

**NASHVILLE DEVELOPMENT
REVIEW COMMISSION MEETING
TUESDAY, JUNE 21, 2011**

Commission members present: President Suzannah Zody, Vice-President Richard Kelley, Member Pam Gould, Member Tess Kean, Member Connie Percifield and Member Rosemary Saurer (arrived 6:24). **Commission members not present:** Member Anna Cassiday and Member Sadie Crum. Also in attendance – Chief Administrator Phyllis Carr and Indiana Landmarks Representative Laura Renwick.

REGULAR COMMISSION BUSINESS

1) **CALL TO ORDER:** The meeting was called to order by President Zody at 6:00pm

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

3) **APPROVAL OF THE MINUTES**

Member Percifield made a motion to approve the minutes from the May 17, 2011 meeting and the June 2, 2011 meeting as presented. Member Kean seconded the motion. All were unanimously in favor.

4) **SIGN APPLICATIONS**

President Zody advised that sign application Docket #11-20 is withdrawn from the agenda. When she reviewed the sign she noted this building is in the buffer zone and not in the Development Review Commission's jurisdiction. The applicant will have to get their sign permit from the County Planning and Zoning Department.

A. BROWN COUNTY HISTORICAL SOCIETY – DOCKET #11-29

Larry Taylor was present to represent the sign application for the Brown County Historical Society. President Zody reported Mr. Taylor submitted an amendment to the sign application today and she passed around the information. Mr. Taylor explained he updated the size of the sign as the original sign was too large for what was allowed.

President Zody passed around the color pictures of the proposed sign for the Commission to review. Mr. Taylor explained the green in the sign is the same color green that is currently being used in the street signs throughout town. The lettering will be white and tan. Vice-President Kelley asked about lighting on the sign. Mr. Taylor said there were lights on the sign at one time but he does not believe that they work now and they do not plan on using any lighting.

President Zody suggested if someone makes a motion to approve this sign that they will put in revised dimensions of the sign in the motion. Historic Landmarks Representative Renwick asked if Mr. Taylor would be using the existing posts for the sign. Mr. Taylor confirmed they would be using the existing posts and the special event panel would be used to highlight events or notify open hours. He explained the sign would always change. Vice-President Kelley asked if this would be considered informational signage. Chief Administrator Carr advised as long as the sign was advertising events and the Historical Society cannot be on the sign it can be considered informational. President Zody asked what kind of lettering the events sign will have. Mr. Taylor explained it will be similar to what they do at the Art Guild, a wooden sign with lettering.

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Vice-President Kelley made a motion to approve sign application Docket #11-29, Brown County Historical Society, based on the following guidelines: Si2 (and noted in the amended application the sign size of the two sided sign is 69.6 square feet), Si11 and Si17. Member Kean seconded the motion. Member Gould asked if there would be an amendment to the original application that specifies the new dimensions. Chief Administrator Carr advised she will attach the information that Mr. Taylor presented this evening. All were unanimously in favor.

B. CURL UP AND DYE – DOCKET #11-30

No representative was present to represent the sign application. Chief Administrator Carr reported she tried contacting the applicant and could not get hold of anyone. She then passed around color samples of the proposed sign. President Zody noted Town Superintendent Bush has approved the sign dimensions however he wrote that he is uncertain about the compliance of the window sign dimensions. Chief Administrator Carr reported that the applicant had said they would make sign number two (the window sign) nine square feet or smaller. President Zody clarified the sign in the window is with white paint on the window.

Vice-President Kelley reported the business is approximately 269 square feet which would allow 8.966 square feet of signage. President Zody referenced a photograph of the current sign in the window that has replaced the Curl Up and Dye first submitted. Member Gould asked what the recourse is for signs that are displayed before they have been approved. Chief Administrator Carr reported she will contact Ms. Kirlin at Planning and Zoning and ask her to write a letter to those businesses that display signs prior to being approved. Vice-President Kelley commented that it would be good to let people know that the Development Review Guidelines specify what is allowed. Discussion.

President Zody remarked that she is confused by the application and she could not vote on anything without talking to the applicant or a representative. Member Gould asked if they could approve the first sign. President Zody advised they could vote on the first sign if they feel they have enough information. Discussion. Historic Landmarks Representative Renwick noted the guidelines allow any business 12 square feet of sign surface. The Commission agreed that sign one has enough information to have a vote on the sign. Discussion.

