

**STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING  
OF MARCH 08, 2012**

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

**AGENDA ITEM: F-1**

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

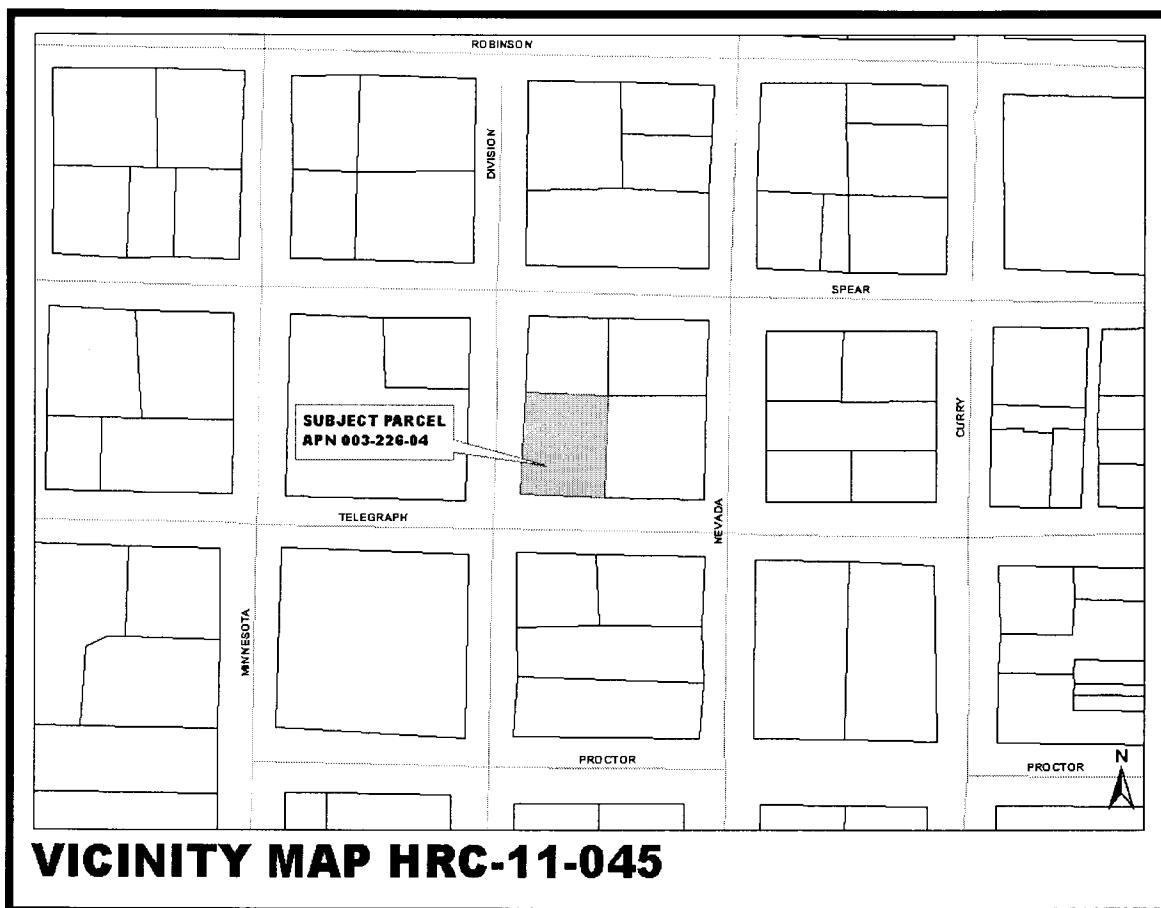
**REQUEST:** To allow installation and replacement of windows on property zoned Residential Office.

**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-11-045, a request from Vivian Summers (property owners: Robert and Vivian Summers), to allow installation and replacement of windows, option specific, 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 product shall be of the materials and make approved 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:**

This is the third time this item will be before the Historic Resources Commission within the past year. During the previous reviews the applicant was directed to consult a professional to assist her in the selection of an appropriate window replacement option. The applicant has contacted Capital Glass as recommended by the HRC at the January 2012 meeting. Capital Glass conducted a site visit, took the proper measurements of the window openings and they have provided alternative window replacement options for the five windows in question.

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 originally visited the subject site on June 22, 2011, due to the fact that the property owner had started replacing windows on site without the HRC review or approval. At that time the applicant confirmed that five casement windows had been replaced with five vinyl sliders.

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 widows 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. Staff encourages the HRC to assist the applicant with the selection of an appropriate window treatment for the subject site. As noted previously by staff, the craftsmanship of the installation of the replaced windows is poor.

### **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)

The applicant has provided three options related to the proposed window replacement, which are a vinyl casement product. The original trim was not retained when windows were replaced originally. The applicant has elected for a Simulated Divided Lite option which allows the property owner to replicate the look of true "divided-lite" windows.

The following are the options provided by the applicant, which is a Homemaker II 347 Casement vinyl product:

1. Use two 36"w casement windows mulled together and fill in the gaps on each side, with simulated divided lite grids.
2. Use two 38.75"w casement windows mulled together, no resizing needed, with simulated divided lite grids.
3. Divide the opening in half by building a post in the center to house a 36" w casement window with simulated divided lite grids, one on each side.

#### **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 March 01, 2012, 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***

- 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)  
Engineering Division comments  
Options provided by applicant

**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**

**ZIP Code**

403 Division

**Project's Master Plan Designation**

MUR

**Project's Current Zoning**

R-3

**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 single pane windows, windows don't lock, break 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.

**FOR OFFICE USE ONLY:**

**HISTORIC RESOURCES  
COMMISSION**

**FEE:** **None**

**SUBMITTAL PACKET**

- Application Form with signatures
- Written Project Description
- 14 Completed Application Packets-Application form, maps, supporting documentation (1 Original + 13 Copies)
- CD containing application data (pdf format)
- Documentation of Taxes Paid-to-Date

**Application Reviewed and Received By:**

**Submittal Deadline:** See attached HRC application submittal schedule.

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



Owner's Printed Name



Applicant's/Agent's Signature



Applicant's/Agent's Printed Name





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**

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

**6. CURRENT ACCESS**

	Permitted-local public resource	X	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**

X	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
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**10B. Builder/Contractor**

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

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

1943 (Assessor)		Circa
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**10E. Date(s) of Significance**

1943
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**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

Structure/Feature #1		Structure/Feature #2	
Historic Name	310/314 W Telegraph St	Historic Name	
Property Type	Building	Property Type	
Historic Use	Residences	Historic Use	
Current Use	Residences	Current Use	
Style (if applicable)	Vernacular	Style (if applicable)	
Materials	R-3 Comp. shingle ES-19 Shiplap SS-9 Wood - Platform F-2 Concrete	Materials	
Construction date	1943	Construction date	
Integrity	Good	Integrity	
Map Reference Code		Map Reference Code	
Structure/Feature #3		Structure/Feature #4	
Historic Name		Historic Name	
Property Type		Property Type	
Historic Use		Historic Use	
Current Use		Current Use	
Style (if applicable)		Style (if applicable)	
Materials		Materials	
Construction date		Construction date	
Integrity		Integrity	
Map Reference Code		Map Reference Code	

NEVADA STATE HISTORIC PRESERVATION OFFICE

**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.

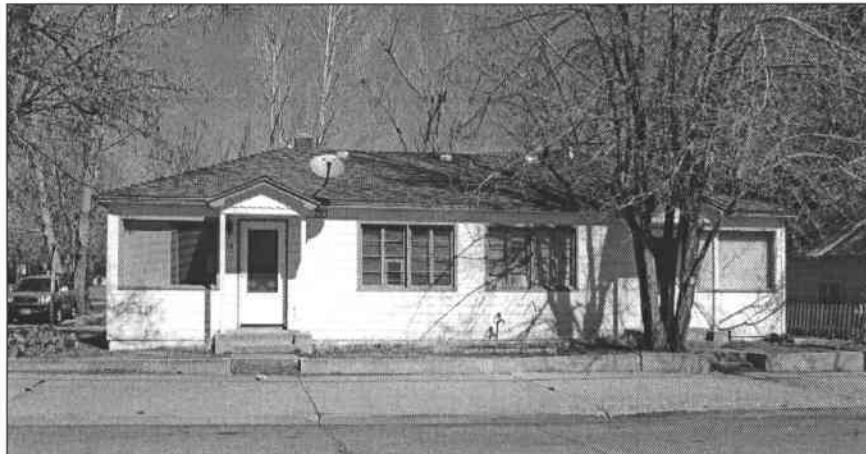
**NEVADA STATE HISTORIC PRESERVATION OFFICE  
HISTORIC RESOURCE INVENTORY FORM  
*CONTINUATION SHEET***

