

**STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING  
OF SEPTEMBER 08, 2011**

**FILE NO: HRC-11-045**

**AGENDA ITEM: F-6**

**STAFF AUTHOR:** Jennifer Pruitt, Principal Planner

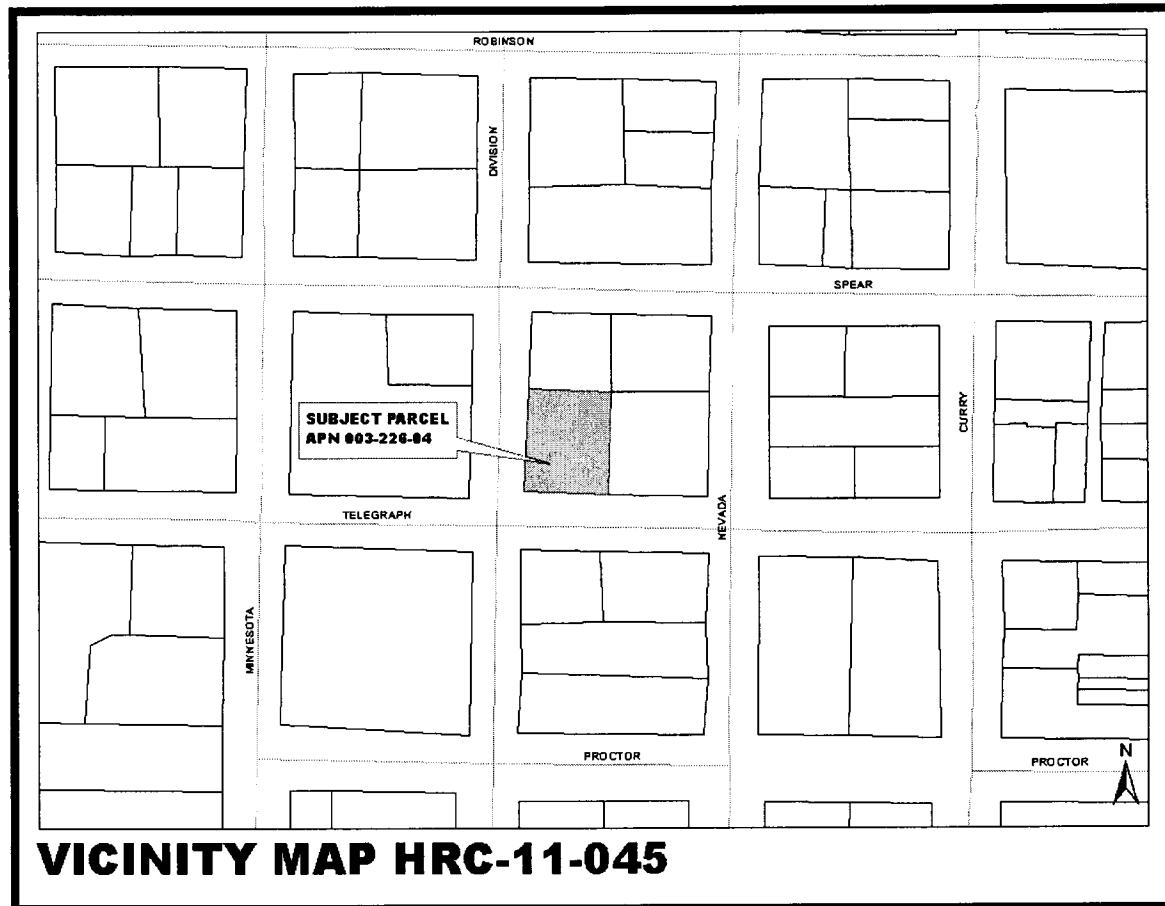
**REQUEST:** To allow installation and replacement of windows on property zoned Residential Office.

**APPLICANT:** Vivian Summers

**OWNERS:** Robert and Vivian Summers

**LOCATION/APN:** 403 N. Division Street / 003-226-04

**RECOMMENDED MOTION:** It is recommended that the Historic Resources Commission Move to approve HRC-09-031, a request from Vivian Summers (property owners: Robert and Vivian Summers), to allow installation and replacement of windows, on property zoned Residential Office, located at 403 N. Division Street, APN 003-226-04, based on the Standards and Guidelines for Rehabilitation, Carson City Historic District Guidelines, and with Historic Resources Commission Policies.



**RECOMMENDED CONDITIONS OF APPROVAL:**

1. All development shall be substantially in accordance with the attached site development plan.
2. All on and off-site improvements shall conform to City standards and requirements.
3. The use for which this permit is approved shall commence within 12 months of the date of final approval. An extension of time must be requested in writing to the Planning Division 30 days prior to the one year expiration date. Should this request not be initiated within one year and no extension granted the request shall become null and void.
4. The applicant must sign and return the Notice of Decision within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item will be rescheduled for the next Historic Resources Commission meeting for further considerations.
5. The applicant shall submit a copy of the signed Notice of Decision and conditions of approval with the building permit application.
6. A building permit will be required for the replacement windows if the window openings result in openings that are larger than the previous window openings. Please contact the Building Division for approximate fees, plans required, number of plans to submit and general assistance in the City's Building Permit process.
7. The replacement windows shall be of the materials and make noted by the HRC.

**LEGAL REQUIREMENTS:** CCMC 18.05.015 (Procedure for Proposed Project)

**MASTER PLAN DESIGNATION:** Mixed Use Residential

**ZONING:** Residential Office

**PREVIOUS REVIEWS:** None

**DISCUSSION:**

On site are two identical duplexes built in 1943. Per the information noted in the 2009 Carson City Mid-Century Survey prepared by Diana Painter, PhD, the two structures are vernacular buildings and both have hip roofs and narrow, enclosed eaves. The Planning Division visited the subject site on June 22, 2011, due to the

fact that the property owner had started replacing windows on site without the proper Historic Resources Commission (HRC) review or approval. At that time the applicant confirmed that there had been five casement windows replaced with five vinyl sliders.

