



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**March 21, 2017**  
**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. February 2017 Meeting Minutes

**VI. Public Hearings**

**VII. Old Business**

**VIII. New Business**

1. Schedule Public Hearings
2. Property Purchase Request

**IX. Administrator Notes and Updates**

1. Administrator Notes and Updates

**X. Police Report**

1. February 2017 Police Report

**XI. Public Comment**

**XII. Board Member Concerns**

**XIII. Personnel**

**XIV. Closed Session**

**XV. Adjourn**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item V. - 1.*  
February 2017 Meeting Minutes

**Description:**

**Review:**

Attached are the minutes for the February 14, 2017 Regular Meeting of the Richlands Board of Aldermen.

**Action Needed:**

Adopt the Minutes.

**ATTACHMENTS:**

Description

❏ February 2017 Meeting Minutes

# *Town of Richlands*

*North Carolina*

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

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



The Richlands Board of Aldermen met in regular session on Tuesday, February 14, 2017, at 6:00 pm in the board room at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith, Sr.  
Alderman Kandy Koonce  
Alderman Kent Painter

Alderman Paul Conner  
Alderman Michael Carpenter

Also present were:

Gregg Whitehead, Town Administrator  
Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director

Doreen Putney, Town Clerk  
Chief Ron Lindig, Police Department  
Trever Normile, Duplin Times

Absent: Alderman Tom Brown due to a family illness

There were eight citizens present.

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

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

## **II. PLEDGE OF ALLEGIANCE:** Alderman Michael Carpenter

## **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 Paul Conner, seconded by Alderman Kandy Koonce to adopt the agenda as presented. The motion was unanimously carried.

## **V. APPROVAL OF MINUTES (January 10, 2017):**

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to approve the regular board meeting minutes of January 10, 2017. The motion was unanimously carried.

**VI. PUBLIC HEARINGS:** None

**VII. OLD BUSINESS:** None

**VIII. NEW BUSINESS:**

**1. Subdivision Plan Review (Daniel Jacoby):**

Mr. Whitehead stated that Mr. Daniel Jacoby is seeking to subdivide a 27.47 acre tract located at 121 Comfort Road. Mr. Jacoby is looking to separate the tract into three sections for the purpose of building a private residence. The request requires Board approval due to the creation of a 60 foot wide access/easement. Mr. Whitehead stated that the Richlands Planning Board has reviewed and approved the request. Mr. Jacoby was present to answer questions from the Board. Mr. Jacoby stated that after he reviews all the costs from the county, he will determine whether he will annex into the town.

A **motion** was made by Alderman Michael Carpenter, seconded by Alderman Kandy Koonce to approve the subdivision plan request by Mr. Daniel Jacoby as amended. The motion was unanimously carried.

**IX. 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. Mr. Whitehead also reported on the following:

- Gave a brief update on the DOT Landscaping project. We have received the signed agreement and the project will be going out for bids. Everything is currently on track.
- Mr. Whitehead will be attending the NC Main Street Conference March 14-17, 2017. Due to our next Board of Aldermen meeting scheduled for March 14, 2017, Mr. Whitehead requested for a motion to reschedule the meeting from the 14<sup>th</sup> to the 21<sup>st</sup> of March, 2017.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to reschedule the regular Board of Aldermen meeting from March 14, 2017 to Tuesday, March 21, 2017. The motion was unanimously carried.

**X. POLICE REPORT:**

Chief Ron Lindig presented the Police Activity Log for the month of January, 2017, which is incorporated by reference and hereby made part of these minutes.

**XI. PUBLIC COMMENT:** None

**XII. BOARD MEMBER CONCERNS:**

Mayor McKinley Smith congratulated Trevor Normile with the Duplin Times on his recent promotion to News Editor of the Duplin Times. Mr. Normile thanked the Board and stated that he will continue to cover Richlands.

**XIII. PERSONNEL:** None

**XIV. CLOSED SESSION:** None

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to adjourn the meeting a 6:10 pm. The motion was unanimously carried.

Respectfully Submitted,

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Attest:  
Doreen Putney, Town Clerk

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Mayor McKinley D. Smith, Sr.



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item VIII. - 1.*  
Schedule Public Hearings

**Description:**

Schedule Public Hearings.

**Review:**

The Board needs to schedule public hearings for three zoning requests. The first request is for a conditional use permit to install a Class B manufactured Home (single-wide) at 113 Dreadnaught Road. The second request is for a conditional use permit to operate a barber shop at 212 Woodson Street (Mr. Donald Smith).

