TITLE 13

PLANNING COMMISSION

Chapters:

- 13.04 Planning Commission
- 13.08 Wireless Communication Facilities Towers
- 13.12 Oil and Natural Gas Exploration and Drilling

CHAPTER 13.04

PLANNING COMMISSION

Sections:

13.04.01 Commission created

13.04.01 Commission created There is hereby created a Heber Springs Planning Commission. Membership of said Planning Commission shall be comprised of five (5) members, all of whom shall be residents of the city of Heber Springs. Said Commission members shall be nominated for appointment by the Mayor and confirmed by a majority of the members of the City Council of the city of Heber Springs. (Ord. No. 499)

CHAPTER 13.08

WIRELESS COMMUNICATION FACILITIES TOWERS

Sections:

13.08.01	Statement of purpose
13.08.02	Definitions
13.08.03	Location and application
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 $\underline{13.08.01}$ Statement of purpose the purposes of these regulations are described as follows:

- A. To establish a system of administering requests for the location of commercial wireless communication towers in accordance with provisions of the Federal Telecommunications Act of 1996.
- B. To minimize the number of new towers needed by encouraging the use of existing towers and existing public and private structures.
- C. To preserve the stability of land values of properties near and adjacent to proposed commercial tower locations.
- D. To protect the public health, safety, and welfare through the use of good engineering and urban design principles. (Ord. No. 01-17, Sec. I.)

13.08.02 Definitions

Antenna Array means one or more rods, panels, discs or similar devices used for the transmission or reception of radio frequency signals, which may include an omni-directional antenna (rod), a directional antenna (panel) and a parabolic antenna (disc). The Antenna Array does not include the support structure defined below.

Attached Wireless Communications Facility (Attached WCF) means an antenna array that is attached to an existing building or structure which shall include, but not limited to, utility poles, signs, water towers, with any accompanying poles or device which attaches the Antenna Array to the existing building or structure and associated connection cables, and any Equipment Facility which may be located either inside or outside the Attached Structure.

Collocation or Site Sharing means use of a common WCF or common site by two or more wireless license holders or by one wireless license holder for more than one type of communication technology or placement of a WCF on a structure owned or operated by a utility or other public entity.

Equipment Facility means any structure used to contain ancillary equipment for a WCF.

FAA means the Federal Aviation Administration.

FCC means the Federal Communications Commission.

FTA means the Federal Telecommunications Act of 1996.

Guy-Wired Tower is a structure constructed of lattice steel and which is supported by guy-wires extending at angles from the structure to ground anchors.

Height When referring to a WCF, Height shall mean the distance measured from the ground level to the highest point on the WCF, including the Antenna Array.

Monopole Tower is a supporting structure composed of a solid pole without any guy-wired support.

Provider refers to an entity providing wireless communication services through one or more antenna arrays located on a wireless communications tower.

Setback means the required distance from the WCF to the property line on which the WCF if located.

Stealth Technology means systems, components, and materials used in the construction of the WCF, which are designed to mask or conceal the WCF to make it compatible with the surrounding property.

Support Structure means a structure designed and constructed specifically to support an Antenna Array, and may include a monopole, guy-wired support tower, or derrick tower. Any device used to fasten an Attached WCF to an existing building or structure shall be excluded from the definition of and regulations applicable Support Structures.

Tower User Permit TUP means a permit issued by the city specifically for the location, construction and use of a WCF subject to an approved site plan and special conditions determined by the Planning Commission to be appropriate under the provisions of this Article.

Wireless Communication Facility (WCF) means any un-staffed facility for the transmission or reception of wireless telecommunications services, usually consisting of an Antenna Array, connection cables, an Equipment Facility, and a Support Structure to achieve the necessary elevation. (Ord. No. 02-17, Sec. II.)

13.08.03 Location and application

- A. Tower Use Permit (TUP) for the following may be processed and approved, with necessary information and agreements, after administrative review by the Code Enforcement Officer, City Attorney, and Planning and Zoning Commission:
 - 1. An Attached Wireless Communication Facility (Attached WCF) to be attached to an existing monopole, tower, or structure.