Vice-President Kelley made a motion to approve sign application Docket #11-30 for Resoled, DBA Curl Up and Dye Salon for sign number one only which is 24 inches by 18 inches, based on the following guidelines: Si2, Si6 and Si11 and to table sign number two until the applicant or a representative is present to discuss the sign. Member Kean seconded the motion. All were unanimously in favor of the motion.

5) CERTIFICATE OF APPROPRIATENESS APPLICATION

A. PUBLIC HEARING – BRUCE & PAM GOULD – GAZEBO PROJECT – 123 E. MAIN STREET – DOCKET #11-25

Pam and Bruce Gould were present to represent their application. President Zody advised Member Gould would be recusing herself from voting on the application since this is her business. President Zody reported a Technical Review Committee meeting had been held on June 2, 2011.

Vice-President Kelley noted they do not have a quorum at this time since Member Gould has recused herself from voting on this application. Chief Administrator Carr left the room to call another Commission member to attend the meeting. President Zody asked that the Commission move forward with the agenda and will return to this application once there is a quorum. Member Saurer arrived at

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6:24pm and President Zody asked the Commission members if they had questions or comments regarding the application.

Vice-President Kelley asked that the applicants quickly summarize what they are doing. Mr. Gould advised the Commission members had a picture of the gazebo before them and it is basically a gazebo kit. It will come on the back of a truck, and sections of the building and roof will already be put together. Mr. Gould reported the gazebo will be twelve foot in diameter, with vinyl clad so the beams will be wrapped in a white vinyl. The gazebo will be screened in and located out in the middle of the cottage buildings and will be available for the use of their guests only. Mr. Gould noted the gazebo will barely be visible from the street.

Vice-President Kelley advised this meeting is also a Public Hearing on this project and proper notification was sent to the surrounding properties about this hearing. Member Percifield asked if there would be any lighting. Mr. Gould reported there will be an interior light up high in the gazebo along with a ceiling fan. There will also be some outside lighting just to light up the back yard but no more than three hundred watts. President Zody noted Town Superintendent Bush has approved the lighting. Member Percifield asked what the roofing material is made of. Mr. Gould advised the roofing material will also be vinyl in a grey brown color that should match the color of the cottage roofs.

Member Percifield made a motion to approve application Docket #11-25 for Pam and Bruce Gould, based on the following guidelines: NC2, NC6, NC10 and NC16. Vice-President Kelley seconded the motion. All were unanimously in favor.

B. JENNY JOHNSON – PAVILION PROJECT LANDSCAPING – DOCKET #10-53

Jenny Johnson was present to represent her landscaping plans for the new pavilion. President Zody explained this is an amendment to the original COA. The Commission had previously approved the pavilion design contingent up their return with a final landscaping plan. Ms. Johnson submitted the original landscaping plan and reported she spoke with the Tree Board President and he felt good about the landscaping plans. The landscaper also feels good about the plans now that the building is up and in place. Ms. Johnson passed around the plans for the Commission to review.

Vice-President Kelley asked about water in the area. Ms. Johnson advised there will be an irrigation system at the site so a drought should not be an issue for the flowers, sod and trees. The irrigation system will be on a timer and there will also be a hydrant in the area to allow them to power wash and take care of the pavilion.

Member Percifield made a motion to approve application Docket #10-53 for the Certificate of Appropriateness for the Village Pavilion for Jenny Johnson, based on the following guidelines: L1, L3, L5 and L7. Member Gould seconded the motion. All were unanimously in favor.

C. TED & LORETTA HAYES – MULBERRY COTTAGE – 44 W. MAIN STREET – DOCKET #11-31

President Zody noted there was not a representative present at the meeting. Chief Administrator Carr advised she left a message with the applicant that they needed to be present for the meeting. She did receive a letter from the owners explaining the upstairs windows were cracked badly and they feared for public safety this is why they boarded up the windows. There were going to replace the glass but they have decided to leave the boards up and painted them to match the rest of the building.

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Chief Administrator Carr noted the letter also stated the owner would take down the interior boards for the Commission to see the cracked windows.