The third request is to seek a change to the zoning text regarding sign regulations for public and private schools. A description of the proposed zoning text amendments are attached for your review.

**Action Needed:**

Schedule the public hearings.

**ATTACHMENTS:**

Description

- ❑ Conditional Use Request (A. Marie Carr)
- ❑ Conditional Use Request (Donald Smith)
- ❑ Proposed Zoning Text Change (School Signs)

**Town of Richlands  
Zoning Change & Appeal Form**

**APPLICANT:** (Please Print)

NAME: A. Marie Carr PHONE NO: 910-340-1904  
MAILING ADDRESS: 336 Wyse Fork Rd  
ADDRESS OF PROPERTY (if different from mailing address): Trenton, N.C 28585

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

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
MAILING ADDRESS: 113 Dreadnaught Richlands N.C

**ACTION REQUESTED (Check One):**

- |   |                          |
|---|--------------------------|
| <input checked="" type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT | (Required Fee: \$250.00) |
| <input type="checkbox"/> ZONING MAP AMENDMENT                       | (Required Fee: \$350.00) |
| <input type="checkbox"/> VARIANCE REQUEST                           | (Required Fee: \$450.00) |
| <input type="checkbox"/> CONDITIONAL USE PERMIT                     | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION          | (Required Fee: \$50.00)  |
| <input type="checkbox"/> OTHER _____                                |                          |

**DESCRIPTION OF REQUEST:**

This is for my son he don't have  
no one but his self, so please consider  
a single wide for him.

**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: A. Marie Carr DATE: 2-20-17

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

ZONING OFFICIAL SIGNATURE: [Signature]

DATE REQUEST RECEIVED: 2-20-17

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

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

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

**Town of Richlands  
Zoning Change & Appeal Form**

**APPLICANT:** (Please Print)

NAME: DONALD W. SMITH PHONE NO: 910-324-4671  
MAILING ADDRESS: P.O. Box 522 OR 212 WOODSON STREET  
ADDRESS OF PROPERTY (if different from mailing address): RICHLANDS, NC 28574

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

NAME: SAME AS ABOVE PHONE NO: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

**ACTION REQUESTED (Check One):**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT   | (Required Fee: \$250.00) |
| <input type="checkbox"/> ZONING MAP AMENDMENT              | (Required Fee: \$350.00) |
| <input type="checkbox"/> VARIANCE REQUEST                  | (Required Fee: \$450.00) |
| <input checked="" type="checkbox"/> CONDITIONAL 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 OPERATE A BARBER-SHOP IN MY HOME

**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: Donald W Smith DATE: 2-7-2017

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

ZONING OFFICIAL SIGNATURE: [Signature]

DATE REQUEST RECEIVED: 2/7/2017

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

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

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



STATE OF NORTH CAROLINA  
TOWN OF RICHLANDS

ORDINANCE  
2017-01

**Ordinance Amending Official Richlands Zoning Ordinance**

Introduced: March 21, 2017

Adopted:

WHEREAS, the Town of Richlands (hereinafter Town), recognizes some unnecessary language in the certain sections of Chapter 153 ZONING of the Richlands Code of Ordinances, specifically the section pertaining to sign regulations for public and private schools; and

WHEREAS, the proposed Text Amendment has been reviewed and deemed appropriate by the Richlands Planning Board; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Text Amendment was held on \_\_\_\_\_, 2017; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen repeals Title XV, Section 153.107, paragraph (B), sentence (6) of the Richlands Code of Ordinances and inserts a new Section 153.107, paragraph (B), sentence (6) to read as follows:

Public and private schools signs shall follow the regulations as outlined in §§ 153.180 through 153.192. However, free-standing signs located along public right-of-way shall be limited to ground signs as prescribed in §153.187 (E).

SECTION 5. All existing ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. 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 7. This ordinance shall be effective immediately upon its adoption.

Adopted at a Regular Board Meeting on \_\_\_\_\_, 2017.

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McKinley Smith, Mayor

ATTEST:

---

Doreen Putney, Town Clerk

Approved as to form:

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Town Attorney



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item VIII. - 2.*  
Property Purchase Request

**Description:**

Property Purchase Request (Old Town Well Site).

**Review:**

Mr. Daryl Burgess has submitted a request to purchase the town property located off of West Hargett Street behind Yaneeda Plaza building and has an abandoned well on site (Tax Parcel # 201-155). Please note that real property cannot be sold directly to a private party either by an offer or negotiated price. If the Board desires to sell the property, the property must be declared surplus by resolution and one of three methods of sale must be utilized: Sealed Bid, Upset Bid or Public Auction.

The property in question is landlocked and has no useful purpose to the town. The well on site has been capped and abandoned for decades.

**Action Needed:**

Review the request and act accordingly.

**ATTACHMENTS:**

Description

- ❑ Property Purchase Request (Daryl Burgess)
- ❑ Old Well Property Map (Hargett Street)

D. K. Burgess  
102 Pecan Lane  
Richlands NC. 28574  
910-389-8377

Date: March 9, 3017

To: Richlands Town Board

Reference: property map # 201-155  
Address: Off SR 1306 W Hargett

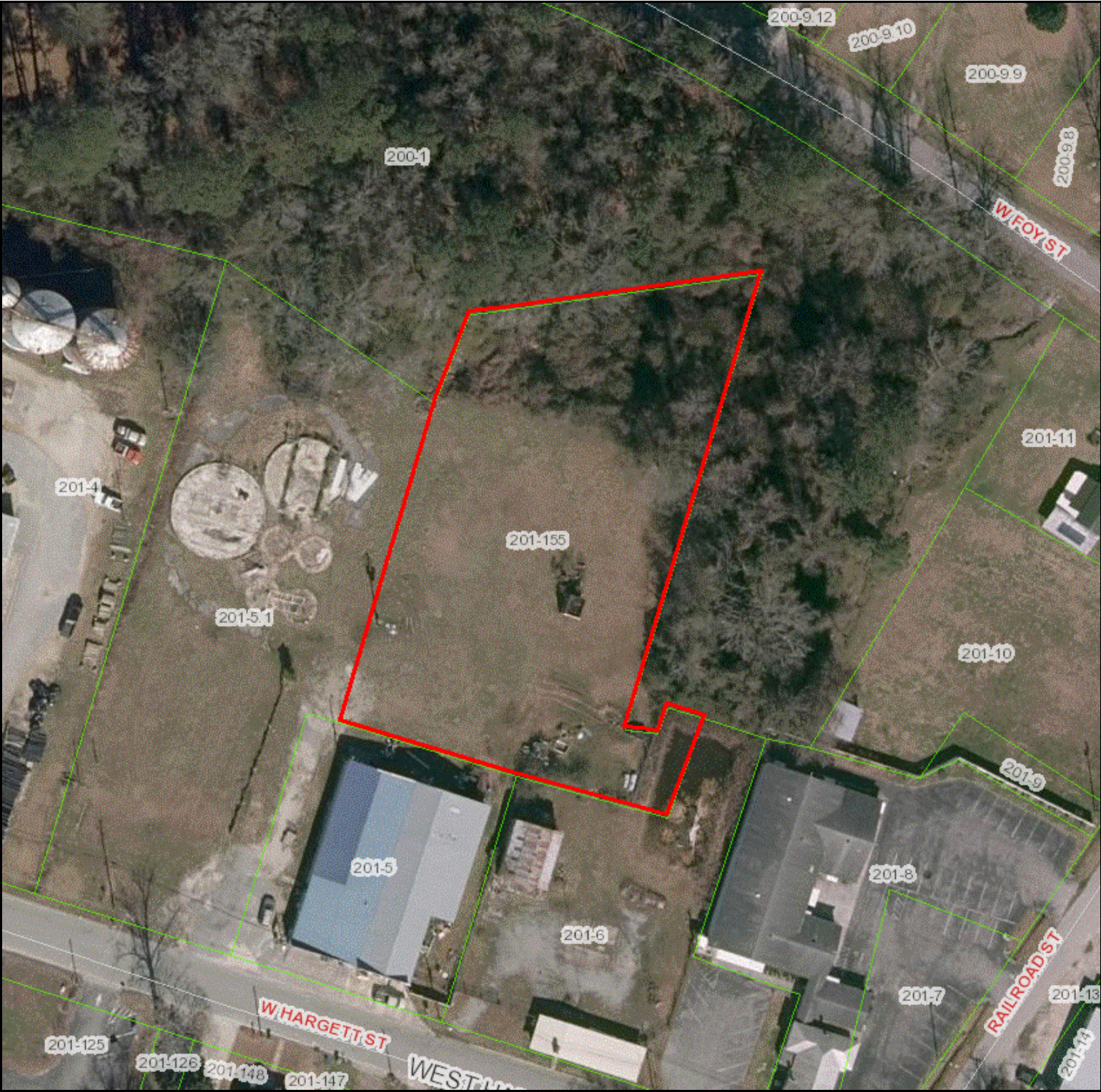
I am interested in purchasing the above referenced property which is adjacent to property I currently own.

