

JACKSONVILLE CITY COUNCIL  
REGULAR WORKSHOP MEETING  
PROPOSED AGENDA  
February 3, 2026  
5:30 PM

CALL TO ORDER

ADOPTION OF PROPOSED AGENDA

ADOPTION OF MINUTES AND CONSENT ITEMS

MINUTES – January 20, 2026 Regular Meeting

CONSENT ITEMS

1. General Legislative Budget Amendment
2. Uncollectible Water, Sewer, and Sanitation Accounts
3. Request to Waive Penalties for Jacksonville Occupancy Tax
4. Satellite Annexation – 1420 Blue Creek Road – 169.92 +/- Acres
5. Satellite Annexation – Stallion Crossing – 6.668 +/- Acres
6. Intergovernmental Support Agreement (IGSA) for Water & Sewer Infrastructure and Equipment

DISCUSSION ITEMS (ACTION MAY OR MAY NOT BE TAKEN)

7. Water/Sewer Rate Model Discussion
8. 2026 Property Tax Revaluation

CLOSED SESSION

For the purpose of discussing land acquisition, pursuant to General Statute 143-318.11, subsection (a-5).

ONE CITY, OUR CITY, MY CITY MOMENT

ADJOURNMENT

## COUNCIL MINUTES

### REGULAR MEETING

January 20, 2026

A Regular Meeting of the City Council of the City of Jacksonville was held Tuesday, January 20, 2026 beginning at 5:30 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips, presiding; Mayor Pro Tem Cindy Edwards; Council Members: Mickey Smith, Dr. Angelia Washington, Jerome Willingham and Michael Yaniero. Absent was Councilman Logan Sosa. Also present were: Joshua Ray, City Manager; Ronald Massey, Deputy City Manager; Lorna Welch, City Attorney; and Rose Marshburn, City Clerk.

\*A video of the Council Meeting is presently available for review on the City's website.

#### CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:34 PM.

#### PLEDGE OF ALLEGIANCE

Mayor Pro Tem Edwards led the Pledge of Allegiance.

#### INVOCATION

Joshua Ray, City Manager, pronounced the invocation.

#### ADOPTION OF AGENDA

A motion was made by Councilwoman Dr. Washington, seconded by Councilman Willingham, and unanimously approved to adopt the agenda as presented.

#### PUBLIC COMMENT

Melonie Marzett, 403 Altavista Loop, thanked the Athletic Services Department for safely managing youth sports and then raised concerns about Town Center, noting ongoing deterioration of the units. She requested an update on the City's plans for the area and the related litigation status. She also requested an update on efforts to support the unhoused community, particularly individuals living outdoors in the New River area, expressing concern about current conditions, cold weather and seeking clarity on how the City planned to move forward.

Lisa Marshburn, 614 Richlands Highway, stated that at a meeting, held on December 3, there was discussion about revising the Downtown Signage regulations. Meetings were also held between City Planning Staff, local sign shops, and downtown business owners. Ms. Marshburn said that these discussions addressed existing concerns and she expressed her support for approval

of the proposed sign amendments.

Kadya Sheats, no address provided, shared information about several upcoming local events and community initiatives. She said that she was the President of the Uncovering Diamonds Praise Dance Team, a local community group focused on community service, dance, and faith and announced an upcoming workshop scheduled for February 7, 2026 at 4:00 PM at the Onslow County Public Library. Additionally, a clothing drive was planned for February and a Feed the Hungry Event scheduled for March. Ms. Sheats also stated that she served as the board chair for To A Tea, Inc., a newly established nonprofit organization. The organization focused on supporting entrepreneurs, building community impact, and empowering youth by encouraging entrepreneurship at an early age. She noted that a “Meet the Mission” mixer was going to be held Friday, January 23, 2025 at 4:00 PM at the Onslow County Public Library.

#### ADOPTION OF MINUTES AND CONSENT ITEMS

A motion was made by Councilwoman Dr. Washington, seconded by Mayor Pro Tem Edwards, and unanimously approved to adopt the minutes of the January 6, 2026 Workshop Meeting and the Consent items as presented.

#### CONSENT ITEMS

##### TAX RELEASES, REFUNDS, AND WRITE-OFFS – OCTOBER AND NOVEMBER 2025

---

The County/City Tax Collector and the City's Finance Director recommended releases, refunds, and write-offs of property taxes.

The tax releases, refunds, and write-offs recommended by the City/County Tax Collector totaled, respectively, \$52,933.31, \$5,534.25, and \$1.31 (\$58,468.87). For this reporting period, the total amount of tax releases were higher than usual. This increase was attributable to the refunding of \$32,700 for the 2025 tax year on property owned by an LLC in which one of the ownership interests was held by a qualifying nonprofit organization.

Under North Carolina property tax law, when a nonprofit organization that qualified for exemption under G.S. §105-278 held ownership interest and used the property for an exempt purpose, the property was not taxable. Upon review of ownership documentation and nonprofit status, the County determined that the parcel met exemption criteria.

Council approved the tax releases, refunds and write-offs.

2025 GOVERNOR’S CRIME COMMISSION JAG GRANT ACCEPTANCE – ICAT TRAINING

The Police Department received notification of the award of funding for the 2025 Governor’s Crime Commission JAG Grant. The Police Department was requesting that Council authorize the acceptance of the award terms and permission to adopt the associated budget amendment. The grant funds would be used to fund ICAT (Integrating Communications, Assessment, and Tactics) onsite training for officers through PERF (Police Executive Research Forum), a research-based approach proven to reduce use of force related incidents and injuries to both citizens and officers. There was no local match required. This grant would provide \$210,483.81 in project funding.

Council accepted the grant, adopted the Budget Amendment and authorized the City Manager or his representative to execute the grant agreement.

Ordinance 2026-03, Bk. 14, Pg. 495

FY 2027 GOVERNOR’S HIGHWAY SAFETY PROGRAM GRANT APPLICATION – BIKE SAFE NC SUPPORTING EQUIPMENT

The Police Department received notification of a FY 2027 Governor’s Highway Safety Program (GHSP) Grant opportunity for equipment that would support the FY27 Bike Safe Program. The Police Department was requesting authorization to apply for this funding to purchase two replacement motorcycles.

The total estimated cost of one outfitted motorcycle was \$35,000. GHSP would provide 50% of the funding with a 50% required match from the City which would come from, General PD Equipment Funds.

Council authorized staff to apply for the grant.

FY 2026 NC GOVERNOR’S CRIME COMMISSION – NC EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)

The Jacksonville Police Department (JPD) received notification of a FY 2026 Governor’s Crime Commission (GCC) Grant Opportunity for law enforcement equipment. The Police Department was requesting authorization to apply for this funding to contribute toward the replacement of mobile radios, as currently the radios were at their end-of-life cycle and would no longer be serviceable.

GCC would provide 100% of the project funding, up to \$50,000, which would allow JPD to replace 6 radios. There was no local match required.

Council authorized staff to apply for the grant.

PUBLIC HEARINGS (LEGISLATIVE)

ANNEXATION – THORNWOOD, LLC – 488.63 +/- ACRES

Ronald Massey, Deputy City Manager, provided a detailed overview of the PowerPoint Presentation herein attached as Exhibit A. On behalf of Thornwood, LLC, Kimley-Horn submitted a petition for a voluntary annexation of a portion of one tract of land totaling 488.63 +/- acres that was contiguous to the current City limit boundaries. The property was located at the end of Williamsburg Parkway. The developer proposed to build 843 Single Family Homes with an average value of \$350,000 each. The financial analysis showed a positive cash flow over the five-year review period, with a total five-year revenue of \$2,196,300, if developed.

Mayor Phillips recessed the regular meeting at 5:41 PM in order to convene the Public Hearing.

With no one desiring to speak, Mayor Phillips closed the Public Hearing at 5:42 PM and reconvened the regular meeting.

A motion was made by Councilwoman Dr. Washington, seconded by Councilman Yaniero, and unanimously adopted the Annexation Ordinance as presented.

Ordinance 2026-04, Bk.14, Pg. 497

SATELLITE ANNEXATION – BLUE CREEK SCHOOL ROAD – 2.77 +/- ACRES

As shown in Exhibit A, Mr. Massey stated that on behalf of Skyline Land Holdings, LLC, Tidewater Associates submitted a petition for a voluntary satellite annexation of one tract of land totaling 2.77 +/- acres that was not contiguous to the current City limit boundaries. Located off Blue Creek School Road, the property proposed for annexation abuts the Crestfield Point Apartments, which entered the City limits through satellite annexation in 2020.

The developer proposed to build 12 Single Family Homes with an average value of \$265,000 each. The financial analysis showed a positive cash flow over the five-year review period, with a total five-year revenue of \$161,136 if developed.

Mayor Phillips inquired about the owner of the sewer system in the area proposed for annexation. Mr. Massey said the City's Sewer System would be utilized in that area, noting that the property was adjacent to the City's Springdale Acres Lift Station.

Mayor Phillips recessed the regular meeting at 5:43 PM in order to convene the Public Hearing.

With no one desiring to speak, Mayor Phillips closed the Public Hearing at 5:44 PM and reconvened the regular meeting.

A motion was made by Councilwoman Smith, seconded by Mayor Pro Tem Edwards, and unanimously adopted the Annexation Ordinance as presented.

Ordinance 2026-05, Bk. 14, Pg. 507

UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENT –  
AMENDMENT TO ARTICLE 5. DEVELOPMENT STANDARDS, SECTION 5.1  
OFF-STREET PARKING, LOADING AND CIRCULATION

---

Referring to Exhibit A, Ryan King, Planning and Inspections Director, stated that development standards were introduced with the adoption of the Unified Development Ordinance (UDO) in 2014. These standards provided uniformity for development in the City and promoted compatible standards between various uses. Tidewater Associates, Inc. submitted this UDO Text Amendment which proposed to amend Article 5 Development Standards, Section 5.1 Off-Street Parking, Loading and Circulation to adjust the area available for vehicular use in front of a dwelling. In conjunction with this request, City staff was proposing additional amendments as a result of Council's recent amendment to Chapter 23 of the Municipal Code.

Proposed changes regarding the area available for vehicular use in front of a dwelling, was for the max size to be 45% of the yard, as opposed to the current standard max size of the lesser of 750 square feet or 33% of the yard.

Councilman Yaniero asked if the proposed changes would affect the response of emergency vehicles. Mr. King noted that under the proposed standards, streets reduced to a 26-foot width would not allow on-street parking, requiring all vehicles to be parked on private property in front of homes. The revised standards would ensure adequate on-site parking so that street parking would not be permitted, preventing situations where emergency vehicles could not

pass. The changes would require developers to provide sufficient parking on private property based on the number of bedrooms in each home, as outlined in the Manual of Specifications, Standards, and Design (MSSD). Adjustments to front yard maximum allotments would allow space for the required parking. While exact numbers varied by bedroom count, the required parking spaces were defined in the manual and must be accommodated on site. Mr. King noted that current UDO standards did not always allow for this, necessitating revisions if the City was to continue offering a 26-foot street section to help reduce development costs.

Discussion was held regarding parking requirements related to street design standards. The proposed changes were intended to allow larger off-street parking areas on private property than currently permitted by code. On-street parking would generally still be allowed unless a street was specifically designated as no on-street parking, or in cases where a reduced 26-foot street width was used, in which on-street parking would not be permitted under any circumstances due to limited space. An example of a 26-foot street was provided using the Harvest Meadows subdivision, where such street widths were in place. In these cases, site plans for homes must demonstrate adequate off-street parking, such as providing four 9-by-18-foot parking spaces for a four-bedroom home. City staff reviewed these plans to ensure compliance, and all subdivision plans, final plats, and individual site plans clearly noted that on-street parking was prohibited. It was also noted that the City had the ability to install signage indicating no on-street parking when accepting the roadway.

Mayor Phillips recessed the regular meeting at 5:53 PM in order to convene the Public Hearing.

April Landin, 1400 Cando Place, stated that she was a local realtor and shared concerns based on similar development situations she had observed, including narrow roads and driveways that did not adequately support the number of residents in larger homes. She referenced past challenges in neighborhoods such as Carolina Plantations and Williamsburg Plantation and asked whether changes were being made to “built-upon area” (BUA) requirements to address drainage issues, manage growth, adjust lot sizes, and account for impervious surface concerns similar to those discussed in relation to CAMA regulations.

Mr. King said that during subdivision plan reviews, developers were required to

demonstrate that each lot had sufficient BUA to accommodate required off-street parking. Development plans included typical lot layout diagrams showing the required number of parking spaces in front of homes. Developers who chose the reduced 26-foot road width understood that while it lowered roadway construction costs, it required larger BUA allocations on individual lots to support additional parking and stormwater management. This represented a trade-off between reduced road width and increased on-site parking, with the cost savings of narrower roads offset by the need for larger private driveways.

Ms. Landin indicated that the explanation addressed her concerns and thanked staff for the clarification, noting that such information would be helpful when addressing similar issues in the community.

Mayor Phillips closed the Public Hearing at 5:56 PM and reconvened the regular meeting.

A motion was made by Mayor Pro Tem Edwards, seconded by Councilwoman Smith, and unanimously approved the UDO Text Amendment. The proposed amendments were consistent with the adopted CAMA Plan, Policy 38.2 and were reasonable and in the public interest.

Ordinance 2026-06, Bk. 14, Pg. 513

UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENT –  
AMENDMENTS TO ARTICLES 3.6 NONRESIDENTIAL AND MIXED-USE  
ZONING DISTRICTS, ARTICLE 5.12 SIGNAGE, AND ARTICLE 9 DEFINITIONS

Mr. King provided a detailed overview of the PowerPoint Presentation herein attached as Exhibit A. Jacksonville Planning staff submitted a UDO Text Amendment that proposed to re-organize and expand signage options. These items were originally submitted to both the Planning Advisory Board on August 11, 2025, and subsequently City Council during a Public Hearing at the October 21, 2025 City Council Regular Meeting. During the City Council Public Hearing, a representative of a sign business raised some questions, and the item was deferred to allow staff to meet with sign and business stakeholders of the downtown area. On December 3, 2025, Planning Staff conducted an open house with the sign vendors and business owners to go over the proposal and receive their input. As a result, staff had revised the proposal for consideration, which was recommended for approval by the Planning Advisory Board at its January 12, 2025 Meeting.

