

DESIGN GUIDELINES

TOWN OF NASHVILLE
DEVELOPMENT REVIEW
COMMISSION



Town of Nashville
Development Review Commission
Design Guidelines

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ROLE OF THE DEVELOPMENT REVIEW COMMISSION

The Nashville Development Review Commission (DRC) meets the third Tuesday of the month at 6:00 PM at the Nashville Town Hall. The DRC was created by town ordinance in 2002 to preserve and protect the natural beauty and unique village character of the town of Nashville. The DRC is made up of nine (9) members. Five (5) of these members are appointed by the Nashville Town Council, while four (4) members are appointed by the Brown County Chamber of Commerce, the Brown County Convention and Visitors Bureau, the Brown County Economic Development Commission and the Office of the Nashville Clerk-Treasurer, respectively.

The DRC has jurisdiction in B1, B2, B3 and RB land use districts within the town of Nashville. Within these designated districts all new construction, exterior alterations to existing buildings, and site improvements must be reviewed and approved by the DRC - or staff in the case of minor works activities - prior to the start of work through the issuance of a **Certificate of Appropriateness (COA)**. New signs or changes to existing signs must also be reviewed and approved by the DRC. No Improvement Location Permit (ILP) or building permit may be issued without a COA by the DRC.

REVIEW PROCESS

The review process is set forth in the Town of Nashville's Ordinance 2002-07. Typically, this process will take approximately two (2) months to complete; however, some minor work items can be can be approved by DRC staff. Complex projects may take longer. Property owners are advised to consult with the Town administration and the DRC early in their planning process in order to ensure that the proposed improvements meet the standards and guidelines of the DRC.

How does the review process work?

1. Obtain a copy of the COA Application Form and Town of Nashville Design Guidelines from the Town administrative offices (located in Nashville Town Hall, 200 Commercial Street). Projects involving new construction, structural changes to an existing building or demolition will require an **Improvement Location Permit (ILP)** from the Brown County Area Plan Commission (located in the County Office Building, 201 Locust Lane) after the COA is issued. Applications for sign permits are available at Nashville Town Hall and are handled jointly by the Area Plan Commission and the Town administration. Some signs can be approved by staff, while others require approval by the full DRC. *These items in the review process below are applicable for sign permits: 2, 4a, 5, 10, 11, 12 and 14.*
2. Review the Design Guidelines when planning a project to ensure consistency with town standards. Consult with a representative from the Town of Nashville, Brown County Area Plan Commission and/or applicable local, state or federal agency to answer questions you may have during the completion of the application form. Phone numbers and other relevant contact information are included with the application form.

3. Property owners planning the construction of a new, free-standing building are required to take part in a **Pre-Application Review** of the project with the DRC or Town administrative staff. Those who are planning additions to an existing building or any other project that will utilize utilities are strongly encouraged to utilize the pre-application review process. This is an informal opportunity to learn more about the DRC's standards and expectations and is typically held during a regularly scheduled meeting of the DRC. Prospective applicants should provide information such as a preliminary site plan (two (2) copies), preliminary elevation drawings (two (2) copies) and photographs of existing conditions to the Town's administrative office fourteen (14) days in advance of the meeting date, if planning to meet with the full DRC.
4. Complete the COA application form and return it, along with the processing fee payable to the Town of Nashville, to the Town's administrative office. Supporting materials that further explain the proposed work must also be submitted with the application (please refer to COA application for a list of supporting materials). The completed application must be submitted at least three (3) weeks prior to the regularly scheduled meeting of the DRC so that it may be included on the agenda for that meeting. The DRC meets on the third Tuesday of every month at the Nashville Town Hall. A published schedule is available from the Town of Nashville Clerk-Treasurer's Office and is posted at the main entrance to Town Hall.
 - (a) Applications for sign permits should be completed and returned to the Town's administrative office, along with the processing fee payable to the Brown County Area Plan Commission. Supporting materials that further explain the proposed sign must also be submitted with the application (please refer to application for list of supporting materials). The completed application must be submitted by 4:00 p.m. on the Wednesday prior to the regularly scheduled meeting of the DRC so that it may be included on the agenda for that meeting.
5. Within three working days of receiving an application, the Town administrative staff will review it for completeness and for compliance with existing standards, policies and guidelines. When the administrative staff determines the application to be complete it will be directed to one of three review tracks.

A **minor works** project will be reviewed by DRC staff and will not require action by the full DRC. This expedited review is available for projects that fall within the minor works list provided by the Town of Nashville. *Item 13 in the review process is the next applicable step for this type of project.*

Projects that are of greater scope but do not involve new construction or structural changes will require the approval of the DRC and will be placed on the agenda for the DRC's review in accordance with the published meeting schedule. *Item 9 in the review process is the next applicable step for this type of project.*

Projects that (a) involve construction of a new, permanent structure, (b) change the footprint or square footage of an existing structure, or (c) will utilize utilities, will first be reviewed internally by the **Nashville Technical Review Committee (Technical Review Committee)** which meets on an as-needed basis to review projects. The meeting of the Technical Review Committee will be scheduled by the Town administrative staff and will occur within the three (3) week period between submission of an application and review by the DRC. Typically, this review will occur

within the first two weeks of a submission to afford an opportunity for the applicant to submit revised plans, if necessary, before the meeting of the DRC.

6. The Technical Review Committee is comprised of representatives from the Town of Nashville DRC, Town administrative staff, Town Engineer/designate, Nashville Fire Department, Nashville Utilities, Nashville Tree Board, Brown County Area Plan Commission Director, Brown County Health Department, Brown County Building Department, Brown County Soil and Water Conservation District and the Indiana Department of Transportation. Other public utilities/agencies may also be represented on the committee when appropriate. The applicant is strongly encouraged to attend this meeting along with the project engineer and architect, if applicable.
7. The meeting of the Technical Review Committee is intended to provide the applicant with an opportunity to meet collectively with various town, county and state agency representatives who may have jurisdiction over some aspect of the project. It is an opportunity to ask questions, clarify and understand regulatory issues, and provide early communication to facilitate a successful development process. The Technical Review Committee will also provide a recommendation on the project to the DRC.
8. Following review by the Technical Review Committee, project plans may need to be revised for submission to the DRC. Two (2) copies should be submitted. If sufficient time is not available to submit revised plans, the Town's administrative staff will provide a written summary of required and/or recommended changes to the DRC in advance of the meeting in order to apprise them of said changes.
9. Notice of DRC review of projects must be posted on the subject property, on a form provided by the Town of Nashville, at least ten (10) days in advance of the meeting date and remain in place until the meeting. The Town will also mail notice of the review at least ten (10) days in advance of the meeting date to all property owners within one hundred feet (100') of the subject property. It is the responsibility of all COA applicants (except those with minor works projects) to provide stamped, legal-sized envelopes addressed to property owners within 100 feet of the perimeter of the subject property as part of the application. The County Surveyor (201 Locust Lane, Nashville) can assist with the compilation of this list. Obtain the most up-to-date records to ensure the greatest accuracy.
10. DRC members will receive copies of the application materials in advance of the meeting, along with a summary of Technical Review Committee recommended/required changes (if applicable) and are encouraged to visit the properties where work is proposed.
11. Applicants (or a representative) must attend the meeting at which their project will be discussed. At the meeting, applicants will have the opportunity to present the proposed project, and DRC members will have the opportunity to ask questions of the applicant and the DRC staff. Members of the public who may be present at the meeting will also be given the opportunity to comment on the application.
12. After all comments have been submitted, a motion may be made to approve or deny the application, or approve it with conditions. A simple majority of the DRC must vote in favor of a motion in order for it to be carried.

13. Approval of an application results in the issuance of a Certificate of Appropriateness (COA), which is valid for twelve (12) months. The applicant may apply for one twelve (12) month extension. If the project changes from what was approved by the DRC, a new or amended COA will be required. Staff may approve some minor changes, while more extensive modifications will require full DRC review.
14. Once the DRC has approved the project, it is the responsibility of the applicant to obtain all other necessary permits. Projects involving new construction, structural changes to an existing building or demolition will require an Improvement Location Permit (ILP) from the Brown County Area Plan Commission. If an Improvement Location Permit is required, the COA will be forwarded by the DRC to the Brown County Area Plan Commission, which shall ensure that the conditions of the COA are met as part of the issuance of an ILP. Sign permit applications will also be forwarded to the Area Plan Commission for review and issuance of a sign permit.

*Approved 4/19/05
Revised 3/20/07
Revised 10/16/12
Revised 5/28/2020*



DESIGN GOALS FOR THE TOWN OF NASHVILLE

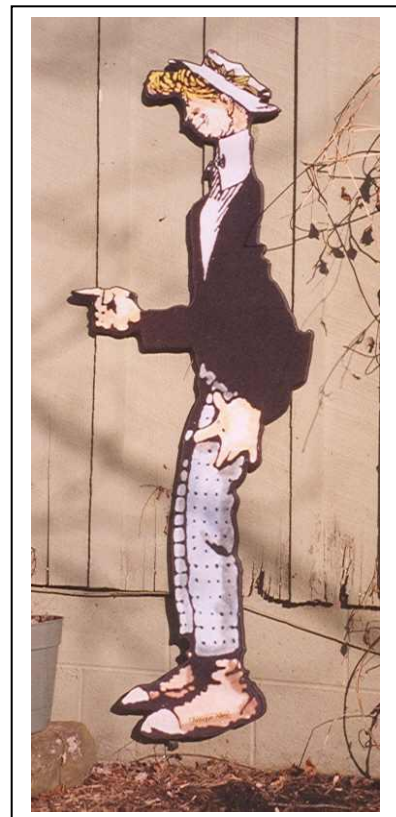
⊕ The landscape should be preserved in its natural state, in so far as practical, by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas.

⊕ New structures should be related harmoniously to the terrain and to existing buildings in the vicinity. Changes to existing historic structures should maintain the historic character and fabric of those buildings and their relationship to their surroundings.

⊕ Parking areas and areas of vehicular and pedestrian circulation should be designed to be safe and convenient, and should not detract from the design of surrounding properties.

⊕ Lighting of walks, buildings and entrances should be limited to an amount that is consistent with public safety. Lighting should be designed to have minimal impact on surrounding properties and streets.

⊕ Construction projects should be designed so that the site is properly drained and does not adversely impact neighboring properties or the public storm drainage system.



⊕ Electric, telephone and other utility lines should be located underground whenever possible. Service areas should also be designed and screened so as to minimize their impact on surrounding properties.

⊕ Signs should be designed to enhance rather than detract from the buildings on which they are located and surrounding structures.

HISTORY OF NASHVILLE

The town of Nashville is located in Washington Township and dates to the Indiana legislature's 1836 organization of Brown County, when it was named the county seat. Originally known as Jacksonburg, the town's name was later changed to Nashville.

Brown County's wooded and hilly terrain served to impede the growth of Nashville and the surrounding county. In the late 1800s widespread logging and subsequent soil erosion effectively ended farming as a livelihood. During that period half of the county's citizens emigrated. The terrain also inhibited other kinds of progress. A railroad did not arrive in the county until 1905, and then passed only through the northern part of the county, bypassing Nashville entirely. Thus change came very slowly to Brown County and Nashville.

But the physical aspects of Brown County and Nashville that slowed economic development helped to attract artists and, later, tourists. By the early years of the 20th century, several artists had discovered Brown County as a source of inspiration for their landscape paintings. Initially their numbers were limited because of the county's isolation. The artists typically boarded a train from Indianapolis to Helmsburg, then continued south to Nashville on foot or by wagon. Initially there were few places to board in town and few modern conveniences, but as an increasing number of artists discovered the picturesque and quaint landscapes, more hotels opened and more artists set up summer studios in Nashville. By the mid-1920s, the artists started organizing exhibitions. As word spread in cities such as Indianapolis and Chicago, tourists began arriving to visit the artists' studios and galleries.

Also during the 1920s, the State of Indiana began purchasing acreage that in 1929 would become Brown County State Park. The state park's opportunities, along with the tourists drawn by the artist colony, led to an increased reliance on tourism as a major source of revenue for the county at large and Nashville in particular. A few enterprising residents began to open shops to cater to the tourists, and shopping in Nashville soon became a draw in itself.

New development, sparked by tourism and several major fires, has dramatically altered Nashville's historic appearance. However, several significant buildings remain in the historic downtown. Among these are the Mary Bissell House, constructed of locally made bricks in about 1840 and once used as the parsonage for the Methodist church. The Bartley-Gibson-Hollenbarger House (c.1886) and the T.D. Calvin House (1875), both on Van Buren Street, are excellent examples of late 19th-century residential design and retain much of their decorative detailing. The 1875 Frank P. Taggart Drug Store, at the corner of Main and Van Buren streets, is individually listed in the National Register of Historic Places and is considered one of the county's oldest remaining commercial buildings. A small historic district centered around the courthouse is also listed in the National Register of Historic Places. The Brown County Courthouse (1875), the old log jail (1879), and the Brown County museum buildings (c.1840/1936) help to show the political and social history of Nashville and Brown County during their formative years.

The Town of Nashville established the Development Review Commission in May 2002 to protect the Town's unique character and ensure that future development is compatible with that character.

MODIFICATIONS TO EXISTING BUILDINGS

Changes made to existing buildings – whether those buildings are historic or modern – can have as much of an impact on the character of the community as the construction of a new building. When plans are being made for the alteration of an existing building, the following general principles are codified in Town of Nashville Ordinance 2002-7 and must be considered:

- ☉ *The modification should respect and be compatible with the architectural character and scale of the existing structure.*
- ☉ *The modification should complement the existing scale and design of the business district.*
- ☉ *The modification should not create visual clutter through the excessive number or uncomplimentary design of design elements, and should not create a form of advertising through its design, materials or patterns.*

The following guidelines are intended to help interpret those general principles for building owners and tenants and serve as the basis for the DRC's decisions.

