

TOWN OF FOUR OAKS
BOARD OF COMMISSIONERS MEETING
AUGUST 18, 2025
AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Approval of Minutes
 - a. Board of Commissioners Meeting – July 21, 2025
4. Public Comments
5. Public Hearings
 - A. **LEGISLATIVE:** Chris Stanley, Petitioner and Fred & Linda Jensen, Owner – Application to rezone Parcel # 08J11023X from RA to R8.5 located at 1104 S. Lakeside Dr. Parcel is in the Town's ETJ.
 - B. **QUASI:** Fred & Linda Jensen, Petitioners and Owners – Application for a Variance on Parcel # 08J11023X, located at 1104 S. Lakeside Dr. Parcel is in the Town's ETJ.
 - C. **LEGISLATIVE:** Certificate of Sufficiency & Annexation Ordinance – CLD, LLC Petitioner and Owner, Parcel # 08I11053 located on Old Brewer Rd., Four Oaks.
 - D. **QUASI:** NVR, Inc., Petitioner and Owner – Application for a Variance at 278 N. Coral Bells Way. Parcel # 08H10016M. Parcel is in the Town's City Limits.
 - E. **QUASI:** Jonathan & Cassidy Barbour, Petitioners and Owners – Application for a Variance at 304 N. Baker St. Parcel # 08009020. Parcel is in the Town's City Limits.
 - F. **QUASI: *** Planning Board Tabled until September 9, 2025 meeting. Will bring back to the BOC at the September 15, 2025 meeting.**

Mara Mejia, Petitioner and BRL Investments, Property Owner – Application for a Special Use Permit to allow Mystic Grove Games & Gathering to operate at 108 N Main Street. Parcel # 08012027. Parcel is in the Town's City Limits.

6. New Business

- a) Resolution to Adopt Policies and Guidelines for Grant Administration
- b) Adopt 2025-2026 Town's Fee Schedule
- c) Resolution Authorizing the Sale of Surplus Personal Property
- d) Adoption of the Town Administrator's duties

7. Mayor's Comments

8. Department Reports

- 1. Police – Surles (Chief Anderson)
- 2. Parks & Rec and Outreach & Appearance – Robertson
- 3. Water and Sewer – Bradley
- 4. Sanitation & Streets – Bradley
- 5. Planning & Zoning, Inspections – Capps (Mike Cook)
- 6. Finance – Hines

9. Closed Session under §143-318.11(a)(6) Personnel Matters and §143-318.11(a)(3) to discuss matter of pending litigation with Attorney

10. Adjournment

**TOWN OF FOUR OAKS
BOARD OF COMMISSIONERS MEETING
AUGUST 18, 2025
MINUTES**

Call to Order

Mayor Vic Medlin, called the August 18, 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, Carles Surles, and Tony Capps. Kim Robertson was excused. Also present were Town Attorney Alan "Chip" Hewett, Public Works Director Barry Stanley, Assistant Public Works Director James Bryan, Chief Building Inspector/P&Z Director Mike Cook, and Mike Dart with the Four Oaks Benson News and Review. Rhonda Lee, Town Clerk, was also present to record minutes.

Invocation and Pledge of Allegiance

Commissioner Carles Surles gave the opening Invocation, with Trace Bradley leading the Pledge of Allegiance.

Approval of Minutes

- a) Board of Commissioners Meeting – July 21, 2025
Commissioner Surles made a motion to approve the July 21, 2025, minutes as presented, seconded by Commissioner Bradley. The motion carried unanimously.

Public Comments

Jason Jeannette, owner of All Out Bikes, located at 106 S. Main St. in Four Oaks, addressed the board as follows: (1) To express his concerns about the Streetscape project and the timeline for its completion. (2) He asked the Board to consider small business owners, as they are feeling the pain with construction as well as traffic. (3) He asked if there was anything in place to help the Main Street business owners, as rent, water bills, etc. (4) He states that he would like answers, and he felt like he could speak for the other downtown business owners as well by saying they all want some answers. Mayor Medlin responded by saying that the Town was going to waive water and sewer bills during this process and that the Town has reached out to the State for funding to help with these pains. Mayor Medlin thanked Jason for his time and said that the Town will address his concerns and help wherever possible.

Elton Pridgen, owner of Old Time Grill, located at 101 W. Wellons St. in Four Oaks, addressed the board as follows: (1) Concerns about parking on Wellons St. as well as Main St. (2) Suggested the Town look at buying Bucky Grady's store on the corner of Main and Wellons for a public parking space. (3) Concerned about there not being any parking in front of KS Bank. Public Works Director James Bryan stated he was instructed by DOT to put no parking signs up because of the high risk of accidents when large vehicles and 18-wheelers park there. (4) Concerned about the hole in the road beside KS Bank and why it is taking so long to get it repaired. James Bryan responded that the Town is getting quotes to have it repaired, along with some other places around town.

Amy Dunn, resident at 403 N. Baker St. in Four Oaks, addressed the board as follows: (1) Very concerned about flooding on Baker St. (2) Catch basins have not had routine maintenance done and have weeds growing out of the top of them. This is a huge concern when we have big storms with a lot of rainfall, and the water has nowhere to go. Amy presented pictures of her yard for the board members to view. Mayor Medlin responded to Amy's concerns by stating that the Town has been working on a drainage project for a couple of years and this project will go out to bid next month. This is a 2.2 million dollar project and should help with drainage throughout the town. He assured Amy that the public works department would handle cleaning those drains to hopefully prevent any flooding that may potentially occur.

Roy Turner, resident at 501 N. Baker St. in Four Oaks, addressed the board as follows: (1) Drainage and flooding concerns on Baker St. He asked if the drainage project has been in the works for two years; could the public review them? Mayor Medlin set the date for the public to view engineering plans of the drainage project for Tuesday, August 19, 2025, at 5:30 pm.

Amy Evans, resident at 500 N. Baker St. in Four Oaks, addressed the board as follows: (1) Drainage and flooding concerns on Baker St. (2) Her house was surrounded by water with the last storm we got. She is concerned that there will be larger storms that cause a lot of flooding and we need to be prepared. (3) She asked the board to please consider this issue and be proactive as opposed to reactive.

John Littleton, resident at 504 N. Baker St. in Four Oaks, addressed the board as follows: (1) Concerns with drainage and flooding on Baker St. (2) Asked the board to view this as a sense of urgency (3) The Town needs action, not just a plan.

Joan Pritchett, President of the Four Oaks Chamber of Commerce, reported that (1) the Strategic Partner Forum got a lot of positive feedback and she thanked the Commissioners for attending and Mayor Medlin for preparing and delivering a speech on behalf of the Town. (2) Oaks Alive will be Saturday, September 13, 2025. This is replacing the Acorn Festival this year, given that the downtown Streetscape project still has Main Street closed. Things will look a little different, but will be fun nonetheless. There will be around 50 vendors, 10 food trucks, kids activities and a street dance happening at Barbours Grove Park.

Mayor Medlin thanked everyone for their time and for sharing their concerns. There were no other comments or concerns brought before the board; therefore, Mayor Medlin called the meeting into a public hearing.

Public Hearings

Mike Cook relayed to the board that the petitioner, Chris Stanley, and Fred & Linda Jensen, owners, would like to rezone Parcel # 08J11023X from RA to R8.5, located at 1104 S. Lakeside Dr. Parcel is in the Town's ETJ. Town Ordinance does not allow this; therefore, staff cannot recommend approval. This is a "downzone". The surrounding parcels are zoned R8.5 and are in the City Limits. If approved, the parcel should be annexed into the City Limits. Letters were mailed to 43 property owners within a 500-foot radius on July 30. There were no inquiries from letters that were mailed. Public notice was in the FO Benson News and Review July 30, 2025 and August 6, 2025. Sign was placed on the property on August 1, 2025. Planning Board recommends rezoning from RA to R8.5 to align with the rest of the neighborhood. Mayor Medlin asked if there were any other questions or comments from the audience or board. Commissioner Hines asked if this was rezoned to R8.5 did the property have to be annexed into the City Limits. Mike Cook responded that it would be recommended for annexation because the Town's ordinance states that R8.5 zoning is only allowed in the City limits. With no further questions from the audience or the board, Mayor Medlin closed the public hearing. Commissioner Hines made a motion that we rezone this parcel from R-A to R8.5 with the stipulation that it gets annexed into the Town's City Limits. Commissioner Bradley seconded the motion. Motion carried unanimously.

Mayor Medlin called the meeting into a public hearing.

Mike Cook relayed to the board that the petitioner and owner, CLD, LLC is requesting voluntary annexation for parcel# 08I11053 located on Old Brewer Rd. The clerk's investigation found this property to be in favor of a contiguous annexation. Letters were mailed to 8 property owners within a 500 ft radius on July 30th, and there were no inquiries from letters that were mailed. Sign was placed on the property. There was no one from CLD, LLC present to speak on the annexation. With no further questions from the board, Mayor Medlin closed the public hearing. Commissioner Capps made a motion to approve the annexation. Seconded by Commissioner Hines. Motion carried unanimously.

Mayor Medlin called the meeting into a quasi-hearing and turned the meeting over to Attorney Chip Hewett.

Attorney Chip Hewett swore in staff member Mike Cook, Attorney Matthew Carpenter, representing NVR, Inc., Jackie Grissett from NVR staff, and Jeremy Keen, civil engineer and licensed surveyor, giving expert testimony.

Mike Cook presented the case. NVR, Inc., petitioner and owner, requested a variance on the front of the home at 278 N. Coral Bells Way. Parcel 08H10016M. Parcel is in the Town's City Limits. This parcel is zoned R12 and does not meet the required setbacks. The required setback is 40 feet, but with the front porch being added it is 38 feet. Public notice was placed in the Four Oaks News and Review on July 30 and August 6th. Sign was placed on the property August 1st. There were 9 letters mailed to property owners within a 500-foot radius on July 30th. There were no inquiries from letters that were mailed.

Matthew Carpenter, attorney for NVR/Ryan Homes, states that this is a lot in the Reserve subdivision in Four Oaks and that NVR has been doing a lot of work in this particular subdivision. This is a brand-new two-story home that and the front covered porch is 2 feet in the front setbacks. After the home was built it was discovered that the front porch encroached the setbacks by 2 feet. After the CO was issued and the mistake was identified, the Town of Four Oaks was notified. We acknowledge a mistake was made and wanted to go through the proper process to correct it. This will make things right with the Town and easier for the buyers. The only two options were to tear down the covered porch, which would not look good and decrease the value of the home, or request a variance to make this legally right. Jeremy Keene, professional civil engineer and professional land surveyor, noted that the lot lines are a little unique for this property, with the lines being at an angle and curved at the front. Setback was caught during the final inspection. Asking for a two-foot variance to sell the house without having to tear anything down. Attorney Matthew Carpenter approached the board to review the four finding of facts that are to be taken into consideration in order to approve the variance. The first being unnecessary hardship would result from a strict application of the ordinance. This means we would have to tear down the newly constructed front porch, which would lead to an unnecessary hardship. The second being, the hardship results from conditions that are peculiar to the property. Due to the unusual shape of the lot and that the property backs up to wetlands. The third one states that the hardship did not result from actions taken by the applicant or property owner. There was a mistake on the plans but there is case law that states if the developer relied on plans prepared by a licensed professional, that this is not a self-created hardship. That is exactly what has happened here. Lastly, the requested variance is consistent with the spirit, purpose, and intent of the ordinance. The purpose of the setbacks is to provide adequate distance between houses, and since there will not be a house in front of this particular home, and we are only needing a 2 ½ foot setback for the covered porch, there really shouldn't be a problem. All other setbacks are met. So with that, we respectfully request your approval.

With no further questions from the board, Mayor Medlin closed the quasi-hearing. Attorney Hewett presented the four finding of facts to the board.

- 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 Bradley. Motion passed unanimously.
- 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 Hines, seconded by Commissioner Capps. Motion passed unanimously.
- 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 Surles, seconded by Commissioner Hines. Motion passed unanimously.
- 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 Capps, seconded by Commissioner Bradley. Motion passed unanimously.

Attorney Hewett stated that since the board voted to approve all four required finding of facts, it would be in order to have a motion to approve the variance in its entirety.

Commissioner Capps made a motion to approve the variance in its entirety. Seconded by Commissioner Surles. Motion passed unanimously.

Mayor Medlin called the meeting into a quasi-hearing and turned the meeting over to Attorney Chip Hewett.

Attorney Chip Hewett swore in staff member Mike Cook and property owners Jon and Cassidy Barbour.

Mike Cook presented the case. Jonathan and Cassidy Barbour, petitioners and owners. Application for a variance for front setbacks for an addition to the existing home, which has not been built yet, at 304 N. Baker St., parcel# 08009020. Parcel is in the town's city limits. Zoning is R8-5S. Does not meet the required setbacks on the front by the site plan that was submitted. Public notice was in the FO Benson News in Review on August 6th. Sign was placed on the property on August 1st. Letters were mailed to 42 property owners within a 500-foot radius on August 1st. There were no inquiries from the letters that were mailed.

Jon Barbour, property owner at 304 N. Baker St. approached the board. He was asked by Commissioner Capps how many feet for the variance was he asking. Mayor Medlin stated this was a hundred-year-old house, and they didn't even have setbacks then. Jon stated the original house will not move, and the addition will be about 8 feet off the house on the side. It will meet all other setbacks.

With no further questions from the board, Mayor Medlin closed the quasi-hearing. Attorney Hewett presented the four finding of facts to the board.

- a) Unnecessary hardship would result from a strict application of the ordinance. Motion to approve finding of fact (a) was made by Commissioner Hines, seconded by Commissioner Capps. Motion passed unanimously.
- 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. Motion passed unanimously.
- 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 Bradley, seconded by Commissioner Capps. Motion passed unanimously.
- 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 Capps, seconded by Commissioner Bradley. Motion passed unanimously.

Attorney Hewett stated that since the board voted to approve all four required finding of facts, it would be in order to have a motion to approve the variance in its entirety.

Commissioner Bradley made a motion to approve the variance in its entirety. Seconded by Commissioner Surles. Motion passed unanimously.

New Business

Skip Green presented a resolution to adopt policies and guidelines, per the State, for grant administration. Commissioner Hines made a motion to accept the resolution as presented. Seconded by Commissioner Bradley. Motion passed unanimously.

Andy Hardy, presented the Town's 2025-2026 fee schedule in the absence of Finance Officer, Rachel Raynor. These fees are in line with the county. The county has approved an increase in the sewer capacity from \$10.68 to \$11.01 per gallon. Water capacity has stayed the same. This will be effective September 1st. Will hold off on water capacity purchases until Rachel gets back from maternity leave. The next change will be under building inspections and permit fees. These were at \$12.50 and will increase to \$25.00. Also, accessory buildings and land use fees will increase from \$12.50 to \$25.00. Those are the three changes as of now but we will continue to monitor the county's fee schedule so we can stay in line with them. Motion to adopt the 2025-2026 fee schedule was made by Commissioner Surles. Seconded by Commissioner Hines. Motion passed unanimously.

Resolution authorizing the sale of surplus property presented by Chief Anderson. Chief Anderson stated that he has a 2009 Dodge Charger that needs to be listed as surplus and sold. Motion to surplus and sale the 2009 Dodge Charger was made by Commissioner Hines. Seconded by Commissioner Surles. Motion passed unanimously.

Mayor Medlin stated that the board needs to adopt the Town Administrator duties. Duties are included in the package. Attorney Hewett stated that this could always be amended as needed. Motion to approve the duties of the Town Administrator was made by Commissioner Surles. Seconded by Commissioner Capps. Motion passed unanimously.