Mr. King gave an overview of the downtown business district, extending to City Hall and Sturgeon City, with an adjacent area along the riverfront and Railroad Street. The proposed

changes were applicable only to these two designated areas noted. The issue prompting the amendment arose when a sign application for a downtown business was denied because current regulations only allowed channel-set letters on secondary façades. Staff determined the proposed sign was attractive and appropriate, but not permitted under the existing code, leading to the request to expand signage options to better support downtown revitalization efforts.

He explained that the proposal aimed to allow additional wall sign types on secondary façades, including vinyl applied directly to brick, while continuing to prohibit electronic message board signs. The goal was to encourage continued downtown investment and revitalization without unnecessarily restricting business visibility.

Additional elements of the amendment included consolidating all sign regulations into Article 5.12 of the UDO to improve clarity and usability, rather than splitting downtown sign rules between multiple articles. The proposal also increased the amount of signage allowed at a primary entrance from five to ten square feet and exempted it from permitting requirements, providing greater flexibility for businesses to display logos or identifying information. Clarifications to sign-related definitions were included to better define entranceways and allowable sign placement. Mr. King stated that the amendment was consistent with the adopted land use plan and CAMA policy, and both staff and the Planning Board recommended approval, concluding that the changes represented a balanced and beneficial update to the ordinance.

Based on a question posed by Councilwoman Dr. Washington regarding electronic signage, Mr. King said that electronic changeable message signs were not permitted on wall signs, although they were allowed on freestanding signs. Flashing signs were already prohibited under the UDO due to safety and distraction concerns. However, illuminated signs were permitted, as lighting itself was not restricted under the proposed or existing regulations.

Mayor Phillips recessed the regular meeting at 6:05 PM in order to convene the Public Hearing.

Tara Peterson, 3111 West Railroad Street, expressed her support for the proposed UDO Text Amendment, as it would greatly benefit her ability to conduct her job as a local artist and paint signs for local businesses in the downtown area.

Mayor Phillips closed the Public Hearing at 6:06 PM and reconvened the regular meeting.

A motion was made by Councilman Yaniero, seconded by Mayor Pro Tem Edwards, and unanimously approved the UDO Text Amendment. The proposed amendment was consistent with the adopted CAMA Plan, Policy 38.2 and was reasonable and in the public interest.

Ordinance 2026-07, Bk. 14. Pg. 516

UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENT –  
AMENDMENT TO ARTICLE 8, ENFORCEMENT, SECTION 8.6, REMEDIES  
AND PENALTIES, C. CIVIL PENALTIES

---

Regarding Exhibit A, Jennifer Ansell, Chief Code Enforcement Officer, stated that to encourage prompt compliance and efficient resolution of violations of the Unified Development Ordinance, the Jacksonville City Council sought to prioritize collaborative solutions to manage strict penalties when the responsible party demonstrated a good faith effort to resolve a violation and had obtained full compliance.

The purpose of the proposed amendment was to add flexibility to the UDO by allowing the City to waive or reduce civil penalties that had accrued through law enforcement actions once compliance had been achieved. The amendment would also align the text of the UDO with the fee schedule amendment adopted in November, which reduced civil penalty fees to \$50 per day.

Ms. Ansell provided an overview of the history of the issue, noting that civil penalties were established under the UDO in October 2023, and the first penalties were not assessed until December 2024. At that time, it became apparent that the ordinance did not include a mechanism to waive or reduce penalties after compliance. Under the original ordinance language, penalties could reach up to \$250 per violation per day, with a maximum of \$500 per day. The November fee schedule amendment lowered the daily penalty to \$50, and the proposed text amendment would bring the UDO into consistency with that change. She noted that the Planning Board reviewed the amendment in December and recommended approval, finding it consistent with the adopted land use plan.

Councilman Yaniero expressed appreciation for the proposed amendment, stating that some fines could become excessive, particularly when compliance was delayed due to reliance on contractors, who could take months to complete projects. He also noted that the added flexibility would be beneficial and supportive of local businesses.

Mayor Phillips recessed the regular meeting at 6:09 PM in order to convene the Public Hearing.

Jesse Hansley, 115 West Bayshore Boulevard, praised the Planning and Inspections Staff, expressed support for civil penalties, especially for repeat violators, and emphasized that codes existed to protect safety, quality of life, and community appearance. As a taxpayer affected by repeat violations, he appreciated the Council's support of enforcement efforts and the tools provided to staff to do their jobs effectively.

Mayor Phillips closed the Public Hearing at 6:10 PM and reconvened the regular meeting.

A motion was made by Councilwoman Dr. Washington, seconded by Mayor Pro Tem Edwards, and unanimously approved the UDO Text Amendment. The proposed amendment was consistent with the adopted CAMA Plan, CAMA Goal 37 and Policy 37.8 and was reasonable and in the public interest.

Ordinance 2026-08, Bk. 14, Pg. 532

## REPORTS

### ANNUAL CALENDAR DELIVERY

Councilwoman Smith expressed appreciation to the Jacksonville Fire Department for distributing calendars, noting positive feedback from residents who found them helpful for staying informed.

### 39TH MARTIN LUTHER KING JR. SCHOLARSHIP GALA

Councilwoman Smith stated the 39<sup>th</sup> Martin Luther King Jr. Scholarship Gala, hosted by the Montford Point Association, Chapter 10 Auxiliary, took place, which successfully raised significant funds for student scholarships and was well attended by City representatives and Council Members.

### NATIONAL PAN-HELLENIC COUNCIL

Councilwoman Smith recognized members of the National Pan-Hellenic Council in Jacksonville for organizing a day of service that included roadside cleanup and food distribution in partnership with First Baptist Church in Georgetown.

MARTIN LUTHER KING JR. “KEEPING THE DREAM ALIVE” UNITY MARCH

The 19th Annual Martin Luther King Jr. “Keeping the Dream Alive” Unity March took place on Monday, January 19, 2025. Several Council Members attended and provided strong City representation for the event.

ONE PLACE

Councilman Yaniero noted that One Place had been working diligently to address childcare challenges within the community and encouraged the public to visit the organization’s website to learn about opportunities to engage in discussions and events focused on this issue. He said that the closure of several childcare facilities had a negative economic impact on the community, showcasing the importance of expanding access to quality childcare. Councilman Yaniero emphasized the significance of the first 2,000 days of a child’s life and the need for strong early childhood support. He expressed appreciation for One Place’s efforts to improve children’s lives and increase the availability of childcare in the community, including the opening of a new facility, and encouraged the public to participate in the upcoming ribbon cutting.

INCLUSIVITY AND CITY LEADERSHIP

Councilman Willingham read from a prepared statement and expressed his stance on Diversity, Equity, and Inclusion (DEI) and its relation to the recent election of the City Council Mayor Pro Tem.

SUPPORTING MILITARY READINESS AND COMMUNITY COLLABORATION

Mayor Pro Tem Edwards shared that she and Councilwoman Smith would be attending a childcare summit in Fayetteville focused on military installations, host cities, and the impact on readiness and mission effectiveness for military personnel and their families. She also mentioned staff attending an event in Arlington addressing energy, water, and sewer challenges that affected mission readiness and national security. Mayor Pro Tem Edwards highlighted Jacksonville’s strong working relationships with military installations, including intergovernmental service agreements that facilitated collaboration on emergency response and utility issues. She noted that hosting a military installation came with both pride and responsibility and emphasized the community’s commitment to supporting the readiness and security of service members and their families.

ONE CITY, OUR CITY, MY CITY MOMENT

Several upcoming community meetings were noted, reflecting the active engagement of partner organizations. Mr. Ray shared a personal reflection prompted by the evening's prayer, emphasizing that tomorrow was not guaranteed and underscoring the importance of valuing the present day, the people in attendance, community partnerships, and the community as a whole.

Mr. Ray announced that Onslow County had welcomed a new Deputy County Manager, Steve Eaton, who recently joined the county team from Gaston County. He expressed his enthusiasm for this addition and recognized the collective goal of improving the community for the approximately 220,000 residents who called Onslow County home.

The 19th Annual Dr. Martin Luther King Jr. March took place Monday, January 19, 2026, with a strong turnout despite the weather, highlighting the visible commitment and positivity of community members. The presence of local leaders, fraternities, sororities, and engaged residents was acknowledged as a reflection of unity and continued participation beyond annual events. Special recognition was given to Pamela Trafton, who leads the Youth Council, and Aniya Ward, President of the Jacksonville Youth Council, both of whom were members of the City's All-America City team. He emphasized pride in the City's All-America City designations from 1992 and 2025 and praised Aniya Ward as a strong voice for the community. Mr. Ray noted that the MLK event represented a broader cause and a collective commitment to community, reinforcing the message that all members of the community mattered.

ADJOURNMENT

A motion was made by Councilwoman Dr. Washington, seconded by Councilman Yaniero, and unanimously adopted to adjourn the meeting at 6:25 PM.

Exhibit "A"

**Jacksonville City Council**

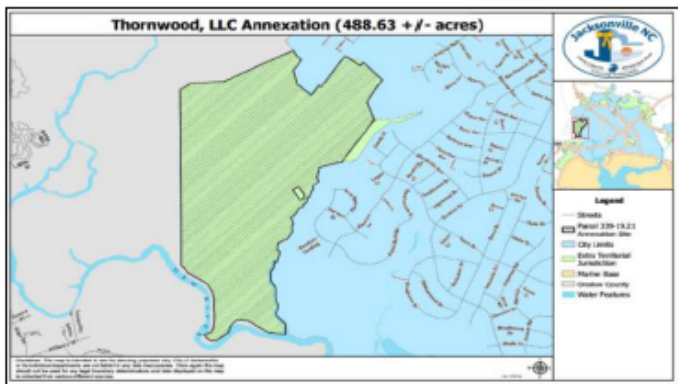


**Regular & Workshop Meeting**  
**January 20, 2026**

*Legislative Public Hearing*

**Annexation – Thornwood, LLC –  
488.63 +/- Acres**

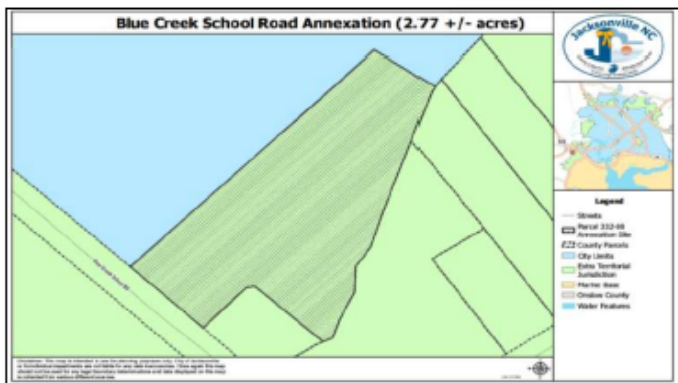
Agenda Item 5



*Legislative Public Hearing*

**Satellite Annexation – Blue Creek  
School Road 2.77 +/- Acres**

Agenda Item 6

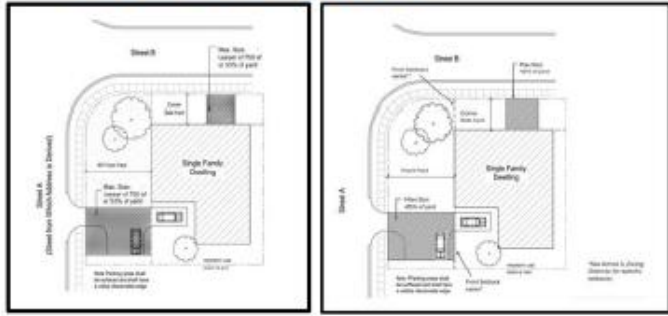


*Legislative Public Hearing*

**Unified Development Ordinance (UDO) Text  
Amendment – Amendment to Article 5.  
Development Standards, Section 5.1 Off-  
Street Parking, Loading and Circulation**

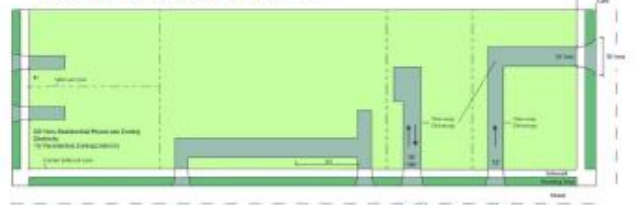
Agenda Item 7

## Current vs. Proposed



## 5.1.L.1 Driveway Spacing

Updated Graphic and Text for UDO



## 5.1.L. Off-Street Circulation-Summary of Changes

### L.2. Driveway Width

- Now applies to all driveways, not just non-residential uses
- One-way Driveways: minimum width at right of way changes to 12 ft to match the MSSD.

### L.3. Driveway Spacing

- No driveway shall be located within 5 ft. of side lot line (previously 10 ft). Aligns with the MSSD



## G.S. 160D Required Review

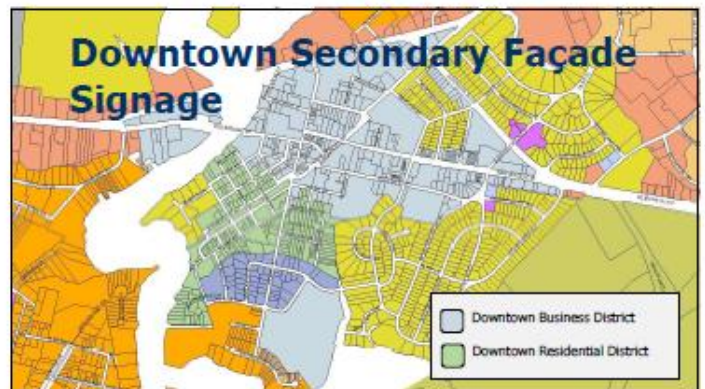
- Consistency: Is the proposed amendment consistent with the CAMA Land Use Plan?
- Reasonableness: Not required for text amendment



*Legislative Public Hearing*

Unified Development Ordinance (UDO) Text Amendment – Amendments to Articles 3.6 Nonresidential and Mixed-Use Zoning Districts, Article 5.12 Signage, and Article 9 Definitions

Agenda Item 8



## Primary Intent

Create additional sign options for secondary facades in the Downtown Zoning Districts



## Existing Downtown Secondary Façade Signage

Channel set lettering that does not exceed 15% of the wall area on secondary facades and 10% on principal facades. Lettering may be internally illuminated or indirectly illuminated



## Proposed Downtown Secondary Façade Signage

Sign, Halo



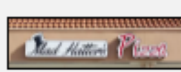
Sign, Vinyl



Sign, Painted On



Sign, Cloud



Sign, Projecting



Sign, Box



Sign, Pan



Wall sign options, all facades



## Secondary Intent - Consolidate

- Existing
  - 3.6 Nonresidential and Mixed Use Zoning Districts
- Relocate to
  - 5.12 Signage



## Permit Exempt Signage

- Existing
  - Five (5) square feet may be applied directly to primary entrances (doors).
  - 5.12.I *Wall Sign Surface Area*
- Proposed
  - A maximum of ten (10) square feet of signage may be applied directly to an entranceway.
  - 5.12.D *Signs Excluded from Regulation*

Typical door dimension: 6.7' x 3' or 20.1 sq ft.