ADDITIONS

Ad1 The design of any new addition should be in proportion with the size and scale of the original building and its surroundings.

Ad2 An addition should be designed in a manner that makes it clear what is original and what is new. Changes in setback, materials, or details can help to do that.

Ad3 An addition should be designed so that it could be removed from the original building in the future without substantial damage or loss of original materials.

Ad4 Generally, additions should be attached to secondary elevations and set back from the front façade, so as not to damage, destroy or obscure character-defining features.

Ad5 An addition should be subordinate to the original building. Generally, additions should not exceed half of the original building's total floor area or building footprint.

Ad6 Respect original roof forms when designing an addition. Additions should complement existing forms, not overwhelm them.

Ad7 Generally, the original orientation of a building should not be altered when constructing a new addition. An addition should not turn a primary façade into a secondary façade.

Ad8 Use materials that are the same as or subordinate to the primary material of the original building. Wood is subordinate to brick, and brick is subordinate to stone.

Ad9 The addition should incorporate the horizontal and vertical alignment and patterns of the principal building and those around it.

Ad10 The massing of an addition should be similar to that of surrounding buildings. Avoid an oversized, boxy shape.

Ad11 Additions should have the same relationship of solids to voids (walls to openings) as the original portion of the building. Openings in wall surfaces such as windows and doors should relate to those in the main building in size, scale and configuration.

Ad12 If an entry will be included in the addition, it should be subordinate to the entry on the principal building whenever practical.

Ad13 If the proposed addition is intended to restore a portion of a historic building that has been removed, the new addition should be based on historic documentation, such as plans or photographs, rather than conjecture.



Although its orientation is much more horizontal than the house's, the use of similar siding materials and patterns, and the window shapes, help visually tie this addition to the main building.

Ad14 The foundation of an addition should match the original foundation materials, height and style. Poured concrete or pre-cast blocks may be used to construct a new foundation, but should be sheathed in a veneer of brick, stone, stucco or other masonry materials to match the original foundation.

Ad15 If additional stories are to be added to a commercial building, this addition should be set back from the plane of the walls and be as inconspicuous as possible from the street. The addition of extra stories to residential structures is discouraged due to the structural and design difficulties presented by such additions.

Ad16 Dormer additions should complement the architecture of the existing structure in size, scale, massing, openings and details. Dormer additions should align with window openings if the façade is symmetrical or should be placed off-center on an asymmetrical façade

Ad17 Additions should be engineered to minimize damage to the original building in the event of collapse or other catastrophe.

Ad18 Before removing an existing addition, consider its architectural significance and weigh its contribution to the original building's character. Generally, additions and alterations that are at least fifty years old have acquired significance and should be evaluated to determine the merits of their preservation.

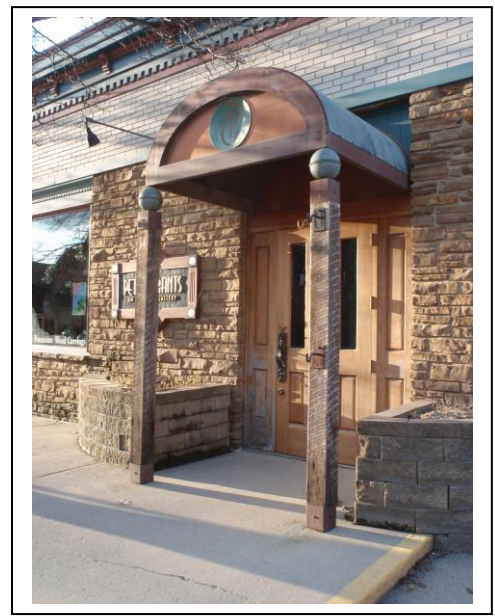
AWNINGS & CANOPIES

Both awnings and canopies have been used for many years to provide protection for buildings and their users from the elements. Awnings, which may be fixed or retractable, are attached directly to a building and cantilevered out, while a canopy has posts that help to support it.

AC1 Awnings and canopies should be appropriate in scale for the building: they should complement the façade, not overwhelm it.

AC2 Awnings and canopies should not cover important architectural features, nor should they greatly exceed the size of the feature they are shielding.

AC3 Awnings should be installed so that the valance is at least eight feet above the sidewalk. An awning or canopy that overhangs the public right-of-way may require additional approvals from the Town of Nashville.



The standard-shape awnings on the left are traditional, while the canopy to the right is a more modern, artistic interpretation. However, both are appropriate in the downtown, and add to the visual interest of their respective locations.

AC4 The shape of the awning or canopy should be matched to the shape of the opening where it is mounted.

AC5 Several shapes of awnings were used traditionally and may be appropriate for use in the district. These shapes include standard, dome, convex, concave, bullnose and marquee. The choice of an awning shape should be guided by the shape of the opening and any physical or photographic evidence of what might have been used in the past.

AC6 Awnings and canopies should reinforce the vertical or horizontal proportions of the building.

AC7 Awning and canopy materials should be durable yet traditional, such as canvas, vinyl-coated canvas or cedar shake. Concrete, fiberglass, plastic, aluminum and other non-traditional materials are generally not appropriate.

AC8 Backlit awnings are prohibited.

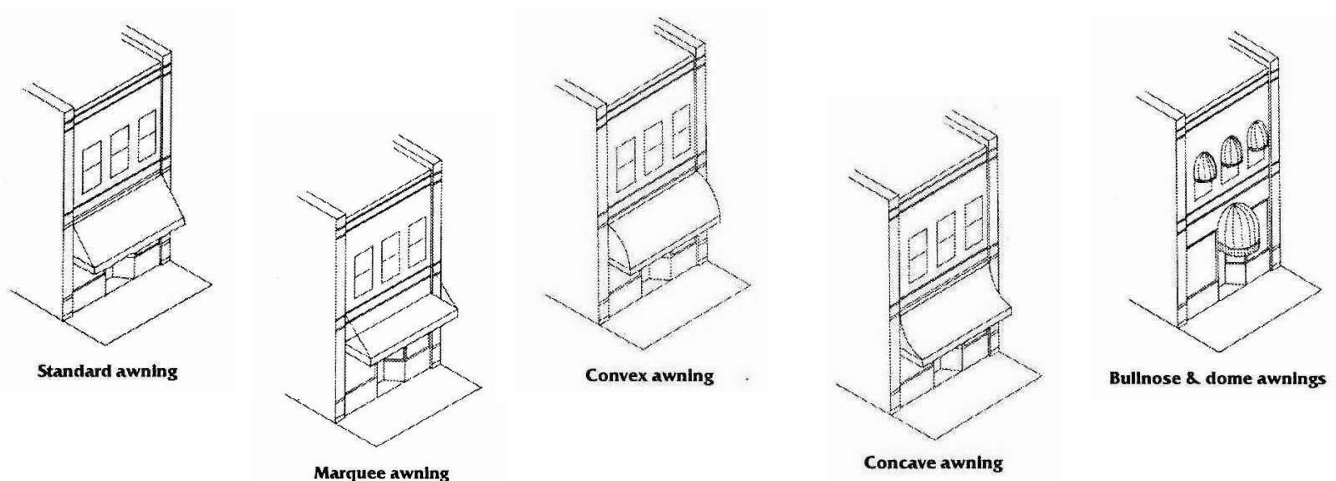
AC9 Awnings should be attached between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom if the transom glass is historically or architecturally significant.

AC10 Awnings should be installed in a way that does not damage the building. Hardware installation should be the minimum required for safety and stability and, if on a masonry building, should be into mortar joints rather than the masonry. If original mounting hardware remains, avoid removing it if possible.

AC11 When deciding on a pattern, simple and restrained patterned awnings are preferred. Colors should complement the color of the building and other nearby structures, and be compatible with the Town of Nashville's recommended color palette.

AC12 Signs can be sewn or painted directly onto an awning or canopy, including the valance of an awning. Lettering should be no more than twenty-four inches high and cover no more than 1/3 of the awning or canopy area and must meet all signage regulations. Awning signs will be counted toward the number of signs for a business, as well as the total signage area.

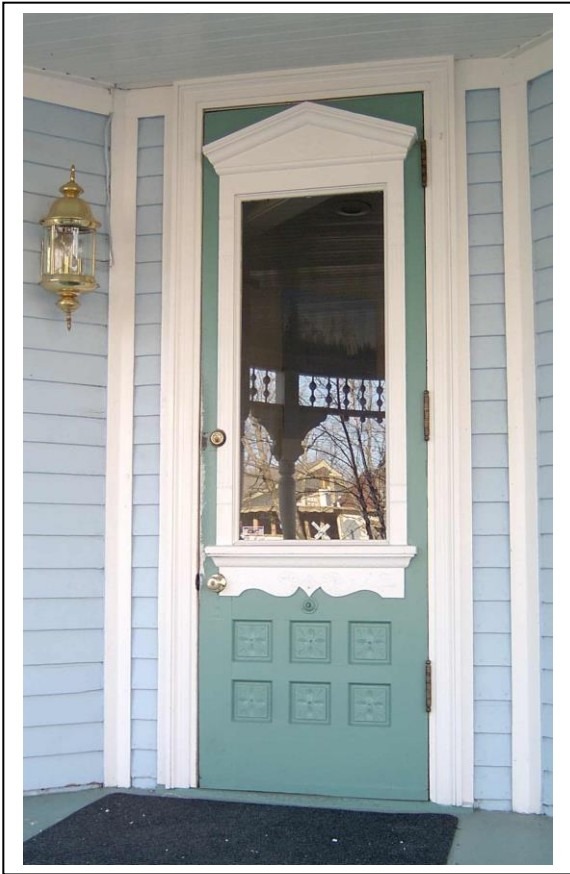
AC13 Motorized, retractable awnings will be considered on a case-by-case basis. The size of one of these awnings should not overwhelm the building on which it is mounted, and care must be taken to ensure that the awning can withstand a wind load without damage to the building.



DOORS

D1 Significant doors and trim elements should be preserved and maintained. The size, proportion, detailing and rhythm of original doorway openings should be maintained.

D2 Repair historic doors and trim as an alternative to replacement. If a historic door or its trim is deteriorated beyond repair, its replacement should match the original as nearly as possible in materials, design, size, texture, configuration and other details.



This elaborate door helps to define the character of this Queen Anne-style house and should be preserved.

D3 The design of replacement doors or trim for missing elements should be based on historical, pictorial or physical evidence rather than conjecture. If no evidence can be found, a new design should be used that is compatible with the age and style of the building.

D4 The replacement of non-original, non-significant doors with new doors that are compatible with the age and style of the building and fit within the original opening is encouraged.

D5 Wooden doors are encouraged in the district. Unfinished aluminum or other metal doors can be made more compatible by painting them.

D6 Storm or screen doors should be of a simple design appropriate to the style of the structure. The door should have a narrow frame and a large opening, to allow a good view of the inner door.

D7 If an entrance will no longer be used, avoid removing the door and filling the opening. Instead, secure the door and leave it in place. Always make such alteration work as reversible as possible, so that doorways can be used again in the future with minimal work.

D8 Do not use residential-style doors on commercial buildings unless documentation exists that such doors were historically found on the building.

D9 Creating new entrances on the primary facades of buildings is discouraged.

D10 Use separate doors for each bays of a multi-car garage. Consider using paneled or 'carriage house' style doors rather than standard overhead doors. If overhead doors are being incorporated into a commercial building, the doors should generally be largely glass. This type of door is generally not appropriate for use on a residential-style structure.



Left: Although this is a modern door, it has a traditional appearance appropriate for the downtown district. The large glass area allows additional light into the store, and could also be used as a location for signage.



Right: Details such as transom windows allow for additional interior light and help to add character to an entrance. These features should be maintained and preserved.

MASONRY

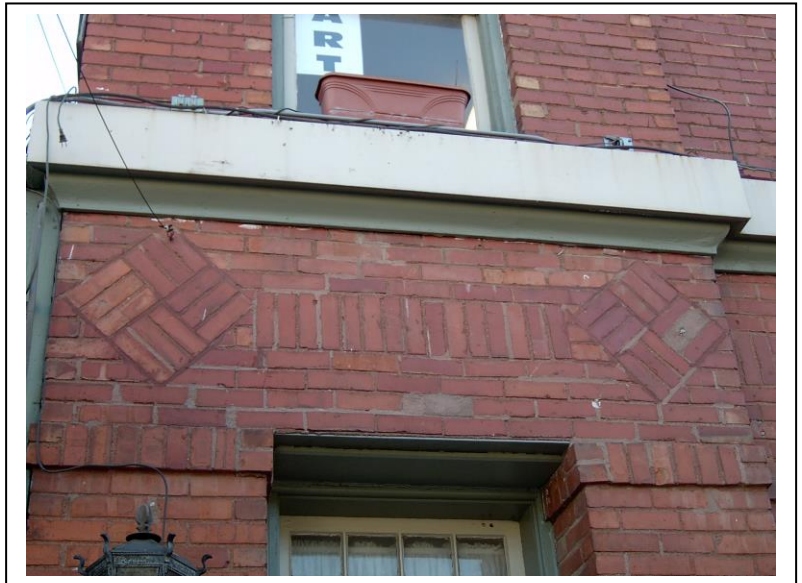
M1 Historic masonry walls, foundations, and architectural elements such as chimneys, corbelling, cornices, columns, wall panels and arches should be preserved and maintained.

M2 If a section of masonry is missing or deteriorated beyond repair, the replacement should match the existing materials in type, coursing, color, size, strength, and mortar size and profile. Bricks should always be 'toothed-in' to historic brickwork to disguise the joint between old and new.

