



TOWN OF RICHLANDS
Town Board Meeting
April 8, 2025
6:00 PM
AGENDA

I. Meeting Called to Order by Mayor McKinley Smith

II. Pledge of Allegiance

III. Invocation

IV. Adoption of the Agenda

V. Adoption of the Minutes

1. March 2025 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Public Hearing - Zoning Map Amendment

VIII. Old Business

IX. New Business

1. NCLM Municipal Accounting Services Presentation
2. NCDOT Four-Way Stop
3. Ordinance 2025-03 (Zoning Map Amendment)
4. Interlocal Agreement Update
5. Budget Amendments
6. Grant Project Ordinance

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. March 2025 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

1. To Discuss a Proposed Acquisition of Real Property

XV. Adjourn



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item V. - 1.
March 2025 Meeting Minutes

Description:

March 2025 Meeting Minutes.

Review:

Attached are the minutes for the March 11, 2025 Regular Meeting of the Richlands Board of Aldermen. The Board of Aldermen will also need to adopt the minutes of the Closed Session from the March 11 meeting.

Action Needed:

Review and adopt the March meeting minutes.

ATTACHMENTS:

Description

☐ March 2025 Meeting Minutes

TOWN OF RICHLANDS

NORTH CAROLINA

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



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

The Richlands Board of Aldermen met in Regular Session on March 11, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith
Mayor Pro-Tem Tom Brown
Alderman Kandy Koonce

Alderman Marilyn Bunce
Alderman Paul Conner
Alderman Kent Painter

Also present were:

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

Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director
Officer Madison Pool

There were 4 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 Marilyn Bunce seconded by Alderman Kandy Koonce to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (February 11, 2025):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the meeting minutes of February 11, 2025. The motion was unanimously carried.

VI. PUBLIC COMMENT: None

VII. PUBLIC HEARING: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. RESOLUTION 2025-01 (ANNEXATION PETITION):

Town Administrator, Gregg Whitehead presented Resolution 2025-01 which directs the Town Clerk to certify an annexation petition received by the town that will annex a 95.5 acre tract along Richlands Highway and across from the Waverly Place Subdivision.

A motion was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to approve Resolution 2025-01. The motion was unanimously carried.

2. RVFD Fire Protection Service Contract:

Town Administrator Gregg Whitehead presented a draft contract between Richlands Volunteer Fire Department and the Town. The contract is for five years and provides fire protection services, medical first responder services and additional emergency response calls as directed by Onslow County 911 Center. The contract also calls for a \$50,000.00 increase in funding to RVFD spread over the term of the contract, or an additional \$10,000.00 per year. The Town currently pays RVFD \$40,000.00 per year for fire protection services.

Town Attorney, Keith Fountain recommended three changes:

- 1) That the Fire Department under their responsibilities, make their primary operations within one mile of the town limits as a condition of receiving this money.
- 2) That the lease on the property at 113 N. Wilmington Street end as soon as they are located somewhere else.
- 3) That the payments be split equally on a quarterly basis.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to approve the contract as amended. The motion was unanimously carried.

3. BUDGET AMENDMENT #5:

In order to properly account for \$44,703.50 in expenditures for the stormwater project, Budget Amendment #5 needs to be approved. The next payment application submitted by the contractor for the stormwater project will be the final one. Fine grading and the final walk-through are the items left to complete. The total project is projected to come under budget.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve Budget Amendment # 5. 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:

- Brightspeed has come out with fiber optic for businesses. Currently we have Spectrum and pay around \$190.00 a month, which includes one cable box. The best speed the town could get with Spectrum is around 95 MB. Brightspeed is offering a new pricing system for new customers:
200-300 MB/\$89.00 a month
500-600 MB/\$119.00 a month
1 GB/\$159.99 a month
5 static ip addresses/\$25.00 a month

The Board agreed this would be a better option.

- Will be taking a picture of the Board tonight for Onslow County. They are putting together a county wide information packet which will be distributed county wide.

XI. POLICE REPORT:

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

- The two new watch guard in-car camera systems have been installed. The video will automatically be uploaded when the cars pull into the parking lot. Currently, the town's upload speed is too low. Upgrading to Brightspeed could potentially help.
- Annual Inservice Training has begun and hope to be done by August.
- Pool was scheduled for patrol rifle class, but it was cancelled due to weather.
- Attended ballistic and body armor demonstrations.
- Liberty Christian Academy had their 5K run on Saturday. About 311 people signed up.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Kent Painter: Inquired if there were any updates on the street paving project.

Town Administrator, Gregg Whitehead stated that we are waiting on the environmental review for USDA.

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 a proposed acquisition of real property. The motion was unanimously carried.

Mayor McKinley Smith called the meeting back into open session.

No action was taken in closed session but there was a discussion regarding acquisition of real property.

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to authorize Mr. Whitehead to continue negotiations of the acquisition of a piece of real property and to execute a draft of an offer to purchase and contract contingent upon the approval of the full board. The motion was unanimously carried.

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to adjourn the meeting at 6:42 pm. The motion was unanimously carried.

Respectfully Submitted,

Mayor McKinley Smith

Attest:

Erin Juhls, Town Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VII. - 1.

Public Hearing - Zoning Map Amendment

Description:

Public Hearing - Zoning Map Amendment.

Review:

The Board needs to hold a public hearing in order to hear public comment concerning a proposed change to the zoning map designation of 76.61 acre tract of property (Tax ID # 017879) located along Francktown Road and accessed by Life Boulevard in the Extra Territorial Jurisdiction of Richlands. The proposed zoning map amendment will seek to change the zoning designation of the 76.61 acre tract from R-20 Residential to RM-6 Residential, which allows for single and multi-family housing.

Action Needed:

Hold the public hearing.

ATTACHMENTS:

Description

- ▣ Carolina Sapphire Rezoning Request
- ▣ Carolina Sapphire Rezoning Map

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): ON LIFE BLVD OFF OF FRANCKTOWN RD; PIN 444101284704

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

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

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

ACTION REQUESTED (Check One):

- | | |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| <input checked="" type="checkbox"/> ZONING MAP AMENDMENT | (Required Fee: \$450.00) |
| <input type="checkbox"/> VARIANCE REQUEST | (Required Fee: \$250.00) |
| <input type="checkbox"/> CONDITIONAL/SPECIAL USE PERMIT | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00) |
| <input type="checkbox"/> OTHER | |

DESCRIPTION OF REQUEST:

TO REZONE APPROXIMATELY 76.61 ACRES FROM R-20 (RURAL RESIDENTIAL DISTRICT) TO RM-6 (RESIDENTIAL DISTRICT)

