

**MINUTES
VILLAGE OF LAKE PARK
PLANNING BOARD
3801 LAKE PARK ROAD, LAKE PARK, NC
JUNE 18, 2013**

Planning Board Members Present: Greg Crosby, Fred Leverenz and Bjarne Hansen

Council Representative: David Cleveland and Mark Phillips

Attorney: Ken Swain

Zoning Administrator: Cheri Clark

Call to Order: Greg Crosby called the June 18, 2013 Planning Board meeting to order.

Pledge of Allegiance: Greg Crosby led the Pledge of Allegiance.

Approval of Minutes: Bjarne Hansen made the motion to approve the May 21, 2013 minutes as presented. Fred Leverenz seconded the motion. Vote – Unanimous.

Changes to the Agenda: No Changes to the Agenda.

Planning Board Position: David Cleveland stated that Council unanimously approved Jonathan McDaniel to the Planning Board/Board of Adjustments at the June Council meeting for a three year term.

Council Liaison: David Cleveland submitted application forms to Council for feedback. Cheryl Bennett suggested that we add a line for accepted applications on the Zoning Permit Application and denials would be followed up with a written explanation. Bjarne Hansen made a motion to approve the addition of an approval block to the Zoning Permit. Fred Leverenz seconded the motion. Vote – Unanimous. Bjarne Hansen thanked Ken Swain and David Cleveland for keeping the Planning Board informed.

Policies and Procedures for Planning Board: Attorney Ken Swain stated that due to proposed legislative changes to the Board of Adjustments (BOA), he modified the proposed BOA bylaws and rules of procedure and requested that the board review the documents for discussion at the July meeting.

Training Ideas for Planning Board/Board of Adjustments: David Cleveland shared that in the original contract with Benchmark to develop the UDO, training of the BOA and Council was included. At the July 16th Planning Board meeting there will be a short meeting and then there will be training for both Council and BOA.

Legal Counsel: Greg Crosby and David Cleveland expressed their desire to have Attorney Ken Swain serve as the BOA attorney. Attorney Ken Swain stated that he is concerned about the potential conflict of interest that may arise if the Zoning Administrator calls seeking legal advice on how to handle a situation. Bjarne Hansen asked about the Zoning Administrator contacting Benchmark with questions so that Attorney Ken Swain could represent the Planning Board and Board of Adjustments. Both Bjarne Hansen and David Cleveland expressed their desire to have Attorney Ken represent the Boards. Greg Crosby made a motion for Attorney Ken Swain to represent the Board of Adjustments and Planning Board when a conflict of interest does not exist. Bjarne Hansen seconded the motion. Vote – Unanimous.

Zoning Administrator Position: David Cleveland stated that Cheri Clark is the new Zoning Administrator for the VOLP. Attorney Ken Swain stated that it will be challenging for Cheri Clark to present a zoning case and take minutes at the same time. The VOLP would not want it to appear that she is biasing the minutes. Since the Clerk does not approve the minutes, the Boards do, Attorney Ken Swain will check with the School of Government.

Setting Agenda for Next Month's Meeting: Add: Item 5. Oath of Office, Item 10. Clerk Position.

Adjourn: Fred Leverenz made the motion to adjourn. Bjarne Hansen seconded the motion. Vote – Unanimous.

Respectfully Submitted,

Cheri Clark
Clerk