



TOWN OF RICHLANDS
Town Board Meeting
November 12, 2024
6:00 PM
AGENDA

I. Meeting Called to Order by Mayor McKinley Smith

II. Pledge of Allegiance

III. Invocation

IV. Adoption of the Agenda

V. Adoption of the Minutes

1. October 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

VIII. Old Business

IX. New Business

1. Final Plat Approval (Squires Run Village)
2. Ordinance 2024-09 (Multiple Code Changes)
3. Resolution 2024-05 (Annexation Petition)
4. Overflow Cafe NC Request

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. October 2024 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

XV. Adjourn



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item V. - 1.
October 2024 Meeting Minutes

Description:

October 2024 Meeting Minutes.

Review:

Attached are the minutes for the October 8, 2024 Workshop and the October 8, 2024 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the October meeting minutes.

ATTACHMENTS:

Description

- ☐ October 8, 2024 Special Call Meeting Minutes
- ☐ October 8, 2024 Regular Meeting Minutes

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 Alderman met for a Special Call Meeting on Tuesday, October 8, 2024 at 3:00 pm at the Richlands Town Hall. The purpose of the meeting was to hold an Ordinance Workshop and receive reports from staff.

Present for the meeting were:

Mayor McKinley D. Smith
Alderman Marilyn Bunce
Alderman Kent Painter

Alderman Kandy Koonce
Alderman Tom Brown
Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator
Johnathan Jarman, Public Works Director
Patricia Allen, Code Enforcement Officer

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

There were 0 citizens present.

I. MEETING CALLED TO ORDER:

Mayor McKinley D. Smith called the meeting to order at 3:05 pm.

II. MEETING BUSINESS:

1. Ordinance Discussion:

Town Administrator Gregg Whitehead addressed the board stating that after the board requested a review of our ordinances, Public Works Director Johnathan Jarman and Code Enforcement Officer, Patricia Allen evaluated the ordinances and standard operating procedures to find ways they can be improved.

Public Works Director Johnathan Jarman and Code Enforcement Officer, Patricia Allen have been working on developing Standard Operating Procedures for each chapter with a flow chart so that every process remains the same.

The following are the ordinances with suggested changes that can be taken care of without a public hearing:

1) 50.21 ACCESS TO CONTAINERS

Change the minimum time for residents to place trash carts on the curb from 7:00 am on day of pickup to 5:00 am on day of pickup.

2) 50.45 ENFORCEMENT

The current language only authorizes the Public Works Director to enforce the regulation of Chapter 50, Solid waste. The phrase "or designee" needs to be added to the end of the sentence.

3) CHAPTER 71: SCHEDULE II. STOP INTERSECTIONS

The language of the ordinance needs to reflect the actual location of the stop signs at Tri-Field Estates. Instead of uprooting stop signs, changing the ordinance is much easier.

The street name "Landover Drive" on Section (F) (5) needs to be changed to "Dukes Lake Circle".

The street name "Amberwine Circle" on Section (F)(6) needs to be changed to "Groveshire Place".

Alderman Bunce referred to Chapter 71, Schedule III (B) and how it only lists Cox Street. She suggested adding additional streets. Mr. Whitehead will also look into signage options to cover the restricted access.

4) CHAPTER 72: SCHEDULE I. RESTRICTED PARKING

The zip code listed on Section (A) (11) needs to be corrected.

5) 90.008 NOTICE TO ABATE; CONTENTS AND SERVICE

Chapter 90 deals with Health and Sanitation Nuisances. This part of the code was never intended to be enforced in the ETJ but the current language authorizes it. I recommend changing the code to remove this authorization.

Section (A) Remove "town or within the town's extraterritorial jurisdiction" and replace with "town limits".

6) BUILDINGS UNFIT FOR HUMAN HABITATION

This entire section is ill equipped to deal with proper condemnation procedures of residential property and needs to be replaced with up to date language that can best meet the goals of the Board of Aldermen. A new section and/or chapter will need to be written and approved that addresses the needs for condemnation while acknowledging that the town does not operate a building inspection program.

Mr. Whitehead has spoken with Onslow County about using their inspectors to determine if a dwelling is unfit. Town Attorney, Keith Fountain will look into reworking the language.

Alderman Bunce also referred to 90.046 regarding noises and Paragraph P which needs to be reworded.

7) NUMBER OF ANIMALS ALLOWED

This section deals with the number of pets allowed per household and is confusing.

After some discussion the board agreed to change the wording of the number of animals allowed to a maximum of 3 of each animal, not to exceed 5 total.

Paragraph (B) refers to the ability of anyone to apply for a "license" to operate a kennel if they desire to have more than three dogs. However, the town's zoning regulations only authorize commercial kennels as a special use in the C-2 district and makes no allowance for private kennels in any district. Paragraph (B) needs to be reworded to state "shall apply to the town for a permit to operate a dog kennel as allowed by the zoning regulation of the town (see Chapter 153: Zoning)."

After some discussion, it was agreed to remove the entire section of B regarding licensing and in paragraph C include complaints made to Police Department and/or Code Enforcement.

8) PRIVELEGE LICENSES

General Statute 160A-211, the statute that authorized towns to levy privilege license taxes on all trades and businesses was repealed in 2015. Therefore, there is no need to maintain this chapter in the code of ordinances. The regulation of businesses is a zoning matter rather than a tax levy or license requirement.

The following are ordinances that fall under zoning and will require a Public Hearing:

1) 152.069 STREETS

Paragraph (A) requires streets in subdivisions to be built to NCDOT specifications and that streets dedicated to the town to be adopted by resolution. However, there is no language or guidance in the code as to when the town should accept streets. Not wanting to accept streets too early in a subdivision's development and needs to provide clear direction to current and future developers, adding a specific threshold that has to be met before the town will consider acceptance of streets is highly recommended.

Add wording in Paragraph (A) that provides for specific amount of subdivision buildout before streets will be considered for dedication.

After some discussion, it was decided to have a threshold of 90% of every phase completed prior to the town accepting any streets.

2) ACCESSORY USES

A comma is missing between "motor home" and "boat" in Section (D) (2).

3) OUTDOOR SWIMMING POOLS

NC Residential Code AV105.2 requires in-ground pools to have a fence or barrier to prevent unfettered access and possible drowning. In addition, the Code AV 105.2 has specific language concerning barriers that address above-ground pools. Section 153: Outdoor Swimming Pools of the Code of Ordinances does not currently differentiate between in-ground and above-ground pools and lacks many of the requirements listed in AV 105.2

After some discussion, it was agreed to reword the paragraph by adopting the actual language of Residential Code AV105.2.

