



**TOWN OF RICHLANDS BOARD OF ALDERMEN  
REGULAR MEETING AGENDA  
302 S. Wilmington Street, Richlands, NC 28574  
May 12, 2026  
6:00 p.m.**

**A. CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance

**B. ADOPTION OF AGENDA (ACTION)**

**C. ADOPTION OF MINUTES (ACTION)**

- 1) 4-8-26 Special Called Meeting Minutes **(ACTION)**
- 2) 4-14-26 Regular Meeting Minutes **(ACTION)**
- 3) 4-20-26 Reconvened Meeting Minutes **(FORTHCOMING)**

**D. INFORMAL PUBLIC COMMENTS (REVIEW)**

Public Comments are limited to 3 minutes each speaker and cannot 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.

**E. PUBLIC HEARINGS –**

1. Rezoning for Francktown Road

**F. PRESENTATIONS – None**

**G. OLD BUSINESS - None**

**H. NEW BUSINESS**

1. Rezoning off of Francktown Road **(ACTION)**
2. Resolution Changing the Form of Government to Council-Manager **(ACTION)**
3. FY 26-27 Budget Update **(REVIEW)**

**I. DEPARTMENTAL MONTHLY REPORTS**

- Police **(REVIEW)**



- Finance – 1) April 2026 Budget vs. Actual Report (**REVIEW**)
- Code Enforcement (**REVIEW**)
- Public Works (**REVIEW**)

**J. ADMINISTRATOR'S REPORT**

- Updates/Additional Information (**REVIEW**)

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

**L. CLOSED SESSION FOR PERSONNEL - NCGS 143-318.11(6)**

**M. 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



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

The Richlands Board of Aldermen met for a Special Called Meeting on Wednesday, April 8, 2026 at 6:00 pm at the Richlands Town Hall. The purpose of the meeting was to consider approval of a subdivision plat.

Present for the meeting were:

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

Absent:

Also present were:

Chris Roberson, Town Administrator  
Isaura Flores, Town Clerk

There were no citizens present.

### **A. MEETING CALLED TO ORDER:**

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

1. **INVOCATION:** Mayor McKinley D. Smith
2. **PLEDGE OF ALLEGIANCE:** Mayor McKinley D. Smith

### **B. ADOPTION OF AGENDA (ACTION):**

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

### **C. NEW BUSINESS:**

1. Squires Run Village Section II Final Plat Approval (Action):

Town Administrator Chris Roberson presented the final plat request for Squires Run Village, Section II. Discussion was held regarding completion of paving and future sidewalk installation associated with home construction.

A **motion** was then made by Alderman Paul Conner, seconded by Alderman Tom Brown, to approve the Squires Run Village, Section II Final Plat as presented. The motion was unanimously carried.

**D.        ADJOURN:**

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to adjourn the meeting at 6:04 pm. The motion was unanimously carried.

Respectfully Submitted,

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Mayor McKinley D. Smith

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ATTEST:  
Isaura Flores, Town Clerk

# TOWN OF RICHLANDS NORTH CAROLINA

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

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



The Richlands Board of Aldermen met in Regular Session on April 14, 2026, at 6:00pm at the Richlands Town Hall. Present for the meeting were:

Alderman Tom Brown  
Alderman Kent Painter  
Alderman Alice Betts

Alderman Paul Conner  
Alderman Marilyn Bunce

Absent: Mayor McKinley Smith

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 8 citizens present.

**A. MEETING CALLED TO ORDER:**

Mayor Pro Tem Tom Brown called the meeting to order at 6:00 pm

1. Invocation – Mayor Pro Tem Tom Brown
2. Pledge of Allegiance – Board Member Marylin Bunce

**B. ADOPTION OF AGENDA:**

Chris Roberson, Town Administrator, presented the agenda and proposed an amendment to include Budget Amendment #15 to section I Finance 2.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter, to adopt the amended agenda to include Budget Amendment #15. The motion was unanimously carried.

**C. ADOPTION OF MINUTES (MARCH 11, 2026):**

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown, to approve the March 11, 2026 minutes as presented. The motion was unanimously carried.

**D. PUBLIC COMMENT: None****E. PUBLIC HEARING:****1. Special Use Permit – 182 Huffmantown Road**

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to open the public hearing regarding the Special Use Permit request for 182 Huffmantown Road. The motion was unanimously carried.

Attorney Keith Fountain administered the oath to all individuals presenting testimony or speaking during the public hearing.

Town Administrator Chris Roberson presented a summary of the special use permit request for the property located at 182 Huffmantown Road. The request was for approval to operate a home occupation within an accessory structure on the property.

Four individuals signed up to speak regarding the request.

- Michael Bennetch, neighboring property owner at 180 Huffmantown Road, expressed concerns regarding safety and speeding on the shared driveway, privacy and security concerns, deterioration of the driveway, and potential impacts to surrounding property values.
- Wilma Futrell expressed concerns regarding safety within the neighborhood, particularly for elderly residents in the area.
- Applicant Alyson Carpenter stated she owns and operates Progressive Wellness Specialized Services in the Richlands area and was requesting approval to use an accessory structure on the property as a home occupation for individual mental health counseling services by appointment only. Ms. Carpenter stated the practice serves first responders, military-connected individuals, and their families. She explained the business would operate by appointment only with one client at a time, limited traffic, on-site parking, no signage, and no exterior evidence of business activity. Ms. Carpenter stated the business would operate approximately two to three days per week between the hours of 10:00 a.m. and 5:00 p.m. She also stated clients would be advised of safety concerns when entering the shared driveway.
- Steven Carpenter stated he did not believe the proposed use would negatively impact surrounding property values. Mr. Carpenter stated plans were in place to improve the driveway and noted he would be present during client appointments. He also stated the property is monitored by security cameras and that clients are screened prior to appointments. Mr. Carpenter stated no business signage would be placed on the property.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to close the public hearing. The motion was unanimously carried.

**F. PRESENTATIONS: None****G. OLD BUSINESS: None**

## **H. NEW BUSINESS:**

### **1. FY 25-26 Audit Proposal (ACTION):**

Town Administrator Chris Roberson presented the FY 25-26 audit proposal and provided a summary of the audit services request for proposals process. Mr. Roberson stated Thompson, Price, Scott and Adams was the only firm to submit a proposal.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce, to select Thompson, Price, Scott and Adams as the Town's auditor for Fiscal Year 2025-2026 and authorize execution of the engagement letter and Contract to Audit Accounts. The motion was unanimously carried.

### **2. Special Use Permit for 182 Huffmantown Road (ACTION):**

Attorney Keith Fountain advised the Board that conditions could be placed on the Special Use Permit if approved.

The Board reviewed and considered the required Findings of Fact related to the Special Use Permit request for 182 Huffmantown Road.

The Board voted on the Findings of Fact as follows:

1. The requested permit is within its jurisdiction according to the table of permissible uses.  
Approved unanimously.
2. The application is complete.  
Approved unanimously.
3. If completed as proposed in the application, the development will comply with all requirements of the chapter.  
Approved unanimously.
4. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted.  
Following Board discussion, conditions were added limiting the business to two to three clients per day, two days per week, between the hours of 10:00 a.m. and 5:00 p.m. The finding was then approved unanimously.
5. The use will not substantially reduce the value of adjoining or abutting property, or that the use is a public necessity.  
Approved by a vote of 4-1.
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.  
Approved by a vote of 3-2.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce, to approve the Special Use Permit for 182 Huffmantown Road with the stated conditions. The motion was unanimously carried.

