

**NASHVILLE DEVELOPMENT
REVIEW COMMISSION MEETING
TUESDAY, JULY 19, 2011**

Commission members present: Vice-President Richard Kelley, Member Anna Cassiday, Member Pam Gould, Member Tess Kean, Member Connie Percifield and Member Rosemary Saurer. Commission member not present: President Suzannah Zody and Member Sadie Crum. Also in attendance – Town Superintendent Roger Bush, Chief Administrator Phyllis Carr and Indiana Landmarks Representative Laura Renwick.

REGULAR COMMISSION BUSINESS

1) **CALL TO ORDER:** The meeting was called to order by Vice-President Kelley at 6:00pm and he noted that President Zody would not be present for the meeting this evening.

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

3) **APPROVAL OF THE MINUTES**

Member Kean made a motion to approve the minutes from the June 21, 2011 meeting as presented. Member Gould seconded the motion. All were unanimously in favor.

4) **SIGN APPLICATIONS**

A. CURL UP AND DYE – DOCKET #11-30 AMENDED

Cindy Stinson was present to represent the sign application for Curl Up and Dye Salon. Vice-President Kelley advised the sign looks to be vinyl on glass. Ms. Stinson reported there would also be paint on the glass window as well. Town Superintendent Bush approved the dimension of the sign as all businesses are allowed at least 12 square feet of signage.

Vice-President Kelley passed around the color pictures of the proposed sign for the Commission to review. Indiana Landmarks Representative Renwick asked if the other sign had been removed from the building. Ms. Stinson reported the sign was taken down as it was too small for anyone to notice.

Member Percifield made a motion to approve sign application Docket #11-30 Amended, Curl Up and Dye, based on the following guidelines: Si2, Si6, Si7 and Si13. Member Cassiday seconded the motion. All were unanimously in favor.

B. THE WILDFLOWER GALLERY – DOCKET #11-34

Joy Schell was present to represent the sign application for the Wildflower Gallery. Member Percifield asked for the height of the top of the sign. Ms. Schell was unsure of this measurement but did report the sign will be installed just below where the lights are on the side of the building. She noted they also have a tiny sign in the front of the building that they bring in every night. Indiana Landmarks Representative Renwick asked if a permanent sign was planned for the front of the building. Ms. Schell advised the side sign was the only permanent sign that she is aware of.

Vice-President Kelley noted Town Superintendent Bush has approved the square footage of the sign. Member Cassiday asked how big the sign is that they bring in and out every night. Ms. Schell advised the sign is approximately 2' x 3' with very muted colors. Town Superintendent Bush explained the shop is allowed 58.8 square feet total of signage. Member Gould asked if the temporary signage falls into the square footage category. Town Superintendent Bush advised the County's Planning and

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Zoning Department issues temporary sign permits. Member Gould asked how they would classify a sign that is brought in every end of business day. Town Superintendent Bush reported the ordinance is written such that if the sign is displayed for more than four days at a time they will have to have a permit. So the sign that comes in and out every day is not a part of this ordinance.

Member Kean made a motion to approve sign application Docket #11-34, The Wildflower Gallery, based on the following guidelines: Si6, Si7, Si11 and Si13. Member Percifield seconded the motion. All were unanimously in favor.

C. NIGHT OWLS BEADING CAFE – DOCKET #11-35

Linda Pontarelli was present to represent her sign application. Member Gould asked what side of the building will the sign be mounted. Ms. Pontarelli advised the sign will be mounted on the roof of the porch in front of the door facing Main Street and she will hang the sign on the brackets that are already attached to the building. Chief Administrator Carr passed around color photos of the proposed sign and location.

The Commission asked if this was the only sign Ms. Pontarelli was looking to display. Ms. Pontarelli explained if she has the allowable footage she may want to put a smaller sign above the door facing Jefferson Street, but she is not applying for that sign at this time. Member Cassiday asked if there would be any additional lighting on the proposed sign. Ms. Pontarelli reported she has not planned on putting a light on the sign but if she changes her mind she will ask permission to do so.

Ms. Pontarelli described the sign to the Commission, noting the background will be dark green, the lettering will be between the light yellow and the black, the moon and owls will be brown.

