



TOWN OF RICHLANDS
Town Board Meeting
August 12, 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. July 2025 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Public Hearing - Zoning Map Amendment
2. Public Hearing - Zoning Map Amendment

VIII. Old Business

IX. New Business

1. Ordinance 2025-07 (Zoning Map Amendment)
2. Ordinance 2025-08 (Zoning Map Amendment)
3. Sale of Help Building
4. Budget Amendment 2 & 3
5. NCDOT Speed Limit Resolution
6. Installment Purchase Resolution
7. Deputy Finance Officer Resolution
8. Vehicle Motor Purchase

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. July 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.

July 2025 Meeting Minutes

Description:

July 2025 Meeting Minutes.

Review:

Attached are the minutes for the July 8, 2025 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the July meeting minutes.

ATTACHMENTS:

Description

- ▢ July 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 July 8, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith
Mayor Pro-Tem Tom Brown
Alderman Kent Painter

Alderman Marilyn Bunce
Alderman Paul Conner

Absent: Alderman Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
William A. Horne, Chief of Police

Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director

There were 5 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Arthine Thomas

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 Paul Conner seconded by Alderman Kent Painter to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (June 2025):

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to approve the meeting minutes of June, 2025 to include and to seal the closed session minutes. The motion was unanimously carried.

VI. **PUBLIC COMMENT:** None

VII. **PUBLIC HEARING:** None

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

1. **BUDGET AMENDMENT #1:**

Town Administrator Gregg Whitehead presented Budget Amendment #1 which will appropriate the necessary funds for the purchase of the Richlands Volunteer Fire Department property located next to town hall.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve Budget Amendment #1. The motion was unanimously carried.

2. **SUBDIVISION MAP APPROVAL:**

Town Administrator Gregg Whitehead presented a subdivision map that would create three commercial parcels as part of the Ellis Development project. The three parcels will be located along Hwy 24/258 and will be the main entrance to the development on the highway side. Since the proposed subdivision creates easements, the Board will have to approve the subdivision per the town's subdivision regulations.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to approve the subdivision map. The motion was unanimously approved.

3. **RESOLUTION 2025-01:**

Town Administrator Gregg Whitehead presented Resolution 2025-01 which directs the Town Clerk to certify a voluntary annexation petition received by the town that will annex approximately 96 acres between Kinston Highway and Richlands Loop Road in Onslow County. Once the petition is certified, the Board may schedule a public hearing on the proposed annexation.

Alderman Brown expressed his concerns with the property being so far out of town and feels it would put added stress on the Police Department and Public Works Department. He feels it would be a disadvantage to the town.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter to not move forward with Resolution 2025-01. The motion was unanimously carried.

4. **HIGHWAY 24/258 SPEED LIMIT DISCUSSION:**

Alderman Bunce requested that a discussion be held on the merits of requestion NCDOT to lower the speed limit on Highway 24/258 (Richlands Highway) at 35 MPH within the town limits.

Town Administrator Gregg Whitehead informed the Board that he met with the division engineer and other members of NCDOT regarding the all way stop downtown project. They discussed the possibility of reducing the speed limit downtown to 25 MPH in longer stretches as well as doing an updated safety study, the last one being in 2022. They plan to come back next year and look into reconsidering the project.

He also stated that NCDOT did not have a comment either way regarding lowering the speed limit on Highway 24/258 but expressed the town would need to adopt a resolution requesting the speed limit reduction and state that the town would make an effort to enforce it.

Alderman Bunce stated that she asked for the discussion on the speed limit because citizens have come to her in the past and present with their concerns of speeding on the Highway.

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve a Resolution requesting the speed limit be lowered to 35 MPH. The motion was approved with 3 Ayes (Alderman Brown, Alderman Painter, Alderman Bunce and 1 Nay (Alderman Conner.

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:

- Received a new bid on the Help Building for \$300,000.00 which included a \$15,000.00 deposit.

After some discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the Resolution authorizing the disposal of property through negotiated offer, advertisement and upset bids with a minimum bid of \$300,000. The motion was unanimously carried.

- Received a letter from the Onslow County Manager informing the town that they are going to create a strategic fire system plan. This will help identify what each fire department in the county is in need of. They also do not intend to approve any construction funding before the plan is finalized.
- The Police Chief asked to bring up the discussion regarding non-profit events in the town and whether or not to charge organizations for police coverage.

After some discussion, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown for the town to reimbursement the Police Department for any events that require police coverage. The motion was unanimously carried.

- Town Attorney Keith Fountain addressed the Board regarding the Offer to Purchase and contract on the land beside town hall. He stated that the contract has not yet been accepted and requested permission to alter the dates to the inspection period being 30 days from acceptance and closing date 60 days from acceptance.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to allow the offer to be altered to the inspection period being 30 days from acceptance and closing date 60 days from acceptance. The motion was unanimously carried.

XI. POLICE REPORT:

Chief William A. Horne presented a copy of the Activity Report for June 2025 and is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- The new motor on car 8 is being replaced under warranty again.
- The new BLET candidate has resigned due to some family issues.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Inquired if ONWASA was working on some streets in town. Public Works Director Johnathan Jarman stated a sewer service had dropped down inside the main on W Foy Street and was being repaired by ONWASA.

Still waiting on the County to send the latest subdivision technical reviews but will update everyone as soon as she has them.

Alderman Kent Painter: Thanked Alderman Conner for putting together the ordinance information.

Alderman Paul Conner: Presented the noise ordinance from Greenville, NC, and a comparison of some categories between Richlands and Greenville which is incorporated and hereby made part of these minutes. He feels their ordinance has good information that the town could possibly use.

Town Attorney Keith Fountain expressed that a lot of the ordinances are subjective and almost impossible to enforce.

Mayor McKinley Smith: Thanked Alderman Conner for the ordinance comparison. Also stated that on Woodson Street there are no issues with motor vehicle noise until the high school releases in the afternoon. He also spoke regarding animal noise and how his Rottweiler only barks at night because of the coyotes.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown seconded by Alderman Kent Painter to adjourn the meeting at 7:07 pm. The motion was unanimously carried.

Respectfully Submitted,

Mayor McKinley Smith

Attest:

Erin Juhls, Town Clerk

DRAFT



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VII. - 1.

