the property it serves. The site shall be paved with concrete, asphalt or other bituminous paving and shall be located abutting a driveway of sufficient width to allow access by the town's solid-waste collection equipment. Sites and means of access shall be approved by the Town Planner.

(b) All dumpsters shall be screened where, in the absence of screening, they would be clearly visible at dumpster level to:

1. Persons located within any dwelling unit on residential property other than that where the dumpster is located;

2. Occupants, customers or other invitees located within any building on non-residential property other than that where the dumpster is located, unless such other property is used for purposes permitted exclusively in the zoning district;

3. Persons traveling on any public street, sidewalk, or bikeway within the town.

(17) *Outdoor storage.*

(a) Outdoor storage areas ancillary to the principal use of the lot shall not be used for the storage of such noxious and hazardous materials including, but not limited to: construction wastes, scrap, salvage or debris; flammable or explosive liquids or substances; substances creating noxious fumes, vapors, dust or wastes; automobile tires, and other such materials deemed to constitute a health hazard or public nuisance. All outdoor storage may be conducted in side or rear yard areas only.

(b) Outdoor storage areas must be maintained to prevent the spillover of stored materials on abutting land or public rights-of-way, preserve the safety of pedestrians on adjoining sidewalks, prevent fire hazards, prevent the threat of breeding places for rats and vermin, prevent the possible uses of such yards as hiding places for criminal activity, and to eliminate the attraction of materials stored within to playing children. The storage area shall be fenced with a strong, secure, visually impenetrable fence of suitable materials of a least six feet in height.

(c) Nothing in this section shall be construed as to prevent the town or other appropriate agencies from removing the illegal junk and scrap yards from any zoning district within its jurisdiction.

(18) *Metropolitan Thoroughfare Plan.* Prior to the issuance of any building permit, the developer's plans must be reviewed either by the zoning officer or the Metropolitan Planning Organization (MPO) staff to determine the location of the proposed structure, or any structures related to the purpose main structure, lies within or adjacent to an existing or planned thoroughfare as shown on the most recent adopted version of the Gaston Urban Area Thoroughfare Plan.

(19) *Metal building restriction.* All metal buildings must have a facade of wood siding, stucco; metal siding designed to look like wood or other building material, rock, brick, stone or cultured stone on all sides facing or visible from a public street or highway, or a residential zone. This restriction does not apply to any building built for industrial purposes in an industrial zone, or to accessory buildings.

(Ord. passed 10-10-2000; Am. Ord. passed 1-9-2007; Am. Ord. passed 2-20-2007; Am. Ord. passed 10-9-2018; Am. Ord. passed - -)

Consistency Statement

The proposed update of chapter 153 Development Standard, is consistent with the 2003 Land Use Plan in order to maintain and enhance the Town's aesthetic qualities and physical character. The text amendment is therefore deemed reasonable and in the public's best interest in order to ensure compliance with the Town of Dallas' Code of Ordinances guiding land use and development regulations.

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – Christmas Decorations

AGENDA ITEM NO. 7A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

At the November 23rd Work Session, it was requested that the Town purchase 2 additional 14-ft. Christmas trees to complete the four corners of the Court Square. Attached is a quote for the additional trees and ornaments. By ordering now, we will receive a 33% discount on the trees.

Also, attached is a budget amendment to appropriate funds to purchase these trees, as this was not included in the current FY2021-22 budget.

MANAGER RECOMMENDATION: Approve the budget amendment appropriating funds for additional Christmas decorations as presented.

BOARD ACTION TAKEN:

**Town of Dallas
Budget Amendment**

Date: December 14, 2021

Action: Courthouse - Christmas Decorations

Purpose: To Appropriate Funds to Purchase 2 Additional Christmas Trees for the Court Square

Number: CH-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance Appropriated	\$292,256	\$303,453	\$11,197
10	4300	4700	Christmas Decorations	\$7,000	\$18,197	\$11,197

Approval Signature
(Town Manager)



Design

8450 Garvey Drive, Raleigh, NC 27616
919/954-0200 1-800-332-6798 Fax 919/954-0203

PROPOSAL/CONTRACT

CUSTOMER:

Town of Dallas (Moria Steupe)
210 N. Holland St.
Dallas N.C. 28034
704-922-3176

ORDER NUMBER

DATE 12-2-21

F.O.B.