Member Percifield made a motion to approve sign application Docket #11-35, Night Owls Beading Café, based on the following guidelines: Si2, Si7, Si11 and Si13. Member Kean seconded the motion. All were unanimously in favor.

D. HEAD TO TOE – DOCKET #11-36

Randy Tyner was present to represent the sign application. Member Percifield asked if there would be any sort of lighting on the signs. Mr. Tyner advised there would not be any lighting on the signs. Town Superintendent Bush asked about the height of the sign from the ground. Chief Administrator Carr reported Mr. Tyner told her the sign would be nine feet high from the ground. Town Superintendent Bush advised the square footage of the signs are within compliance.

Mr. Tyner asked if he had a similar sized sign that he put out every day, but brought in every night would he be in compliance. Town Superintendent Bush reported if the sign were brought in and out every day, it falls between the cracks of the ordinance and it would be up to Planning and Zoning to decide if it is legal. He noted if it is simply an informational sign that is in a tasteful size that should not be a problem.

Member Kean made a motion to approve sign application Docket #11-36, Head to Toe, based on the following guidelines: Si2, Si6, Si7, Si11 and Si13. Member Saurer seconded the motion. All were unanimously in favor.

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E. REYNOLDS LEATHER AND GIFTS – DOCKET #11-37

Vickie Reynolds was present to represent her sign application and noted that she brought additional information regarding her sign for the Commission to review. She passed around color swatches that would be used on her sign. Town Superintendent Bush advised has approved the square footage of the sign.

Member Kean asked about the second sign that is located on the back of the building. Ms. Reynolds explained the back of the building faces the public parking area and some other shops. Member Cassiday asked if Ms. Reynolds is changing the name of her business. Ms. Reynolds reported she had sold her other business and never had put up a sign with the name of this business at this location.

Indiana Landmarks Representative Renwick asked if there is any lighting planned with the signs. Ms. Reynolds advised the structure in front of the building, where the original signs were hanging, has lights already on the sign. On the back of the building she will not have lighting.

Member Cassiday asked about the colors of the signs. Ms. Reynolds advised the lettering will be gold and red in a block lettering style and the background will be a muted gray. She noted it will be a hand carved sign on a high density urethane material with a matte finish.

Member Percifield made a motion to approve sign application Docket #11-37, Reynolds Leather and Gifts, based on the following guidelines: Si2, Si11, Si13 and Si17. Member Kean seconded the motion. All were unanimously in favor.

F. IT'S ALL ABOUT THE DOGS – DOCKET #11-39

Mary Hammonds was present to represent her sign application and showed the Commission a picture of the sign on her website. She also presented pictures of the front of her business and noted the lettering would be dark red and advised the sign would be above the window. Ms. Hammonds reported the sign will be about one foot tall and 3-4 inches wide. Town Superintendent Bush advised the sign is only four square feet and fits within the guidelines. Ms. Hammonds noted there would not be any lighting on the sign.

Member Gould made a motion to approve sign application Docket #11-39, It's All About the Dogs, based on the following guidelines: Si2, Si6, Si7, Si11 and Si13. Member Saurer seconded the motion. All were unanimously in favor.

G. HIDDEN VALLEY INN – DOCKET #11-41

Chief Administrator Carr advised there has been correspondence going on between Planning and Zoning and Hidden Valley Inn therefore she is assuming this application is tabled.

Member Gould made a motion to table sign application Docket #11-41, Hidden Valley Inn. Member Percifield seconded the motion. All were unanimously in favor.

5) CERTIFICATE OF APPROPRIATENESS APPLICATION

A. TED AND LORETTA HAYES – MULBERRY COTTAGE – 44 W. MAIN – DOCKET #11-31

Ted Hayes was present to represent the application. Chief Administrator Carr advised she received a letter from Mr. Hayes explaining the windows were broken and for public safety they were covered up. Vice-President Kelley advised the Commission was waiting to talk with Mr. Hayes about the windows as the Commission was concerned about eliminating windows. Indiana Landmarks Representative

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Renwick reported the guidelines specifically say that window openings should not be closed in or covered up. She noted this is not an historic building and it has been trimmed in therefore it may mitigate some of the Commission's concerns.