Mayor's Comments

Commissioner Bradley had a question on the rezoning that was heard earlier for Fred and Linda Jensen at 1104 S. Lakeside Dr. The agenda states a variance is requested only if the rezoning does not pass. Commissioner Bradley states that this new zoning will still require them to have a variance. Chris Stanley states that the addition will not protrude any further than the current house. Mayor Medlin called the meeting back into a public hearing to hear application for variance on parcel# 08J11023X for Fred and Linda Jensen. Mayor Medlin then called the meeting into a quasi-hearing and turned the meeting over to Attorney Hewett.

Attorney Hewett swore in Mike Cook and Chris Stanley. Mike presented the case. Fred & Linda Jensen, application for variance on parcel # 08J11023X, located at 1104 S. Lakeside Dr. Parcel is in the Town's ETJ. Requesting a variance for setbacks to add an attached 3-car garage to the existing home. Current zoning is R8.5. Does not meet required setbacks for the front of the property. Public notice was in the FO Benson News in Review on July 30 and August 6. Sign was placed on the property on August 1st. Letters were mailed to 43 property owners within a 500 foot radius. There were no inquiries from letters that were mailed. All other setbacks will be met. There were no other questions from the board. Mayor Medlin closed the quasi-hearing and turned the meeting over to Attorney Hewett for the four finding of facts.

- a) Unnecessary hardship would result from a strict application of the ordinance. Motion to approve finding of fact (a) was made by Commissioner Hines, seconded by Commissioner Bradley. Motion passed unanimously.
- 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 Capps, seconded by Commissioner Bradley. Motion passed unanimously.
- 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 Bradley, seconded by Commissioner Surles. Motion passed unanimously.
- 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 Surles, seconded by Commissioner Bradley. Motion passed unanimously.

Attorney Hewett stated that since the board voted to approve all four required finding of facts, it would be in order to have a motion to approve the variance in its entirety.

Commissioner Hines made a motion to approve the variance in its entirety with the conditions that the addition does not protrude any further into the setbacks as the existing home and that the property gets annexed into the Town's City Limits. Seconded by Commissioner Bradley. Motion passed unanimously.

Mayor Medlin, getting back to the Mayor's comments, we need to get out and dig out some drainage tiles so we can get water flowing before hurricane season kicks in. Working on the stormwater project so hopefully this will help the water flow better. Our Finance Officer had her baby this week, Hayes Gaston Rayonr, 8lbs 14 oz. Baby and momma are doing great and are at home. We are very, very excited for her and her husband.

Department Reports

Police – Chief Anderson presented the Police report (see attached). He is helping the Detective out since her case loads are so busy. SRO's are in place at the schools and are having orientation this week. School's traffic flow is going good so far.

Parks & Rec and Outreach & Appearance – No report as Commissioner Robertson was absent and excused.

Water and Sewer – Commissioner Bradley gave the water/sewer report (see attached).

Sanitation & Streets – Commissioner Bradley states he would like to see public works put in a valuable effort into drainage on Baker Street, especially.

Planning & Zoning, Inspections – Mike Cook presented his report (attached). Mike states he and Barry are working on the UDO and have received two quotes. Commissioner Capps states that the town is working on the UDO and getting quotes so that we can get someone to help us get all of our ordinances updated. We are taking all options into consideration. The town will have the opportunity to meet with business owners and others to get their input.

Pam Price approached the board to ask what the scope of the UDO will be. Commissioner Capps explained that this will help get ordinances and zoning together so that there are no conflicts from one place to another and to align with each other. This will also give property owners, as well as business operators, a chance to have an input in what we are trying to do. Trying to do what is in the best interest of Four Oaks, long-term.

Finance – Commissioner Hines presented the bills in the absence of Finance Officer, Rachel Raynor (report attached). Commissioner Hines made a motion to approve the bills as presented. Commissioner Capps seconded. Motion passed unanimously.

Resident, Trina Baker Parker, approached the board regarding her father, Ray Baker's, easements. She presented a letter to the Town Attorney Chip Hewett.

Closed Session

NC General Statute §143-318.11a (3) To discuss matters with the Town's attorney to preserve the attorney-client privilege. (6) Personnel Matters.

Commissioner Hines made a motion to go into closed session to discuss attorney-client privilege and personnel matters. Commissioner Bradley seconded the motion. Motion carried unanimously.

Mayor Medlin called the meeting back into a public hearing.

Commissioner Hines made a motion to have Attorney Hewett proceed with easements. Refer to closed session minutes. Commissioner Bradley seconded the motion. Motion carried unanimously.

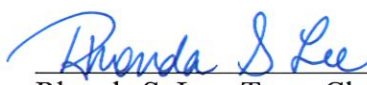
Adjournment

With no further business brought before the Board of Commissioners, a motion to adjourn at 8:50 p.m. was made by Commissioner Hines, seconded by Commissioner Capps. The motion carried unanimously.

ATTEST:



Vic Medlin, Mayor



Rhonda S. Lee, Town Clerk

Aug 18th, 2025



Persons desiring to speak on a non-agenda matter will be recognized to speak during the Public Comment section of Council Meetings. Persons desiring to speak on an agenda item will be recognized to speak when the item is called.

Each person wishing to speak will have three (3) minutes. When four (4) or more people wish to address the Council about the same item, one (1) designated person will be allowed to speak for ten (10) minutes.

Name	Address	Phone Number	Subject to Discuss
Tasan Tennette	106 S. Main St	919-628-1089	Unnecessary street repair
Steve E. [unclear]	101 West Wellton St	919 427 4178	Streets & Parking
Baker St. Neighbors	403 N. Baker St.	919 185-6368	drainage
Angie Dunn			
Trinity			
Evans			
Coats			
Little tows			
John Peritt	Four Oaks Chamber	919-963-4004	Chamber Events