President Zody reported the boards appear to be similar to the paneling on the rest of the building and they have painted those boards the same color of the building. Member Gould advised the color is not exactly the same as the rest of the building but believes the color is within the Town's color palette. Member Percifield wondered if the paint on the building had faded a bit and that why the colors don't seem to match. President Zody noted the Commission had previously approved of the building color. Vice-President Kelley asked if they are to be looking at construction, paint color or both. Historic Landmarks Representative Renwick noted this may fit under the windows guidelines. Discussion.

Member Gould made a motion to table the application pending discussion with the applicant. Member Percifield seconded the motion. All were unanimously in favor.

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

Justin Smith was present to represent the application. President Zody noted in addition to the application there is a letter from the property owner of the IGA in favor of the building.

President Zody asked what the buildings would look like. Mr. Smith explained they will be structures that could be viewed as a large kiosk and the initial idea would be to set the shelters up on Mr. Davis's property and then put them up for sale. This would allow potential buyers to look at the structure assembled and if they purchased the structure, they would disassemble the structure and move it off site. President Zody commented that the structures are merchandise and would be temporary and she is confused if this application should come before them.

Member Saurer asked where the buildings were going in. Mr. Smith explained there is a small triangular area where currently there are benches and picnic tables for people to sit and have their lunch. Chief Administrator Carr clarified this is the grass strip area between the IGA and PNC bank. President Zody asked how many structures would be there at any given time. Mr. Smith advised only one structure would be there at a time. He did not have pictures of the structure to present to the Commission for their review.

The Commission questioned whether they had jurisdiction over this and asked Town Council Vice-President King for his opinion on the matter. Town Council Vice-President King answered that it is a business district and they should have jurisdiction and suggested they talk to Town Clerk-Treasurer Young to see what they need to do. Discussion.

Chief Administrator Carr asked Mr. Smith if he had been to Planning and Zoning for a building permit. Mr. Smith reported Town Attorney Roberts told them he was under the impression they did not need a building permit. Mr. Smith noted the structures will be no larger than 40'x40' but they can build them smaller if they need to. Discussion. Mr. Smith noted he has not gone to Planning and Zoning as he was told to come before the Development Review Commission first.

Member Gould asked how the buildings will be attached to the ground. Mr. Smith explained the buildings will not be attached to the ground because the structures will be made out of old barns reclaimed logs and the weight of the structure will keep them from blowing away. Member Kean asked how long the structure would have to sit there unsold to be considered a permanent structure.

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President Zody commented that based on the description of the structure her feeling is that it could look "Brown County" but she is confused on how to pursue this and what is the right avenue for it. She asked if they should go back to the Town Attorney and find out what the process for this business is and what the ordinances say they can and can't do. President Zody added if they find out that the DRC is the right avenue to proceed, they would be willing to hold a special meeting for Mr. Smith's application.

Member Saurer asked how tall these structures will be. Mr. Smith reported they could be as high as 20' to 26' but most would be in the range of 15 feet. Member Percifield asked if someone were to drive by the structure not knowing what it was, would it look like a log house. Mr. Smith suggested it would look like a barn that had been stripped of its siding. Member Kean asked if these structures are designed to be lived in. Mr. Smith explained these are designed to be lived in and they are like a very small house model. Member Percifield asked that they see some pictures of the buildings to help alleviate some of the confusion as to what Mr. Smith wants to do.

President Zody made a motion to table Docket #11-32 with the contingency that she will talk with the Town Attorney to find out what the proper steps will be to proceed and they will go from there. Member Percifield seconded the motion. Mr. Smith cautioned the Commission not to get a visual of the perception of the structure because they can change the outside of the structure as needed. President Zody advised as soon as she has an idea what the procedure is someone will call Mr. Smith and advise him of what the next step will be. All were unanimously in favor of the motion.

E. TOWN OF NASHVILLE – 200 COMMERCIAL STREET – DOCKET #11-33

Chief Administrator Carr represented the Town's landscaping application. President Zody read the application aloud noting the Town would like to install plants, flowers and bushes to replace the dead bushes around the Town Hall building. Chief Administrator Carr explained the existing plants and bushes had died and looked tacky and she would like them replaced with new landscaping. She admitted that she looked at Jenny Johnson's landscaping application to choose the plants and bushes.

