

*Town of Nashville
Development Review Commission
Design Guidelines*

TABLE OF CONTENTS

INTRODUCTION

Role of the Development Review Commission
The Review Process
Design Goals for the Town of Nashville
History of Nashville

MAP

DESIGN GUIDELINES:

Modification of Existing Buildings

(Ad) Additions
(AC) Awnings & Canopies
(D) Doors
(M) Masonry
(P) Paint
(Po) Porches
(R) Roofs
(S) Siding & Trim
(Sf) Storefronts
(W) Windows

(De) Demolition & Relocation

(NC) New Construction

Environmental Elements

(AE) Alternative Energy
(Dr) Drives, Parking & Circulation
(F) Fences
(L) Landscape
(Li) Lighting
(Si) Signage
(SW) Surface Water Drainage
(TS) Temporary Structures
(U) Utilities

GLOSSARY

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, demolition, 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 demolition permit, 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



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 ~~downtown district~~ 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.

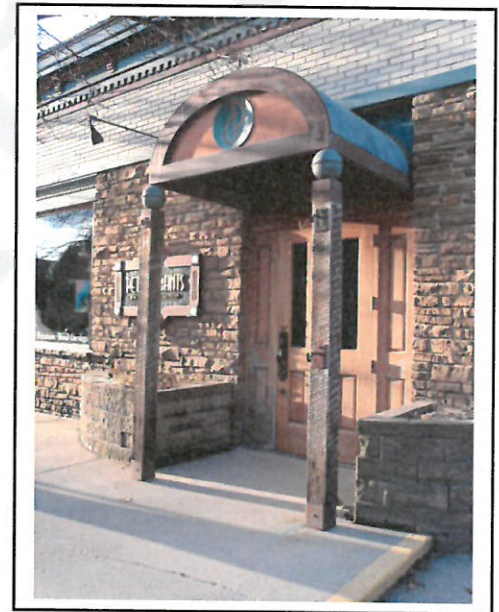
AWNINGS & CANOPIES

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 seven to 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 historically ~~historically~~ 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 **not appropriate** prohibited.

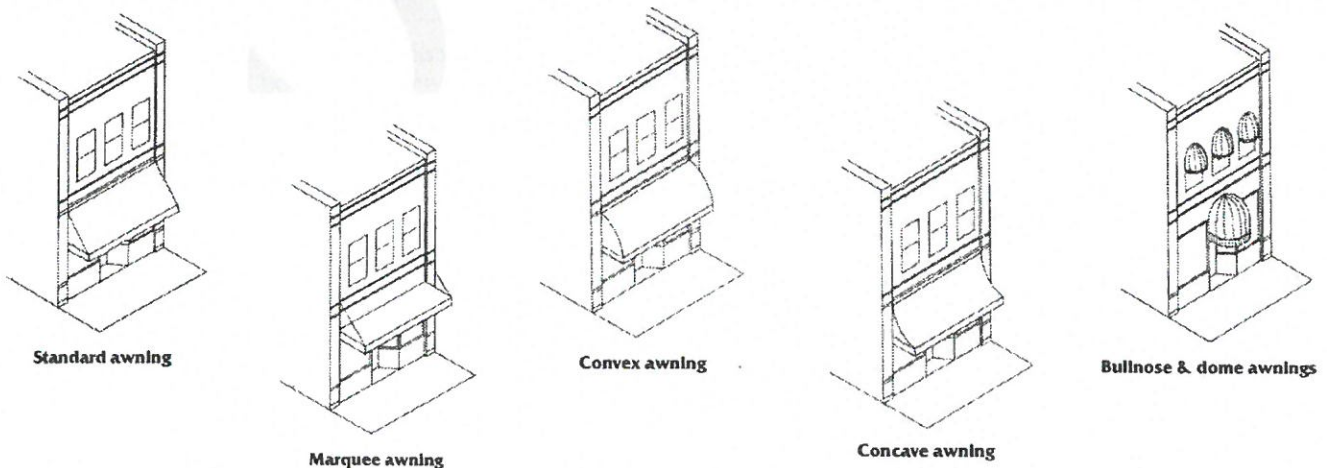
AC9 Awnings should be attached between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom if the transom glass is historically or architecturally significant.

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.

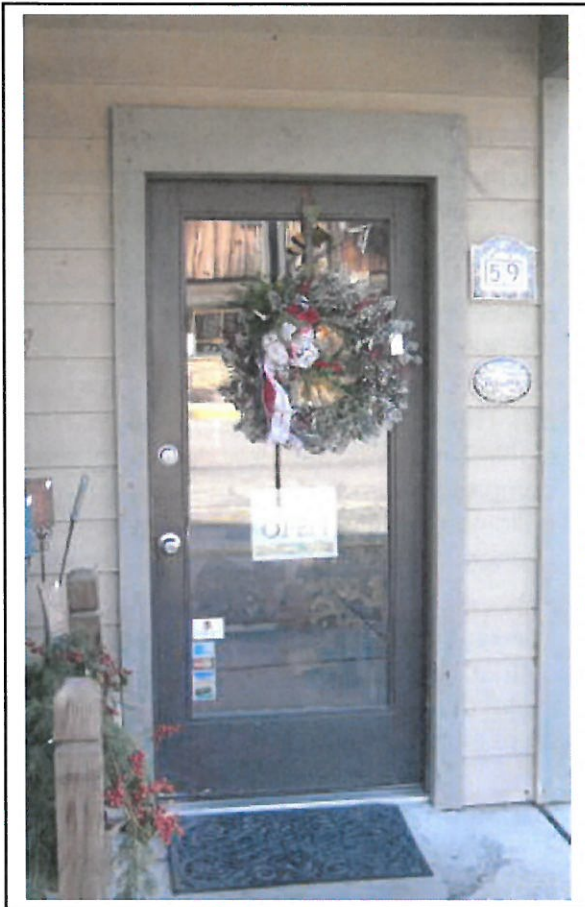
D6 Storm or screen doors should be of a simple design appropriate to the style of the structure. The door should have a narrow frame and a large opening, to allow a good view of the inner door.

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.

WALLS- 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.

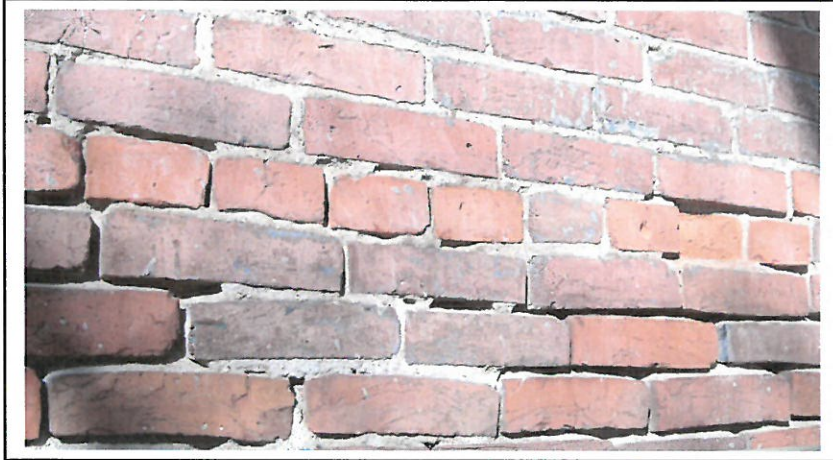


M6 Match mortar joints in color, texture, joint size and tooling when repointing.

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

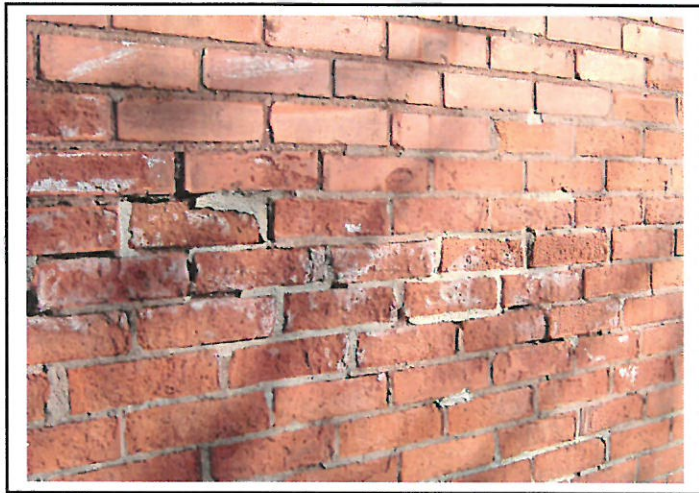
M7 Repoint only those mortar joints that are no longer sound. Do not remove all joints in an effort to achieve a uniform appearance. Large-scale removal of mortar joints often results in damage to historic the masonry.

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, alligatored 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 **handicapped** accessibility reversible, so as not to obscure or damage architectural features and diminish the building's character.

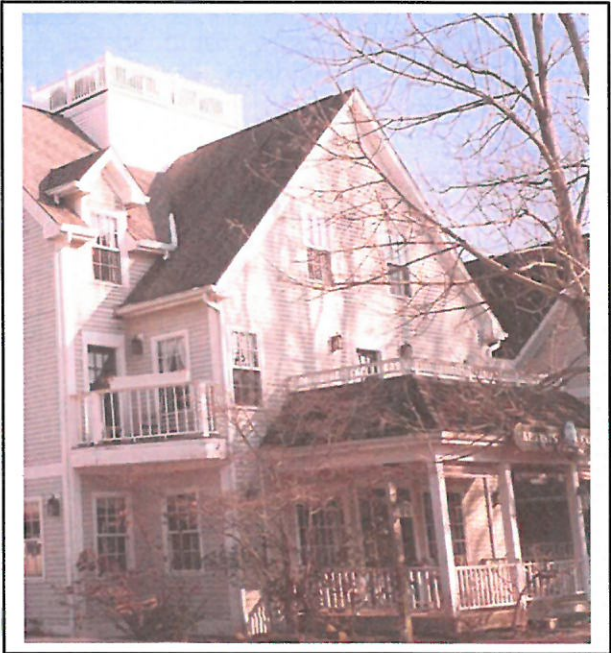


Elaborate porches, such as the one here at the Calvin House, are often important features of the Queen Anne style and should be maintained and preserved.

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 historic** 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 AND 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.

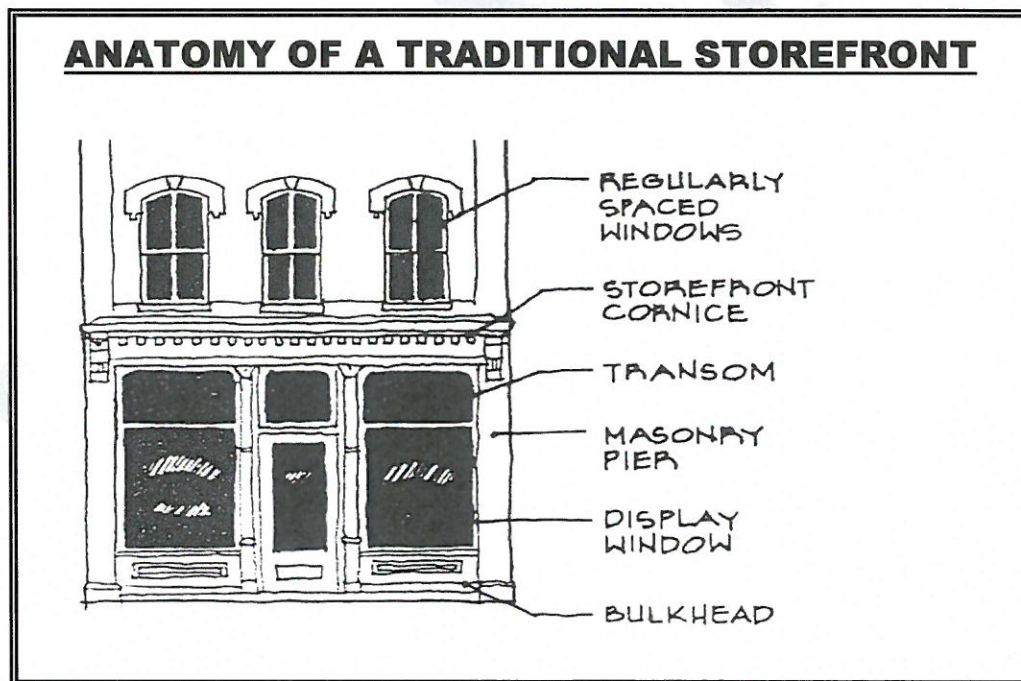
Sf7 Appropriate storefront materials include wood, cast iron, Brown County stone, or anodized aluminum frames. Bulkheads can be wood panels, stone, brick, glass, tile or aluminum-clad plywood panels. Inappropriate materials include artificial stone and brick, specialty block and gravel aggregate.

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, tinted, 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 Avoid covering 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. Storm windows should also have the same configuration as the main windows. If the storm windows have a center meeting rail, it should align with the primary window below.

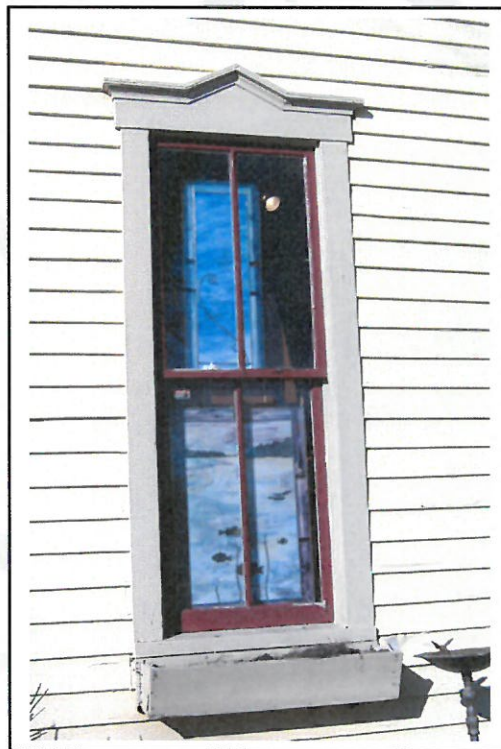
W11 Decorative windows and windows made of stained, prism, beveled, cut or other art glass should be retained.

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 constructed before 1941**. 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 request for demolition must be reviewed by the Development Review Commission, and notice of the proposed action must be posted on the building for a period of at least fifteen days.~~ 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 **destroys 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 ~~AND ADDITIONS~~

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.

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.



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.

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. ~~Vinyl and aluminum siding, stucco, and concrete block are generally not appropriate for new construction in Nashville's downtown district.~~

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. HardieBoard, 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 ~~residential districts 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.