Member Cassiday asked Mr. Hayes if they had any plans to open the windows back up. Mr. Hayes advised they don't plan on reopening the windows as the glass can break again and they do allow for a lot of heat to come into the store. Mr. Hayes does not feel it is safe to have these windows on the top floor of his building. Mr. Hayes explained they have sandwiched the windows with wood on the inside and outside of the building. They also painted the outside wood the same color as their building, which was approved by the Commission. Mr. Hayes was unaware that he needed the Commission's permission to cover the windows.

Vice-President Kelley asked what materials were used to cover the windows. Mr. Hayes reported the outside material is T1-11 grade plywood siding and framed out the plywood. There is also insulation between the plywood and the glass on the inside and the outside. He noted it is a lot cooler upstairs now.

Vice-President Kelley commented that the paint seems to fall within the paint color that has already been approved so they may be looking at the new construction guidelines. Town Superintendent Bush asked if there is another window upstairs that is accessible from the outside. Mr. Hayes advised there are two windows, one on the alley side and one on the back side and also a door in the back of the building. Discussion. Indiana Landmarks Representative Renwick read from the guidelines regarding exterior changes to commercial structures and feels the changes fit within the guidelines.

Vice-President Kelley made a motion to approve application Docket #11-31 for Ted and Loretta Hayes, Mulberry Cottage, based on the following guidelines: under Section 3 Design Regulations and Evaluation and the general design regulations as specified and guidelines NC12 and NC15. Member Kean seconded the motion. All were unanimously in favor.

B. DEAN SMITH & JUSTIN SMITH – TIMELESS TIMBER FRAMING COMPANY – 30 HAWTHORNE DRIVE – DOCKET #11-32

Justin Smith was present to represent the application. Vice-President Kelley explained that the Commission looked at the application last month but was not sure what to do with it. He advised that President Zody was to talk to the Town Council regarding this application but he is not sure what discussion occurred. Indiana Landmarks Representative Renwick commented that Planning and Zoning have advised an Improvement Location Permit is required for this business.

Member Percifield asked if the building would be open sided. Mr. Smith reported the building would be open sided so that employees and customers of the Brown County IGA could use the area. Member Kean asked if this needed a building permit. Mr. Smith advised he will need a Certificate of Appropriateness first then he can obtain an Improvement Location Permit. Member Cassiday asked how many structures would be on the site at one time. Mr. Smith reported there would only be one structure at a time with a metal roof. Vice-President Kelley commented the Commission was concerned about height and whether it would obstruct the views of other businesses in the area.

Mr. Smith reported that Mr. Davis, owner of the Brown County IGA, had received permission for something like this from past Town Managers as well as a former zoning director. Town Superintendent Bush explained that since this is not a permanent structure and he not sure why Planning and Zoning is requiring an Improvement Location Permit other than perhaps the size of the

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structure. The reason the DRC needs to address the application is because the structure is so large it can be considered a type of advertisement. Town Superintendent Bush explained the Commission should look at a maximum size and allow colors for each of the structures. Discussion.

Member Saurer asked if this is not a permanent structure how long can it be at this location. Town Superintendent Bush advised the ordinance does not govern the length of time. Discussion. Mr. Smith advised at this time there are no plans for signage but rather they are going to direct people to look at their website. He noted they may place brochures within the IGA promoting their business.

Vice-President Kelley questioned if they need a Technical Review Committee meeting for the structure. Town Superintendent Bush commented that this is a simple structure and does not see a need for a TRC meeting. Vice-President Kelley asked if they need to contact the other businesses in the area about the structure being built. Mr. Smith commented that the structure would not be any larger than the meeting room at Town Hall and will be looking at smaller structures. As each structure is purchased and removed another like structure will be put in its place.

Member Gould asked that the Commission establish some kind of square footage and height dimensions to keep within, along with basic colors, roof types along with some kind of exit strategy. Mr. Smith explained if they were to leave the structure would come with them as it would be their property. Discussion. Town Superintendent Bush advised when it comes to roofing, if someone fills out an application and chooses a color from the color palette, it can be approved in-house. If they do not choose from the color palette it must come before the Commission. Member Gould suggested the following elements for a potential motion might include: roofing be selected from the already approved palette of types and colors, the materials used would all be reclaimed natural wood and not painted or altered, the building size would not exceed 400 square feet, the height of the structure would not exceed 16 feet high, without a foundation. Member Kean asked if they should consider the length of time the structure could be on the lot. Town Superintendent Bush recommended against setting a length of time since this is a piece of merchandise. Member Kean asked what would happen if Mr. Davis purchased the structure and kept it there permanently. Town Superintendent Bush explained the Commission would not want to approve anything that they wouldn't consider appropriate as a permanent structure. Member Gould asked if they could stipulate that this application only applies to this particular owner and if it changes hands, the structure will be moved or comes back before the Commission.