SHIPPING DATE

VIA Sea Way

SALESMAN PH

TERMS NET 20 DAYS

1/2 WITH ORDER

SHIP TO:

Town of Dallas

FINANCED

FULL PAYMENT ENCLOSED

SALES TAX EXEMPTION NO.:

QUANTITY ORDERED	SIZE	DESCRIPTION (UNIT NO., COLOR, ETC.)	PRICE	UNIT	AMOUNT
2	14ft	SSPT-14 Panel Trees TT Garland	7,117. ⁰⁰	EA.	14,234. ⁰⁰
		with TINS-5 3ft. 2) Nativity Scene With	less 3390		-4697.22
		3/4 warm white C-7 LED and 1/4 warm			\$9536.78
		white Twinkle C-7 LED on Both Trees			
		10 panels 18-4-2 (4") 3:1 TT Plain			
		Attached Ornaments 10 per panel			
		10 ornaments per panel as follows			
		4-100MM 4" Gilded Gold 4 each panel - 3ply each			
		panel 6" Sonic Red 150mm - 1ply each panel 200mm			
		8" Sonic Red - 2 each per panel 150mm 6" Limeade			
		All Attached on Tree			
80	4"	100MM Gilded Gold Ornaments 4"	5.75	EA	460. ⁰⁰
60	6"	150mm Sonic Red Ornaments 6"	8.50	EA	510. ⁰⁰
20	8"	200mm Sonic Red Ornaments 8"	17.50	EA	350. ⁰⁰
40	6"	150mm Limeade Ornaments 6"	8.50	EA	340. ⁰⁰
		* Ornament Count is for Both Trees * 1/2 for Each Tree			\$1660. ⁰⁰
TOTAL MERCHANDISE					\$11,196.78
% SALES TAX 7%					\$ 783.77
BALANCE DUE					\$11,980.55

[Signature]

REPRESENTATIVE

[Signature]

PURCHASER

DATE 12-1-21

ENCLOSED CHECK FOR \$

When order is firm, customer will please sign above and return white copy to authorized representative.

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Swearing In – Alderman Jerry Cearley

AGENDA ITEM NO. 8A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Municipal elections were held on November 2nd resulting in the re-election of Alderman Jerry Cearley. Alderman Cearley will be sworn in for a 4-year term ending in the year 2025.

Attached is the Oath of Office.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

**OATH OF OFFICE
FOR
ALDERMAN CEARLEY**

I, Jerry A. Cearley, do solemnly swear that I will support and maintain the Constitution and Laws of the United State and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will, in all respect, observe the provisions of the Charter and the Ordinances of the Town of Dallas, and will faithfully discharge the duties of my office as **ALDERMAN**, so help me God.

Swore to and subscribed before me,
this 14th day of December, 2021.

Rick Coleman, Mayor

Attested: _____
Sarah Hamrick, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Swearing In – Alderman Frank Milton

AGENDA ITEM NO. 8B

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Municipal elections were held on November 2nd resulting in the re-election of Alderman Frank Milton. Alderman Milton will be sworn in for a 4-year term ending in the year 2025.

Attached is the Oath of Office.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

**OATH OF OFFICE
FOR
ALDERMAN MILTON**

I, Frank L. Milton, do solemnly swear that I will support and maintain the Constitution and Laws of the United State and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will, in all respect, observe the provisions of the Charter and the Ordinances of the Town of Dallas, and will faithfully discharge the duties of my office as **ALDERMAN**, so help me God.

Swore to and subscribed before me,
this 14th day of December, 2021.

Rick Coleman, Mayor

Attested: _____
Sarah Hamrick, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Swearing In – Alderman Sam Martin

AGENDA ITEM NO. 8C

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Municipal elections were held on November 2nd resulting in the election of Alderman Sam Martin. Alderman Martin will be sworn in for a 4-year term ending in the year 2025.

Attached is the Oath of Office.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

**OATH OF OFFICE
FOR
ALDERMAN MARTIN**

I, Samuel S. Martin, do solemnly swear that I will support and maintain the Constitution and Laws of the United State and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will, in all respect, observe the provisions of the Charter and the Ordinances of the Town of Dallas, and will faithfully discharge the duties of my office as **ALDERMAN**, so help me God.

Swore to and subscribed before me,
this 14th day of December, 2021.