Public Hearing - Zoning Map Amendment

Description:

Public Hearing - Zoning Map Amendment (Sylvester Farm Investments).

Review:

The Board needs to hold a public hearing in order to hear public comment concerning a proposed change to the Richlands Zoning map that will change all of approximately 70.805 acres of Tax Parcel ID 003034, 026137, 003033 and 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District. The tracts in question are located along Sylvester Street, Nan Street and Koonce Fork Road in both the territorial and extra-territorial jurisdiction of Richlands. The R-8 Residential District allows single-family homes as a permitted use.

Action Needed:

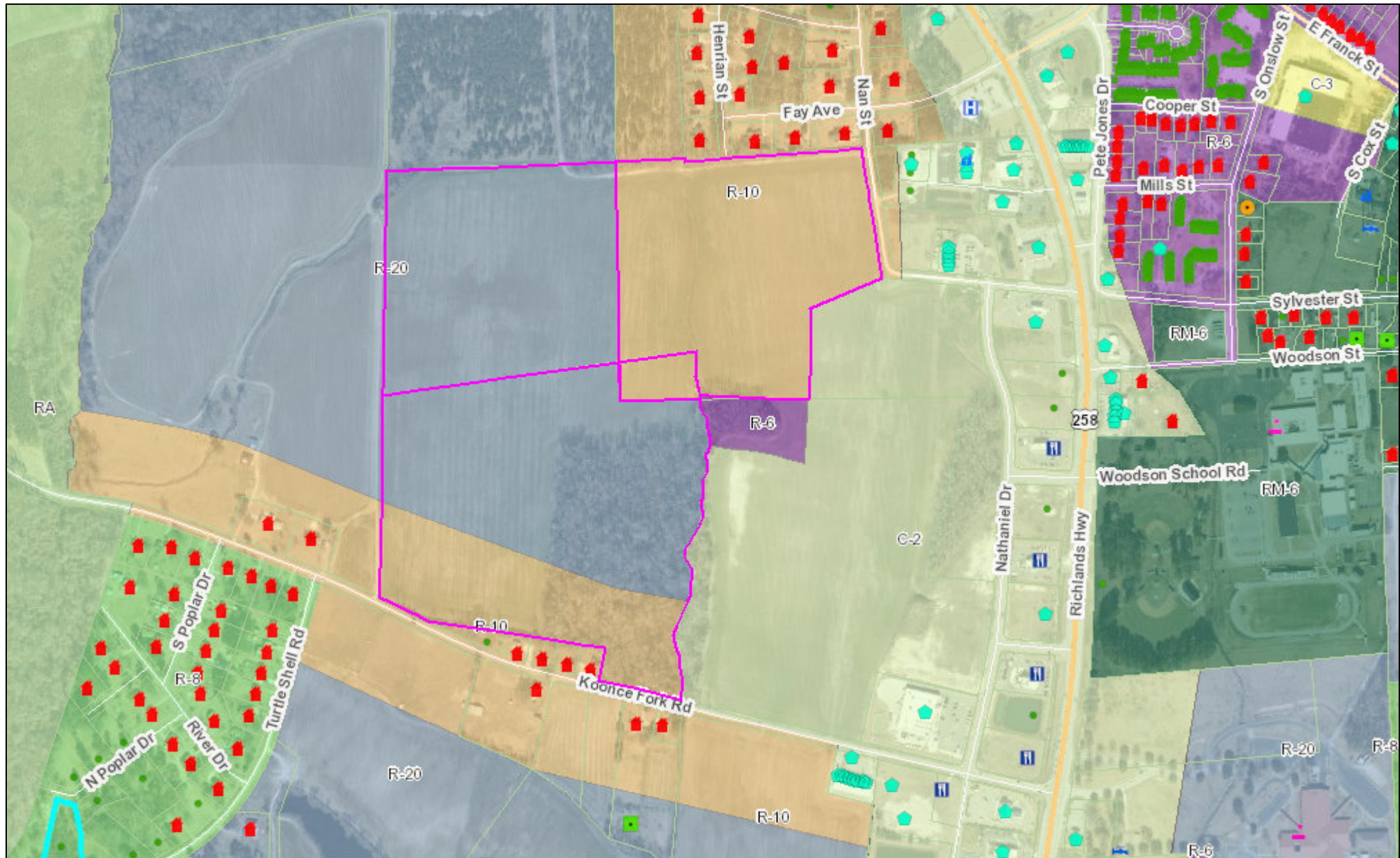
Hold the public hearing.

ATTACHMENTS:

Description

- ☐ SFI Current Zoning Map
- ☐ SFI R-8 Rezoning Map

Sylvester Farms Investments - Current Zoning



August 7, 2025

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

0 265 530 1,060 1,590
Feet

Exhibit A - Sylvester Farms Investments, LLC Rezoning Map



Wm. G. Daniel & Assoc.
Engineering Planning
Landscape Architecture
1150 SE MAYNARD ROAD
SUITE 200
CARY, NC 27511
(919) 467-0700
C-0129

Revisions

[Green Box] = R-8

Owner:
Sylvester Farm Investments, LLC
108 W. Franklin Street
Richlands, NC 28574
(252) 623-6107

Project
The Landing at
Sylvester Farms
May 24 - Richlands NC

The Landings
Proposed
Rezoning Exhibit

Date
May 21, 2025

Scale
1" = 150'

Sheet
1 of 1



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VII. - 2.

Public Hearing - Zoning Map Amendment

Description:

Public Hearing - Zoning Map Amendment (Primary Land Development).

Review:

The Board needs to hold a public hearing in order to hear public comment concerning a proposed change by Primary Land Development, LLC to the Richlands Zoning Map that will rezone approximately 68 acres of Tax Parcel ID 017914 from R-20 Residential District and the C-3 Commercial District to the R-6 Residential District. The parcel in question is located along Gum Branch Road in extra-territorial jurisdiction of the town.

Please note that the R-6 Residential District allows for both single and multi-family residences.