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: 2-3-25

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

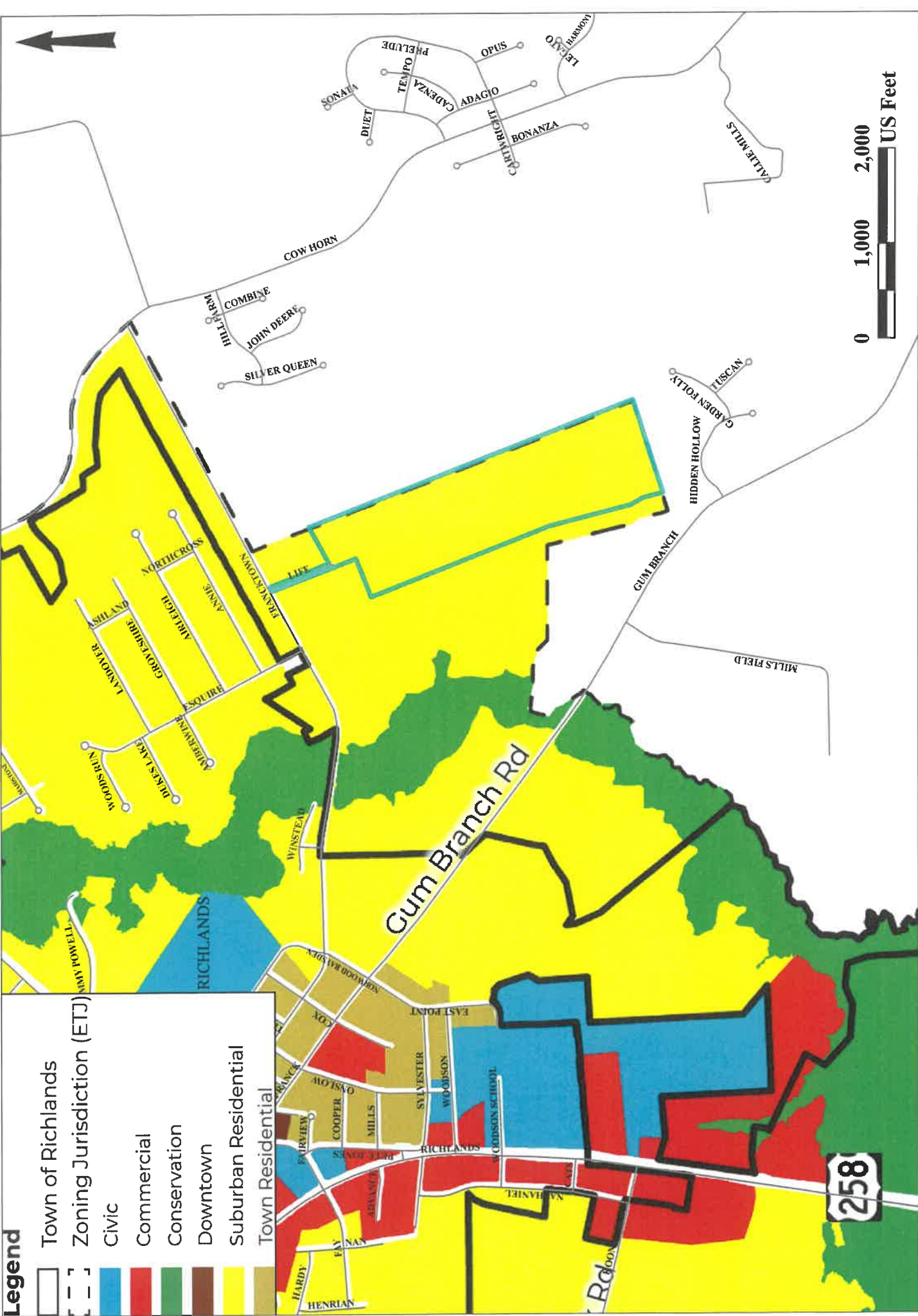
DATE REQUEST RECEIVED: 02/06/2025

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

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

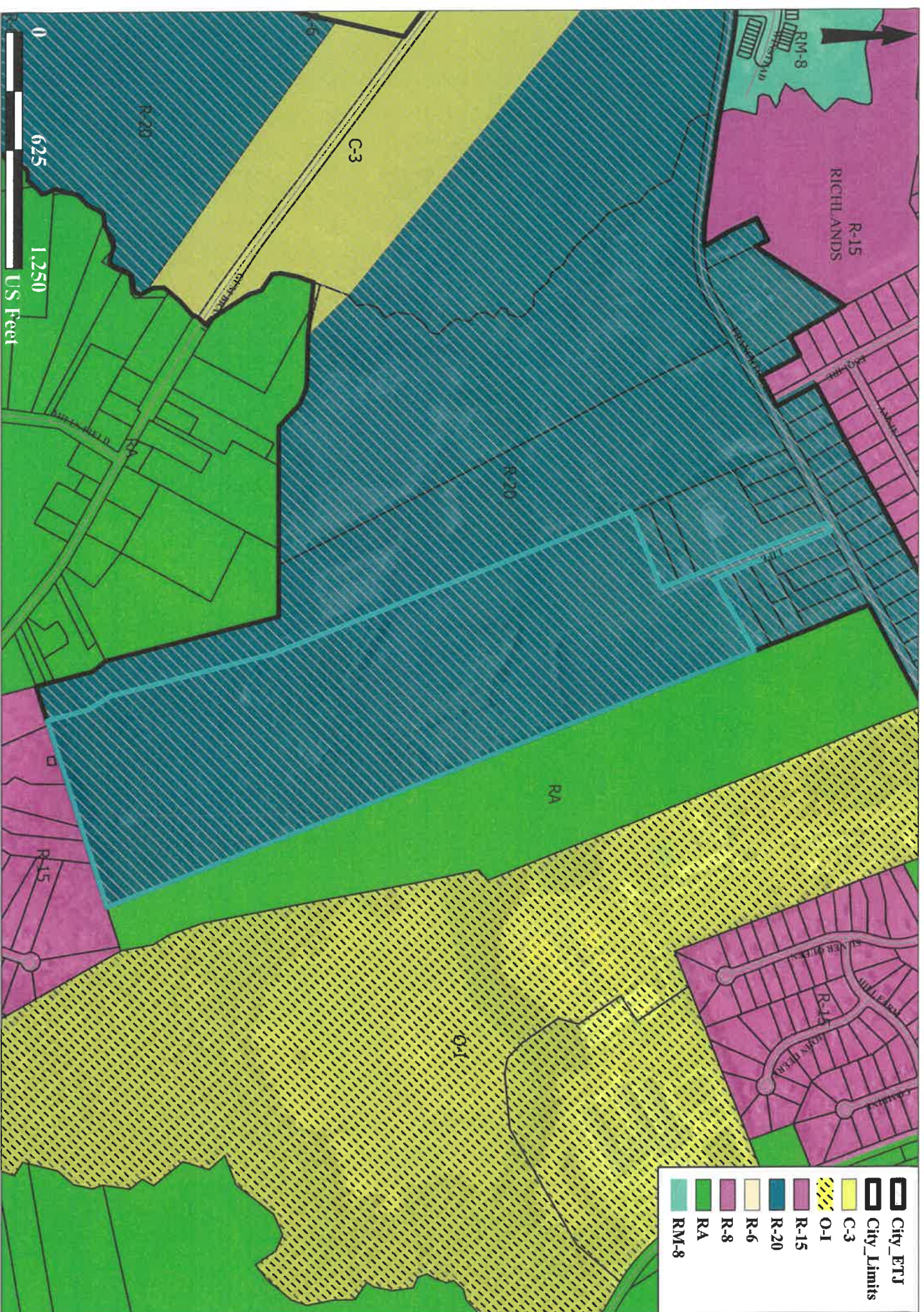
SIGNATURE OF ZONING BOARD CHAIR: _____

DATE: _____



Esri, NASA, NGA, USGS, Maxar, Onslow County, Town of Richlands

Future Land Use Map



Current Zoning Map

Excl. NASA, NGA, USGS, Maxar, Onslow County, Town of Richlands

Comprehensive Plan Consistency

According to the Appendix 2: Richlands of the Onslow County Horizon 2040 Comprehensive Plan, this property is designated as 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.

