

**NASHVILLE DEVELOPMENT REVIEW COMMISSION
SPECIAL MEETING
MONDAY, DECEMBER 12, 2016**

Commission members present: President Penny Scroggins, Member Tess Kean, Member Laura Boyer, Member Teresa Waltman, Member Mike Patrick, Member Rick Kelley, Member Libby Ziegler. Also present: Town Manager Scott Rudd.

COMMISSION BUSINESS

1. CALL TO ORDER

President Scroggins called the meeting to order at 10:05 am.

2. CHANGE TO IN HOUSE SIGN APPROVAL GUIDELINES

President Scroggins went before Town Council to see if they would consider approving a change to the sign approval process. They agreed to look at her proposal. She has since been working with Town Manager Scott Rudd and Administration Manager Phyllis Carr to find a way to streamline the sign approval process and approve more signs in-house. Most of the DRC agenda consists of sign applications and the approval process is inconvenient and creates delays for business owners.

Making one simple to change to the in-house approval matrix would allow the bulk of sign applications to be approved in-house. The current wording reads: Staff may approve "New signage if less than 4 square feet per side." Scroggins proposes changing the 4 square feet per side to 12 square feet per side for in-house approval.

Member Mike Patrick made a motion to change the in-house approval guidelines from 4 square feet per side to 12 square feet per side, Member Teresa Waltman seconded the motion. Discussion followed.

Member Rick Kelley wondered if this change allowed for any subjectivity on a application. It was agreed that Town staff could still require an applicant to attend a DRC meeting for any sign that they felt required a deeper look. President Scroggins also noted that she is still required to sign off on any applications, including those approved in-house, and would be looking at each application to see if guidelines apply.

Member Libby Ziegler wondered if the Town staff would be citing the guidelines used for approval. It was noted that Town staff currently does cite guidelines for in-house approved signs.

President Scroggins closed discussion and called for a vote. The motion passed unanimously (6 ayes with President abstaining).

3. OTHER BUSINESS

Town Manager Scott Rudd thanked the DRC for their work over the previous year and commended them on their accomplishments.

Member Mike Patrick gave an update on the status of the Brown County CVB move to new office space. He reported that they received in-house approval to move their sign to the new administrative office location (former Edward Jones) on south Van Buren Street

and will vacate their current location by the first of the year. The CVB is beginning the process of remodeling the old Shell gas station and hope to open as soon as possible. The project is expected to take 3 months at a cost of approximately \$250,000. The CVB is looking into financing for the remodeling project.

NEW DRC MEMBERS

It was reported that an application from Brandon Harris has been accepted to serve on the DRC. Member Rick Kelley also reported that he will be remaining on the DRC board.

HISTORIC LANDMARKS REPRESENTATIVE

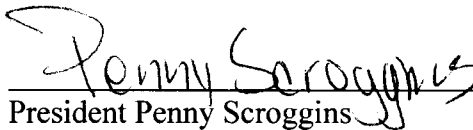
President Scroggins noted that she would like to look over the contract with Indiana Historic Landmarks to see if their services would be needed on a monthly basis. She thought that the current cost for Landmarks Representative Renwick to advise the DRC was \$7000 per year and wondered if that could be reduced if the number of in-house approvals increased, perhaps using Renwick's services on an as needed basis.

Member Rick Kelley felt that Renwick's services were invaluable, that that she did much more than just attend meetings. He also asked about the research results of moving from a DRC to a Historic Preservation board that Renwick had mentioned in a previous meeting. It was thought that that change might offer enforcement abilities that the DRC is currently lacking. This will be followed up with Renwick.

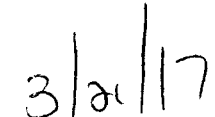
4. ADJOURNMENT

Member Libby Ziegler made a motion to adjourn the meeting. Member Mike Patrick seconded the motion. President Scroggins adjourned the meeting at 10:23 am.

Respectfully submitted by
DRC Member Tess Kean



President Penny Scroggins



Date