The property owner noted that she was not aware that the subject site was located within the Carson City Historic District nor that she had to go before the Historic Resources Commission for review and or approval of exterior alterations of the duplexes on site. City staff verified that the property owner recently purchased the subject site in March of 2011. The applicant has noted that the existing windows are in poor condition and do not function appropriately for the tenants on site. Per the applicant, the windows which were replaced, did not open or close and the windows were unsafe for the occupants of the apartments on site.

Ultimately, the applicant would prefer to replace all windows on site. The applicant if approved, will replace the windows as finances allow, not all of the windows will be replaced at the same time.

A **casement window** is a window that is attached to its frame by one or more hinges. Casement windows are hinged at the side. (Windows hinged at the top are referred to as awning windows. Ones hinged at the bottom are called hoppers.) They are used singly or in pairs within a common frame, in which case they are hinged on the outside.

They are opened with a crank, lever or cam handle, which is placed around hand height or at the bottom and serves as a window lock. A crank, stay, or friction hinge is necessary when the window opens outward, to hold the window in position despite wind. Often the glass panes are set in a rabbeted frame and sealed with beveled putty or glazing compound to secure the glass.

The applicant provided the required HRC application on June 22, 2011. Within the application, the applicant notes the old windows were outdated and no replacement parts can be used to fix them.

Staff conducted a site visit on July 01, 2011, currently all work has stopped on site awaiting HRC review of the window replacements that have taken place so far. From what staff can determine, regarding the southern duplex unit, on the southern façade one casement window has been replaced with a vinyl slider and on the western façade the southwestern casement window has been replaced with a slider also. On the northern duplex unit on the southern façade the applicant has replaced the two southern casement windows with a vinyl slider and a picture vinyl window. On the western façade the applicant has replaced a casement with a vinyl slider.

## **5.16 Guidelines for Windows**

The majority of buildings in the Historic District are characterized by 19<sup>th</sup> century styles of architecture. Basic design characteristics of these styles are symmetrically placed, vertically proportioned windows. Houses built in the 1930's to 1960's used in addition to the above, metal framed windows such as casements and picture windows.

As noted by staff the subject structures were built in the 1940's and the replacement product installed by the applicant has been an acceptable product by the HRC in the past. The applicant has provided photographic documentation of other properties in the Historic District with similar window replacements. Staff encourages the HRC to assist the applicant with the selection of an appropriate window treatment for the subject site, if needed. The issues in this case maybe the craftsmanship (trim treatments) of the replacements and not the replacement window product(s).

### **5.16.1 Guidelines for Historic Buildings**

Original windows shall be retained and repaired when at all possible. When replacement is necessary a window of duplicated design shall be used. The size, pane configuration, design and trim shall replicate that of the original. Original trim and surrounds are to be retained when windows are replaced. Bronzed aluminum framed windows are not appropriate for use in a historic building. Stained glass windows were not commonly used in the buildings of the district. Original stained glass windows are very valuable and should be retained. The addition of stained glass windows into openings which did not historically have stained glass is discouraged. (*Standard Number: 2, 6*)

#### **PUBLIC COMMENTS:**

Public notices were mailed to the adjacent property owners to the subject parcel in accordance with the provisions of NRS and CCMC 18.02.045. As of August 30, 2011, no comments have been received in favor or opposed to the proposed project. Any comments that are received after this report is completed will be submitted prior to or at the Historic Resources Commission meeting, depending on their submittal date to the Planning Division.

#### **Engineering Division comments:**

- Development Engineering has no preference or objection to the request, and no recommended conditions of approval.

**Building Division comments:**

***NOTE: These comments do not constitute a complete plan review, but are merely observations based on the information provided.***

***Scope of Application***

Replacement of windows and sashes

***General Plan Submittal***

1. Door and window replacement when the opening size and location remain the same are exempt from the permit process. (CCMC 15.05.020 Section 105.2 Building #15)

Respectfully Submitted,

PUBLIC WORKS DEPARTMENT, PLANNING DIVISION

Jennifer Pruitt

Jennifer Pruitt, AICP, LEED AP  
Principal Planner

Application (HRC-11-045)  
Building Division comments  
Engineering Division comments

**Carson City Engineering Division  
Historic Resources Commission Report  
403 N. Division St.  
HRC 11-045**

**TO:** Historic Resources Commission  
**FROM:** Rory Hogen, Asst. Engineer  
**DATE:** August 26, 2011

**SUBJECT TITLE:**

Review of a Historic Resources Commission application for the minor remodel of an existing historic structure to replace windows at 403 N. Division St., apn 03-226-04.

**RECOMMENDATION:**

Development Engineering has no preference or objection to the request.

**DISCUSSION:**

The Engineering Division has reviewed the request within our areas of purview relative to adopted standards and practices. Construction must meet all requirements of the State of Nevada and Carson City.

**Carson City Planning Division**  
108 E. Proctor Street Carson City NV 89701  
Phone: (775) 887-2180 • E-mail: planning@carson.org

**FILE # HRC - 11 - 045**

Vivian Summers

**PROPERTY OWNER**

7061 Golden Gate Dr. San Jose Ca 95129  
**MAILING ADDRESS, CITY, STATE, ZIP**

775 241 8841  
**PHONE #** **FAX #**

vivian.summers@gmail.com

**E-MAIL ADDRESS**

Name of Person to Whom All Correspondence Should Be Sent

Vivian Summers

**APPLICANT/AGENT**

**PHONE #**

Same as above

**MAILING ADDRESS, CITY, STATE ZIP**

**PHONE #** **FAX #**

**E-MAIL ADDRESS**

**Project's Assessor Parcel Number(s):**

003-226-04

**Street Address**

403 Division

**ZIP Code**

**Project's Master Plan Designation**

MUR

**Project's Current Zoning**

R-2

**Nearest Major Cross Street(s)**

Telegraph

Briefly describe the work to be performed requiring HRC review and approval. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. NOTE: The Historic District Ordinance and Historic District Design Guidelines, as well as Policy Statements, are available in the Planning Division to aid applicants in preparing their plans. If necessary, attach additional sheets.

replace broken & non-functional windows, windows don't lock, <sup>single pane</sup> and windows don't open, a fire hazard, people can't escape from windows if there is a fire. Hence needing replacement. We'd like to put in double pane windows.