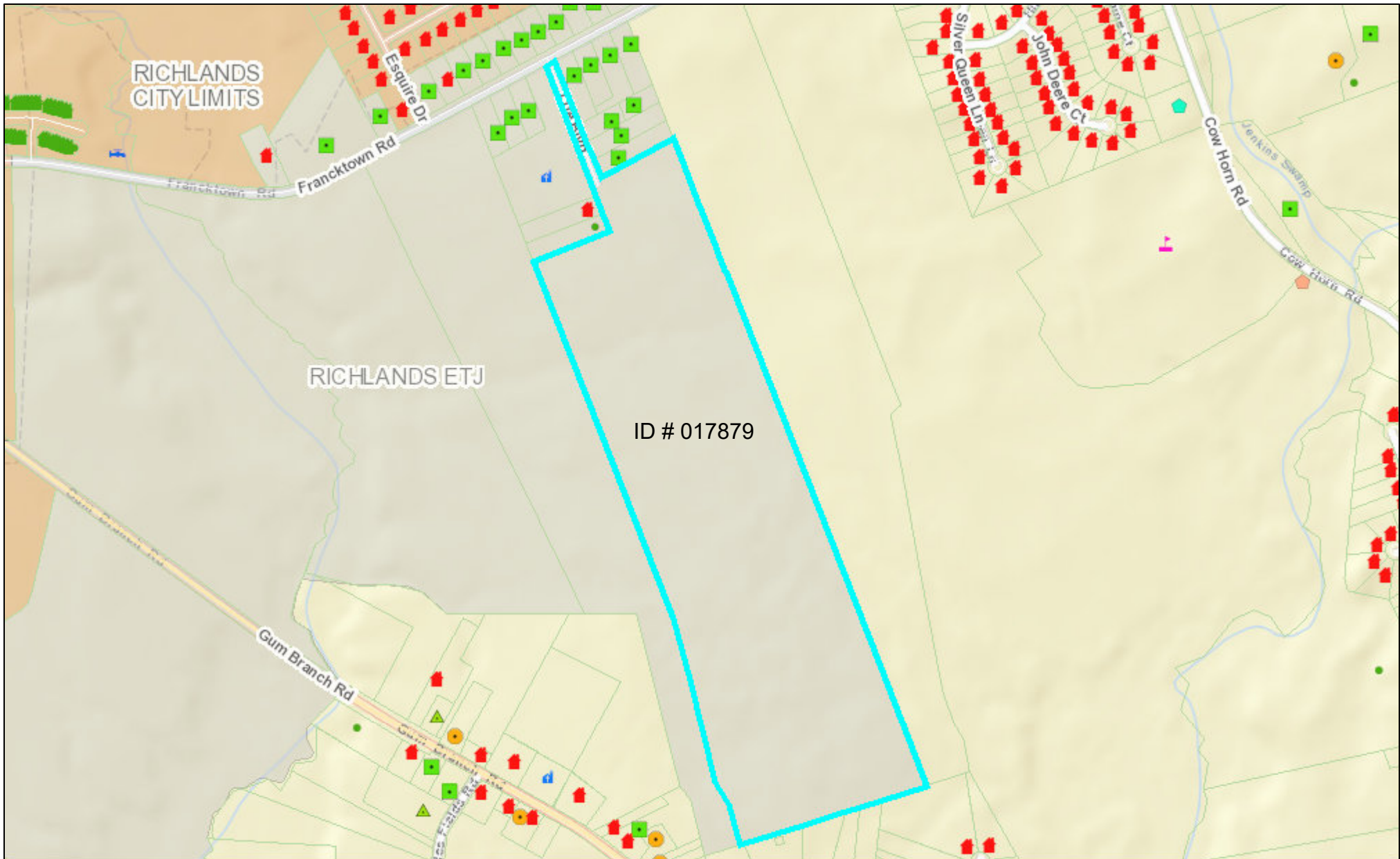
Strategy: Encourage residential development to occur at densities appropriate for their location. Location factors that impact density include environmentally sensitive areas, sewage treatment available to the site, the capacity of water services, the capacity of public schools serving the site, and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

Exhibit A -- Carolina Sapphire Rezoning Map



March 17, 2025

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

0 312.5 625 1,250 1,875
Feet



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

NCLM Municipal Accounting Services Presentation

Description:

NCLM Municipal Accounting Services (MAS) Presentation.

Review:

The Honorable Senator Michael Lazzara, along with NCLM staff members Autumn Lyvers, Supervisor of Accounting, Gwen French, Accounting Specialist, and Chris Nida, Director of Technical Assistance, will be providing a presentation to the Board recognizing our participation in the NCLM Municipal Accounting Services program.

Action Needed:

Receive the presentation.

ATTACHMENTS:

Description

- ▣ Richlands MAS Presentation



**WORKING AS ONE.
ADVANCING ALL.**

Town of Richlands Municipal Accounting Services (MAS) Program Celebration

April 8, 2025

Municipal Accounting Services (MAS) Program Interesting Facts



- Supported by funding awarded by the State of North Carolina General Assembly. This funding covers MAS participant costs in the program for the first 3 years including software licensing, conversion, and maintenance costs as well as the cost of the accounting assistance through the end of 2026.

**THANK YOU TO OUR STATE LEGISLATORS
FOR THEIR SUPPORT OF THIS PROGRAM!!!!**

- Goal of the MAS Program is to promote better financial accountability and reliability for smaller governments by providing governmental accounting software, guidance on best financial practices, and accounting assistance to ensure year-end audit readiness.
- Designed for Smaller Towns – Primarily under 2500 in population with goal to provide software and accounting assistance to between 40 and 60 Towns – we have now converted 25 towns to Black Mountain Software (BMS), the governmental software company the League has partnered with.

Major Richlands Accomplishments Thus Far



- Went “live” on new accounting and payroll financial software – BMS – August 1, 2024.
- General Ledger was converted to the MAS Program Standard Uniform Chart of Accounts.
- Purchase Orders are being done through the software allowing the Town to see not only what has been spent, but also obligated, from their budget.

Major Richlands Accomplishments Thus Far



- Now using “Revenue Vouchers” in BMS to record revenue received throughout the month.
- Now able to print quarterly 941 reports (Quarterly Federal Tax Return) directly from the software system.
- Asset Manager feature of BMS allows Richlands to track, record, and account for fixed assets in the software system.

More to Come...



- Mentoring of Staff on accounting related matters
- Implementation of Best Practices and Policies
- Quarterly Oversight
- Available to Answer General Accounting Questions
- Networking of municipalities that use the software to create a resource for units to share experiences and knowledge
- Financial management training opportunities for Staff

More to Come...



- Manuals providing information on financial tasks that must be done on a daily, weekly, monthly, quarterly, and annual basis along with information on how to complete those tasks.
- Consistent use of a Standard Chart of Accounts among participants could lead to more efficient and cost effective preparation of financial statements and audits to assist with the amount of time it takes to complete an audit.

Equation for Financial Success



Enhanced Software Tool Effectively Used by Staff

+

MAS Accounting Assistance Program Efforts

+

Regular Reviews of 9 Key Accounting Factors

=

Reliable Financial Records

and

Quality Services to Citizens

Thank You!