M3 Cleaning masonry, if necessary, should be done using the gentlest means possible. Start with water and a mild detergent and gradually work up, if necessary. Chemical cleaners should be a final alternative. Sandblasting and other abrasive cleaning methods are prohibited.

M4 Potential cleaning methods should always be tested first in a small, inconspicuous test patch, to determine the effects of the cleaner on the masonry.

M5 When repointing, use a mortar mix that is compatible with the masonry. Historic mortars were high in lime content and much softer than today's Portland cement-based mortars. Repointing mortar should be equivalent to or softer than the original mortar. Caulk is not an appropriate substitute for mortar.

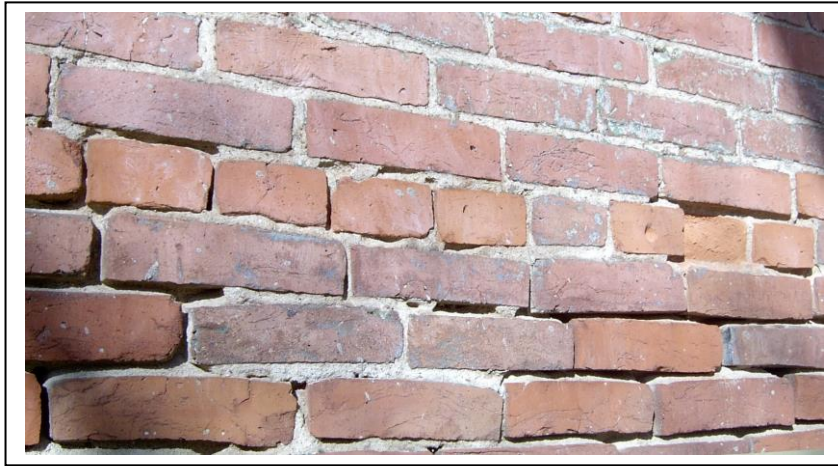


M6 Match mortar joints in color, texture, joint size and tooling when repointing.

Distinctive decorative elements such as the brickwork patterns above should not be altered or obscured.

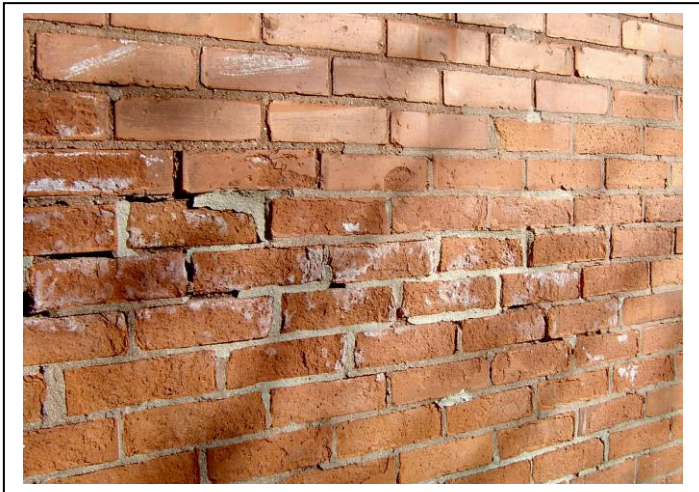
M7 Repoint only those mortar joints that are no longer sound. Do not remove all joints in an effort to achieve a uniform appearance. Large-scale removal of mortar joints often results in damage to historic the masonry.

M8 Remove unsound mortar joints carefully with hand tools that are narrower than the joint. Power tools should never be used because of the danger of damaging the masonry. The deteriorated mortar should be removed to a depth of 2½ times the width of the joint or to sound mortar, whichever is greater.



The wall above badly needs to be repointed, which should include the removal of the areas of modern mortar.

The bricks at right have been repointed with a hard, modern mortar, which has begun to cause spalling (loss of the face of the bricks).



M9 Make sure that any exterior replacement bricks are suitable for exterior use – some bricks were never meant to be exposed to the elements.

M10 Do not replace sections of soft historic brick with new brick that is substantially harder and stronger. As the wall goes through seasonal cycles of expansion and contraction, the softer brick will be the first to ‘give.’

M11 Masonry that has not previously been painted should generally not be painted.

M12 Painted masonry buildings should be repainted as necessary. Use a ‘breathable’ masonry paint that is compatible with and can create a strong bond with existing paint. Latex paints are generally more ‘breathable’ than enamels. Remove only deteriorated or flaking paint, to ensure a good finish; complete paint removal to bare brick is not recommended.

M13 Avoid the use of silicone-based sealers on masonry.

M14 Stucco or other applied coatings should not be applied to existing buildings if they have never previously had such coatings.

PAINT

P1 All paint colors must be approved by the DRC and must be consistent with the palette approved for use within the Town of Nashville. Generally speaking, these are muted, earth-toned colors (i.e. browns, greens, grays, etc.) that would blend in with natural materials.

P2 When painting a historic building, research the original colors as a starting point. It is not required that original colors be re-used, but those colors can help to establish a palette of colors from which to choose a new color scheme.

P3 Neighboring buildings will affect and be affected by the color scheme that you select. Look carefully at the surrounding buildings before choosing a color scheme.

P4 Some color decisions may have already been made for you: the color of your foundation and roof, for instance, will to some extent limit the palette from which you should choose.

P5 Successful paint schemes often involve three complimentary colors: body, trim and accent colors. Four colors can also be used successfully if the fourth color is used sparingly.

P6 Do not paint masonry buildings or components that were not originally painted. Painting will add a long-term maintenance issue and affect the walls' ability to "breathe." Accumulated layers of paint will eventually obscure decorative details.

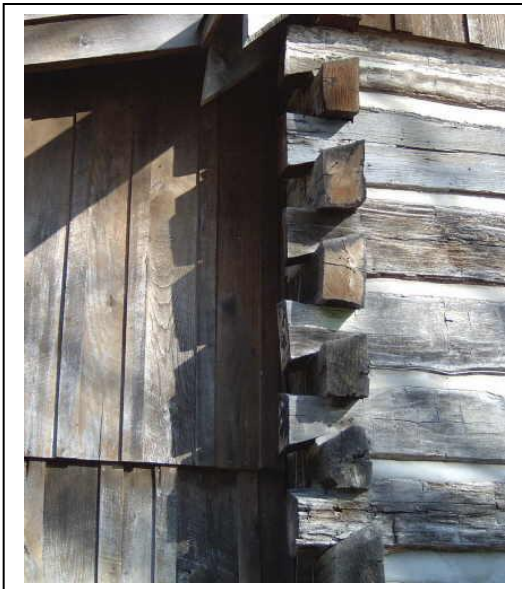
P7 Maintain a sound paint film on painted surfaces to preserve building materials.

The use of contrasting trim and body colors helps to highlight the Calvin House's Queen Anne style and decorative details.





This cracked, alligatoring paint is nearing the end of its life span.



Some materials in Nashville, including log and some vertical batten siding, were traditionally left unpainted.

PAINT TIPS

👍 Undertake a program of routine inspection, maintenance and repair to protect wood siding and trim and other painted surfaces. Elements that have a greater exposure to the weather – often on the west or south side of a building – should be inspected particularly closely.

👍 Routinely wash painted surfaces with water and a mild detergent to prevent dirt build-up.

👍 Maintain a sound coat of paint on wood siding and trim. If it won't hold paint (often because of excess moisture), find and correct the problem – don't just cover it with new materials.

👍 Prior to repainting, remove all loose or flaking paint down to the first sound paint layer. Use the gentlest means possible when removing old paint prior to repainting. Hand scraping and sanding is recommended for wood. Hot-air guns and heat plates are not recommended because of the risk of fire. Test chemical strippers in an inconspicuous area prior to applying to masonry.

👍 Any bare wood should be primed prior to repainting. Priming the back and end grain of new wood will increase the longevity of the paint job. Bare wood surfaces prone to standing water or harsh weather should be treated with water repellent or preservative prior to priming.

👍 After the application of a primer coat of paint, all seams and joints (excluding the horizontal joints of clapboard) should be caulked. Appropriate metal or wood fillers should be used to fill nail holes, cracks and holes in the surface.

👍 New paint should be applied to clean, dry surfaces in a manner consistent with the manufacturer's specifications. Good preparation and high-quality paints are the keys to a lasting paint job.

👍 Be aware that paint applied prior to 1978 is likely to contain lead and should be handled accordingly. For more information about lead paint, contact the Brown County Health Department.

PORCHES

Po1 Retain and preserve character-defining architectural elements and features of porches, stoops and balconies such as piers, foundation walls, lattice, flooring, porch supports, ceilings, railings, balusters, steps, brackets and other decorative details.

Po2 Avoid removing character-defining porches or balconies which are no longer in use. Doors may be abandoned, but should always be able to be made operable again at a later date.

Po3 If a porch or some of its elements have been removed or altered, restoration work should be based on archival, physical or photographic evidence rather than supposition. New work should match the original in materials, proportions and detailing.

Po4 Enclosure of existing open porches is not recommended. However, if porch enclosure is desired, the work should be done in a manner that does not destroy, damage, or obscure important character-defining features and is reversible.

Po5 Do not cover porch or cornice elements with vinyl or aluminum siding or other applied materials.

Po6 Treated wood and other modern decking materials may be appropriate for some porch repair or construction projects, but should be used and finished in traditional ways – i.e. a stained, tongue-in-groove porch floor.

Po7 Decks are discouraged on the primary façades of historic buildings. If a deck is desired, it should be added to a rear or side elevation. New decks should be compatible in scale with the building (not exceeding 25% of the building footprint), simple in design, and should not obscure architectural details.

Po8 Avoid adding new porches, stoops or balconies to primary elevations where none have existed. If a new porch or deck is to be added to a building, it should be designed so that it could be removed in the future with minimal impact on the building itself.

Po9 Make ramps and other entrance and porch modifications necessary for accessibility reversible, so as not to obscure or damage architectural features and diminish the building's character.

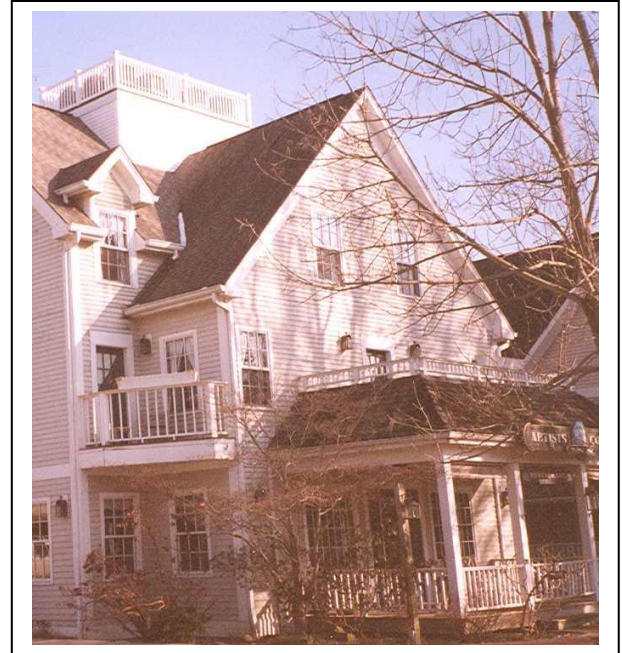


Elaborate porches, such as the one here at the Calvin House, are often important features of the Queen Anne style and should be maintained and preserved.

Po10 If adding a handrail to a porch or stoop that did not previously have one, install it in a manner that will minimize damage to or loss of historic fabric. Consider mounting the handrails in the ground adjacent to the steps rather than drilling into historic stone steps, for example.



A key feature on many buildings both historic and new, porches are an important part of Nashville's visual character.



PORCH MAINTENANCE TIPS

👉 Porches and balconies are very susceptible to weathering and water damage. Follow a program of routine inspections and maintenance to ensure the long-term viability of your historic or new porch. Check the condition of wood, metal and masonry elements regularly for signs of deterioration.

👉 Maintain a proper slope to the floors and steps to ensure good drainage.

👉 Maintain a sound coat of paint and caulk exposed joints.

ROOFS

R1 Maintain the original roof pitch, form and shape of historic structures. Staff can approve re-roofing changes that do not alter the roofline. Alterations to roof form are discouraged on primary elevations unless they can be demonstrated to have existed at some point in the structure's history. Roofline modifications on secondary elevations should be compatible to the style of the building and its surroundings.

R2 If an entire roof is to be replaced, replacement roofing materials should match the existing in pattern, form, texture and color, if these are significant features of the existing roof. If replacing small sections of a roof, the materials, color, textures and size of the new roofing should also match the old.



The complex roofline is an important character-defining feature of this building and should be maintained if alterations take place.

R3 If replacing small sections of a roof, the materials, color, textures and size of the new roofing should match the existing.

R4 Certain roofing materials have traditionally been utilized in Nashville, and these materials – or modern materials that replicate their appearance – are most appropriate for use in the downtown district. These materials include metal (traditional, standing seam or pressed shingles), asphalt shingles, wood shakes, or rubber or cementitious shingles with the appearance of traditional materials. Other materials - such as rolled or membrane roofing - may be used in areas not subject to view.

R5 The DRC has established a palette of roof colors that are most appropriate for use in the downtown district, available at the office of the Town Administration. This palette should be consulted when selecting a roof color, and only roofing utilizing these colors can be approved as a minor works project.

R6 Retain features and details that give a roof its character, including chimneys, towers, cresting, weathervanes, dormers, trim and bracketing.

R7 Replacement roofs or roof features on historic structures should be based on physical, written or pictorial evidence. Do not ‘historicize’ a roof based on presumption (i.e. installing wood shake shingles when there is no evidence of their earlier use on a building).

R8 If historic gutters and/or downspouts have deteriorated beyond repair, replacements should match the appearance of the originals as closely as possible in design, materials, size, color and location.

R9 New gutters and downspouts should not cover important architectural features.

R10 Use modern materials only when the utility of these materials has been proven over time. For example, fiberglass or vinyl gutters are not recommended, as they tend to crack in extremely cold weather. Refer to accepted building materials testing such as the ASTM standards for more information.

R11 Leave historically exposed rafter ends and eaves open and uncovered. Undertake regular maintenance and painting to be sure that these features remain in good condition and replace damaged areas in-kind.

R12 If installed on the roof, mechanical equipment, satellite dishes, antennae, solar panels, etc. should be placed in a location that is inconspicuous from the public view and does not damage or obscure character-defining features. Care should also be taken to ensure that these additions will not overload the roof structure. (*See section AE for more on solar panels.*)

R13 Rooftop signs are strongly discouraged in downtown Nashville. In such cases where rooftop signage is utilized, the top of the sign may not be higher than the peak of the roof of the building to which it is attached. On a single-story building, the top of the sign cannot exceed twenty feet above ground level. (*See section Si for additional regulations regarding signage.*)

ROOF MAINTENANCE TIPS

👍 Undertake a program of routine inspection, repair and maintenance of all roof system components: sheathing, gutters, downspouts, soffits, fascia, flashing and coping. Inspect roofs on a routine basis from both the inside and outside. Especially try to inspect during a hard rain, when it would be possible to see it at its worst.

👍 Make sure that any penetrations of the roof surface (i.e. chimneys, vents, dormers, etc.) are properly flashed and sealed, and inspect them carefully on a regular basis to be sure that they are not leaking.

👎 Tar patches should never be used on shingle or metal roofs – this will not repair the problem and is usually irreversible.

SIDING & TRIM

S1 Original siding and trim should be retained and preserved.

S2 Artificial siding is generally not appropriate for use on an existing building. When original materials are replaced or covered with artificial siding, the character of the building is altered through the change in width and profile of the siding and the reduction of shadows. Projecting details around windows or doors become inset, and often molding, trim and other details must be removed to accommodate artificial siding.

S3 Do not cover wood siding or trim with impervious materials (i.e. aluminum or vinyl siding, stucco, impervious paint, etc.), as it limits the wood's ability to 'breathe,' trapping moisture that will eventually lead to rot.

S4 Removal of artificial siding and trim is encouraged. Remove later siding carefully, to avoid damage to the original fabric.

S5 If original siding or trim is damaged, use epoxies and other maintenance and repair techniques such as splicing or patching to preserve original materials. Retention of original material is preferred to ensure the authenticity and integrity of the resource.



S6 If architectural features are missing or damaged beyond repair, they should be replaced in kind. Use materials of the same type, size, shape and configuration for the replacement.

The gable detailing above is a critical part of the character of this building. Removing these details or covering them with artificial siding would significantly diminish the home's character.

S7 Replacement siding should be installed without irreversibly damaging, removing or obscuring the architectural features and original materials of a building. Siding should only cover areas that were originally covered by siding.

S8 Some types of artificial siding – such as smooth-finish cementitious siding – may be appropriate on new buildings in the district or on additions. Special design considerations such as width, texture, orientation, trim, etc. will apply, to ensure that the application conforms with the historic character of the district.

S9 Use the gentlest means possible for cleaning, scraping or stripping wood surfaces. Avoid sandblasting, water blasting, heat machines or harsh chemicals that are designed to dissolve paint. These techniques can cause permanent damage to the surface of the wood, and heat guns are a fire risk.

S10 Avoid the use of blown-in insulation in exterior walls, as it often leads to moisture build-up and rot. Any moisture trapped in the insulation also tends to exacerbate paint failure.

If an area of wood siding is deteriorated beyond repair, it should be replaced with wood siding to match the surrounding siding, as has been done above.

Priming the front and back of the new siding – and getting a top coat of paint applied promptly – will help to prolong the wood's lifespan.



SIDING & TRIM MAINTENANCE TIPS

👍 Undertake a program of routine inspection, maintenance and repair of wood siding and trim. Elements that have greater exposure to the weather – often on the west or south side of a building, or in an area that receives rain directly – should be inspected particularly closely.

👍 Maintain a sound coat of paint or stain on wood siding and trim. If it won't hold paint or stain (often because of excessive moisture) find and address the problem – don't just cover it up with new materials.

STOREFRONTS



This building shows the elements of a typical turn-of-the-century storefront – large display windows with centered double doors topped with a transom.

Sf1 Retain and preserve original or historic storefront features such as display windows, bulkheads, transoms, entry doors, decorative entrance floor tiles and name plates, cast iron columns and pilasters, etc.

Sf2 Original ornamentation should be retained and repaired. If missing or deteriorated beyond repair, replacements should match the original in design, dimension, texture, material and color. Consider substitute materials only if it is not feasible to use the original material. It is the responsibility of the applicant to demonstrate that proposed substitute materials would be physically and visually compatible.

Sf3 Storefronts that are later additions but that have acquired historic significance in their own right should be retained and preserved.

Sf4 A new storefront's configuration and proportion should be based on historic documentation or appropriate historic designs relating to the building façade. For example, the traditional commercial storefront was composed almost entirely of window, providing maximum light and display area. When designing a new storefront in a commercial-style building, the following elements should be included: large display windows, transoms, relatively thin framing elements, a cornice element separating the storefront from the upper stories, low bulkheads, and decorative entry flooring.

Sf5 A storefront in a new building should be based upon and complement the historic storefronts around it but should be distinguishable as a product of its own time.

Sf6 If a residential building is being converted to a commercial use, retain the residential character of the building. Maintain the existing window size and pattern rather than installing a standard commercial storefront. Likewise, new commercial structures in an area that is primarily residential in character should reflect those surroundings.

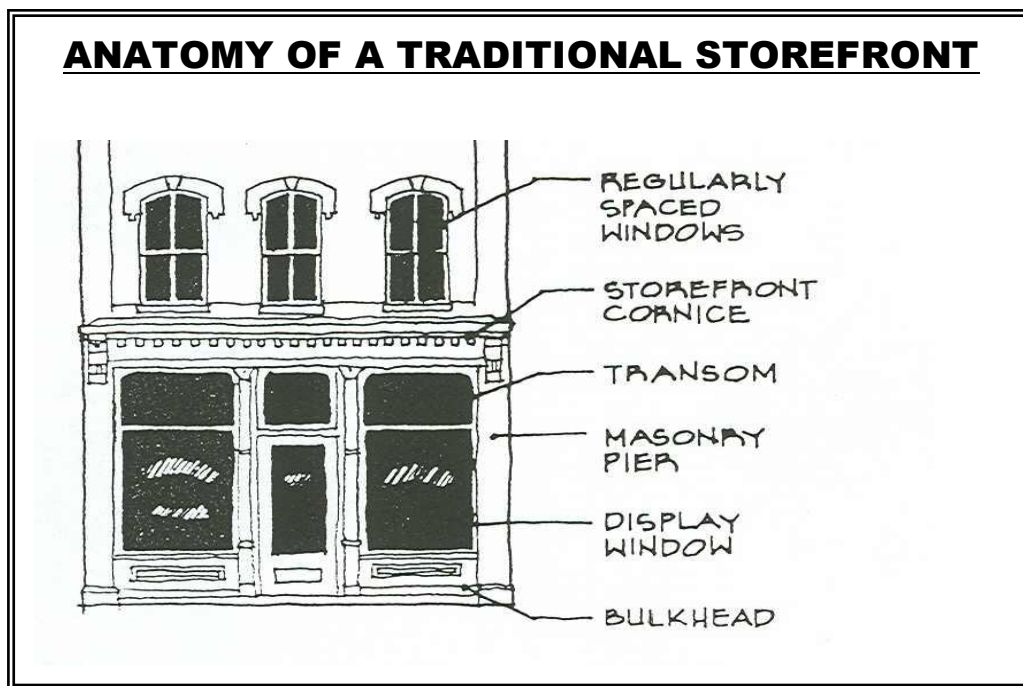
Sf7 Appropriate storefront materials include wood, cast iron, Brown County stone, or anodized aluminum frames. Bulkheads can be wood panels, stone, brick, glass, tile or aluminum-clad plywood panels. Inappropriate materials include artificial stone and brick, specialty block and gravel aggregate.

Sf8 A storefront should not be 'closed down' or subdivided.

Sf9 Do not change or re-orient the location of the main entrance of a storefront.

Sf10 Do not use smoked or reflective glass in storefront display windows. Temporary films to increase energy efficiency may be applied, but extremely dark "blackout" films are not appropriate. Use window coverings, such as blinds, if the use of the building no longer requires merchandise display.

Sf11 Transom windows should not be covered. Consider uncovering and restoring transom windows that may have been covered in the past. Transom windows may be of clear, beveled, etched or stained glass or glass block. Use physical or pictorial evidence, or the style of the building, to determine which one is appropriate.



WINDOWS

W1 Original windows, hardware, hoods, lintels, pediments, sash, shutters and sills should be retained and repaired.

W2 Vinyl and aluminum windows and other artificial materials are not recommended for use in historic buildings. These materials may be appropriate for use in new construction or additions and will be evaluated on a case-by-case basis.

W3 Deteriorated window elements should be repaired if possible. If all or part of a window must be replaced because of severe deterioration, replacements should match the original as closely as possible in size, material, details, and pane configuration.

W4 Replacement windows should operate in the same fashion as the historic windows – double-hung windows should replace double-hung and casement should replace casement. If possible, replace the sash only, to preserve trim and casing details.



If shutters are used, they should be large enough to cover the window if closed.

W5 Use surviving examples to reconstruct missing window elements such as hoods, sash, sills and shutters. If no examples survive, reconstruction should be based on physical or pictorial evidence or the style of the building.

W6 Avoid blocking in, covering over or reducing the size of original window openings. Replacement windows should be made to fit the existing openings – existing openings should not be altered to accommodate standard windows. Patterns of window openings should be maintained.

W7 True divided lights are appropriate for multi-pane sashes. The use of pop-in, sandwich or applied muntins is not appropriate.

W8 Do not add shutters when no evidence exists that shutters were previously present on a building. Where appropriate, shutters should be properly installed (so they give the appearance that the window would be fully covered if they were closed) and should therefore be the correct height, width and shape for the opening.

W9 The use of storm windows is acceptable and will help increase energy efficiency. Storm windows should be traditional fixed or removable wooden windows or aluminum ‘triple-tracks.’ Interior storm windows may be an appropriate alternative in some situations.

W10 Storm windows should have minimal visual impact on the windows below. Whether wood or metal, storm windows should match the existing sash color – avoid a bare metal finish. If the storm windows have a center meeting rail, it should align with the primary window below.

W11 Decorative windows and windows made of stained, prism, beveled, cut or other art glass should be retained.

W12 Avoid permanent replacement of clear glass with tinted, reflective or frosted glass, particularly on primary elevations. Temporary films to increase energy efficiency may be applied, but extremely dark “blackout” films are not appropriate. Avoid replacement of clear glass with stained, beveled or art glass unless documentation exists that such glass was present historically in that location. New decorative glass that is installed should match the historic appearance.

W13 Avoid the placement of skylights in roof locations that are visible from the public right-of-way.

W14 Do not install new floors or dropped ceilings that block the glazed area of historic windows. If such an addition is necessary, the design should incorporate setbacks that allow the view of the window to be unobstructed.

W15 Window air conditioning units should not be installed on primary facades unless no other locations are feasible.



The trim details, including the pedimented hood and flower box, help to give this window its character and should be retained.

WINDOW MAINTENANCE TIPS

👍 Regular maintenance and repairs should be undertaken to make windows weather-tight and energy efficient. Maintenance work does NOT require a Certificate of Appropriateness from the DRC.

👍 Proper caulking around window frames and glazing of window glass increases energy efficiency and improves comfort.

DEMOLITION & RELOCATION

One of the purposes of the Nashville Development Review Commission is to preserve distinctive examples of existing architecture that have contributed to the historic development of Nashville and its unique village character. Historic buildings, structures, sites, streetscapes and neighborhoods all contribute to that character. The loss of a historic building that contributes to the district will negatively impact the visual quality and cohesiveness of the entire area, much as a missing tooth affects a smile. Demolition is permanent and irreversible. Owners of historic properties should exhaust all other possible options prior to considering demolition.

Town of Nashville Ordinance 2019-07 established a procedure for issuance of demolition permits for historic buildings, considered for these purposes to be those fifty or more years old. No Improvement Location Permit (ILP) may be issued by the Brown County Area Plan Commission prior to the issuance of a demolition permit by the Nashville Administration. Any request for a demolition permit shall be subject to a review period of up to 180 days by the Town Council, during which a public hearing may be held. The process is designed to ensure that the public has sufficient notice regarding any proposed demolition and to allow time for alternatives to demolition to be explored. Demolition requests are not reviewed by the Development Review Commission, but property owners considering demolition are strongly encouraged to keep the following guidelines in mind.

- De1** Work with the Development Review Commission to identify alternatives to demolition.
- De2** Document the historic resource and its setting prior to demolition, through photographs and drawings.
- De3** Identify architectural features and building materials that can be salvaged and reused.
- De4** Minimize the amount of ground-disturbing activity associated with demolition, to avoid damaging adjacent structures, archaeological resources, site features or landscape elements.
- De5** Leave the site cleaned, graded and seeded after demolition. Re-establish the street wall through the use of low walls, fences or vegetation.

RELOCATION

Moving an historic building should only be considered as a final alternative to demolition. Moving a building alters its context, distorts the story of the town's architectural development, and can jeopardize a building's eligibility for the National Register of Historic Places. Moving a building almost always results in damage to or loss of historic fabric. If a structure must be moved, every effort should be made to move it in one

piece. If this is not technically or economically feasible, moving after partial disassembly is recommended. Total disassembly and re-erection on the new site is the least preferable option.

Prior to the move, careful planning should be undertaken to ensure that the new site is as similar as possible to the old. Relocation to a site within the immediate vicinity of the former lot is encouraged, as is keeping historic buildings within the village district. The Development Review Commission will use the 'New Construction' portion of the design guidelines to evaluate a relocation request within the village district.

- Re1** Relocation should be considered only as a last resort, if a building would be lost if kept in its current location.
- Re2** Document the building on its original site prior to relocation, through photographs and drawings.
- Re3** Work only with movers experienced in relocating historic buildings.
- Re4** Secure the structure to minimize damage during the move and vandalism before or after.
- Re5** The building's new site should correspond proportionally to the size of the structure.
- Re6** The moved building should be sited in a new location where its shape, mass and scale are compatible with the existing structures in the vicinity.
- Re7** The structure should be positioned on its new lot in such a manner that its orientation to the street, setback and lot coverage is compatible with the existing structures around it.
- Re8** A building should be moved as a single unit whenever possible, to prevent loss of historic building materials. Partial or total disassembly is acceptable only when absolutely necessary.
- Re9** A relocated outbuilding should be sited to maintain the lot location, orientation, setback, and relationship to primary structures found in surrounding properties.
- Re10** Nothing included in these guidelines relieves the applicant of the responsibility of obtaining all relevant and necessary permits prior to moving a building.

NEW CONSTRUCTION

Nashville's commercial district reflects a village character that builds its strength on the use of natural materials and traditional building forms. Historic structures mingle with contemporary buildings to create streetscapes that reveal the architectural evolution of the town through time with an emphasis placed on human scale.

A well-designed new building, structure or addition can be an attractive element of the community. New construction affords the opportunity to eliminate vacant lots and missing gaps in the small town's building fabric. It is an opportunity to strengthen the architectural character in areas where insensitive development has eroded Nashville's unique "sense of place." Quality, unique architectural design is a desire of the community, and new construction should maintain the highest quality and standard to achieve this desired goal.

In evaluating new construction, the Development Review Commission (DRC) shall take into account the impact of the new construction on the character of the immediate area and the overall commercial district. Special sensitivity should be given to preserving historic buildings that are located within the community. Working with these structures to rehabilitate them for continued viable use is recommended over demolition and replacement with new structures. The purpose of new construction guidelines is not to prevent change, but rather to guide change in a manner that protects the distinguishing elements that give the commercial district its character. Some of the elements that impact the character of an area and district include placement of structures, building scale and height, materials, details, form, and rhythm. In the downtown area, the design of new buildings should reflect the character of the older structures nearby.

Due to the complexity of most new construction projects, early consultation with Nashville's DRC is strongly encouraged. A pre-application review of the new construction project is required in the early stages of design in order to gain an understanding of the issues and to determine compliance with these guidelines. This early dialogue helps to facilitate a more expedited review in the long run and should help to avoid unnecessary pre-development costs.

NC1 Demolition of historic buildings to make way for new construction is strongly discouraged.



The integration of the building into its site and the use of traditional materials help to make the Brown County Public Library a good example of new construction.



This office building is readily identifiable as modern, but the traditional materials and the pitch of the roof help it to fit in harmoniously with its older neighbors.



Different roof forms help to break up the massing of this building. Its unique design and use of traditional materials make it stand out from the chain retailer's typical stores.

NC2 New construction should be designed in a manner representative of its own time, rather than as direct imitation of some historic design. Architectural detailing that is reminiscent of historic styles is acceptable.

NC3 New construction should relate in overall height and width to that of adjacent and surrounding structures. It should generally average the height and width of adjoining buildings, as well as those across the street (if applicable). Avoid new buildings that violate the scale of the area in height, width, proportion or massing.

NC4 New construction should incorporate massing similar to that found in surrounding buildings. Avoid boxy, monolithic forms that are not relieved by variations in massing.

NC5 The vertical or horizontal façade features of new construction should reflect that seen in surrounding buildings. Avoid any strongly horizontal or strongly vertical façade expressions unless the character of the area strongly suggests it.

NC6 New construction should conform to the established setback of buildings adjacent to and surrounding the site. Avoid violating the existing average setback by placing buildings in front of or behind the existing setback on the block.

NC7 The roof forms of new construction should relate to the shape of roofs on surrounding buildings. Consider using roof materials and colors found in the vicinity to make the new building more compatible. Avoid introducing roof shapes not already found in the district.

NC8 Carefully consider the placement of openings on the façade of new structures. Avoid window and door openings that are incompatible with the rhythm of openings established by surrounding structures or have markedly different solid-to-void ratios.

NC9 Building entrances used in new construction should reflect the sense of entry found in surrounding buildings. Entrances and porch projections should maintain the rhythm established by surrounding buildings. Avoid facades that do not have a strong sense of entry.

NC10 New buildings should be located to maintain the rhythm of spacing of existing buildings on a street. The relationship of a building to open space between it and other buildings should be visually compatible with its surroundings.

NC11 New buildings should reflect the orientation of surrounding buildings. Avoid siting new buildings at odd angles on a lot unless the area is characterized by such sitings.

NC12 Keep the predominant material of the new building within the palette of materials traditionally found in the commercial districts. These include – but are not limited to – wood siding (clapboard or board and batten) and brick. Brown County stone is also appropriate, but primarily as an accent material.

NC13 Limit the use of contemporary or synthetic materials. Vinyl, fiberglass, Azek, aluminum, or exterior insulation finish systems (EIFS) may be used for window and door units and trim, architectural ornamentation, cornice treatments, etc. Some types of artificial siding (e.g. Hardie Board, Boral, high-quality vinyl) may be appropriate for new buildings in the district or on additions. Special design considerations such as width, texture, orientation, seam location, trim, and building location will apply, to ensure that the application conforms to the character of the district.

NC14 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

NC15 The colors and textures used on new buildings should also reflect colors and textures found on nearby historic buildings.

NC16 New construction should utilize floor-to-floor heights similar to those found in adjacent historic structures.

NC17 In commercial buildings, maintain the distinction between first and upper floors. First floors traditionally are very open, with large areas of glass in the storefront. Upper stories – often separated from the storefront level by a cornice or other horizontal element – have less transparency and more solid wall surface.

NC18 In areas where porches are prevalent and a character-defining feature, the design of new construction should incorporate porches. New porches should be compatible with the form, scale and detailing of surrounding historic porches.

NC19 Ornamentation that contributes to the rhythm and alignment of the surrounding range of buildings should be considered.

NC20 When required, parking for new downtown structures should be located behind the building and be accessed via an alley. See the *'Drives, Parking & Circulation'* guidelines for additional information. Properties within the 'Village District' overlay are exempt from certain parking requirements. More information and a map of the district are available through the Town's administrative offices.

NC21 Design new accessory structures so they complement the scale, setback, roof form, design and materials of the primary building and surrounding secondary structures.

NC22 Site new accessory structures, including sheds and garages, adjacent to alleys where possible. Where no alleys exist, site new accessory structures to the rear of the property behind the primary structure, with access through the side yard.

NC23 Materials used for new accessory structures should reflect the utilitarian function of the building and the materials used on the primary and surrounding structures. Wood siding (clapboard or board and batten), concrete block and stucco are all materials traditionally used on accessory structures. Less traditional materials and structures – such as heavy-duty vinyl tents – may be approved on a case-by-case basis, and must be located inconspicuously and securely anchored.

NC24 New construction projects should be carefully planned to minimize the disruption to the site, to avoid unnecessary destruction of mature vegetation or unknown archaeological features.

NC25 New construction must comply with all applicable Town of Nashville and Brown County zoning and building regulations. Property owners are responsible for obtaining all permits, including an Improvement Location Permit, which may be necessary in addition to DRC approval.

The mass of the playhouse is disguised behind smaller storefronts more consistent with Nashville's village character and pedestrian scale.



ENVIRONMENTAL ELEMENTS

The environment surrounding our buildings is also very important to the character and visual appeal of Nashville. Fencing, plantings, creative signage and other elements of the streetscape are just as reflective of the history and development of our community as are the buildings. The landscape, its form, its features, and the way it was used can be traced to a community's origins and development.

ALTERNATIVE ENERGY

The term “alternative energy” covers a variety of technologies, including geothermal, wind and solar power. The guidelines below apply equally to each of these technologies, unless otherwise specified.

The overall goal of the guidelines and the Development Review Commission is to encourage the preservation of existing features that support sustainability, as well as the flexible implementation of new technologies to enhance it.

AE1 New alternative energy systems should be located to minimize their visibility from public streets and sidewalks. These systems should not be located on the primary elevation of a building, but should be on a secondary elevation and/or screened behind existing architectural features. Location on an accessory structure may also be an acceptable alternative. Related mechanical equipment and mounting structures should also be as inobtrusive as possible, with a non-reflective finish and a color that matches surrounding materials.

AE2 Historic or character-defining building or site features should not be damaged or obscured by the alternative energy system, or removed to accommodate the installation. Solar shingle laminates, glazing, or similar materials should not replace original or historic materials.

AE3 Installations should be done in a manner that is as readily reversibly as possible, so the components could be removed in the future with minimal impact to the original character of the building and/or site. The proposed method and materials for installation should be clearly identified in any Certificate of Appropriateness (COA) application for an alternative energy system installation.

The solar panels at Nashville UMC are mounted at the same angle as the roof and are similar in color to the shingles, minimizing the panels' visibility.



AE4 When mounting an alternative energy generation system, consider and address threats to the structural integrity of the building that the installation may create, including excessive weight, forces that may be generated by windstorms, and water infiltration.

AE5 New structures are encouraged to incorporate integrated alternative energy features into the initial design. These features should be located in areas not highly visible from the public right-of-way whenever possible.

AE6 Free-standing or detached on-site solar panels or windmills should be installed in locations that minimize visibility from the public right-of-way and adjacent properties. Screening with appropriate fencing and/or vegetation is highly encouraged. The placement and design of these structures should not detract from the character of the district or destroy important site or landscape features.

AE7 For solar panels – if placed on the sloped roof of a structure, the angle of the solar panels should match the roof angle, and the panels should not extend beyond the edge of the roof on which the panels are installed. On flat-roofed structures, the panels should be set back from the roof edge to minimize visibility. Pitch and elevation should also be adjusted to reduce visibility from the public right-of-way. Total roof area covered by a solar installation should not exceed 90%.

AE8 For solar panels – solar devices which appear as an awning may be considered for installation on the primary façade of a building.

AE9 Any alternative energy devices that fall into a state of disrepair or cease to be fully operational should be removed promptly and properly discarded. Any necessary building repairs should also be made promptly. If those repairs will include an alteration to the appearance or materials of the building, a COA may be required.

Both the location of the panels – toward the front of the house and on the dormer window – and the large number of highly visible wires would make this solar installation in another community inconsistent with Nashville's design guidelines.



DRIVES, PARKING & CIRCULATION

Dr1 New or expanded parking areas should be designed to fit into existing topography, so that minimal disruption to the landscape is necessary.



This stone retaining wall separates pedestrians from parking, but also serves as a barrier. Steps between the two levels would improve pedestrian access.

Dr2 Avoid demolishing historic structures to create parking.

Dr3 Locate parking areas behind buildings.

Dr4 Utilize plantings and/or built forms (i.e. walls or fences) to screen parking areas and minimize their visual impact, as well as define their edges.

Dr5 Use traditional Brown County fence and wall designs and materials, including wrought iron, split rail and high-quality wood fences, and native stone or masonry walls to screen or define parking areas. Modern landscape blocks may also be an appropriate option. Metal guardrails, plastic rail fencing, chain link fencing, plain concrete block or poured concrete walls are not appropriate. *(See section on fences for more information.)*

Dr6 Retain and restore historic walls and fences.

Dr7 A maintenance plan must be provided for all landscaping associated with new parking development. Landscaping must be maintained to meet all applicable Town of Nashville ordinances.

Dr8 Native species are strongly encouraged for use in screening or along parking edges. Information about native trees, flowers and shrubs can be found through the Indiana Native Plant Society (indiananativeplants.org), the Indiana Department of Natural Resources (<https://www.in.gov/dnr/naturepreserve/index.htm>), or many other sources. The book *101 Trees of Indiana* is used by the town's Tree Board to select appropriate native tree species for use in the community. Invasive species may not be used; see the design guidelines for landscaping for more information.

Dr9 Incorporate greenspace and garden areas around parking lots, particularly those abutting pedestrian routes.

Dr10 Entries into parking lots should be safe and gently lit and highlighted with plants. If appropriate, maintain the street wall through the use of walls or fences.

Dr11 In larger parking lots, aisles should be oriented perpendicularly to the building, to facilitate pedestrian movement to and from the building.

Dr12 Locate handicapped parking stalls so users can move directly to the entrance without having to cross traffic.

Dr13 Create landscape islands in newly-developed, paved parking lots of more than ten spaces. Islands should be equal to 10% of the total parking area and should be curbed.

If vegetation is to provide a screen for parking areas, it must be planted and maintained in a manner that will allow it to do so. These low, widely spaced bushes do not shield this lot from public view.



Dr14 Incorporate trees into parking islands. At least one tree should be provided for every ten parking spaces and should be located to provide maximum shade on the parking surface. Be sure to provide sufficient area for roots of trees within parking islands. Each tree should have approximately the amount of room that a standard parking stall with 3 feet of soil would provide. The Nashville Tree Board can provide information on appropriate trees for use in parking lots.

