

**TOWN OF BLACK MOUNTAIN
ZONING BOARD OF ADJUSTMENT**

The Black Mountain Zoning Board of Adjustment held its regular meeting on Thursday, July 19, 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:

Cheryl Milton, Chair
John DeWitt, Vice Chair
Jillian Ballard, Secretary
Bob Osmundsen
Ted Mattson, Alternate
Janet McKimpson, Alternate
Charlotte McRanie, Alternate

Absent:

Rebecca Harris

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 four (4) regular members and three (3) alternates.

II. ADOPTION OF AGENDA

John DeWitt made a motion to adopt the agenda as presented. The motion was seconded by Janet McKimpson and approved by a vote of 7-0.

III. ADOPTION OF MINUTES

John DeWitt made a motion to adopt the minutes of June 21, 2018 as written. The motion was seconded by Ted Mattson and approved by a vote of 7-0.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Election of Officers

John DeWitt made a motion to keep the same slate of officers which were as follows:

Chair: Cheryl Milton

Vice Chair: John DeWitt

Secretary: Jillian Ballard

The motion was seconded by Janet McKimpson and approved by a vote of 7-0.

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

Ms. Tipton reviewed the Boards and Commission Manual and touched on membership, functions of the board, functions of the chair, absences, resignations and public records. Ms. Tipton spoke to the board about social media and refraining from posting on things that could come before the board. Ms. Tipton also spoke about being approached by citizens wanting to ask about cases and Ms. Tipton recommended board members let the citizens know that they cannot talk about it. Ms.

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Tipton reminded board members that any communications need to be disclosed and that includes emails. Ms. Tipton then reviewed the Code of Ethics Policy that touches on members of boards acting accordingly and being good stewards for the Town and the boards they serve. Ms. Tipton did review the sanctions section if someone is found to be in violation of the code of ethics.

3. Calendar of Scheduled Meetings

John DeWitt made a motion to approve the calendar of scheduled meetings through 2019. The motion was seconded by Janet McKimpson and approved by a vote of 7-0.

VI. COMMUNICATION FROM ZBA

None.

VII. COMMUNICATION FROM STAFF

Ms. Tipton asked the board about a training session with the Town Attorney and several members said that they would like to attend. Ms. Tipton said that if there is no business at the August meeting then it will be scheduled for then but if a case comes up for the August meeting then a special meeting will be called for the training and whoever would like to come will be welcome and it will be advertised.

VIII. ADJOURNMENT

John DeWitt made a motion to adjourn at 6:39 p.m. The motion was seconded by Cheryl Milton and approved by a vote of 7-0.

Prepared by:

Cheryl Milton, Chair

Jennifer Tipton, Zoning Administrator

Jillian Ballard, Secretary