



TOWN OF RICHLANDS
Town Board Meeting
February 11, 2025
6:00 PM
AGENDA

I. Meeting Called to Order by Mayor McKinley Smith

II. Pledge of Allegiance

III. Invocation

IV. Adoption of the Agenda

V. Adoption of the Minutes

1. January 2025 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Public Hearing - Special Use Permit (Hotel Height Limit)
2. Public Hearing - Zoning Map Amendment

VIII. Old Business

IX. New Business

1. Special Use Permit (Hotel Height Limit)
2. Ordinance 2025-02 (Zoning Map Amendment)
3. Budget Amendment #4

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. January 2025 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

XV. Adjourn



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item V. - 1.
January 2025 Meeting Minutes

Description:

January 2025 Meeting Minutes.

Review:

Attached are the minutes for the January 14, 2025 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the January meeting minutes.

ATTACHMENTS:

Description

- ▣ January 2025 Meeting Minutes

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandsc.gov

Mailing Address:
P.O. Box 245
Richlands, N.C. 28574



The Richlands Board of Aldermen met in Regular Session on January 14, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Alderman Paul Conner
Mayor Pro-Tem Tom Brown
Alderman Kent Painter

Alderman Marilyn Bunce
Mayor McKinley Smith

Absent: William A Horne, Police Chief
Alderman, Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
Angie Quinn, Onslow County Soil & Water

Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director

There were 6 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Angie Quinn, Onslow County Soil & Water

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

A **motion** was made by Alderman Tom Brown seconded by Alderman Paul Conner to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (December 10, 2024):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the meeting minutes of December 10, 2024. The motion was unanimously carried.

VI. **PUBLIC COMMENT:** None

VII. **PUBLIC HEARING:**

1. **VOLUNTARY SATELLITE ANNEXATION REQUEST:**

Mayor McKinley Smith opened the Public Hearing to receive public comment regarding the Voluntary Satellite Annexation Request.

With no comments, Mayor Smith closed the public hearing.

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

1. **ORDINANCE 2025-01 (VOLUNTARY SATELLITE ANNEXATION):**

Town Administrator, Gregg Whitehead presented Ordinance 2025-01 which will provide for the voluntary annexation of 2.674 acres of land located at the intersection of US Hwy 258/24 and Ervintown Road.

Now that the public hearing has been held, the Board deliberated and voted on Ordinance 2025-01(Voluntary Satellite Annexation).

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Kent Painter to approve Ordinance 2025-01, Voluntary Satellite Annexation. The motion was unanimously carried.

2. **VOLUNTARY AGRICULTURE DISTRICT MOU (NATHANIEL RAND II FARM):**

Town Administrator, Gregg Whitehead presented a draft Memorandum of Understanding between the town and Onslow County regarding the 36 acre portion of the Nathaniel Rand property (Tax ID 022012) that is located in the town limits and is seeking to be placed in a Voluntary Agricultural District. The Voluntary Agricultural District is essentially a conservation easement that prohibits non-farm use development for 10 years.

Angie Quinn with Onslow County Soil & Water spoke on behalf of the applicant, Mr. Nathaniel Rand, who has applied to be a part of the Voluntary Agricultural District. The program, established in 2008, gives the property owners a sense of pride and helps to protect them.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the Voluntary Agriculture District Memorandum of Understanding. The motion was unanimously carried.

3. **HELP BUILDING PURCHASE OFFER:**

The town received an offer of \$100,000.00 from NBI Financial, LLC to purchase the Help Building located at 127 Ervintown Road. The current tax value of the property is listed at

\$399,802.00 and the appraisal dated November 6, 2024 set the market price as \$365,000.00. Town Administrator, Gregg Whitehead informed the board that if they decide to accept the offer, then an upset bid process will be initiated. The bid is advertised and each subsequent bid that meets the statutory requirements is bid, and the process continues until no new bids are received. The Board may at any time reject any and all offers presented.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to deny. The motion was unanimously carried.

After some discussion, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to set the minimum purchase price at \$350,000.00. The motion was unanimously carried.

A **motion** was then made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter to rescind the previous motion. The motion was unanimously carried.

4. **STREET LIGHTING DISCUSSION:**

Alderman Marilyn Bunce requested this item be added to the agenda for general discussion.

There have been concerns with the lighting being too dim around town, especially downtown along the parade route. Town Administrator, Gregg Whitehead and Public Works Director, Johnathan Jarman have been researching the issue. Mr. Jarman is also working on an inventory to ensure the town is being billed correctly by Duke Energy, which costs about \$35,000 annually for street lighting. He will be reaching out to Duke Energy to explore the cost of upgrading to higher LED wattage. After discussion, the board agreed to have Mr. Jarman investigate the costs of upgrading to 110 and 150-watt lights.

X. **ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Will be dropping off the unsold computer items from the Gov Deals auction to the Kramden Organization on the way to the Managers meeting in February. They distribute these items to those in need through digital skills classes and events.
- Have been appointed to the Fire Commission for a 2-year term and the first meeting will be Thursday night.
- USDA financing rates went up .25%. Plan B is to do a general obligation bond through the LGC which requires voter approval.
- Two meetings this week with developers about projects in the area.
- Attending a Legislative breakfast on Thursday and will be discussing goals and projects to hopefully receive some assistance from Raleigh.

XI. POLICE REPORT:

Chief William A. Horne presented a copy of the Activity Report for December 2024 and is incorporated by reference and hereby made part of these minutes.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Paul Conner: Just returned, along with three other delegates from ONWASA who were invited to travel to Japan to see the largest wastewater treatment plant which treats 3.5 million gallons a day.

Alderman Marilyn Bunce: At the County Planning Board meeting, a piece of land on the way to Jacksonville, before Stateside, was rezoned to R-10.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to adjourn the meeting at 6:38 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VII. - 1.

Public Hearing - Special Use Permit (Hotel Height Limit)

Description:

Public Hearing - Special Use Permit (Hotel Height Limit).

Review:

The Board needs to hold an evidentiary hearing regarding a special use permit request by 133 Koonce Fork, LLC., to construct a hotel located at 133 Koonce Fork Road at a height in excess of thirty-five (35) feet but less than fifty (50) feet. The height limit allowed for structures in a commercial zone is thirty-five feet and anything over that limit requires a special use permit.

Please note that the evidentiary hearing procedure for a special use permit is quasi-judicial in nature. All witnesses must be sworn or affirmed to provide testimony. Any person who has standing to appeal the decision shall have the right to participate as party at the evidentiary hearing.

Action Needed:

Hold the evidentiary hearing.

ATTACHMENTS:

Description

- ☐ Special Use Request (133 Koonce Fork, LLC)
- ☐ Hotel Special Use Map

Town of Richlands Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: 133 KOONCE FORK LLC - BERNARD MCLEOD PHONE NO: 910-915-2195

MAILING ADDRESS: 133 KOONCE FORK RD RICHLANDS NC 28574

ADDRESS OF PROPERTY (if different from mailing address): _____

PROPERTY OWNER (if different from applicant): (Please Print)

NAME: WARD CONSTRUCTION INC PHONE NO: 910-389-0035

MAILING ADDRESS: 137 KOONCE FORK RD RICHLANDS NC 28574

ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| <input type="checkbox"/> ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| <input type="checkbox"/> VARIANCE REQUEST | (Required Fee: \$250.00) |
| <input checked="" type="checkbox"/> SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| <input type="checkbox"/> OTHER _____ | |

DESCRIPTION OF REQUEST:

TO BE ALLOWED TO BUILD MARRIOTT HOTEL AND ABOVE 35 FEET BUT
BELOW 50 FEET

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT:  DATE: 12/17/24

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

DATE REQUEST RECEIVED: 12-17-2024

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES NO

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE () DENY ()

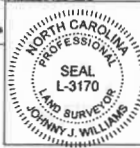
SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION COMPLETED ON 01/27/2024. FROM REFERENCES AS SHOWN HEREON. THAT DIMENSIONS NOT SURVEYED ARE NOTED AS SUCH AND PLOTTED FROM REFERENCES AS SHOWN HEREON.

THE GPS PORTION OF THIS SURVEY WAS PERFORMED AS FOLLOWS:
 CLASS OF SURVEY - A; DATES OF SURVEY - 07/23/24-07/27/24;
 POSITIONAL ACCURACY - 0.05'; TYPE OF GPS FIELD PROCEDURE - RTK; DATUM/EPOCH - NAD83(2011); PUBLISHED/FIXED CONTROL USE - N.C. VRS NETWORK; GRID MODEL - 2011; UNITS - US SURVEY FEET; COMBINED GRID FACTOR - 0.99997708

THE CONVENTIONAL PORTION OF THIS SURVEY HAS A RATIO OF PRECISION IN EXCESS OF 1:10,000 AND IS ALSO PERFORMED TO A CLASS A SURVEY AS DEFINED BY TITLE 21, CHAPTER 56, SECTION 1803 OF THE N.C. ADMINISTRATIVE CODE; AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESSE MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL
 JOHNNY J. WILLIAMS
 P.L.S. L-3170
 01/17/25 | 9:07 AM EST



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON WHICH IS LOCATED IN THE SUPERVISION JURISDICTION OF THE TOWN OF RICHLANDS AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND ESTABLISH MINIMUM BUILDING SETBACK LINES AS NOTED.

Downloaded by: Ricky Ward 01/17/25 | 10:10 AM EST
 026890998719428 DATE

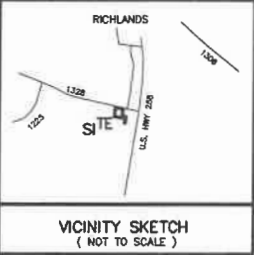
CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUPERVISION REGULATIONS OF THE TOWN OF RICHLANDS, NORTH CAROLINA AND THAT THIS PLAN HAS BEEN APPROVED BY THE TOWN BOARD FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

Signed by: Greg Mitchell
 TOWN ADMINISTRATOR, TOWN OF RICHLANDS, NORTH CAROLINA
 01/17/25 | 10:12 AM EST
 DATE

NOTES:

- 1) THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA ACCORDING TO FLOOD INSURANCE RATE MAP NO. 3720443100K DATED JUNE 19, 2020.
- 2) ALL UTILITY LINES SHOWN HEREON MAY HAVE EASEMENTS AND RIGHTS OF ENTRANCE AND MAINTENANCE ASSOCIATED WITH THEM.
- 3) ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
- 4) THIS PROPERTY IS ZONED C-2 AND WILL BE SUBJECT TO ALL RESTRICTIONS IN THE TOWN OF RICHLANDS LAND USE ORDINANCES. THE TOWN OF RICHLANDS SHOULD BE CONTACTED FOR DETAILS ON RESTRICTIONS PRIOR TO LOT IMPROVEMENTS. THESE RESTRICTIONS MAY INCLUDE, BUT NOT BE LIMITED TO, SETBACKS, HEIGHT RESTRICTIONS, IMPERVIOUS SURFACE REQUIREMENTS, ETC. ADDITIONAL RESTRICTIONS MAY APPLY IF THERE ARE RESTRICTIVE COVENANTS ASSOCIATED WITH THIS PROPERTY. SURVEYOR HAS NOT PERFORMED RESEARCH TO DETERMINE IF RESTRICTIVE COVENANTS APPLY.



I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN AN AREA OF THE COUNTY OR JURISDICTION THAT HAS AN ORIGINAL PLAN IN THE OFFICE OF LAND RECORDS, NO. 47-30 AS AMENDED.

Downloaded by: Ricky Ward 01/17/25 | 9:07 AM EST
 026890998719428 DATE



CERTIFICATE OF APPROVAL FOR RECORDING

I, Wylene L. Triplett, ONE OF THE REVIEW OFFICERS FOR ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS CERTIFICATE IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Signed by: Wylene L. Triplett 01/17/25 | 10:20 AM EST
 DATE



- LEGEND:**
- EIP = EXISTING IRON PIPE
 - EIS = EXISTING IRON STAKE
 - EPK = EXISTING P.K. NAIL
 - EMN = EXISTING MAG NAIL
 - ISS = IRON STAKE SET
 - ESS = EXISTING SURVEY SPIKE
 - EIPP = EXISTING IRON PINNAC PIPE
 - NP = NONMONUMENTED POINT
 - SC = SUBSURFACE CORNER
 - AG = TOP ABOVE GROUND SURFACE
 - BG = TOP BELOW GROUND SURFACE
 - R/W = RIGHT-OF-WAY
 - C = CENTERLINE
 - = PROPERTY LINE
 - NGS = NORTH CAROLINA GEODETIC SURVEY
 - = LINE NOT SURVEYED
 - - - = OVERHEAD UTILITY LINE
 - o- = UTILITY POLE
 - = NON-MONUMENTED POINT UNLESS OTHERWISE LABELED

MINOR SUBDIVISION FOR:

WARD CONSTRUCTION, INC.

CURRENT OWNER: WARD CONSTRUCTION INC.
 PROPERTY ADDRESS: 500 WAFFLE HOUSE WAY, RICHLANDS, NC 28574

INDIVIDUAL TRACT ON N.C.S.R. 1238 (KOONCE FORK ROAD) AND WAFFLE HOUSE WAY
 TOWN OF RICHLANDS EXTRATERRITORIAL JURISDICTION
 RICHLANDS TOWNSHIP, ONSLOW COUNTY, N.C.

- REFERENCES:**
- TRACTS A & B DEED BOOK 5881, PAGE 588
 - TRACT ONE MAP BOOK 86, PAGE 122
 - PARCEL ID NUMBER - 026303

- GRID TIES AND COORDINATES:**
- EMN NO. 101 NORTH = 417,342.556 EAST = 2,434,978.200
 - ESS NO. 503 NORTH = 417,474.365 EAST = 2,434,397.460

DATE: DECEMBER 05, 2024
 SCALE: 1" = 60'

JOHNNY J. WILLIAMS LAND SURVEYING, P.C.
 P.O. BOX 778, BEULAVILLE, N.C. 28518
 PHONE: 910-298-8272 FAX: 910-298-2310
 EMAIL: JWILLIAMS@JSURVEY.COM FIRM NO. C-2532

C-PROJECT:WARD,BOOK:5438,DATE:01/17/25,NO:224
 FILE NAME: WAD1983-1238-1238.dwg
 CRD FILE: WAD1983-1238-1238.dwg



TOWN OF RICHLANDS
Regular Board Meeting

Agenda Item VII. - 2.

Public Hearing - Zoning Map Amendment

Description:

Public Hearing - Zoning Map Amendment.

Review:

The Board needs to hold a public hearing in order to hear public comment concerning a proposed change to the zoning map designation of a .7 acre tract of property (Onslow County Tax Parcel 43A-38.1) located at 112 Ervintown Road in the town's extra territorial jurisdiction. The proposed zoning map amendment will seek to change the zoning designation of the .7 acre tract from R-8 Residential to C-2 Commercial.

Action Needed:

Hold the public hearing.

