



PITTSBORO POLICE DEPARTMENT

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To: Mayor, Mayor Pro-Tem and Board of Commissioners
From: Percy T. Crutchfield, Chief of Police
CC: Bryan Gruesbeck, Town Manager
Alice Lloyd, Town Clerk
Paul Messick, Town Attorney

Ref: Holly Days Tree Lighting Celebration

Date: October 18, 2016

Background: I have been requested to look into the closure of US64 business west (East & West Streets) for two blocks around the north side of the traffic circle for the Pittsboro Business Association (PBA) Holly Days Tree Lighting Ceremony. The Pittsboro Business Association (PBA) has requested this section of highway be closed between 4:00 pm & 6:00 pm on November 20, 2016. My staff and I have developed a plan to close the two blocks travelling west around the circle and diverting traffic around a detour route. This will take considerable assistance from other agencies and limiting parking in adjacent areas like we have done for other events in the past. It will take approximately one half hour before and after the event to set up & take down for a total approximate total time of three hours.

The North Carolina Department of Transportation requires that any municipality using state maintained roads for events such as parades and festivals shall pass an ordinance approving the special event. Attached is an ordinance for the Town of Pittsboro that I have prepared in case the board decides to close Hillsboro Street. This was based on the model ordinance provided by the North Carolina Department of Transportation. It is being presented for the agenda of the October 24, 2016 Town of Pittsboro Board Meeting.

Action requested: For the Board of Commissioners to approve the ordinance for submission to the North Carolina Department of Transportation with the special event permit application packet for the November 20, 2016 Pittsboro Business Association Holly Days Tree Lighting Celebration.