

**TOWN OF FOUR OAKS
BOARD OF COMMISSIONERS MEETING
FEBRUARY 17, 2025
MINUTES**

Call to Order

Mayor Vic Medlin called the February 17, 2025, regular scheduled Board of Commissioners meeting to order at 6:30 p.m. Those present included Commissioners Carles Surles, Tony Capps, Michael Bradley, Commissioner Mike Hines and Commissioner Kim Robertson. Also present were Town Attorney Alan “Chip” Hewett, Public Works Director Barry Stanley, Planning & Zoning Administrator/ Building Inspector Mike Cook, Administrative Assistant, Carol Allen, DeAnna Haley and Finance Officer, Rachel Raynor. Rhonda Lee Town Clerk, recording minutes and Mike Dart from FO Benson News in Review.

Invocation and Pledge of Allegiance

Commissioner Carles Surles gave the opening Invocation with Rachel Raynor leading the Pledge of Allegiance.

Approval of Minutes

- a) Board of Commissioners Meeting – January 23, 2025
Commissioner Surles made a motion to approve the January 23, 2025 minutes as presented, seconded by Commissioner Hines, voting unanimous, motion passed.

Presentation - 2023-2024 Financial Statement – Austin Eubanks, TPSA Auditor via Zoom

Austin Eubanks presented the 2023-2024 audit. The presentation with all relative information is included in the minutes packet.

Public Comments

There were no public comments.

Public Hearings

Mayor Medlin called the meeting into a public hearing.

- a) **LEGISLATIVE:** Shelby Moss, Petitioner & Owner is requesting to rezone parcel# 08J12031D from CB to R-A, located at 2050 US Hwy 701 S., located in the Town's ETJ.

Mike Cook presented the case stating that Mrs. Moss has requested to rezone parcel# 08J12031D from CB to R-A. Public notices were in the FO Benson News and Review January 29, 2025 and February 5, 2025. Sign was placed on the property January 31, 2025. Letters were mailed to 11 property owners within a 500 ft radius on January 29, 2025. There were a couple of inquiries from letters that were mailed. All questions were answered and there were no other concerns. This was zoned CB a long time ago by the county and it is recommended that it be rezoned. There were no questions from the board or the audience and no further discussion.

A motion to approve the rezoning application as presented was made by Commissioner Capps, seconded by Commissioner Bradley, voting was unanimous, motion passed.

Mayor Medlin called the meeting into a quasi-public hearing.

- b) **QUASI:** Shelby Moss, Petitioner & Owner – Application for a Special Use Permit to allow for a new 14x56 manufactured home, located at 2050 Hwy 701 S., Parcel is in the town's ETJ.

Attorney Chip Hewett swore in Mike Cook, and Shelby Moss to testify for or against the hearing which will be evidentiary in nature for the finding of facts.

Mike Cook presented the case stating that Mrs. Moss has requested a special use permit for parcel# 08J12031D. Per the Town of Four Oaks zoning ordinance, all manufactured homes require a special use permit. Mrs. Moss would like to place a 14x56 manufactured home on this parcel. She has provided plans and a site map for reference. Public notices were in the FO Benson News and Review January 29, 2025 and February 5, 2025. Sign was placed on the property January 31, 2025. Letters were mailed to 11 property owners within a 500 ft radius on January 29, 2025. There were a couple of inquiries from letters that were mailed. All questions were answered and there were no other concerns.

Commissioner Capps confirmed that all setbacks would be met and that Mrs. Moss would comply with all Town regulations.

With no further questions from the board or audience, Mayor Medlin closed the quasi-hearing.

Attorney Hewett presented the Chapter 160D four (4) finding of facts for the Board to vote upon:

- a) Will not endanger the public health or safety. Motion to approve finding of fact (a) was made by Commissioner Hines, seconded by Commissioner Surles, voting unanimous, motion passed.

- b) Will not injure the value of the adjoining property. Motion to approve finding of fact (b) was made by Commissioner Capps, seconded by Commissioner Hines, voting unanimous, motion passed.
- c) Will be in harmony with the area in which it is located. Motion to approve finding of fact (c) was made by Commissioner Bradley, seconded by Commissioner Robertson, voting unanimous, motion passed.
- d) Will be in conformity with the future land use plan, thoroughfare plan, or other plans officially adopted by the Board of Commissioners:
Motion to approve finding of fact (d) was made by Commissioner Hines, seconded by Commissioner Bradley, voting unanimous, motion passed.

