

CARSON CITY HISTORIC RESOURCES COMMISSION

Minutes of the June 12, 2008 Meeting

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A regular meeting of the Carson City Historic Resources Commission was scheduled for 5:30 p.m. on Thursday, June 12, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Michael Drews
Vice Chairperson Robert Darney
Gregory Hayes
Mark Lopiccolo
Rebecca Ossa
Lou Ann Speulda

STAFF: Lee Plemel, Planning Division Director
Jennifer Pruitt, Senior Planner
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (5:31:20) - Chairperson Drews called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Commissioner Hayes arrived at 5:32 p.m.

B. ACTION ON APPROVAL OF MINUTES - May 8, 2008 (5:31:45) - Vice Chairperson Darney moved to approve the minutes. Commissioner Lopiccolo seconded the motion. Motion carried 4-0-1, Commissioner Speulda abstaining.

C. MODIFICATION OF AGENDA (5:32:12) - None.

D. DISCLOSURES (5:32:31) - None.

E. PUBLIC COMMENT (5:32:45) - None.

F. PUBLIC HEARING MATTERS:

F-1. HRC-08-055 ACTION TO CONSIDER AN APPLICATION FROM GENE MUNNINGS (PROPERTY OWNERS: DONALD AND EILENE H. SUMMO) TO ALLOW A WOODEN, FREE-STANDING, NON-ILLUMINATED, SINGLE-FACE SIGN (FOUR FEET BY FOUR FEET) 16 SQUARE FEET; OVER-ALL HEIGHT SIX FEET, AND THE OUTSIDE DISPLAY OF AREAS TOTALING APPROXIMATELY 500 SQUARE FEET FOR MERCHANDISE ASSOCIATED WITH THE GIFT SHOP AND GARDEN PRODUCTS SALES (INCLUDING PLANTS AND TREES), ON PROPERTY ZONED RESIDENTIAL OFFICE, LOCATED AT 102 SOUTH NEVADA STREET, APN 003-217-07 (5:33:21) - Chairperson Drews introduced this item. Ms. Pruitt reviewed the staff report in conjunction with displayed slides. She noted, for the record, that the proposed outdoor display and sales areas will require a special use permit, as expansion of a non-conforming use. She displayed a slide depicting a sign similar to that proposed by the

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applicant. She referred to a conceptual photograph of the proposed sign, which was included in the agenda materials. She narrated additional slides depicting various views of the property, the areas proposed for display and sales, and the signage. She acknowledged the presence of the applicant and the property owners in the meeting room.

(5:37:28) Gene Munnings described the proposed configuration of the outdoor displays. He acknowledged that the displays will be placed within the fenced area. He further acknowledged that the fence will remain. In response to a question, he estimated the tallest display at 3.5 feet. He responded to questions regarding the proposed signage. Chairperson Drews discussed the historic district goal to maintain “the fabric ... the wood, the old fences ...” He expressed concern over the plastic displays, and Mr. Munnings advised “most of those will be behind the building ...” Chairperson Drews suggested using wooden displays, wherever possible. Vice Chairperson Darney suggested requesting the applicant to stipulate to not using bare metal or chrome displays. Commissioner Hayes commended the general design of the sign, and expressed support for using wooden displays in the front, wherever possible.

Chairperson Drews called for public comment; however, none was forthcoming. In response to a question, Ms. Pruitt and Vice Chairperson Darney explained the Building Division conditions of approval, as outlined in the agenda materials. In response to a further question, Ms. Pruitt suggested that the applicant meet with Building Division representatives regarding their requirements. Ms. Pruitt advised that condition of approval 13 was included at the request of Engineering Division representatives. She offered to arrange a meeting between the applicant and Engineering Division representatives. In response to a further question, she provided explanation of condition of approval 14, and offered to make a water usage form available to the applicant in the Planning Division office. In response to a comment, Chairperson Drews explained the commission’s purview over the proposed signage and use of the property within the historic district.

(5:49:05) Don Summo inquired as to ADA accessibility requirements. Vice Chairperson Darney explained the difference between residential and commercial uses as pertinent to ADA accessibility requirements, and possible required revisions. He referred Mr. Summo to the Building Department for additional specificity. Commissioner Ossa described alternatives to widening the doorways. Mr. Plemel provided additional clarification regarding the commission’s purview, and referred the applicant to the Building and Engineering Divisions for additional explanation of their conditions of approval.

Chairperson Drews called again for public comment. (5:53:40) Eilene Summo expressed the opinion that the proposed use will enhance the property.