Rick Coleman, Mayor

Attested: _____
Sarah Hamrick, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Calendar Year 2022 Board of Aldermen Meeting Schedules

AGENDA ITEM NO. 9A

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Attached is the Board of Aldermen regular monthly meeting schedule, as well as the monthly work session schedule, for calendar year 2022. Upon approval, these schedules will be filed as required by G.S. §143-318.12.

MANAGER RECOMMENDATION: Approve the 2022 Meeting Schedules as presented.

BOARD ACTION TAKEN:

Town of Dallas Board of Aldermen 2022 Meeting Schedule

Tuesday, January 11, 2022	6:00 pm	Community Room
Tuesday, February, 8, 2022	6:00 pm	Community Room
Tuesday, March 8, 2022	6:00 pm	Community Room
Tuesday, April 12, 2022	6:00 pm	Community Room
Tuesday, May 10, 2022	6:00 pm	Community Room
Tuesday, June 14, 2022	6:00 pm	Community Room
Tuesday, July 12, 2022	6:00 pm	Community Room
Tuesday, August 9, 2022	6:00 pm	Community Room
Tuesday, September 13, 2022	6:00 pm	Community Room
Tuesday, October 11, 2022	6:00 pm	Community Room
Tuesday, November 8, 2022	6:00 pm	Community Room
Tuesday, December 13, 2022	6:00 pm	Community Room

Board meetings are held in the Community Room located at the Dallas Fire Station.

Town of Dallas
Board of Aldermen 2022 Work Session Schedule

Tuesday, January 25, 2022	5:00 pm	Community Room
Tuesday, February, 22, 2022	5:00 pm	Community Room
Monday, February 28, 2022 (Strategic Planning)	11:30 am	Community Room
Tuesday, March 22, 2022 (Budget)	5:00 pm	Community Room
Tuesday, April 26, 2022	5:00 pm	Community Room
Tuesday, May 24, 2022 (Budget)	5:00 pm	Community Room
Tuesday, June 28, 2022	5:00 pm	Community Room
Tuesday, July 26, 2022	5:00 pm	Community Room
Tuesday, August 23, 2022	5:00 pm	Community Room
Tuesday, September 27, 2022	5:00 pm	Community Room
Tuesday, October 25, 2022	5:00 pm	Community Room
Tuesday, November 22, 2022	5:00 pm	Community Room
Tuesday, December 27, 2022	No Work Session Scheduled	

Board work sessions are held in the Community Room located at the Dallas Fire Station.

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: FY2022-23 Budget Calendar

AGENDA ITEM NO. 9B

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Each year the Town establishes a calendar for the preparation of the upcoming fiscal year's budget. Attached is a proposed calendar for the FY2022-23 budget process, including a Strategic Planning Meeting on Monday, February 28, 2022. The Planning Meeting would be held in the Community Room at the Fire Department beginning with lunch at 11:30 am and then the meeting beginning at 12:00 pm. This meeting typically lasts 4 hours.

Two Budget Worksessions are scheduled: 1) Tuesday, March 22, 2022 and 2) Tuesday, May 25, 2022. These worksessions will be held at the Fire Department Community Room at 5:00 pm, with dinner available at 4:30 pm.

Attached is the proposed Budget Calendar for FY2022-23.

MANAGER RECOMMENDATION: Approve the proposed FY2022-23 Budget Calendar as presented.

BOARD ACTION TAKEN:

Town of Dallas FY 2023 Budget Calendar

Date	Description
January 14, 2022	Budget Forms to Department Heads
February 4, 2022	Department Heads forward Proposed Budget Requests to Town Manager and Finance Officer
February 17 - February 22, 2022	Department Meetings on Proposed Budget Requests
February 28, 2022	Strategic Planning Meeting to Discuss Goals
March 22, 2022	Budget Worksession
April 4 - April 8, 2022	Department Meetings on Proposed Budget Requests (if necessary)
May 19, 2022	Draft Budget Submitted to Board
May 24, 2022	Budget Worksession
June 14, 2022	Adoption of Budget Ordinance
June 30, 2022	End of FY22

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Election of Mayor Pro Tempore

AGENDA ITEM NO. 9C

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Based on N.C.G.S. §160A-70, "At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council." The organizational meeting, according to §160A-68 can be at any date and time decided by the council as long as it is "not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified". In Dallas, the organizational meeting is held at the regular December Board of Alderman meeting.