ATTACHMENTS:

Description

- ☐ 112 Ervintown Road Rezoning Request
- ☐ 112 Ervintown Road Rezoning Map

Town of Richlands Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: THE LANDS DEVELOPMENT - BERNARD MCLEOD PHONE NO: 910-915-2195

MAILING ADDRESS: 521 YOPP RD SE 214-209 JACKSONVILLE NC 28540

ADDRESS OF PROPERTY (if different from mailing address): _____

PROPERTY OWNER (if different from applicant): (Please Print)

NAME: KRISTEN DIETRICH PHONE NO: _____

MAILING ADDRESS: 112 ERVINTOWN RD RICHLANDS NC 28574

ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| <input checked="" type="checkbox"/> ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| <input type="checkbox"/> VARIANCE REQUEST | (Required Fee: \$250.00) |
| <input type="checkbox"/> SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| <input type="checkbox"/> OTHER _____ | |

DESCRIPTION OF REQUEST:

REZONE 112 ERVINTOWN RD FROM RESIDENTIAL TO
LIMMERCIAL ZONING

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT:  DATE: 12/20/24

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

DATE REQUEST RECEIVED: 12/20/24

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES NO

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE () DENY ()

SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

112 Ervintown Road Rezoning Map



February 4, 2025

Address Points

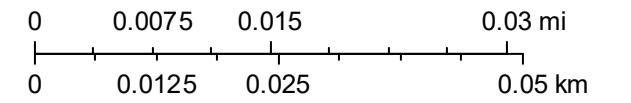
- | | | |
|-----------------------|------------------|---------------------------|
| Other | Church | Non Addressable Structure |
| Addressable Structure | Commercial | Power Pole |
| Advertising Sign | Double Wide | Recreational |
| Camper | Duplex | Restaurant |
| Cell Tower | Medical Facility | School |
| | Modular | Single Wide |

Street Centerlines

- Streets
- Major Roads
- Thoroughfares
- Trails

- Parcels
- City Limits
- County Boundary

1:773





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 1.
Special Use Permit (Hotel Height Limit)

Description:

Special Use Permit (Hotel Height Limit).

Review:

Now that the Board has held the required evidentiary hearing, the Board may deliberate and vote on the special use request by 133 Koonce Fork LLC., to construct a hotel at 133 Koonce Fork Road at a height in excess of thirty-five (35) feet but less than fifty (50) feet. The height limit allowed for structures in a commercial zone is thirty-five feet and anything over that limit requires a special use permit. to construct a hotel at 133 Koonce Fork Road in excess of thirty-five feet. The property in question is located in the C-2 Commercial District, which allows hotels as a permitted use.

In order to authorize a special use permit, the Board must base their decision on six (6) findings of fact. The attached Special Use Permit Grant Form lists the findings and can be used to deliberate and vote on the matter. I have included a blank Special Use Grant Form to use as a guideline in considering the findings of fact and is not intended to assume approval or the intent of the Board on the matter. The concurring vote of four-fifths of the Board if all six findings of fact are met shall be necessary to grant a special use permit.

I have reviewed the request and deem the application to be compliant with Section 153.342 of the Code of Ordinances.

Action Needed:

Act as desired.

ATTACHMENTS:

Description

- Special Use Request (133 Koonce Fork, LLC)
- Special Use Map (133 Koonce Fork, LLC)
- Special Use Grant Form

Town of Richlands Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: 133 KOONCE FORK LLC - BERNARD MCLEOD PHONE NO: 910-915-2195

MAILING ADDRESS: 133 KOONCE FORK RD RICHLANDS NC 28574

ADDRESS OF PROPERTY (if different from mailing address): _____

PROPERTY OWNER (if different from applicant): (Please Print)

NAME: WARD CONSTRUCTION INC PHONE NO: 910-389-0035

MAILING ADDRESS: 137 KOONCE FORK RD RICHLANDS NC 28574

ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| <input type="checkbox"/> ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| <input type="checkbox"/> VARIANCE REQUEST | (Required Fee: \$250.00) |
| <input checked="" type="checkbox"/> SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| <input type="checkbox"/> OTHER _____ | |

DESCRIPTION OF REQUEST:

TO BE ALLOWED TO BUILD MARRIOTT HOTEL AND ABOVE 35 FEET BUT
BELOW 50 FEET

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT:  DATE: 12/17/24

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

DATE REQUEST RECEIVED: 12-17-2024

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES NO

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE () DENY ()

SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION COMPLETED ON 01/27/2024. FROM REFERENCES AS SHOWN HEREON. THAT DIMENSIONS NOT SURVEYED ARE NOTED AS SUCH AND PLOTTED FROM REFERENCES AS SHOWN HEREON.