Alderman Bunce referred to a typo on the street names under Traffic Schedules, Chapter 71, Schedule 1. She would also like notice to be put out on the parade routes.

Alderman Brown wanted to reiterate how the Police Department needs to be working together on Code Enforcement issues. The officers need to be aware that they are also responsible for enforcing codes.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to bring up an additional item.

Alderman Conner spoke regarding the Ethics Training that the Board Members have recently taken and found the subject of doing favors very interesting. He emphasized how everyone needs to make sure they are doing things for the good of the community.

III. ADJOURN:

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to adjourn the meeting at 4:37 pm. The motion was unanimously carried.

Respectfully Submitted,

ATTEST
Erin Juhls, Town Clerk

Mayor McKinley D. Smith

TOWN OF RICHLANDS
NORTH CAROLINA

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



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

The Richlands Board of Aldermen met in Regular Session on October 8, 2024, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

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

Alderman Marilyn Bunce
Alderman Paul Conner
Alderman Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
William A Horne, Chief of Police
Bernard McLeod, Richlands Hospitality
Brent Cook, Richlands Volunteer Fire Department
Nic Lanier, Richlands Volunteer Fire Department

Keith Fountain, Town Attorney
Patricia Allen, Code Enforcement Officer
Johnathan Jarman, Public Works Director
Brian Kelly, Richlands Volunteer Fire Department

There were 7 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Alderman Kandy Koonce

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

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

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

V. ADOPTION OF MINUTES (September 11, 2024):

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to approve the Meeting Minutes of September 11, 2024 with the changes to the Board Member Concerns. The motion was unanimously carried.

VI. **PUBLIC COMMENT:** None

VII. **PUBLIC HEARING:** None

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

1. **HOTEL DEVELOPMENT PRESENTATION:**

Representatives of the Richlands Hospitality Group will provide an overview of their plans to bring a hotel to Richlands as well as future development plans near the proposed hotel site, which is planned to be located along Koonce Fork Road adjacent to the Waffle House.

Bernard McLeod with Richlands Hospitality LLC addressed the Board and presented a proposal for the Town of Richlands for a new hotel incentive program.

Richlands Hospitality, LLC is looking to bring a Marriot hotel to Richlands to be located at 135 Koonce Fork Road. He requested that the board request a meeting with the North Carolina General Assembly for the purpose of establishing a hotel occupancy tax which is currently 3% per room per night.

Richlands Hospitality would also like the board to consider two incentives:

- 1) A one-time grant up to \$20,000.00 to help with connections of public utilities and services.
- 2) Tax rebates on a 5-year scale for property tax.

Mr. McLeod also stated that the hotel would be annexed into the town as well as a national gas station that will be coming to the location at Highway 258 and Ervintown Road.

Attorney Keith Fountain suggested doing some research on this topic. This is not something the town has ever done before.

The Board decided they would like to do some more research on the incentives request.

2. **RICHLANDS VOLUNTEER FIRE DEPARTMENT FIRE STATION UPDATE:**

Representatives of the Richlands Volunteer Fire Department will be present to provide the Board an update on the Department's plans to build a new fire station.

Brian Kelly, representative for the Richlands Volunteer Fire Department stated that they are under contract for land acquisition.

He also gave an update on the rescue truck and stated that the state budget was passed, and the house projects did not take priority.

3. **RESOLUTION 2024-03 (GovDeals Electronic Auction of Surplus Property):**

Resolution 2024-03 authorizes the Town Administrator to declare as surplus and sell the listed property by electronic public auction on the GovDeals website. The public auction is beginning at 8:00 am on Monday, October 28 and ending at staggered times beginning at 7:00 pm on November 4, 2024.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce, to approve Resolution 2024-03. The motion was unanimously carried.

4. **RESOLUTION 2024-04:**

Resolution 2024-04 is the first step that allows the town to be exempt from affixing the certificate of pre-audit on electronic transactions. The policy does not exempt the town from going through the pre-audit process, just affixing the certificate. The town does not pay many invoices by electronic payment. However, the town is occasionally required to pay an additional invoice electronically by Automated Clearing House (ACH) and on rare occasions by wire transfer.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce, to approve Resolution 2024-04. The motion was unanimously carried.

X. **ADMINISTRATOR NOTES AND UPDATES:**

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

- Should have received an invitation from the City of Jacksonville for the annual observance for the Beirut Memorial.

XI. **POLICE REPORT:**

Chief William A. Horne presented a copy of the Activity Report for September 2024 and is incorporated by reference and hereby made part of these minutes. Chief Horne also reported on the following:

- Officer Ring completed radar training and passed his state exam. He will be finishing up his 16 hours of training with our officers.
- Have received the taser equipment and are waiting on the reimbursement check.
- Instructor training scheduled for next month.
- Received grant reimbursement check for \$17,000.00.
- Officer Pool attended National Night Out in Jacksonville.
- Have had two applicants for the single open position.
- Found out that the GHSP equipment that we thought was going to be cancelled will still be coming and this year's point will be opening up next week.
- Waiting on an update for equipment for the new Durango.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: The Revive Downtown Richlands committee is having a 5K Halloween Hustle on October 26th. Individuals can enter and sign up at runtheeast.com. They will be handing out medals and refreshments and are asking for participants as well as sponsors. There will not be any road closings, but the Police Department will be present to help with any traffic. The Revive Downtown Richlands committee is an organization that helps with improving the downtown area through grants.

XIII. PERSONNEL: None

XIV. CLOSED SESSION:

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to go into closed session to discuss the proposed acquisition of real property. The motion was unanimously carried.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to go back into open session. The motion was unanimously carried.

No action was taken in closed session.

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to adjourn the meeting at 7:18 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 1.
Final Plat Approval (Squires Run Village)

Description:

Final Plat Approval (Section I-B of Squires Run Village).

Review:

South State Development has submitted a final plat for approval. Section I-B of Squires Run Subdivision will create 55 lots and connect directly to Section I-A that was approved in February 20, 2024. A bond letter has been submitted and reviewed by Mr. Jarman, Public Works Director and is deemed appropriate.

Per our subdivision regulations a developer can choose to purchase a bond in the amount of any improvements not completed in order to qualify for final plat approval.

Action Needed:

Approve the final plat.