- To the State Legislature for their funding and support to allow the MAS Program to become a reality!
- To the Town of Richlands Board of Aldermen for their support through the conversion!
- And last – but definitely not least – to

**Town Administrator, Gregg Whitehead
and Town Clerk & Finance Officer, Erin Juhls**

for their commitment and determination to make the Town of Richlands a successful, thriving, and supportive community for its families and citizens!



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

NCDOT Four-Way Stop

Description:

NCDOT Four-Way Stop Discussion.

Review:

Stonewall Mathis, Division Traffic Engineer, NCDOT Division 3 Traffic Services, Bryce Cox, Senior Assistant Division Traffic Engineer, NCDOT Division 3 Traffic Services, and Doug Lafave, Regional Traffic Safety Engineer, NCDOT Cape Fear Regional Traffic Office, will be available to discuss the planned four-way stop at the intersection of Wilmington Street and Hargett Street downtown.

Action Needed:

Hold the discussion.

ATTACHMENTS:

Description

- ▣ Division 3 All-Way Stop Process

Division 3 All-Way Stop Installation Process

This describes the process for moving forward with all-way stop installations in Division Three once funding has been identified.

- NCDOT will contact the County Manager, County Commissioners, and Town elected officials, as applicable, within approximately one month of funding being identified, notifying them of the proposed / funded all-way stop.
- A media release through NCDOT Communications will go out prior to the all-way stop installation.
- The Division Traffic unit will alert the necessary NCDOT units, local law enforcement / emergency personnel, County Manager, and elected officials, as applicable, notifying them two weeks prior to an all-way stop installation.
- The Division Traffic unit will deploy digital message boards one week prior to an all-way stop installation on the current free-flow route. The message boards will remain in place until one week after the installation is completed.
- The Division Traffic unit will install New Traffic Pattern signs for all-way stop installations for 30 days.
- The standard for any primary route approaches (i.e., NC or US routes) to a new stop condition for an all-way stop will include dual mounted STOP signs, dual mounted STOP AHEAD signs, and a flasher on the right shoulder STOP sign. It should be noted that there may be deviations based on site conditions or engineering judgment.



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 3.

Ordinance 2025-03 (Zoning Map Amendment)

Description:

Ordinance 2025-03 (Zoning Map Amendment).

Review:

Now that the appropriate public hearing has been held, the Board may deliberate and vote on the matter. The attached ordinance will amend the Richlands Zoning Map by changing the zoning designation of a 76.61 acre tract of property (Onslow County Tax ID #017879) from the R-20 Residential District to the RM-6 Residential District.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ❑ Ordinance 2025-03
- ❑ Carolina Sapphire Rezoning Map
- ❑ Land Use Consistency Statement (Carolina Sapphire)

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-03

Ordinance Amending Official Richlands Zoning Map

Introduced: April 8, 2025

Adopted: _____

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

WHEREAS, the proposed Zoning Map Amendment will change a 76.61 tract from R-20 Residential to RM-6 Residential. The tract is listed as Onslow County Tax ID # 017879 and located along Francktown Road and Life Boulevard in the extra-territorial jurisdiction of Richlands; and

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

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

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Map Amendment was held on April 8, 2025; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen amend the Official Zoning Map of the Town of Richlands by rezoning the zoning designation of Onslow County Tax Parcel ID # 017879 as illustrated by a map of the proposed Zoning Map Amendment titled “Carolina Sapphire Rezoning Map” (Exhibit A).

SECTION 2. That the Richlands Board of Aldermen recognize and fully concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated March 17, 2025.

SECTION 3. All existing ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. This ordinance shall be effective immediately upon its adoption.

Adopted at a regular monthly meeting on _____, 2025.

McKinley Smith, Mayor

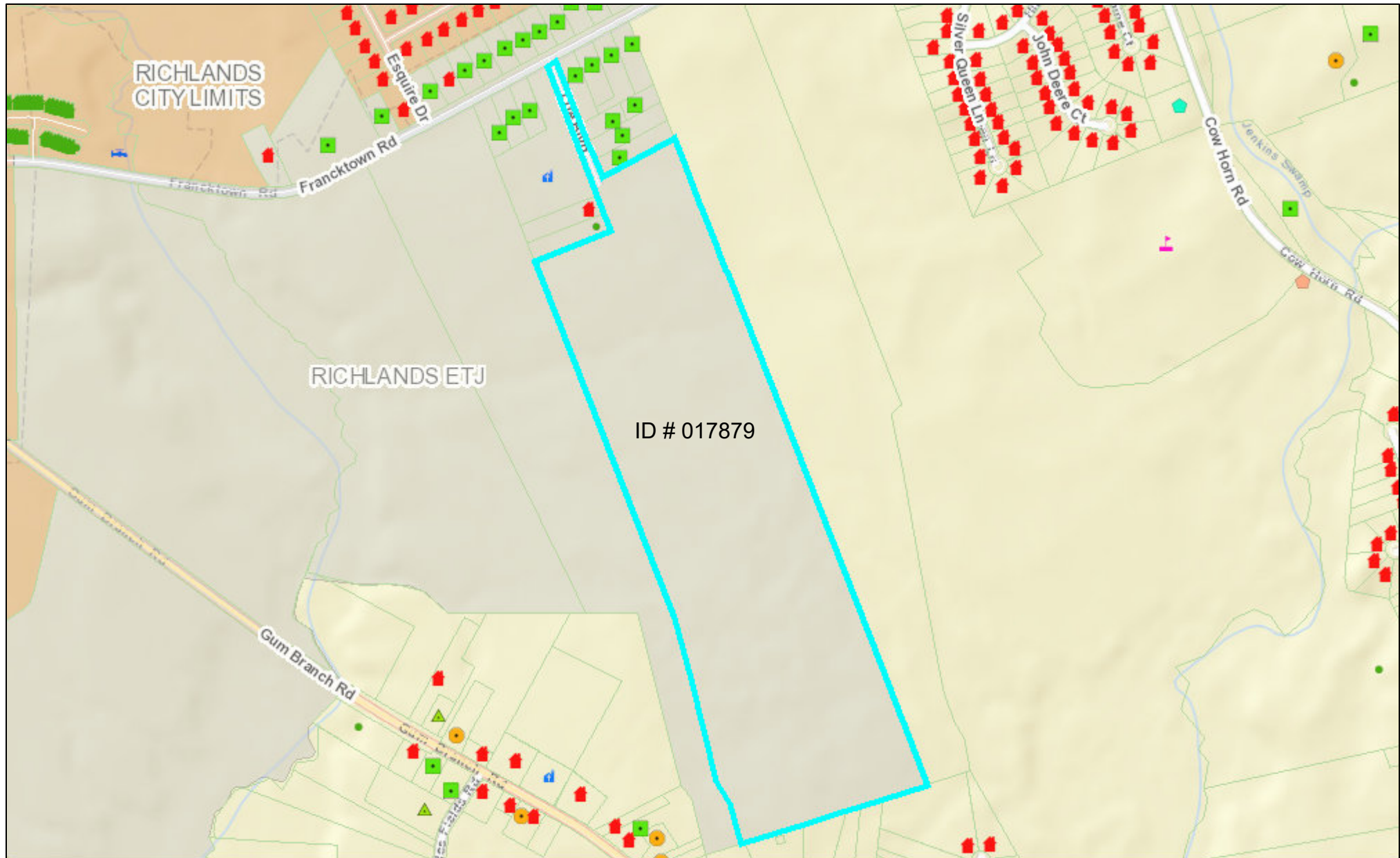
ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

