TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION
MINUTES OF REGULAR MONTHLY MEETING
August 15, 2012

The Black Mountain Historic Preservation Commission held its regular monthly meeting on Wednesday, August 15, 2012 at 7:00 p.m. in the 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:
   Jack Buchanan, Chair
   Roger Rio, Secretary
   Teresa Howachyn
   Stephen Parrish

Absent:
   Chad Slagle

Staff:
   Jennifer Tipton, Zoning Administrator
   Rosa B. Hilbert, Senior Administrative Assistant

Jack Buchanan called the meeting to order with a quorum consisting of four (4) regular members. The meeting was duly constituted and opened for business. Chair Buchanan said that the Town Manager could not be at this meeting because of a scheduling conflict.

II. ADOPTION OF AGENDA
Vice Chair Roger Rio moved that the agenda be amended to omit IV. Introduction of New Town Manager. The motion was seconded by Steve Parrish and unanimously approved.

III. ADOPTION OF MINUTES
Teresa Howachyn moved to adopt the minutes of July 18, 2012 as written. The motion was seconded by Steve Parrish and unanimously approved.

IV. BUSINESS
   1. Discussion of the Rules of Procedure
After a lengthy dialogue, the Commission concurred that Section D on page 2 should remain as it is written. Teresa Howachyn made the motion that the language stays the same and it was unanimously approved by the Commission. Secretary/Treasurer - A secretary/treasurer shall be elected annually by the voting members of the Commission in the same manner as the chairman. The secretary shall oversee the keeping of all records and funds and the conducting of all correspondence of the Commission.

The Commission unanimously adopted amendments to Section VIII Application Procedures for Certificate of Appropriateness, section A, paragraph three (3) to read: Applications for minor works approved by the Staff or Minor Works Committee be reviewed and recorded in the Commission minutes. Minor works disapproved by Staff or Minor Works Committee shall be reviewed and upheld, reversed, or continued to the Commission at its next regular meeting. The motion was made by Steve Parrish and seconded by Roger Rio.
The Commission unanimously adopted additional language be added to the beginning of Section VIII Application Procedures for Certificate of Appropriateness, section C to read: Applications for major works shall be filed, completed in form and context, not more than twenty-five (25) days or less than 10 calendar days prior to the meeting at which the application is to be considered, the Commission shall notify by mail property owners within one hundred (100) feet of the subject property. The motion was made by Steve Parrish and seconded by Roger Rio.

V. HISTORIC COMMISSION/STAFF COMMENTS – REPORTS AND COMMUNICATIONS, ANNOUNCEMENTS - none

VI. PUBLIC COMMENT - none

VII. ADJOURNMENT
The meeting adjourned at 7:45p.m. on a motion by Teresa Howachyn and approved unanimously.

Jack Buchanan, Chair

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Roger Rio, Secretary

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Rosa B. Hilbert, Deputy Clerk