Chairperson Drews called for additional public comment and for commissioner comments. Ms. Pruitt requested the commissioners to clarify the direction regarding the display areas and materials. Chairperson Drews entertained a motion. **Vice Chairperson Darney moved to approve HRC-08-055, a request from Gene Munnings to approve a wooden, free-standing, non-illuminated, single-face sign, on property located at 102 South Nevada Street, subject to conditions of approval contained in the staff report, and additional comments by the commission having to do with the temporary and movable vegetation carts that they be painted, no raw metal or chrome, and that the plastic types are used in the back fenced area and not on the street. Commissioner Lopiccolo seconded the motion. Motion carried 6-0.**

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F-2. DISCUSSION ONLY REGARDING PUBLIC EDUCATION OF THE HISTORIC DISTRICT STANDARDS, SPECIFICALLY FENCING STANDARDS (5:57:15) - Chairperson Drews introduced this item. Ms. Pruitt referred to the pertinent agenda materials which included the commissioners' suggested revisions. She advised that staff would begin making the standards available to the public, from the Planning Division office and via the City's website. She expressed the hope that grant funding would provide the opportunity to distribute the standards to landscape and fencing contractors, as well as historic district property owners. She reviewed revisions made since the last commission meeting. Chairperson Drews requested that copies be provided to The Home Depot and Lowe's, and Ms. Pruitt agreed to do so. Ms. Pruitt acknowledged that fencing materials would be specified in the historic district design guidelines. She anticipates agendizing a code amendment for the July commission meeting. Consensus of the commission was to request staff to begin making the standards available to the public. Chairperson Drews thanked Ms. Pruitt for her time and effort.

F-3. DISCUSSION ONLY REGARDING CERTIFIED LOCAL GOVERNMENT ("CLG") GRANT 32-07-21632(1) HISTORIC STRUCTURES REPORTS FOR ST. PETER'S EPISCOPAL CHURCH OF CARSON CITY AND THE UNITED METHODIST CHURCH OF CARSON CITY (6:00:18) - Chairperson Drews introduced this item. Ms. Pruitt advised that the consultants had completed the reports without using all of the allocated grant hours. The consultants contacted Planning Division staff, who have obtained floor plans, the site plan, and have photographed the interior and exterior of the Methodist Church day care. The information was sent to the consultants yesterday, and Ms. Pruitt anticipates an additional report which will address the day care structure to the north of the United Methodist Church. She expressed the hope that the grant work will be complete by the end of June. In response to a question, Ms. Pruitt anticipates that the match requirement has been met. Chairperson Drews entertained questions or comments; however, none were forthcoming.

F-4. HRC-08-057 DISCUSSION AND POSSIBLE ACTION REGARDING THE DRAFT CARSON CITY HISTORIC RESOURCES COMMISSION POLICY AND PROCEDURE MANUAL (6:02:59) - Chairperson Drews introduced this item. Ms. Pruitt expressed the hope that the draft included in the agenda materials would be the final version. She referred to discussion which took place at the May commission meeting regarding demolition provisions. Following the meeting and subsequent discussion among Planning Division staff, a decision was made that the demolition provisions should be addressed in the Carson City Municipal Code. Ms. Pruitt reiterated that a draft ordinance amendment will be submitted to the commission at the July meeting. She advised that Planning Division staff will be informed of the proposed amendment, its purpose, and how it will impact other code provisions. She further advised that the revised draft policy and procedure manual, included in the agenda materials, contained all of the revisions previously reviewed and discussed by the commissioners.

Chairperson Drews called for commissioner comments or questions and for public comment. (6:06:08) Mara Jones inquired as to whether public input opportunities had been made available for the policy and procedure manual. Ms. Pruitt advised that historic district property owners and residents are typically not notified of policy and procedure updates. She further advised that the subject item had been agendized over a period of several months, thereby providing the opportunity for public comment. She offered to receive Ms. Jones' input at this meeting. Ms. Jones advised of having learned of the policy and procedure manual revisions earlier in the day, and that she had no comment to provide at this meeting. Chairperson Drews advised that the revisions were essentially procedural. Ms. Pruitt offered to add Ms. Jones' name to the commission's agenda distribution list.

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Commissioner Ossa inquired as to the possibility of appending the existing design guidelines. Ms. Pruitt advised that Carson City did not have design guidelines associated with Title 18 at the time the policy and procedure manual was created. The design guidelines are now part of the Carson City Municipal Code and proposed amendments are presented to the commission.

Chairperson Drews entertained a motion. **Vice Chairperson Darney moved to approve the Carson City Historic Resources Commission Policy and Procedure Manual with all revisions and modifications noted in the draft included in the agenda materials. Commissioner Speulda seconded the motion. Motion carried 6-0.**

G. FUTURE COMMISSION ITEMS (6:10:27) - Ms. Pruitt reviewed the tentative July commission agenda.

H. ACTION ON ADJOURNMENT (6:11:26) - Commissioner Speulda moved to adjourn the meeting at 6:11 p.m. Commissioner Lopiccolo seconded the motion. Motion carried 6-0.

The Minutes of the June 12, 2008 Carson City Historic Resources Commission meeting are so approved this 10th day of July, 2008.

MICHAEL DREWS, Chair