

**TOWN OF FOUR OAKS  
BOARD OF COMMISSIONERS MEETING  
DECEMBER 16, 2024  
MINUTES**

**Call to Order**

Mayor Vic Medlin called the December 16, 2024, regular scheduled Board of Commissioners meeting to order at 6:30 p.m. Those present included Commissioners Carles Surles, Tony Capps, Michael Bradley and Mike Hines. Excused was Commissioner Kim Robertson. Also present were Town Attorney Alan “Chip” Hewett, Police Chief Stephen Anderson; Public Works Director Barry Stanley, Planning & Zoning Administrator/ Building Inspector Mike Cook, Administrative Assistant, Carol Allen, Utility Billing Clerk, DeAnna Haley, 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 DeAnna Haley leading the Pledge of Allegiance.

**Approval of Minutes**

- a) Board of Commissioners Meeting – November 18, 2024  
Commissioner Surles made a motion to approve November 18, 2024 minutes as presented, seconded by Commissioner Hines, voting unanimous, motion passed.

**Public Comments**

Patricia Chisolm Jones presented a small token of appreciation to the Mayor and Board of Commissioners. She gave them poinsettias in memory of Four Oaks resident, Levi Cooper. Mrs. Jones also stated there was a balloon release in memory of Mr. Levi Cooper Saturday December 7, 2024 after the Town’s Christmas parade. Commissioner Robertson and her son attended the memorial event. Mrs. Jones passed a picture of the balloon release for all the Commissioners to see. This will be included in the minutes.

**Public Hearings**

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

- a) **QUASI:** Chad Stewart, Petitioner & Owner – Application for a Variance for minimum lot size square footage and width of property on Parcel # 08J11023Y located at 4040 US Hwy 301 S., in the Town’s City Limits.

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

Mike Cook relayed to the Board of Commissioners that the owner would like to request a variance at 4040 US Hwy 301 S. for lot size. The parcel is in the Town’s City Limit’s and is zoned B-2H. Public notices were in the FO Benson News in Review on November 27<sup>th</sup> & December 4<sup>th</sup>, 2024. Sign was placed on property December 4, 2024. Letters were mailed to 37 property owners within a 500 ft radius on November 27, 2024. There were several inquiries from letters that were mailed. All questions were answered and no further concerns were voiced.

Chad Stewart came before the board to present his case and request a variance for his property. Mr. Stewart states this property was divided into two parcels in the 1990’s in order to help the property owner at that time. The current lot size does not meet town code and will need a variance in order for his potential buyer to have an office space in this location. The plans for this lot is to move the old trailer off and replace it with a small office building that will be used for paperwork only. This will not be a “show lot”. There is a separate easement already in place.

Commissioner Capps asked if the lot size was due to the gas tanks that were already in place for the station next door. Mr. Stewart stated that was correct.

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

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

- a) Unnecessary hardship would result from a strict application of the ordinance. Motion to approve finding of fact (a) was made by Commissioner Capps, seconded by Commissioner Surles, voting unanimous, motion passed.
- b) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Motion to approve finding of fact (b) was made by Commissioner Bradley, seconded by Commissioner Hines, voting unanimous, motion passed.
- c) The hardship did not result from actions taken by the applicant or the property owner. Motion to approve finding of fact (c) was made by Commissioner Hines, seconded by Commissioner Capps, voting unanimous, motion passed.
- d) 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 finding of fact (d) was made by Commissioner Bradley, seconded by Commissioner Surles, voting unanimous, motion passed.

Attorney Hewett commented that all 4 finding of facts were approved therefore a motion to approve the variance would be in order.

Motion to approve the variance in its entirety was made by Commissioner Capps, Seconded by Commissioner Bradley. Voting was unanimous, motion passed.

Mayor Medlin called the meeting into a legislative hearing.

- b) **LEGISLATIVE:** Certificate of Sufficiency & Annexation Ordinance – Delcid Property Management, located on US Hwy 701 S., Four Oaks, NC, Parcel # 08J11033W.

Clerk will advertise in FO Benson News and Review and bring certificate of sufficiency and ordinance to the January 21, 2025 Board of Commissioners meeting.

- c) **LEGISLATIVE:** Amendments to Zoning Ordinances for Article 1 Section 307.2, District Dimensional Requirements.

Mike Cook made recommendations to amend the Zoning Ordinance for Article 1 Section 307.2, District Dimensional Requirements by adding “two-unit townhomes” to the existing two-family dwelling requirements as well as adding “3 or more” to the existing multi-family dwelling or townhouse (site) requirements.

Motion to make amendments to the Zoning Ordinance as presented was made by Commissioner Capps, Seconded by Commissioner Hines, voting was unanimous, motion passed.

## **New Business**

- a) Adopt 2025 Board of Commissioners Regular Meeting Schedule

Motion to adopt the 2025 Board of Commissioners Regular Meeting Schedule as presented was made by Commissioner Surles, Seconded by Commissioner Bradley, voting was unanimous, motion passed.

- b) 401K Match Recruitment and Retention Schedule

Motion to approve the 401K Match Recruitment and Retention Schedule as presented was made by Commissioner Hines, Seconded by Commissioner Surles, voting was unanimous, motion passed.

- c) Resolution to Authorize the acceptance of American Rescue Plan (ARP) funding in the amount of \$1,500,000 for water/wastewater infrastructure needs  
Motion to approve the Resolution to Authorize the acceptance of the ARP grant of 1,500,000 as presented was made by Commissioner Capps, Seconded by Commissioner Surles, voting was unanimous, motion passed.

## **Mayor's Comments**

Mayor Medlin recognized and thanked Joan Pritchett with the Chamber of Commerce for her dedication and hard work with the Christmas Tree Lighting as well as the Christmas Parade. Both events were very successful.

Mayor Medlin also recognized the late Mr. Carl Lamm for his commitment to the Town of Four Oaks and stated he attended the DOT ceremony dedicating signs on I-95 in his memory.

## **Department Reports**

### **Police – Surles**

Chief Anderson gave his monthly report (attached).

Chief Anderson also presented to the Mayor and Board members a quote and pictures of a storage building that is needed for the Police Department. He also included a quote for a concrete pad. He will use this building for the Gator, Police equipment, files etc. Mayor Medlin is in favor but would like to hold off for a few weeks to see if the Town is able to purchase the house and garage next to the new Police Station.

Motion to approve the purchase of the storage building and having concrete pad poured as presented was made by Commissioner Hines, Seconded by Commissioner Surles. Voting was unanimous, motion passed.

### **Parks & Rec and Outreach & Appearance – Robertson**

Commissioner Robertson was absent and excused. No report given.

### **Water and Sewer – Bradley**

Commissioner Bradley stated the sewer numbers are still high but Barry Stanley and Mayor Medlin had been to the County regarding a meter issue on the county's side. County Commissioner is working on a solution and will get back to them soon

### **Sanitation & Streets - Bradley**

Commissioner Bradley commended Barry and James on the hard work their crew is doing. He sees them out daily and have done a great job at keeping the town clean.

### **Planning & Zoning, Inspections – Capps**

Mike Cook read his Department Report (attached).

Mike also stated that Carol Allen is now full-time as Planning and Zoning/Permit Administrative Support Specialist.

**Finance – Commissioner Hines**

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

**Adjournment**

With no further business brought before the Board of Commissioners, motion to adjourn at 7:25 p.m. was made by Commissioner Hines, seconded by Commissioner Capps, voting unanimous, motion passed.

ATTEST:

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Vic Medlin, Mayor

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Rhonda S. Lee, Town Clerk