Action Needed:

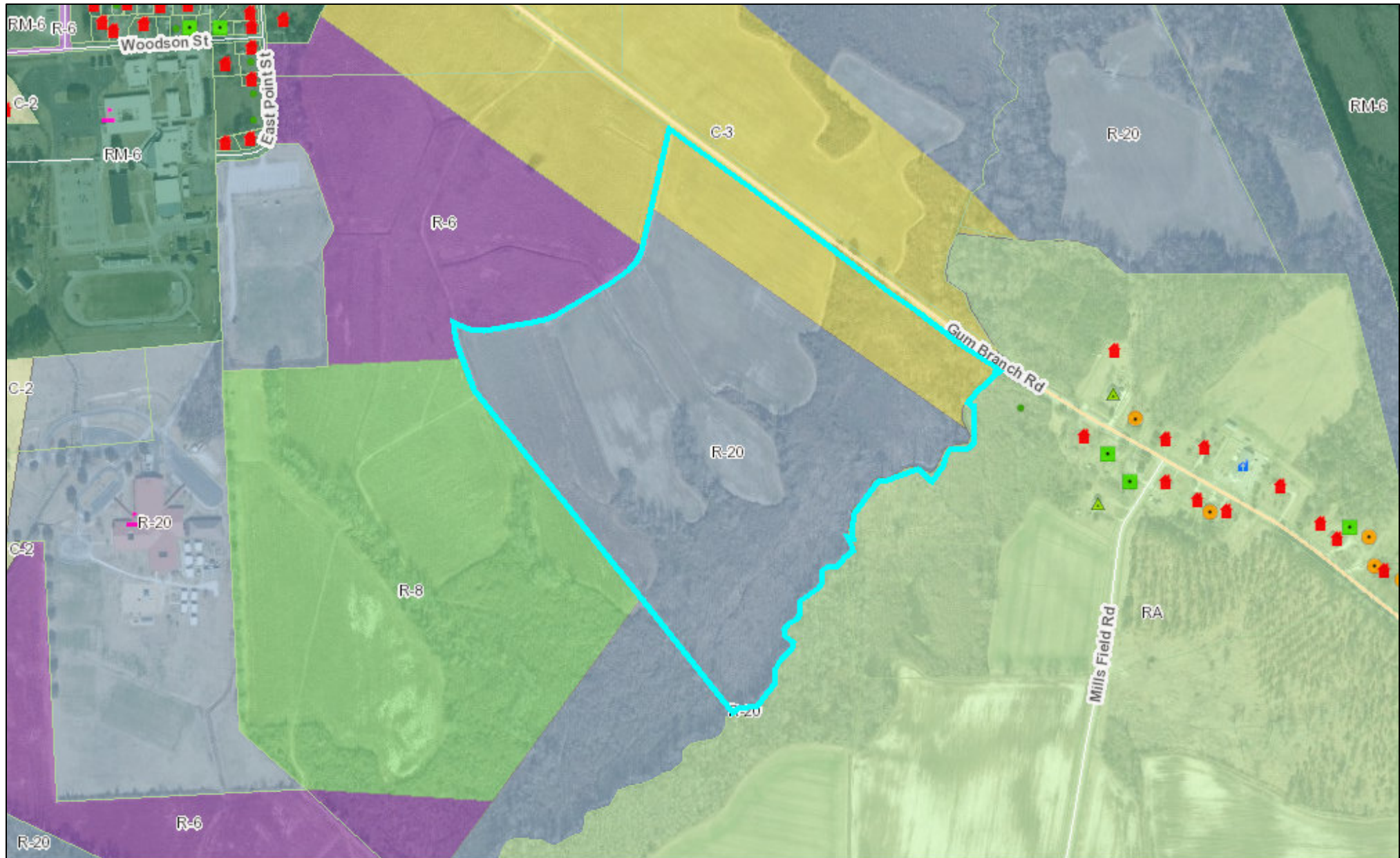
Hold the public hearing.

ATTACHMENTS:

Description

- Primary Land Development Current Zoning Map
- Primary Land Development Rezoning Map

Primary Land Development - Current Zoning



August 7, 2025

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

0 265 530 1,060 1,590
Feet

Exhibit A - Mercer Mills Rezoning Map



SITE DATA

SITE LOCATION: RICHLANDS, NORTH CAROLINA

PARCEL PIN: 443102971445

PROJECT SIZE: 67.726 AC.

EXISTING ZONING: C-3 & R-20 (TOWN OF RICHLANDS)

PROPOSED ZONING: R-6 (TOWN OF RICHLANDS)

= R-6



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

Ordinance 2025-07 (Zoning Map Amendment)

Description:

Ordinance 2025-07 (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 change all of approximately 70.805 acres of Tax Parcel ID 003034, 026137, 003033 and 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District. The tracts in question are located along Sylvester Street, Nan Street and Koonce Fork Road in both the territorial and extra-territorial jurisdiction of Richlands. The R-8 Residential District allows single-family residences as a permitted use.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ☐ Ordinance 2025-07
- ☐ SFI R-8 Rezoning Map
- ☐ SFI R-8 Rezoning Legal Description
- ☐ SFI R-8 Rezoning Request
- ☐ SFI R-8 Request Land Use Consistency Statement

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-07

Ordinance Amending Official Richlands Zoning Map

Introduced: August 12, 2025

Adopted: _____

WHEREAS, the Town of Richlands (hereinafter Town), has been formally petitioned by Sylvester Farms Investments, LLC to have the Richlands Zoning Map amended; and

WHEREAS, the proposed Zoning Map Amendment will change all of approximately 70.805 acres of Tax Parcel ID 003034, 026137, 003033 and 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District. The tracts in question are located along Sylvester Street, Nan Street and Koonce Fork Road in both the territorial and extra-territorial jurisdiction of Richlands; and

WHEREAS, a map of the proposed Zoning Map Amendment has been prepared and is titled “Sylvester Farm Investments, LLC Rezoning Map” (Exhibit A); and

WHEREAS, Matrix East, PLLC., has prepared a metes and bound description (Exhibit B) of the proposed 70.805 acres requested to be rezoned; and

WHEREAS, the zoning map amendment request has been reviewed and deemed appropriate by the Richlands Planning Board and that the proposed zoning map amendment is consistent with the Onslow County Land Use Plan; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Map Amendment was held on August 12, 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 Parcel ID # 003034, 026137, 003033 and 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District as illustrated by a map of the proposed Zoning Map Amendment titled “Sylvester Farm Investments, LLC Rezoning Map” (Exhibit A) and a property description prepared by Matrix East, PLLC (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 June 16, 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 August 12, 2025.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