Currently, Alderman Jerry Cearley is serving as mayor pro tempore. Alderman Cearley may be re-elected to serve in this capacity, if he is willing; or another member may be elected.

MANAGER RECOMMENDATION: Elect a Board member to serve as mayor pro tempore for the next two years, pursuant to the statutes referenced above.

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Centralina Regional Council Delegates

AGENDA ITEM NO. 9D

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Each year the Town designates a delegate and an alternate to represent Dallas at the Centralina Regional Council (formerly Centralina Council of Governments-CCOG). For the past several years, Mayor Rick Coleman has been the delegate and Alderman Hoyle Withers has been the alternate. Centralina is requesting information on Dallas' appointments to these positions for 2022. The appointments can remain the same, or new appointments can be made.

Attached is the current 2021 list of delegates, a delegate role description, and the 2022 Centralina Board Meeting Schedule.

Centralina is encouraging delegates who have:

- An interest in regional collaboration

- An interest in federal and state advocacy

- An interest in Centralina's focus areas, including:

 - Seniors and health

 - Workforce development

 - Transportation and mobility

 - Community and economic development

 - Natural resources and resilience

- An interest in networking and engaging with other regional elected officials

- Time and capacity to attend meetings and report back to their respective councils/boards

MANAGER RECOMMENDATION: Appoint a Delegate and Alternate to represent Dallas at the Centralina Regional Council meetings.

BOARD ACTION TAKEN:

2021 CENTRALINA DELEGATES

1. **Anson County**, *Commissioner Jarvis Woodburn*
2. **Cabarrus County**, *Commissioner Lynn Shue*
3. **Gaston County**, *Commissioner Bob Hovis*
4. **Iredell County**, *Commissioner Gene Houpe*
5. **Lincoln County**, *Commissioner Cathy Davis*
6. **Mecklenburg County**, *Commissioner Elaine Powell*
7. **Stanly County**, *Commissioner Peter Ascitutto*
8. **Union County**, *Commissioner David Williams*
9. **Albemarle**, *Council Member Martha Sue Hall*
10. **Ansonville**, *No appointment made to date*
11. **Badin**, *Mayor Pro Tem Deloris Chambers*
12. **Belmont**, *Mayor Charlie Martin*
13. **Bessemer City**, *Council Member Kay McCathen*
14. **Charlotte**, *Council Member Larken Egleston*
15. **Cherryville**, *Mayor H.L. Beam*
16. **Cleveland**, *No appointment made to date*
17. **Concord**, *Council Member Andy Langford*
18. **Cornelius**, *Commissioner Thurman Ross*
19. **Cramerton**, *Mayor Will Cauthen*
20. **Dallas**, *Mayor Rick Coleman*
21. **Davidson**, *Commissioner Autumn Michael*
22. **East Spencer**, *Alderman Deloris High*
23. **Faith**, *Alderman Matthew Lyerly*
24. **Gastonia**, *Council Member Jennifer Stepp*
25. **Granite Quarry**, *Mayor Bill Feather*
26. **Harrisburg**, *Council Member Troy Selberg*
27. **Huntersville**, *Commissioner Lance Munger*
28. **Indian Trail**, *Council Member Mike Head*
29. **Kannapolis**, *Mayor Darrell Hinnant*
30. **Kings Mountain**, *No appointment made to date*
31. **Landis**, *Alderwoman Katie Sells*
32. **Lincolnton**, *Council Member Christine Poinsette*
33. **Locust**, *Council Member Rusty Efird*
34. **Lowell**, *Mayor Sandy Railey*
35. **Marshville**, *Mayor Pro Tem Virginia Morgan*
36. **Marvin**, *Council Member Jamie Lein*
37. **Matthews**, *Commissioner Ken McCool*
38. **McAdenville**, *Mayor Pro Tem Jay McCosh*
39. **Midland**, *Mayor John Crump*
40. **Mineral Springs**, *Mayor Pro Tem Valerie Coffey*
41. **Mint Hill**, *Commissioner Tony Long*
42. **Misenheimer**, *Mayor Pro Tem Jeff Watson*
43. **Monroe**, *Council Member Angelia James*
44. **Mooresville**, *Commissioner Bobby Compton*
45. **Morven**, *Council Member Corinthia Lewis-Lemon*
46. **Mount Holly**, *Council Member Christina Pawlish*
47. **Norwood**, *No appointment made to date*
48. **Oakboro**, *No appointment made to date*
49. **Pineville**, *Council Member Amelia Stinson-Wesley*
50. **Ranlo**, *Commissioner Effie Locklear*
51. **Richfield**, *No appointment made to date*
52. **Salisbury**, *Mayor Karen Alexander*
53. **Spencer**, *Mayor Jonathan Williams*
54. **Stallings**, *Council Member David Scholl*
55. **Stanley**, *No appointment made to date*
56. **Statesville**, *Council Member William Morgan*
57. **Troutman**, *Council Member George Harris*
58. **Wadesboro**, *Mayor Bill Thacker*
59. **Waxhaw**, *Commissioner Pedro Morey*
60. **Wingate**, *Commissioner Bart Farmer*