### **3. Set Public hearing for rezoning off of Francktown Road (ACTION):**

Town Administrator Chris Roberson presented a request to set a public hearing for a proposed rezoning of approximately 50 acres located off Francktown Road from RA (Rural Agricultural) to RM-6 (Residential) for residential development purposes.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to set the public hearing for May 12, 2026, at 6:00 p.m. The motion was unanimously carried.

4. **FY 26-27 Budget Calendar/Discussion (ACTION):**

Town Administrator Chris Roberson presented the proposed FY 2026-2027 Budget Calendar and discussed the proposed budget preparation timeline and upcoming budget workshops.

Board discussion included street projects, Local Government Commission, fund balance requirements, USDA loans, and prioritization of street improvements for the FY 2026-2027 budget.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce, to approve the FY 2026-2027 Budget Calendar with the amendment changing the April 21 budget workshop date to April 20. The motion was unanimously carried.

5. **Richlands Elementary Proclamation (ACTION):**

Town Administrator Chris Roberson presented a proclamation recognizing Richlands Elementary School for 100 years of excellence.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter, to approve the proclamation as presented. The motion was unanimously carried.

I. **DEPARTMENTAL MONTHLY REPORTS:**

• **Police (Review):**

Police Chief William Horne presented the Police Department monthly report and provided updates regarding camera quotes, department equipment, traffic enforcement activities, and officer recognition. Chief Horne also discussed recent loud muffler enforcement efforts conducted by Officer Lessner.

• **Budget Amendment #15:**

Town Administrator Chris Roberson presented Budget Amendment #15 to account for the reallocation of full-time wages and associated benefit expenses from Public Safety to Administration.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Alice Betts, to approve Budget Amendment #15. The motion was unanimously carried.

• **Finance – March 2026 Budget vs Actual Report (Review):**

The March 2026 Revenue and Expenditure Budget vs. Actual Reports were presented for review. No action was taken.

**J. ADMINISTRATOR'S REPORT:**

- Updates/Additional Information (Review)

Town Administrator Chris Roberson provided the monthly report for March 2026, including updates regarding street projects and grant funding, Venters Park construction, zoning and development activity, audit preparations, website upgrades, and ongoing Town operations and projects.

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

**Alderman Tom Brown:** Commented on the amount of information included in the meeting agenda packet.

**Alderman Paul Conner:** Thanked those in attendance for their participation and patience during the meeting.

**Alderman Kent Painter:** None

**Ms. Alice Betts:** None

**Alderman Marilyn Bunce:** Provided an update regarding the United Way-sponsored CHEW Program, which supports local children and families. Alderman Bunce also discussed a volunteer and sponsor appreciation event held in recognition of those who support the program.

**L. ADJOURN:**

A **motion** was made by Alderman Kent Painter, seconded by Alderman Marilyn Bunce, to recess the meeting until April 20, 2026, at 9:00 a.m. The motion was unanimously carried.

Respectfully Submitted,

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Mayor Pro-Tem Tom Brown

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Attest: Isaura Flores, Town Clerk







**TIDEWATER ASSOCIATES, INC.**  
**ENGINEERS • SURVEYORS • PLANNERS**  
**CEDAR POINT, NORTH CAROLINA**

**VIA HAND DELIVERY**

Town of Richlands  
 Attn: Chris Roberson, Town Administrator  
 302 South Wilmington St  
 Richlands, NC 28574

December 31, 2025

RE: Carolina Sapphire LLC  
 Richlands, NC  
 Francktown Rd Tract Rezoning Request

Dear Mr. Roberson,

Please accept this letter of submittal for the application to request the rezoning of approximately 49.98 acres of property in Richlands, North Carolina from Rural Agriculture (RA) to Residential District (RM-6). Please find enclosed the following submittal documents:

- Zoning Change Form
- Agent Authorization Form
- NC Secretary of State Articles of Organization
- Comprehensive Plan Consistency Justification
- Location Map
- Current Zoning Map
- Future Land Use Map
- Application Fee

If you have any questions or need any additional information, please let me know.

Sincerely,

TIDEWATER ASSOCIATES, INC.

Josh Edmondson, Staff Planner

xc: Carolina Sapphire LLC

1069A Cedar Point Blvd. | Cedar Point, NC 28584 | (252) 393-6101

Firm License Number F-0108 | [www.tidewaterenc.com](http://www.tidewaterenc.com)

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

CASH RECEIPT Reprinted 11:28:20 - 02/24/26  
OPERATOR PATRICIA  
Posted On 02/24/26

Batch:10354

Transaction:2 Posted on 02/24/26 11:27:37 AM

Description	Total
REFERENCE NUMBER: FRANCKTOWN RD TRACT NAME: CAROLINA SAPPHIRE LLC ADDRESS: CITY STATE ZIP:	
Building Permits	450.00
Fund 10 Acct 4543	

Check #	2808	450.00
Cash Paid		
Credit Paid		
Less Change Given	(	)
TOTAL:		450.00

# Town of Richlands Zoning Change & Appeal Form

**APPLICANT:** (Please Print)

NAME: TIDEWATER ASSOCIATES, INC. (ON BEHALF OF CAROLINA SAPPHIRE, LLC) PHONE NO: 910-455-2414; jedmondson@tidewaterenc.com

MAILING ADDRESS: 306 NEW BRIDGE ST, JACKSONVILLE, NC 28540

ADDRESS OF PROPERTY (if different from mailing address): PIN 444101298750; L1 CC Mills Farm off Francktown Rd

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

NAME: CAROLINA SAPPHIRE, LLC PHONE NO: 336-509-2346; 2vem@comcast.net

MAILING ADDRESS: 4003 JESSUP GROVE CT, GREENSBORO, NC 27410-9537

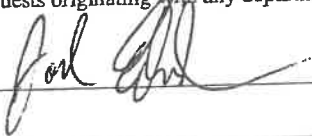
**ACTION REQUESTED (Check One):**

- 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:**

TO REZONE APPROXIMATELY 50.3 ACRES FROM RA (COUNTY RURAL AGRICULTURE) TO RM-6 (RESIDENTIALDISTRICT)

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

SIGNATURE OF APPLICANT:  DATE: 12-18-25

**\*\*OFFICIAL USE ONLY\*\***

ZONING OFFICIAL SIGNATURE: \_\_\_\_\_

DATE REQUEST RECEIVED: \_\_\_\_\_

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES \_\_\_ NO \_\_\_

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

SIGNATURE OF ZONING BOARD CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_



TIDEWATER ASSOCIATES, INC.  
ENGINEERS • SURVEYORS • PLANNERS  
CEDAR POINT, NORTH CAROLINA

## Agent Authorization Form

Name of Property Owner: Carolina Sapphire LLC

Mailing Address: 4003 Jessup Grove Ct.  
Greensboro, NC 27410-9537

Email: 2vern@comcast.net

I certify that I have authorized Tidewater Associates, Inc. to act on my behalf, for the purpose of applying for and obtaining all permits necessary for the following proposed development:  
Rezoning of PIN 444101298750, at my property located on Francktown Rd in Onslow County.

Lauren L. Dees  
Signature **MANAGER**

12/31/2025  
Date

Carolina Sapphire LLC  
Print of Type Name

Property Owner  
Title

SOSID: 2781670  
Date Filed: 2/1/2024 11:16:00 AM  
Elaine F. Marshall  
North Carolina Secretary of State  
C2024 029 02073

State of North Carolina  
Department of the Secretary of State

Limited Liability Company  
ARTICLES OF ORGANIZATION

Pursuant to §57D-2-20 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Organization for the purpose of forming a limited liability company.