Exhibit A - Sylvester Farms Investments, LLC Rezoning Map



Wm. G. Daniel & Assoc.
Engineering Planning
Landscape Architecture
1150 SE MAYNARD ROAD
SUITE 200
CARY, NC 27511
(919) 467-0700
C-0019

Revisions

[Green Box] = R-8

Owner:
Sylvester Farm Investments, LLC
108 W. Franklin Street
Richlands, NC 28574
(252) 623-6107

Project
The Landing at
Sylvester Farms
May 24 - Richlands NC

The Landings
Proposed
Rezoning Exhibit

Date
May 21, 2025

Scale
1" = 150'

Sheet
1 of 1

Exhibit B

Matrix East, PLLC

906 N. Queen St., Ste. A
Kinston, NC 28501
Phone 252-522-2500
Fax 252-522-4747

LEGAL DESCRIPTION

(PROPERTY REZONING)

LYING IN RICHLANDS TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT HAVING NAD 83/2011 NORTH CAROLINA GRID COORDINATES, N = 418,101.8485 FEET, E = 2,432,331.6274 FEET;

THENCE, FROM THE POINT OF BEGINNING SO LOCATED, RUNNING N 00°42'47" W 362.76 FEET TO A POINT; THENCE N 00°17'07" W 308.32 FEET TO A POINT; THENCE N 01°31'39" E 654.16 TO A POINT; THENCE N 01°08'54" E 194.82 FEET TO A POINT; THENCE N 01°42'51" E 457.61 FEET TO A POINT; THENCE N 88°07'26" E 1346.90 FEET TO A POINT; THENCE S 04°02'34" E 21.28 FEET TO A POINT; THENCE S 05°34'00" E 27.79 FEET TO A POINT; THENCE S 02°10'10" E 41.91 FEET TO A POINT; THENCE S 03°06'35" W 27.06 FEET TO A POINT; THENCE S 01°58'49" E 33.98 FEET TO A POINT; THENCE S 06°02'51" E 37.38 FEET TO A POINT; THENCE S 09°27'37" E 38.74 FEET TO A POINT; THENCE S 05°00'26" E 36.66 FEET TO A POINT; THENCE S 11°53'39" E 54.80 FEET TO A POINT; THENCE S 15°57'48" E 37.45 FEET TO A POINT; THENCE S 05°32'00" E 37.94 FEET TO A POINT; THENCE S 02°19'41" W 70.24 FEET TO A POINT; THENCE S 00°59'52" W 46.76 FEET TO A POINT; THENCE S 06°15'48" W 74.96 FEET TO A POINT; THENCE S 03°58'08" W 39.40 FEET TO A POINT; THENCE S 08°51'02" W 75.85 FEET TO A POINT; THENCE S 00°35'01" E 34.73 FEET TO A POINT; THENCE S 09°41'32" E 34.50 FEET TO A POINT; THENCE S 14°40'36" E 37.71 FEET TO A POINT; THENCE S 16°29'43" E 86.14 FEET TO A POINT; THENCE S 02°23'31" E 28.48 FEET TO A POINT; THENCE S 17°35'10" W 45.04 FEET TO A POINT; THENCE S 09°06'52" W 14.06 FEET TO A POINT; THENCE S 14°10'56" E 82.57 FEET TO A POINT; THENCE S 07°50'57" E 17.81 FEET TO A POINT; THENCE S 01°11'26" E 57.61 FEET TO A POINT; THENCE S 04°07'27" E 20.13 FEET TO A POINT; THENCE S 34°54'15" E 26.58 FEET TO A POINT; THENCE S 29°24'10" E 26.45 FEET TO A POINT; THENCE S 09°24'30" W 24.45 FEET TO A POINT; THENCE S 13°26'26" E 70.19 FEET TO A POINT; THENCE S 07°41'58" W 35.43 FEET TO A POINT; THENCE S 23°51'48" W 16.32 FEET TO A POINT; THENCE S 41°52'19" W 14.67 FEET TO A POINT; THENCE S 01°20'34" E 101.68 FEET TO A POINT; THENCE S 40°18'34" W 16.44 FEET TO A POINT; THENCE S 18°40'27" W 8.06 FEET TO A POINT; THENCE S 16°02'05" E 9.89 FEET TO A POINT; THENCE S 03°45'49" E 42.47 FEET TO A POINT; THENCE S 38°31'57" W 30.86 FEET TO A POINT; THENCE S 04°22'41" E 13.86 FEET TO A POINT; THENCE S 12°43'44" E 53.56 FEET TO A POINT; THENCE S 07°22'45" W 20.77 FEET TO A POINT; THENCE S 19°24'38" W 63.92 FEET TO A POINT; THENCE S 32°51'12" W 90.18 FEET TO A POINT; THENCE S 04°14'45" W 50.41 FEET TO A POINT; THENCE S 31°00'52" E 59.78 FEET TO A POINT; THENCE S 08°26'55" W 51.23 FEET TO A POINT; THENCE S 01°47'10" W 48.19 FEET TO A POINT; THENCE S 19°21'05" W 50.58 FEET TO A POINT;

Exhibit B

THENCE S 25°16'34" W 109.25 FEET TO A POINT; THENCE S 17°03'28" W 45.81 FEET TO A POINT; THENCE S 07°18'05" E 58.15 FEET TO A POINT; THENCE S 20°31'04" E 51.87 FEET TO A POINT; THENCE S 00°04'33" E 49.50 FEET TO A POINT; THENCE S 11°47'12" E 61.91 FEET TO A POINT; THENCE S 03°25'09" W 43.79 FEET TO A POINT; THENCE S 03°17'03" E 37.81 FEET TO A POINT; THENCE S 09°21'54" W 27.27 FEET TO A POINT; THENCE N 76°38'48" W 56.14 FEET TO A POINT; THENCE N 76°40'47" W 314.96 FEET TO A POINT; THENCE N 11°02'42" E 181.30 FEET TO A POINT; THENCE N 81°53'28" W 213.80 FEET TO A POINT; THENCE N 81°41'41" W 124.04 FEET TO A POINT; THENCE N 81°50'22" W 565.08 FEET TO A POINT; THENCE N 63°17'29" W 22.83 FEET TO A POINT; THENCE N 63°36'32" W 48.94 FEET TO A POINT; THENCE N 63°45'53" W 47.48 FEET TO A POINT; THENCE N 63°18'44" W 29.66 FEET TO THE POINT AND PLACE OF BEGINNING;
CONTAINING 70.805 ACRES MORE OR LESS.