We're not changing the exterior structure or color, it'll look the same, almost same size windows.

Does the project require action by the Planning Commission or the Board of Supervisors?  Yes  No If Yes, please explain:

Will the project involve demolition or relocation of any structure within or into the Historic District?  Yes  No If Yes, please describe:

Reason for project:

out dated windows are so old, no replacement parts can be used to fix them, they don't open and close, very narrow openings if opens, it's about ~~14"~~ wide or less, in case of fire, people can't escape from windows. It's very unsafe to occupy the building, and doesn't meet Building code. That's why we're replacing them with double pane windows, that energy efficient, big windows 6' wide and big enough to escape in case of fire.

#### SUPPORTING DOCUMENTATION

Each application requires 12 copies, folded to 8 1/2 x 11 inches, of quality site plan and drawings showing work to be performed on the subject project which requires HRC approval. Basically, this is any work which will affect the exterior of any structure and any modifications to the site, i.e., fences, walls, or major landscaping. The name of the person responsible for preparation of the plans and drawings shall appear on each sheet.

Attached is a Plan Checklist to aid preparation of plans and architectural drawings. It is understood that all checklist items will not be included in all projects. The list is intended to give the applicant an idea of the breadth of review by the Commission on those items which are included in the subject project. Photographs can be used for illustration and discussion, but are not acceptable as substitutes.



Owner's Signature

  
Vivian Summers

Owner's Printed Name



Applicant's/Agent's Signature

  
Vivian Summers

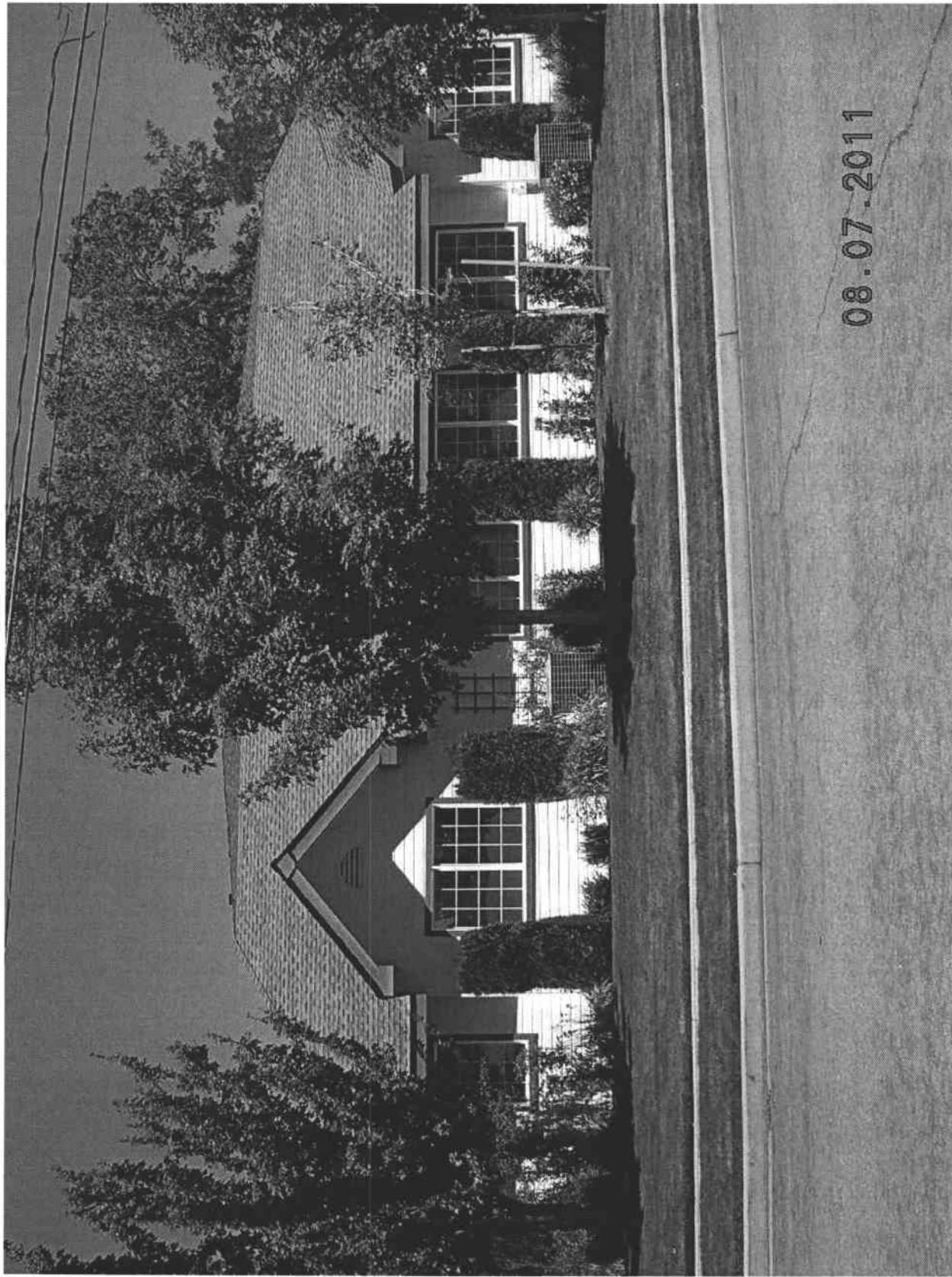
Applicant's/Agent's Printed Name

**From:** vivian summers <vivian.summers@gmail.com>  
**To:** Jennifer Pruitt <jpruitt@carson.org>  
**CC:** vivian summers <vivian.summers@gmail.com>  
**Date:** 7/8/2011 9:47 AM  
**Subject:** can we postpone the hearing to September?

I just started a new job and will not be able to attend the 7/21 meeting because I'm from San Jose and have to take two days off to attend. It'll be better if we can postpone it to the next meeting like around labor day and so I can take a few days off. At the mean time, we'll not do any work till commission makes a decision. Thank you.

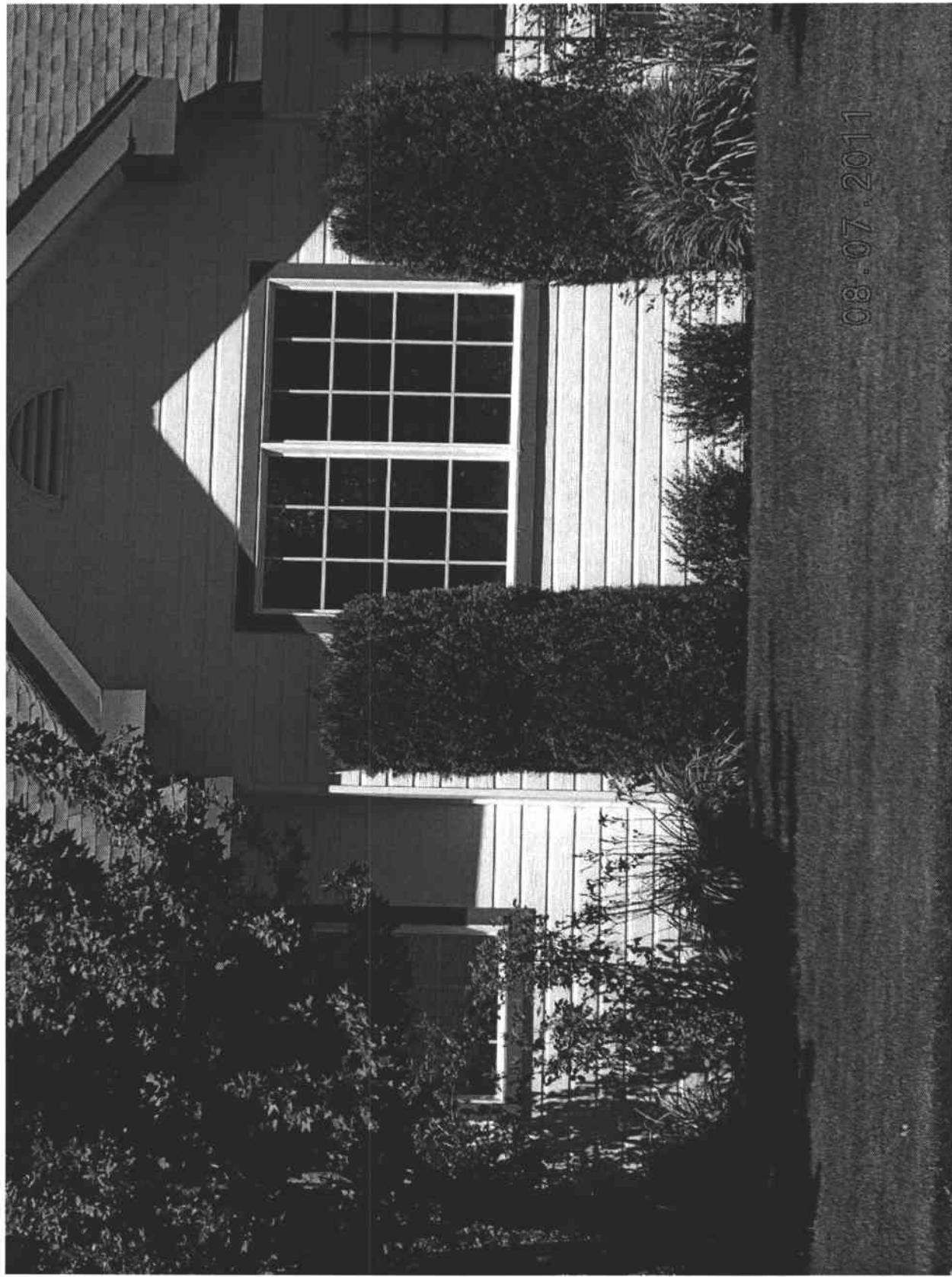
Vivian

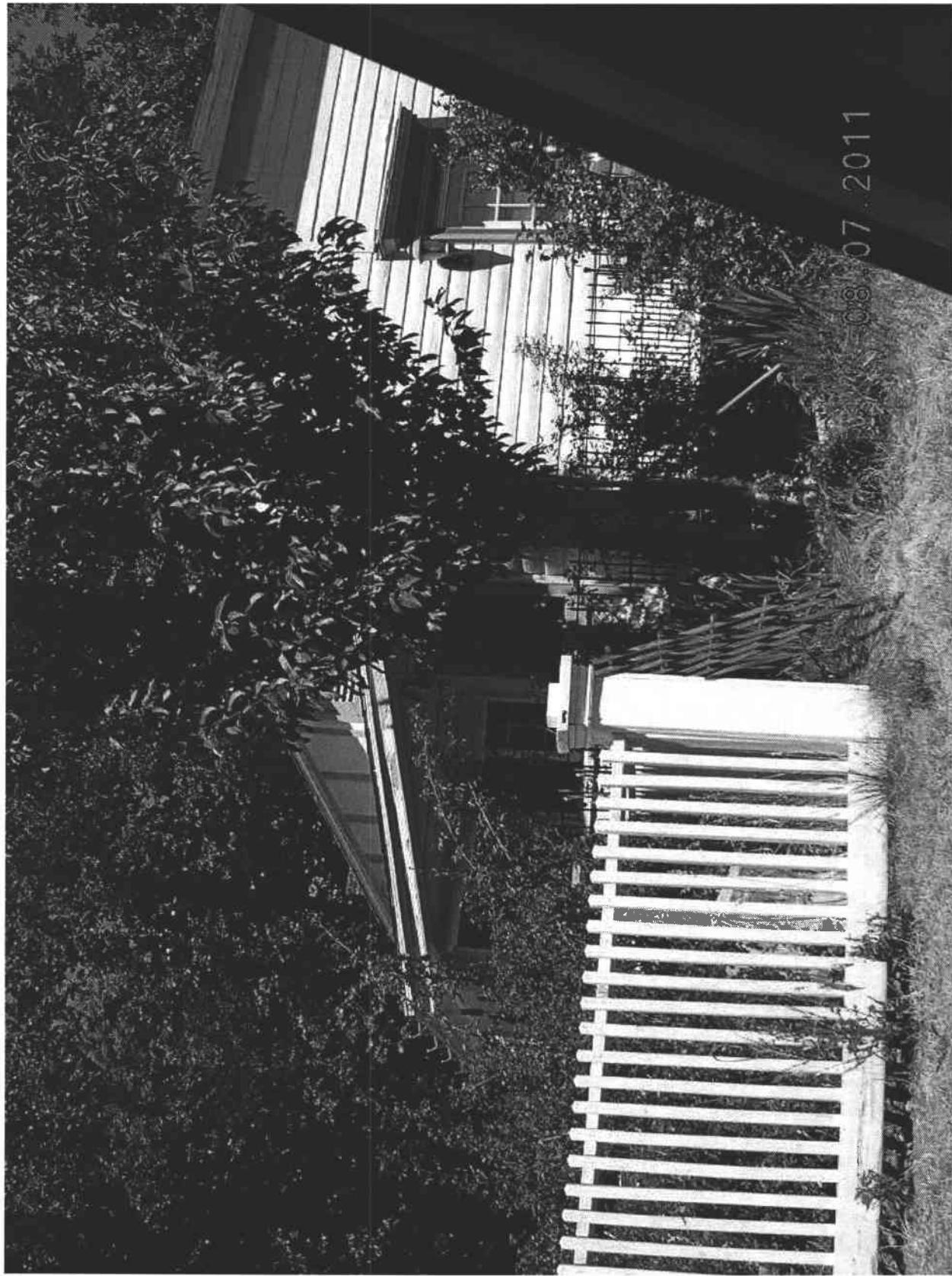




08.07.2011



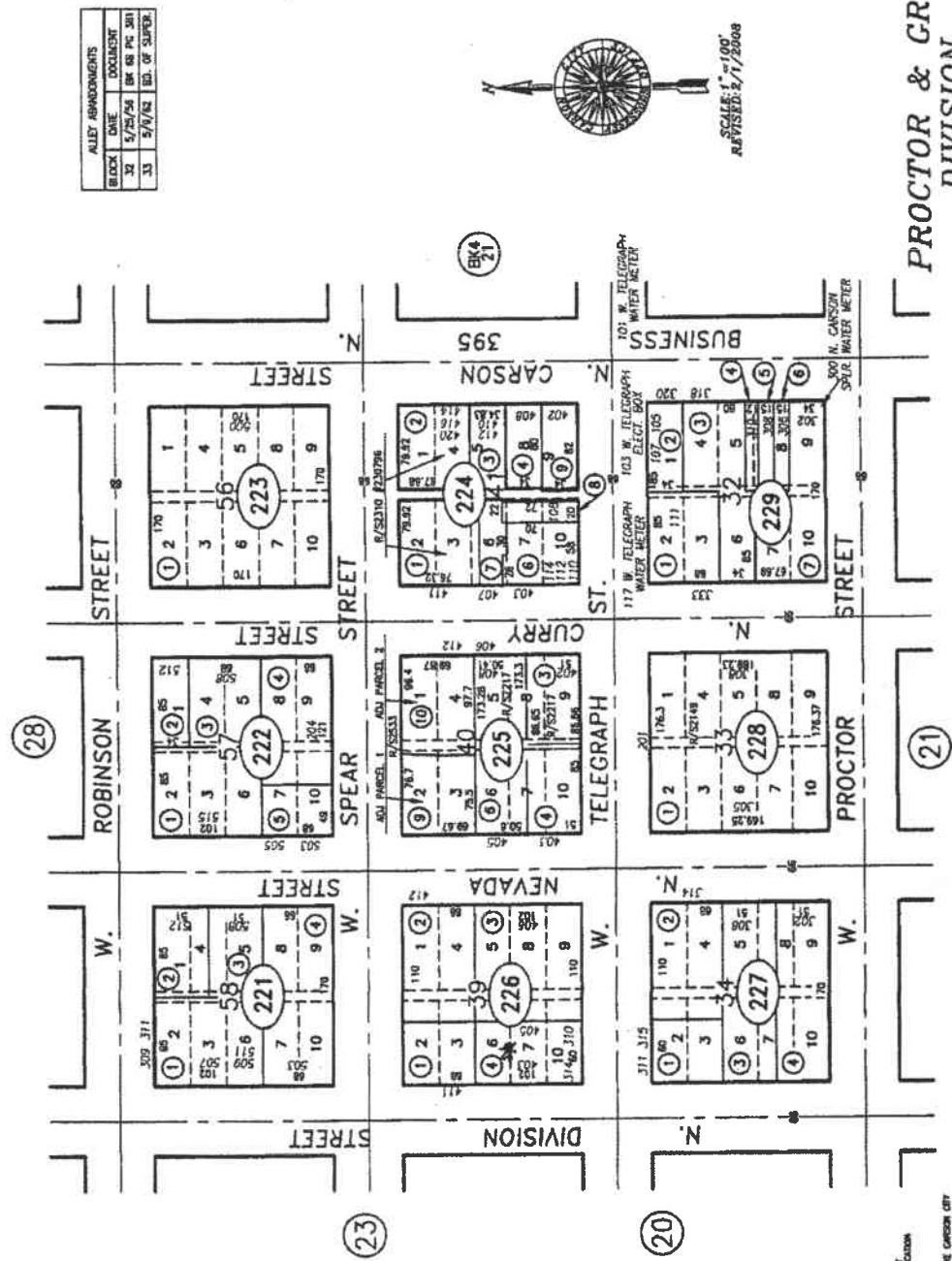












NOTE: ALL MODELS & MANUFACTURED HOMESTEAD MAY NOT BE PROVIDED IN THE X-1000. SHOWN ON LOCATIONS DUE TO DOCUMENTATION & APPROVALS NOT YET UP TO DATE.

# Foley Inspection Services

Certified General Inspector

Certificate # 105 0000023 GE

P. O. Box 132 Dayton NV 89403



Prepared for Vivian Summers  
403, 405 Division, and 310, 314 Telegraph, Carson City, NV

## Mission Statement

To provide a professional, thorough, and objective report in a timely manner, in order to enable the client to make an informed decision on their investment.

FOLEY INSPECTION SERVICES  
P.O. BOX 132  
DAYTON NV 89403  
Certificate # 105.0000023-GE  
Phone: 246-5242 Cell: 721-2777

**Client Name:** Vivian Summers  
**Property Address:** 403 and 405 Division, and 310 and 314 Telegraph,  
Carson City, NV  
**Date of Inspection:** 3/22/11

**INSPECTION AGREEMENT/INVOICE**

General: This Inspection and report is concerned with the general condition of the major components of the structure (Structural, Mechanical, Plumbing, and Electrical). It is understood and agreed that the inspection is visual in nature, and that only items that are accessible will be inspected. It is recommended that, previous to inspection, all major mechanical elements be operating, (Furnace, water heater, electrical supply, and appliances). Inspector will not light or activate any mechanical component that has been shut off. Telephone and cable TV connections are not tested. Irrigation systems are not within the scope of this inspection. Swimming pools, and detached spas are only inspected for safe electrical supply. It is understood and agreed that this is not a code inspection; an insect/pest inspection, or a hazardous material inspection (Radon gas, asbestos, lead, toxic mold, or any other harmful material).

Items Inspected: Exterior Conditions, Grading, Roofing, Structural, Interior Surfaces, Insulation, Ventilation, Electrical, Heating Sys., Plumbing, and Appliances

Fees: Are payable at the time of the inspection, or will be billed to escrow.

0-1800 Sq. Ft.	\$310.00
1800-2500 Sq. Ft.	\$340.00
2501-3000 Sq. Ft.	\$370.00
3001-3500 Sq. Ft.	\$400.00
Over 3500 Sq. Ft.	An additional ten cents per square foot will be charged.
Reinspection	\$100.00

I have read and agree to the scope of the inspection as stated

Signed\_\_\_\_\_ Date\_\_\_\_\_

Amount Due \$450.00  
Please Remit or submit to escrow

NEVADA STATE HISTORIC PRESERVATION OFFICE  
**HISTORIC RESOURCES INVENTORY FORM**

Rev. 3/00

**For Office Use Only**

YR Built \_\_\_\_\_  
NR Eligible? Y / N  
District? Y / N

**1. PROPERTY NAME**

**1A. Historic Name**

None

**1B. Current/Common Name**

403 N Division St

**2. PROPERTY ADDRESS**

Street Address	403 N Division St
City, Zip Code	Carson City, NV 89703
County	Carson County (formerly Ormsby County)

**3. PROPERTY OWNERSHIP**

**3A. Original Owner**

Name	Unknown
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**3B. Current Owner**

Name	Kevin W Temple, Sr, and Sherry D Temple
Mailing Address	403 N Division St, Carson City, NV 89703
Assessor's Parcel Number (APN)	003-226-04

**4. CURRENT PROPERTY STATUS**

X	Occupied		Vacant
Other (please specify)			

**5. PROPERTY USE**

**5A. Current Use**

X	Residential		Commercial		Religious
	Educational		Governmental		Industrial
	Other (please specify)				

**5B. Historic Use**

<input checked="" type="checkbox"/>	Residential -Duplex		Commercial		Religious
	Educational		Governmental		Industrial
Other (please specify)					

**6. CURRENT ACCESS**

	Permitted-local public resource	<input checked="" type="checkbox"/>	By owner permission only
	Permitted-state public resource		Restricted
	Permitted-federal public resource		Other (specify)

**7. ACREAGE**

0.14 (Assessor)		Estimated
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**9. PROPERTY LOCATION****8A. UTM Location/Reference(s)**

Zone 11 260739 m E 4338854 m N (WGS84)

**8B. Township/Range/Section/Map**T15N/ R20E/Sec 17, Mt. Diablo Base Meridian/ *Carson City, NV* (1994) USGS 7.5' Quadrangle**9. RESOURCE DESCRIPTION****9A. Resource Type**

<input checked="" type="checkbox"/>	Building		Structure		District		Object		Site
	Other (specify)								
Contributing element to a historic district (specify district name)									

**9B. Exterior Resource Features**

Basement	1	Number of stories
Porch		Balcony
Dormer(s)	X	Chimney
Other (please specify)		

**9C-F. Materials and Systems (See instructions and enter codes from Appendix A)**

9C. Roofing Material(s)	9D. Exterior Surface Material(s)
R-3 Composition Shingle	ES-19 Shiplap
9E. Building Structural System	9F. Foundation Structural System
SS-9 Wood - Platform	F-2 Concrete

**9G. Written Description**

See continuation sheet

**9H. Associated Structures/Features**

Associated structures/features (submit <i>Associated Structures Summary</i> )	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**9I. Integrity**

<input checked="" type="checkbox"/>	Original site		
<input checked="" type="checkbox"/>	Altered (describe on continuation sheet)	Date altered	
	Moved	Date moved	
Moved from			

