TOWN OF RICHLANDS BOARD OF ALDERMEN
REGULAR MEETING AGENDA
302 S. Wilmington Street, Richlands, NC 28574
March 10, 2026
6:00 p.m.

A. CALL TO ORDER
1. Invocation
2. Pledge of Allegiance

B. ADOPTION OF AGENDA (ACTION)

1. 2/10/26 Regular Meeting Minutes (**ACTION**)

C. INFORMAL PUBLIC COMMENTS (REVIEW)
Public Comments are limited to 3 minutes each speaker and can't be transferred to another speaker. The purpose of Public Comments is to provide attendees with an opportunity to speak on Town matters. It is not meant to be a dialogue exchange between speakers, the Board of Aldermen and others in the audience. The Board and/or staff will follow up as promptly as possible if necessary.

D. PUBLIC HEARINGS - None

E. PRESENTATIONS –
1. Rivers & Associates – Update on the Street Upgrade Project

F. OLD BUSINESS - None

G. NEW BUSINESS
1. Website Upgrade Update **(ACTION)**
2. Southeast Regional Hazard Mitigation Plan Approval **(ACTION)**
3. Special Use Permit for 182 Huffman Town Road **(ACTION)**
4. Appeal/Variance for Ervin Farm Subdivision **(ACTION)**
5. Short Form Agreement for Planning/Development Services **(ACTION)**
6. Release of drainage/utility easement – Richlands Mini Storage Request **(ACTION)**

H. **DEPARTMENTAL MONTHLY REPORTS**
- Police **(REVIEW)**
- Finance – 1) February 2026 Budget vs. Actual Report **(REVIEW)**

I. **ADMINISTRATOR'S REPORT**
- Updates/Additional Information **(REVIEW)**

J. **BOARD MEMBER CONCERNS AND COMMITTEE UPDATES**

K. **ADJOURN**

NOTES:

1) **If there are any questions, concerns, or requests for information regarding any agenda items or other Town matters, please contact staff in advance of the Board meeting, if possible, to allow us enough time to properly research issues if necessary.**
2) **Items marked with (ACTION) are items that will require Board approval. Items marked with (REVIEW) are for the Board's review only. Items marked with (ACTION and/or REVIEW) do not require Board approval but the Board may choose to act on the item.**

TOWN OF RICHLANDS
NORTH CAROLINA

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

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

The Richlands Board of Aldermen met in Regular Session on February 10, 2026, at 6:00pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith
Alderman Paul Conner
Alderman Alice Betts
Alderman Tom Brown
Alderman Kent Painter
Alderman Marilyn Bunce

Absent: None

Also present were:

Chris Roberson, Town Administrator
Isaura Flores, Town Clerk
William Horne, Chief of Police
Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director

There were 9 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Justin Garza

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

Chris Roberson, Town Administrator, requested the addition of Budget Amendment #13 to the agenda and asked that the agenda be approved with the amendment.

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

V. ADOPTION OF MINUTES (JANUARY 13, 2026):

Alderman Marilyn Bunce noted corrections to the January 2026 minutes.

A motion was made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter, to approve the January 2026 minutes with amendments. The motion was unanimously carried.

VI. PUBLIC COMMENT: None

Mayor McKinley referred to the Public Comment Policy before proceeding with the meeting.

VII. PUBLIC HEARING: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. ENGINEERING AGREEMENT FOR STORMAWATER/CULVERT IMPROVEMENTS IN TOWN:

Town Administrator Chris Roberson reminded the Board of the November 18th 2025 discussion regarding storm drainage rehabilitation for the West Foy/North Railroad Street area in which the Board authorized the Public Works Director to proceed with the scope of work as submitted and to initiate items 3-7 on the outline. Based on the Board's prior action, he recommended approval of the agreement with Rivers & Associates for Phase I engineering design services, which will involve upgrading three sets of existing culverts. Johnatha Jarman, Public Works Director, noted that the bids and project structuring were still in the preliminary stages.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Alice Betts, to approve the agreement. The motion was unanimously carried.

2. BUDGET AMENDMENT #13 (RURAL TRANSFORMATION GRANT):

Town Administrator Chris Roberson presented Budget Amendment #13, which amends the budget to create and fund the Grant Project Ordinance (Amended) Rural Transformation Grant Ordinance 2025-04, adopted on April 8, 2025. The Town Administrator requested approval of this amendment.

A **motion** was made by Alderman Marilyn Bunce and seconded by Alderman Paul Connor to approve Budget Amendment #13. The motion was unanimously carried.

3. VENTER'S PARK IMPROVEMENTS COSTRUCTION ESTIMATE/CONTRACT:

Town Administrator Chris Roberson provided an update on the Venter's Park project. He noted that the Town had initially sent out bids to five vendors but only received two responses.

After negotiations, the low bidder, Elite Contracting Group of Richlands, was selected, and the project is now close to coming in within budget. The Town will not need to use the full contingency amount previously appropriated. There was a revision to the agreement based on the attorney's review, which included an estimated timeline for completion. While the schedule is not fixed, the project is expected to take between three to six months and will include bathrooms and a stage. Due to budget constraints, some parts of the project were scaled back, but it will still function as planned. The total project cost is $339,608, with $330,000 funded by the Rural Transformation Grant and a $9,608 local match.

A **motion** was made by Alderman Marilyn Bunce and seconded by Alderman Paul Connor to approve the project as presented. The motion was unanimously carried.

X. ADMINISTRATOR NOTES AND UPDATES:

1. Administrator's Report for January 2026:

Chris Roberson, Town Administrator, presented and reviewed the January 2026 Monthly Report, which included updates on various projects such as grants, the Street Upgrading Project, Venters Park improvements, planning and zoning matters, utilities, building and grounds, and website upgrades. He also provided an update on ongoing administrative projects, including discussions with the Rotary Club and the community building sign, and mentioned that a location for the board retreat in March was still being sought. Discussion was held regarding USDA funding timelines and projected costs for the Street Upgrading Project and website upgrades. No formal action was taken.

Marilyn Bunce inquired about the status of the website, referencing new Department of Justice regulations requiring websites to be ADA compliant by 2027 for small towns. Chris confirmed that these requirements would be addressed as part of the upcoming website upgrade. He also noted ongoing discussions about property tax reform, with more information expected after the 27th.

2. January 2026 Budget Reports:

The January 2026 Budget Reports, including Revenue and Expenditure Budget vs. Actual reports were presented for review. No action was taken.

XI. POLICE REPORT:

1. **Police Report:** Chief of Police William Horne attended the Annual Chief Conference. Vehicle #9 (Durango) has been returned and will be issued to Officer Lessner. Reported one major incident due to weather and commended officers for their performance during a difficult, emotional situation.

Alderman Tom Brown expressed appreciation for the officers' work, acknowledging the emotional toll of the incident.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Tom Brown: Raised the issue of discharging pool water. Town Administrator Chris Roberson is researching ordinances and statutes related to this. Attorney, Keith Fountain confirmed there are no specific ordinances, but some statutes may apply, still under review.

Alderman Paul Conner: Expressed appreciation for the officers' response to a recent incident.

Alderman Kent Painter: Thanked Chris Roberson for his quick adaptation to the new role.

Ms. Alice Betts: Asked about weight limits on Gum Branch Road. Attorney, Keith Fountain stated that any action would need to come from DOT, as it is a state road. This could be addressed with a resolution from the Board.
Also raised concerns about GFL trash service. Jonathan Jarman, Public Works Director, clarified that customers can contact either Town Hall or GFL directly for missed pickups.

Alderman Marilyn Bunce: Mentioned Day of Remembrance rescheduled for some time in April. Onslow County Announced that the Day of Remembrance is rescheduled for April. Provided updates on Onslow County Planning Board, mentioning two major subdivisions: Richlands Forest (110 lots on 59.24 acres) and another (296 lots on 142.51 acres), both near Cow Horn Road, potentially adding over 400 homes to the area.

XIII. GUEST INTRODUCTION:

Justin Garza – Boy Scouts Merit Badge:
Justin Garza was introduced to the board. He attended the meeting to fulfill a requirement for earning a Boy Scouts merit badge. His attendance was noted for the record.

XIV. ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown seconded by Alderman Paul Conner to adjourn the meeting at 6:50 pm. The motion was unanimously carried.

Respectfully Submitted,

_____
Mayor McKinley Smith

_____
Attest: Isaura Flores, Town Clerk

DRAFT

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G1

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Proposals for a website upgrade

Brief Summary:

Staff has received 5 proposals for a Town website upgrade. The website is old and is in need of an upgrade. There was no money earmarked for a website upgrade for this fiscal year but we can transfer money in the Administration Department to complete this upgrade if this is something you would like to get done this fiscal year in which case we would have to be very congnizant of the proposal chosen and how much much is transferred to do so. Otherwise, we can budget for this next fiscal year.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Decide if you would like to complete this project this fiscal year and if so select which proposal you choose to accept. Staff recommends that we select 17Blue as they are our current website provider and they have been very responsive to our recurring needs and have indicated that they can revise the site as we wish to do so.

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Website Proposals
2 Bid Tabulation Sheet
3
4
5

REVIEWED BY

Town Administrator		Attorney	
Clerk to the Board	X	Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

Town of Richlands, N.C.
Website Update Proposals

Company	*Upfront Price*
Angelica McCreary	$3,500.00
17Blue	$2,720.00
John Potter Media	$5,000.00
KRA Marketing	$4,500.00
Port City Pixel	$7,500.00

Chris Roberson, ICMA-CM, Town Administrator

Notes: Monthly maintenance/hosting fees vary greatly with the proposals but are of minimal impact to our investment.

Dear Town of Richlands Administrator & Board,

Thank you for considering me, local web designer Angelica McCreary, for your website redesign. My background in community work, user-centered design approach and focus on accessibility make me uniquely qualified for this project.

The following website design proposal lays out the work that will be done and at what cost. If you have questions, please feel free to reach out via email or phone. I appreciate your time & this opportunity.

Thank you,

Angelica McCreary

(910) 787-2451

amccreary1864@gmail.com

Service Proposal for the Redesign and Maintenance of Richlands Town Website

This proposal outlines the redesign and ongoing maintenance of the Town of Richland's Website. Our goal is to transform the current website into a modern, accessible and user-friendly platform that effectively serves the needs of the Richlands' citizens, businesses and visitors. We aim to revamp this digital asset to reflect the town's vibrant community, provide up-to-date information, and provide an accessible experience for all users.

Project Understanding-The problem

The existing website is outdated, lacks functionality and is not accessible to users with disabilities. Insights of current issues:

1. Lack of current and complete information
    a. Updated news, meeting notes, emergency notices and community calendars are not available.
    b. Information about elected officials and civic participation is incomplete and unclear.

2. Site is not accessible and does not meet WCAG standards
    a. Incompatible with assistive technologies such as screen readers and voice control. It can not be navigated using a keyboard. **In its current state, it is completely inaccessible for users who rely on assistive technologies or utilize adaptive strategies to navigate the web.**
    b. Images are not optimized to support varying internet speeds and device capabilities.

The site is created with the CMS WordPress and is Hosted by Bluehost. It has an internal search feature and utilizes 1 SaaS, Novus Agenda. There are no links to affiliated social media and no current accounts to do so. Most forms are presented as pdfs that can not be completed digitally. The town has a logo that uses the colors 25438B (medium blue), FFFDB3 (light yellow), 283150 (Navy). The town has taken great effort to ensure physical accessibility needs are met and is interested in expanding this mission in their digital spaces.

Scope of Work-The Solutions

1. Website Redesign

a. **Platform**: WordPress
b. **Site Structure (UX/UI)**:
   i. Restructure content to prioritize current and most necessary information. I.e, The new homepage in my mock-up features a visible calendar (not a pdf link) prominently towards the top of the page that shows events, meetings and services.
   ii. Larger search bar and a "How Do I?' button to maximize ease of access to specific information.
   iii. Increase utility by providing connections/links to city service providers and clear information on what is needed to set up services, pay bills and report problems.
   iv. Improve navigation by grouping content in ways more in line with user expectations.

c. **Accessibility**: Compliance with WCAG and section 508 federal standards for universal access.
   i. All color contrasts to meet AAA standards using the logo colors and its variations; 25438B (medium blue), FFFDB3 (light yellow), 283150 (Navy)
   ii. Ensure no elements rely on color indications alone. Multiple cues are given for responses and calls to action.
   iii. Include a "Skip to content" option for screen readers. This allows users to bypass hearing through the navigation menus if they choose.
   iv. Coding contains ARIA attributes that are tested with various technologies to ensure that it is read correctly across devices.
   v. Include alt and descriptive text on images and links.
   vi. Prevent cognitive overload by using containers to group information and reduce blocks of verbose text.
   vii. Utilize proper hierarchy labeling that can be navigated with a keyboard or screen reader that include clear focal point indicators.

2. Content Management

a. **Information Gathering**: Research and update content about town affairs, officials, local business and community interests.
   i. Develop a strategy to coordinate information from available sources such as social media and county sites regarding news and events.
   ii. Request a personal statement from town officials, including board members, mayor and chief of police to create and maintain a professional directory.
   iii. Enhance the business directory with a card style layout, featuring their mission, contact information and link to website/socials.

b. **Photography and Imagery**: Curate and create visual content to enhance user engagement.
   i. Take high quality updated images of town features, officials and businesses.
   ii. Replace generic stock images with genuine local photos to promote trust and community.
   iii. Consider using interactive video features for community building and park rentals.

c. **NovusAgenda**: optimize for better integration and access to information.
   i. Include special meetings and agenda updates
   ii. Expand site search functionality to include meeting/agenda results.

3. Calendar System

a. Implementation of an interactive calendar for town events, meetings and services. This will:
   i. Better organize related information in a way that is familiar and provides visual cues.
   ii. Provide a structured format that is better read by assistive technologies.
   iii. Reduces the need for clicks to external links decreasing click path length and data requirements.

4. Post-Launch Services

a. Regular updates for town meeting agendas, minutes, upcoming events and emergencies.
b. User feedback collection and analysis for continuous improvement.

c. Monthly accessibility testing to ensure all updates and content additions continue to meet the high standards set at launch.

Timeline

1. **Connecting/Planning:** One week
   - Structuring the site map, reorganizing existing content and identifying where new information will go.

2. **Information gathering/Research:** Up to two weeks
   - Obtain the physical information needed for the site such as committee information, upcoming events, business services, maps, agendas, etc.
   - Gather insights from community members via interviews and surveys.

3. **First Draft of Redesign created:** Up to three weeks
   - Client will be provided a fully functional redesigned website via WordPress

4. **Client Approval/Changes:** Up to two weeks
   - Any changes requested can be submitted via email during this time.

5. **Implement changes:** Up to two weeks
   - Final changes and accessibility checks completed.

6. **Final draft of redesign for client approval:** Up to two weeks
   - Any final changes requested can be submitted via email during this time.

7. **Launch.** (Within 12 weeks of this agreement)

8. **Ongoing Maintenance:** regular updates and maintenance of the website for 1 year following product launch.
   - Ensuring an ongoing positive user experience with regularly updated information and current best practices.

Deliverables

- Creative Brief
- Mock-ups
- 2 rounds of revision
- Bi-Weekly progress reports
- Accessibility testing reports (2) (Initial and at launch)
- Useability reports (3) (Initial, after first revision and at launch)
- Redesigned WordPress Website that is accessible and responsive.
    - Demonstrated useability with assistive technologies including screen readers and keyboard navigation.
- Monthly maintenance and content update reports.

Fee Schedule

1. **Design & Development fee**: $ 3,500
    a. Initial retainer: 50% of total design fee upfront, $1,750
    b. Balance Upon Launch: Remaining 50% due. $1,750

Breakdown of cost based on the above outline scope of work

Planning/Research	$500
Content Management & Support	$1,000
UX/UI	$1,500
Usability Testing/Accessibility Testing	$500

2. **Monthly Maintenance/Training fees**: TBD based on clients needs.

Terms & Conditions

Project Scope: This agreement is based on the scope of work outlined in the proposal. Any additional requests or alterations not included in the original scope may incur extra charges and necessitate a revised agreement.

Payment Terms:

- Design & Development Fee: $3,500, with an initial retainer of 50% ($1,750) due upon signing of this agreement. The balance is due upon project completion/at the launch of the redesigned website.
- Monthly Maintenance Fee (after one year): To be determined based on the client's ongoing needs.

Timeline and Delays: The project timeline is outlined in the proposal. Delays caused by late client feedback, content delivery, or changes to the scope may result in an extension of the timeline.

Client Responsibilities: The client is responsible for providing all necessary content and information in a timely manner. The client must also ensure they hold rights to any materials supplied for the project.

Confidentiality: Both parties agree to maintain confidentiality of any proprietary information exchanged during the project.

Intellectual Property: Upon full payment, the client will own the final website design and content. The designer retains the right to display the work in her portfolio.

Cancellation Policy: Either party may terminate the agreement with written notice. If the client cancels, they are responsible for payment of work completed to date. If the designer cancels, all work completed will be turned over and the designer is responsible for refunding all monies paid for services not provided.

Limitation of Liability: The designer's liability for damages related to this agreement is limited to the total fee paid by the client.

Warranty: The designer warrants that the final website will meet the agreed-upon specifications and standards. Any issues must be reported within 30 days of launch for correction at no extra cost.

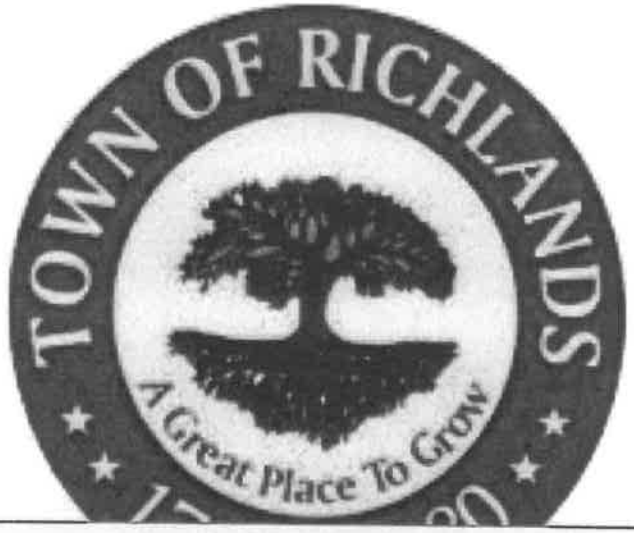
Dispute Resolution: Any disputes arising from this agreement shall be resolved through mediation or arbitration, in accordance with the laws of the jurisdiction where the designer operates.

Force Majeure: Neither party will be liable for delays or failure in performance resulting from acts beyond their control.

Acceptance of Proposal: Acceptance by the client will be indicated by a signature on the proposal document.

Client Signature: _____ **Date:** _____

Printed name and title:_____



Growing Digitally:
Extending accessibility and transparency to modern civic engagement

Who I am:

- A local User Experience designer that focuses on accessible digital experiences.

Why I Am here:

- To present the insights gained during research on local community civic engagement.

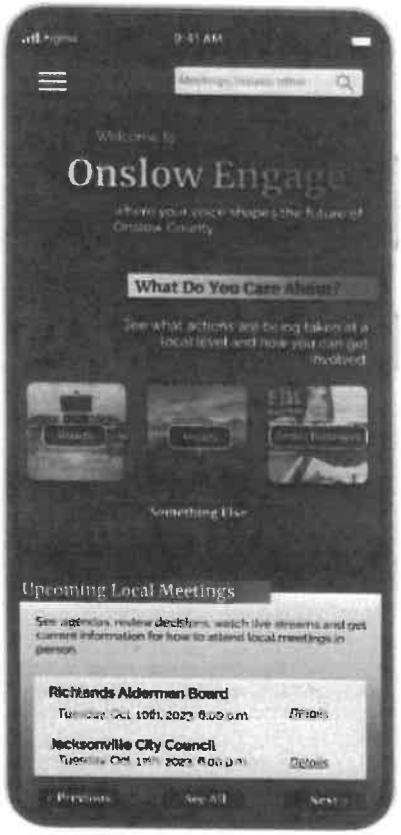
The Goal is:

- To work with the board and the community to improve digital accessibility and methods of meaningful engagement between the local government and the citizens of Richlands.