THE GPS PORTION OF THIS SURVEY WAS PERFORMED AS FOLLOWS:
 CLASS OF SURVEY - A; DATES OF SURVEY - 07/23/24-07/27/24;
 POSITIONAL ACCURACY - 0.05'; TYPE OF GPS FIELD PROCEDURE - RTK; DATA/PROCESS - MAGNETIC'S PUBLISHED/FIXED CONTROL USE - N.C. WGS NETWORK; GRID MODEL - 2011; UNITS - US SURVEY FEET; COMBINED GRID FACTOR - 0.99997708

THE CONVENTIONAL PORTION OF THIS SURVEY HAS A RATIO OF PRECISION IN EXCESS OF 1:10,000 AND IS ALSO PERFORMED TO A CLASS A SURVEY AS DEFINED BY TITLE 21, CHAPTER 56, SECTION 1803 OF THE N.C. ADMINISTRATIVE CODE; AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTERED PROFESSIONAL SEAL AND THE SEAL OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

JOHNNY J. WILLIAMS
 P.L.S. L-3170
 01/17/25 | 9:07 AM EST

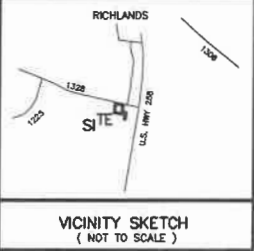
CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON WHICH IS LOCATED IN THE SUPERVISION JURISDICTION OF THE TOWN OF RICHLANDS AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND ESTABLISH MINIMUM BUILDING SETBACK LINES AS NOTED.

Developed by: Ricky Ward 01/17/25 | 10:10 AM EST
 026809098719428 DATE

NOTES:

- 1) THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA ACCORDING TO FLOOD INSURANCE RATE MAP NO. 3720443100K DATED JUNE 19, 2020.
- 2) ALL UTILITY LINES SHOWN HEREON MAY HAVE EASEMENTS AND RIGHTS OF ENTRANCE AND MAINTENANCE ASSOCIATED WITH THEM.
- 3) ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
- 4) THIS PROPERTY IS ZONED C-2 AND WILL BE SUBJECT TO ALL RESTRICTIONS IN THE TOWN OF RICHLANDS LAND USE ORDINANCES. THE TOWN OF RICHLANDS SHOULD BE CONTACTED FOR DETAILS ON RESTRICTIONS PRIOR TO LOT IMPROVEMENTS. THESE RESTRICTIONS MAY INCLUDE, BUT NOT BE LIMITED TO, SETBACKS, HEIGHT RESTRICTIONS, IMPERVIOUS SURFACE REQUIREMENTS, ETC. ADDITIONAL RESTRICTIONS MAY APPLY IF THERE ARE RESTRICTIVE COVENANTS ASSOCIATED WITH THIS PROPERTY. SURVEYOR HAS NOT PERFORMED RESEARCH TO DETERMINE IF RESTRICTIVE COVENANTS APPLY.



I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN AN AREA OF THE COUNTY OR JURISDICTION THAT HAS AN ORIGINAL PLAT THAT IS A PART OF LAND, REFERENCE: NO. 87-47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTERED PROFESSIONAL SEAL AND THE SEAL OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

JOHNNY J. WILLIAMS
 P.L.S. L-3170
 01/17/2024 DATE

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUPERVISION REGULATIONS OF THE TOWN OF RICHLANDS, NORTH CAROLINA AND THAT THIS PLAN HAS BEEN APPROVED BY THE TOWN BOARD FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

Signed by: Greg Mitchell
 TOWN ADMINISTRATOR, TOWN OF RICHLANDS, NORTH CAROLINA
 01/17/25 | 10:12 AM EST
 DATE

I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN AN AREA OF THE COUNTY OR JURISDICTION THAT HAS AN ORIGINAL PLAT THAT IS A PART OF LAND, REFERENCE: NO. 87-47-30 AS AMENDED.