Vice-President Kelley made a motion to approve Docket #11- 33 for the Town of Nashville, based on the following guidelines: L7 and L10. Member Percifield seconded the motion. All were unanimously in favor of the motion.

6) REPORT FROM TOWN ADMINISTRATION

Chief Administrator Carr reported the Town approved in-house the Town's painting of the Mound Street restroom and the Old Schoolway restroom like for like.

7) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

President Zody reported there were two letters in the Commission members packets; one to Johanna Ferguson and one to Harold Stanley. The letter to Ms. Ferguson is regarding the blue trim that was painted at Johanna Lee Bathology and President Zody hopes this application will be on the docket next month for the trim.

President Zody is also hoping Mr. Stanley with the Acorn Cottage will be on the agenda next month to discuss the fence and the gazebo changes. Chief Administrator Carr reported Mr. Stanley is also proposing to add to a building in this area as well and she gave him COA paperwork to complete for this additional project.

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President Zody reported she listened to the meeting recordings when they discussed the EMS building. She explained that Clerk-Treasurer Young and Records Clerk Jones opinion was that when the metal siding was discuss not being put up and wood siding be put up it was for a specific side of the building. President Zody listened to the recording and can understand this interpretation and offered to let any other Commission members to listen to the recording. Member Kean agreed to listen to the recordings and report back to the Commission.

President Zody spoke about the Commission's question as to whether they had jurisdiction over the buffer zone and where the buffer zone is located. Chief Administrator Carr gave a map of the buffer zone and Village District for the Commission to review. President Zody commented that the Commission does not have jurisdiction over the entire Village District, but they do have jurisdiction within the Village District that is zoned B1, B2 or B3. Discussion.

President Zody reported she spoke with the Town Council a couple of meetings ago to get their feedback on this issue. She believes the consensus was that they would be in favor of the DRC having jurisdiction over the buffer zone. President Zody wanted to see where the buffer zone was before proceeding and believes the DRC should have the jurisdiction over the buffer zone. She advised she is in favor of sending a letter to the Town Council asking them to rewrite the necessary ordinances to allow the DRC to include in their jurisdiction the buffer zones in Town. Vice-President Kelley asked if there are residences in this zone. The Commission identified a couple of houses that are residential within the buffer zone.

Vice-President Kelley made a motion to have President Zody to go to the Town Council asking for the DRC to have jurisdiction over the buffer zone. Member Percifield seconded the motion. All were unanimously in favor of the motion. President Zody advised she will draft a letter and send it to the Commission members before she takes it before the Town Council.

Historic Landmarks Representative Renwick reported there was an amended COA in the DRC packets for their review. Member Gould wondered if they may also want to have something like this for amended sign permits. President Zody reported the Town Council did approve amending the forms to have the property owner's signature on both the COA and sign permit applications. She will ask the Council to approve the amendment form as well. Historic Landmarks Representative Renwick will make the change to the form so it may be used for amended COAs as well as sign applications. Discussion. President Zody summarized that any amendment to an application would also need the landlord's signature before it will be officially approved. Discussion. President Zody suggested the Commission table this discussion to allow the members more time to think about the best process and address this again in the July meeting. President Zody advised she will also talk to the Town Attorney about this conversation to see if he has anything to add.

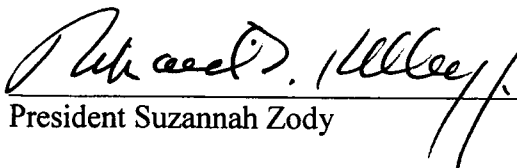
Historic Landmarks Representative Renwick reported there will be a training in Newburg on Friday and Saturday, July 15th and 16th. The training is being put on by the National Alliance and Preservation Commissions. There is a \$25 fee for each participant and if they are interested please let her know. Member Saurer commented that she attended this training before and found it to be very helpful. President Zody asked Historic Landmarks Representative Renwick to e-mail the information to the Commission members.

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ADJOURNMENT

Member Saurer made a motion to adjourn the meeting. Member Gould seconded the motion. All were unanimously in favor. President Zody adjourned the meeting at 7:59pm.

The audio recording made at the Development Review Commission meeting on 6-21-11 is retained in the office of the Town Clerk-Treasurer.



President Suzannah Zody

7-19-11

Date