- 2. WCF to be located in C-1 or C-2 zoning districts.
- 3. WCF to be located in parks or other public areas upon approval by the City Council and Property owner(s).
- 4. This ordinance shall not govern any tower, or the installation of any antenna that is owned and operated solely by a federally licensed amateur radio station operator.
- B. The staff may seek additional input in its review such as analysis by structural, electrical, mechanical, or geo-technical engineers. If the city staff does not approve a TUP for any of the above, the applicant may elect to apply for a Conditional Use Permit.
- C. The following applications are subject to acquisition of a Conditional Use Permit:
 - 1. Facilities to be located in any residential use zoning district. All TUP applications for new tower construction in any residential zoning district shall include supporting documentation to the effect that the applicant has exhausted all alternative sites in commercial zoning districts.
- 2. Facilities to be located in any commercial zoning district.
- D. All TUP applications for new tower construction will be considered only after the applicant has demonstrated to the satisfaction of the Code Enforcement Officer and Planning and Zoning Commission that:
 - 1. No existing towers or structures are located within the geographic area that would meet applicants engineering requirements.
 - 2. Existing towers or structures are not of sufficient height to meet applicants engineering requirements.
 - 3. Existing towers or structures do not have sufficient structural strength to support applicants proposed antenna and related equipment.
 - 4. The applicants proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicants proposed antenna.
 - 5. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

E. All applicants shall include, in addition to the site plan requirements on page 15 and page 52 of the Heber Springs Planning and Zoning Rules and Regulations, if applicable, a scaled site plan, a scaled elevation view and other supporting drawings. The applicant shall also submit calculations and other documentation showing the location and dimensions of the WCF and all improvements associated therewith, including information concerning specifications, antenna locations, equipment storage facilities, landscaping, parking, access, fencing, and if relevant as determined by staff, topography, adjacent uses, and existing vegetation. (Ord. No. 02-17, Sec. IV.)

13.08.04 Development standards

A. Height

- 1. An attached WCF shall not add more than 20 feet in height to the existing building or structure to which it is attached.
- 2. WCF with Support Structures shall have a maximum height of 150 feet in commercial or industrial zones, and 100 feet in residential zones. Where collocation can be accommodated, towers may be increased by 10 feet in height for each additional provider to a maximum of 50 additional feet in commercial and industrial zones only.
- 3. The applicant shall assume all responsibility for ensuring compliance with all local, state and federal codes regarding airport runway protection.

B. Setbacks

- 1. Attached WCF: Antenna Arrays for Attached WCF are exempt from the setback provisions of the zone in which they are located. An Attached WCF Antenna Array may extend up to 30 inches horizontally beyond the edge of the Attached Structure so long as the Antenna Array does not encroach upon an adjoining parcel.
- 2. WCF with Support Structures shall meet the setback requirements for principal structures of the underlying zone in which they are located.
- 3. WCF with Support Structures located in residential zones or abutting residential uses on any side shall be set back from any adjoining residential property line a distance at least equal to 50 per cent the height of the tower as measured from the base of the tower to the property line of the residential lot or residential use. Guy-wired anchors shall meet the setback requirements of the specific district in which the WCF is located.

C. Landscaping and aesthetics

- 1. Existing mature tree growth and natural land form on the site shall be preserved to the extent feasible; provided, however that the vegetation that causes interference with the antenna or inhibits access to the equipment storage may be trimmed. Any trees in excess of six (6) inches in diameter to be cut must be indicated on the site plan.
- 2. ACF shall be designed so as to be compatible with the existing structures and surroundings to the extent feasible. Such requirements shall not interfere with normal functioning of the WCF and may include the use of compatible or neutral colors, or stealth technology.

D. Lighting

- 1. WCF shall not be artificially illuminated, directly or indirectly, except as may be required by state or federal law or for security of the equipment building. It shall be the owners' responsibility to meet FAA lighting requirements, if necessary.
- 2. Any required lighting shall be focused and shielded to the greatest extent possible so as not to project towards adjacent or nearby properties.
- 3. WCF shall not display any signage or messages of a commercial nature except for an inconspicuous message containing provider identification and emergency telephone numbers.
- 4. Security Fencing: WCF with Support Structures shall be enclosed by a security fence not less than six (6) feet tall. (Ord. No. 02-17, Sec. IV.)

13.08.05 Collocation

A. All ACF with Supporting Structures shall be designed to accommodate additional operators where technically feasible and visually desirable. (Ord. No. 02-17, Sec. V.)