**Property Name:** 403 N Division St

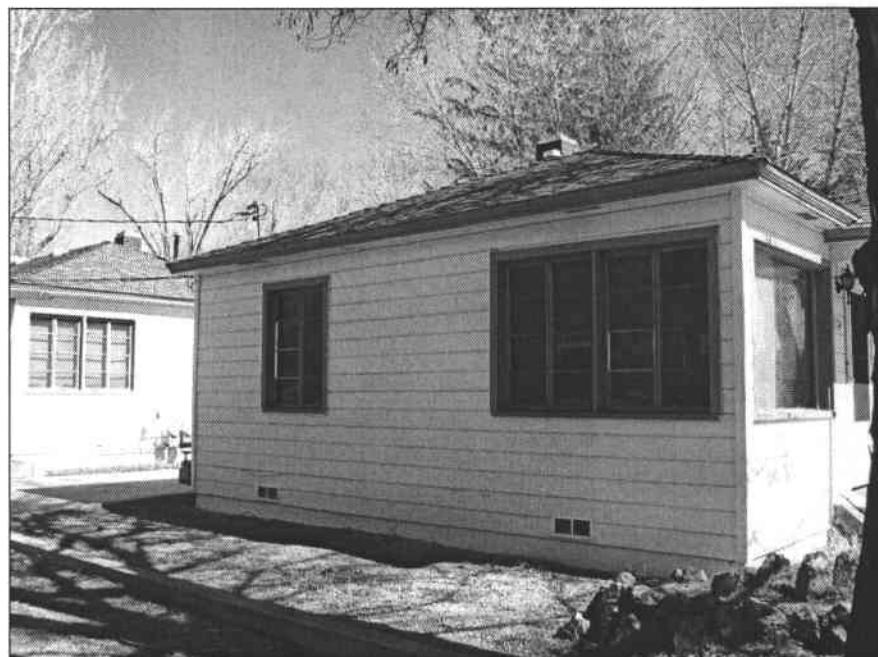
**City, County:** Carson City/County

**SECTION NO.** Photographs

**PAGE NO.** 7



Front (south) façade, southerly unit



Side (west) façade, southerly unit

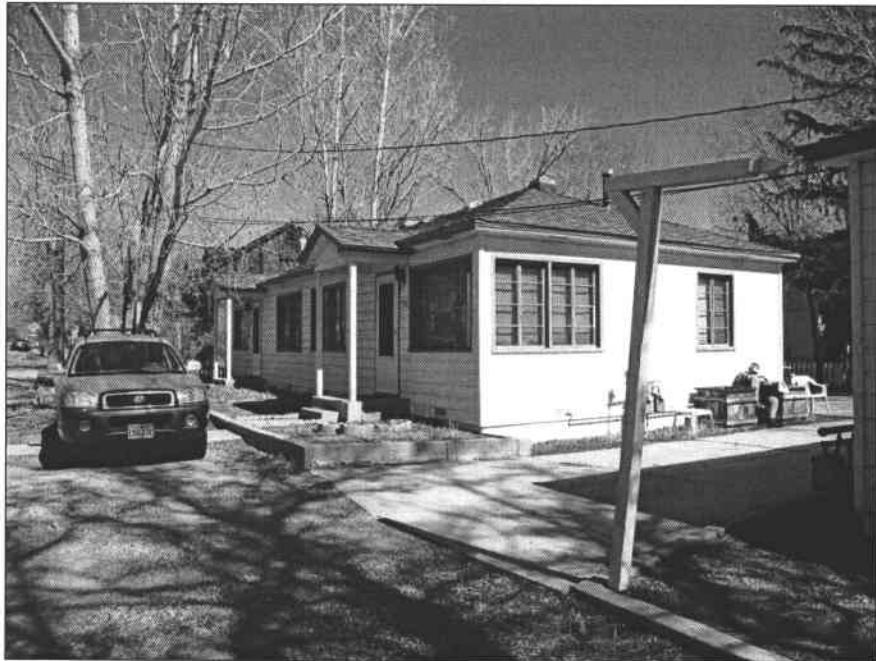
**NEVADA STATE HISTORIC PRESERVATION OFFICE  
HISTORIC RESOURCE INVENTORY FORM  
*CONTINUATION SHEET***