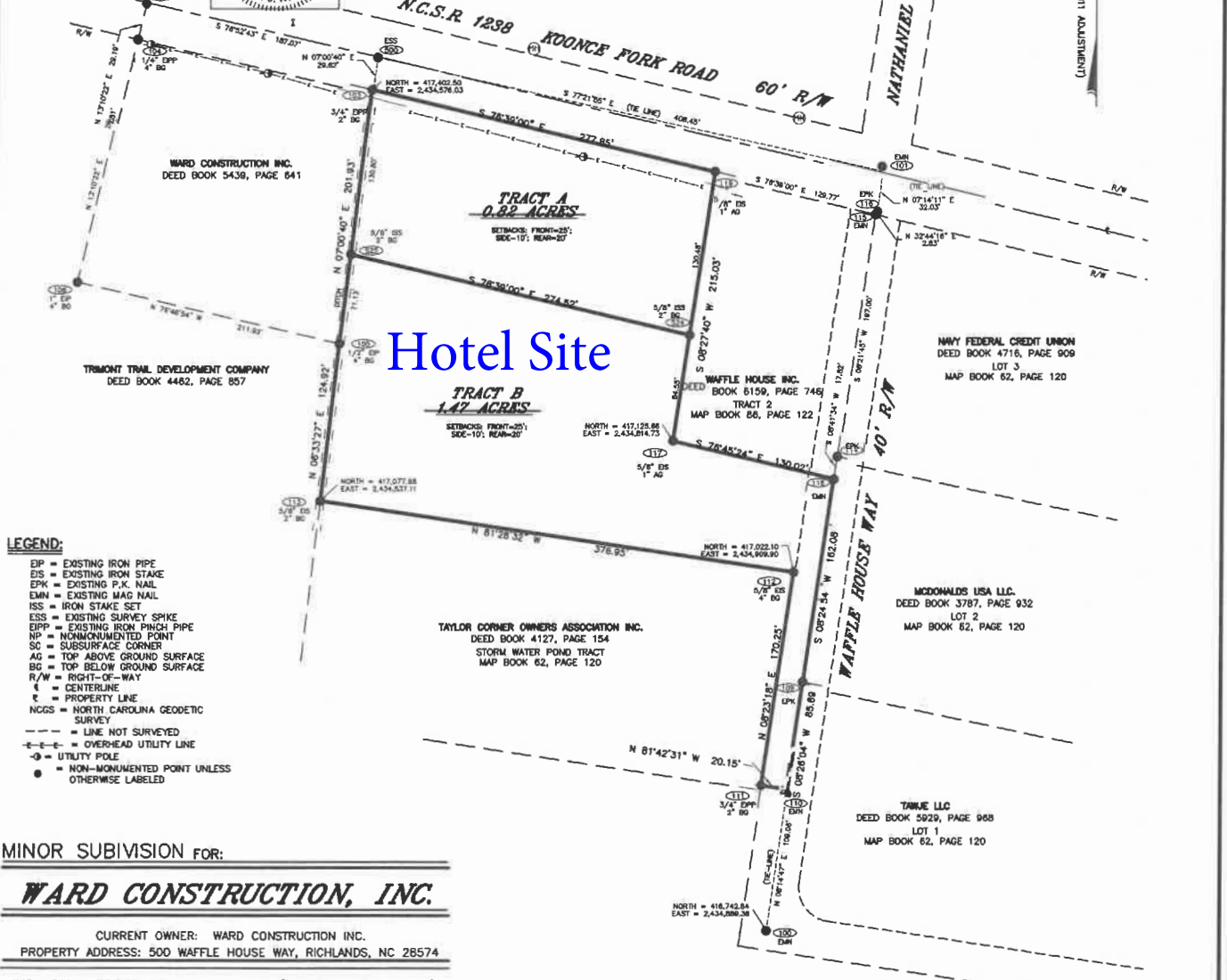
WITNESS MY ORIGINAL SIGNATURE, REGISTERED PROFESSIONAL SEAL AND THE SEAL OF THE REGISTER OF DEEDS OF ONSLOW COUNTY.

JOHNNY J. WILLIAMS
 P.L.S. L-3170
 01/17/2024 DATE

ONSLOW COUNTY, NORTH CAROLINA

I, Wylene L. Triplett, ONE OF THE REVIEW OFFICERS FOR ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS CERTIFICATE IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Signed by: Wylene L. Triplett 01/17/25 | 10:20 AM EST
 DATE



- LEGEND:**
- EIP = EXISTING IRON PIPE
 - EIS = EXISTING IRON STAKE
 - EPK = EXISTING P.K. NAIL
 - EMN = EXISTING MAG NAIL
 - ISS = IRON STAKE SET
 - ESS = EXISTING SURVEY SPIKE
 - EIPP = EXISTING IRON PINNAC PIPE
 - NP = NONMONUMENTED POINT
 - SC = SUBSURFACE CORNER
 - AG = TOP ABOVE GROUND SURFACE
 - BG = TOP BELOW GROUND SURFACE
 - R/W = RIGHT-OF-WAY
 - C = CENTERLINE
 - = PROPERTY LINE
 - NGS = NORTH CAROLINA GEODETIC SURVEY
 - = LINE NOT SURVEYED
 - - - = OVERHEAD UTILITY LINE
 - - - = UTILITY POLE
 - = NON-MONUMENTED POINT UNLESS OTHERWISE LABELED

MINOR SUBDIVISION FOR:

WARD CONSTRUCTION, INC.

CURRENT OWNER: WARD CONSTRUCTION INC.
 PROPERTY ADDRESS: 500 WAFFLE HOUSE WAY, RICHLANDS, NC 28574

INDIVIDUAL TRACT ON N.C.S.R. 1238 (KOONCE FORK ROAD) AND WAFFLE HOUSE WAY
 TOWN OF RICHLANDS EXTRATERRITORIAL JURISDICTION
 RICHLANDS TOWNSHIP, ONSLOW COUNTY, N.C.

DATE: DECEMBER 05, 2024
 SCALE: 1" = 60'

- REFERENCES:**
- TRACTS A & B DEED BOOK 5881, PAGE 588
 - TRACT ONE MAP BOOK 86, PAGE 122
 - PARCEL ID NUMBER - 026303

- GRID TIES AND COORDINATES:**
- EMN NO. 101 NORTH = 417,342.556 EAST = 2,434,978.200
 - ESS NO. 503 NORTH = 417,474.365 EAST = 2,434,397.460

JOHNNY J. WILLIAMS LAND SURVEYING, P.C.
 P.O. BOX 778, BEULAVILLE, N.C. 28518
 PHONE: 910-298-8272 FAX: 910-298-2310
 EMAIL: JWILLIAMS@JSURVEY.COM FIRM NO. C-2532

C-PROJECT:WARD, BOOK:0261 TO:AGNICE
 FILE NAME: 224
 CRD FILE: WARD0261-0000C

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public hearing on February 11, 2025 to consider the application submitted by 133 Koonce Fork LLC a request for a Special Use Permit to use the property located at 133 Koonce Fork Road, Richlands, as a hotel in excess of 35 feet in height, and having heard all of the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

(1) The requested permit is within its jurisdiction according to the table of permissible uses;

(2) The application is complete;

(3) If completed as proposed in the application, the development will comply with all of the requirements of this chapter;

(4) The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted;

(5) The use will not substantially reduce the value of adjoining or abutting property, or that the use is a public necessity; and

(6) The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be GRANTED, subject to the following conditions (if any):

Ordered this _____ day of _____, 2025.