## Permit Exempt Signage-Definitions

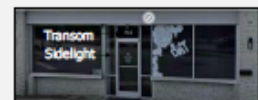
### Sign, Entranceway

- A sign installed directly on the inside or outside of a door, a door's sidelight, or transom.



### Transom

- A window directly above a door frame, separating the top of the door from the wall.



## History

- August 11, 2025 Planning Advisory Board workshop
- October 13, 2025 Planning Advisory Board recommended approval of changes to the UDO
- October 21, 2025 City Council public hearing, tabled request so that Planning staff could clarify the proposed text amendment with local stakeholders
- December 3, 2025 Planning staff met with local sign vendors and landowners to discuss the proposal (16 invitations sent)
- January 12, 2025 Planning Advisory Board recommended approval of the changes to the UDO which included changes from the stakeholders meeting



## G.S. 160D Required Review

- Consistency: Is the proposed amendment consistent with the CAMA Land Use Plan?
- Reasonableness: Not required for text amendment



### *Legislative Public Hearing*

## Unified Development Ordinance (UDO) Text Amendment – Amendment to Article 8, Enforcement, Section 8.6, Remedies and Penalties, C. Civil Penalties

Agenda Item 9

## 8.6.C. Civil Penalties

### Purpose for Amendment:

- To encourage prompt compliance and efficient resolution of UDO violations
- Prioritize collaborations over strict penalties
- Achieve compliance



## 8.6.C. Civil Penalties

### Notable Dates:

- October 2023 - established civil penalties for UDO violations
- December 2024 - first civil penalty for UDO violation assessed
- October 2025 - City Council directed staff to amend the UDO's civil penalties
- November 2025 - Council adopted an amendment to the Fee Schedule to reduce civil penalties



## 8.6.C. Civil Penalties

### Summary of Changes:

- Daily civil penalties of up to \$500 is removed from the UDO
- Civil Penalties are located in the City's Adopted Fee Schedule
- Civil actions to recover penalties may be triggered at 120 days, which is a change from the previous 10 day threshold



## 8.6.C. Civil Penalties

### Summary of Changes Continued:

- The type of enforcement measures are expanded - lawsuits, court orders, injunctions, specific performance and other types of relief
- Reduction in Civil Penalty - City Manager may consider a reduction in fines when a good faith effort has been demonstrated



## G.S. 160D Required Review

- Consistency: Is the proposed amendment consistent with the CAMA Land Use Plan?
- Reasonableness: Not required for text amendment



## Martin Luther King Jr March







# Request for City Council Action

**Consent Agenda Item:** **1**  
**Date:** 2/3/2026

---

**Subject:** General Legislative Budget Amendment  
**Department:** Finance  
**Presented by:** Sabrina Adams, Finance Director  
**Presentation:** No

---

### Issue Statement

Budget amendment requests have been submitted since the last legislative budget amendment. The details of the adjustments are shown in the staff report.

### Financial Impact

This budget amendment decreases the use of appropriated fund balance in the General Fund by \$363,947.

This budget amendment increases the use of appropriated fund balance in the ITS Fund by \$372,450.

This budget amendment decreases the use of appropriated fund balance in the Stormwater Fund by \$125,191.

This budget amendment increases the use of appropriated fund balance in the Water Sewer Fund by \$1,312,518.

This budget amendment increases the use of appropriated fund balance in the Solid Waste Fund by \$420,000.

### Action Needed

Consider the Budget Amendment.

### Recommendation

Staff recommends Council approve the Budget Amendment.

Approved:  City Manager  City Attorney

Attachments:

- A Proposed Budget Amendment
- B Proposed CIP Amendment



# Staff Report

Consent  
Agenda  
Item:

1

---

## General Legislative Budget Amendment

This Budget Amendment seeks to:

- Appropriate Insurance Claim funds for total replacement of damaged fire vehicle (\$107,751).
- Transfer overtime budgeted for special events from Non-Departmental (\$6,466) to cover special event related overtime for the Fire Department (\$127) and the Police Department (\$6,339).
- Appropriate ITS Fund Balance to cover the FY26 portion of prepaid expenses of ITS contracts (\$372,450).
- Appropriate Fund Balance to Inspections to fund private inspectors required as part of a mediation (\$50,000).
- Appropriate Sanitation Fund Balance to purchase an additional side loader (\$420,000).
- Funds needed for sewer repair on Hwy 24 – Completed emergency repairs were (\$400,000) and a (\$1,500,000) budget and CIP amendment is necessary for emergency bypass and lining of the 2,600± feet remaining damaged pipe.
- Appropriate W/S Fund Balance to fully fund UT RL Gum Branch Road project SF9102 (\$11,118).
- Close completed Little Creek Pump Station (SF2102) and return funds to the Water Sewer Fund (\$513,600).
- Close completed FY26 Infrastructure Rehab (SF2605) and return funds to the Water Sewer Fund (\$85,000).
- Close completed New Fire Station #4 (GF2205) and return funds to the General Fund (\$374,557).
- Close completed Pedestrian Improvements (GF2403) and return funds to the Powell Bill Capital Projects (\$2125).
- Close completed Street Improvements project (GF9103) and appropriate funds for future project expenses (\$5163).
- Close completed Cape Seal Pilot (GF2414) and return funds to the Capital Reserve Powell Bill (\$3,083).
- Close completed Bayshore Rain Garden (SW1803) and return funds to the Stormwater Fund (\$5,191).
- Close completed CC Villas Pads & Corral (GF2509) and return funds to the General Fund (\$39,390).
- Close completed Brynn Marr Area Drainage (SW2601) and return funds to Stormwater Fund (\$120,000).

## **Stakeholders**

- The Citizens of the City of Jacksonville
- The City of Jacksonville

## **Options**

**Option 1:** Approve the budget amendment. **STAFF RECOMMENDED**

**Pros:** Revenues will be appropriated and accurately adjusted, and funds will be provided for current City initiatives.

**Cons:** None

**Option 2:** Do not approve the budget amendment.

**Pros:** None

**Cons:** Revenues will not be reflected accurately, and projects and initiatives will not have sufficient funding for execution.

ORDINANCE (2026-)

AN ORDINANCE AMENDING THE FISCAL YEAR 2026 BUDGET

BE IT ORDAINED by the Council of the City of Jacksonville, North Carolina that the following amendments to the Fiscal Year 2026 General Fund, Water Sewer Fund, Solid Waste Fund, Stormwater Fund, Internal Service Funds, General Capital Project Funds, Powell Bill Capital Project Funds, Water Sewer Capital Projects Fund and Stormwater Capital Projects budgets are hereby enacted:

**GENERAL FUND**

REVENUES	BUDGET	CHANGE	TOTAL
GAIN/LOSS INSURANCE CLAIMS	-	107,751	107,751
TRANSFER IN FROM CAPITAL PROJECTS FUND	1,125,000	413,947	1,538,947
APPROPRIATED FUND BALANCE	4,273,339	(363,947)	3,909,392
TOTAL ADJUSTMENTS		157,751	
<b>TOTAL FUND REVENUES</b>	<b>68,320,482</b>	<b>157,751</b>	<b>68,478,233</b>

EXPENDITURES	BUDGET	CHANGE	TOTAL
NON-DEPARTMENTAL EXPENDITURES	10,055,321	(6,466)	10,048,855
FIRE EXPENDITURES	10,746,765	107,878	10,854,643
POLICE EXPENDITURES	21,314,862	6,339	21,321,201
INSPECTIONS	1,092,740	50,000	1,142,740
TOTAL ADJUSTMENTS		157,751	
<b>TOTAL FUND EXPENDITURES</b>	<b>68,320,482</b>	<b>157,751</b>	<b>68,478,233</b>

*Appropriate insurance claims for total replacement of fire vehicle (\$107,751). Transfer overtime budgeted for special events from Non-Departmental (-\$6,466) to Fire (\$127) and Police (\$6,339) to cover their special event related overtime expenses. Appropriate Fund Balance to fund private inspectors required as part of a mediation (\$50,000). Closeout completed CC Villas Pads and Corral (GF2509) and return funds to the General Fund (\$39,390).*

**ITS FUND**

REVENUES	BUDGET	CHANGE	TOTAL
APPROPRIATED FUND BALANCE	643,601	372,450	1,016,051
TOTAL ADJUSTMENTS		372,450	
<b>TOTAL FUND REVENUES</b>	<b>4,491,713</b>	<b>372,450</b>	<b>4,864,163</b>

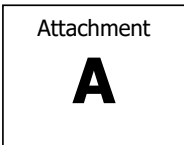
EXPENDITURES	BUDGET	CHANGE	TOTAL
ITS EXPENDITURES	4,491,713	372,450	4,864,163
TOTAL ADJUSTMENTS		372,450	
<b>TOTAL FUND EXPENDITURES</b>	<b>4,491,713</b>	<b>372,450</b>	<b>4,864,163</b>

*Appropriate ITS Fund Balance to cover the FY26 portion of prepaid expenses of ITS contracts (\$372,450).*

**STORMWATER FUND**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER IN FROM STORMWATER CAPITAL PROJECTS FUND	-	125,191	125,191
APPROPRIATED FUND BALANCE	1,043,310	(125,191)	918,119
TOTAL ADJUSTMENTS		-	
<b>TOTAL FUND REVENUES</b>	<b>4,560,153</b>	<b>-</b>	<b>4,560,153</b>

*Closeout completed Bayshore Rain Garden Exp (\$5,191) and Brynn Marr Area Drainage (\$120,000).*



**WATER SEWER FUND**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER IN FROM W/S CAPITAL PROJECTS FUND	223,403	598,600	822,003
APPROPRIATED FUND BALANCE	168,000	1,312,518	1,480,518
TOTAL ADJUSTMENTS		1,911,118	
TOTAL FUND REVENUES	33,936,951	1,911,118	35,848,069

EXPENDITURES	BUDGET	CHANGE	TOTAL
TRANSFER OUT TO WS CAPITAL PROJECTS FUND	5,156,787	1,511,118	6,667,905
LINES MAINTENANCE EXPENDITURES	6,512,722	400,000	6,912,722
TOTAL ADJUSTMENTS		1,911,118	
TOTAL FUND EXPENDITURES	33,936,951	1,911,118	35,848,069

*Receive funds from closeout of SF2605 and use to reduce the Fund balance (\$85,000). Appropriate W/S Fund Balance to fully fund project (\$11,118). Funds needed for emergency sewer repair on Hwy 24 (\$400,000). Establish new project for emergency bypass and repair of damaged pipe (\$1,500,000). Closeout completed Little Creek Pump Station (\$513,600).*

**SOLID WASTE FUND**

REVENUES	BUDGET	CHANGE	TOTAL
APPROPRIATED FUND BALANCE	642,474	420,000	1,062,474
TOTAL ADJUSTMENTS		420,000	
TOTAL FUND REVENUES	11,450,910	420,000	11,870,910

EXPENDITURES	BUDGET	CHANGE	TOTAL
SANITATION-RESIDENTIAL	8,631,116	420,000	9,051,116
TOTAL ADJUSTMENTS		420,000	
TOTAL FUND EXPENDITURES	11,450,910	420,000	11,870,910

*Appropriate Fund Balance to purchase additional side loader (\$420,000).*

**HWY 24 SEWER MAIN REHAB - SF2607**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER IN FROM WATER SEWER FUND	-	1,500,000	1,500,000
TOTAL ADJUSTMENTS		1,500,000	
TOTAL PROJECT REVENUES	-	1,500,000	1,500,000

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	-	1,500,000	1,500,000
TOTAL ADJUSTMENTS		1,500,000	
TOTAL PROJECT EXPENDITURES	-	1,500,000	1,500,000

*Receive transfer in from Water Sewer Fund to establish project SF2607 for Hwy 24 Water Sewer Main (\$1,500,000).*

**UT RL GUM BRANCH ROAD WIDE - SF1902**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER IN FROM W/S FUND	329,000	11,118	340,118
TOTAL ADJUSTMENTS		11,118	
TOTAL PROJECT REVENUES	329,000	11,118	340,118

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	329,000	11,118	340,118
TOTAL ADJUSTMENTS		11,118	
TOTAL PROJECT EXPENDITURES	329,000	11,118	340,118

*Appropriate W/S Fund Balance to fully fund project SF1902 (\$11,118).*

**LITTLE CREEK PUMP STATION - SF2102**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	525,000	(513,600)	11,400
TRANSFER OUT TO WS FUND	-	513,600	513,600
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	525,000	-	525,000

*Closeout completed Little Creek Pump Station SF2102 and return funds to the Water Sewer Fund (\$513,600).*

**FY26 INFRASTRUCTURE REHAB - SF2605**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	85,000	(85,000)	-
TRANSFER OUT TO WS FUND	-	85,000	85,000
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	85,000	-	85,000

*Closeout completed FY26 Infrastructure Rehab SF2605 and return funds to the Water Sewer Fund (\$85,000).*

**NEW FIRE STATION #4 - GF2205**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	8,357,995	(374,557)	7,983,438
TRANSFER OUT TO GENERAL FUND	-	374,557	374,557
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	8,357,995	-	8,357,995

*Closeout completed New Fire Station #4 GF2205 and return funds to the General Fund (\$374,557).*

**FY24 PEDESTRIAN IMPROVEMENTS - GF2403**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	64,373	(2,125)	62,248
TRANSFER OUT TO POWELL BILL CAPITAL PROJECTS	64,000	2,125	66,125
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	128,373	-	128,373

*Closeout completed Pedestrian Improvements GF2403 and return funds to the Powell Bill Capital Projects (\$2125).*

**STREET IMPROVEMENTS - GF9103**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER IN FROM PB CAPITAL PROJECTS	3,695,604	5,163	3,700,767
TOTAL ADJUSTMENTS		5,163	
TOTAL PROJECT REVENUES	39,350,154	5,163	39,355,317

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	39,350,154	5,163	39,355,317
TOTAL ADJUSTMENTS		5,163	
TOTAL PROJECT EXPENDITURES	39,350,154	5,163	39,355,317

Receive transfer in from closeout of GF9103 and appropriate for future expenses (\$5163).

**CAPE SEAL PILOT - GF2414**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	250,000	(3,038)	246,962
TRANSFER OUT FROM PB CAPITAL PROJECTS	-	3,038	3,038
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	250,000	-	250,000

Closeout completed Cape Seal Pilot GF2414 and return funds to the Capital Reserve Powell Bill (\$3,038).

**BAYSHORE RAIN GARDEN EXP - SW1803**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	25,000	(5,191)	19,809
TRANSFER OUT TO STORMWATER FUND	-	5,191	5,191
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	25,000	-	25,000

Closeout completed Bayshore Rain Garden Exp SW1803 and return funds to the Stormwater Fund (\$5,191).

**CC VILLAS PADS & CORRAL (GF2509)**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	100,000	(39,390)	60,610
TRANSFER OUT TO GENERAL FUND	-	39,390	39,390
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	100,000	-	100,000

Closeout completed CC Villas Pads and Corral GF2509 and return funds to the General Fund (\$39,390).

**BRYNN MARR AREA DRAINAGE (SW2601)**

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	120,000	(120,000)	-
TRANSFER OUT TO STORMWATER FUND	-	120,000	120,000
TOTAL ADJUSTMENTS		-	
TOTAL PROJECT EXPENDITURES	120,000	-	120,000

Closeout completed Brynn Marr Area Drainage SW2601 and return funds to Stormwater Fund (\$120,000).

This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 3rd day of February, 2026.

\_\_\_\_\_  
Sammy Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Rose R. Marshburn, City Clerk

## Capital Improvement Plan

Jacksonville, NC

**Project #** SR-27-001  
**Project Name** HWY24 Sewer Main Rehabilitation

<b>Total Project Cost</b>	\$1,760,000	<b>Contact</b>	Utilities Maintenance
<b>Department</b>	Public Services	<b>Type</b>	Rehabilitation
<b>Category</b>	Sewer - Lines (Other)	<b>Priority</b>	M Medium Priority
<b>Status</b>	Active	<b>City Project #</b>	SF 26XX
<b>Mandated</b>	N	<b>Master Plan</b>	N
<b>Growth Related</b>	N	<b>Service Related</b>	Y

### Description/Scope of Work

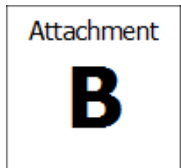
Update: CIP Amendment to add approximately 2,600 feet of emergency lining for damaged 24 inch RCP currently located under Hwy 24 exit ramp in association with the failure that occurred in December 2025. In addition to regularly scheduled I&I Activities, this project specifically focuses on the Hwy 24 corridor. This project will rehabilitate this sewer line, using CIPPL (Cured In Place Pipe Lining).

### Justification

In the recent past we have had multiple SSO's due to aging sewer infrastructure. In order to prevent more in the future we need to address the remaining segments of 24' sewer mains. We also stand the risk of being fined by the state.

Expenditures	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34	FY 35	Total
Construction	1,500,000	200,000	60,000	0	0	0	0	0	0	0	1,760,000
<b>Total</b>	<b>1,500,000</b>	<b>200,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,760,000</b>

Funding Sources	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34	FY 35	Total
Sewer Fund	1,500,000	260,000	0	0	0	0	0	0	0	0	1,760,000
<b>Total</b>	<b>1,500,000</b>	<b>260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,760,000</b>





# Request for City Council Action

Consent  
Agenda  
Item: **2**  
Date: 2/3/2026

---

**Subject:** Uncollectible Water, Sewer, and Sanitation Accounts  
**Department:** Finance  
**Presented by:** Sabrina Adams, Finance Director  
**Presentation:** No

---

**Issue Statement**

This group of 301 uncollectible accounts from the City’s utility receivables all had services terminated in 2020. A detailed list of these 301 accounts (including the customer’s name, the amount owed, and the date the charges were incurred) is available in the Finance office for review.

**Financial Impact**

The total amount to be written off for utilities is \$53,376.85. The bad debt expense budgeted in the current budget for utilities, sanitation and stormwater is \$113,000.

**Action Needed**

Provide authorization to write off the uncollectible utility accounts terminated in 2020.

**Recommendation**

Staff recommends that Council authorize staff to write off the 301 utility accounts identified.

Approved:  City Manager  City Attorney

Attachments: None



# Staff Report

## Uncollectible Accounts

### Introduction

The Finance Department is recommending 301 accounts from the City’s utility receivables, totaling \$53,376.85, be written off. This group of uncollectible accounts all had service terminated in 2020 and write off is requested based on the age of these accounts. Each of these accounts has been researched and investigated thoroughly. Those accounts with balances over \$50.00 have been submitted to the North Carolina Debt Setoff database. Should payment be received in the future on any of these accounts, the write-off will be reversed, and the payment will be posted. At this point, all effective avenues of collecting these debts have been exhausted.

Should these customers attempt to obtain future services with the City, they will be required to pay this debt before any utility account or service account will be opened.

### Financial Analysis:

Explanation	Balance	Number of Accounts	Average Debt
Balance < \$50.00 and not eligible for NCDS program.	\$2,325.77	97	\$23.98
Customer is Deceased	\$4,543.17	21	\$216.34
Business Closed & Bankruptcy Losses	\$7,359.94	11	\$669.09
Balance > \$50.00 and entered in NCDS program	\$38,147.97	172	\$221.79
<b>Total Uncollectible Accounts</b>	<b>\$53,376.85</b>	<b>301</b>	<b>\$177.33</b>

### Procedural History

Accounts are submitted for write-off when there is a balance owed five years after termination of account.

### Stakeholders

Citizens and utility customers of the City

## **Options**

Approve: RECOMMENDED.

Pros: Avoid an audit finding because receivables are properly stated.

Cons: None

Deny:

Pros: None

Cons: Risk of an audit finding due to overstating receivables.



# Request for City Council Action

**Consent Agenda Item:** **3**  
**Date:** 2/3/2026

---

**Subject:** Request to Waive Penalties for Jacksonville Occupancy Tax  
**Department:** Legal & Finance  
**Presented by:** Lorna Welch, City Attorney and Sabrina Adams, Finance Director  
**Presentation:** No

---

**Issue Statement**

The agent with Studio 6 Suites has sent in a Request to Waive Penalties for Occupancy Taxes collected in December 2025. The agent states that he recently acquired the management position and was unaware of the due date for the tax. He has been informed that all future filings and payments must be made by the twentieth day of the month. The management company is making the request based on their good compliance record. They meet the criteria for this request.

Council has authority to approve these requests pursuant to the authority granted to them by G.S. 160-215 and City Resolution 2010-14 which reads "The City Council has the same authority to waive the penalties for a room occupancy tax that the Secretary of Revenue has to waive the penalties for state sales and use taxes."

**Financial Impact**

There is no Financial Impact to the City.

**Action Needed**

Consider the Request to Waive Penalties.

**Recommendation**

Staff recommends Council approve the Request to Waive Penalties.

Approved:  City Manager  City Attorney

Attachments: None



# Request for City Council Action

**Consent Agenda Item:** **4**  
**Date:** 2/3/2026

---

**Subject:** Satellite Annexation – 1420 Blue Creek Road – 169.92 +/- Acres  
**Department:** City Clerk’s Office  
**Presented by:** Rose R. Marshburn, City Clerk  
**Presentation:** No

---

**Issue Statement**

On behalf of B&M Developers, LLC, Tidewater Associates has submitted a petition for a voluntary satellite annexation of two tracts of land totaling 169.92 +/- acres (Tract 1 -152.232 +/- acres and Tract 2 – 17.689 +/- acres) that are not contiguous to the current City limit boundaries.

The property is located at 1420 Blue Creek Road.

The developer proposes to build 34 Commercial Businesses and 494 Single Family Homes with an average value of \$357,500 each.

Pursuant to Resolution 2016-02, City Council authorized Voluntary Annexation petitions to be investigated for sufficiency upon receipt. The City Clerk has conducted the required investigation and found as a fact that said petition is signed by all owners of real property in the area described.

As provided in North Carolina General Statute 160A-58.2, a Resolution has been prepared scheduling a Public Hearing for this annexation February 17, 2026, at the Regular City Council Meeting.

**Financial Impact**

Financial impacts will be presented with the Public Hearing agenda item.

**Action Needed**

Consider the Voluntary Satellite Annexation Petition and adopt the Resolution scheduling a Public Hearing.

**Recommendation**

Staff recommends Council adopt the Resolution as presented.

Approved:  City Manager  City Attorney

Attachments:

- A Certificate of Sufficiency
- B Proposed Resolution
- C Location Map



# Staff Report

Consent  
Agenda  
Item: **4**

---

## Voluntary Satellite Annexation Petition

### **Introduction**

The area proposed for annexation is not contiguous to the current City limits; therefore, it is a voluntary satellite annexation.

Owners: B&M Developers, LLC

Size: 169.92 +/- acres

General Location: 1420 Blue Creek Road (outside corporate limits)

Proposed Plans: 34 Commercial Businesses and 494 Single Family Homes with an average value of \$357,500 each

### **Procedural History**

- February 3, 2026 – Council receives certification of the petition and considers a Resolution scheduling a Public Hearing.
- February 17, 2026 – Council will conduct a Public Hearing and consider adopting the Annexation Ordinance.
- February 17, 2026 – Proposed Effective Date of Annexation Ordinance.

### **Stakeholders**

- B&M Developers, LLC, Owners/Petitioners
- Tidewater Associates Inc. – Consulting Engineers/Surveyors
- Citizens of Jacksonville

### **Options**

Adopt the Resolution Scheduling the Public Hearing – **RECOMMENDED.**

Pros: The site is located close to the current corporate limits and represents a large, planned development. This is a developing area on the fringe of the City and future annexations in the area may occur.

Cons: None

- Deny the Resolution  
Pros: None  
Cons: Would conflict with past actions approving satellite annexations near the corporate limits with development plans that are in a developing area.
- Defer Consideration – Should Council desire additional information related to this voluntary annexation request, defer the request, and provide direction to staff on the specific information Council would like to receive.

CERTIFICATE OF SUFFICIENCY

1420 BLUE CREEK ROAD – 169.92 +/- ACRES

TO: THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, NORTH CAROLINA

I, Rose R. Marshburn, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G. S. 160A-58.1, as amended.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Jacksonville, this 3rd day of February 2026.

---

Rose R. Marshburn  
City Clerk

**Parcel I.D. 018654**

Attachment

**A**

RESOLUTION (2026-XX)

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO G. S. 160A-58.2

B&M DEVELOPERS, LLC – 169.92 +/- ACRES  
1420 BLUE CREEK ROAD

WHEREAS, a petition requesting annexation of the area described herein has been received;  
and

WHEREAS, the City Council has by Resolution directed the City Clerk to investigate the  
sufficiency thereof; and

WHEREAS, certification by the City Clerk as to the sufficiency of said petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jacksonville,  
North Carolina:

Section 1. That a public hearing on the question of annexation of the area described herein  
will be held at City Hall at 5:30 P.M. on the 17th day of February 2026

Section 2. The area proposed for annexation is described as follows:

**(Tract 1)**  
**B&M DEVELOPERS, LLC**  
**152.232 +/- ACRES – 1420 BLUE CREEK ROAD**  
**JACKSONVILLE TOWNSHIP, ONSLOW COUNTY, NC**

A certain Tract of land on the North side of Blue Creek Road (NCSR 1213) located at the intersection  
with Pony Farm Road (NCSR 1212) and being more particularly described as follows:

Beginning at an Iron Stake found on the Northern Right-of-Way line of Blue Creek Road, said Iron  
Stake being the Southwest corner of Tract B1 (M.B. 41, Pg. 201) Joe W. Morton Estate. Thence from  
said "Point and Place of Beginning", and along said Right-of-Way line North 78 degrees 16 minutes  
08 seconds West 285 .25 feet to a point; Thence North 78 degrees 17 minutes 40 seconds West 600.16  
feet to a point; Thence North 78 degrees 12 minutes 07 seconds West 200.04 feet to a point; Thence  
North 78 degrees 16 minutes 17 seconds West 182.99 feet to a point; Thence North 78 degrees 18  
minutes 55 seconds West 410.24 feet to a point; Thence North 78 degrees 36 minutes 21 seconds West  
63.87 feet to a point; Thence North 78 degrees 13 minutes 33 seconds West 96.69 feet to a point;  
Thence North 78 degrees 37 minutes 56 seconds West 108.13 feet to a point; Thence North 78 degrees  
26 minutes 03 seconds West 109.90 feet to a point; Thence North 78 degrees 36 minutes 58 seconds  
West 146.63 feet to a point; Thence North 79 degrees 00 minutes 58 seconds West 64.80 feet to a  
point; Thence North 79 degrees 30 minutes 06 seconds West 59.93 feet to a point; Thence North 80  
degrees 05 minutes 56 seconds West 59.71 feet to a point; Thence North 83 degrees 06 minutes 46  
seconds West 79 .31 feet to a point; Thence North 86 degrees 55 minutes 40 seconds West 83.68 feet

