

**TOWN OF FOUR OAKS
BOARD OF COMMISSIONERS MEETING
JANUARY 23, 2025
MINUTES**

Call to Order

Mayor Vic Medlin called the January 23, 2025, regular scheduled Board of Commissioners meeting to order at 6:00 p.m. Those present included Commissioners Carles Surles, Tony Capps, Michael Bradley. Excused were 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, 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 Brad Baker leading the Pledge of Allegiance.

Approval of Minutes

- a) Board of Commissioners Meeting – December 16, 2024
Commissioner Bradley made a motion to approve the December 16, 2024 minutes as presented, seconded by Commissioner Surles, voting unanimous, motion passed.

Proclamation - Mayor Medlin read the “All in Red” proclamation to raise awareness for heart health in the month of February. Commissioner Capps made a motion to approve the proclamation as written, Commissioner Bradley seconded, voting unanimous, motion passed.

Public Comments

Joan Pritchett with the Four Oaks Chamber of Commerce came before the board to give updates from the Chamber. The Chamber is in full swing for the new year. The annual membership dinner was last week, and Joan thanked the Mayor for attending and giving an update on the Streetscape project. March 27th will be the spring oyster roast, August will be the strategic partner forum lunch, and September will be the Acorn Festival and car show. Will be able to “pivot” if streetscape is not finished. November 6th will be the fall oyster roast and then we are back to December 4th with the Christmas Tree Lighting, and December 6th will be the Christmas Parade. Committee meetings have started, and the Chamber would love anyone to join a committee that feels lead. Johnston County Chamber has started a collaboration with all the county Chambers and will hold its next meeting in Four Oaks. Four Oaks will participate in three Johnston County programs this year to help promote small businesses. The first is Launch JoCo,

another is JoCo Works and also, Flame for Learning. Mayor Medlin thanked Joan for her update.

Public Hearings

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

- a) **QUASI:** Nicholas Byrd, Petitioner & Harbinger Homes LLC, Owners – Application for a Special Use Permit to allow for a 2-unit townhome located S. Main St. Parcel # 08017016. Parcel is in the Town's city limits.

Attorney Chip Hewett swore in Mike Cook, and Nick Byrd to testify for or against the hearing which will be evidentiary in nature for the finding of facts. This will cover both a and be quasi-hearings.

Mike Cook relayed to the Board of Commissioners that the owner would like to request a Special Use at parcel# 08017016 on S. Main Street. The parcel is in the Town's City Limit's and is zoned R-6. Public notices were in the FO Benson News in Review on January 1st & January 8th, 2024. Sign was placed on property January 3, 2025. Letters were mailed to 12 property owners within a 500 ft radius on December 31, 2024. There were no inquiries from letters that were mailed.

Nick Byrd, representing Harbinger Homes, LLC came before the Mayor and Board of Commissioners to request a special use permit for a two-unit townhome. This was first presented as a duplex, but because duplexes cannot be sold individually, Harbinger Homes changed these to Townhomes. 1500 square foot, two-story, single garage for each townhome.

Commissioner Capps asked if there would be two townhomes on each parcel and if they would all meet the Town's setbacks and ordinances. Mike Cook confirmed width, length, and square footage are in alignment with the Town's Ordinance.

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 Capps, 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 Surles, seconded by Commissioner Capps, 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 Surles, seconded by Commissioner Capps, 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 Capps, seconded by Commissioner Surles, voting unanimous, motion passed.

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

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

- b) **QUASI:** Nicholas Byrd, Petitioner & Harbinger Homes LLC, Owners – Application for a Special Use Permit to allow for a 2-unit townhome located S. Main St. Parcel # 08017017. Parcel is in the Town's city limits.

Mike Cook relayed to the Board of Commissioners that the owner would like to request a Special Use at parcel# 08017017 on S. Main Street. The parcel is in the Town's City Limit's and is zoned R-6. Public notices were in the FO Benson News in Review on January 1st & January 8th, 2024. Sign was placed on property January 3, 2025. Letters were mailed to 12 property owners within a 500 ft radius on December 31, 2024. There were no inquiries from letters that were mailed.

Nick Byrd, representing Harbinger Homes, LLC came before the Mayor and Board of Commissioners to request a special use permit for a two-unit townhome. This parcel is exactly the same as the first hearing.

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 Capps, 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 Surles, seconded by Commissioner Capps, 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 Capps, seconded by Commissioner Surles, 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 Surles, seconded by Commissioner Capps, voting unanimous, motion passed.

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

Mayor Medlin called the meeting back into a public hearing.

- c) **LEGISLATIVE:** Certificate of Sufficiency & Annexation Ordinance – Delcid Property Management, petitioner and owner of Parcel #08J11033W located at US Hwy 701 S., Four Oaks.
Tabled until February 17, 2025 Meeting

New Business

- a) Amendment to the Planning Board Ordinance- Section 32.01 Tabled until February 17, 2025 Meeting
- b) Update verbiage in Personnel Policy- Article VII Section 1: E

~~When a holiday falls on Saturday or Sunday, Monday will be observed as a holiday. Salaried employees required to work on a scheduled holiday will receive equivalent time off with pay. Hourly rate employees required to work on a holiday will be compensated for the holiday by accumulating compensatory time. The Police Department (except for the Chief) will be paid for all holidays at their specific holiday pay rate in addition to the regular pay rate.~~

the Town Clerk will determine which day the holiday will be observed, whether it be the Monday following the holiday or the Friday before. Employees who are *required* to work on a holiday will be compensated at their regular rate of pay for the hours worked on the holiday, they will also accumulate 8 hours of compensatory time for the holiday. Fire Department shift workers will be compensated for 11.2 hours per day for each holiday observed, in addition to their regular pay for any hours worked. Police shift workers will be compensated for 8.4 hours per day for each holiday observed, in addition to their regular pay for any hours worked.

Motion to accept the changes in the personnel policy was made by Commissioner Capps, Seconded by Commissioner Bradley, voting unanimous, motion passed.

Mayor's Comments

Mayor Medlin recognized the late Mr. John Hatch and his commitment to the Town of Four Oaks and the Board of Commissioners. Mayor Medlin states that Mr. Hatch was a wonderful man that will truly be missed in our town.

Department Reports

Police – Surles

Chief Anderson not in attendance to give a Police Report.

Parks & Rec and Outreach & Appearance – Robertson

Commissioner Roberson was absent and excused. Barry Stanley, Public Works Director, reported that new chips have been put in the park and spring sports sign ups have started.

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. The County and our Public Works are working on putting in a new meter.

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 December payables listed in the attached report was made by Commissioner Surles, seconded by Commissioner Bradley, voting unanimous, motion passed.


Motion to go into closed session was made by Commissioner Bradley, seconded by Commissioner Surles, 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.


Adjournment

With no further business brought before the Board of Commissioners, motion to adjourn at 6:55 p.m. was made by Commissioner Bradley, seconded by Commissioner Surles, voting unanimous, motion passed.



Vic Medlin, Mayor

ATTEST:



Rhonda S. Lee, Town Clerk