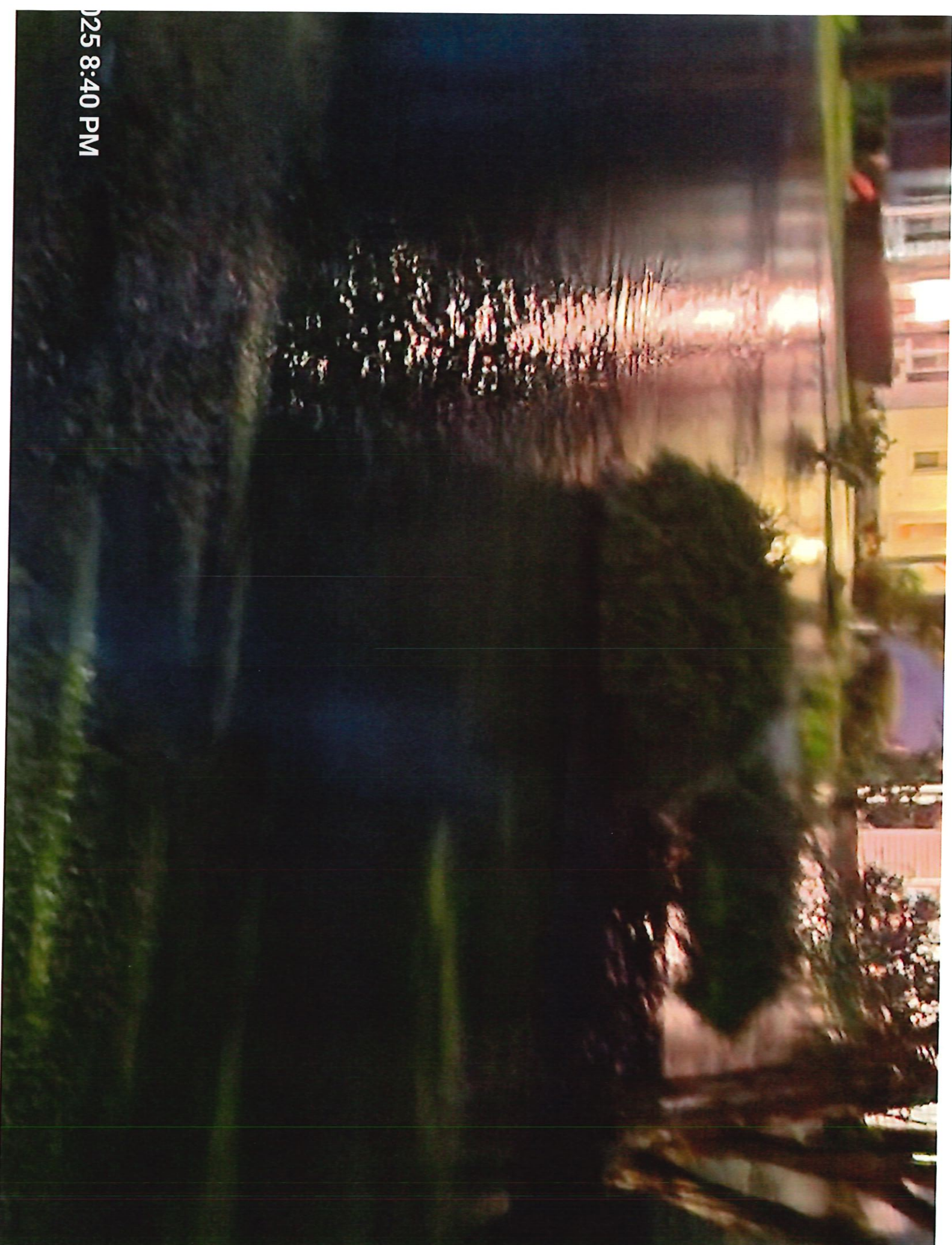




8/1/25



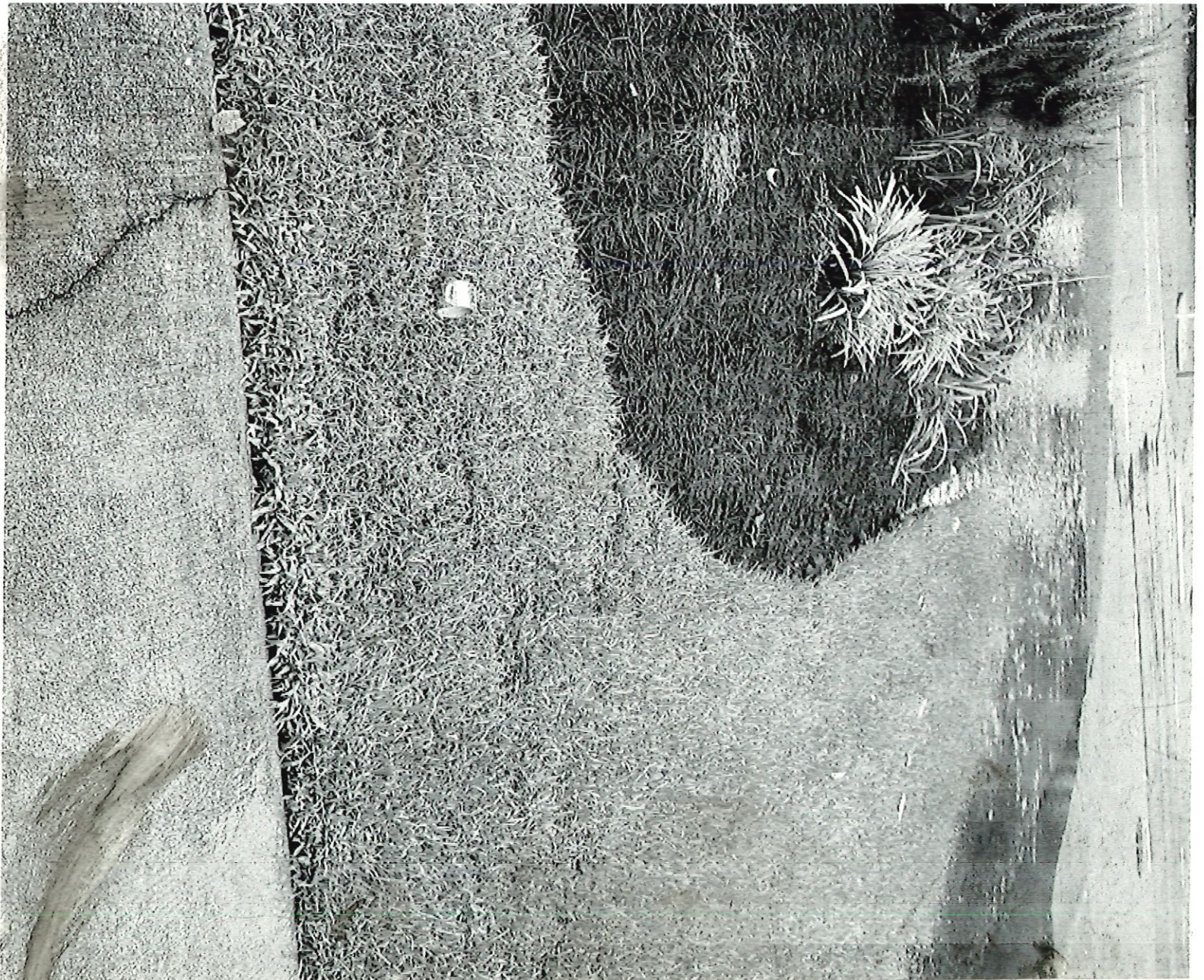
025 8:40 PM

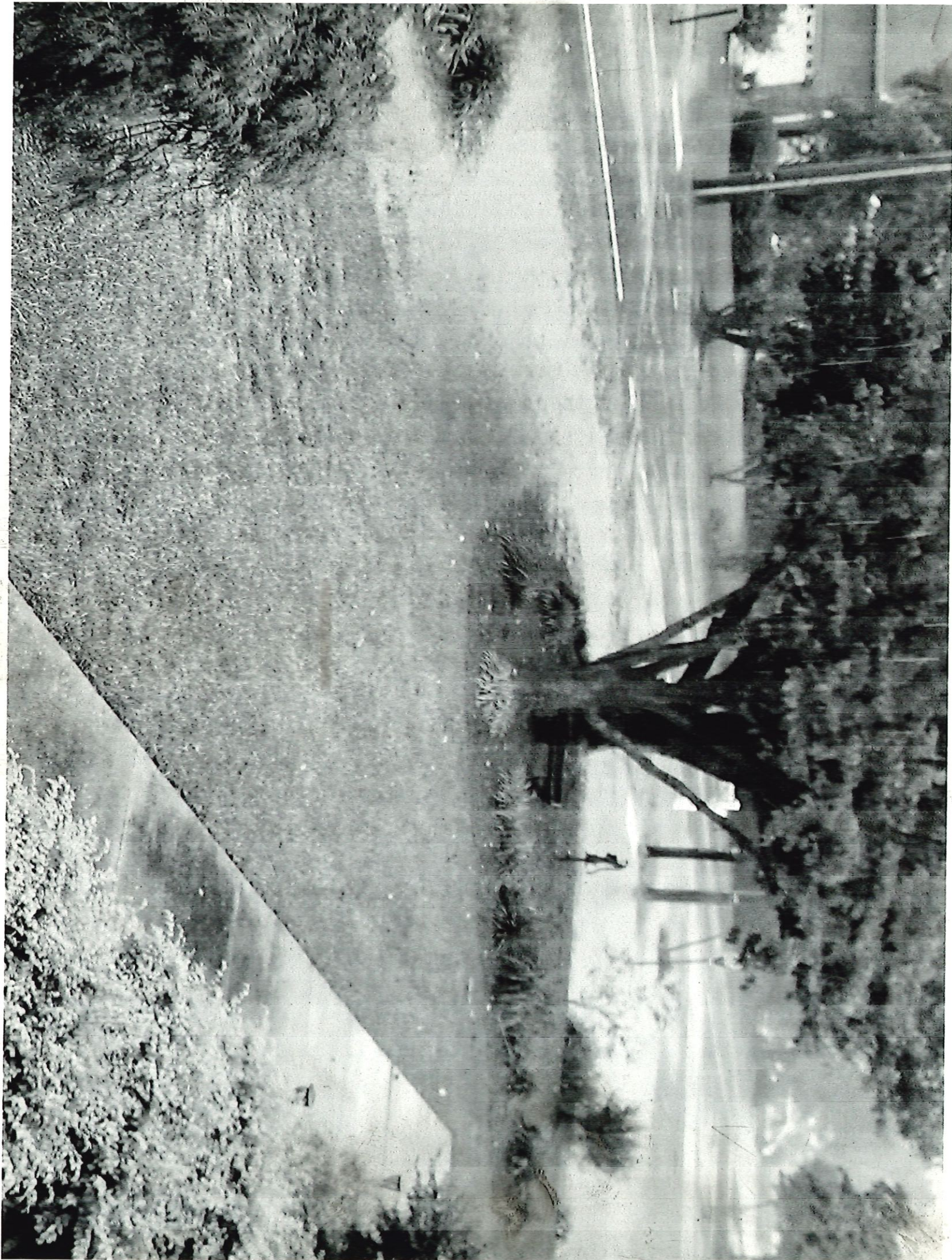


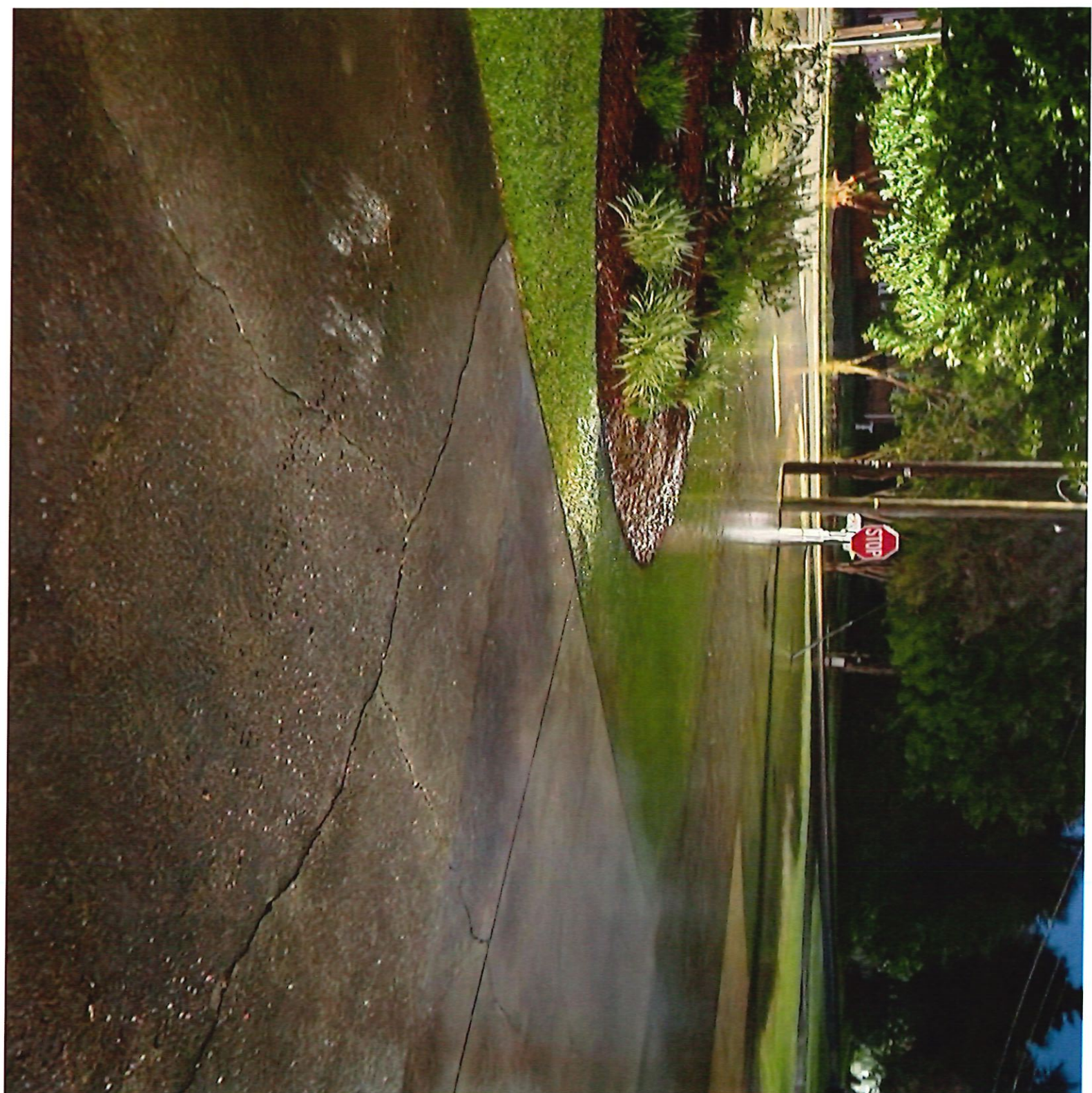


Galaxy S22
July 31, 2025 3:27 PM

8/8/24









RECEIVED

JUL 18 2025

APPLICATION FOR REZONING

Today's Date: 6/24/25 Fee: 500.00
Date Paid: 7/18/25 PB Date: 8/12/25
Receipt#: 30284P2 BOC Date: 8/18/25

Petitioner: Name: Chris L Stanley
Address: 11220 Raleigh Rd.
Four Oaks NC 27524
Telephone #: 919-291-9394

Owner of Property: (if different from above) Fred + Linda Jensen
Address: 1104 S Lakosiele Drive
Four Oaks NC 27524
Telephone #: 910-596-5483

Acreage: 1.150 Parcel # 08J11023X

Address of Property: For Consideration: 1104 S. Lakosiele Drive Four Oaks NC 27524

Current Zone: R/A Request Zoning District: R/85

Please state the reason for request:

Print & Signature : Petitioner: (ALL) Chris L Stanley Date: 6-24-25

Print & Signature : Owner: (ALL) [Signature] Date: 7/18/2025

Linda W. Jensen Date: 7/18/25

Attached any information needed for the request:

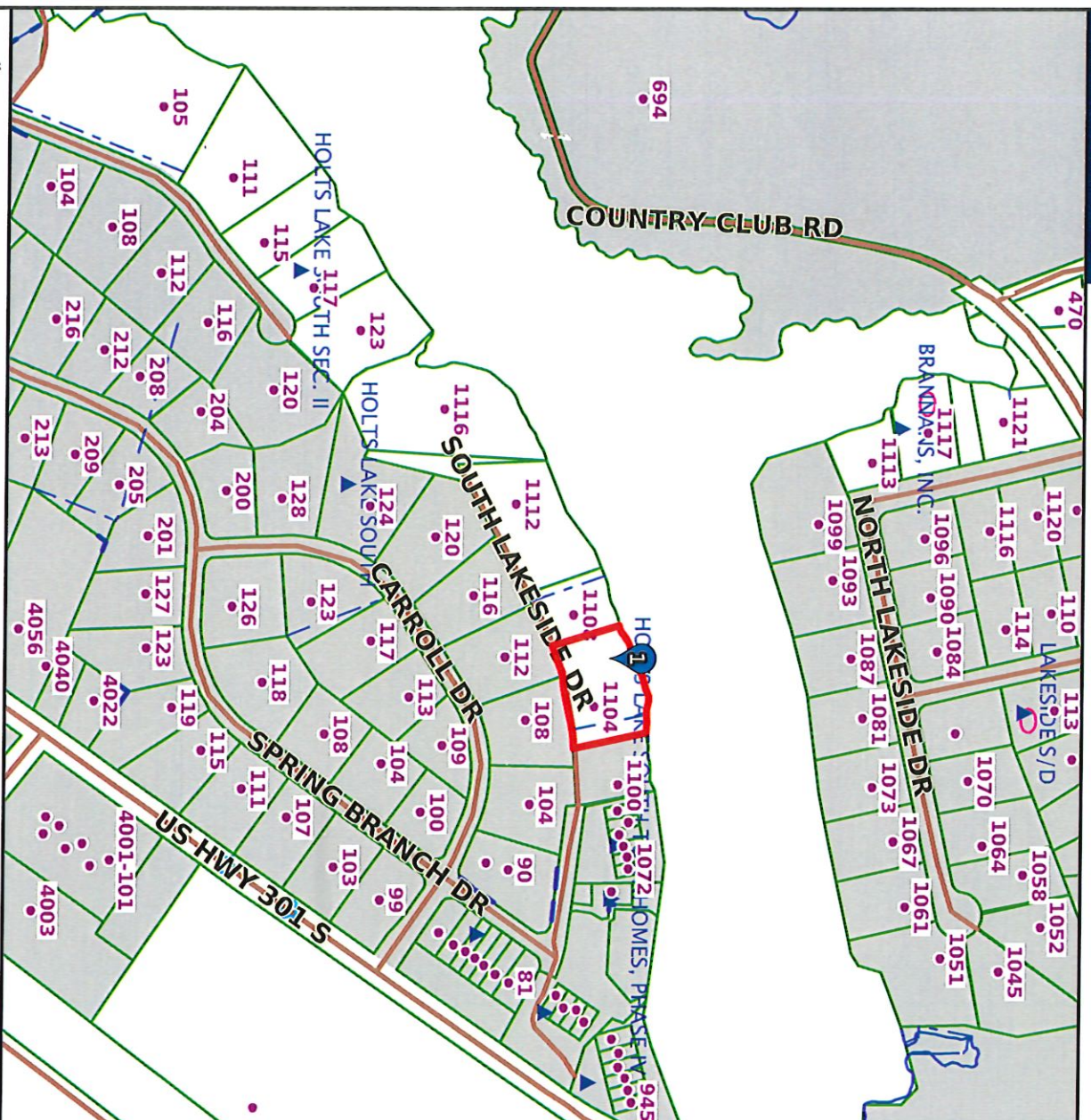
Site Plan along with Preliminary Drawing of construction

P.O. Box 610 • 304 N. Main Street • Four Oaks, NC 27524

Office 919-963-3112 • Fax 919-963-3113

www.fouroaks-nc.com

*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.



Result 1

id: 08J11023X
Tag: 08J11023X
NCPin: 168209-25-1922
Mapsheet No: 168209
Owner Name 1: JENSEN, FRED S
Owner Name 2: JENSEN, LINDA W
Mail Address 1: 1104 S LAKESIDE DR
Mail Address 2:
Mail Address 3: FOUR OAKS, NC 27524-9270
Site Address 1:
Site Address 2:
Book: 05858
Page: 0394
Market Value: 451590
Assessed Acreage: 1.150
Calc. Acreage: 1.150
Sales Price: 0
Sale Date: 2021-03-03
Township: Ingrams
Flood Panel: 3720168200 L | 2014-04-30
Water District: Not Applicable
ETJ: Four Oaks
City Limits: Not Applicable
Town Zoning: R-A
County Zoning: Not Applicable
Overlay Zoning: Not Applicable
EMS District: STA6
Fire District: Wynn
Law District: 4
Census Tract: 412
Electric District: SMITHFIELD-SELMA MUNICIPAL

Special Tax Not Applicable

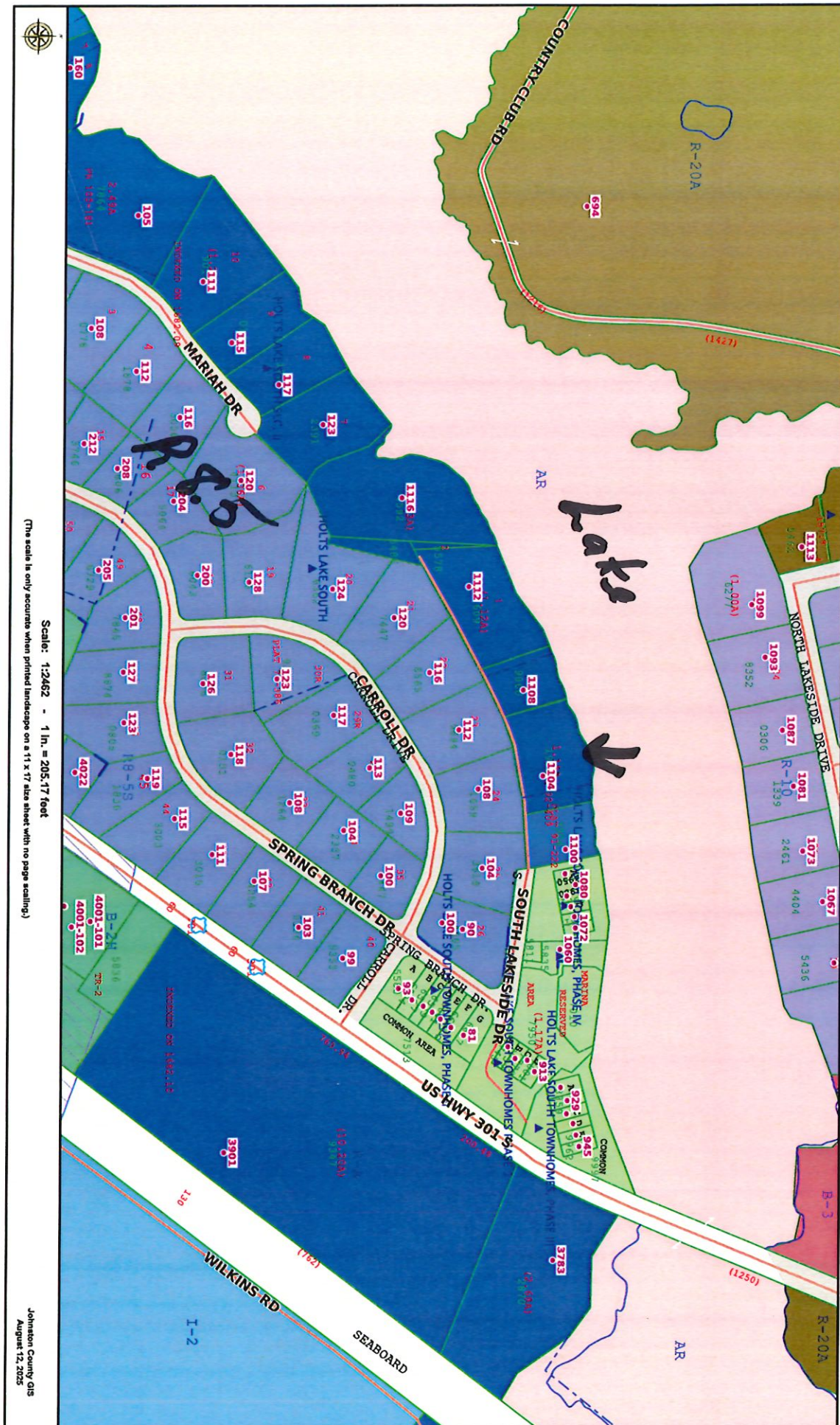
Voting Districts: Ingrams
US Congressional: 13
NC House District: 28
NC Senate District: 10
Commissioner: 3
Johnston County GIS
July 28, 2025

Scale: 1:4452 - 1 in. = 371.04 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no margins)



*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:2462 - 1 in. = 205.17 feet
(The scale is only accurate when printed landscape on a 11 x 17 size sheet with no page scaling.)