**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

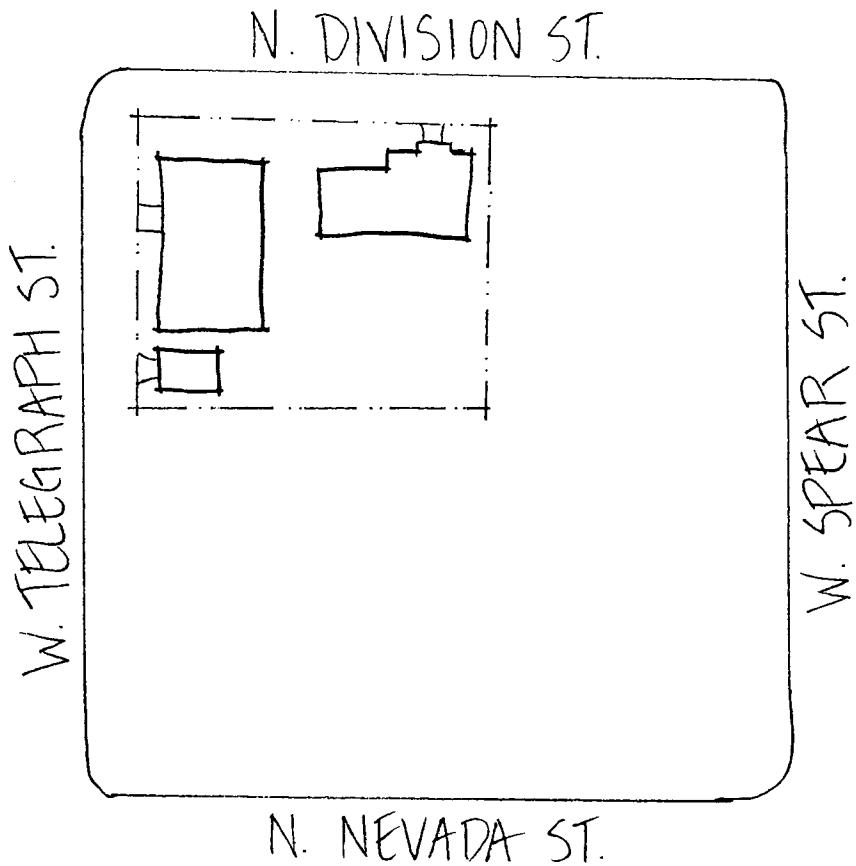
NEVADA STATE HISTORIC PRESERVATION OFFICE  
HISTORIC RESOURCE INVENTORY FORM  
*CONTINUATION SHEET*

Property Name: 403 N. Division St.

City, County: Carson City/County

SECTION NO. 13

PAGE NO.       



SKETCH MAP



Seeing You Through.

Customer Name:

Address:

Phone:

Fax:

Customer Information:

### Capital Glass

2951 N. Deer Run Rd, Ste 1  
Carson City, NV 89701  
ph 775-883-6401  
fx 775-883-6584

Quote Date: 1/18/2012



Seeing You Through.

Project Name: Vivian Summers

Quote Name: Vivian Summers

Quote Number: 237807

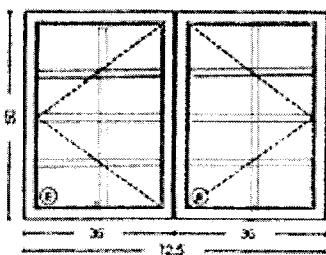
Order Date: Quote Not Ordered

PO Number:

Comments:

**RO size is for Fin and Finless units only. Please contact your supplier for Flange opening sizes.**

ITEM & SIZES	LOCATION / TAG	PRODUCT DESCRIPTION	UNIT PRICE / EXTENDED PRICE
Line Item: 100-1 Quantity: 2 RO Size: 73" X 50.5" Jnt Size: 72.5" X 50"	None Assigned	*** PRODUCT *** Row 1 HomeMaker II - 347 Casement - Left / Right - 2 Units - 72.5W x 50H *** DIMENSIONS *** Unit 1,2 36W x 50HUnit 0 *** FRAME *** Unit 1,2 Frame Type - Finless, Exterior Color - WhiteUnit 0 *** GLASS *** Unit 1,2 Glazing Type - Insulated, North, Glass Tint - Clear, Low-E, Argon Gas, Glass Strength - SSBUnit 0 *** SCREEN *** Unit 1,2 Screen - Full, Screen Mesh Type - Charcoal Fiber, Screens Packed Separately - NoUnit 0 *** HARDWARE *** Unit 1,2 Standard w/ FoldableUnit 0 *** MULLS *** Vertical CommonFrame 0.5" thick, 50" in lengthMull 0 Mull 0	



