

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

Call to Order

Mayor Vic Medlin called the November 17, 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. Commissioner Carles Surles was excused. 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 Tony Capps gave the opening Invocation, with Will Boswell leading the Pledge of Allegiance.

Approval of Minutes

Commissioner Mike Hines made a motion to approve the October 20, 2025, minutes as presented, seconded by Commissioner Robertson. The motion carried unanimously.

Proclamation

Mayor Vic Medlin read a proclamation declaring November 20, 2025 World Pancreatic Cancer Day.

Public Comments

Mrs. Patricia Chislom-Jones came to the board with greetings from the “colorful acorns” of Four Oaks. Mrs. Patricia stated that she is grateful for our Town Administrator and all that he has done for the “Colorful Acorns” of Four Oaks. She called Barry up and presented him with a framed picture of him taking his oath as Town Administrator. Mrs. Patricia then called Mayor Medlin down and thanked him for all his years of service with the town, and presented him with a booklet on the history of the “people of color” from Four Oaks.

Joan Pritchett with the Four Oaks Chamber of Commerce came before the board to give an update on the latest and upcoming Chamber events. Last Thursday was the Veterans Recognition event, where the Chamber presented the Dedicated Service Award to Alexia Alonso and the Lifetime Service Award was presented to Bradley Palmer. The Christmas Tree lighting will be on Thursday, December 4th, at 5:30 pm, and the Christmas Parade will be on December 6th at 11:00 am. All logistics have been worked out, and are hoping for a great turnout.

Public Hearings

Mayor Medlin called the meeting into a public hearing. Mayor Medlin called John Price to the podium to present his case. John states he is coming before the board on behalf of his daughter, Emily. He wants to upfit an old farmhouse that is located at 1558 Parkertown Road and turn it into a beauty salon for her. Plans are to divide out a half-acre of land and designate it as commercial. John is requesting to rezone just the part that is divided out from R-A to B-2H in order to allow for a hair salon. There were no questions from the board or audience.

Mayor Medlin closed the public hearing. A motion to approve the rezoning from R-A to B-2H was made by Commissioner Bradley. Commissioner Capps seconded the motion. Motion carried unanimously.

Mayor Medlin called the meeting back into a public hearing. Mike Cook presented the case to the board. Black Creek Rd, LLC is the petitioner and owner requesting a 47-lot single-family residential subdivision. Parcel # 15I09024 is located at 5146 Black Creek Rd. Parcel is in the ETJ and zoned R-A. Public notice was in the Four Oaks News in Review on August 27, 2025 and September 3, 2025. Sign was placed on the property August 27, 2025. Letters were mailed to 14 property owners, and there was one inquiry from the letters. All questions were answered. This subdivision will be on county water with septic. Mike states he will need a variance for curb and gutter and sidewalks.

Carols Bagley approached the board representing Black Creek Rd, LLC. Requesting a 47-lot subdivision with standard 20ft DOT roads with ditches. This is what will need a variance instead of curb and gutter and sidewalks. Because of these houses being on septic and not the county sewer system, this is just not feasible. The subdivision that was just completed across the street was not required by the county to have curb and gutter and sidewalks. The hope is to do the same with this subdivision. The roads will be turned over to DOT just as they have done in the past. Mike Cook states he is asking for a variance tonight as well as approval of the subdivision.

Variance application was not turned in, so this did not get advertised. Mayor Medlin closed the public hearing. Motion to table subdivision and variance until the December 15, 2025, meeting was made by Commissioner Hines. Seconded by Commissioner Robertson. Vote passed unanimously.

New Business

Mayor Medlin states that the board needs to adopt an ordinance prohibiting open fires in the Town's City Limits. Ordinance included in packet. Commissioner Capps made a motion to adopt the open fire ordinance. Commissioner Hines seconded the motion. There was some discussion between board members and some concerns about how this ordinance is worded. After discussion, Commissioner Capps made a motion to resend his motion for further investigation and to rewrite the ordinance. Motion to table until the December 15, 2025 meeting was made by Commissioner Hines, seconded by Commissioner Capps. Vote passed unanimously.

Second item of new business is amending the town's table of uses to include Vape Shops. Mike Cook's recommendations are in the packet for specific wording. The town wants to make these types of businesses a special use so they would have to come before the board for approval. There was no further discussion from the board or the audience. A motion to amend the table of uses as presented was made by Commissioner Hines, seconded by Commissioner Capps. Vote passed unanimously.

The last new business item for tonight is discussion on the UDO and bids that have been received. Mike Cook came before the board to report that there have been two (2) bids for the UDO project. This will be split between 2025/2026 and 2026/2027 fiscal years, so the budget is not hit so hard all at one time. Kim Horn's bid came in as the lowest bid. She is also working on the County's UDO, which will be helpful since we would like to stay in line with what they have in place. There was no further discussion between the board or the audience. Motion to accept Kim Horn's bid to move forward with the UDO plan was made by Commissioner Capps, seconded by Commissioner Robertson. Vote passed unanimously.

Mayor's Comments

Mayor Medlin wished Barry a Happy Birthday. Excited for the Christmas parade and hopes all the community comes out.

Department Reports

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

Parks & Rec and Outreach & Appearance – East Coast Greenway Plan is Completed. Attended Parks & Rec County meeting. Commissioner Robertson is looking for possibilities for a pickle ball court location.

Water and Sewer – Commissioner Bradley gave the water/sewer report (see attached). Spoke with James Bryan about the water numbers. Leaks and flushing may be the cause of the numbers looking a little off.

Sanitation & Streets – No updates.

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

Finance – Commissioner Hines gave the finance report. (report attached). Commissioner Hines made a motion to approve the bills as presented. Commissioner Capps seconded. Motion passed unanimously.

Closed Session

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

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

Mayor Medlin called the meeting back into a public hearing.

Commissioner Bradley made a motion to ratify the action of the Mayor to remove Ian Trammell from the planning board. Commissioner Capps seconded the motion. Motion carried unanimously.

Mayor Medlin thanked Michael Bradley for his service to the Town. The Town is grateful for the time and effort he has put into making this Town a better place and we appreciate all he has done.

Adjournment

With no further business brought before the Board of Commissioners, a motion to adjourn at 8:15 p.m. was made by Commissioner Hines, seconded by Commissioner Bradley. The motion carried unanimously.

ATTEST:



Vic Medlin, Mayor



Rhonda S. Lee, Town Clerk