



TOWN OF RICHLANDS
Town Board Meeting
April 11, 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. March 2017 Meeting Minutes

VI. Public Hearings

1. Conditional Use Request (A. Marie Carr)
2. Conditional Use Request (Donald Smith)
3. Zoning Text Amendment (Ordinance 2017-01)

VII. Old Business

VIII. New Business

1. Conditional Use Request (A. Marie Carr)
2. Conditional Use Request (Donald Smith)
3. Zoning Text Amendment Ordinance (2017-01)
4. Community Building Use Request
5. ONWASA Representative Re-Appointment

IX. Administrator Notes and Updates

1. Administrator Notes and Updates

X. Police Report

1. March 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.

March 2017 Meeting Minutes

Description:

Review:

Attached are the minutes for the March 21, 2017 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Adopt the Minutes.

ATTACHMENTS:

Description

📎 March 2017 Meeting Minutes

Town of Richlands

North Carolina

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

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



The Richlands Board of Aldermen met in regular session on Tuesday, March 21, 2017, at 6:00 pm in the board room at the Richlands Town Hall. Present for the meeting were:

Mayor Pro Temp Tom Brown
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: Mayor McKinley D. Smith due to illness

There were seven (7) citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Mayor Pro Tem Tom Brown

III. INVOCATION: Mayor Pro Tem Tom Brown

IV. ADOPTION OF AGENDA:

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

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Michael Carpenter to adopt the agenda as presented. The motion was unanimously carried.

V. APPROVAL OF MINUTES (February 14, 2017):

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to approve the regular board meeting minutes of February 14, 2017. The motion was unanimously carried.

Mayor Pro Tem Tom Brown moved item XI Public Comments of the agenda to item VI

VI. PUBLIC COMMENTS

***Heather Wolf :* 287 Northwest Bridge Road, Richlands**

Mrs. Wolf commented on her concerns with the lack of bathroom facilities in Venter's park and requested to have the issue addressed and taken seriously by the Board. Mrs. Wolf stated that so much time and funds have been put into the park and that it is very nice. She provided the Board with a quote from Blu Site Solutions, which is incorporated by reference and hereby made part of these minutes. The quote was a monthly fee of \$80.70.

VII. PUBLIC HEARINGS: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. Schedule Public Hearings:

A. Conditional Use Request (A Marie Carr, 113 Dreadnaught):

Mr. Whitehead stated that Ms. A. Marie Carr is seeking a Conditional Use Permit to install a Class B manufactured home at 113 Dreadnaught St., which requires a public hearing. Mr. Whitehead requested for the Board to schedule a public hearing.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Michael Carpenter to schedule a public hearing on April 11, 2017 at 6:00 pm to hear public comment regarding the Conditional Use Request for 113 Dreadnaught St. The motion was unanimously carried.

B. Conditional Use Request (Donald Smith, 212 Woodson St):

Mr. Whitehead stated that Mr. Donald Smith is seeking Conditional Use to operate a barber shop in his home at 212 Woodson St. Mr. Whitehead stated that this request requires a public hearing and asked the Board to schedule one during the next board meeting.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter to schedule a public hearing on April 11, 2017 at 6:00 pm to hear public comment regarding Mr. Smith's Conditional Use Request for a barber shop in his home at 212 Woodson St. The motion was unanimously carried.

C. Proposed Zoning Text Amendment Ordinance 2017-01 (School Signs):

Mr. Whitehead presented Ordinance 2017-01 to the Board. This ordinance is to amend the current Richlands Zoning Ordinance Title XV, 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).”

Mr. Whitehead stated that this also requires a public hearing to be scheduled prior to approval.

A **motion** was made by Alderman Michael Carpenter, seconded by Alderman Kandy Koonce to schedule a public hearing regarding Ordinance 2017-01 Zoning Text Amendment for April 11, 2017 at 6:00 pm. The motion was unanimously carried.

