



TOWN OF RICHLANDS
Town Board Meeting
September 16, 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. August 2025 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Public Hearing - Special Use Permit (Duplex)

VIII. Old Business

IX. New Business

1. ONWASA Articles of Incorporation Amendment
2. Special Use Permit (Duplex)
3. NCDOT Speed Limit Resolution
4. Annexation Petition Resolutions
5. Budget Amendment 6 & 7

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. August 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.
August 2025 Meeting Minutes

Description:

August 2025 Meeting Minutes.

Review:

Attached are the minutes for the August 12, 2025 Regular Meeting of the Richlands Board of Aldermen. The Board will also need to adopt the minutes of the closed session from the August 12 meeting.

Action Needed:

Review and adopt the August meeting minutes.

ATTACHMENTS:

Description

▣ August 2025 Meeting minutes

TOWN OF RICHLANDS

NORTH CAROLINA

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



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

The Richlands Board of Aldermen met in Regular Session on August 12, 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
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 23 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Alderman Marilyn Bunce

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 Kandy Koonce seconded by Alderman Tom Brown to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (July 8, 2025):

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to approve the meeting minutes of July 8, 2025. The motion was unanimously carried.

VI. PUBLIC COMMENT:

Marcus Curry with Omega Lodge 292 requested the use of Venters Park for a back-to-school giveaway on August 23rd.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to approve the use of Venters Park at no charge. The motion was unanimously carried.

Arthine Thomas spoke on behalf of the Sanders Saunders Reunion and wanted to commend the Richlands Police Department for their help with the parade on Saturday. They have been doing the event and the parade for 32 years and the Police Department has always been helpful.

Bernard McCleod spoke regarding bringing new businesses to town. He requested that the citizens and board be receptive to zoning changes and annexations which will only benefit the town. He needs to be able to show businesses that Richlands has the numbers to support them.

Deena McClanahan spoke in opposition to the zoning map amendment request by Sylvester Farm Investments.

Alice Betts requested a geese crossing sign from the Post Office down to Navy Federal due to geese being killed by motor vehicles.

Matthew Batts requested the speed limit to be changed to 25 mph on West Hargett Street to Highway 258.

VII. PUBLIC HEARING:

1. ZONING MAP AMENDMENT (SYLVESTER FARM INVESTMENTS):

Mayor Smith opened the public hearing in order to receive public comments regarding the Zoning Map Amendment.

Town Administrator Gregg Whitehead presented a Zoning Map Amendment request from Sylvester Farm Investments to rezone approximately 70.805 acres of Tax Parcel ID 003034,026137, 003033, and a portion of 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District. The R-8 Residential District allows single-family homes as a permitted use.

Eli Perry with Perry Management and representing Sylvester Farm Investments addressed the board regarding the zoning map amendment request, stating that although they initially proposed rezoning a section to R-6, they have decided to leave it unchanged in response to public input.

Ward Sylvester addressed the board, stating he is a long-time resident of Richlands and one of five owners of Sylvester Farm Investments. After withdrawing the previous rezoning request, they revised their plans and are now requesting R-8 zoning. He noted that not all woodlands or the stream will be removed.

Eddie Horne, manager at WRH Farms which adjoins the property, is in favor of a great place to grow. He agrees with and supports the zoning map amendment request.

Elizabeth Bertuch spoke in opposition to the zoning amendment request, expressing concern over making a decision without full details. She opposed the R-8 zoning due to its potential impact on infrastructure. She is in favor of growth but not explosion.

With no further comments, Mayor Smith declared the public hearing closed.

2. **ZONING MAP AMENDMENT (PRIMARY LAND DEVELOPMENT):**

Mayor Smith opened the public hearing in order to receive public comments regarding the Zoning Map Amendment.

Town Administrator Gregg Whitehead presented a Zoning Map Amendment request from Primary Land Development to rezone approximately 68 acres of Tax Parcel ID 017914 from R-20 Residential District and C-3 Commercial District to R-6 Residential District. The parcel in question is located along Grum Branch Road in the extra-territorial jurisdiction of the town. The R-6 Residential District allows for single-family and multi-family housing as a permitted use.

With no comments, Mayor Smith declared the public hearing closed.

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

1. **ORDINANCE 2025-07 (ZONING MAP AMENDMENT):**

Now that the public hearing has been held, Town Administrator Gregg Whitehead presented to the Board, Ordinance 2025-07 which would change all of approximately 70.805 acres of Tax Parcel ID 003034, 026137, 003033, and a portion of 026135 from the R-20 Residential and R-10 Residential District to the R-8 Residential District.

After some discussion, a motion was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to approve Ordinance 2025-07. The motion was unanimously carried.

2. **ORDINANCE 2025-08 (ZONING MAP AMENDMENT):**

Now that the public hearing has been held, Town Administrator Gregg Whitehead presented to the Board, Ordinance 2025-06 which would change 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.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to approve Ordinance 2025-08.

Alderman Bunce requested some discussion on the matter regarding the property being in the Extra-Territorial Jurisdiction.

Junior Santiago with DR Horton Homes addressed the Board and expressed interest in annexing the property, requesting information on how to begin the process.

Town Administrator Gregg Whitehead will provide more information on the annexation process. He stated the Ordinance can be on the agenda for the next meeting along with the annexation application.

After some discussion, Alderman Kandy Koonce withdrew her motion followed by Alderman Kent Painter withdrawing his second.

3. SALE OF THE HELP BUILDING UPDATE:

The deadline to submit upset bids for the purchase of the HELP Building and grounds was at noon on Friday, August 8th. The town did not receive any new bids, and the board can now approve the sale of the property for \$300,000.00 to NBI Financial LLC if they desire to.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce to approve the sale. The motion was unanimously carried.

Mayor Smith then directed the town attorney to draw up the offer to purchase and contract for the sale.

4. BUDGET AMENDMENTS #2 & #3:

Town Administrator Gregg Whitehead presented Budget Amendment #2 which will move funds from the Maintenance and Repair Vehicles line item to the Capital Outlay line item in the Public Safety budget in order to cover the costs of the upfitting on the new patrol vehicle. Budget Amendment #3 will allocate \$12,983.00 in additional funds to cover the cost of the Richlands Voluntary Fire Department building roof repair. A good majority of the roofing plywood needed to be replaced due to moisture damage.

A **motion** was then made by Alderman Kent Painter, seconded by Alderman Tom Brown to approve Budget Amendment #2 and #3. The motion was unanimously carried.

5. NCDOT SPEED LIMIT RESOLUTION:

NCDOT, per the town's request, reviewed the proposed speed limit reductions on the streets that intersect with downtown and have agreed to reducing a majority of the secondary road in Richlands to 25 mph.

Town Administrator Gregg Whitehead presented Resolution 2025-02 which would formally request that NCDOT reduce the speed limit on the following streets:

- Wilmington Street from US 258 to New Street.
- W Hargett Street from US 258 to Wilmington Street.
- E Hargett Street from Wilmington Street to Winstead Place.
- Franck Street from US 258 to East Point/Norwood Baysden Street.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce, to approve Resolution 2025-02. The motion unanimously carried.

Mr. Whitehead also stated he has been informed by NCDOT of their intent to lower the speed limit on Ervintown Road from 55 mph to 45 mph.

6. **INSTALLMENT PURCHASE RESOLUTION:**

Town Administrator Gregg Whitehead presented Resolution 2025-03 which 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 pickup truck for the Public Works Department. Both are accounted for in the general fund budget.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Tom Brown to approve Resolution 2025-03. The motion was unanimously carried.

7. **DEPUTY FINANCE OFFICER RESOLUTION:**

Town Administrator Gregg Whitehead presented Resolution 2025-04 which will formally appoint Patricia Allen as Deputy Finance Officer and give her the authority to sign checks and create purchase orders in the event that Finance Officer Erin Juhls is absent and /or unavailable.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Tom Brown to approve Resolution 2025-04. The motion was unanimously carried.

