

**TOWN OF FOUR OAKS  
BOARD OF COMMISSIONERS MEETING  
JULY 15, 2024  
MINUTES**

**Call to Order**

Mayor Vic Medlin called the July 15, 2024, regular scheduled Board of Commissioners meeting to order at 6:30 p.m. Those present included Commissioners Carles Surles, Tony Capps, Mike Hines, and Kim Robertson. Commissioner Michael Bradley was excused. Also, present were Police Chief Stephen Anderson; Public Works Director Barry Stanley, Planning & Zoning Administrator/ Building Inspector Mike Cook, Town Clerk Rhonda Lee recording minutes, and Mike Dart from FO Benson News in Review.

**Invocation and Pledge of Allegiance**

Commissioner Carles Surles gave the opening Invocation with JR Stanley leading the Pledge of Allegiance.

**Approval of Minutes**

- a) Board of Commissioners Meeting – June 17, 2024

Commissioner Capps made a motion to approve the June 17, 2024 minutes as presented, seconded by Commissioner Bradley, voting unanimous, motion passed.

**Oaths Of Office**

Honorable Mayor Victor Medlin read the Oath swearing in Hollie Blackwell as Finance Officer. The Oath was signed accordingly.

**Public Comments**

None

**Public Hearings**

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

- a) LEGISLATIVE: **Tabled in June until July** Chad Stewart, Petitioner & Owner is requesting to rezone their parcel # 08J110234 from R8-5S to B2-H located at 4040 US Hwy 301 S. located in the Town's City Limits.

Mayor Medlin stated this was discussed and reviewed in the June meeting. He asked if there was any other discussion from the board or audience. No further discussion. Mayor Medlin closed the public hearing.

Commissioner Hines made a motion to approve the rezoning request as presented, seconded by Commissioner Capps, voting unanimous, motion passed.

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

- b) QUASI: **Tabled in June until July** Mickey Lamm of Caliber Development Inc., Petitioner & Chad Stewart Owner are requesting a Special Use Permit for manufactured and modular home sales located at 4040 US Hwy 301 S. parcel # 08J110234 located in the Town's City Limits.

Attorney Hewett swore in Mike Cook and Mickey Lamm to testify for or against the hearing which will be evidentiary in nature for the finding of facts.

Mike Cook presented to the board that the Petitioner and Owner would like to request a special use for parcel# 08J110234 located at 4040 YS Hwy 301 S. Parcel is in the Town's City Limits. Staff has determined it meets requirements and recommends approval for the use of a manufactured and modular home sales office.

Mickey Lamm was present to represent. He stated that this would be an office space only. He is required by DMV to have his license to sell new manufactured homes and needs an 8x12 building with a place to hang his license, a phone and a desk. He will not have any new or used mobile homes or used cars on this lot.

Commissioner Hines asked if this SUP would stay with the property or if it goes with the petitioner. Mike Cook stated the SUP stays with the property if the petitioner leaves. Per Mickey Lamm the parcel is around .19 acres. Mayor Medlin states this would not be sufficient space for a car lot in the future.

No further questions. Mayor Medlin closed the quasi-public hearing.

Attorney Hewett presented the Chapter 60 special use 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 Surles, seconded by Commissioner Hines, 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 Surles, 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 Hines, seconded by Commissioner Robertson, voting unanimous, motion passed.

- d) Will be in conformity with the future land use plan, thoroughfare plan, or other plan officially adopted by the Board of Commissioners: Motion to approve finding of fact (d) was made by Commissioner Hines, seconded by Commissioner Capps, voting unanimous, motion passed.

Motion to approve the SUP as presented was made by Commissioner Capps, seconded by Commissioner Robertson, voting unanimous. Motion passed.

- c) QUASI: Yusepelin Acosta-Doblado, Petitioner & Betsy Byrd, Owner – Request for a Special Use Permit to allow for a car lot located at 5900 US Hwy 301 S. in the Town’s City Limits; Parcel # 08I11011H.

Mike Cook presented to the board that the petitioner would like to request a SUP on parcel# 08I11011H located at 5900 US Hwy 301 S. This parcel is zoned B2-H, Zoning ordinance requires a SUP for a car lot. Parcel is in the Town’s City Limits. Public notice was published in the FO News and Review on June 26 and July 3, 2024. Signs were place on the property and 39 letters were mailed to property owners within a 500 ft radius on June 26<sup>th</sup>. There were no inquiries. Staff has determined the SU meets the 4 finding of facts and recommends approval.

Melissa Acosta was present to represent for her husband. She states his plan is to have about 10 cars on display at a time and hopes to bring more business to Four Oaks. Drawing of the car lot was presented to the Board of Commissioners.

No further questions. Mayor Medlin closed the quasi-public hearing.

Attorney Hewett presented the Chapter 60 special use 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 Capps, 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 Surles, 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 Robertson, seconded by Commissioner Hines, voting unanimous, motion passed.
- d) Will be in conformity with the future land use plan, thoroughfare plan, or other plan officially adopted by the Board of Commissioners: Motion to approve finding of fact (d) was made by Commissioner Hines, seconded by Commissioner Robertson, voting unanimous, motion passed.

Motion to approve the SUP as presented was made by Commissioner Capps, seconded by Commissioner Hines, voting unanimous. Motion passed.

- d) QUASI: Timothy Stalnaker, Petitioner & Owner – Request for a Special Use Permit to allow for an Oversized Building on their Property located at 479 Elevation Rd. in the Town’s ETJ; Parcel # 07H09023E.

Attorney Hewett swore in Mike Cook and Timothy Stalnaker to testify for or against the hearing which will be evidentiary in nature for the finding of facts.

Mike Cook presented to the board that the owner would like to request a SU for an oversized building. This is a 40x80 shop building on parcel# 07H09023E. Zoning is RA. Ordinance requires a SU for any building over 1000 sf. Parcel is in the Town’s ETJ. Public notice was placed in the FO News and Review on June 26 and July 3, 2024. Signs were placed on the property and letters mailed to 40 property owners within a 500 ft radius. There was one inquiry about the sign but no concerns. Staff has determined the SU meets the 4 finding of facts and recommends approval.

Timothy Stalnaker was present to address the board. He presented drawings and states this will a building for him to use as a shop and work on his home projects.

No further questions. Mayor Medlin closed the quasi-public hearing.

Attorney Hewett presented the Chapter 60 special use 4 finding of facts for the Board to vote upon:

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

Motion to approve the SUP as presented was made by Commissioner Hines, seconded by Commissioner Capps, voting unanimous. Motion passed.

## **Public Hearing**

Skip Green's proposal for Grant Administration Services that was voted on in the June 17th meeting was prematurely voted on. It was discovered that there was a bidding issue and this service needed to be properly advertised in order to comply with State law.

Commissioner Hines made a motion to rescind and terminate the motion for Skip Green to assume Grant Administration Services that was made at the June 17, 2024 meeting. Seconded by Commissioner Robertson, Voting unanimous, motion passed.

Readvertised for Grant Administration Services. Two bids came in with Skip Green's being the lowest bid. Motion to accept Skip's bid was made by Commissioner Surles, seconded by Commissioner Robertson. Voting unanimous, motion passed.

## **New Business**

### **Budget Amendments**

- a) Town's Fee Schedule
- b) Review Recruitment and Retention Proposals
- c) Proposals for Grant Administration Services

Andy Hardee presented the proposed fee schedule. Worked with staff for suggestions and tried to get close to what the county uses to be more consistent. No other questions from the board.

Motion to adopt new fee schedule was made Commissioner Capps, seconded by Commissioner Hines. Voting unanimous, motion passed.

Hollie Blackwell presented recruitment and retention proposals. Compared accrual rates with other towns nearby and found that we are a little behind in this and feels this will help with career employees retention. Also, the proposed wellness breakaway leave would give employees time off starting day one and would not accrue or roll over.

Motion to accept the proposal was made by Commissioner Capps, seconded by Commissioner Hines, voting unanimous, motion passed.

## **Mayor's Comments**

Mayor Medlin presented the organizational chart and called for a motion to approve. Commissioner Surles made a motion to approve the organizational chart, seconded by Commissioner Capps, voting unanimous, motion passed.

Downtown streetscape is still in negotiation with bids. Withers Ravenel is making a few changes so Fred Smith can finish their bid. Andy Hardy thinks the meeting with them was positive and thinks we are close to getting this going.

## **Department Reports**

### **Police – Surles**

Chief read the monthly police report (attached). Chief commented we are actively looking for more staff. Running background on a few and hopes to be fully staffed within a few months. Still working on new vehicles. Working with JCC to get his staff more training.

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

Commissioner Robertson reported on Market on Main July 27<sup>th</sup> is scheduled and has a lot of interest. We are hoping it will be a good turnout.

Parks & Rec- Football and cheer are going good. Hoping for a good season. Mayor Medlin states we need to check with Skip to find grants for some property for a park. Citizens are asking about pickle ball and would like to find a place for that.

### **Water and Sewer – Bradley**

Commissioner Hines highlighted the water and sewer report (attached). We are still working on sewer numbers and will meet with the county about the sewer loss.

### **Sanitation & Streets - Capps**

Commissioner Capps reported he is still working with Mike Cook on the UDO. Has compared with Benson, Harnett Co and Catawba Co. Wants to meet with department heads to get this in place.

### **Planning & Zoning, Inspections – Mike Cook**

Mike highlighted the inspection numbers for the month of June (attached). He also went over permit fees that have been collected for June.

### **Finance – Commissioner Hines**

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

## **Closed Session**

Motion to move into closed session per GS 143-318.11(3) made by Commissioner Hines, seconded by Commissioner Capps. Voting passed unanimously.

Discussion on variances and the Town's ordinance. No actions taken or motions made.

Discussion on pending litigation. No actions taken or motions made.

Discussion on forming a new appearance committee. No actions taken or motions made.

Discussion on finding a building inspector and office staff for Mike Cook. No actions taken or motions made.

Discussion on organizational chart. No actions taken or motions made.

Discussion on planning board and changing number of seats and terms.

Motion to close executive session made by Commissioner Hines, seconded by Commissioner Bradley. Voting unanimous, motion passed.

## **Adjournment**

With no further business brought before the Board of Commissioners, motion to adjourn at 8:15 p.m. was made by Mayor Medlin, seconded by Commissioner Hines, voting unanimous, motion passed.

ATTEST:

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Vic Medlin, Mayor

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Rhonda S. Lee, Town Clerk