**9J. Condition**

<input checked="" type="checkbox"/>	Good		Fair
	Poor		Ruins

**9K. Threats**

Possible infill housing development; commercial conversion

**10. RESOURCE DATE AND SIGNIFICANCE****10A. Architect/Engineer/Designer**

Unknown

**10B. Builder/Contractor**

Unknown

**10C. Architectural Style/Period (See Appendix B)**

Vernacular

**10D. Construction Date(s)**

1943 (Assessor)

Circa

**10E. Date(s) of Significance**

1943

**10F. Historic Resource Theme (See Appendix C)**

Townsit Development and City Planning

**10G. National Register Eligibility (See Appendix D)**

	Listed		Date Listed	
Eligible under:				
	Criterion A		Criterion B	
Other (specify)				
X	Not Eligible for the National Register			
	Unevaluated			

**10H. Justification**

No known significant association with patterns of local history/persons; building design is not architecturally significant. It is a good example of vernacular housing, likely built as affordable, rental housing. While these buildings represent good examples of this type of housing, neither rise to the level of eligibility for the National Register.

**11. BIBLIOGRAPHY**

See continuation sheet

**12. FORM INFORMATION**

Report Number/Name	Carson City Mid-Century Survey Phase II
Date Surveyed	March 12, 2009
Surveyor Name	Diana J. Painter, PhD
Company	Painter Preservation & Planning
Address	7 Fourth Street, Suite 44, Petaluma, CA 94952
Telephone Number	(707) 763-6500

**13. ATTACHED DOCUMENTATION**

X	Continuation sheets
X	Photographs
X	Location maps
	Plans
	Other (please specify)
	Associated Structures Summary Form

NEVADA STATE HISTORIC PRESERVATION OFFICE  
 HISTORIC RESOURCE INVENTORY FORM  
*ASSOCIATED STRUCTURES/FEATURES SUMMARY FORM*

PAGE NO. 5

Property Name: 403 N Division St

City, County: Carson City/County

ASSOCIATED STRUCTURES/FEATURES SUMMARY																																											
Number of associated structures: 1		Contributing	Noncontributing																																								
Number of associated features:		Contributing	Noncontributing																																								
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**HISTORIC RESOURCE INVENTORY FORM**  
**CONTINUATION SHEET**

**Property Name:** 403 N Division St

**City, County:** Carson City/County

**SECTION NO. 9G**

**PAGE NO. 6**

There are two duplexes on this parcel arranged in an "L" configuration. The southerly building is addressed as 310 and 314 W. Telegraph Street and the west-facing building is addressed as 403 and 405 N. Division Street. They are identical buildings. Both have hip roofs and narrow, enclosed eaves. They have v-groove, shiplap siding, a concrete foundation, and a composition shingle roof. They are vernacular buildings, constructed in 1943 (*Assessor data*).

Each unit has a centrally-placed entry accessed via two concrete steps. Over the entry stoop is an enclosed gable roof with vertical board detailing, supported by simple wood posts. The entry door is paneled. To one side of the door is a large, horizontally-oriented, single-light window. To the other is a paired, double-casement window with wood frames. This configuration is typical for each unit. The wood casement windows with narrow surrounds are typical of those found throughout the building. Each unit has an interior chimney. The buildings are in good condition and have excellent integrity.

The lot is not landscaped, but has a short, perimeter retaining wall. There is a concrete parking pad on the lot.

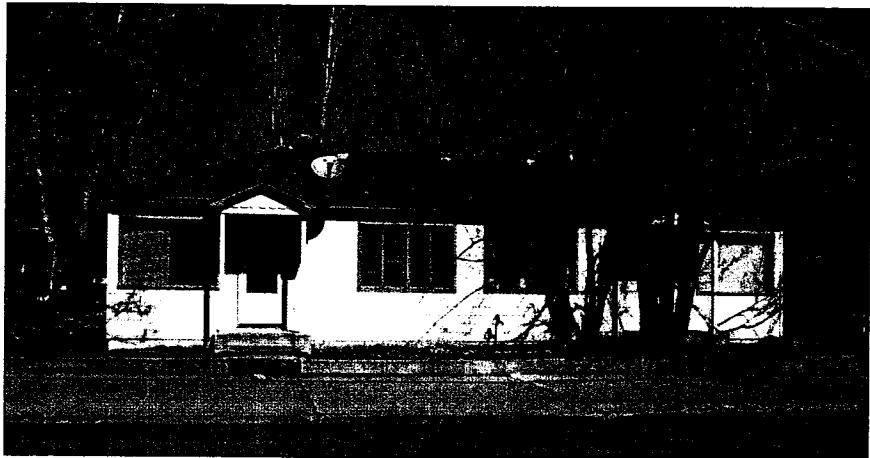
NEVADA STATE HISTORIC PRESERVATION OFFICE  
HISTORIC RESOURCE INVENTORY FORM  
*CONTINUATION SHEET*