1. The name of the limited liability company is: Carolina Sapphire LLC  
(See Item 1 of the Instructions for appropriate entity designation)

2. The name and address of each person executing these articles of organization is as follows: (State whether each person is executing these articles of organization in the capacity of a member, organizer or both by checking all applicable boxes.) Note: This document must be signed by all persons listed.

Name	Business Address	Capacity
<u>Gregory Nathaniel Olive</u>	<u>- 4003 Jessup Grove Ct Greensboro NC, 27410-9537 United States</u>	<input type="checkbox"/> Member <input checked="" type="checkbox"/> Organizer
_____	_____	<input type="checkbox"/> Member <input type="checkbox"/> Organizer
_____	_____	<input type="checkbox"/> Member <input type="checkbox"/> Organizer

3. The name of the initial registered agent is: Gregory Nathaniel Olive

4. The street address and county of the initial registered agent office of the limited liability company is:

Number and Street 4003 Jessup Grove Ct.  
City Greensboro State: NC Zip Code: 27410-9537 County: Guilford

5. The mailing address, if different from the street address, of the initial registered agent office is:

Number and Street \_\_\_\_\_  
City \_\_\_\_\_ State: NC Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

6. Principal office information: (Select either a or b.)

a.  The limited liability company has a principal office.

The principal office telephone number: (336) 509-2346

The street address and county of the principal office of the limited liability company is:

Number and Street: 4003 Jessup Grove Ct  
City: Greensboro State: NC Zip Code: 27410-9537 County: Guilford

The mailing address, if different from the street address, of the principal office of the company is:

Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

b.  The limited liability company does not have a principal office.

7. Any other provisions which the limited liability company elects to include (e.g., the purpose of the entity) are attached.

8. (Optional): Listing of Company Officials (See instructions on the importance of listing the company officials in the creation document.

Name	Title	Business Address
Gregory Nathaniel Olive	Manager	4003 Jessup Grove Ct Greensboro NC,
Laverne L. Leese	Manager	4003 Jessup Grove Ct Greensboro NC,

9. (Optional): Please provide a business e-mail address: Privacy Redaction  
The Secretary of State's Office will e-mail the business automatically at the address provided above at no cost when a document is filed. The e-mail provided will not be viewable on the website. For more information on why this service is offered, please see the instructions for this document.

10. These articles will be effective upon filing, unless a future date is specified:

This is the 29th day of January, 2024.

Gregory Nathaniel Olive  
Signature

Gregory Nathaniel Olive Organizer  
Type or Print Name and Title

The below space to be used if more than one organizer or member is listed in Item #2 above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name and Title

**NOTE:**

1. Filing fee is \$125. This document must be filed with the Secretary of State.

(Continued) Additional Officers/Officials - Carolina Sapphire LLC

Laverne L. Leese - Manager Signature: Laverne L. Leese  
Address: 4003 Jessup Grove Ct Greensboro NC, 27410-9537 United States

## Comprehensive Plan Consistency

According to the Appendix 2: Richlands of the Onslow County Horizon 2040 Comprehensive Plan, this property was not within the jurisdiction of Richlands upon adoption of this Plan. Since this time, the property has been annexed into the corporate limits of Richlands. The appropriate designation for this parcel is Suburban Residential. This land use classification is intended to support single-family residential development at a density of up to 4 dwelling units per acre in growth areas outside of the Town's traditional core. These areas are also intended to accommodate attached single-family development at slightly higher densities – as standalone projects or integrated into mixed residential developments.

Furthermore, the following goals, objectives and strategies from the Comprehensive Plan have been identified to support this requested rezoning to RM-6:

### Plan Goal 1: Land Use Compatibility

**Objective 1.1:** Characterize future land use and development patterns; and establish mitigation criteria and concepts to minimize conflicts

**Strategy:** Utilize the future land use map when considering any major development proposal, rezoning, or similar application for a change of land use or development.

**Objective 1.2:** Proactively manage growth and guide new development to areas of the County with existing or planned infrastructure and services that have sufficient carrying capacity to minimize impacts to residents' quality of life.

### Plan Goal 2: Infrastructure Carrying Capacity

**Objective 2.1:** Establish service criteria and ensure improvements minimize impacts to AECs and other fragile areas.

**Strategy:** Consult the map of AECs in this Plan when considering any development, special use permit, or rezoning proposal. Do not permit development which would negatively impact these sensitive environmental areas.

**Strategy:** Continue to work with ONWASA and other utility providers to ensure that utility extension plans do not negatively impact environmentally sensitive areas. Water and sewer services should be concentrated within targeted service areas, where development densities make the provision of services economically efficient.

### Plan Goal 4: Water Quality

**Objective 4.2:** Protect the natural environment through policies and incentives that direct development away from environmentally sensitive areas.  
**Strategy:** Consult the map of AECs in this Plan when considering any development or rezoning proposal. Do not permit development which would negatively impact these sensitive environmental areas.

**Strategy:** Continue to work with ONWASA and other utility providers to ensure that utility extension plans do not negatively impact environmental areas.

### **Plan Goal 6: High Quality Development**

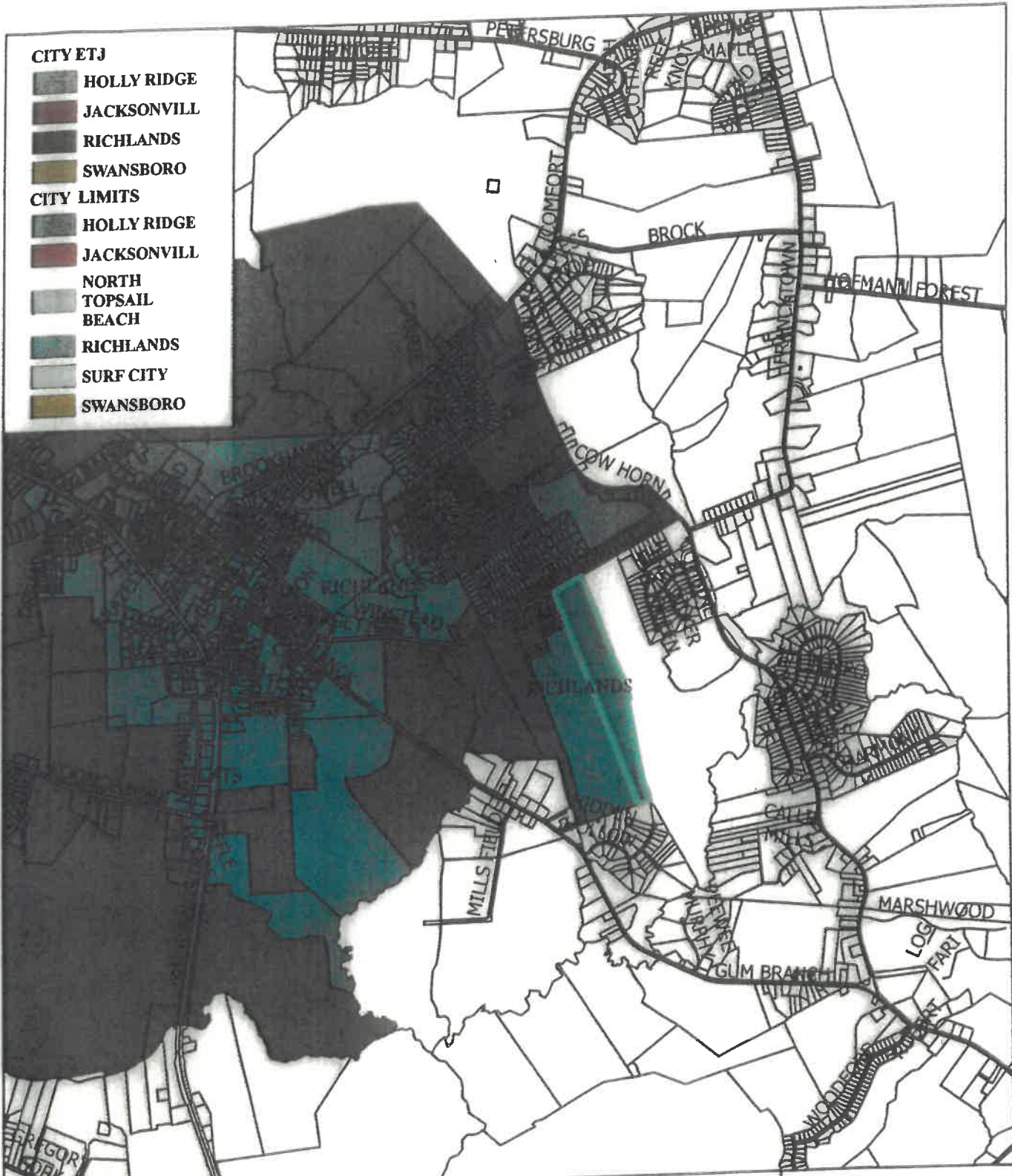
**Objective 6.1:** Promote a broad range of housing types, styles, locations, price points, and amenities.

