



TOWN OF RICHLANDS
Town Board Meeting
October 14, 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. September 2025 Meeting Minutes
- VI. Public Comment**
- VII. Public Hearings**
- VIII. Old Business**
 - 1. Primary Land Development Rezoning (Ordinance 2025-08)
- IX. New Business**
 - 1. Timed Parking Ordinance (Hargett Street)
 - 2. Annexation Petition (Primary Land Development)
 - 3. Budget Amendment #8
 - 4. Subdivision Map Approval (Revised)
- X. Administrator Notes and Updates**
 - 1. Administrator Notes and Updates
- XI. Police Report**
 - 1. September 2025 Police Report
- XII. Board Member Concerns and Committee Updates**
- XIII. Personnel**
- XIV. Closed Session**
- XV. Adjourn**



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

Description:

September 2025 Meeting Minutes.

Review:

Attached are the minutes for the September 16, 2025 Regular Meeting of the Richlands Board of Aldermen and the September 25, 2025 Special Call Meeting. The Board will also need to adopt the minutes of the closed session from the September 25, 2025 Special Call Meeting.

Action Needed:

Review and adopt the September meeting minutes.

ATTACHMENTS:

Description

- ▣ September 16, 2025 Meeting Minutes
- ▣ September 25, 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 September 16, 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

Absent: Alderman Kent Painter

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
William A. Horne, Chief of Police
Royce Bennett, Chairman, ONWASA Board of Directors

Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director

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: Ms. Arthine Thomas

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

V. ADOPTION OF MINUTES (August, 2025):

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to approve the meeting minutes of August 12, 2025. The motion was unanimously carried.

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve and publish the closed session minutes from August 12, 2025. The motion was unanimously carried.

VI. PUBLIC COMMENT:

Rob Enebrad spoke regarding speeding on East Foy Street and vandalism by Trexler students. He feels there is a need for a speed bump near Trexler to help slow down traffic. He stated Officer Lessner and the Student Resource Officer have both been very attentive and helpful with his concerns. He also requested no parking signs on the east side of North Nicholson due to parents parking on the side of the road which leads to a backup in traffic.

VII. PUBLIC HEARING:

1. SPECIAL USE PERMIT (DUPLEX):

Mayor Smith opened the public hearing in order to receive public comments regarding the Special Use Permit.

Town Administrator Gregg Whitehead informed the board of the Special Use request by Mr. Daniel Jacoby to construct a duplex at 119 Comfort Road.

Mr. Gregg Whitehead, Town Administrator and Mr. Daniel Jacoby, 121 Comfort Hwy, were sworn in by Town Clerk Erin Juhls.

Town Attorney, Keith Fountain questioned Mr. Whitehead on the following:

- 1) Have you reviewed the application in this manner? I have
- 2) Does it appear to be complete in your opinion? It does
- 3) Is the request within the jurisdiction according to the table of permissible uses? Yes, it is a Special Use
- 4) Do you think that if it is granted, it would comply with the requirements of the zoning ordinance of the Town of Richlands? Yes
- 5) Is there anything you want to add? No, there is an adjacent duplex to the property that would be a continuation of the current development.

Town Attorney, Keith Fountain questioned Mr. Jacoby on the following:

- 1) Mr. Jacoby, you are the owner of the property that is being requested for the Special Use Permit correct? Yes
- 2) Do you own any property that is adjacent to this? 20 acres behind and the ½ acre lot beside it.
- 3) Do you think if the board should grant this Special Use Permit it would materially endanger the public health or safety? No sir
- 4) Have you sought out and obtained a determination on whether the use will substantially reduce the value of the adjoining or abutting property? Yes, I have a statement from Janice Harrison stating the adjacent home's value will not be affected.
- 5) Is there anything you would like to say? No

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

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. ONWASA Articles of Incorporation Amendment Proposal:

Mr. Royce Bennett, Chairman of the ONWASA Board of Directors presented to the Board a proposed amendment to the Articles of Incorporation that will allow member governments the ability to appoint non-elected directors to represent them. Currently, only elected officials are authorized to be appointed to represent their respective member governments. The ONWASA Board is made up of 8 elected officials, 6 of which are up for reelection this year. The ONWASA Board does not feel it is good business practice for the possibility of a 75% turnover of the board in one year. The Resolution allows the town to appoint anyone to the board whether they are elected or not to serve a 3-year term. The term for the town's representative expires on October 3, 2026.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the Resolution to Amend the Articles of Incorporation of the Onslow Water and Sewer Authority. The motion unanimously carried.

2. SPECIAL USE PERMIT (DUPLEX):

Now that the public hearing has been held, Town Administrator Gregg Whitehead presented to the Board the Special Use Permit request which would allow the construction of a duplex at 119 Comfort Road, Richlands. The property in question is referenced as Onslow County Tax Parcel #43D-1 and is located in the R-8 Residential District, which allows duplexes as a special use.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown that the requested Special use Permit is within its jurisdiction according to the table of permissible uses, the application is complete, if completed as proposed in the application, the development will comply with all of the requirements of this chapter, the use will not materially endanger public health or safety if located where proposed and developed according to the plan as submitted, the use will not substantially reduce the value of adjoining or abutting property or that the use is a public necessity, and the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan and development of the town. The motion was unanimously carried.