Exhibit A -- Carolina Sapphire Rezoning Map



March 17, 2025

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

0 312.5 625 1,250 1,875
Feet

**RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET**

REZONING REQUEST:

Carolina Sapphire, LLC Request to Rezone all 76.61 Acres of
Tax Parcel ID 017879 from R-20 to RM-6 District

1. Will the proposal place all property similarly situated in the area in the same district, or in a complementary district?
Yes ✓ No

2. Are the permitted uses under the proposed district appropriate for the area where the amendment is proposed?
Yes ✓ No

3. Would the uses permitted under the proposed district be in the general public interest?
Yes ✓ No

4. Would the character of the area will be adversely affected by any use permitted in the proposed district?
Yes No ✓

5. Is the proposed amendment consistent with the Onslow County Comprehensive Plan?
Yes ✓ No

A favorable motion was made on March 17, 2025 by Member Melissa Kepes, seconded by Member John Tripp, to recommend approval of the proposal to the Board of Aldermen, based on the findings that the proposed amendment and presented documentation are consistent with the stated goals and expressed intent of the County's Comprehensive Plan, consistent with the Future Land Use Map, and is reasonable and in the public interest. The motion was unanimously carried.

Daniel Gray
Daniel Gray, Chair



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 4.

Interlocal Agreement Update

Description:

Interlocal Agreement Update (Planning and Other Services).

Review:

The two attached interlocal agreements between the Town and Onslow County need to be reviewed and/or updated. The first agreement was established in 2010 and authorizes the County to provide for building inspections, address minimum housing complaints and provide for zoning setback compliance (see Attachment 1). I have spoken with Mr. Carter Metcalf, Director of Onslow County Planning and Development, and he has offered to provide additional planning services to the town. Essentially, Mr. Metcalf is offering to utilize his staff to provide zoning and planning compliance services to the town. Zoning permit processing, site plan/technical review are all available as service if needed. This is an excellent opportunity to utilize the county services in light of our growth and planning needs.

The second agreement is a renewal of the vector control services agreement that was approved last year, which will provide for vector control services if the town's allotment of mosquito spraying is used up during the year.

Action Needed:

Review and approve agreements as desired.

ATTACHMENTS:

Description

- ▣ Interlocal Agreement (Planning and Inspections)
- ▣ Interlocal Assistance (Vector Services)

**ONSLOW COUNTY BOARD OF COMMISSIONERS AND
TOWN OF RICHLANDS
INTERLOCAL AGREEMENT
FOR BUILDING INSPECTION, PERMITTING, PLAN REVIEW,
MINIMUM HOUSING AND ZONING INSPECTION SERVICES**

**NORTH CAROLINA
COUNTY OF ONSLOW**

**NORTH CAROLINA
TOWN OF RICHLANDS**

THIS AGREEMENT, made and entered into this the ____ day of ____ 2010, by and between the County of Onslow, a body politic and political subdivision of the State of North Carolina established and operating pursuant to the laws of the State of North Carolina (hereinafter called "COUNTY"), and the Town of Richlands, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina (hereinafter called "TOWN").

WITNESSETH:

WHEREAS, N.C.Gen.Stat. §§ 160A-411 and 160A-412 requires municipalities to create inspection departments and appoint inspectors in the fields of building, electrical, plumbing, housing, zoning, heating, air conditioning, fire prevention, and other matters ("inspection services"); and,

WHEREAS, N.C.Gen.Stat. §§ 160A-413 and 160A-460 *et.seq.* authorize municipalities to enter into interlocal agreements with counties for purposes of performing inspection services within their municipal boundaries through a joint inspection department; and

WHEREAS, N.C.Gen.Stat. § 160A-441 *et.seq.* authorizes municipalities and counties to exercise their police powers to repair, close, or demolish dwellings that are unfit for human habitation as described in N.C.Gen.Stat. § 160A-441; and

WHEREAS, Onslow County enacted a Minimum Housing Ordinance pursuant to statute on August 18, 2003; and

WHEREAS, Onslow County has established a Minimum Housing Board of Appeals pursuant to N.C.Gen.Stat. § 160A-446 to adjudicate appeals of decisions rendered by the County's Minimum Housing Enforcement Officers; and

WHEREAS, N.C.Gen.Stat. § 153A-122 authorizes municipalities to adopt county ordinances by resolution and make such ordinances applicable within the boundaries of the municipality; and

WHEREAS, the Town has contemporaneously resolved to adopt the Onslow County Minimum Housing Ordinance for purposes of enforcement of the same within the municipal boundaries of the Town; and

WHEREAS, the Town desires to enter into this interlocal agreement with the County for inspection, permitting, plan review, minimum housing and zoning inspection services; and

WHEREAS, the County has agreed to provide the inspection, permitting, plan review, minimum housing and zoning inspection services identified herein and in Attachment 1

THEREFORE, ONSLOW COUNTY, NORTH CAROLINA, by and through its Board of Commissioners, and the TOWN OF RICHLANDS, by and through its Board of Aldermen, hereby enter into this Agreement the date first written above.

ARTICLE 1

PURPOSE AND AUTHORITY FOR THE AGREEMENT

The purpose of this Agreement is to establish an Undertaking, as herein below defined, by the two units of local government who are parties to this Agreement. The authority for this Agreement is Chapter 160, Article 20, Part 1 of the General Statutes of North Carolina.

ARTICLE 2

DEFINITIONS

For purposes of this Agreement, the following definitions shall apply:

- 2.1** “**Agreement**” – shall mean this Interlocal Agreement for Building Inspection, Permitting, and Plan Review, Minimum Housing and Zoning Inspections Services.
- 2.2** “**County**” – shall mean the County of Onslow, North Carolina.
- 2.3** “**Town**” – shall mean the Town of Richlands.
- 2.4** “**Undertaking**” – shall mean the services identified herein and in Attachment 1.

ARTICLE 3

DURATION OF THE AGREEMENT

The duration of this Agreement shall begin upon adoption of this Agreement by the governing bodies of the County and the Town and shall exist and be effective until terminated as provided herein.

ARTICLE 4

AMENDMENTS

This Agreement may only be amended by the written consent of the County and the Town.

ARTICLE 5

TERMINATION AND DISPUTES

This Agreement may be terminated by either party upon ninety days advance written notice.

ARTICLE 6
TOWN OBLIGATIONS

The Town agrees:

- 6.1 To satisfy those duties and obligations identified in Attachment 1.
- 6.2 To indemnify, defend, waive, and hold harmless Onslow County and its officers, employees, agents, successors, from and against all claims, damages, liabilities, losses, civil or administrative proceedings, costs, or expenses arising out of or related to any inspections, inspection services, or minimum housing services performed by the County.
- 6.3 To provide Town Counsel or compensate the County for counsel costs associated with any appeal from the Minimum Housing Board to Superior Court.
- 6.4 Pursue the Undertaking in accordance with all applicable Federal, State and local laws and regulations.

