



# PITTSBORO POLICE DEPARTMENT

**Chief Percy T. Crutchfield**

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## MEMO

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

Date: September 21, 2016

### **Ref: Christmas Parade Ordinance**

**Background:** The North Carolina Department of Transportation now requires that any municipality using state maintained roads for events such as Christmas Parades shall pass an ordinance approving the special event. Attached is an ordinance for the Town of Pittsboro that I have prepared. This was based on the model ordinance provided by the North Carolina Department of Transportation. It is being presented for the consent agenda of the September 26, 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 parade permit application packet for the 2016 Town of Pittsboro Christmas Parade.

### **Ref: Columbus Lodge #102 Car Show & Rib Fest**

**Background:** The Pittsboro Masonic Lodge, Columbus #102, has their annual Columbus Day Car Show and Rib Fest planned for Saturday October 1, 2016. As part of the planned event they have a car show, rib fest and fundraiser in the area of Masonic Street between East Street and Salisbury Street and the adjacent parking lot. They have had this event in the past and it has not caused any significant traffic problems and we have been able to provide them with adequate measures to control traffic and pedestrians. Several visitors are estimated to attend supporting this community event. Town Staff (Pittsboro PD and/or Utilities) will deliver and retrieve barricades and/or traffic cones on site. This should have little impact on commuter traffic on a Saturday since the section of street being blocked has no residences and/or businesses on it and traffic can easily detour around the block.

**Action Requested:** Approve the resolution to temporarily close Masonic Street as presented.

### **Ref: Other Holiday and Community Events**

I have met with members of the Pittsboro Business Association (PBA) to begin preparing for other community events this holiday season. I'm sure I will be presenting a request for their needs in the near future. No action is requested at this time.