PREPARED BY:

CHRISTOPHER K. PADERICK, PLS

June 9, 2025



**Town of Richlands
Zoning Change & Appeal Form**

APPLICANT: (Please Print)

NAME: Sylvester Farms Investments, LLC PHONE NO: 910-324-1107

MAILING ADDRESS: PO Box 295 Richlands, NC 28574

ADDRESS OF PROPERTY (if different from mailing address): Tracts identified by Parcel ID numbers:
026137, 003034, 003033, a portion of 026135

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

NAME: Same as above PHONE NO: _____

MAILING ADDRESS: _____

ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| ☐ ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| ☒ ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| ☐ VARIANCE REQUEST | (Required Fee: \$250.00) |
| ☐ SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| ☐ APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| ☐ OTHER _____ | |

DESCRIPTION OF REQUEST:

This request is to rezone property currently zoned R10 and R20 to R-8
as shown on the attached exhibit.

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: Jeon Ward Sylvester III DATE: 5-30-25

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: [Signature]

DATE REQUEST RECEIVED: 06/03/2025

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES ☒ NO ☐

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE ☒ DENY ☐

SIGNATURE OF ZONING BOARD CHAIR: [Signature] DATE: 6/10/25

**RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET**

REZONING REQUEST:

Sylvester Farms Investments Request to Rezone 70.80
Acres from R-10 and R-20 to the R-8 Residential District

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

A favorable motion was made on June 16, 2025 by Member Marilyn Bunce, seconded by Member Kent Painter, to recommend approval of the proposal 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.

 Daniel Gray
Daniel Gray, Chair



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Ordinance 2025-08 (Zoning Map Amendment)

Description:

Ordinance 2025-06 (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 Onslow County Tax Parcel ID 01794 from the C-3 Commercial District and the R-20 Residential District to the R-6 Residential District located along Gum Branch Road and in the town's Extra Territorial Jurisdiction. The R-6 Residential District allows for single-family and multi-family housing as a permitted use.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ☐ Ordinance 2025-08
- ☐ Primary Land Development Current Zoning Map
- ☐ Primary Land Development Rezoning Map
- ☐ Primary Land Rezoning Request
- ☐ Rezoning Agent Authorization Letter
- ☐ Primary Land Development Land Use Consistency Statement

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-08

Ordinance Amending Official Richlands Zoning Map

Introduced: August 12, 2025

Adopted: _____, 2025

WHEREAS, the Town of Richlands (hereinafter Town), has been formally petitioned by Primary Land Development, LLC, owners of Onslow County Tax Parcel ID 017914 to have the Richlands Zoning Map amended; and

WHEREAS, the proposed Zoning Map Amendment will change the zoning designation of Onslow County Tax Parcel ID 01794 that is currently zoned C-3 Commercial District and the R-20 Residential District to the R-6 Residential District located along Gum Branch Road and in the town's Extra Territorial Jurisdiction; and

WHEREAS, a map of the proposed Zoning Map Amendment has been prepared by Withers Ravanel titled "Exhibit A - Mercer Mills Rezoning Map Amendment"; and

WHEREAS, the zoning map amendment request has been reviewed and deemed appropriate by the Richlands Planning Board and that the proposed zoning map amendment is consistent with the Onslow County Land Use Plan; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Map Amendment was held on August 12, 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 Parcel ID 017914 from the C-3 Commercial District and the R-20 Residential District to the R-6 Residential District.

SECTION 2. That the Richlands Board of Aldermen recognize but do not concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated July 21, 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 _____, 2025.

McKinley Smith, Mayor

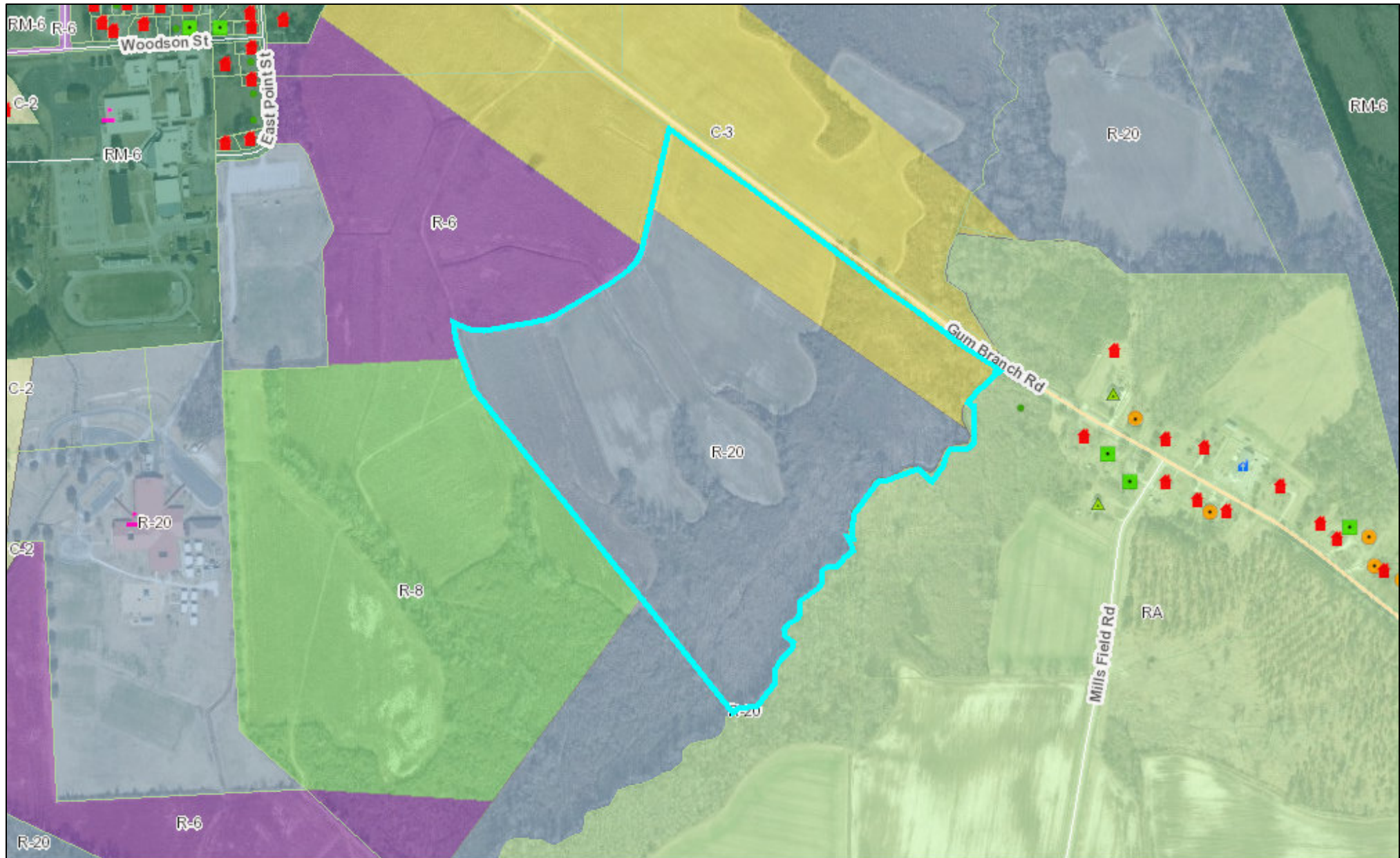
ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