* Only if Rezoning
does not Pass



APPLICATION FOR A VARIANCE

Date: 6/24/25

Fee: \$

919-963-3112 ext. 123
townclerk@fouroaks-nc.com

General Information

Owner: Fred & Linda Jensen

Address: 1104 S Lakeside Drive City: Four Oaks

Best number for contact: _____ E-mail: _____

Property Information: 1.15 Acres

Parcel #: 08J11023X Zoning: _____

Reason for Variance

House is currently within the Front Setback
customer wants to Add a attached 3car Garage
on the right side of the home

Finding of Fact provide a statement for each of the following.
Briefly describe situation and hardship experienced by the property:

Owner(s) Signature(s):
[Signature]
Linda W. Jensen

Date: 7/18/2025

Date: 7/18/2025

P.O. Box 610 • 304 N. Main Street • Four Oaks, NC 27524
Office 919-963-3112 • Fax 919-963-3113
www.fouroaks-nc.com



**TOWN OF FOUR OAKS
VARIANCE APPROVAL
1104 S. LAKESIDE DRIVE**

This application for a variance from Section 307.2 of the Town of Four Oaks Development Ordinance (the "Ordinance") came before the Board of Commissioners on August 18, 2025, for an evidentiary hearing. Based on the testimony of the witnesses, the documentary evidence, the Variance application and related materials, and the exhibits and other evidence presented at the hearing, the Board of Commissioners finds the Variance should be granted and, in support thereof, makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT:

1. That on or about August 18, 2025, the Board of Commissioners of the Town of Four Oaks did meet to consider the application for the property located at 1104 S. Lakeside Dr., Parcel # 08J11023X. Four Members of the Board were present, and a quorum was declared.
2. That Chris Stanley, contractor for property owners, was present at the hearing.
3. That the property is located within the city limits of the Town of Four Oaks, specifically within the R.5 district.
4. Ordinance 307.2 requires a 40-foot front setback on the property.
5. That for the Board to approve a variance to the Ordinance, the applicant must show ALL of the following:
 - a. Unnecessary hardship would result from the strict application of the ordinance. This ordinance would not allow the property owners to build an attached three-car garage to the existing home.
 - b. The hardship results from conditions that are peculiar to the property, such as location, size or topography. The existing home encroaches front setbacks that are now in place causing a hardship for additions and upgrades to be made to the home.
 - c. The hardship did not take place as a result from actions taken by the applicant or the property owner. The existing does not meet current setbacks that were not by fault of the applicant.

- 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 received. The addition will add value to the home as well as being consistent with the purpose of the ordinance.
6. That testimony was taken from Town staff, Mike Cook, and Chris Stanley, contractor for the property owners.

CONCLUSIONS OF LAW:

Pursuant to the foregoing FINDINGS OF FACT Ordinance Section 707.4.2 and N.C.G.S. §160D-705(d), the Board of Commissioners makes the following conclusions of Law:

- a. Unnecessary hardship would result from the strict application of the ordinance
 - b. That some conditions are peculiar to the property, such as location, size, or topography.
 - c. That the hardship is not the result of actions taken by the applicant or property owner.
 - d. That the granting of the variance will not adversely affect the general public's interest or public safety, and is within the intent, spirit, and purpose of the ordinance.
7. The Board unanimously voted 4/0 to grant the variance. The requisite 4/5 vote was obtained, and the variance is granted.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a VARIANCE be GRANTED, this the 18th day of August 2025. A copy of this order shall be mailed to Applicant and Property Owner.


Vic Medlin, Mayor


Rhonda S. Lee, Town Clerk





Ordinance #081825

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF FOUR OAKS, NORTH CAROLINA**

WHEREAS, the Mayor and Board of Commissioners have been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Mayor and Board of Commissioners have by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town of Four Oaks Town Hall at 6:30 p.m. on August 18, 2025, after due notice by posting and publication on the Four Oaks Town Hall Board and in the Four Oaks/Benson News in Review on July 30, 2025; and

WHEREAS, the Mayor and Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Four Oaks, North Carolina that:

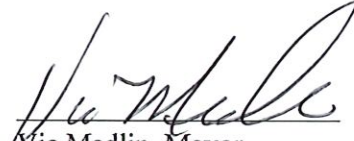
Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Four Oaks, as of January 8, 2025:

The Metes and Bounds Legal Description for CLD Land, LLC., parcel # 08I11053 located on Old Brewer Rd., Four Oaks, NC 27524 sits on 7.898 acres recorded in Plat Book 102 Page 219.
See Exhibit A;

Section 2. Upon and after August 19, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Four Oaks and shall be entitled to the same privileges and benefits as other parts of the Town of Four Oaks. Said territory shall be subject to municipal taxes according to G. S. 160A-58-10.

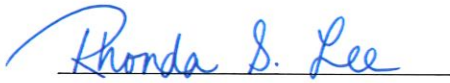
Section 3. The Mayor of the Town of Four Oaks shall cause to be recorded in the office of the Register of Deeds of Johnston County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Johnston County Board of Elections, as required by G.S. 163-288.1. See Exhibit B;

Adopted this 18th day of August 2025.



Vic Medlin, Mayor

ATTEST:



Rhonda S. Lee
Town Clerk



CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Four Oaks, North Carolina:

I, Rhonda Lee, Town Clerk, do hereby certify that I have investigated the attached petition by CLD Land, LLC, Parcel #08111053, 7.898 acres located on Old Brewer Rd, Four Oaks, NC 27524, and hereby make the following findings:

- a. The petition adequately describes the property in the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Four Oaks primary corporate limits, as defined by G.S 160A-31.
- c. The petition is signed by and includes the addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my and affixed the seal of the Town of Four Oaks, this 21st day of July, 2025.


Rhonda Lee, Town Clerk



Town of Four Oaks, North Carolina

Owner-Initiated Voluntary Annexation Petition

(PLEASE PRINT CLEARLY)

To the Board of Commissioners of the Town of Four Oaks, North Carolina

WE THE UNDERSIGNED OWNERS real property described in Part 2 below respectfully request that the area described in this petition be annexed and made part of the Town of Four Oaks, North Carolina.

If this is an annexation of a parcel that is NOT CONTIGUOUS to the primary city limits ("satellite" annexation), attach a survey showing the annexation area and its relationship to the Four Oaks town limits. Unless this is a satellite annexation petition, the area to be annexed is CONTIGUOUS to the Town of Four Oaks and its boundaries. A survey map MUST be included with all annexation applications for your request to be considered.

Part 1- Property Owner Information:

<u>Owner (see Part 7, note to property owners)</u>	<u>Owner's Contact Person (if different than applicant)</u>
Name: <u>Lee Dietrich</u>	Name: _____
Firm: <u>CLD Land</u>	Firm: _____
Address: <u>1701 Cable Dr NE</u>	Address: _____
<u>Conover, NC 28613</u>	_____
Phone (area code): <u>828-381-1590</u>	Phone (area code): _____
Email: <u>ldietrich@UTL-Serve.com</u>	Email: _____

Part 2- Parcel & Owner Information: (see www.johnstonnc.com/gis for parcel numbers)

<u>Property Owners:</u>	<u>Parcel Number:</u>	<u>Total Acres:</u>
Name: <u>CLD Land, LLC</u>	<u>08121053</u>	<u>7.898</u>
Address: <u>1701 Cable Dr NE</u>	<u>(Old Brewer Rd)</u>	
City: <u>Conover</u>	State: <u>NC</u>	Zip: <u>28613</u>

Part 3: Reason for Request: (please check ALL that apply and be specific as possible)

- ☐ Required for Site or Subdivision Plan
☐ Failed Well
☐ Failed Septic
☒ Other: (Explain)

request by Town of Four Oaks
I would like consideration for the Branch
ST to be connected to the I-95 access Rd

Part 4: Location of Property:

What county is the property located in?

- ☒ Johnston
☐ Other

What Planning Jurisdiction is the property currently located in?

- ☐ Johnston County
☒ Town of Four Oaks ETJ (Extra Territorial Jurisdiction)
☐ Other

Note: The ETJ represents the area beyond the Town Limits where the Town has zoning and regulatory authority. Is the property located within an existing subdivision? ☐ YES ☒ NO ☐ N/A

If yes, name of subdivision: _____

Part 5: Zoning and Proposed Use:

Current Zoning

Existing Use: *1-1L, Light Industrial* Proposed Use: *1-1L, Light Industrial*

Is your REQUIRED Survey Map (by a registered surveyor) Attached? ☒ YES ☐ NO

Do you have your Metes and Bounds description Attached? ☒ YES ☐ NO

Part 6: Associated Cases:

Is there an associated Site or Subdivision Plan? ☐ YES ☒ NO

Is there an associated REZONING? ☐ YES ☒ NO

Please note that applications requesting annexation of property that is located outside the Town of Four Oaks ETJ must also submit a Rezoning Application in order to establish initial Town of Four Oaks Zoning designation upon annexation.

Part 7: Vested Right Acknowledgement

Has a vested right with respect to the properties subject to this annexation petition been established under NC General Statute 160A-385.1 or 153A-344.1? ☐ YES ☒ NO

If yes, please provide proof of such vested right. If no, or if you fail to sign this statement declaring whether or not a vested right has been established, any such right shall be terminated.

Part 8: REQUIRED Signature- Please complete all that apply (A-D)

- A. Property owned by individuals – ALL owners MUST sign from Part 2, including husband and wife, and all joint tenants. (Notary NOT Required)

Property Owner(s) is/are _____ PLEASE PRINT

PLEASE PRINT

Property Owner Signature: _____ DATE _____

Property Owner Signature: _____ DATE _____

- B. Property Owned by a Limited Liability Company- The area to be annexed is owned by a limited liability company properly registered with the State of North Carolina. If "member managed" ALL members must sign. If "manager managed" manager MUST sign. (Notary NOT required) Continue on a separate sheet and attached if necessary.

Manager: LCC Dietrich PLEASE PRINT

Signature of Manager: [Signature] DATE: 6/2/2025

Signature of Members: _____ DATE: _____
(if necessary) _____ DATE: _____

DATE: _____

- C. Property Owned by General or Limited Partnership- The area to be annexed is owned by a general partnership. All partners MUST sign; if owned by a limited partnership; general partners(s) MUST sign. (Notary NOT required) Continue on a separate sheet and attached if necessary.

General Partners: _____ PLEASE PRINT

PLEASE PRINT

Signature of General Partner _____ Date: _____

Date: _____



*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Result

id: 08111053
Tag: 08111053
NCPin: 167113-14-8102
Mapsheet No: 167113
Owner Name 1: CLD LAND, LLC
Owner Name 2:
Mail Address 1: 1701 CABLE DR NE
Mail Address 2:
Mail Address 3: CONOVER, NC 28613-8991
Site Address 1:
Site Address 2:
Book: 06783
Page: 0651
Market Value: 321180
Assessed Acreage: 7.900
Calc. Acreage: 7.900
Sales Price: 450000
Sale Date: 2024-11-22



Scale: 1:5351 - 1 in. = 445.89 feet

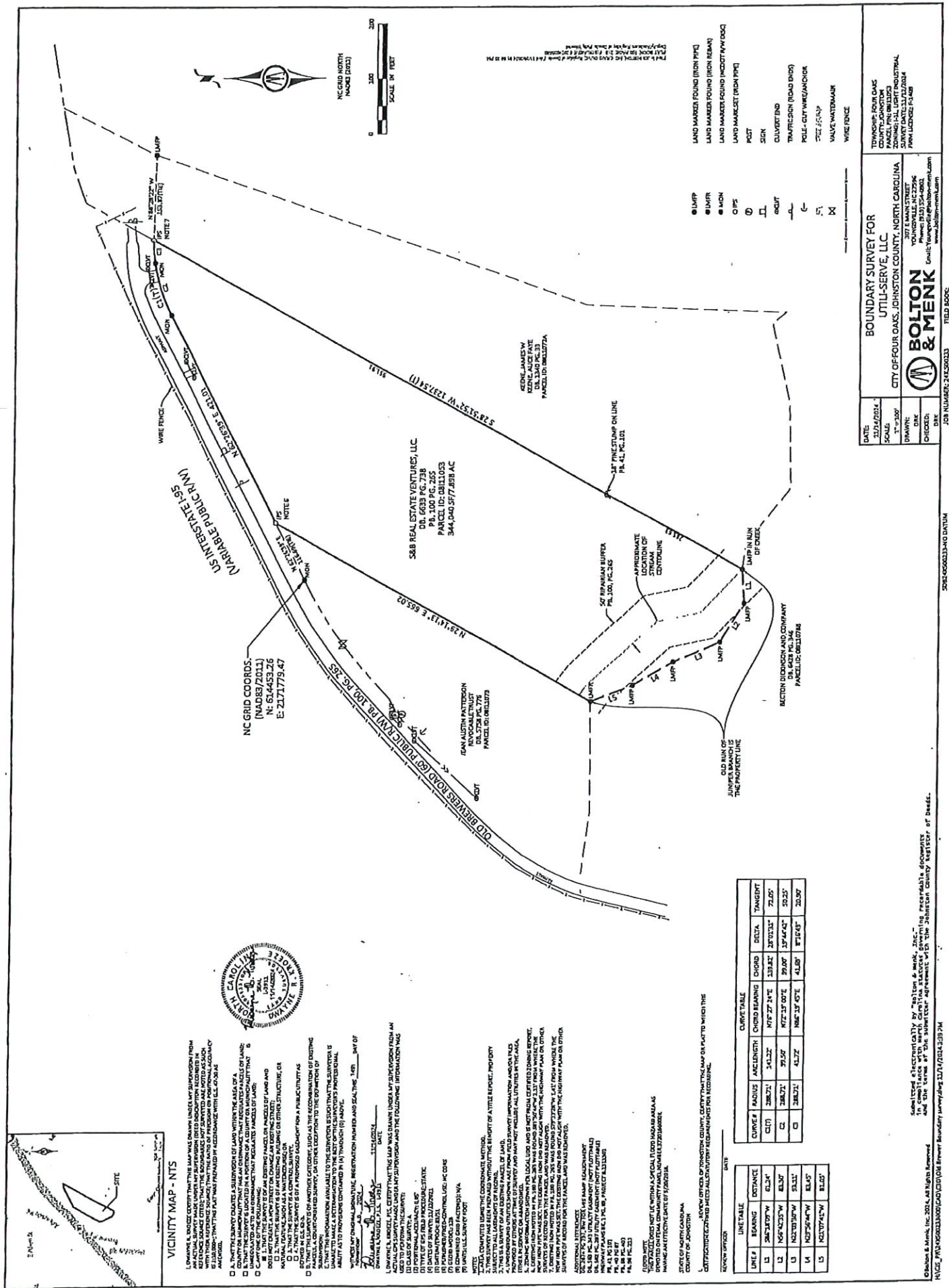
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Exhibit A

Being all of that 7.898 Acre tract located in Four Oaks Township, Johnston County, North Carolina with a Parcel I.D. of 08I11053 as shown in Plat Book 102, Page 219 and being further described as follows:

Beginning at an iron pipe set in the southern right-of-way of Old Brewers Road, located N 62°26'39" E 116.69' from an existing right-of-way monument with NC Grid Coordinates (NAD 83, 2011) of N(Y)=614,453.26 E(X)=2,171,779.47; Thence with the southern right-of-way of Old Brewers Road N 62°26'39" E 421.01' to an existing right-of-way monument; Thence along a curve to the right having a radius of 288.71' an arc length of 141.22', a chord bearing and distance of N 76°27'24" E 139.82' and a Delta angle of 28°01'31" to an iron pipe set in the western line of James and Alice Keene, passing through and existing right-of-way monument 99.50' along said curve; Thence with the western line of Keene S 28°51'52" W 1237.54' to an existing iron pipe in the run of a Juniper Branch; Thence with the old run of Juniper Branch S 86°18'09" W 61.24' to an existing iron pipe; Thence N 56°42'35" W 83.30' to an existing iron pipe N 22°03'30" W 93.11' to an existing iron pipe; Thence N 29°56'44" W 83.45' to an existing iron pipe; Thence N 21°07'41" W 81.05' to an existing rebar located in the eastern line of the Jean Austin Patterson Revocable Trust; Thence with the eastern line of Patterson N 29°14'13" E 665.02' to the point of beginning containing 344,040 Square Feet or 7.898 Acres.