ARTICLE 7
COUNTY OBLIGATIONS

The County agrees to:

- 7.1 To satisfy those duties and obligations identified in Attachment 1.
- 7.2 Pursue the Undertaking in accordance with all applicable Federal, State and local laws and regulations.

ARTICLE 8
JOINT OBLIGATIONS

8.1 The parties agree to discuss any modifications that may be necessary to satisfy the desires of the parties or other local, state, or federal requirements.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the same having been approved by the respective governing bodies of the County and the Town.

COUNTY OF ONSLOW, NORTH CAROLINA

(SEAL)

By: _____
CHAIRMAN, ONSLOW COUNTY BOARD OF
COMMISSIONERS

Attest:

CLERK TO THE BOARD

TOWN OF RICHLANDS

(SEAL)

By: _____
MAYOR

Attest:

CLERK

NORTH CAROLINA
ONSLOW COUNTY

I, _____, a Notary Public of Onslow County, do hereby certify that _____ personally appeared before me this day and acknowledged that _____ he is the Clerk of Onslow County Board of Commissioners, a body politic and corporate of the State of North Carolina existing by virtue of the laws of the State of North Carolina, and that by authority duly given and as the act of Onslow County, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal, and attested by h____self as its Clerk.

WITNESS my hand and notarial seal, this _____ day of _____, 2009.

My Commission Expires:

NOTARY PUBLIC

(SEAL)

NORTH CAROLINA
ONslow COUNTY

I, _____, a Notary Public of Onslow County, do hereby certify that _____ personally appeared before me this day and acknowledged that _he is the clerk for the Town of Richlands, a body corporate and politic existing under and by virtue of the laws of the State of North Carolina, and that by authority duly given and as the act of the body politic and corporate, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal, and attested by ___self as its Clerk.

WITNESS my hand and notarial seal, this _____ day of _____, 200____.

My Commission Expires:

NOTARY PUBLIC

(SEAL)

ATTACHMENT 1

DUTIES AND RESPONSIBILITIES BUILDING INSPECTION, PERMITTING AND PLAN REVIEW, MINIMUM HOUSING AND ZONING INSPECTION SERVICES

In order to ensure effective and timely delivery of these services, this Attachment sets forth the service expectations of both jurisdictions.

Service Type and Frequency to be Provided by Onslow County. Onslow County agrees to provide building inspection, plan and permitting and zoning inspection services to Richlands of the same availability, type, and frequency as the County provides elsewhere in the unincorporated areas of Onslow County.

Permitting Inspection Process. The following process shall be utilized for scheduling and performing inspections for permits issued by the County. Applicants for building permits shall initially obtain all required zoning permits, flood permits, and CAMA permits, as applicable, from the Town of Richlands prior to submitting a request for a building permit. Building permit applications will be accepted at the Onslow County Central Permitting Section located at 604 College St. in Jacksonville, North Carolina. Central Permitting personnel will document the appropriate zoning, flood and CAMA permits issued by the Town of Richlands and will issue building permits using county forms and procedures. Inspection requests will be called in to the Onslow County Central Permitting office by permit holders. Permit holders will thereafter be contacted by the County to be advised of the date/afternoon the inspection is scheduled.

Building Permit Fees. Building permit fees shall be charged in accordance with the fee schedule established for Onslow County and the County shall retain the fees it collects.

Minimum Housing Complaint/Appeals. A minimum housing request for inspection may be made by the Town Board, Town Administrator, or, pursuant to the Onslow County Minimum Housing Ordinance, by at least five residents of the Town charging that any dwelling or dwelling unit is unfit for human habitation. The Onslow County Board of Commissioners may establish a fee to be paid by the Town or the five charging residents, to compensate the County for the cost of labor and materials related to pursuing minimum housing cases conducted within the Town.

Zoning Inspections Process. The following process shall be utilized for scheduling and performing zoning inspections. The Town of Richlands will provide initial zoning review and issue a zoning permit. The zoning permit and any associated documents will be provided via fax transmittal to the Onslow County Land Use Section with a request to perform the required zoning inspection prior to commencement of construction. The Land Use Section will schedule and perform the requested zoning inspection of the same availability, type, and frequency as the County provides elsewhere in the unincorporated areas of Onslow County. The Town of Richlands shall compensate Onslow County for zoning inspections services rendered at the rate of \$50.00 per inspection. The County shall submit an invoice for payment not more frequently than monthly and shall maintain records of inspections performed for compensation and public record-keeping purposes.

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

INTERLOCAL ASSISTANCE AGREEMENT

This Agreement made and entered into this the 1 day of April, 2025, by and between the Town of Richlands, a political subdivision of the State of the North Carolina and Onslow County, a political subdivision of the State of North Carolina. WITNESSETH:

WHEREAS, Onslow County provides mosquito and vector control services through its Environmental Services Department; and

WHEREAS, Onslow County and Town of Richlands have agreed to cooperate with each other in order to provide mosquito and vector control services within town limits of Richlands; and

WHEREAS, Onslow County and the Town of Richlands may enter into interlocal cooperation agreements pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes;

WHEREAS, Onslow County and Town of Richlands desire to detail the financial obligations of both parties, which are associated with the use of Onslow County Mosquito and Vector Control in Richlands town limits.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Onslow County will assist the Town of Richlands with providing Mosquito and Vector Control Services (hereinafter "Environmental Services") in the Town of Richlands. Jeremy Butler, as Onslow County Division Manager of Environmental Services, or his designee, is authorized to assist Town of Richlands through communication, travel, and use of Onslow County vehicles, equipment and supplies to the extent necessary to provide the Environmental Services. Services will be provided on a CDC light trap (50 per night) and landing rate counts (5 per minute) by complaints basis with thresholds being met and to the extent that Onslow County has sufficient resources to provide the Environmental Services.
2. Onslow County will continue to pay the current annual cost associated with Onslow County Mosquito and Vector Control while assisting Town of Richlands.
3. Town of Richlands will reimburse Onslow County for 100% of the cost associated with the Onslow County Mosquito and Vector Control personnel and equipment while they work in the Town of Richlands.
4. Town of Richlands will reimburse Onslow County at a rate not to exceed \$250.69/hour while Onslow County Mosquito and Vector Control is spraying for mosquitoes inside the town limits of Richlands. This rate covers personnel, equipment and insecticide. Town of Richlands will also reimburse Onslow County for the use of Onslow County trucks at a rate of \$.70/mile. Town of Richlands will also reimburse Onslow County for personnel cost at a rate not to exceed \$89.97/hour for the time associated with setting mosquito light traps and conducting site investigations.

5. Onslow County Mosquito and Vector Control will provide a GPS spray route report for each time it sprays in the Town of Richlands.
6. Onslow County will provide the Town of Richlands with monthly invoices for reimbursement of all expenses in the form of Purchase Orders through the Onslow County Finance Department. The Town of Richlands will pay said invoices within 30 days.
7. Although Onslow County Mosquito and Vector Control personnel remain Onslow County employees for purposes of compensation, retirement and benefits, they are Town of Richlands agents while performing services at Town of Richlands direction and/or supervision for purposes of any claims arising out of performance of services under this Interlocal Assistance Agreement. This provision will survive the termination of this Agreement.
8. The term of this agreement shall be April, 2025 through March, 2025.
9. This Agreement may be terminated by mutual agreement of the parties or by either party, at any time, by the provision of at least fifteen (15) days written notice to the other party. The Town of Richlands will pay Onslow County for all services rendered prior to the effective date of termination.
10. This Agreement shall not be modified or otherwise amended except in writing signed by the parties.