D. Property Purchase Request (Mr. Daryl Burgess):

Mr. Whitehead reported that he has received a request from Mr. Daryl Burgess to purchase town owned property located off of W. Hargett St. behind the Yaneeda Plaza building. This property is tax parcel #201-155 and has an old abandoned well site on it. Mr. Whitehead explained that town owned real property cannot be directly sold to a private party and that it would have to be declared surplus by resolution and go up for public bid. Mr. Whitehead also reported that he and Mr. Jarman located two property deeds, one dated 1920 from the Grouses and another one dated 1936 from Rand Oil. Attorney Keith Fountain stated that much more research would need to be done to determine setbacks, surveys, property value, etc. before deciding whether or not to sell. Mr. Burgess was present and stated that he currently owns the property adjacent to this one and expressed his desire to purchase it and clean it up.

After discussion, a **motion** was made by Mayor Pro Tem Tom Brown, seconded by Alderman Kent Painter directing Town Administrator, Gregg Whitehead and Town Attorney, Keith Fountain to do diligence and further research Tax Parcel #201-155 and bring results back to the board when completed. 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. Mr. Whitehead also reported on the following:

- Town Hall Day is next Wednesday, March 29th, 2017. Mr. Whitehead will be attending and invited the board members to join him.
- Requested to have a Public Safety Committee meeting scheduled within the next couple of weeks. The Town Clerk will contact committee members to schedule.
- Mr. Whitehead stated that he has done some research on placing a porta potty at the park. If the Board would like for us to address this issue, we can during the budget workshop.

A **motion** was made by Mayor Pro Tem Tom Brown, seconded by Alderman Michael Carpenter directing Town Administrator, Gregg Whitehead, to research solutions regarding the bathroom situation in Venters Park and bring results back to the Board when completed. The motion was unanimously carried.

XI. POLICE REPORT:

Chief Ron Lindig presented the Police Activity Log for the month of February, 2017, which is incorporated by reference and hereby made part of these minutes. Chief Lindig also reported on the following:

- Chief Lindig reported that on Wednesday, March 21, 2017, he and Mr. Jarman will be picking up a medicine drop box from the SBI. It will be installed in the town hall lobby and bolted to the floor. We will collect the medications that are dropped off and the SBI will pick them up and destroy them. Alderman Kent Painter requested the Police Department to contact the local pharmacies in town and make them aware of the medicine drop box in town hall.

XII. BOARD MEMBER CONCERNS: None

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Michael Carpenter to adjourn the meeting at 6:30 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Doreen Putney, Town Clerk

Mayor Pro Tem Tom Brown



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VI. - 1.

Conditional Use Request (A. Marie Carr)

Description:

Conditional Use Request for Class B Manufactured Home (A. Marie Carr)

Review:

The Board needs to hold a public hearing to hear public comment regarding a conditional use request by Ms. A. Marie Carr to install a Class B Manufactured Home (single-wide) at 311 Dreadnaught Street.

Action Needed:

Hold the public hearing.



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VI. - 2.

Conditional Use Request (Donald Smith)

Description:

Conditional Use Request for Home Occupation (Donald Smith)

Review:

The Board needs to hold a public hearing to hear public comment regarding a conditional use request by Mr. Donald Smith to operate a barber shop as a home occupation at his residence at 212 Woodson Street.

Action Needed:

Hold the public hearing.



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VI. - 3.

Zoning Text Amendment (Ordinance 2017-01)

Description:

Public Hearing for Zoning Text Amendment (Ordinance 2017-01)

Review:

The Board needs to hold a public hearing in order to receive public comment concerning a proposed zoning text change to the Richlands Zoning Ordinance. The proposed text amendment will allow private and public schools to have the same size monument sign as those allowed in commercial districts.

Action Needed:

Hold the public hearing.



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VIII. - 1.

Conditional Use Request (A. Marie Carr)

Description:

Conditional Use Request for Class B Manufactured Home (A. Marie Carr).