Exhibit B



NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax:	\$900.00
Parcel ID:	0811063
Mail/Box to:	Grantee
Prepared by:	Alan B. Hewett, Hewett Law Group, P.A., 101 Blackstone Lane, Selma, NC 27576
Brief description for the Index:	7.898 +/- acres Old Brewer Road Four Oaks

THIS SPECIAL WARRANTY DEED ("Deed") is made on the 22nd day of November, 2024, by and between:

GRANTOR	GRANTEE
S & B Real Estate Ventures, LLC a North Carolina limited liability company 106 Parker Street Four Oaks, NC 27524	CLD Land, LLC a North Carolina limited liability company 1701 Cable Drive NE Conover, NC 28613

Enter in the appropriate block for each Grantor and Grantee their name, mailing address, and, if appropriate, state of organization and character of entity, e.g. North Carolina or other corporation, LLC, or partnership. Grantor and Grantee includes the above parties and their respective heirs, successors, and assigns, whether singular, plural, masculine, feminine or neuter, as required by context.

FOR VALUABLE CONSIDERATION paid by Grantee, the receipt and legal sufficiency of which is acknowledged, Grantor by this Deed does hereby grant, bargain, sell and convey to Grantee, in fee simple, all that certain lot, parcel of land or condominium unit in Ingrams Township, Johnston County, North Carolina and more particularly described as follows (the "Property"):

BEING all of that 7.898 acres, according to a survey entitled "Boundary Survey for Utili-Serve, LLC" dated November 14, 2024 prepared by Bolton & Menk, and recorded in Plat Book 102, page 219, Johnston County Registry, reference to which is hereby made for a full and complete description as if fully set forth herein.

Submitted electronically by "Hewett Law Group, PA"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Johnston County Register of Deeds.

All or a portion of the Property was acquired by Grantor by instrument recorded in Book 6633 page 738-743.

All or a portion of the Property ☐ includes or ☒ does not include the primary residence of a Grantor.

A map showing the Property is recorded in Plat Book 102 page 219.

TO HAVE AND TO HOLD the Property and all privileges and appurtenances thereto belonging to Grantee in fee simple. Grantor covenants with Grantee that Grantor has done nothing to impair such title as Grantor received, and Grantor shall warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

1 - 2025 Ad Valorem taxes.

2 - General utility easements, restrictions and right of ways of record.

IN WITNESS WHEREOF, Grantor has duly executed this North Carolina Special Warranty Deed, if an entity by its duly authorized representative.

Name: _____

Name: _____

Name: _____

Name: _____

S & B Real Estate Ventures, LLC

Entity Name

By: _____

Name: Nicholas W. Byrd

Title: Member/Manager

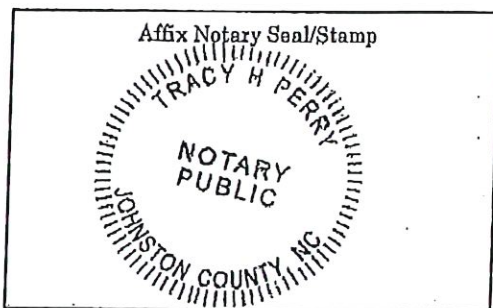
By: _____

Name: Christopher Lee Stanley

Title: Member/Manager

STATE OF NORTH CAROLINA, COUNTY OF JOHNSTON

I Tracy H Perry, a Notary of the above state and county, certify that the following person(s) personally appeared before me on the 22 day of November 2024 each acknowledging to me that he or she signed the foregoing document, in the capacity represented and identified therein (if any): Nicholas W. Byrd, Member/Manager and Christopher Lee Stanley, Member/Manager.



Notary Public (Official Signature)

My commission expires: 8/2/2025



Filed in JOHNSTON, NC
CRAIG OLIVE, Register of Deeds
Filed 09/18/2025 01:42:05 PM
DEED BOOK: 6960 PAGE: 993-996
INSTRUMENT # 2025029207
Real Estate Excise Tax \$0.00
Deputy/Assistant Register of Deeds Ineal

Ordinance #081825

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF FOUR OAKS, NORTH CAROLINA**

WHEREAS, the Mayor and Board of Commissioners have been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Mayor and Board of Commissioners have by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town of Four Oaks Town Hall at 6:30 p.m. on August 18, 2025, after due notice by posting and publication on the Four Oaks Town Hall Board and in the Four Oaks/Benson News in Review on July 30, 2025; and

WHEREAS, the Mayor and Board of Commissioners finds that the petition meets the requirements of G.S. 160A-58.1;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Four Oaks, North Carolina that:

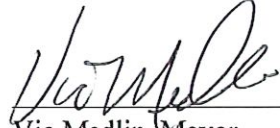
Section 1. By virtue of the authority granted by G.S. 160A-58.1, the following described territory is hereby annexed and made part of the Town of Four Oaks, as of August 18, 2025:

Being all of that parcel located in Four Oaks, Ingrams Township, Johnston County, North Carolina having a Parcel I.D. of 08I11053, Plat Book 102, Page 219 and being further described on Exhibit A, which is attached hereto and fully incorporated herein by reference.

Section 2. Upon and after August 19, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Four Oaks and shall be entitled to the same privileges and benefits as other parts of the Town of Four Oaks. Said territory shall be subject to municipal taxes according to G. S. 160A-58-10.

Section 3. The Mayor of the Town of Four Oaks shall cause to be recorded in the office of the Register of Deeds of Johnston County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Johnston County Board of Elections, as required by G.S. 163-288.1. See Exhibit B;

Adopted this 18th day of August 2025.


Vic Medlin, Mayor

ATTEST:



Rhonda S. Lee

Town Clerk



Town Seal:

NORTH CAROLINA
JOHNSTON COUNTY

I, Carol Allen, Notary Public, do hereby certify that this day personally appeared before me Vic Medlin, first being duly sworn, says that he is the Mayor of the Town of Four Oaks, a municipal corporation, and that Rhonda S. Lee, the Town Clerk thereof; that as such officer he signed the foregoing ordinance, and that the same was attested by said Town Clerk; that he knows the common seal of said corporation, and that the said seal was affixed by the said Town Clerk in his presence, and that the said seal so affixed is the common seal of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

Witness my hand and Official Seal, this the 16 day of September, 2025.

My commission expires 10/2/2027

Signed: Carol Allen

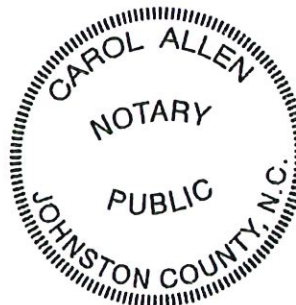
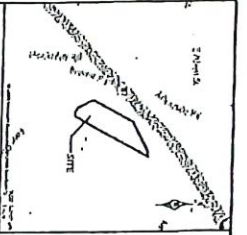


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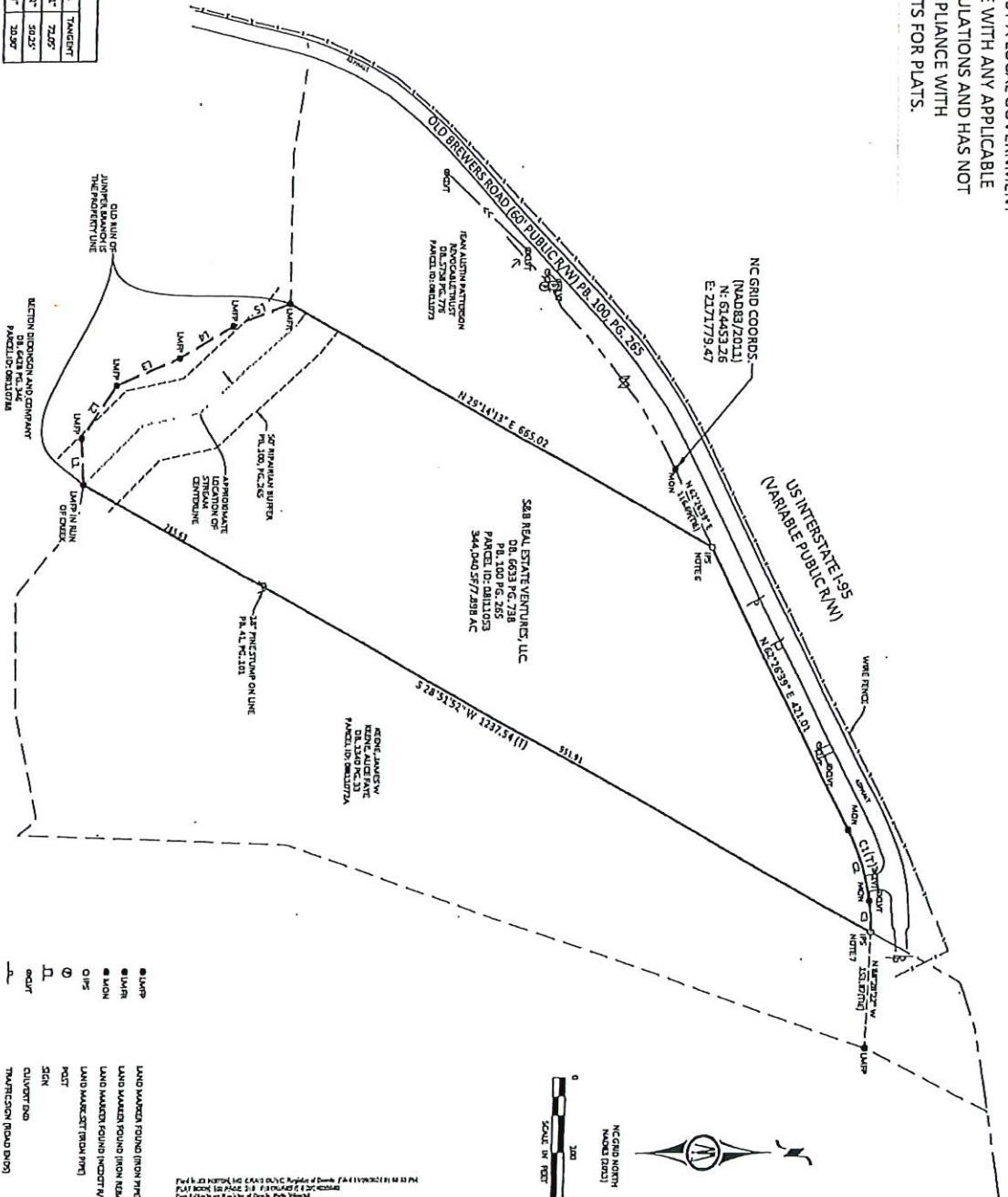
1. OBTAINING A DODGE CERTIFICATE THAT THE SALE WAS OBTAINED UNDER ANY SUPERVISION FROM AN ACTUAL SUPPLY MADE UNDER ANY SUPERVISION (FOR DISCOUNT ACCORDING TO THE DODGE SOURCE) CANNOT BE THE DODGE SOURCE NOT SUBMITTED AND NOTED AS SUCH IN THE ATTENDING SOURCE; THAT THE BASIS OF FREEDOM OR FREEDOM ON POSITIVE RELEVANCE IS ALSO DODGE; THAT THE PLAINTEXT PROVIDED IN ACCORDANCE WITH C.S. 22.30 AS A DODGE.

[illegible]

- 12 POSTURAL ACQUAINTANCE
- 13 TYPE OF SENSITIZATION PROCEDURE/STAGE
- 14 DATES OF SENSITIZATION
- 15 SERIAL/TROOP DATA
- 16 PRACTICE/TEST-CONTROL USE: Y/N
- 17 STUDY NUMBER DATA
- 18 COMMENTS AND FACTORS: N/A
- 19 DATE/TIME/STATION/ROOT

[illegible][illegible]

*. REVIEW OFFICE OF HONGKONG COUNTY, CLARIFY THAT THE MAP ON PLATTO WHICH THIS CERTIFICATION & ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

[illegible]

DATE:	3/24/2014
SCALE:	1" = 100'
DRAWN:	
DWG:	
DWG:	

BOUNDARY SURVEY FOR
UTUL-SERVE, LLC

CITY OF FOUR OAKS, JOHNSTON COUNTY, NORTH CAROLINA

BOLTON
& MENK

307 E MAIN STREET
YOUNGVILLE, NC 27256
Phone: (713) 554-0001
Email: bolton@boltonandmenk.com

TOWNSHIP FOUR OAKS
COUNTY JOHNSON
PARCEL PINE BLISS
ZONING: I-1 LIGHT INDUSTRIAL
SURVEY DATE: 11/27/2024
PURN LICENSE F-1409



APPLICATION FOR A VARIANCE

Date: 7/25/2025

Fee: \$ 350.00

General Information

Owner: NVR, INC.

Address: 5734 Trinity Rd, Ste 200 City: Raleigh, NC

Best number for contact: 919-909-2100 E-mail: BGrazen@nvrinc.com

Property Information: 278 N. Coral Bells Way, Four Oaks NC 27524

Parcel #: 166219-71-0707 OBH lod 6M Zoning: R-A (Town of Four Oaks)
R12

Reason for Variance

Apply a 37.5' building setback to the front of the home.

Finding of Fact provide a statement for each of the following.

Briefly describe situation and hardship experienced by the property:

The home is currently constructed with the front porch foundation and roof 38' from the front property line/right-of-way.

The applicant did not intentionally create the hardship. An error occurred during construction which was not discovered until the final location survey.