Town Clerk

Mayor



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Ordinance 2025-02 (Zoning Map Amendment)

Description:

Ordinance 2025-02 (Zoning Map Amendment).

Review:

Now that the appropriate public hearing has been held, the Board may deliberate and vote on the matter. The attached ordinance will amend the Richlands Zoning Map by changing the zoning designation of 112 Ervintown Road, a .7 acre tract of property (Onslow County Tax Parcel 43A-38.1), from the R-8 Residential District to the C-2 Commercial District.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ☐ Land Use Plan Consistency Statement
- ☐ Ordinance 2025-02
- ☐ Exhibit A (Metes and Bounds)
- ☐ Exhibit B (112 Ervintown Road Rezoning Map)

**RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET**

REZONING REQUEST:

Rezone 112 Ervintown Road from R-8 to C-2 Commercial

1. Will the proposal place all property similarly situated in the area in the same district, or in a complementary district?
Yes No

2. Are the permitted uses under the proposed district appropriate for the area where the amendment is proposed?
Yes No

3. Would the uses permitted under the proposed district be in the general public interest?
Yes No

4. Would the character of the area will be adversely affected by any use permitted in the proposed district?
Yes No

5. Is the proposed amendment consistent with the Onslow County Comprehensive Plan?
Yes No

During the January 13, 2025 Regular Meeting of the Richlands Planning Board a favorable motion was made by Member Jason Smith, seconded by Member Kent Painter, to recommend approval of the rezoning request to the Board of Aldermen, based on the findings that the proposed amendment and presented documentation are consistent with the stated goals and expressed intent of the County's Comprehensive Plan, consistent with the Future Land Use Map, and is reasonable and in the public interest. The motion was unanimously carried.


Marilyn Bunce, Vice Chair

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-02

Ordinance Amending Official Richlands Zoning Map

Introduced: February 11, 2025

Adopted: _____

WHEREAS, the Town of Richlands (hereinafter Town), has been formally petitioned by The Lands Development to have the Richlands Zoning Map amended; and

WHEREAS, the proposed Zoning Map Amendment will change a .7 acre tract from R-8 Residential to C-2 Commercial. The tract is listed as Tax Parcel 43A-38.1 and located at 112 Ervintown Road in the extra-territorial jurisdiction of Richlands; and

WHEREAS, David Weston, P.L.S., has prepared a metes and bound description (Exhibit A) of the proposed parcel requested to be rezoned.

WHEREAS, a map of the proposed Zoning Map Amendment has been prepared and is titled "112 Ervintown Road Rezoning Map" (Exhibit B); and

WHEREAS, the aforementioned tract is adjacent to a commercial zone and the request has been reviewed and deemed appropriate by the Richlands Planning Board; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Map Amendment was held on February 11, 2025; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen amend the Official Zoning Map of the Town of Richlands by rezoning the zoning designation of Onslow County Tax Parcels 43A-38.1 as described by the following metes and bounds description (Exhibit A) and further illustrated by a map of the proposed Zoning Map Amendment titled "112 Ervintown Road Rezoning Map" (Exhibit B).

SECTION 2. That the Richlands Board of Aldermen recognize and fully concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated January 13, 2025.

SECTION 3. All existing ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. This ordinance shall be effective immediately upon its adoption.

Adopted at a regular monthly meeting on February 11, 2025.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

DAVID T. WESTON
LICENSED PROFESSIONAL LAND SURVEYOR

481 NORTHWEST BRIDGE ROAD
JACKSONVILLE, NC 28540
910-324-5708
dtw454@earthlink.net

FEBRUARY 04, 2025

DESCRIPTION OF TAX MAP NUMBER 43A-38.1 (Deed Book 5573, Page 807)