Property Name: 403 N Division St

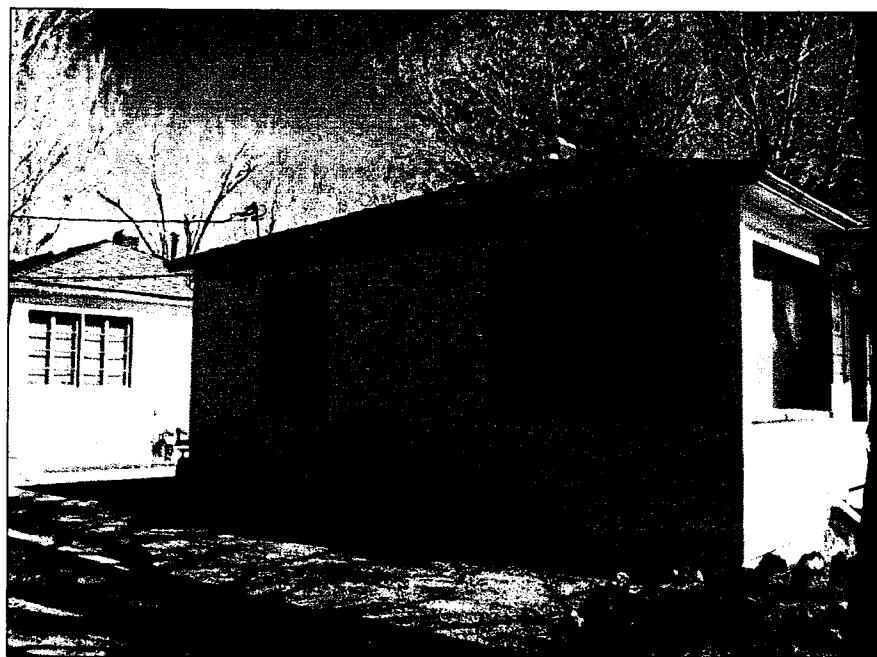
City, County: Carson City/County

SECTION NO. Photographs

PAGE NO. 7



Front (south) façade, southerly unit



Side (west) façade, southerly unit

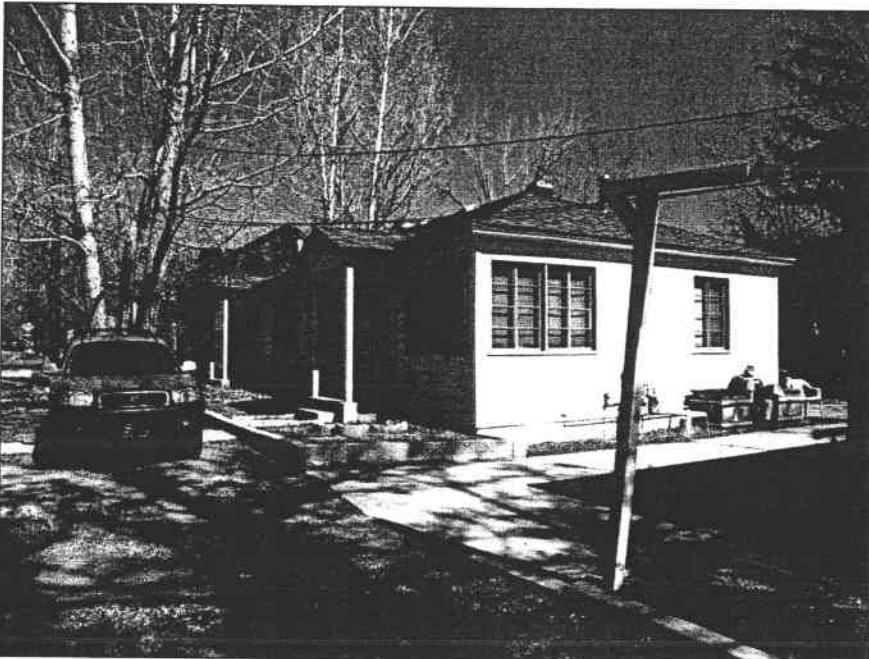
NEVADA STATE HISTORIC PRESERVATION OFFICE  
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*CONTINUATION SHEET*

Property Name: 403 N Division St

City, County: Carson City/County

SECTION NO. Photographs

PAGE NO. 8

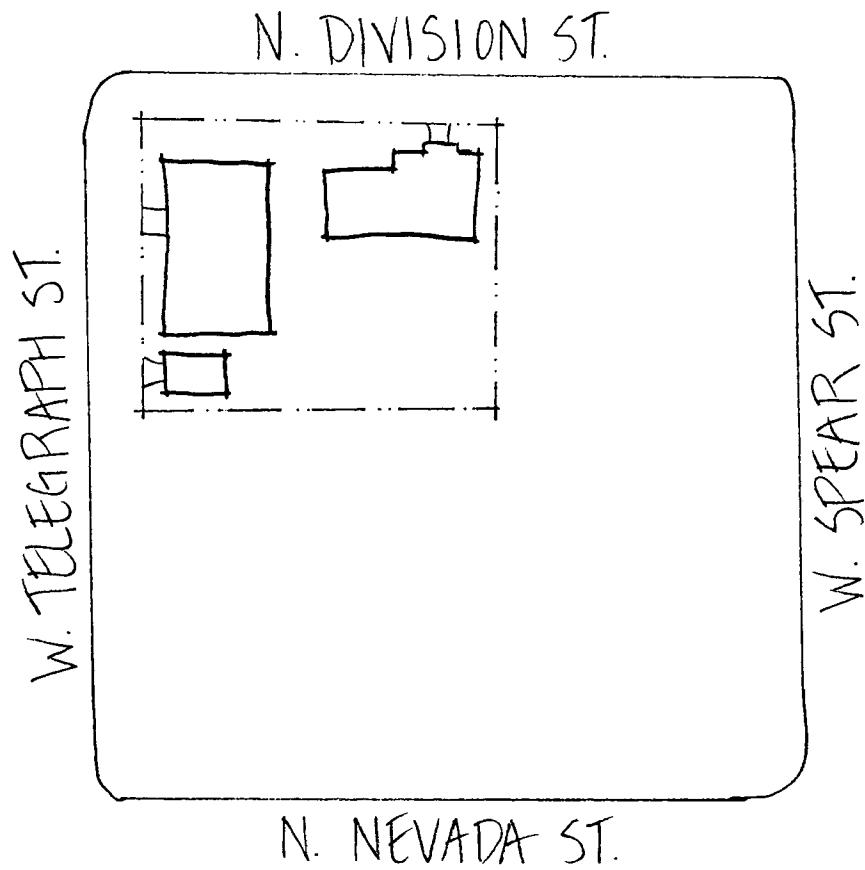


Front (west) and side (south) façades, northerly unit

**NEVADA STATE HISTORIC PRESERVATION OFFICE  
HISTORIC RESOURCE INVENTORY FORM  
*CONTINUATION SHEET***

**Property Name:** 403 N. Division St.      **City, County:** Carson City/County

SECTION NO. 13 PAGE NO.



## SKETCH MAP