

**NASHVILLE DEVELOPMENT  
REVIEW COMMISSION MEETING  
TUESDAY, AUGUST 19, 2008**

**Commission Members Present:** President David Martin, Member June Bryan, Member Merwin Bugher, Member Warren Cole, Member Rosemary Saurer and Member Brenda Young. Commission Member(s) not present: Vice-President Sean Cassiday, Member Bob Bain and the Representative from the Brown County Economic Development Commission. Also in attendance – Town Superintendent Roger Bush, Chief Administrator Phyllis Carr and Historical Landmarks Foundation Representative Laura Renwick.

1) **CALL TO ORDER:** The meeting was called to order by Commission President Martin at 6pm.

2) **ROLL CALL:** The roll was called by Chief Administrator Carr.

**3) APPROVAL OF THE MINUTES:**

Member Cole asked to make a change on page three, changing the word precede to proceed. Member Young made a motion to approve the minutes of the June 17, 2008 meeting as corrected. Member Saurer seconded the motion. All were unanimously in favor.

Member Cole made a motion to approve the minutes of the July 15, 2008 meeting. Member Young seconded the motion. All were unanimously in favor.

**4) SIGN PERMIT APPLICATIONS**

**A. HANCOCK GALLERY/TWO SISTERS TEA PARLOR & EATERY – DOCKET #08-23**

Donna Sattler was present to discuss her sign application. Member Young noted that she spoke with Ms. Sattler earlier today regarding the amount of square footage that was on the application. President Martin asked if the size of the sign was 4x8. Ms. Sattler explained they had one piece of plywood with a couple of extra inches and they would like to hang a small sign below it that says “open” or “closed”. President Martin noted that that small sign would be considered informational and would not be counted toward the square footage. Member Young noted that Ms. Sattler wanted to make sure that she had the 75 square feet to use.

The current sign request is for 64 square feet, and she would also like to add an additional smaller sign with the 11 square feet left over. Discussion of what the smaller sign would look like. Ms. Sattler advised the smaller sign would say “Chapel Café Now Open, Closed Tuesday & Wednesday”.

Member Young made a motion to approve the sign application for Docket #08-23 for the Hancock Gallery based on the following guidelines: Si-1, Si-2, Si-7, Si-8, Si-11, Si-13, Si-14 and Si-17 and not to exceed 75 square feet total between the two signs. Member Bryan seconded the motion. All were unanimously in favor. Member Young asked Ms. Sattler to add the second sign to the application before it is taken to Planning and Zoning for approval.

**B. FIFTH THIRD BANK – SIGN APPLICATION – DOCKET #08-34**

**C. RAYMOND VANLANOT – FIFTH THIRD BANK – COA – DOCKET #08-33**

Raymond Vanlanot represented the sign application. President Martin commented that they should discuss the COA at the same time. President Martin explained that the ATM was hit by a vehicle and

Fifth Third would like to replace the ATM in a different location with a new sign. Mr. Vanlanot explained the color scheme would be the same as the temporary ATM that is currently on site. He further explained that the new ATM would be located in the first lane of the drive-thru, under the canopy and with no extra lighting other than the lighting from the canopy.

Town Superintendent Bush advised that this sign is not seen by public right of way, therefore no sign application is needed, just a COA. Town Superintendent Bush also commented that he did not see any problems with the installation of the ATM. Discussion. Mr. Vanlanot explained the material used would be between a matte and gloss finish.

Member Young made a motion to approve the COA for Docket #08-33 for the Fifth Third Bank based on the following guidelines under New Construction: NC-22, NC-23 and NC-24. Member Cole seconded the motion. All were unanimously in favor.

## **5) CERTIFICATE OF APPROPRIATENESS**

### **A. MIKE POPE – 44 W. GOULD STREET – DOCKET #08-30**

Mr. Pope was present to discuss the COA for the property at 44 W. Gould Street. Chief Administrator Carr explained that Mr. Pope submitted two COA's; one for 110 Van Buren and one for 44 W. Gould. The railing at the 110 Van Buren property was going to be painted a different color, but he changed his mind and painted like for like; therefore that COA was approved in-house.

Mr. Pope explained that at 44 W. Gould, there was a large house standing in front of that property at one time. The smaller house in back of the property has several areas with dry rot and need to be replaced. He would like to replace the soffits with like for like material as well as the shingles and flashing in the porch area. Mr. Pope also showed the Commission pictures of the rest of the house and explained it needs to be painted and asked the Commission to pick a color to paint the house from the samples he presented to them. Member Young advised the Commission would not pick the color to paint the house, but would advised as to which colors do fit into the Town's color palette.