Review:

Now that the required public hearing has been held, the Board may deliberate and vote on the conditional use request by Ms. A. Marie Carr to place a Class B Manufactured Home (single-wide) at 311 Dreadnaught Road. The Richlands Planning Board has reviewed the request and unanimously recommended approval of the request.

Action Needed:

Review the request and approve if desired.

ATTACHMENTS:

Description

- ❑ Conditional Use Request (A. Marie Carr)
- ❑ 311 Dreadnaught Road Parcel Map

**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 Dredmough 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. 311 Dredmough Row

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]

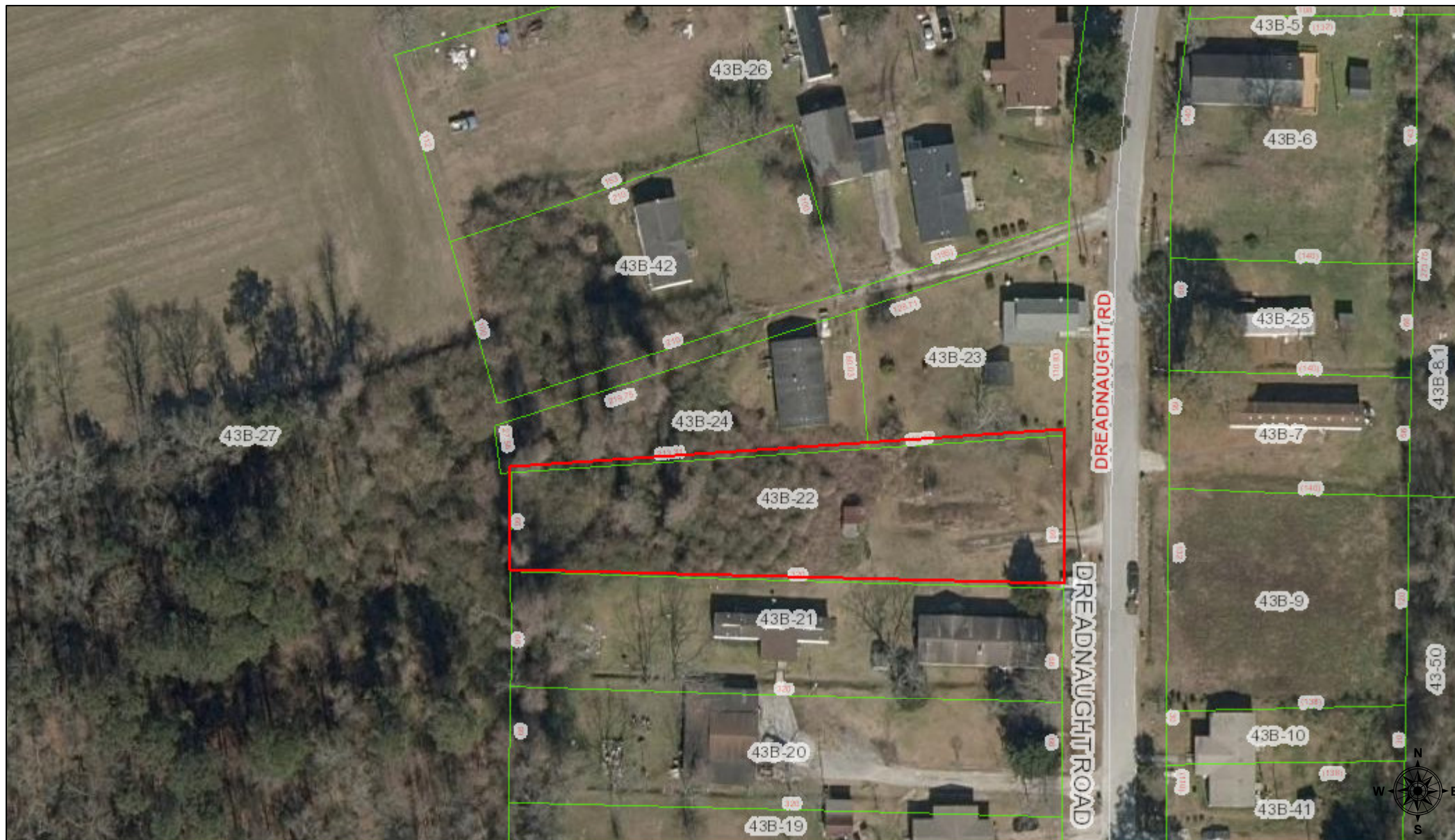
DATE REQUEST RECEIVED: 2-20-17

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

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

SIGNATURE OF ZONING BOARD CHAIR: [Signature] DATE: 4/4/17

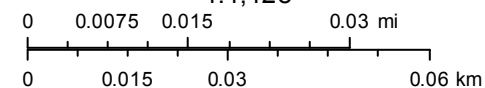
GoMaps



April 7, 2017

Parcels

1:1,128



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item VIII. - 2.
Conditional Use Request (Donald Smith)

Description:

Conditional Use Request for Home Occupation (Donald Smith).

Review:

Now that the required public hearing has been held, the Board may deliberate and vote on the conditional use request by Mr. Donald Smith to operate a barber shop as a home occupation at 212 Woodson Street. The Planning Board has reviewed the request and unanimously recommend to approve the request.

Action Needed:

Approve the budget amendment.

ATTACHMENTS:

Description

- ❑ Conditional Use Request (Donald Smith)
- ❑ 212 Woodson Street Parcel Map

**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]

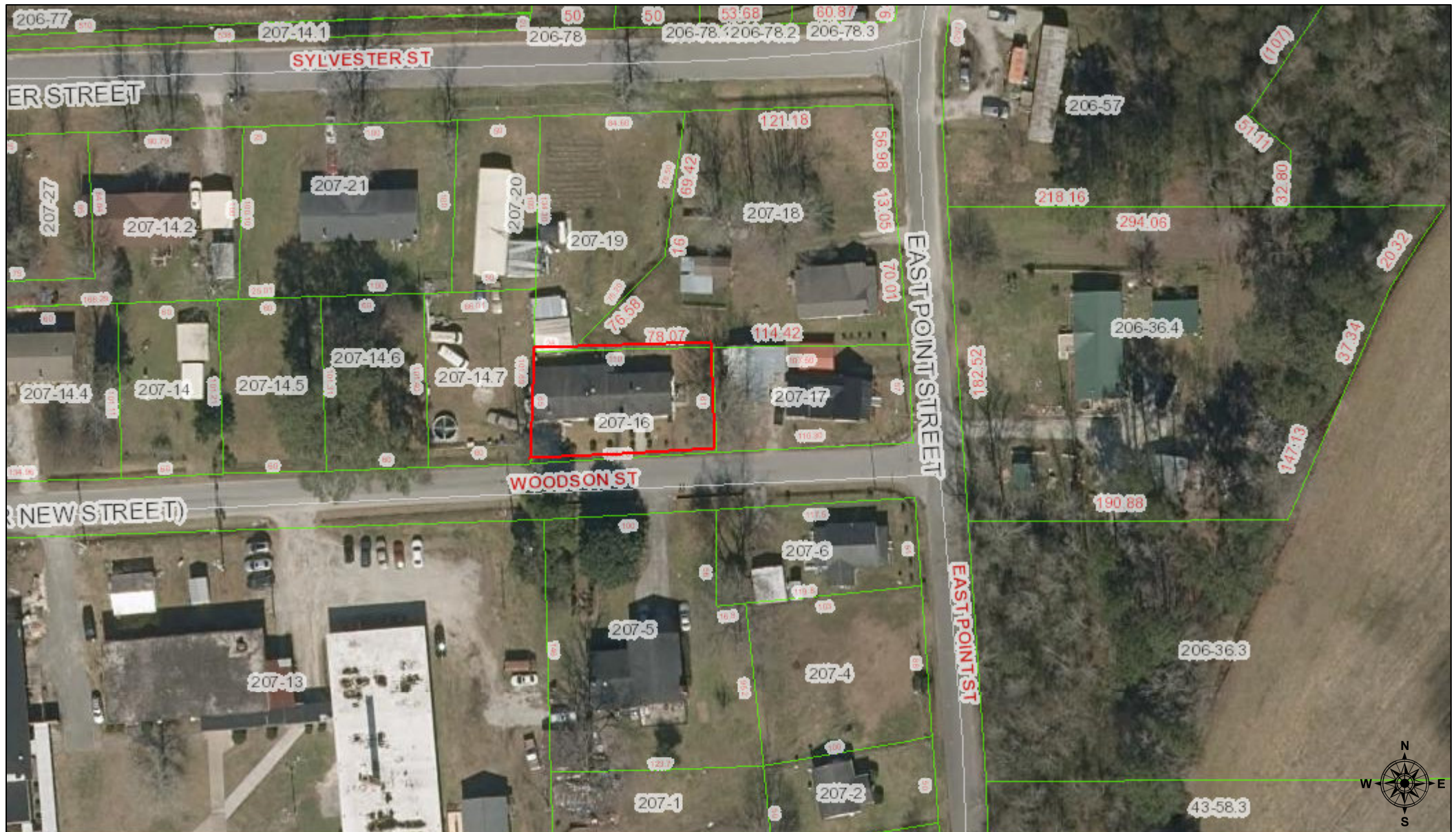
DATE REQUEST RECEIVED: 2/7/2017

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

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

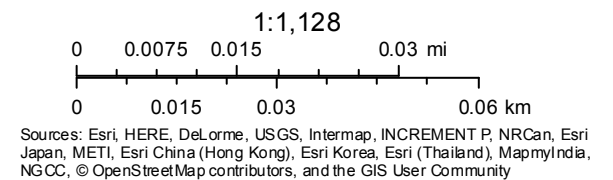
SIGNATURE OF ZONING BOARD CHAIR: [Signature] DATE: 4/4/17

GoMaps



April 7, 2017

Parcels





TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VIII. - 3.

Zoning Text Amendment Ordinance (2017-01)

Description:

Richlands Zoning Ordinance Text Amendment (Ordinance 2017-01).

Review:

Now that the appropriate public hearing has been held, the Board may deliberate and vote on Ordinance 2017-01. The ordinance will amend the zoning text to remove the current restriction that free standing signs for schools located in a residential district be limited to 32 square feet in size. The new zoning text will allow schools to have the same size free standing sign as those allowed in the commercial districts. However, free standing school signs will be limited to monument signs as opposed to pole mounted signs.

The Richlands Planning Board has reviewed the request and voted unanimously to recommend approval of the request to the Board of Aldermen.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ▣ Zoning Text Amendment Ordinance (2017-01)

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.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Doreen Putney, Town Clerk

Town Attorney

DRAFT



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item VIII. - 4.
Community Building Use Request

Description:

Community Building Use Request

Review:

The Richlands Branch Library is seeking permission to utilize the Richlands Community Building one day a week for a school-aged summer reading program June 20th through August 12th. The reading program will take place between 10am and 12pm. The Richlands Branch Library was authorized to use the Community Building for this function last year.

Action Needed:

Review request and act as desired.

ATTACHMENTS:

Description

- ▣ Richlands Branch Library Request



April 7, 2017

Richlands Town Hall
Mr. Gregg Whitehead
302 S. Wilmington St.
Richlands, NC 28574

RE: Richlands Community Center

Dear Mr. Whitehead,

This letter is in reference to the possible use of the Richlands Community Center. Last year the Richlands Branch Library hosted many school-aged Summer Reading programs. Your assistance and use of the Community Center was important to our success, as without it we lacked the meeting space necessary to offer such programs.