Dr15 Use landscape features and plantings to gather storm water. Avoid creating large areas of impervious surface that are not broken up with plantings.



Lack of separation between road and parking creates an uninviting and potentially dangerous situation for both pedestrians and drivers.

FENCES

- F1** Retain and restore historic walls and fences. Character-defining details such as gates, decorative pickets, finials, newel posts, stairways and hardware should also be retained and preserved.
- F2** Repair rather than replace historic fences or walls. If replacement is necessary, replace only those sections that are in need. Match the original fence or wall materials, height, scale, proportion, texture, color and design.
- F3** If a fence or wall has been removed or is deteriorated beyond repair, new fences should match the original in materials, size, texture and proportion. New design for missing fences should be based on historic documentation or the surroundings.



The simplicity and materials of this modern metal fence help it blend with the Main Street streetscape.

F4 Use traditional Brown County fence and wall designs and materials, including wrought iron, split rail and high-quality wood fences, and native stone or masonry walls. Metal guardrails, plastic rail fencing, chain link fencing, plain concrete block or poured concrete walls are not appropriate. Vinyl and plastic are not appropriate fence materials.

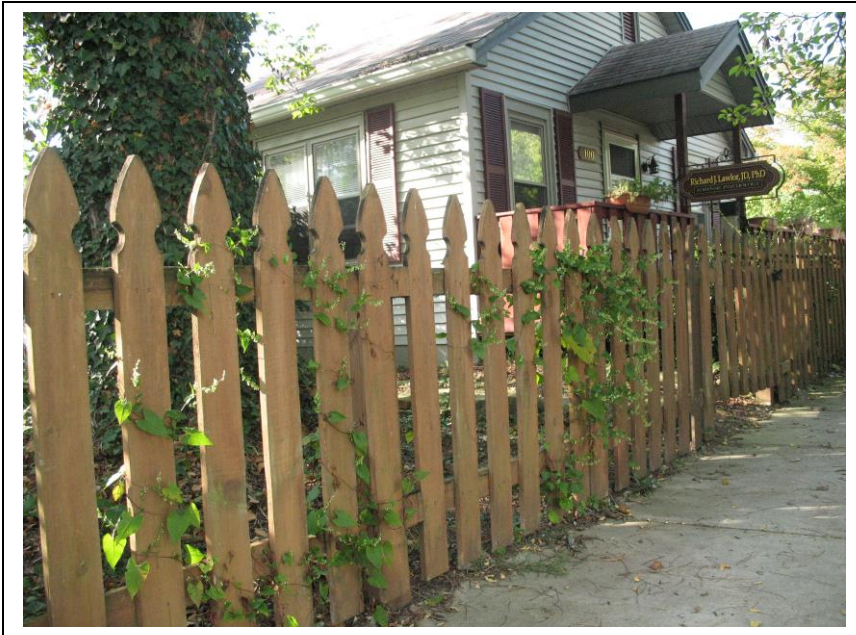
F5 Fences should be appropriate to the scale, style and materials of the building and its surroundings.

F6 If erecting a new fence, appropriate wood fences include picket or plain board. An appropriate iron fence would fit with the period of the building and character of its surroundings, and generally would have a simple design – the earlier the building the simpler.

F7 Avoid obscuring views of the building with fences or walls.

- F8** The removal of any fences requires a Certificate of Appropriateness; however, the removal of inappropriate fences may be approved at the staff level.

- F9** The installation of new walls and fences must comply with all applicable building and zoning requirements.
- F10** Chain link or plastic fencing may be used on a temporary basis to secure a construction site; however, it must be removed in a timely manner at the completion of the project.



This traditional, wooden picket fence is appropriate for the residential character of its surroundings.

LANDSCAPE

Nashville and Brown County is well-known for its natural beauty, which attracts tourists from throughout the region and plays a major role in the local economy as well as improving the quality of life of residents. Protection and enhancement of this natural environment is in the best interest of our community and a primary goal of the Development Review Commission.

The following guidelines are provided to assist new developers in preparing a landscaping plan and assist property owners in effectively improving privately-owned existing landscaped areas. The initial review of any planned landscape alterations – including the planting or removal of trees, shrubs or other vegetation – will be done by the Town's Tree Board, upon recommendation by Staff or the DRC. Information about existing trees or proposed trees may be sought from the Nashville Tree Board.

Landscaping definition: *Any activity that modifies the visible features of an area of land with the goal of beautifying the environment within the landscape and that can be observed from a public right-of-way, including:*

- 1) Living elements such as flowers, shrubs, trees and ground cover whether planted in soil or window boxes and planters of 20 gallons or less in size. Natural elements such as mulch, gravel and stones.*
- 2) Human elements such as structures, buildings, fences, masonry, affixed benches, arbors, pathways and sidewalks used by the public, pergolas, gazebos, or other material objects created by humans.*
- 3) Abstract elements such as artificial light, planters 20 gallons or more in size, and lighting conditions.*
- 4) Areas of green landscaping, contours, grade, landforms, elevation, shape and terrain.*

When is a permit required?

No permit is required for activities included in items listed under number 1 above.

A permit is required for all activities related to Numbers 2, 3 and 4 above as follows:

- a. If the applicant is replacing like items with like items included in Numbers 2, 3 and 4, a permit can be issued at the Town Administration. Electronic (email) submission is encouraged for these items. When possible, these items will be approved by email with no visit to Town Hall required.*
- b. If the applicant is conducting new construction or making changes to items included in numbers 2, 3 and 4, a review and permit is required from the DRC. Any construction under which "New Construction" DRC guidelines would apply must also submit a landscaping plan to address the above listed elements.*

Landscaping is both science and art and requires a good knowledge of plants and design skills to blend these four elements together to create an appealing dimensional collection.

"Green Space" requirements as specified in the Nashville Planning and Zoning Ordinance also apply and may dictate the cubic area of a new development that must be landscaped. All parts of the above listed elements apply toward the "Green Space" requirement.

L1 The grade of the landscape should be maintained and preserved. In new construction, the grade of the land should blend with the general appearance of neighboring properties.

L2 Existing plants and trees should be maintained and irrigated as needed. Irrigation systems are encouraged for larger landscape areas.

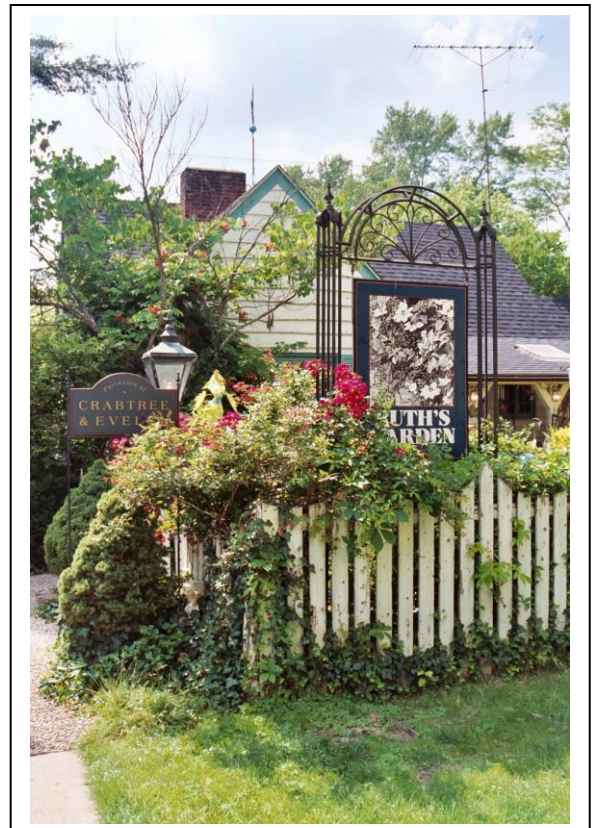
L3 Native species are strongly encouraged for use in landscaping. Information about native trees, flowers and shrubs can be found through contacting the Indiana Native Plant Society (indiananativeplants.org), the Indiana Department of Natural Resources (<https://www.in.gov/dnr/naturepreserve/index.htm>), or many other sources. The book *101 Trees of Indiana* is used by the town's Tree Board to select appropriate native tree species for use in the community.

L4 The use of window boxes is encouraged on new and existing buildings. On historic buildings, boxes should be installed to minimize impact on the building.

L5 Green space should be retained where it has traditionally existed in the town, and new green space should be incorporated into new development. In new development, the size, type and location of green space should reflect that found in surrounding properties.

L6 Tree and soil removal should be minimized during construction projects. Ground disturbing activities that could result in damage to or premature death of the tree should be minimized within the established root zone of mature trees.

The extensive use of plantings around these signs helps to create a welcoming atmosphere for the business.



L7 Exotic or invasive plants may not be used for landscaping. The chart below lists several of the most invasive species in the state, and a more extensive list is available at <https://indiananativeplants.org/wp-content/uploads/Indiana-Invasive-Plant-List-10-11-2013-1.pdf>. For further information on these and other invasive species, contact the Indiana Invasive Species Council (entm.purdue.edu/iisc/), the Indiana Native Plant Society, or the Indiana Department of Natural Resources, Division of Nature Preserves.

THE “11 MOST UNWANTED”

- 👉 Bush honeysuckles (*Lonicera maackii*, *L. tatarica*, *L. morrowii*)
 - 👉 Purple loosestrife (*Lythrum salicaria*)
 - 👉 Japanese honeysuckle (*Lonicera japonica*)
 - 👉 Reed canary grass (*Phalaris arundinacea*)
 - 👉 Autumn olive (*Elaeagnus umbellata*)
- 👉 Common reed or phragmites (*Phragmites australis*)
 - 👉 Crown vetch (*Coronilla varia*)
 - 👉 Asian bittersweet (*Celastrus orbiculatus*)
 - 👉 Garlic mustard (*Alliaria petiolata*)
- 👉 Buckthorns (*Rhamnus cathartica*, *R. frangula*)
 - 👉 Tree of Heaven (*Ailanthus altissima*)



Mature trees, vegetation, and a historic iron fence help to define the sidewalk edge and engage the pedestrian.

L8 Plantings and landscaping should be used in historically appropriate ways, such as demarcating property lines and screening private areas from the public right-of-way.

L9 Use of rip-rap should be minimized within the downtown.

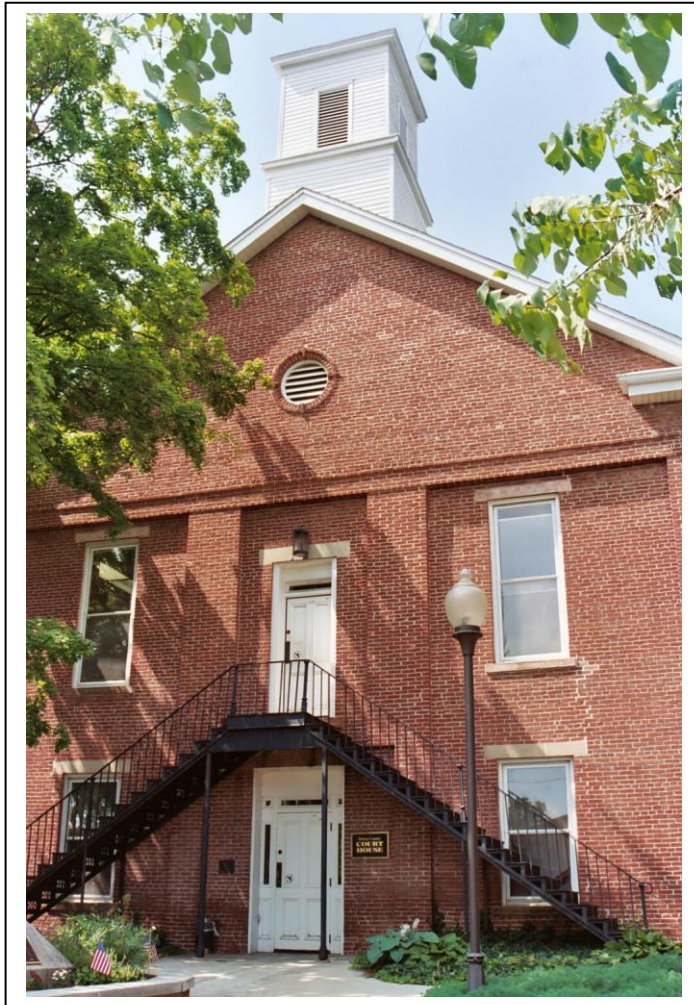
L10 Avoid creating barren spaces through the removal of existing vegetation or lack of landscaping in new development.

L11 New landscaping should be designed so that it does not obscure views of historic buildings.

LIGHTING

Li1 Exterior light fixtures must be shielded or positioned to minimize their impact on surrounding properties and roads.

Li2 The amount of light output in a location should be limited to that which is necessary for public safety.



The use of period lighting enhances the setting of the Brown County Courthouse, which is listed in the National Register of Historic Places.

Li3 Fixtures that are historic or simple in design are appropriate for use downtown. Downtown fixtures should also complement the Main Street lighting plan.

Li4 Light fixtures illuminating signs shall be carefully located, aimed and shielded so that light is directed only on the sign face. Fixtures used to illuminate signs should be top-mounted and directed below the horizontal. Gooseneck fixtures are recommended.

Li5 The use of search lights, laser lights, or lights that pulse, flash, rotate or simulate motion for advertising or promotion is strictly prohibited.

Li6 Lighting levels on any exterior sales/display area shall be adequate to facilitate the activities taking place there. Lighting of these areas shall not be used to attract attention to the business – approved and appropriate signs should fulfill that role.

Li7 If landscaping is to be illuminated, the Town Council must first approve a lighting plan that shows the objective of the lighting and the location of all lighting and landscape elements, and demonstrates that the installation shall not generate excessive light levels.

