

**TOWN OF BLACK MOUNTAIN  
HISTORIC PRESERVATION COMMISSION**

---

The Black Mountain Historic Preservation Commission held its regular meeting on Wednesday, January 20, 2021, at 6:00 p.m. electronically via Zoom.

**I. CALL TO ORDER**

The meeting was called to order at 6:06 p.m. with the following members present:

Susan Leive, Chair  
Ron Collins, Vice Chair  
Matthew Turner  
Frank Cappelli  
Elaine Loutzenheiser

Staff:

Jennifer Tipton, Senior Admin

Others Present:

Cate Crane

The meeting was called to order at 6:06 p.m. and duly constituted and opened for business with a quorum of five (5) regular members.

**II. ADOPTION OF AGENDA**

Due to everyone not receiving all pages of the guidelines, create a final draft was removed from the agenda. Ron Collins made a motion to adopt the agenda as amended. The motion was seconded by Frank Cappelli and approved by a vote of 5-0.

**III. ADOPTION OF MINUTES**

There was one change to the minutes and that was to change the number of members under adjournment from five to three. Ron Collins made a motion to adopt the minutes as amended. The motion was seconded by Matthew Turner and approved by a vote of 5-0.

**IV. OLD BUSINESS**

None.

**V. NEW BUSINESS**

**1. Review Historic District Guidelines Draft**

Jennifer Tipton apologized that everyone did not receive all of the pages of the draft guidelines. Ms. Tipton said that she will go ahead and complete a draft with all changes incorporated to date and then do a supplement page for all of the changes. Ms. Tipton said that the changes have to be adopted by July 1, so there is still time if more changes need to be made.

Ms. Tipton is still waiting on Ron Sneed for guidance on if non-contributing buildings can be treated differently than contributing buildings. Ms. Tipton will try and confirm with the Fire Department which building in the historic district is the tallest. Ms. Tipton has also confirmed that Dan Cordell, Building Inspector, will be in attendance at the February meeting to talk about building height and other issues or concerns from the commission.

Historic Preservation Commission Regular Meeting  
January 20, 2021

Susan Leive had a couple of suggestions and questions for the guidelines. She recommended that where staff approves minor works projects in regards to paint colors that it be amended to say that staff will approve paint colors that are on the approved color pallet and if there are any colors that are requested that are not on the color pallet, then the review goes to the Minor Works Committee. There was discussion about just having a description of allowable colors rather than having an actual color pallet and Ms. Leive stated that she wants to make sure that whatever is in the new standards will be defensible if someone appeals to a higher court. Ms. Tipton will check with other Historic Preservation Commissions and see what they have regarding colors and will pass that information along to the commission members.

**VI. COMMUNICATION FROM HISTORIC PRESERVATION COMMISSION**

None.

**VII. COMMUNICATION FROM STAFF**

None.

**VII. ADJOURNMENT**

Ron Collins made a motion to adjourn the meeting at 6:38 p.m. The motion was seconded by Elaine Loutzenheiser and approved by a vote of 5-0.

Prepared by:

*Susan Leive*  
Susan Leive, Chair

*Jennifer Tipton*  
Jennifer Tipton, Senior Admin