3. NCDOT SPEED LIMIT RESOLUTION (2025-06):

The North Carolina Department of Transportation has requested that the resolution adopted at the August meeting concerning lowering the speed limit on portions of Wilmington Street, Franck Street, and Hargett Street be updated with additional language that is necessary in order for NCDOT to process the change to their municipal speed limit ordinances. The additional language doesn't change any of the proposed speed limit locations. NCDOT provided

a map that corresponds with the proposed speed limit changes listed in the Resolution which is incorporated by reference and hereby made a part of these minutes.

The board members voiced some concern with the wording on numbers 6 and 7.

Town Administrator Gregg Whitehead stated that NCDOT added items 6 and 7. He referenced an email from DOT which stated “the last two ordinance changes listed above are needed due to the deletion of an SR number that had been used as a location reference in 1980 for the 45-mph ordinance but which had been deleted from the state-maintained system later. They do not involve any change in speed limit for the 45-mph road section”.

A **motion** was then made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to approve Resolution 2025-06. The motion was approved with 3 ayes (Alderman Bunce, Alderman Koonce, Alderman Conner) and 1 Nay (Alderman Brown).

Alderman Conner and Alderman Bunce requested some clarification from NCDOT of items 6 and 7 when the Resolution is sent back to them.

4. **RESOLUTION 2025-05 and 2025-06:**

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

The first is for Carolina Sapphire, they would like to annex two properties that are adjacent to Steeds Park. The town recently rezoned one of the properties, the other is in Onslow County. The second is for Mercer Mills which is adjacent to the Richlands High School development. They recently requested a rezoning of R-6 and decided to inquire on the annexation process.

A **motion** was then made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner that the clerk investigate the petitions 2025-05 and 2025-07 to investigate the applicability of annexing. The motion was unanimously carried.

5. **BUDGET AMENDMENT #6 AND #7:**

Town Administrator Gregg Whitehead presented Budget Amendment # 6 which will budget \$87,316.00 in installment purchase funds needed to purchase the patrol vehicle and pickup truck and Budget Amendment #7 which will move the first year’s installment payment for the two vehicles from the Capital Outlay line items to Debt Service line items in the budget.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce, to approve Budget Amendment #6 and #7. 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:

- Public Works Director Johnathan Jarman has been working on the details of the street lighting discussion from a few months back. He has been communicating with Duke Energy, and they developed a map showing where the streetlights are located and where they recommend adding lights. There would not be a fee to install, only the monthly payments which would be \$9.50 per 70 watt light a month. They recommended adding 26 lights, which would be a total of \$247.00 a month.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to proceed with new 70-watt lights in the recommended locations. The motion was unanimously carried.

- A public works committee meeting needs to be scheduled.
- Received an estimate on updating the Board Room acoustics and microphones. The cost to update to shot gun microphones would be \$24,000.00, to update to wireless would be \$30,000.00 and to add acoustic tiles to the back wall and ceiling would be \$14,000.00. This could be an item to discuss further or possibly add to next year's budget.
- Reminded the Board to stay for pictures for the Onslow County directory.

XI. POLICE REPORT:

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

- Officer Pool officially resigned and is working with the Kinston Police Department.
- Sergeant Sandoval turned in his resignation but will be staying on as a part time reserve officer.
- Have one applicant that currently works at another agency that would like to transfer to the town.
- Car 8 is back in service after its motor was replaced for the second time due to a defect.
- When picking up Car 9 (the ghost Durango) from National Dodge, a broken part was discovered. They informed Chief Horne it would be ready by Thursday afternoon, but he has not received any updates since.
- The department has received a couple of traffic complaints and have had some juvenile issues after school. Officer Lessner has been on Foy and Wilmington streets running radar.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Agreed with Mr. Enebrad's concerns regarding speeding on E Foy Street. She resides across from Trexler and regularly witnesses vehicles speeding and hears loud mufflers in the area. Although she has not experienced vandalism personally, she continues to deal with issues related to vehicles blocking driveways during school pick-up times. Hopefully, these issues will be addressed and taken care of. She stated that there are not speed bumps on Foy Street and does not feel the town is in favor of them. Mr. Whitehead added that the speed bumps end up penalizing the residents more than addressing the actual speeding problem.

Also thanked Elliot Jarman and the Richlands Fire Department for Farmers Day. She felt it was a tremendous success and hopes they did well with their fundraising efforts.

Alderman Kandy Koonce: Inquired if the stump from the tree that was cut down on W Hargett Street by the North Carolina Department of Transportation was going to be removed. Mr. Whitehead stated he can reach out to NCDOT and request it be removed.

Also asked if the parking spaces on W Hargett Street by Precious Resources could be designated as no parking from 7:00 am – 8:30 am and 2:30 pm-4:00 pm to help with the traffic flow for the school/childcare center.

Mr. Whitehead will look into limiting the time for parking in that area.

Thanked Mr. Royce Bennett for coming out for the meeting.

Alderman Paul Conner: Thanked everyone for coming to the meeting. Also spoke to Chief Horne regarding an individual that has been speeding coming from the park area heading towards Hwy 258. He is worried that they might hit someone.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to adjourn the meeting at 7:00 pm. The motion was unanimously carried.

Respectfully Submitted,

Mayor McKinley Smith

Attest:

Erin Juhls, Town Clerk

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax



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

The Richlands' Board of Aldermen met for a Special Call Meeting on Thursday, September 25, 2025 at 6:15 pm at the Richlands Town Hall. The purpose of the meeting was to enter into closed session to consider the qualifications and conditions of appointment of a prospective public officer.