Project Background:

The initial project was to create a mobile app to increase community engagement with local politics while providing unbiased, clear, factual information to users.

In the research phase of this project, I identified several key barriers related to transparency and accessibility. Going forward, I will refer to these as opportunities.



Op. 1- Member Information

There is currently no information for elected officials. Including easily accessible information such as short bios, committee assignment details and contact information would help bridge the gap between the community and it's leaders, promoting trust and effective communication.

Town Officials

Town Officials

Mayor McKinley D. Smith
Alderman Tom Brown, Mayor Pro-Tem
Alderman Kent Painter
Alderman Paul Conner
Alderman Kandy Koonce
Alderman Marilyn Bunce

Town Administrator Gregg Whitehead

The Richlands Board of Aldermen meetings are held on the 2nd Tuesday of every month beginning at 6:00 pm. The public is encouraged to attend

Teresa B. Batts, Mayor
Contact me

Donald R. Helms, Mayor Pro-Tem
Contact me

William J. Fowler, Councilman
Contact me

https://surfcitync.gov/64/Mayor-Council

These are best practice examples done by other local governments in Onslow County.

Tim Foster

Board of Commissioners
Title: Chairman
Tim_Foster@onslowcounty-nc.gov

Tim Foster was born and raised in Onslow County. Commissioner Foster began his public service in the Fall of 1991 when he was hired to teach in the Onslow County School system. Commissioner Foster taught, coached, and served as assistant athletic director in Onslow County from 1991-2004.

In 2004 Commissioner Foster began his administrative career in Onslow County where he served as assistant principal for three years and then principal for 15 years. Commissioner Foster was selected as the 2018 Onslow County Schools Principal of the year. He retired after 31 years with Onslow County Schools in June 2022.

Commissioner Foster received his B.A. in History from University of North Carolina at Wilmington and his Masters in School Administration from East Carolina University.

Married for 32 years to his wife Tashia. Commissioner Foster and his wife are the proud parents of two young men. Cameron, who serves full time with the North Carolina National Guard, married to Shelby, a teacher with Onslow County Schools. Their youngest son Payton, is a Political Science Major at Campbell University. The Foster family are active members of the Onslow County community.

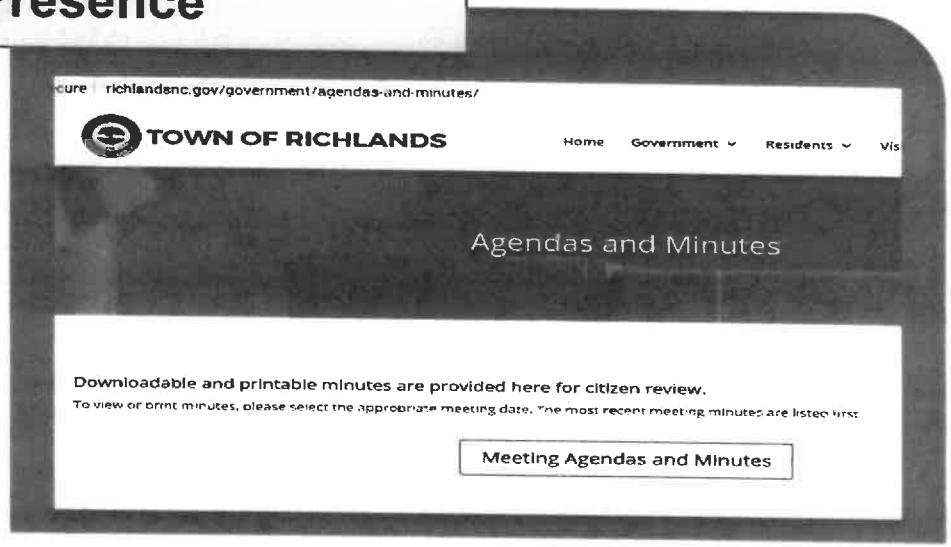
Commissioner Foster is in his second term and serves on the ONWASA Board of Directors. He has also served on the Juvenile Crime Prevention Council and Albert J. Ellis Airport Advisory.

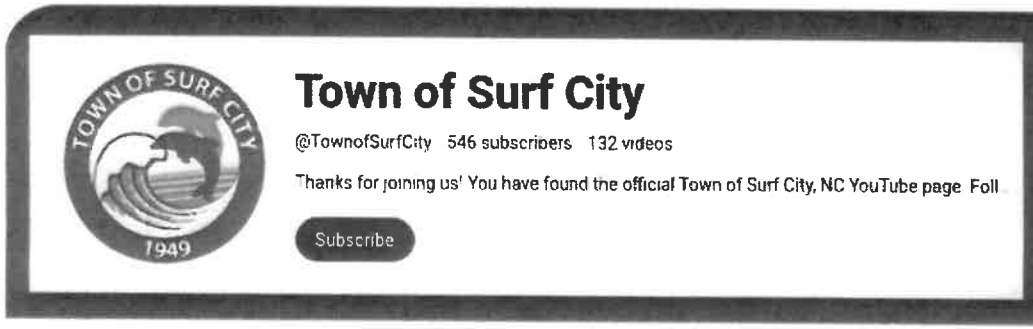
https://www.onslowcountync.gov/directory.aspx?EID=414

Op. 2- Meeting Notices and Social Media Presence

-Currently, to get this information citizens have to navigate through the website and open an external source, NovusAgenda. This does not contain public comments, special meetings or details outside of the agenda brief.

-Notice of meetings are not posted in local social media groups. Committee openings, elections and upcoming discussions are not being put out there to members of the community through modern methods that most people use to get information.





This is another area where we can look to our neighbors for unique and effective ways to keep citizens informed and engaged

Opportunity 3: Community Engagement

If you would like to become more involved in your local government, you may download the **Citizen Participation Application** and submit it to Town Hall.

Citizen Participation Application

-Restructure the website to include the participation application on multiple pages.

-Explain, in detail, what these committees do and actively encourage citizens to participate.

-Use social media to alert the community when these committees are meeting and encourage attendance.

-Provide information on how citizens can get involved in areas that they are passionate about, like I am doing now.

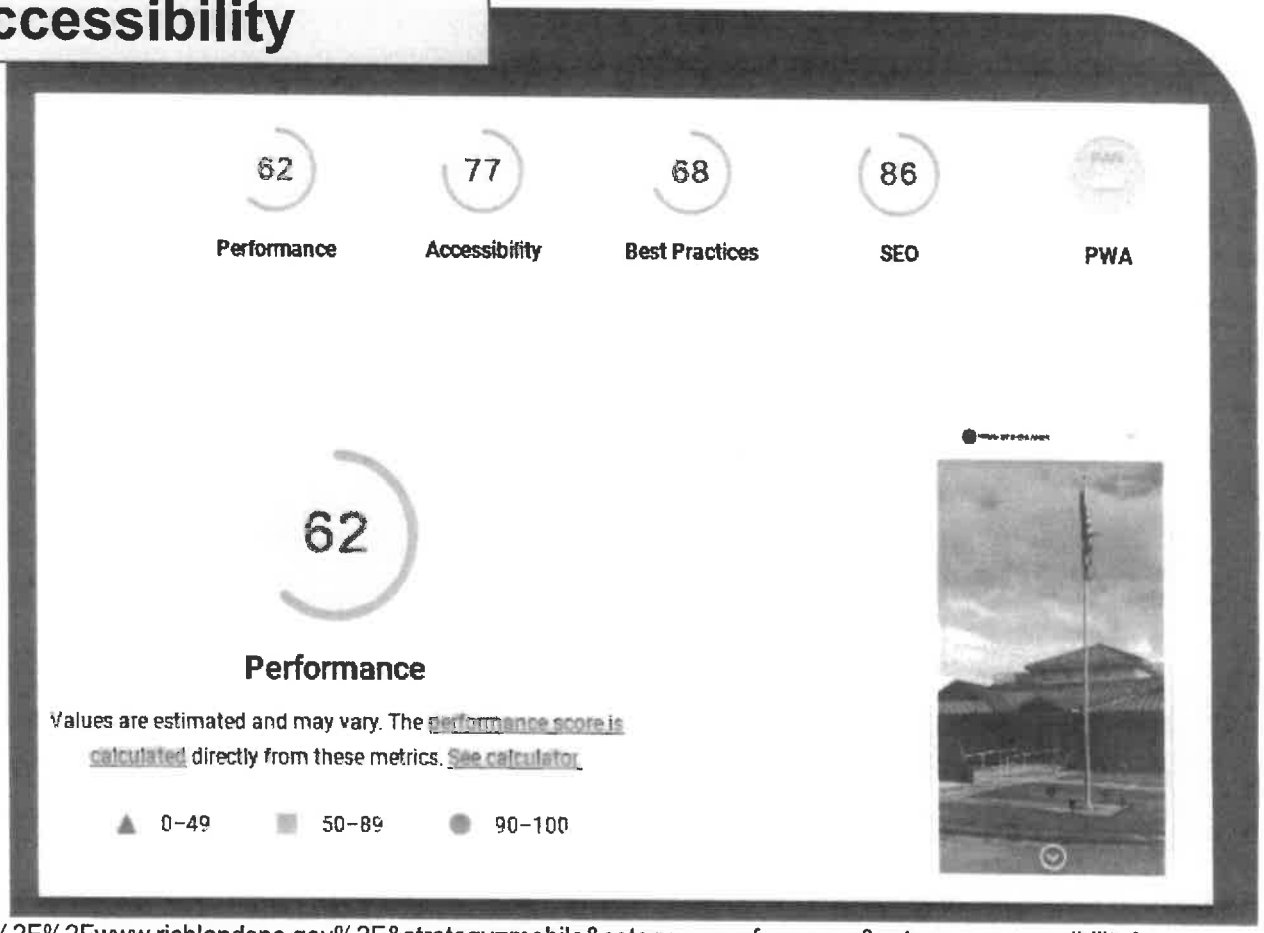
~~Opportunity~~ Necessity: Accessibility

-Image alt text is not included.

-Current site map is not read by a screen reader.

- Keyboard navigation is not possible.

- Images are not optimized, therefore they do not load for users with older devices or with slower connections.



https://googlechrome.github.io/lighthouse/viewer/?psiurl=https%3A%2F%2Fwww.richlandsnc.gov%2F&strategy=mobile&category=performance&category=accessibility&category=best-practices&category=seo&category=pwa&utm_source=lh-chrome-ext

What can we do

- Create a "**Digital Accessibility and Civic Engagement Committee**". The purpose of which is to oversee and guide the development of user-friendly, accessible digital platforms, ensuring that all community members can engage with local government services and participate in civic activities. This committee plays a pivotal role in bridging the digital divide and fostering an inclusive, informed, and actively involved citizenry.

- Supplement this committee, and the current ADA team with a designated digital accessibility consultant.

POLICY STATEMENT

ISSUED PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Town of Richlands to ensure that qualified persons with a disability are not denied the benefits of, excluded from participation in, or otherwise subject to discrimination in the application, access to, participation in, or enjoyment of any city facility, service, program, or activity including employment with the Town of Richlands.

Thank you

Get in touch!

Angelica McCreary

Amccreary1864@gmail.com
Facebook or LinkedIn

ESTIMATE

17blue Digital Marketing
PO Box 7036
Jacksonville, NC 28540-2036

billing@go17blue.com
+1 (910) 938-4319
go17blue.com

17blue DIGITAL MARKETING

Bill to
Town of Richlands
PO Box 245
Richlands NC 28574

Estimate details
Estimate no.: 2449
Estimate date: 02/09/2026

#	Product or service	Description	Qty	Rate	Amount
1.	**WP Site**	CUSTOM WORDPRESS SITE: Research, Planning, Design, WP Installation & Databases, Create Navigation & Pages, Content Addition & Formatting for up to10 About/Services Pages, Agendas & Minutes, Blog, Photos, Calendar, Contact forms, email & text alert sign up integration, and 1 hour of admin training included.	1	$3,400.00	$3,400.00
2.	**Discount**	Customer Discount - 20% off website for nonprofit/org	1	−$680.00	−$680.00
3.	**WP Security Updates**	Monthly WP Updates/Security Patches -$10 per month and billed annually. (Optional, but Recommended)	0	$120.00	$0.00
			Total		**$2,720.00**

Note to customer

Estimate valid 90 Days. Standard Terms Apply. 50% nonrefundable retainer required for work to begin. Prepayment in full for print orders.

Accepted date **Accepted by**

Chris Roberson

From: 17blue Digital Marketing <quickbooks@notification.intuit.com>
Sent: Monday, February 9, 2026 1:52 PM
To: Chris Roberson; Patricia Allen
Subject: Estimate 2449 from 17blue Digital
Attachments: Estimate_2449_from_17blue_Digital_Marketing.pdf

Caution! This message was sent from outside your organization. Block sender | Report

Your estimate is ready!

Total $2,720.00

Chris & Patricia,
After looking at the age of the current site, a fresh start will give you the longest lifespan for a new site. To that end, the attached estimate includes a brand new installation and build. It will include a brand new design/layout, as well as updated page contents, calendar, imagery, forms, and integration of email and text notification sign-ups.

Please review the estimate and let me know if you have any questions. We look forward to working with you.

Thank you,
Cindy & Your Team at 17blue®

Review and approve

17blue Digital Marketing
PO Box 7036
Jacksonville, NC 28540-2036

billing@go17blue.com
+1 (910) 938-4319
go17blue.com

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to security@intuit.com so we can look into it. Read more at security.intuit.com.

---

intuit quickbooks.

Powered by QuickBooks
© 2026 Intuit, Inc. All rights reserved.
Privacy | Security | Terms of Service

John Potter Media
184 River Winding Road
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

Project Proposal

Organization Name: Town of Richlands, NC
Contact: Trish Allen
Address: 302 S Wilmington Street Richlands, NC 28574
Phone: 910.324.3301
Email: adminsupport@richlandsnc.gov
Domain name: richlandsnc.gov

From: John Potter
John Potter Media
184 River Winding Road
Jacksonville, NC 28540
978-808-3428
www.JohnPotterMedia.com
JP@JohnPotterMedia.com

John Potter Media
184 River Winding Road
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

Town of Richlands Website – Goals and Focus of the Project

The Town of **Richlands** website serves as a primary communication tool between the town and its residents, businesses, and visitors. The goal of this project is to modernize the town's website to improve accessibility, usability, and day-to-day management while ensuring information is clear, accurate, and easy to maintain over time.

- The new website will be designed to better support town operations, reduce staff frustration when posting updates, and provide residents with a reliable, easy-to-navigate source for town information.

Improving Communication and Accessibility

- To support the town's communication needs, the website will focus on presenting information in a clear, organized, and user-friendly manner. This includes:
- **Clear Content Organization**
  Structuring pages so residents can quickly find commonly requested information such as town news, events, agendas and minutes, departments, and contact information.
- **Improved Document Management**
  Making it easier to upload, organize, and access documents such as agendas, minutes, ordinances, forms, and zoning materials.
- **Mobile-Friendly Design**
  Ensuring the website works well on phones, tablets, and desktop computers for residents of all ages and technical skill levels.

Streamlined Updates and Ongoing Management

- A key focus of the project is making the website easier for town staff to update and maintain. This will include:
- **User-Friendly Editing Tools**
  Simplified page layouts and editing tools that allow staff to post updates, news, and documents without technical expertise.
- **Flexible Support Options**
  Providing optional monthly support plans so the town can choose whether staff handle updates internally, receive occasional assistance, or have content posted on their behalf.

Collaboration and Support

- Successful completion of this project will rely on collaboration with town staff to ensure the website reflects the town's needs and priorities. This includes:
- **Coordination with Town Staff**
  Gathering input on content priorities, workflows, and areas where the current site creates challenges.
- **Review and Feedback**
  Allowing for feedback during the design and build process to ensure the final site meets expectations before launch.
- **Ongoing Availability**
  Providing a local, responsive point of contact for questions, updates, and future support needs.

John Potter Media
184 River Winding Road
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

WEBSITE PROJECT

Thank you for the opportunity to present you with a project proposal for your website design and development project. Based on our discussion we believe we can help you professionally present your organization online and set your business up for success with its online marketing.
The following estimate will cover these services:

- Website Development
- Hosting
- Maintenance

WEBSITE DESIGN AND DEVELOPMENT

Phase 1

Before we begin working on the site, we usually like to take the following steps:

1. Meet to review site content and discuss specific goals and expectations for the new website
2. Write down all the requirements for the site based on our meeting and submit to you via email for review to make sure we have a clear understanding of the project. This will include things like how many pages the site should have and what type of content needed for the site. We will clearly define roles and responsibilities so we can work together seamlessly.
3. You can edit the project scope by adding, removing or clarifying project components
4. Complete the project outline and begin work

Phase 2

Once the requirements document is complete, we can start the project and work towards a timely completion.

1. After we complete the initial design and layout, we will submit to you for your review. This usually takes place at a meeting where we display the website online and look through the different design elements
2. We will make any adjustments to the design and layout from your suggestions
3. Present you with a final design review
4. We will make any final adjustments to the site design
5. Test site for public release
6. Go live
7. Quality Assurance testing on live site
8. Web design project complete

John Potter Media
1099 Gum Branch Rd
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

WEBSITE CONTENT

We usually suggest using a modern magazine style design for your website which would include rotating content on the homepage along with featured content of your choosing.

The content to your website is very important. All text and photos used as content in the website must be provided by the client (unless the client has hired Potter Media for content development). The client must have ownership or written permission to use all content he/she provides for use. It is up to each client to ensure his/her design and/or content does not infringe on any trademark, service mark, or copyright. Potter Media cannot be responsible for intellectual property infringements on behalf of clients.

Below is a simple outline of the expected website sections. During the design process this outline will change according to the specific content arrangement of the new website.

Pages – (TBD*)

- Home
- Residents
    - Town News
    - Calendar / Events
    - FAQ
    - Park Reservations
    - Richlands Community Building
- Government
    - Town Officials
    - Town Departments & Services
    - Boards & Committees
    - Agendas and Minutes
- Business
    - Business Directory
    - Ordinances and Forms
- Visitors
    - About Richlands
    - Things to Do
- Zoning Documents
- Contact
- Privacy
- Terms of Use
- Sitemap
- News / Posts***
    - There are 212 articles listed on the current site. Some are old ex: 2021 budget. Need to discuss what needs to stay.

John Potter Media
1099 Gum Branch Rd
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

WEBSITE FEATURES

When you hire John Potter Media for your website design project you can expect the highest quality design and friendly customer service.

Your new website will look beautiful and will be setup correctly for the search engines.

Platform - Wordpress

- For this project we recommend using Wordpress as it will be the best choice for content management and updating as your business grows.

Mobile Ready Version

- Your website will be designed using a responsive style that will format correctly according to what type of device is viewing it. Desktop Computer, Tablet or Smart Phone

Analytics

- Set up and install analytics account to track website traffic and visitors
  - This will help us understand how many visitors the website receives, where they are from and what they are doing

Search Engine Configuration

- Your website will be configured properly according to Google Search standards for indexing and serving your website to appropriate searches and keywords

Training

- 1 hour training session to show you how to update and maintain website content

Timeline

- A typical website redesign project of this size is completed within 6–8 weeks from project kickoff. This timeline includes planning, design, content organization, development, testing, staff review, and final launch. The schedule may be adjusted based on feedback cycles, content availability, and approval timelines, and will be coordinated closely with town staff to ensure a smooth and well-paced process.

John Potter Media
184 River Winding Rd.
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

WEBSITE HOSTING

Every website needs a web host. John Potter Media provides excellent small business web hosting to compliment our web design and internet marketing services.

We keep your website up and running 24/7. We constantly run updates to the back end of your website keeping it secure and running smoothly. We have regularly scheduled backups to the site so your content is always protected. And we manage your email so you can focus on your business.

Basic Features
•Disk Space: 20GB
•Transfer / Bandwidth: Unlimited
•Daily Database Backups: Included
•Web Security to Prevent Hackers: Included
•Email: Included

Email Features
•POP3 & IMAP E-mail Accounts: Supports Outlook, etc. up to 10 Email Addresses
•Forwarding Accounts & Auto Responders
•Spam-filtering
•Browser-based E-mail (WebMail)

World-Class Technology
•Software and Scripts
•CGI-BIN + PHP 7+Support
•Perl Support
•MySQL Databases
•Server Side Includes
•WordPress
•High Performance Servers
•Multiple Gigabit & Fiberoptic Connections on Diverse Backbones
•NetApp Snapshot Data Backups
•4 Data Center Locations
•Cisco Routers Using BGP4 Protocol
•UPS Power Back-up, Diesel Back-up Generator
•24×7 Network Monitoring

John Potter Media
184 River Winding Rd.
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

MAINTENANCE

Our dedicated team ensures your website is always up-to-date and impactful. Let us know what changes you need, and we'll implement them swiftly with our customer-first approach.

Personalized Support for Your Online Presence:

- Regular Content Updates: Count on us to keep your site current and relevant.
- Vibrant New Media: Enhance your site's appeal with the latest photos and videos.
- Timely Event Announcements: We ensure your audience is informed of upcoming events.
- Engaging Blog Articles: Our team crafts and posts compelling articles for your blog.
- Customized Newsletters: We can design newsletters that resonate with your subscribers.
- Responsive Customer Service

We pride ourselves on exceptional support. When you reach out for updates, you'll be greeted by a team eager to assist and provide solutions tailored to your needs. We understand the importance of your online presence, and our responsive customer service reflects that commitment.

Flexible Maintenance on Your Terms

Choose our services as and when you require them, free from any mandatory commitments. We meticulously log each update request and conclude with a detailed invoice for transparency and your peace of mind.

John Potter Media
184 River Winding Rd.
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

CUSTOMER SERVICE AND SUPPORT

At Potter Media, we not only provide website design and development, but also a comprehensive after-sale service for our valued clients. Our vision is to provide a customer-centric experience that aligns with your specific needs and ensures your website runs efficiently and effectively, regardless of what the future holds.

Availability and Communication
We understand the importance of open lines of communication. That's why we're committed to being available for consultations or troubleshooting through various channels according to your convenience. We're ready to schedule in-person meetings, engage in Zoom calls, or even exchange emails to discuss your concerns, feedback, or any amendments you'd like to implement. We are always available for phone calls and email during normal business hours of Monday – Friday 9AM – 5PM.

Website Maintenance
Technology and trends change rapidly, and a website requires regular updates to stay relevant and efficient. Small updates and changes to your website will be included in our service package at no additional cost. We ensure the smooth functioning of your website and strive to implement improvements in line with evolving web standards.

Resource for Content Development and Online Marketing
Beyond the technical aspects, we are here to assist in shaping your online presence. Our team can provide support and guidance for content development, helping you to produce engaging, SEO-friendly content that resonates with your target audience. Additionally, we can offer insights and strategies for online marketing to help you maximize your reach and influence in the digital space. Your success is our success. We commit to providing consistent, high-quality support services to ensure that your website remains a dynamic, engaging, and effective tool for your business. Together, we can ensure your online presence is robust, effective, and capable of achieving your business objectives.

John Potter Media
184 River Winding Rd.
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

CAMPAIGN TYPE	COST
Website Development	$5,000.00 (one time fee)
Website Hosting	$59.00 per month
Website Maintenance	$95 per hour (no commitment)
Website Maintenance (2 hours a month)	$180.00 per month
Website Maintenance (4 hours a month)	$360.00 per month

Project Start Date	1-19-2026
Design Review Date	3-16-2026
Content Provided By Date	TBD*
Project Completion Deadline	April 1st, 2026 (Go Live By Date)

TERMS

These figures represent good faith estimates based on current understanding of the scope and specifications of the project. If the project specifications change, budget implications will be discussed with the client and the budget will be amended accordingly. Final billing will reflect fees plus actual expenses in all categories. If this proposal meets with the client's approval, a purchase order in the full amount should be initiated as soon as possible.

Expenses: Client shall reimburse us for all reasonable expenses, such as overnight shipping, parking charges, stock photography, and similar administrative items. These will be invoiced at cost. Unless otherwise scheduled a payment of 100% will be required to initiate the project. Hosting, SEO and Marketing Campaigns are billed on the 1st of the month on a credit card provided by client.

As our customer, you have the power and ability to enter into this contract on behalf of your company or organization. You agree to provide us with everything that we need to complete the project including text, images and other information in a timely manner. You agree to review our work, provide feedback and sign-off approval in a timely manner too.

Deadlines work two ways, and you will also be bound by any dates that we set together. You also agree to stick to the payment schedule set out at the end of this contract. Along the way we will endeavor to meet all the deadlines set but we can't be responsible for a missed launch date or a deadline if you have been late in supplying materials or have not approved or signed off on our work on-time at any stage.

If the release date is missed due to client not providing content materials the final payment shall be due on the scheduled release date if not otherwise paid. We will still continue to work on the site and publish it when it is complete. We have the experience and ability to perform the services you need from us and we will carry them out in a professional and timely manner.

_____

Authorizing Signature & Date

John Potter Media
184 River Winding Rd.
Jacksonville, NC 28540
978-808-3428

jp@johnpottermedia.com
www.JohnPotterMedia.com
Owner – Director
John Potter

Credit or Debit Card Information

First Name
(As it appears on card) _____

Last Name
(As it appears on card) _____

Card Type _____

Card Number _____

Expiration Date _____

Card Security Code _____

Billing Address _____

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Email Address _____

Home Telephone _____

_____

Authorizing Signature & Date

© 2026

KRA MARKETING SOLUTIONS

Website Design & Development Proposal

Prepared By :
KAYLA ANDERSON

Prepared For :
TOWN OF RICHLANDS, NC

© 2026

Table of Contents

EXECUTIVE SUMMARY	03
PROJECT GOALS	03
SCOPE OF WORK: WEBSITE REBUILD	04
WEBSITE PLATFORM & HOSTING	05
PRICING & INVESTMENT	06
PROJECT OVERVIEW	07

© 2026

Executive Summary

The Town of Richlands is seeking to modernize its municipal website to improve accessibility, usability, and long-term manageability for both residents and Town staff.

This proposal outlines a plan to build a new Town website using WordPress, with a focus on clear navigation, ease of use, and transparency. The intent is not only to deliver a modern website, but to ensure the Town retains full ownership and confidence in managing the site after launch, with optional training and maintenance available as needed.

PROJECT GOALS

- Create a modern, easy-to-navigate municipal website
- Improve access to important information for residents and visitors
- Organize content in a clear and intuitive way
- Ensure the website is mobile-friendly and accessible
- Reduce confusion and administrative burden for staff
- Establish a clear ownership and handoff process

© 2026

Scope of Work: Website Rebuild

DISCOVERY & PLANNING #01

This phase focuses on reviewing the existing website and content to understand current structure, limitations, and priorities. A clear sitemap and content organization plan will be created to guide the website build.

DESIGN & USER EXPERIENCE #02

The website will be designed with a clean, modern layout that prioritizes ease of navigation and readability for residents and visitors. Special attention will be given to mobile responsiveness and accessibility-conscious design.

DEVELOPMENT & CONTENT MIGRATION #03

The website will be built using WordPress, with existing pages, documents, and content migrated and organized into the new structure. Page templates will be set up to make future updates simple for Town staff.

LAUNCH #04

The website will undergo final testing and review before being made live. Post-launch checks will be completed to ensure all content, links, and features are functioning properly.

© 2026

Website Platform & Hosting

WORDPRESS PLATFORM

The website will be built using WordPress, a widely used and well-supported content management system that allows Town staff to easily update content without technical experience.

HOSTING & INFRASTRUCTURE

Hosting will be provided through **WordPress (Business Plan).**

Cost: $300 annually (equivalent to $25 per month)

This is a third-party platform cost, not a service or management fee.

This cost is billed annually for hosting services and is separate from website design and development fees.

The annual hosting cost includes:

- Website hosting and server infrastructure
- Security monitoring and protection
- Platform and software updates
- Daily backups
- Performance optimization

OWNERSHIP & ACCESS

The Town retains full ownership of the website and WordPress account, with full administrative access at all times. Backend access for KRA Marketing Solutions is maintained only for security and maintenance purposes, and the website is fully handed off upon completion with no vendor lock-in.

© 2026

Pricing & Investment

WEBSITE DESIGN & DEVELOPMENT (NEW BUILD)

Total Project Cost

$4,500 (one-time)

There are no hourly charges for website design or development

Fee Includes:

- Discovery, planning, and sitemap development
- Full website design and development
- Content migration and organization
- Navigation and usability improvements
- Mobile-responsive design
- Accessibility-conscious structure
- Pre-launch testing and quality assurance
- Website launch and post-launch checks

STAFF TRAINING (OPTIONAL)

Training Session Fees

30-minute session: $75
60-minute session: $150
90-minute session: $225

Training is optional and can be scheduled as needed after launch.

Staff training is available for designated Town staff who will be responsible for managing website updates.

- Updating page content and text
- Uploading and managing documents (agendas, minutes, forms)
- Posting announcements or updates
- Basic website housekeeping and best practices

WEBSITE MAINTENANCE (OPTIONAL)

Optional Cost

$125 per month

Ongoing website maintenance is available but not required.

Fee Includes:

- Routine software and security updates
- Website backups
- Performance monitoring
- Troubleshooting and technical assistance
- Minor content updates as needed

There are no long-term contracts. Maintenance services can be started, paused, or discontinued at any time.

© 2030

Project Overview

ESTIMATED PROJECT TIMELINE

- Discovery & Planning: 1–2 weeks
- Design & Development: 4–6 weeks
- Review & Revisions: 1–2 weeks
- Launch: 1 week

Final timelines are confirmed during project kickoff.

WHY KRA MARKETING SOLUTIONS, LLC

- Local to Richlands, NC (appx 10 minutes away)
- Familiar with the needs of small municipalities
- Emphasis on clarity, usability, and staff confidence
- Transparent pricing and ownership practices
- Practical, step-by-step approach

NEXT STEPS

- Review and approve proposal
- Confirm scope and pricing
- Schedule kickoff meeting
- Begin discovery and planning

© 2026

Ready to Get Started? Contact Us

PHONE

(919) 634-1774

EMAIL

grow@kramarketingsolutions.com

WEBSITE

www.kramarketingsolutions.com

SOCIAL MEDIA

@kramarketingsolutions

Municipal Website Modernization & Stewardship

A Comprehensive Proposal

Prepared For

Town of Richlands, NC

January 14, 2026 | Valid through February 13, 2026

PORT CITY pixel

Executive Summary

The Town of Richlands is seeking to modernize its municipal website to better serve residents, improve accessibility, and reduce administrative burden on staff. This proposal outlines a comprehensive approach to rebuilding the town's digital presence with a focus on reliability, compliance, and ease of ongoing maintenance.

$7,500	10-12	May '26
WEBSITE BUILD	WEEK TIMELINE	TARGET LAUNCH

Understanding Your Needs

Based on our conversation, Richlands needs:

- **A modern, user-friendly website** that residents can easily navigate
- **Reduced staff burden** for making routine updates
- **Reliable infrastructure** that "just works" without constant attention
- **Professional ongoing support** for updates, security, and maintenance
- **Accessibility compliance** to serve all residents and reduce liability

Your current website was last contracted in 2017. With recent staffing changes including a new town administrator and finance director, now is the ideal time to modernize the town's digital infrastructure.

Scope of Work

Phase 1: Discovery & Planning (Weeks 1-2)

- Kickoff meeting with key stakeholders
- Current site audit and content inventory
- Department needs assessment
- Information architecture and sitemap planning

Phase 2: Design (Weeks 3-5)

- Modern, professional visual design
- Mobile-first responsive layouts
- Accessibility-focused interface
- Up to 2 rounds of design revisions

Phase 3: Development (Weeks 6-9)

- Custom WordPress development
- Content Management System setup
- Form integration (contact, requests)
- Document/PDF management system
- Performance optimization & security hardening

Phase 4: Content Migration & Training (Weeks 10-11)

- Content migration from existing site
- Staff training session(s)
- Documentation and user guides

Phase 5: Launch & Handoff (Week 12)

- Final testing and QA
- DNS/domain transition
- Go-live coordination
- 30-day warranty support

Current Site Structure

Based on our assessment of your existing website, the following 20 pages will be redesigned and rebuilt:

Government (5 pages)

- Government Landing
- Town Officials
- Town Departments/Services
- Boards/Committees
- Agendas and Minutes

Residents (6 pages)

Visitors (3 pages)

- Visitors Landing
- Things to Do
- About Richlands

Business (3 pages)

- Business Landing
- Directory

- Residents Landing
- Town News
- Park Reservations
- Community Building
- FAQ
- Calendar/Events
- Ordinances and Forms

Other (3 pages)

- Homepage
- Contact
- Zoning Documents

> Scope Summary
>
> **20 pages total** — All existing pages will be redesigned with modern layouts, mobile responsiveness, and accessibility compliance. Existing PDF documents and external links will be preserved and properly organized.

Key Features Included

Mobile-Responsive Design	Works on all devices
ADA/WCAG Accessibility	Reduced liability, serves all residents
Easy Content Management	Staff can make updates without technical knowledge
Secure Infrastructure	SSL, security hardening, regular backups
Fast Performance	Optimized for speed and search engines
Document Management	Easy PDF/document uploads and organization

Timeline

> Proposed Project Schedule
>
> **Start Date:** March 3, 2026 | **Completion:** May 12-26, 2026

Phase	Duration	Target Dates
Discovery & Planning	2 weeks	March 3-14
Design	3 weeks	March 17 - April 4
Development	4 weeks	April 7 - May 2
Content & Training	2 weeks	May 5-16
Launch	1 week	May 19-23

Timeline assumes timely feedback and content delivery from town staff.

Why March? To ensure your project receives the dedicated attention it deserves, I've scheduled Richlands to begin in March when I can commit full focus to your build. This timing also allows for a late-spring launch, well before summer activities.

Investment

WEBSITE BUILD

$7,500

ONE-TIME INVESTMENT

Payment Schedule

Payment	Amount	Due
Deposit	$3,750	Upon acceptance (secures March start)
Final Payment	$3,750	Upon project completion

Payment Methods: Check (payable to Port City Pixel), Bank transfer/ACH, or Credit card (3% processing fee applies)

Ongoing Stewardship Plans

Municipal websites require ongoing maintenance, security monitoring, and support. I offer three stewardship tiers designed specifically for government clients:

Essential

$195/month

Basic maintenance and security

- WordPress updates
- Daily backups
- Security monitoring
- Uptime monitoring
- SSL management
- Monthly report
- Email support (48hr)

RECOMMENDED

Government Standard

$395/month

Comprehensive support

- Everything in Essential
- **1 hr monthly updates**
- Department page updates
- Quarterly accessibility audit
- Priority support (24hr)
- Phone support
- Minor design tweaks

Full Administrative

$695/month

White-glove service

- Everything in Standard
- **3 hrs monthly work**
- New page creation
- Calendar management
- Same-day emergency
- Quarterly strategy calls
- Annual design refresh

Stewardship Comparison

Feature	Essential	Gov't Standard	Full Admin
Updates & Security	✓	✓	✓
Backups & Monitoring	✓	✓	✓
Monthly Content Hours	—	1 hour	3 hours
Priority Support	—	✓	✓
Phone Support	—	✓	✓
Accessibility Audits	—	Quarterly	Quarterly
New Page Creation	—	- -	✓
Emergency Support	—	—	Same-day

My Recommendation

The **Government Standard** tier at $395/month provides the right balance for most municipal clients. It covers routine staff updates, ensures accessibility compliance, and gives you priority support when issues arise—without requiring your staff to become web experts.

Annual Value: $4,740/year

Why Port City Pixel?

I'm Tony Shaw, owner of Port City Pixel—a web design studio based in Wilmington, NC. You may have found me as "Tony Shaw, freelance web designer" from my earlier years working in the Jacksonville/Richlands area. I've since formalized my business as Port City Pixel, LLC, but it's still me—the same designer, same dedication, same personal service.

With over a decade of experience building websites for businesses and organizations across North Carolina, I bring both technical expertise and genuine care for each project.

What Sets Me Apart

- **17+ Years Experience** — Building websites since 2008, with expertise in UX design and accessibility
- **Enterprise-Level Background** — Contract work for Salesforce, Capital One, OpenText, and University of Arizona—I bring big-company standards to every project
- **Accessibility Expertise** — Trained in WCAG 2.1 guidelines and ADA compliance, critical for government websites serving all residents
- **Local & Accessible** — Based in NC, available by phone, invested in the community
- **Disabled Veteran** — US Army (2000-2004). I understand service, commitment, and the importance of accessibility for all.
- **No Runaround** — You work directly with me, not a rotating team or overseas developers

My Commitment: Your website is public infrastructure that residents depend on. I treat it with the seriousness it deserves—stable, accessible, and professionally maintained.

What Happens Next

If you'd like to proceed:

1. **Review** this proposal and share with relevant stakeholders
2. **Ask questions** — I'm happy to clarify anything or jump on a call
3. **Approve** via email confirmation or signed acceptance below
4. **Send deposit** ($3,750) to secure your March start date
5. **Schedule kickoff** — We'll set up our first planning meeting

Tony Shaw
Port City Pixel

Email: hello@portcitypixel.com
Phone: (910) 382-7589

This proposal is valid for 30 days from January 14, 2026

Pricing and March availability subject to change after February 13, 2026.

Project ID: 2026-01-RICHLANDS

Appendix: Investment Summary

First-Year Investment

Item	One-Time	Monthly	Annual
Website Build	$7,500	—	$7,500
Government Standard Stewardship	—	$395	$4,740
First Year Total			**$12,240**

Long-Term Value

Timeframe	Total Investment
Year 1	$12,240
Years 2-5 (stewardship only)	$18,960
5-Year Total Value	**$31,200**

Stewardship plans are month-to-month with no long-term contract required.

PORT CITY pixel

hello@portcitypixel.com | (910) 382-7589

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

Agenda Item
G2

ITEM TO BE CONSIDERED

Title:
SE North Carolina Regional Hazard Mitigation Plan

Brief Summary:

The Town participates in the Southeastern North Carolina Regional Hazard Mitigation Plan. Staff has worked with the consultant to this point to address the Town's Hazard Mitigation recommendations. It is time to adopt the plan. A resolution is required to participate in the plan once it is adopted.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Adopt the Resolution as presented

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Resolution
2
3
4
5

REVIEWED BY

Town Administrator	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

RESOLUTION
ADOPTING THE SOUTHEASTERN NORTH CAROLINA REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within the Town of Richlands, N.C. are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, the Town desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS the (local government) has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the

National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Board of Aldermen of the Town of Richlands, N.C. to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Aldermen of the Town of Richlands, N.C. hereby:

1. Adopts the Southeastern North Carolina Regional Hazard Mitigation Plan.

2. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 10th day of March, 2026.

_____
Mckinley Smith, Mayor
Board of Aldermen

Attest:

_____
Isaura Flores, Town Clerk
Board of Aldermen

Certified by: _____ (SEAL)

Date: _____

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G3

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Special Use Permit Request for 182 Huffmantown Road

Brief Summary:

The owner is requesting a special use permit for a home occupation in R-20. R-20 requires a special use permit to be approved for home occupations. Section 153.347 of the Zoning Ordinance requires approval by the Town Board upon recommendation of the Planning Board. Section 153.332 of the ordinance requires a quasi-judicial procedure for consideration of this type of request. An evidentiary hearing must be advertised and set prior to approval of the special use permit request.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Receive the information and set the evidentiary hearing for the 4/14/26 Board of Aldermen meeting

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Special Use Permit Request
2 Other relevant documentation
3
4
5

REVIEWED BY

Town Administrator	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

Town of Richlands
Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: Alison Carpenter PHONE NO 9104671810

MAILING ADDRESS: 182 Huffmantown Rd, Richlands NC 28574

ADDRESS OF PROPERTY (if different from ~~mailing address~~): email: progressivewellnessnc@gmail.com

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)
(✓) CONDITIONAL/SPECIAL USE PERMIT (Required Fee: $250.00)
( ) APPEAL OF ADMINISTRATIVE DECISION (Required Fee: $50.00)
( ) OTHER _____

DESCRIPTION OF REQUEST:

Requesting special use permit to use accessory structure as site for private practice therapy office to see clients in person 2-3x/week, 2-3 clients/day.

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: Alison D Carpenter DATE: 12/02/25

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: [signature]

DATE REQUEST RECEIVED: 12/2/25

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES ✓ NO

Home Occupations require a special use permit in R-20

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

SIGNATURE OF ZONING BOARD CHAIR _____ DATE: _____

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public hearing on _____ to consider the application submitted by _____a request for a Special Use Permit to construct a residential duplex at _____, 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 within its jurisdiction according to the table of permissible uses;

(2) The application is complete;

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

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

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

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

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

_____

_____

_____

Ordered this the ___th day of _____ 2026.

_____ _____

Town Clerk Mayor

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER DENYING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public hearing on _____ to consider the application submitted by _____ for a Special Use Permit to use the property located at _____, Richlands, construct _____ _____ and having heard all the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

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

(2) The application **is** complete;

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

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

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

(6) The location and character of the use, if developed according to the plan as submitted and approved, **will 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 DENIED, subject to the following conditions (if any):

_____

_____

_____

Ordered this _____ day of _____, 2026.

_____ _____

Town Clerk Mayor

TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 13:35:20 - 02/12/26
OPERATOR PATRICIA
Posted On 12/02/25

Batch:10302
Transaction:2 **Posted on 12/02/25 02:37:22 PM**

Description	Total
REFERENCE NUMBER: SPECIAL USE PERMIT-H NAME: ALISON D CARPENTER ADDRESS: 182 HUFFMANTOWN RD CITY STATE ZIP:	
Building Permits Fund 10 Acct 4543	250.00

Check # 579		250.00
Cash Paid		
Credit Paid		
Less Change Given	(	)
TOTAL:		250.00

182 Huntington

TOWN OF RICHLANDS
(910) 324-3301
P.O. Box 245
Richlands, NC 28574

18883

Date: 12/02/2025

RECEIVED FROM Alison Carpenter

DOLLARS $ 250.00

FOR Bldg Permits - Spec Use - home occupancy

Amount Paid $ 250.00

☐ **CASH**
☐ **CHECK**

By

R-20 P68

Town of Richlands
Zoning Compliance Permit & Application Form

DATE: November 3, 2025 ZONING COMPLAINCE PERMIT/ APPLICATION NO: _____

APPLICATION FOR:

( ) CONSTRUCTION OF A BUILDING
( ) ALTERATION OF A BUILDING
( ) CLASS A MANUFACTURED HOME
( ) OTHER _____
( ) CHANGE OF THE USE
(X) HOME OCCUPATION
( ) CLASS B MANUFACTURED HOME
( ) ERECTION OF A SIGN
( ) RELOCATION OF A BUILDING
( ) INSTALL FENCE

APPLICANT:

NAME: Progressive Wellness Counseling, PLLC PHONE NO: 910-208-0476

MAILING ADDRESS: 182 Huffmantown Rd, Richlands, NC 28574

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

PROPERTY OWNER (if different from applicant):

NAME: Alison Carpenter PHONE NO: 910-467-1810

MAILING ADDRESS: 182 Huffmantown Rd, Richlands, NC 28574

CONTRACTOR:

NAME: NA PHONE NO: _____

STATE LICENSE #: _____ TOWN OF RICHLANDS PRIVILEGE LICENSE PAID? Yes _____

MAILING ADDRESS: _____

DESCRIPTION OF PROPERTY:

TAX MAP ID#/PIN #: 43-24/443209156368 IS PROPERTY WITHIN 100-YEAR FLOODPLAIN: ____ YES X NO

LOT DIMENSIONS (As Apply):

Length _____
Width _____
Area 4.8 ac
Frontage from Right of Way _____
Is this a corner lot? no

STRUCTURE DIMENSIONS:

Length 26'
Width 24'
Height two-story
Principal Structure _____
Accessory Structure X

TYPE OF USE:

( ) SINGLE FAMILY RESIDENTIAL
( ) MULTI FAMILY RESIDENTIAL
( ) COMMERCIAL
( ) INDUSTRIAL
(X) ACCESSORY
( ) INSTITUTIONAL

EXISTING STRUCTURES ON PROPERTY:

( ) VACANT LOT; NO BUILDINGS OR MANUFACTURED HOMES ON PROPERTY
(X) SITE-BUILT HOME
( ) MANUFACURED HOME
( ) COMMERCIAL OR INDUSTRIAL BUILDING
(X) ACCESSORY BUILDING (INCLUDED DETACHED CARPORTS, GARAGES, AND STORAGE BUILDINGS)

UTILITY SERVICE:

(X) ONWASA WATER
( ) ONWASA SEWER
(X) SEPTIC TANK
( ) WELL

IS THE STRUCTURE IN THE RIGHT-OF-WAY OF:

( ) TOWN UTILITIES
( ) NCDOT OR TOWN ROAD
( ) PROPOSED THOROUGHFARE
( ) RAILROAD
(X) NONE

DESCRIPTION OF ZONING:

ZONING DISTRICT: R20 ( ) TOWN LIMITS (X) EXTRA TERRITORIAL JURISDICTION

BUILDING SETBACKS:	REQUIRED	PROPOSED
Front yard		
Rear yard		
Side yard, left		
Side yard, right		
Height		
Maximum Lot Coverage		
Maximum Density		

COMMENTS: _____

DESCRIPTION OF PROPOSED WORK:

Mental health provider; one hour appointments with individual clients in person and online.

Hours: 8am to 7pm, Mon-Fri, with no more than 5 in person appointments each day.

Licensed mental health provider

REQUIRED ATTACHMENTS:

1. A sketch must be provided that shows all setbacks from the property lines/ right-of-ways, all primary and accessory buildings, all building dimensions, and any off-street parking or loading areas that are required.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy of this can be obtained from the Register of Deeds office.

NOTES:

1. An approved Permit shall expire and be canceled unless the work authorized by it shall have begun within six (6) months of its issued date, or if the work authorized by it is suspended or abandoned for a period of one year, unless vested rights is requested, then this permit is valid for a period of two (2) years.
2. The Zoning Administrator must be notified to make onsite inspection once the set back lines have been identified on-site (for new construction).
3. The Zoning Administrator will attempt to make zoning determinations within three (3) business days of submission of a fully-completed application.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge. I understand that the Town of Richlands is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Richlands Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Zoning Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

SIGNATURE OF APPLICANT: _____ DATE: 11/04/25

OFFICIAL USE ONLY

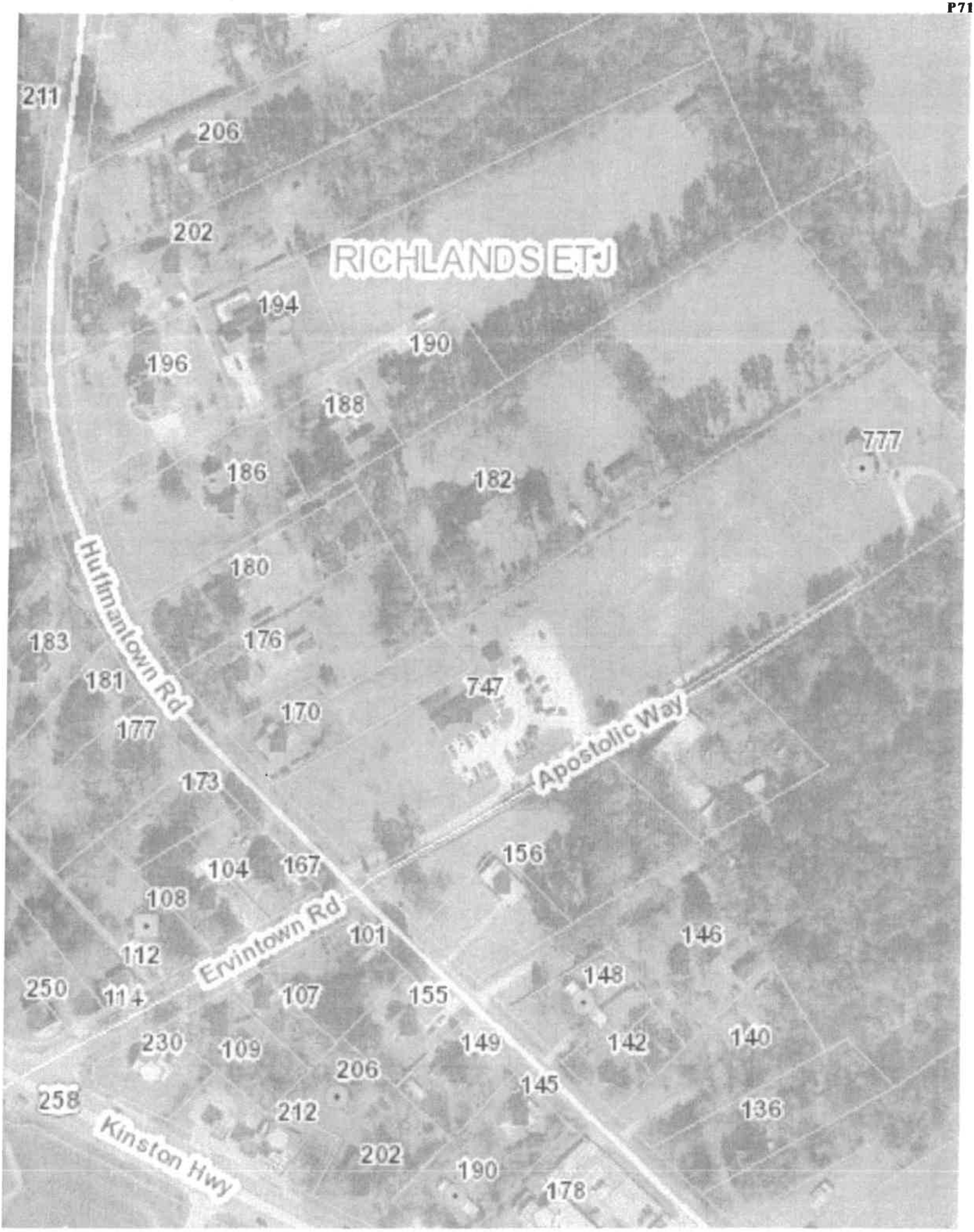
( ) **APPROVED** ( ) **DISAPPROVED** **BY:**

SIGNATURE OF ZONING OFFICIAL: _____ DATE: _____

COMMENTS: _____

Date Payment Received: _____ Payment by: ( ) Cash ( ) Check #_____ Receipt #: _____

190
RICHLANDS ETJ
182


211
206
202
RICHLANDS ETJ
194
190
196
188
777
186
182
Huffmantown Rd
180
183
176
181
747
170
177
Apostolic Way
173
156
104
167
108
Ervintown Rd
101
146
112
148
250
114
107
155
230
109
149
142
140
206
145
258
212
136
Kinston Hwy
202
190
178

TOWNSHIP: 111 - RICHLANDS
MAP #: 43-24
PIN #: 443209156368

Subd: NO/SUBDIV NO SUBDIVISION RECORDED

DEFERRED VALUE:
ASSESSED VALUE: 242,534

NOTES

PERMIT INFORMATION

Date	Status	Amount	CO Date

SALES INFORMATION

Date	Price	V/I	S	Book/Page	Valid Code
6/23/2025	0	I		6384/0215	N
6/7/2023	355,000	I		5977/0151	Y
6/13/1995	154,000	V		1243/0060	Y

Ratio:

LAND DATA - MARKET VALUE

L#	CODE	DESCRIPTION	SIZE	TYPE	BASE RATE	ADJ	ADJUSTMENT CODE	ADJUSTED UNIT PRICE	VALUE
1	21	BLDGSITE OFF ROAD	1.00000	AC	18,000			18,000	18,000
2	23	RESIDUAL	3.80000	AC	3,000			3,000	11,400
		Total Market Land	4.80000						29,400

OUTBUILDING DATA

CODE	DESC	AYB	EYB	GRADE	UNITS	LENGTH	WIDTH	AREA	RATE	% GOOD	% CMPLT	VALUE
09	STABLE	1986	1986	C	1	48	24	1152	23.0000	30%		7,950
04	SHED	1986	1986	C	1	16	20	320	20.0000	30%		1,920
12	BLACK TOP	1986	1986	D	1	116	22	2552	1.8800	30%		1,440
12	BLACK TOP	1986	1986	D	1	10	220	2200	1.8800	30%		1,240
91	BRICKING	1996	1996	C	1	4	56	224	8.4400	30%		570
	Total OBXF Value											13,120

Parcel: 001581
CARPENTER STEVEN S & ALISON

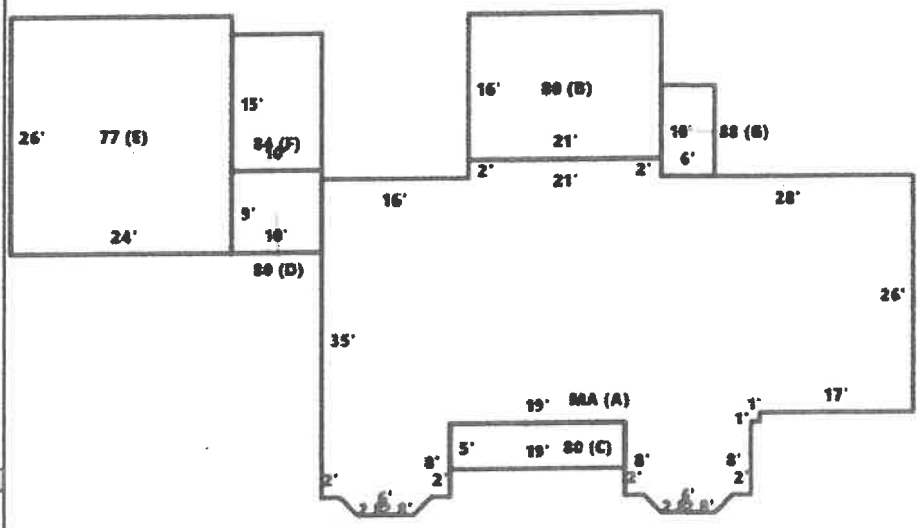
Onslow County, North Carolina

Tax Year: 2026
Reval Year: 2022

BUILDING DESCRIPTION BUILDING 1 of 1

MODEL:	D - Residential
STORY HEIGHT:	1.0000
STYLE:	01 - Single Family
CLASS:	01 - Ranch
EXTERIOR WALL:	21 Cedar/Redwood/Cypress
ACTUAL YR BLT:	1986
EFFECTIVE YR BLT:	
YR REMODELED:	
HEATING FUEL TYPE:	2 - Electric
HEATING SYSTEM:	1 - CENTRAL HEAT & A/C
TOTAL ROOMS:	7
BEDROOMS:	3
BATHROOMS:	2
HALF BATHROOMS:	1
ADDTL FIXTURES:	0
FIREPLACE:	1
UNFINISHED AREA:	
FINSHD BSMNT AREA:	
FLOOR:	02/05/09 Wood/Carpet/Vinyl
FOUNDATION:	06/03 ContWall/Brick
INTERIOR WALL:	01 Drywall
ROOFING TYPE:	12 Gable
ROOFING MATERIAL:	01 CompShingl
GRADE C&D:	B -5
CONDITION:	AV - AV

BUILDING SKETCH



BUILDING COMPUTATION

NEIGHBORHOOD FACTOR:	
REPLACEMENT COST NEW:	312,521
PHYSICAL DEPRECIATION:	36%
REPLACEMENT COST NEW LESS DEPR:	200,014
PERCENT COMPLETE:	
FUNCTIONAL OBSOLESCENCE:	
ECONOMIC OBSOLESCENCE:	
HEATED AREA:	2,554
TOTAL AREA:	3,909
VALUE PER SQUARE FOOT HEATED:	78.31
VALUE PER SQUARE FOOT TOTAL:	51.17

BUILDING SECTIONS

L#	LL	1ST	2ND	3RD	DESCRIPTION	AREA	VALUE(RCN)	ACTUAL YEAR BUILT	EFFECTIVE YEAR BUILT	GRADE	CDU	% GOOD	% COMPLETE	VALUE
A		MA			MA	2,036	241,683	1986			AV	64%		154,677
B		80			PORCH	336	11,172	1986			AV	64%		7,150
C		80			PORCH	95	3,159	1986			AV	64%		2,022
D		80			PORCH	90	2,993	1986			AV	64%		1,916
E		77			ATTGAR - UNFINISHED	624	18,970	1986		C	AV	64%		12,141
[illegible]		[illegible]			[illegible]	[illegible]	[illegible]	[illegible]			AV	64%		513

PARCEL: 001581
CARPENTER STEVEN S & ALISON
182 HUFFMANTOWN RD
RICHLANDS, NC 28574-6204
ACCOUNT NUMBER: 490021893

Onslow County, North Carolina

Tax Districts
ONSLOW COUNTY

Routing Number:11900096
Appraiser Area: AH
Tax Year: 2026 Reval Year: 2022
Visited By: on 09/28/2021
Information Source: 11 - REVAL LAND

PARCEL INFORMATION

ADDRESS:	182 HUFFMANTOWN RD RICHLANDS NC 28574-6204
NBHD:	1190-HUFFMANTOWN RD/KINSTON HWY
TOWNSHIP:	111 - RICHLANDS
MAP #:	43-24
PIN #:	443209156368

PROPERTY DESCRIPTION

PT L11 J A ERVIN DIV
CONSOLIDATED W/43 22
4.8000 Acres

Subd: NO/SUBDIV NO SUBDIVISION RECORDED

VALUE SUMMARY (COST APPROACH)

LAND VALUE:	29,400
BUILDING VALUE:	200,014
OBXF VALUE:	13,120
APPRAISED VALUE:	242,534
DEFERRED VALUE:	0
ASSESSED VALUE:	242,534

NOTES

PERMIT INFORMATION

Date	Status	Amount	CO Date

SALES INFORMATION

Date	Price	V/I	S	Book/Page	Valid Code
6/23/2025	0	I		6384/0215	N
6/7/2023	355,000	I		5977/0151	Y
6/13/1995	154,000	V		1243/0060	Y

Ratio:

LAND DATA - MARKET VALUE

L#	CODE	DESCRIPTION	SIZE	TYPE	BASE RATE	ADJ	ADJUSTMENT CODE	ADJUSTED UNIT PRICE	VALUE
1	21	BLDGSITE OFF ROAD	1.00000	AC	18,000			18,000	18,000
2	23	RESIDUAL	3.80000	AC	3,000			3,000	11,400
		Total Market Land	4.80000						29,400

OUTBUILDING DATA

CODE	DESC	AYB	EYB	GRADE	UNITS	LENGTH	WIDTH	AREA	RATE	% GOOD	% CMPLT	VALUE
09	STABLE	1986	1986	C	1	48	24	1152	23.0000	30%		7,950
04	SHED	1986	1986	C	1	16	20	320	20.0000	30%		1,920
12	BLACK TOP	1986	1986	D	1	116	22	2552	1.8800	30%		1,440
12	BLACK TOP	1986	1986	D	1	10	220	2200	1.8800	30%		1,240
91	BRICKING	1996	1996	C	1	4	56	224	8.4400	30%		570
	Total OBXF Value											13,120

County Home Page (https://www.onslowcountync.gov/) | Tax Home (https://www.onslowcountync.gov/269/Tax-Office) | Data Download (http

ONSLOW
NORTH CAROLINA

Search **Results** Layers

Results List

Details

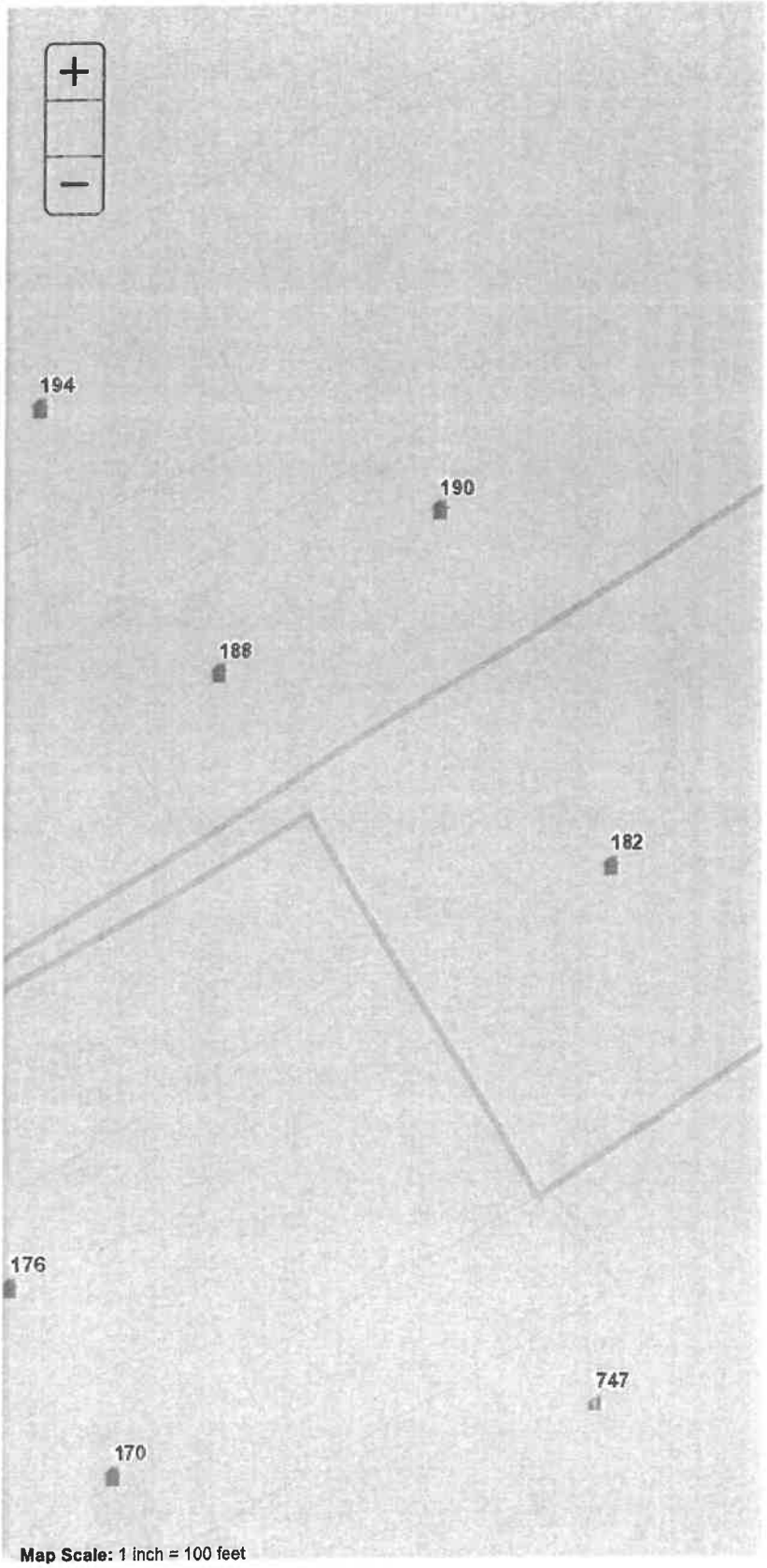
3 Features Found (Showing 1 of 3)

Prev | Next

Parcels

- Property Record Card (https://tax.onslowcountync.gov/itspublicon/AppraisalCard.aspx?id=001581)
- Permits (https://onslowcountync-energovpub.tylerhost.net/Apps/SelfService#/search?m=1&fm=1&ps=10&pn=1&em=true&st=43-24)
- Google Maps

PARID Number:	001581 (https://tax.onslowcountync.gov/itspublicon/A
PIN	443209156368
Alternate ID	43-24
Owner Information:	CARPENTER STEVEN S & ALISON 182 HUFFMANTOWN RD RICHLANDS, NC 28574-6204
Physical Address:	182 HUFFMANTOWN RD
Legal Description:	PT L11 J A ERVIN DIV
Deed Card:	View GISDeedcard (https://gisdeeds.onslowcountyn searchcommand=%25MDY%7B%5B%5D:%5BGIS% %20ParID%20Number%5D=001581})
Book/Page:	6384/215 (https://deeds.onslowcountync.gov/external/LandRe bAutoSearch=true&bk=6384&bks=&pg=215&pgs=&i
Sale Date:	23-JUN-25
Sale Price:	$0
Sale Code:	25-Unqualified
Plat Book/Page	00NO-SUBDIV (https://deeds.onslowcountync.gov/external/LandRe bAutoSearch=true&bk=00NO&bks=&pg=SUBDIV&p
Subdivision:	NO SUBDIVISION RECORDED
Land Value:	$0
Building Value:	$0
Other Value:	
Market Value:	$0
Total Taxable	



County Home Page (https://www.onslowcountync.gov/) | Tax Home (https://www.onslowcountync.gov/269/Tax-Office) | Data Download (http

ONSLOW NORTH CAROLINA

Search **Results** Layers

Results List

Details

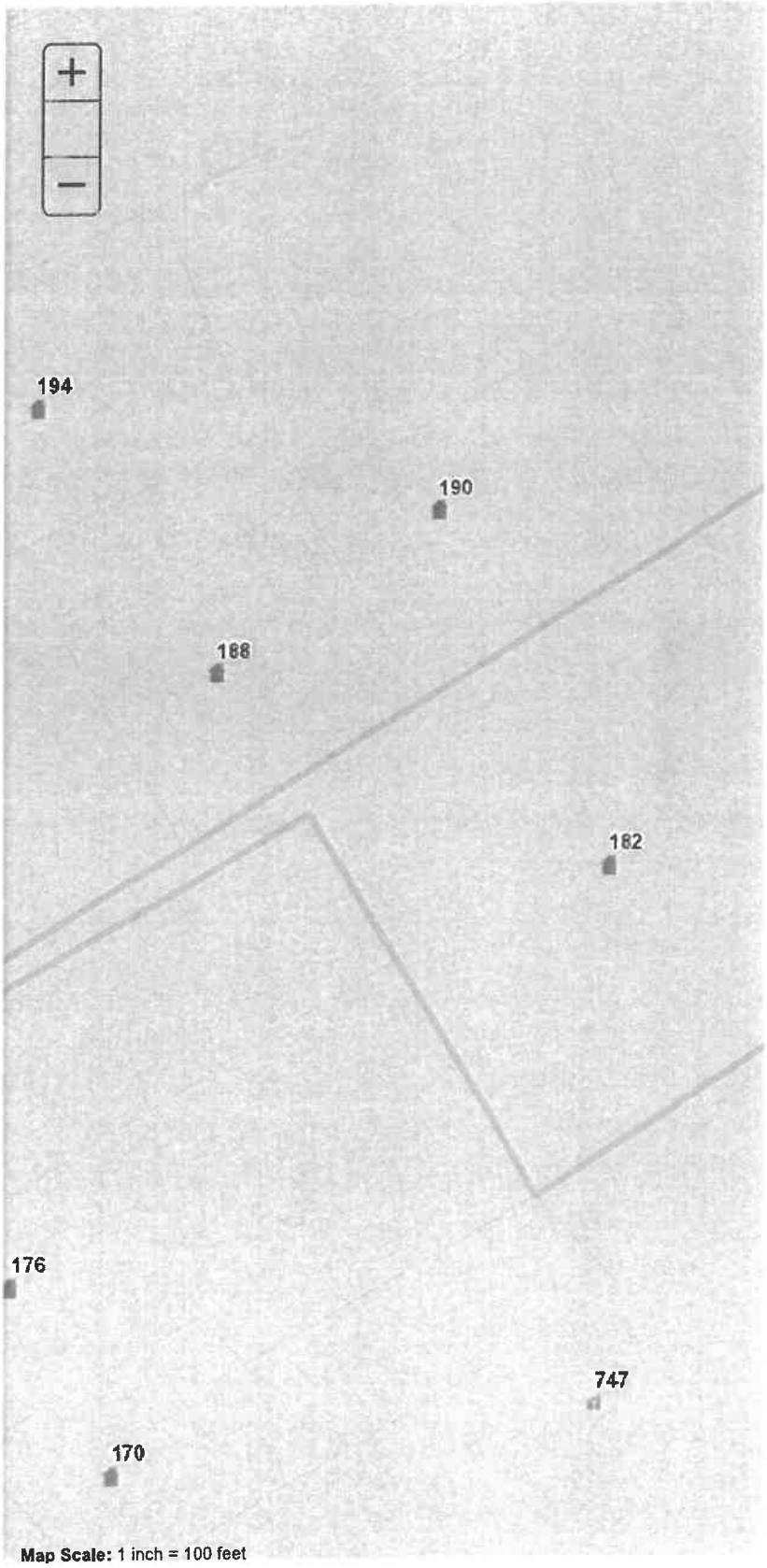
3 Features Found (Showing 1 of 3)

Prev Next

Parcels

- Property Record Card (https://tax.onslowcountync.gov/itspublicon/AppraisalCard.aspx?id=001581)
- Permits (https://onslowcountync-energovpub.tylerhost.net/Apps/SelfService#/search?m=1&fm=1&ps=10&pn=1&em=true&st=43-24)
- Google Maps

PARID Number:	001581 (https://tax.onslowcountync.gov/itspublicon/A
PIN	443209156368
Alternate ID	43-24
Owner Information:	CARPENTER STEVEN S & ALISON 182 HUFFMANTOWN RD RICHLANDS, NC 28574-6204
Physical Address:	182 HUFFMANTOWN RD
Legal Description:	PT L11 J A ERVIN DIV
Deed Card:	View GISDeedcard (https://gisdeeds.onslowcountyn searchcommand=%25MDY%7B%5B%5D:%5BGIS% %20ParID%20Number%5D=001581})
Book/Page:	6384/215 (https://deeds.onslowcountync.gov/external/LandRec bAutoSearch=true&bk=6384&bks=&pg=215&pgs=&i
Sale Date:	23-JUN-25
Sale Price:	$0
Sale Code:	25-Unqualified
Plat Book/Page	00NO-SUBDIV (https://deeds.onslowcountync.gov/external/LandRec bAutoSearch=true&bk=00NO&bks=&pg=SUBDIV&p
Subdivision:	NO SUBDIVISION RECORDED
Land Value:	$0
Building Value:	$0
Other Value:	
Market Value:	$0
Total Taxable	



Map Scale: 1 inch = 100 feet

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

Agenda Item
G4

ITEM TO BE CONSIDERED

Title:
Subdivision Appeal Request for proposed Ervin Farm Subdivision off Richlands Loop Road

Brief Summary:

The developer has submitted a sketch map of a proposed subdivision off Richlands Loop Road. The street is approximately 1400 feet long going into the cul-de-sac. Section 152.069(L) does not permit streets going into a cul-de-sac to exceed 900 feet without a through-street within that distance. Planning Staff is not authorized to approve the subdivision as drawn. Therefore, an appeal of Staff's decision is required. Section 152.075 specifies the procedure for an appeal upon Planning Board recommendation if the recommendation is to forward the appeal to the Town Board as the Ordinance states. The Town Board must follow the quasi-judicial procedures and conditions in Section 152.074 to grant the appeal.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Set the evidentiary hearing for April 14, 2026

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Applicable Ordinance Section
2 Proposed Maps From the Developer
3
4
5

REVIEWED BY

Town Administrator	X	Attorney	
Clerk to the Board		Finance Officer	

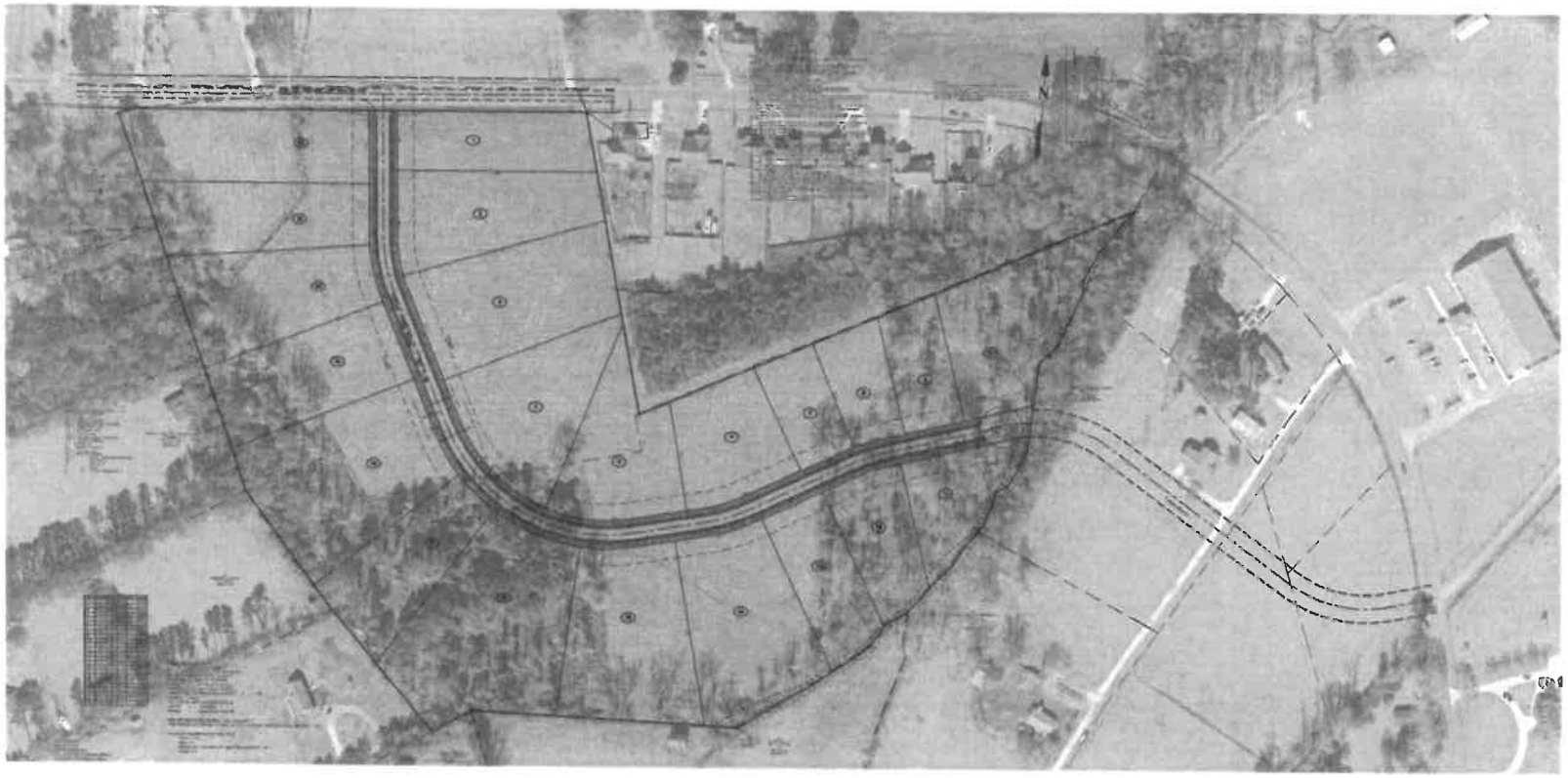
ACTION TAKEN

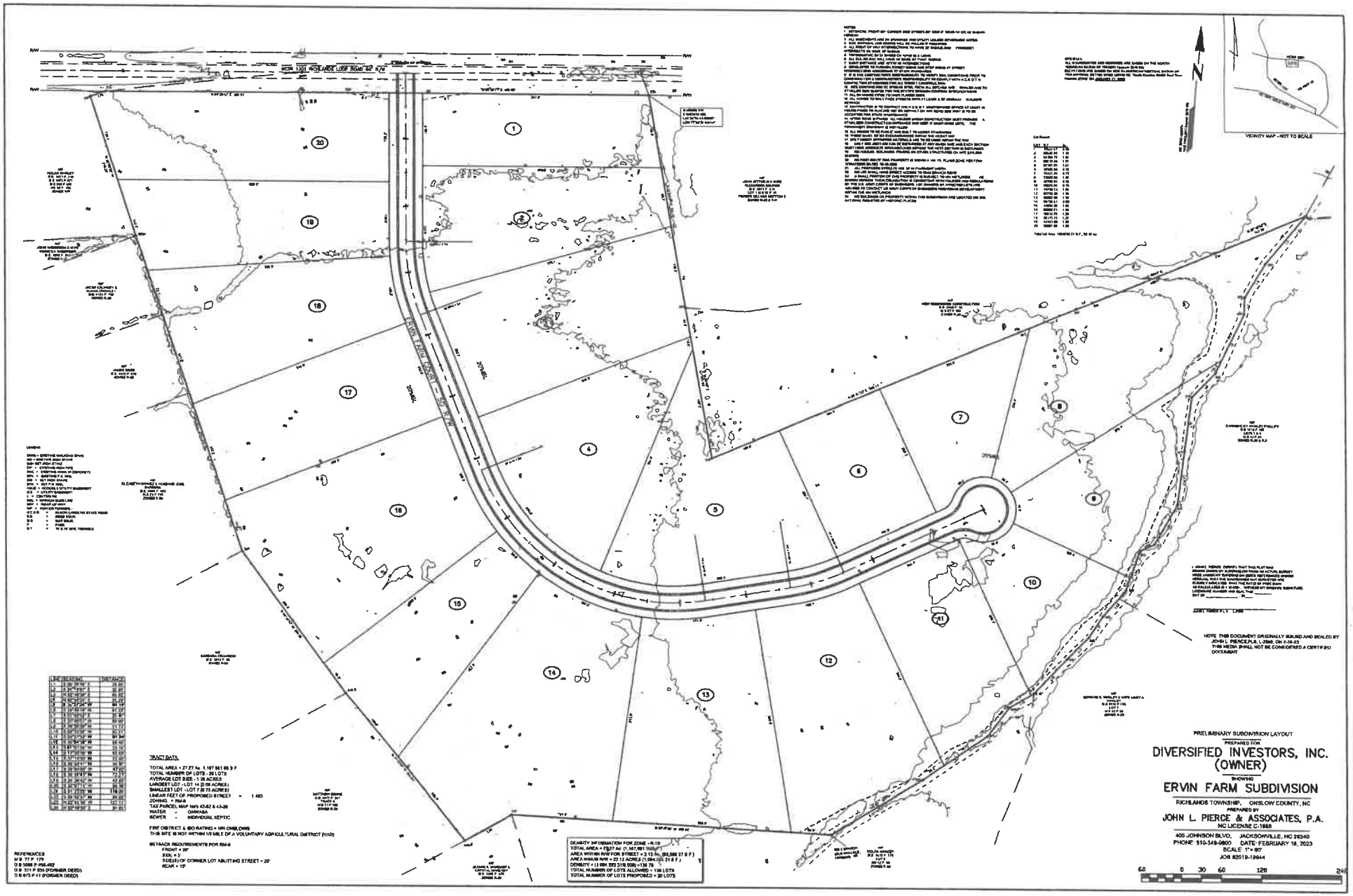
Motion by: _____ Carried: _____

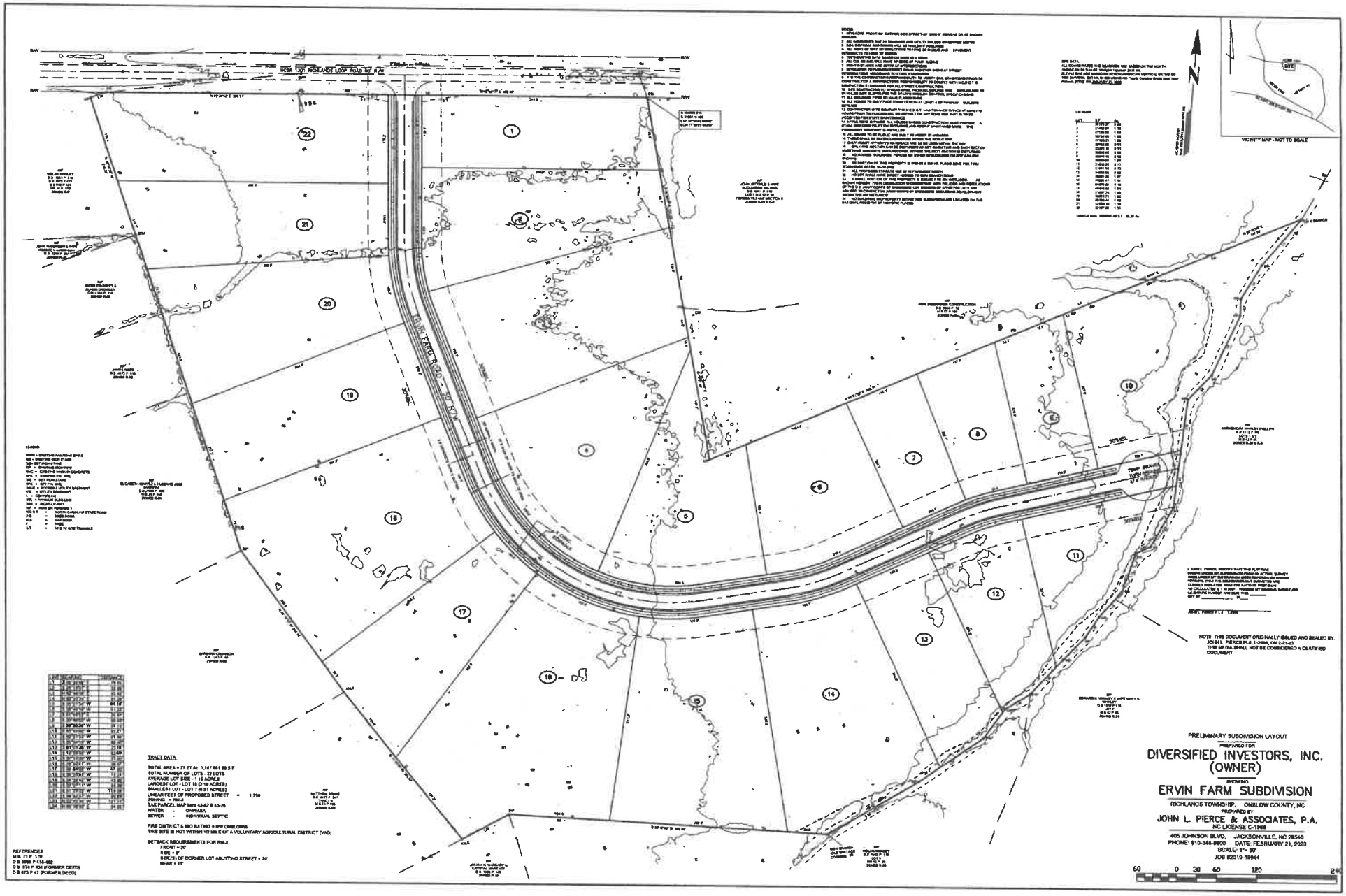
Second by: _____ Ayes: _____ Nays: _____

PB III (2)

John Pierce
910-346-9800




PRELIMINARY SUBDIVISION LAYOUT
PREPARED FOR
DIVERSIFIED INVESTORS, INC.
(OWNER)
SHOWING
ERVIN FARM SUBDIVISION
RICHLANDS TOWNSHIP, ONSLOW COUNTY, NC
PREPARED BY
JOHN L. PIERCE & ASSOCIATES, P.A.
NC LICENSE C-1888
405 JOHNSON BLVD. JACKSONVILLE, NC 28540
PHONE 910-348-0800 DATE: FEBRUARY 16, 2023
SCALE 1"= 60'
JOB #2019-19844
VICINITY MAP - NOT TO SCALE
NOTE: THIS DOCUMENT ORIGINALLY SIGNED AND SEALED BY JOHN L. PIERCE,P.L.S. LS888, ON 2-16-23
THIS MEDIA SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT
TRACT DATA
TOTAL AREA = 27.27 Ac. 1,187,561.99 S.F.
TOTAL NUMBER OF LOTS - 20 LOTS
AVERAGE LOT SIZE - 1.36 ACRES
LARGEST LOT - LOT 14 (2.08 ACRES)
SMALLEST LOT - LOT 7 (0.73 ACRES)
LINEAR FEET OF PROPOSED STREET = 1,485
ZONING - RA-6
TAX PARCEL MAP No's 42-62 & 43-26
WATER - OWNWA
SEWER - INDIVIDUAL SEPTIC
FIRE DISTRICT & ISO RATING = NW ONSLOWS
THIS SITE IS NOT WITHIN 1/3 MILE OF A VOLUNTARY AGRICULTURAL DISTRICT (VAD)
SETBACK REQUIREMENTS FOR RA-6
FRONT = 20'
SIDE = 5'
SIDE(S) OF CORNER LOT ABUTTING STREET - 20'
REAR = 15'
REFERENCES
M B 77 P 179
D B 5066 P 456-462
D B 311 P 654 (FORMER DEED)
D B 673 P 41 (FORMER DEED)
DENSITY INFORMATION FOR ZONE - R-10
TOTAL AREA = 27.27 Ac. (1,187,561.99 S.F.)
AREA WITHIN R/W FOR STREET = 2.13 Ac. (92,586.27 S.F.)
AREA MINUS R/W = 25.13 ACRES (1,094,975.31 S.F.)
DENSITY = (1,094,975.31/10,000) = 109.75
TOTAL NUMBER OF LOTS ALLOWED = 109 LOTS
TOTAL NUMBER OF LOTS PROPOSED = 20 LOTS
ERVIN FARM ROAD - 50' R/W
NORTH CAROLINA PROPERTY LINE
NC PROPERTY
NORTH CAROLINA
NOTES
LEGEND
Lot Record
Total Lot Area: 1,094,975.31 S.F. / 25.13 Ac.
Line Table
Curve Table
0 30 60 120 240


PRELIMINARY SUBDIVISION LAYOUT
PREPARED FOR
DIVERSIFIED INVESTORS, INC.
(OWNER)
SHOWING
ERVIN FARM SUBDIVISION
RICHLANDS TOWNSHIP, ONSLOW COUNTY, NC
PREPARED BY
JOHN L. PIERCE & ASSOCIATES, P.A.
NC LICENSE C-1988
405 JOHNSON BLVD. JACKSONVILLE, NC 28540
PHONE: 910-346-9600 DATE: FEBRUARY 21, 2023
SCALE: 1"= 60'
JOB #2019-19944
VICINITY MAP - NOT TO SCALE
TRACT DATA
TOTAL AREA = 27.27 Ac. 1,187,981.66 S.F
TOTAL NUMBER OF LOTS - 22 LOTS
AVERAGE LOT SIZE - 1.10 ACRES
LARGEST LOT - LOT 16 (2.19 ACRES)
SMALLEST LOT - LOT 7 (0.51 ACRES)
LINEAR FEET OF PROPOSED STREET = 1,790
ZONING = RM-8
TAX PARCEL MAP 1915-42-5 & 43-76
WATER : CHARGER
SEWER : INDIVIDUAL SEPTIC
FIRE DISTRICT & ISO RATING = NW ONSLOW
THIS SITE IS NOT WITHIN 1/2 MILE OF A VOLUNTARY AGRICULTURAL DISTRICT (VAD)
SETBACK REQUIREMENTS FOR RM-8
FRONT = 30'
SIDE = 6'
SIDE(S) OF CORNER LOT ABUTTING STREET = 20'
REAR = 15'
REFERENCES
M B: 73 P. 179
D B: 3998 P 436-442
D B: 374 P 434 (FORMER DEED)
D B 673 P 47 (FORMER DEED)
NOTE: THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY JOHN L. PIERCE, PLS. L-2886, ON 2-21-23
THIS MEDIA SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT
60 0 30 60 120 240

(3) Off-set intersections are to be avoided unless exception is granted by the Division of Highways. Intersections which cannot be aligned should be separated by a minimum length of 200 feet between survey centerlines.

(4) Intersections with arterials, collector and thoroughfares shall be at least 1,000 feet from centerline to centerline, or more if required by the State Department of Transportation.

Applicable section

(L) *Cul-de-sacs*. Permanent dead end streets should not exceed 500 feet in length unless necessitated by topography or property accessibility and in no case shall be permitted to be over 900 feet. Measurements shall be from the point where the centerline of the dead end street intersects with the center of the turnaround of the cul-de-sac. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than 500 to 900 feet from a through street, measured as stated above. The distance from the edge of pavement on the vehicular turnaround to the right-of-way line shall not be less than the distance from the edge of pavement to right-of-way line on the street approaching the turnaround. Cul-de-sacs should not be used avoid connection with an existing street or to avoid the extension of an important street, unless exception is granted by the Planning Board.

(M) *Alleys*.

(1) Alleys shall be required to serve lots used for commercial and industrial purposes; except that this requirement may be waived where other definite and assured provision is made for service access. Alleys shall not be provided in residential subdivisions unless necessitated by unusual circumstances.

(2) The width of an alley shall be at least 20 feet.

(3) Dead end alleys shall be avoided where possible, but if unavoidable, shall be provided with adequate turnaround facilities at the dead end as may be approved by the Planning Board.

(4) Sharp changes in alignment and grade shall be avoided.

(5) All alleys shall be designed in accordance with State Department of Transportation Standards.

(N) *Other requirements*. Through traffic is discouraged on residential collector and local streets. Residential collector and local streets shall be laid out in such a way that their use by through traffic will be discouraged. Streets shall be designed or walkways dedicated to assure convenient access to parks, playgrounds, schools or other places of public assembly.

(O) *Sidewalks*. Sidewalks will be required by the Planning Board on one or both sides of the street for minor subdivisions in areas likely to be subject to heavy pedestrian traffic such as near schools and shopping areas. Sidewalks will be required on both sides of the street in major subdivisions. Such sidewalks shall be constructed to a minimum width of four feet, and shall consist of a minimum thickness

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G5

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Engineering Agreement for Planning/Development Services

Brief Summary:

We have received a proposed agreement from Rivers & Associates, Inc. to assist us with Planning/Development Services. They would work with us on S/D approval, development site plans and so forth primarily from an engineering standpoint. This is very much like a retainer except we just pay them based on their hourly rate for the actual work done. They currently assist us with this although we do not have a formal agreement with them and they are very responsive. Normally, we are required to go through an RFQ process but NC Statutes allow us to exempt this process for certain projects.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

1) Approve the exemption resolution as presented
2) Approve the planning/development services agreement as presented

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Agreement
2 Exemption Resolution
3
4
5

REVIEWED BY

Town Administrator	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

TOWN OF RICHLANDS, N.C.

RESOLUTION EXEMPTING THE TOWN FROM THE ARCHITECT/ENGINEER/SURVEYOR QUALIFICATION-BASED SELECTION PROCESS

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee;

WHEREAS, the Town proposes entering into one or more contracts for planning, design, engineering review services for work on Routine Planning/Development Review Services; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than $50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than $50,000.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF RICHLANDS RESOLVES:

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

Adopted on the 10th of March, 2026.

_____
McKinley Smith, Mayor

Attest:

_____
Isaura Flores, Town Clerk

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between **Town of Richlands** (Owner) and **Rivers & Associates, Inc.** (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as **Miscellaneous Engineering Services** (Project). Engineer's services under this Agreement (Services) are generally identified as **Engineering Services for miscellaneous consultation work on an as-needed basis, such as review of subdivision or development plans on behalf of the Town, initial evaluation of storm drainage concerns, etc.**

Owner and Engineer further agree as follows:

1.01 Services of Engineer

A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

2.01 Owner's Responsibilities

A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.

1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.

B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

3.01 Schedule for Rendering Services

A. Engineer shall complete its Services within the following specific time period: **As Required by Owner** If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.

B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

4.01 Invoices and Payments

A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.

D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of **1.15**.

E. Basis of Payment

1. Hourly Rates. Owner shall pay Engineer for Services as follows:

a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.

b. Engineer's Standard Hourly Rates are attached as Appendix 1.

c. The total compensation for Services and reimbursement of expenses is estimated to be **$25,000**.

F. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus, reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

5.01 Termination

A. Termination for Cause

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.

   a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.

3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.

2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

6.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.

F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;

2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;

3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and

4. such limited license to Owner shall not create any rights in third parties.

G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to $10,000 or the total amount of compensation received by Engineer, whichever is greater.

I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

K. This Agreement is to be governed by the laws of the state in which the Project is located.

L. **Engineer will not provide or offer to provide services inconsistent with or contrary to the standard of care described in 5.01.A above nor make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, Engineer will not accept those terms and conditions offered by the Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt, of any such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.**

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

M. If required in the agreement, the Engineer will provide electronic files of drawings in PDF format or AutoCAD DWG or DXF format for the Owner's use under the conditions indicated above. The Engineer will not be responsible for the data in the electronic files after delivery. The files will be submitted electronically. The Engineer's name and seal may be removed from the drawings. 6.01.F applies to all electronic files also.

N. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

7.01 Definitions

A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Successors, Assigns, and Beneficiaries

A. Successors and Assigns

1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

9.01 Total Agreement

A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

Appendix 2, Engineer's Scope of Work

This Agreement's Effective Date is **February 9, 2026.**

Owner: Town of Richlands, NC	Engineer: Rivers & Associates, Inc.
By: _____ (authorized individual's signature)	By: _____ (authorized individual's signature)
Date: _____ (date signed)	Date: _____ (date signed)
Name: McKinley D. Smith (typed or printed)	Name: Gregory J. Churchill, P.E. (typed or printed)
Title: Mayor (typed or printed)	Title: President (typed or printed)
Address for giving notices:	Address for giving notices:
302 S. Wilmington Street	107 East Second Street
P.O. Box 245	P. O. Box 929
Richlands, NC 28574	Greenville, NC 27858 (Street) or 27835 (P.O. Box)
Designated Representative:	Designated Representative:
Name: Chris Roberson ICMA-CM (typed or printed)	Name: Scott P. M. Godefroy, P.E. (typed or printed)
Title: Town Administrator (typed or printed)	Title: Senior Project Manager (typed or printed)
Address:	Address:
302 S. Wilmington Street	107 East Second Street
P.O. Box 245	P. O. Box 929
Richlands, NC 28574	Greenville, NC 27858 (Street) or 27835 (P.O. Box)
Phone: 252-324-3301	Phone: 252-752-4135
Email: administrator@richlandsnc.gov	Email: sgodefroy@riversandassociates.com

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated **February 9, 2026**.

ENGINEER'S STANDARD HOURLY RATES

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

2. The Standard Hourly Rates apply only as specified in Paragraph 4.01 and are subject to annual review and adjustment.

B. Schedule of Hourly Rates: (Effective November 1, 2025)

EMPLOYEE CLASSIFICATION:	HOURLY RATES:
Principal	$215.00
Sr. Project Manager II	$210.00
Sr. Project Manager I	$195.00
Project Manager III	$185.00
Project Manager II	$175.00
Project Manager I	$160.00
Sr. Project Engineer	$195.00
Project Engineer IV	$165.00
Project Engineer III	$155.00
Project Engineer II	$140.00
Project Engineer I	$125.00
Design Engineer II	$115.00
Design Engineer I	$105.00
Landscape Architect/ Project Manager II	$170.00
Landscape Architect/ Project Manager I	$150.00
Senior Landscape Architect	$160.00
Landscape Architect	$120.00
Landscape Designer III	$125.00
Landscape Designer II	$110.00
Landscape Designer I	$100.00
Project Planner I	$110.00
Planner II	$100.00
Planner I	$90.00
Designer IV	$145.00
Designer III	$125.00
Designer II	$110.00
Designer I	$95.00
CAD Technician III	$90.00
CAD Technician II	$85.00
CAD Technician I	$80.00

Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

C. Schedule of Hourly Rates **(Continued)**:

Project Surveyor IV	$160.00
Project Surveyor III	$140.00
Project Surveyor II	$120.00
Project Surveyor I	$105.00
Party Chief V	$125.00
Party Chief IV	$105.00
Party Chief III	$95.00
Party Chief II	$80.00
Party Chief I	$70.00
Surveyor Technician III	$80.00
Surveyor Technician II	$70.00
Surveyor Technician I	$60.00
1-Man Robotic II	$160.00
1-Man Robotic I	$115.00
Resident Project Representative IV	$120.00
Resident Project Representative III	$105.00
Resident Project Representative II	$90.00
Resident Project Representative I	$75.00
Administrative Assistant III	$90.00
Administrative Assistant II	$85.00
Administrative Assistant I	$75.00
Engineering Tech I	$90.00
Field Tech	$75.00
Intern Tech	$50.00
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expenses	Cost

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
Copyright ©2020 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

This is **Appendix 2, Scope of Work,** referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated February 9, 2026.

ENGINEER'S SCOPE OF WORK

A. *Project Description*

This project includes Engineering Services for miscellaneous consultation work on an as-needed basis, such as review of subdivision or development plans on behalf of the Town, initial evaluation of storm drainage concerns, etc.

B. *Scope of Work*

Work will be assigned by the Town on an as-needed basis to represent the Town in review of various assignments to include but not limited to plan review of subdivision or development plans, specifications, stormwater permit applications, and initial evaluation of stormwater issues or projects.

Copyright ©2020 National Society of Professional Engineers for EJCDC. All rights reserved.

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Meeting Date:
10-Mar-26

Presenter:
Town Administrator

Agenda Item
G5

ITEM TO BE CONSIDERED

Title:
Easement Release at Richlands Mini-Storage

Brief Summary:

We have received a request to terminate or release a 20' drainage and utility easement that runs through the property at Richlands Mini-Storage. After consultation with our Public Works Director, it was determined that we had no interest in the easement and it would be of no benefit to the Town to retain the easement running through the property as adjacent properties are privately owned and the drainage easement has no true outlet. The attorney representing the prospective buyers of Richalnds Mini-Storage has prepared a Termination of Easement and Release for the Board's consideration.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Approve the Termination of Easement and Release as presented.

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Administrator

Attachments:
1 Termination of Easement and Release
2 Supporting Documentation
3
4
5

REVIEWED BY

Town Administrator	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

MOORE & KENAN

ATTORNEYS AT LAW
211 EAST FREMONT STREET
BURGAW, NORTH CAROLINA 28425
EMAIL robert@mkattorneys.com
TELEPHONE (910) 259-9800
FACSIMILE (910) 259-7006

Clifton L. Moore, Jr. (1936-2013)
Robert C. Kenan, Jr.

MAILING ADDRESS:
Post Office Box 957
Burgaw, N.C. 28425

February 18, 2026

VIA ELECTRONIC MAIL MESSAGE ONLY TO CHRIS ROBERSON, TOWN MANAGER administrator@richlandsnc.gov & to KEITH FOUNTAIN, TOWN ATTORNEY, kfountain@lfcattorneys.com

Chris Roberson, Town Manager
Town of Richlands
PO Box 245
Richlands, NC 28574

Keith E. Fountain, Town Attorney
Lanier, Foutain and Ceruzzi Attorneys at Law
114 Old Bridge Street
Jacksonville, NC 28540

Re: Richlands Mini-Storage, Inc. 20' Drainage and Utility Easement

Dear Messrs. Roberson and Fountain:

I represent Richlands Mini-Storage, Inc., which owns and operates a mini storage facility located at 7369 Richlands Highway; Richlands, North Carolina and whose real property is located within the extraterritorial jurisdiction limits of the Town of Richlands ("Town").

Currently, Richlands Mini-Storage, Inc. has negotiated a sale of its real property and business to a prospective Buyer. The prospective Buyer's title insurance company, who conducted a title search of the property and found the existence of a 20' drainage and utility easement on the survey map recorded in Map Book 54, at Page 106 of the Onslow County Registry, is requesting the adjacent landowners surrounding the real property owned by Richlands Mini-Storage, Inc. to release any and all interest that they may potentially have in and to the 20' wide drainage and utility easement due to such easement having previously been surveyed, mapped, and shown on the afore-referenced recorded survey map, as well as wanting the Town of Richlands to release any interest that it may have within the easement. The title insurance company has concerns that the adjacent landowners and the Town of Richlands may have an "Easement by Estoppel" based upon the 20' wide drainage and utility easement being platted on the afore-referenced survey map.

The 20' easement is wholly contained within the real property boundaries of Richlands Mini-Storage, Inc. and subsequent to the recording of the afore-referenced survey map, Richlands Mini-Storage, Inc. acquired additional real property to expand their business, and they construed a storage building within the actual 20' wide drainage and utility easement. Further, the 20' wide drainage and

utility easement has never been used to drain any storm water from any adjacent property through or to the real property owned by Richlands Mini-Storage, Inc. All of the storm water that comes within the boundaries of the real property owned by Richlands Mini-Storage, Inc. is contained on the property through a storm water collection system that has been permitted in accordance with North Carolina Department of Environmental Quality regulations and the current issued NCDEQ permit is active. Also, there has never been any written easement granted by Richlands Mini-Storage, Inc. or its predecessor in title that granted any of the adjacent real property owners or their predecessors in title or the Town a written easement to have access and use to the 20' wide drainage and utility easement.

To obviate the concern of the prospective Buyer's title insurance company, I have prepared the enclosed Termination of Easement and Release document that would release any interest that the adjacent real property owners and the Town may have in and to the 20' wide drainage and utility easement and to facilitate the Town's review and consideration of executing the enclosed Termination of Easement and Release, I am enclosing a copy of the survey map recorded in Map Book 54, at Page 106 of the Onslow County Registry and a printout from the Onslow County Geographical Information System ("GIS") showing the property owned by Richlands Mini-Storage, Inc. in relation to the real property owned by the surrounding property owners. Upon the Town's receipt and review of the enclosed documents, please feel free to contact me either via electronic mail message to robert@mkattorneys.com or telephone to (910) 259-9800 to discuss any questions or concerns that you may have with respect to enclosed documents. Also, I would respectfully request that this Termination of Easement and Release be placed on the agenda for the next regularly scheduled meeting of the Town's Board of Commissioners for their consideration and the adoption of a resolution to approve the Termination of Easement and Release and its execution by Town's Mayor and Town Clerk.

In closing, I would appreciate your immediate and prompt attention to the matters set forth herein.

Respectfully,

Robert C. Kenan, Jr.

cc: Richlands Mini-Storage, Inc.

Enclosures: Termination of Easement and Release
Onslow County GIS Printout Map and
Survey Map Recorded in Map Book 54, at Page 106

Instrument Prepared by: Moore & Kenan Attorneys at Law: PO Box 957; Burgaw, NC 28425

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

TERMINATION OF EASEMENT AND RELEASE

This Termination of Easement and Release is made and entered into on this the _____ day of February 2026 by and between Trimont Trail Development Company, a North Carolina Limited Liability Company ("Trimont), Taylor Corner Owners Association, Inc., a North Carolina non-profit corporation ("Taylor Corner"), TAWJE, LLC, a North Carolina limited liability company ("TAWJE"), C & C Budget Auto Center, Inc., a North Carolina corporation ("C & C"), Leon Guthrie Brown and wife, Judith R. Brown ("Brown"), (hereafter collectively referred to as "Releasors") and the Town of Richlands, a North Carolina municipal corporation and located within the political subdivision of Onslow County, State of North Carolina ("Town"), and Richlands Mini-Storage, Inc., a North Carolina corporation (hereinafter referred to as "Releasee").

W I T N E S S E T H:

WHEREAS, Releasors each own real property that is contiguous to the real property owned by Releasee and with each individual Releasor's real property being described within those certain deeds recorded in the Office of the Onslow County Register of Deeds, State of North Carolina and identified as follows:

a) Trimont, in Deed Book 4462, at Page 857;
b) Taylor, in Deed Book 4127, at Page 154;
c) TAWJE, in Deed Book 5929, at Page 968;
d) C & C, in Deed Book 1678, at Page 3; and
e) Brown, in Deed Book 1678, at Page 5.

WHEREAS, Releasee is the owner of those certain tracts of real property (collectively referred to as "Releasee's Real Property") that are more particularly described within those certain deeds recorded in the Office of the Onslow County Register of Deeds, State of North Carolina as follows:

a) 1.88 acre tract in Deed Book 1349, at Page 706;
b) 0.22 acre tract in Deed Book 1485, at Page 733;
c) 0.80 acre tract, 0.26 acre tract and 1.31 acre tract in Deed Book 1851, at Page 217;
d) 0.32 acre tract in Deed Book 2278, at Page 132; and
e) Tract No. 3A (1.35 acres) as shown on the survey plat map recorded in Map Book 54, at Page 106 in Deed Book 2999, at Page 531.

WHEREAS, the Releasee's Real Property is located within the extraterritorial jurisdiction of Town who exercises zoning and subdivision control over Releasee's Real Property; and

WHEREAS, Releasee is the owner of the Recombined Tract No. 3, as shown on that certain survey plat map entitled "Recombination Plat For Richlands Mini Storage, Inc." dated October 16, 2007, prepared by Lanier Surveying Company and recorded in Map Book 54, at Page 106 in the Office of the Onslow County Register of Deeds, State of North Carolina (hereinafter referred to as "Recombination Survey Plat Map"); and

WHEREAS, located along the common boundary line of Tract Nos. 3 and 3A as shown on the Recombination Survey Plat Map is a twenty foot (20') drainage and utility easement ("Drainage & Utility Easement"); and

WHEREAS, subsequent to the recordation of the Recombination Survey Plat Map, Releasee constructed with the Drainage & Utility Easement a commercial building resulting in the commercial building being an encroachment within the Drainage & Utility easement and such easement no longer being available to be utilized for its intended purpose; and

WHEREAS, Releasee has caused a Termination of Easement dated, December 23, 2025 and recorded in Deed Book 6499, at Page 425 within the Office of the Onslow County Register of Deeds, State of North Carolina that terminated the Drainage & Utility Easement; and

WHEREAS, it has arisen whether the Drainage & Utility Easement has been dedicated for the benefit of the adjacent properties owned by Trimont, Taylor Corner, TAWJE, C & C and Brown to convey surface stormwater from their respective properties and through the Drainage & Utility Easement since such Drainage & Utility Easement has been surveyed, platted and shown on a recorded plat map, which is also referred to as an Easement By Estoppel; and

WHEREAS, Releasee is desirous of wanting to have each of the Releasors join in the termination of the Drainage and Utility Easement and for each of the Releasors to release and quitclaim any right, title and interest that each Releasor may claim or to have a right in and to the Drainage & Utility Easement to Releasee and Releasee's successors and assigns; and

WHEREAS, each of the Releasors consent and agree to the termination of the Drainage and Utility Easement and Release and to release and quitclaim any right, title and interest the each Releasor may claim or to have a right in and to the Drainage & Utility Easement; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter contained, the adequacy and sufficiency of which are hereby acknowledged by the parties hereto, Town, Releasors and Releasee do hereby agree as follows:

1. Town and each Releasor and for their respective successors and assigns, do hereby consent to the termination of the Drainage & Utility Easement to become effective upon the recording of this Termination of Easement and Release within the Office of the Onslow County Register of Deeds, State of North Carolina.

2. That Town and each Releasor consents to the preparation of a survey plat map that reflects the termination of the Drainage & Utility Easement and with such survey plat map to be recorded subsequent to the recording of this Termination of Easement and Release within the Office of the Onslow County Register of Deeds, State of North Carolina. Further, Town and each Releasor waives any requirement of having to sign and acknowledge their respective consent to the survey plat map and if a signature is required to be affixed to the survey plat map by the recording jurisdiction's local ordinances prior to the survey plat map being recorded, then each Releasor hereby appoints the corporate officers of Releasee to sign each respective Releasor's name on the survey plat map that acknowledges their respective consent to the

termination of the Drainage & Utility Easement. The cost for the preparation and the recording of the survey plat map shall be paid by Releasee.

3. That Town and each Releasor for itself, their respective heirs and officials, as applicable, and their successors and assigns do hereby remise, release and forever quitclaim unto Releasee and their successors and assigns all of their respective right, title, interest and use in and to the Drainage & Utility Easement to Releasee and Releasee's successors and assigns and to that end Releasee and their successors and assigns shall own in fee simple absolute the real property and land shown as that certain twenty foot (20') drainage and utility easement on the Recombination Survey Plat Map and to be further shown on the new survey plat map, as having been withdrawn and terminated, free and discharged from all right and claim of Town and each respective Releasor and from any person or entity claiming by, through and under each respective Releasor and Town.

4. Town joins in this Termination of Easement and Release for the additional purpose of acknowledging that the termination of the Drainage & Utility Easement does not violate any of the Town's zoning and subdivision ordinances for which the Releasee's Real Property is subject to the Town's jurisdiction for zoning, subdivision and flood prevention regulation.

5. That this Termination of Easement and Release shall not be modified unless made in writing and signed by all of the parties to this Termination of Easement and Release and with the resulting written and executed modification being recorded within the Office of the Onslow County Register of Deeds, State of North Carolina.

6. That this Termination of Easement and Release shall be binding upon Town and each of the Releasors, their heirs as applicable, successors and assigns and shall inure to the benefit of Releasee and its successors and assigns.

7. That this Termination of Easement and Release shall be governed and construed in accordance with laws of the State of North Carolina. Further, should there be a breach of terms within this Termination of Easement and Release or any causes of action arising therefrom,

Releasors, Town and Releasee each consent that the courts located within Onslow County, State of North Carolina shall be the proper venue for such civil actions to be filed therein and litigated.

IN WITNESS WHEREOF, Releasors, Town and Releasee have caused this Termination of Easement and Release to be executed in their respective name by their duly appointed corporate or company official or officials or in their respective individual name, as of the day and year first above written.

[REMAINING PORTION OF PAGE LEFT INTENTIONALLY BLANK]

{SIGNATURES & NOTARY ACKNOWLEDGEMENTS ON SUCCEEDING PAGES}

TOWN OF RICHLANDS

By: _____
McKinley D. Smith
Mayor

{CORPORATE SEAL}

Attested to: _____
Isaura Flores
Town Clerk

STATE OF NORTH CAROLINA

COUNTY OF _____

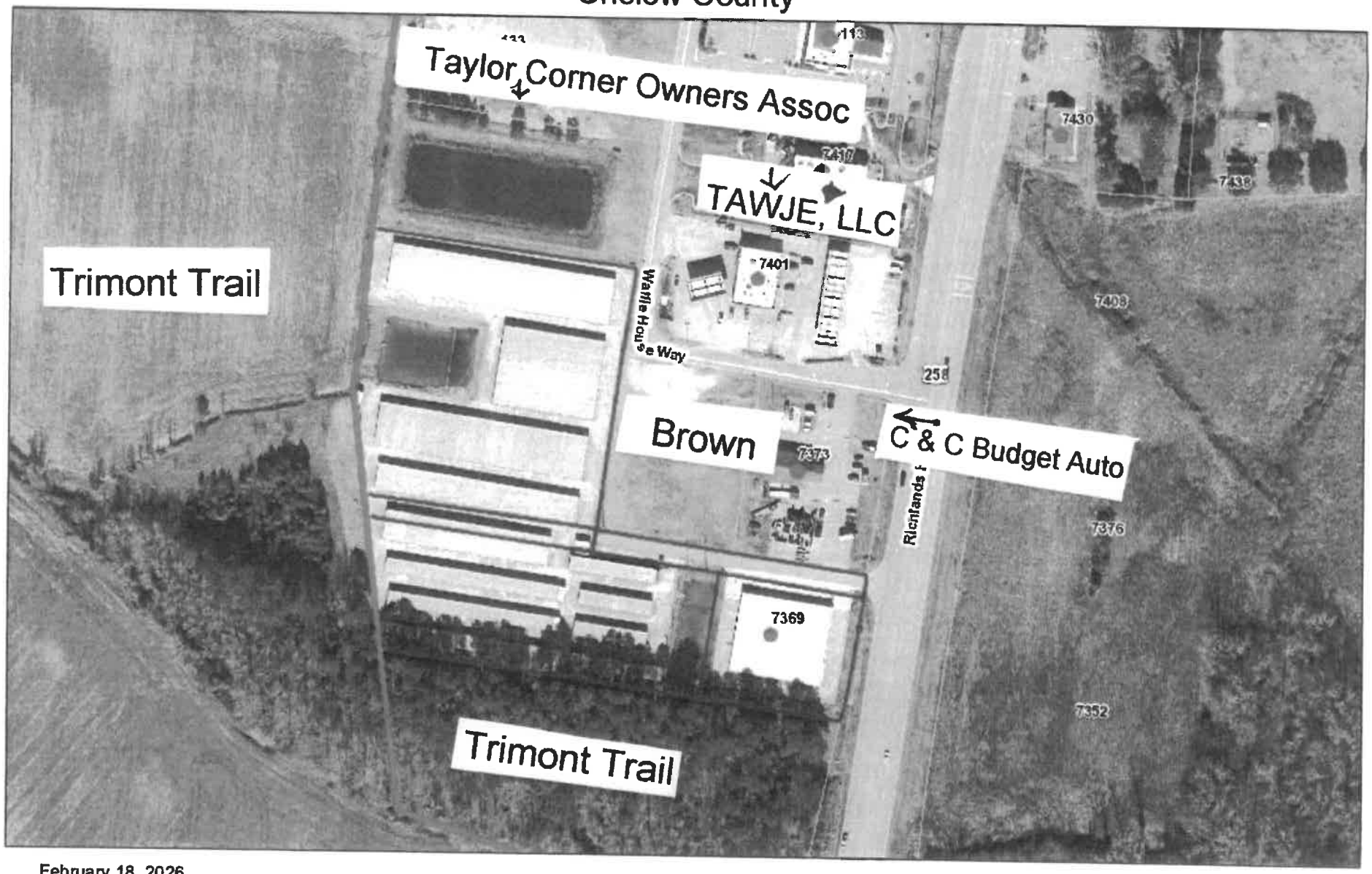
I, _____, a Notary Public, in and for the County and State aforesaid, do hereby certify that, Isaura Flores, personally appeared before me this day and acknowledged she is the Town Clerk for the Town of Richlands, a North Carolina municipal corporation, and that by the authority duly given and as an official act of the corporation, the foregoing Termination of Easement and Release was signed in its name by its Mayor, McKinley D. Smith, sealed with its corporate seal and attested by herself as its Town Clerk. Witness my hand and official stamp or seal this the _____ day of _____, 2026.

_____
Notary Public

(NOTARY SEAL)

My Commission Expires: _____

Onslow County



February 18, 2026

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

0 75 150 300 450 Feet

ONSLOW NORTH CAROLINA

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

I, BARDEN LANIER, PROFESSIONAL LAND SURVEYOR NO. L223, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED:

- [ ] A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- [ ] B: THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- [ ] C: THAT THIS PLAT IS OF A SURVEY OF AN EXISTING PARCEL OR
- [X] D: THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- [ ] E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN PARCELS OF LAND;

Doc ID: 004111740001 Type: CRP
Recorded: 10/26/2007 at 11:37:31 AM
Fee Amt: $21.00 Page 1 of 1
Onslow County, NC
Marylend K. Washington Reg. of Deeds
BK54 PG106
Slide M-220

Marylend K Washington
REGISTER OF DEEDS ONSLOW COUNTY
By: Lisa R. Thompson - Asst.

STATE OF NORTH CAROLINA, COUNTY OF ONSLOW
I, [illegible], REVIEW OFFICER OF ONSLOW COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

10/25/07
REVIEW OFFICER DATE

THIS PROPERTY IS NOT SUBJECT TO THE TOWN OF RICHLANDS SUBDIVISION REGULATIONS AND IS AN EXCEPTION PER CHAPTER 3, ARTICLE B, SECTION 9-3-10, SUBSECTION d TOWN OF RICHLANDS ZONING ORDINANCE.

10/25/07
TOWN OF RICHLANDS ZONING ADMINISTRATOR

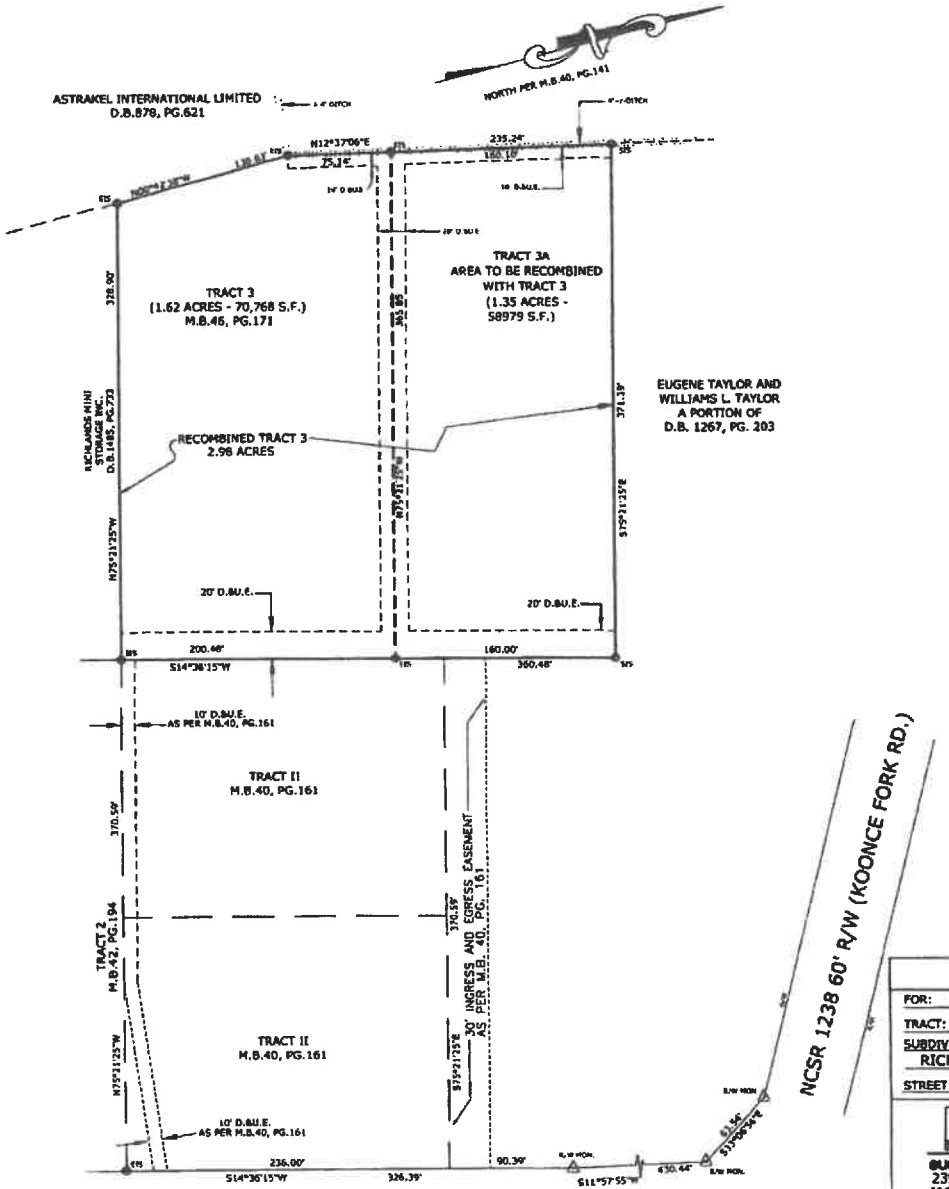
CERTIFICATE OF SURVEY AND ACCURACY

I, BARDEN LANIER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AND ACTUAL SURVEY OF LAND MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN: SEE DEED REF:)
THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, AND ARE REFERENCED AS SHOWN ON PLAT; THAT THE ERRORS OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY HAND AND SEAL THE 22 ND DAY OF OCTOBER 2007

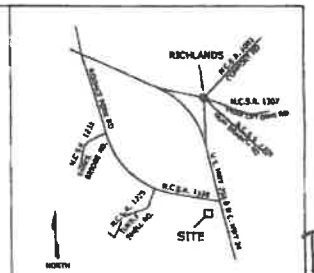
BARDEN LANIER, P.L.S., L-1223

NORTH CAROLINA PROFESSIONAL SEAL L-1223 BARDEN LANIER



U.S. HWY 258/N.C. HWY 24

R/W VARIES



VICINITY SKETCH
NOT TO SCALE

LEGEND:
EIS = EXISTING IRON STAKE
C/L = CENTERLINE
R/W = RIGHT OF WAY
SIS = SET IRON STAKE
D.B.U.E. = DRAINAGE AND UTILITY EASEMENT
R/W MON. = RIGHT-OF-WAY MONUMENT

TITLE REFERENCE
D.B. 1267, PG. 203
M.B. 46, PG. 171
M.B.40, PG.161
D.B.1851, PG.217

FLOOD DATA
THIS PROPERTY IS LOCATED IN FLOOD ZONE "X" ACCORDING TO FLOOD INSURANCE RATE MAP NO. 3720443100J EFFECTIVE DATE, NOV. 3, 2005.

TRACT DATA
TRACT 3 AREA = 1.62 ACRES
TRACT 3A AREA = 1.35 ACRES
TOTAL RECOMBINED AREA = 2.98 ACRES.
TRACT 3 TAX PARCEL NO.: 44-47.11
TRACT 3A TAX PARCEL NO.: 44-47.1
ZONING: HB

NOTE: THIS RECOMBINATION PLAT WILL COMBINE TRACT 3 (M.B. 46, PG. 171) WITH TRACT 3A.

RECOMBINATION PLAT

FOR: RICHLANDS MINI STORAGE INC.
TRACT: TRACT 3 & 3A (COMBINED)
SUBDIVISION: RICHLANDS MINI STORAGE, INC
RICHLANDS TOWNSHIP ONSLOW COUNTY
STREET ADDRESS: RICHLANDS HIGHWAY / U.S. HWY. 258 / N.C. HWY. 24

LANIER SURVEYING COMPANY
239 NEW BRIDGE STREET
JACKSONVILLE, NC 28540
(910) 455-3889

DATE: OCT. 16, 2007
SCALE: 1"=60'
F.B. 465 P. 76
JOB NO. 075441
DRAFTER: W.D. McVEY
CD NO. #1
FILE NO. 075441.dwg

GRAPHIC SCALE
(IN FEET)
1 inch = 60 ft.

BK54 PG106

Book: 54 Page, 1877-Current: 106 Seq: 1

P104

RUN DATE: 2/18/2026 2:20 PM

ONSLOW COUNTY ACTIVITY TOTALS REPORT
ACTIVITY FROM 2/17/2026 THRU 2/17/2026

Richlands Collections Real-Personal

PAGE: 350

Tax Year	Advalorem	Late	Nuisance	Subtotal	Interest		Gross Collections	Admin Refnd	Net Collections
2025	680.48	0.19		680.67	7.74		688.41		688.41
TOTALS:	**680.48**	**0.19**		**680.67**	**7.74**		**688.41**		**688.41**

Richlands Collections Combined (All Bill Types)

PAGE: 370

Tax Year	Advalorem	Late	Nuisance	Subtotal	Interest		Gross Collections	Admin Refnd	Net Collections
2025	680.48	0.19		680.67	7.74		688.41		688.41
TOTALS:	**680.48**	**0.19**		**680.67**	**7.74**		**688.41**		**688.41**

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(02/01/2026 - 02/28/2026)

<No Event Type Specified>	1	Adminstration Run	28
Alarm Activation	12	Animal Complaint	3
Arrest	9	Assault	1
Assist Citizen	23	Assist EMS	9
Assist Other Agency	14	Assist Other RPD Officer	3
Background Investigations	1	Bank Escort	3
Breaking and Entering	1	Business Check	580
Business Walk Through	11	Call for Service	287
Careless & Reckless	2	Child Safety Seat	1
Citation	126	Civil Problem	2
Crash	13	Death	1
Domestic Dispute	4	DWLR	17
Fingerprinting	1	Follow up Investigation	2
Fraud	1	Funeral Escort	2
Hit & Run	2	Incident Report	16
Juvenile Problems	2	Larceny	3
Lighting Violation	46	Loud Muffler	3
Missing Person	1	Narcotic Incident	1
No Insurance	15	NOL	6
Open Container	2	Open Door/Windows	1
Patrol Zone 1	44	Patrol Zone 2	45
Patrol Zone 3	43	Patrol Zone 4	45
Patrol Zone 5	44	Patrol Zone 6	38
Registration Violation	61	Safe Movement Violation	9
Seatbelt	2	Selective Traffic Enforcement	43
Special Assignment	2	Speeding	22
Stoplight/Sign	20	Supplement to report	9
Suspicious Vehicle/Person/Incident	16	Towed Vehicle	1
Transport to Jail	6	Unlock Car	3
Vehicle Check After Shift	25	Vehicle Check Before Shift	29
Vehicle Searches	5	Vehicle Stop	193
Verbal Warnings	107	Warning Citation	11
Warrant	10	Window Tint Violation	8

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(02/01/2026 - 02/28/2026)

Total Number Of Events: 2,097

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4100	*TAX REVENUES						
4111	Ad valorem tax - CY			784,609.81	777,000.00	7,609.81	101 %
4112	Ad valorem tax - PY			5,833.71	6,000.00	-166.29	97 %
4113	Interest & Penalties			2,709.28	2,000.00	709.28	135 %
4120	Vehicle Property Tax			67,375.03	89,000.00	-21,624.97	76 %
	Total Group			860,527.83	874,000.00	-13,472.17	98 %
4200	*INTERGOVERNMENTAL						
4210	ABC Revenue			9,143.00	45,000.00	-35,857.00	20 %
4221	Fire District tax			64,064.92	62,000.00	2,064.92	103 %
4231	NCDOR - Beer & Wine Tax			9,452.00	10,000.00	-548.00	95 %
4232	NCDOR - Local option sales			372,800.84	538,000.00	-165,199.16	69 %
4234	NCDOR - Utility Franchise			62,224.75	126,000.00	-63,775.25	49 %
4235	NCDOR - Video Programming			8,245.43	18,500.00	-10,254.57	45 %
4271	Police Confiscations			154.69		154.69	
4280	Powell Bill aid			85,955.53	90,000.00	-4,044.47	96 %
	Total Group			612,041.16	889,500.00	-277,458.84	69 %
4300	*INVESTMENT INCOME						
4311	Interest Earnings			26,079.17	25,000.00	1,079.17	104 %
4312	Interest Earnings - Powell			50.13	100.00	-49.87	50 %
	Total Group			26,129.30	25,100.00	1,029.30	104 %
4400	*SALES OF SERVICE						
4431	Rents			16,370.00	19,000.00	-2,630.00	86 %
4432	GTE Lease			6,300.00	10,800.00	-4,500.00	58 %
4433	Rent - ONWASA			23,333.36	35,000.00	-11,666.64	67 %
4451	Trash Collection			143,453.76	205,000.00	-61,546.24	70 %
	Total Group			189,457.12	269,800.00	-80,342.88	70 %
4500	*FEES & FINES						
4512	Employee Agreement			2,020.00	3,300.00	-1,280.00	61 %
4531	Civil fines & court cost			2,252.25	2,000.00	252.25	113 %
4542	Ordinance Violation				500.00	-500.00	0 %
4543	Building Permits			5,500.00	10,000.00	-4,500.00	55 %
	Total Group			9,772.25	15,800.00	-6,027.75	62 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
4600	*GRANTS & DONATIONS						
4611	State Grants - Crime						
4642	Operation Santa Donations			1,700.00	2,500.00	-800.00	68 %
	Total Group			1,700.00	2,500.00	-800.00	68 %
4700	*MISCELLANEOUS						
4710	Debt Proceeds			87,316.00	87,316.00		100 %
4751	Capital Asset Sales			299,250.00	1,000.00	298,250.00	29925 %
4790	Miscellaneous Revenues			35,163.23	19,900.00	15,263.23	177 %
	Total Group			421,729.23	108,216.00	313,513.23	390 %
4900	*TRANSFERS & APPROPRIATIONS						
4999	Appropriation from fund				238,517.09	-238,517.09	0 %
	Total Group				238,517.09	-238,517.09	0 %
Total Revenue				2,121,356.89	2,423,433.09	-302,076.20	88 %
Expenses							
5100	Governing Body						
416	Elected Officials	4,504.50		4,504.50	9,100.00	-4,595.50	50 %
421	FICA	344.68		344.68	700.00	-355.32	49 %
511	Professional Services	22,100.00		22,100.00	25,800.00	-3,700.00	86 %
512	Contractual services	14,860.28		14,860.28	13,459.00	1,401.28	110 %
513	Staff development & travel	284.40	360.00	644.40	1,000.00	-355.60	64 %
525	Property & Liability	60,387.96		60,387.96	60,000.00	387.96	101 %
534	Dues & subscriptions	5,449.00		5,449.00	5,400.00	49.00	101 %
579	Miscellaneous Expense	2,288.39		2,288.39	15,400.00	-13,111.61	15 %
	Total Account	110,219.21	360.00	110,579.21	130,859.00	-20,279.79	85 %
5210	Administration						
411	Full-time regular wages	231,268.76		231,268.76	268,000.00	-36,731.24	86 %
421	FICA	17,254.51		17,254.51	21,000.00	-3,745.49	82 %
423	LGERS Pension	32,541.27		32,541.27	38,000.00	-5,458.73	86 %
424	401K	9,967.89		9,967.89	13,500.00	-3,532.11	74 %
425	Health & Life Insurance	22,993.39		22,993.39	30,800.00	-7,806.61	75 %
512	Contractual services	10,170.46	56.77	10,227.23	9,500.00	727.23	108 %
513	Staff development & travel	874.29		874.29	7,500.00	-6,625.71	12 %
515	Advertising	1,740.04		1,740.04	1,500.00	240.04	116 %
522	Maint & Rep - Buildings				100.00	-100.00	0 %
523	Maint & Rep - Equipment	2,248.34		2,248.34	2,500.00	-251.66	90 %
524	Maint & Rep - Vehicles	80.07		80.07	100.00	-19.93	80 %
525	Property & Liability				100.00	-100.00	0 %
526	Utilities & Communication	7,261.88		7,261.88	12,800.00	-5,538.12	57 %
534	Dues & subscriptions	1,204.60		1,204.60	1,700.00	-495.40	71 %

10 General

Account Object Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
535 Postage & Printing	426.74		426.74	200.00	226.74	213 %
537 Collection Fee	11,890.36		11,890.36	9,000.00	2,890.36	132 %
551 Supplies	2,433.80		2,433.80	2,200.00	233.80	111 %
579 Miscellaneous Expense	595.05		595.05	100.00	495.05	595 %
581 Operation Santa Donations	553.51		553.51	2,500.00	-1,946.49	22 %
Total Account	353,504.96	56.77	353,561.73	421,100.00	-67,538.27	84 %
5310 Public Safety						
411 Full-time regular wages	199,828.66		199,828.66	366,000.00	-166,171.34	55 %
412 Part-time regular wages	4,144.26		4,144.26	4,000.00	144.26	104 %
414 Separation Allowance	2,320.15		2,320.15	2,400.00	-79.85	97 %
421 FICA	15,294.35		15,294.35	28,500.00	-13,205.65	54 %
423 LGERS Pension	32,117.50		32,117.50	57,500.00	-25,382.50	56 %
424 401K	9,673.48		9,673.48	18,000.00	-8,326.52	54 %
425 Health & Life Insurance	21,153.97		21,153.97	53,600.00	-32,446.03	39 %
511 Professional Services				100.00	-100.00	0 %
512 Contractual services	32,297.41	72.99	32,370.40	24,500.00	7,870.40	132 %
513 Staff development & travel	727.92	250.00	977.92	1,500.00	-522.08	65 %
514 Uniforms	895.80	108.00	1,003.80	4,500.00	-3,496.20	22 %
523 Maint & Rep - Equipment	799.19		799.19	2,400.22	-1,601.03	33 %
524 Maint & Rep - Vehicles	9,341.05		9,341.05	13,651.75	-4,310.70	68 %
525 Property & Liability				200.00	-200.00	0 %
526 Utilities & Communication	9,892.40		9,892.40	17,000.00	-7,107.60	58 %
533 Contributions				500.00	-500.00	0 %
534 Dues & subscriptions	200.00		200.00	200.00		100 %
535 Postage & Printing	416.26		416.26	200.00	216.26	208 %
551 Supplies	10,141.12		10,141.12	22,700.00	-12,558.88	45 %
561 Capital Outlay	55,441.77		55,441.77	55,652.85	-211.08	100 %
564 Debt Service Principle				13,304.12	-13,304.12	0 %
565 Debt Service - Interest				1,921.28	-1,921.28	0 %
573 Governing Board Projects				200.00	-200.00	0 %
579 Miscellaneous Expense	329.44		329.44	2,000.00	-1,670.56	16 %
602 Fed US Treasury -						
Total Account	405,014.73	430.99	405,445.72	690,530.22	-285,084.50	59 %
5400 Fire						
512 Contractual services	101,564.92		101,564.92	114,064.92	-12,500.00	89 %
Total Account	101,564.92		101,564.92	114,064.92	-12,500.00	89 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5620	Code Enforcement						
512	Contractual services				1,000.00	-1,000.00	0 %
	Total Account				1,000.00	-1,000.00	0 %
5720	Buildings & Grounds						
512	Contractual services	15,168.95		15,168.95	26,000.00	-10,831.05	58 %
521	Maint & Rep -	2,031.98		2,031.98	9,700.00	-7,668.02	21 %
522	Maint & Rep - Buildings	32,479.93		32,479.93	33,983.00	-1,503.07	96 %
523	Maint & Rep - Equipment	398.75		398.75	1,500.00	-1,101.25	27 %
526	Utilities & Communication	5,276.46		5,276.46	13,300.00	-8,023.54	40 %
551	Supplies	349.07		349.07	500.00	-150.93	70 %
561	Capital Outlay	150,000.00		150,000.00	150,000.00		100 %
579	Miscellaneous Expense	2,229.10		2,229.10	100.00	2,129.10	2229 %
732	Transfer to Rural				39,900.00	-39,900.00	0 %
	Total Account	207,934.24		207,934.24	274,983.00	-67,048.76	76 %
5740	Streets						
411	Full-time regular wages	147,916.84		147,916.84	214,000.00	-66,083.16	69 %
421	FICA	11,315.62		11,315.62	15,500.00	-4,184.38	73 %
423	LGERS Pension	21,225.98		21,225.98	30,000.00	-8,774.02	71 %
424	401K	7,052.28		7,052.28	10,500.00	-3,447.72	67 %
425	Health & Life Insurance	18,891.00		18,891.00	30,700.00	-11,809.00	62 %
511	Professional Services				500.00	-500.00	0 %
512	Contractual services	20,223.68	32.44	20,256.12	34,500.00	-14,243.88	59 %
513	Staff development & travel	210.00		210.00	500.00	-290.00	42 %
514	Uniforms	2,339.08		2,339.08	2,500.00	-160.92	94 %
515	Advertising				500.00	-500.00	0 %
522	Maint & Rep - Buildings				100.00	-100.00	0 %
523	Maint & Rep - Equipment	1,190.03	450.00	1,640.03	4,500.00	-2,859.97	36 %
524	Maint & Rep - Vehicles	13,800.43	176.99	13,977.42	15,909.95	-1,932.53	88 %
525	Property & Liability				100.00	-100.00	0 %
526	Utilities & Communication	25,561.09		25,561.09	45,500.00	-19,938.91	56 %
535	Postage & Printing	416.25		416.25	100.00	316.25	416 %
551	Supplies	7,741.09		7,741.09	14,600.00	-6,858.91	53 %
561	Capital Outlay	46,086.00		46,086.00	48,667.37	-2,581.37	95 %
564	Debt Service Principle				14,871.06	-14,871.06	0 %
565	Debt Service - Interest				2,147.57	-2,147.57	0 %
572	Powell Bill Expenses	8,092.49	399.80	8,492.29	117,200.00	-108,707.71	7 %
576	Landfill Tipping Fees	39,887.77		39,887.77	57,000.00	-17,112.23	70 %
579	Miscellaneous Expense	266.01	2,000.00	2,266.01	5,000.00	-2,733.99	45 %
	Total Account	372,215.64	3,059.23	375,274.87	664,895.95	-289,621.08	56 %
5750	Solid Waste						
512	Contractual services	74,065.28		74,065.28	126,000.00	-51,934.72	59 %
	Total Account	74,065.28		74,065.28	126,000.00	-51,934.72	59 %
Total Expenses		1,624,518.98	3,906.99	1,628,425.97	2,423,433.09	-795,007.12	67 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Net Income				492,930.92			

31 OSBM STATE GRANT

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4610	Grant Revenues						
	Total Group						
Total Revenue							
Expenses							
5210	Administration						
561	Capital Outlay						
579	Miscellaneous Expense						
	Total Account						
5610	Planning & Development						
561	Capital Outlay						
	Total Account						
5760	Stormwater						
561	Capital Outlay						
	Total Account						
Total Expenses							
Net Income				0.00			

32 Rural Transformation Grant

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4612	Rural Transformation Grant				330,000.00	-330,000.00	0 %
	Total Group				330,000.00	-330,000.00	0 %
4900	*TRANSFERS & APPROPRIATIONS						
4910	Transfer from General Fund				39,900.00	-39,900.00	0 %
	Total Group				39,900.00	-39,900.00	0 %
Total Revenue					369,900.00	-369,900.00	0 %
Expenses							
5720	Buildings & Grounds						
562	Engineering and Design	6,500.00		6,500.00	6,900.00	-400.00	94 %
563	Construction	84,902.00		84,902.00	330,000.00	-245,098.00	26 %
577	Contingencies				33,000.00	-33,000.00	0 %
	Total Account	91,402.00		91,402.00	369,900.00	-278,498.00	25 %
Total Expenses		91,402.00		91,402.00	369,900.00	-278,498.00	25 %
Net Income				-91,402.00			

Town Administrator's Monthly Report for February 2026

Grants

- Updated street repair estimates are complete, and we have received preliminary tax valuation numbers so we can determine how much we can match and how much USDA loan we are going after. The street repairs estimate went up considerably, so we have to revisit our local obligation. The engineer is on the agenda to update the Board at the meeting. The current plan of action is to get all documentation to USDA by the end of the month maybe April depending on what variations i.e. changes to our revenue due to revaluation challenges, changes in our state shared revenues due to the County potentially changing how they are disbursed and whatever kind of tax reform or moratoriums we see out of our legislature (short session starts April 21st). All of which could impact our revenues for next FY and ultimately impact our local match. We must keep an eye on our fund balance as well as how much debt we incur so there may be some strategic timing to get as much done with minimal cost sharing from the Town.
- Permits (zoning and building permits) are underway for the Venters park Improvements. All revised documentation has been sent to NC Commerce.

Planning/Zoning/Development/Economic Development

- Six (6) zoning permits were processed and issued (2 commercial and 4 residential).
- The WAWA Plans have been approved and a preliminary construction window of late summer or early fall.
- Zaxby's plan review is close to being final. No time frame on construction
- Plan review is underway for an Urgent Care facility. This project is in the early stages.
- Planning Board reviewed a Special Use Permit request, a variance request (withdrawn), and an appeal to provisions in our Subdivision Ordinance.

- Squires Run Section II streets have been paved. We are awaiting a performance bond for the sidewalk construction.
- Reviewed the SE North Carolina Hazard Mitigation Plan recommendations for the Town. The approval resolution is in your agenda packet.

Personnel

- Nothing new to report

Finance

- Contacted new auditing firms for the FY 25/26 Audit due to our existing auditor choosing not to send a contract for the year. I worked on the Request for Proposals (RFP) for Auditing Services accordingly . The RFP has been sent to several auditing firms with responses due back in by March 20th.

Utilities/Public Works

- Nothing new to report. The engineer will update you at the meeting.

Building/Grounds/Assets

- Nothing new to report on the Community Building sign other than I am in regular communication with the sign company and pushing as hard as I can on it.

General/Upcoming Events

- Nothing new to report in this category

Information Technology/Website

- Nothing new to report. Website proposals are in your agenda packet for the meeting.

Miscellaneous

- Worked on routine day-to-day and long-term administrative-related Town matters.
- Continued work on the "Current Projects and To Do List" provided to me when I was hired.