

**TOWN OF FOUR OAKS
BOARD OF COMMISSIONERS MEETING
DECEMBER 15, 2025
MINUTES**

Call to Order

Mayor Vic Medlin called the December 15, 2025, regular scheduled Board of Commissioners meeting to order at 6:30 p.m. Those present included Mayor Pro Tem Mike Hines, Commissioners Michael Bradley, Tony Capps, and Kim Robertson, and Commissioner Carles Surles. Also present were Town Administrator Barry Stanley, Public Works Director James Bryan, Chief Building Inspector/P&Z Director Mike Cook, and Mike Dart with the Four Oaks Benson News in Review. Rhonda Lee, Town Clerk, was also present to record minutes.

Invocation and Pledge of Allegiance

Commissioner Carles Surles gave the opening Invocation, with Savannah Hines leading the Pledge of Allegiance.

Approval of Minutes

Commissioner Michael Bradley made a motion to approve the November 17, 2025, minutes as presented, seconded by Commissioner Hines. The motion carried unanimously.

Commissioner Tony Capps made a motion to approve the December 1, 2025, minutes as presented, seconded by Commissioner Carlos Surles. The motion carried unanimously.

Public Comments

Joan Pritchett from the Four Oaks Chamber of Commerce appeared before the board to give a report on the Oyster Roast fundraiser. She presented Barry Stanley, Fire Chief, and Jim Best from the History Foundation with a check from the fundraiser's proceeds. She mentioned that the Christmas parade was a lot of fun and that she wanted to present the Town of Four Oaks with a certificate and gift card for winning the float contest. Joan also presented Mayor Medlin with a plaque from the Chamber of Commerce for his service to the Town of Four Oaks.

Clifton Sharpe approached the board with concerns about the burn ordinance that his neighbor told him the board was voting on. He states that he has had a fire pit for many years and that he always burns responsibly. Mr. Sharpe asks the board to consider allowing burn pits, as this is something his children enjoy. He states that he has never had any infractions with the Town, and he will continue to follow the rules that are in place. He thanked the board for the opportunity to speak.

Linda Williams, who represents With Love from Jesus, came before the Board to share that With Love from Jesus has leased the old EMS building. They are a non-profit organization that will open mid-January, one day a week for now. The ministry will provide food, clothing, furniture, and household items to those in need in the Four Oaks area.

Acceptance of Election Results for the Municipal Election held on November 4, 2025

Motion to accept the municipal election results held on November 4, 2025, was made by Commissioner Capps, seconded by Commissioner Bradley. Motion carried unanimously.

Oaths of Office

Mike Hines, Mayor, Linwood Parker, and Sawyer Roberts – Town Commissioners

Honorable Clerk of Superior Court, Michelle Ball, read the Oath swearing in Mike Hines as Mayor. The Oath was signed accordingly.

Honorable Clerk of Superior Court, Michelle Ball, read the Oath swearing in Linwood Parker as Commissioner. The Oath was signed accordingly.

Honorable Clerk of Superior Court, Michelle Ball, read the Oath swearing in Sawyer Roberts as Commissioner. The Oath was signed accordingly.

Appointment of Mayor Pro-Tem

Motion to appoint Tony Capps as Mayor Pro-Tem was made by Commissioner Linwood Parker, seconded by Commissioner Sawyer Roberts. Motion carried unanimously.

Oath of Office

Honorable Clerk of Superior Court, Michelle Ball, read the Oath swearing in Tony Capps as Mayor Pro-Tem. The Oath was signed accordingly.

Proclamation and Presentation Honoring Vic Medlin

Mayor Mike Hines read and presented Vic Medlin with a proclamation of appreciation. Mayor Hines and Rhonda Lee, Town Clerk, presented Vic Medlin with a stained-glass acorn as a token of appreciation from the Town.

Public Hearings

Mayor Hines called for a motion to enter into a public hearing. Commissioner Capps made a motion to open the public hearing. Commissioner Surles seconded the motion. Motion carried unanimously.

- a) Black Creek Road, LAN, LLC Petitioners and Owners – Request for a 47-lot single-family residential subdivision located at 5146 Black Creek Road. Parcel # 15I09024. Parcel is in the Town's ETJ.

Mike Cook relayed to the Board that this request is for a 47-lot single-family subdivision. This parcel is in the Town's ETJ and zoned R-A. Public Notice was in the News in Review on November 26 and December 3, 2025. Sign was placed on the property on December 3, 2025. Letters were mailed to 14 property owners on December 3, 2025.

There were two (2) inquiries from the letters that were mailed. All questions and concerns were addressed and taken care of.

Carols Bagley of 3 Watkins Road in Clayton NC, approached the board representing Black Creek Rd, LLC. Requesting a 47-lot subdivision with standard 20ft DOT roads with ditches. Easements will be maintained by the HOA once that is set up. All lots are ½ acre or more. It is located in the Town's ETJ connecting to Blackcreek Road. Mr. Bagley states he is also asking for a variance for sidewalks, curb, and gutter. He asks the board if he can answer any questions.

Mayor Hines asked for a motion to close the public hearing. Commissioner Capps made a motion to close the public hearing. Second, by Commissioner Parker. Motion carried unanimously.

Mike Cook called to the attention of the Mayor that someone in the audience had signed up to speak on the public hearing. Mayor Hines called for a motion to open the public hearing. Motion was made by Commissioner Capps. Seconded by Commissioner Surles. Motion carried unanimously.

John Earp resident at 115 Longbranch Road, Four Oaks, came before the board to express frustration with the Town's notification process for public hearings. He states he is not here to oppose the subdivision or the variance; he just wants to ask for better communication and notification processes. Mr. Earp states that the town officials he has spoken to were very helpful and timely with his request but again, he is frustrated with the process with getting the information he was asking for. He is following the new UDO and is hopeful that he will have an opportunity to speak on that when the time comes. He thanked the board for their time.

Commissioner Parker had several questions about the roads going into the subdivision and how many entrances and exits the subdivision would have. Carlos states there will be two entrances for the subdivision in the County and one entrance for the subdivision in the Town's ETJ.

With no further comments or questions from the board, Commissioner Surles made a motion to close the public hearing. Seconded by Commissioner Roberts. Motion carried unanimously.

With no further questions or comments from the board, Mayor Hines called for a motion to approve the subdivision. Commissioner Capps made a motion to approve the subdivision as presented. Seconded by Commissioner Roberts. Vote – Commissioners Capps and Roberts voted to approve. Commissioners Parker, Robertson and Surles voted against. Subdivision did not pass.

Mayor Hines stated that since the subdivision was denied, there would be no need to hear the variance, which is item "b" on the agenda.

Mayor Hines states the next agenda item is a subdivision on Hockaday Thompson Road that will need to be tabled until the next meeting. Staff did not receive all applications in time for proper notice; Commissioner Parker made a motion to table. Seconded by Commissioner Capps. Motion carried unanimously.

Motion to go into a quasi-hearing was made by Commissioner Robertson. Seconded by Commissioner Surles. Motion passed unanimously.

Chip Hewett swore in Mike Cook and the applicant for the quasi-hearing, whose testimonies will be evidentiary in nature.

Mike Cook presented the case. Capital Outdoor, Inc. has turned in an application for a variance to build a nonconforming billboard. Parcel # 08I11023H, located at 811 NC Hwy 96 S. Parcel is in the Town's ETJ and is currently zoned R-A. Public notice was in the FO Benson News in Review on December 3, 2025 and December 10, 2025. Sign was placed on the property December 3, 2025. There were 15 letters mailed to property owners, and there were no inquiries from those letters. Mike stated that the property is zoned incorrectly, and he read the ordinance regarding nonconforming signs. There were no further questions from staff.

Robert Sykes, Capital Outdoor President. 137 Steeple Chase Road, Rocky Mount, NC approached the board and handed each board member a packet to enter into evidence with email correspondence from the DOT regarding the nonconforming billboards. He states he does have a valid DOT permit and has not been revoked. He states the DOT will only allow them to rebuild exactly what was there before. State law and DOT regulations dictate what can and cannot be built back. All faces were able to be saved, but the poles will have to be as they were before, not allowing a mono pole at this time.

Commissioner Capps made a motion to close the quasi-hearing. Seconded by Commissioner Roberts. Motion carried unanimously.

Attorney Hewett relayed that the board would need to vote on the four findings of fact to approve the variance. Finding of fact one (1) – Unnecessary hardship would result from a strict application of the ordinance. Motion to approve finding of fact one (1) was made by Commissioner Parker. Seconded by Commissioner Roberts. Motion carried unanimously. Finding of fact two (2) – The hardship results from the conditions that are peculiar to the property, such as location, size, or topography. Motion to approve finding of fact two (2) was made by Commissioner Capps. Seconded by Commissioner Surles. Motion carried unanimously. Finding of fact three (3) – The hardship did not result from actions taken by the applicant or property owner. Motion to approve finding of fact three (3) was made by Commissioner Robertson. Seconded by Commissioner Surles. Motion carried unanimously. Finding of fact four (4) – The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved. Motion to approve the variance in its entirety was made by Commissioner Capps. Seconded by Commissioner Surles. Motion carried unanimously.

New Business

Motion to adopt the 2026 Board of Commissioners regular meeting schedule as presented was made by Commissioner Robertson. Seconded by Commissioner Surles. Motion carried unanimously.

Motion to approve the Town's 2026 Holiday Observance Schedule was made by Commissioner Surles. Seconded by Commissioner Robertson. Motion carried unanimously.

Motion to appoint Vic Medlin to fill the vacant planning board seat was made by Commissioner Parker. Seconded by Commissioner Surles. Motion carried unanimously.

Motion to adopt the Open Fire Ordinance was made by Commissioner Robertson. Seconded by Commissioner Surles. Commissioner Robertson made a motion to resend her previous motion. Seconded by Commissioner Surles. Motion to amend the Open Fire Ordinance to include LP and Natural Gas was made by Commissioner Capps. Seconded by Commissioner Parker. Motion carried unanimously.

Mayor's Comments

Mayor Hines stated how much he appreciates Vic and that he will be missed on the Board. He complimented the Town employees and the Board and is looking forward to the next 4 years.

Department Reports

Police – Chief Anderson presented the police report. (attached)

Parks & Rec and Outreach & Appearance – No Report

Water and Sewer – James Bryan states everything is going good. A few new employees have been hired and things are going good, Mayor Hines read the water report (attached)

Sanitation & Streets – No updates.

Planning & Zoning, Inspections – Mike Cook presented his report (attached).

Finance – Rachel Raynor, Finance Officer, introduced herself to the new board members and gave the finance report. (report attached). Commissioner Robertson made a motion to approve the bills as presented. Commissioner Surles seconded. Motion passed unanimously.

Closed Session

NC General Statute §143-318.11a (4) To discuss economic development. Commissioner Roberts made a motion to go into closed session to discuss economic development. Commissioner Robertson seconded the motion. Motion carried unanimously. There was no action taken during the closed session.

Commissioner Capps made a motion to come out of closed session. Commissioner Roberts seconded the motion. Motion carried unanimously.

Commissioner Capps made a motion to go into a public hearing. Commissioner Surles seconded the motion. Motion carried unanimously.

Commissioner Capps made a motion to call for a public hearing for an economic development incentive agreement with a local corporation. Commissioner Parker seconded the motion. Motion carried unanimously.

Adjournment

With no further business brought before the Board of Commissioners, a motion to adjourn at 9:00 p.m. was made by Commissioner Parker, seconded by Commissioner Surles. The motion carried unanimously.



Mike Hines, Mayor

ATTEST:



Rhonda S. Lee, Town Clerk