

TOWN OF BLACK MOUNTAIN HISTORIC PRESERVATION COMMISSION

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, July 18, 2018 at 6:00 p.m. in Town Hall at 160 Midland Avenue, Black Mountain, North Carolina.

I. CALL TO ORDER

The meeting was called to order with the following members present:

Debra Wooton
Elaine Loutzenheiser
Lauronda Teeple

Absent:

Shannon-Heather Wall

Staff:

Jennifer Tipton, Zoning Administrator

The meeting was called to order at 6:00 p.m. and duly constituted and opened for business with a quorum of three (3) regular members.

II. ADOPTION OF AGENDA

Lauronda Teeple made a motion to adopt the agenda as presented. The motion was seconded by Debra Wooton and approved by a vote of 3-0.

III. ADOPTION OF MINUTES

Debra Wooton made a motion to adopt the minutes of June 20, 2018 as written. The motion was seconded by Lauronda Teeple and approved by a vote of 3-0.

IV. OLD BUSINESS

1. Newspaper/Periodical Box Update

Ms. Tipton reported that a few of the boxes have been removed by the town or by the distributor so progress is being made. Due to staff changes at Black Mountain News, those boxes might take a little longer to be updated.

V. NEW BUSINESS

1. Election of Officers

Debra Wooton nominated Elaine Loutzenheiser for Chair. Ms. Loutzenheiser accepted the nomination. The nomination was approved by a vote of 3-0.

Elaine Loutzenheiser nominated Debra Wooton for Vice Chair. Ms. Wooton declined the nomination.

Elaine Loutzenheiser nominated Lauronda Teeple for Vice Chair. Ms. Teeple accepted the nomination. The nomination was approved by a vote of 3-0.

Because the commission has staff provided there is not a need for a secretary.

2. Review of Boards and Commissions Manual and Code of Ethics

Ms. Tipton went over the Boards and Commissions manual and highlighted points regarding absences, chair duties, membership, and term limits. Elaine Loutzenheiser asked that the minutes be more explicit when it comes to actions and reasoning's as the minutes serve as the historic

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record of the commission. Ms. Tipton spoke about functions of the commission and one of those functions is to highlight areas to be considered for a historic district. The commission discussed how there are historic properties that are included in the current historic district and that a good long term goal would be to incorporate those properties into the historic district. It was agreed among the commission that the first step would be to identify those parcels that would need to be included and then move on to a notification/survey to the property owners and then begin to look for grant funding and prepare for the new fiscal budget to pay for the new survey that would be required. Ms. Tipton spoke about public record and reminded all members that email and social media can be public records. Ms. Tipton spoke briefly about social media and explained that as a quasi-judicial board, it is important to refrain from commenting on matters that could come before the commission.

Ms. Tipton then went over the Code of Ethics policy and talked about expectations and behaviors of commission members. The Code of Ethics policy is required to be signed by all advisory boards and the Board of Aldermen.

3. Calendar of Scheduled Meetings

Ms. Tipton presented the commission with two calendars of meetings. One calendar was for keeping the current monthly meeting schedule and the other calendar would be changing the meeting schedule to quarterly with the next meeting being in October but allowing for special call meetings if necessary. Debra Wooton made a motion to change the meetings of the Historic Preservation Meeting to quarterly beginning in October and to adopt the quarterly meeting schedule. The motion was seconded by Lauronda Teeple and approved by a vote of 3-0.

**VI. COMMUNICATION FROM HISTORIC PRESERVATION
COMMISSION**

None at this time.

VII. COMMUNICATION FROM STAFF

None at this time.

VII. ADJOURNMENT

Debra Wooton made a motion to adjourn the meeting at 6:55 p.m. The motion was seconded by Lauronda Teeple and approved by a vote of 3-0.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator