

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

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The Black Mountain Zoning Board of Adjustment held its regular meeting on Thursday, August 15, 2019 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  
Rebecca Harris  
Bob Osmundsen  
Ted Mattson  
Charlotte McRanie, Alternate  
Greg Feightner, Alternate

Absent:

Janet McKimpson, Alternate

Staff:

Jennifer Tipton, Zoning Administrator

The meeting was called to order at 6:05 p.m. and duly constituted and opened for business with a quorum of five (5) regular members and two (2) alternates.

**II. ADOPTION OF AGENDA**

The agenda was adopted by consensus of the regular members.

**III. ADOPTION OF MINUTES**

John DeWitt made a motion to adopt the minutes of June 20, 2019 as written. The motion was seconded by Bob Osmundsen and approved by a vote of 5-0.

**IV. OLD BUSINESS**

None.

**V. NEW BUSINESS**

**1. Election of Officers**

John DeWitt made a motion to nominate Cheryl Milton for Chair, John DeWitt for Vice Chair and Rebecca Harris for Secretary. The motion was approved by a vote of 5-0.

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

Ms. Tipton briefly went over the Boards and Commissions Manual explaining that the manual provides information about open meetings, public records, meeting guidelines and other topics. Chair Milton spoke about social media and to not talk about cases that may come before the board or cases that are or could be controversial. Ms. Tipton also spoke about not talking bad about the Town, Town staff or the aldermen on social media.

**VI. COMMUNICATION FROM ZBA**

None.

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**VII. COMMUNICATION FROM STAFF**

None.

**VIII. ADJOURNMENT**

John DeWitt made a motion to adjourn at 6:15 p.m. The motion was approved by a vote of 5-0.

Prepared by:

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Cheryl Milton, Chair

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Jennifer Tipton, Zoning Administrator

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Rebecca Harris, Secretary