

**TOWN OF BLACK MOUNTAIN
HISTORIC PRESERVATION COMMISSION**

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, June 17, 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, Vice Chair
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 three (3) regular members. Frank Cappelli and Jim Fuller arrived later.

II. ADOPTION OF AGENDA

Susan Leive made a motion to adopt the agenda as presented. The motion was approved by consensus with a vote of 3-0.

III. ADOPTION OF MINUTES

Elaine Loutzenheiser addressed one typo and Jennifer Tipton said she would check on the spelling of the name of the new director of the Swannanoa Valley Museum. Susan made a motion to adopt the minutes s amended. The motion was approved by consensus with a vote of 4-0.

IV. OLD BUSINESS

1. Discussion of Ongoing Projects

With the current pandemic limiting gatherings and the opening of businesses, the coloring book project is going to be put on hold at this time. Once the Swannanoa Valley Museum opens up, then the Commission will go and look for pictures to use. Jennifer Tipton will also check on the budget for the Commission once the budget is adopted.

V. NEW BUSINESS

1. Election of Vice Chair

The Chair and Vice Chair were elected in July of 2019, however, the minutes from this meeting are not available and there was some confusion as to who the Vice Chair is. Ron Collins nominated Susan Leive to be Vice Chair. The motion was seconded by Frank Cappelli and approved by a vote of 4-0.

2. Historic District Guidelines – Chapter 1

Jennifer Tipton started the discussion by explaining that the General Assembly has combined the development rules and regulations for cities and counties into one statute, known as 160D. Part

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of the changes include updating Historic District Guidelines to be objective rather than subjective. At the May meeting, the Commission decided to start with Chapter 1 of the current guidelines. Chapter 1 is an introduction to the Historic Preservation Commission and the Historic District. Below are the amendments requested:

- Section 1.1 – add general statute number for enabling legislation
- Section 1.3 – remove sentence about members having to be part of historic or conservation district
- Section 1-4 – a complete rewrite with Jim Fuller and Ron Collins to spearhead
- Section 1.5 – change name of department name of contact person and also make sure forms listed in the appendix are the most current version
- Section 1.5 – Commission has been instructed to look look at project designations and determine if any need to be moved to another category
- Section 1.6 – add a process in the flow chart about the ability to go to the full commission if denied from minor works or staff or if a split decision from minor works
- Section 1.7 – send Secretary of Interior’s Standards for Rehabilitation to downtown property owners and business owners
- Section 1.8 – Jennifer Tipton will check the amended ordinance regarding the conservation district to make sure the guidelines align with the ordinance

The Commission discussed being more proactive with the business owners and property owners of property downtown. It was suggested that a letter be sent to all property owners and business owners explaining that their property is in the historic district, what that means, and including a link to the website for the Historic District Guidelines. Also, the letter could include an invite to sign up for notifications. Another suggestion was to do an online newsletter and have business and property owners subscribe via email to receive the newsletter.

Jennifer Tipton said that she will check on renaming the guidelines, bring a list of accomplishments the commission has had and will also provide three examples of other jurisdictions historic district guidelines.

VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION

VII. COMMUNICATION FROM STAFF

Jennifer Tipton said that she will invite Sharon Tabor, Black Mountain-Swannanoa Chamber of Commerce Director and LeAnne Johnson, Swannanoa Valley Museum Director to the July meeting.

VII. ADJOURNMENT

Jim Fuller made a motion to adjourn at 7:00 p.m. The motion was seconded by Frank Cappelli and approved by a vote of 5-0.

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Prepared by:

Elaine Loutzenheiser
Elaine Loutzenheiser, Chair

Jennifer Tipton
Jennifer Tipton, Zoning Administrator