Mr. Pope noted that he will begin replacing soffits and painting after Labor Day. This is not a business property and out of the way of tourist traffic.

Member Young made a motion to approve the COA for Docket #08-30 for Michael Pope based on the following paint guidelines: P-1, P-3, P-4, P-6 and P-7. Member Cole seconded the motion. All were unanimously in favor.

### **B. MATT GRAY – 79 N. VAN BUREN – DOCKET #08-32**

Matt Gray was present to elaborate on his plans to build a deck on his property. He explained that the Trolley business in his area has been a great success, however, people are looking for places to sit and eat their food. Mr. Gray would also like to build this deck for the overnight tourists they have staying at their property. Mr. Gray presented pictures and drawings of what the deck would look like. Discussion. Mr. Gray also noted that they will be putting planters around the deck and there will not be any doors, windows or a roof.

Member Young noted that under the New Construction guidelines, it says New Construction affords the opportunity to eliminate vacant lots and missing gaps in the small town's building fabric. Member Cole commented that this almost kind of fits into the preamble of the New Construction section as opposed to the exact numbers. Member Bryan made a motion to approve the COA for Docket #08-32 based on

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the following New Construction guidelines: NC-2, NC-11, NC-12, NC-13 and NC-14 as well as the Commission finds it in general agreement with their aims as expressed in the preamble to New Construction and Additions. Member Young seconded the motion. All were unanimously in favor.

Matt Gray addressed the Commission about holiday fixtures throughout town and asked what they thought about lighting. Mr. Gray advised that the group he is working with is discussing hanging of tasteful banners or other decorations throughout town for the holidays. The banners would be made of canvas and they should last at least eight years. They could also get banners for the different seasons of the year.

President Martin commented that this would have to go through the Town Council first. Mr. Gray would like some feedback from the DRC regarding these decorations. President Martin questioned where the money would come from to pay for the banners and who would put them up and take them down. Member Young commented that the Main Street Committee has not been active lately because they have not had any funds to do things. Member Young noted that the Main Street Committee has considered banners over the years and the Town, through the CVB and the Chamber, puts the banners down in the center of town for Christmas and holidays. She offered that the Main Street Committee would be an excellent committee to talk with. Member Young also reported that the Town has already pledged money to the Christmas lighting project.

Member Young made a personal comment stating she wanted to make sure that they don't become just any other town with the banners. Mr. Gray agreed one hundred percent. Historical Landmarks Foundation Representative Renwick reported that in Jeffersonville, Indiana they worked with a company out of Connecticut and were able to design their own banners. She did warn Mr. Gray, that even if a company says the banners will last for eight years, the darker colors will fade very quickly. Mr. Gray advised that he would contact Member Young to schedule a meeting with the Main Street Committee.

### **6) REPORT FROM TOWN ADMINISTRATION**

Chief Administrator Carr reported they approved one sign application in-house for Foxfire. She also informed the Commission that she mailed a letter to Bill Cook at State Farm Insurance addressing the fact that a COA was needed for painting his building.

### **7) COMMISSION MEMBER HANDBOOK**

President Martin advised that Historical Landmarks Foundation Representative Renwick has worked on some ideas for the Commission Member Handbook. Ms. Renwick presented a cover page to the Commission to review and explained the handbook would be for potential and new Commission members to know ahead of time what they are getting into, what the expectations are, what their roles would be, etc. This handbook would include a copy of the Design Guidelines, a copy of the ordinance that established the DRC, a copy of the ordinance that covers the demolition delay and potentially the Village District Ordinance along with anything relevant to the work of the Commission. The handbook would also include a map of the area DRC covers, staff approval chart, copies of previous meeting minutes, copies of COA and Sign Applications, motion making cheat sheets and general information such as handouts from the National Alliance of Preservation Commission, etc. Member Young suggested adding the Town's website because most all of this information is on the website.

Historical Landmarks Foundation Representative Renwick asked the Commission members to look through the information she had presented and provide feedback at the next meeting.

### 8) HARDSHIP PROCEDURES

President Martin asked Historical Landmarks Foundation Representative Renwick if she had worked on the Hardship Procedures. She advised that she contacted a list serve for people that deal with preservation commissions across the country to see if anyone had any formalized procedures or policies to deal with this situation and only received two responses. Cambridge, Massachusetts has a little blurb in their ordinance that says if the building is being rebuilt substantially similar to what was destroyed or damaged the staff can approve that work and not have to wait for a full meeting. Historical Landmarks Foundation Representative Renwick reported that Memphis, Tennessee has a procedure in their by-laws that in case of an emergency or by approval of the executive committee, they can convene a committee of three commission members that will go out to the site, meet with the owner and review and potentially approve the requested work whether it was different or same as what was there before. Discussion.

President Martin suggested having a workshop to discuss some of these ideas rather than at a regular meeting. President Martin then talked about his thoughts on strengthening the Demolition Ordinance. Member Bugher asked if this Commission has the authority to decide whether a building contributes to the character of the Village District. President Martin commented they would have to discuss this and where he is headed is that if the Commission is interested in throwing ideas back and forth and coming up with passages to add to the Demolition Ordinance and make it tougher for people to demolish buildings. President Martin noted that if the group is interested in discussing this, then they should talk to the Town Council and see if they are interested in having any input from the Commission on this. If the Council is not interested, then there is no need for them to discuss this.

President Martin has written ideas for the DRC to discuss regarding the Demolition Ordinance. He is suggesting that a demolition permit would be issued in the Village District only if the structure is less than fifty years old, does not contribute to the public good of the Village District, can be demonstrated to be not worthy of being salvaged and does not contribute to the character of the Village District.

Member Young commented that if the Commission is going to ask the Council to strengthen this ordinance, using these ideas are too subjective. If the Commission is looking in this direction, they need to do some research and know what they are going at before they go before the five Councilmembers that serve this community. Member Young believes these ideas would add another layer of government on property owners. Member Young wonders if they shouldn't involve the property owners in this discussion and asked if those property owners on the DRC would be willing to put on their deed to their property that their building cannot be demolished unless there is some sort of a catastrophe.

President Martin noted that he should have asked if the DRC is interested in discussing changes to the Demolition Ordinance and stopped at that. Member Cole asked if there is any sentiment for strengthening this ordinance. Discussion. Member Bryan would like to engage the Historical Society in these discussions. Member Cole commented that what Member Young stated was very important, because she is addressing the politics of the whole thing which is critical and getting the property owners to buy into these ideas is important if it were to succeed. Member Young commented that DRC should be seen as positive not negative. They are here to help preserve the community. Member Young also believes that involving the Historical Society is a wonderful idea. Discussion. Member Young volunteered to attend a work session on this issue. Member Saurer agreed that they should discuss this issue further. President Martin commented that there seems to be a consensus that the DRC

would not mind discussing this further along with the hardship procedures. Member Cole asked if President Martin would ask the Town Council first if they are interested in the DRC moving in this direction before they go through this exercise and find out there is no interest from the Council. Member Young asked how they could go to the Council and ask them anything if they have not thought it through themselves.

Town Council Vice-President Kirlin was present for the meeting and commented that the Demolition Ordinance took many years to get through the Council. Ninety percent of what is in and not in the ordinance came from the Town Attorney. Town Council Vice-President Kirlin advised that he personally would not entertain changing the ordinance at this point because the ordinance is not that old and maybe this is the best the ordinance can be with the approval of the Town Attorney because they do have to answer to lawsuits.


Historical Landmarks Foundation Representative Renwick echoed that they would need to know more about the buildings in the Village District and their historical significance. Discussion. President Martin again noted that the consensus is that the Commission would like to continue this discussion at another meeting. The DRC scheduled a special work session for September 23, 2008 at 5pm. President Martin clarified that the Commission has not made any decisions other than they are going to talk about the demolition ordinance, talk about the Commission handbook and hardship procedures. He also noted that the information he submitted to the Commission is nothing more than a springboard for discussion.

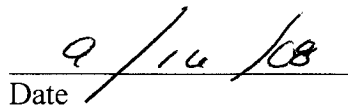
**9) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION**

Town Council Vice-President Kirlin asked if the DRC controlled construction signs. The Commission advised that the Plan Commission actually issues all sign permits. The DRC reviews and give their approval before it goes to the Plan Commission for final approval. Some construction signage has been presented to the DRC for approval before it goes to the Plan Commission; however, construction signage is not permanently placed. Only the Plan Commission reviews and issues the permits for other signs outside of the business district.

**ADJOURNMENT**

Member Bugher made a motion to adjourn the meeting. Member Cole seconded the motion. All were unanimously in favor. The meeting was adjourned at 7:40 pm.

 V.R.  
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President David Martin

  
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Date