A handwritten signature in cursive script that reads "Daryl Burgess". The signature is written in dark ink and is positioned above the printed name.

Daryl Burgess.



Parcel ID	Map Number
040574	201-155
Owner Name	Owner Mailing Address
TOWN OF RICHLANDS	302 S WILMINGTON ST RICHLANDS NC 28574



General Information



Acres	1.00	Property Description	OFF SR 1306 W HARGETT
Physical Address	HARGETT ST	Subdivision	NO SUBDIVISION RECORDED
Neighborhood Code	1138	City Limit	RICHLANDS
Plat Book & Page	NO-SUBDIV	NC PIN	443214431019
Township	RICHLANDS	Improvement Code	V
Building Value	\$0.00	Land Value	\$32,000.00
Assessed Value	\$32,000.00	Total Taxed Value	\$32,000.00
Heated Square Feet		Year Built	
Number of Bedrooms			

Last Sale

Date	Price	Book	Page
03-DEC-36	\$0.00	176	314



Onslow County  
Geographical Information  
Services-GIS  
234 NW Corridor Blvd.  
Jacksonville, NC 28540

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



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

**Description:**

- The next regularly scheduled meeting of Revive Downtown Richlands is Wednesday, April 5, 6:30 PM at town hall.
- I will be attending the annual NC Main Street Conference being held this year in Shelby from March 14-16.
- Town Hall Day is scheduled for March 29, 2017.

**Review:**

**Action Needed:**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**

*Agenda Item X. - 1.*  
February 2017 Police Report

**Description:**

Attached is the Police Activity Log for the month of February 2017.

**Review:**

**Action Needed:**

Receive the Police Report.

**ATTACHMENTS:**

Description

❏ February 2017 Police Activity Log



# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(02/01/2017 - 02/28/2017)

<No Event Type Specified>	2	911 Hang-Up	1
Accident	11	Adminstration Run	48
Alarm Activation	4	Animal Complaint	3
Arrest	11	Assault	1
Assist EMS	15	Assist Motorist	4
Assist Other Department	2	Assist Other RPD Officer	49
Background Investigations	1	Bank Deposit Escort	33
Breaking and Entering	1	Business Check	3,546
Call for Service	359	Careless & Reckless	2
Child Safety Seat	1	Citation	93
Cite & Release	6	Domestic	4
Drivers License Check Point	4	DWI Check Point	1
DWLR	13	Expired State Inspection	4
Expired Tags	22	Financial Card Fraud	1
Fingerprinting	5	Fire Calls	1
Follow up Investigation	24	Follow up on Ordinance Violations	12
Foot Patrol	2	Forgery	1
Found Property/Safe Keeping	1	Fraudulent Documents	1
FTO Training	1	Headlights/Taillights/License Plate Lights Out	32
Incident Report	20	Juvenile Problems	1
Larceny	5	License Pick-Up	3
Lost or Stolen Property	1	Mandatory In-Service Training	3
Narcotic Incident	1	Narcotic Investigation	1
No Insurance	3	Noise Complaint	1
NOL	9	Open Door/Windows	1
Operational Reports	14	Ordanance Violation	3
Other Registration Violations	1	Patrol Zone 1	91
Patrol Zone 2	89	Patrol Zone 3	93
Patrol Zone 4	86	Patrol Zone 5	95
Patrol Zone 6	97	Request Assistance	6
Revoked License Plate	5	Safe Movement Violation	1
Seatbelt	19	Sexual Assault	1
Special Assignment/Meeting	10	Speeding	47

# Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(02/01/2017 - 02/28/2017)

Standby	1	Stoplight/Sign	18
Subpoena	9	Supplement to report	12
Suspicious Person	3	Suspicious Vehicle	2
Tag Lights	10	Traffic Control	200
Traffic Education	86	Transport to Jail	2
Unlock Car	5	Vehicle Check After Shift	91
Vehicle Check Before Shift	95	Vehicle Plate/Tag Pick-up	2
Vehicle Searches	1	Vehicle Stop	167
Verbal Warnings	89	Warrant	2
Welfare Check	5		

Total Number Of Events: 5,829