As of February 1, 2021

Centralina Board of Delegates

Board of Delegates Key Facts & Responsibilities

- **Who?** Each member government appoints an elected official to serve on the Board of Delegates and another elected official to serve as an Alternate to attend meetings in the Delegate's absence.
- **Why?** The Board of Delegates is the governing and decision-making body for Centralina. The Board approves the organization's policies, budget, and goals.
- **When?** The Board of Delegates meets four times per year in February, May, August, and October.
- **Leadership:** The Board of Delegates elects officers from the Board's membership to serve as Chair, Vice Chair, Secretary, and Treasurer. The Board of Delegates also appoints members to serve on the Executive Board. These appointments are made at the February meeting.
- **Subcommittees:** The current subcommittees of the Board are the Finance Committee and the Strategic Plan Subcommittee.

Delegate Roles and Expectations

When selecting a Delegate and Alternate, member governments are encouraged to consider the following roles and expectations. Please also identify potential scheduling conflicts that may prevent elected officials from regularly attending Board of Delegates meetings.

- **Decision Maker:** Approve an annual budget, member dues assessment, Bylaws amendments, federal action agenda and state engagement plan;
- **Advisor:** Identify opportunities for the region to work together more effectively, efficiently, and affordably;
- **Connector:** Serve as the communication link to the member government on Centralina issues and services;
- **Champion:** Communicate the value of Centralina and regional cooperation; and
- **Representative:** Serve on Standing or Ad Hoc committees, or if appointed, on the Executive Board to provide additional guidance and direction for Centralina activities.

2022 Centralina Board of Delegates Meeting Schedule

What to Expect? Meetings are held to accomplish the organization's key business, including decision-making and discussing issues of regional importance. The Board of Delegates is often asked to provide input on critical business items, making it essential that each member government is represented at these meetings. Without a quorum, the Board cannot take official actions.

Meetings will be held at 5:00 p.m. on the following dates. Due to COVID-19, the February 9th meeting will be held via Zoom. The Board will resume in-person meetings beginning with the May 11th meeting with a virtual attendance option available for Delegates who need to attend remotely.

- Wednesday, February 9, 2022
- Wednesday, May 11, 2022
- Wednesday, August 10, 2022
- Wednesday, October 12, 2022



Expense Reimbursement

Centralina reimburses Delegates, or in their absence, an Alternate, for travel expenses for attending regular and special meetings of the Board of Delegates, the Executive Board, or their committees. The amount of the reimbursement is based on the roundtrip mileage from the Delegate's government center to the meeting location. The reimbursement is calculated using the standard mileage rate published by the Internal Revenue Service. Alternatively, Delegates can donate their mileage reimbursement to the Centralina Foundation, which is an affiliated 501(c)(3) non-profit organization which supports activities and initiatives of regional collaboration.

2022 BOARD MEETING SCHEDULE

Executive Board Meeting Dates

These meetings will be held at 5:00 p.m. via Zoom until June. The Executive Board will resume in-person meetings beginning with the June 8, 2022 meeting. A virtual attendance option will be available for Executive Board members who need to attend remotely.