Li8 With the exception of structures having exceptional symbolic significance such as churches and/or public buildings of historic significance in the community, building exteriors and other vertical surfaces shall not be illuminated. The design of any such illumination must be approved by the Town Council.

Li9 The installation or replacement of any outdoor lighting fixture must be approved by the Town Council in addition to the DRC. The Town Council will review its compliance with technical aspects of the town's lighting ordinance, while the DRC will be primarily concerned with the design of the fixtures.

Li10 See Town of Nashville ordinances 1999-1 and 2000-1 (Section 153.025 in the *Code of Ordinances*) for additional lighting requirements.



These gooseneck lights provide external illumination for the sign, as well as visual interest for the building.

The streetlights chosen for the Main Street lighting project have a rustic, yet traditional feel that helps them fit in with downtown.

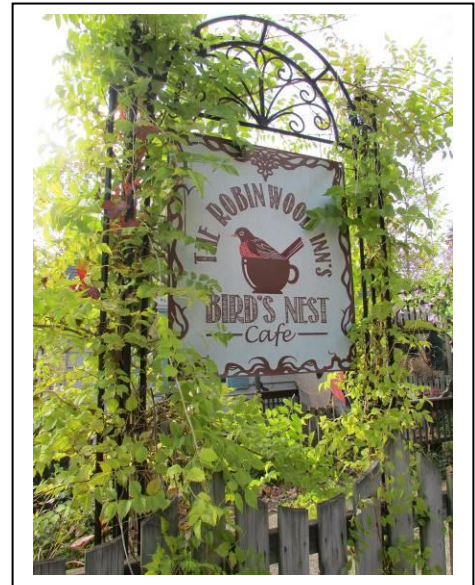
SIGNAGE

Signs play an important role in helping to define the visual quality of the Town of Nashville. Both public and private commercial signs are integral elements of the landscape and should be treated with sensitivity. Used appropriately, they can effectively communicate information and enhance the environment in which they are placed. Used inappropriately, signs can create visual confusion and competition in an otherwise harmonious grouping of structures.

A sign's primary functions are to identify a business, contribute to its image, and provide information on the goods and services that it offers. Graphic simplicity and compatibility with the existing architecture are the basic principles of designing effective and attractive signage. Sign size, shape, location, materials, color, lettering style, and illumination must all be considered in order to successfully create the positive image that is desired.

Public traffic, directional, and informational signs are also found throughout Nashville's commercial districts. Because of their placement, proliferation, and standardized fabrication, they too have a tremendous impact on the visual character of the townscape. Whenever possible, public signs should be consolidated and placed on uniform poles to reduce visual clutter. A standard theme employed in the use of the Town's signage may also be desirable to create a harmonious character for the area.

Please note: when making application for a new sign, the sign should not be manufactured until all necessary approvals have been received!



This attractive free-standing sign is enhanced by a decorative mounting structure, as well as creative landscaping.

Si1 See Town of Nashville Ordinances 1988-1 and 1988-2 for additional signage regulations. While sign size is regulated by this ordinance, the DRC may, at its discretion, require signs at a reduced size if determined appropriate for the character of the development and the surrounding area.

Si2 A business should have no more than two signs. The total area of all signs for any business establishment shall not exceed one square foot of sign surface for each 30 square feet of interior retail or business space, excluding storage areas, up to a maximum sign surface of 75 square feet (or 300 square feet for businesses located on properties abutting State Road 46). However, any business shall be allowed at least 12 square feet of sign surface. (*Town of Nashville Ordinance 1988-1*)

Si3 Signage on buildings that contain multiple tenants should be related. Consider designating a 'tenant area' for signs, where all tenants would be listed in a uniform format or style.

Si4 Owners of properties occupied or intended to be occupied by multiple businesses are encouraged to submit a signage plan to the DRC for review and approval. This plan would include an overall theme or design for the signage, as well as an allocation of space for any common or directory signs.



Simplicity is often best when it comes to designing an attractive and effective sign.

Si5 Consolidate public utility signs on a single pole in order to reduce their number whenever possible.

Si6 Sign types that are traditionally found in Nashville should be used, including projecting signs, flush-mounted wall signs, free-standing signs, painted wall signs, and window, door or transom signs.

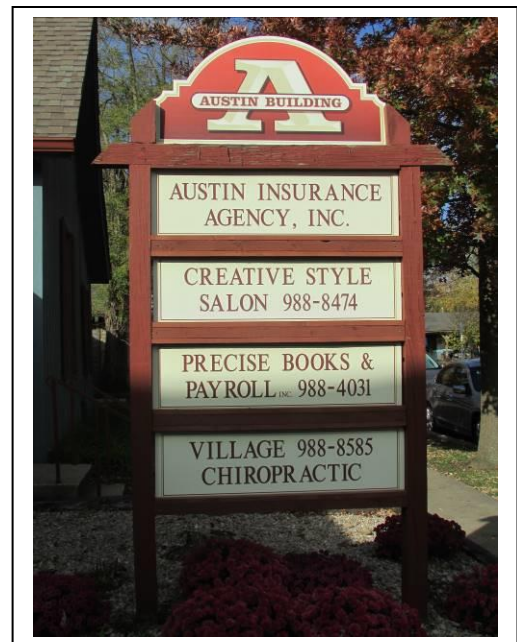
Si7 Signs should be designed to fit in with the building façade and surrounding signs in color, composition, size and materials.

Si8 Design signs such that the size and proportion of the sign reflects the proportions and dimensional relationships of the building. Design storefront-level signs to be pedestrian oriented and scaled accordingly.

Si9 Historically significant signs and advertising features, including 'ghost signs,' should be preserved and maintained. These signs do not count toward the allowable square footage for business signage.

Si10 If lighting is desired, it should be indirect - use overhead or gooseneck lights. Internal illumination, edge-lighting or fluorescent lighting is not appropriate, nor are revolving or flashing signs. Any use of neon is prohibited.

Si11 Traditional materials should be used for signs, including painted or carved wood, or lettering applied to glass using gold leaf, paint, vinyl, or etching. Metal signs will be considered on a case-by-case basis, and should have some type of frame element. If modern materials are used, they should be finished in way that gives the appearance of traditional materials. Matte finishes are preferable to glossy. Plastic is generally not acceptable as a sign material. Printed vinyl materials, whether used as a banner or adhered to a backing board, are also generally not acceptable for use as a permanent sign.



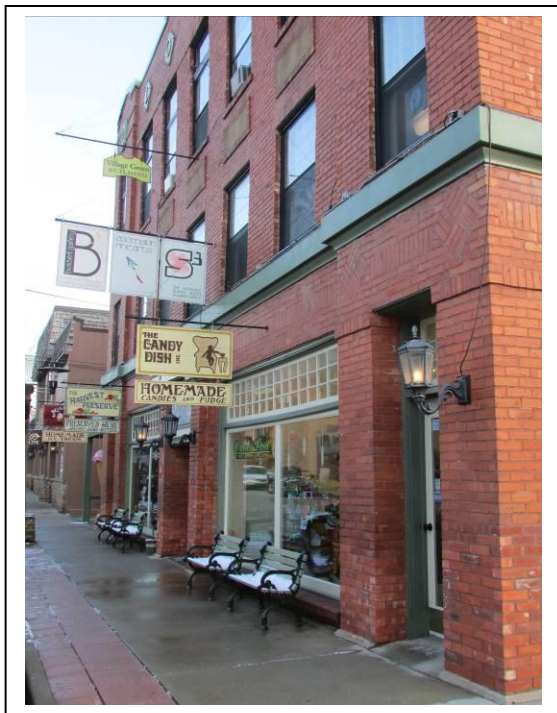
One sign lists all of the tenants in this building in a consistent format.

Si12 Poster boards and handmade signs are prohibited.

Si13 The top of any sign may not be higher than the peak of the roof of the building to which it is attached and in no case may it be higher than twenty feet above the ground, nor shall the bottom of a sign in or over a sidewalk be lower than eight feet.

Si14 Avoid mounting signs in a location where architectural elements are covered or the display area is obscured, or in a manner that damages the building.

Si15 Provide proper flashing into the wall for wall-mounted signs to prevent deterioration. Secure wall-mounted signs on masonry buildings in mortar joints to prevent damage to the masonry whenever possible.



Left: The lower-level projecting signs here are sited in the storefront cornice area, a traditional signage location.

Below: Banners and temporary signs can play an important role in promoting special events or sales, but may not be used as permanent advertising for a business.



Si16 Locate wall signs on traditional, multi-story commercial buildings on the storefront cornice or sign frieze area that separates the ground level storefront from the upper façade. In this location the sign serves as a boundary between two major façade components and helps strengthen their definition.

Si17 Locate freestanding signs in areas that will not obscure a building or site's architectural elements or important features, or neighboring buildings. Low shrubbery or plantings around the base of the sign may be required by the DRC. These signs must be proportionate to the size of the building and its site.

Si18 Billboards and off-premise signs are expressly prohibited without receipt of a variance from the Brown County Area Plan Commission.

Si19 New signs of twenty-four square feet or less can be approved by DRC staff. Larger signs require full DRC review. Staff can also approve a new signboard on an existing frame, relocation of a previously-approved sign and temporary signs that will be in use for fewer than four days.

Si20 All temporary signs to be displayed for more than four days must be approved by the Planning Director by writing on them the date of display and date for removal. Any signs that are to be displayed more than 14 days are considered permanent and must receive a sign permit as such.

Si21 Informational signs that solely provide guidance to a potential customer – e.g. parking or directional signs, hours of operation – but do not include the business name or logo do not require DRC approval and do not count the total number or square footage of signs allowed per business. However, the size and number of these signs should be kept to the minimum, to avoid creating visual clutter.



Left: When planning an informational sign, think about other signs that are nearby. Are users receiving contradictory information?



Right: The design and placement of signage does more to attract customers than does sheer size. The signs here fit in with the historic façade of this National Register-listed building, rather than competing with it.

Si22 A feather banner – a.k.a. teardrop banner or quill sign – is defined as a type of vertical banner made of flexible materials, the longer dimension of which is typically attached to a pole or rod that is driven into the ground or supported by an individual stand, and typically having a dimensional ratio of 4 high to 1 wide. Feather banners are not permitted within the Village District. Outside the Village District, a business may utilize feather banners – no more than two per business – to advertise sales or special events, for a period not to exceed 30 consecutive days.

Si23 An inflatable sign is defined as any sign, including balloons larger than 24 inches in diameter or height, which is structurally supported through the use of air, helium or other gas to provide support, including signs that which contain air, helium, or another gas in a sealed container or structure and signs which utilize a fan or blower to push air into or through the sign material. Inflatable signs are not permitted within the Town of Nashville.

Si24 Spinner, triangular flag or pennant roping or other draped or tied banners, or any other type of other signage intended to be put into motion by the atmosphere is also prohibited within the Town of Nashville, as are human sign holders.



This attractive and eye-catching sandwich board provides an overview of the products offered in the shop. Its placement at the edge of the sidewalk and adjacent to a light pole helps to minimize impacts on pedestrian traffic.

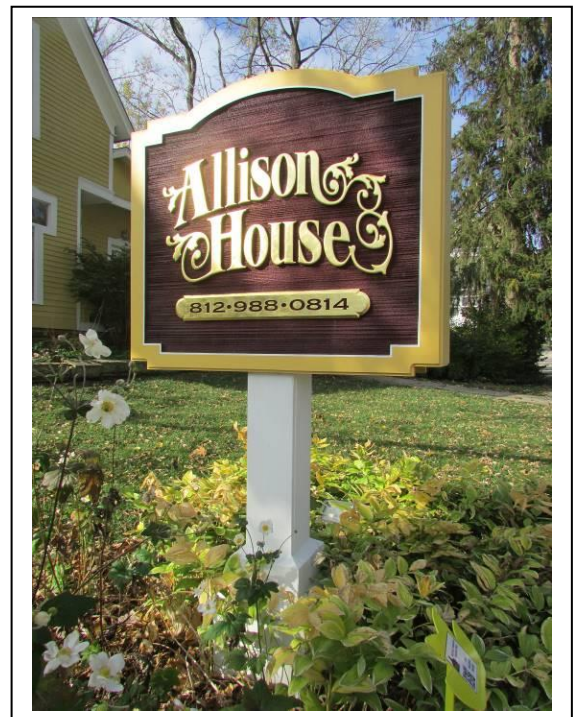
Si25 A sandwich board is defined as a free-standing self-supporting and portable sign, with two flat faces and no moving parts or lights. Sandwich boards do not require DRC approval, provided that they meet the following standards.

A business shall have no more than one sandwich board. Sandwich boards may be no larger than 42" tall or 24" wide and must be placed in a location outside the public right-of-way that does not impede pedestrian flow or create a safety hazard. Traditional materials such as wood or chalk board should be used, or if modern materials are used they should be finished in a way to give the appearance of traditional materials. Signs of this type must be removed from the outside location at the close of each business day.

Si26 A marquee or directory sign is defined as a sign, either free-standing or flush-mounted to a building, that provides a list of multiple tenants in that building or complex. The overall design of a new or substantially altered marquee or directory sign is subject to review by the DRC, including its size, materials, design, site placement, landscaping, etc. Directory signs should be constructed from materials consistent with the design guidelines that complement the structure or complex that they serve. The scale of these signs must also be consistent with the scale of the subject building(s) and their surroundings.

The nameplates for the individual tenants should be of a standard size and material, to tie them together visually and make them easier to read. These nameplates do not count toward the total number or square footage of signage allowed per business. Nameplates should be removed promptly if a tenant vacates its location.

