

**DEVELOPMENT REVIEW COMMISSION MEETING
TUESDAY, AUGUST 15, 2023**

Commission Members present: Vice-President Phil Stephens, Member Shelly Benson, Member Bruce Gould, Member Lance Miller, Member Melissa Parker, and Member Julie Phelps.
Commission Members not present: President Jocelyn Hawkins, Member Tona Martin and Member Alyn Brown. Also in attendance: Administration Manager Phyllis Carr and Indiana Landmarks Representatives Alex Brooks.

COMMISSION BUSINESS

1. CALL TO ORDER

Meeting called to order at 6:05 pm by Vice-President Stephens.

2. ROLL CALL

The roll was called by Administration Manager Carr.

3. APPROVAL OF THE MINUTES – 7-18-2023 MEETING AND 6-27-2023 & 7-18-2023 WORK SESSIONS

Member Gould made a motion to approve the 7-18-2023 meeting minutes and 6-27-2023 & 7-18-2023 work session minutes as presented. Member Parker seconded the motion. All were unanimously in favor.

4. SIGN APPLICATION:

A. VIBE SMOKE & VAPE – 51 CHESTNUT ST. – DOCKET #23-45

Applicant was not present. Member Gould made a motion to table Docket #23-47 until the September meeting. Member Miller seconded the motion. All were unanimously in favor.

5. CERTIFICATE OF APPROPRIATENESS APPLICATIONS:

A. BROWN COUNTY HOLDINGS, LLC - COOPER'S ALLEY - CARRI BYERS – 110-120 N. VAN BUREN ST. - DOCKET #23-47

Carri and Mark Byers were not present due to vehicle issues. Carri was available via phone and stated that they are proposing to cover the walkways. The posts will be white with a metal galvanized “A” frame roof with the same elevation as the front porch. They would like to have hanging lanterns in the walkways.

Member Gould made a motion to approve the Certificate of Appropriateness for Carri Byers – Docket #23-47, under guidelines: AC1, AC2 and AC6. Member Benson seconded the motion. All were unanimously in favor.

B. JAYLEN MARTINEZ – 245 S. VAN BUREN ST. – DOCKET #23-32 – TEMPORARY STRUCTURE GUIDELINE EXTENSION

Jaylen present. Jaylen is asking the Commission to extend his temporary structure until the end of October 31, 2023.

Member Benson made a motion to extend the COA for Jaylen Martinez under guideline: TS1. Member Gould seconded the motion. All were unanimously in favor.

DEVELOPMENT REVIEW COMMISSION MEETING AUGUST 15, 2023

6. DISCUSSION OF TEMPORARY STRUCTURES

Vice-President Stephens made a motion to recommend to the Town Council the guideline for the Brown County 4-H Fair Grounds submitted by Member Gould. Member Brown seconded the motion. All unanimously in favor.

Commission Members agreed to schedule another work session for Tuesday, September 19, 2023 at 5:00 p.m. to discuss the updates to the guidelines.

7. REPORT FROM TOWN ADMINISTRATION

Town Administration Manager Carr approved the following sign applications in-house:

Lakehouse Candles – Amanda Hall – Docket #23-41 & Docket #23-42

Hoosier Adventure Supply Company – Laura Earley – Docket #23-44

Certificate of Appropriateness applications approved in-house:

Precise Books & Payroll Inc. – Kristina Terrill – Docket #23-46

Van Buren St. & E. Franklin Properties – Debbie Herring – Docket #23-43

Michael Chamblee – Brown County School Corp. – Docket #23-48

8. INDIANA LANDMARKS REPORT

Indiana Landmarks Representative Alex Brooks stated he needs all the Commission Members mailing addresses to receive Indiana Landmarks information.

9. ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

With no other business to discuss, Member Gould made a motion to adjourn the meeting. Member Benson seconded the motion. All were unanimously in favor. Meeting adjourned at 6:35 pm.



DRC President

10-17-2023
Date