to a point; Thence North 89 degrees 46 minutes 12 seconds West 69.92 feet to a point; Thence South 88 degrees 09 minutes 24 seconds West 74.99 feet to a point; Thence South 87 degrees 26 minutes 02 seconds West 61.21 feet to a point; Thence South 87 degrees 02 minutes 02 seconds West 99 .95 feet to a point; Thence South 86 degrees 34 minutes 3 7 seconds West 51.22 feet to a point; Thence North 53 degrees 03 minutes 50 seconds West 127.36 feet to a point on the Eastern Right-of-Way line of Pony Farm Road; Thence along said Right-of-Way line North 15 degrees 37 minutes 06 seconds West 46.58 feet to a point; Thence leaving said Right-of-Way line North 88 degrees 27 minutes 38 seconds East 185.01 feet to an Iron Stake; Thence North 16 degrees 51 minutes 32 seconds East 232.24 feet to a point; Thence North 16 degrees 32 minutes 26 seconds East 282.87 feet to an Iron Stake; Thence North 17 degrees 46 minutes 40 seconds East 114.02 feet to an Iron Pipe; Thence North 16 degrees 45 minutes 39 seconds East 198.53 feet to a Pinched Pipe; Thence North 16 degrees 58 minutes 51 seconds East 129.28 feet an Iron Pipe; Thence North 16 degrees 40 minutes 52 seconds East 183.96 feet to an Iron Stake; Thence North 18 degrees 10 minutes 31 seconds East 403. 7 4 feet to an Iron Stake; Thence North 17 degrees 13 minutes 47 seconds East 267.24 feet to an Axle; Thence North 04 degrees 55 minutes 41 seconds West 325.17 feet to an Iron Stake; Thence North 02 degrees 52 minutes 16 seconds West 37.71 feet to a Pinched Pipe; Thence North 04 degrees 44 minutes 36 seconds West 614.52 feet to an Iron Pipe; Thence North 04 degrees 43 minutes 40 seconds West 105.42 feet to an Iron Pipe found on top of bank at run of Branch; Thence with said Branch North 55 degrees 18 minutes 33 seconds East 81.00 feet to a point; Thence North 14 degrees 34 minutes 14 seconds East 96.66 feet to a point; Thence North 34 degrees 16 minutes 31 seconds East 36. 71 feet to a point; Thence South 89 degrees 24 minutes 24 seconds East 68.75 feet to a point; Thence South 75 degrees 08 minutes 34 seconds East 142.26 feet to a point; Thence South 70 degrees 05 minutes 48 seconds East 113.51 feet to a point; Thence South 74 degrees 51 minutes 32 seconds East 147.18 feet to a point; Thence North 56 degrees 16 minutes 27 seconds East 55.62 feet to a point; Thence North 83 degrees 40 minutes 59 seconds East 86.83 feet to a Iron Pipe; Thence North 76 degrees 35 minutes 58 seconds East 156.23 feet to a point; Thence North 72 degrees 07 minutes 16 seconds East 102.62 feet to a point; Thence North 23 degrees 12 minutes 56 seconds East 37.33 feet to a point; Thence North 30 degrees 59 minutes 11 seconds East 299.94 feet to a point; Thence North 31 degrees 22 minutes 22 seconds East 249.96 feet to a point; Thence South 87 degrees 10 minutes 28 seconds East 105.52 feet to a point; Thence South 09 degrees 44 minutes 30 seconds East 25.23 feet to a point; Thence South 61 degrees 24 minutes 52 seconds West 51.04 feet to a point; Thence South 49 degrees 33 minutes 17 seconds East 110.88 feet to a point; Thence leaving said Branch South 12 degrees 17 minutes 25 seconds East 62.32 feet to an Iron Stake; Thence South 12 degrees 02 minutes 42 seconds East 350.03 feet to a point; Thence South 12 degrees 04 minutes 31 seconds East 728.55 feet to an Iron Stake; Thence South 12 degrees 05 minutes 02 seconds East 41.37 feet to an Iron Stake; Thence South 12 degrees 03 minutes 17 seconds East 1973.57 feet to an Iron Stake; Thence South 23 degrees 44 minutes 46 seconds East 572.16 feet to an Iron Stake; Thence South 78 degrees 17 minutes 01 seconds East 124.72 feet to an Iron Stake; Thence South 11 degrees 40 minutes 02 seconds West 330.05 feet to the "Point and Place of Beginning".

Said described tract containing 152.232 acres and being a portion of the property as described in the Deed Book 6390, Page 353, and as shown on Map Book 41, Pg. 241. All bearings are correct and their angular relation to GPS Grid North NAD '83 (2011). All distances are horizontal ground U.S. Survey Feet. Area calculated by the coordinate method.

**(Tract 2)**

**B&M DEVELOPERS, LLC**

**17.689 +/- ACRES – 1420 BLUE CREEK ROAD**

**JACKSONVILLE TOWNSHIP, ONSLOW COUNTY, NC**

A certain Tract of land on the South side of Blue Creek Road (NCSR 1213) located at the intersection with Pony Fann Road (NCSR 1212) and being more particularly described as follows:

Beginning at an Iron Stake found on the Southern Right-of-Way line of Blue Creek Road, said Iron Stake being the Northwest corner of tract described in D.B. 1555, Pg. 786 (Jeffery D. & Donna K. Swinson); Thence from said "Point and Place of Beginning" and leaving said Right-of-Way line South 12 degrees 01 minutes 33 seconds West 389.99 feet to a point in the run of Bridge Branch Creek (As shown on Map Book 59, Page 122); Thence with run of said Bridge Branch Creek South 80 degrees 00 minutes 17 seconds West 63.67 feet to a point; Thence South 17 degrees 46 minutes 30 seconds West 22.79 feet to a point; Thence South 40 degrees 38 minutes 11 seconds West 46.78 feet to a point; Thence South 50 degrees 24 minutes 12 seconds West 23.21 feet to a point; Thence South 11 degrees 20 minutes 25 seconds East 8.59 feet to a point; Thence South 23 degrees 21 minutes 42 seconds West 18.55 feet to a point; Thence South 82 degrees 48 minutes 08 seconds West 17.09 feet to a point; Thence South 11 degrees 36 minutes 15 seconds West 15.54 feet to a point; Thence South 62 degrees 23 minutes 15 seconds West 11.18 feet to a point; Thence North 45 degrees 52 minutes 12 seconds West 13.66 feet to a point; Thence North 80 degrees 01 minutes 30 seconds West 22.87 feet to a point; Thence North 80 degrees 18 minutes 38 seconds West 56.91 feet to a point; Thence North 77 degrees 11 minutes 32 seconds West 50.80 feet to a point; Thence North 74 degrees 40 minutes 02 seconds West 47.89 feet to a point; Thence South 77 degrees 32 minutes 59 seconds West 19.69 feet to a point; Thence South 55 degrees 50 minutes 34 seconds West 119.76 feet to a point; Thence South 34 degrees 21 minutes 58 seconds West 89.81 feet to a point; Thence South 11 degrees 32 minutes 01 seconds West 23.43 feet to a point; Thence South 22 degrees 32 minutes 38 seconds West 19.28 feet to a point; Thence South 3 7 degrees 07 minutes 25 seconds West 28.30 feet to a point; Thence South 45 degrees 58 minutes 39 seconds West 42.47 feet to a point; Thence South 68 degrees 33 minutes 41 seconds West 69.96 feet to a point; Thence South 50 degrees 10 minutes 47 seconds West 19.62 feet to a point; Thence South 78 degrees 53 minutes 15 seconds West 100.08 feet to a point; Thence South 36 degrees 10 minutes 41 seconds West 28.28 feet to a point; Thence South 08 degrees 06 minutes 13 seconds West 21.37 feet to a point; Thence South 77 degrees 24 minutes 26 seconds West 76.89 feet to a point on the Eastern Right-of-Way line of Pony Farm Road; Thence along said Right-of-Way line North 23 degrees 05 minutes 23 seconds West 473.69 feet to a point; Thence North 20 degrees 59 minutes 46 seconds West 162.12 feet to a point; Thence North 16 degrees 29 minutes 57 seconds West 146.81 feet to a point; Thence North 14 degrees 43 minutes 52 seconds West 138.24 feet to a point; Thence North 32 degrees 04 minutes 39 seconds East 116.94 feet to a point on the Southern Right-of-Way line of Blue Creek Road; Thence along said Right-of-Way line North 86 degrees 34 minutes 37 seconds East 30.89 feet to a point; Thence North 87 degrees 02 minutes 02 seconds East 99.50 feet to a point; Thence North 87 degrees 26 minutes 02 seconds East 60.62 feet to a point; Thence North 88 degrees 09 minutes 24 seconds East 73.52 feet to a point; Thence South 89 degrees 46 minutes 12 seconds East 67.35 feet to a point; Thence South 86 degrees 55 minutes 40 seconds East 80.19 feet to a point; Thence South 83 degrees 06 minutes 46 seconds East 75.73 feet to a point; Thence South 80 degrees 05 minutes 56 seconds East 57.82 feet to a point; Thence South 79 degrees 30 minutes 06

seconds East 59.36 feet to a point; Thence South 79 degrees 00 minutes 58 seconds East 64.34 feet to a point; Thence South 78 degrees 36 minutes 58 seconds East 146.32 feet to a point; Thence South 78 degrees 26 minutes 03 seconds East 109.90 feet to a point; Thence South 78 degrees 37 minutes 56 seconds East 108.02 feet to a point; Thence South 78 degrees 13 minutes 33 seconds East 96.67 feet to a point; Thence South 78 degrees 36 minutes 21 seconds East 64.07 feet to the "Point and Place of Beginning".

Said described tract containing 17.689 acres and being a portion of the property as described in Deed Book 6390, Page 353, and as shown on Map Book 41, Pg. 241. All bearings are correct and their angular relation to GPS Grid North NAD '83 (2011). All distances are horizontal ground U.S. Survey Feet. Area calculated by the coordinate method.

Section 3. Notice of said public hearing shall be published in the Daily News, a newspaper having general circulation in the City of Jacksonville, at least ten (10) days prior to the date of said public hearing.

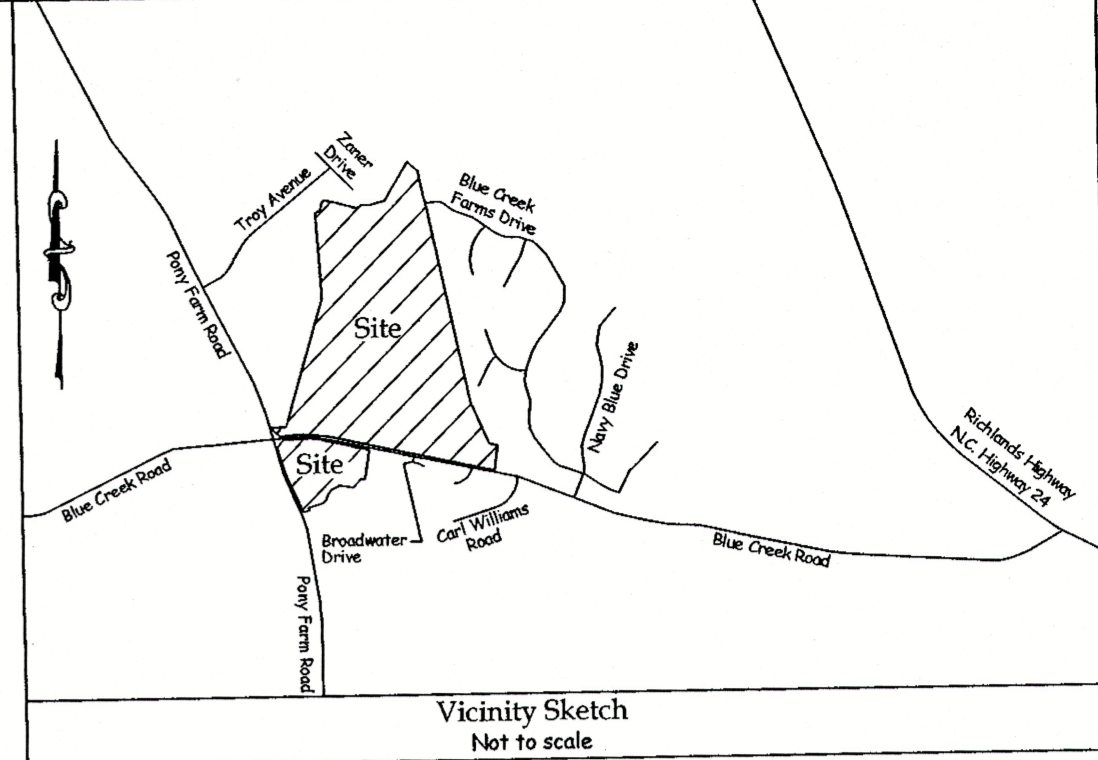
Adopted by the Jacksonville City Council in regular session, this 3rd day of February 2026.

\_\_\_\_\_  
Sammy Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Rose R. Marshburn, City Clerk

**LEGEND:**  
 Ac. - Acreage  
 Comp. - Computed Point  
 D.B. - Deed Book  
 Ex. - Existing  
 ISF - Iron State Found  
 M.B. - Map Book  
 Pg. - Page  
 R/W - Right-of-way



I certify that this map was drawn under my supervision from an actual survey made under my supervision with reference source noted; that the boundaries not surveyed are indicated as dashed / computed from reference source; that this map meets the requirements of the standards of practice for Land Surveying in NC (21NAC56.1600). Ratio of precision / average positional accuracy is 0.08".

*[Signature]* Date: 11-10-2025



- Notes:**
- All distances are horizontal ground, U.S. survey feet.
  - No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
  - Adjoining property information per Onslow county tax records.
  - Flood Lines drawn from electronic overlay of the digital flood map FEMA map 01N 370340 4347 K (Onslow County) Effective 06/19/2020.
  - All acreage calculated by coordinates.
  - The GPS portion of the boundary work was performed to third order, Class I, FGCC specifications. The coordinates were obtained by Real Time Kinematic Differential GPS Observations using Trimble Survey Grade R8S GNSS Receiver, NGS RTK Network Adjustments to NC Grid NAD'83, 2011 Adjustments.
  - The Existence of a Utility may imply the Existence of an easement.
  - The Right-of-way at Blue Creek Road and Pony Farm Road is shown per Onslow County GIS Mapping.
  - Property Corners not marked are Computed Points.

152.232 Ac.  
 B & M Developers, LLC  
 Tract 1  
 D.B. 6390, Pg. 353  
 M.B. 41, Pg. 201  
 Parcel ID: 018654  
 Map # 323-82

17.689 Ac. (To Be Annexed)  
 B & M Developers, LLC  
 Tract 2  
 D.B. 6390, Pg. 353  
 M.B. 41, Pg. 201  
 Parcel ID: 018654  
 Map # 323-82

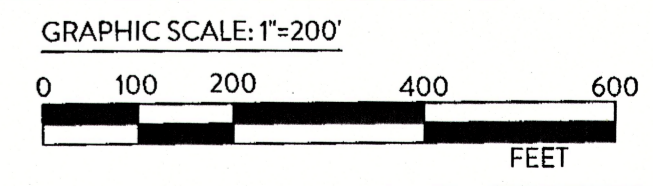
169.921 Ac. Total (To Be Annexed)

**Annexation Map**  
**TRACTS ON BLUE CREEK ROAD**

(Joe W. Morton Estate)  
 PARID: 018654; TAX MAP #323-82  
 Jacksonville Twp., Onslow Co., North Carolina

Owner:  
**B & M Developers, LLC**  
 503 New Bridge Street, Suite 100  
 Jacksonville, North Carolina 28540

DATE: 11/10/2025  
 SCALE: 1"=200'



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

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



Attachment  
**C**

Field Book: Misc. #190, Pg. 39  
 Disk Name: Acad #2294  
 Filename: Hidden Hills Annex Map.dwg KHW  
 Job No: 5240404-8608

**Boundary Line "A" to "B"**

Bearing	Distance
N78°16'17"W	182.99'
N78°18'55"W	410.24'
N78°36'21"W	63.87'
N78°13'33"W	96.69'
N78°37'56"W	108.13'
N78°26'03"W	109.50'
N78°36'58"W	146.63'
N79°00'58"W	64.80'
N79°30'06"W	59.93'
N80°05'56"W	59.71'
N83°06'46"W	79.31'
N86°55'40"W	83.68'
N89°46'12"W	69.92'
S88°09'24"W	74.99'
S87°26'02"W	61.21'
S87°02'02"W	99.95'
S86°34'37"W	51.22'

**Boundary Line "C" to "D"**

Bearing	Distance
N86°34'37"E	30.85'
N87°02'02"E	99.50'
N87°26'02"E	60.62'
N88°09'24"E	73.52'
S89°46'12"E	67.35'
S86°55'40"E	80.19'
S83°06'46"E	75.73'
S80°05'56"E	57.82'
S79°30'06"E	59.36'
S79°00'58"E	64.34'
S78°36'58"E	146.32'
S78°26'03"E	109.90'
S78°37'56"E	108.02'
S78°13'33"E	96.67'
S78°36'21"E	64.07'

AutoCAD Civil 3D 2018 Civil 3D:Hidden Hills DWG:Hidden Hills Annex Map.dwg, 11/10/2025 11:02:29 AM, ELD



# Request for City Council Action

**Consent Agenda Item:** **5**  
**Date:** 2/3/2026

**Subject:** Satellite Annexation – Stallion Crossing – 6.668 +/- Acres  
**Department:** City Clerk’s Office  
**Presented by:** Rose R. Marshburn, City Clerk  
**Presentation:** No

### Issue Statement

On behalf of Bobby R. Morton, Tidewater Associates has submitted a petition for a voluntary satellite annexation of two tracts of land totaling 6.668 +/- acres that are not contiguous to the current City limit boundaries.

The properties are located on Highway 53 and Old Maplehurst Road.

The developer proposes to build 26 Commercial Businesses to be known as “Stallion Crossing.”

Pursuant to Resolution 2016-02, City Council authorized Voluntary Annexation petitions to be investigated for sufficiency upon receipt. The City Clerk has conducted the required investigation and found as a fact that said petition is signed by all owners of real property in the area described.

As provided in North Carolina General Statute 160A-58.2, a Resolution has been prepared scheduling a Public Hearing for this annexation February 17, 2026, at the Regular City Council Meeting.

### Financial Impact

Financial impacts will be presented with the Public Hearing agenda item.

### Action Needed

Consider the Voluntary Satellite Annexation Petition and adopt the Resolution scheduling a Public Hearing.

### Recommendation

Staff recommends Council adopt the Resolution as presented.

Approved:  City Manager  City Attorney

### Attachments:

- A Certificate of Sufficiency
- B Proposed Resolution
- C Location Map



# Staff Report

Consent  
Agenda  
Item: **5**

---

## Voluntary Satellite Annexation Petition

### **Introduction**

The area proposed for annexation is not contiguous to the current City limits; therefore, it is a voluntary satellite annexation.

Owner: Bobby R. Morton

Size: 6.668 +/- acres

General Location: Highway 53 and Old Maplehurst Road (outside corporate limits)

Proposed Plans: 26 Commercial Businesses

### **Procedural History**

- February 3, 2026 – Council receives certification of the petition and considers a Resolution scheduling a Public Hearing.
- February 17, 2026 – Council will conduct a Public Hearing and consider adopting the Annexation Ordinance.
- February 17, 2026 – Proposed Effective Date of Annexation Ordinance.

### **Stakeholders**

- Bobby R. Morton, Owners/Petitioners
- Tidewater Associates Inc. – Consulting Engineers/Surveyors
- Citizens of Jacksonville

### **Options**

Adopt the Resolution Scheduling the Public Hearing – **RECOMMENDED.**

Pros: The site is located close to the current corporate limits and represents a large, planned development. This is a developing area on the fringe of the City and future annexations in the area may occur.

Cons: None

- Deny the Resolution  
Pros: None  
Cons: Would conflict with past actions approving satellite annexations near the corporate limits with development plans that are in a developing area
- Defer Consideration – Should Council desire additional information related to this voluntary annexation request, defer the request, and provide direction to staff on the specific information Council would like to receive.

CERTIFICATE OF SUFFICIENCY

BOBBY R MORTON – 6.668 +/- ACRES

TO: THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, NORTH CAROLINA

I, Rose R. Marshburn, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G. S. 160A-58.1, as amended.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Jacksonville, this 3rd day of February 2026.

---

Rose R. Marshburn  
City Clerk

**Parcel I.D. 010727; 042549**

Attachment

**A**

RESOLUTION (2026-XX)

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO G. S. 160A-58.2

BOBBY R. MORTON – 6.668 +/- ACRES

WHEREAS, a petition requesting annexation of the area described herein has been received;  
and

WHEREAS, the City Council has by Resolution directed the City Clerk to investigate the  
sufficiency thereof; and

WHEREAS, certification by the City Clerk as to the sufficiency of said petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jacksonville,  
North Carolina:

Section 1. That a public hearing on the question of annexation of the area described herein  
will be held at City Hall at 5:30 P.M. on the 17th day of February 2026.

Section 2. The areas proposed for annexation are described as follows:

**Parcel #1**

**BOBBY R. MORTON**

**3.093 +/- ACRES – HIGHWAY 53/OLD MAPLEHURST ROAD – STALLION CROSSING  
JACKSONVILLE TOWNSHIP, ONSLOW COUNTY, NC**

A certain Tract of land on the South side of NC Highway 53, being about 0.04 miles West of the  
intersection with Old Maplehurst Road and being more particularly described as follows:

Beginning at an Iron Stake found in the center run of a branch on the Southern Right-of-Way line of  
NC Highway 53, said Iron Stake being the Northwest corner of the Bobby R. Morton Tract, as shown  
in Map Book 70, Page 11. Thence from said "Point and Place of Beginning", and along the Southern  
Right-of-Way line of NC Highway 53, North 58 degrees 23 minutes 22 seconds East 53.51 feet to a  
point; Thence North 55 degrees 36 minutes 16 seconds East 76.25 feet to a point; Thence North 54  
degrees 04 minutes 20 seconds East 65.31 feet to a point; Thence North 53 degrees 07 minutes 58  
seconds East 63 .63 feet to a point; Thence North 50 degrees 17 minutes 39 seconds East 23.23 feet to  
an Iron Stake; Thence leaving said Right-of-Way line of NC Highway 53, South 15 degrees 47 minutes  
41 seconds East 221.53 feet to an existing nail; Thence South 62 degrees 30 minutes 33 seconds West  
3.47 feet to an Iron Stake; Thence South 02 degrees 29 minutes 25 seconds East 97.74 feet to an Iron  
Pipe; Thence South 70 degrees 27 minutes 18 seconds West 86.18 feet to an Iron Pipe; Thence South  
22 degrees 05 minutes 23 seconds East 47.32 feet to an Iron Pipe; Thence South 66 degrees 56 minutes  
44 seconds West 136.08 feet to an Iron Pipe; Thence South 12 degrees 00 minutes 42 seconds East  
190.29 feet to an Iron Pipe; Thence South 73 degrees 34 minutes 27 seconds West 110. 72 feet to an  
Iron Pipe found in center run of a Branch; Thence with said Branch North 71 degrees 50 minutes 19

Attachment

**B**

seconds West 11.82 feet to a point; Thence North 52 degrees 04 minutes 45 seconds West 21.46 feet to a point; Thence North 35 degrees 46 minutes 18 seconds West 16.26 feet to a point; Thence North 22 degrees 13 minutes 23 seconds West 25.88 feet to a point; Thence North 21 degrees 03 minutes 35 seconds West 27.47 feet to a point; Thence North 24 degrees 14 minutes 08 seconds West 26.05 feet to a point; Thence North 22 degrees 35 minutes 00 seconds West 31.51 feet to a point; Thence North 23 degrees 55 minutes 23 seconds West 22.16 feet to a point; Thence North 12 degrees 57 minutes 24 seconds West 13 .92 feet to a point; Thence North 22 degrees 44 minutes 14 seconds West 27.85 feet to a point; Thence North 36 degrees 26 minutes 35 seconds West 13.95 feet to a point; Thence North 17 degrees 51 minutes 41 seconds West 41.68 feet to a point; Thence North 21 degrees 35 minutes 42 seconds East 42.69 feet to a point; Thence North 19 degrees 24 minutes 59 seconds East 31.94 feet to a point; Thence North 21 degrees 28 minutes 46 seconds East 55.59 feet to a point; Thence North 35 degrees 34 minutes 03 seconds East 19.26 feet to a point; Thence North 26 degrees 02 minutes 06 seconds East 20.09 feet to a point; Thence North 22 degrees 07 minutes 24 seconds East 39.86 feet to a point; Thence North 05 degrees 50 minutes 12 seconds East 58.56 feet to the "Point and place of Beginning".

Said described Tract containing 3.093 acres and being the same property as described in the Deed Book 4315, Page 189. All bearings are correct and their angular relation to Map Book 70, Page 11. All distances are horizontal ground U.S. Survey. Area calculated by the coordinate method.

**Parcel #2**

**BOBBY R. MORTON**

**3.575 +/- ACRES – HIGHWAY 53/OLD MAPLEHURST ROAD – STALLIONS CROSSING  
JACKSONVILLE TOWNSHIP, ONSLOW COUNTY, NC**

A certain Tract of land on the West side of Old Maplehurst Road, being about 0.06 miles Southeast of the intersection with NC Highway 53 and being more particularly described as follows:

Beginning at an Iron Stake found on the Western Right-of-Way line of Old Maplehurst Road, said Iron Stake being the Northeast corner of the Bobby R. Morton property, as described in Deed Book 3619, Page 849; Thence from said "Point and Place of Beginning" and along the Western Right-of-Way line of Old Maplehurst Road South 24 degrees 59 minutes 44 seconds East 48.72 feet to a point; Thence South 22 degrees 55 minutes 13 seconds East 46.74 feet to a point; Thence South 20 degrees 04 minutes 04 seconds East 68.19 feet to a point; Thence South 18 degrees 32 minutes 08 seconds East 102.00 feet to a point; Thence South 17 degrees 41 minutes 50 seconds East 100.38 feet to an Iron Stake; Thence leaving said Right-of-Way line South 69 degrees 53 minutes 50 seconds West 275.63 feet to an Iron Stake; Thence South 69 degrees 53 minutes 07 seconds West 269.16 feet to an Iron Pipe; Thence South 36 degrees 00 minutes 13 seconds West 19.64 feet to an Iron Pipe; Thence South 68 degrees 23 minutes 59 seconds West 89.50 feet to an Iron Pipe; Thence South 73 degrees, 09 minutes 14 seconds West 6.75 feet to an Iron Pipe found in the center run of a Branch; Thence with said Branch North 50 degrees 36 minutes 13 seconds West 16.87 feet to an Iron Pipe; Thence leaving said Branch North 73 degrees 34 minutes 27 seconds East 110.72 feet to an Iron Pipe; Thence North 12 degrees 00 minutes 42 seconds West 190.29 feet to an Iron Pipe; Thence North 66 degrees 56 minutes 44 seconds East 136.08 feet to an Iron Pipe; Thence North 22 degrees 05 minutes 23 seconds West 47.32 feet to an Iron Pipe; Thence North 70 degrees 27 minutes 18 seconds East 86.18 feet to an Iron Pipe; Thence North 02 degrees 29 minutes 25 seconds West 97.74 feet to an Iron Stake; Thence

North 62 degrees 30 minutes 33 seconds East 3.47 feet to an existing nail; Thence North 62 degrees 30 minutes 33 seconds East 278.03 feet to the "Point and Place of Beginning".

Said described Tract containing 3.575 Acres and being the same property as described in Deed Book 3619 Page 849. All bearings are correct and their angular relation to Map Book 70, Page 11. Distances are horizontal ground U.S. Survey Feet. Area calculated by the coordinate method.

Section 3. Notice of said public hearing shall be published in the Daily News, a newspaper having general circulation in the City of Jacksonville, at least ten (10) days prior to the date of said public hearing.

Adopted by the Jacksonville City Council in regular session, this 3rd day of February 2026.

---

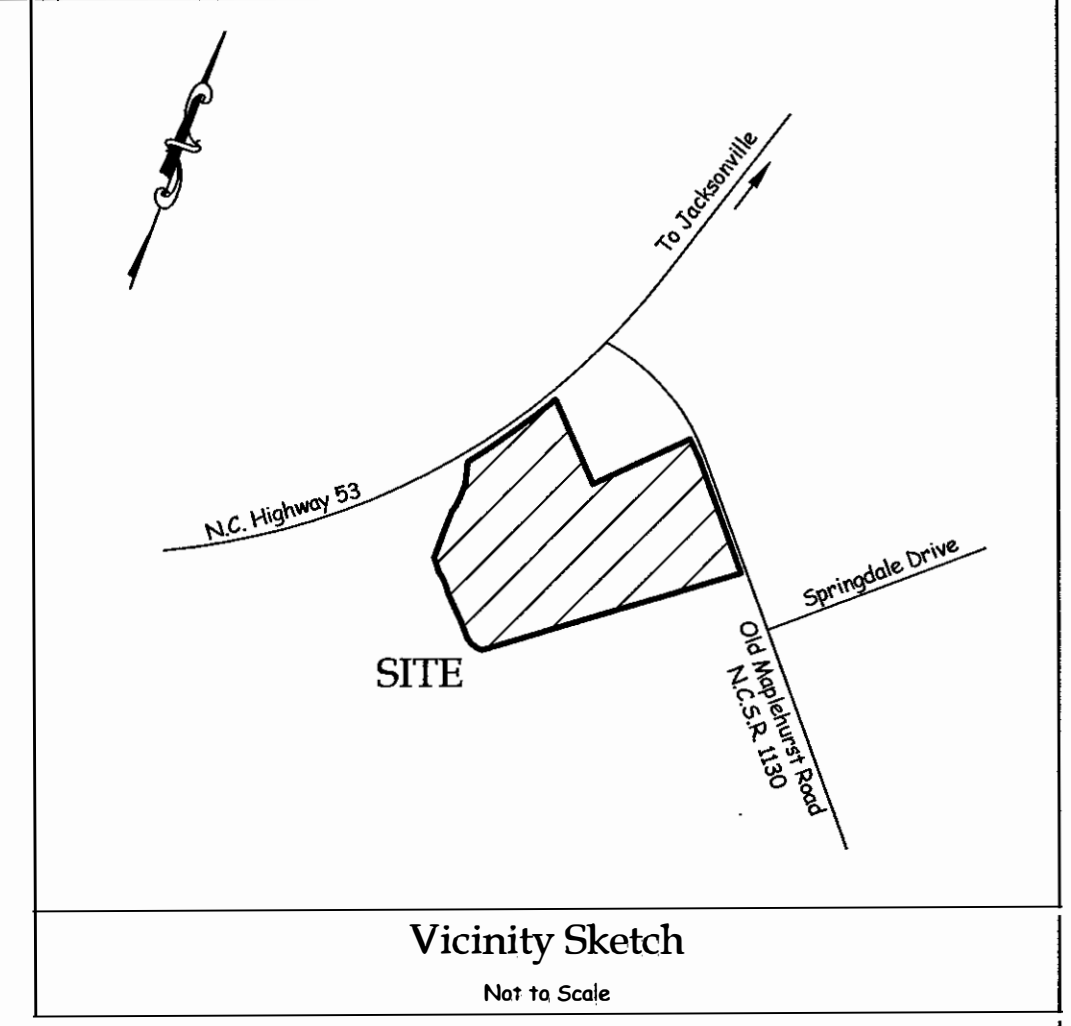
Sammy Phillips, Mayor

ATTEST:

---

Rose R. Marshburn, City Clerk

- Legend:**
- BG - Below Ground
  - CL - Centerline
  - Comp - Computed Point
  - D.B. - Deed Book
  - Ex - Existing
  - GL - Ground Level
  - IPF - Iron Pipe Found
  - ISF - Iron Stake Found
  - M.B. - Map Book
  - N.C.S.R. - North Carolina Secondary Road
  - Pg. - Page
  - P.O.B. - Point of Beginning
  - R/W - Right-of-way
  - Adj - Adjoiner Lot Number

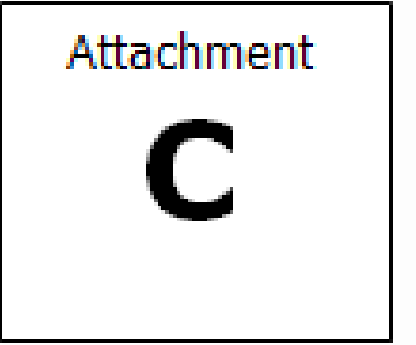
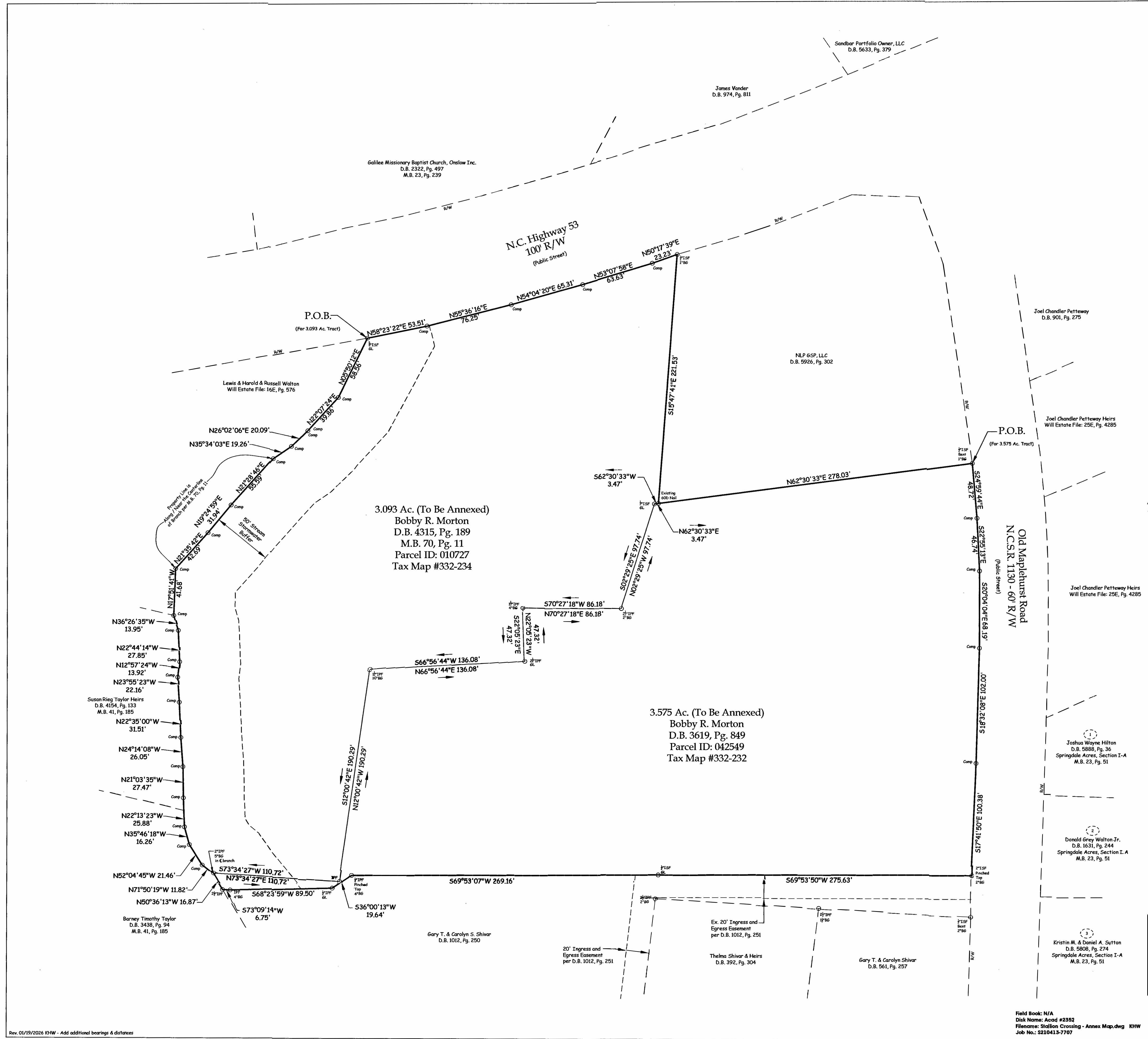


I certify that this map was drawn under my supervision from an actual survey made under my supervision with reference source noted; that the boundaries not surveyed are indicated as dashed / computed from reference source; that this map meets the requirements of the standards of practice for Land Surveying in NC (21NAC56.1600). Ratio of precision / average positional accuracy is 0.08".

*[Signature]* Date: 01/19/2026  
Stacy L. Batchelor, PLS: L-4750



- Notes:**
1. All distances are horizontal ground, U.S. survey feet.
  2. All acreage calculated by coordinates.
  3. No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
  4. Adjoining owner and street information per Onslow County Tax Records.
  5. The existence of a utility may imply the existence of an easement.



\* 6.668 Acres To Be Annexed

**Annexation Map**  
**TRACTS ON N.C. HIGHWAY 53 AND OLD MAPLEHURST ROAD**  
**TAX MAP #332-232 AND 332-234**  
Jacksonville Twp., Onslow Co., North Carolina

**Bobby R. Morton**  
1212 Decatur Road  
Jacksonville, North Carolina 28540

**DATE: 11/06/2025**  
**SCALE: 1"=40'**

**TIDEWATER ASSOCIATES, INC.**  
Consulting Engineers - Land Surveyors - Land Planners  
Jacksonville, North Carolina  
P.O. Box 976 - 306 New Bridge Street - 28540  
Phone (910) 455-2414 - www.TidewaterENC.com  
Firm License Number: F-0108





# Request for City Council Action

**Consent  
Agenda  
Item:** 6  
**Date:** 2/3/2026

**Subject:** Intergovernmental Support Agreement (IGSA) for Water & Sewer Infrastructure and Equipment

**Department:** Public Services

**Presented by:** Wally Hansen, Public Services Director

**Presentation:** No

## Issue Statement

The authority for military installations to enter into Intergovernmental Support Agreements (IGSA) with State and local governments was authorized by the US Congress in Section 331 of the 2013 National Defense Authorization Act, in order to enhance mission effectiveness and/or create efficiency or economies of scale by sharing, providing, or receiving installation support services. Since 2014, City staff has been working with Marine Corps Base Camp Lejeune (MCBCL) staff to identify opportunities to establish IGSA's that benefit both the City and the Base.

As a military host City, it is important for us to support our Marine Installations in accomplishing their mission as a warfighting platform from which our Marines and Sailors train, operate, launch, and recover while providing facilities, services and support that meet the needs of our warfighters and their families. We achieve this with the support of Council by working closely with Base leadership using the Cooperative Planning Group.

Attached for Council consideration is a draft IGSA for the City to support MCBCL with water and sewer repair, maintenance, equipment, and infrastructure. Under this agreement, the City will provide quotes for work to be completed and MCBCL will pay the City for the total cost for each scope of work completed. This IGSA was discussed with Council at the January 6, 2026, Council Workshop. Since the Base will reimburse the City for the services provided, Public Services will require a budget amendment in order to provide the required service.

## Action

Consideration of the draft IGSA and Budget Amendment and authorize the City Manager or his representative to sign the agreement upon final review by the City Attorney and MCBCL.

## Recommendation

Staff recommends Council authorize the City Manager or his representative to sign the final agreement upon full review by the City Attorney and approval by MCBCL and approve the corresponding Budget Amendment.

Approved:  City Manager  City Attorney

Attachments:

- A Draft Proposed IGSA
- B Proposed Budget Amendment

**INTERGOVERNMENTAL SUPPORT AGREEMENT**

BETWEEN

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE

AND

City of Jacksonville

FOR

WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE MAINTENANCE,  
REPAIR, AND GENERAL SUPPORT

This Intergovernmental Support Agreement (IGSA) is between The City of Jacksonville (COJ) and Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). When referred to collectively, the COJ and the MCIEAST-MCB CAMLEJ are referred to as the "Parties".

1. BACKGROUND: Over the years there has been a noticeable surge in the costs associated with the maintenance and repair of drinking water and wastewater infrastructure and equipment at MCIEAST-MCB CAMLEJ. Additionally, the time it takes to procure replacement materials and complete maintenance and repair does not support the operational demands of the Base. Recognizing the importance of these challenges, the Parties determined to enter into an IGSA as a means to effectively address these concerns.

2. AUTHORITIES: The following authorities are referenced and used in support of this agreement:

- 2.1. Commanders Handbook, "Marine Corps Installation Partnership Program - Utilizing Intergovernmental Service Agreements" dated 19 September 2017
- 2.2. 10 U.S.C. §2679; formerly 10 U.S.C. §2336, "Installation-support Services: intergovernmental support agreements"
- 2.3. National Defense Authorization Act of 2015
- 2.4. 31 U.S.C. §3903, Prompt Payment Act
- 2.5. MCIEAST-MCB CAMLEJO 5530.25, "Access Control Regulations"
- 2.6. DoD Instruction 4000.19, "Support Agreements"

3. PURPOSE AND SCOPE: To establish the roles and responsibilities of the Parties regarding the execution of this partnership with the COJs Maintenance/Repair Facility in an effort to reduce Installation Water and Wastewater maintenance costs and turn-around times.

4. RESPONSIBILITIES OF THE PARTIES:

4.1. The MCIEAST-MCB CAMLEJ shall:

4.1.1. Appoint the Utilities Director, Water and Wastewater, as the Installation's Maintenance/Repair Coordinator to liaise with the COJ regarding all matters pertaining to this IGSA to include the following:

Attachment

**A**

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

4.1.2. Submit Water and Wastewater maintenance and repair requests to COJ at least seven days prior to the date the service is required.

4.1.3. Notify the COJ REPRESENTATIVE of the need for maintenance and/or support services by providing a scope of work with all necessary information.

4.1.4. Provide a completed iProcurement document to the COJ REPRESENTATIVE once identified services have been approved. This document will be completed by MCIEAST-MCB CAMLEJ and will include at a minimum the following information:

- 4.1.4.1. Identify the MCIEAST Unit.
- 4.1.4.2. Name and phone number of the MCIEAST Unit's financial contact.
- 4.1.4.3. Name and phone number of the MCIEAST Unit's technical contact.
- 4.1.4.4. Brief description of work the MCIEAST Unit is requesting.

4.1.5. Inspect and document receipt and acceptance of all services performed by COJ under this IGSA.

4.1.6. Pay COJ for all charges invoiced in accordance with the terms of Paragraph 4.3.4. and its subparagraphs.

4.1.7. Sponsor COJ employees, staff, and any 3rd Party Contractors performing duties in association with this IGSA while aboard the Installation.

4.2. The COJ shall:

4.2.1. Coordinate through the designated MCIEAST-MCB CAMLEJ Water and Wastewater Maintenance/Repair Coordinator for all matters regarding the execution of services arising from this IGSA.

4.2.2. Not accept equipment from or perform work for MCIEAST-MCB CAMLEJ without an iProcurement Document that includes information defined in paragraph 4.1.4.

4.2.3. Provide services identified in the scope of work and authorized in the iProcurement Document.

4.2.4. Invoice MCIEAST-MCB CAMLEJ for services rendered in accordance with the requirements of paragraph 7., of this IGSA.

4.2.5. Be responsible for any COJ employee and/or staff

M67358-XXXXX-AXXX

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

actions or repercussions to include damages caused by any COJ personnel and any costs associated with obtaining access to the installation.

4.2.6. Ensure COJ Employees are covered by Workers Compensation.

4.2.7. Provide services in accordance with the approved Scope of Work and iProcurement Document for MCIEAST- MCB-CAMLEJ Water and Wastewater.

4.2.8. Ensure COJ employees, staff, and any 3rd Party Contractors performing duties aboard the Installation in association with this agreement comply with Installation access policies referenced in Paragraph 2., subparagraphs 2.5. and 2.6. to include the following:

4.2.8.1. Personnel must be properly vetted, possess required personal and vehicular identification passes prior to gaining access to the installation, and abide by all installation security policies.

4.2.8.2. Installation security forces have the authority to conduct unannounced security inspections of any person or vehicle within the confines of MCB CAMLEJ and refuse access to any person at any time pursuant to applicable installation policy, procedures and regulations.

4.2.8.3. Information concerning installation operations that could result in, or increase the likelihood of a breach of installation physical security, operational security, or interrupt its continuity of operations, may not be disclosed or caused to be disseminated by anyone associated with this IGSA without prior approval by the MCIEAST-MCB CAMLEJ G-3.

4.2.8.4. Unauthorized disclosure of any information obtained as part of this IGSA relating to either installation operations, tenant commands/organizations, or services to any person not entitled to receive it, or failure to safeguard any classified

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

information from unauthorized release by  
COJ or any person under its control, may  
subject COJ and/or its employees and  
staff to criminal liability.

4.2.9. Be responsible for repairs if MCIEAST-MCB CAMLEJ  
water and wastewater equipment is negligently damaged while being  
serviced by a COJ employee.

4.3. Both parties agree to the following:

4.3.1. Any contract awarded by any Federal, State, local  
government pursuant to this IGSA was done in accordance with  
applicable Federal, State, and local government procurement  
requirements.

4.3.2. To establish a regular meeting schedule for the  
purposes of:

4.3.2.1. Identifying and presenting any issues and  
concerns that could potentially impede  
successful performance of the IGSA in a  
timely and professional manner.

4.3.2.2. Ensure compliance with all laws,  
regulations, policies, orders, and  
procedures referenced in paragraph 2., as  
well as any that may arise, and those  
identified in this IGSA.

4.3.3. For the purposes of this IGSA, will charge MCIEAST-  
MCB CAMLEJ the following fees:

4.3.3.1. Labor rates and any associated costs shall be  
identified to meet the Scope of Work requested. Labor rates will  
generally be calculated at \$200 per hour during regular business  
hours. Rates may vary for after regular business hours or emergency  
response.

4.3.3.2. COJ will charge a 10% administration fee on  
all material or supply  
purchases and a 10% administration fee for  
pass-through repairs requiring 3rd party  
vendors. This service agreement is with a  
military installation, therefore State or  
local taxes shall not be included in the  
invoices.

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

4.3.3.3. Payments for services provided by 3rd party vendors will be made directly to COJ.

4.3.4. MCIEAST-MCB CAMLEJ shall be responsible for the costs of parts and charges from 3rd party vendors necessary to complete a maintenance/repair job.

4.3.5. COJ shall complete identified services in accordance with timelines established in the Scope of Work. The City will promptly notify MCIEAST-MCB CAMLEJ of any delays beyond the City's control.

4.3.6. Based on equipment and funding availability, MCIEAST-MCB CAMLEJ representatives may request a temporary lease of equipment with similar capabilities to the equipment in repair.

4.3.7. Any damages to the short term leased equipment will be the responsibility of the leasing MCIEAST-MCB CAMLEJ organization.

5. PERSONNEL: Each party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT (POCs). The following POCs will be used by the Parties to communicate in the implementation of this IGSA. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1. For MCIEAST-MCB CAMLEJ:

6.1.1.1. Primary: Director of Utilities, Water and Wastewater

Phone: (910) 451-7190 ext. 223

6.1.1.2. Alternate: Director of G-7

Phone: (910) 451-7645

6.1.2. For COJ:

6.1.2.1. Primary: CoJ Project Manager

Phone: (910) 938-6552

6.1.2.2. Alternate: COJ Public Services Coordinator

Phone: (910) 938-5233

M67358-XXXXX-AXXX

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

6.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this IGSA will be sent via certified mail and addressed, if to the MCIEAST-MCB CAMLEJ-

6.2.1. Commanding General  
MCIEAST-MCB CAMLEJ  
Attn: AC/S G-7  
PSC Box 20005  
Camp Lejeune, NC 28547

and, if to the COJ:

6.2.2. City of Jacksonville  
Public Services Director  
Jacksonville, NC 28540

6.3. REVIEW OF AGREEMENT: This IGSA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

6.4. MODIFICATION OF AGREEMENT: This IGSA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

6.5. DISPUTES: Any disputes relating to this IGSA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

6.6. TRANSFERABILITY: This Agreement is not transferable except with the written consent of the Parties.

6.7. TERMINATION OF AGREEMENT: This IGSA may be terminated by either party by giving notice at least 180 days in advance of the desired termination date. The IGSA may also be terminated at any time upon the mutual written consent of the parties.

6.8. ENTIRE AGREEMENT: It is expressly understood and agreed that this IGSA embodies the entire agreement between the Parties regarding the IGSA's subject matter, thereby merging and superseding all prior agreements and representations by the Parties with respect to such subject matter.

6.9. EFFECTIVE DATE: This IGSA takes effect beginning on the day after the last Party signs.

6.10. EXPIRATION DATE: This Agreement expires 10 Years from date signed by the parties.

M67358-XXXXX-AXXX

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

6.11. NO THIRD PARTY BENEFICIARIES. Nothing in this IGSA, express or implied, is intended to give to, or will be construed to confer upon, any person or entity not a party any remedy or claim under or by reason of this IGSA and this IGSA will be for the sole and exclusive benefit of the Parties.

6.12. SEVERABILITY. If any term, provision, or condition of this IGSA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this IGSA and all remaining terms, provisions, and conditions of this IGSA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

6.14. OTHER FEDERAL AGENCIES. This IGSA does not bind any federal agency, other than the Parties, nor waive required compliance with any law or regulation.

## 7. FINANCIAL DETAILS

7.1. AVAILABILITY OF FUNDS: This IGSA does not document the obligation of funds between the Parties. The obligation of funds by the Parties is subject to the availability of appropriated funds pursuant to the DoD Financial Management Regulation. No provision in this IGSA will be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, Section 1341 of Title 31, United States Code.

7.1.1. Work will not be requested unless MCIEAST-MCB CAMLEJ has sufficient funds available to pay for the anticipated service cost.

7.1.2. Purchases or costs that exceed the agreed upon Scope of Work must be approved by the MCIEAST sponsor.

7.1.3. All other costs incidental to the execution of the maintenance/repair ticket will be identified and included in the final invoice.

7.1.4. MCIEAST-MCB CAMLEJ Departments will provide a record of Water and Wastewater Equipment repairs over the previous 30 days to the MCIEAST-MCB CAMLEJ G-7 at the beginning of each month. This record of transactions will be provided using the format contained in Appendix B.

M67358-XXXXX-AXXX

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

7.2. BILLING: The COJ will bill the MCIEAST-MCB CAMLEJ Water and Wastewater Maintenance Supervisor monthly completed work in accordance with the Scope of Work. The COJ will bill the MCIEAST-MCB CAMLEJ Water and Wastewater Maintenance Supervisor within 30 days of the completion of an approved Scope of Work. A record of transactions over the previous 30 days will be sent to the MCIEAST-MCB CAMLEJ at the beginning of each month.

7.3. PAYMENT OF BILLS: All MCIEAST-MCB CAMLEJ billing will be processed through the Wide Area Workflow (WAWF) - MISC Pay by the Defense Finance and Accounting Service (DFAS).

7.4. Financial POC:

7.4.1. For MCIEAST-MCB CAMLEJ:

7.4.1.1. Primary: Supervisor  
Phone: (910)451-4135

7.4.1.2. Alternate: Reimbursable Analyst  
Phone: (910)451-2428

7.4.2. For MCIEAST-MCB CAMLEJ Public Works (PW)

7.4.2.1. Primary: Betty Monroe  
Phone: (910)451-0851

7.4.2.2. Alternate: Steven Whited  
Phone: (910)451-7190 ext. 223

7.4.3. For COJ:

7.4.3.1. Primary: Roy Bredahl  
Phone: (910)938-6552

7.4.3.2. Alternate: COJ Accounts Receivables  
Phone: (910)938-5952

7.5. FINANCIAL SPECIFICS. See Attachment A for all other details and information on the reimbursable support identified in this IGSA.

8. List of Attachments:

8.1. Attachment A: Cost Benefit Analysis

8.2. Attachment B: Monthly Maintenance Report Example

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

APPROVED:

For the COJ-

For the MCIEAST-MCB CAMLEJ-

\_\_\_\_\_  
City of Jacksonville Manager

\_\_\_\_\_  
Deputy Commander  
Marine Corps Installations  
East-Marine Corps Base  
Camp Lejeune, NC

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Mid-Point Review Due:

\_\_\_\_\_  
(Date)

Mid-Point Review completed by:

\_\_\_\_\_  
Signature and Name of Reviewer

**Appendix A**

**COST BENEFIT ANALYSIS FOR THE PARTNERSHIP FOR THE MAINTENANCE AND  
REPAIR OF WATER AND WASTEWATER EQUIPMENT**

Date: 22 March 2022

**1. Service Description and Justification:**

a. Over recent years, MCIEAST-MCB-CAMLEJ water and wastewater equipment maintenance/repair costs have exceeded approved budget lines. Additionally, the time it takes to recover a piece of equipment from maintenance/repair does not support operational requirements. In accordance with the authorities referenced in paragraph 2. of this IGSA, the Parties met and determined to enter into this IGSA to address these matters.

**2. Marine Corps Costs (No Partnership):**

a. What are the USMC's costs to provide this service on its own?

MCB Camp Lejeune GF spends approximately \$425K annually on various water and wastewater equipment repairs executed through the Facilities Maintenance Indefinite Delivery/Indefinite Quantity (IDIQ) contract portion. Utilizing this contracting vehicle incurs a 15% overhead on all work, adds 45-60 days of administrative processing to the execution timeline, and depletes the annual fixed IDIQ threshold meant for facilities repairs for the Installation.

**3. Community Costs (No Partnership):**

a. How long has the Partner provided this service for itself?

The City of Jacksonville has provided water and wastewater equipment maintenance and repair service for its own equipment for 40+ Years.

b. What does the Partner pay (or charge itself) for hourly service fees?

Cost of repairs vary depending upon the type of work and/or level of repair necessary. Hourly costs are not tracked as this is an internal COJ capability. Other variables may include contracted services, cost of supplies and materials, and type of infrastructure or equipment being repaired.

SUBJ: WATER AND WASTEWATER EQUIPMENT AND INFRASTRUCTURE  
MAINTENANCE, REPAIR, AND GENERAL SUPPORT

**4. Shared Partnership Agreement Costs if (IGSA is Implemented):**

a. What would the USMC pay for the hourly service fees under the IGSA?

In comparison to paragraph 1.a. (above) of Appendix A, the Intergovernmental Support Agreement with COJ would cost 10% overhead vice 15%, and 2-5 days in administrative processing to the execution timeline as opposed to 45-60 days and will restore the full use of the Facilities Maintenance Contract's IDIQ capacity for facilities maintenance issues. Furthermore, this agreement benefits COJ through economies of scale.

b. Are there any cost increases or decreases forecasted by the partners during the term of the agreement?

None anticipated.

c. What are the annual savings to the USMC under the provisions of the IGSA?

USMC pays 10% overhead vice 15% and is able to return water and wastewater equipment to operational tasks in 2-5 days as opposed to 45-60 days as experienced through the current Facilities Maintenance Contract. Per paragraph 4.3.6 and 4.3.7. of this IGSA, the ability to temporarily lease replacement water and wastewater equipment during repair, avoids loss of operational capabilities including loss of water and/or sanitary sewer overflows.

**5. Additional Comments: None.**

Comment: Any services provided will be visible on monthly invoicing provided by the City.

ORDINANCE (2026-)

AN ORDINANCE AMENDING THE FISCAL YEAR 2026 BUDGET

BE IT ORDAINED by the Council of the City of Jacksonville, North Carolina that the following amendments to the Fiscal Year 2026 Water Sewer Fund budgets are hereby enacted:

**WATER SEWER FUND**

REVENUES	BUDGET	CHANGE	TOTAL
APPROPRIATED FUND BALANCE	1,480,518	500,000	1,980,518
TOTAL ADJUSTMENTS		500,000	
TOTAL FUND REVENUES	35,848,069	500,000	36,348,069
EXPENDITURES	BUDGET	CHANGE	TOTAL
W/S NON DEPARTMENTAL EXPENDITURES	14,288,290	500,000	14,788,290
TOTAL ADJUSTMENTS		500,000	
TOTAL FUND EXPENDITURES	35,848,069	500,000	36,348,069

*Increase the use of appropriated fund balance to execute the IGSA for the City to support MCBCCL with water and sewer repair, maintenance, equipment, and infrastructure (\$500,000).*

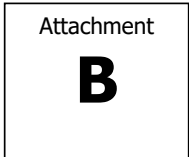
This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 3rd day of February, 2026.

\_\_\_\_\_  
Sammy Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Rose R. Marshburn, City Clerk





# City Council Report

Agenda	
Item:	<b>7</b>
Date:	2/3/2026

---

**Subject:** Water/Sewer Rate Model Discussion  
**Department:** Finance  
**Presented by:** Sabrina Adams, Finance Director  
**Presentation:** Yes

---

## Presentation Description

Staff will present the results from the Water and Sewer Rate Model which has been updated to include the projected FY27 capital projects and operating and maintenance budgets.

## Action

Review the Water and Sewer Rate Model projections.

Approved:  City Manager  City Attorney

Attachments: None



# City Council Report

Agenda Item:	<b>8</b>
Date:	2/3/2026

---

**Subject:** 2026 Property Tax Revaluation  
**Department:** City Manager's Office  
**Presented by:** Joshua W. Ray, City Manager  
**Presentation:** Yes

---

## Presentation Description

North Carolina General Statutes require that all NC counties reappraise real properties at least once every eight years. The statutes also provide that counties may revalue on a more frequent basis upon adoption of a resolution by the County Board of Commissioners.

The Onslow County Board of Commissioners adopted a resolution in 2001 requiring the County to conduct a revaluation effective January 1, 2006, and every four years thereafter.

Revaluation is the process of updating property values so that they reflect current market conditions.

The City of Jacksonville, and all other municipalities within Onslow County, are not involved in the revaluation process. The Tax Assessor's Office handles this function utilizing a system of review that includes the condition of the property and the market value of the property as of a specific date.

Staff will present information to the Council on the revaluation process and then schedule our next presentation to speak directly to the tax rate for the upcoming fiscal year. City Council is responsible for setting the City's tax rate annually during the budget development process.

## Action

No action requested at this time. Staff will present additional information to City Council at the next City Council Workshop Meeting in March.

Approved:  City Manager  City Attorney

Attachments: None