In a complex containing multiple related buildings, a free-standing directory sign's dimensions should generally not exceed fifty square feet per side in the Village District or one hundred fifty square feet per side for complexes abutting State Road 46. Larger signs may be allowed or smaller signs required at the discretion of the DRC, if warranted by the scale of the complex. A complex should not have more than two directory signs. If a flush-mounted directory sign is to be utilized, the overall sign size should generally not exceed 10% of the surface area of the wall on which it is located.



*Above left: Flush-mounted wall sign
Above: Free-standing ground sign
Below left: Window sign*

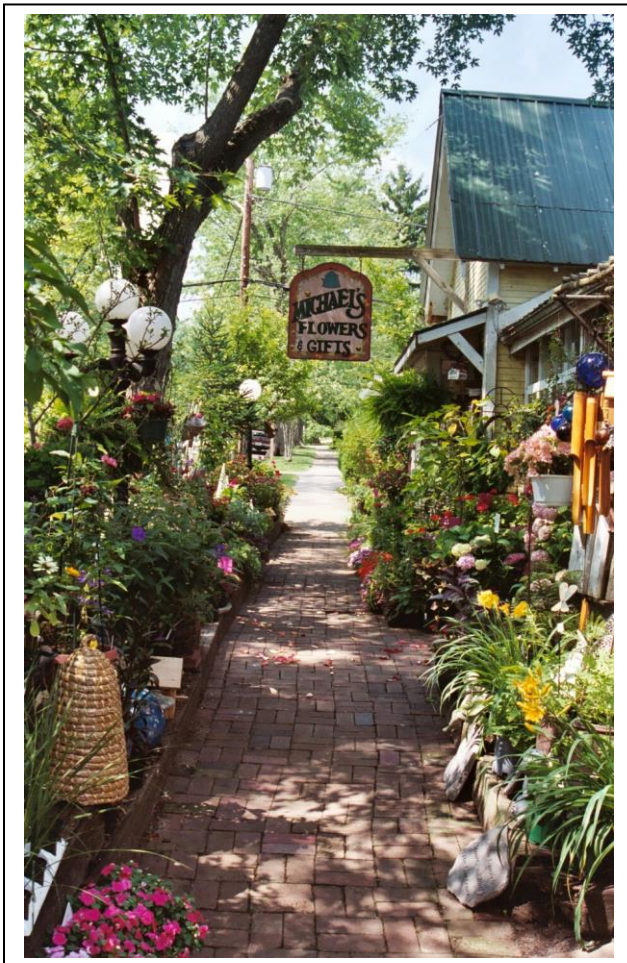
SURFACE WATER DRAINAGE

All new development, any redevelopment and/or any new construction in the town must control the release of storm water runoff. In planning these projects, special attention should be given to proper drainage so that the removal of surface water will not adversely impact neighboring properties or the public storm drainage system.

A surface water drainage plan – including detailed site condition runoff rates before and after development – should be submitted to the Development Review Commission as part of a Certificate of Appropriateness (COA) application for any new construction or redevelopment projects. DRC itself will not evaluate the technical merits of the plan, but will work with other agencies through its Technical Review Committee to examine issues such as drainage. The Town Council is the ultimate review and regulatory authority regarding drainage plans.

SW1 The release rate of storm water from developed lands should not exceed the release rate of the land in its current land use. If this cannot be avoided, the release rate may not create a harmful condition to adjacent or downstream properties.

SW2 Use green space and landscaping to filter surface water runoff. Minimize the use of hard, impenetrable features and rock materials.



SW3 See Town of Nashville Ordinance 2003-04 and Resolution 2001-2 (Sections 153.180 and 153.181 in the *Code of Ordinances*) for additional details about surface water drainage requirements.

Landscaping and permeable paving materials help to control water runoff and can also be an aesthetic enhancement.

TEMPORARY STRUCTURES

Temporary structure definition: Any building or structure deemed to be exempt from the county permitting process, which is easily moved, without any foundation or footing or site preparation, which is intended to be used for a limited period of time and when removed results in no physical alteration of the site.

This may include, but is not limited to, tents, trailers, canopies, vending machines not placed against the side of any permanent structure, and prefabricated shelters or barns.

These design guidelines do not apply to a structure being utilized by a business operating for less than fifteen days under an Itinerant Merchants License. However, those merchants are strongly encouraged to consider and follow these guidelines, to help preserve the unique character and charm of our community. Delivery trucks and trailers being utilized by a business with a permanent storefront are also exempt from these guidelines.

TS1 Temporary structures may remain in place within town limits for no more than sixty (60) consecutive days per calendar year. Any structure intended to be in place for longer than that time shall be evaluated as a permanent structure. See the design guidelines for New Construction for more information.

TS2 Temporary structures must be removed within three days after the operating period expires.

TS3 The design, material, size, scale, and color of any temporary structure should be compatible with nearby buildings.

TS4 If a temporary structure is to be placed on a lot where a building is present, the temporary structure should generally be placed in the rear of the property, behind the primary structure.

TS5 Temporary structures should be placed in a location where they will not create conflicts with vehicular, bicycle or pedestrian movement. The placement should be coordinated with the placement of existing site features, such as landscape elements and street furnishings.

TS6 Temporary structures should not obscure other buildings, their architectural details, or signage from public view.

TS7 The total signage area for temporary structures may not exceed one square foot for each 15 square feet of interior space. However, any temporary structure being used for a business purpose shall be allowed a minimum of 10 square feet of sign surface.

TS8 All temporary signs to be displayed for more than four days must be approved by the Planning Director by writing on them the date of display and date for removal. Any signs other than political signs that are to be displayed more than 60 days are considered permanent and must receive a sign permit as such.

TS9 Internally illuminated, edge-lit, neon, revolving or flashing signs are not allowed.

TS10 Poster boards or handmade signs are prohibited.

TS11 Wheeled temporary structures that will remain in one place should be skirted in such a way to hide the undercarriage and wheels.

TS12 When deciding on the color for a temporary structure, it is strongly encouraged that colors consistent with the palette approved for use within the Town of Nashville are utilized. Generally speaking, these are muted, earth-toned colors (e.g. browns, greens, grays, etc.) that would blend in with natural materials.



Left: This long-term temporary structure is built of traditional materials and landscaped to help it blend with its surroundings.



Right: This trailer-like structure has had siding, a porch and a stone veneer "foundation" added, which helps it to appear more permanent.

UTILITIES

One of the greatest challenges in protecting the village character of the downtown district is the careful integration of utilities into the landscape. Insensitive installation can contribute to the destruction of important landscape features or to visual clutter that detracts from the unique character of the town.

A Certificate of Appropriateness (COA) is required prior to initiating any changes in utility installations or structures on easements or streets located in the commercial districts. Utility installations will be evaluated by the Development Review Commission on the basis of design, scale, massing, color, compatibility with surrounding streetscape features and overall visual impact on the downtown district. A COA is not required for ordinary maintenance or repair in-kind of utility lines and support structures and/or replacement of street fixtures in the event of damage due to accidents or natural occurrences such as electrical storms, tornadoes or ice storms.

U1 Install utility services – i.e. phone and electric lines – underground whenever possible to eliminate overhead lines and poles.

U2 Locate utilities and mechanical equipment in side and back yard areas and screen them from the public view through vegetation, fencing, or other means. *(See alternative energy guidelines for more information on solar panels.)*

U3 Locate vents and mechanical connections through walls and foundations on non-character defining elevations or inconspicuously on side or rear walls.

U4 When installing utility fixtures such as street lights, signal boxes, etc. in the public right-of-way, take into account the impact of those fixtures on the character of the streetscape and town. The fixtures will be evaluated in terms of design, scale, massing, color, compatibility with surrounding streetscape features and overall visual impact on the district. Light fixtures in the downtown area should complement the Main Street lighting plan.

U5 Avoid the radical pruning of trees in areas with overhead wires: such pruning practices cause permanent damage to the health and shape of the tree. Instead, consider replacing the tree with a species that will not interfere with overhead utilities. Consult the Nashville Tree Board before trimming trees in the public right-of-way.

U6 Bore utilities under trees, sidewalks, fences, and other landscape features in order to avoid damaging or destroying significant landscape elements. Be sure to have utilities located before any significant digging (811 or 1-800-382-5544 or online at 811now.com).

U7 Dumpster and service areas should be inconspicuously located and screened with fencing and/or vegetation.

Glossary

Adaptive reuse – The process of converting a building to a use other than that for which it was designed; for example, converting a factory into housing.

Baluster – A vertical member that supports the railing of a porch or the handrail of a staircase.

Balustrade – A railing or parapet consisting of a handrail on balusters, and sometimes including a bottom rail.

Bargeboard – A board, often decoratively carved or cut, that hangs perpendicularly from the projecting end of a roof gable. Sometimes called vergeboard or 'gingerbread.'

Bay – One vertical unit of a building that consists of a series of similar units, commonly defined by the number of window or door openings per floor or by the space between columns or piers.

Beltcourse – A horizontal band across an elevation or around a building marking a division on the wall. Also known as a stringcourse.

Beveled siding – Tapered wood siding that overlaps for weather protection, applied horizontally on buildings of frame construction. Commonly called clapboard siding.

Board and batten siding – A wood siding consisting of vertical boards with narrow vertical strips (battens) placed over the joints.

Bond – The pattern in which masonry units are laid.

Bracket – A projecting member, often decorative, that appears to or does support an overhanging weight, such as a cornice.

Bulkhead – The area below the display windows in a commercial building.

Capital – The uppermost portion of a column or pilaster, often decorative.

Casement window – A window that swings outward on side hinges.

Caulk – A soft, resilient, putty-like compound used for sealing cracks or seams.

CMU – Concrete masonry unit.

Column – A supporting round post found on storefronts, porches and balconies – can be fluted or smooth.

Corbel – A bracket or projecting decorative element usually produced by extending successive courses of masonry beyond the wall surface.

Cornerboard – A board used to cover the exposed ends of wood siding to give a finished appearance and help make the building watertight.

Cornice – The projecting uppermost portion of a wall, sometimes treated in a decorative manner with brackets.

Cupola – A tower-like structure, often dome-shaped, that sits on the ridge of a roof.

Demolition by neglect – The destruction of a building or its elements through abandonment or lack of maintenance.

Dentil – Any of a series of small rectangular blocks projecting like teeth, as from under a cornice or frieze.

Dormer – A structural extension of a building's roof, intended to provide light and headroom in a half-story; usually contains window(s) on its vertical face.

Double-hung window – A window with two operable sashes.

Eaves – The lower portion of the sloping surface of a roof, especially the part that overhangs a building's walls.

Façade – The architectural 'face' of a building – usually refers to the front elevation.

Fascia – A flat horizontal wooden member used as a facing at the ends of roof rafters and in the cornice area.

Fenestration – The arrangement of windows in a wall.

Flashing – Material, often metal, used to waterproof roof valleys and around chimneys and other projections.

Frieze – A wooden member found just below the point where the wall surface meets the building's cornice or roof overhang.

Gable – The triangular section of the end wall of a gabled roof.

Gabled roof – A roof that has one slope on opposite sides of the ridge, with a gable at either end.

Ghost sign – a faded, painted sign, generally more than 50 years old, on an exterior building wall heralding an obsolete product, an outdated trademark or a former tenant of the building.

Glazing – The transparent or semi-transparent glass or plastic in a window. Glazing compound – the putty-like substance that helps form a seal between the glass and the window sash – is also sometimes referred to simply as glazing.

Hipped roof – A roof that is uniformly sloped on all four sides.

Lintel – A horizontal structural element at the top of a window or door; it carries the load of the wall above and may be of wood, stone or metal.

Mullion – A vertical piece that divides window sash, doors, or panels set close.

Muntin – The pieces that make up the small subdivisions in a multiple-pane glass window.

Parapet – The portion of an exterior wall that rises above the roof, usually in the form of a low retaining wall.

Pediment – A wide, low-pitched gable surmounting the façade of a building in the classical style; also, any similar triangular element used over doors, windows or niches.

Pilaster – A flat pier that is attached to the wall surface and has little projection; the pier may have a base and cap, like a column, and may be smooth or fluted.

Preservation – The act or process of applying measures to maintain the form, integrity and materials of a building, structure or site in its existing condition.

Prism glass – Small panes of glass, usually set in a wood or metal framework in the transom over a storefront or entrance, specially cut to project some light into a space.

Rehabilitation – The act or process of returning a building to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those features of the property significant to its historic, architectural and cultural values.

Repointing – To repair existing mortar joints with new mortar.

Restoration – The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period in time by means of removal of later work and/or the replacement of missing elements.

Reveal – The vertical side of a door or window opening between the frame and the wall surface.

Sash – The framework of a window actually supporting the glass. Sash may be fixed, sliding, hinged or pivoted.

Scale – The relationship of the size of a building or object to the size of a human.

Segmental arch – A type of circular arch that does not extend on the sides to make a full half circle; often found atop windows.

Shed roof – A gently pitched, almost flat, roof with only one slope.

Sidelight – A glass panel, usually of multiple panes, to either side of a door; often used in conjunction with a fanlight or transom.

Sill – The horizontal structural member below a window or door opening.

Soffit – The finished underside of an overhang, such as a roof.

Spalling – A condition of brick or stone concrete in which layers break off vertically and fall away, usually as a result of internal pressures caused by water infiltration or improper repointing.

Stabilization – The act or process of applying measures designed to re-establish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Transom – A glass panel, either fixed or operable, that is located over a window or door to provide additional natural light and/or ventilation to the interior of a building.

Viewshed – The entire area visible in all directions from a fixed point.

Water table – A projecting ledge, moulding or stringcourse along the side of a building, designed to shed water.



*An historic postcard view:
'In the Shade of the Old Apple Tree, Nashville, Indiana.'*