Motion to accept the Special Use Permit in its entirety was made by Commissioner Bradley, seconded by Commissioner Capps, voting unanimous. Motion passed.

- c) **LEGISLATIVE:** Amendment to Zoning Codes/Ordinances
 - Section 206, Accessory Uses
 - Section 307/601, Manufactured Homes
 - Ordinance 152.31 Subdivision Regulations

Mike Cook presented recommendations on amendments to the zoning ordinance. These are ordinances that he would like to update so that we will be a little more in line with the county. The Board of Commissioners had time to review Mike's recommendations.

Article II, Section 206 Setbacks for all Accessory Buildings

SETBACKS FOR ALL ACCESSORY BUILDINGS:

- Locate behind the rear line of a single family, duplex or manufactured home
- Maintain a 10 foot minimum separation between structures, including mobile homes
- Locate a minimum of 5 feet from rear or side property lines, (if a corner or double frontage lot that is adjacent to a public road- locate a minimum of 10ft. from property line)
- Locate behind the front yard setback in a non-residentially zoned area
- If a proposed accessory building is located in front of the rear building line a Special Use Permit is required.

Special Use Permit Requirements

- The front and side setback must be maintained
- The proposed structure must be compatible with adjoining properties
- The proposed structure must be compatible with on site development

*In rural areas of the ETJ, particularly where the principal residence is set far from the roadway, or not visible from the roadway, it may be appropriate to locate accessory structure(s) that are not agricultural structures between the principal building and the front roadway. **With proper zoning, properties in the ETJ will need a Special Use Permit for any accessory building over 2,500 square feet.***

Without any further questions, a motion to approve the amendment for Article II Section 206 was made by Commissioner Capps, seconded by Commissioner Bradley, voting was unanimous, motion passed.

Article VI, Section 601, Manufactured Homes on Individual Lots

No mobile home with a manufactured date prior to June 15, 1976 can be set up as a residence unless it is already legally set up as a residence, unless it can meet all specifications of dimensional and appearance requirements set forth in this Ordinance.

All Manufactured homes (Mobile) shall be permitted in the R6MH, **and RA (in ETJ)** districts and shall comply with the following requirements:

- 1) All requirements for the location of a single-family dwelling on an individual lots shall meet.
- 2) Any manufactured home constructed before July 1, 1970 must be approved by Underwriter's Laboratories and any mobile home constructed after that time must meet all applicable State and Federal standards.
- 3) All manufactured homes shall be tied down in accordance with the State of North Carolina Regulations for Manufactured Homes and Modular Housing.
- 4) All applicable Johnston County Health Department requirements shall be met.
- 5) ~~The manufactured home shall be over forty (40) feet in length and over eighteen (18) feet in width~~ **Remove**

- 6) Exterior finishes shall be in good repair and in no case shall the degree of reflectivity of the exterior siding, foundation skirting, and roofing exceed that of gloss white paint.
- 7) The manufactured home shall have a roof slope with a minimum vertical rise of 2.2 feet for each 12 feet of horizontal run.
- 8) A continuous, uniform foundation enclosure, unpierced except for required ventilation and access, shall be installed. The enclosure may consist of brick or concrete block, or wood, vinyl, or metal fabricated for this purpose. Any wood framing for foundation skirting shall be constructed with treated lumber,
- 9) Permanent steps shall be constructed at all exterior doors as necessary and a permanent porch or patio measuring at least three (3) feet in width and five (5) feet in length shall be constructed at the front 01' main entrance to the home.
- 10) The running lights shall be removed, and hitch shall either be removed or screened with shrubbery.

Article III, Section 307, Table of Uses

Manufactured home on individual lot – Single Wide (change to Permitted)

Manufactured home on individual lot – Double Wide (change to Permitted)

Modular Home- (change to Permitted)

Without any further questions, a motion to approve the amendment for Article VI Section 601, and Article III Section 307 was made by Commissioner Capps, seconded by Commissioner Robertson, voting was unanimous, motion passed.

§ 152.31 RESUBDIVISION PROCEDURES.

For any replating or resub division of land, the same procedures, rules and regulations shall apply as prescribed herein for an original subdivision. For land being subdivided into 3 or more, there will a 5 year waiting period before subdividing again.

There were questions and concerns from Barry Stanley and Attorney Hewett regarding the wording of this ordinance. A motion to table until March 17, 2025 meeting was made by Commissioner Hines, seconded by Commissioner Capps, voting was unanimous, motion passed.

New Business

2024-2025 Budget Amendments were presented by Finance Officer, Rachel Raynor.

(a) General Fund- #BA 2024-25 01 (see attached information)

(b) Water/Sewer Fund- #BA 2024-25 01 (see attached information)

Rachel stated this is the first budget amendments of several that will need to be done. She will present again at the March 17, 2025 meeting. There were no questions or discussion from the board regarding the budget amendments.

Motion to accept the 2024-2025 budget amendments as presented was made by Commissioner Hines, seconded by Commissioner Bradley, voting was unanimous, motion passed.

Mayor's Comments

Mayor Medlin recognized the late Mrs. Diane Holland who served on the Planning Board for many years, and her commitment to the Town of Four Oaks. He sends condolences to her family on behalf of the Town of Four Oaks.

Mayor Medlin set a public hearing date of March 17, 2025 to authorize the establishment of an occupancy tax in the town limits. This will be advertised in the paper and on the agenda for the March meeting.

Department Reports

Police – Surles

Chief Anderson presented the police report. He also stated that he still had an SRO position open and is one officer short. He hopes to fill the officer position in the next budget year.

Parks & Rec and Outreach & Appearance – Robertson

Commissioner Robertson stated that at the March meeting we will hear a little more about the East Coast Greenway Feasibility Study. She asked the board to consider the Town making a monetary donation to the school to help preserve the Town's history. Sam Austin, a town resident, has been helping with this and states that any donation would be greatly appreciated. The board did not commit to any specific dollar amount. Mayor Medlin stated he would see what could be done. Commissioner Robertson stated she had received a call from a Main Street business owner that wanted to inquire about any type of grant that the town might be able to get

to help business owners with loss of revenue due to the downtown streetscape project. Consensus is that these types of grants do not exist. Commissioner Robertson asked about maybe checking into a façade grant for these businesses. Vic will reach out to Skip Green, our grant administrator, and see what he can find.

Commissioner Robertson states that new football jerseys have been ordered for this year. She inquired about the parks and rec position with the town and if there were plans to hire for that position. No decisions were made.

Water and Sewer – Bradley

Commissioner Bradley stated the sewer numbers look a little better than they have the past few months. We have received the meter that the county agreed for us to install and hope that will be done soon.

Sanitation & Streets - Bradley

Commissioner Bradley thanked the Town for closing Blackmon Street off for the kids to do some sledding. There was over 30 kids that came and they all had a great time!

Planning & Zoning, Inspections – Capps

Mike Cook read his Department Report (attached).

Finance – Commissioner Hines

Mayor Medlin highlighted the financial report, (attached). Motion to approve the January payables listed in the attached report was made by Commissioner Hines, seconded by Commissioner Capps, voting unanimous, motion passed.

Motion to go into closed session was made by Commissioner Capps, seconded by Commissioner Hines, voting unanimous, motion passed.

Closed Session

GS 143-318.11(a) (3) Discuss litigation matters with Town Attorney. Closed session was a brief discussion with Attorney Chip Hewitt regarding pending litigation. There was no action taken during this session.

GS 143-318.11(a) (4) Discuss Economic Development with Reid Williams. This was a brief discussion with Reid Williams regarding economic development matters. There was an overview of the town's current projects as well as potential growth. There was no action taken during this session.

Motion to come out of closed session was made by Commissioner Capps, seconded by Commissioner Hines, voting unanimous, motion passed.

Mayor Medlin called the meeting into a public hearing.

Adjournment

With no further business brought before the Board of Commissioners, motion to adjourn at 8:05 p.m. was made by Commissioner Hines, seconded by Commissioner Bradley, voting unanimous, motion passed.

ATTEST:

Vic Medlin, Mayor

Rhonda S. Lee, Town Clerk