

**MINUTES
VILLAGE OF LAKE PARK
PLANNING BOARD
3801 LAKE PARK ROAD, LAKE PARK, NC
JANAURY 21, 2020
7 PM**

Planning Board Members Present: Jonathan McDaniel, Bjarne Hansen and Harrison Walser.

Zoning Administrator: Cheri Clark

Call to Order: Jonathan McDaniel called the January 21, 2020 meeting to order.

Pledge of Allegiance: Jonathan McDaniel led the Pledge of Allegiance.

Public Comments: Warren Jennings shared that he is new to the Village and wanted to see what was involved in being a part of the Planning Board.

Approval of Minutes: Bjarne Hansen made the motion to approve the November 19, 2019 Planning Board minutes as presented. Harrison Walser seconded the motion. Vote – Unanimous.

Changes to the Agenda: There were no changes to the Agenda.

Text Amendment Changes: Cheri Clark shared that Council held the Text Amendment Public Hearing for Solar Panels and Industrial Fences prior to the January 14th Council meeting. During Regular Session, Council unanimously approved the proposed changes to the Unified Development Ordinance (UDO).

Recently staff has had a request to provide a Zoning Verification letter. A Zoning Verification letter is a legally recognized document which informs commercial property owners, lenders and prospective buyers of zoning laws related to the particular property based on the city's current zoning codes and even includes past history of the site. In the current Fee Schedule, the Village does not charge for a Zoning Verification letter. Most jurisdictions do charge for a Zoning Verification letter. Cheri Clark requested that Planning Board consider charging \$25 for the Zoning Verification letter. Planning Board requested feedback from the Planning Board Consultant, Vagn Hansen.

In North Carolina, local governments can charge applicants for "small wireless facilities" subject to the limitations provided in G.S. 160A-296(a) (6) not to exceed \$500 to offset the cost of reviewing and processing applications required by this section. The fee must be based on the actual, direct and administrative costs incurred for the review, processing and approval of an application.

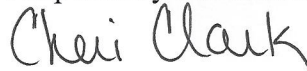
Municipalities that do not have an in-house engineer use a consulting engineering firm and reflect the fee as an Engineering Fee. Planning Board requested that staff find a telecommunication engineer to discuss their rate and feedback from Vagn Hansen and Ken Swain.

Board Comments: There were no Board Comments.

Setting Agenda for Next Month's Meeting: Add: 6. Board Vacancy.

Adjourn: Bjarne Hansen made the motion to adjourn. Harrison Walser seconded the motion. Vote – Unanimous.

Respectfully Submitted,



Cheri Clark
Village Administrator