Primary Land Development - Current Zoning



August 7, 2025

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

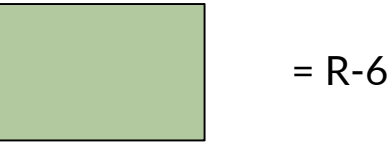
0 265 530 1,060 1,590
Feet

Exhibit A - Mercer Mills Rezoning Map



SITE DATA

SITE LOCATION: RICHLANDS, NORTH CAROLINA
PARCEL PIN: 443102971445
PROJECT SIZE: 67.726 AC.
EXISTING ZONING: C-3 & R-20 (TOWN OF RICHLANDS)
PROPOSED ZONING: R-6 (TOWN OF RICHLANDS)



Town of Richlands Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: Elizabeth Shelton, D.R. Horton PHONE NO: 910-515-9541/ ELShelton@drhorton.com

MAILING ADDRESS: 6752 Parker Farm Dr, Suite 210, Wilmington, NC 28405

ADDRESS OF PROPERTY (if different from mailing address): Gum Branch Rd. PARID: 017914 PIN: 443102971445

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

NAME: PRIMARY LAND DEVELOPMENT LLC PHONE NO: _____

MAILING ADDRESS: 5424 AVENTURAS DR WILMINGTON, NC 28409

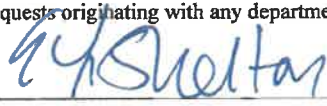
ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| ☐ ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| ☒ ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| ☐ VARIANCE REQUEST | (Required Fee: \$250.00) |
| ☐ CONDITIONAL/SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| ☐ APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| ☐ OTHER _____ | |

DESCRIPTION OF REQUEST:

Request to rezone parcel with PIN 443102971445, consisting of 68.62 acres, and located within the Town of Richlands ETJ, from
C-3 and R-20 to R-6.

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: 5/14/25

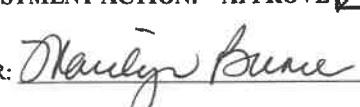
****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

DATE REQUEST RECEIVED: 6/15/2025

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES ☒ NO ☐

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE ☒ DENY ☐

SIGNATURE OF ZONING BOARD CHAIR: 

DATE: 7/21/25

Authorization to Act as Agent for Rezoning & Development Applications for Mercer Mills

Property Owner's Information:

Property Address: Gum Branch Road, Richlands, Onslow County, North Carolina

Parcel ID: 017914; PIN 443102971445

LLC Name: Primary Land Development, LLC

Address: 5424 Aventuras Drive, Wilmington, NC 28409

Email:

Authorized Representative:

Representative's Title:

Agent Information:

Garrett Otten, PE

WithersRavenel, Inc.

219 Station Road, Suite 101

Wilmington, NC 28405

gotten@withersravenel.com

Elizabeth Shelton

D.R. Horton

6752 Parker Farm Dr, Suite 210

Wilmington, NC 28405

ELShelton@drhorton.com

Authorization:

I, Parth Badhina, the undersigned, am the authorized representative of Primary Land Development, LLC the owner of the property located at identified by parcel number(s) 017914. I hereby authorize Elizabeth Shelton and Garrett Otten to act as our agents in all matters pertaining to the rezoning, annexation, subdivision, and related development applications for the above-mentioned property. This authorization includes, but is not limited to, the submission of applications, attendance at meetings, and communication with relevant authorities.

Signature:

Parth Badhina

Date:

6-5-2025

Parth Badhina

Authorized Representative of Primary Land Development, LLC

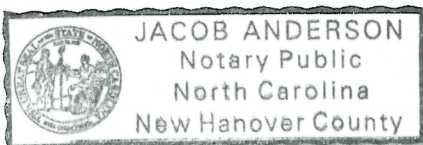
Notarization:

THE STATE OF NORTH CAROLINA

COUNTY OF New Hanover

I, Jacob Anderson, Notary Public, do hereby certify that Parth Badhina

(name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing document. Witness my hand and official seal this 5 day of June, 2025.



[Signature]

Notary Public Signature

Jacob Anderson

Print

My commission expires: Sept 11, 2027

**RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET**

REZONING REQUEST:

Primary Land Development, LLC Request to Rezone all 68.62 Acres of Tax Parcel ID 017914 from C-3 District and R-20 District to R-6 District

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

A favorable motion was made on July 21, 2025 by Member Jason Smith, seconded by Member John Tripp, to recommend approval of the proposal 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



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Sale of Help Building

Description:

Sale of the Help Building Update.