Member Gould made a motion to approve the Certificate of Appropriateness application Docket #11-32 for Dean Smith and Justin Smith with Timeless Timber Frame Company, with the following conditions: the size of the structure will not exceed 400 square feet in size and will not exceed 16 feet in height, the materials will be reclaimed natural wood and not painted, the roofing materials can be anything already approved by the type and color palette available or reclaimed metal corrugated barn roofing, the structure cannot have anything added to it or installed to construe the structure to be a permanent structure, it may include Brown County stone for the purposes of setting pillars, the structure must be open sided and may only be owned by this particular company and may not transfer ownership to any other entity without being removed from the property. The motion is based on the following guidelines: NC3, NC4, NC7, NC12, NC15 and NC16. Member Percifield seconded the motion. All were unanimously in favor.

6) REPORT FROM TOWN ADMINISTRATION

Chief Administrator Carr reported the Town approved two signs in-house for White Sands Boutique and for Peg Anns. They are keeping the same signs, just relocating. Chief Administrator Carr asked the Commission since these signs have already been approved by the Commission and have been paid

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for once, do they need to pay again. Town Superintendent Bush commented that they should not have to pay again. Member Cassiday asked what happens if the sign is too big for the new location. Chief Administrator Carr explained a new sign permit is filled out and Town Administration reviews the size and then Planning and Zoning reviews it as well.

Chief Administrator Carr reported Town Administration approved a COA for the Holly Shop to paint their building like for like. Chief Administrator Carr spoke about Johanna Lee Bathology shop. The trim on her new building has been painted the same color of trim that she had on her previous shop. Chief Administrator Carr advised the paint color was approved in-house since it went with the paint palette.

Chief Administrator Carr advised the Acorn Cottage application has been tabled until next month. Member Percifield asked if fencing could be approved in-house. Chief Administrator Carr noted it is on the list of items allowed to be approved in house. Indiana Landmarks Representative Renwick will work on fencing guidelines. Member Percifield spoke about the fencing outside of Big Woods Brewery and did not remember it coming before the Commission. Town Superintendent Bush advised even though they do not currently have fencing guidelines there should have been an application submitted. Discussion.

Member Cassiday asked if they could get an updated guideline with page numbers. Discussion.

7) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

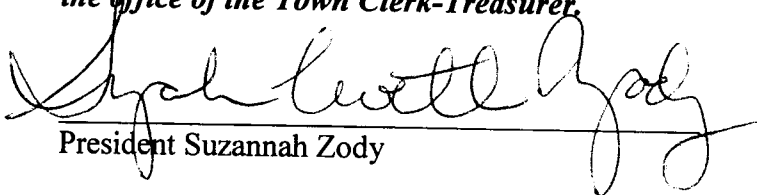
Chief Administrator Carr advised in the DRC packets was an agreement with Indiana Landmarks and the Commission must make a recommendation to the Council approving the contract. Member Gould asked if there are changes from the previous agreement. Indiana Landmarks Representative Renwick said the only changes are in the dates, the fees remain the same. Member Percifield made a motion to approve the contract with Indiana Landmarks. Member Saurer seconded the motion. All were unanimously in favor. Chief Administrator Carr will present the request to the Council for the Commission.

Indiana Landmarks Representative Renwick reported she will not be present next month for the meeting.

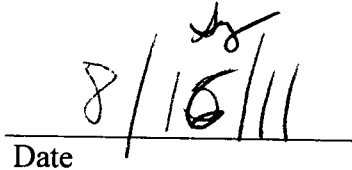
ADJOURNMENT

Member Percifield made a motion to adjourn the meeting. Member Cassiday seconded the motion. All were unanimously in favor. President Zody adjourned the meeting at 8:05pm.

The audio recording made at the Development Review Commission meeting on 7-19-11 is retained in the office of the Town Clerk-Treasurer.



President Suzannah Zody



Date