

**NASHVILLE DEVELOPMENT
REVIEW COMMISSION WORK SESSION
TUESDAY, MAY 18, 2010**

Commission members present: President Suzannah Zody, Vice-President Brenda Young, Member Anna Cassiday, Member Tess Kean, Member Richard Kelley, Member Connie Percifield, Member Rosemary Saurer and Member Geoff Thompson. Also in attendance – Chief Administrator Phyllis Carr and Indiana Landmarks Representative Laura Renwick.

WORK SESSION 4:30PM

The work session was called to order by President Zody and she advised the work session was to help inform the new members of their responsibilities to the Commission and to the Town Council.

Indiana Landmarks Representative Renwick advised of the name change of the Historic Landmarks will now be Indiana Landmarks. Chief Administrator Carr will make the name change to the attendance sheet. Indiana Landmarks Representative Renwick noted the contract the Town has with Landmarks will stay the same, only the name will change.

Indiana Landmarks Representative Renwick advised the following expectations of each Commission Member:

1. Attendance at regular scheduled meetings and special meetings that are scheduled as needed.
2. Keep your Appointee updated
3. Review packet/email information provided for each member prior to the meeting. Do walk through of project areas or sign placements. This will allow for personal opinion. **DO NOT TALK TO APPLICANT OR PROPERTY OWNER ABOUT THE PROJECT PRIOR TO THE MEETING.** Inform the applicant you are not to discuss the proposed project prior to the meeting. If this does occur, the Commission Member is to advise the remaining Commission Members of such conversation. If Commission Members have questions, they are to contact the Town Administration Office. Members are to review their guidelines for appropriate motions.
4. It is important to be prepared. Each Commission Member is representing not only the DRC, but also the Town. Stay focused on the application and guidelines. Do not judge the applicant. Keep your opinion to yourself. Do not overstep your authority.
5. When making a motion, be clear. Cite the applicable guidelines for your motion. Be consistent with guidelines. Citing four guidelines will be sufficient for a sign application that has processed a complete sign application. A sign maybe be approved as presented, or approval with conditions – make sure to mention specific changes. If making a motion to “table” or “deny” an application, make

sure to cite guidelines and advise the applicant why the application was denied & list of steps needed for potential approval.

The color palette was discussed. Member Kelley feels that some of the approved signs don't necessarily meet the colors on the palette. Indiana Landmarks Representative Renwick explained the palette is just a guideline to follow.

Member Thompson had questions about sign content and asked how they would handle a sign with a naked lady displayed in the design of the sign. Vice-President Young stated the Town has an ordinance for "sexually oriented" businesses. This should help if the situation should ever occur. The Town Attorney is to do research regarding what can and cannot be displayed through out town.

Vice-President Young advised all meetings are open to the public and are recorded for public record. Any public meeting must be posted 48 hours prior to the meeting. If anyone has concerns, they are asked to attend the DRC and Town Council meeting to address their concerns. Vice-President Young suggested that the Commission should recommend for the President of the DRC to ask the Town Council for their recommendation on an issue.

Discussion regarding the banner portion of guidelines. A temporary permit is obtained from Planning and Zoning and it is good for fourteen days. If banner material used for a permanent sign, the DRC could approve the sign as long as it fits in with the surrounding area and businesses.

Demolition Permits were discussed. The Development Review Commission has the authority to delay demolition, but can not deny the applicant.

BLUE ELK PROJECT UPDATE – STEVE ALEXANDER 5:30PM

Steve Alexander updated the DRC on the proposed project. He explained that the Town Council approved the layout in late fall of 2009 and the annexation has taken place. Commission Members did a walk through of the proposed site in 2009. Mr. Alexander reported he is planning on breaking ground by fall of 2010, with one (1) year of construction for the first phase of the project.

Mr. Alexander would like to be placed on the June 2010 DRC agenda and he will bring current plans to Town Superintendent Bush for review.

ADJOURNMENT

Vice-President Young made a motion to adjourn the meeting. Member Kean seconded the motion. All were unanimously in favor. President Zody adjourned the meeting at 5:56pm.


President Suzannah Zody

6/15/10
Date