Owner(s) Signature(s):

Date: _____

Shari Urekew

Shari Urekew (Jul 25, 2025 14:06:49 EDT)

Date: 7/25/2025

P.O. Box 610 ♦ 304 N. Main Street ♦ Four Oaks, NC 27524
Office 919-963-3112 ♦ Fax 919-963-3113
www.fouroaks-nc.com

[illegible]

id: 08H10016M
Tag: 08H10016M
NCPin: 166219-71-0707
Mapsheet No: 166219
Owner Name 1: NVR, INC.
Owner Name 2:
Mail Address 1: 5734 TRINITY RD STE 200
Mail Address 2:
Mail Address 3: RALEIGH, NC 27607-4163
Site Address 1: 278 N CORAL BELLS WAY
Site Address 2: FOUR OAKS, NC 27524
Book: 06876
Page: 0026
Market Value: 60000
Assessed Acreage: 0.320
Calc. Acreage: 0.320
Sales Price: 107500
Sale Date: 2025-05-02
Township: Ingrams
Flood Panel: 3720166200 K | 2014-04-30
Water District: Not Applicable
ETJ: Four Oaks
City Limits: Four Oaks
Town Zoning: R-12
County Zoning: Not Applicable
Overlay Zoning: Not Applicable
EMS District: STA6
Fire District: Wynn
Law District: FOPD
Census Tract: 412
Electric District: SMITHFIELD-SELMA

Special Tax Not Applicable

Voting Districts: Ingrams

13 Congressional

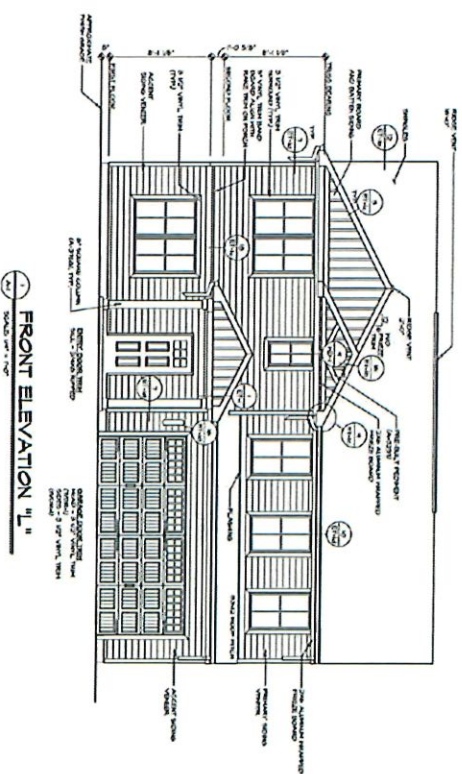
NC House District: 28

NC Senate District: 10

Commissioner 3

Variance Request

278 N. Coral Bells Way



 **Parker Poe**
Attorneys & Counselors at Law

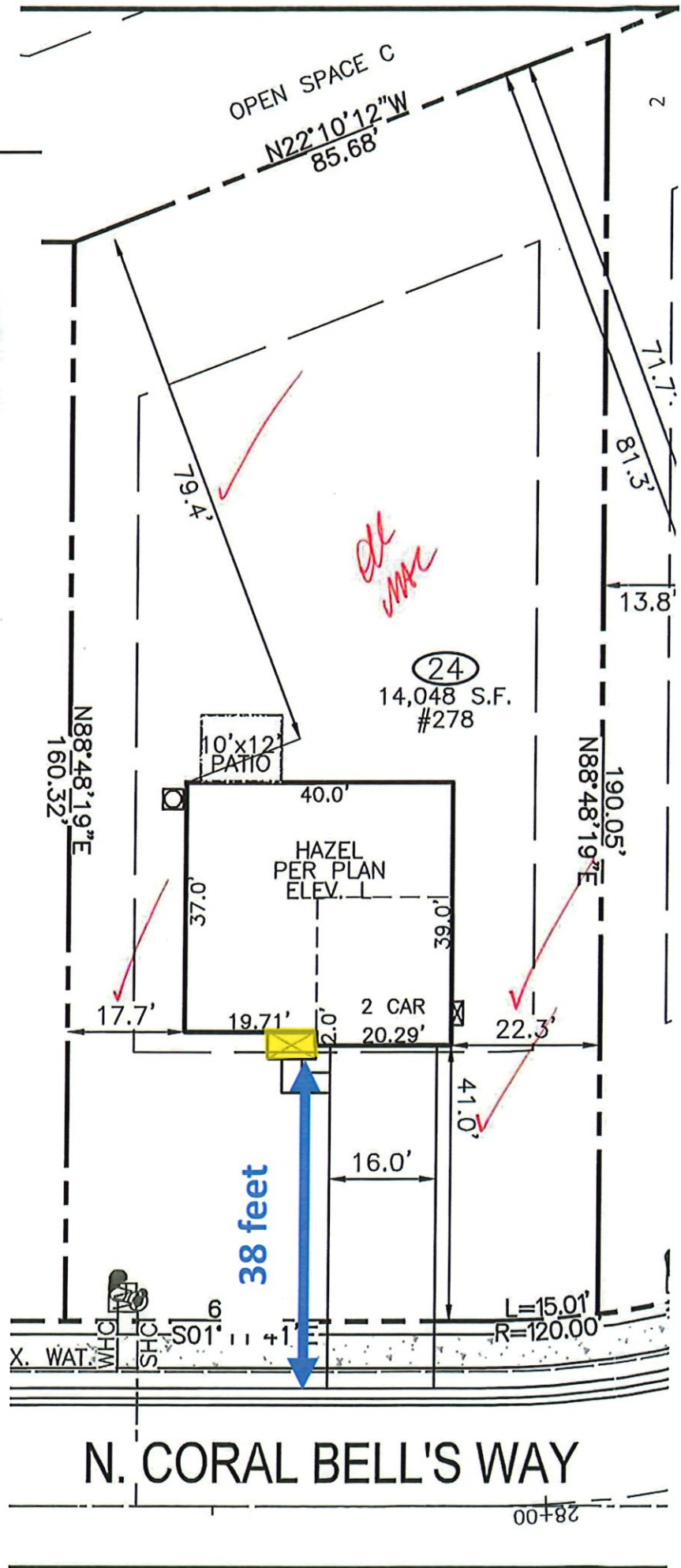
OFFICIAL DOCUMENT

This document has been reviewed by the Town of Four Oaks, and to the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

Approved by:
Town of Four Oaks
Building Inspector

4/15/25

Date: Signature



307.2. District Dimensional Requirements

Uncovered stairs, landings, terraces, porches, decks, balconies, and fire escapes may project into any yard, but such projection may not exceed (6) feet into the setback and such projection may not be closer than ten (10) feet to any lot line.

Architectural projections, such as chimneys, flues, sills, eaves, belt courses, and ornaments, may project into any required yard, but such projection shall not exceed three (3) feet.



VARIANCE FINDINGS

✓ *Unnecessary hardship would result from a strict application of the ordinance.*

- Strict application would require demolition and reconstruction of a brand-new home which would take up to six months and disturb neighboring residents.

✓ *The hardship results from conditions that are peculiar to the property, such as location, size, or topography.*

- The lot is along a curve in N. Coral Bells way which causes the front façade of the house to not be completely parallel with the street.

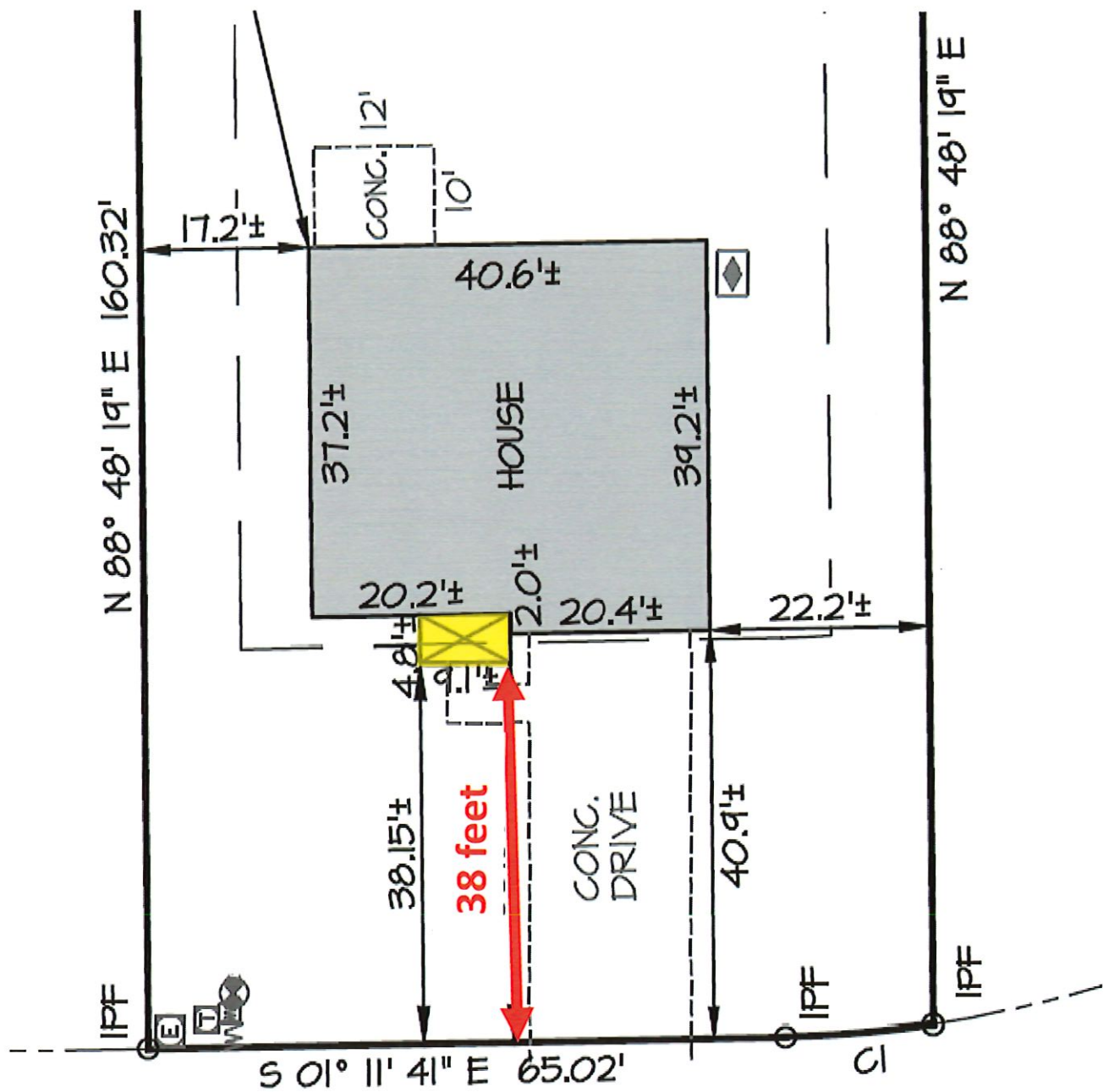
- The rear of the home backs up to wetlands and the rear property line is abnormal.

✓ *The hardship did not result from actions taken by the applicant or the property owner.*

- The applicant constructed the home in good faith reliance on construction drawings and building permits – prepared by professionals and approved by the Town – which did not show a setback encroachment.

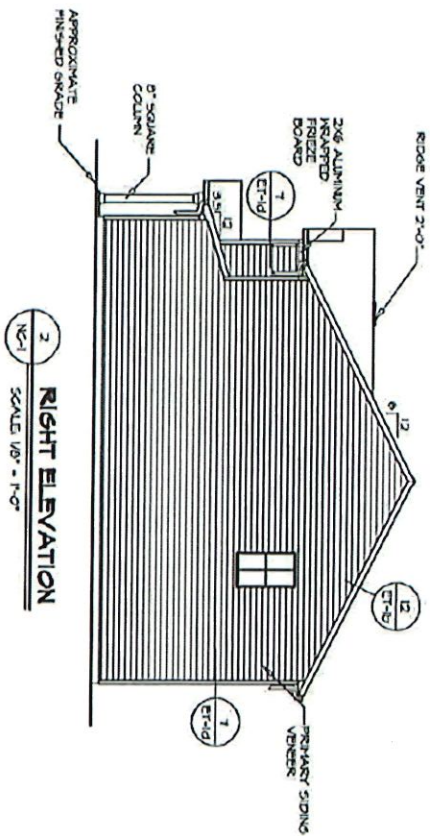
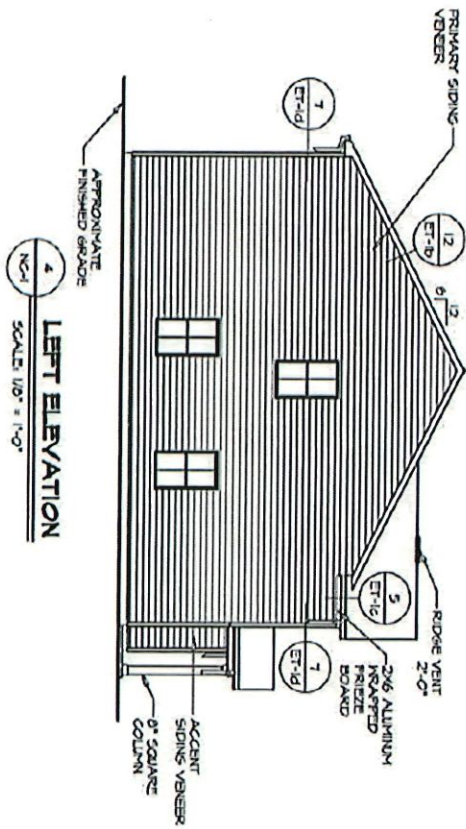
✓ *The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.*

- Purpose of the front setback is to provide adequate separation from the home, public street, and homes across the street. Here, there are no lots across from the home on the west side of N. Coral Bells Way.
- Town ordinance allows uncovered front porches to encroach up to 6 feet into the setback. Although the front entry is covered, it only encroaches 2.5 feet into the setback.



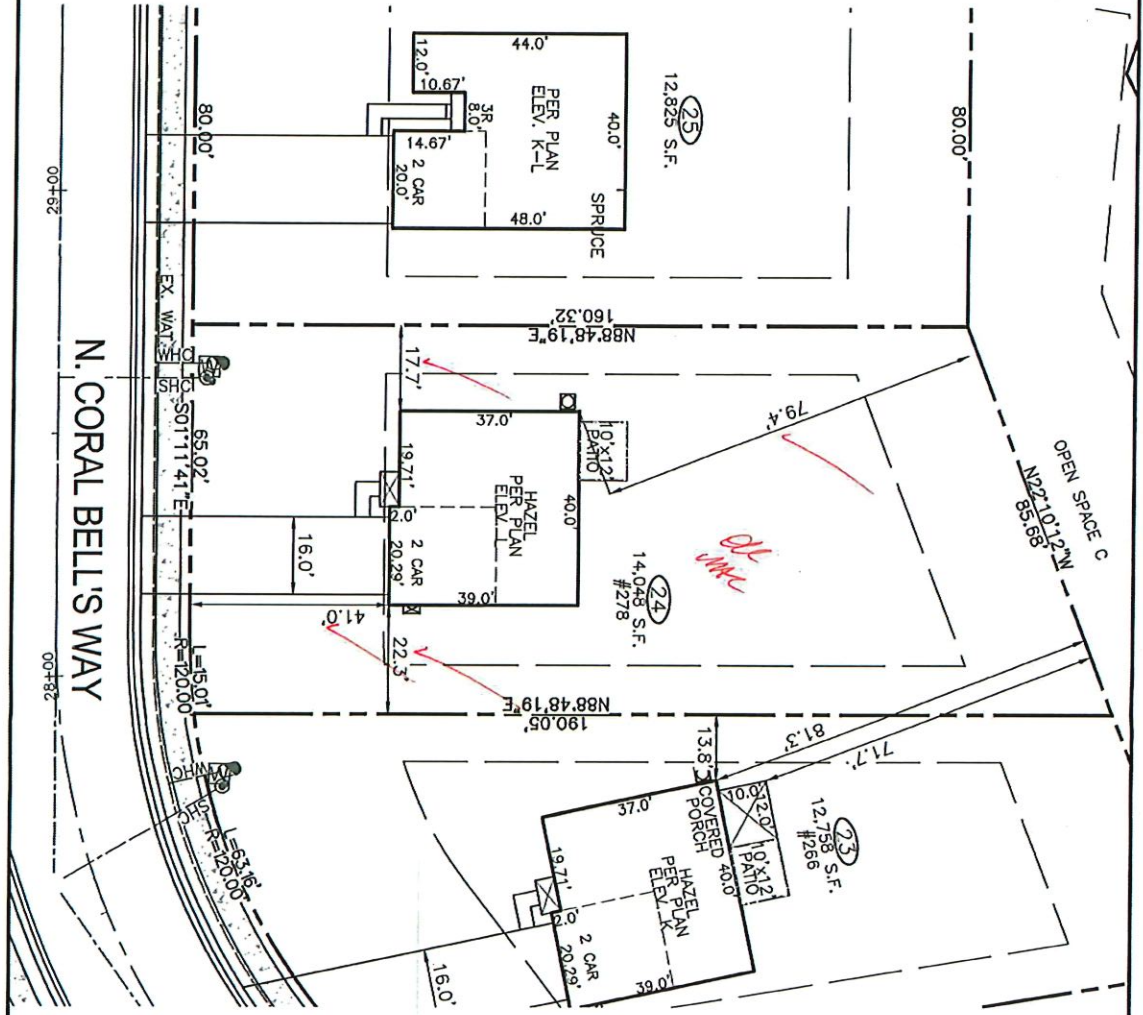
N. CORAL BELLS WAY

55' PUBLIC R/W
PB 99 - PAGE 86





FU0024



OFFICIAL DOCUMENT

The document is the property of the Town of Four Oaks, and to the best of our knowledge and belief, conforms to all laws, ordinances, policies and specifications that are applicable. Approval by the Town shall not relieve the Applicant and/or Design Professional from the responsibility for adequacy of design or for errors or omissions in the plans and specifications and meeting all applicable standards and regulations.

