

**DEVELOPMENT REVIEW COMMISSION MEETING  
TUESDAY, MARCH 19, 2024**

Commission Members present: President Jocelyn Hawkins, Vice-President Shelly Benson, Member Bruce Gould, Member Melissa Parker, Member Katina Thomas and Member William Galloway. Commission Members not present: Member Andi Rogers-Bartel. Also in attendance: Administration Manager Phyllis Carr and Indiana Landmarks Representative Alex Brooks.

**COMMISSION BUSINESS**

**1. CALL TO ORDER**

Meeting called to order by President Hawkins.

**2. ROLL CALL**

The roll was called by Administration Manager Carr

**3. APPROVAL OF MINUTES – 02-20-2024 REGULAR MEETING**

Vice-President Benson made a motion to approve the minutes from the 02-20-2024 regular meeting as presented. President Hawkins seconded the motion. All unanimously in favor.

**4. CERTIFICATE OF APPROPRIATENESS APPLICATIONS**

**A. FRANKLIN SQUARE – JEFF TATHAM – 91 W. FRANKLIN ST. – DOCKET #24-20**

Member Thomas recused herself from the vote. Jeff Tatham present. They are proposing to install a Juliet balcony on the second floor. This will not be a walkout, just to open doors for fresh air. They are not installing the closet, instead they will square off the deck, add 4' to the proposed deck to make it 4' x 14'. Storage area will be used to store decorations, etc. Future plans to put in a concrete driveway to lead to the lower level. Member Gould asked about the windows on both floors of the storage unit. Jeff stated these are for firewall on the south side.

Jeff also stated they changed the color from yellow to a dark gray. Colors were on the approved color palette. They are waiting on the soffit and base boards for the second storage. Gutters will not be aimed at neighboring properties. Rubber hosing could be installed to prevent any drainage to neighboring properties. Roof to be angled slightly so not to touch the orange building. 7 to 8 days to completion for the outside work. After that they will move into the inside. All building materials will be removed from the street.

Member Gould made a motion to approve the Certificate of Appropriateness for, Franklin Square – Docket #24-20, under guidelines, D3, W4, NC3 and NC4. Member Parker seconded the motion. All unanimously in favor.

**B. WHERE FRIENDS MEET – CLIFF BRADLEY – 165 N. VAN BUREN – DOCKET #24-21**

Cliff Bradley present. Cliff is adding a wooden walkway in the back of the building along with a ramp. 5" of dirt will be relocated. Gravel will be placed under the walkway. They are using treated Pine for the walkway and decorative rock will be placed up to the building. 3" of gravel will be placed along with landscaping netting to help with the water disbursement to perimeter drain. They will be planting ferns around the north side of the building and behind the building.

Member Gould made a motion to approve the Certificate of Appropriateness for, Cliff Bradley – 165 N. Van Buren – Docket #24-21, under guidelines, L1, L3, L6 and SW2. Member Benson seconded the motion. All were unanimously in favor.

## **5. REPORT FROM TOWN ADMINISTRATION**

Administration Manager Carr advised she approved the following sign application and Certificates of Appropriation in-house:

Brown County Realty – 158 N. Jefferson St. – Docket #24-19  
The Upstairs Artison – 125 S. Van Buren St. – Docket #24-18  
Donald Percifield – 62 & 88 E. Washington St. – Docket #24-22  
James Tilton – 201 N. Van Buren St. – Docket #24-17

## **6. REPORT FROM INDIANA LANDMARKS**

Indiana Landmarks Representative Alex Brooks asked about the shed guidelines. Administration Manager Carr stated she would get them to the Town Attorney so they can be included in the guidelines. New Members need to give Alex their contact information so they can received Indiana Landmarks information.

Member Thomas asked about replacing in historical buildings. Alex stated they have a database with recommendations for contractors.

## **7. ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION**

Member Gould asked about the shed issue at Cooper's Corner. Administration Manager Carr stated she had spoke to Mark Byers and he stated the shed would be removed in 30 days.

President Hawkins asked if anyone had noticed work being done at the PNC bank in the evening hours. Administration Manager Carr will contact the bank to see what work is being done.

Discussion of the Franklin Square project. During the first submittal of plans to Administration Manager Carr for the March meeting, only the information first submitted was the only information sent to the Commission Members. Approximately a month later, a set of plans was emailed to Administration Manager Carr, which she thought was the same plans that had been submitted. Project was approved at the March meeting with the first submittal plans and was approved. Administration Manager Carr sent the approval to Planning & Zoning. After this, calls were coming in stating certain items were being done but was not approved. Member Gould was asked if he could go and check to make sure all the approved items were being done. Member Gould spoke to Lonnie Farlee at Planning & Zoning. That's when it was brought to the attention of Member Gould that the plans he was reviewing was not what was submitted. Member Gould advised Administration Manager Carr of this and stated I should discuss this with the President and Vice-President of the Commission. After speaking to the President & Vice-

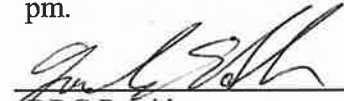
President, it was decided to place a stop order on the project, until all of the work being done is approved.

Member Thomas contacted Administration Manager Carr, who stated she had a legal approved project. After explaining the issue to Member Thomas, Administration Manager Carr contacted the President. It was then decided to lift the stop order.

Administration Manager Carr suggested to the Commission, that any addition to an existing building go through the Technical Review Commission, to try to prevent this from happening again. Administration Manager Carr stated from now on, the only items that will be discussed is what is listed on the COA. All plans, materials, etc. must be listed. Anything that is not on the COA will not be approved and must go through another approval process. All plans that have been approved will be stamped.

Member Gould suggested asking the Town Attorney about how the process should go and have it in writing. Administration Manager Carr will speak to the Town Attorney.

With nothing further to discuss, President Hawkins made a motion to adjourn the meeting. Member Gould seconded the motion. All were unanimously in favor. Meeting adjourned at 6:54 pm.

  
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DRC President

4-16-24  
Date