Town Clerk Erin Juhls then administered the oath of office of Deputy Finance Officer to Ms. Patricia Allen.

8. **VEHICLE MOTOR PURCHASE FOR CHEVROLET 3500:**

The 2012 Chevrolet 3500 flatbed truck, which is the spare work truck for the Public Works Department, recently broke down and is in need of a new motor. The cost to replace the motor is \$7,286.65 and comes with a one-year, unlimited mile warranty.

The Board agreed on purchasing the new motor.

Town Administrator Gregg Whitehead then presented Budget Amendment # 4 which would cover the cost for the new motor.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to approve Budget Amendment #4. The motion was unanimously carried.

9. **BUDGET AMENDMENT # 5:**

Town Administrator Gregg Whitehead presented Budget Amendment #5 which would allocate \$859.00 in funds to pay for the yearly insurance for Revive Downtown Richlands. Since Alderman Bunce and Alderman Conner are on the Revive Downtown Richlands committee, they would need to recuse themselves from the vote.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Kandy Koonce to recuse Alderman Conner and Alderman Bunce. The motion was unanimously carried.

A **motion** was then made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to approve Budget Amendment #5. The motion was unanimously carried.

10. **RESOLUTION:**

Town Attorney Keith Fountain stated a resolution needs to be approved for the closing of the sale of the property next to town hall authorizing either the Mayor or Mayor Pro-Tem to execute such documents as necessary to purchase the property next door as approved by the Board.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to approve the Resolution authorizing the Mayor or Mayor Pro-Tem to execute any and all documents necessary to purchase the property. The motion was unanimously carried.

X. **ADMINISTRATOR NOTES AND UPDATES:**

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to go into closed session to discuss personnel. The motion was unanimously carried.

Mayor Smith called the meeting back to order. No action was taken; a discussion was held regarding personnel.

Town Administrator Gregg Whitehead announced his retirement at the end of the year, thanked the Board for their support, and stated he will advertise the position and assist with the transition. He shared that his long tenure was due to the strong community, dedicated employees, and the many relationships he has built within the town and county.

Alderman Bunce voiced her hope that there will be an overlap of at least a month or two for the new Town Administrator.

Alderman Kent Painter wished Mr. Whitehead all the best.

Alderman Tom Brown stated Mr. Whitehead made their job as Alderman easy.

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:

- Town Hall will be closed on Monday, September 1st in observance of Labor Day.
- Will be out of the office Tuesday, September 2nd- Friday September 5th.
- Due to these dates, the Board may want to consider moving the September meeting date to Tuesday, September 16th.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to move the September regular Board meeting to September 16th. The motion was unanimously carried.

- Currently the fee schedule lists a charge of \$50.00 for parade permit fees. Mr. Whitehead asked the Board if they wanted to continue charging this fee.

The Board agreed, considering the work that is involved with the parade permits, that the town should be charging the fee.

- Has been in contact with Congressman Murphy's office and they will be putting the street paving project into next year's federal budget. He is hoping for some discretionary funding or grant money.

XI. POLICE REPORT:

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

- Officer Lessner attended and passed radar certification. Sergeant Nailer passed recertification as well.
- The battery on Car 9 died and National Dodge replaced the alternator and battery under warranty. It is now back at National Dodge after not starting up again.
- Waiting on the replacement warranty on the new motor Waller Tire will be installing.
- Officer Pool is resigning in September and will be working for the Kinston Police Department.
- BLET position is open and now Officer Pool's position. The open positions are posted on the town website as well as the sign in front of town hall. Hoping to hire only certified officers for the time being.
- Would like to schedule a Public Safety meeting as soon as possible.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Expressed that Mr. Whitehead is the reason that she is on the Board and has enjoyed working with him, his wife Dana, and the Board.

Alderman Tom Brown: Appreciates all that Mr. Whitehead has done for the town and expressed how great it has been since he was hired.

Also commented on how terrible the acoustics in the boardroom are and that the audience and the board members themselves have a tough time hearing when people are speaking.

Alderman Kandy Koonce: Expressed how the town has had a lot of changes in the past 5 years. She is Grateful to be a part of the board while Mr. Whitehead was here and feels it will be tough spot to fill.

Alderman Paul Conner: Thanked Mr. Whitehead and expressed his appreciation for everything he has done since he has been with town.

Mayor McKinley Smith: Thanked the Board for making the decision to hire Mr. Whitehead and feels he has done an outstanding job.

Eli Perry with Perry Management stated he has been working with the town for 10 years and considers Mr. Whitehead to be a pro. He has worked with many towns and feels he is very efficient in all that he does.

Ward Sylvester commented that Mr. Whitehead will be missed.

XIII. **PERSONNEL:** None

XIV. **CLOSED SESSION:** None

XV. **ADJOURN:**

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to adjourn the meeting at 7:32 pm. The motion was unanimously carried.

Respectfully Submitted,

Mayor McKinley Smith

Attest:
Erin Juhls, Town Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VII. - 1.

Public Hearing - Special Use Permit (Duplex)

Description:

Public Hearing - Special Use Permit (Duplex).

Review:

The Board needs to hold an evidentiary hearing regarding a special use permit request by Mr. Daniel Jacoby seeking to construct a residential duplex at 119 Comfort Road, Richlands. The property in question is referenced as Onslow County Tax Parcel #43D-1 and is located in the R-8 Residential District, which allows duplexes as a special use.

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 Permit Request (Jacoby)
- ❑ Jacoby Special Use Request Map

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

APPLICANT: (Please Print)

NAME: Carolina Pride Home Builders PHONE NO: 910 3405978

MAILING ADDRESS: PO Box 158

ADDRESS OF PROPERTY (if different from mailing address): 117 Comfort Rd

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

NAME: _____ PHONE NO: _____

MAILING ADDRESS: _____

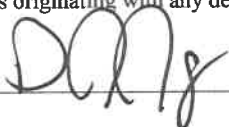
ACTION REQUESTED (Check One):

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

DESCRIPTION OF REQUEST:

change to build a duplex

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: 5-15-23

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

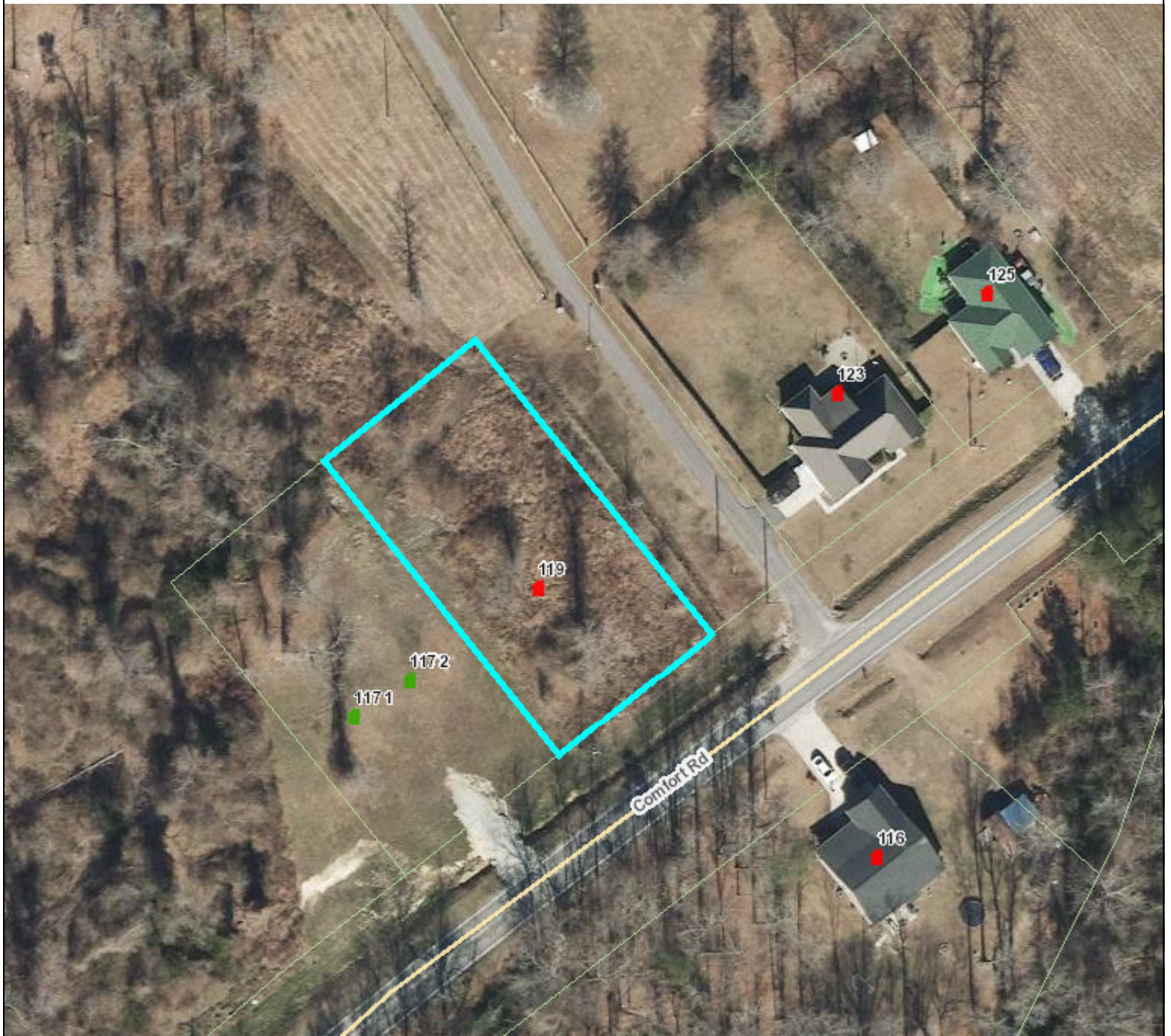
DATE REQUEST RECEIVED: 5/15/23

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

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

SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

119 COMFORT HWY



0 25 50 100 150 200 Feet

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



Onslow County
Geographical Information Services
234 NW Corridor Blvd
Jacksonville, NC 28540
(910) 937-1190
gis@onslowcountync.gov



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

ONWASA Articles of Incorporation Amendment

Description:

ONWASA Articles of Incorporation Amendment Proposal.

Review:

Mr. Royce Bennett, Chairman of the ONWASA Board of Directors will present to the Board of Aldermen a proposed amendment to the Articles of Incorporation that will allow member governments the ability to appoint non-elected directors to represent them. Currently, only elected officials are authorized to be appointed to represent their respective member governments.

Action Needed:

Act as desired.

ATTACHMENTS:

Description

- ▣ ONWASA Articles of Incorporation Amendment



Board of Directors

Michael Royce Bennett
Chairman

Paul Conner
Vice Chairman

Richard Grant
Secretary/Treasurer

Jerry Bittner
Joe Brown
Gregory Hines
Tony Padgett
Robert Warden

O: 910.937.7533

F: 910.347.0793

onwasa.com

228 Georgetown Rd
Jacksonville, NC 28540

July 31, 2025

The Honorable McKinley D. Smith
Mayor, Board of Aldermen
Town of Richlands
302 S Wilmington Street
Richlands, NC 28574

Dear Mayor Smith:

On behalf of the Onslow Water and Sewer Authority (ONWASA) Board of Directors, I am writing to request your Board's consideration of an amendment to ONWASA's Articles of Incorporation. The proposed amendment would allow each member government the flexibility to appoint a director(s) who is not necessarily an elected official.

Currently the Articles require that each appointed director be an elected official of the appointing government. This change would preserve each member government's full authority in selecting its representative, while also allowing greater discretion to select individuals who possess the experience, availability, and expertise to effectively contribute to ONWASA's governance whether those individuals hold elected office or not.

For your board's review and formal consideration, we have included a Resolution to Amend the Articles of Incorporation of the Onslow Water and Sewer Authority. Also enclosed is a copy of the Resolution the ONWASA Board of Directors will consider at its November 20, 2025 meeting should all of the governing bodies of each member political subdivision approve the amendment to the Articles of Incorporation. This notice is being provided to each Director and each Director's appointing political subdivision as required by ONWASA's Bylaws.

Thank you for your continued support and partnership in ensuring the long-term sustainability and effectiveness of ONWASA's services.

Regards,

Michael R. Bennett
Chairman

THE TOWN OF RICHLANDS'
RESOLUTION TO AMEND THE ARTICLES OF INCORPORATION OF
THE ONSLOW WATER AND SEWER AUTHORITY

WHEREAS, the Onslow Water and Sewer Authority ("ONWASA") was organized by the County of Onslow, the City of Jacksonville, the Town of Swansboro, the Town of Richlands, the Town of North Topsail Beach, and the Town of Holly Ridge;

WHEREAS, ONWASA's Board of Directors consists of eight (8) directors, two appointed by the Board of Commissioners for the County of Onslow, two appointed by the City Council of the City of Jacksonville, one appointed by the Board of Commissioners of the Town of Swansboro, one appointed by the Board of Aldermen of the Town of Richlands, one appointed by the Board of Alderman of the Town of North Topsail Beach, and one appointed by the Town Council of the Town of Holly Ridge;

WHEREAS, ONWASA's Articles of Incorporation currently provide that only elected officials of the governing bodies of member political subdivisions may be appointed to the Board of Directors of ONWASA;

WHEREAS, ONWASA's Board of Directors believes that ONWASA will be better served if there was not a mandate that the Board of Directors be only comprised of elected officials, and instead allowed for the member political subdivisions to select directors without the requirement that such director be an elected official; and,

WHEREAS, the Town of Richlands desires to amend the existing Articles of Incorporation to remove the requirement that ONWASA's directors be elected officials.

NOW, THEREFORE, BE IT RESOLVED:

The Board of Aldermen for the Town of Richlands hereby approves that the last sentence in paragraph 6 of the Articles of Incorporation of ONWASA, which reads "Only elected officials of the governing bodies of member political subdivisions may be appointed to the Board of Directors of the Onslow Water and Sewer Authority" be deleted and removed, and that the

Mayor sign any documents necessary to amend the Articles of Incorporation of ONWASA to effectuate this removal.

This the ____ day of _____, 2025.

McKinley D. Smith, Mayor

ATTEST:

Clerk to the Board

RESOLUTION AMENDING THE BYLAWS OF
THE ONSLOW WATER AND SEWER AUTHORITY

WHEREAS, on or about January 25, 2002 the Onslow Water and Sewer Authority ("ONWASA") adopted its ByLaws;

WHEREAS, said ByLaws provide that the Directors have the power to alter, amend, and repeal the Bylaws; provided, however, that such action shall be taken only after sixty (60) days written notice of the text of such proposed amendment(s) is given to each Director and each Director's appointing political subdivision. Furthermore, any proposed amendment may only be adopted by the Directors following a public hearing, notice of which is given at least ten (10) days in advance of the date set for such hearing in a paper having general circulation within the jurisdiction of the Authority;

WHEREAS, the requisite notices have been provided and published;

WHEREAS, the governing bodies of each member political subdivision has approved a resolution amending ONWASA's Articles of Incorporation to remove any requirement that ONWASA's directors be elected officials;

WHEREAS, the Board of Directors desires to amend the existing ByLaws to conform with the amendment to the Articles of Incorporation and to clarify other certain portions of its ByLaws.

NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE ONSLOW WATER AND SEWER AUTHORITY DOTH RESOLVE:

1. The following Articles of the ByLaws of the Onslow Water and Sewer Authority are amended and rewritten to read as follows:

- a. ARTICLE II

APPOINTMENT-TENURE, RESIGNATION, AND REPLACEMENT OF MEMBERS OR DIRECTORS

1. MEMBERSHIP

- A. There shall be eight (8) voting members of the Authority. Of the voting members, two (2) shall be appointed by the Board of Commissioners of the County of Onslow, two (2) shall be appointed by the City Council of the City of Jacksonville, one (1) appointed by the Board of Commissioners of the Town of Swansboro, one (1) appointed by the Board of Aldermen of the Town of Richlands, one (1) appointed by the Board of Aldermen of the Town of North Topsail Beach, and one (1) appointed by the Town Council of the Town of Holly Ridge.
- B. Each appointee to the membership of the Authority shall be known as a Director of the Authority; and when the term "member" is used, it shall mean Director.
- C. Directors shall be appointed for the respective terms as specified by G.S. 162A-5 of the "North Carolina Water and Sewer Authorities Act"; and may be removed with or without cause, by the governing body appointing said member, as provided by G.S. 162A-5. The initial

terms for each seat are set forth below. Following the expiration of each initial term, each term shall be for a term of three years for each seat.

Seat 1—County of Onslow County's First Seat. Initial term expires October 3, 2001.

Seat 2—County of Onslow County's Second Seat. Initial term expires October 3, 2003.

Seat 3—City of Jacksonville's First Seat. Initial term expires October 3, 2001.

Seat 4—City of Jacksonville's Second Seat. Initial term expires October 3, 2003.

Seat 5—Town of Swansboro. Initial term expires October 3, 2002.

Seat 6—Town of Richlands. Initial term expires October 3, 2002.

Seat 7—Town of North Topsail Beach. Initial term expires October 3, 2003.

Seat 8—Town of Holly Ridge. Initial term expires October 3, 2002.

2. All the rest and remainder of the ByLaws shall remain in full force and effect as previously adopted.
3. These amendments shall be effective upon adoption.

This the ____ day of _____, 2025.

ONslow WATER AND SEWER AUTHORITY

Michael R. Bennett, Chairman

Paul Conner, Vice Chairman

Richard Grant, Secretary/Treasurer

Jerry Bittner, Director

Joe Brown, Director

Gregory Hines, Director

Tony Padgett, Director

Robert Warden, Director

ATTEST:

Heather Norris, Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Special Use Permit (Duplex)

Description:

Special Use Permit (Duplex).

Review:

Now that the Board has held the required evidentiary hearing, the Board may deliberate and vote on the special use request by Mr. Daniel Jacoby to construct a duplex at 119 Comfort Road, Richlands. The property in question is referenced as Onslow County Tax Parcel #43D-1 and is located in the R-8 Residential District, which allows duplexes as a special 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 a majority 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:

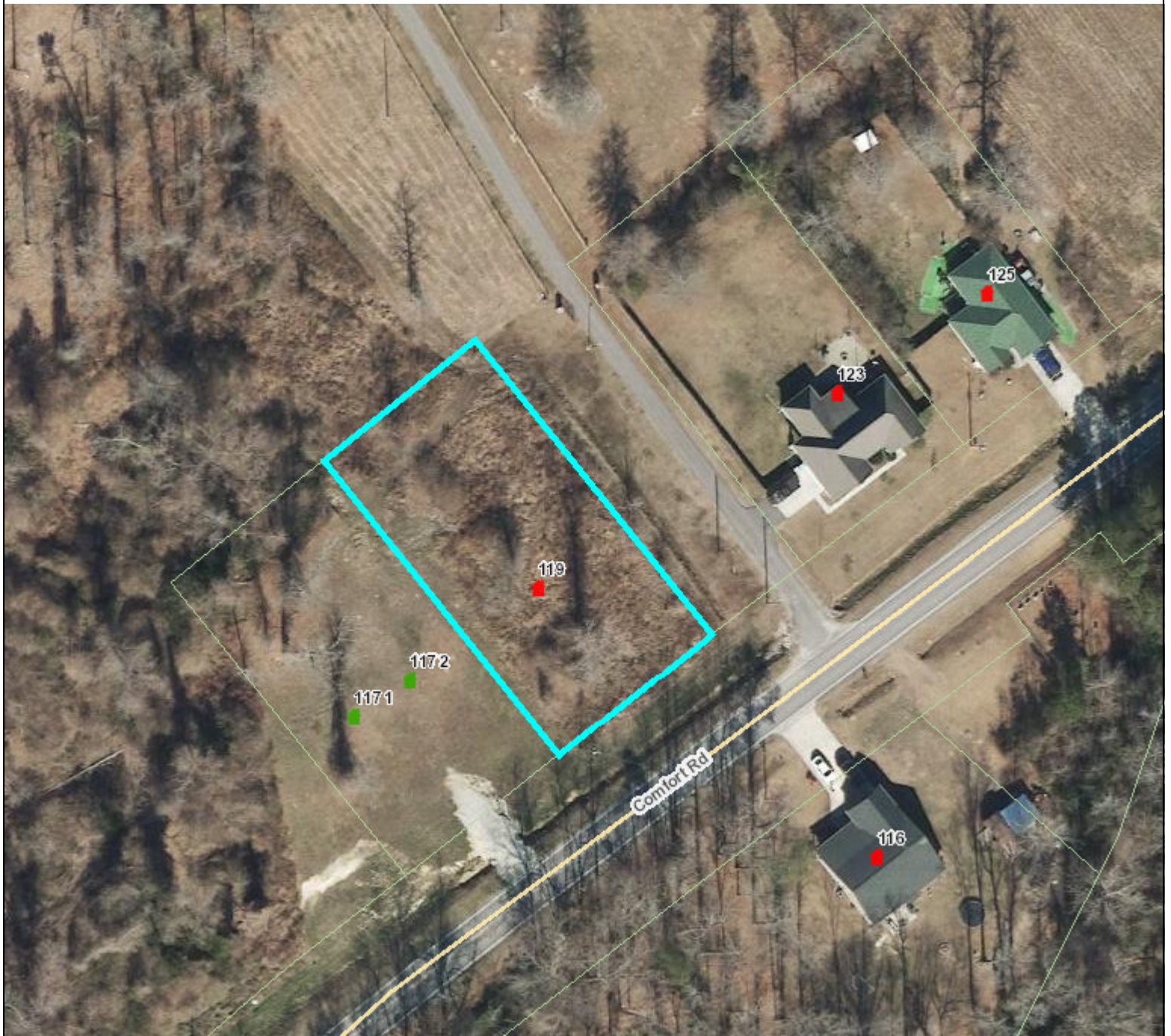
Approve or deny the special use permit.

ATTACHMENTS:

Description

- ☐ Jacoby Special Use Request Map
- ☐ Jacoby Special Use Request
- ☐ Special Use Request Grant/Denial Form

119 COMFORT HWY



0 25 50 100 150 200 Feet

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



Onslow County
Geographical Information Services
234 NW Corridor Blvd
Jacksonville, NC 28540
(910) 937-1190
gis@onslowcountync.gov

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

APPLICANT: (Please Print)

NAME: Carolina Pride Home Builders Inc PHONE NO: 910 340 5978
MAILING ADDRESS: PO Box 158 Richlands NC 28574
ADDRESS OF PROPERTY (if different from mailing address): 119 Comfort Rd.

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

NAME: Carolina Pride Home Builders PHONE NO: 910 340 5978
MAILING ADDRESS: PO Box 158 Richlands NC 28574

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:

Build duplex to match 117 Comfort Rd

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: 7-31-25

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: _____

DATE REQUEST RECEIVED: 7-31-2025

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

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

SIGNATURE OF ZONING BOARD CHAIR: _____

DATE: _____

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING/DENYING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public hearing on September 16, 2025 to consider the application submitted by Mr. Daniel Jacoby a request for a Special Use Permit to construct a residential duplex at 119 Comfort Road, Richlands, 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 / is not within its jurisdiction according to the table of permissible uses;

(2) The application is / is not complete;

(3) If completed as proposed in the application, the development will / will not comply with all of the requirements of this chapter;

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

(5) The use will not / will 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 / will not 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/DENIED, subject to the following conditions (if any):

Ordered this 16th day of September 2025.

Town Clerk

Mayor



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
NCDOT Speed Limit Resolution

Description:

NCDOT Speed Limit Resolution (Resolution 2025-06).