ALL CONSTRUCTION PERTAINING TO THESE PLANS SHALL BE IN COMPLIANCE WITH ALL APPLICABLE STATE AND NATIONAL CODES

Approved by:
Town of Four Oaks
Building Inspector
Date: 4/15/25
Signature: [Signature]

- ☐ 5' CONC. SIDEWALK
- ☒ SEWER CLEANOUT
- ☐ WATER METER
- ☒ ELEC. METER
- ☐ A/C UNIT

IMPERVIOUS SURFACES	
HOUSE	1,521 SF
DRIVEWAY AND WALKS	644 SF
PORCH	29 SF
PATIO	120 SF
TOTAL IMPERVIOUS	2,314 SF
TOTAL SOFT OF LOT	14,048 SF
% OF IMPERVIOUS	17.9%

PLAT REFERENCES
JOHNSTON COUNTY:
BM. 99 PG. 86

NOT FOR RECORDATION,
CONVEYANCES, OR SALES



MORRIS & RITCHIE
ASSOCIATES
OF NC, PC
DANIEL J. MORRIS, PRINCIPAL
300 HAYWOOD ROAD, SUITE 104
KNOXVILLE, TN 37940
(615) 200-2100
FIRM LICENSES: C-4112, S-6-452
www.mraonline.com

SITE PLAN
FOR
THE RESERVE AT
FOUR OAKS
LOT 24
#278
N. CORAL BELLS WAY
JOHNSTON COUNTY, NC

DATE	REVISION

BUILDER
RYAN HOMES
5734 TRINITY LANE, SUITE 200
RALEIGH, NC 27603
PHONE: 919-233-0733

AREA CALCULATIONS	
DRIVEWAY	816 SF
LEADWALK	28 SF
PUBLIC WALK	400 SF
SOD	11,534 SF
WHC	47 LF
SIC	47 LF
HSE FACING	WEST

SETBACKS	
Front	40' Min.
Side	10' Min.
Rear	25' Min.

Project No.: 21940
Date: MARCH 31, 2025
Drawn By: TAYLOR T.
Checked By: MIKE H.
Scale: 1" = 30'

**278 N. CORAL BELLS WAY
VARIANCE APPROVAL**

**TOWN OF FOUR OAKS BOARD OF ADJUSTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW**

This application for a variance from Section 307.2 of the Town of Four Oaks Development Ordinance (the "Ordinance") came before the Four Oaks Board of Adjustment (the "BOA") on August 18, 2025 for an evidentiary hearing. Based on the testimony of the witnesses, the documentary evidence, the Variance Application and related materials, and the exhibits and other evidence presented at the hearing, the BOA finds the Variance should be granted and in support thereof makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. The subject property (the "Property") is a single 0.32-acre parcel located at 278 N. Coral Bells Way (Parcel # 08H10016M) in the Town of Four Oaks ("Town"), North Carolina.
2. The Property is zoned Residential 12 (R-12).
3. The property owner is NVR, Inc. (the "Property Owner"). The Property Owner was represented at the hearing by Matthew J. Carpenter, attorney.
4. The Property is Lot 24 in the Reservation at Four Oaks single-family residential subdivision the Property Owner is currently developing and constructing.
5. The Property includes a new two-story single-family home. A buyer is currently under contract with the Property Owner to purchase the home and will close on the Property and move into the home once a final certificate of occupancy ("CO") is issued by the Town.
6. Ordinance Section 307.2 requires a 40-foot front setback on the Property.
7. As built, the covered front entry of the home encroaches approximately two feet into the front setback. The remaining front façade of the home is compliant with the front setback requirement.
8. A building permit application was approved and a building permit was issued by the Town (the "Approved Building Permit"). Due to a drawing error, the Approved Building Permit showed front, side, and rear setback measurements, but did not show the distance from the front property line to the covered front entry.
9. The building permit application was prepared by architecture, engineering, and planning firm Morris & Ritchie Associates, Inc.
10. Following construction, the Town issued a CO for the Property. The Property Owner then became aware of the front setback encroachment, notified the Town, and the Town revoked the CO.

11. To remedy the encroachment, and to allow the final CO to be issued and buyer close on the Property, the Property Owner requests a 2.5-foot variance from the 40-foot front setback to permit a 37.5-foot front setback (the "Variance Request").
12. Strict application of the 40-foot front setback requirement would require the Property Owner to demolish the existing covered front entry and columns which would delay the buyers' purchase of the Property and result in a less visually appealing front façade.
13. The hardship is the result of the Property's location along a curve in N. Coral Bells Way and the built condition of the covered front entry.
14. The hardship resulted from an error in the Approved Building Permit and the Property Owner relied in good faith on the Approved Building Permit to construct the home.
15. The Requested Variance is consistent with the intent of the front setback requirement to provide adequate separation between the house and street. Other than the covered front entry, the home is compliant with the front setback requirement. The Ordinance allows uncovered porches to encroach up to 6 feet into the front setback and the requested encroachment is only 2.5 feet. There are no homes on the west side of N. Coral Bells Way that would be negatively affected by the Requested Variance.

CONCLUSIONS OF LAW

Pursuant to the foregoing FINDINGS OF FACT Ordinance Section 707.4.2, and N.C.G.S. § 160D-705(d), the BOA makes the following Conclusions of Law:

1. The Variance Request should be granted.
2. The Property Owner submitted competent, material, and substantial evidence to establish that:
 - a. unnecessary hardship would result from the strict application of the front setback requirement to the Property;
 - b. the hardship results from conditions that are peculiar to the property;
 - c. the hardship did not result from actions taken by the Property Owner; and
 - 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.

ACCORDINGLY, based on the foregoing FINDINGS OF FACT and CONCLUSIONS OF LAW, the BOA hereby approves the Variance Request, as set forth above.

This the 18 day of August, 2025.



Mayor Victor Medlin, BOA Chair



TOWN OF FOUR OAKS

INSPECTIONS/ PLANNING AND ZONING DEPARTMENT

304 N. MAIN ST. PO BOX 610 FOUR OAKS, NC 27524

PHONE: 919 963-3112 EXT. 132- FAX: 919-963-3113

APPLICATION FOR A VARIANCE

Date: 7/30/25

Fee: \$ 350.00

General Information

Owner's Jonathan and Cassidy Barbour

Address: 304 N Baker St City: Four Oaks

Best number for contact: 919-585-3440 E-mail: _____

Property Information: 304 N Baker St .15 Acre

Parcel # 167105-07-1428 Zoning: R8-5S

Reason for Variance

The original house doesn't meet ^{current} setbacks.
Additional meets all other setbacks except
the front.

Findings of Fact provide a statement for each of the following.

Briefly describe the situation and hardship experienced by them properly:

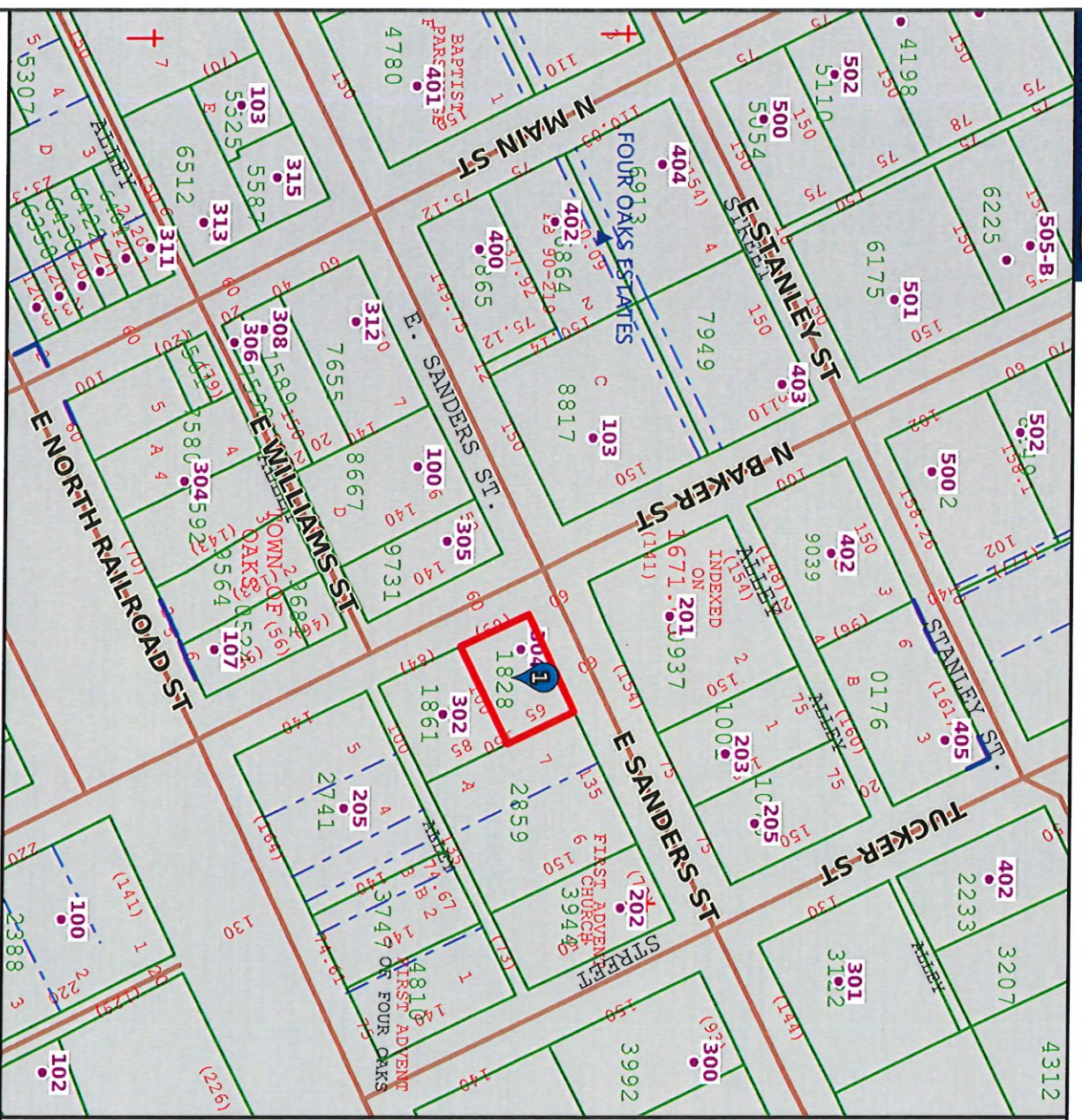
Owners(s) Signature(s)

Jon Barbour Date: 7/30/25

Cassidy Barbour Date: 7/30/25



*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.



Result 1

id: 08009020
Tag: 08009020
NCPin: 167105-07-1828
Mapsheet No: 167105
Owner Name 1: BARBOUR, JONATHAN
Owner Name 2: BARBOUR, CASSIDY
Mail Address 1:
Mail Address 2: PO BOX 162
Mail Address 3: FOUR OAKS, NC 27524-0162
Site Address 1: 304 N BAKER ST
Site Address 2: FOUR OAKS, NC 27524-
Book: 06882
Page: 0945
Market Value: 107420
Assessed Acreage: 1.000
Calc. Acreage: 0.150
Sales Price: 0
Sale Date: 2025-05-15
Township: Ingrams
Flood Panel: 3720166000 K | 2014-04-30
Water District: Not Applicable
ETJ: Four Oaks
City Limits: Four Oaks
Town Zoning: R8-5S
County Zoning: Not Applicable
Overlay Zoning: Not Applicable
EMS District: STA6
Fire District: Wym
Law District: FOPD
Census Tract: 412
Electric District: SMITHFIELD-SELMA
MUNICIPAL

Special Tax Not Applicable

Voting Districts: Ingrams
NC Congressional: 13
NC House District: 28
NC Senate District: 10
Commissioner 3

Scale: 1:1875 - 1 in. = 156.22 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no margins)





**TOWN OF FOUR OAKS
VARIANCE APPROVAL
304 N. MAIN STREET**

This application for a variance from Section 307.2 of the Town of Four Oaks Development Ordinance (the "Ordinance") came before the Board of Commissioners on August 18, 2025, for an evidentiary hearing. Based on the testimony of the witnesses, the documentary evidence, the Variance application and related materials, and the exhibits and other evidence presented at the hearing, the Board of Commissioners finds the Variance should be granted and, in support thereof, makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT:

1. That on or about August 18, 2025, the Board of Commissioners of the Town of Four Oaks did meet to consider the application for the property located at 304 N. Baker St., Parcel # 08009020. Four Members of the Board were present, and a quorum was declared.
2. That the property owner was present at the hearing.
3. That the property is located within the city limits of the Town of Four Oaks, specifically within the R-8-5S district.
4. Ordinance 307.2 requires a 40-foot front setback on the property.
5. That for the Board to approve a variance to the Ordinance, the applicant must show ALL of the following:
 - a. Unnecessary hardship would result from the strict application of the ordinance. That the existing house is 100 years old and wants to keep it intact.
 - b. The hardship results from conditions that are peculiar to the property, such as location, size or topography. The existing house was built when there were no setbacks in place for the town.
 - c. The hardship did not take place as a result from actions taken by the applicant or the property owner. There were no setbacks in place when the original house was built.

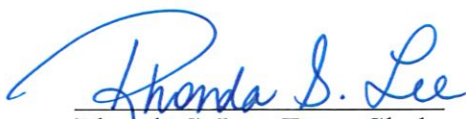
- d. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is received. The addition of the original home will not encroach the setbacks any further than the original home and will not impede on any traffic views. The addition will improve the overall appearance of the property.
6. That testimony was taken from Town staff, Mike Cook, and Jon Barbour, the property owner.

CONCLUSIONS OF LAW:

Pursuant to the foregoing FINDINGS OF FACT Ordinance Section 707.4.2 and N.C.G.S. §160D-705(d), the Board of Commissioners makes the following conclusions of Law:

- a. That the Ordinance would prohibit an addition to this 100 year old home that is being preserved by family.
 - b. Some conditions are peculiar to the property, such as location, size, or topography.
 - c. That the hardship is not the result of actions taken by the applicant or property owner.
 - d. That the granting of the variance will not adversely affect the general public's interest or public safety, and is within the intent, spirit, and purpose of the ordinance.
7. The Board unanimously voted 4/0 to grant the variance. The requisite 4/5 vote was obtained, and the variance is granted.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a VARIANCE be GRANTED, this the 18th day of August 2025. A copy of this order shall be mailed to Applicant and Property Owner.


Rhonda S. Lee, Town Clerk


Vic Medlin, Mayor





TOWN OF FOUR OAKS

304 N. MAIN ST. PO BOX 610 FOUR OAKS NC 27524

PHONE 919-963-3112 FAX 919-963-3113

www.buildinginspector@fouroaks-nc.com

APPLICATION FOR SPECIAL USE

DATE: 6-25-25 FEE: \$500.00 RECEIPT#: 30263 PZ - 7/1/25
PLANNING BOARD MEETING: August 12th BOARD OF COMMISSIONERS MEETING: August 18th

*** APPLICATION NEEDS TO BE SUBMITTED BY THE 1ST DAY OF THE MONTH IN ORDER FOR IT TO GO BEFORE THE PLANNING BOARD THE FOLLOWING MONTH. IF AN APPLICATION IS CANCELLED BY THE APPLICANT, RE-APPLICATION FEES MAY APPLY ***

PETITIONER- NAME: Mara Mejia
ADDRESS: 10858 Raleigh Rd
Four Oaks, NC 27524
PHONE NUMBER: 919-480-5367

PROPERTY OWNER- NAME: Brian Leonard
ADDRESS: _____
PHONE NUMBER: 919-631-6934

ADDRESS OF PROPERTY FOR CONSIDERATION: 108 N. Main St
Four Oaks, NC 27524

ACREAGE: _____ PARCEL#: 08012037 ASSESSED ACREAGE: _____

REASON FOR REQUEST: PLEASE SEE ATTACHED ITEMS. THANK YOU.

PETITIONER PRINTED NAME: Mara Mejia
SIGNATURE: Mara Mejia DATE: 6-25-25

OWNER PRINTED NAME: BRIAN R. LEONARD
SIGNATURE: B. R. Leonard DATE: 7/1/25

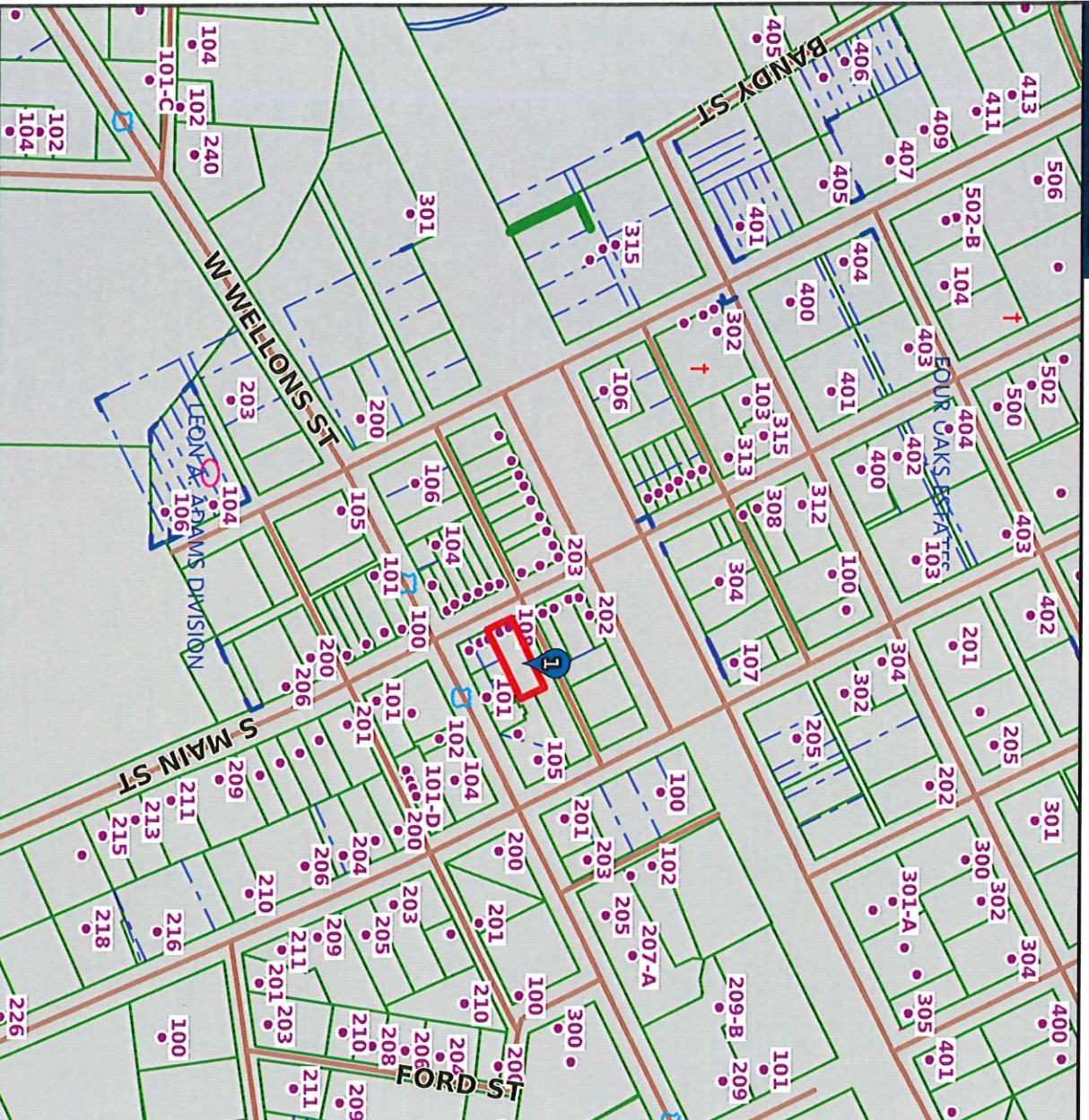
*** PLEASE ATTACH ANY INFORMATION NEEDED FOR YOUR REQUEST WITH SITE PLANS AND A PRELIMINARY CONSTRUCTION DRAWING.***

*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result 1

id: 08012027
Tag: 08012027
NCPin: 167109-07-0141
Mapsheet No: 167109
Owner Name 1: BRL INVESTMENTS LLC
Owner Name 2:
Mail Address 1: 112 E JOHNSTON ST
Mail Address 2:
Mail Address 3: SMITHFIELD, NC 27577-4514
Site Address 1: 104 N MAIN ST
Site Address 2: FOUR OAKS, NC 27524-
Book: 03240
Page: 0599
Market Value: 228830
Assessed Acreage: 0.170
Calc. Acreage: 0.170
Sales Price: 128000
Sale Date: 2006-11-22
Township: Ingrams
Flood Panel: 3720166000 K | 2014-04-30
Water District: Not Applicable
ETJ: Four Oaks
City Limits: Four Oaks
Town Zoning: B-2H
County Zoning: Not Applicable
Overlay Zoning: Not Applicable
EMS District: STA6
Fire District: Wym
Law District: FOPD
Census Tract: 412
Electric District: SMITHFIELD-SELMA
MUNICIPAL



Scale: 1:3963 - 1 in. = 330.27 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no

Special Tax: Not Applicable
Voting Districts: Ingrams
Legislative District: 13
NC House District: 28
NC Senate District: 10
Commisioner 3
Johnston County GIS
July 28, 2025

To the Four Oaks Planning Board and Zoning Authorities,

I respectfully submit this request for a special use permit to operate *Mystic Grove Games & Gathering*, a hybrid retail and community gathering space centered on tabletop gaming, trading card competitions, pop culture and hobby-focused events.

The proposed business will serve as both a curated local card shop as well as a gathering space for scheduled activities such as:

- Trading card tournaments (e.g., Magic: The Gathering, Pokémon)
- Tabletop role-playing game nights (e.g., Dungeons & Dragons)
- Collectible sales, hobbyist meetups, and theme-based events

While the retail portion aligns with current zoning allowances, I understand the event-based and social nature of the space may fall under special use designation as the shop's primary audience will be adults ages 18–50, including hobbyists, collectors, and competitive players. Our business model includes flexible evening and weekend hours to accommodate adult work schedules and tournament attendance. However, the environment will be alcohol-free, inclusive, and designed to promote community connection and creativity.

I am committed to operating in full compliance with all applicable safety, zoning, and licensing regulations. As well as open to any reasonable conditions the Planning Board may require to ensure that the space complements the town's goals for downtown development.

I hope that *Mystic Grove Games & Gathering* can serve as a third space in our community, a welcoming space for hobbyists of all ages. Thank you for your time and thoughtful consideration. I welcome the opportunity to speak with the Board.

Sincerely,

Mara Mejia

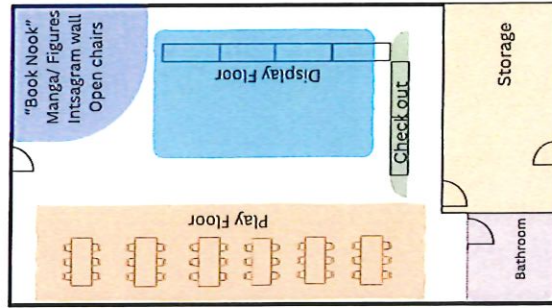
Owner, *Mystic Grove Games & Gathering*

919-480-5367

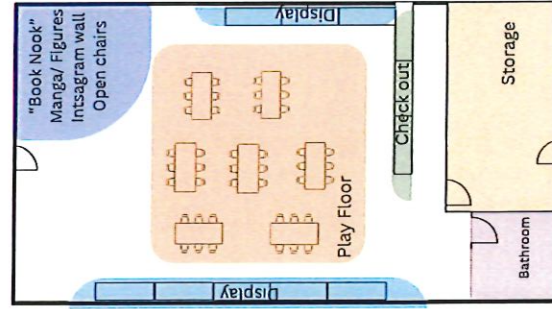
mara@mysticgroveconsult.com

Store Layout Options

A



B



Mystic Grove Games & Gathering

Monthly Event Calendar

Example:

Day	Event	Time	Notes
Monday	Closed / Admin & Restock Day	–	Prep and restock for the week
Tuesday	<i>Manga & Chill Night</i>	5–9 PM	Casual reading, manga swaps, new arrivals
Wednesday	<i>Open Play / Board Game Night</i>	5–9 PM	Casual; learn-and-play sessions encouraged
Thursday	<i>Dungeons & Dragons Campaign Night</i>	6–9 PM	\$10 table entry: booking available
Friday	<i>Magic: The Gathering Draft or Commander</i>	6–9 PM	Alternates weekly; \$10 entry
Saturday	<i>Learn-to-play</i>	11 -1 PM	Free for all ages
	<i>Pokémon TCG Tournament</i>	1–5 PM	\$10 entry; all ages welcome
	<i>Anime Movie Night</i> (biweekly)	6–9 PM	Free w/ RSVP; themed snacks available
Sunday	<i>All day table Rental</i>	11-9PM	Booking available

★ Special Events

- **1st Friday:** *Monthly Magic Championship* – Prizes + promos
- **2nd Saturday:** *Lorcana Learn-to-Play* – Beginners welcome!
- **3rd Saturday:** *Monthly Pokemon Tournament* - TCG or VG
- **3rd Sunday:** *Manga Mini Market* – Buy/sell/trade manga & collectibles
- **Last Saturday:** *Cosplay Social & Photo Day* – No fee, come in costume

2025

MYSTIC GROVE GAMES & GATHERING EVENTS SCHEDULE

THURS

**DUNGEONS &
DRAGONS
CAMPAIGN NIGHT**

**MAGIC: THE
GATHERING DRAFT**

FRI

SAT

**POKEMON TCG
TOURNAMENT**

**OPEN TABLE
RENTAL ALL DAY**

SUN

THE TOWN OF FOUR OAKS
RESOLUTION TO ADOPT
POLICIES AND GUIDELINES FOR
ADMINISTRATION OF GRANTS

Whereas, the Town of Four Oaks has and will receive additional grants, and

Whereas, the administration of these grant funds requires specific policies and guidelines to be followed.

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF FOUR OAKS TOWN COUNCIL THAT:

1. The Town of Four Oaks adopts the following attached policies for grant administration of ARP/CSLFRF and other grant funds.
 - Organizational Chart
 - Conflict of Interest
 - Resolution for Allowable Costs and Costs Principles For Expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds
 - Nondiscrimination Policy – Civil Rights
 - Internal Control Policy ARP/CSLFRF Grants
 - Procurement Policy
 - Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award
2. The Town Council will adopt project budget ordinances for each individual grant.

Adopted this the 18th day of August, 2025 in Four Oaks, North Carolina.

Vic Medlin, Mayor

ATTEST:

Rhonda Lee
Town Clerk

Town of Four Oaks - Organizational Chart

Town Hall	
Mayor:	Victor Medlin
Town Manager:	
Clerk :	Rhonda Lee
Finance Officer:	Rachel Raynor
Grants Manager:	Skip Green

Board	
Board Member:	Mike Hines
Board Member:	Michael Bradley
Board Member:	Carles Surles
Board Member:	Tony Capps
Board Member:	Kim Robertson
Board Member:	
Board Member:	
Board Member:	

Adopted this the 18th day of August, 2025 in Four Oaks, North Carolina



Vic Medlin, Mayor

ATTEST:



Rhonda Lee
Town Clerk



Town of Four Oaks Conflict of Interest Policy

No employee, officer or agent of the Town shall participate in the selection, or in the award of administrative purchases or conflicts if a conflict of interest, real or apparent, would be involved. Such conflict would arise when:

- a. the employee;
- b. officer or agent;
- c. any member of his/her immediate family;
- d. his or her partner; or
- e. an organization that employs, or is about to employ, any of the above,

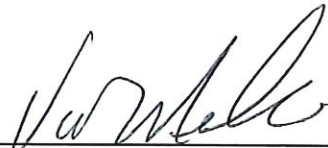
has a financial or other interest in the firm selected for award.

The grantee's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub agreements.

Acceptance of gifts, other than items of nominal value such as advertising novelties, is prohibited. Officials shall not become obligated to any vendor and must not conclude any Town transaction from which they may personally benefit.

Violators of the above standards will be subject to disciplinary action up to and including dismissal and/or prosecution to the extent permitted by State and local regulations.

Adopted this the 18th day of August, 2025 in Four Oaks, North Carolina.



Mayor

ATTEST:



Rhonda Lee
Town Clerk



Town of Four Oaks
Resolution for Allowable Costs and Costs Principles For Expenditure of
American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

WHEREAS the Town of Four Oaks, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the [Assistance Listing](#); and

WHEREAS the [Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds](#) provides, in relevant part:

Allowable Costs/Cost Principles. As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

ARP/CSLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that ARP/CSLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part

200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the ARP/CSLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the ARP/CSLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the ARP/CSLFRF award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
- b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of ARP/CSLFRF award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.

- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of the Town of Four Oaks hereby adopts and enacts the following US Cost Principles Policy for the expenditure of ARP/CSLFRF funds.

ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY

[Title 2 U.S. Code of Federal Regulations Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

The Town of Four Oaks shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with Vic Medlin, Mayor; Rhonda Lee, Town Clerk; and Rachel Raynor, Finance Officer, who are charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant

funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to Rachel Raynor, Finance Officer. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

1. Be necessary and reasonable for the proper and efficient performance and administration of the grant program.

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant project.
- Whether the cost is identified in the approved project budget or application.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Four Oaks or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.
- Market prices for comparable goods or services for the geographic area.
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Four Oaks, its employees, the public at large, and the federal government.
- Whether the Town of Four Oaks significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.

2. Be allocable to the ARP/CSLFRF federal award. A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program.

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.