This year's Summer Reading theme is "Build a Better World." With that theme in mind, we are looking to provide again several hands-on activities and games for the kids to partake in. We are again looking to expand our space for youth activities for the weeks of June 20th through August 12th. We are also working on expanding many of our adult programs as well. We are asking to use the Community Center on either Mondays or Tuesdays during those weeks in the morning from 10am-12pm.

The Richlands Branch Library would greatly appreciate your consideration in this matter. Any further questions can be directed to myself through email or phone.

Sincerely,

Kathleen Lawson
Branch Manager
Richlands Branch Library
910.324.5321
Kathleen_Lawson@onslowcountync.gov



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item VIII. - 5.

ONWASA Representative Re-Appointment

Description:

ONWASA Representative Re-Appointment

Review:

The term for Alderman Paul Conner to represent the Town of Richlands on the ONWASA Board of Directors is set to expire on July 31, 2017. The Board needs to either re-appoint Alderman Conner to the ONWASA Board of Directors or select another representative. The ONWASA Board members serve three year terms.

Action Needed:

Make appointment as desired.



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 12, 6:30 PM at town hall.
- We have received the Hurricane Matthew FEMA reimbursement check for Category E expenses (roof repair) and we should receive the reimbursement funds for Category A (debris removal) within the next couple of weeks.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item X. - 1.
March 2017 Police Report

Description:

Attached is the Police Activity Log for March 2017.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

☐ March 2017 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(03/01/2017 - 03/31/2017)

<No Event Type Specified>	2	911 Hang-Up	2
Accident	7	Adminstration Run	64
Alarm Activation	10	Arrest	20
Assist EMS	11	Assist Motorist	2
Assist Other Department	4	Assist Other RPD Officer	66
Background Investigations	5	Bank Deposit Escort	41
Breaking and Entering	1	Breathalyzer Examinations	1
Business Check	4,057	Call for Service	412
Citation	102	Cite & Release	8
Disorderly Conduct	1	Domestic	5
Drivers License Check Point	6	Drunk Assist	1
DWI	2	DWLR	11
Expired State Inspection	2	Expired Tags	10
Fictitious Tags	3	Field Interviews	1
Fingerprinting	15	Follow up Investigation	44
Follow up on Ordinance Violations	7	Foot Patrol	6
Found Property/Safe Keeping	2	FTO Training	6
Funeral Escort	11	Grass Clippings in street	1
Grass Violations	4	Harassment	1
Headlights/Taillights/License Plate Lights Out	41	Incident Report	22
Juvenile Problems	3	Larceny	6
License Pick-Up	2	Lost or Stolen Property	2
Mileage	2	Miscellaneous Citations	3
Missing Person	1	Narcotic Incident	2
Narcotic Investigation	1	No Insurance	5
Noise Complaint	4	NOL	4
Open Door/Windows	1	Operational Reports	23
Ordanance Violation	5	Other Registration Violations	1
Patrol Zone 1	87	Patrol Zone 2	88
Patrol Zone 3	91	Patrol Zone 4	86
Patrol Zone 5	94	Patrol Zone 6	96
Possession of Drug Paraphernalia	6	Possession of Marijuana	6
Property Damage	2	Request Assistance	8

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(03/01/2017 - 03/31/2017)

Residence Check	1	Resist, Obstruct/Delay Officer	1
Revoked License Plate	1	Seatbelt	19
Sexual Assault	1	Special Assignment/Meeting	12
Speeding	42	Stoplight/Sign	22
Supplement to report	41	Suspicious Person	3
Suspicious Vehicle	2	Tag Lights	8
Traffic Control	210	Traffic Education	77
Transport to Jail	7	Unlock Car	12
Vehicle Check After Shift	106	Vehicle Check Before Shift	111
Vehicle Searches	3	Vehicle Stop	156
Verbal Warnings	78	Warrant	6
Welfare Check	2	Window Tint Violation	1

Total Number Of Events: 6,568