ATTACHMENTS:

Description

- ▣ Squires Run Village Final Plat Section I-B
- ▣ Bond Letter (Section I-B)

Notes:

- 1. All streets are public. (Town of Richlands)
2. Minimum Setbacks: Front Yard 30', Side Street 20', Side Yard 8', Rear Yard 15'
3. Pavement Width: North Squires Run Lane 34' B-B, South Squires Run Lane 34' B-B, Bellefonte Court 26' B-B
4. Sight distance easements shown hereon shall remain as property of homeowners but shall remain free of all structures, trees, shrubbery, and signs, except utility poles, fire hydrants and traffic control signs, which could restrict driver's vision.
5. Maintenance for easements outside of N.C. Dept. of Transportation rights-of-way will be the responsibility of the homeowner.
6. Iron Stakes set at ground level at all lot corners, except as noted.
7. This site is not affected by any special flood hazard per FEMA CPN 370341 4442 K & 370341 4432 K (Town of Richlands) effective date June 19, 2020.
8. Smallest lot size = 8,003.96 S.F. (Lot 29)
9. All easements are drainage and utility at dimensions shown, unless otherwise noted. Easements shown as ... except along street rights-of-way.
10. 15' drainage and utility easements are reserved along all street rights-of-way within new lots on this plat.
11. All easements are dedicated for public use, unless specifically noted otherwise. Public use means that public entities and the general public may use the easement, but does not mean or imply that any entity does or will use, or does or will maintain any feature (drainage or utilities, etc.) inside the easement.
12. All distances are horizontal ground, U.S. survey feet.
13. All acreage calculated by coordinates.
14. There are no Areas of Environmental Concern (AEC) as defined by Coastal Area Management Act (CAMA) on this site.
15. No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
16. Fire District - Northwest Onslow (Richlands).
17. ISO Rating - 4.
18. This development is not within one-half (1/2) mile of a Voluntary Agricultural District.
19. There are no NCGS monuments within 2000' of site.
20. No structure or vegetation (except grass) can be located within the utility easements.
21. There shall be no encumbrances on Department of Transportation Streets Rights-of-way.
22. The GPS portion of the boundary / control work was performed to third order, Class I, FGCC specifications, the coordinates were obtained by Real Time Kinematic Differential GPS observations using Trimble Survey Grade R8S GNSS Receiver, NCGS RTK Network Adjustments to NC Grid NAD'83, 2011 Adjustments.
23. This subdivision is subject to State Storm Water Permit SW8 210408, including the Operation and Maintenance Agreement, and all the Permit requirement.
24. There are no properties or buildings on the National Register of Historic Places within this subdivision or adjacent properties.
25. This site is not within the Flight Path Overlay District.
26. No Wetlands on this site.

Legend:

- Ac. - Acreage
D.B. - Deed Book
DE - Drainage Easement
IPF - Iron Pipe Found
M.B. - Map Book
MBL - Minimum Building Line
PC - Point of Curvature
Pg. - Page
PKS CP - PK Nail Set Control Point
PT - Point of Tangency
R/W - Right-of-way
s.t. - 10' x 70' Sight Triangle
Typ. - Typical
(188) - Adjoining Lot Number
(178) - Lot Number
- Street Address

Control Points:

PKS CP #
N =
E =
PKS CP #
N =
E =

Chord Data

Table with columns: Lot, Curve, Bearing, Distance. Contains data for lots 30-46.

Chord Data

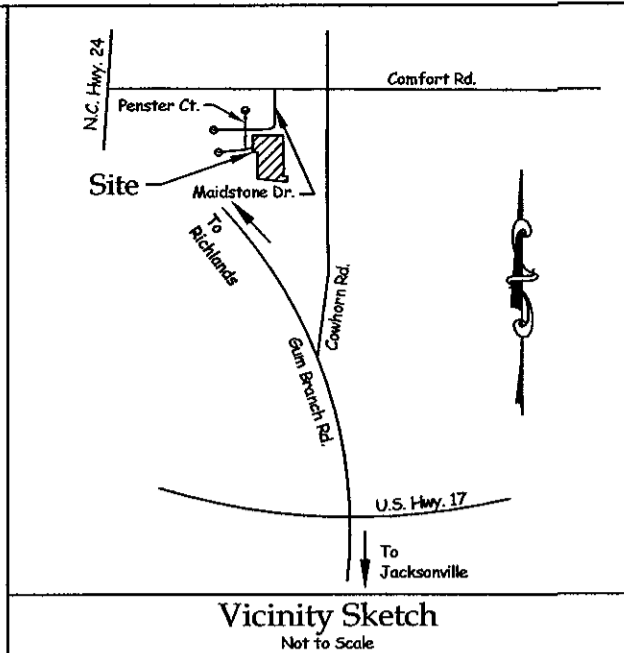
Table with columns: Lot, Curve, Bearing, Distance. Contains data for lots 47-148.

Right-of-way Curve Data

Table with columns: Curve, Radius, Length, Tangent, Chord, Bearing, Delta. Contains data for curves 2, 4, 25, 26, 27, 28, 29, 30.

I, Stacy L. Batchelor, Professional Land Surveyor L-4750, certify to one of the following as indicated:

- a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
b. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
c. Any one of the following:
1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.
2. That the survey is of an existing feature, such as a building or other structure, or a natural feature, such as a watercourse.
3. That the survey is a control survey.
d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption to the definition of subdivision.
e. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.



Stacy L. Batchelor, P.L.S., L-4750

Certificate As to Utilities and Dedication

I hereby certify that the plans and specifications for the water & sewer improvements for Squires Run Village, Section I-B subdivision have been reviewed and approved by the Onslow Water and Sewer Authority...

This ___ day of ___ 20__

Onslow Water and Sewer Authority Official

By: _____

Certificate of Approval of the Design and Installation of Streets, Utilities and Other Required Improvements

I hereby certify that all streets, utilities and other required improvements have been installed in a manner approved by the appropriate state or local authority and according to Town specifications and standards in the Squires Run Village, Section I-B Subdivision...

Subdivision Administrator Date

Engineer Date

Tract Data
55 Lots
14.65 Acres Total
9,576 s.f. Avg. Lot Size
8,003.96 s.f. Smallest Lot Size (Lot 29)
2,166 L.F. Streets
R-8 Zone
Deed Ref: Portion of D.B. 5707, Pg. 659 M.B. 32, Pg. 78

Final Plat

SQUIRES RUN VILLAGE, SECTION I-B

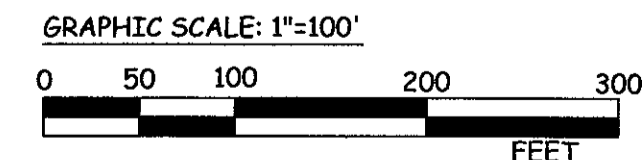
Richlands Twp., Onslow Co., North Carolina

Owner/Developer: South State Development, LLC

503 New Bridge Street, Suite 100
Jacksonville, North Carolina 28540
(910) 548-7575

DATE: 08/20/2024

SCALE: 1"=100'



TIDEWATER ASSOCIATES, INC.
Consulting Engineers - Land Surveyors - Land Planners

Jacksonville, North Carolina
P.O. Box 976 - 306 New Bridge Street - 28540
Phone (910) 455-2414 - www.TidewaterENC.com
Firm License Number: F-0108



Certificate of Ownership and Dedication

I, _____ hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the County of Onslow and that I hereby adopt this plan of subdivision with my free consent; establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, waterlines, other sites, improvements, perpetually reserve, and easements to public or private use as designated and noted.

Date Owners

OWNER'S CERTIFICATION AS TO WATER AND SEWER

I certify (i) that I am the owner of the lands shown on this map and of all of the water infrastructure located on such lands, (ii) that all required water improvements have been constructed within the streets and/or utility easements shown on this map in accordance with plans and specifications approved by Onslow Water and Sewer Authority ("ONWASA"), (iii) that all such water improvements are hereby dedicated and conveyed to ONWASA, free of liens and encumbrances, (iv) that ONWASA is hereby granted a perpetual easement over all streets and utility easements shown on this map, and (v) that the undersigned warrants to ONWASA for a period of 18 months from the date of this certification that such improvements are free from defects in materials and workmanship.

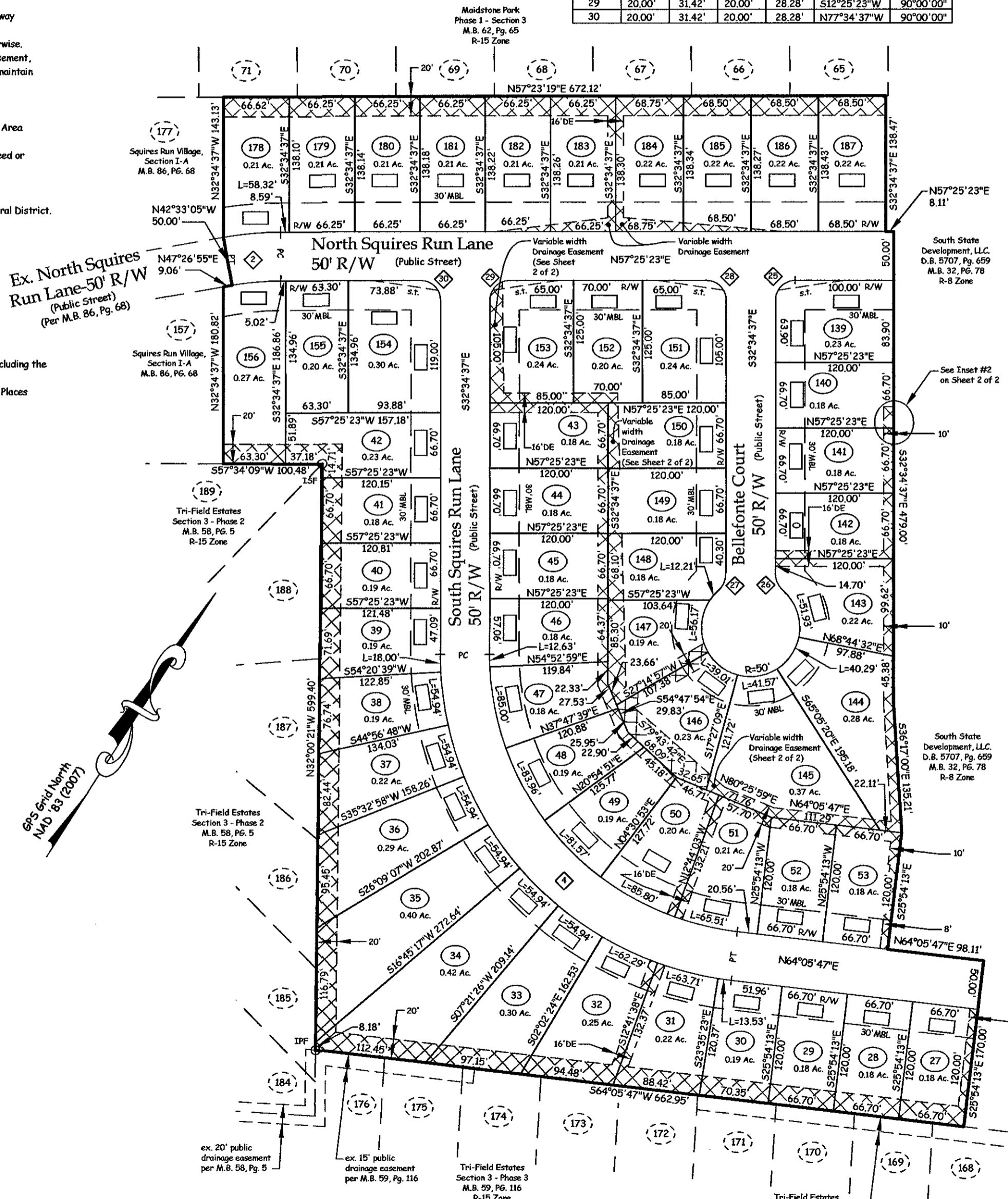
This ___ day of ___ 20__

Jennifer Marton Ward, Member
South State Development, LLC

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Richlands, North Carolina, and that this plat has been approved by the Town Board for recording in the Office of the Register of Deeds of Onslow County.

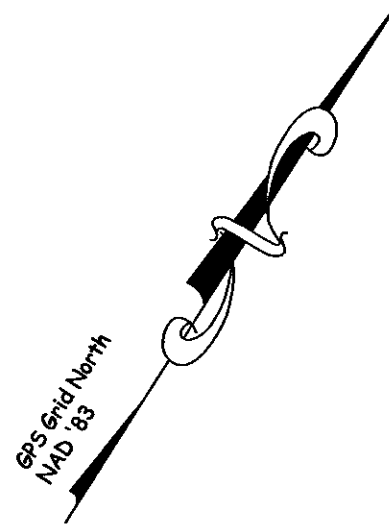
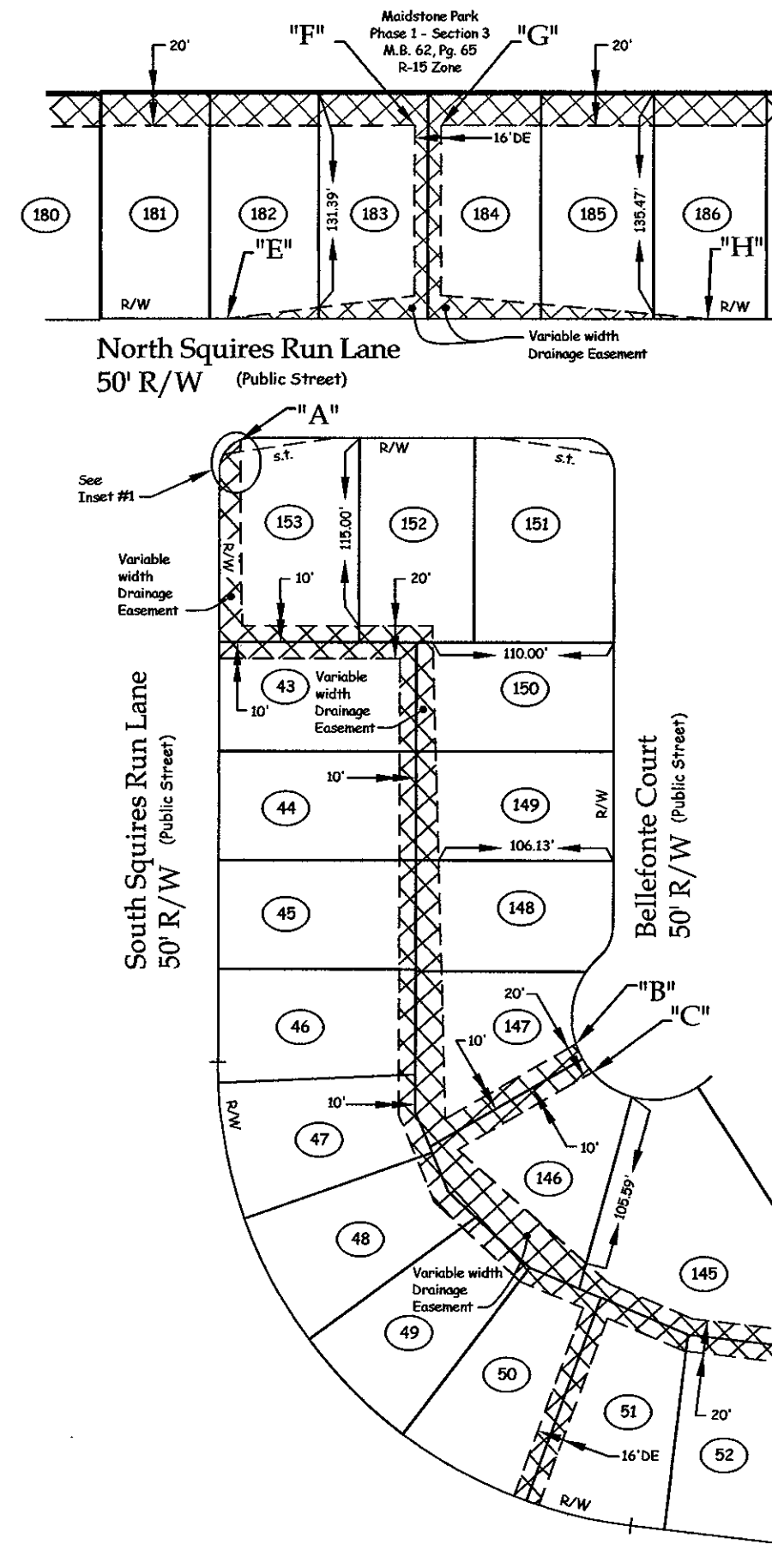
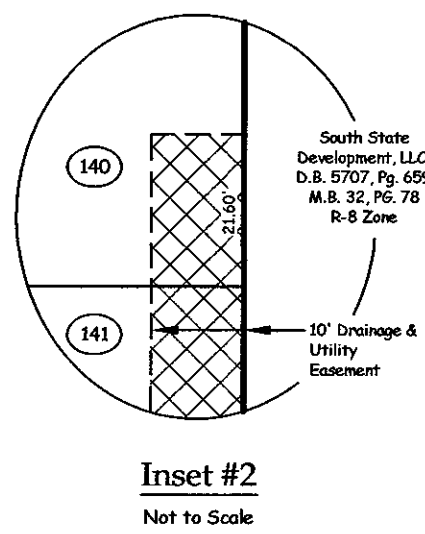
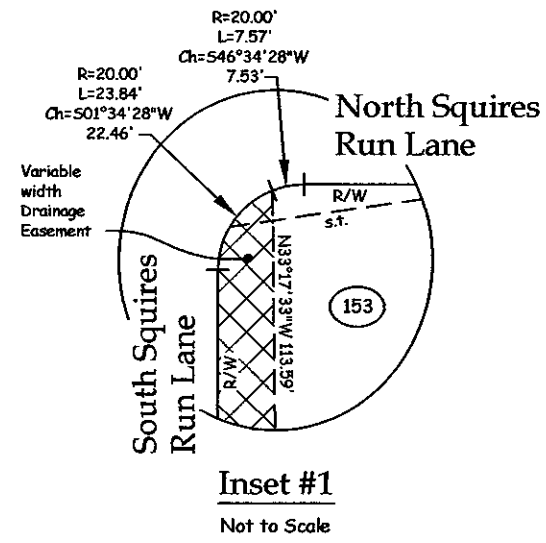
Town Administrator, Town of Richlands, North Carolina Date



Field Book: N/A
Disk Name: Acad #2107
Filename: SquiresRunVillage FP I-B.dwg swb
Job No.: 5230718-8409

Legend:

- Ac. - Acreage
- D.B. - Deed Book
- DE - Drainage Easement
- IPF - Iron Pipe Found
- M.B. - Map Book
- MBL - Minimum Building Line
- Pg. - Page
- R/W - Right-of-way
- 178 - Lot Number



Variable Width Easement "A" to "B"

Lot	Bearing	Length
153	S33°17'33"E	113.59'
152	N57°25'23"E	70.98'
	S34°14'14"E	44.71'
150	S34°14'14"E	10.00'
149	S34°14'14"E	66.73'
148	S34°14'14"E	68.13'
147	S34°14'14"E	90.14'
	N27°14'57"E	91.57'

Variable Width Easement "C" to "D"

Lot	Bearing	Length
146	S27°14'57"W	94.54'
	S81°04'46"E	104.76'
145	S81°04'46"E	18.88'
	N80°25'59"E	54.63'
144	N64°05'47"E	101.70'
	N64°05'47"E	18.26'