13.08.06 Special conditions

- A. Support Structures for WCF shall be of the Monopole type in all zones.
- B. Derrick towers are not permitted in any zones. (Ord. No. 02-17, Sec. VI.)

13.08.07 Abandonment

- A. Agreements accompanying a request for new Supporting Structures or Attached WCF shall include the following to be executed with the city of Heber Springs:
 - 1. Any WCF whose use is discontinued shall be removed by the owner, and shall be removed within six (6) months and the site restored to its original condition, all at the owners' expense.
 - 2. Any discontinued WCF not removed within six (6) months may be removed by the city at the owners' expense. (Ord. No. 02, VII.)

13.08.08 Environmental impact

- A. Assessments of environmental impact are required by federal law to be prepared by personal wireless service carriers when one or more of the following environmental impacts occur:
 - 1. WCF are located in officially designated wilderness or wildlife areas.
 - 2. WCF threaten endangered species or critical habitats.
 - 3. WCF affect historic sites or structures.
 - 4. WCF are located in flood plains.
 - 5. WCF will significantly change a surface area involving wetlands, deforestation, or water diversion.
- B. Since these assessments are already required by federal law, these provisions are incorporated into this ordinance and certification of compliance with the National Environmental Policy Act (NEPA) (43 U.S.C. Section 4321) must be provided before any permits will be issued. (Ord. No. 02-17, Sec. VIII.)

13.08.09 Review

The city of Heber Springs shall complete final action upon any TUP within 90 days of the filing of the application unless a request for extension is filed by the applicant. Any decision to deny a request will be made in writing and will be supported by substantial evidence contained in a written record. (Ord. No. 02-17, Sec. IX.)

13.08.10 Fees The fee for a Tower Use Permit shall be Two Hundred Fifty Dollars (\$250.00) for the first One Hundred Thousand Dollars (\$100,000.00) of estimated construction cost and One Dollar (\$1.00) for each additional One Thousand Dollars (\$1,000.00) thereafter for the Support Structure plus Two Hundred Fifty Dollars (\$250.00) for each Attached Wireless Facility located on the Support Structure. (Ord. No. 2002-17, Sec. X.)

CHAPTER 13.12

OIL AND NATURAL GAS EXPLORATION AND DRILLING

Sections:

13.12.01 Definitions

13.12.02 Special use permit for well

13.12.01 Definitions For the purposes of this chapter, the following words, terms, phrases, and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. Any terms contained in this document, but not otherwise defined herein, shall be given the general meaning common within the industry of oil and natural gas exploration and drilling.

City means the city of Heber Springs, a municipal corporation of the state of Arkansas, and all of the territory within its present and future corporate boundaries. City Council means the Council of the city of Heber Springs.

License means the non-exclusive authorization granted by the city to construct, operate and maintain a gas pipeline within all or part of the city and to occupy or use the streets or the ground beneath the streets within the city. The license shall be evidenced by a license document or permit, and shall be subject to the terms of this ordinance.

Licensee means the person or entity to which license henceforth is granted for the construction, operation, maintenance, and reconstruction of a gas pipeline.

Licensor means the city of Heber Springs as represented by the City Council, Mayor, or their designee acting within the scope of their authority.

Mayor shall mean the person who is the duly elected Mayor of the city of Heber Springs, Arkansas, at the time of any action taken or required by this ordinance.

Permit means the written authorization granted by the city to the licensee for operation of a gas pipeline system in a particular location referred to in this ordinance the as "drilling site," which is evidenced by a tangible license or permit signed by the Mayor of the city, including referenced exhibits and specifications, license applications, and other related material.

Roadway shall mean a highway, street, road, alley, or way established (e.g., adopted or accepted as a dedication) by the public authorities for use of the general public, and over which, every person has a right to pass for all purposes of public travel and transportation.

Streets and public ways means the surface of and the space above and below any public street, sidewalk, rights-of-way, alley, right-of-way easements, or other public way of any type whatsoever, now or hereafter existing as such within the city.

Year means a full calendar year. Fiscal years may include any twelve-month period. (Ord. No. 2008-12, Sec. 1.)