Review:

NCDOT has requested that the resolution adopted at the August meeting concerning lowering the speed limit on portions of Wilmington Street, Franck Street and Hargett Street be updated with additional language that is necessary in order for NCDOT to process the changes to their municipal speed limit ordinances. The additional language doesn't change or alter the proposed speed limits as originally presented.

NCDOT has provided the attached map that corresponds with the proposed speed limit changes listed in the resolution.

Action Needed:

Approve the resolution if desired.

ATTACHMENTS:

Description

- ▣ Resolution 2025-06
- ▣ NCDOT 25 MPH Speed Limit Map

RESOLUTION 2025-06

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 as follows:

- 1) Enact Municipal Speed Limit 25 ordinance #1088342 on SR 1003: Wilmington Street between New Street/Brookdale Drive (non-system) and US 258/NC 24 (Richlands Highway).
- 2) Repeal Municipal Speed Limit 25 ordinance #1033702 on SR 1306: Hargett Street (SR 1306) from Academy Street, eastward to Wilmington Street (SR1003).
- 3) Enact Municipal Speed Limit 25 ordinance #1088347 on SR 1306: (West Hargett Street) between US 258/NC 24 (Richlands Highway) and SR 1003 (Wilmington Street).
- 4) Enact Municipal Speed Limit 25 ordinance #1088352 on SR 2009: (East Hargett Street) between SR 1003 (Wilmington Street) and 0.05 mile west of Winstead Place (non-system).
- 5) Enact Municipal Speed Limit 25 ordinance #1088349 on SR 1308: (West Franck Street/East Franck Street) between US 258/NC 24 (Richlands Highway) and East Point Street/Norwood Baysden Street) (non-system).
- 6) Repeal Municipal Speed Limit 45 ordinance #1033701 on SR 1308: (Franck Street (SR 1308) from East Point Street (SR 1309) to the eastern corporatelimit, approximately 0.30 mile east ofEast Point Street. (Increase speed limits from 35 mph)
- 7) Enact Municipal Speed Limit 45 ordinance #1088350 on SR 1308: (East Franck Street) between (East Point Street/Norwood Baysden Street (non-system) and the easterly Richlands corporate limit at 0.295 mile east of East Point Street. SR 1003 (N/S Wilmington Street) from US 258 to New Street [Milepost 5.90 to 6.34].

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;

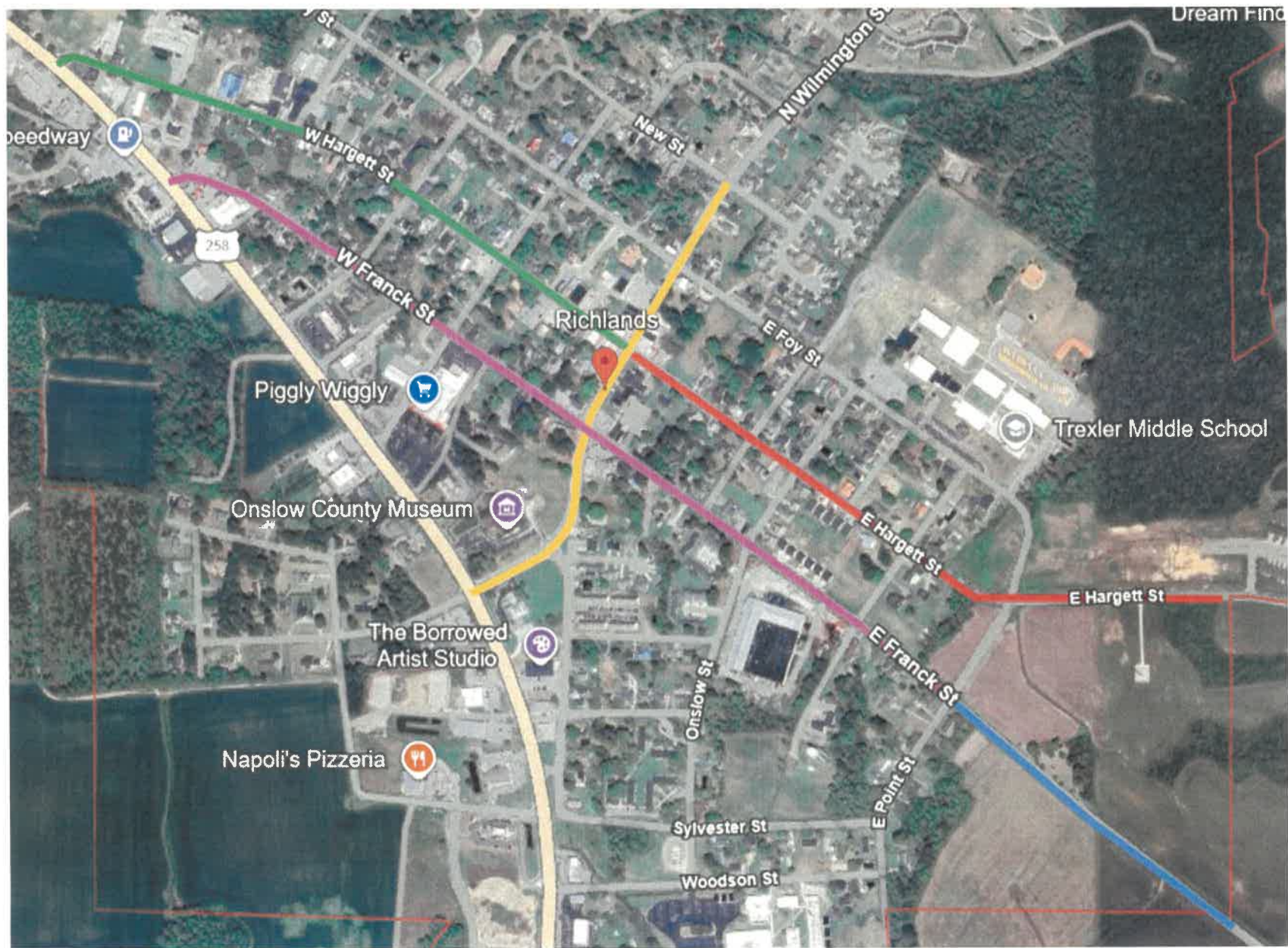
NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Richlands hereby supports the reduction of the speed limits on the portions of Wilmington Street, Hargett Street and Franck Street as described in this resolution and instructs the Richlands Public Safety Department to ensure enforcement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

DULY ADOPTED this 16th day of September, 2025.

McKinley Smith, Mayor

ATTEST:

Erin Juhls, Town Clerk





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 4.
Annexation Petition Resolutions

Description:

Annexation Petition Resolutions.

Review:

The attached resolutions directs the Town Clerk to certify two voluntary annexation petitions received by the town. Resolution 2025-05 will annex approximately 126.64 acres located along Francktown Road in the Extra-Territorial Jurisdiction of Richlands and Onslow County. Resolution 2025-07 will annex approximately 67 acres along Gum Branch Road in the Extra-Territorial Jurisdiction of Richlands. Once the petitions are certified, the Board may schedule public hearings on the proposed annexations.

Action Needed:

Approve the resolutions.

ATTACHMENTS:

Description

- ❑ Resolution 2025-05 (Annexation Petition)
- ❑ Carolina Sapphire Annexation Petitions
- ❑ Carolina Sapphire Annexation Map
- ❑ Resolution 2025-07
- ❑ Mercer Mills Annexation Petition
- ❑ Mercer Mills Annexation Map

*A State of North Carolina
County of Onslow*

RESOLUTION 2025-05

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1**

WHEREAS, a petition requesting annexation of an area described in said attached petition by the owners of Onslow County Tax Parcel #017879 and #017942 was received on September 4, 2025 by the Richlands Board of Aldermen; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of Richlands deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Aldermen the result of her investigation.

DULY ADOPTED this 16th day of September, 2025

McKinley Smith, Mayor

ATTEST:

Town Clerk



TOWN OF RICHLANDS Petition Requesting Annexation

DATE: April 29, 2025

RE: Tax Parcel # (s) 444101284704

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):

☐ Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR

☒ Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

(A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; **and**

(B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; **and**

(C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?* (yes or no)	Signature
Carolina Sapphire LLC	4003 Jessup Grove Ct Greensboro, NC 27410	No	<i>Lawrence L. Reese</i>

****If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.***

Number and attach additional pages as needed. Indicate here how many pages are attached: 0



TOWN OF RICHLANDS Petition Requesting Annexation

DATE: April 29, 2025

RE: Tax Parcel # (s) 444101298750

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):

☐ Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR

☒ Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

- (A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; and
- (B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; and
- (C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?* (yes or no)	Signature
Carolina Sapphire LLC	4003 Jessup Grove Ct Greensboro, NC 27410	No	<i>Laverne L. Lee</i>

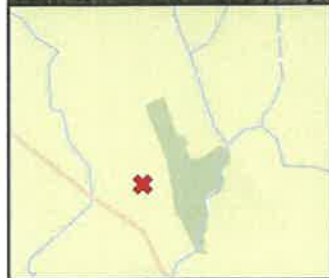
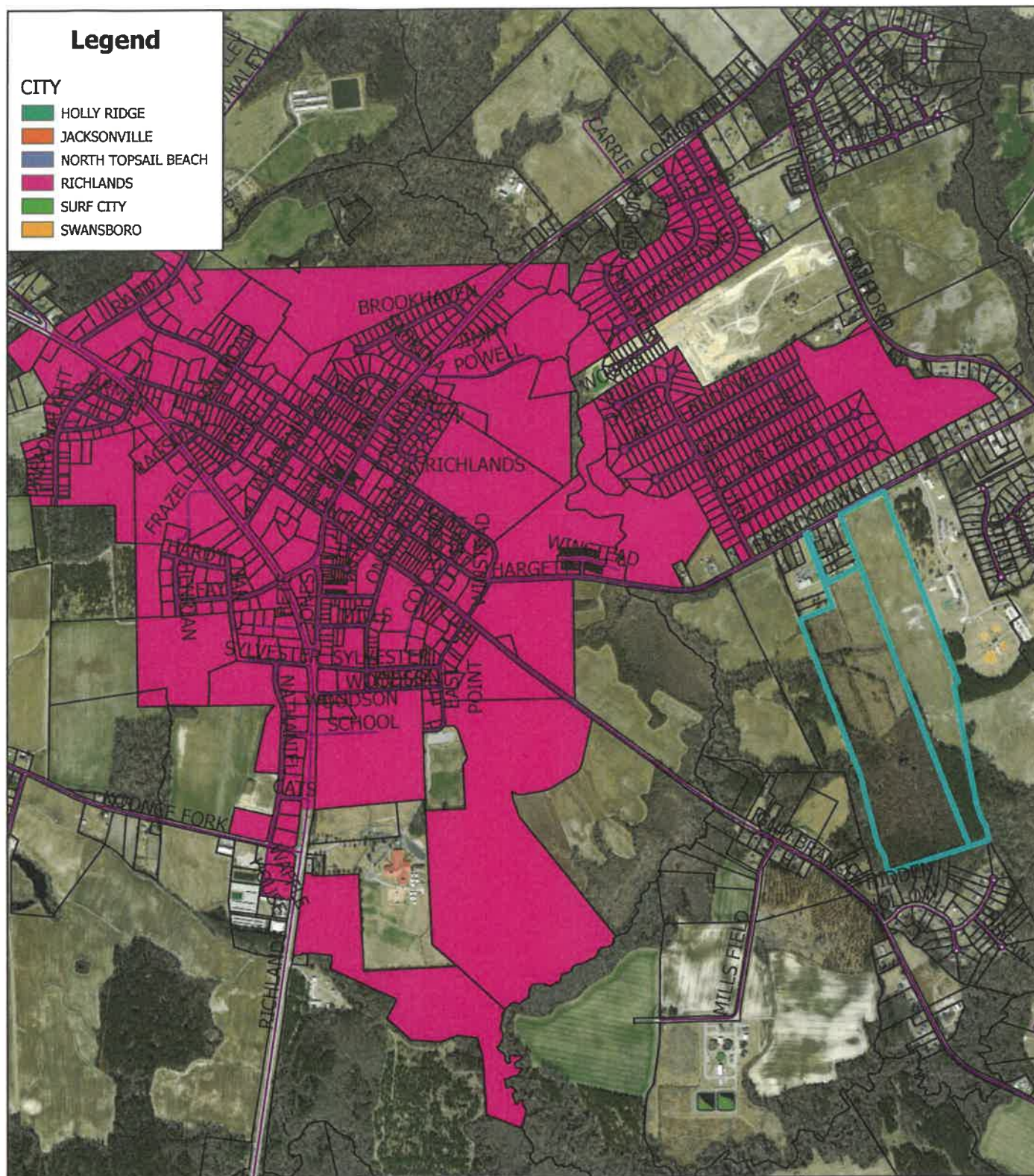
****If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.***

Number and attach additional pages as needed. Indicate here how many pages are attached: 0

Legend

CITY

-  HOLLY RIDGE
-  JACKSONVILLE
-  NORTH TOPSAIL BEACH
-  RICHLANDS
-  SURF CITY
-  SWANSBORO



Annexation Map

NC CGIA, Maxar, Esri Community Maps Contributors, Esri, TomTom, Garmin, GeoTechnologies, Inc, METI/NASA, USGS, Duke University, State of North Carolina DOT, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS, Onslow County GIS

2025



NAD 1983 (2011) StatePlane North Carolina FIPS 3200 (US Feet)_1

0 600 1,200 1,800 US Feet

*A State of North Carolina
County of Onslow*

RESOLUTION 2025-07

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1**

WHEREAS, a petition requesting annexation of an area described in said attached petition by the owners of Onslow County Tax Parcel #017914 was received on September 12, 2025 by the Richlands Board of Aldermen; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of Richlands deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Aldermen the result of her investigation.

DULY ADOPTED this 16th day of September, 2025

McKinley Smith, Mayor

ATTEST:

Town Clerk



TOWN OF RICHLANDS

Petition Requesting Annexation

DATE: 8/18/2025

RE: Tax Parcel # (s) 017914/ PIN 443102971445

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):



Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR



Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

- (A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; and
- (B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; and
- (C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?* (yes or no)	Signature
Parth Badhiwala, Manager Primary Land Development, LLC	5424 Aventuras Dr Wilmington, NC 28409	NO	Parth Badhiwala

****If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.***

Number and attach additional pages as needed. Indicate here how many pages are attached: 0

PLAT REQUIREMENTS FOR ANNEXATION

1. Owner must submit Final Annexation Map on disc and three (3) quality mylar drawings with all information for recording.
2. A written legal description in **Microsoft Word** on disc of annexation.
3. Plat must be drawn from recent field survey within a two-year period.
4. The survey must be oriented with the N.C. Grid System if annexation is within 2000 feet per G.S. 47-30. The grid coordinates of one point on the survey shall be shown on the plat. Bearings and distances must be shown on boundaries of the plat.
5. All corners of property must be properly witnessed by permanent monuments on the corners or reference permanent monuments on line for inaccessible corners.
6. Existing town limit lines must be shown.
7. If the area to be annexed is separated from the municipal boundary by a street right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State, then the foregoing should be included on the plat if practical to do so.
8. For annexation of non-contiguous "satellite areas" the plat must show the area proposed for annexation in relation to the primary corporate limits of Richlands and in relation to the primary corporate limits of another city when there is substantial question as to whether the area may be closer to the other city than to Richlands.
9. A sketch vicinity map must be shown.
10. Maximum size for recording shall be no more than 17" x 22" for border and no more than 18" x 24" overall.
11. Scale is to be as large as will fit on 18"x24" plat. However, scale will be no smaller than 1" = 200' unless impractical to do so. A north point will be shown.
12. Survey accuracy is to be (1) linear – 1:10,000 and (2) angular – 20 sec. x square root of the number of angles turned in the field.
13. All rights-of-way with names and road numbers and public utility easements will be shown on voluntary annexations.
14. Surrounding property lines, owner's names, deed references, and Tax ID Numbers will be shown.
15. The land surveyor's certification statement and seal must be original.
16. The certification format by the Town Clerk must be as follows:

I, _____, Town Clerk of the Town of Richlands, North Carolina, hereby certify that on the _____ day of _____, 20____, the Board of Aldermen approved this plat for annexation and recording.

Date

Town Clerk

(SEAL)

17. A suggested title block with the minimum information shown below shall be shown in the lower right hand corner of the plat:

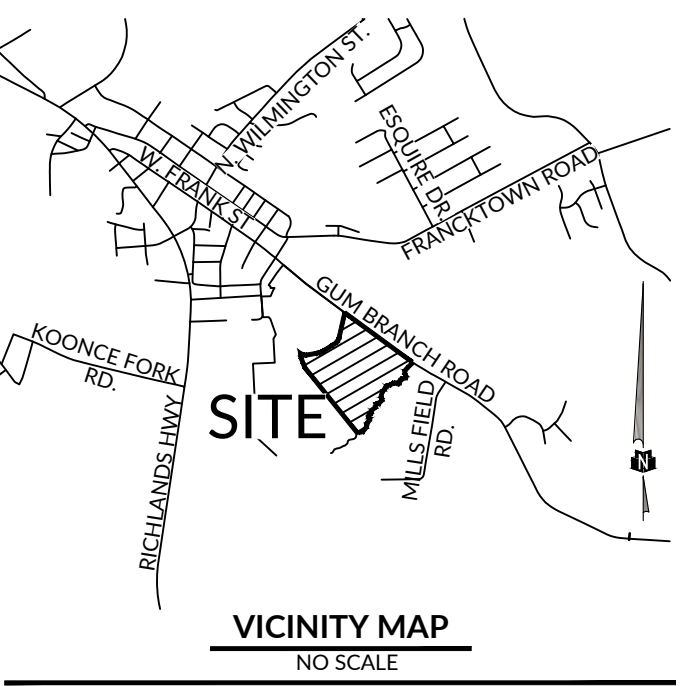
Title	
Owner(s) and Address(s)	
Date Drawn	By
Surveyed By	Town of Richlands Map No.
Scale	Date

**ALL ADJOINING PROPERTY
OWNERS MUST BE
SUBMITTED
TYPED ON MAILING LABELS
AND MUST INCLUDE ZIP CODE**

EXAMPLE

Tax ID#
Name
Street Address
City, State, Zip Code

THANK YOU



LEGEND

- CP ● CALCULATED POINT
IRS ● IRON ROD SET
ECM ■ EXISTING CONCRETE MONUMENT
IPF/IRF ○ IRON PIPE/ROD FOUND
MNF ○ MAGNETIC NAIL FOUND
RWD ○ RIGHT-OF-WAY DISK FOUND
● NATIONAL GEODETIK MONUMENT
RBC ○ REBAR (WITH PLASTIC CAP)

LINETYPE LEGEND

- ACCESS EASEMENT --- AE ---
ADJOINER ---
BOUNDARY ---
DRAINAGE EASEMENT --- DE ---
LIMITS OF RICHLANDS ETJ ---
RICHLANDS CITY LIMITS ---
RIGHT-OF-WAY ---
TIE LINE ---
PAVEMENT ---
FLOOD ZONE AE (FLOODWAY) ---
DRAINAGE EASEMENT ---

ABBREVIATIONS:

- DB DEED BOOK
R-20 RESIDENTIAL SINGLE FAMILY

GPS SURVEY CERTIFICATE

I, JAMES L. RUPINSKI, PLS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION LOCAL CONTROL WAS ESTABLISHED VIA REDUNDANT VRS GPS OBSERVATIONS, AND ALL OTHER LOCATIONS SHOWN HEREON WERE ESTABLISHED VIA RTK METHOD AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

1. CLASS OF SURVEY: HORIZ: CLASS A VERT: CLASS A
2. POSITIONAL ACCURACY: HORIZ: 0.010
3. TYPE OF GPS FIELD PROCEDURE: RTK
4. DATES OF SURVEY: 01-15-2025
5. DATUM/EPOCH: NAD '83 (2011 ADJUSTMENT)
6. PUBLISHED/FIXED-CONTROL USE: WR POINT #400
7. GEOID MODEL: 2018
8. COMBINED GRID FACTOR(S): 1.00010405836813 (GRID TO GROUND)
9. UNITS: US SURVEY FEET

SURVEYOR'S CERTIFICATE

I, _____, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED AS SHOWN HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM REFERENCES SHOWN HEREON; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:20,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL.

I ALSO CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE ANY EXISTING STREET.

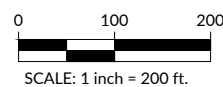
THIS 20TH DAY OF AUGUST, 2025.

JAMES L. RUPINSKI, PLS-5611

PRELIMINARY PLAT
NOT FOR CONVEYANCE,
RECORDATION, OR SALES

VOLUNTARY ANNEXATION SURVEY FOR
GUM BRANCH ROAD
PROPERTY OF
PRIMARY LAND DEVELOPMENT, LLC
RICHLANDS TOWNSHIP | ONSLOW COUNTY | NORTH CAROLINA
P.I.N. 017914
ZONING: R-2, C-3

WR Job No.: 24-0621A
DATE: 08/20/2025
SURVEYED BY: NCW/KH
DRAWN BY: CMR
CHECK & CLOSURE BY: JLR



SHEET: 1 OF 1

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S53°25'51"E	142.59'
L2	S51°33'07"W	20.71'
L3	S52°50'00"W	25.98'
L4	S57°45'07"W	19.40'
L5	S45°42'54"W	32.21'
L6	S42°20'27"W	42.63'
L7	S39°06'26"W	15.35'
L8	S46°22'53"W	16.35'
L9	S35°18'26"W	59.16'
L10	S01°48'02"W	13.10'
L11	S00°29'00"W	44.81'
L12	S25°26'17"E	92.78'
L13	S51°28'46"W	32.14'
L14	N86°04'23"W	46.80'
L15	S68°37'07"W	49.86'
L16	S29°26'41"W	41.11'
L17	S17°33'52"W	46.49'
L18	S47°29'01"W	39.78'
L19	N72°52'49"W	49.38'
L20	N77°26'17"W	33.92'
L21	S74°35'37"W	44.88'
L22	S54°22'08"W	40.47'
L23	S61°35'40"W	30.86'
L24	S85°49'37"W	40.96'
L25	S64°38'30"W	55.40'

LINE TABLE		
LINE	BEARING	DISTANCE
L26	S20°58'59"W	62.80'
L27	S43°54'05"W	73.52'
L28	S20°11'42"W	46.93'
L29	S12°44'07"W	54.88'
L30	S21°15'06"W	24.12'
L31	S08°06'13"E	27.94'
L32	S38°04'40"E	47.34'
L33	S27°34'58"W	12.59'
L34	S47°52'26"W	110.78'
L35	N83°38'13"W	36.73'
L36	S54°59'40"W	23.51'
L37	S03°17'18"W	55.96'
L38	S34°39'07"W	37.50'
L39	S64°52'00"W	40.64'
L40	S45°09'32"W	42.69'
L41	S05°35'54"W	57.30'
L42	S21°22'39"W	21.56'
L43	S56°54'06"W	64.16'
L44	S07°43'41"W	48.08'
L45	S54°26'21"E	39.15'
L46	S06°02'21"E	31.93'
L47	S41°54'30"W	115.50'
L48	S02°12'09"E	72.96'
L49	S38°20'34"W	106.33'
L50	S51°00'18"W	34.18'

LINE TABLE		
LINE	BEARING	DISTANCE
L51	S85°48'07"W	61.54'
L52	S56°34'35"W	45.61'
L53	N40°09'32"W	11.60'
L54	N17°13'52"W	66.74'
L55	N21°11'39"W	54.12'
L56	N19°20'51"W	141.18'
L57	N07°04'20"W	60.82'
L58	S57°20'21"E	27.66'
L59	S68°32'59"E	36.61'
L60	S77°17'25"E	77.51'
L61	N83°38'39"E	98.28'
L62	N67°10'10"E	77.26'
L63	N86°36'21"E	68.63'
L64	N76°00'09"E	89.89'
L65	N27°06'17"E	35.16'
L66	N20°12'39"E	31.18'
L67	N64°48'32"E	35.31'
L68	N02°58'44"W	24.58'
L69	S58°00'21"E	88.09'
L70	S60°36'11"E	130.28'
L71	S28°39'20"W	20.08'
L72	S56°29'43"E	18.53'
L73	S59°15'02"E	108.29'
L74	S60°21'44"E	166.11'
L75	N30°00'09"E	20.21'

CURVE TABLE				
CURVE #	LENGTH	RADIUS	CHORD BEARING	CHORD
C2	25.00'	7669.44'	S56° 39' 32"E	25.00'
C1	436.13'	7669.44'	S54° 56' 11"E	436.07'

GENERAL NOTES:

- PREPARED FOR D.R. HORTON, INC.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES, UNLESS OTHERWISE NOTED.
- THERE IS NO ASSIGNED STREET ADDRESS FOR THE SUBJECT PROPERTY PER ONSLOW COUNTY GIS
- A PORTION OF THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE AE (FLOODWAY), FLOOD ZONE AE 24.3 FT. 0.2% ANNUAL CHANCE FLOOD HAZARD AND (ZONE X) MINIMAL FLOOD RISK, AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAPS 3720443100 K, PANEL 4431, EFFECTIVE DATE 06/19/2020 & 3720444100K, PANEL 4441, EFFECTIVE DATE 06/19/2020.
- THE AREA OF THE PROPERTY, AS COMPUTED BY COORDINATE GEOMETRY IS: ±67.726 ACRES (±1,950,134 SQ FT).
- THE SUBJECT PROPERTY IS LOCATED WITHIN THE TOWN OF RICHLANDS (ETJ), IN ZONE R-20/ C-3 (SINGLE FAMILY RESIDENTIAL DISTRICT & COMMERCIAL ZONING DISTRICT). BUILDING SETBACKS FOR R-20 DISTRICT: FRONT: 30'; SIDE: 15'; REAR: 25'; BUILDING SETBACKS FOR C-3 DISTRICT: FRONT: 25'; SIDE: 10'; REAR: 10'.
- HORIZONTAL CONTROL (BASIS OF THE BEARINGS) IS BASED ON NC STATE GRID, NAD'83 (2011); VERTICAL CONTROL IS BASED ON NAVD'88, AS ESTABLISHED BY GPS.
- NO SUE SHOWN HEREON.
- WETLANDS NOT SHOWN HEREON.
- NO NCGS MONUMENTS WITHIN 2000'
- SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY, STREETS AND ASSESSMENTS, AS THE SAME MAY APPEAR OR RECORD IN THE REGISTER OF DEEDS OFFICE, CLERK OF COURT, TOWN OR COUNTY TAX OFFICES OR WHICH MAY HAVE BEEN ACQUIRED BY PRESCRIPTIVE USE.
- RIGHT-OF-WAY LOCATION OF GUM BRANCH ROAD ESTABLISHED FROM NCDOT MAPS FOR PROJECT 33324.2.2, DATED 09-02-2004, AND 40255.2.2, DATED 09-02-2021.

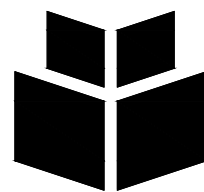
TOWN CLERK CERTIFICATION:

I, _____, TOWN CLERK OF THE TOWN OF RICHLANDS, NORTH CAROLINA, HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, THE BOARD OF ALDERMAN APPROVED THIS PLAT FOR ANNEXATION AND RECORDING.

DATE _____ TOWN CLERK _____ (SEAL)

REFERENCES:

DEED BOOK 2813, PAGE 419
PLAT BOOK 52, PAGE 145-146



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TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 5.

Budget Amendment 6 & 7

Description:

Budget Amendments #6 and #7.

Review:

Budget Amendment #6 will budget \$87,316 in installment purchase funds (loan funds) needed to purchase the patrol vehicle and pickup truck. Budget Amendment #7 moves the first year installment payments for the two vehicles from the Capital Outlay line items to Debt Service line items in the budget.

Action Needed:

Approve the budget amendments.

ATTACHMENTS:

Description

- Budget Amendment # 6
- Budget Amendment # 7

BUDGET AMENDMENT # 6
FY ENDING 2025/2026
STREETS/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
4710	Debt Proceeds		(87,316.00)		To account for installment financed funds to purchase vehicles
10-5740-561	Streets/Vehicle Payment	19,600.00	46,086.00	65,686.00	
10-5310-561	Public Safety/Vehicle Payment	21,300.00	41,230.00	62,530.00	

TOTAL: \$87,316.00

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

Date

Date entered into BMS: _____

BUDGET AMENDMENT # 7
FY ENDING 2025/2026
STREETS/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
10-5310-561	Capital Outlay	62,530.00	(15,225.40)	47,304.60	To move 1 st year installment payment from Capital Outlay to Debt Service Principal and Interest
10-5310-564	Debt Proceeds Principal	0.00	13,304.12	13,304.12	
10-5310-565	Debt Proceeds Interest	0.00	1921.28	1,921.28	
10-5740-561	Capital Outlay	65,686.00	(17,018.63)	48,667.37	To move 1 st year installment payment from Capital Outlay to Debt Service Principal and Interest
10-5740-564	Debt Proceeds Principal	0.00	14,871.06	14871.06	
10-5740-565	Debt Proceeds Interest	0.00	2147.57	2147.57	

TOTAL: 32,244.03

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 X. - 1.
Administrator Notes and Updates

Description:

- I will provide an update to the Board on the street lighting upgrades.
- We are hoping to have the new vehicles in rotation within the next couple of months.

Review:

Action Needed:



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

▣ August 2025 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(08/01/2025 - 08/31/2025)

<No Event Type Specified>	4	911 Hang-Up	1
Adminstration Run	44	Alarm Activation	7
Alcohol Violations	2	Arrest	6
Assist Citizen	47	Assist EMS	2
Assist Fire	1	Assist Other Agency	13
Assist Other RPD Officer	2	Bank Escort	4
Business Check	1,095	Business Walk Through	1
Call for Service	433	Child Safety Seat	4
Citation	214	Civil Problem	2
Crash	7	Death	1
Domestic Dispute	2	DWLR	17
Fingerprinting	11	Follow up Investigation	3
Found Property/Safe Keeping	1	Fraud	5
Incident Report	17	Juvenile Problems	1
Larceny	1	Lighting Violation	12
Loud Muffler	11	No Insurance	16
NOL	14	Open Container	2
Open Door/Windows	2	Patrol Zone 1	51
Patrol Zone 2	53	Patrol Zone 3	46
Patrol Zone 4	50	Patrol Zone 5	46
Patrol Zone 6	54	Property Damage	1
Registration Violation	86	Residence Check	1
Resist, Obstruct/Delay Officer	2	Safe Movement Violation	7
Seatbelt	10	Selective Traffic Enforcement	56
Special Assignment	3	Speeding	21
Stoplight/Sign	17	Supplement to report	4
Suspicious Vehicle/Person/Incident	13	Towed Vehicle	3
Transport to Jail	6	Unlock Car	5
Vehicle Check After Shift	17	Vehicle Check Before Shift	26
Vehicle Searches	7	Vehicle Stop	309
Verbal Warnings	179	Walmart (Assist County)	1
Warning Citation	16	Warrant	5
Weapons Offense	2	Window Tint Violation	11

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(08/01/2025 - 08/31/2025)

Total Number Of Events: 3,113