



TOWN OF BLACK MOUNTAIN
160 Midland Avenue ♦ Black Mountain ♦ N.C. ♦ 28711
Phone: (828) 419-9300 ♦ Fax: (828) 669-2030

MEMORANDUM

To: Town of Black Mountain Historic Preservation Commission
From: Jennifer Tipton, Zoning Administrator
Re: Agenda Packet for February 19, 2020
Date: February 12, 2020

The **Town of Black Mountain Historic Preservation Commission** will meet on **Wednesday, February 19, 2020, at 6:00 p.m.** in Town Hall at 160 Midland Avenue.

Please find the following items for your information and use at the meeting:

1. The proposed agenda;
2. Draft minutes from July 17, 2019; September 18, 2019; October 16, 2019; November 20, 2019; December 11, 2019; and January 15, 2020;
3. Determine criteria for coloring book.

Please let Jennifer Tipton know if you are **unable** to attend this meeting.
jennifer.tipton@townofblackmountain.org or (828) 419-9373.

The Town of Black Mountain is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting, please inform Jennifer Tipton at (828) 419-9373 or by email at jennifer.tipton@townofblackmountain.org.

CC: Jessica Trotman, Planning Director
Ron Sneed, Town Attorney



PUBLIC NOTICE

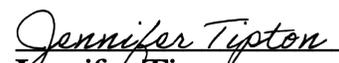
BLACK MOUNTAIN HISTORIC PRESERVATION COMMISSION

REGULAR MEETING

Wednesday, February 19, 2020, at 6:00 p.m.

The Black Mountain Historic Preservation Commission will meet for their regular monthly meeting on **Wednesday, February 19, 2020, at 6:00 p.m.** at Town Hall, 160 Midland Avenue, Black Mountain, NC. The purpose of this meeting is to discuss criteria for a historic coloring book.

The meeting is open to the public.



Jennifer Tipton
Zoning Administrator

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Posted to the Town Bulletin Board 01/31/2020

www.townofblackmountain.org



**Historic Preservation Commission Regular Meeting
February 19, 2020**

PROPOSED AGENDA

I. CALL TO ORDER

- **Welcome**
- **Determination of Quorum**

II. ADOPTION OF AGENDA

- **Motion:** To adopt the agenda as presented [or as amended]

III. ADOPTION OF MINUTES

- **Motion:** To adopt the minutes of:
July 17, 2019 as written [or as amended]
September 18, 2019 as written [or as amended]
October 16, 2019 as written [or as amended]
November 20, 2019 as written [or as amended]
December 11, 2019 as written [or as amended]
January 15, 2020 as written [or as amended]

IV. OLD BUSINESS

V. NEW BUSINESS

- **Determine Criteria for Coloring Book**

VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION

VII. COMMUNICATION FROM STAFF

VIII. ADJOURNMENT

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, January 15, 2020, 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 at 6:00 p.m. with the following members present:

Elaine Loutzenheiser, Chair
Susan Leive
Frank Cappelli
Ron Collins
Jim Fuller

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 five (5) regular members.

II. ADOPTION OF AGENDA

Jennifer Tipton made an amendment to the agenda to table all minutes until they could be sorted as to which minutes have already been adopted and to make some amendments to the December minutes. Jim Fuller made a motion to adopt the agenda as amended. The motion was approved by consensus.

III. ADOPTION OF MINUTES

No minutes to adopt.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Public Education Opportunities

Brief discussion was held regarding the brochure for the Historic Preservation Commission. Jennifer Tipton explained that the brochures would be sent out to both property and business owners. The brochures will also be placed in new business packets. Brochures will also be placed at the Chamber of Commerce.

The Old Depot has not yet decided on a date for their ribbon cutting for their new signage. Chair Elaine Loutzenheiser asked that the documents from the signage request for the Old Depot be brought to the February meeting so that the new members could view them.

Discussion was held about the coloring book. Frank Cappelli said that he would talk to the high school about having students draw the buildings. It was decided that the coloring book should be between twenty-four and thirty-two pages. It was decided that any historic building should be included in the book and not just limited to the historic district. Susan Leive suggested that

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criteria be set to determine which buildings would be featured. The goal is to give the coloring books to 3th graders and then sell at the Chamber of Commerce and maybe events.

Discussion was held about the walking tour brochure. Ron Collins has information about the Boston Freedom Trail and also mentioned that in Chapel Hill, they have small plaques that indicate what the buildings were originally built for. It was suggested that businesses could be corporate sponsors and could help to pay to produce the brochure. The plaque idea will be set as a goal. The committee will do a walking tour using the historic inventory and then decide which buildings to include in the walking tour brochure.

Jennifer Tipton will provide some dates in the next couple of weeks for a walking tour and will provide a printed copy of the historic inventory. Ms. Tipton suggested that at the next meeting the commission could set criteria for determining which buildings would be featured in the coloring book as well as discuss the buildings from the walking tour that should be included in the walking tour brochure.

VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION

None.

VII. COMMUNICATION FROM STAFF

None.

VII. ADJOURNMENT

Susan Leive made a motion to adjourn at 6:35 p.m. The motion was seconded by Jim Fuller and approved by a vote of 5-0.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held a special call meeting on Wednesday, December 11, 2019, at 6:00 p.m. in Town Hall at 160 Midland Avenue, Black Mountain, North Carolina.

I. CALL TO ORDER

There was not a quorum present:

Elaine Loutzenheiser, Chair
Susan Leive

Absent:

Frank Cappelli

Staff:

Jennifer Tipton, Zoning Administrator

Others Present:

Jim Fuller
Ron Collins
Shawn Slome

The meeting was not called to order due to no quorum being present. Discussion was held on the coloring book and the possibility of having high school students draw the buildings. It was discussed that the ribbon cutting for the Old Depot signage could be held during the summer during Art by the Tracks when there are lots of people in town. The commission members said that they would like to do a walking tour of the historic district.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, September 18, 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 at 6:02 p.m. with the following members present:

Elaine Loutzenheiser, Chair
Susan Leive
Frank Cappelli

Absent:

Amanda Vothrall

Staff:

Jennifer Tipton, Zoning Administrator

Others Present:

Mary Soyenova
Russ Keeney
Mary Keeney

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

Frank Cappelli made a motion to adopt the agenda as presented. The motion was seconded by Susan Leive and approved by a vote of 3-0.

III. ADOPTION OF MINUTES

There were no minutes to adopt.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Presentation from Russ Keeney for Old Depot Signage

Russ Keeney, board member of the Old Depot Association Board, spoke to the commission about placing a sign at the end of Cherry Street beside the depot to attract more people to the depot. The Old Depot Association received a grant and the association is doing an awakening of the depot and so far have replaced benches and have redone some of the signage on the building. Mary Soyenova presented the commission with several examples of the sign. The material will be aluminum with a plastic inside that will not warp or rust and will be six millimeters thick. They are looking at either a green or cream background. The association is hoping to be able to remove the trees between the depot and the caboose and replace with shrubs which will help the sign be more visible. The association will place photo panels along the fence detailing the history

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September 18, 2019

of the railroad and the depot. The maximum size would be four feet by six feet. The commission said that they preferred the cream background with the train and the four feet by six feet in size.

2. Training Update

Jennifer Tipton spoke about the training that was held at the Haywood County Courthouse. The training went over historic commissions and some of the history. The training also covered outreach and events. The commission talked about field trips, a coloring book, a scavenger hunt, a self-guided walking pamphlet, a speaker of the month and possibly doing a ribbon cutting for the Old Depot when they are finished installing their sign. Ms. Tipton is going to try and get in touch with Jerry Pope, who wrote a walking tour book for Black Mountain, and see if we can use his book as a coloring book and walking guide. The commission members are going to work on lists of speakers and partnering organizations.

VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION

None.

VII. COMMUNICATION FROM STAFF

Ms. Tipton presented two sign permits. One is for the Open Oven Bakery on Church Street and they will be using the same frame as the old Black Mountain Bakery Sign. The commission approved the sign request.

The other sign presented was for North Fork Kitchen, formerly Dark City Deli, to paint their logo on the fence that covers the air conditioning unit. The logo will be in black paint and will not include the fork. The commission approved the sign request.

VII. ADJOURNMENT

Frank Cappelli made a motion to adjourn at 7:11 p.m. The motion was seconded by Elaine Loutzenheiser and approved by a vote of 3-0.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, November 20, 2019, at 6:00 p.m. in Town Hall at 160 Midland Avenue, Black Mountain, North Carolina.

I. CALL TO ORDER

A quorum was not available so the meeting did not take place.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, October 16, 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 at 6:02 p.m. with the following members present:

Elaine Loutzenheiser, Chair
Susan Leive

Absent:

Frank Cappelli
Amanda Vollrath

Staff:

Jennifer Tipton, Zoning Administrator

Others Present:

Shawn Slome

The meeting was not called to order due to lack of a quorum.

II. ADOPTION OF AGENDA

The agenda was not adopted due to a lack of a quorum.

III. ADOPTION OF MINUTES

No minutes were adopted due to a lack of a quorum.

IV. OLD BUSINESS

Elaine Loutzenheiser spoke about a house at 108 Connally Street that is potentially a Sears Roebuck kit house. Jennifer Tipton will try and contact the owner to see if they can confirm this or not. Ms. Loutzenheiser and Susan Leive discussed the coloring book and Shawn Slome said he would contact the museum about some pictures and Ms. Leive will see if her husband can use Photoshop to make the photographs look like a drawing. Ms. Tipton passed out a couple of examples of newsletters and Ms. Leive and Ms. Loutzenheiser suggested doing a one page newsletter quarterly.

V. NEW BUSINESS

Ms. Tipton presented the Minor Works Committee, which consists of Ms. Loutzenheiser and Ms. Leive, with two projects for approval and one upcoming project.

Shayne Hollifield would like to replace the concrete façade at 106 Black Mountain Avenue with creek river stones which would be similar to the facades of Design Driven and the old Stove and Chimney Store. The Minor Works Commission approved the project.

Debra Martin would like to remove the wooden boards from the windows of 203 W. State Street to open up the windows and add more light to the building. Ms. Martin would also like to remove the outside air conditioning unit. The Minor Works Commission approved the project and asked that Ms. Martin be advised to take care when cleaning the brick as the mortar in some places is dry and crumbling.

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Ms. Tipton informed the Minor Works Commission that a new owner has taken over the old Fringe Salon on W. State Street and will be replacing the awning and repainting the door and trim. The owner is thinking of doing black for the awning and tan for the door and trim but has not yet chosen exact colors but when that happens it will come before the Minor Works Commission for review.

VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION

Elaine Loutzenheiser asked that we invite Sharon Tabor, new director of the Chamber of Commerce to attend the next meeting.

VII. COMMUNICATION FROM STAFF

None.

VII. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Prepared by:

Elaine Loutzenheiser, Chair

Jennifer Tipton, Zoning Administrator