13.12.02 Special use permit for well

Section I. Purpose

- A. This article is hereby adopted for the purpose of prescribing regulations governing conditions for the exploration for oil and natural gas, and drilling of oil and natural gas wells, as well as for planning purposes to promote the safety, morals, order, convenience, prosperity, and general welfare of the citizens of Heber Springs, Arkansas.
- B. A special use permit is established to set standards for use in approving applications for seismic activities; for oil and natural gas well drilling and operations, and to establish procedures for processing the special use applications and permits. Certain uses are defined as special uses because of the potential harmful effects the use can cause to public and private property in Heber Springs, and the environment and health of its citizens, and because the requirements needed to eliminate those harmful effects vary from site to site. Thus, the Mayor of the city of Heber Springs, or his designated agent, in conjunction with the Planning and Zoning Commission, in reviewing each special use request, will consider the overall compatibility of the planned use with surrounding property as well as such specific items as street standards, traffic patterns, proximity to public and private buildings and other public facilities and utilities, compliance with the adopted Fire Prevention Code of the city, amount of dust or spillage created by

the operation, and traffic control, etc., to ensure, to the greatest possible extent, that no harmful effects occur to such public or private properties. However, nothing herein shall be interpreted and/or applied so as to effectively prevent or eliminate oil and/or natural gas drilling within the city of Heber Springs. (Ord. No. 2008-12, Art. 2, Sec. I.)

Section II. Application for permit – submission; fee; contents of application

- A. The application for a special use permit to conduct natural gas well drilling and operations shall be made to the Heber Springs Planning and Zoning Commission, by the owner, contractor or agent of the oil and natural gas well lease. One permit is required per approved drilling site. An approved permit shall be required prior to the commencement of any site preparations for mineral drilling, within the city limits of Heber Springs, Arkansas. The drilling site for which the permit is sought, shall be defined by the legal property description of the area to be drilled and shall be provided to the city in the application process as set forth more specifically in Section II, subsection (E). There shall be a fee established as set forth in Section II, subsection (D) for each permit.
- B. The complete application, including all supportive information, must be received by the Planning and Zoning Commission at least fourteen (14) working days before the date that any seismic, exploration or drilling site work in anticipation of drilling operations is to commence.
- C. The application shall include two (2) copies of the information required in subsection (E), below.
- D. The fee associated with this permit is established, and shall be:
 - 1. Five Hundred Dollars (\$500.00)
 - 2. The fees associated with this ordinance may be changed by the City Council of Heber Springs by ordinance only.
- E. The permit application shall consist of two copies of all information submitted or required to be submitted to the Arkansas Oil and Gas Commission and the Arkansas Department of Environmental Quality in connection with obtaining permits from those agencies for site clearance, drilling and operation of the proposed oil and/or natural gas well, but at a minimum shall include the following:
 - A survey and site plan of the property prepared by a certified land surveyor or registered civil engineer shall be submitted on paper no larger

than twenty-four (24) inches by thirty-six (36) inches and no smaller than twelve (12) inches by twenty-four (24) inches. The site plan shall be drawn to a scale of no less than one (1) inch equals twenty (20) feet, unless the Mayor, in conjunction with the Planning and Zoning Commission, approves a different scale. The survey and site plan shall, at a minimum, contain the following information:

- a. The land to be included in the proposed use, along with a written legal description of the land and the street address, if any, of said property;
- b. The location and dimensions of all public rights-of-way on or abutting the planned area;
- c. Existing and proposed finished grade on the site, with particular attention to drainage;
- d. The location of all points of vehicular entrance and exit to the site. The location and dimensions of all existing easements and public improvements within the site;
- e. The location of permanent or temporary structures or proposed structures to be located on the site:
- f. The location of any reserve pit;
- g. The location of closest available water to the site;
- h. The exact location of the proposed drilling rig;
- i. The location of an all-weather roadway (shale, SE-2, etc.) capable of supporting fire apparatus on the site;
- j. The location of all security fencing around the site (if applicable);
- k. A survey and site plan;
- 1. The present zoning classification of the property, using such words as "residential," "industrial," or "commercial;"
- m. A description of the proposed special use, including, but not limited to: the description of any construction of temporary

structures to be erected on the property; the number and approximate location of bore holes anticipated at the time of application for permit.

- n. The projected route of truck traffic to and from the operation site, including the projected number of trips.
- o. The name and emergency contact information of subcontractor responsible for site preparation;
- p. Any chemical to be used on the site for which a Material Safety Data Sheet is required to be developed under any federal or state law;
- q. Evidence that the applicant has given written notice by certified mail, return receipt requested, to the owners of all property situated within four hundred (400) feet of the well bore and all contiguous land owners to the drill site, setting forth the location of the well site and the anticipated date of commencement of operations on the well site.
- 2. Any material changes to the information contained in Section II, subsection (E) shall be presented to the Heber Springs Planning and Zoning Commission, in written form, as soon as is reasonably practicable. (Ord. No. 2008-12, Art. 2, Sec. II.)

Section III. Conditions and restrictions upon permit The Mayor, in conjunction with the Planning and Zoning Commission, may impose reasonable conditions and restrictions upon the application under consideration, with the intent of minimizing the impact of the special use permit operation upon nearby property or public property. The limitations placed upon a special use permit may include, but are not limited to:

- A. The method for cleaning materials used in the operations that are dropped, shifted, leaked or otherwise escape onto a roadway from the vehicle transporting such materials, or onto property adjoining the drill site or public or private roadways, and such material shall be removed as necessary each day.
- B. The method of controlling traffic (flagman or traffic-control devices may be required at the contractor's expense).
- C. Weight limits may be placed on all haulers to minimize damage to public facilities (reasonable weight limits to be determined by the Mayor in conjunction with the Planning and Zoning Commission).

- D. The number of hours that site preparation work may be conducted on the drilling premises prior to commencement of drilling activities may be regulated by the Mayor in conjunction with the Planning and Zoning Commission, to minimize harmful effects on nearby property owners. Said limitations, if applicable, shall be set forth during the permit process and shall be incorporated into permit.
- E. Under extraordinary circumstances, the Mayor in conjunction with the Planning and Zoning Commission, shall have discretion to make modifications to an active permit. (Ord. No. 2008-12, Art. 2, Sec. III.)

Section IV. Compliance with fire code and other laws and regulations, and related safety precautions The applicant must be and remain throughout the work on the site and operations in compliance with all applicable federal, state, local laws, including the Fire Prevention Code of the city and any applicable noise ordinance, and must also meet the following conditions:

- A. The reserve pit shall be located a minimum of one hundred (100) feet from any structure not owned by the owner or operator of the drilling site, and precautions (fence, etc.) taken to prevent children, elderly persons or other persons who may enter the site from falling into any pits on the site.
- B. All standing brush or trees shall be cleared for a radius of fifty (50) feet from a reserve pit. Such steps shall be taken as are necessary to preserve vegetation and natural areas on the remainder of the well site.
- C. The reserve pit shall be diked or otherwise constructed to protect public property and the environment, including overflow in the event of a 100-year rainfall.
- D. Water must be available within one thousand, five hundred (1,500) feet at the drilling site by a fire hydrant, hoses which will fit Fire Department connections or another adequate water source specifically approved by the Mayor, in conjunction with the Planning and Zoning Commission, during the permit process.
- E. Any well bore hole on the drilling site for which the permit is approved shall be a minimum of one hundred (100) feet from any roadway.
- F. An all-weather roadway capable of supporting fire trucks, fire and rescue apparatus shall be constructed on the site.
- G. When surface blasting is required, the following precautions shall be taken:
 - 1. Blasting shall be conducted by federally licensed technicians.

- 2. City authorities having jurisdiction shall monitor blasting.
- 3. Blasting shall be limited to the daylight hours, between the hours of 8:00 a.m. to 5:00 p.m.
- 4. Residents and owners of structures within a one-fourth (1/4) mile radius of the blast site shall be notified in one of the following manners:
 - a. by personal notice, verified by the resident/owner's signature, presented to the city a minimum of forty-eight (48) hours in advance of blasting; or
 - b. by notice of the blasting to be published one time in a local newspaper of general circulation in Cleburne County, Arkansas.
 Said notice by publication must include the location of the blasting site, and the dates and times the blasting will occur.
- H. The drilling site shall have security fencing around the entire site or personnel on the site twenty-four (24) hours during the operations, to prohibit unauthorized access.
- I. A list of trained personnel to be called in case of a blow-out shall be furnished to the Fire Department.
- J. Repairs to the city streets may be required by the Mayor, (in conjunction with the Planning and Zoning Commission).
- K. All steps reasonably necessary shall be taken in the operation of the well site to protect the health, safety and welfare of all persons and property, and the permittee, and the owner/operator of the drilling operation shall at all times comply with all applicable federal, state, and local laws.
- L. Under extraordinary circumstances, the Mayor, in conjunction with the Planning and Zoning Commission, shall have discretion to make modifications to an active permit on the above noted regulations. (Ord. No. 2008-12, Art. 2, Sec. IV.)

