



## 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 November 20, 2019  
Date: November 8, 2019

The **Town of Black Mountain Historic Preservation Commission** will meet on **Wednesday, November 20, 2019, 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 September 18, 2019 and October 16, 2019;
3. Update on Historic Projects; and
4. Historic brochure.

Please let Jennifer Tipton know if you are **unable** to attend this meeting.  
[jennifer.tipton@townofblackmountain.org](mailto: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](mailto:jennifer.tipton@townofblackmountain.org).

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



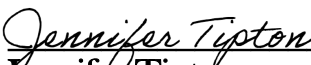
## **PUBLIC NOTICE**

### **BLACK MOUNTAIN HISTORIC PRESERVATION COMMISSION** **REGULAR MEETING**

**Wednesday, November 20, 2019, at 6:00 p.m.**

The Black Mountain Historic Preservation Commission will meet for their monthly meeting on **Wednesday, November 20, 2019, at 6:00 p.m.** at Town Hall, 160 Midland Avenue, Black Mountain, N.C.

The meeting is open to the public.

  
Jennifer Tipton  
Zoning Administrator

The Town of Black Mountain is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or a particular accommodation for this meeting please contact, Jennifer Tipton, Zoning Administrator at (828) 669-2030 or by email at [Jennifer.tipton@townofblackmountain.org](mailto:Jennifer.tipton@townofblackmountain.org)

*Posted to the Town Bulletin Board 11/01/19*

[www.townofblackmountain.org](http://www.townofblackmountain.org)



**Historic Preservation Commission Regular Meeting  
November 20, 2019**

**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 September 18, 2019 and October 16, 2019 as written [or as amended]
- IV. OLD BUSINESS**
  - Historic Projects
- V. NEW BUSINESS**
  - Historic Brochure
- VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION**
- VII. COMMUNICATION FROM STAFF**
- VIII. ADJOURNMENT**

**TOWN OF BLACK MOUNTAIN  
HISTORIC PRESERVATION COMMISSION**

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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 will 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

Historic Preservation Commission Regular Meeting  
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**

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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.

Historic Preservation Commission Regular Meeting  
October 16, 2019

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

- **How long will the approval process take?**

After you submit your completed application, it will be reviewed by the HPC at the next monthly meeting. You will receive notice of the meeting date. A decision is usually made during the meeting, and if approved, the COA will be issued shortly after the meeting.

- **What happens at the meeting?**

You will appear at the meeting to explain your project to the HPC. You may want to bring your contractor with you. You should also bring photos, drawings and sample building materials. The HPC may ask questions and can approve, approve with conditions or deny your application.

- **How long is my COA valid?**

The COA is valid for 6 months. If needed, you can apply for an extension.

- **What if I disagree with the decision?**

You may appeal the decision of the HPC to the Zoning Board of Adjustment within 30 days of the date of the decision. The ZBA will review the record of the meeting to determine whether the HPC found sufficient factual evidence to support its decision. Appeals of decisions of the ZBA are filed with the Buncombe County Superior Court.



## **Links and Contact Information**

If you have any questions about your historic property, please contact:

**Jennifer Tipton, CZO  
Zoning Administrator**

**Planning and Development  
Town of Black Mountain  
160 Midland Avenue  
Black Mountain, NC 28711  
(828) 419-9300**

For full details on regulations, rules and procedures, please refer to the Design Guidelines. Copies can be obtained online at <https://www.townofblackmountain.org/DocumentCenter/View/282/Historic-District-Design-Guidelines-PDF> or call the Planning Department at (828) 419-9300 to request a hard copy.

If you are contemplating renovations to your historic property, please free to drop by the Planning and Development Department and browse through our files of information. Please also visit the Historic Preservation Commission's web page to learn about deadlines, guidelines and tips to make your next project a preservation success story. Please call (828) 419-9300 for more information.



# **Guide to the Town of Black Mountain Historic Preservation Commission**



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## **Q & A**

- **What is the Black Mountain Historic Preservation Commission or HPC?**

The HPC is a group of Black Mountain residents appointed by the Board of Aldermen to regulate changes to historic properties within the District. The HPC meets on the 3<sup>rd</sup> Wednesday of the month at 6:00 p.m. at Town Hall. These meetings are open to the public.

- **How do I know if my property is located in the Historic District?**

The District includes properties on the west side of Broadway to South Dougherty Street.

- **If my property is located in the Historic District, what do I need to know?**

Before making any changes to the exterior of your property, you should review the Design Guidelines and consult with the Planning and Development Department to determine whether approval is required. This includes changes to the exterior of your building, as well as fencing, porches, siding, windows, doors, additions, accessory structures, roofing, painting, and solar panels. \*Interior changes are not regulated by the HPC.



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- **What is a COA?**

A Certificate of Appropriateness or "COA" is a document evidencing approval that a change or repair to a historic property conforms to the guidelines set forth in the Design Guidelines, similar to a permit. The COA should be posted in your window until work is complete.

- **Do I have to get a COA before I begin work?**

Yes. Failure to get approval for certain projects can result in fines or removal of the work.



- **What if my property has already been modified – do I still need to get a COA?**

Yes. Regardless of whether changes were previously made to your property, you still need to obtain approval for any future changes.

- **Where can I get a copy of the historic guidelines?**

You can download a copy of the Design Guidelines from <https://www.townofblackmountain.org/DocumentCenter/View/282/Historic-District-Design-Guidelines-PDF> or call the Planning Department at (828) 419-9300 to request a hard copy.

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- **How do I get a COA?**

You will need to fill out a COA application. To get a copy of the application, please call the Planning Department at (828) 419-9300. Forms are also available on the Town of Black Mountain website. The application must be submitted at least one month in advance of the next meeting date.

- **What information should I include in my application?**

Your application should include a complete detailed description of your project and (depending on the type of project) photos of the existing property and illustrations of the proposed change, sample materials, architectural drawings and plans, and other relevant information.

- **What factors does the HPC consider in making its decision?**

The primary consideration is whether the proposed change complies with the Design Guidelines. Other considerations include:

1. Scale and proportion of changes.
2. Visibility of the change from the street.
3. Material used.
4. Compatibility with the property and the Historic District as a whole.

- **Can I get guidance about my project without submitting a formal application?**

Yes. You can contact the Planning Department for advice and guidance regarding your project. Depending on the type of work, you may be able to obtain a COA by administrative approval, without having to attend a meeting.