

**MINUTES
VILLAGE OF LAKE PARK
PLANNING BOARD
3801 LAKE PARK ROAD, LAKE PARK, NC
SEPTEMBER 15, 2015**

Planning Board Members Present: Jonathan McDaniel, Bjarne Hansen, Rob Bowlin and Heather Rodney

Attorney: Ken Swain

Zoning Administrator: Cheri Clark

Council Liaison: Mark Phillips

Call to Order: Vice Chairman Jonathan McDaniel called the September 15, 2015 Planning Board meeting to order.

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

Public Comments: There was no public comment.

Approval of Minutes: Bjarne Hansen made the motion to approve the August 25, 2015 Planning Board minutes as presented. Jonathan McDaniel seconded the motion. Vote – Unanimous.

Changes to the Agenda: Change 7. Legislative Updates to Training Workshop. Jonathan McDaniel made the motion to adopt the amended agenda. Bjarne Hansen seconded the motion. Vote – Unanimous.

Council Liaison: Mark Phillips shared that Council approved the appointments of Rob Bowlin and Heather Rodney for the two open positions on the Planning Board and the Board of Adjustments.

Training Workshop: Vagn Hansen, Benchmark consultant, discussed David Owens book “Introduction to Zoning” as an excellent resource for members on the Planning Board and Board of Adjustments. Vagn Hansen also supplied a handout which provided the following information concerning the Planning Board: 1. Overview of Roles and Responsibilities of the Ordinance Administrator, Planning Board, Board of Adjustment and Village Council. 2. Legislative and quasi-judicial zoning decisions. 3. Spot Zoning. 4. Conflicts of Interest. 5. Ministerial Actions.

Under Board of Adjustment, Vagn Hansen discussed 1. Notice of Hearings. 2. Collecting Evidence. 3. Hearsay. 4. Time Limits. 5. Record of the hearings. 6. Summarizing Evidence –

written findings of fact are required. The board must specify what it determines the facts to be and must document the basis for the decision. 7. Voting. 8. Variance. 9. Special Use Permit. 10. Appeals and Interpretations.

Oaths of Office: Cheri Clark administrated the Oath of Office for both the Planning Board and the Board of Adjustments to Heather Rodney and Rob Bowlin.

Board Positions: Bjarne Hansen made a motion for Jonathan McDaniel to serve as the Chairman of the Planning Board. Rob Bowlin seconded the motion. Vote – Unanimous.

Rob Bowlin made a motion for Heather Rodney to serve as Vice Chairman of the Planning Board. Jonathan McDaniel seconded the motion. Vote – Unanimous.

Board Comments: There were no board comments.

Setting Agenda for Next Month's Meeting: Delete: 8. Oaths of Office and 9. Board Positions.
Add: Legislative Updates.

Adjourn: Rob Bowlin made the motion to adjourn. Heather Rodney seconded the motion. Vote – Unanimous.

Respectfully Submitted,



Cheri Clark
Clerk