Section V. Damages to public property; binding agreement of responsibility; bond

A. The owner or applicant filing for a special use permit shall sign a binding agreement with the city that all damages to public property directly or indirectly related to this operation, for which the owner or applicant is legally responsible, shall be repaired at the expense of the applicant. "Public property" shall also

include, without limitation, lands in public parks, creeks, streams, ponds, trees, vegetation and soil located on public lands or rights-of-way. The Mayor, in conjunction with the Planning and Zoning Commission, shall determine the location and condition of public facilities (including photos and documentation) prior to the initiation of the operation, and develop an estimate of the amount that might reasonably be required to repair or replace those facilities as a result of damage from the proposed oil and/or natural gas drilling, exploration and operating activities.

- B. To secure payment of any damages required by the agreement provided in subparagraph (A) of this section, the applicant must provide security in one of the following forms:
 - 1. by posting a bond for an amount not less than the amount of the estimate to be determined in said subparagraph (A), for the amount determined by the Mayor, in conjunction with the Planning and Zoning Commission.
 - 2. by providing a bond immediately after completion of the drilling of the well site, repairs shall be commenced by the owner/operator of the well on the damage that has been done to the public property. In the event that the estimate prepared by the Mayor or his designated agent, or the agreement and bond provided by the owner/operator and their surety is inadequate to cover the cost of such damages, the owner/operator shall not be relieved of the excess of such damages over the estimate or amount of the agreement or bond, but such owner/operator shall be responsible for the full amount of damages caused to public and private property caused by the owner/operator's site work, exploration and operation activities.
- C. Failure of the applicant to correctly repair all damaged public facilities, for which it has been determined responsible, may result in the revocation of all existing or future permits for such company, and a lien is hereby authorized to be imposed on the ell, equipment, and all production of oil and/or natural gas produced from the well to secure the payment of any and all damages covered by the agreement. (Ord. No. 2008-12, Art. 2, Sec. V.)

Section VI. Temporary trailer on drilling site As is customary in the business of gas exploration, a trailer(s) may be placed on the drilling site for the purposes of administration of the drilling site and housing of select personnel, for a limited duration. The trailer(s) shall be of a temporary nature and shall be allowed to be present within the city limits of Heber Springs at the time of site preparation, commencement of drilling and throughout the duration that the rig is on site. A separate special use permit will not be required for the placement of a trailer as described herein, as this section shall constitute an amendment to any local requirements for a

special use permit. For the purposes of this ordinance, the exception herein established is done so in consideration of the direct economic benefit associated with natural gas and oil exploration within the city limits of Heber Springs. (Ord. No. 2008-12, Art. 2, Sec. VI.)

Section VII. Time limit on commencement of drilling operations The drilling operation must begin within six (6) months of the authorization, unless a special time limit less than six (6) months has been imposed by the Mayor, in conjunction with the Planning and Zoning Commission. (Ord. No. 2008-12, Art. 2, Sec. VII.)

Section VIII. Appeal of the Planning and Zoning Commission's decision to City Council; time limit; fee The decision of the Planning and Zoning Commission concerning the issuance of a special use permit may be appealed to the City Council by any resident of Heber Springs, any applicant whose permit is denied, or any person residing within one-fourth (¼) mile of the site of the proposed activity for which the permit is issued. The appeal must be filed in writing with the City Clerk by 4:30 p.m. on the tenth (10th) calendar day following the date of the second publication of the notice of permitting decision by the Planning and Zoning Commission. The notice of appeal must set forth in basis for the specific acts, omissions and legal authority constituting the basis for the appeal. A fee in the amount of Fifty Dollars (\$50.00) must be paid by the person or persons filing the appeal at the time of such filing. (Ord. No. 2008-12, Art. 2, Sec. VIII.)