**Strategy:** Encourage residential development to occur at densities appropriate for their location. Location factors that impact density include environmentally sensitive areas, sewage treatment available to the site, the capacity of water services, the capacity of public schools serving the site, and the proximity of the site to essential services.

**Strategy:** Encourage all residential development to accommodate / provide adequate infrastructure. New residential developments shall provide for the installation of paved public roadway and associated drainage infrastructure at the time of development

**Strategy:** Seek to accommodate the development and appropriate placement of a variety of housing types, including site-built homes, apartments, townhouses, accessory dwelling units, and manufactured homes.

**Strategy:** Discourage residential strip development along primary roads. Flag lots shall not be permitted along primary roads unless justified by unusual or unforeseeable parcel or topographic constraints

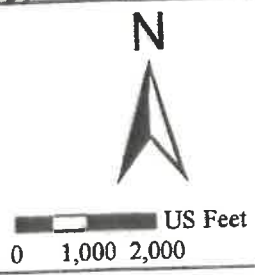


- CITY ETJ**
- HOLLY RIDGE
  - JACKSONVILL
  - RICHLANDS
  - SWANSBORO
- CITY LIMITS**
- HOLLY RIDGE
  - JACKSONVILL
  - NORTH TOPSAIL BEACH
  - RICHLANDS
  - SURF CITY
  - SWANSBORO

# Location Map

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

## 2025









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





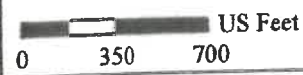
**ZONECODE**

-  C-3
-  O-I
-  R-15
-  R-20
-  RA
-  RM-6

# Zoning Map

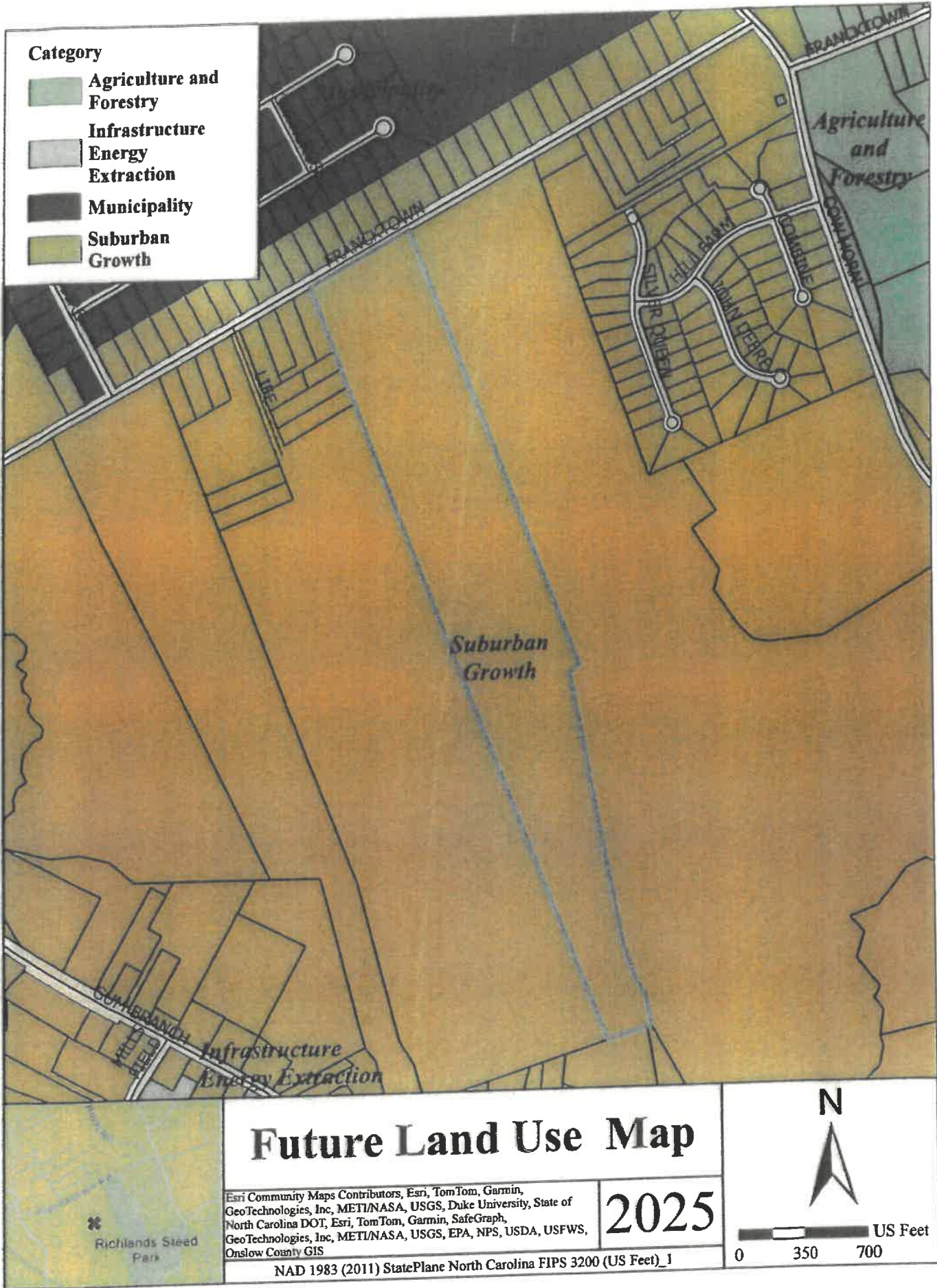
Esri Community Maps Contributors, Esri, TomTom, Garmin,  
 GeoTechnologies, Inc, METI/NASA, USGS, Duke University, State of  
 North Carolina DOT, Esri, TomTom, Garmin, SafeGraph,  
 GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS,  
 Onslow County GIS

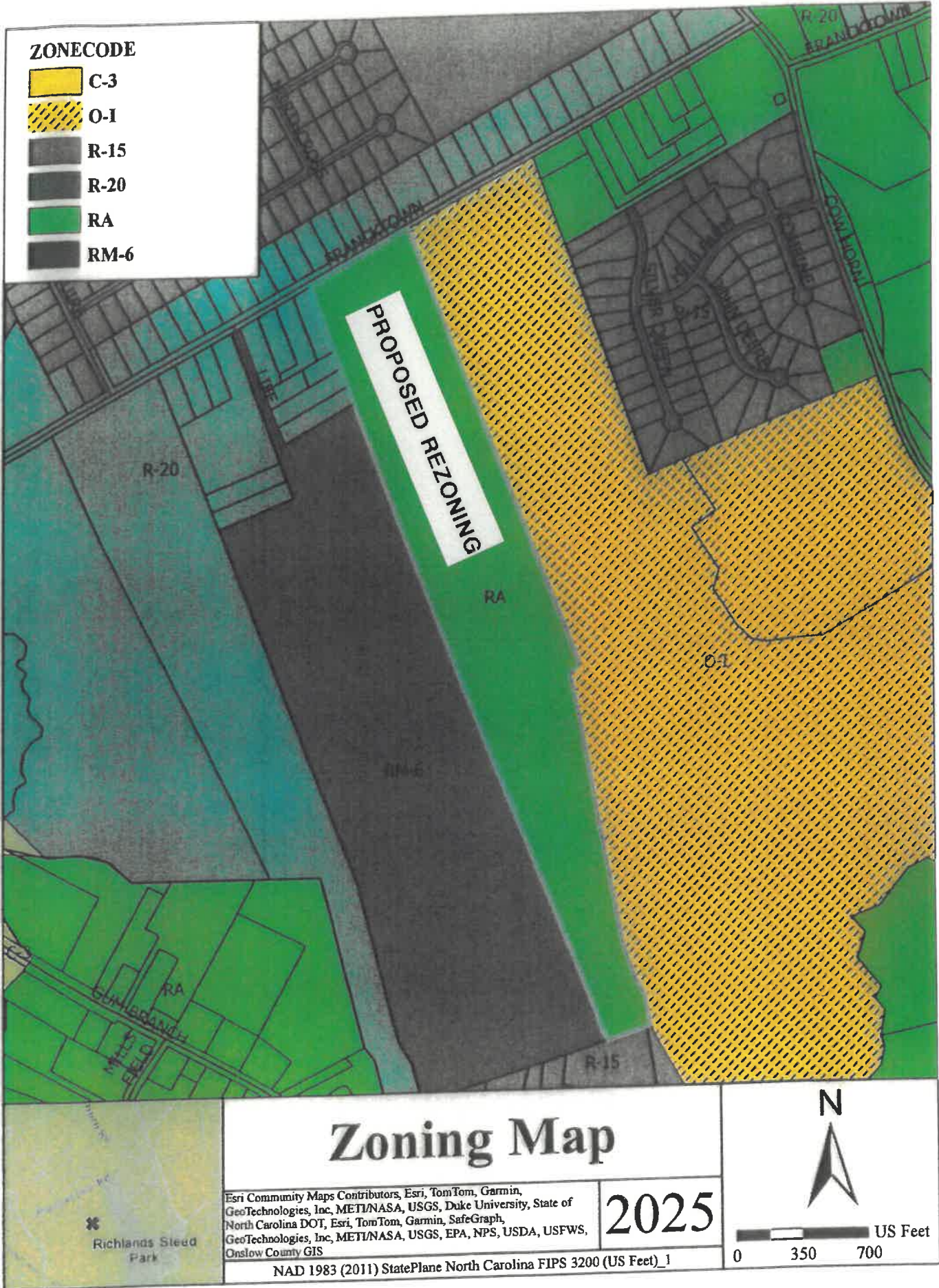
## 2025



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











**RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF RICHLANDS TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT AND SETTING THE DATE FOR A PUBLIC HEARING THEREON**

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Board of Aldermen of the Town of Richlands may adopt an ordinance to amend the Charter of the Town to implement any of the optional forms set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;

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

1. The Board of Aldermen hereby intends to consider an ordinance amending the Charter of the Town of Richlands as set in Chapter 160A of North Carolina, as amended, to adopt the council-manager form of government, as authorized by G.S. 160A-101(9)(b).
2. A public hearing on the proposed ordinance is hereby called at the Richlands Town Hall at 6:00 p.m. on May 12, 2026.
3. Following the public hearing called hereby, the Board of Aldermen shall consider passage of the ordinance at its regular meeting on Tuesday, May 12, 2026.
4. The Town Clerk is hereby directed to cause to be published in the Jacksonville Daily Times a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

Adopted this 12<sup>th</sup> day of May, 2026

\_\_\_\_\_  
McKinley Smith, Mayor

ATTEST:

\_\_\_\_\_  
Isaura Flores, Town Clerk

**PUBLIC NOTICE****NOTICE OF PUBLIC HEARING ON PROPOSED CHARTER AMENDMENT ORDINANCE**

The public will take notice that the Board of Aldermen of the Town of Richlands will conduct a public hearing at Richlands Town Hall at 6:00 p.m. on Monday, May 12, 2026 concerning a proposed ordinance amending the Charter of the Town Of Richlands as set forth in Chapter 160A of the General Statutes of North Carolina, as amended, to adopt the council-manager form of government. Following the public hearing, the Board of Aldermen will consider passage of the ordinance at its regular meeting to be held on May 12, 2026.

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Isaura Flores, Town Clerk

**TOWN OF RICHLANDS  
BOARD OF ALDERMEN**



Agenda Item
H3

**Meeting Date:**  
12-May-26

**Presenter:**  
Town Administrator

**ITEM TO BE CONSIDERED**

**Title:**  
FY 26-27 Budget Update

**Brief Summary:**  
The uncertainty regarding property tax valuations and pending legislative action to slash 2026 revaluations from the FY 26-27 Budgets significantly complicates the budgetary process. There has been no guidance provided by NCDOR or the LGC on this matter and the League seems to think that it might pass in time to affect our budgets although the House doesn't seem to be moving as fast as the Senate. All of this has Budget Officers up against a looming deadline to formally submit budgets by June 1, 2026 - the statutory deadline. This has units of government affected in a wait and see pattern at the moment. I have multiple budget worksheets for various scenarios but I am hesitant to concentrate on one until I know more as to what will happen with the State.

**If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:**  
  
No action needed at this point but prepare for a special called meeting soon but for the formal budget presentation once I know more about these two legislative bills and what revenues I can use.

**BACKGROUND**

**Originating Department**  
Administration  
  
**Staff Contact:**  
Town Administrator

**Attachments:**  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

**REVIEWED BY**

Town Administrator \_\_\_\_\_ X  
Clerk to the Board \_\_\_\_\_

Attorney \_\_\_\_\_  
Finance Officer \_\_\_\_\_

**ACTION TAKEN**

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Carried: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

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TOWN OF RICHLANDS  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

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Report ID: B110

10 General

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
4100 *TAX REVENUES					
4111 Ad valorem tax - CY	3,471.04	800,904.35	777,000.00	-23,904.35	103 %
4112 Ad valorem tax - PY	299.60	7,164.40	6,000.00	-1,164.40	119 %
4113 Interest & Penalties	378.19	4,032.70	2,000.00	-2,032.70	202 %
4120 Vehicle Property Tax	11,243.78	86,701.74	89,000.00	2,298.26	97 %
Account Group Total:	15,392.61	898,803.19	874,000.00	-24,803.19	103 %
4200 *INTERGOVERNMENTAL					
4210 ABC Revenue	0.00	9,143.00	45,000.00	35,857.00	20 %
4221 Fire District tax	0.00	64,064.92	62,000.00	-2,064.92	103 %
4231 NCDOR - Beer & Wine Tax	0.00	9,452.00	10,000.00	548.00	95 %
4232 NCDOR - Local option sales tax	38,662.83	461,495.56	538,000.00	76,504.44	86 %
4234 NCDOR - Utility Franchise taxes	0.00	90,877.47	126,000.00	35,122.53	72 %
4235 NCDOR - Video Programming	0.00	12,222.25	18,500.00	6,277.75	66 %
4271 Police Confiscations	0.00	154.69	0.00	-154.69	** %
4280 Powell Bill aid	0.00	85,955.53	90,000.00	4,044.47	96 %
Account Group Total:	38,662.83	733,365.42	889,500.00	156,134.58	82 %
4300 *INVESTMENT INCOME					
4311 Interest Earnings	2,967.95	32,111.89	25,000.00	-7,111.89	128 %
4312 Interest Earnings - Powell bill	8.16	66.73	100.00	33.27	67 %
Account Group Total:	2,976.11	32,178.62	25,100.00	-7,078.62	128 %
4400 *SALES OF SERVICE					
4431 Rents	2,050.00	21,065.00	19,000.00	-2,065.00	111 %
4432 GTE Lease	900.00	9,000.00	10,800.00	1,800.00	83 %
4433 Rent - ONWASA	2,916.67	29,166.70	35,000.00	5,833.30	83 %
4451 Trash Collection	18,610.34	178,928.99	205,000.00	26,071.01	87 %
Account Group Total:	24,477.01	238,160.69	269,800.00	31,639.31	88 %
4500 *FEES & FINES					
4512 Employee Agreement Reimbursements	100.00	2,120.00	3,300.00	1,180.00	64 %
4531 Civil fines & court cost	298.35	2,820.60	2,000.00	-820.60	141 %
4542 Ordinance Violation fee/Assmt	0.00	0.00	500.00	500.00	0 %
4543 Building Permits	300.00	7,150.00	10,000.00	2,850.00	72 %
Account Group Total:	698.35	12,090.60	15,800.00	3,709.40	77 %
4600 *GRANTS & DONATIONS					
4642 Operation Santa Donations	0.00	1,700.00	2,500.00	800.00	68 %
Account Group Total:	0.00	1,700.00	2,500.00	800.00	68 %
4700 *MISCELLANEOUS					
4710 Debt Proceeds	0.00	87,316.00	87,316.00	0.00	100 %
4751 Capital Asset Sales	0.00	299,250.00	1,000.00	-298,250.00	*** %
4790 Miscellaneous Revenues	125.00	35,588.23	19,900.00	-15,688.23	179 %
Account Group Total:	125.00	422,154.23	108,216.00	-313,938.23	390 %
4900 *TRANSFERS & APPROPRIATIONS					
4999 Appropriation from fund balance	0.00	0.00	238,517.09	238,517.09	0 %
Account Group Total:	0.00	0.00	238,517.09	238,517.09	0 %

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TOWN OF RICHLANDS  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

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10 General

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Account	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
Fund Total:	82,331.91	2,338,452.75	2,423,433.09	84,980.34	96 %

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TOWN OF RICHLANDS  
Statement of Revenue Budget vs Actuals  
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32 Rural Transformation Grant

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
4600 *GRANTS & DONATIONS					
4612 Rural Transformation Grant	84,902.00	84,902.00	330,000.00	245,098.00	26 %
Account Group Total:	84,902.00	84,902.00	330,000.00	245,098.00	26 %
4900 *TRANSFERS & APPROPRIATIONS					
4910 Transfer from General Fund	0.00	39,900.00	39,900.00	0.00	100 %
Account Group Total:	0.00	39,900.00	39,900.00	0.00	100 %
Fund Total:	84,902.00	124,802.00	369,900.00	245,098.00	34 %
Grand Total:	167,233.91	2,463,254.75	2,793,333.09	330,078.34	88 %

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TOWN OF RICHLANDS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

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10 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000							
5100 Governing Body							
416	Elected Officials	0.00	6,756.75	9,100.00	9,100.00	2,343.25	74 %
421	FICA	0.00	517.02	700.00	700.00	182.98	74 %
511	Professional Services	800.00	24,500.00	25,800.00	25,800.00	1,300.00	95 %
512	Contractual services	0.00	14,860.28	12,600.00	13,459.00	-1,401.28	110 %
513	Staff development & travel	0.00	644.40	1,000.00	1,000.00	355.60	64 %
525	Property & Liability Insurance	500.00	60,887.96	60,000.00	60,000.00	-887.96	101 %
534	Dues & subscriptions	0.00	5,449.00	5,400.00	5,400.00	-49.00	101 %
579	Miscellaneous Expense	120.00	2,446.35	15,400.00	15,400.00	12,953.65	16 %
	Account Total:	1,420.00	116,061.76	130,000.00	130,859.00	14,797.24	89 %
5210 Administration							
411	Full-time regular wages	21,302.24	274,384.86	268,000.00	318,000.00	43,615.14	86 %
421	FICA	1,629.69	20,553.02	21,000.00	23,900.00	3,346.98	86 %
423	LGERS Pension	3,056.87	38,728.42	38,000.00	45,000.00	6,271.58	86 %
424	401K	1,065.10	12,123.68	13,500.00	14,300.00	2,176.32	85 %
425	Health & Life Insurance	3,735.02	31,275.89	30,800.00	40,100.00	8,824.11	78 %
512	Contractual services	2,297.70	15,363.65	9,500.00	12,947.23	-2,416.42	119 %
513	Staff development & travel	89.90	964.19	7,500.00	4,052.77	3,088.58	24 %
515	Advertising	110.40	1,850.44	1,500.00	1,500.00	-350.44	123 %
522	Maint & Rep - Buildings	0.00	0.00	100.00	100.00	100.00	%
523	Maint & Rep - Equipment	150.00	2,398.34	2,500.00	2,500.00	101.66	96 %
524	Maint & Rep - Vehicles	0.00	90.98	100.00	100.00	9.02	91 %
525	Property & Liability Insurance	0.00	0.00	100.00	100.00	100.00	%
526	Utilities & Communication	1,248.24	9,583.87	12,800.00	12,800.00	3,216.13	75 %
534	Dues & subscriptions	0.00	1,204.60	1,700.00	1,700.00	495.40	71 %
535	Postage & Printing	6.01	432.75	200.00	200.00	-232.75	216 %
537	Collection Fee	1,428.32	9,215.41	9,000.00	9,000.00	-215.41	102 %
551	Supplies	80.10	2,592.98	2,200.00	2,200.00	-392.98	118 %
579	Miscellaneous Expense	0.00	749.35	100.00	100.00	-649.35	749 %
581	Operation Santa Donations	0.00	553.51	0.00	2,500.00	1,946.49	22 %
	Account Total:	36,199.59	422,065.94	418,600.00	491,100.00	69,034.06	86 %
5310 Public Safety							
411	Full-time regular wages	21,665.60	243,295.01	366,000.00	296,000.00	52,704.99	82 %
412	Part-time regular wages	0.00	5,092.18	4,000.00	4,000.00	-1,092.18	127 %
414	Separation Allowance	265.16	2,850.47	2,400.00	2,400.00	-450.47	119 %
421	FICA	1,558.99	18,483.04	28,500.00	28,500.00	10,016.96	65 %
423	LGERS Pension	3,483.85	39,106.94	57,500.00	57,500.00	18,393.06	68 %
424	401K	1,083.30	11,846.82	18,000.00	18,000.00	6,153.18	66 %
425	Health & Life Insurance	3,781.09	28,554.45	53,600.00	53,600.00	25,045.55	53 %
511	Professional Services	0.00	0.00	100.00	100.00	100.00	%
512	Contractual services	5,315.53	43,013.64	24,500.00	24,500.00	-18,513.64	176 %
513	Staff development & travel	0.00	1,122.41	1,500.00	1,500.00	377.59	75 %
514	Uniforms	0.00	1,003.80	4,500.00	4,500.00	3,496.20	22 %
523	Maint & Rep - Equipment	0.00	799.19	2,000.00	2,400.22	1,601.03	33 %
524	Maint & Rep - Vehicles	764.90	10,455.84	22,000.00	13,651.75	3,195.91	77 %
525	Property & Liability Insurance	0.00	0.00	200.00	200.00	200.00	%
526	Utilities & Communication	1,639.25	12,972.92	17,000.00	17,000.00	4,027.08	76 %
533	Contributions	0.00	0.00	500.00	500.00	500.00	%

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TOWN OF RICHLANDS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

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10 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
534	Dues & subscriptions	0.00	200.00	200.00	200.00	0.00	100 %
535	Postage & Printing	0.00	416.26	200.00	200.00	-216.26	208 %
551	Supplies	2,043.09	13,805.70	22,700.00	22,700.00	8,894.30	61 %
561	Capital Outlay	0.00	55,441.77	21,300.00	55,652.85	211.08	100 %
564	Debt Service Principle	0.00	0.00	0.00	13,304.12	13,304.12	%
565	Debt Service - Interest	0.00	0.00	0.00	1,921.28	1,921.28	%
573	Governing Board Projects	0.00	0.00	200.00	200.00	200.00	%
579	Miscellaneous Expense	0.00	1,702.28	2,000.00	2,000.00	297.72	85 %
	Account Total:	41,600.76	490,162.72	648,900.00	620,530.22	130,367.50	79 %
5400 Fire							
512	Contractual services	12,500.00	114,064.92	112,000.00	114,064.92	0.00	100 %
	Account Total:	12,500.00	114,064.92	112,000.00	114,064.92	0.00	100 %
5620 Code Enforcement							
512	Contractual services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	%
5720 Buildings & Grounds							
512	Contractual services	1,690.00	28,425.15	19,500.00	26,000.00	-2,425.15	109 %
521	Maint & Rep - Infrastructure	3,006.99	6,424.97	9,700.00	9,700.00	3,275.03	66 %
522	Maint & Rep - Buildings	0.00	32,479.93	21,000.00	33,983.00	1,503.07	96 %
523	Maint & Rep - Equipment	0.00	398.75	1,500.00	1,500.00	1,101.25	27 %
526	Utilities & Communication	542.48	6,953.52	13,300.00	13,300.00	6,346.48	52 %
551	Supplies	12.99	362.06	500.00	500.00	137.94	72 %
561	Capital Outlay	0.00	150,000.00	0.00	150,000.00	0.00	100 %
579	Miscellaneous Expense	0.00	2,229.10	100.00	100.00	-2,129.10	*** %
732	Transfer to Rural	0.00	39,900.00	0.00	39,900.00	0.00	100 %
	Account Total:	5,252.46	267,173.48	65,600.00	274,983.00	7,809.52	97 %
5740 Streets							
411	Full-time regular wages	16,429.35	180,653.79	214,000.00	214,000.00	33,346.21	84 %
421	FICA	1,256.82	13,819.94	15,500.00	15,500.00	1,680.06	89 %
423	LGERS Pension	2,357.58	25,923.67	30,000.00	30,000.00	4,076.33	86 %
424	401K	821.47	8,689.13	10,500.00	10,500.00	1,810.87	83 %
425	Health & Life Insurance	3,024.96	24,940.92	30,700.00	30,700.00	5,759.08	81 %
511	Professional Services	0.00	0.00	500.00	500.00	500.00	%
512	Contractual services	1,329.51	23,440.45	34,500.00	34,500.00	11,059.55	68 %
513	Staff development & travel	0.00	210.00	500.00	500.00	290.00	42 %
514	Uniforms	0.00	2,339.08	2,500.00	2,500.00	160.92	94 %
515	Advertising	0.00	0.00	500.00	500.00	500.00	%
522	Maint & Rep - Buildings	0.00	0.00	100.00	100.00	100.00	%
523	Maint & Rep - Equipment	392.11	3,178.60	4,500.00	4,500.00	1,321.40	71 %
524	Maint & Rep - Vehicles	0.00	14,069.25	9,100.00	15,909.95	1,840.70	88 %
525	Property & Liability Insurance	0.00	0.00	100.00	100.00	100.00	%
526	Utilities & Communication	4,048.47	34,213.34	43,000.00	45,500.00	11,286.66	75 %
535	Postage & Printing	0.00	416.25	100.00	100.00	-316.25	416 %
551	Supplies	816.98	9,494.19	14,600.00	14,600.00	5,105.81	65 %
561	Capital Outlay	0.00	46,805.98	19,600.00	48,667.37	1,861.39	96 %
564	Debt Service Principle	0.00	0.00	0.00	14,871.06	14,871.06	%
565	Debt Service - Interest	0.00	0.00	0.00	2,147.57	2,147.57	%

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TOWN OF RICHLANDS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

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10 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
572	Powell Bill Expenses	0.00	8,492.29	117,200.00	117,200.00	108,707.71	7 %
576	Landfill Tipping Fees	5,567.31	48,904.15	57,000.00	57,000.00	8,095.85	86 %
579	Miscellaneous Expense	0.00	2,371.90	5,000.00	5,000.00	2,628.10	47 %
	Account Total:	36,044.56	447,962.93	609,500.00	664,895.95	216,933.02	67 %
5750	Solid Waste						
512	Contractual services	10,868.48	84,933.76	126,000.00	126,000.00	41,066.24	67 %
	Account Total:	10,868.48	84,933.76	126,000.00	126,000.00	41,066.24	67 %
	Account Group Total:	143,885.85	1,942,425.51	2,111,600.00	2,423,433.09	481,007.58	80 %
	Fund Total:	143,885.85	1,942,425.51	2,111,600.00	2,423,433.09	481,007.58	80 %

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TOWN OF RICHLANDS  
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32 Rural Transformation Grant

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000							
5720 Buildings & Grounds							
	562 Engineering and Design	0.00	6,500.00	0.00	6,900.00	400.00	94 %
	563 Construction	0.00	84,902.00	0.00	330,000.00	245,098.00	26 %
	577 Contingencies	0.00	0.00	0.00	33,000.00	33,000.00	%
	Account Total:	0.00	91,402.00	0.00	369,900.00	278,498.00	25 %
	Account Group Total:	0.00	91,402.00	0.00	369,900.00	278,498.00	25 %
	Fund Total:	0.00	91,402.00	0.00	369,900.00	278,498.00	25 %
	Grand Total:	143,885.85	0.00	2,033,827.51	2,111,600.00	2,793,333.09	759,505.58 73 %

## **Finance Director Report – April 2026**

### **Financial Operations**

- Processed weekly payroll, including EFTPS tax payments and Empower retirement contributions.
- Managed accounts payable functions, including pre-auditing invoices, invoice entry, and check processing.
- Managed accounts receivable and posted revenue vouchers, including Ad Valorem Tax collections and other incoming revenues.
- Monitored bank accounts daily for transactions, deposits, and payment activity.
- Created purchase orders as requested by departments.

### **Month-End / Compliance Processes**

- Completed monthly bank reconciliations.
- Processed liability and benefit-related payments, including insurance and employee benefit obligations.
- Prepared monthly financial reports and completed month-end reconciliation processes.
- Assisted with budget-related tracking and spreadsheet preparation.

### **Human Resources / Administrative Support**

- Responded to daily emails, phone calls, and departmental inquiries.
- Assisted front office operations and customer service as needed.
- Handled routine administrative and employee-related matters.
- Provided administrative support to various town departments and operational needs.

### **Meetings / Training**

- Participated in monthly financial review and support meetings with NCLM representative.
- Attended two online NCLM training classes during the month.

**Town of Richlands Code Enforcement  
April 2026 Monthly Report**

**Notice of Violation Letters**

- 104 Landover Dr Easement NOV - RESOLVED
- 106 Landover Dr Easement NOV - RESOLVED
- 8606 Richlands Hwy grass NOV - RESOLVED
- Maidstone Easement NOV - RESOLVED
- 104 Groveshire PL grass NOV - RESOLVED
- 106 Groveshire PI grass NOV - RESOLVED
- 107 Airleigh PI grass NOV - RESOLVED
- 235 Maidstone oil spill - RESOLVED
- 910 signs made for zoning
- 128 Pembury Way grass NOV - RESOLVED
- 101 Dillard Ln easement NOV - RESOLVED
- Itinerant Merchant Permit design
- 304 W Foy St grass NOV - RESOLVED
- 168 N Squires run grass NOV - RESOLVED
- 132 Airleigh PI Boat in Driveway - RESOLVED
- 508 Hargett St grass NOV - RESOLVED
- 110 Woods Run Circle Zoning permit for garage business. Unapproved
- 113 Woods Run Circle grass NOV - RESOLVED
- Contacted Richlands Townhouse LLC grass NOV
- Boost Up verbal warning grass - RESOLVED
- 311 Frank St Ditch NOV
- 110 Pembury Way Home occupation- Shut down
- Dollar General Sign Permit – Reviewed
- 219 Maidstone grass NOV - RESOLVED
- 102 Maidstone grass NOV - RESOLVED
- Reviewed (6) zoning permits for Squires Run
- 164 N Squires Run grass NOV RESOLVED
- 112 N Frank St Derelict Vehicle
- Zaxbys sign permit Review
- Cookout Sign Permit Review
- 13 signs removed from Right of way
- 313 Frank St Dich NOV

## Public Works April 2026 Monthly Report

Mondays, Thursdays and Fridays - Picked up yard waste debris.

Monday-Friday - Edged streets.

Wednesday - Picked up bulky items.

Tuesday – mowed right of ways and public grounds.

Repaired damaged water line at park.

Repaired water leak at community building.

Went to Clayton to pick up parts for Ventrac

Replaced push rods in 2010 Ventrac.

Repaired hydraulic hose on 2010 Ventrac.

Repaired front hitch on 2010 Ventrac.

Replaced pump on tank sprayer.

Met with Elite Contracting several times regarding park project.

Repaired drop inlet grate in Tri-Field

Submitted budget to Town Administrator.

Prepared RFP for Solid Waste services.

Worked on Annual Solid Waste Report.

Ordered Mulch for Venters Park playground.

Took Mosquito sprayer to Greenville for Calibration.

Worked on getting MOU from county for Vector Control Services.

Had teams meeting with Ellis Group and NCDOT regarding High School Development.

Met with Ellis Group, Contractor and NCDEQ on site regarding High School Development.

Completed monthly online training.

Delivered/picked up garbage and recycle carts from various locations.

Updated cart inventory and emailed to GFL.

Assisted Administrative staff with various tasks.

Addressed citizen complaint regarding ditch on Hancock St.

Contacted contractor for right of way ditch bank mowing.

Contacted contractor for debris removal from Public Works Facility.

Submitted Yard waste notification form to NCDEQ for approval.

Completed online training for continuing education hours for Pesticide License.



## ***Town Administrator's Monthly Report for April 2026***

### **Grants**

- Street project – It appears that there is a strong possibility that the legislature is going to move to take away our FY 26/27 revaluation values. If this happens, I really don't know what this means for the street project upgrades and corresponding stormwater project. I depended on those additional revenues so that appropriating fund balance for the project will not have a detrimental impact on our remaining fund balance. I have also prepared multiple budget scenarios for your consideration, but we are basically in a wait and seen pattern. No one knows what is going to happen at this point and we are receiving no guidance from anyone in Raleigh. I have written emails with information on the project (cost estimates and why we need it) to Senator Lazzara, Representative Shepard and Congressman Murphy's office requesting assistance. At this point, that is all I know. We have all the information that is needed to proceed with the project if we could just get some financial assistance to help with the project.
- Work is well underway for the Venters Park Project. The first reimbursement request (\$84,902) has been submitted to NC Commerce and has been reimbursed. We have received the second pay request for this project. It is anticipated that this project should be complete in August weather permitting. Remember the park is closed for the duration of the construction project.

### **Planning/Zoning/Development/Economic Development**

- Two (2) zoning permits were processed and issued (residential). One of these was a special use permit. I have eight (8) pending with two (2) being commercial and six (6) being residential for Squires Run Village.
- The WAWA Plans still have a construction window of late summer or early fall. (No change since my last report)
- Zaxby's plan review is final with the exception of the sign permit which should be done in the next month or so according to the developer. There is still no time frame on construction so there has been no change since my last report.
- I should be receiving plans for the new Urgent Care facility at 9002 NC Kinston Hwy for approval soon. I am still waiting for these.
- The zoning permit for the Cookout was re-issued as it had expired. About a month or so on the sign permit according to the developer
- The Ellis Development commercial outparcel which includes the proposed Sheetz, a strip development with a drive-thru end cap and a potential restaurant is well underway

- Continued consultation with the County Planning Director to further explore the possibility of an agreement with the County for development review and possibly code enforcement. This is taking a bit longer than anticipated.

### **Personnel**

- Nothing new to report in this category

### **Finance**

- Continued work on the FY 26-27 budget. As mentioned previously, the revaluation/property tax situation has significantly complicated the budgetary process. We are in a wait and see mode at the moment as both the House and Senate in the Legislature is juggling bills that have a direct negative impact on our property tax revenues. I have multiple budget worksheets in preparation for what happens at the State level. The formal budget presentation is to happen before June 1, 2026 so the State is pushing us all up against that deadline severely and we have received no guidance from anyone as to how to proceed.
- RFP's have been sent out for our trash pickup contract due back the end of May..

### **Utilities/Public Works**

- Nothing new to report in this category

### **Building/Grounds/Assets**

- Nothing new to report in this category

### **General/Upcoming Events**

- Nothing new to report in this category

### **Information Technology/Website**

- The website upgrade is well underway and we are at the phase of getting new photos of the Board and Staff. The photographer will be sending dates and times for consideration.

### **Miscellaneous**

- Worked on routine day-to-day and long-term administrative-related Town matters.