IN WITNESS WHEREOF, the Town of Richlands has caused this Agreement to be executed by the County Manager and Onslow County has caused this Agreement to be executed by the County Manager. This Agreement becomes effective and operative upon the affixing of the last signature hereto and remains in effect throughout the appointment period as described herein.

SIGNED:

Gregg Whitehead, Town Administrator Date

Town of Richlands

David Smitherman, County Manager Date

Onslow County

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

Finance Officer

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

Finance Officer



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 5.
Budget Amendments

Description:

Budget Amendments (#6, #7 & #8).

Review:

Budget Amendment #6 readjusted line item expenditures in the Public Safety Department in the amount of \$3,500. Since the funds were moved within a department and under \$5,000, I authorized the budget amendment and does not require Board approval. Budget Amendment #7 will account for a \$2,000 Walmart grant that the Police Department recently received. Budget Amendment #8 will account for the additional \$675.06 in revenue that the town received from the County's three cent fire protection allocation.

Action Needed:

Approve the budget amendments.

ATTACHMENTS:

Description

- ☐ Budget Amendment #6
- ☐ Budget Amendment #7
- ☐ Budget Amendment #8

BUDGET AMENDMENT # 6
FY ENDING 2024/2025
PUBLIC SAFETY

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

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5310-514	Uniforms	4,500.00	(2,000.00)	2,500.00	To Contractual Services
10-5310-561	Capital Outley	89,419.53	(1,500.00)	87,919.53	To Contractual Services
10-5310-512	Contractual Services	22,200.00	3,500.00	25,700.00	Remote Deployment In Car Cameras

TOTAL: \$3,500.00

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

Date

Date entered into BMS: _____

BUDGET AMENDMENT # 7
FY ENDING 2024/2025
POLICE DEPARTMENT

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

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5310-533	Supplies	22,700.00	2,000.00	24,700.00	Wal-Mart Grant
10-4610	Grant Revenues		(2,000.00)		Wal-Mart Grant

TOTAL: \$2,000.00

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

Date

Date entered into BMS: _____

BUDGET AMENDMENT # 8
FY ENDING 2024/2025
FIRE

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

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5400-512	Contractual Services	102,000.00	675.06	102,675.06	Onslow Co 3 penny more than budgeted
10-4999	Fund Balance		(675.06)		

TOTAL: \$675.06

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

Date

Date entered into BMS: _____



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 6.
Grant Project Ordinance

Description:

Grant Project Ordinance (Venters Park Project).

Review:

The attached ordinance will amend the grant project ordinance originally adopted on April 9, 2024. I have taken into account the actual engineering fees and adjusted the amount of construction costs and contingency funds in order to maximize the amount of grant funds to be allocated for the project.

Action Needed:

Adopt the ordinance if desired.

ATTACHMENTS:

Description

- ▣ Ordinance 2025-04
- ▣ Ordinance 2024-05

GRANT PROJECT ORDINANCE (AMENDED)
RURAL TRANSFORMATION GRANT
ORDINANCE 2025-04

BE IT ORDAINED by the town board of the Town of Richlands, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance amends Ordinance 2024-05, which established a budget for a project to be funded by monies awarded to the Town of Richlands by the Rural Transformation Grant Fund (Award Number SA-266) and administered by the North Carolina Department of Commerce, Rural Economic Development Division. The Town of Richlands is designated to receive \$330,000 in reimbursable grant monies for the purpose of providing certain improvements to the Venters Park in Richlands.

Section 2: The following amounts are to be appropriated for the project and authorized for expenditure:

Engineering	\$6,900
Construction	\$330,000
Contingency	<u>\$33,000</u>
	\$369,900

Section 3: The following revenues are anticipated to be available to complete the project:

Rural Transformation Grant	\$330,000
General Fund Balance	<u>\$39,900</u>
	\$369,900

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town the Board of Aldermen.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the grant funds have been obligated and expended by the town, whichever occurs sooner.

Adopted this 8th day of April, 2025.

ATTEST:

McKinley Smith, Mayor

Erin Juhls, Clerk

**GRANT PROJECT ORDINANCE
RURAL TRANSFORMATION GRANT
ORDINANCE 2024-05**

BE IT ORDAINED by the town board of the Town of Richlands, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by monies awarded to the Town of Richlands by the Rural Transformation Grant Fund (Award Number SA-266) administered by the North Carolina Department of Commerce, Rural Economic Development Division. The Town of Richlands is designated to receive \$330,000 in reimbursable grant monies for the purpose of providing certain improvements to the Venters Park in Richlands.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

Engineering	\$15,000
Land	\$0
Construction	\$285,000
Contingency	<u>\$30,000</u>
	\$330,000

Section 3: The following revenues are anticipated to be available to complete the project:

Rural Transformation Grant	\$330,000
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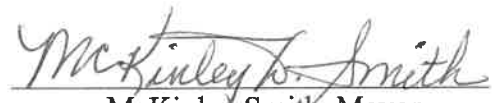
Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town the Board of Aldermen.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the General Fund Grant funds have been obligated and expended by the town, whichever occurs sooner.

Adopted this 9th day of April, 2024.


McKinley Smith, Mayor

ATTEST:


Erin Juhls, Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item X. - 1. Administrator Notes and Updates

Description:

- I will be out of the office April 14 and April 22.
- The Town has received official notification that the town passed the National Flood Insurance Program Community Assistance Visit (CAV) initially held in May, 2023. The CAV consisted of reviewing the town's flood development regulations and ensuring record keeping and administrative compliance with the NFIP.
- The Board needs to consider dates for holding a budget workshop this month.

Review:

Action Needed:

ATTACHMENTS:

Description

▣ CAV Letter



NC Department of Public Safety
EMERGENCY MANAGEMENT

Josh Stein, Governor

Eddie M. Buffaloe Jr., Secretary

William C. Ray, Director

March 24, 2025

The Honorable McKinley D. Smith, Mayor
Town of Richlands
302 South Wilmington Street
P.O. Box 245
Richlands, NC 28574

Re: National Flood Insurance Program (NFIP) Community Assistance Visit (CAV)

Dear Mayor Smith:

This letter is to inform you that the Community Assistance Visit (CAV) for the Town of Richlands held on May 2, 2023, has been finalized and our office has determined that all requested items have been adequately addressed, and this CAV is considered **closed**.

The Town of Richlands has been enrolled in the regular phase of the National Flood Insurance Program (NFIP) since July 3, 1986, thus making flood insurance and other Federal benefits available throughout the Town. Presently there are 28 flood insurance policies in force, for coverage in the amount of \$9,368,000.

Participation in the NFIP is voluntary; for a community to maintain compliance in the program it must effectively administer and enforce floodplain management regulations that meet or exceed the minimum standards established by the NFIP as set forth in Title 44, Code of Federal Regulations (CFR), Section 60.3. The overall goal of participation in the NFIP is to reduce the loss of lives and property from flooding. Through this process, we have observed that town staff are effectively implementing the overall goal of the NFIP which is to reduce the loss of lives and property from flooding for the community.