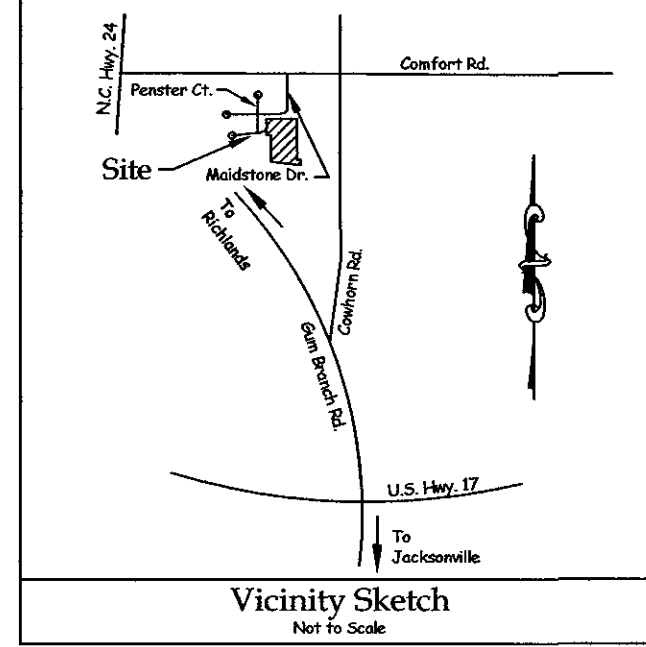
Variable Width Easement "E" to "F"

Lot	Bearing	Length
182	N50°21'52"E	55.93'
183	N50°21'52"E	58.69'
	N32°34'37"W	104.21'

Variable Width Easement "G" to "H"

Lot	Bearing	Length
184	S32°34'37"E	103.98'
	N62°28'17"E	60.99'
185	N62°28'17"E	68.77'
186	N62°28'17"E	33.12'

Tract Data
 55 Lots
 14.65 Acres Total
 9,576 s.f. Avg. Lot Size
 8,003.96 s.f. Smallest Lot Size (Lot 29)
 2,166 L.F. Streets
 R-8 Zone
 Deed Ref: Portion of D.B. 5707, Pg. 659
 M.B. 32, Pg. 78



Preliminary Plat
 Not for recordation,
 conveyances or sales

Final Plat

**SQUIRES RUN VILLAGE,
SECTION I-B**

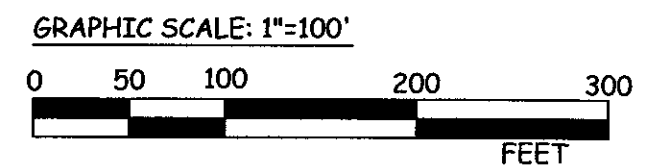
Richlands Twp., Onslow Co., North Carolina

Owner/Developer: South State Development, LLC

503 New Bridge Street, Suite 100
 Jacksonville, North Carolina 28540
 (910) 548-7575

DATE: 08/20/2024

SCALE: 1"=100'



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 P.O. Box 976 - 306 New Bridge Street - 28540
 Phone (910) 455-2414 - www.TidewaterENC.com
 Firm License Number: F-0108



Field Book: N/A
 Disk Name: Acad #2107
 Filename: SquiresRunVillage FP I-B.dwg swb
 Job No.: S230718-8409



TIDEWATER ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
JACKSONVILLE, NORTH CAROLINA

COST OPINION for
PROPOSED GUARANTEE OF UNCOMPLETED IMPROVEMENTS
Squires Run Village Section I-B
September 13, 2024
Revised October 22, 2024

OWNER: South State Development, LLC
503 New Bridge Street, Suite 100
Jacksonville, NC 28540

ENGINEER: Tidewater Associates, Inc.
P.O. Box 976
Jacksonville, NC 28540

NOTE 1: The information contained herein represents the Preparers' opinion of the expected cost of construction based on the cost of similar types of work under similar working conditions. It is not an offer to perform the work at the stated prices, nor is it intended to represent more than the Preparers' opinion. The actual cost can be influenced by an infinite number of factors beyond the Preparers' control.

NOTE 2: Unit prices taken from Contract, where practical.

Schedule A- Roads and Drainage

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Asphalt 1.5"	SY	7512	\$13.00	\$97,656.00
TOTAL ROADS & DRAINAGE					\$97,656.00

Schedule B- Water

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TOTAL WATER					\$0.00

Schedule C- Sewer

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TOTAL SEWER					<u>\$0.00</u>

Schedule D- Street Signs

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TOTAL STREET SIGNS					<u> </u>

Schedule E- Sidewalks

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	4' Concrete Walk	L/F	4022.0	\$15.00	\$60,330.00
2	Handicap Ramp	Each	14.0	\$900.00	\$12,600.00
TOTAL SIDEWALKS					<u>\$72,930.00</u>
TOTAL PROJECT					<u>\$170,586.00</u>
PLUS 25% MARKUP					<u>\$42,646.50</u>
PROPOSED BOND					<u>\$213,232.50</u>



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Ordinance 2024-09 (Multiple Code Changes)

Description:

Ordinance 2024-09 (Multiple Changes to the Richlands Code of Ordinances).

Review:

Attached is a draft ordinance developed as a result of the ordinance workshop held on October 8, 2024. The only items not addressed in the draft ordinance that was discussed at the workshop are Section 90.027 Right to Enter and Section 90.034 Buildings Unfit for Human Habitation, which need further legal review prior to changing. Since the proposed changes do not involve any text amendments to land use regulations, a public hearing is not required to be held prior to being adopted by the Board of Aldermen.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ▣ Ordinance 2024-09

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2024-09

Ordinance Amending Official Richlands Zoning Regulations

Introduced: November 12, 2024
Adopted: _____, 2024

WHEREAS, the Town of Richlands (hereinafter Town), seeks various amendments to the Richlands Code of Ordinances; and

WHEREAS, the proposed amendments have been reviewed and deemed appropriate by the Richlands Board of Aldermen at a workshop held on October 8, 2024; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen amends Title V, Section 50.21, of the Richlands Code of Ordinances by replacing “7:00 a.m.” with “5:00 a.m.”

SECTION 2. That the Richlands Board of Aldermen amends Title V, Section 50.45 of the Richlands Code of Ordinances by adding the words “or his/her designee” at the end of the existing sentence.

SECTION 3. That the Richlands Board of Aldermen amends Title VII, Chapter 71, Schedule I. Traffic Intersections, Paragraph (B) (3) (b) of the Richlands Code of Ordinances by replacing the word “Gabson” with “Gadson”.

SECTION 4. That the Richlands Board of Aldermen amends Title VII, Chapter 71, Schedule II. Stop Intersections by changing the following:

The street name “Landover Drive” on Section (F) (5) is changed to “Dukes Lake Circle”.

The street name “Amberwine Circle” on Section (F) (6) is changed to “Groveshire Place”.

SECTION 5. That the Richlands Board of Aldermen amends Title VII, Chapter 72, Schedule I. Restricted Parking by changing the zip code listed on Paragraph (A) (11) of the Richlands Code of Ordinances from “28540” to “28574”.

SECTION 6. That the Richlands Board of Aldermen amends Title VII, Chapter 72, Schedule III. Trucks and Large Vehicles of the Richlands Code of Ordinances by changing Paragraph (B) (2) to include the additional following streets:

Academy Street

Foy Street
Trenton Street
Woodson Street

SECTION 7. That the Richlands Board of Aldermen amends Title IX, Section 90.008, Notice to Abate; Contents and Service, Paragraph (A) of the Richlands Code of Ordinances by removing the words “or within the town’s extraterritorial jurisdiction”.

SECTION 8. That the Richlands Board of Aldermen amends Title IX, Section 90.046. Noises Expressly Prohibited, Paragraph (P) of the Richlands Code of Ordinances by removing the words “or other purposes”.

SECTION 8. That the Richlands Board of Aldermen amends Title IX, Section 94.24, Number of Animals Allowed, of the Richlands Code of Ordinances with the following changes:

Paragraph (A) is amended by replacing “more than three dogs, cats or rabbits” of the first sentence with “more than five domestic animals, specifically defined as dogs, cats and rabbits.”

Paragraph (B) is deleted in its entirety.

Paragraph (C) is amended by changing the words “Police Department” with “Police Department and/or Code Enforcement Officer” in each instance the words are present.

SECTION 9. That the Richlands Board of Aldermen amends Title XI, Chapter 110: Privilege Licenses, of the Richlands Code of Ordinances by repealing Chapter 110 in its entirety and renumbering the Code of Ordinances as needed.

SECTION 10. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 11. This ordinance shall be effective immediately upon its adoption.

Adopted at a Regular Board Meeting on _____, 2024.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Resolution 2024-05 (Annexation Petition)

Description:

Resolution 2024-05 (Non-Contiguous Annexation Petition).

Review:

The attached resolution directs the Town Clerk to certify an annexation petition received by the town that will annex three parcels along Ervintown Road. Once the petition is certified, the Board may schedule a public hearing on the proposed annexation.

Action Needed:

Adopt the resolution.

ATTACHMENTS:

Description

- ☐ Resolution 2024-05 (Annexation Petition)
- ☐ Ervintown Road Annexation Petition

*A State of North Carolina
County of Onslow*

RESOLUTION 2024-05

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

WHEREAS, a petition requesting annexation of an area described in said attached petition by the owners of Onslow County Tax Parcels 042495, 000979, and 017488 was received on October 8, 2024 by the Board of Aldermen; and

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

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

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

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

McKinley Smith, Mayor

ATTEST:

Town Clerk



TOWN OF RICHLANDS Petition Requesting Annexation

DATE: 10-8-2024

RE: Tax Parcel # (s) 042495, 000979, 017488

To the Board of Aldermen of the Town of Richlands:

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

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

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

OR



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

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

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

Name (please type or print)	Address (please type or print)	Vested Rights?* (yes or no)	Signature / Electronic Signature
KRISTEN DIETRICH	112 ERVINTOWN RD	NO	
PATRICIA BERRY PRICE	114 ERVINTOWN RD	NO	
MARRICE BERRY	250 HWY 25B	NO	

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

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

Owner:
DIETRICH KRISTEN

Mailing Address:
112 ERVINTOWN RD
RICHLANDS NC 28574

October 15, 2024

NC PIN:
443213047721

Map Number:
43A-38.1

Parcel ID:
042495



General Information

Total Acres: 0.7
Land Value: \$ 27720
Bldg Value: \$ 70066
Market Val: \$ 97786
Heated Sqft: 904
of Bedrooms: 2
Year Built: 2008
Nbhd Code: 1190
Improv Code: R
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

Physical Address:

112 ERVINTOWN RD

WARNING: THIS IS NOT A SURVEY
This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:
Deed Ref: 5573 / 807
Sale Price: \$ 102000
Sale Date: 21-SEP-21



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



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

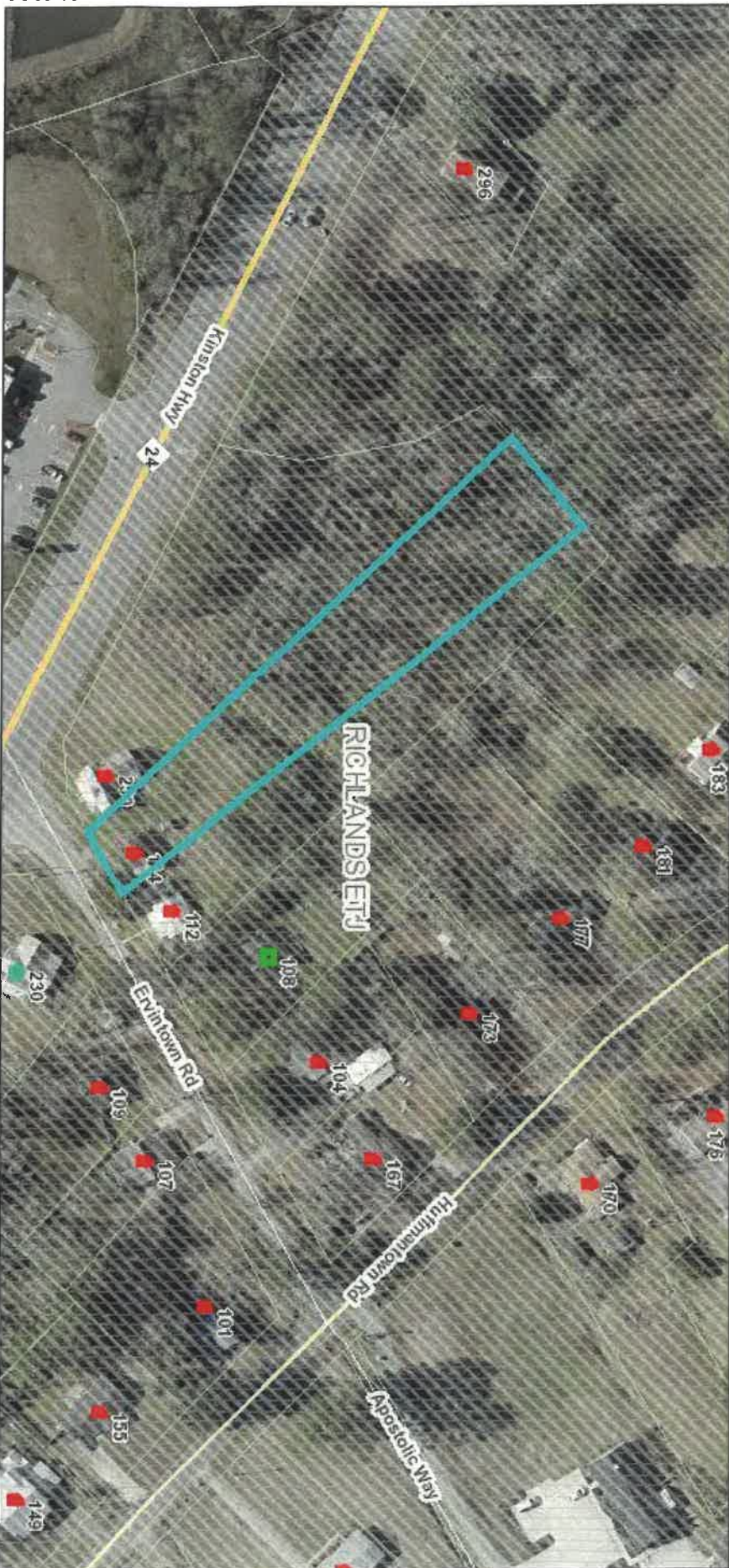
590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:
443213046658