COMMENCING at a point marked by an existing aluminum right of way marker (iron rebar with NCDOT aluminum cap) located where the northeastern right of way of US Highway 258 / NC Highway 24 (right of way width varies) intersects the northwestern right of way of NCSR 1239 (60 foot right of way); said point having NC Grid NAD 83 (2011) coordinates (NCVRS-GPS-NCRTN) Northing 424433.50 feet, Easting 2430796.22 feet; thence from said right of way marker and running with said right of way of NCSR 1239, North 60° 35' 03" East 98.11 feet to an existing iron pipe, the **POINT OF BEGINNING**; thence from said beginning point and leaving said right of way North 39° 26' 47" West 492.19 feet to an existing iron pipe; thence continuing North 39° 26' 47" West 10.17 feet to a non-monumented point located in the centerline of an old ditch; thence running with the center of said ditch and the now or formerly James T. Cardwell property (Deed Book 1397, Page 546, Tract 2, Map Book 49, Page 103) North 49° 43' 44" East 39.87 feet to an existing iron rebar; thence leaving said ditch and continuing with said Cardwell property South 44° 20' 56" East 21.30 feet to an existing iron pipe; thence with the now or formerly Wilma Lee Cassidy property (Deed Book 1715, Page 236) South 44° 19' 51" East 107.21 feet to an existing iron pipe; thence with the now or formerly Frank A. Orr, Jr. property (Deed Book 1949, Page 686) South 43° 36' 14" East 10.21 feet to an existing iron rebar; thence continuing with said Orr property South 44° 02' 37" East 51.46 feet to an existing iron rebar; thence with the now or formerly Sarah Damberg property (Deed Book 6173, Page 402) South 42° 47' 42" East 113.15 feet to an existing iron pipe; thence with the now or formerly Lloyd A. Smith, Jr. property (Deed Book 5878, Page 724) South 40° 41' 25" East 34.48 feet to an existing iron rebar; thence continuing with said Smith property South 42° 57' 06" East 179.23 feet to a one-half inch existing iron rebar (6 inches below ground surface at base of 12-inch oak) located on the northwestern right of way of said NCSR 1239; said rebar being located South 58° 49' 58" West 1.91 feet from a one-half inch existing iron pipe (8 inches below ground surface); thence from said iron rebar at base of oak and running along the northwestern right of way of said NCSR 1239, South 60° 27' 12" West 75.11 feet to an existing iron pipe, the **POINT OF BEGINNING**, containing 0.681 acre (by coordinates) and being that property recorded in Deed Book 5573, Page 807, Onslow County Registry. All Courses contained herein are correct in angular relationship and are referenced to NC GRID North NAD 83 (2011). All distances are horizontal ground measurements.


DAVID T. WESTON
PROFESSIONAL LAND SURVEYOR (L-3588)

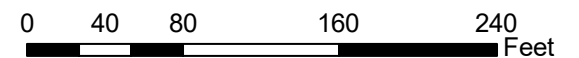


Exhibit B - 112 Ervintown Road Rezoning Map



February 4, 2025

MAP IS NOT TO BE USED FOR SALES OR
CONVEYANCES. THIS IS NOT A SURVEY
NO FIELD SURVEY WAS PERFORMED!





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Budget Amendment #4

Description:

Budget Amendment #4.

Review:

At the time of budget adoption, the new financial software had lumped the forfeiture funds into a single miscellaneous account. In order to best account for the State and Federal forfeiture expenditures, three specific line items are being created and the \$12,400 budgeted funds will be moved to their corresponding line item.

Action Needed:

Approve the budget amendment.

ATTACHMENTS:

Description

- ▣ Budget Amendment #4



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item X. - 1.
Administrator Notes and Updates

Description:

- I will be attending the annual NC City and County Management Association Winter Seminar February 5–7, 2025 at the Benton Convention Center in Winston-Salem.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item XI. - 1.
January 2025 Police Report

Description:

Attached is the Police Activity Log for the month of January 2025.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ☐ January 2025 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(01/01/2025 - 01/31/2025)

<No Event Type Specified>	1	911 Hang-Up	1
Adminstration Run	29	Alarm Activation	12
Animal Complaint	1	Arrest	12
Assist Citizen	18	Assist EMS	3
Assist Fire	1	Assist Other Agency	7
Assist Other RPD Officer	15	Attempted Breaking and Entering	1
Attended Court	1	Bank Escort	2
Breaking and Entering	2	Business Check	900
Business Walk Through	7	Call for Service	522
Careless & Reckless	1	Child Abuse	3
Child Safety Seat	1	Citation	331
Civil Problem	1	Crash	11
Domestic Dispute	4	DWI	2
DWLR	29	Fingerprinting	1
Follow up Investigation	4	Incident Report	27
Juvenile Problems	4	Larceny	2
Lighting Violation	26	No Insurance	18
NOL	24	Open Container	1
Patrol Zone 1	51	Patrol Zone 2	52
Patrol Zone 3	48	Patrol Zone 4	46
Patrol Zone 5	56	Patrol Zone 6	54
Possession of Drug Paraphernalia	3	Possession of Marijuana	3
Property Damage	1	Registration Violation	100
Residence Check	2	Safe Movement Violation	5
Seatbelt	18	Selective Traffic Enforcement	128
Special Assignment	8	Speeding	74
Stoplight/Sign	17	Supplement to report	28
Suspicious Vehicle/Person/Incident	15	Towed Vehicle	1
Transport to Jail	2	Trespassing	1
Unlock Car	7	Vehicle Check After Shift	16
Vehicle Check Before Shift	26	Vehicle Searches	3
Vehicle Stop	385	Verbal Warnings	172
Warning Citation	28	Warrant	6

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(01/01/2025 - 01/31/2025)

Weapons Offense	1	Window Tint Violation	14
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Total Number Of Events: 3,396

Code Enforcement

6 signs removed- made contact with businesses IF number was on the sign
8 vehicles tagged for towing- 7 moved by owner
2 vehicle letters (to be tagged)- 2 moved by owner
0 grass letters
1 Livestock Letter (to be fined)
3 Trash/Yard debris letters