



**City of Havelock
Board of Commissioners
Regular Meeting
Monday, April 27, 2026
7:00 p.m.
Havelock City Hall**

Item #	Agenda Topics	Presenter
I.	CALL TO ORDER	Mayor Will Lewis
II.	OPENING PRAYER/MOMENT OF SILENCE	Mayor Will Lewis
III.	PLEDGE OF ALLEGIANCE	Mayor Will Lewis
IV.	REGULAR & CONSENT AGENDA: <i>A. Consent Agenda Items (A-C)</i> <i>B. Regular Agenda</i>	Mayor Will Lewis
V.	PUBLIC COMMENTS	(5 minutes per citizen)
VI.	REGULAR AGENDA ITEMS:	
<input type="checkbox"/> 1.	Tucker Pointe Townhomes <i>Preliminary Plat</i>	Planning Director Katrina Marshall
<input type="checkbox"/> 2.	Craven County MOU: <i>City Building Inspection Services</i>	Planning Director Katrina Marshall
<input type="checkbox"/> 3.	Monthly Financial Presentation: <i>March 2026 Report</i>	Finance Director Kimberly Walters
<input type="checkbox"/> 4.	Governing Body Appointments: <i>A. Senior Advisory Committee</i> <i>B. Community Arts & Appearance Committee</i> <i>C. Recreation Advisory Board</i>	Mayor Will Lewis
<input type="checkbox"/> 5.	Elected/Appointed Officials Reports/Comments <i>A. Interim City Manager</i> <i>B. City Attorney</i> <i>C. Commissioners</i> <i>D. Mayor</i>	Elected & Appointed Officials
VII.	CLOSED SESSION: <i>NCGS 143-318.11(a)(6) –Personnel</i>	Mayor Will Lewis
VIII.	ADJOURNMENT	Mayor Will Lewis



**City of Havelock, North Carolina
Board of Commissioners**

AGENDA COMMUNIQUE

TO: Mayor William L. Lewis, Jr.
Board of Commissioners
City Attorney Troy Smith

FROM: Interim City Manager Randy Martin
Assistant City Manager Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, April 27, 2026 – 7:00 PM

DATE: 4/23/2026

CC: Department Heads; Press

I. CALL TO ORDER:

Mayor Will Lewis will call the meeting to order.

II. OPENING PRAYER/MOMENT OF SILENCE:

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

III. PLEDGE OF ALLEGIANCE:

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

IV. REGULAR & CONSENT AGENDA:

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

Consent Agenda Item A	Minutes of the March 23, 2026 Board of Commissioners Meeting
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Consent Agenda Item B	Resolution #26-R-04, a resolution authorizing an amendment to the CAMA Land Use Plan – <i>March 23, 2026 BOC Action</i>
Consent Agenda Item C	Budget Amendment #2 for FY 2025-26

Request: A Commissioner’s motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Regular Agenda as presented.

Interim City Manager’s Opinion: The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the interim manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

V. PUBLIC COMMENTS:

If any citizen wishes to address the City of Havelock Board of Commissioners during this “Public Comments” segment of this meeting, they may do so by signing up prior to the beginning of the meeting.

The City Clerk shall provide the sign-up sheet, which lists the name and address. It should be noted that comments shall be limited to five (5) minutes and Board reserves the right not to act on requests first presented this evening.

VI. REGULAR AGENDA ITEMS:

Item #1. **Cherry Branch Ltd. Tucker Pointe Townhomes - Preliminary Plat**

Cherry Branch Limited is requesting Preliminary Plat approval of Tucker Pointe Townhomes, consistent with the previously approved Conditional Zoning District and master plan (**Exhibit #1A**). The site is located at 735 US Highway 70 West, parcel ID 6-216-038. The applicant proposes 126 townhome units within 23 buildings (approx. 7.8 units/acre). The Conditional Zoning District and master plan were approved by the Board of Commissioners on February 7, 2025.

Project Engineer John Thomas, PE of Thomas Engineering submitted the preliminary plans for review. The Technical review Committee (TRC) met on February 10, 2026 and reviewed the plans with Mr. Thomas. Committee members provided their

review comments either at or subsequent to the meeting. The Planning Board reviewed the request on April 7, 2026, and voted unanimously (5–0) to recommend approval with conditions **(Exhibit #1B)**. The Planning Board included conditions that the architectural rendering provided at master plan approval remain and that Open Space/Common Area Signage be included. Specifically require a specified number of signs identifying common areas and those signage requirements must be included in both the City-issued permit and the restrictive covenants. The Planning Board included that the signage design, size, and placement should be coordinated with staff.

Additionally, the Planning Board requested that the Board support public access to adjacent U.S. Forest Service property for a proposed interpretive trail that Ron Hudson, NC Forest Service District Manager shared with the Board.

Staff finds the preliminary plat consistent with the approved master plan and recommends approval with the Planning Board’s conditions. Staff has provided to the developer and engineer that seven (7) signs are recommended to be posted at specified access points to the common area. Staff also provided an example of a style of sign with the developer and engineer. The signs should be of size and design to blend with the architectural style and color scheme of the units.

City Code References: N/A

Request: A Commissioner's motion and a second is being sought to approve the Preliminary Plat for Tucker Pointe Townhomes, located at 735 US Highway 70 West, as such is consistent with the previously approved Conditional Zoning District and master plan, subject to the conditions recommended by the Planning Board, and contingent upon resolution of the conditions prior to final plat approval.

Interim City Manager’s Opinion: Being that the preliminary plat is consistent with the previously approved Conditional Zoning District and master plan, and has been reviewed by Staff, TRC, and the Planning Board, approval is recommended, subject to all conditions being addressed prior to final plat approval.

Item #2. Craven County MOU: *City Building Inspection Services*

The Board had directed staff to proceed with a Memorandum of Understanding for Building Inspections Services with Craven County for the new Fiscal Year (FY 26-27) - **(Exhibit #2A)**. Due to the City Building Inspector resigning, the need for the MOU was brought to the forefront. Craven County has reviewed the MOU and supports approval once the City approves it. The service will take effect immediately upon approval of both parties.

Development projects will still begin with the City Planning Department for approval of City Code and the Unified Development Ordinance (UDO). Once local approval has been issued, the applicant will apply to the County. The City Planning Technician will assist citizens with the County application, when requested.

City Code References: N/A)

Request: A Commissioner's motion and a second is being sought to approve the provided Memorandum of Understanding between the City of Havelock and Craven County for City Building Inspection Services, effective upon adoption by Craven County.

Interim City Manager's Opinion: In light of the Board's direction and the recent resignation of the Building Inspector, this MOU is needed to ensure uninterrupted inspection services. It maintains the City's planning role while utilizing County support, and, having been drafted by the City Attorney, is legally sound. Approval is recommended.

Item #3. Monthly Financial Presentation: *March 2026 Report*

Finance Director Kimberly Walters shall appear before the Board of Commissioners this evening to present the March 2026 monthly financial report (**Exhibit #3A**). The Finance Director as of this writing does not have any items on the watch list. The Board's questions and comments on the report are solicited and welcomed.

City Code References: 32.31(A)

Request: No action necessary.

Interim City Manager's Opinion: The interim manager concurs with the financial report as presented.

Item #4. Governing Body Appointments:

- A. Senior Advisory Committee*
- B. Arts & Appearance Committee*
- C. Recreation Advisory Board*

A. Senior Center Advisory Committee

With the expiration of several terms on the Senior Center Advisory Committee, three (3) City seats and one (1) Out-of-City seat are now open for appointment (**Exhibit**

#4A.1). Of the current members, only one individual, Ms. Sandy Kosner (**Exhibit #4A.2**), has expressed interest in reappointment. As of this writing, no additional applications have been received from eligible candidates. Accordingly, three (3) seats will remain vacant until applications are submitted and reviewed.

City Code References: Resolution # 24-R-02

Request: After a vote by written ballot, a Commissioner’s motion and a second is being sought to appoint one (1) individual as a City member to the Senior Center Advisory Board for a term to expire March 31, 2029.

Interim City Manager’s Opinion: The interim manager understands that appointments are made at the Board’s discretion; and therefore, does not offer an opinion.

B. Community Arts & Appearance Committee

Community Arts & Appearance Committee (**Exhibit #4B.1**) members Markell Carter and Phuong Nguyen have not attended any meetings since being appointed in January 2026 (**Exhibit #4B.2**). As a result, the Board is being asked to remove them from the Community Arts & Appearance Committee and appoint new members. As of this writing, the City has received three (3) applications for the Board’s appointment consideration (**Exhibit #4B.3**).

City Code References: Resolution # 25-R-24

Request: First, a Commissioner’s motion and a second is being sought to remove Markell Carter and Phuong Nguyen from the Community Arts & Appearance Committee, effective immediately, for unexcused absences. Secondly, after a vote by written ballot, a Commissioner’s motion and a second is being sought to appoint one (1) individual to the Student Representative Seat for a term to expire December 31, 2028 and one (1) individual to an At-Large Seat for a term to expire December 31, 2026.

Interim City Manager’s Opinion: The interim manager understands that appointments are made at the Board’s discretion; and therefore, does not offer an opinion.

C. Recreation Advisory Board

Recreation Advisory Board (**Exhibit #4C.1**) member Madeliene Butcher has had three (3) unexcused absences since January 2026. As a result, the Board is being asked to remove Ms. Butcher from the Recreation Advisory Board and appoint a new member (**Exhibit #4C.2**). As of this writing, the City has received four (4) eligible applications for the Board's appointment consideration (**Exhibit #4B.3**).

City Code References: N/A

Request: First, a Commissioner's motion and a second is being sought to remove Madeliene Butcher from the Recreation Advisory Board, effective immediately, for unexcused absences. Secondly, after a vote by written ballot, a Commissioner's motion and a second is being sought to appoint one (1) individual as a City Member to the Recreation Advisory Board for a term to expire September 30, 2026.

Interim City Manager's Opinion: The interim manager understands that appointments are made at the Board's discretion; and therefore, does not offer an opinion.

Item #5. Elected/Appointed Officials Reports/Comments:

- a. **Interim City Manager:** At this time, Interim City Manager Randy Martin submits a manager's report as referenced in the agenda packet (**Exhibits #4A**) and at this evening's meeting may offer other comments.
- b. **City Attorney:** At this time, City Attorney Troy Smith is provided an opportunity to report on any related City business matters.
- c. **Commissioners:** At this time, Commissioners are provided an opportunity to report on any related City business matters.
- d. **Mayor:** At this time, Mayor Will Lewis is provided an opportunity to report on any related City business matters.

VII. CLOSED SESSION: ...*a motion and second is requested to go into closed session for the following purpose:*

- NCGS 143-318.11(a)(6) –*Personnel*

VIII. ADJOURNMENT/RECESS