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

Erin Juhls, Town Clerk

There were no citizens present.

I. MEETING CALLED TO ORDER:

Mayor McKinley D. Smith called the meeting to order at 6:16 pm.

II. INVOCATION: Mayor McKinley Smith

III. MEETING BUSINESS:

Town Administrator Gregg Whitehead informed the Board that there are two candidates for the position of Town Administrator for them to interview and then proceed as desired. He also stated that he will not be in the room during the interviews.

A **motion** was then made by Alderman Paul Conner, seconded by Kandy Koone to go into closed session to review potential candidates. The motion was unanimously carried.

Mayor Smith called the meeting back to order. No action was taken in closed session.

III. ADJOURN:

With no further business, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to adjourn the meeting at 8:48 pm. The motion was unanimously carried.

Respectfully Submitted,

Mayor McKinley D. Smith

ATTEST:
Erin Juhls, Town Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VIII. - 1.

Primary Land Development Rezoning (Ordinance 2025-08)

Description:

Primary Land Development Rezoning (Ordinance 2025-08).

Review:

This item was originally deliberated at the August 13, 2025 meeting and the vote on the item was postponed until the developer had a chance to consider and review the option to annex. The developer has submitted a petition to annex the property in question and since the public hearing was held in August, the Board can deliberate and vote on the rezoning ordinance as desired.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ❑ Ordinance 2025-08
- ❑ Primary Land Rezoning Application
- ❑ Primary Land Rezoning Map
- ❑ Land Use Certification

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-08

Ordinance Amending Official Richlands Zoning Map

Introduced: August 12, 2025

Adopted: August 12, 2025

WHEREAS, the Town of Richlands (hereinafter Town), has been formally petitioned by Primary Land Development, LLC, owners of Onslow County Tax Parcel ID 017914 to have the Richlands Zoning Map amended; and

WHEREAS, the proposed Zoning Map Amendment will change the zoning designation of Onslow County Tax Parcel ID 01794 that is currently zoned C-3 Commercial District and the R-20 Residential District to the R-6 Residential District located along Gum Branch Road and in the town's Extra Territorial Jurisdiction; and

WHEREAS, a map of the proposed Zoning Map Amendment has been prepared by Withers Ravanel titled "Exhibit A - Mercer Mills Rezoning Map"; 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 August 12, 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 017914 from the C-3 Commercial District and the R-20 Residential District to the R-6 Residential District.

SECTION 2. That the Richlands Board of Aldermen recognize and does concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated July 21, 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 August 12, 2025.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

Town of Richlands Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: Elizabeth Shelton, D.R. Horton PHONE NO: 910-515-9541/ ELShelton@drhorton.com

MAILING ADDRESS: 6752 Parker Farm Dr, Suite 210, Wilmington, NC 28405

ADDRESS OF PROPERTY (if different from mailing address): Gum Branch Rd. PARID: 017914 PIN: 443102971445

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

NAME: PRIMARY LAND DEVELOPMENT LLC PHONE NO: _____

MAILING ADDRESS: 5424 AVENTURAS DR WILMINGTON, NC 28409

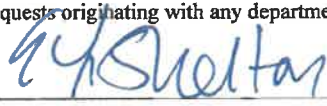
ACTION REQUESTED (Check One):

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

DESCRIPTION OF REQUEST:

Request to rezone parcel with PIN 443102971445, consisting of 68.62 acres, and located within the Town of Richlands ETJ, from
C-3 and R-20 to R-6.

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

SIGNATURE OF APPLICANT: 

DATE: 5/14/25

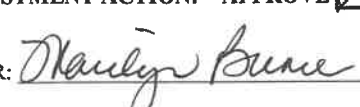
****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: 

DATE REQUEST RECEIVED: 6/15/2025

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

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE ☒ DENY ☐

SIGNATURE OF ZONING BOARD CHAIR: 

DATE: 7/21/25

Exhibit A - Mercer Mills Rezoning Map



SITE DATA

SITE LOCATION: RICHLANDS, NORTH CAROLINA
PARCEL PIN: 443102971445
PROJECT SIZE: 67.726 AC.
EXISTING ZONING: C-3 & R-20 (TOWN OF RICHLANDS)
PROPOSED ZONING: R-6 (TOWN OF RICHLANDS)

 = R-6

**RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET**

REZONING REQUEST:

Primary Land Development, LLC Request to Rezone all 68.62 Acres of Tax Parcel ID 017914 from C-3 District and R-20 District to R-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 July 21, 2025 by Member Jason Smith, 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.

Marilyn Bunce, Vice Chair



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

Timed Parking Ordinance (Hargett Street)

Description:

Timed Parking Ordinance (Hargett Street).

Review:

Aldermen Koonce asked that the Board consider creating 15 minute parking spots in the morning and afternoon in front of Precious Resources and Modern Tractor Supply. The attached ordinance will create eight, 15 minute parking spots along West Hargett Street between the hours of 7 AM and 8:30 AM and between the hours of 2:30 PM and 4 PM, Monday thru Friday.

Action Needed:

Adopt the ordinance if desired.