Please continue to enforce all provisions of the town's floodplain management regulations and maintain all records pertaining to floodplain management indefinitely. Often agencies purge building permits and other types of zoning/development permits on a regular retention schedule; however, records pertaining to floodplain development should be kept in perpetuity.



Mayor McKinley D. Smith
March 24, 2025

We appreciate your continued commitment and dedication to providing sound floodplain management for the Town of Richlands. If you or your staff have questions, please contact Ms. Eryn Futral, NFIP Planner, at her office at 919-819-1734.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen E. Garrett".

Stephen E. Garrett, CFM
State NFIP Coordinator

Enclosure: Community Assistance Visit Report, May 2, 2023

cc: Mr. Gregg Whitehead, Town Administrator, Town of Richlands
Mr. Joseph Bauer, Floodplain Manager, Onslow County
Mr. Norman Bryson, Emergency Services Director, Onslow County
Mr. Donald Taft, Area 4 Coordinator, North Carolina Emergency Management
Ms. Eryn Futral, NC NFIP Eastern Planner, North Carolina Emergency Management
Ms. Valerie Anderson, Supervisory Emergency Management Specialist,
FEMA Region IV
File

May 2, 2023

**NORTH CAROLINA
DEPARTMENT OF**



COMMUNITY ASSISTANCE REPORT
Emergency Management

Risk Management
4105 Reedy Creek Road
Raleigh, NC 27607



Name of Community	County	Community ID
Richlands	Onslow	370341
Conducted By	Agency	Date of Visit
Eryn Futral	NCEM	05/02/2023
Floodplain Administrator	Telephone	E-Mail
Gregg Whitehead	(910) 324-3301	administrator@richlandsnc.gov

Address of Local Official – 302 S. Wilmington Street, Richlands, NC 28574

1. Are there any problems with the community's floodplain management regulations?	None
2. Are there problems with administrative and enforcement procedures?	None
3. Are there engineering or other problems with the maps or Flood Insurance Study?	None
4. Are there other problems with the local floodplain management program?	None
6. Are there any potential violations of the community's floodplain management regulations?	None
5. Are there any programmatic issues or problems identified?	None

BACKGROUND

a.) Last CAV/By Whom/Results

There is no previous Community Assistance Visit (CAV) on record for the Town of Richlands.

b.) History of Flood Problems/ Population/ Development / Administrator Information

Flood Problems: The town was Incorporated in 1880 with the ETJ becoming effective in 1986. The Mill Swamp and the New River flow around the town which is situated between Mill Swamp to the northeast and the New River to the southeast. Floodways are mapped along both water courses.

Population: 2,302

Development: Recent development proposals have been for a large residential subdivision and for commercial/non-residential structures.

Administrator Information: The Town Administrator, Gregg Whitehead, is designated as the Town's Floodplain Administrator per the Flood Damage Prevention Ordinance.

c.) Administrative Permit Process (incl. Application, review, inspection, record keeping, enforcement, & substantial improvement & damage)

Floodplain development permits are reviewed and permitted through the Town Administrator and then forwarded to Onslow County for building, electrical, mechanical, and plumbing permitting.

d.) Community Rating System (CRS) Program Participation

The Town does not currently participate in the CRS program. There are 28 policies in force and no interest in joining the CRS.

e.) Insurance Information – Provided and discussed during meeting.

B. REFERENCE QUESTIONS 1-7 ABOVE

1. Are there any problems with the community's floodplain management regulations?

- None Noted

2. Are there problems with administrative and enforcement procedures?

- None Noted

3. Are there engineering or other problems with the maps or Flood Insurance Study?

- None Noted

4. Are there other problems with the local floodplain management program?

- None Noted

5. Are there any programmatic issues or problems identified?

- None Noted

6. Are there any potential violations of the community's floodplain management regulations?

- None Noted

SECTION 404, HAZARD MITIGATION GRANT PROGRAM/ FMAP (Floodplain Management Assistance Program)

REPETITIVE LOSS - Provided during the Community Meeting

**EXECUTIVE ORDER 11988, FLOODPLAIN MANAGEMENT
OTHER FINDINGS
FOLLOW-UP**

FEMA

- None Required

STATE

- None Required

COMMUNITY ACTION NEEDED

- Maintain all records pertaining to Floodplain Management indefinitely.
- Utilize state and Federal contacts when questions arise about floodplain development administration.
- Continue to monitor substantially damaged and abandoned structures to ensure compliance.

ATTACHMENTS

Meeting Attendance Roster is included in this report.

May 2, 2023

**NORTH CAROLINA
DEPARTMENT OF**



PUBLIC SAFETY

COMMUNITY ASSISTANCE REPORT
Division of Emergency Management

Risk Management
4105 Reedy Creek Road
Raleigh, NC 27607



MEETING ATTENDANCE RECORD

DATE: May 2, 2023

LOCATION: Richlands CAV

NAME	EMAIL	AGENCY/TITLE	PHONE
Eryn Futral	eryn.futral@ncdps.gov	NFIP Eastern Planner	919-819-1734
Gregg Whitehead	administrator@richlandscav.gov	Town Administrator	910-324-3301



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

☐ March 2025 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(03/01/2025 - 03/31/2025)

<No Event Type Specified>	1	911 Hang-Up	1
Adminstration Run	27	Alarm Activation	7
Animal Complaint	1	Arrest	9
Assault	1	Assist Citizen	26
Assist EMS	7	Assist Fire	3
Assist Other Agency	9	Assist Other RPD Officer	3
Bank Escort	1	Business Check	1,067
Business Walk Through	2	Call for Service	400
Citation	309	Cite & Release	1
Civil Problem	1	Crash	12
Death	1	Domestic Dispute	2
DWI	4	DWLR	45
Fingerprinting	10	Follow up Investigation	5
Fraud	1	Funeral Escort	1
Hit & Run	1	Incident Report	17
Juvenile Problems	4	Larceny	1
Lighting Violation	12	No Insurance	14
Noise Complaint	1	NOL	14
Open Container	3	Open Door/Windows	3
Patrol Zone 1	44	Patrol Zone 2	46
Patrol Zone 3	36	Patrol Zone 4	38
Patrol Zone 5	41	Patrol Zone 6	46
Possession of Drug Paraphernalia	2	Possession of Heroin	1
Possession of Marijuana	2	Property Damage	1
Registration Violation	95	Residence Check	1
Resist, Obstruct/Delay Officer	2	Safe Movement Violation	2
Seatbelt	8	Selective Traffic Enforcement	98
Special Assignment	1	Speeding	33
Stoplight/Sign	19	Supplement to report	6
Suspicious Vehicle/Person/Incident	12	Transport to Jail	7
Unlock Car	4	Vehicle Check After Shift	16
Vehicle Check Before Shift	31	Vehicle Searches	8
Vehicle Stop	273	Verbal Warnings	80

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(03/01/2025 - 03/31/2025)

Warning Citation	7	Warrant	8
Weapons Offense	1	Window Tint Violation	31

Total Number Of Events: 3,027

Code Enforcement

11 signs removed- made contact with businesses IF number was on the sign
0 vehicles tagged for towing- 0 moved by owner
6 vehicle letters (to be tagged)- 4 moved by owner
1 grass letters
2 Livestock Letter (chickens no longer on premises)
1 Trash/Yard debris letters
2 letters for trailers in roadway



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item XIV. - 1.

To Discuss a Proposed Acquisition of Real Property

Description:

Review:

Action Needed: