



STEDMAN BOARD OF COMMISSIONERS MEETING

AGENDA

AUGUST 6, 2026 @ 7:00 P.M.

REGULAR MEETING

STEDMAN TOWN HALL

5110 Front Street, Stedman, NC

1. CALL TO ORDER

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA –*Addition or Deletion*

(All additions, add to New Business, requires majority vote of Board to consider)

POTENTIAL ACTION: Motion to adopt the agenda

4. CONSENT AGENDA-

Items on the consent agenda are considered routine or have been thoroughly discussed previously. A member of the Board of Commissioners may request that an item be removed from the consent agenda for further discussion under New Business or at a later time.

a.) Approval of July 2, 2026 – Regular Meeting Minutes

b.) Approval of July 2, 2026 – Closed Session Minutes

c.) Approval Budget Amendment BA2027-03

POTENTIAL ACTION: Motion to adopt the Consent Agenda as presented or as amended

5. PRESENTATIONS –None

6. PUBLIC HEARING (QUASI-JUDICIAL)-Motion to move into a Board of Adjustments Public Hearing

Presentation by Cumberland County Planning and Zoning

Case No. BOA-2026-0012

Address: 5110 Front St

REID: 0495184560000 (0.40 +/- acres)

Location: Between Front St and Jefferson St (Exhibit “A”)

Applicant: Town of Stedman (Owner/Applicant); Connie Veeder (Agent)

REQUEST: Variance request from Section 7.3 District Dimensional Provisions of the Town of Stedman Zoning Ordinance, requesting encroachment of a proposed Town Hall building addition into the minimum rear yard setback for a through-lot located in a C3 Heavy Commercial District and containing 0.40 +/- acres; located at 5110 Front St; submitted by Connie Veeder (Agent/Applicant) on behalf of the Town of Stedman (Owner)

ACTION: “Motion to approve the variance request to allow the Town Hall Addition to encroach the minimum rear yard setback standard for a through lot along Jefferson St to not be closer than 30

feet 6 inches to the property line at the location illustrated in the variance site plan. The Board finds that the eight variance criteria have been satisfied based on the evidence and testimony presented at this hearing and within the staff report. This variance only applies to the building addition and no other structures. Any proposed increase in length of the building addition to further encroach towards Jefferson St must be approved by the Board of Adjustment through a variance application. This variance approval shall expire within one year from the BOA approval date unless the property owner obtains a building permit.”

7. ADJOURNMENT

THE AUGUST 6TH STEDMAN BOARD MEETING WAS ADJOURNED EARLY DUE TO A CUMBERLAND COUNTY MEETING CONCERNING DATA CENTERS BEING HELD IN THE AREA.

**MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
AUGUST 6, 2026 ----- 7:00PM
REGULAR MEETING**

MEMBERS PRESENT

Mayor Martin L. Jones, Jr., Mayor Pro Tem Louis Wood, Commissioner Vogt, Commissioner Horne, Commissioner Lee and Commissioner Cain

STAFF PRESENT

Connie Veeder/Town Clerk, Samantha Scudder/Admin. Assistant and Attorney Donald Hudson

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Jones led the invocation and Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Lee made a motion to approve the agenda and Commissioner Vogt seconded the motion. The motion passed unanimously by show of hands.

CONSENT AGENDA

- a.) Approval of July 2, 2026 – Regular Meeting Minutes
- b.) Approval of June 2, 2026 – Closed Session Minutes
- c.) ~~Approval Budget Amendment BA2027-03~~ Hold for a later date.

Commissioner Wood made a motion to adopt the Consent Agenda as presented above and Commissioner Horne seconded the motion. Motion passed unanimously by show of hands.

PRESENTATIONS- None

PUBLIC HEARING- BOARD OF ADJUSTMENT

Motion made by Commissioner Wood and seconded by Commissioner Cain to move into the Board of Adjustment public hearing. Vote taken by show of hands; approved.

Meeting: Case VOA-2026-0012 — Town Hall Addition

Timothy Doersam, Planner III with Cumberland County's Planning and Inspections Department, presented the variance request for the Stedman Town Hall addition. He explained the variance criteria and the property's status as a through lot, with Front Street to the north and Jefferson Street to the south. Because of the through-lot designation, the property is subject to front-yard setback requirements on both ends. The request was to allow the addition to be approximately 30 feet 6 inches from the Jefferson Street property line rather than the applicable setback. The addition is within the C-3 heavy commercial portion of the property. Mr. Doersam explained why the side-yard condition did not require an additional variance and stated that the variance applies only to the proposed addition. Future changes creating additional nonconformities would require a new variance application.

Meeting: Close Public Hearing

Motion made Commissioner Lee and seconded by Commissioner Vogt to move out of the public hearing and back into open session. Vote taken by show of hands; approved.

Meeting: Variance Action

The Board considered approval of the variance allowing the Town Hall addition to encroach into the minimum rear-yard setback along Jefferson Street and to be no closer than 30 feet 6 inches to the property line. The approval applies only to the building addition. Any increase in length that further encroaches toward Jefferson Street requires a new variance application. The variance expires one year after approval unless the property owner obtains a building permit. Motion made by Commissioner Vogt and seconded by Commissioner Cain to approve. Vote taken by show of hands; approved.

PUBLIC COMMENT- David Varela commented on the event at the Baptist Church concerning data collection centers. He recommended that future events include a forum explaining what data collection centers are, what they do, how residents of the community benefit, and potentially what they may cost. He noted that some attendees had unanswered questions and suggested the event could have been better organized. Board members agreed that additional informational meetings would be helpful.

OLD BUSINESS- None

NEW BUSINESS-

a.) Workers' Compensation for Part-Time Police Officers

Staff reported that, following consultation with the League of Municipalities, part-time police officers should be treated as part-time W-2 employees on the Town payroll and included under workers' compensation insurance. The estimated cost was approximately \$600 per officer per year, with clarification to be obtained regarding officers who work very limited hours. The Town would no longer use contract officers or 1099 arrangements for these positions. It was also stated that failure to comply could result in state or federal penalties, and the League recommended implementing the change immediately. Motion to approve was made by Commissioner Lee and seconded by Commissioner Wood. Vote taken by show of hands; approved.

b.) Speed Bumps

Discussion concerned complaints about speeding and possible installation of speed bumps near the end of Blawell and Gallatin Street. The maintenance crew and Police Chief Mr. Jackson would evaluate the locations and determine appropriate placement, with Town personnel installing the speed bumps. Motion made by Commissioner Wood and seconded by

Commissioner Lee to approve installation of speed bumps at locations determined appropriate by staff. Vote taken by show of hands; approved.

CLOSED SESSION- pursuant N.C.G.S 143-318.11 to discuss legal matters with attorney concerning a proposed contract

-Commissioner Vogt made a motion to enter closed session at 7:17 p.m. pursuant to N.C.G.S. §§143-318.11 and 11(a)(3) to consult with the Town Attorney regarding legal advice on a contract and controversial issues with a development plat. Commissioner Horne seconded the motion. The motion passed unanimously by show of hands.

-Commissioner Lee made a motion to return to open session at 7:27 p.m. Commissioner Wood seconded the motion. The motion passed unanimously by show of hands. The board returned to the open meeting.

*Mayor Jones recognized Representative Diane Wheatley's attendance at the town board meeting.

STAFF REPORTS/BOARD OF COMMISSIONERS

a.) Town Clerk's Report- None

b.) Chief of Police Report –25 incident reports, 16 misdemeanor arrests, 2 felony arrests
Police Department is participating in the state Click It or Ticket Campaign. The department continues to work through the accreditation packet. Should be completed by mid-September. First smaller municipality to be accredited. 2025 107 total arrests, 2026 we are at 106.
Officer Jackson has spoken about adding parking in the back of the maintenance building. There are drainage issues in the back area. The maintenance staff may be able to install drains to help once grass cutting season is over. Chief Jackson will provide quotes for the equipment and supplies needed at the next meeting.

c.) Stedman Fire Department- Daniel Canosa was in attendance and provided the following:
He reported a total of 42 incidents, 21 medical calls, 11 nonemergency, 5 fire, 2 public assists. September 26th fundraiser event, 10 am – 6 pm fried chicken, car show, vendors and more.

d.) Code Enforcement Report- None

e.) Planners Report- None

f.) Mayor & Board of Commissioners Report – Commissioner Wood stated that the slide had been replaced at the park. The town ordered a new slide and the maintenance staff installed it. Mayor Jones added to that statement that he had met with Parks and Rec the prior week Faith Phillips had forwarded plans for a new bathroom to be built at the park and new pickle ball courts should be installed over near the Parks and Rec building soon. The mayor stated that Commissioner Patel told him that the county was going to get the bathrooms installed for the town.

ADJOURNMENT

A motion was made by Commissioner Horne and seconded by Commissioner Lee to adjourn the August 6, 2026 meeting at 7:37 p.m.

TOWN OF STEDMAN

Case No. BOA-2026-0012

Address: 5110 Front St
REID: 0495184560000 (0.40 +/- acres)
Location: Between Front St and Jefferson St (Exhibit "A")
Applicant: Town of Stedman (Owner/Applicant); Connie Veeder (Agent)

Property Owner:

The Town of Stedman Board of Adjustment (hereafter "Board"), having held a public hearing on Thursday, August 6, 2026, approved the variance request from Section 7.3 District Dimensional Provision, Town of Stedman Zoning Ordinance, for the property described in Exhibit "A" to allow the proposed Town Hall addition to encroach the minimum rear yard setback to be as close as 30.5 feet from all property lines.

Having heard all evidence and arguments presented at the hearing and having reviewed written information contained within the staff report and variance application, having heard staff presentation of August 6, 2026, the Board makes the following Findings of Fact and establishes the following conclusions:

"Motion to approve the variance request to allow the Town Hall Addition to encroach the minimum rear yard setback standard for a through lot along Jefferson St to not be closer than 30 feet 6 inches to the property line at the location illustrated in the variance site plan. The Board finds that the eight variance criteria have been satisfied based on the evidence and testimony presented at this hearing and within the staff report. This variance only applies to the building addition and no other structures. Any proposed increase in length of the building addition to further encroach towards Jefferson St must be approved by the Board of Adjustment through a variance application. This variance approval shall expire within one year from the BOA approval date unless the property owner obtains a building permit."

Section 12.43:

(a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

(b) Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents in the district in which the property is located.

(c) A literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.

(d) The requested variance will be in harmony with the purpose with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.

(e) The special circumstances are not the result of the actions of the applicant.

TOWN OF STEDMAN

(f) The variance requested is the minimum variance that will make possible the legal use of the land, building or structure.

(g) The variance is not a request to permit a use of land, building or structure which is not permitted by right or by special exception in the district involved and will not constitute any change in district boundaries.

(h) The existence of a nonconforming use of neighboring land, buildings or structures in the same district or of permitted or nonconforming uses in other districts does not constitute a reason for the requested variance. In granting a variance, the Board of Adjustment may attach and the record reflect such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable. The record shall also state in detail any exceptional difficulty or unnecessary hardship upon which the appeal was based and which the Board finds to exist.

Therefore, on the basis of the forgoing, it is ordered that the application for a variance is approved and granted, and subject to the following:

1. All development shall be consistent with the Town of Stedman Zoning Ordinance except as granted by the variance as set forth herein.
2. All relevant Federal, State, and local regulations are satisfied.
3. The applicant is responsible for obtaining all required permits prior to proceeding with any development.
4. Pursuant to NC General Statute 160D-108.d(2), this variance will expire in one (1) year from date of approval if the property owner does not obtain a building permit.
6. This Variance is only applicable to the proposed development appearing on the variance site plan (Exhibit "B").

Ordered this 6th day of August 2026.



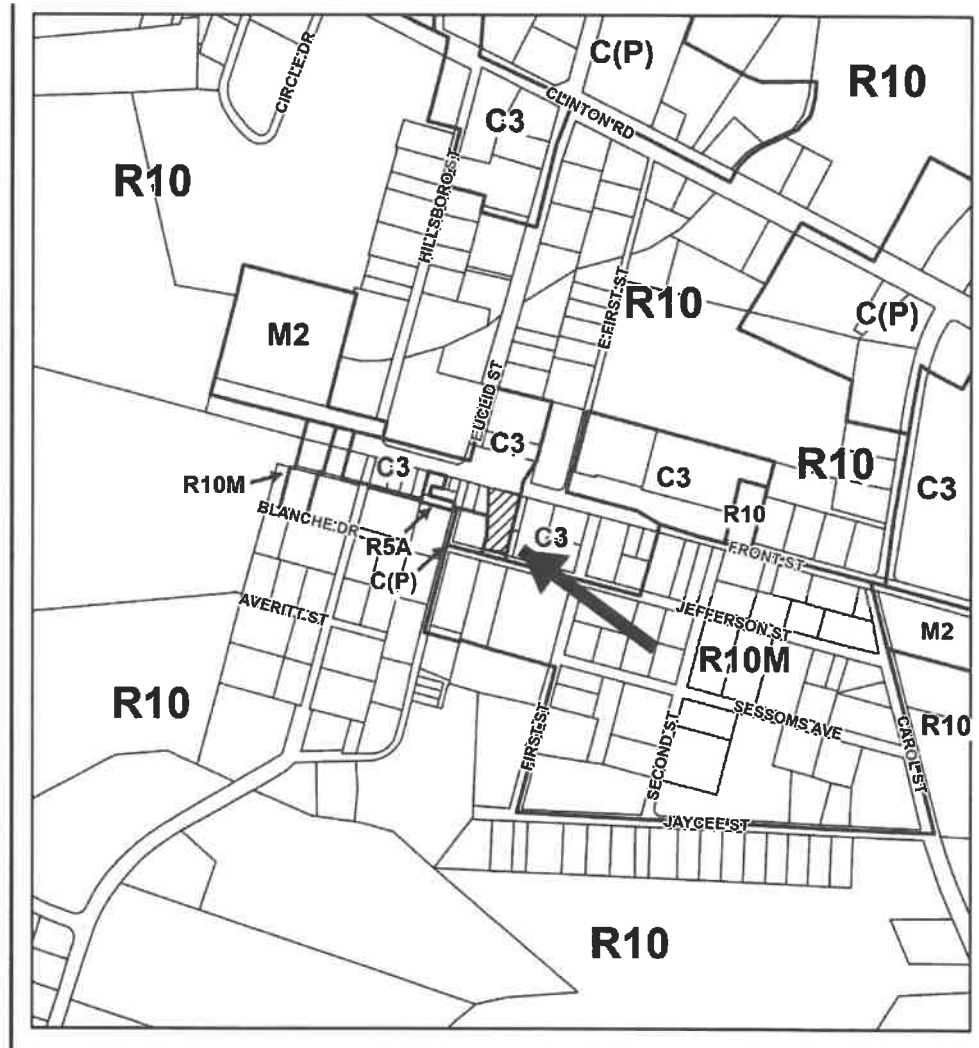
Board of Adjustment Chair



Timothy Doersam
Planner III
Cumberland County Planning & Inspections Department

TOWN OF STEDMAN

EXHIBIT "A"



(Not to Scale)

BOARD OF ADJUSTMENT VARIANCE

ACREAGE: 0.40 AC. +/- HEARING: BOA-26-0012

REID: 0495-18-4560-000

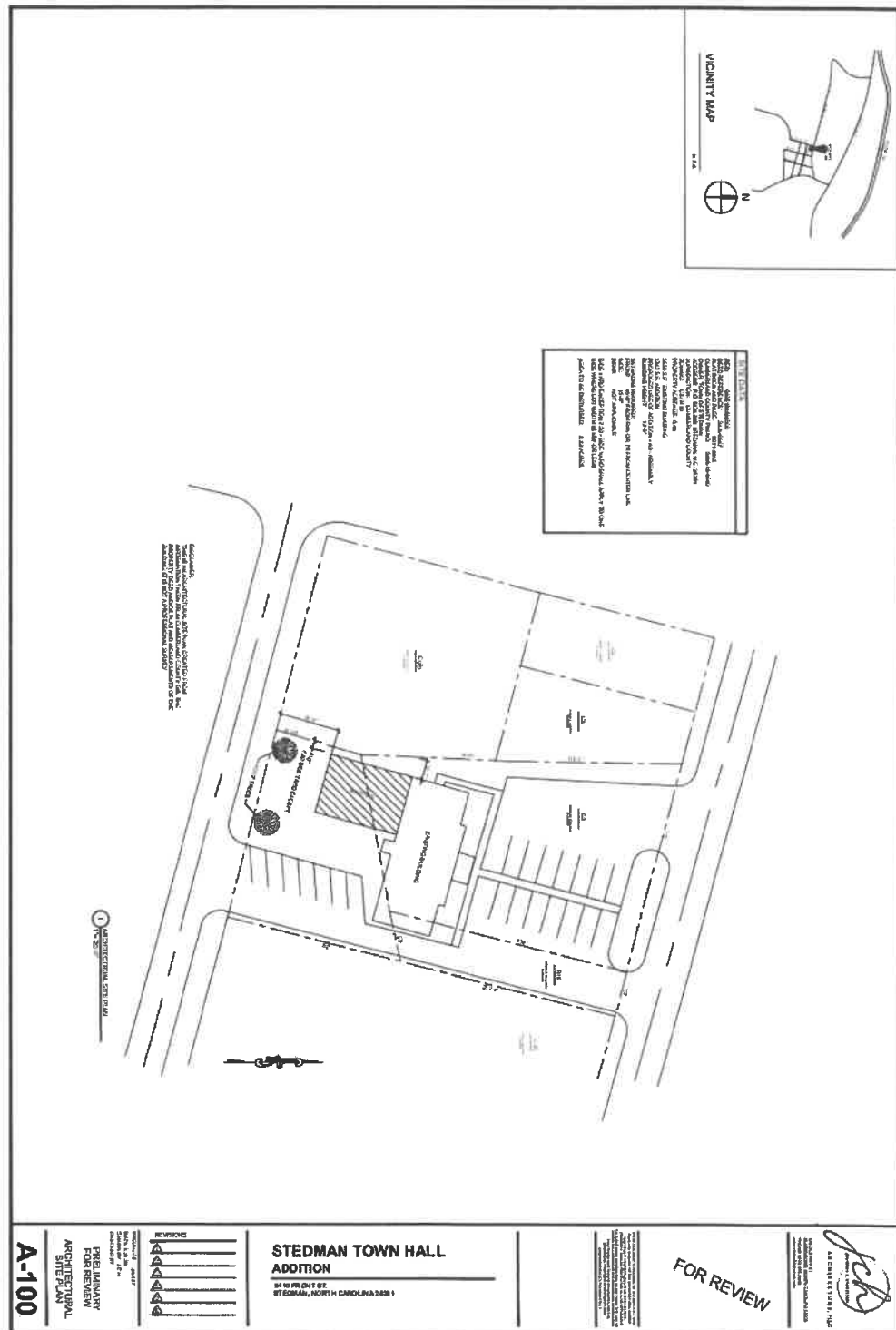


CUMBERLAND
COUNTY
NORTH CAROLINA

TOWN OF STEDMAN

EXHIBIT "B"

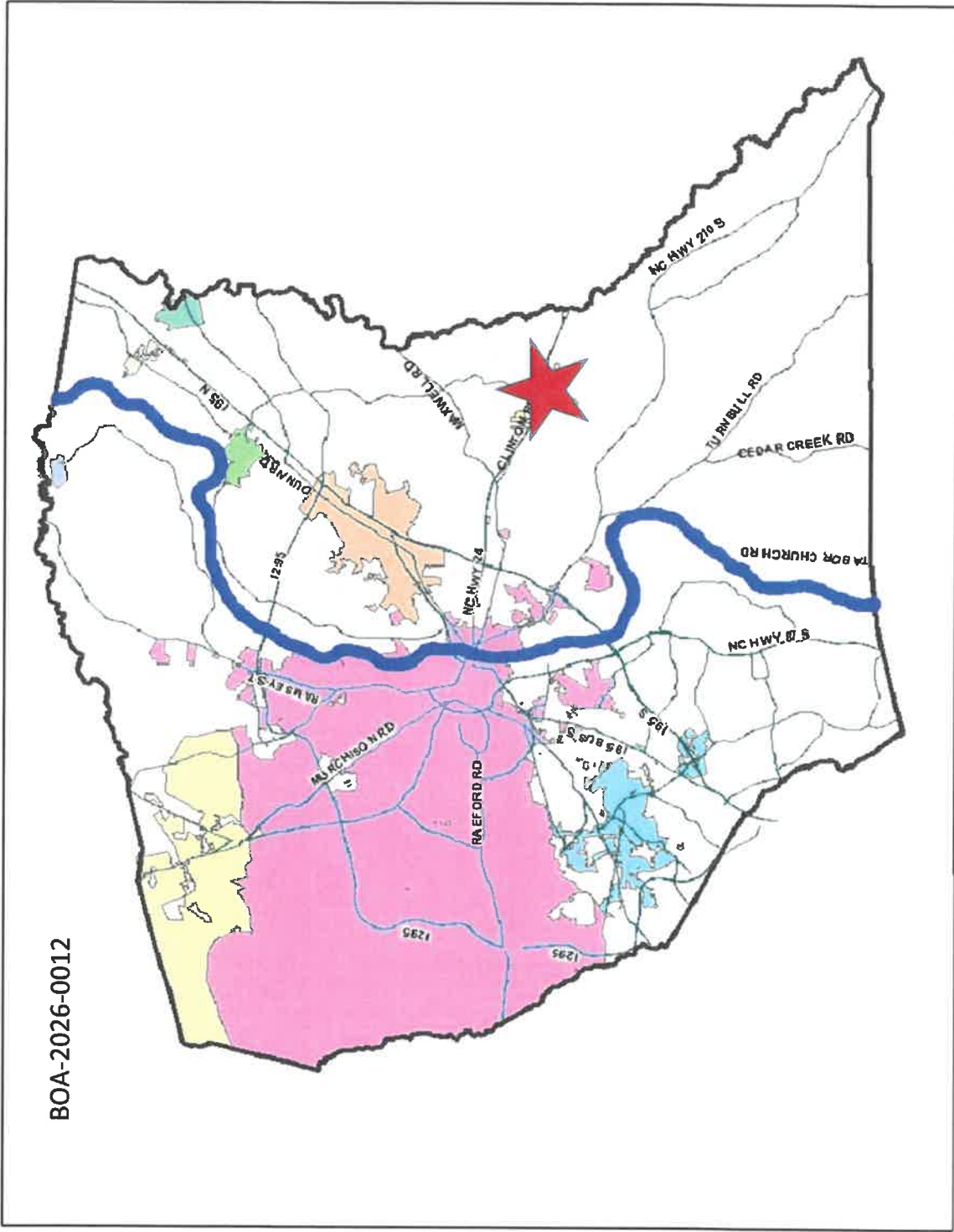
Variance Site Plan



Planning and Inspections



BOA-2026-0012



Variance Definition and Sec. 11.4. Required Variance Vote

NC General Statute Chapter 160D-705.(d) Variances-

When unnecessary hardships would result from carrying out the strict letter of a zoning regulation, the board of adjustment shall vary any of the provisions of the zoning regulation upon a showing of all of the following:

- (1) Unnecessary hardship would result from the strict application of the regulation. It is not necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.
- (2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.
- (3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance is not a self-created hardship.
- (4) The requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured and substantial justice is achieved.

Section 11.4. Required Vote

“A concurring vote of four-fifths of the members of the Board is also required to decide in favor of an applicant on any matter with the Board is required to pass including granting variance from the provisions of this Ordinance...”

Sec. 12.43 Variance Criteria

The Board of Adjustment may authorize, in specific cases, such variances from the terms of this Ordinance upon request of a property owner or his authorized agent and may require any evidence necessary to make a determination of the case. Before any variance may be granted by the Board, the Board must find that all of the following conditions exist for an individual case:

- (a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- (b) Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents in the district in which the property is located.
- (c) A literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- (d) The requested variance will be in harmony with the purpose with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
- (e) The special circumstances are not the result of the actions of the applicant.
- (f) The variance requested is the minimum variance that will make possible the legal use of the land, building or structure.
- (g) The variance is not a request to permit a use of land, building or structure which is not permitted by right or by special exception in the district involved and will not constitute any change in district boundaries.
- (h) The existence of a nonconforming use of neighboring land, buildings or structures in the same district or of permitted or nonconforming uses in other districts does not constitute a reason for the requested variance. In granting a variance, the Board of Adjustment may attach and the record reflect such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable. The record shall also state in detail any exceptional difficulty or unnecessary hardship upon which the appeal was based and which the Board finds to exist.

**** Burden of proof is placed on the applicant to demonstrate compliance with each of these criteria. ****

BOA-2025-0012

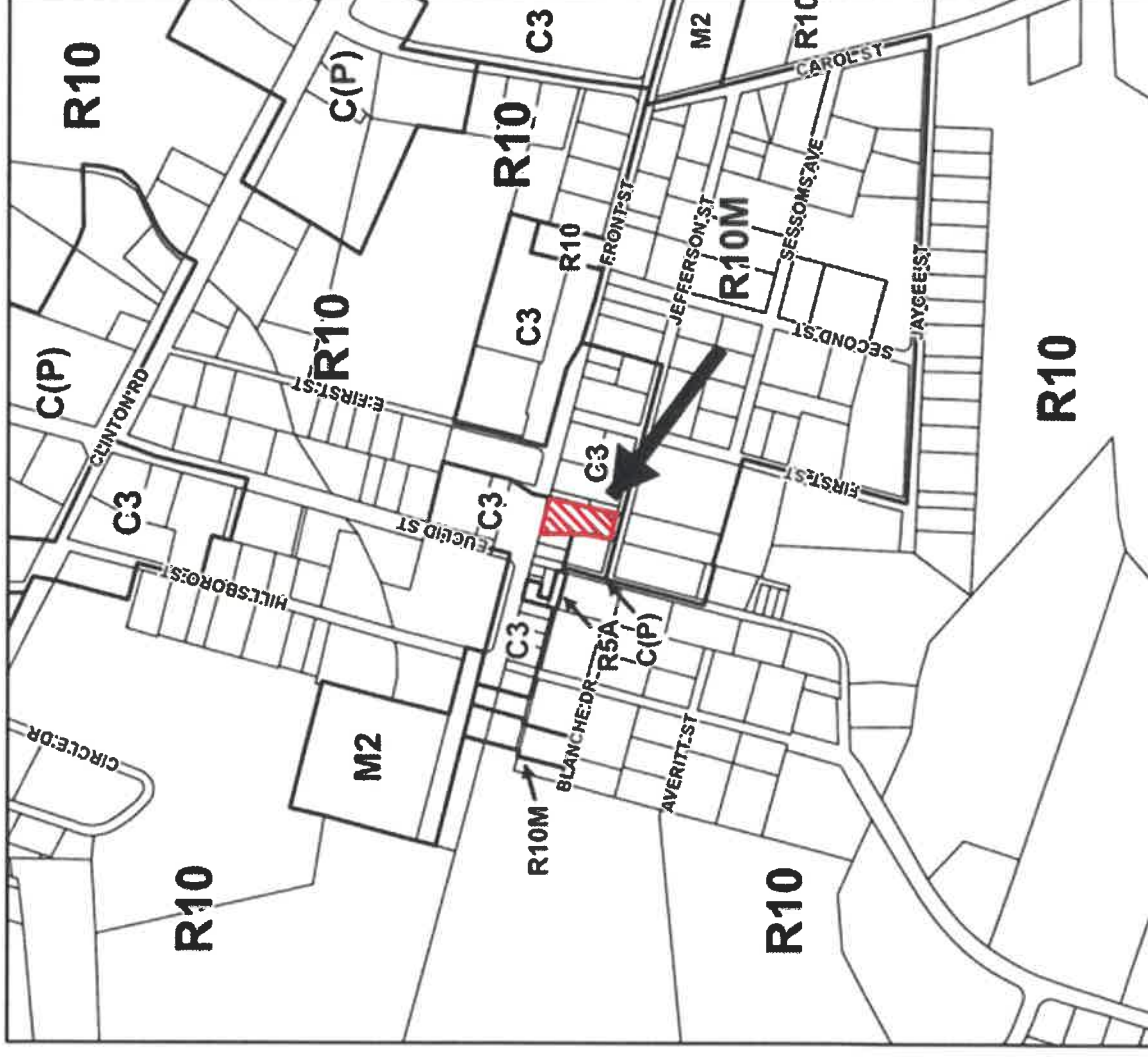
Applicant/Owner:
Town of Stedman

Agent:
Connie Veeder

Request:
Variance from Section
7.3 District
Dimensional Provisions

Intent:
Town Hall Addition

ACREAGE: 0.40 AC +/-



BOA-2025-0012

Applicant/Owner:
Town of Stedman

Agent:
Connie Veeder

Request:
Variance from Section
7.3 District
Dimensional Provisions

Intent:
Town Hall Addition

ACREAGE: 0.40 AC +/-

Subject Property would be classified as a “through-lot” due to having two parallel street frontages.

Front St abuts the property to the north and Jefferson St abuts the property to the south. Pursuant to Section 7.25 of the Stedman Zoning Ordinance below, the rear yard would have a minimum yard setback standard at least equal to that of the front yard.

7.25. Rear yards on through lots.

The depths of rear yards on through lots shall be at least equal to the minimum required front yards for the district in which it is located and no accessory buildings shall be located in the rear yard on through lots.



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COUNTY
NORTH CAROLINA

cumberlandcountync.gov

BOA-2025-0012

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Request:
Variance from Section
7.3 District
Dimensional Provisions

Intent:
Town Hall Addition

ACREAGE: 0.40 AC +/-

Request: Variance from Section 7.3. District Dimensional Provisions—

- Reduce the minimum rear yard setback standards for a through-lot parcel zoned C3 Heavy Commercial District to the following:

Setback	Current Minimum Yard Setback	Proposed Minimum Yard Setback
Rear	45ft	30.5ft

SECTION 7.3. DISTRICT DIMENSIONAL PROVISIONS

Except for the special provisions as noted in Sections 7.1 and 7.2, the following district dimensional regulations shall be met:

Section 7.3 District Dimensional Provisions (Amd. 11/03/05)

District	Minimum Lot Size (See Paragraphs 7.13, 7.14, 7.15 and 7.19)				Minimum Yard Regulations				
	Square Feet Dwelling Units				Side Yard Width (in feet) By Structure (See Paragraphs 7.17, 7.29)				
	First Dwelling Unit	2 nd , 3 rd & 4 th Dwelling Units	5 or more Dwelling Units	Frontage (in feet)	Front Yard Setback (in feet) (See Paragraph 7.23) Measured from ROW line	1 Story	2 Story	For each Additional Story greater than 2 add: s 7.17, 7.25, 7.29)	Rear Yard Depth (in feet) (See Paragraph s 7.17, 7.25, 7.29)
R15	15,000	15,000	15,000	75	30	15	15	10 ft/story	35
R10	10,000	7,500	7,500	75	30	10	15	8 ft/story	35
R10M	10,000	7,500	7,500	75	30	10	15	8 ft/story	35
R6	6,000	5,000	4,000	60	25	10	12	6 ft/story	30
R5A	5,000	3,000	3,000	60	25	10	12	4 ft/story	30
District	Minimum Area (see Paragraph 5.15)			Minimum Yard Regulations					
				Front Yard Setback in Feet (See Paragraph 7.23) Measured From ROW Line	Front Yard Setback in Feet (See Paragraph 7.23) Measured From Street Centerline	Side Yard Width Except As Regulated By Paragraphs 7.29 & 7.30		Rear Yard Depth in Feet (See Paragraphs 7.27 & 7.29)	
C1				45	75	15		20	
C3				45	75	15		20	
C(P)	Two Acres (Net)			50	80	30		30	
M2				50	80	30		20	



CUMBERLAND
COUNTY
NORTH CAROLINA

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BOA-2025-0012

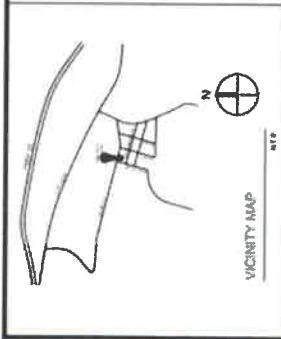
Applicant/Owner:
Town of Stedman

Agent:
Connie Veeder

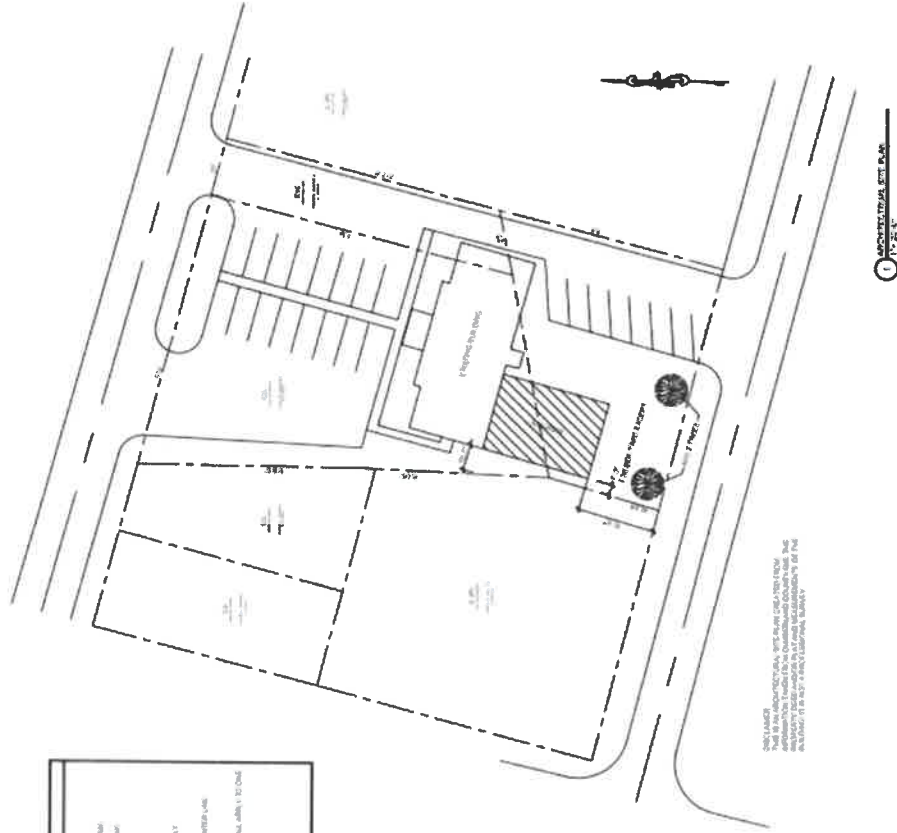
Request:
Variance from Section
7.3 District
Dimensional Provisions

Intent:
Town Hall Addition

ACREAGE: 0.40 AC +/-



SITE DATA	
PROJECT NAME	Town Hall Addition
PROJECT LOCATION	1000 S. 10th St., Stedman, NC 27082
OWNER	Town of Stedman
DESIGNER	JCH Architecture, PLLC
DATE	10/20/2024
SCALE	AS SHOWN
NOTES	1. THIS SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION OR ANY OTHER PURPOSE WITHOUT THE WRITTEN APPROVAL OF THE DESIGNER.



1. ARCHITECTURAL SITE PLAN

FOR REVIEW

STEDMAN TOWN HALL
ADDITION
1000 S. 10th St., Stedman, NC 27082
919.487.1234
www.jcharchitecture.com

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BOA-2025-0012

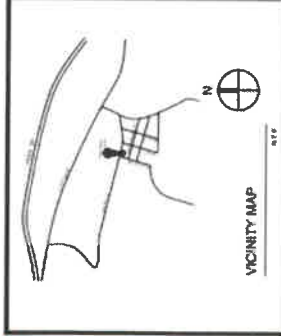
Applicant/Owner:
Town of Stedman

Agent:
Connie Veeder

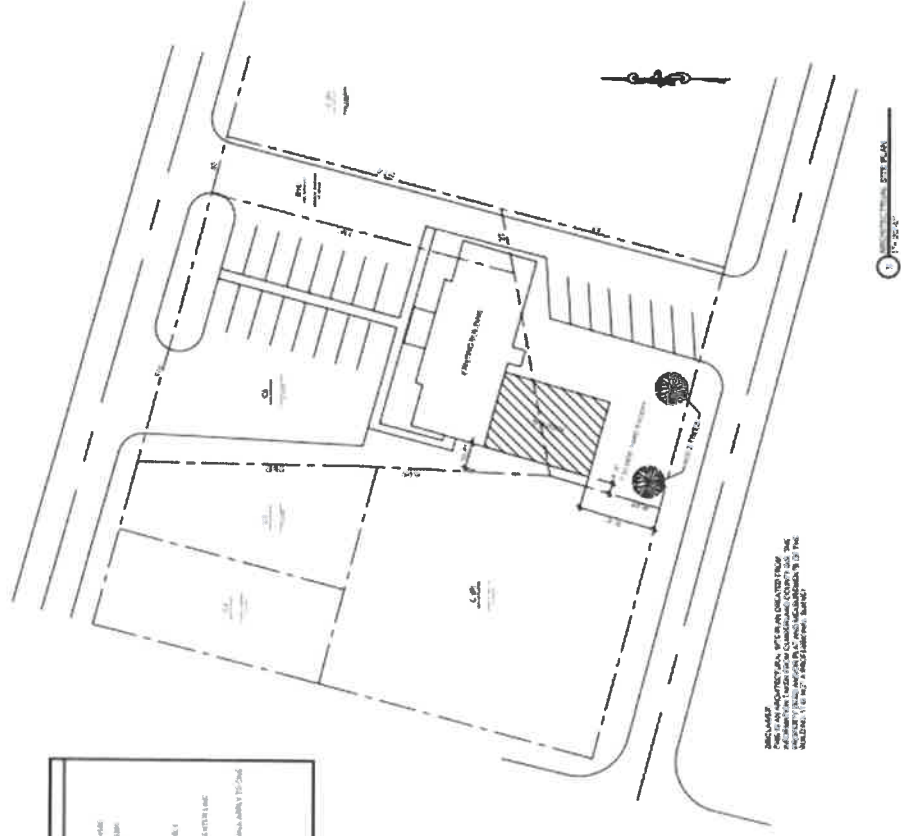
Request:
Variance from Section
7.3 District
Dimensional Provisions

Intent:
Town Hall Addition

ACREAGE: 0.40 AC +/-



SITE DATA	
PROJECT NAME	Town Hall Addition
PROJECT LOCATION	1000 N. Main Street, Stedman, NC 27082
OWNER	Town of Stedman
DESIGNER	James H. Veeder, Inc.
DATE	10/15/2024
PROJECT NO.	2024-0012
PROJECT TYPE	Residential
PROJECT STATUS	Pre-Application
PROJECT DESCRIPTION	Proposed addition of 1,500 sq. ft. to existing 1,000 sq. ft. building.
PROJECT PURPOSE	Expand existing building to accommodate additional space for town hall operations.
PROJECT SCOPE	Design and construction of addition, including site plan, floor plan, and exterior finish.
PROJECT BUDGET	\$150,000
PROJECT RISK	Low
PROJECT IMPACT	Minimal
PROJECT BENEFIT	Increased space for town hall operations.



FOR REVIEW

NOT TO SCALE
DO NOT CONSTRUCT
THIS PLAN IS FOR REVIEW ONLY
AND DOES NOT REPRESENT A
FINAL DESIGN OR CONSTRUCTION
DOCUMENT. ANY CONSTRUCTION
SHOULD BE BASED ON THE
FINAL DESIGN OR CONSTRUCTION
DOCUMENT.

STEDMAN TOWN HALL
ADDITION
1000 N. Main Street, Suite 100
Stedman, NC 27082
919.422.1000
www.jhveeder.com

ARCHITECT
JAMES H. VEEDER, INC.
1000 N. Main Street, Suite 100
Stedman, NC 27082
919.422.1000
www.jhveeder.com

**PRELIMINARY
FOR REVIEW
ARCHITECTURAL
SITE PLAN**

A-100

BOA-2025-0012

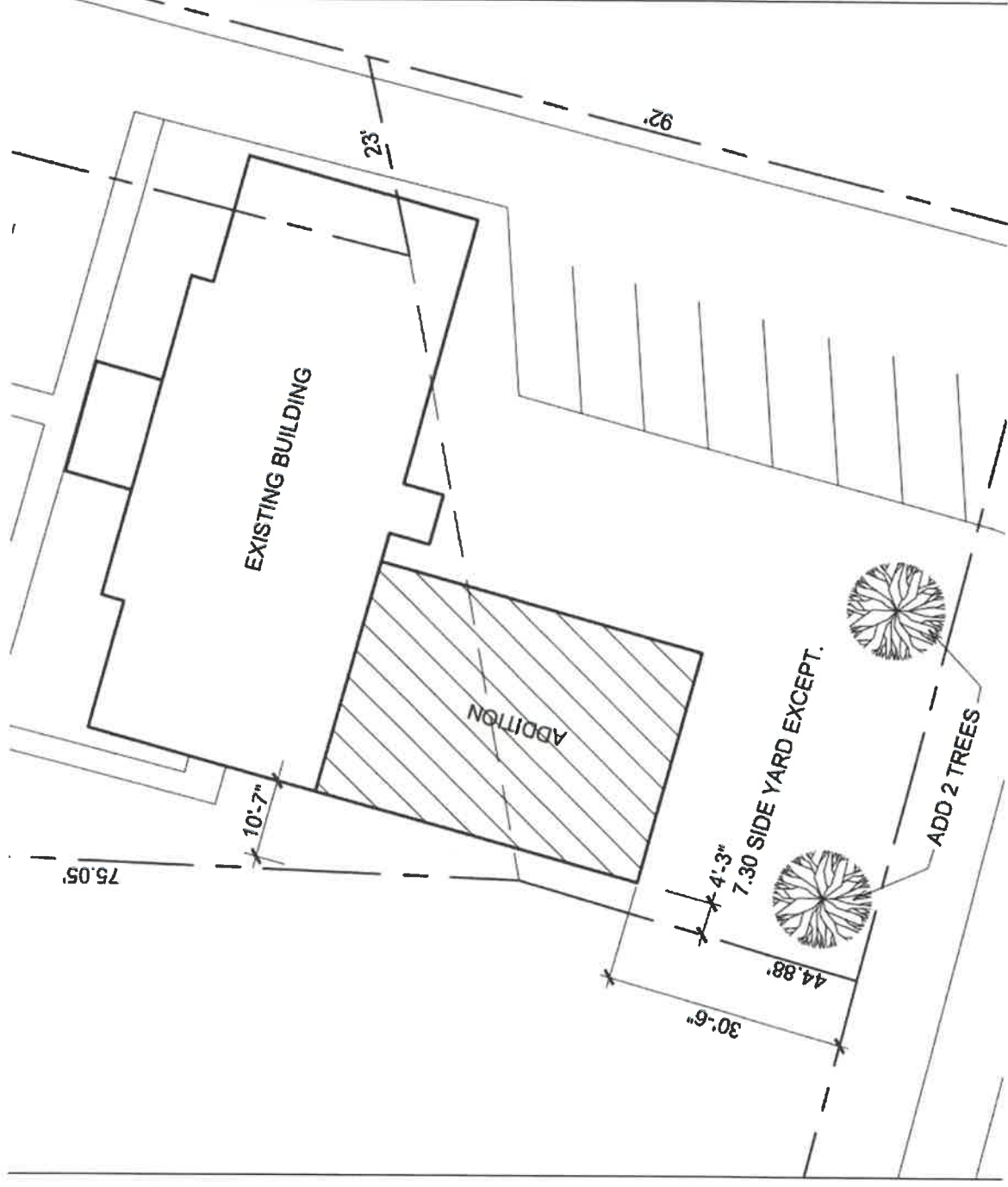
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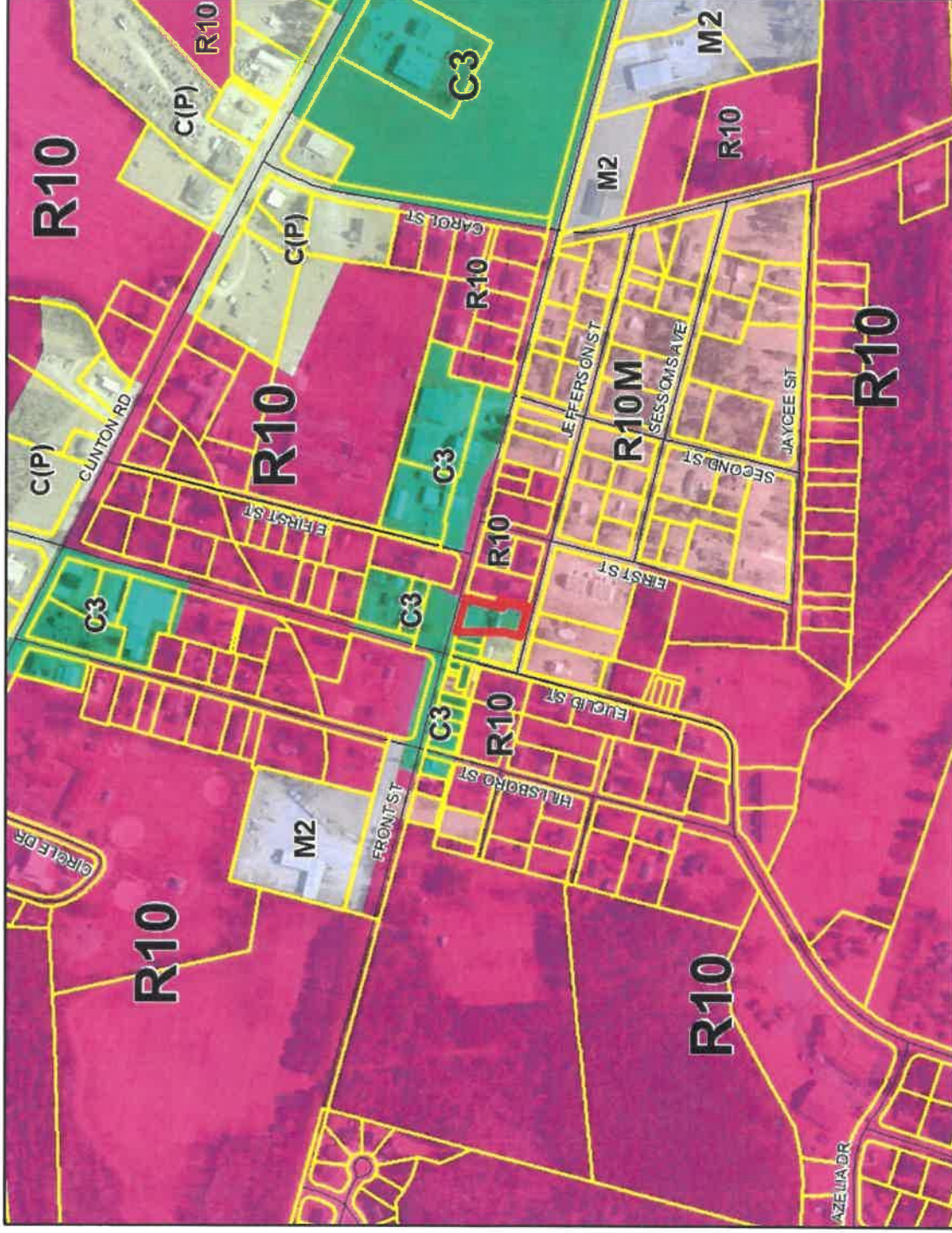
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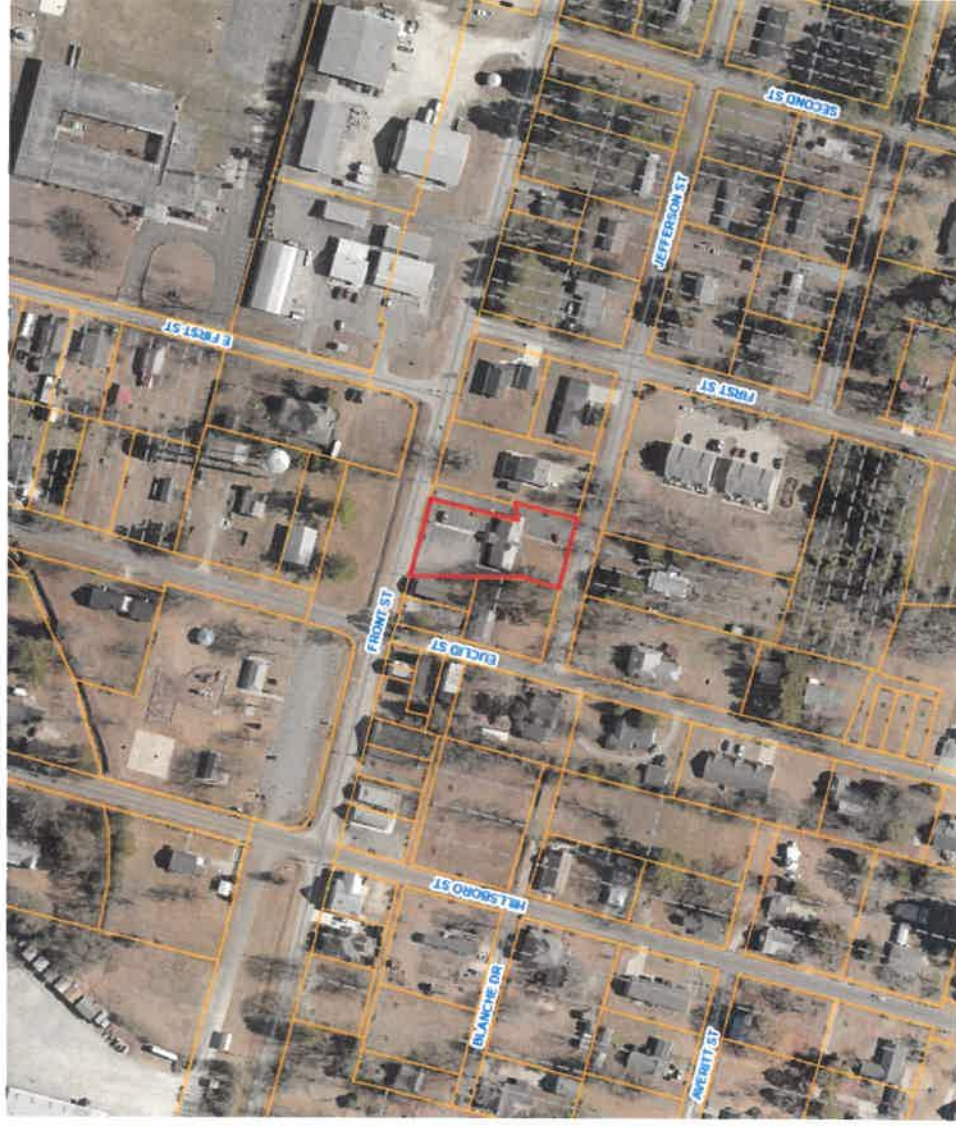
Subject parcel outlined in red.

Town of Stedman Town Hall currently exists on subject parcel.

Town Hall does encroach over a property line to the northwest. Property being encroached is also owned by Town of Stedman.

Town Hall building has been on the subject property since at least 1992.

Source: Records of the Cumberland County Tax Administration Office (as of 7/27/2026)



Staff Findings

- A need for a variance comes from the Town's desire to construct a Town Hall addition for their Board Room and unable to meet the 45-foot minimum setback standard applicable to the property line abutting Jefferson St. The building addition will serve a public purpose.
- The Town Hall addition has time sensitivity, as the Town of Stedman is required to spend State funding provided for Board Room Building extensions of the Town Hall by December 31, 2026. (Source: variance application)
- Being a through-lot, instead of the 20-foot minimum setback requirement for a rear yard in the C3 Zoning District, Section 7.25 of the Stedman Zoning Ordinance requires rear yard minimum setback standards to be "at least equal to the minimum required front yards for the district in which it is located in..." .

Staff Findings

- The location of the building addition is contained wholly within the C3-zoned portion of the property.
- The proposed building addition is 4 ft., 3 in. from the western property at its closest point. The side yard minimum setback standard for C3 is 15 ft., but Section 7.30 of the Stedman Zoning Ordinance has a Side Yard Exception for the C3 Zoning District. As the proposal is meeting the minimum side yard separation from the eastern boundary line, there is no necessity for a variance from the western boundary line.
- This variance shall only apply to the Town Hall building addition proposed within the rear yard minimum setback. Any expansion to occur that increases its length to further encroach into the minimum rear yard setback would require a new variance to be applied for and obtained by the Town.



VICINITY MAP

1:10

Final Disposition

Approve, Deny, or Approve with Conditions

In granting approval of a Variance, the Board of Adjustment shall impose such reasonable terms and conditions as it may deem necessary for the protection of the public health, general welfare and public interest and as authorized under N.C. Gen. Stat. Chapter 160D.

Staff has provided suggestions for motion language within your packet to deny or to approve the request.

BOA-2025-0012

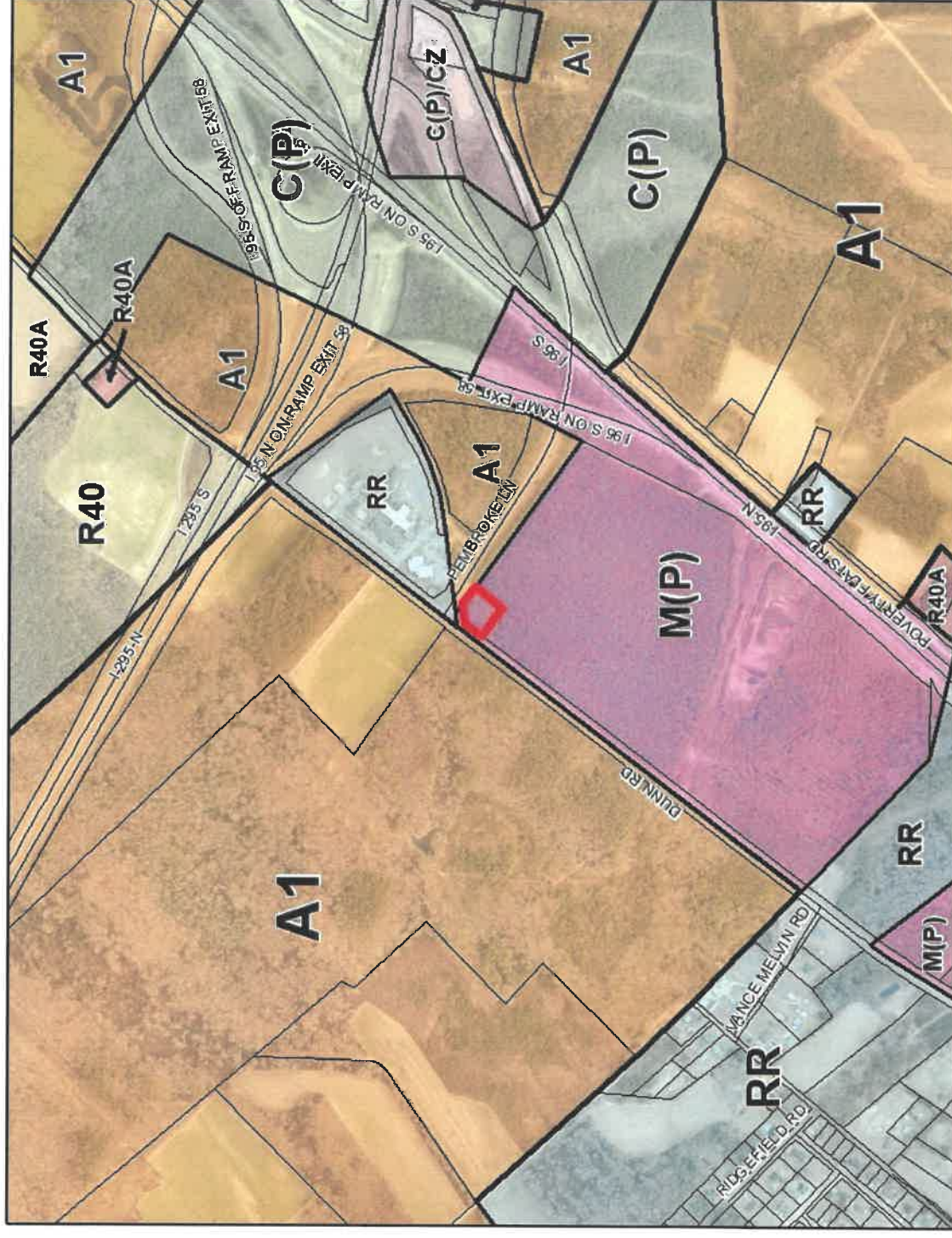
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PLANNING & INSPECTIONS

PLANNING STAFF REPORT

VARIANCE CASE # BOA-2026-0012

Board of Adjustment Meeting: Aug. 6, 2026

Location: 5110 Front St

Jurisdiction: Stedman

SUMMARY OF THE REQUEST

Variance – 7.3 District Dimensional Provisions

The property owner requests a variance from the Town of Stedman Zoning Ordinance to allow a proposed building addition to the Stedman Town Hall to encroach into the applicable minimum rear yard setback standard by up to 14.5 feet for a parcel containing approximately 0.40 acres. The parcel is located at 5110 Front St., as illustrated in Exhibit "A", a variance site plan is provided illustrating the hatched building addition, Exhibit "B", attached.

The proposal for a Town Hall Addition comes from the Town of Stedman, per their application, stating that they have received State funds for constructing an extension of their Board Room building, and the funds can only be spent on this extension.

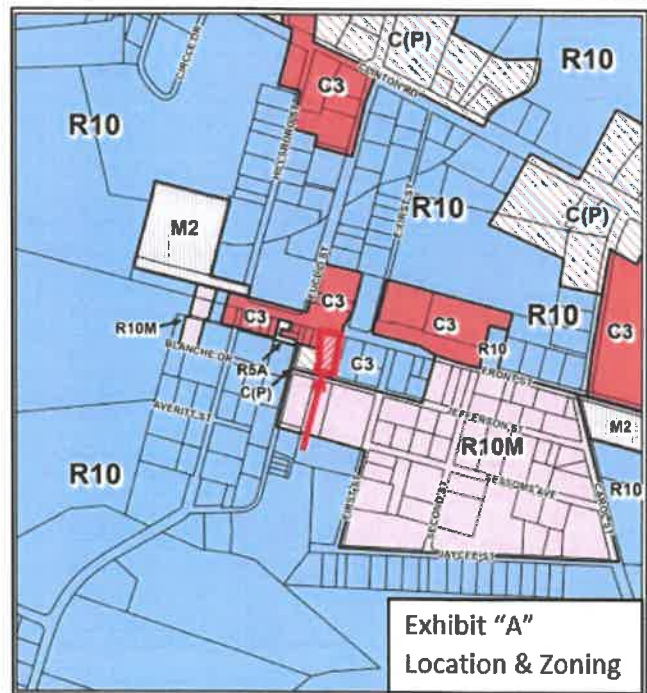
The property is abutting two Town-owned streets: one to the north, Front St, and one to the south, Jefferson St. As there are parallel streets on opposite sides of the subject property, the subject property is considered to be a "through-lot".

Section 7.3, District Dimensional Provisions, typically requires a minimum 20-foot rear yard setback standard for properties zoned C3. However, with the property being a through lot, Section 7.25 of the Stedman Zoning Ordinance states that "depths of rear yards on through lots shall be at least equal to the minimum required front yards for the district in which it is located and no accessory buildings shall be located in the rear yard on "through-lots." Therefore, the minimum 45-foot front yard setback standard in C3 zoning district would also apply to the rear yard along Jefferson St.

If approved, the variance only applies to the proposed 1,243 sq. ft. building addition adjacent to Jefferson St, as shown in Exhibit "B". If any modifications are proposed to the addition that would result in further encroachment into the minimum setback standards along Jefferson St, a new Variance must be applied for and approved by the Town of Stedman Board of Adjustment.

Exhibits

- A. Site Location/Zoning
 - B. Variance Site Plan (attached)
 - C1. Current Site Conditions
 - C2. Existing and Surrounding Uses (attached)
 - D. District Dimension Provisions, Section 7.3 (attached)
 - E. Future Land Use Map
 - F. Section 12.43 Variance (attached)
 - G. Applicant Criteria Responses
- Attachments: Village at Rockfish Phase 4 Plat;
Summer Cove Dr Corner Lots Aerial Photos;
Notification List; Application



PROPERTY INFORMATION

OWNER/APPLICANT: Town of Stedman (Owner/Applicant); Connie Veeder (Agent)

ADDRESS/LOCATION: 5110 Front St; REID: 0495184560000

SIZE: 0.40 +/- acres

ROAD FRONTAGE: The subject property has road frontage along two roads. Direct road frontage along Front St is 118 ft; road frontage along Jefferson St is 100 ft.

DEPTH: The depth of the subject property is 218 +/- feet at its deepest point.

EXISTING LAND USE: The subject property contains the Town of Stedman Town Hall as it appears in Exhibits "C1" (Current Site Conditions) and "C2" (existing use and surrounding uses, attached).

SURROUNDING LAND USE: Uses in the surrounding area and adjacent properties are predominantly single-family residential lots with some commercial uses and a public park and museum. Surrounding uses are shown on Exhibit "C2", attached.



Scale of Picture not reflecting the site.

North: Single-family residential and Town of Stedman museum building

East: Single-family residential

West: Single-family residential lots and commercial

South: Single-family and multi-family residential

SPECIAL DISTRICTS: The subject property is not located within any special district.

OTHER SITE CHARACTERISTICS: The subject property is not located within a watershed protection area nor located within a flood zone.

MINIMUM YARD SETBACKS: The minimum setback standards in C3 zoning district for a through-lot for the proposed Town Hall addition are:

- Front- 45 feet
- Side- 15 feet*
- Rear- 45 feet

* Section 7.30, Stedman Zoning Ord., Side Yard Exception for the C3 Zoning District: where the lot has a width of one hundred fifty (150) feet or less at the front yard setback line, the minimum side yard width requirement shall apply only to one side."

Existing Code Violations: Per Cumberland County Code Enforcement, there are no active violations on the subject property.

Comprehensive Plan

This property is located in the Stedman Area Land Use Plan (2020). The future land use classification of the property is Mixed Use. The associated zoning districts for Low Density Residential are R6, R5A, & C1.

As proposed, the variance request does not appear to create any inconsistency with policies of the Stedman Area Land Use Plan.

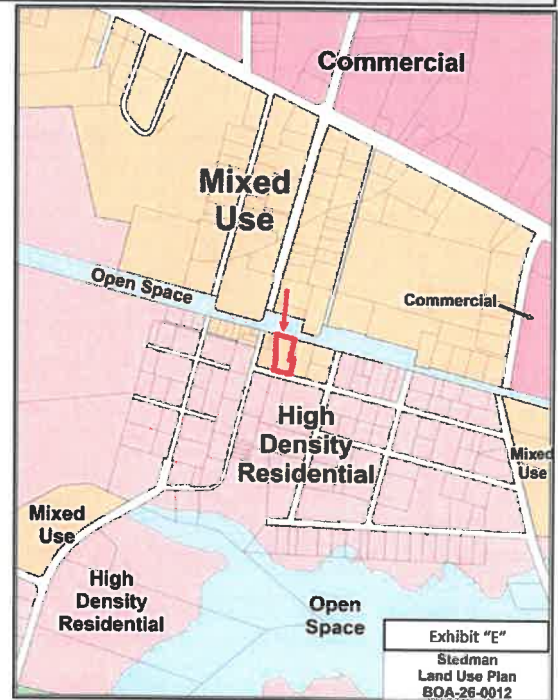
IMPACTS ON LOCAL INFRASTRUCTURE

TRANSPORTATION: The subject parcel is a through-lot with two road frontage, Front St and Jefferson St. Front St and Jefferson St are both roads owned and maintained by the Town of Stedman. The Town has not identified any current or planned roadway improvement projects along either road.

UTILITIES: Water and sewer lines are available near the subject property and are provided by the Town of Stedman.

FINDINGS:

1. A need for a variance comes from the Town's desire to construct a Town Hall addition for their Board Room and unable to meet the 45-foot minimum setback standard applicable to the property line abutting Jefferson St. The building addition will serve a public purpose.
2. The Town Hall addition has time sensitivity, as the Town of Stedman is required to spend State funding provided for Board Room Building extensions of the Town Hall by December 31, 2026. (Source: variance application)
3. Being a through-lot, instead of the 20-foot minimum setback requirement for a rear yard in the C3 Zoning District, Section 7.25 of the Stedman Zoning Ordinance requires rear yard minimum setback standards to be "at least equal to the minimum required front yards for the district in which it is located in...".
4. The location of the building addition is contained wholly within the C3-zoned portion of the property.
5. The proposed building addition is 4 ft., 3 in. from the western property at its closest point. The side yard minimum setback standard for C3 is 15 ft., but Section 7.30 of the Stedman Zoning Ordinance has a Side Yard Exception for the C3 Zoning District that states "where the lot has a width of one hundred fifty (150) feet or less at the front yard setback line, the minimum side yard width requirement shall apply only to one side." As the proposal is meeting the minimum side yard separation from the eastern boundary line, there is no necessity for a variance from the western boundary line.
6. This variance shall only apply to the Town Hall building addition proposed within the rear yard minimum setback measured from the property line abutting Jefferson St. If an expansion of the Town Hall addition were to occur that increases its length to further encroach into the minimum rear yard setback, then a new variance shall be applied for and obtained by the Town.



APPLICABLE CODES

Sections 7.25 Rear Yards on Through Lots & 7.3 District Dimensional Provisions (Exhibit "D")
Section 12.43, Variance (Exhibit "F")

FINDINGS OF FACT

The criteria below must be addressed and evaluated to determine findings based on facts presented at the hearing. The eight criteria from which a finding of fact must be established, originate from Section 12.43 of the Town of Stedman Zoning Ordinance.

The Board of Adjustment must find that all of the following conditions exist for an individual case:

(a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

(b) Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents in the district in which the property is located.

(c) A literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.

(d) The requested variance will be in harmony with the purpose with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.

(e) The special circumstances are not the result of the actions of the applicant.

(f) The variance requested is the minimum variance that will make possible the legal use of the land, building or structure.

(g) The variance is not a request to permit a use of land, building or structure which is not permitted by right or by special exception in the district involved and will not constitute any change in district boundaries.

(h) The existence of a nonconforming use of neighboring land, buildings or structures in the same district or of permitted or nonconforming uses in other districts does not constitute a reason for the requested variance. In granting a variance, the Board of Adjustment may attach and the record reflect such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable. The record shall also state in detail any exceptional difficulty or unnecessary hardship upon which the appeal was based and which the Board finds to exist.

MOTION

The Town of Stedman BOA is requested to take action/motion based on the eight variance criteria from Section 12.43 Variance of the Town of Stedman Zoning Ordinance. Its decision is final, and the BOA has the authority to approve, deny, or approve with conditions. The BOA is requested to make a separate motion for each Variance request.

The below actions are suggested by Planning staff if the BOA chooses to approve or to deny:

If the BOA selects to approve the variance request for the rear yard minimum setback encroachment along Jefferson St:

"Motion to approve the variance request to allow the Town Hall Addition to encroach the minimum rear yard setback standard for a through lot along Jefferson St to not be closer than 30 feet 6 inches to the property line at the location illustrated in the variance site plan. The Board finds that the eight variance criteria have been satisfied based on the evidence and testimony presented at this hearing and within the staff report. This variance only applies to the building addition and no other structures. Any proposed increase in length of the building addition to further encroach towards Jefferson St must be approved by

the Board of Adjustment through a variance application. This variance approval shall expire within one year from the BOA approval date unless the property owner obtains a building permit."

If the BOA selects to deny the variance request:

"Motion to deny the variance request for the proposed Town Hall Addition to encroach the minimum rear yard setback standard for a through-lot along Jefferson St . The evidence and testimony provided by the applicant has not sufficiently satisfied the eight variance criteria from Section 12.43 Variance of the Town of Stedman Zoning Ordinance. The request has not been found to be appropriate nor match the character and harmony of the surrounding area."

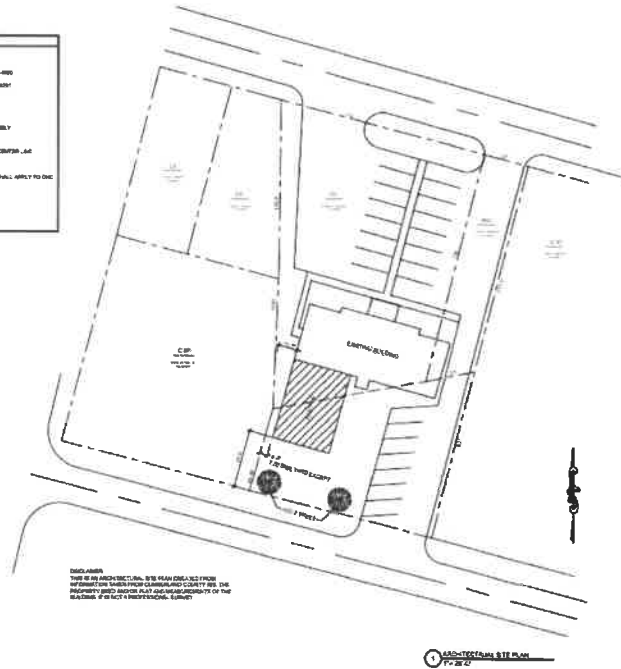
EXHIBIT "B"

VARIANCE SITE PLAN

5110 Front St



SITE DATA	
NAME	STEDMAN TOWN HALL ADDITION
DEED INFORMATION	345-0887
PLAT BOOK AND PAGE	107-1-0000
OWNER AND COUNTY REF NO	1000 10-000
OWNER TRACT OR ADDRESS	STEDMAN TOWN HALL
ADDRESS	5110 FRONT ST, STEDMAN, N.C. 27081
JURISDICTION	STEDMAN TOWN
TRACT	107-1-0000
PROPOSED SQUARE FEET	6,400
DATE OF CONSTRUCTION	2010
DATE OF ADDITION	2010
PROPOSED USE	ASSEMBLY
PROPOSED HEIGHT	12' 6"
SETBACKS REQUIRED	FRONT 10' SIDE 5' REAR 10' OR 75' FROM LOT LINE
REMARKS	SEE VARIANCE REPORT FOR MORE INFORMATION
DATE	10/1/2010
BY	10/1/2010
AREA TO BE SETBACK	10.00 FEET



NOTES:
THIS IS AN ARCHITECTURAL SITE PLAN. IT IS NOT A LEGAL DOCUMENT.
IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

1. ARCHITECTURAL SITE PLAN
10/1/2010

jch
JCH ARCHITECTS, P.A.
1000 10-000

FOR REVIEW

STEDMAN TOWN HALL ADDITION
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ADDITION
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EXHIBIT "C2"
EXISTING AND SURROUNDING USES

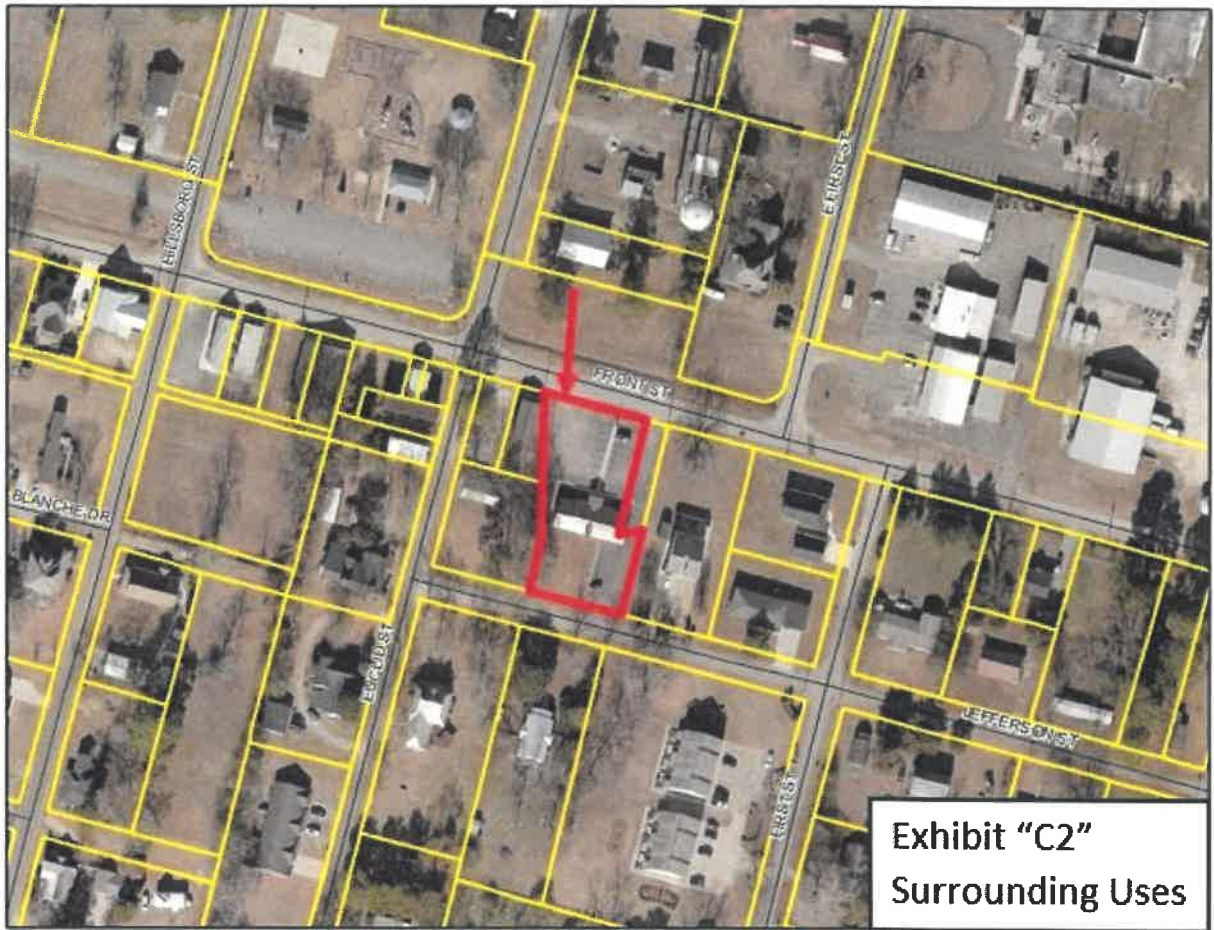


EXHIBIT "D"

SECTIONS 7.25 REAR YARDS ON THROUGH LOTS & 7.3 DISTRICT DIMENSIONAL PROVISIONS

7.25. Rear yards on through lots.

The depths of rear yards on through lots shall be at least equal to the minimum required front yards for the district in which it is located and no accessory buildings shall be located in the rear yard on through lots.

SECTION 7.3. DISTRICT DIMENSIONAL PROVISIONS

Except for the special provisions as noted in Sections 7.1 and 7.2, the following district dimensional regulations shall be met:

Section 7.3 District Dimensional Provisions (Amd. 11/03/05)

District	Minimum Lot Size (See Paragraphs 7.13, 7.14, 7.15 and 7.19)				Minimum Yard Regulations				
	Square Feet Dwelling Units			Frontage (in feet)	Side Yard Width (in feet) By Structure (See Paragraphs 7.17, 7.29)				
	First Dwelling Unit	2 nd , 3 rd & 4 th Dwelling Units	5 or more Dwelling Units		Front Yard Setback (in feet) (See Paragraph 7.23) Measured from R/W line	1 Story	2 Story	For each Additional Story greater than 2 add:	Rear Yard Depth (in feet) (See Paragraphs 7.17, 7.25, 7.29)
R15	15,000	15,000	15,000	75	30	15	15	10 ft/story	35
R10	10,000	7,500	7,500	75	30	10	15	8 ft/story	35
R10M	10,000	7,500	7,500	75	30	10	15	8 ft/story	35
R6	6,000	5,000	4,000	60	25	10	12	6 ft/story	30
R5A	5,000	3,000	3,000	60	25	10	12	4 ft/story	30
District	Minimum Area (see Paragraph 5.15)		Minimum Yard Regulations						
			Front Yard Setback in Feet (See Paragraph 7.23) Measured From R/W Line		Measured From Street Centerline	Side Yard Width Except As Regulated By Paragraphs 7.29 & 7.30		Rear Yard Depth In Feet (See Paragraphs 7.27 & 7.29)	
C1			45		75	15		20	
C3			45		75	15		20	
C(P)	Two Acres (Net)		50		80	30		30	
M2			50		80	30		20	

EXHIBIT "F"
Section 12.43 Variance

12.43. Variance.

The Board of Adjustment may authorize, in specific cases, such variances from the terms of this Ordinance upon request of a property owner or his authorized agent and may require any evidence necessary to make a determination of the case. Before any variance may be granted by the Board, the Board must find that all of the following conditions exist for an individual case:

(a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

(b) Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents in the district in which the property is located.

(c) A literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.

(d) The requested variance will be in harmony with the purpose with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.

(e) The special circumstances are not the result of the actions of the applicant.

(f) The variance requested is the minimum variance that will make possible the legal use of the land, building or structure.

(g) The variance is not a request to permit a use of land, building or structure which is not permitted by right or by special exception in the district involved and will not constitute any change in district boundaries.

(h) The existence of a nonconforming use of neighboring land, buildings or structures in the same district or of permitted or nonconforming uses in other districts does not constitute a reason for the requested variance. In granting a variance, the Board of Adjustment may attach and the record reflect such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable. The record shall also state in detail any exceptional difficulty or unnecessary hardship upon which the appeal was based and which the Board finds to exist.

Any variance granted becomes null and void if not exercised within the time specified in such approvals, or if no date is specified within one year from the date of such approval.

ATTACHMENT: NOTIFICATION LIST

CSX TRANSPORTATION INC TAX DEPT	500 WATER ST C910	JACKSONVILLE, FL 32202
BROWN, ALESIA C	539 FRED HALL RD	STEDMAN, NC 28391
BROWN, ALESIA C	539 FRED HALL RD	STEDMAN, NC 28391
HALL, JESSE W JR	PO BOX 695	STEDMAN, NC 28391
MEYERS, LINDA J	5121 JEFFERSON STREET	STEDMAN, NC 28391
TOWN OF STEDMAN	0 N/A N/A	STEDMAN, NC 28391
CANNON, GLENN M II;CANNON, APRIL M	174 E FIRST ST	STEDMAN, NC 28391
TOWN OF STEDMAN	PO BOX 220	STEDMAN, NC 28391

ATTACHMENT: APPLICATION

BOARD OF ADJUSTMENT

Location of Property: Town of Stedman, Stedman NC
Owner: Town of Stedman
Address: 5110 Front Street Stedman, NC -- Zip Code: 28391
Telephone: ~~Home~~ ^{Office} 910-323-1889 Work _____
Agent: Connie P. Veeder, Town Administrator/Clerk
Address: _____
Telephone: Home _____ Work 910-323-1889
E-mail: cveeder@townofstedman.com

APPLICATION FOR A VARIANCE

As required by the Zoning Ordinance

- A. Parcel Identification Number (PIN #) of subject property: 0495-18-4560
(also known as Tax ID Number or Property Tax ID) 0495-18-5523
- B. Acreage: .47 Frontage: 118 Depth: 217.4
- C. Water Provider: Town of Stedman
- D. Septage Provider: Sewer - Stedman
- E. Deed Book 3425, Page(s) 0687, Cumberland County
- F. Existing and/or proposed use of property: Recombine two parcels into one lot for a building extension to be used as a boardroom.
- G. Section and provision of the Zoning Ordinance or Code from which a Variance is requested: For 15' variance for building addition along Jefferson St. The size of the addition does not allow the 15' variance.
- H. Nature and extent of hardship involved in strict application of the Zoning Ordinance or Code: State Funding has to be spent by December 31, 2024. This funding is strictly allotted to Board Room Building extension at the Town Hall in Stedman.

The undersigned hereby acknowledge that the County Planning Staff has conferred with the petitioner or assigns, and the application as submitted is accurate and correct.

Connie P. Veeder / Town of Stedman
NAME OF OWNER(S) (PRINT OR TYPE)

5110 Front St. Stedman, NC 28391
ADDRESS OF OWNER(S)

c.veeder@townofstedman.com
E-MAIL

HOME TELEPHONE # _____ WORK TELEPHONE # 910-323-1892

NAME OF AGENT, ATTORNEY, APPLICANT (PRINT OR TYPE)

ADDRESS OF AGENT, ATTORNEY, APPLICANT

E-MAIL

HOME TELEPHONE # _____ WORK TELEPHONE # _____

Town of Stedman
SIGNATURE OF OWNER(S)

SIGNATURE OF AGENT, ATTORNEY
OR APPLICANT

Connie P. Veeder / Town Administrator / Clerk
SIGNATURE OF OWNER(S)

The contents of this application, upon submission, becomes "public record."

STATEMENT OF ACKNOWLEDGMENT

Regarding appearance before the Board of Adjustment, the undersigned owner(s), agents, or their assigns, by virtue of their signature(s) to this application, hereby acknowledge the following:

- That although appearance before the board is not required, it is strongly encouraged;
- The board will hear any and all argument for and against this matter before them and such relevant facts will be given under sworn testimony;
- At the public hearing the board has the authority to issue a final approval or denial decision on this request, or defer the request for additional information to be provided;
- If the petitioner or the representative of this application does not appear personally before the board, whether there is opposition or not, the board has full authority to consider the case and defer, approve, or deny the case;
- If the board's action is to deny the matter before them, the course of appeal to their decision will be that of Cumberland County Superior Court. (Affected parties of the board's decision have 30 days from proper notification which to serve notice of appeal)

Signed acknowledgment that the County Planning Staff has explained the application process and procedures regarding this request and the public hearing procedure stated above.

SIGNATURE OF OWNER(S)

Town of Stedman by Connie P. Veeder
Town Administrator

PRINTED NAME OF OWNER(S)

Town of Stedman Connie P. Veeder
Town Administrator

DATE

6/26/2024

TOWN OF STEDMAN

July 27, 2024

MEMO TO: TOWN OF STEDMAN

FROM: CUMBERLAND COUNTY PLANNING & INSPECTIONS DEPARTMENT

SUBJECT: **BOA-2026-0012:** Variance request from Section 7.3 District Dimensional Provisions of the Town of Stedman Zoning Ordinance, requesting encroachment of a proposed Town Hall building addition into the minimum rear yard setback for a through-lot located in a C3 Heavy Commercial District and containing 0.40 +/- acres; located at 5110 Front St; submitted by Connie Veeder (Agent/Applicant) on behalf of the Town of Stedman (Owner).

1. **Scheduled Town Hearing Date for Case BOA-2025-0012: August 6, 2025**
2. **Public Notification: Copy of the Mailed Notice Affidavit**
3. **Attachments: Staff Report, PowerPoint Presentation, and Findings of Fact Letter**

The Cumberland County Planning & Inspections Department Current Planning Division has received, processed, and provided the requested variance to the Town of Stedman's Board of Adjustment for consideration in a request for a reduction in the rear yard setback boundaries for a property located at 5110 Front St. The request comes from the homeowner's attempts to meet the minimum setback boundaries for constructing an addition of the existing Town Hall building, but the owners are not able to meet the minimum rear yard setbacks for the property line abutting Jefferson St.

The request is for the C3 Zoning District's minimum rear yard setback standard of forty-five feet (45') to be encroached by a proposed addition by fourteen and a half feet (14.5') and only for the rear yard setback abutting Jefferson St. No other structures shall have this variance applicable without an additional variance being applied for and approved. Should the Town of Stedman Board of Adjustment take action and approve of this variance request, a findings of fact letter is provided for the Chairman of the Board's signature.

If there are any questions regarding this transmittal letter, please contact Timothy Doersam at (910) 678-7558 or tdoersam@cumberlandcountync.gov.