

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.

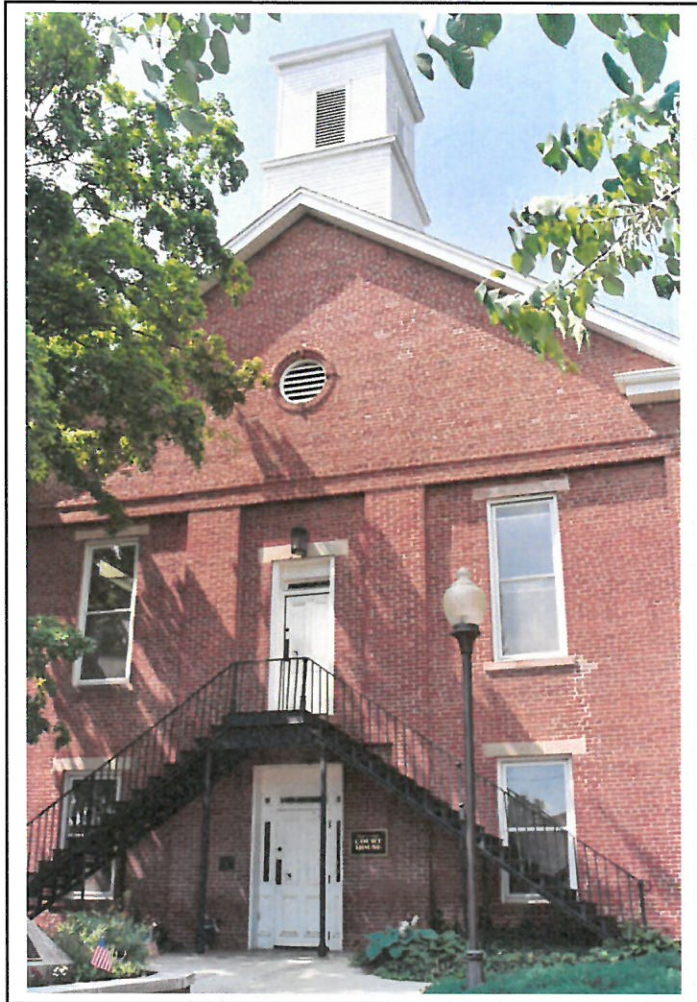
L10 Avoid creating barren spaces through the removal of existing vegetation or lack of landscaping in new development.

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.

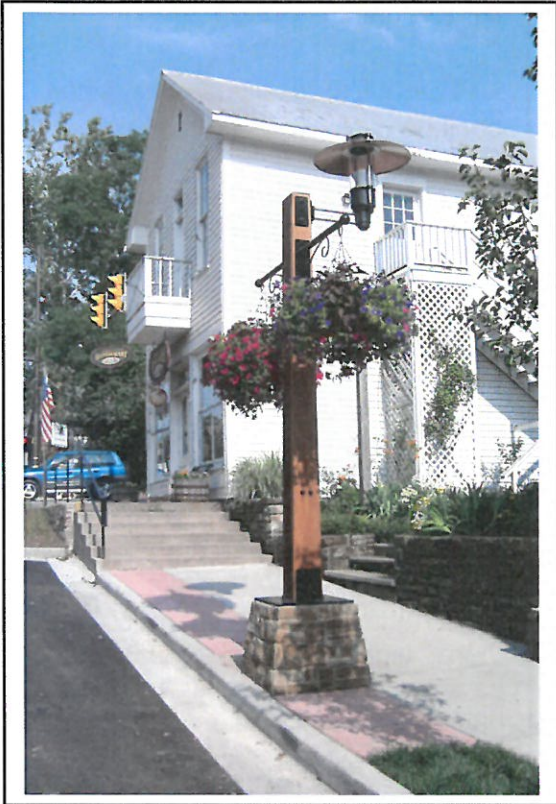
Li6 Lighting levels on any exterior sales/display area shall be adequate to facilitate the activities taking place there. Lighting of these areas shall not be used to attract attention to the business – approved and appropriate signs should fulfill that role.

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.

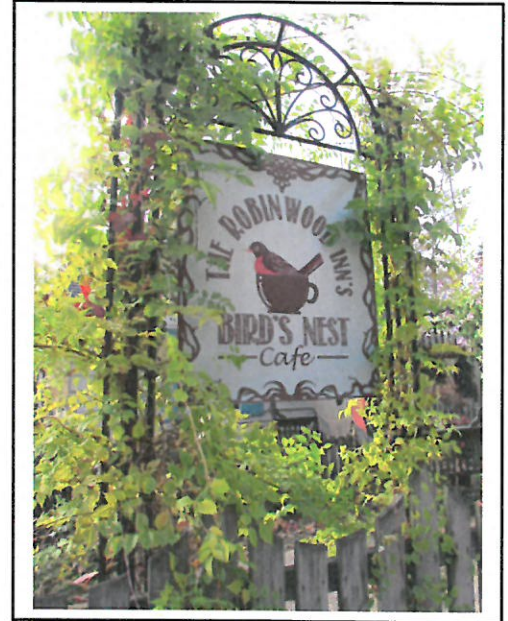
SIGNAGE

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.



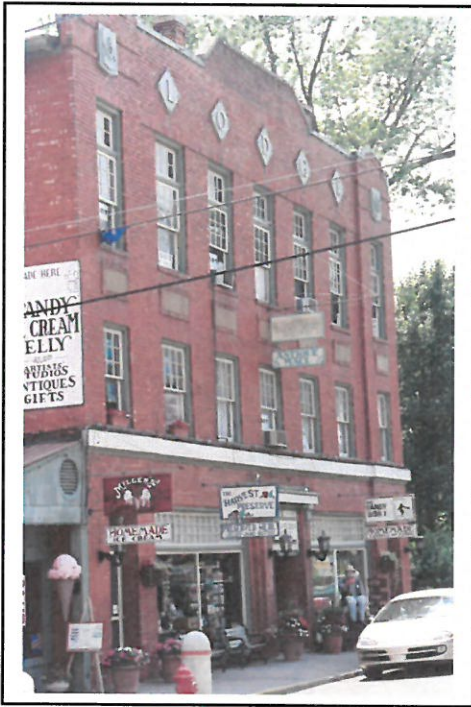
One sign lists all of the tenants in this building in a consistent format.

Si12 ~~Avoid using~~ Poster boards and handmade signs are prohibited. ~~in business windows.~~

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.

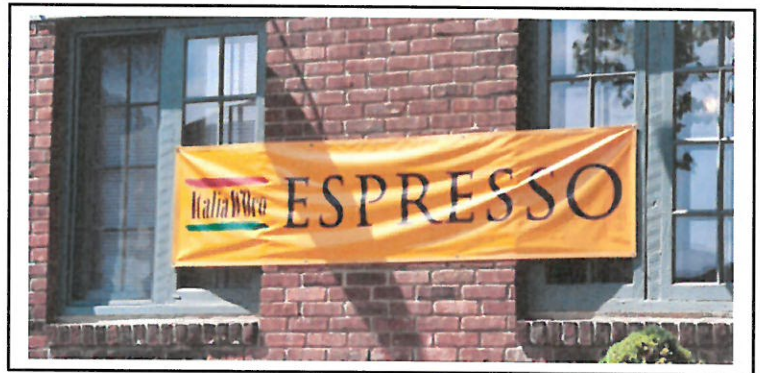
Si14 Avoid mounting signs in a location where architectural elements are covered or the display area is obscured, or in a manner that damages the building.

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 should not become 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 per side 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 other than political signs that are to be displayed more than 14 days are considered permanent and must receive a sign permit as such.

~~**Si21** Temporary political signs erected on private property may not exceed 8 square feet and may not be erected more than 30 days prior to election day and must be removed 3 days after election day. Political signs are not permitted on public property.~~

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.

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.

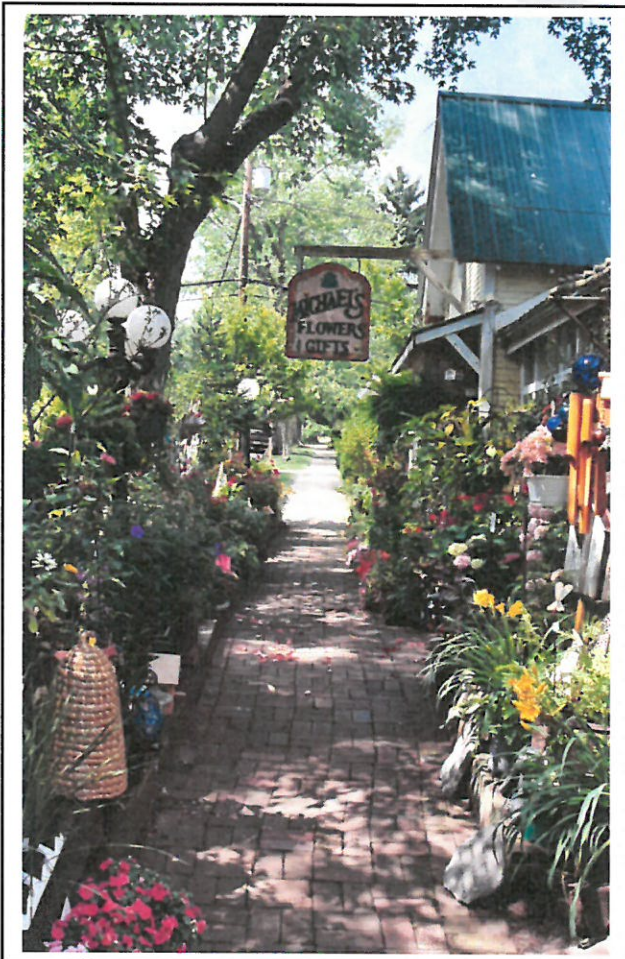
SURFACE WATER DRAINAGE

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, tables, carts, canopies, wagons, recreational vehicles, food trucks, 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 one-sixty (60) consecutive days period per calendar year OR remain in place for no more than 15 consecutive days or 60 days total per calendar year. Any structure intended to be in place for longer than that time shall be evaluated as a permanent structure. Applicants planning a temporary structure that would be in place for more than sixty days may request that it is reviewed as a permanent structure from the outset, rather than submitting a new Certificate of Appropriateness (COA) application after the sixty day period. See the design guidelines for New Construction and Additions 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 Avoid the use of poster boards or handmade signs.

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: If a trailer is to be utilized in one place as a temporary structure, skirting should be added to hide the wheels.

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.

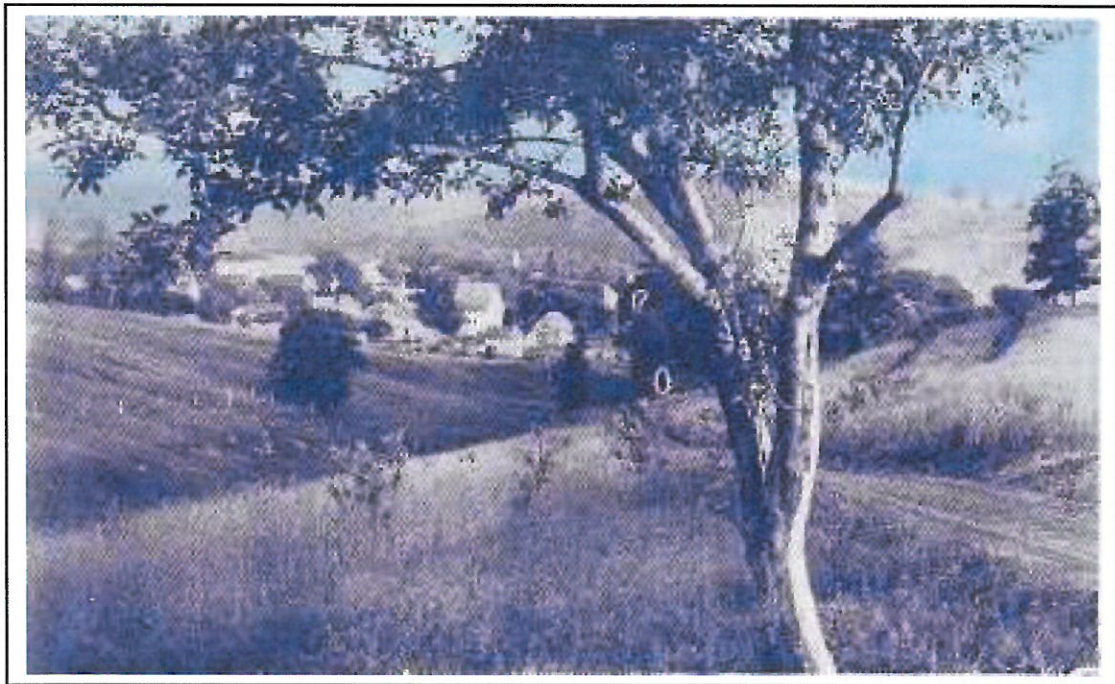
Spalling – A condition of brick or stone concrete in which layers break off vertically and fall away, usually as a result of internal pressures caused by water infiltration or improper repointing.

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.'*