ATTACHMENTS:

Description

- ▣ Ordinance 2025-09
- ▣ Downtown Parking Map

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2025-09

**ORDINANCE TO AMEND SCHEDULE I, CHAPTER 72, TITLE VII OF THE
RICHLANDS CODE OF ORDINANCES IN ORDER TO REGULATE THE
PARKING OF VEHICLES ON CERTAIN STREETS IN RICHLANDS**

WHEREAS, Schedule I, Chapter 72, Title VII of the Code of Ordinances pertains to the restriction of vehicular parking on certain streets; and

WHEREAS, the Richlands Board of Aldermen has determined that in order to best address the parking needs of merchants, residents and citizens on certain streets in the downtown area of Richlands, adding parking spaces to the parking schedule is necessary.

BE IT ORDAINED by the Board of Aldermen of the Town of Richlands, North Carolina that Schedule I, Chapter 72, Title VII of the Code of Ordinances is amended by adding paragraph (c) as follows:

SCHEDULE I. RESTRICTED PARKING

(6) Time limited parking.

(c) Fifteen (15) minute parking shall exist in the following locations:

1. Designated parking spots numbered 13-20 on the South side of West Hargett Street between the hours of 7 AM and 8:30 AM and between the hours of 2:30 PM and 4 PM, Monday through Friday.

Effective _____, 2025.

Adopted this, the ____ day of October, Two Thousand and Twenty-Five.

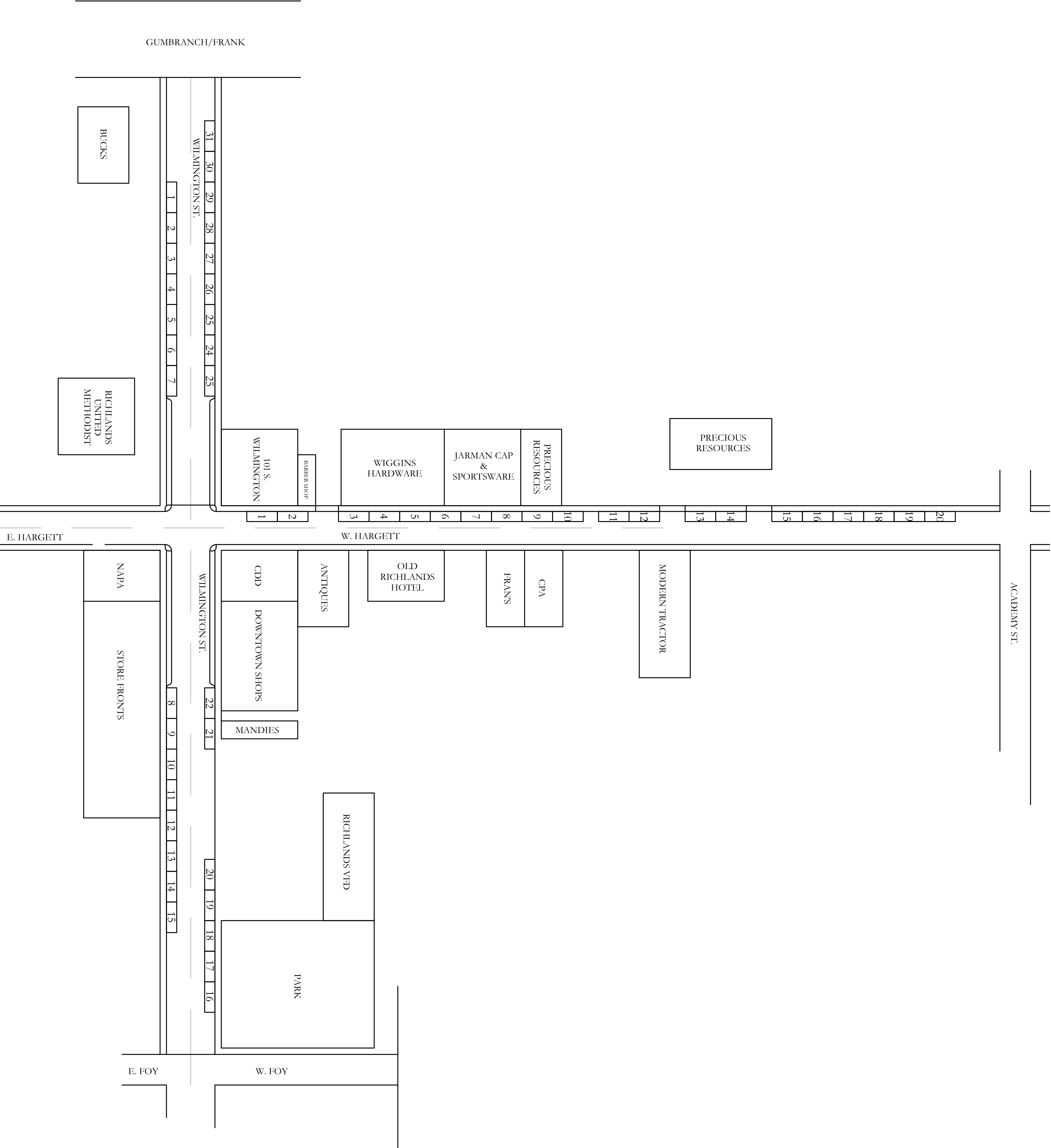
McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney





TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Annexation Petition (Primary Land Development)

Description:

Annexation Petition (Primary Land Development).

Review:

The Town has formally received a Petition Requesting Annexation of 68.62 acres by Primary Land Development LLC (Mercer Mills), which located in the ETJ along Gum Branch Road. Town Clerk Erin Juhls has certified that the petition is valid. The Board needs to schedule a public hearing concerning the annexation request.

Action Needed:

Schedule the public hearing.

