

PROPOSED AGENDA
REGULAR COUNCIL MEETING
March 17, 2026
5:30 PM

CALL TO ORDER - Mayor Sammy Phillips

PLEDGE OF ALLEGIANCE

INVOCATION

ADOPTION OF AGENDA

PUBLIC COMMENT

ADOPTION OF MINUTES AND CONSENT ITEMS

MINUTES: March 3, 2026 – Workshop Meeting

CONSENT

1. Automatic Aid Agreements for Fire Protection Between Southwest Volunteer Fire Department, Pumpkin Center Volunteer Fire Department and the City of Jacksonville
2. Resolution Authorizing Disposal of Weapons of Retired Police Officers
3. Sole Source Procurement – Inspiration Field

PUBLIC HEARINGS (*Legislative*)

4. Public Hearing – Annexation – James Padrick, Trustee – 167.64 +/- acres
5. Public Hearing (*Legislative*) Unified Development Ordinance (UDO) Text Amendment – Amendment to Article 4.3 Accessory Uses Standards, C. Specific Standards for Certain Accessory Uses 5. Food Vendor (Mobile) and FY26 Fee Schedule Amendment

NON-CONSENT

6. Designation of Voting Delegate for 2026 NCLM City Vision

CLOSED SESSION

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

REPORTS

Mayor

City Council

City Attorney

City Manager

ONE CITY, OUR CITY, MY CITY MOMENT

ADJOURNMENT

COUNCIL MINUTES
WORKSHOP MEETING

March 3, 2026

A Regular Workshop Meeting of the City Council of the City of Jacksonville was held Tuesday, March 3, 2026 beginning at 5:30 PM in Meeting Rooms A and B of City Hall. Present were: Mayor Sammy Phillips, presiding; Mayor Pro Tem Cindy Edwards; Council Members: Mickey Smith, Logan Sosa, Dr. Angelia Washington, Jerome Willingham and Michael Yaniero. Also present were: Joshua Ray, City Manager; Ronald Massey, Deputy City Manager; Rose Marshburn, City Clerk; and Francis “Razz” Rasberry, Attorney with Cauley Pridgen.

*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 5:35 PM.

ADOPTION OF AGENDA

A motion was made by Councilwoman Dr. Washington, seconded by Councilwoman Smith, and unanimously approved to adopt the agenda as amended to add a discussion regarding the Renaming of Henderson Drive or a portion of Henderson Drive Extension to James “XY” Brown Avenue.

ADOPTION OF MINUTES AND CONSENT ITEMS

A motion was made by Councilman Yaniero, seconded by Councilman Sosa, and unanimously approved to adopt the minutes of the February 17, 2026 Regular Meeting and the Consent items as presented.

CONSENT ITEMS

GENERAL LEGISLATIVE BUDGET AMENDMENT

Budget amendment requests had been submitted since the last legislative budget amendment. This budget amendment increased the use of fund balance in the Water Sewer Fund by \$84,000.

Council approved the budget amendment.

Ordinance 2026-19, Bk. 14, Pg. 561

BID AWARD – INSPIRATION FIELD

Three bids were received on December 29, 2025, for the construction phase of the

Inspiration Field at the Jacksonville Commons. The lowest responsive and responsible bidder, TE Davis Construction Co. of Jacksonville, NC, provided a base bid in the amount of \$1,154,739.00. They also provided a bid for the alternate in the amount of \$1,117,739.00 which downsized the pavilion included in the project from a 30' diameter to a 20' diameter.

The Council approved budget for this project was \$1,298,000.00. Of the approved budget, \$500,000 was received through a Part F Grant award. The bid and alternate were within the budget.

Council awarded the contract to TE Davis Construction Co. in the amount of \$1,117,739.00 for the alternate bid utilizing the 20' pavilion.

PARKING LOT LEASE BETWEEN CITY OF JACKSONVILLE AND ROTARY FOUNDATION

City Council previously approved a 10-year lease agreement with the Rotary Foundation on September 16, 2025, to provide additional public parking in the downtown district in the lot located behind the Rotary building. The Rotary Foundation subsequently offered its adjacent side lot for use as additional public parking. City staff determined that incorporating this space would further support ongoing downtown revitalization efforts and had negotiated a second 10-year lease agreement for this additional area.

As consideration for the lease, the City would complete a one-time improvement project consisting of milling, grading, resurfacing, paving, hardscaping, and landscaping, as detailed in Attachment B. This work would serve as full compensation for the entire lease term, with a total project cost not to exceed \$20,600. Under the agreement, the City may use the property exclusively for public parking and open space; the lease does not include any buildings or structures on the site, and no permanent structures may be installed. The Rotary Foundation retained the option to terminate the lease prior to the end of the 10-year term upon payment of the prorated balance of the lease value.

This project advanced City Council Goal 3: developing and implementing strategies to further downtown redevelopment; and supported the Fiscal Year 2026 Budget priority of Downtown Development. The City's full compensation for the entire 10-year lease term and would have a total project cost not to exceed \$20,600.

Council authorized the City Manager, or his designated representative, to execute the parking lot lease agreement with the Rotary Foundation.

ANNEXATION – JAMES PADRICK – 167.64 +/- ACRES

On behalf of James Padrick, Trustee, Kimley-Horn had submitted a petition for a voluntary annexation of a portion of one tract of land totaling 167.64 +/- acres that was contiguous to the current City limit boundaries.

The property was located at the end of Williamsburg Parkway and abuts the 488.63 +/- Thornwood, LLC property that was annexed into the City limits by Council at the January 20, 2026, Regular Meeting.

The developer proposed building 192 Single Family Homes with an average value of \$350,000 each.

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

As provided in North Carolina General Statute 160A-31, a Resolution had been prepared scheduling a Public Hearing for this annexation on March 17, 2026, at the Regular City Council Meeting.

Council adopted the Resolution as presented.

Resolution 2026-06, Bk. 7, Pg. 555

RECYCLING CONTRACT BETWEEN CITY OF JACKSONVILLE AND
SONOCO

On November 1, 2021, the City signed a contract with Sonoco for the processing of recycling material that expired on June 30, 2026. Under that contract, the City agreed to a base rate of \$95 per ton the first year with a \$5 per ton increase each additional year until the contract expired. The value of the recycled material was then subtracted from the base rate to derive the actual payment made to Sonoco. The current recycling contract with Sonoco would expire on June 30, 2026.

At the January 6, 2026, Regular Workshop Meeting, staff presented draft terms for the renewal of the recycling contract. Sonoco had proposed a 5-year contract, effective July 1, 2026, that continued the current base rate of \$115 for one additional year with incremental increases not

exceeding \$5 over the life of the contract.

The proposed contract included predetermined processing fees as outlined below. The weighted average value of comingled materials would then be subtracted from the tonnage prices as identified in the contract.

FY27: Processing Fee is \$115.00 per ton

FY28: Processing Fee is \$120.00 per ton

FY29: Processing Fee is \$125.00 per ton

FY30: Processing Fee is \$125.00 per ton

FY31: Processing Fee is \$130.00 per ton

Council authorized the City Manager, or his designated representative, to execute the recycling agreement with Sonoco.

PIEDMONT NATURAL GAS DISTRIBUTION EASEMENT

Piedmont Natural Gas had requested an easement from the City to provide service to 610 Court Street - commonly known as Elsa's Place. The easement would be located on City-owned property behind the 600 block of Court Street that was currently used as a public parking lot.

Approval of the easement would not impact the City's current or anticipated use of this property; however, if a conflict were to arise, Piedmont would be responsible for relocating the easement and service line at their cost.

Council approved the Grant of Easement and authorized the City Manager, or his designated representative to sign the documents.

DISCUSSION ITEMS (ACTION MAY OR MAY NOT BE TAKEN)

2026 ONSLOW COUNTY PROPERTY REVALUATION

Joshua Ray, City Manager, provided a detailed overview of the PowerPoint Presentation herein attached as Exhibit A. At the February 5, 2026, Special Workshop Meeting, staff gave an overview of the revaluation process and its impact on the City's tax base. North Carolina General Statutes (NCGS) required that all NC counties reappraise real properties at least once every eight years. The statutes also provided that counties may revalue on a more frequent basis upon adoption of a resolution by the County Board of Commissioners.

Onslow County currently completed the property revaluation process every four years pursuant to a resolution adopted by the Onslow County Board of Commissioners in 2001. This responsibility lay solely with the Onslow County Tax Assessor's Office, which determined property values based on established review methods, including assessment of property condition and market value as of a specified date.

Mr. Ray stated that NCGS required that all property, real and personal, be valued at market or retail value. Since personal property was valued at market value every year, periodic revaluations of real property were necessary to minimize inequities in the tax base over time. Property revaluation served to level the playing field and equalize the tax burden according to market value. While the County determined property values, City Council was responsible for establishing the City's tax rate annually as part of the budget process.

Mr. Ray also stated that the effective date of revaluations was January 1st, and notices were mailed around February 1st. Informal reviews would begin in March, the Board of Equalization and Review would convene for hearing formal tax appeals in May, and in June the Board of Commissioners would set the County tax rate using the new values.

He noted that property values had increased approximately 35-40% countywide since 2022, with an approximate increase of 36% in Jacksonville. Based on information received from Onslow County, growth was consistent across all areas, with no isolated spikes or inequities and the schedule of values ensured fair, uniform application of the changes.

Mr. Ray provided an overview of examples of estimated annual cost increases for City property taxes, based on an estimated 30% increase in property value, the City's tax rate and different property valuation amounts. He also reviewed the population size, property tax base, and estimated increase in value based on one penny on the tax rate of other municipalities in North Carolina compared to Jacksonville. In comparison to other municipalities, Mr. Ray noted that currently, the City was only able to tax approximately 46% of property within the City limits, because the estimated remaining 54% was owned by the United States Government.

Additionally, a breakdown of the cost of several City projects and their impact on the tax rate was given. Projects included: Uptown Jacksonville Debt Payment; Onslow County Fire Tax, Employee Benefits, Fire Station 3 Renovation Debt Payment, and Fund Balance Appropriation.

Council reviewed the status of the current fiscal year budget and discussed revenue requirements and potential impacts on the tax rate. Mr. Ray stated that approximately \$3,000,000 from the fund balance was allocated by the Council to balance the General Fund for the current fiscal year. This allocation ensured that adequate funding was available for services supported by the General Fund, including Police, Fire, Parks, and Recreation, as well as other municipal operations not associated with Water, Sewer, Sanitation, or Stormwater services. Using current estimates, he noted that one cent on the tax rate generated approximately \$420,000 in revenue. If that value increased to \$620,000 per penny due to growth in the tax base, balancing the upcoming fiscal year's General Fund could require an additional 4.9 cents on the tax rate to ensure revenues matched projected expenditures.

Based on a question posed by Councilman Yaniero, Mr. Ray clarified that these calculations were based on current operational projections and not on a revenue-neutral tax rate.

Discussion was held regarding how adopting the revenue-neutral rate would affect future calculations. If the Council reduced the tax rate to the estimated revenue-neutral level of approximately 46 cents and then added the projected operational increase of about 0.17 cents, the resulting tax rate would be approximately 63 cents. Adjusting the rate in this way would require revising earlier projections to reflect the updated tax bill for residents. As an example, renovation of Fire Station No. 3, the last of the City's four Fire Stations that had not been renovated or rebuilt, was estimated at approximately \$7,000,000. Financing that project over a 20-year term would require roughly \$400,000 in annual debt service, equating to approximately 64 cents on the tax rate. Another example involved employee benefits, which staff estimated could increase by approximately \$2,000,000 in FY27 to maintain competitive compensation and benefits for personnel within the City's defined labor market. That increase would represent approximately 3.2 additional cents on the tax rate.

Based on a question posed by Mayor Phillips, Mr. Ray said that if the County removed the fire tax currently included in City residents' County tax bills, the City could lose approximately \$1,400,000 in annual revenue that was currently provided to support Fire Department operations. To maintain service levels, the City would need to replace that revenue through another funding source, which would equate to approximately 2.26 cents on the tax rate.

Additionally, Mr. Ray reviewed the proposed Uptown Jacksonville project, noting that the first phase would require approximately \$4,000,000 annually in debt service if financed, equivalent to roughly 6 cents on the tax rate. He emphasized that each capital project presented in the Capital Improvement Plan could be translated into a similar “penny value” to show its impact on the tax rate and provide clear annual cost estimates.

Further discussion was held regarding the City’s use of fund balance. Mr. Ray stated that the Council’s key financial responsibilities included reviewing the annual audit and adopting the municipal budget. Actual expenses often came in slightly below projections due to factors such as salary lag, delayed purchases, or healthcare cost variations, which can result in revenues closely matching or exceeding expenses. The most recent audit showed that approximately \$7,000,000 from fund balance was used to support General Fund expenses as part of an approved financial strategy. He indicated that current trends suggested the City might finish the fiscal year near a balanced or slightly positive position, which could reduce the need for some projected tax rate increases.

Councilman Yaniero asked about the potential impact of County and regional tax policies on City revenues. Mr. Ray noted that Onslow County distributed sales tax revenue using an ad valorem method based on each municipality’s tax base and tax rate rather than a per-capita population method used in some counties. Under this system, the City’s sales tax distribution depended partly on its property tax rate and taxable property value. He noted that Jacksonville’s tax base was approximately \$4,000,000,000 compared to roughly \$2,600,000,000 in North Topsail Beach. Because the distribution formula relied on tax levy rather than population or point of sale, municipalities with smaller populations but higher property values could receive a disproportionate share of the sales tax revenue even when most retail transactions occurred within Jacksonville. Based on another question posed by Councilman Yaniero, Mr. Ray estimated that the difference between the current distribution method and a per-capita method amounted to a roughly \$7,000,000 loss for Jacksonville.

Multiple Council Members expressed concern that the current distribution formula placed Jacksonville at a disadvantage, as the City hosted a large share of retail activity and provided Public Safety and infrastructure services to residents and visitors from outside its corporate limits.

Councilman Yaniero stated that studies conducted during his tenure as the Chief of Jacksonville Police, indicated a significant portion of police calls for service involved individuals living outside City limits, meaning City resources were used to serve a broader regional population.

Discussion was held regarding how tourism-driven communities such as Surf City and North Topsail Beach might benefit from the current distribution formula even when sales tax revenue was generated within Jacksonville. Mr. Ray stated that under the existing formula Jacksonville, Holly Ridge, Swansboro, and Richlands operated at a net deficit in sales tax distribution, while North Topsail Beach, Surf City, and the County benefited from the arrangement.

Based on a question posed by Councilwoman Dr. Washington, Francis “Razz” Rasberry, Attorney with Cauley Pridgen, stated that the sales tax distribution system was established by North Carolina General Statutes. Counties acted as administrative subdivisions of the state for collecting and distributing sales tax revenues and were authorized to choose between the per-capita distribution method and the ad valorem “tax effort” method. Because the system was embedded in statute and has been in place for decades, changing it would require legislative action and significant lobbying efforts at the state level. Council Members acknowledged that the issue was largely political and could require sustained advocacy with County and state officials to address Jacksonville’s concerns.

Council further discussed broader legislative trends, including ongoing state studies examining property tax increases and potential limits on municipal tax rate adjustments following property revaluations. Members noted that while revenue-neutral rates may limit property tax increases, they could also reduce sales tax distributions under the current formula, potentially creating additional financial challenges for the City. Council agreed that public understanding of the relationship between property taxes, sales tax distribution, and municipal services was important for future discussions.

Councilman Willingham noted that there should be discussion on long-term strategies for strengthening the City’s tax base. He emphasized the importance of economic development projects, including the Uptown Jacksonville project, the proposed Jacksonville Harbor project, and other business-attraction efforts, as ways to expand commercial activity and increase taxable value

within the City. Annexation and development of high-value properties, particularly along waterfront areas, were also noted as potential opportunities to increase revenue capacity.

Mr. Ray outlined the next steps in the budget process, which included budget materials incorporating Council input and proposed initiatives for FY27 that would be presented at the April 7, 2026 Council Workshop Meeting. Following that presentation, Council would receive the draft budget books, a Public Hearing would be scheduled and conducted on the FY27 Budget to gather citizen input, and budget discussion would be held in May.

WATER AND SEWER RATE MODEL

Referring to Exhibit A, Sabrina Adams, Finance Director, stated that the City's first Water Sewer Rate Model was created in 2009 by Raftelis and then updated in 2017 by Stantec. Prior to the rate Model, rates fluctuated by large amounts. Between FY07 and FY09, rate increases were between 27% and 30% for the average customer. However, in FY19, Council committed to annual increases of 2.25%.

She provided a detailed overview of the financial and pricing objectives for the Water/Sewer Rate Model, which included: revenue sufficiency, revenue stability, rate stability, affordability, customer equity/impacts and conservation management. Additionally, revenue requirements were identified for proper operation and maintenance (O&M), development and growth of the system, and financial integrity.

Utility water and sewer bills included two main components: a fixed charge and a variable, or consumption-based charge. The fixed rate did not change due to how much water a customer used and was typically determined by the size of the customer's meter. This portion of the bill was designed to recover customer-related costs that remain constant regardless of usage, such as billing services, customer service operations, and meter maintenance. It could also help recover a portion of capital expenses and other fixed costs associated with maintaining the utility system. The second component was the variable or consumption charge, which was based on the amount of water used. This charge was calculated using a per-unit rate, often expressed per 100 gallons of water. These fees were intended to recover costs that increased as demand increased. For example, higher water usage required more chemicals for treatment and could lead to greater maintenance needs for infrastructure, both of which increased operational costs for the utility. The system also

incorporated an increasing block rate structure designed to encourage water conservation. While base charges provided revenue stability for the water and sewer system, they could affect affordability because customers could not control these charges through their usage; they remained the same each month. However, they played an important role in ensuring consistent funding for system operations. In evaluating monthly bills, staff often reviewed rates charged by other entities to determine whether the City's utility bills were generally comparable. While comparisons could provide context, they were not the sole factor in setting rates because each utility system had unique infrastructure, service requirements, and financial needs. The goal was to ensure that local water and sewer bills were not among the highest in the region. Staff also evaluated the overall affordability of service for the average customer. This assessment commonly used a benchmark established by the Environmental Protection Agency, which suggested that annual water and sewer costs should remain below approximately 4.5 percent of the median household income. Although this metric did not fully capture the burden on lower-income households, it provided a general standard for evaluating affordability, and current annual bills remained well below that threshold.

Ms. Adams stated that the rate calculation and Rate Model were impacted by the Capital Improvement Plan (CIP), O&M, Revenues, Annual Budget and even considered Water and Sewer Fund Balance. She said this Rate Model helped monitor the fund balance and ensured that the rate covered the CIP each year. The Rate Model assumed the following: non-rate-based revenues would grow at 1% annually; the expense escalation would be 1.5% to 5% per year based on category specific indices; and assumed CIP funded through FY2036.

The "Just In Time" rate increases for the Rate Model ensured that financial targets were met in every year, had a minimum Debt Service Coverage Ratio (DSCR) of 1.76, minimum "Day's Cash on Hand" of 365, and a projected average customer bill in 2036 of \$41.80 for water, and \$74.18 for sewer.

Ms. Adams noted that the City had implemented annual rate increases of about 2.25% since 2019, with the exception of the year that American Rescue Plan Act (ARPA) funding allowed the system to avoid a rate increase. During the review of the current Rate Model for FY27, it was observed that larger increases were projected only in the later years of the forecast. As a result, staff evaluated whether the utility could continue meeting its financial targets while implementing a lower rate adjustment of 1% over the next three years, given the system's current financial

position. She also noted that a comprehensive Water and Wastewater System Rate Model and Master Plan was currently being completed to guide future infrastructure and financial planning.

The Annual Rate Increase rate scenario for the Rate Model ensured that financial targets were met in every year, had a minimum DSCR of 1.86 and a minimum “Days’ Cash on Hand” of 380 days and a projected average customer bill in 2036 of \$34.79 for water, and \$62.27 for sewer. This was a notable difference from previously higher numbers for customer bills.

Ms. Adams stated that next steps would include: comments or additions by Mayor and Council; budget discussions; and adoption of the Water and Sewer Rate Model with the FY27 Budget, which would include the proposed 1% increase as part of the revenues; and within the Fee Schedule.

Discussion was held regarding the current \$59,000,000 within the Water and Sewer Fund Balance, unrestricted water and sewer funds and the cost of major infrastructure projects. Wally Hansen, Public Services Director noted that the Western Regional Project was estimated at approximately \$60,000,000 and was about halfway complete, while additional infrastructure would be required for other development projects. The investments were part of long-term planning to ensure adequate system capacity and avoid future development moratoriums. It was also noted that the community previously experienced significant rate increases during a past compliance period with the state, and current planning aimed to avoid similar situations by implementing smaller, gradual rate adjustments rather than large increases in the future.

Councilwoman Dr. Washington asked if any ARPA funds were utilized for the Western Regional Project. Mr. Hansen stated that approximately \$23,000,000 of ARPA funds received were utilized for the project.

FIRE PROTECTION AUTOMATIC AID AGREEMENTS DISCUSSION

As shown in Exhibit A, Edward Tallman, Fire Chief, gave an overview of the differences between Mutual Aid and Automatic Aid Agreements used to strengthen fire service response in the City and nearby jurisdictions. Mutual Aid occurred when one department requested assistance from another during an incident. The City has maintained several Mutual Aid Agreements for decades with partners such as Onslow County, the State, Coastal Carolina Community College, and Marine Corps Base Camp Lejeune (MCBCL). These agreements allowed departments to share

resources, respond to major events such as severe weather, and coordinate during emergencies like aircraft incidents.

Automatic Aid Agreements differed because additional departments were dispatched at the same time as City units on the initial alarm. This ensured extra personnel and equipment were already responding rather than being requested after crews arrived on scene. The City has had an automatic aid agreement with MCBCL since 2007, which had expanded over time to allow both departments to cover larger areas of the City and Base. Another Automatic Aid Agreement existed with Pumpkin Center for the industrial complex area.

These agreements provided important benefits, including faster response times, additional personnel for labor-intensive incidents such as structure fires and vehicle entrapments, and added resources like engines and water tankers in areas without hydrants. They also helped cover annexed or satellite areas of the City, improved operational efficiency during extreme weather conditions, and came at no additional cost to the City. The partnerships also contributed to maintaining the City's Insurance Services Office (ISO) Class 1 rating, which helped keep insurance rates lower for residents.

Chief Tallman noted that ISO ratings were largely based on travel distance to incidents and the number of firefighters arriving on scene for structure fires. Areas located more than five miles from fire coverage could receive a much lower ISO rating, making it important to ensure adequate coverage for newly annexed or satellite areas. Automatic Aid Agreements helped address this because personnel responding on the first alarm counted toward staffing levels, which improved ISO evaluations. Accreditation standards also benefited because they focused on response times and the number of responders arriving at incidents.

To strengthen coverage, the department developed Automatic Aid Agreements with Pumpkin Center Volunteer Fire Department (PCVFD) and Southwest Volunteer Fire Department (SWVFD). These agreements applied only to limited areas near the City limits and did not cover the entire districts of those departments. They also applied only to major incidents such as structure fires and vehicle entrapments, not medical or alarm calls. Under the agreements, the City could send an engine or ladder truck to specific areas requested by the volunteer departments, including locations such as Highland Forest and White Oak High School. In return, PCVFD and SWVFD

would send an engine and ladder truck into the City when needed. SWVFD agreed to assist in satellite areas of the City up to the New River, and PCVFD would respond along Western Boulevard, a major commercial corridor with large buildings that might require significant personnel. These partnerships would increase response coverage, support ISO and accreditation standards, and would benefit both the City and the volunteer departments.

Councilwoman Dr. Washington asked about the City's current Fire response time. Chief Tallman said the current response time was 6 minutes, 2 seconds, which was the total response time. This included the time the call was taken, the turnout time, and travel time; without these, the response time was approximately 4 minutes.

Discussion was held regarding the regional and financial benefits of Mutual Aid and Automatic Aid Agreements. By sharing resources across the County, costs were reduced for all citizens, not just City residents, while improving response times for first responders. A past chemical fire at the water plant illustrated how Automatic Aid brought specialized teams quickly, including hazmat units and statewide resources, ensuring incidents were addressed efficiently. These agreements also reduced the need to purchase duplicate equipment, which saved taxpayer money, especially for items that were infrequently used, such as tankers or specialized hazmat suits.

Further discussion was held regarding ongoing efforts by Chief Tallman to expand both Mutual Aid and Automatic Aid Agreements to strengthen community-wide response. These agreements prioritized life and safety, going beyond ISO ratings or accreditation standards, reflecting the department's commitment to saving lives. Training, including CPR and trauma response for Public Safety Officers, complemented these agreements to ensure that advanced care was available as quickly as possible, typically within four to six minutes inside the City.

Chief Tallman concluded by recognizing that these achievements were a team effort, emphasizing that response times were measured in "customer seconds," reflecting the importance of serving the community effectively and saving lives. The proposed Automatic Aid Agreements with PCVFD and SWVFD would be brought back for Council approval at the March 17, 2026 Regular Meeting.

HOUSING POLICY UPDATE

Regarding Exhibit A, Terrell Blackmon, Assistant City Manager, provided a Housing Policy Update to Council on the City's affordable housing assessment that was conducted by the Development Finance Initiative (DFI) with the School of Government at the University of North Carolina. As a result of the assessment, staff determined that the City's affordable housing priorities should focus on new infill single-family home construction, housing rehabilitation and strategic lot acquisition for future workforce housing development. Further, as the City established its affordable housing priorities, it was imperative that the City's local housing policies were both adaptable and innovative to meet the needs of the community while maintaining compliance with state and federal housing policy and legislation.

He informed Council about upcoming federal legislation called the Housing for the 21st Century Act, which had already passed the House and was expected to pass the Senate before going to the President for signature. A key provision of the legislation would allow Community Development Block Grant (CDBG) funds to be used for new construction of affordable housing. Currently, the City had been limited to reconstruction on existing lots, so this change would expand the City's ability to build new affordable housing using both current CDBG funding and program income.

Staff was reviewing available land inventory to support this effort and currently had approximately eight lots available for potential development. Increasing this inventory would be necessary, either through purchasing scattered site lots or strategically acquiring larger parcels. It was also noted that scattered-site development could help build homes more quickly for families, while larger tracts often required lengthy environmental review and entitlement processes, which could delay development for years.

The legislation might also provide guidance on local zoning and land use practices and offer grants to local governments for pre-approved housing designs, including accessory dwelling units (ADUs). These grants could provide house plans, blueprints, and design support that emphasized affordability, environmental sustainability, and energy efficiency. Another provision being discussed at the federal level would adjust Veteran Administration (VA) program rules by excluding certain disability income from total household income calculations, which could allow

more individuals to qualify for housing assistance programs.

Mr. Blackmon emphasized that the most effective strategy for creating affordable housing in recent years had been working with housing partners. Several projects were currently underway, including 64 units planned in the Commons by Carolina Statewide Development, LLC, 12 supportive housing units being developed by East Carolina Community Development, Inc. to help individuals experiencing homelessness, and an additional 72 units planned by Taft Development, which secured its own financing. The City currently produced about two new or reconstructed homes per year through its housing programs and with expanded flexibility in the CDBG program, staff hoped to increase production to four homes per year and potentially up to six.

Mr. Blackmon reviewed income thresholds used for housing programs. In Onslow County, the median income for a four-person household was \$80,800, and CDBG programs typically served households earning 80% of that amount, or approximately \$64,650. Based on affordability guidelines, families earning 40% of median income could only afford a home priced around \$107,000, which was below the current housing market in the area. Even households at 60% of median income could only afford homes around \$161,600, which remained scarce locally. At the upper limit of the program, households earning 80% of median income could afford homes around \$215,500, which was still below the current median home price.

To address this gap, staff was exploring the use of the City's Economic Impact Fund, which Council previously set aside for Economic Development and housing initiatives. One proposal was to create a revolving construction fund that could finance new housing construction. Under this approach, the City would use the funds to build homes, sell them, and then reinvest the proceeds into future projects, potentially doubling the City's housing production.

Mr. Blackmon discussed legal considerations related to housing development. When the City sold property at fair market value, it could negotiate directly with developers. However, if the City sold land below market value or provided subsidies, it must exercise certain powers under state housing authority statutes. This would not require creating a separate housing authority but would involve Council adopting a resolution granting the City the authority to use those powers. This authority would allow the City to negotiate directly with developers and potentially encourage affordable housing development by offering land at a reduced cost. He noted that other cities,

including Fayetteville, had taken similar steps after receiving guidance from the School of Government. These tools could help attract private developers, especially since affordable housing projects could be difficult to finance. One strategy involved requiring that at least 20% of units in a development be reserved for households earning 60% or less of the area median income, while allowing the remaining units to be sold at higher income levels to help make the project financially viable.

Mr. Blackmon stated that no immediate action was required but asked Council to consider several ideas. These included continuing land acquisition, rehabilitation projects, and down payment assistance, while also exploring the creation of a revolving construction fund using Economic Impact Fund dollars. Council was also being asked to consider adopting a resolution granting the City the authority to exercise housing authority powers, which would provide additional flexibility in negotiating affordable housing projects and expanding housing opportunities within the community.

Discussion was held regarding the sale of a home through the City's housing program and the affordability measures associated with the sale. Staff explained that the home included a deferred, forgivable second mortgage tied to the land value, estimated between \$25,000 and \$30,000 depending on the final appraisal, which would reduce the overall purchase cost for the buyer and support affordable homeownership. Council members noted that such programs helped stabilize neighborhoods, added taxpayers to the community, and potentially freed up affordable rental units.

RENAMING OF HENDERSON DRIVE OR A PORTION OF HENDERSON
EXTENSION TO JAMES "XY" BROWN AVENUE

Mr. Ray stated that staff had reviewed options available to Council in response to two community requests to name locations in honor of individuals: one for James "XY" Brown and one for Ken Hagan. Staff noted that Council was limited by existing policies governing the naming of City streets, parks, facilities, and buildings. These policies considered factors such as the individual's impact on the community and whether the person was living or deceased. Staff indicated that they would compile the relevant information and provide Council with a report via email outlining the applicable policies and available options.

Mr. Ray noted that if Council wished to name a City street after an individual, there were generally two options when the street was municipally owned. Council could vote to officially rename the street, or it could designate a commemorative section of the street. Under a commemorative designation, the street name and addresses would remain unchanged, but signage would be installed recognizing the individual's contributions. He cited an example from Wilmington, where a section of downtown was designated as a commemorative way for Major General McNeil. In that case, the street name and addresses remained the same, while signage within certain blocks recognized the individual's service to the community and the country.

Henderson Drive was a state-owned road, and as such, Council would need to adopt a resolution supporting the designation and submit it to the North Carolina Department of Transportation (NCDOT) District Engineer's Office for review. Mr. Ray stated that the commemorative designation would not require petitions or approval from property owners, whereas renaming a street could involve significant impacts to property addresses. Between Marine Boulevard and Western Boulevard there were 389 addresses, and between Marine Boulevard and Gum Branch Road there were 246 addresses, highlighting the large number of properties that could be affected. Mr. Ray referenced a previous example in which Council designated a segment of the Jacksonville Bypass in honor of Dr. Martin Luther King, Jr. and Coretta Scott King in 2006. In that instance, the commemorative designation applied to a segment of the roadway without affecting existing addresses.

Staff expressed support for the commemorative approach, noting that other cities had used similar designations when many addresses were involved. The primary cost to the City would likely involve signage, as was done in Wilmington, where funds were allocated to update marketing and street signs. He noted that Henderson Drive was a particularly meaningful location because Officer Brown served there for many years, ensuring the safety of schoolchildren and recognizing his 68 years of service at that location would be fitting. Mr. Ray also reiterated the second community request for recognition, Mr. Hagan at the Commons, stating that both requests provided meaningful opportunities for Council to honor citizens who contributed to the community.

Mayor Pro Tem Edwards discussed the idea of incorporating recognition into the African American Heritage Trail, including the possible installation of interpretive signage near the school

where the officer regularly served. She noted that the Heritage Trail signage process was coordinated through the Chamber of Commerce's Business Diversity Council, with funding for signage often provided through the County's tourism initiatives. An application could be submitted for the site where the officer was stationed daily, which remained a gathering point for students and families.

She also highlighted that renaming a street could create significant burdens for businesses along Henderson Drive, as address changes required updates to vendor accounts, financial records, marketing materials, and other documentation. A commemorative designation was therefore viewed by some as a practical alternative that would allow recognition without imposing costs on local businesses.

Based on a question posed by Councilman Yaniero, Mr. Ray stated that renaming NCDOT roads would require Council to adopt a resolution and submit it to the department, which would review the request according to state policies. Those policies included ensuring the proposed designation did not conflict with other roadway names, acknowledging that the designation could be removed if necessary, and demonstrating local support. If Council chose to proceed, staff indicated they would begin discussions with the NCDOT District Engineer's Office to explore the commemorative designation for the proposed section of roadway.

Additionally, Mr. Ray requested that Council allow time for staff to compile additional information based on the feedback discussed, and potentially a public hearing to gain community input, before returning to Council for further direction on how to establish moving forward with similar requests in future.

It was the consensus of Council for staff to move forward with communicating with NCDOT regarding the process of renaming the street and gathering additional information for Council to consider.

Councilman Willingham requested additional information specifically about the history of Henderson Drive, and whether the name was derived from something historical, as part of staff's report to Council.

ONE CITY, OUR CITY, MY CITY

Mr. Ray stated that the City recently hosted the Chamber of Commerce Leadership Class during its visit to Jacksonville, where participants toured several City facilities, including Sturgeon

City and the renovated Marina Park property. The class also learned about local government operations and community-oriented policing. Three City employees, Nancy Ortiz, Jennifer Ansel, and Megan Carter were participating in this year's class. He emphasized that the program strengthened partnerships between the City and the Chamber while helping community members better understand local government.

He also highlighted the City's Employee Longevity Recognition Event held on Monday, March 2, 2026. Employees were honored for their years of service, including three employees who reached 40 years of service: Tammy Adams, Rodney Lewis, and Helen Thompson. Mr. Ray noted the importance of recognizing the dedication and contributions of long-serving employees.

Mr. Ray acknowledged the 20th anniversary of the launch of G10 television, the City's public access channel that continues to broadcast government meetings and provide public information to Jacksonville and surrounding communities. Staff recognized community leaders involved in its original launch and noted the channel's continued role in keeping residents informed.

ADJOURNMENT

A motion was made by Mayor Pro Tem Edwards, seconded by Councilman Willingham, and unanimously adopted to adjourn the meeting at 7:49 PM.

Exhibit "A"

Jacksonville City Council



Regular & Workshop Meeting
March 3, 2026


Discussion Item

2026 Onslow County Property Revaluation

Agenda Item 7


2026 Onslow County Revaluation

- Onslow County is currently in the process of completing the property revaluation for 2026.
- Property Valuation notices have been mailed out to property owners.




What is Property Revaluation?

- NCGS requires that all property, real and personal, be valued at market or retail value.
- Since personal property is valued at market value every year, periodic revaluations of real property are necessary to minimize inequities in the tax base over time.
- The revaluation serves to level the playing field and equalize the tax burden according to market value.




NCGS 105-286

- 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.



Onslow County Revaluations

- 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.
- Onslow County is currently in the process of completing the property revaluation for 2026.



What's the Process?

- County Tax Assessor's Office staff collects data based on existing property values and recent sales.
- They analyze the data, update values, complete statistical testing, and then the values are validated by the NC Department of Revenue.
- The schedule of values is delivered to the Board for review.



Taxable Value

- The taxable value is the value determined by the Onslow County Tax Assessor's Office.
- This value is the property's assessed value as of January 1, minus any exemptions or deferrals you may qualify for.



Key Information

- Property Values have increased 35-40% countywide since 2022
- Growth has been consistent across all areas, no isolated spikes or inequities
- The Schedule of Values ensures fair, uniform application of those changes
- The goal of the Assessor's Office is equity and transparency



Understanding the Market Increase

Median Sales Ratio	=	73%
Median Assessed Value (2022)	=	\$215,878
Median Sales Price (2025)	=	\$295,000
Market Increase	=	37%



How is Property Tax Calculated?

- The property tax bill is made up of two parts:
 - Taxable Value
 - Tax Rate

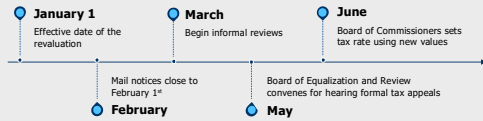


Tax Rate

- The tax rate is set by the City of Jacksonville CityCouncil during the annual budget process.
- The current tax rate for the City is:
 - \$0.60 per \$100 of valuation



Timeline after Revaluation



Property Tax Analysis

Current Valuation	30% Reval
\$100,000	\$130,000
\$200,000	\$260,000
\$300,000	\$390,000
\$400,000	\$520,000
\$500,000	\$650,000



\$100,000 Valuation				
Reval %	New Value	Tax Rate	Annual Tax Increase	Monthly Increase
30% Reval	\$130,000	\$0.60	\$180	\$15

\$200,000 Current Valuation				
Reval %	New Value	Tax Rate	Annual Tax Increase	Monthly Increase
30% Reval	\$260,000	\$0.60	\$360	\$30

\$300,000 Current Valuation				
Reval %	New Value	Tax Rate	Annual Tax Increase	Monthly Increase
30% Reval	\$390,000	\$0.60	\$540	\$45



\$400,000 Current Valuation				
Reval %	New Value	Tax Rate	Annual Tax Increase	Monthly Increase
30% Reval	\$520,000	\$0.60	\$720	\$60

\$500,000 Current Valuation				
Reval %	New Value	Tax Rate	Annual Tax Increase	Monthly Increase
30% Reval	\$650,000	\$0.60	\$900	\$75



City	Population	Property Tax Base	One Penny on Tax Rate
Fayetteville	211,756	\$21,822,000,000	\$2,182,200
Wilmington	126,256	\$35,302,660,000	\$3,530,266
Greenville	96,899	\$11,610,927,757	\$1,161,093
Gastonia	85,636	\$11,269,836,902	\$1,126,984
Jacksonville	73,494	\$4,275,500,000	\$427,550
Hickory	46,024	\$8,517,920,401	\$851,792



Cost of Services

Expense	Project Cost	Tax Rate Impact
Uptown Jacksonville Debt Payment	\$4,000,000	6.44 cents
Onslow County Fire Tax	\$1,400,000	2.26 cents
Employee Benefits	\$2,000,000	3.22 cents
Fire Station #3 Reno Debt Payment	\$ 400,000	.64 cents
Fund Balance Appropriation	\$3,039,628	4.90 cents
Total Impact		17.46 cents



Next Steps

- Present additional information to Council at the April 7, 2026 Workshop Meeting



Discussion Item

Water and Sewer Rate Model Discussion

Agenda Item 8

Rate Model History

- Contracted with Raftelis March 2009
- Initial rate study report and model delivered August 2009
- Develop a financial planning model to project revenue requirements, allocate costs, and determine rates



Rate Model History

- Rates prior to rate model fluctuated by large amounts
- FY07-FY09 included rate increases of 27% to 30% for the average customer
- In FY19, City Council committed to annual increases of 2.25%



Financial and Pricing Objectives

- Revenue Sufficiency
- Revenue Stability
- Rate Stability
- Affordability
- Customer Equity/Impacts
- Conservation Management



Identify Revenue Requirements

- Proper operation & maintenance (O&M)
- Development and growth of the system
- Financial integrity



Fixed Charges

- Does not vary with customer usage
- Fixed charges typically recover customer related costs
- May include recovery of a portion of capital costs and other fixed costs



Variable (Consumption) Charges

- Vary with amount of water used
- Recover utility costs that vary with usage patterns
- Recover some portion of fixed costs



Rate Structure

- Increasing block rate structure promotes conservation
- Base charges promote revenue stability but impact affordability
- Existing monthly bills for average customers are comparable to other utilities
- Existing annual bills for average customers are affordable as defined by EPA



Rate Calculation/Model

- Impacted by CIP, Operations & Maintenance, Revenues, and Budget
- Considers Water & Sewer Fund Balance
- Rate Approved by Council Annually
- 2.25% Inc Annually (Current Practice)



Model Assumptions

- Non rate-based revenues to grow at 1% annually
- Expense escalation 1.5% - 5% per year based on category specific indices
- FY27 Proposed CIP used with projects through 2036



FY27 Rate Model Panel Scenarios

- "Just in Time" rate increases vary annually based on capital needs
- Set to meet financial targets in each year

FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.99%	12.90%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.99%	12.90%

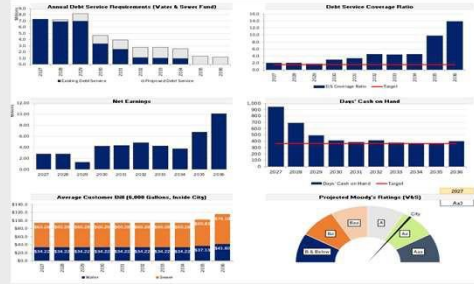


"Just in Time" Rate Increases

- Financial targets are met in every year
- Minimum debt service coverage = 1.76x
- Minimum days cash on hand = 365 days
- Average customer bill in 2036
 - Water - \$41.80
 - Sewer - \$74.18



"Just in Time" Rate Increases



FY27 Rate Model Panel Scenarios

- Planned Annual Water and Sewer Rate Increases of 1%
- Rate Does Not Change Based On Capital Needs

FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
1.00%	1.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1.00%	1.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

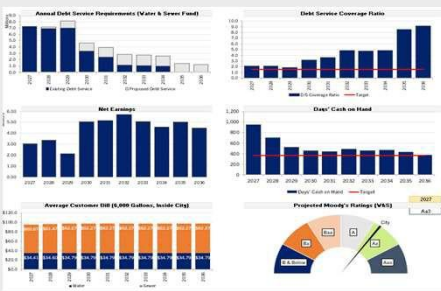


Annual Rate Increases

- Financial targets are met in every year
- Minimum debt service coverage = 1.86x
- Minimum days cash on hand = 380 days
- Average customer bill in 2036
 - Water - \$34.79
 - Sewer - \$62.27



Annual Rate Increases



Discussion Item

Fire Protection Automatic Aid Agreements Discussion

Agenda Item 9

Memorandums of Understanding

- Mutual Aid Agreements
 - County and State
 - Coastal Carolina Community College
 - Air Station Crash/Fire Rescue
- Automatic Aid Agreements
 - Camp Lejeune (2007)
 - Industrial Complex (1990)



Automatic Aid Benefits

- Responders and Resources
- Satellite Coverage
- Cost
- ISO
- Accreditation



Automatic Aid Requests

- Pumpkin Center and Southwest VFD
 - Structure Fires
 - Engine, Ladder, Tanker
 - Vehicle Entrapments
 - Engine, Rescue, Ladder



Discussion Item

Housing Policy Update

Agenda Item 10

Development Finance Initiative (DFI)

- Conducted a community scan
- Conducted a housing needs assessment
- Conducted small group community engagement activities
- **Established affordable housing priorities for site identification in collaboration with the City of Jacksonville.**



Community Development Block Grant

A program administered by **HUD** that provides communities with resources to address a wide range of unique community development needs

Benefit Low & Moderate Income

Slum & Blight Removal

Urgent Need



Housing for the 21st Century Act

- **The Housing for the 21st Century Act (H.R. 6644) was introduced to address the nationwide housing shortage and high housing costs by streamlining regulations, expanding financing options, and modernizing federal housing programs.**
 - Expands the CDBG program to allow **new construction** of affordable housing as an eligible activity.



Affordable Housing Partners

- **Carolina Statewide Development, LLC (awarded)**
 - 64 low-income units - \$10.3M Federal LIHTC; \$576K donated city land
 - Allocated \$250,000 CDBG funds
- **East Carolina Community Development, Inc.**
 - 12 supportive units - \$2.692M NCHFA – SHARP (Supportive Housing American Rescue Plan) **(awarded)**
 - Allocated \$225,000 CDBG funds
- **Taft Development**
 - 72 Multi-family units



FY25 – Annual Action Plan Performance

Goal	Expected Outcome	Actual Outcome
Homeownership Assistance	1 Households Assisted	1 Households Assisted
Affordable Housing – Rental	84 Household Housing Unit Constructed	84 Units Proposed With 2 Developers
Economic Development	10 Businesses Assisted	6 Owners in 1 st Cohort with Genesis Block



FY25 – Annual Action Plan Performance

Goal	Expected Outcome	Actual Outcome
Clearance & Demolition	10 Buildings Demolished	3 Complete 2 Pending
Residential Rehabilitation	4 Household Housing Units	2 Underway 2 Pending
Acquisition of Property	4 Household Housing Units -	2 Acquired 1 Pending
Nonprofit Public Services	500 Persons Assisted	266 Persons Assisted



FY 2025 Income Limit Category

Jacksonville, NC MSA

Income Limits (4 Person)		Home Price
Extremely Low (40%)	32,150	107,167
Very Low (60%)	48,480	161,600
Moderate (80%)	64,650	215,500
Median (100%)	80,800	269,333
Above (120%)	96,960	323,200



• 3 bedroom
• 2 bathroom
\$208,650



For Sale

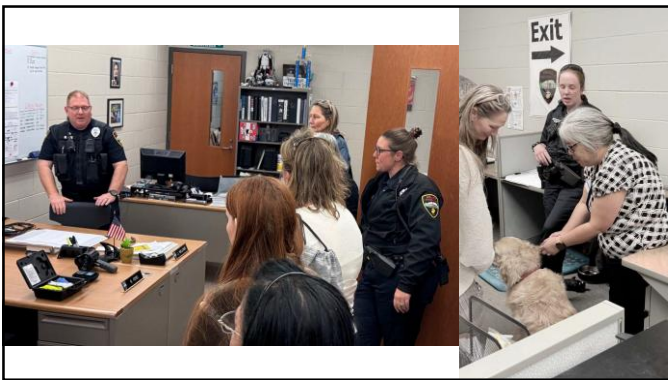
408 Anne Street

408 Anne Street awaits you. Built in 2025, this 3-bedroom, 2-bathroom home is available. Split bedroom floor plan, master walk-in closet, no carpet throughout home, washer and dryer hookups, and located in Downtown Jacksonville. To qualify, potential homeowners must attend homebuyer education, money management class, and housing counseling with the City of Jacksonville, while meeting the Average Median Income (AMI) qualifications and qualify for a 1st time mortgage. Down Payment Assistance is available.

910 938-5286

JacksonvilleNC.gov/NIS





G10TV
20 Years Ago, Today





Request for City Council Action

Consent
Agenda
Item: **1**
Date: 3/17/2026

Subject: Automatic Aid Agreements for Fire Protection Between Southwest Volunteer Fire Department, Pumpkin Center Volunteer Fire Department and the City of Jacksonville

Department: Fire

Presented by: Edward Tallman, Fire Chief

Presentation: No

Issue Statement

Jacksonville Fire Department (JFD) is requesting approval of the attached Automatic Aid Agreements (AAA's), between the City of Jacksonville, Southwest Volunteer Fire Department (SWVFD) and Pumpkin Center Volunteer Fire Department (PCVFD), to formally allow for enhanced emergency response capabilities inside the City of Jacksonville, to include satellite City annexations, and the County volunteer fire districts of SWVFD and PCVFD.

Financial Impact

Each party is responsible for all costs of its personnel, including pay and benefits, support, and travel.

Action Needed

Consider approving the Automatic Aid Agreements between SWVFD, PCVFD, and the City of Jacksonville and authorizing the City Manager or his designated representative to sign and execute the agreements.

Recommendation

Staff recommends Council approve the Automatic Aid Agreements and authorize the City Manager or his designated representative to sign and execute the agreements.

Approved: City Manager City Attorney

Attachments:

- A Automatic Aid Agreement with SWVFD
- B Automatic Aid Agreement with PCVFD



Staff Report

**Consent
Agenda
Item: 1**

AAA's for Fire Protection Between Southwest Volunteer Fire Department, Pumpkin Center Volunteer Fire Department and the City of Jacksonville

Staff Summary

The City of Jacksonville has had a Mutual Aid Agreement with Onslow County since December of 1990 to provide firefighting services inside the City and in the County. JFD, SWVFD, and PCVFD are looking to enhance their response capabilities, with the Automatic Aid Agreement in the City and in their respective fire districts in responses to fires (structural and vehicle) and vehicle entrapments. This is predicted to enhance our ISO rating for structure fires with putting more personnel on scene and assisting with fire response for the City's satellite annexations that are located in the SWVFD and PCVFD fire districts.

This will also incorporate the Automatic Aid agreement with PCVFD to the industrial complex (White Street area).

The two automatic aid agreements are lawful and fall within the established authority. This plan is consistent with existing automatic aid memorandums of understanding with Camp Lejeune Fire and Emergency Services and the Pumpkin Center Volunteer Fire Department. The plan is fiscally responsible, as each party remains accountable for its own costs, including personnel, compensation and benefits, support, and travel. The implementation of these agreements is expected to enhance service delivery, particularly in satellite annexations. The agreements have received approval from the Chiefs of the respective departments and may be enacted following Council approval and the City Manager's signature. Existing agreements have demonstrated effectiveness over several decades and will continue to be reviewed annually for performance and necessary updates.

Financial Analysis:

No Impact

Procedural History

- Mutual Aid Enacted December 1990
- Presented in a Council Workshop on March 3, 2027

Stakeholders

- Citizens of Jacksonville
- Citizens of Onslow County
- Jacksonville Fire Department

AUTOMATIC AID AGREEMENT
BETWEEN
CITY OF JACKSONVILLE, NC
AND
SOUTHWEST VOLUNTEER FIRE DEPARTMENT
FOR
RECIPROCAL EMERGENCY SERVICES PROTECTION

This is an Automatic Aid Agreement (AAA) between the CITY OF JACKSONVILLE, NC (City) at 815 New Bridge Street Jacksonville, NC 28540 and SOUTHWEST Volunteer Fire Department (SWVFD) at 2031 Pony Farm Road Jacksonville, NC 28540. When referred to collectively, the City and SWVFD are referred to as the “Parties.”

1. PURPOSE AND SCOPE: This AAA defines the relationship between the Parties as a reciprocal automatic aid and fire protection agreement.

1.1 Excluded from this AAA are calls excluding structure fires and vehicle extrications. Requests for aid not covered in this agreement will fall under a Mutual Aid request.

1.2 Definition of fire protection includes personal services and equipment required for the purposes of structural firefighting and vehicle extrications.

2. RESPONSIBILITIES OF THE PARTIES:

2.1 The City will:

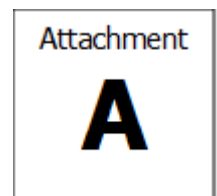
2.1.1 Provide the following resources for the Automatic Aid Response to SWVFD:

2.1.1.1 Engine company for all structure fires in the Hinson Arms and Osprey Cove South Apartment Complexes.

2.1.1.2 Engine for all structure fires in a three (3) mile radius from the City’s Fire Department

Station 1.

2.1.1.3 Engine, Rescue, or Ladder truck for all vehicle extrications within a three (3) mile radius from the City’s Fire Department Station 1.



2.1.1.4 For all significant incidents where the City deploys resources, a Chief Officer will respond when available and report to Command as a liaison and/or support within the ICS system.

2.2 The following officials are authorized to request Mutual Aid assistance on behalf of the City:

2.2.1 Fire Chief, Jacksonville Fire Department (JFD)

2.2.2 Deputy Chief, JFD

2.2.3 Senior On-Duty Fire Officer, JFD

2.2.1.1 Requests made by the City to SWVFD shall go through Jacksonville Communications Center at 910-938-7585 or via integrated radio communication system.

2.3 SWVFD will:

2.3.1 Provide the following resources for Automatic Aid Response to the City:

2.3.1.1 Engine or Tanker truck for all structure fires in the area of Jacksonville Landing to southern area of City Limits to include Yopp Rd, Blue Creek School Rd, future city properties and satellite annexations to include but not be limited to Hidden Hills and Stallion Crossing subdivisions.

2.3.1.2 Engine, Rescue, or Tanker truck with extrication tools for all vehicle extrications on Wilmington Hwy., South Marine Blvd., Jacksonville Bypass up to Sewell Bridge.

2.4 The following officials are authorized to request Mutual Aid Assistance on behalf of SWVFD:

2.4.1 Fire Chief, SWVFD

2.4.2 Assistant Chief, SWVFD

2.4.3 Captain or IC, SWVFD

2.4.1.1 Requests made by SWVFD to the City shall go through the Onslow County Communications Center at 910-455-9119 or via integrated radio communication system.

2.5 Both parties agree:

2.5.1 It is in the best interest of public safety for both Parties to mutually support the other Party's response to structural fires and vehicle extrication emergencies that pose immediate danger to life and/or property automatically, regardless of jurisdictional boundaries.

2.5.1.1 The lands or districts of the Parties are adjacent or contiguous so that aid assistance in fire and emergency services is deemed sound, desirable, practicable, and beneficial.

2.5.1.2 All reciprocal automatic aid provided under the terms of this AAA shall be on a non-reimbursable basis.

2.5.2 Automatically (Automatic Aid) or upon request (Mutual Aid) dispatch, to those predetermined geographic locations and emergency types, available firefighting apparatus and personnel to an emergency that is within the jurisdictional boundaries of the other Party when holistic resources are not adequate enough to successfully respond to and/or mitigate the emergency effectively.

2.5.3 Assistance under this AAA shall not be mandatory, but the Requested Party should immediately inform the Requesting Party if, for any reason, assistance cannot be rendered.

2.5.4 Upon receipt of a request from designated officials, from the City or SWVFD, the Receiving Party will furnish emergency services indicated in this AAA to the extent the recipient of such request deems such services are available at the time of the incident.

2.5.5 Deployed resources will remain on scene for the duration of time required to stabilize and mitigate the incident. However, whenever possible, both agencies agree that if deployed resources are no longer required for stabilization or mitigation of the incident, they be released as soon as possible in order to return to their respective response districts.

2.5.6 Upon arrival, the assisting Party shall report to the Requesting Party's Incident Commander.

2.5.7 Implement a procedure consistent with this AAA that provides for automatic dispatch of available firefighting apparatus and personnel from the closest fire station to a structure fire or vehicle extrication. The following are the minimum inclusions of such procedures:

2.5.8 Establish any detailed plans and procedures necessary to implement this AAA, with considerations to including:

2.5.8.1 The use of geospatial data.

2.5.8.2 Establish a system for cross-training.

2.5.8.3 Transfer of command and control.

2.5.8.4 Development of automatic response criteria.

2.5.8.5 Joint training events and sharing of equipment during training.

2.5.8.6 Adherence to guidelines in the Communication Framework.

2.5.8.7 Other sources necessary for interoperability.

2.5.9 Fire and Emergency Services personnel of the Parties are invited and encouraged, on a reciprocal and coordinated basis, to frequently visit each other's facilities and activities for guided familiarization tours, to jointly conduct pre-incident plans and drills, etc.

2.5.10 Each of the Parties to this AAA hereby expressly waives all claims against the other Party that may arise through the performance of this AAA. Each Party also agrees, to

the extent authorized by law, to hold harmless and indemnify the other Party against any claims of loss, damage, personal injury, or death occurring to the performance of this AAA.

3. 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.

4. GENERAL PROVISIONS:

4.1 POINTS OF CONTACT (POCS). The following POCs will be used by the parties to communicate matters concerning this AAA. Each party may change its POC upon reasonable notice to the other Party.

4.1.1 For the City

4.1.1.1 Name: Chief Edward "Tee" Tallman III
Title: Fire Chief
Phone: (910) 750-1432
E-Mail: etallman@jacksonvillenc.gov

4.1.1.2 Name: Chief Shaun Hayes
Title: Deputy Chief
Phone: (910) 358-1037
E-Mail: shayes@jacksonvillenc.gov

4.1.1.3 Name: Chief Amy Procopio
Title: Deputy Chief
Phone: (910) 915-5899
E-Mail: aprocopio@jacksonvillenc.gov

4.1.2 For SWVFD

4.1.2.1 Name: Chief Ray Silance
Title: Fire Chief
Phone: (910) 330-7935
E-Mail: Ray.Silance@gmail.com

4.1.2.2 Name: Chief Billy Snyder
Title: Assistant Chief
Phone: (910) 330-0759

4.2 CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this AAA will be addressed, if to the City, to:

4.2.1 Fire Chief
City of Jacksonville Fire Department
PO BOX 128
Jacksonville, NC 28541

And, if to SWVFD to:

4.2.2 Fire Chief
SOUTHWEST Volunteer Fire Dept.
2031 Pony Farm Road
Jacksonville, NC 28540

4.3 REVIEW OF AGREEMENT. This AAA will be reviewed no less often than mid-point on or around the anniversary of its effective date in its entirety.

4.4 MODIFICATION OF AGREEMENT. This AAA may only be modified by the written AAA of the Parties, duly signed by their authorized representatives.

4.5 DISPUTES. Any disputes relating to this AAA will, subject to any applicable law or Executive Order, be resolved by consultation between the Parties.

4.6 TERMINATION OF AGREEMENT. This AAA may be terminated by either Party giving at least 30 days written notice to the other Party. The AAA may also be terminated at any time upon the mutual written consent of the Parties.

4.7 TRANSFERABILITY. This AAA is not transferable except with the written consent of the Parties.

4.8 ENTIRE AGREEMENT. It is expressly understood and agreed that this AAA embodies the entire AAA between the Parties regarding the AAAs subject matter, thereby merging and superseding all prior agreements and representations by the Parties with respect to such subject matter.

4.9 EFFECTIVE DATE. This AAA takes effect beginning on the day after the last party signs.

4.10 EXPIRATION DATE. This AAA expires 10 years following the date of the last signature.

4.11 NO THIRD-PARTY BENEFICIARIES. Nothing in this AAA, 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 AAA and this AAA will be for the sole and exclusive benefit of the Parties.

4.12 SEVERABILITY. If any term, provision, or condition of this AAA 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 AAA and all remaining terms, provisions, and conditions of this AAA 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.

5. FINANCIAL DETAILS. This AAA does not provide for reimbursement between the Parties.

For the SWVFD:

Ray Silance
Fire Chief
SOUTHWEST VFD
Jacksonville, NC

(DATE)

For the City:

Joshua W. Ray
City Manager
City of Jacksonville
Jacksonville, NC

(DATE)

Mid-Point Review Due Date: TBD

(DATE)

Mid-Point Review completed by: _____

Signature and Name of Reviewer

CERTIFICATE OF CITY’S ATTORNEY

I, the undersigned, Lorna I. Welch., the duly authorized and acting legal representative of THE CITY OF JACKSONVILLE, NORTH CAROLINA, do hereby certify as follows:

I have examined the attached Automatic Aid Agreement between the City of Jacksonville and Southwest Volunteer Fire Department and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legal binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Signature

Date

APPROVAL BY CITY FINANCE OFFICER

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

Signature

Date

Account #: N/A

Dollar Amount of Contract: \$0.00

AUTOMATIC AID AGREEMENT
BETWEEN
CITY OF JACKSONVILLE, NC
AND
PUMPKIN CENTER VOLUNTEER FIRE DEPARTMENT
FOR
RECIPROCAL EMERGENCY SERVICES PROTECTION

This is an Automatic Aid Agreement (AAA) between City of Jacksonville, NC (City) at 815 New Bridge Street, Jacksonville, NC 28540 and Pumpkin Center Volunteer Fire Department (PCVFD) at 3285 New Bern Hwy., Jacksonville, NC 28546. When referred to collectively, the City and PCVFD are referred to as the “Parties.”

1. PURPOSE AND SCOPE: This AAA defines the relationship between the Parties as a reciprocal automatic aid and fire protection agreement.

1.1 Excluded from this AAA are calls excluding structure fires and vehicle extrications. Requests for aid not covered in this agreement will fall under a Mutual Aid request.

1.2 Definition of fire protection includes personal services and equipment required for the purposes of structural firefighting and vehicle extrications.

2. RESPONSIBILITIES OF THE PARTIES:

2.1 The City will:

2.1.1 Provide the following resources for the Automatic Aid Response to PCVFD:

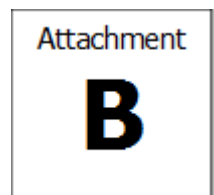
2.1.1.1 Engine and Ladder truck for all structure fires in Highland Forrest and White Oak High School.

2.1.1.2 Engine for all structure fires in Regalwood and Carolina Plantation.

2.1.1.3 Engine, Rescue, or Ladder truck for all vehicle extrications on New Bern Hwy North to Kellum Loop, Ramsey Road, and Piney Green to White Oak HS.

2.1.1.4 Engine for all fire alarms to the White Street Industrial Park.

2.1.1.5 Three Engines, Rescue, Ladder, Squad, and Battalion to all confirmed structure fires to the White Street Industrial Park.



2.1.1.6 For all significant incidents where the City deploys resources, a Chief Officer will respond when available and report to Command as a liaison and/or support within the ICS system.

2.2 The following officials are authorized to request Mutual Aid assistance on behalf of the City:

2.2.1 Fire Chief, Jacksonville Fire Department (JFD)

2.2.2 Deputy Chief, JFD

2.2.3 Senior On-Duty Fire Officer, JFD

2.2.1.1 Requests made by the City to PCVFD shall go through Jacksonville Communications Center at 910-938-7585 or via integrated radio communication system.

2.3 PCVFD will:

2.3.1 Provide the following resources for Automatic Aid Response to the City:

2.3.1.1 Engine or Tanker truck for all structure fires in the area of Western Blvd and N. Marine to the city limits, Piney Green Rd., Patriot Park, and Drummer Kellum to include Country View, Harvest Meadows and Muscadine.

2.3.1.2 Engine, Rescue, or Tanker truck with extrication tools for all vehicle extrications on Western Blvd and N. Marine to the city limits and Drummer Kellum Rd.

2.4 The following officials are authorized to request Mutual Aid Assistance on behalf of PCVFD:

2.4.1 Fire Chief, PCVFD

2.4.2 Assistant Chief, PCVFD

2.4.3 Captain or IC, PCVFD

2.4.1.1 Requests made by PCVFD to the City shall go through the Onslow County Communications Center at 910-455-9119 or via integrated radio communication system.

2.5 Both parties agree:

2.5.1 It is in the best interest of public safety for both Parties to mutually support the other Party's response to structural fires and vehicle extrication emergencies that pose immediate danger to life and/or property automatically, regardless of jurisdictional boundaries.

2.5.1.1 The lands or districts of the Parties are adjacent or contiguous so that aid assistance in fire and emergency services is deemed sound, desirable, practicable, and beneficial.

2.5.1.2 All reciprocal automatic aid provided under the terms of this AAA shall be on a non-reimbursable basis.

2.5.2 Automatically (Automatic Aid) or upon request (Mutual Aid) dispatch, to those predetermined geographic locations and emergency types, available firefighting apparatus and personnel to an emergency that is within the jurisdictional boundaries of the other Party when holistic resources are not adequate enough to successfully respond to and/or mitigate the emergency effectively.

2.5.3 Assistance under this AAA shall not be mandatory, but the Requested Party should immediately inform the Requesting Party if, for any reason, assistance cannot be rendered.

2.5.4 Upon receipt of a request from designated officials, from the City or PCVFD, the Receiving Party will furnish emergency services indicated in this AAA to the extent the recipient of such request deems such services are available at the time of the incident.

2.5.5 Deployed resources will remain on scene for the duration of time required to stabilize and mitigate the incident. However, whenever possible, both agencies agree that if deployed resources are no longer required for stabilization or mitigation of the incident, they be released as soon as possible in order to return to their respective response districts.

2.5.6 Upon arrival, the assisting Party shall report to the Requesting Party's Incident Commander.

2.5.7 Implement a procedure consistent with this AAA that provides for automatic dispatch of available firefighting apparatus and personnel from the closest fire station to a structure fire or vehicle extrication. The following are the minimum inclusions of such procedures:

2.5.8 Establish any detailed plans and procedures necessary to implement this AAA, with considerations to including:

2.5.8.1 The use of geospatial data.

2.5.8.2 Establish a system for cross-training.

2.5.8.3 Transfer of command and control.

2.5.8.4 Development of automatic response criteria.

2.5.8.5 Joint training events and sharing of equipment during training.

2.5.8.6 Adherence to guidelines in the Communication Framework.

2.5.8.7 Other sources necessary for interoperability.

2.5.9 Fire and Emergency Services personnel of the Parties are invited and encouraged, on a reciprocal and coordinated basis, to frequently visit each other's facilities and activities for guided familiarization tours, to jointly conduct pre-incident plans and drills, etc.

2.5.10 Each of the Parties to this AAA hereby expressly waives all claims against the other Party that may arise through the performance of this AAA. Each Party also agrees, to the extent authorized by law, to hold harmless and indemnify the other Party against any claims of loss, damage, personal injury, or death occurring to the performance of this AAA.

3. 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.

4. GENERAL PROVISIONS:

4.1 POINTS OF CONTACT (POCS). The following POCs will be used by the parties to communicate matters concerning this AAA. Each party may change its POC upon reasonable notice to the other Party.

4.1.1 For the City

4.1.1.1 Name: Chief Edward “Tee” Tallman III
Title: Fire Chief
Phone: (910) 750-1432
E-Mail: etallman@jacksonvillenc.gov

4.1.1.2 Name: Chief Shaun Hayes
Title: Deputy Chief
Phone: (910) 358-1037
E-Mail: shayes@jacksonvillenc.gov

4.1.1.3 Name: Chief Amy Procopio
Title: Deputy Chief
Phone: (910) 915-5899
E-Mail: aprocopio@jacksonvillenc.gov

4.1.2 For PCVFD

4.1.2.1 Name: Chief Jeremy Foster
Title: Fire Chief
Phone: (910) 330-0676
E-Mail: pumpkincenter1200@yahoo.com

4.1.2.2 Name: Chief Johnny White
Title: Assistant Chief
Phone: (910) 333-2242

4.2 CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this AAA will be addressed, if to the City, to:

4.2.1 Fire Chief

City of Jacksonville, NC Fire Department
PO BOX 128
Jacksonville, NC 28541

And, if to PCVFD to:

4.2.2 Fire Chief

Pumpkin Center Volunteer Fire Dept.
3285 New Bern Highway
Jacksonville, NC 28546

4.3 REVIEW OF AGREEMENT. This AAA will be reviewed no less often than mid-point on or around the anniversary of its effective date in its entirety.

4.4 MODIFICATION OF AGREEMENT. This AAA may only be modified by the written AAA of the Parties, duly signed by their authorized representatives.

4.5 DISPUTES. Any disputes relating to this AAA will, subject to any applicable law or Executive Order, be resolved by consultation between the Parties.

4.6 TERMINATION OF AGREEMENT. This AAA may be terminated by either Party giving at least 30 days written notice to the other Party. The AAA may also be terminated at any time upon the mutual written consent of the Parties.

4.7 TRANSFERABILITY. This AAA is not transferable except with the written consent of the Parties.

4.8 ENTIRE AGREEMENT. It is expressly understood and agreed that this AAA embodies the entire AAA between the Parties regarding the AAAs subject matter, thereby merging and superseding all prior agreements and representations by the Parties with respect to such subject matter.

4.9 EFFECTIVE DATE. This AAA takes effect beginning on the day after the last party signs.

4.10 EXPIRATION DATE. This AAA expires 10 years following the date of the last signature.

4.11 NO THIRD-PARTY BENEFICIARIES. Nothing in this AAA, 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 AAA and this AAA will be for the sole and exclusive benefit of the Parties.

4.12 SEVERABILITY. If any term, provision, or condition of this AAA 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 AAA and all remaining terms, provisions, and conditions of this AAA 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.

5. FINANCIAL DETAILS. This AAA does not provide for reimbursement between the Parties.

For the PCVFD:

For the City:

Jeremy Foster
Fire Chief
Pumpkin Center VFD
Jacksonville, NC

Joshua W. Ray
City Manager
City of Jacksonville
Jacksonville, NC

(DATE)

(DATE)

Mid-Point Review Due Date: TBD_____
(DATE)

Mid-Point Review completed by: _____
Signature and Name of Reviewer

CERTIFICATE OF CITY’S ATTORNEY

I, the undersigned, Lorna I. Welch., the duly authorized and acting legal representative of THE CITY OF JACKSONVILLE, NORTH CAROLINA, do hereby certify as follows:

I have examined the attached Automatic Aid Agreement between the City of Jacksonville and Pumpkin Center Volunteer Fire Department and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legal binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Signature

Date

APPROVAL BY CITY FINANCE OFFICER

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

Signature

Date

Account #: N/A

Dollar Amount of Contract: \$0.00



Request for City Council Action

Consent Agenda Item: **2**
Date: 3/17/2026

Subject: Resolution Authorizing Disposal of Weapons of Retired Police Officers
Department: City Attorney's Office
Presented by: Lorna Welch, City Attorney
Presentation: No

Issue Statement

On September 22, 1998, the City Council approved Resolution 1998-32 authorizing the disposal of service weapons issued to retiring police officers. The Resolution referenced North Carolina General Statute (NCGS) 20-187.2 (originally cited within the Resolution as NCGS 29-187.2), which grants the governing body of a law enforcement agency the authority to award a retiring officer, upon request, their service sidearm at a price determined by the governing body, provided the officer obtains the appropriate permit as required by state law.

Resolution 1998-32 also established City Administrative Policy and Procedure 29 – Service Weapons and Guns.

On June 16, 2023, the applicable statute was recodified as NCGS 17F-20. To ensure the City's policies remain consistent with current state law, a new resolution and corresponding update to the City's Service Guns and Weapons Policy are required to align with the revised statutory reference.

Financial Impact

None

Action Needed

Council consider adopting a new Resolution Authorizing the Disposal of Weapons of Retired Police Officers and to direct staff to update City Administrative Policy and Procedure 29 – Service Guns and Badges to ensure compliance with the current provisions of the NCGS.

Recommendation

Staff recommends Council adopt the Resolution as presented and direct staff to update the City's Administrative Policy and Procedure 29.

Approved: City Manager City Attorney

Attachments:

A Proposed Resolution

RESOLUTION (2026-XX)

RESOLUTION AUTHORIZING DISPOSAL OF WEAPONS OF DECEASED OR RETIRING POLICE OFFICERS

WHEREAS, the Jacksonville City Council previously adopted Resolution 1998-32 on September 22, 1998, authorizing the disposal of service weapons to retiring police officers; and

WHEREAS, the Resolution referenced North Carolina General Statute (NCGS) 29-187.2, which authorized the governing body of a law enforcement agency, in its discretion, to award to a retiring member, upon request, the service sidearm issued to that member at a price determined by the governing body, subject to the requirements of applicable state law; and

WHEREAS, Resolution 1998-32 also established City Administrative Policy and Procedure 29 – Service Weapons and Guns to govern the disposal of such weapons; and

WHEREAS, the statutory citation previously referenced in City policy was later revised to NCGS 20-187.2 and subsequently recodified by the North Carolina General Assembly in May 2023 as NCGS 17F-20; and

WHEREAS, the City Council of the City of Jacksonville finds it appropriate to update the Resolution and corresponding City policy to reflect the current statutory reference and ensure continued compliance with North Carolina law; and

WHEREAS, the City Council agrees that retiring police officers should have the privilege of possessing the service weapon issued to them during their service, when requested and when permitted by law;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jacksonville that, in accordance with NCGS 17F-20 and other applicable state laws, the City Manager is hereby authorized to dispose of service weapons issued to retiring police officers upon request and in accordance with the following schedule:

20 or more years of service	No cost
10 to 20 years of service	½ of City's cost of the replacement weapon
Less than 10 years of service*	Full cost of the replacement weapon

*Only with recommendation of Police Chief and approval of the City Manager

BE IT FURTHER RESOLVED by the City Council of the City of Jacksonville that this policy be revised in the City Administrative Policies and Procedures with a log maintained of all disposed weapons.

Adopted by the Jacksonville City Council in regular session, this 17th day of March 2026.

ATTEST:

Sammy Phillips, Mayor

Rose R. Marshburn, City Clerk

Attachment

A



Request for City Council Action

Consent
Agenda
Item: **3**
Date: 3/17/2026

Subject: Sole Source Procurement – Inspiration Field
Department: Recreation
Presented by: Susan Baptist, Director of Recreation Services
Presentation: No

Issue Statement

Staff is requesting that Council authorize procurement of the Musco ballfield lighting system through a sole source contract. Existing lighting at the project site (surrounding the old skate park) will need to be removed, upgraded, and reinstalled with the installation of the field. Musco lighting is currently in place at the project site. The request for sole source procurement of the Musco ballfield lighting system is to ensure continuity and compatibility with all existing lighting at the Commons, as well as existing service agreements.

Financial Impact

The cost for the Musco ballfield lighting system includes material and installation, estimated at \$44,750.00. Funding is already appropriated in the project budget.

Action Needed

Consider authorizing staff to proceed with the procurement of the Musco ballfield lighting system, under the G.S. 143-129(e)(6) competitive bidding exemption, due to the need for standardization and compatibility.

Recommendation

Staff recommends that Council authorize sole source procurement for the Musco ballfield lighting system to be installed at Inspiration Field.

Approved: City Manager City Attorney

Attachments: None



Staff Report

**Consent
Agenda
Item: 3**

Sole Source Procurement of Musco Ballfield Lighting System

Introduction

Pursuant to G.S. 143-129(e)(6), upon approval of Council, the City may purchase an item through a single source contract when the need for standardization and/or compatibility is essential. Staff is requesting that Council authorize procurement of the Musco ballfield lighting system quoted for the coming Inspiration Field (including installation).

Musco is covered under a Sourcewell cooperative purchasing contract via Minnesota, providing a discount on the materials included. In combination with this cooperative purchasing agreement, Staff is requesting the use of sole source contracting for the labor (removal and installation of the lighting system).

The request for sole source procurement of the ballfield lighting system is to ensure continuity and compatibility with all existing lighting at the Commons, as well as existing service agreements. Musco lighting is currently in place at the area to be renovated. With the approval of Council, Musco will remove their existing lighting, upgrade the system, and reinstall the lights around the new Inspiration Field.

This field was specifically designed to ADA standards to accommodate users with additional needs; however, it will serve the larger community overall. Installation of the ballfield lighting system will ensure sufficient illumination on Inspiration Field to allow game participants and spectators to comfortably navigate the space through all seasons.

Procurement of the Musco ballfield lighting system is in line with the Recreation and Parks Comprehensive Master Plan, which states that "Universal Access should be included in all park design decisions from the layout to the support features, and material selection to the individual features themselves," and recommends updating play areas to "meet best practices including access to play features and the surfacing underneath them."

Financial Impact

The cost for the Musco ballfield lighting system includes material and installation, estimated at \$44,750.00. Funding is already appropriated in the project budget. This lighting system will upgrade the field lights to LED. LED lighting requires less frequent maintenance than the existing halogen lighting. It will also draw less power, being more energy efficient.

Utilizing Musco to remove, upgrade, and reinstall the lights around the field prevents the City from having to contract with multiple lighting contractors which then need to be coordinated through those same phases. This is the most financially efficient method for replacement of the lights.

Procedural History

- March 2023 – NC Parks and Recreation Trust Fund Accessibility for Parks (AFP) Project Agreement awarded the City \$500,000.
- November 2025 – Design for Inspiration Field completed the City’s approval process.
- February 2026 – Additional Funds Appropriated by Council
- February 2026 – Overall Project Contract Awarded by Council to T E Davis.

Stakeholders

- Citizens
- Recreation and Parks

Options

Option 1: Approve the Sole Source contract for Musco ballfield lighting.

(RECOMMENDED)

Items to Consider:

- The City can move forward with contracting Musco and begin coordination with other project contractors to keep the project progressing.
- Lighting installed will easily integrate into all other existing lighting at the Commons.
- Utilizing Musco would allow the City to reuse a portion of the existing lighting system (existing light pole bases).
- The City can utilize the discounted material prices offered through Musco’s Sourcewell contract.

Option 2: Deny the Sole Source contract for Musco ballfield lighting.

Items to Consider:

- Lighting for Inspiration Field will need to go out to bid, delaying coordination with other project contractors and potentially delaying start of construction.
- If another lighting contractor is selected through the bidding process it will add an additional service agreement to be managed for the Commons outdoor lighting.
- Using a contractor without a Sourcewell contract may increase material costs for the project.



Request for City Council Action

Agenda Item:	4
Date:	3/17/2026

Subject: Public Hearing – Annexation – James Padrick, Trustee – 167.64 +/- acres
Department: City Manager's Office
Presented by: Ronald Massey, Deputy City Manager
Presentation: Yes

Issue Statement

On behalf of James Padrick, Trustee, Kimley-Horn has submitted a petition for a voluntary annexation of a portion of one tract of land totaling 167.64 +/- acres that is contiguous to the current City limit boundaries.

The property is located at the end of Williamsburg Parkway and abuts the 488.63 +/- Thornwood, LLC property that was annexed into the City limits by Council at the January 20, 2026, Regular Meeting.

The developer proposes building 192 Single Family Homes with an average value of \$350,000 each.

Financial Impact

Costs and Revenues are provided in the detailed Annexation Analysis Total Cost-Benefit Summary attached. The financial analysis shows a positive cash flow over the five-year review period.

Action Needed

- Conduct Public Hearing
- Consider Annexation Ordinance

Recommendation

Staff recommends that Council adopt the Annexation Ordinance as presented.

Approved: City Manager City Attorney

Attachments:

- A Proposed Ordinance
- B Total Cost Benefit Summary
- C Location Map

ORDINANCE 2026-XX

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE CITY OF JACKSONVILLE, NORTH CAROLINA**

JAMES PADRICK, TRUSTEE – 167.64 +/- ACRES

WHEREAS, the City Council has been petitioned under G. S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of the annexation was held at the Jacksonville City Hall at 5:30 P.M. on the 17th day of March 2026, after due notice of publication on the 7th day of March 2026, and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G. S. 160A-31, as amended;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, as amended, the following described territory is hereby annexed and made a part of the City of Jacksonville effective March 17, 2026:

**JAMES PADRICK, TRUSTEE
167.64 +/- ACRES - WILLIAMSBURG PARKWAY
JACKSONVILLE TOWNSHIP, ONSLOW COUNTY, NC**

That certain parcel of land, lying and being in Jacksonville Township, Onslow County, North Carolina, and being more particularly described as follows:

SITUATED AND LYING IN THE STATE OF NORTH CAROLINA, ONSLOW COUNTY, CITY OF JACKSONVILLE, BEING THE LAND CONVEYED TO JAMES R. PADRICK AS TRUSTEE BY DEED BOOK 2837, PAGE 422, AND BEING BOUNDED AS FOLLOWS:

ON THE NORTH BY LAND CONVEYED TO CITY OF JACKSONVILLE (D.B. 5667, PG. 89 AND DESCRIBED IN M.B. 56, PG. 30); ON THE EAST BY LAND CONVEYED TO THORNWOOD, LLC (D.B. 4709, PG. 311 AND DESCRIBED IN M.B. 81, PG. 11); AND TO LAND CONVEYED TO NEREIDA CHAFFIN (D.B. 6183, PG. 159 AND DESCRIBED IN M.B. 48, PG. 130); ON THE SOUTH BY LAND CONVEYED TO THORNWOOD, LLC (D.B. 6472, PG. 702 AND DESCRIBED IN M.B. 89, PG. 175); ON THE WEST BY THE NEW RIVER. ALL REFERENCES TO DEED BOOKS AND MAP BOOKS IN THIS DESCRIPTION REFER TO THE RECORDS OF THE ONSLOW COUNTY REGISTER OF DEEDS OFFICE, NORTH CAROLINA) AND BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:



COMMENCING AT AN EXISTING 1/2" IRON REBAR (HAVING STATE PLANE COORDINATES N: 380781.85' E: 2465413.40'); THENCE S 55°33'14" W, A DISTANCE OF 452.21' TO AN IRON REBAR WITH CAP (HAVING STATE PLANE COORDINATES N: 380526.07' E: 2465040.48'), SAID REBAR BEING THE TRUE POINT OF BEGINNING.

THENCE RUNNING IN A CLOCKWISE DIRECTION S 62°37'36" W, A DISTANCE OF 1,818.71' TO A CALCULATED POINT; THENCE S 86°29'59" W, A DISTANCE OF 754.19' TO A CALCULATED POINT; THENCE S 56°59'59" W, A DISTANCE OF 2,993.03' TO A CALCULATED POINT IN THE EDGE OF THE EASTERN BANK OF THE NEW RIVER; THENCE ALONG THE EASTERN BANK OF THE NEW RIVER N 61°20'22" W, A DISTANCE OF 27.40' TO A CALCULATED POINT; THENCE N 50°31'26" W, A DISTANCE OF 47.88' TO A CALCULATED POINT; THENCE N 73°30'23" W, A DISTANCE OF 69.21' TO A CALCULATED POINT; THENCE S 87°23'57" W, A DISTANCE OF 72.17' TO A CALCULATED POINT; THENCE S 61°29'45" W, A DISTANCE OF 63.41' TO A CALCULATED POINT; THENCE N 85°35'20" W, A DISTANCE OF 51.61' TO A CALCULATED POINT; THENCE N 52°53'06" W, A DISTANCE OF 60.12' TO A CALCULATED POINT; THENCE N 37°27'20" W, A DISTANCE OF 58.57' TO A CALCULATED POINT; THENCE N 26°30'50" W, A DISTANCE OF 331.90' TO A CALCULATED POINT; THENCE N 24°44'27" W, A DISTANCE OF 117.52' TO A CALCULATED POINT; THENCE N 16°46'16" W, A DISTANCE OF 48.02' TO A CALCULATED POINT; THENCE N 02°00'53" E, A DISTANCE OF 35.04' TO A CALCULATED POINT; THENCE N 21°29'48" E, A DISTANCE OF 25.43' TO A CALCULATED POINT; THENCE N 38°06'17" E, A DISTANCE OF 24.41' TO A CALCULATED POINT; THENCE N 57°30'09" E, A DISTANCE OF 114.01' TO A CALCULATED POINT; THENCE N 43°26'57" E, A DISTANCE OF 83.65' TO A CALCULATED POINT; THENCE N 27°01'39" E, A DISTANCE OF 129.10' TO A CALCULATED POINT; THENCE N 25°26'50" E, A DISTANCE OF 108.75' TO A CALCULATED POINT; THENCE N 23°17'12" E, A DISTANCE OF 103.03' TO A CALCULATED POINT; THENCE N 22°32'41" E, A DISTANCE OF 117.18' TO A CALCULATED POINT; THENCE N 24°57'46" E, A DISTANCE OF 80.59' TO A CALCULATED POINT; THENCE N 39°29'33" E, A DISTANCE OF 54.14' TO A CALCULATED POINT; THENCE N 24°55'27" E, A DISTANCE OF 115.58' TO A CALCULATED POINT; THENCE N 11°31'50" E, A DISTANCE OF 117.64' TO A CALCULATED POINT; THENCE N 09°54'16" E, A DISTANCE OF 146.47' TO A CALCULATED POINT; THENCE N 11°01'21" E, A DISTANCE OF 108.12' TO A CALCULATED POINT; THENCE N 39°49'29" E, A DISTANCE OF 77.86' TO A CALCULATED POINT; THENCE N 69°13'29" E, A DISTANCE OF 164.57' TO A CALCULATED POINT; THENCE N 84°17'36" E, A DISTANCE OF 136.02' TO A CALCULATED POINT; THENCE S 77°33'00" E, A DISTANCE OF 125.47' TO A CALCULATED POINT; THENCE S 47°15'02" E, A DISTANCE OF 77.60' TO A CALCULATED POINT; THENCE S 26°27'33" E, A DISTANCE OF 115.67' TO A CALCULATED POINT; THENCE S 78°24'16" E, A DISTANCE OF 22.72' TO A CALCULATED POINT; THENCE N 83°07'06" E, A DISTANCE OF 49.06' TO A CALCULATED POINT; THENCE N 60°21'20" E, A DISTANCE OF 59.43' TO A CALCULATED POINT; THENCE N 50°22'16" E, A DISTANCE OF 74.14' TO A CALCULATED POINT; THENCE N 47°09'42" E, A DISTANCE OF 69.86' TO A CALCULATED POINT; THENCE N 61°34'01" E, A DISTANCE OF 89.29' TO A CALCULATED POINT; THENCE N 74°33'15" E, A DISTANCE OF 57.93' TO A CALCULATED POINT; THENCE N 75°23'33" E, A DISTANCE OF 92.00' TO A CALCULATED POINT; THENCE N 68°38'30" E, A DISTANCE OF 98.29' TO A CALCULATED POINT; THENCE N 66°44'25" E, A DISTANCE OF 96.89' TO A CALCULATED POINT; THENCE N 56°01'09" E, A DISTANCE OF 77.47' TO A CALCULATED POINT; THENCE N 47°11'19" E, A DISTANCE OF 93.30' TO A CALCULATED POINT; THENCE N 31°13'18" E, A DISTANCE OF 98.02' TO A CALCULATED POINT; THENCE N 30°59'18" E, A DISTANCE OF 104.39' TO A CALCULATED POINT; THENCE N 39°32'17" E, A DISTANCE OF 79.15' TO A CALCULATED POINT; THENCE N 28°57'14" E, A DISTANCE

OF 75.46' TO A CALCULATED POINT; THENCE N 35°15'47" E, A DISTANCE OF 50.91' TO A CALCULATED POINT; THENCE N 45°30'09" E, A DISTANCE OF 67.70' TO A CALCULATED POINT; THENCE N 54°26'58" E, A DISTANCE OF 82.06' TO A CALCULATED POINT; THENCE N 43°15'51" E, A DISTANCE OF 68.62' TO A CALCULATED POINT; THENCE N 17°34'04" E, A DISTANCE OF 57.04' TO A CALCULATED POINT; THENCE N 11°37'56" E, A DISTANCE OF 60.39' TO A CALCULATED POINT; THENCE N 01°10'55" E, A DISTANCE OF 109.40' TO A CALCULATED POINT; THENCE N 15°03'40" W, A DISTANCE OF 94.61' TO A CALCULATED POINT; THENCE N 31°02'27" W, A DISTANCE OF 45.45' TO A CALCULATED POINT ALSO BEING THE POINT WHERE NEW RIVER AND HARDY BRANCH MEET; THENCE RUNNING ALONG HARDY BRANCH N 29°23'57" E, A DISTANCE OF 141.51' TO A CALCULATED POINT; THENCE FOLLOWING HARDY BRANCH WESTWARD ALONG THE NORTHERN BOUNDARY OF THE SUBJECT PARCEL N 82°37'49" E, A DISTANCE OF 60.21' TO A CALCULATED POINT; THENCE S 58°54'58" E, A DISTANCE OF 198.30' TO A CALCULATED POINT; THENCE N 87°23'38" E, A DISTANCE OF 65.00' TO A CALCULATED POINT; THENCE N 66°08'36" E, A DISTANCE OF 193.13' TO A CALCULATED POINT; THENCE S 53°08'01" E, A DISTANCE OF 110.11' TO A CALCULATED POINT; THENCE N 79°53'53" E, A DISTANCE OF 191.64' TO A CALCULATED POINT; THENCE S 47°36'22" E, A DISTANCE OF 176.78' TO A CALCULATED POINT; THENCE N 88°01'00" E, A DISTANCE OF 460.03' TO A CALCULATED POINT; THENCE N 35°08'16" E, A DISTANCE OF 196.02' TO A CALCULATED POINT; THENCE N 56°07'49" E, A DISTANCE OF 163.78' TO A CALCULATED POINT; THENCE N 49°14'12" E, A DISTANCE OF 178.04' TO A CALCULATED POINT; THENCE S 77°46'47" E, A DISTANCE OF 175.85' TO A CALCULATED POINT; THENCE S 39°10'45" E, A DISTANCE OF 193.00' TO A CALCULATED POINT; THENCE S 66°02'28" E, A DISTANCE OF 55.90' TO A CALCULATED POINT; THENCE N 79°01'41" E, A DISTANCE OF 171.83' TO A CALCULATED POINT THENCE N 53°42'14" E, A DISTANCE OF 108.17' TO A CALCULATED POINT; THENCE N 02°36'22" W, A DISTANCE OF 65.00' TO A CALCULATED POINT; THENCE N 54°12'55" E, A DISTANCE OF 155.32' TO A CALCULATED POINT; THENCE N 48°44'03" E, A DISTANCE OF 160.08' TO A CALCULATED POINT; THENCE N 67°48'14" E, A DISTANCE OF 90.67' TO A CALCULATED POINT; THENCE N 06°39'51" E, A DISTANCE OF 56.55' TO A CALCULATED POINT; THENCE N 63°07'03" E, A DISTANCE OF 40.79' TO A CALCULATED POINT; THENCE S 77°43'53" E, A DISTANCE OF 54.67' TO A CALCULATED POINT; THENCE N 25°35'22" E, A DISTANCE OF 75.21' TO A CALCULATED POINT; THENCE N 65°32'31" E, A DISTANCE OF 61.46' TO A CALCULATED POINT; THENCE S 33°15'59" E, A DISTANCE OF 32.10' TO A CALCULATED POINT; THENCE S 45°41'42" W, A DISTANCE OF 30.84' TO A CALCULATED POINT; THENCE S 35°43'10" E, A DISTANCE OF 24.44' TO A CALCULATED POINT; THENCE N 87°17'08" E, A DISTANCE OF 69.49' TO A CALCULATED POINT; THENCE S 41°50'18" E, A DISTANCE OF 38.59' TO A CALCULATED POINT; THENCE S 67°56'40" E, A DISTANCE OF 27.02' TO A CALCULATED POINT; THENCE N 60°43'07" E, A DISTANCE OF 23.64' TO A CALCULATED POINT; THENCE S 39°31'20" E, A DISTANCE OF 77.49' TO A CALCULATED POINT; THENCE S 74°19'51" E, A DISTANCE OF 50.28' TO A CALCULATED POINT; THENCE S 29°33'20" E, A DISTANCE OF 38.52' TO A CALCULATED POINT; THENCE S 08°50'33" E, A DISTANCE OF 14.74' TO A CALCULATED POINT; THENCE S 30°16'10" W, A DISTANCE OF 13.43' TO A CALCULATED POINT; THENCE S 40°45'12" E, A DISTANCE OF 32.51' TO A CALCULATED POINT; THENCE S 48°21'57" E, A DISTANCE OF 35.30' TO A CALCULATED POINT; THENCE S 16°52'15" E, A DISTANCE OF 72.48' TO A CALCULATED POINT; THENCE S 29°41'23" E, A DISTANCE OF 15.43' TO A CALCULATED POINT; THENCE S 47°22'56" E, A DISTANCE OF 71.58' TO A CALCULATED POINT; THENCE S 11°37'03" E, A DISTANCE OF 26.74' TO A CALCULATED POINT; THENCE S 01°39'27" E, A DISTANCE OF 21.54' TO A CALCULATED POINT; THENCE S 04°51'09" E, A DISTANCE OF 63.29' TO A CALCULATED POINT; THENCE S 16°02'04" E, A

DISTANCE OF 20.48' TO A CALCULATED POINT; THENCE S 40°56'49" E, A DISTANCE OF 9.09' TO AN IRON REBAR WITH CAP, AN EXISTING IRON REBAR IS ALSO LOCATED S 42°30'59" E, A DISTANCE OF 129.95' FROM SAID IRON REBAR WITH CAP (TIE); THENCE WITH THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 2,965.00', A CHORD BEARING S 41°03'47" W, AND A CHORD DISTANCE OF 426.53' TO AN IRON REBAR WITH CAP; THENCE S 44°48'44" E, A DISTANCE OF 83.08' TO AN IRON REBAR WITH CAP; THENCE S 32°32'54" E, A DISTANCE OF 224.79' TO THE POINT OF BEGINNING CONTAINING 167.64 ACRES OF LAND, MORE OR LESS.

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.

Section 2. Upon and after the 17th day of March 2026, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Jacksonville and shall be entitled to the same privileges and benefits as other parts of the City of Jacksonville. Said territory shall be subject to municipal taxes according to G. S. 160A-31.

Section 3. The Mayor of the City of Jacksonville shall cause to be recorded in the Office of the Register of Deeds of Onslow County, and in the Office of the Secretary of State, Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this Ordinance.

Adopted by the City Council of the City of Jacksonville in regular session this 17th day of March 2026.

Sammy Phillips, Mayor

ATTEST:

Rose R. Marshburn, City Clerk

STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

I, _____, a Notary Public for the aforesaid State and Onslow County, hereby certify that Rose R. Marshburn personally came before me this date and acknowledged that she is the City Clerk of the City of Jacksonville, a municipal corporation, and that by authority duly given and as the fact of said corporation, the aforementioned instrument was signed in its name by Sammy Phillips, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

Notary

My commission expires: _____

City of Jacksonville

Padrick-Williamsburg

Completion of project will have 192 single family dwellings

	Fiscal Year*	Fiscal Year*	Fiscal Year*	Fiscal Year*	Fiscal Year*	5 Year
	2027	2028	2029	2030	2031	Total

Section 1: Total Revenues

Property Taxes	\$232,337	\$418,759	\$418,943	\$419,129	\$419,316	\$1,908,485
Sales Tax	\$64,976	\$117,692	\$117,692	\$117,692	\$117,692	\$535,746
Powell Bill (Gas Tax)	\$7,806	\$13,951	\$14,230	\$14,515	\$14,805	\$65,307
Utility Franchise Tax	\$14,158	\$26,158	\$26,681	\$27,215	\$27,759	\$121,973
Water Revenues	\$350,818	\$338,749	\$98,035	\$98,035	\$98,035	\$983,672
Sewer Revenues	\$446,205	\$451,424	\$161,948	\$161,948	\$161,948	\$1,383,474
Solid Waste	\$25,440	\$46,080	\$46,080	\$46,080	\$46,080	\$209,760
Stormwater Revenues	\$10,006	\$16,989	\$16,989	\$16,989	\$16,989	\$77,962
Total Estimated Revenues	\$1,151,746	\$1,429,804	\$900,600	\$901,603	\$902,625	\$5,286,378
Discounted Revenues	\$1,151,746	\$1,401,768	\$865,628	\$849,601	\$833,886	\$5,102,630

Section 2: Total Expenditures

Police	\$119,129	\$220,097	\$224,499	\$228,989	\$233,569	\$1,026,282
Fire	\$47,573	\$48,525	\$49,495	\$50,485	\$51,495	\$247,574
Water	\$45,445	\$46,354	\$47,263	\$48,172	\$49,081	\$236,315
Sewer	\$57,042	\$58,183	\$59,324	\$60,465	\$61,605	\$296,619
Transportation	\$14,249	\$14,249	\$14,249	\$14,249	\$14,249	\$71,247
Solid Waste	\$31,412	\$43,187	\$32,064	\$32,064	\$32,064	\$170,791
Parks and Recreation	\$25,600	\$46,370	\$46,370	\$46,370	\$46,370	\$211,080
Stormwater	\$3,293	\$5,591	\$5,591	\$5,591	\$5,591	\$25,657
	\$41,023	\$44,061	\$35,328	\$35,453	\$35,578	\$191,442
Total Estimated Expenditures	\$384,767	\$526,617	\$514,183	\$521,838	\$529,602	\$2,259,908
Discounted Expenditures	\$384,767	\$516,292	\$494,217	\$491,739	\$489,271	\$2,376,286

Total Discounted Net Revenues (Expenditures)	\$766,979	\$885,477	\$371,412	\$357,862	\$344,616	\$2,726,344
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*Fiscal Year runs from July 1 through June 30 of the year listed.

Equivalent Police Officers Required	0.915	1.657	1.657	1.657	1.657	1.657
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The City's ISO Rating is Class 1 (91.54).

This annexation's potential affect on this

Same	X	If New Station is not Built and Manned
Better	-	If New Station is not Built and Manned
Worse	-	If New Station is not Built and Manned

Attachment

B

**City of Jacksonville
Annexation Analysis**

Padrick-Williamsburg	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	5 Year Total
Revenue Source						
Property Taxes	\$232,337	\$418,759	\$418,943	\$419,129	\$419,316	\$1,908,485
Sales Tax	\$64,976	\$117,692	\$117,692	\$117,692	\$117,692	\$535,746
Powell Bill (Gas Tax)	\$7,806	\$13,951	\$14,230	\$14,515	\$14,805	\$65,307
Utility FranchiseTax	\$14,158	\$26,158	\$26,681	\$27,215	\$27,759	\$121,973
Total Estimated Revenues	\$319,278	\$576,561	\$577,547	\$578,551	\$579,573	\$2,631,510

City of Jacksonville						
	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	Total
Padrick-Williamsburg						
Section 1: Real Property Calculations						
	\$37,570,810	\$67,670,810	\$67,670,810	\$67,670,810	\$67,670,810	\$308,254,050
Section 2: Personal Property Calculations						
<i>Number of Dwellings</i>	106	192	192	192	192	
<i>Average Number of Cars Per Dwelling</i>	2	2	2	2	2	
<i>Number of Cars</i>	212	384	384	384	384	
<i>Average Value Per Car</i>	\$8,009	\$8,089	\$8,170	\$8,252	\$8,334	
Total Personal Property	\$1,697,908	\$3,106,211	\$3,137,273	\$3,168,645	\$3,200,332	\$14,310,368
Total Tax Value	\$ 39,268,718	\$ 70,777,021	\$ 70,808,083	\$ 70,839,455	\$ 70,871,142	
Tax Rate per \$100 valuation	0.6000	0.6000	0.6000	0.6000	0.6000	
<i>Total Tax Levy</i>	\$ 235,612	\$ 424,662	\$ 424,848	\$ 425,037	\$ 425,227	
Collection Rate	0.9861	0.9861	0.9861	0.9861	0.9861	
Total Estimated Tax Revenue	\$232,337	\$418,759	\$418,943	\$419,129	\$419,316	\$1,908,485

City of Jacksonville

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	Total
Padrick-Williamsburg						
Section 1: Sales Tax Calculations						
<i>Sales Tax Revenue Per 1,000 Residents</i>	\$244,216	\$244,216	\$244,216	\$244,216	\$244,216	
<i>Parcel Population</i>	266	482	482	482	482	
Total Sales Tax Revenue	\$64,976	\$117,692	\$117,692	\$117,692	\$117,692	\$535,746
Section 2: Gas Tax Calculations (Powell Bill)						
<u>75% Allocation Based on Per Capita Population</u>						
<i>Per Capita Reimbursement Rate</i>	\$24	\$24	\$25	\$25	\$26	
<i>Parcel population</i>	266	482	482	482	482	
<i>Subtotal for Per Capita</i>	\$6,324	\$11,684	\$11,918	\$12,156	\$12,400	\$54,483
<u>.25% Allocation Based on Non-State Street Miles</u>						
<i>Number of Non-State Street Miles</i>	1	1	1	1	1	
<i>Subtotal for Street Miles</i>	\$1,482	\$2,267	\$2,312	\$2,358	\$2,406	\$10,825
Total Gas Tax Calculations	\$7,806	\$13,951	\$14,230	\$14,515	\$14,805	\$65,307
Section 3: Utility Tax Calculations						
<i>Utility Tax Per 1000 Residents</i>	\$53,215	\$54,279	\$55,365	\$56,472	\$57,602	
<i>Parcel Population</i>	266	482	482	482	482	
Total Utility Tax Calculations	\$14,158	\$26,158	\$26,681	\$27,215	\$27,759	\$121,973
Total Revenues	\$86,940	\$157,802	\$158,604	\$159,422	\$160,257	\$723,026

**City of Jacksonville
Annexation Analysis**

Section 1: Descriptive Data

Number of Authorized Sworn Officers	City Population	City Square Mileage	Average Personnel Costs	Average Operating Cost	Average Capital Cost	Total Officer Cost
144	72,867	57.2	\$89,613	\$32,162	\$8,421	\$130,196

Section 2: Ratios

Average Number of Square Miles Per Sworn Officer	0.40	Jacksonville Actual		0.42	National Standard	
Average Number of People Per Sworn Officer	506.02	Jacksonville Actual		415	National Standard	
Average Number of Calls for Service Per Sworn Officer	539.40	Jacksonville Actual		604.00	National Standard	
Commercial Buildings Per Sworn Officer	10.42	Jacksonville Actual		12.70	National Standard	
Average Number Homes Per Sworn Officer	115.85	Jacksonville Actual		171.50	National Standard	

Section 3: Average Total Cost Per Officer

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	5 Year Totals
Average Cost Per Officer	\$130,196	\$132,800	\$135,456	\$138,165	\$140,928	\$677,546
Average Total Cost Per Officer	\$130,196	\$132,800	\$135,456	\$138,165	\$140,928	\$677,546

Section 4: Five-Year Parcel Data

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	
Square Mileage	0.262	0.262	0.262	0.262	0.262	
Commercial Buildings	0	0	0	0	0	
Population	266	482	482	482	482	
Complaints	199.55	361.44	361.44	361.44	361.44	
Homes	106	192	192	192	192	

Section 5: Five-Year Cost Projection

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	5 Year Totals
Per Square Mile	\$85,854	\$87,571	\$89,323	\$91,109	\$92,931	\$446,789
Per Commercial Building	\$0	\$0	\$0	\$0	\$0	\$0
Per 1,000 Population	\$68,456	\$126,475	\$129,005	\$131,585	\$134,216	\$589,736
Per # Homes	\$119,129	\$220,097	\$224,499	\$228,989	\$233,569	\$1,026,282
Equivalent Officers Needed	0.915	1.657	1.657	1.657	1.657	1.657

**City of Jacksonville
Annexation Analysis**

3/6/2026

Data					
Number of Fire Stations	City Population	City Square Mileage	Total Department Cost	ISO Max. Sq. Mi. to Service	Square Miles of Annexation Proposal
4	72,867	57.2	\$10,388,750	5	0.262

SCENARIO I	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031
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If VFD present in annexation area, then one of four things can

into a contract with the VFD and allow them continue servicing the

Total Cost to City if enter into contract with VFD	\$0	\$0	\$0	\$0	\$0
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2.) The City can take over service of the annexation area with an

<i>Portion of cost to operate existing station</i>	\$47,573	\$48,525	\$49,495	\$50,485	\$51,495
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<i>Portion of the VFD's debt service owed by City</i>	\$0	\$0	\$0	\$0	\$0
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Total cost to City if servicing with existing station	\$47,573	\$48,525	\$49,495	\$50,485	\$51,495
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3.) The City can take over service of the annexation area with a

<i>Portion of cost to build new station</i>	\$548,711	\$559,685	\$570,879	\$582,296	\$593,942
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<i>service owed by City</i>	\$0	\$0	\$0	\$0	\$0
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Total cost to City if servicing with new station	\$548,711	\$559,685	\$570,879	\$582,296	\$593,942
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4.) No Fire District Tax Exists and the City can

in-kind contribution	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
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SCENARIO II	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031
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If no VFD in annexation area, then

1.) The City can take over service of the area with an existing station.

Total cost to City if servicing with existing station	\$47,573	\$48,525	\$49,495	\$50,485	\$51,495
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2.) The City can take over service of the area with a new station.

Total cost to City if servicing with new station	\$ 548,711	\$ 559,685	\$ 570,879	\$ 582,296	\$ 593,942
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TOTAL FIRE COST FOR ANNEXATION	\$ 47,573	\$ 48,525	\$ 49,495	\$ 50,485	\$ 51,495
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The City's ISO Rating is Class 1 (91.54).					
This annexation's potential affect on this rating:					
Same	X	If New Station is not Built and Manned			

**City of Jacksonville
Annexation Analysis**

City of Jacksonville Annexation Analysis						
Section 1: Descriptive Data	Cumulative Miles of Line Installed	Size of Meter	Parcel Acreage	County	Average Cost/Sq Mile	Sq Mileage
	1.10	0.62	167.64	3	\$217,770	0.2619
	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031	
Section 2: Estimated Operating Expenses						
Average cost for annexation area	\$57,042	\$58,183	\$59,324	\$60,465	\$61,605	
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	
Section 3: Revenues						
Fixed charges						
apply appropriate rate by meter size	\$49,112	\$88,957	\$88,957	\$88,957	\$88,957	
Volume charges						
volume rate x total per 1,000 gallons x 12 months	\$40,297	\$72,991	\$72,991	\$72,991	\$72,991	
Industrial Surcharges						
BOD Charges	\$0	\$0	\$0	\$0	\$0	
SS Charges	\$0	\$0	\$0	\$0	\$0	
Facility Charge (one time fee)	\$356,796	\$289,476	\$0	\$0	\$0	
Annexation Costs	\$57,042	\$58,183	\$59,324	\$60,465	\$61,605	
Annexation Revenues	\$446,205	\$451,424	\$161,948	\$161,948	\$161,948	
Net Gain (or Loss) from Annexation	389,163	393,241	102,624	101,484	100,343	

**City of Jacksonville
Annexation Analysis**

City of Jacksonville Annexation Analysis								
			Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	
		Total Acreage at Build-out	2027	2028	2029	2030	2031	Total
Padrick-Williamsburg								
Residential Development		167.64	\$14,249	\$14,249	\$14,249	\$14,249	\$14,249	\$71,247
Commercial Development		0	\$0	\$0	\$0	\$0	\$0	\$0
Industrial Development		0	\$0	\$0	\$0	\$0	\$0	\$0
TIA Estimated Costs			\$0	\$0	\$0	\$0	\$0	\$0
Computer Signal System Costs			\$0	\$0	\$0	\$0	\$0	\$0
FIVE YEAR TRANSPORTATION COSTS FOR ANNEXATION			\$14,249	\$14,249	\$14,249	\$14,249	\$14,249	\$71,247

**City of Jacksonville
Annexation Analysis**

3/6/2026

Section 1: Descriptive Data	Single Dumpster Cost/Year	Single Family Trash Removal Cost/Year	Single Family Residential Revenue per Unit	Single Family Refuse Container	Commercial Unit Trash Removal Cost/Year
	\$3,158	\$167	\$240	\$129	\$167

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031
Section 2: Estimated Yearly Solid Waste Costs					
Single Family Units					
Solid Waste Removal	\$17,702	\$32,064	\$32,064	\$32,064	\$32,064
Refuse Containers	\$13,710	\$11,123	\$0	\$0	\$0
Multi-Family Unit Dumpsters	\$0	\$0	\$0	\$0	\$0
Commercial Units	\$0	\$0	\$0	\$0	\$0
TOTAL	\$31,412	\$43,187	\$32,064	\$32,064	\$32,064

	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031
Section 3: Revenues					
Fixed charges					
Annual Charge	\$25,440	\$46,080	\$46,080	\$46,080	\$46,080
Annual Charge per Business	\$0	\$0	\$0	\$0	\$0

Annexation Costs	\$31,412	\$43,187	\$32,064	\$32,064	\$32,064
Annexation Revenues	\$25,440	\$46,080	\$46,080	\$46,080	\$46,080
Net Gain (or Loss) from Annexation	(5,972)	2,893	14,016	14,016	14,016

**City of Jacksonville
Annexation Analysis**

3/6/2026

Section 1: Descriptive Data

City Population	City Square Mileage	Square Mileage of Annexation Proposal	Parcel Acreage
72,867	57.2	0.262	167.64

Section 2: Parks and Recreational Costs

Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	Fiscal Year 2031

Average cost per household per year

\$25,600

\$46,370

\$46,370

\$46,370

\$46,370

SURVEY NOTES:

1. PLANIMETRIC FEATURES SHOWN HEREON ARE BASED UPON A FIELD SURVEY PERFORMED BY SAM LLC FOR KIMLEY-HORN AND ASSOCIATES AND WILL NOT REFLECT ANY CHANGES TO THE PHYSICAL SITE THROUGH MANMADE OR NATURAL OCCURRENCES BEYOND 09/18/2025.
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GRID AND EXPRESSED IN FEET AND TENTHS OF FEET.
3. THE USER OF THIS SURVEY WILL NEED TO REVIEW ALL ZONING INFORMATION AVAILABLE, SINCE ALL ZONING REQUIREMENTS CAN NOT BE DEPICTED GRAPHICALLY, TO DETERMINE THE SUITABILITY OF THE SITE FOR A SPECIFIC INTENDED USE.
4. ADJOINERS' INFORMATION OBTAINED FROM JACKSONVILLE NC GIS WEBSITE: <https://gismaps.onslowcounty.gov/maps/>; NO CERTIFICATION IS MADE TO THE ACCURACY OF CORRECTNESS.
5. ALL AREAS MATHEMATICALLY CLOSE GREATER THAN 1:10,000 AND COMPUTED BY COORDINATE METHOD.

LEGEND AND ABBREVIATIONS:

- IRON REBAR FOUND (IRF) AC. ACRES
 - ⊙ IRON REBAR SET (IRS) SQ.FT. SQUARE FEET
 - △ CALCULATED POINT PIN PARCEL IDENTIFICATION
 - N/F NOW OR FORMERLY
 - POB POINT OF BEGINNING
 - POC POINT OF COMMENCEMENT
 - DB. DEED BOOK
 - BM. BOOK MAP
 - PG. PAGE
-
- SUBJECT PROPERTY LINE
 - - - - - ADJOINER PROPERTY LINE
 - CITY LIMIT
 - TIE ——— TIE ——— TIE LINE
-
- AREA TO BE ANNEXED

CERTIFICATE OF OWNERSHIP AND ANNEXATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ANNEX THIS PROPERTY INTO THE CORPORATE LIMITS OF THE TOWN OF JACKSONVILLE.

(COMPANY/LLC NAME) _____ (SIGNATURE) _____ (PRINT NAME) _____
 DATE _____ TITLE _____

REVIEW OFFICER CERTIFICATE

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

REVIEW OFFICER _____ DATE _____

ZONING INFORMATION

ZONED: CON (CONSERVATION)
 SETBACKS (MINIMUM):
 HEIGHT (MAX.) - 50'
 FRONT (MIN.) - 30'
 REAR (MIN.) - 30'
 SIDE (MIN.) - 10'
 * ZONING SOURCE
<https://gismaps.onslowcounty.gov/maps/>
 * SETBACK SOURCE
 ONSLOW COUNTY ZONING ORDINANCE

SURVEY DATA:

HORIZONTAL DATUM - BASED UPON THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NAD83, US SURVEY FEET. SAID BEARINGS ORIGINATED FROM SAID COORDINATE SYSTEM BY GPS OBSERVATIONS AND OBSERVATIONS OF SELECTED STATIONS IN THE NATIONAL GEODETIC SURVEY CONTINUOUSLY OPERATING REFERENCE STATION (NGS CORS) NETWORK. VERTICAL DATUM - NAVD 88

PROPOSED ANNEXATION

AREA TO BE ANNEXED = 167.64 AC. (7,302,503 SQ.FT.)

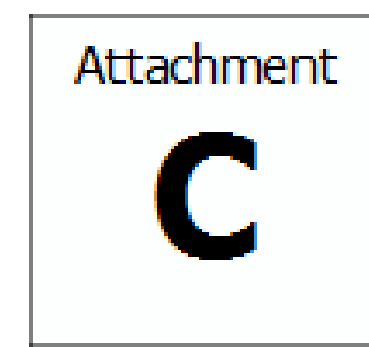
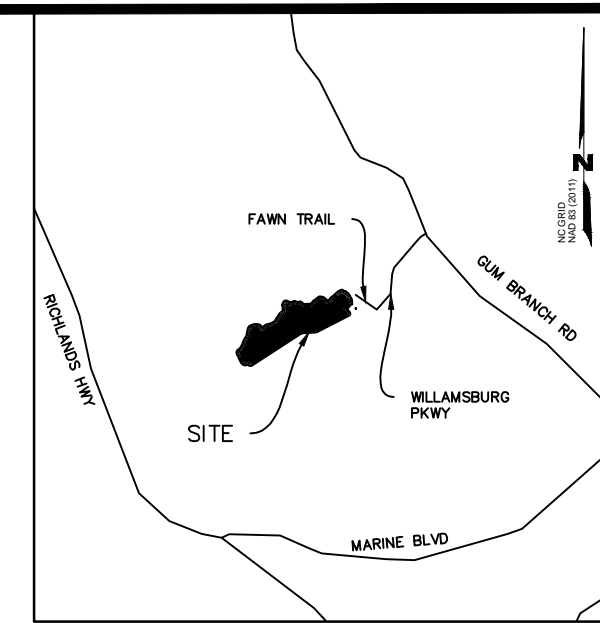
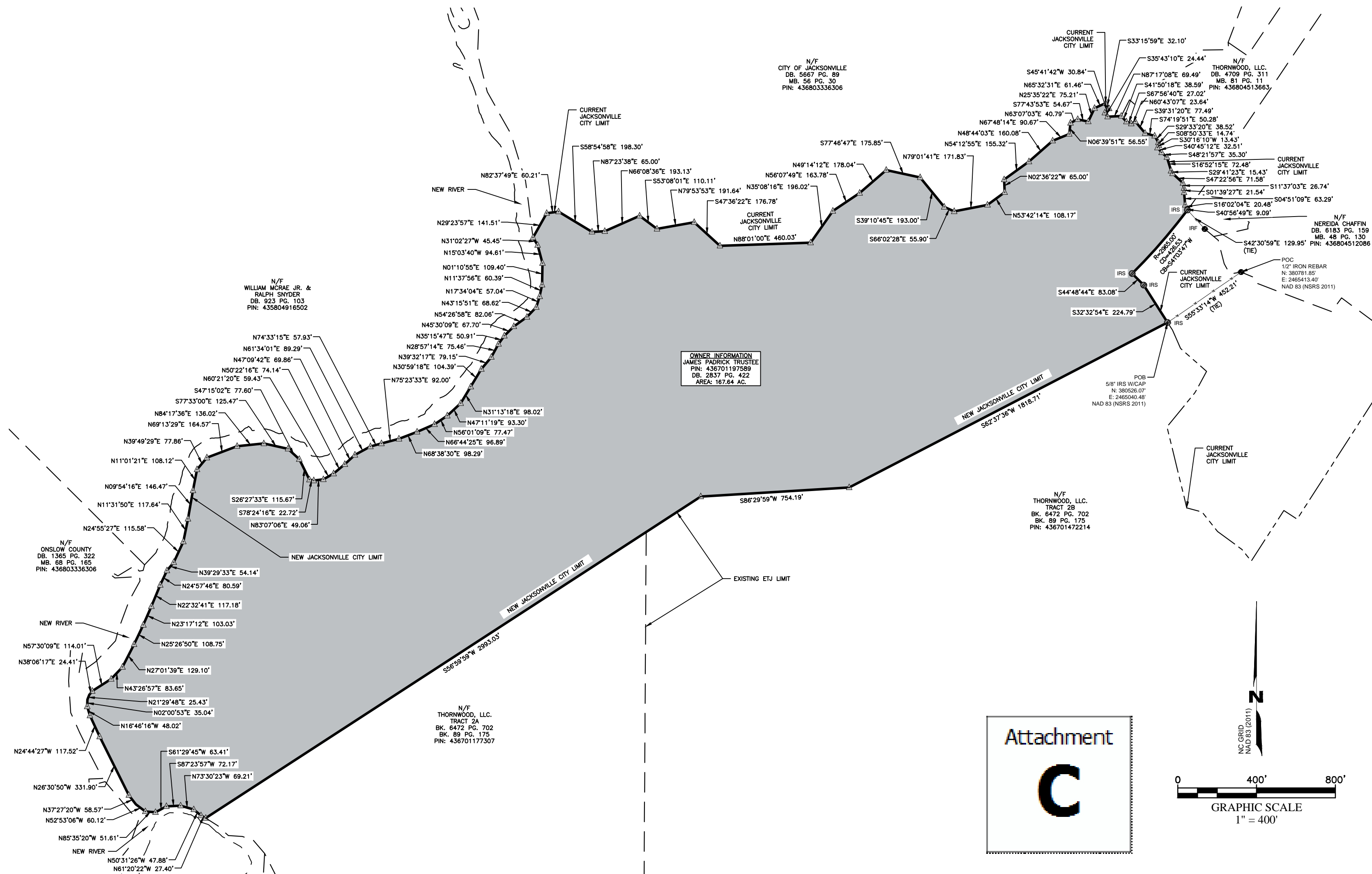
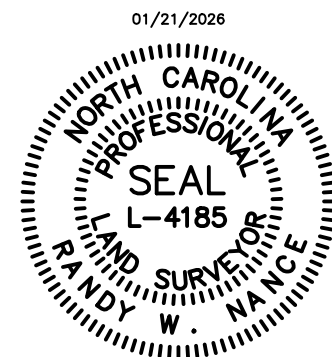
CERTIFICATION:

THIS PLAT WAS PREPARED FOR RECORDING IN ACCORDANCE WITH GS 47-30, AS AMENDED. THIS MAP IS EXEMPT FROM GS 47-30 REQUIREMENTS PER GS 47-30 (J), WHICH STATES: "THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED."

I, RANDY W. NANCE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION SHOWN HEREON; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000 OR GREATER; THAT THIS SURVEY WAS PERFORMED USING GNSS AND CONVENTIONAL SURVEY, THAT THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GNSS SURVEY:

CLASS OF SURVEY: A
 POSITIONAL ACCURACY: 0.1FT + 50PPM
 TYPE OF GPS FIELD PROCEDURE: RTK, VRS
 DATES OF SURVEY: 04/21/2025 - 09/19/2025
 DATUM/EPOCH: NAD 83 (2011)
 PUBLISHED/FIXED-CONTROL USE: NCV, NCNB, CORS ARP
 GEOID MODEL: 18
 UNITS: US SURVEY FEET
 RANDY W. NANCE, PE, PLS.
 NORTH CAROLINA PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER: L-4185
 RANDY.NANCE@SAM.BIZ
 (919)758-7311

SURVEYING AND MAPPING
 F-1442



2641-116 Sumner Blvd.
 Raleigh, NC 27616
 Ofc: 919.878.7466
 email: info@sam.biz

PROJECT:	KIMLEY - HORN PADRICK ANNEXATION
JOB NUMBER:	1023083657
DATE:	01/21/2026
SCALE:	1" = 400'
SURVEYOR:	RANDY W. NANCE
TECHNICIAN:	RIC SASAMOTO
DRAWING:	PADRICK ANNEXATION
TRACT ID:	436701197589
PARTYCHIEF:	JH
FIELDBOOKS:	

ANNEXATION PLAT
 FOR
KIMLEY-HORN & ASSOCIATES
 CITY OF JACKSONVILLE, ONSLOW COUNTY
 STATE OF NORTH CAROLINA

SHEET 1
 OF 1



Request for City Council Action

Agenda Item:	5
Date:	3/17/2026

Subject: Public Hearing (*Legislative*) Unified Development Ordinance (UDO) Text Amendment – Amendment to Article 4.3 Accessory Uses Standards, C. Specific Standards for Certain Accessory Uses 5. Food Vendor (Mobile) and FY26 Fee Schedule Amendment

Department: Planning and Inspections

Presented by: Ryan King, Director of Planning & Inspections

Presentation: Yes

Issue Statement

Development standards were introduced with the adoption of the Unified Development Ordinance (UDO). These standards provide uniformity for development in the City and promote compatible standards between various uses. Based on the information provided by the City Attorney, City Planning staff has prepared this UDO Text Amendment which proposes to amend Article 4.3 Accessory Uses Standards, C. Specific Standards for Certain Accessory Uses 5. Food Vendor (Mobile) as outlined in this staff report and in Attachment A. Additionally, staff is proposing a fee schedule amendment for Food Vendors (Mobile) that will follow the typical zoning permit fee.

Financial Impact

The base fee would be reduced which could lead to less permit revenue; however, if the lower fee were to entice other vendors to the area, the loss may be negligible.

Action Needed

Conduct Public Hearing

Consider the Unified Development Ordinance Text Amendment, found in Attachment A, which is consistent with the adopted CAMA Plan, Policy 24.4 and 52.4: Support the City in their efforts to promote entrepreneurial development and small business expansion.

Consider Fee Schedule Amendment

Recommendation

Staff and the Planning Board recommend Council approve the UDO Text Amendment. The proposed amendment is consistent with the adopted CAMA Plan and is reasonable and in the public interest.

Staff also recommends that Council approve the proposed fee schedule amendment.

Approved: City Manager City Attorney

Attachments:

- A Unified Development Ordinance Text Amendment
- B FY26 Fee Schedule Amendment



Staff Report

Agenda
Item: **5**

Public Hearing (*Legislative*) Unified Development Ordinance (UDO) Text Amendment – Amendment to Article 4.3 Accessory Uses Standards, Table 4.3.1 Table of Permitted Accessory Uses and C. Specific Standards for Certain Accessory Uses 5. Food Vendor (Mobile) and FY26 Fee Schedule Amendment

Introduction

Development standards were introduced with the adoption of the Unified Development Ordinance (UDO). These standards provide uniformity for development in the City and promote compatible standards between various uses. Based on the information provided by the City Attorney, City Planning staff has prepared this UDO Text Amendment which proposes to amend Article 4.3 Accessory Uses Standards, Table 4.3.1 Table of Permitted Accessory Uses and C. Specific Standards for Certain Accessory Uses 5. Food Vendor (mobile) as outlined below (synopsis) and identified in Attachment A. Additionally, staff is proposing a fee schedule amendment for Food Vendors (Mobile) that will follow the typical zoning permit fee.

Synopsis of the text amendment:

- Eliminates the 250-foot spacing from other food vendors, residential zoning districts, and/or restaurants.
- Eliminates a contradiction (accessory to a business that is open vs closed).
- Eliminates signage specific to food trucks which means that signage for food trucks. Signage would be regulated per Section 5.12 Signage.

The proposed amendment is supported by the CAMA Plan Goals 24 and 52 which state "Support the City and County Chambers of Commerce in their efforts to promote entrepreneurial development and small business expansion". Additionally, City Council's Adopted Goal # 4 "Assess and appropriately respond to the needs and quality of life of the community." Furthermore, this review and amendment is consistent with staff's continual review of the Unified Development Ordinance (UDO).

Notable Dates

- February 18, 2020 – Food Truck owners spoke during the public comment portion of the Jacksonville City Council Meeting.
- January 19, 2021 – City Council conducted a public hearing and amended the Unified Development Ordinance for Food Vendors (Mobile).
- March 9, 2026 – the Planning Advisory Board voted 3-2 to recommend approval on the proposed UDO Text Amendment.
- March 17, 2026 – City Council will conduct a public hearing and consider this request.

Nonconforming Assessment

This proposed amendment will not create any non-conformities.

Public Hearing Notification Assessment

"Before adopting, amending, or repealing any ordinance authorized by this Article, the City Council shall hold a public hearing on it. A notice of the public hearing will be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published the first time not less than 10 days nor more than 25 days before the date fixed for the hearing." Notifications in accordance with North Carolina General Statutes have been followed.

NCGS 160D-601 (Downzoning) Assessment

This proposal would not create a "Down Zoning", if approved; however, this amendment could not be easily reversed without written consent of all property owners. This is due to the recent modification of NCGS 160D-601 (below) which was part of the downzoning component of SB382. This and any future Unified Development Ordinance (UDO) amendments should have this factored into the City's decision-making process.

Down-Zoning – No amendment to zoning regulations or a zoning map that down-zones property shall be initiated, enacted, or enforced without the written consent of all property owners whose property is the subject of the down-zoning amendment. For purposes of this section, "down-zoning" means a zoning ordinance that affects an area of land in one of the following ways:

- (1) By decreasing the development density of the land to be less dense than was allowed under its previous usage.
- (2) By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.
- (3) By creating any type of nonconformity on land not in a residential zoning district, including a nonconforming use, nonconforming lot, nonconforming structure, nonconforming improvement, or nonconforming site element.

Factors to Consider

- Due to down-zoning restrictions from the State Legislature, it will be difficult to revert to current zoning rules and regulations regarding mobile food vendors. This is not unique to this amendment. This is true of any text amendment that could trigger the factors in the down-zoning statute.
- Any UDO amendment could impact land use compatibility.
- Develop a more diversified local economy to provide a stable economic base and greater employment opportunities for all segments of the local population.
- Concerns about any/all unintended consequences that could result from amendment to the codes/ordinances.
- Would allow food trucks to locate within Jacksonville's jurisdiction with fewer limitations.

Options

- Recommend approval of the UDO Text Amendment found in Attachment A **(Recommended by Staff and the Planning Advisory Board)**
- Deny the UDO Text Amendment found in Attachment A
- Continue the hearing until the next Regular Scheduled City Council Meeting (April 21, 2026). Provide staff with specific direction on what information Council would like to have provided for consideration.



Draft Planning Advisory Board Minutes – March 9, 2026

Agenda Item: 5

Public Hearing (*Legislative*) Unified Development Ordinance (UDO) Text Amendment – Amendment to Article 4.3 Accessory Uses Standards, C. Specific Standards for Certain Accessory Uses 5. Food Vendor (mobile) and FY26 Fee Schedule Amendment

Development standards were introduced with the adoption of the Unified Development Ordinance (UDO). These standards provide uniformity for development in the City and promote compatible standards between various uses. Based on the information provided by the City Attorney, City Planning staff has prepared this UDO text amendment which proposes to amend Article 4.3 Accessory Uses Standards, Table 4.3.1 Table of Permitted Accessory Uses and C. Specific Standards for Certain Accessory Uses 5. Food Vendor (mobile) as outlined below (synopsis) and identified in Attachment B.

Synopsis of the text amendment:

- Eliminates the 250-foot spacing from other food vendors, residential zoning districts, and/or restaurants.
- Eliminates a contradiction (accessory to a business that is open vs closed).
- Eliminates signage specific to food trucks which means that signage for food trucks would be regulated per Section 5.12 Signage, the same as all others.

The proposed amendment is supported by the CAMA Plan Goals 24 and 52 which state “Support the City and County Chambers of Commerce in their efforts to promote entrepreneurial development and small business expansion”. Additionally, City Council’s Adopted Goal #4 states “Assess and appropriately respond to the needs and quality of life of the community.” Furthermore, this review and amendment is consistent with staff’s continual review of the Unified Development Ordinance (UDO).

Bob Dupuis asked if the City Attorney had reviewed the amendment. Lorna Welch answered that she had reviewed the amendments and believes they reflect the City’s objective to promote the health, safety, and welfare of all its citizens.

Bob Dupuis remembered the different concerns presented by members of the community in the past and acknowledged the difficulties in reconciling the competing interests.

Bob Dupuis asked if the City had received feedback from traditional “brick-and-mortar” establishments. Lorna Welch replied that she is only aware of feedback from mobile food vendors (i.e. food trucks).

Anthony Prinz referenced a legal challenge to the City’s current mobile food vendor ordinances. The challenge is not against the entirety of the ordinance. The challenge focuses on specific aspects of the ordinances that are perceived as unfair.

Ryan King reminded the Planning Advisory Board (PAB) that the ordinances in place were approved as a pilot program. The City knew adjustments would be needed, and the City

was open to the feedback. Additionally, as a separate matter, City Council will review the fees for mobile food vendors in conjunction with their consideration.

Homer Spring added that when the PAB first reviewed the mobile food vendor ordinances, it was a relatively new idea. Since then, the industry has grown, and industry standards/practices have advanced.

Anthony Prinz added that he thought the City did the best it could at the time with the information available. The proposed amendments are a reflection of what the City requires of other businesses under the current Unified Development Ordinance (UDO).

Councilman Sosa emphasized that property owners must give their permission ahead of mobile food vendors setting up on private property, and this may address some of the concerns traditional brick-and-mortar businesses have expressed in the past.

Chase Popkin spoke specifically to the 250' restriction. He believes this restriction should remain and should not be amended. He noted the investment into the City made by brick-and-mortar businesses.

Anthony Prinz emphasized there are other standards that will remain. The objective is to treat the mobile food vendors similarly to brick-and-mortar businesses. For example, just like comparable brick-and-mortar restaurants, mobile food vendors are allowed to operate in Corridor Commercial (CC) or Industrial (IND) Districts.

Chase Popkin noted that there are other businesses that have distance requirements.

Lorna Welch agreed and added that some of those restrictions are by State Statute.

Chase Popkin expressed support for the businesses that invest tax money and provide jobs for the City. By contrast, a mobile food vendor from another state could operate in the City and not provide the same level of local investment.

Homer Spring moved to recommend approval of the UDO text amendment as presented as it is consistent with the adopted CAMA Plan, Goals 24 and 54 and the amendment is reasonable and in the public interest. Dr. Lesan seconded the motion.

Grace Haubrich, Dr. Doug Lesan and Homer Spring voted in the affirmative for the motion. Chase Popkin and Nicholas Semanderes voted in the negative against the motion.

The motion was approved by the Board Members present in a 3-2 vote.

ORDINANCE (# 2026 -)
AN ORDINANCE AMENDING THE CITY OF JACKSONVILLE UNIFIED
DEVELOPMENT ORDINANCE

BE IT ORDAINED by the Jacksonville City Council that the Unified Development Ordinance be amended as follows. Underlining indicates a proposed addition to the text. ~~Strikethrough~~ indicates the deletion of existing text.

4.3 Accessory Use Standards

A. Purpose

This section authorizes and regulates accessory uses that are incidental and customarily subordinate to principal uses. The purpose of this section is to allow a broad range of accessory uses, so long as such uses are located on the same site as the principal use, and so long as they comply with the standards set forth in this section in order to reduce potentially adverse impacts on surrounding lands.

B. General Standards and Limitations

1. Compliance with UDO Requirements

All accessory uses and accessory structures shall conform to the applicable requirements of this UDO, including the district standards in Article 3: *Zoning Districts*, and the use regulations in Article 4: *Use Standards*, and the development standards in Article 5: *Development Standards*. The provisions of this section establish additional standards and restrictions for particular accessory uses and structures.

2. General Standards

All accessory uses and accessory structures shall meet the following standards:

- (1) Directly serve the principal use or structure;
- (2) Be customarily accessory and clearly compatible, incidental, subordinate and in harmony with the principal use and structure;
- (3) Be subordinate in area, extent, and purpose to the principal use or structure;
- (4) Be owned or operated by the same person occupying the principal use or structure (except that vending machines, automated teller machines, food trucks and similar features are exempted from this requirement);
- (5) Be located on the same lot as the principal use or structure;
- (6) Together with the principal use or structure, not violate the bulk, density, parking, landscaping, fire lanes or open space standards of this UDO;
- (7) Not be constructed or established prior to the time the principal use or structure is constructed or established;
- (8) Not constitute a combination use, which is the combination of two principal uses (combination uses will not meet the above standards in terms of being subordinate or providing service to the principal use); and

Attachment

A

- (9) Storage of vehicles, boats, trailers, goods, and other materials in unoccupied land and/or structures is not an accessory use and shall be subject to primary use standards contain within Article 4.

3. Approval of Accessory Uses and Structures

Unless otherwise specified in this section, accessory uses or structures shall be treated as an allowed land use in the zoning district in which it is located, provided it is established after the principal use or structure on the property.

4. Table of Permitted Accessory Uses

(a) Table as Guide

Table 4.3.1, *Table of Permitted Accessory Uses*, is established as a guide to identify the appropriateness of the more common accessory uses in each zoning district.

(b) Listed Accessory Uses

Table 4.3.1, *Table of Permitted Accessory Uses*, lists what types of accessory uses, structures, and activities are allowed in each of the zoning districts. If a specific accessory use is allowed in a zoning district, the column underneath the zoning district is marked with a "P." If the accessory use or structure is not allowed in a zoning district, the column contains a backslash. In the case of planned development districts, if an accessory use is allowable, it is marked with an "MP", and the accessory use shall be set out in the approved master plan. If there is a reference contained in the column entitled "Additional Requirements," refer to the cited section(s) for additional standards that apply to the specific accessory use.

(c) Interpretation of Unidentified Accessory Uses

The City Manager or their designee shall rule on potential accessory uses that are not identified in Table 4.3.1, *Table of Permitted Accessory Uses*, on a case-by-case basis, as a ruling (see Section 2.3.K). In making the ruling, the City Manager or their designee shall apply the following standards.

- (1) The definition of "accessory use" (See Article 9: *Definitions.*), and the general accessory use standards established in Section 4.3.B, *General Standards and Limitations.*
- (2) The additional regulations for specific accessory uses established in Section 4.3.C, *Specific Standards for Certain Accessory Uses.*
- (3) The purpose and intent of the zoning district in which the accessory use is located (see Article 3: *Zoning Districts*).
- (4) Any potential adverse impacts the accessory use may have on other lands in the area, compared with other accessory uses permitted in the zoning district.
- (5) The compatibility of the accessory use, including the structure in which it is housed, with other principal and accessory uses permitted in the zoning district.

5. Table of Permitted Accessory Uses

Table 4.3.1, *Table of Permitted Accessory Uses*, specifies types of accessory use and the zoning district where each type may be permitted.

Table 4.3.1: Table of Permitted Accessory Uses																		
P = Permitted Use MP = Allowed Subject to a PD Master Plan / = Prohibited																		
Accessory Use	Residential								Nonresidential/ Mixed-Use						Planned Development			Additional Requirements
	RSF-40	RSF-20	RSF-10	RSF-7	RSF-5	RMF - LD	RMF-HD	RMH	OI	NC	DTR	DTB	CC	IND	PD-R	PD-C	PD-T	
Amateur Ham Radio/TV Antenna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	4.3.C.1
Automated Teller Machine (ATM)	/	/	/	/	/	/	P	/	P	P	/	P	P	P	MP	MP	MP	4.3.C.2
Canopies	/	/	/	/	/	/	P	/	P	P	P	P	P	P	MP	MP	MP	4.3.C.3
Family Day Care, In-home	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	4.3.C.4
Food Vendor, mobile	/	/	/	/	/	/	/	/	/	/	/	/	P	P	MP	MP	MP	4.3.C.5
Garage, detached	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	
Home Occupation	P	P	P	P	P	P	P	P	P	P	P	P	P	/	MP	MP	MP	4.3.C.6
Ice House	/	/	/	/	/	/	/	/	P	P	/	P	P	P	/	MP	MP	4.3.C.7
Livestock	P	P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Backyard Chickens	P	P	P	P	/	/	/	/	/	/	/	/	/	/	MP	/	MP	4.3.C.8
Outdoor Display/Sales	/	/	/	/	/	/	/	/	P	P	/	P	P	P	/	MP	MP	4.3.C.9
Outdoor Storage	/	/	/	/	/	/	/	/	/	/	/	/	P	P	/	MP	/	4.3.C.10
Parking Structure	/	/	/	/	/	/	/	/	P	P	P	P	P	P	MP	MP	MP	
Produce Stand	P	P	/	/	/	/	/	P	/	P	/	P	P	/	MP	MP	MP	4.3.C.11
Recycling Drop-Off Stations	/	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	4.3.C.12
Satellite Dish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	4.3.C.13
Storage or Parking of Heavy Trucks, or Trailers	/	/	/	/	/	/	/	/	/	/	/	/	P	P	/	MP	/	
Storage or Parking of Major Recreational Equipment	P	P	P	P	P	P	P	P	/	/	P	P	/	/	/	/	/	4.3.C.14
Swimming Pool/Hot Tub	P	P	P	P	P	P	P	P	P	P	P	P	P	/	MP	MP	MP	4.3.C.15
Utility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MP	MP	MP	
Workshop	P	P	/	/	/	/	/	/	/	/	/	/	/	/	MP	MP	/	4.3.C.16

6. Location of Accessory Uses or Structures

Except for permitted fences or walls erected on a property line or an ornamental pond, no accessory use, structure, or activity shall occupy or take place in a required front, side, or corner side setback, unless specified otherwise.

Except for fences and walls, all accessory structures shall comply with the minimum setback and spacing standards applicable to accessory structures in the zoning district where the structure is located (see Article 3: *Zoning Districts*).

No accessory structure shall be located within any platted or recorded easement or over any known utility.

7. Maximum Height

All accessory structures shall comply with the maximum height standards applicable to principal structures in the zoning district where the structure is located (see Article 3: *Zoning Districts*).

8. Lot Coverage

The total area occupied by all accessory structures shall not exceed the maximum lot coverage standard applicable to accessory structures in the zoning district where the structure is located (see Article 3: *Zoning Districts*).

C. Specific Standards for Certain Accessory Uses

5. Food Vendor (mobile)

Food vendors shall comply with the following standards, failure to do so can result in the revocation of the Food Vendor permit:

- (1) There shall be a maximum of one food vendor per lot except in accordance with a City-sponsored or other special event;
- (2) ~~Any Food vendor shall be at least 250 feet from any other parcel containing: 1) a food vendor, 2) a low density, medium density, high density residential or downtown residential zoning district, and or 3) a restaurant;~~
- (3) Permanent alterations to the site are prohibited;
- (4) Food vendors are prohibited within the public right of way, on public sidewalks, landscape areas or within required parking ~~(unless the principal business is closed)~~, except in accordance with a City-sponsored or other special event;
- (5) Food vendors shall not obstruct pedestrian or vehicular travel ways;
- (6) Operation of food vendors shall be limited to the hours of 6:00 AM to 2:00 AM or the hours of principal use, if less;
- (7) The food vendor area shall be swept and cleaned daily;
- (8) Each vendor shall provide trash receptacles of sufficient size to meet the needs of the business. Receptacles shall have their contents disposed of properly and sanitized on a daily basis;
- (9) Food vendors shall not utilize any source of exterior lighting for the purposes of advertising the use. Any exterior security type lighting shall be dark sky compliant;
- (10) Food vendors shall comply with North Carolina Health Department Standards;
- (11) Food vendors may only be placed on private property with written approval (notarized) of the property owner.

Documentation shall be displayed in plain view at all times;

- (12) ~~Food vendor signage is limited to:~~
- ~~i. Up to one 5' x 5' "A" frame sign within 20 feet of the food truck/trailer/cart;~~
 - ~~ii. Signage that can be placed on the food vendors truck/trailer/cart including back lit menu boards. No signage may be placed above the height of the food vendors truck/trailer/cart;~~
 - ~~iii. Programmable electronic message center signs are prohibited; and~~
 - ~~iv. All other signage is prohibited including LED, rope or strings of lights.~~
- (13) Shall obtain a City of Jacksonville Food Vendor permit (annual) to operate within the City limits and or Extraterritorial Jurisdiction. A copy must be displayed and in plain view at all times. In conjunction with the permit process, the equipment shall be inspected and approved by the Jacksonville Fire Department;
- (14) Shall not obstruct and be at least 15 feet away from all fire hydrant(s);
- (15) All kitchen equipment shall be inspected and in proper working condition (ex: hood system);
- (16) Amplified or audible sounds/devices are prohibited (generator exempt from this standard);
- (17) Outdoor seating is prohibited unless outdoor seating already exists for the principal use and occurred with all appropriate permits; and
- (18) All Food trucks/trailers/carts, equipment, trash receptacles, and all other items shall be removed daily.

The City Manager reserves the right to temporarily suspend food vendors permits during times of special events.

Adopted by the Jacksonville City Council in regular session on this 17th day of March 2026.

Sammy Phillips, Mayor

ATTEST:

Rose R. Marshburn, City Clerk

PLANNING FEE SCHEDULE

The following fees are non-refundable unless otherwise noted.

<u>DOCUMENTS, ORDINANCES, PLANS</u>	
CAMA Land Use Plan	\$25.00
Copy of Unified Development Ordinance	\$50.00
<u>HOME BASED BUSINESSES</u>	
Home Occupation and/or Family Childcare	\$55.00
Family Care and/or Group Home	\$55.00
<u>MISCELLANEOUS</u>	
Civil Penalty - Unified Development Ordinance Violation(s)	\$50.00 per violation/per day, not to exceed \$5,000 per annum.
Standard Zoning Certification Letter ¹	\$55.00
Non-Standard Zoning Certification Letter ¹	\$110.00
Zoning Permit (no longer included in conjunction with any other permit)	\$55.00
Billboard Renewal Fee	\$60.00
Vested Right Application	\$75.00
Change of Address	\$50.00 per address
Street Name Change Request	\$250.00
Voluntary Annexation Petitions	\$500.00
Street Closing Petitions	\$500.00
Driveway Permit	\$50.00
Floodplain Development Permit	\$50.00
Food Vendors, Mobile (city residents) ²	\$300.00 Refer to Zoning Permit fee
Food Vendors, Mobile (non-city residents) ²	\$500.00
<u>SUBDIVISION, PLATS, DEVELOPMENTS/SITE PLANS</u>	
Recombination/Exempt/Easement Plats	\$125.00
Sketch Plan (Minor) ³	\$150.00
Preliminary Plan (Minor) ³	\$250.00
Sketch Plan (Major) ³	\$300.00
Preliminary Plan (Major) ³	\$500.00

Attachment

B

Sketch and Preliminary Plan Combined (Major) ³	\$600.00
Sketch and/or Preliminary Plan Extension ³	\$500.00
Sketch and/or Preliminary Plan Modification	\$300.00
Final Plat	\$250.00
Type I Site Plan (excludes single family detached) ^{3 & 4}	\$1,000.00
Type II Site Plan (excludes single family detached) ^{3 & 4}	\$1,100.00
Special Use Permit/Type III Site Plans	\$1,300.00
Site Plan Re-review(s)	\$150.00 (each review)
Site Plan Modification(s)	\$250.00
Site Plan Extension	\$250.00
Development Agreement	\$2,000.00
<u>Transportation Impact Analysis (TIA)</u>	
Scoping Fee	\$1,000.00 (non-refundable) will be credited to the total cost of the TIA fee
Applicant Hires Own Qualified Engineer	Applicant 100% cost of their TIA plus 100% cost for City's Consultant to review the TIA Report.
City Selected Engineering Consultant	Applicant 100% total cost of TIA with no required consultant review of the TIA Report.
<u>Expert Assistance for Wireless Telecommunication Applications</u>	
Eligible Facility Request	\$1,000.00
Amended Application	\$500.00
New Towers/Support Structures/Substantial Modifications	\$7,500.00
<u>VARIANCES, ZONING/SUBDIVISION ORDINANCE and/or MAP AMENDMENTS</u>	
Text Amendment	\$500.00
Rezoning Request (Map Amendment) ⁵	\$550.00
Variance/Interpretation/Appeal Request (Board of Adjustment)	\$350.00*
*If the applicants appeal is granted by the Board of Adjustments, this fee will be refunded in full	

Land Use Plan Text and Map Amendment	\$550.00
<p>IMPORTANT DETAILS</p> <ol style="list-style-type: none"> 1. A standard zoning certification letter is a form letter as established by the Planning Division that identifies a parcel, address, zoning and the permitted uses allowed at that location or a copy of a previous approval letter. A non-standard zoning certification is a letter that requests additional information not included in the standard letter. 2. Fee will be reduced by 1/2 for permits applied for after the 1st of January 3.2. _____ The 1st two reviews are included within this base fee. 4.3. _____ For Expansions/Additions/Accessory Structures on sites owned or leased by a public agency greater than 5 acres, only the development impact area will be factored into the per acre portion of the plan review fee. 5.4. _____ When a rezoning request will affect more than 50 different adjacent property owners and a newspaper ad is required the applicant will be assessed the advertisement fee in addition to the base rate. 6.5. _____ All fees are set amount/flat fees and must be paid to the City prior to the work being done for which the fee is paid. 	



Request for City Council Action

Agenda Item:	6
Date:	3/17/2026

Subject: Designation of Voting Delegate for 2026 NCLM City Vision
Department: City Clerk's Office
Presented by: Rose R. Marshburn, City Clerk
Presentation: No

Issue Statement

The North Carolina League of Municipalities Annual Conference is scheduled from May 5 through May 7, 2026, in Raleigh, NC.

The League Constitution and the voting procedures established by the League Board of Directors, require each member municipality sending delegates to the Annual Conference to designate one (1) voting delegate and one (1) alternate voting delegate to cast the City's votes at the Annual Business Meeting.

The following members of Council are currently registered to attend the Annual Conference:

Mayor Pro Tem Cindy Edwards
Councilwoman Mickey Smith
Councilman Jerome Willingham
Councilman Mike Yaniero

Action Needed

Nominate and Vote on (1) Voting Delegate and (1) Alternate Voting Delegate for the NCLM Business Meeting.

Recommendation

Appoint (2) members of Council to serve as the City's Voting Delegate and Alternate Voting Delegate for the NCLM Annual Business Meeting.

Approved: City Manager City Attorney

Attachments: None