Map Number:
43A-38

Parcel ID:
000979



Physical Address: 114 ERVINTOWN RD

General Information

Total Acres: 0.9
Land Value: \$ 29160
Bridge Value: \$ 0
Market Val: \$ 29160
Heated Sqft:
of Bedrooms:
Year Built:
Nbhd Code: 1190
Improv Code: V
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

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Last Sale Info:

Deed Ref: 18E / 795
Sale Price: \$0
Sale Date: 09-OCT-18



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



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:

443213046534

Map Number:
43A-37.1

Parcel ID:
017488



Physical Address: 250 HIGHWAY 258

General Information

Total Acres: 0.99
Land Value: \$ 173250
Bldg Value: \$ 0
Market Val: \$ 173250
Heated Sqft: 1336
of Bedrooms: 3
Year Built: 1940
Nbhd Code: 1134
Improv Code: C
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239 & US 258
Plat Book: 00NO-SUBDIV

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Last Sale Info:

Deed Ref: 18E / 795

Sale Price: \$

Sale Date: 09-OCT-18



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





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 4.
Overflow Cafe NC Request

Description:

Overflow Cafe NC Request.

Review:

Overflow Cafe NC is a 501(c)(3) nonprofit that help operate the Blessing Shed food pantry located at 111 Kinston Hwy in Richlands. Overflow Cafe NC will be holding a fundraising dinner on January 11, 2025 at the Richlands Community Building and they are requesting that some or all of the rental fee be waived.

Action Needed:

Act as desired.

ATTACHMENTS:

Description

- ☐ Overflow Cafe NC Request Letter

**OVERFLOW CAFE NC
PO BOX 70
RICHLANDS, NC 28574**

22 October 2024

Mr. Gregg Whitehead
Richlands Town Administrator
PO Box 245
Richlands, NC 28574

RE: Request for Fee Waiver

Dear Mr. Whitehead,

Overflow Cafe is a 501(c)(3) nonprofit focused on maintaining The Blessing Shed, a small, self-service, food and hygiene pantry located at 111 Kinston Highway in Richlands. This allows local families and individuals in need to access small amounts of non-perishable food, baby diapers and wipes, laundry soap, and personal hygiene items. We also partner with local school social workers to identify and support food-insecure students with breakfast, lunch, and snacks when school is closed for spring, summer, and winter breaks. Last year Overflow Cafe's Operation Christmas Stocking also provided food, personal care items, and gifts to fourteen of those families. This year's goal is to support twenty local families in that way.

To celebrate the beginning of our third year, we will be hosting a fundraising celebration dinner in the Town of Richlands Community Center on January 11, 2025. As a Richlands-centered nonprofit organization, serving our neighbors in need, we respectfully request that some or all of the \$250 rental fee be waived for that event.

We appreciate your consideration and await your decision.

Sincerely,



Lise Meinhardt
Secretary/Treasurer
Overflow Cafe

Enclosure: Copy - IRS Exemption Letter



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

Description:

- The Richlands Town Hall will be closed on Monday, November 11 in observance of Veterans Day.
- The Christmas Tree Lighting Committee will be installing and decorating the tree at town hall on Friday, November 15 at 1:00 am.
- The GovDeals electronic auction of surplus property ended on November 4, and I will give the Board a report of the results of the auction at the board meeting.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item XI. - 1.
October 2024 Police Report

Description:

Attached is the Police Activity Log for the month of October 2024.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ☐ October 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(10/01/2024 - 10/31/2024)

<No Event Type Specified>	1	911 Hang-Up	3
Adminstration Run	35	Alarm Activation	1
Arrest	16	Assault	4
Assist Citizen	31	Assist EMS	6
Assist Other Agency	11	Assist Other RPD Officer	11
Bank Escort	3	Breaking and Entering	1
Business Check	1,932	Business Walk Through	11
Call for Service	548	Careless & Reckless	6
Citation	334	Civil Problem	1
Crash	12	Death	1
Domestic Dispute	3	DWI	3
DWLR	26	Fingerprinting	3
Follow up Investigation	4	Foot Patrol	2
Found Property/Safe Keeping	1	Funeral Escort	2
Hit & Run	2	Incident Report	26
Juvenile Problems	4	Larceny	2
Lighting Violation	11	No Insurance	13
Noise Complaint	1	NOL	20
Open Container	4	Open Door/Windows	2
Ordinance Violation	1	Parking Tickets	1
Patrol Zone 1	54	Patrol Zone 2	57
Patrol Zone 3	48	Patrol Zone 4	44
Patrol Zone 5	53	Patrol Zone 6	52
Registration Violation	78	Residence Check	1
Resist, Obstruct/Delay Officer	1	Safe Movement Violation	2
Seatbelt	35	Selective Traffic Enforcement	119
Special Assignment	12	Speeding	74
Stoplight/Sign	37	Supplement to report	5
Suspicious Vehicle/Person/Incident	10	Towed Vehicle	3
Transport to Jail	4	Unlock Car	5
Vehicle Check After Shift	22	Vehicle Check Before Shift	34
Vehicle Searches	6	Vehicle Stop	401
Verbal Warnings	148	Warning Citation	19

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(10/01/2024 - 10/31/2024)

Warrant	6	Window Tint Violation	12
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Total Number Of Events: 4,441