ATTACHMENTS:

Description

- ❑ Primary Land Development Annexation Petition
- ❑ Primary Land Development Annexation Map
- ❑ Certificate of Sufficiency



TOWN OF RICHLANDS

Petition Requesting Annexation

DATE: 8/18/2025

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

To the Board of Aldermen of the Town of Richlands:

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

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



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

OR



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

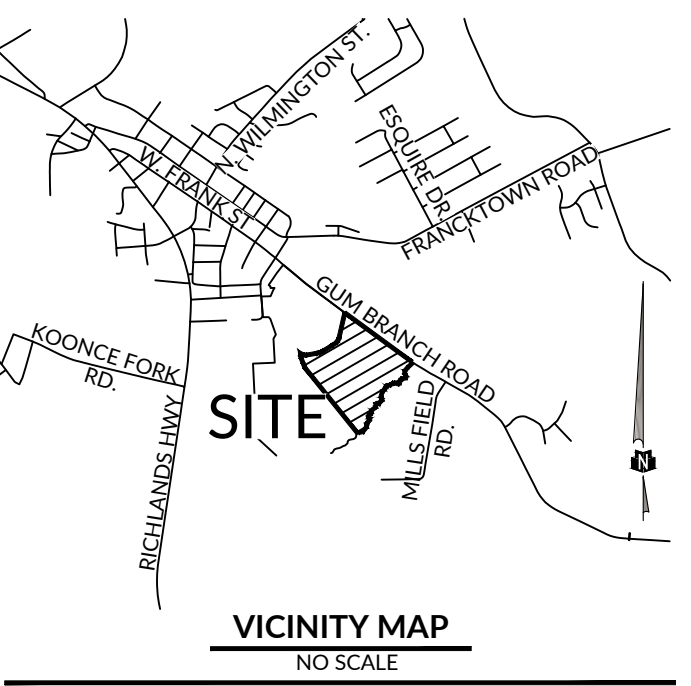
- (A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; and
- (B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of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

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

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

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

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



LEGEND

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

LINETYPE LEGEND

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

ABBREVIATIONS:

- DB DEED BOOK
R-20 RESIDENTIAL SINGLE FAMILY

GPS SURVEY CERTIFICATE

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

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

SURVEYOR'S CERTIFICATE

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

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

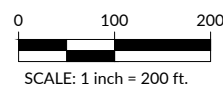
THIS 20TH DAY OF AUGUST, 2025.

JAMES L. RUPINSKI, PLS-5611

PRELIMINARY PLAT
NOT FOR CONVEYANCE,
RECORDATION, OR SALES

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

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



SHEET: 1 OF 1

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

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

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

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

GENERAL NOTES:

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

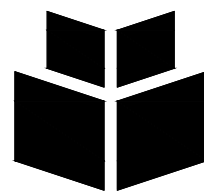
TOWN CLERK CERTIFICATION:

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

DATE _____ TOWN CLERK _____ (SEAL)

REFERENCES:

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



WithersRavenel

219 Station Road | Ste 101 | Wilmington, NC 28405
License #: F-1479 | t: 910.256.9277 | www.withersravenel.com

CERTIFICATE OF SUFFICIENCY

To the Board of Aldermen of the Town of Richlands, North Carolina:

I, Erin Juhls, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains a complete and adequate legal description (metes and bounds) and a recently prepared map of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Richlands, this 9th day of October, 2025.




Erin Juhls, Town Clerk



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Budget Amendment #8

Description:

Budget Amendments #8 (Street Lights).

Review:

Budget Amendment #8 will account for the anticipated increase in utility costs due to the additional street lights that were approved at the September meeting. The budget amendment amount is \$2500.

Action Needed:

Approve the budget amendment.

ATTACHMENTS:

Description

- Budget Amendment #8

BUDGET AMENDMENT # 8
FY ENDING 2025/2026
STREETS

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
10-5740-526	Utilities & Communication	43,000.00	2,500.00	45,500.00	To account for the monthly charges for the additional lights installed in town
4999	Fund Balance		(2,500.00)		

TOTAL: 2,500.00

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. - 4.
Subdivision Map Approval (Revised)

Description:

Subdivision Map Approval (Revised).

Review:

A subdivision map for Ellis Developments was tentatively approved at the July 8, 2025 meeting pending that meaning of certain abbreviations on the map were clarified, mainly concerning stormwater control. Ellis Developments has submitted an updated subdivision map that clearly labels the stormwater control areas and shortens a couple of easements from the previous version. However no changes are made to the actual subdivision of land. The three parcels will be located along Hwy 24/258 and will be the main entrance to the development on the highway side. Since the proposed subdivision creates easements, the Board will have to approve the subdivision per the town's subdivision regulations.

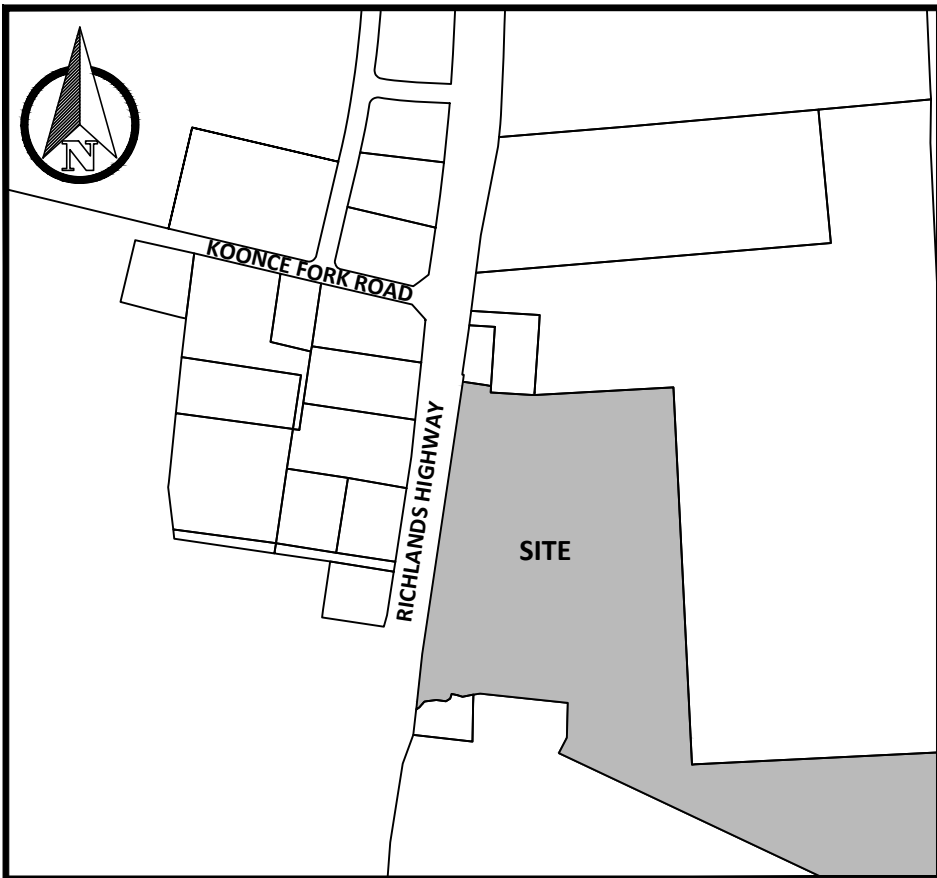
Action Needed:

Approve the updated subdivision map.

ATTACHMENTS:

Description

- Ellis Developments Subdivision Map (Revised)



VICINITY MAP (NOT TO SCALE)

SURVEY CERTIFICATION

I _____, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION DEED DESCRIPTION; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN REFERENCED DEEDS & PLATS; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. § 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS _____ DAY OF _____, A.D., _____.

SEAL OR STAMP

PRELIMINARY PLAT NOT FOR
RECORDATION,
CONVEYANCES OR SALES

SURVEYOR

REGISTRATION NUMBER: _____

HATCH LEGEND

	FLOOD ZONE 0.2% ANNUAL FLOOD HAZARD
	FLOOD ZONE "AE"

ABBREVIATIONS

N/F NOW OR FORMERLY
R/W RIGHT-OF-WAY
SF SQUARE FEET
PDE PUBLIC DRAINAGE EASEMENT
(TYP) TYPICAL
SCM STORMWATER CONTROL MEASURE

SYMBOL LEGEND

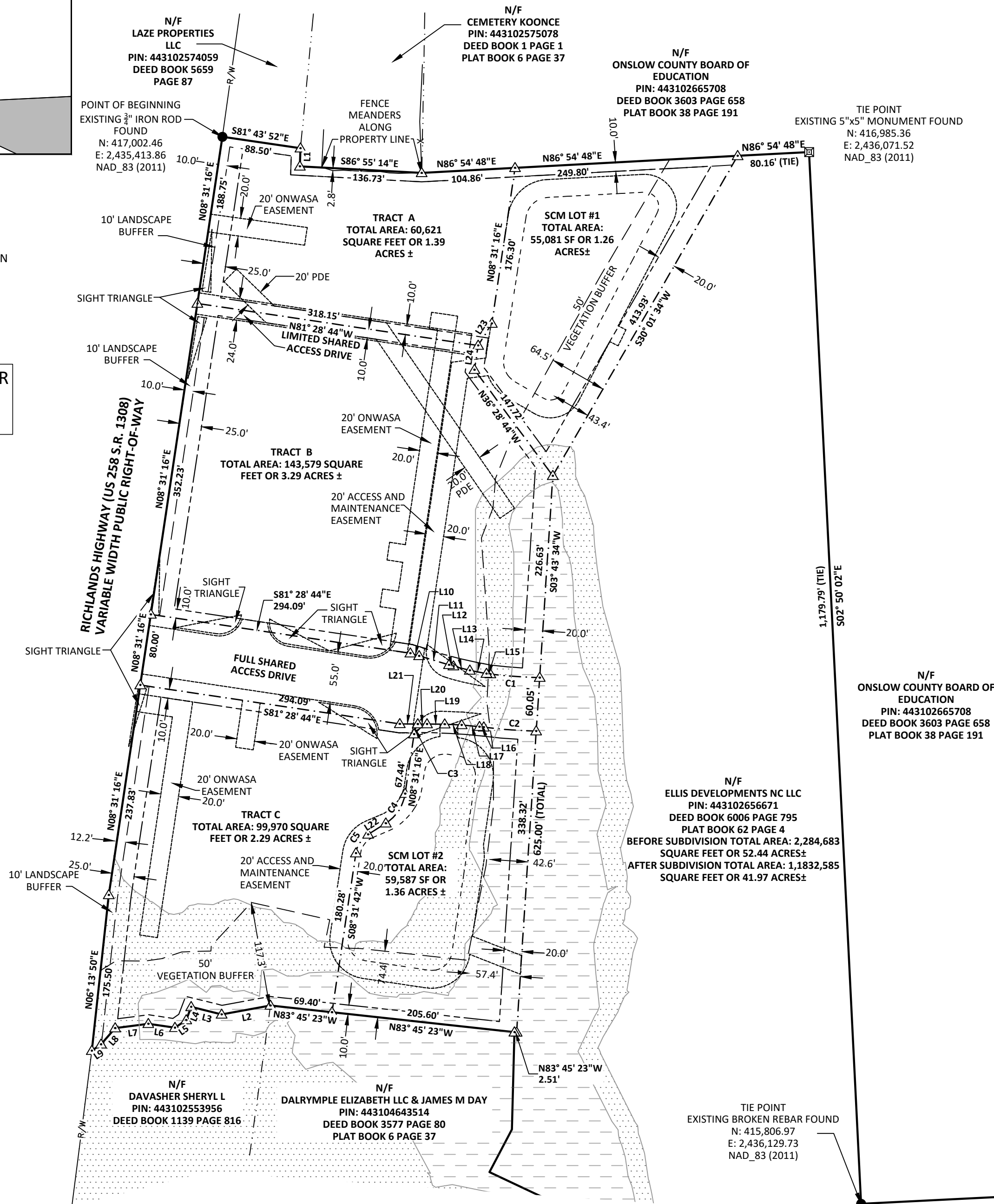
- EXISTING IRON FOUND
- ⚠ 5"x5" MONUMENT
- △ CALCULATED POINT

LINE LEGEND

	BOUNDARY
	ADJOINER
	EASEMENT
	RIGHT-OF-WAY
	SETBACKS
	FENCE LINE
	SUBDIVISION LINES
	BUFFERS

SURVEY NOTES

1. THE PURPOSE OF THIS PLAT IS TO CREATE A SUBDIVISION OF REAL PROPERTY.
2. ALL BEARINGS, DISTANCES, AND COORDINATES SHOWN HEREON ARE BASED UPON THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NAD 83 (NSRS 2011), PER A GPS SURVEY PERFORMED BY AERIAL & GROUND SURVEYING, PLLC.
3. UNIT OF MEASUREMENT IS U.S. SURVEY FEET (FT) UNLESS SPECIFICALLY NOTED AS METERS (m).
4. ALL AREAS SHOWN ARE CALCULATED BY THE COORDINATE METHOD.
5. ALL DISTANCES AND COORDINATES SHOWN HEREON ARE LOCALIZED, GROUND INFORMATION, UNLESS SPECIFICALLY NOTED AS "GRID".
6. ALL REFERENCES UTILIZED IN THE PREPARATION OF THIS PLAT HAVE BEEN SHOWN HEREON.
7. ALL PROPERTY CORNERS SET ARE 3/4" IRON PIPES UNLESS OTHERWISE NOTED.
8. ALL PROPERTIES ARE CONSIDERED TO BE N/F (NOW OR FORMERLY) OWNED AT TIME OF SURVEY.



REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, REVIEW OFFICER OF _____
COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS
CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR
RECORDING.

DATE _____ REVIEW OFFICER _____

APPROVAL AND ACCEPTANCE OF DEDICATION BY THE BOARD OF ALDERMAN

I HEREBY CERTIFY THAT THE TOWN OF _____ HAS APPROVED THIS
PLAT FOR RECORDING IN THE OFFICE OF THE _____ COUNTY
REGISTER OF DEEDS, AND ACCEPTS THE DEDICATION OF STREETS,
EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC LANDS SHOWN THEREON, BUT
ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN
THE OPINION OF THE RICHLANDS BOARD OF ALDERMAN, IT IS IN THE
PUBLIC INTEREST TO DO SO.

TOWN MANAGER _____ DATE _____

SUBDIVISION ADMINISTRATOR CERTIFICATE

I HEREBY CERTIFY THAT THIS RECORDED PLAT HAS BEEN FOUND TO COMPLY
WITH THE SUBDIVISION ORDINANCE OF THE TOWN OF _____ NORTH
CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN
THE REGISTER OF DEEDS OF _____ COUNTY

DATE _____ SUBDIVISION ADMINISTRATOR - TOWN OF _____

FLOOD INFORMATION

SUBJECT PROPERTY IS LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE. IT IS
LOCATED IN ZONE "AE" (FLOODWAY) AS DEFINED BY HUD FIRM/F.E.M.A NC
F.R.I.S COMMUNITY PANEL NUMBER 3720443100K, WITH AN EFFECTIVE DATE
OF JUNE 19, 2020.

SETBACK INFORMATION

FRONT: 25'
SIDES: 10'
REAR: 20'

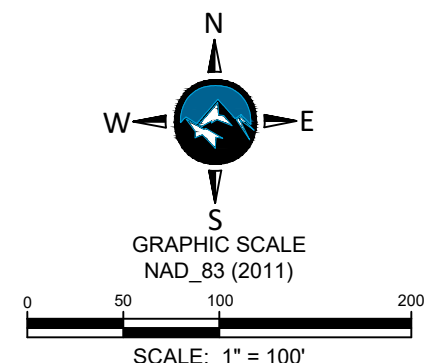
CURVE TABLE				
LABEL	DISTANCE	RADIUS	CHORD BEARING	CHORD DISTANCE
C1	55.53'	570.00'	S85° 54' 42"E	55.51'
C2	58.89'	597.60'	S85° 47' 36"E	58.87'
C3	12.12'	29.50'	S20° 17' 15"W	12.03'
C4	40.84'	47.49'	N33° 09' 07"E	39.59'
C5	25.79'	30.00'	S33° 09' 20"W	25.00'

LINE TABLE		
LABEL	DISTANCE	BEARING
L1	20.36'	S01° 59' 08"W
L2	55.65'	S79° 38' 45"W
L3	35.11'	N76° 07' 15"W
L4	15.76'	S20° 59' 33"W
L5	15.22'	S55° 35' 25"W
L6	30.11'	N81° 34' 28"W
L7	37.55'	S82° 33' 13"W
L8	24.03'	S41° 09' 29"W
L9	12.61'	S55° 25' 24"W
L10	10.29'	S73° 32' 10"E
L11	35.03'	S73° 18' 23"E
L12	5.09'	S73° 20' 15"E

LINE TABLE		
LABEL	DISTANCE	BEARING
L13	19.01'	S75° 30' 47"E
L14	18.99'	S79° 14' 38"E
L15	4.33'	S82° 26' 17"E
L16	4.96'	S83° 17' 11"E
L17	20.08'	S84° 21' 02"E
L19	19.88'	S89° 37' 13"E
L20	10.32'	S89° 40' 28"E
L21	20.21'	S89° 32' 45"E
L22	23.50'	N57° 46' 59"E
L23	29.04'	N31° 50' 46"E
L24	27.42'	N08° 31' 16"E

N/F
ELLIS DEVELOPMENTS NC LLC
PIN: 443102656671
DEED BOOK 6006 PAGE 795
PLAT BOOK 62 PAGE 4
BEFORE SUBDIVISION TOTAL AREA: 2,284,683
SQUARE FEET OR 52.44 ACRES±
AFTER SUBDIVISION TOTAL AREA: 1,1832,585
SQUARE FEET OR 41.97 ACRES±

TIE POINT
EXISTING BROKEN REBAR FOUND
N: 415,806.97
E: 2,436,129.73
NAD_83 (2011)



PREPARED BY:

AERIAL+GROUND
SURVEYING + ENGINEERING
AERIAL AND GROUND SURVEYING, PLLC | COMPANY LICENSE # P-2586
P.O. BOX 98552 RALEIGH, NC 27624 | INFORMATION@STRONGROCKGROUP.COM

SUBDIVISION OF REAL PROPERTY
RICHLANDS SUBDIVISION
PIN: 443102656671
RICHLANDS HIGHWAY
ONSLow COUNTY - RICHLANDS, NC

DATE: 7/28/2025

SCALE: 1" = 100'

DRAWN BY: GJP

CHECKED BY: ESS

PROJECT: 24-41

SHEET:

1 of 1



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item X. - 1.

Administrator Notes and Updates

Description:

- Revive Downtown Richlands will be sponsoring the Halloween Hustle 5K on October 25 starting at 9:00 AM. The race start is located on Pete Jones Drive.
- The new Dodge Durango police vehicle has been delivered and tagged. The next step is to have the vehicle outfitted for police duty.
- NCDOT has confirmed that they will grind the stump to the tree they cut down on West Hargett Street. A date has not been set.
- The Christmas Tree Lighting Committee will be putting up and decorating the tree on Friday, November 7 starting at 11 AM. Volunteers are welcome!
- Don't forget that November 4 is election day!!

Review:

Action Needed:



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

☐ September 2025 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2025 - 09/30/2025)

<No Event Type Specified>	8	911 Hang-Up	1
Adminstration Run	32	Alarm Activation	12
Arrest	7	Assist Citizen	26
Assist EMS	4	Assist Other Agency	12
Assist Other RPD Officer	4	Background Investigations	1
Bank Escort	3	Business Check	1,013
Business Walk Through	10	Call for Service	378
Child Abuse	1	Child Safety Seat	1
Citation	178	Cite & Release	1
Crash	17	Domestic Dispute	3
DWLR	28	Fingerprinting	3
Follow up Investigation	10	Foot Patrol	2
Found Property/Safe Keeping	1	Fraud	1
Funeral Escort	2	Hit & Run	1
Incident Report	21	Juvenile Problems	2
Larceny	1	Lighting Violation	14
Lost/Stolen Property	1	Loud Muffler	4
No Insurance	12	NOL	10
Open Door/Windows	1	Patrol Zone 1	45
Patrol Zone 2	51	Patrol Zone 3	45
Patrol Zone 4	48	Patrol Zone 5	45
Patrol Zone 6	49	Possession of Drug Paraphernalia	4
Possession of Marijuana	3	Property Damage	2
Registration Violation	75	Resist, Obstruct/Delay Officer	1
Safe Movement Violation	9	Seatbelt	7
Selective Traffic Enforcement	51	Special Assignment	5
Speeding	27	Stoplight/Sign	23
Supplement to report	3	Suspicious Vehicle/Person/Incident	23
Towed Vehicle	1	Transport to Jail	6
Unlock Car	6	Vehicle Check After Shift	12
Vehicle Check Before Shift	15	Vehicle Searches	10
Vehicle Stop	293	Verbal Warnings	161
Warning Citation	19	Warrant	4

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2025 - 09/30/2025)

Weapons Offense

2

Window Tint Violation

5

Total Number Of Events: 2,876