Review:

The deadline to submit upset bids for the purchase of the Help Building and grounds is at noon on Friday, August 8. The current bid of \$300,000 from NBI Financial, LLC will be the highest bid if no other bids are received by the deadline. I will provide the Board an update on the status of the bid(s) at the meeting.

Action Needed:

Act as desired.

ATTACHMENTS:

Description

▣ NBI Financial Bid



NBI FINANCIAL, LLC

PO Box 397, Richlands NC 28574

910-324-4256 Office

910-324-7216 Fax

To: Greg Whitehead
Town of Richlands

From: Jody Cavanaugh

Date: July 7, 2025

Re: Property at 127 Ervintown Road, Richlands, NC

NBI Financial, LLC would like to submit a proposal to purchase the real estate property at 127 Ervintown Road, Richlands, NC in the amount of \$300,000. 5% of the proposed bid is included with this submittal. We would need 90 days to close.

Respectfully,



Jody Cavanaugh
Member



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 4.

Budget Amendment 2 & 3

Description:

Budget Amendments #2 and #3.

Review:

Budget Amendment #2 will move \$8,348.25 in funds from the Maintenance and Repair line item to the Capital outlay line item in the Public Safety budget in order to cover the costs of the outfitting to the new patrol vehicle. Budget #3 will allocate \$12,983.00 in additional funds to cover the cost of the RVFD building roof repair. A good majority of the roofing plywood needed to be replaced due to moisture damage.

Action Needed:

Approve the budget amendments.

ATTACHMENTS:

Description

- ☐ Budget Amendment #2
- ☐ Budget Amendment #3

BUDGET AMENDMENT # 2
FY ENDING 2025/2026
PUBLIC SAFETY

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5310-524	Maint & Rep Vehicles	22,000.00	(8,348.25)	13,651.75	Upfitting new Vehicle
10-5310-561	Capital Outlay	21,300.00	8,348.25	29,648.25	

TOTAL: \$8,348.25

This budget amendment has been approved by
The Board of Alderman/Town Administrator:

_____ Date

Date entered into FMS: _____

BUDGET AMENDMENT # 3
FY ENDING 2025/2026
BUILDINGS & GROUNDS

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5720-522	Maint & Rep Buildings	\$21,000.00	\$12,983.00	\$33,983.00	Additional Repairs to Fire Department Roof
4999	Fund Balance		(\$12,983.00)		

TOTAL: \$12,983.00

This budget amendment has been approved by
The Board of Alderman/Town Administrator:

Date

Date entered into BMS: _____



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 5.
NCDOT Speed Limit Resolution

Description:

NCDOT Speed Limit Resolution.

Review:

Per our request, NCDOT has reviewed the proposed speed limit reductions on the streets that intersect with downtown and have agreed to reducing a majority of the secondary roads in Richlands to 25 mph. The attached resolution will formally request that NCDOT reduce the speed limit on the following streets:

1. Wilmington Street from US 258 to New Street.
2. W Hargett Street from US 258 to Wilmington Street.
3. E Hargett Street from Wilmington Street to Winstead Place.
4. Franck Street from US 258 to East Point Street/Norwood Baysden Street.

In related news, I have been informed by NCDOT of their intent to lower the speed limit on Ervintown Road from 55 mph to 45 mph.

Action Needed:

Approve the resolution if desired.

ATTACHMENTS:

Description

- Resolution 2025-02

RESOLUTION 2025-02

**RESOLUTION IN SUPPORT OF REDUCING THE SPEED LIMIT ON PORTIONS OF
WILIMINGTON STREET, HARGETT STREET AND FRANCK STREET IN RICHLANDS**

WHEREAS, the Town of Richlands hereby supports the reduction in the speed limit of certain sections of Wilmington Street, Hargett Street and Franck Street in Richlands from 35 mph to 25 mph as follows:

- 1) SR 1003 (N/S Wilmington Street) from US 258 to New Street [Milepost 5.90 to 6.34]
- 2) SR 1306 (W Hargett Street) from US 258 to SR 1003 (N/S Wilmington Street) [Milepost 0.00 to 0.58]
- 3) SR 2009 (E Hargett Street) from SR 1003 (N/S Wilmington Street) to 0.05 mile west of Winstead Place [Milepost 0.00 to 0.57]
- 4) SR 1308 (E/W Franck Street) from US 258 to East Point Street / Norwood Baysden Street [Milepost 0.00 to 0.84]

WHEREAS, the Richlands Board of Aldermen believes that these reductions in the speed limits are in the best interest and safety of the residents and travel in the Town of Richlands;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Richlands hereby supports the reduction of the speed limit from 35 mph to 25 mph on the portions of Wilmington Street, Hargett Street and Franck Street as described in this resolution and instructs the Richlands Public Safety Department to ensure enforcement of the reduced speed limit zones in the event the request is approved by the NC Department of Transportation.

DULY ADOPTED this 12th day of August, 2025.

McKinley Smith, Mayor

ATTEST:

Erin Juhls, Town Clerk



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 6.
Installment Purchase Resolution

Description:

Installment Purchase Resolution.

Review:

The attached resolution will authorize the Town Administrator to sign the necessary documents to enter into an installment purchase contract with First Citizens for the purpose of financing the purchase of a new police patrol vehicle and a pick up truck for the Public Works Department. Both items are accounted for in the general fund budget.

Action Needed:

Approve the resolution.

ATTACHMENTS:

Description

▣ Resolution 2025-03

*A State of North Carolina
County of Onslow*

RESOLUTION 2025-03

**A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR
TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT**

WHEREAS, the Town of Richlands seeks to purchase a police patrol vehicle and a public works pickup truck with the total amount financed not to exceed \$88,000.00.

WHEREAS, the Town of Richlands solicited and received competitive proposals from financial institutions to purchase collateral with the total amount financed not to exceed \$88,000.00.

WHEREAS, First-Citizens Bank & Trust Company offers the lowest fixed interest rate of 5.97% for a 3-year term for this purchase;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands, that the Board of Aldermen authorizes the Town Administrator to enter into a contract with First-Citizens Bank & Trust Company on behalf of the Town of Richlands to purchase collateral with the total amount financed not to exceed \$88,000.00.

DULY ADOPTED this 12th day of August, 2025

McKinley Smith, Mayor

ATTEST:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the Board of Aldermen of the Town of Richlands on the 12th day of August, 2025.

Town Clerk

Date



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 7.
Deputy Finance Officer Resolution

Description:

Deputy Finance Officer Resolution.

Review:

In the event the Finance Officer, Erin Juhls, is absent and/or unavailable, the town needs a Deputy Finance Officer to sign checks and create purchase orders. The attached resolution will formally appoint Patricia Allen as Deputy Finance Officer to handle such duties.

Action Needed:

Approve the resolution.

ATTACHMENTS:

Description

▣ Resolution 2025-04

RESOLUTION 2025-04

RESOLUTION APPOINTING A DEPUTY FINANCE OFFICER

WHEREAS, the Board of Aldermen of the Town of Richlands, pursuant to North Carolina General Statute (NCGS) §159-24 of *The Local Government Budget and Fiscal Control Act*, appointed a Finance Officer who currently serves the Town with the powers and duties enumerated in NCGS §159-25; and

WHEREAS, NCGS §159-25 (b) states: “*Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board.*”; and

WHEREAS, it has been recommended that the Board of Aldermen properly designate and duly appoint a Deputy Finance Officer to sign checks or preaudit certificates when the Finance Officer is unavailable;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands Administrative Support Specialist, Patricia Allen is hereby designated and appointed Deputy Finance Officer to serve the Town with the power to sign checks and preaudit certificates only in the absence of the Finance Officer.

This action is effective upon adoption of this resolution.

DULY ADOPTED this 12th day of August, 2025.

McKinley Smith, Mayor

ATTEST:

Erin Juhls, Town Clerk



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 8.
Vehicle Motor Purchase

Description:

Vehicle Motor Purchase for Chevrolet 3500.

Review:

The 2012 Chevrolet 3500 flatbed truck is the spare work truck for the Public Works Department and the motor recently broke down. The Board needs to discuss the merits of purchasing a new motor for the vehicle. The cost to replace the motor is \$7,286.65 and comes with a one year, unlimited mile warranty.

Action Needed:

Act as desired.

ATTACHMENTS:

Description

▣ Vehicle Repair Quote

Waller Tire Service

2441 Kinston Hwy.
Richlands, NC. 28574
Phone: 910-324-8012 Fax: 910-324-8013

REPAIR ORDER #

069701**REPAIR ORDER - RO**

Scheduled : 07/31/2025 11:10 AM

Print Date : 7/31/2025

Town of Richlands - anthony horne

PO Box 245

Richlands, NC 28574

Fax 910-324-3301 town --- Office 910-324-5777 polic

Cust ID : 902

Last Service : 4/16/2025

Previous Odom : 124536

2012 Chevrolet - Silverado 3500 HD -

Lic # : - NC

VIN # : 1GB4CZCGX CF240944

MFG Date : 3/20/2015

Current Odom : 1

Elapsed : (124535)

Labor Requested / Part Description	Part #	Qty	Parts	List	Extended
ENGINE A	E-01	1.00		4,650.00	4,650.00
Vehicle Memo					
FLAT BED TRUCK					
INSTALL ENGINE					
					1,800.00
ANTI-FREEZE COOLANT	CO-01	2.00		40.00	80.00
Change Synthetic Oil & Filter. Check all fluids. Lube chassis. Check tire condition.					
					36.01
Change your engine oil every 3,000 miles to extend the life of your car.					
Pennzoil Oil Filter	Pennz-01	1.00		4.99	4.99
Pennzoil Synthetic Oil	Pennz-03	5.00		6.79	33.95
SPARK PLUG	41162	8.00		15.00	120.00
SPARK PLUG WIRE	SPW-01	1.00		85.00	85.00

Parts: 4,973.94**Labor: 1,836.01****Tax: 476.70****Total: 7,286.65****Balance: 7,286.65**

TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within ____ days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts _____. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Authorized By _____ Date _____ Time _____



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item X. - 1. Administrator Notes and Updates

Description:

- Town Hall will be closed on Monday, September 1 in observance of Labor Day.
- I will be out of the office Tuesday, September 2 - Friday, September 5.
- Due to the timing of my time off, the Board may want to consider moving the September meeting date to Tuesday, September 16.

Review:

Action Needed:



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

▣ July 2025 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(07/01/2025 - 07/31/2025)

<No Event Type Specified>	1	Adminstration Run	34
Alarm Activation	9	Animal Complaint	2
Arrest	6	Assist Citizen	37
Assist EMS	6	Assist Fire	3
Assist Other Agency	10	Assist Other RPD Officer	1
Attended Court	1	Bank Escort	3
Business Check	1,494	Business Walk Through	2
Call for Service	428	Careless & Reckless	1
Child Safety Seat	1	Citation	188
Cite & Release	1	Civil Problem	2
Crash	6	Death	3
Domestic Dispute	4	DWLR	21
Fingerprinting	8	Follow up Investigation	2
Hit & Run	2	Incident Report	20
Lighting Violation	17	Lost/Stolen Property	1
Loud Muffler	5	Missing Person	1
No Insurance	12	NOL	8
Open Door/Windows	1	Patrol Zone 1	45
Patrol Zone 2	46	Patrol Zone 3	40
Patrol Zone 4	51	Patrol Zone 5	44
Patrol Zone 6	46	Possession of Cocaine	1
Possession of Drug Paraphernalia	2	Possession of Marijuana	3
Possession of Meth	1	Property Damage	1
Registration Violation	91	Residence Check	1
Safe Movement Violation	3	Seatbelt	10
Selective Traffic Enforcement	54	Special Assignment	1
Speeding	29	Stoplight/Sign	11
Supplement to report	3	Suspicious Vehicle/Person/Incident	7
Transport to Jail	6	Unlock Car	2
Vehicle Check After Shift	13	Vehicle Check Before Shift	26
Vehicle Searches	10	Vehicle Stop	304
Verbal Warnings	159	Warning Citation	36
Warrant	4	Window Tint Violation	29

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(07/01/2025 - 07/31/2025)

Total Number Of Events: 3,420