- Wednesday, January 12, 2022
- Wednesday, March 9, 2022
- Wednesday, April 13, 2022
- Wednesday, June 8, 2022
- Wednesday, September 14, 2022
- Wednesday, November 9, 2022

Board of Delegates Meeting Dates

These meetings will be held at 5:00 p.m. via Zoom until May. The Board of Delegates will resume in-person meetings beginning with the May 11, 2022 meeting. A virtual attendance option will be available for Delegates and Alternates who need to attend remotely.

Date	Tentative Agenda Topics
Wednesday, February 9, 2022	Annual Meeting & Delegate Orientation
Wednesday, May 11, 2022	Region of Excellence Awards
Wednesday, August 10, 2022	FY23 Workplan Presentation
Wednesday, October 12, 2022	Annual Report Presentation



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Planning Board Vacancy

AGENDA ITEM NO. 9E

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

The Planning Board has had a vacant seat since July of this year. After discussion across several meetings, the Planning Board and Staff recommend that current alternate #2, Thomas Smith, be moved into the full-time seat. Mr. Smith has been an active and valuable member of the Planning Board since his appointment as an alternate in March 2020.

Mr. Smith's current term expires in February 2023.

The appointment will leave a vacant alternate position, which we will look to fill in the near future.

MANAGER RECOMMENDATION: Approve moving Mr. Thomas Smith into the open Planning Board seat from the Alternate #2 seat as presented.

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendments – Duke Energy Refund/Police Car/BOA Rebate

AGENDA ITEM NO. 9F

MEETING DATE: 12/14/2021

BACKGROUND INFORMATION:

Attached are 3 budget amendments to the current FY2021-22 budget. Information on each amendment is below:

*Duke Energy has issued a refund of \$99,329.28 to correct errors in their accounting process. As this was an unanticipated refund, the proposed budget amendment would place these funds into the Capital Reserve account in anticipation of upgrades to the Warehouse facility in the future. Currently, there is \$1,076,294.36 in this account for this purpose. These additional funds would bring that balance to \$1,175,623.64.

*The Town has received an insurance reimbursement for the totaled 2016 Dodge Charger in the amount of \$20,721.25. A 2013 Ford Interceptor has been located to replace this vehicle. The total cost to purchase the replacement vehicle, paint and equip it will be \$23,500. An additional \$2,779 will need to be appropriated from fund balance to purchase and equip the replacement vehicle. The proposed budget amendment appropriates funds to replace the vehicle and accept the insurance reimbursement into the current FY2021-22 budget.

*In June, the Town began using Bank of America for all P-card purchases, as this program provides a rebate based on the amount of purchases. The rebate is issued annually. Dallas' first rebate only reflects June through August in the amount of \$775.48. The proposed budget amendment accepts and appropriates the rebate into the current FY2021-22 budget.

MANAGER RECOMMENDATION: Approve the budget amendments appropriating funds from Duke Energy refund, insurance reimbursement, and P-card rebate as presented.

BOARD ACTION TAKEN:

Town of Dallas
Budget Amendment

Date: December 14, 2021

Action: Electric Fund - Duke Energy Refund

Purpose: To Account for Duke Energy Refund from Audit Review

Number: EL-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
30	3500	0000	Miscellaneous	\$2,000	\$101,330	\$99,330
30	8500	9040	Contrib. to Capital Reserve	\$0	\$99,330	\$99,330
50	3900	0000	Contrib. From Electric Fund	\$0	\$99,330	\$99,330
50	7000	7500	Cap. Outlay - Construction	\$0	\$99,330	\$99,330

Approval Signature
(Town Manager)

**Town of Dallas
Budget Amendment**

Date: December 14, 2021

Action: Police - Replace Totaled Vehicle

Purpose: To Appropriate Insurance Reimbursement Funds to Replace Totaled Vehicle

Number: PD-002

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3500	0000	Miscellaneous	\$5,000	\$25,721	\$20,721
10	3999	0000	Fund Balance Appropriated	\$303,453	\$306,232	\$2,779
10	5100	7400	Cap. Outlay: Equipment	\$161,042	\$184,542	\$23,500

Approval Signature
(Town Manager)

Town of Dallas
Budget Amendment

Date: December 14, 2021

Action: Admin - P-Card Rebate

Purpose: To Appropriate BOA P-Card Rebate

Number: ADM-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3840	0000	Rebates from BOA P-Card	\$0	\$776	\$776
10	4100	3610	Employee Appreciation	\$3,400	\$4,176	\$776

Approval Signature
(Town Manager)