147 Casement - Left - CustomCustom

**RECEIVED**

**JAN 18 2012**

**CARSON CITY  
PLANNING DIVISION**



vivian summers &lt;vivian.summers@gmail.com&gt;

## Window quote

Dan Cowan <DCowan@capitalglassnv.com>  
To: vivian summers <vivian.summers@gmail.com>

Wed, Jan 18, 2012 at 3:36 PM

36" is as wide as operators can be made, so 2 @ 36" with  $\frac{1}{2}$ " center mullion = 72  $\frac{1}{2}$ " Net frame size

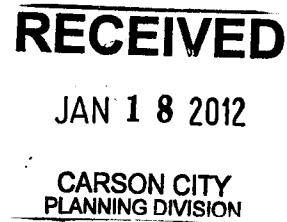
Thanks,

Dan Cowan  
Capital Glass, Inc.  
Ph: (775) 883-6401  
Fax: (775) 883-6584  
[dcowan@capitalglassnv.com](mailto:dcowan@capitalglassnv.com)

**From:** vivian summers [mailto:[vivian.summers@gmail.com](mailto:vivian.summers@gmail.com)]  
**Sent:** Wednesday, January 18, 2012 3:31 PM

[Quoted text hidden]

[Quoted text hidden]





Seeing You Through.

Customer Name:

Address:

Phone:

Fax:

Customer Information:

### Capital Glass

2951 N. Deer Run Rd. Ste 1  
Carson City, NV 89701  
ph 775-883-6401  
fx 775-883-6584

Quote Date: 1/18/2012



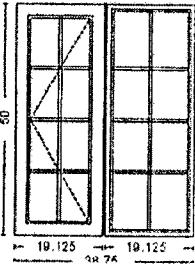
Seeing You Through.

Project Name: Vivian Summers  
Quote Name: Vivian Summers  
Quote Number: 237807  
Order Date: Quote Not Ordered  
PO Number:

Comments:

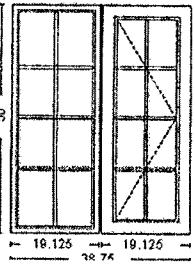
RO size is for Fin and Finless units only. Please contact your supplier for Flange opening sizes.

ITEM & SIZES	LOCATION/ TAG	PRODUCT DESCRIPTION	UNIT PRICE/ EXTENDED PRICE
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Line Item: 100-1      None Assigned      \*\*\* PRODUCT \*\*\*  
 Quantity: 2  
 RO Size: 39.25" X 50.5"  
 Unit Size: 38.75" X 50"  
  
 \*\*\* PRODUCT \*\*\*  
 Row 1 HomeMaker II - 347 Casement - Left / Fixed - 2 Units - 38.75W x 50H  
 \*\*\* DIMENSIONS \*\*\*  
 Unit 1,2 19.125W x 50HUnit 0  
 \*\*\* FRAME \*\*\*  
 Unit 1,2 Frame Type - Finless, Exterior Color - WhiteUnit 0  
 \*\*\* GLASS \*\*\*  
 Unit 1,2 Glazing Type - Insulated, North, Glass Tint - Clear, Low-E, Argon Gas, Glass Strength - SSBUnit 0  
 \*\*\* GRILLES \*\*\*  
 Unit 1,2 Grille Type - SDL-OS w/ GBG, Grille Thickness/Style - 5/8" Sculptured, Grille Pattern - Colonial Single Glass: Number Wide - 2, Number High - 4Unit 0  
 \*\*\* SCREEN \*\*\*  
 Unit 1 Screen - Full, Screen Mesh Type - Charcoal Fiber, Screens Packed Separately - NoUnit 2,0  
 \*\*\* HARDWARE \*\*\*  
 Unit 1 Standard w/ FoldableUnit 2,0  
 \*\*\* MULLS \*\*\*  
 Vertical CommonFrame 0.5" thick, 50" in lengthMull 0 Mull 0

147 Casement - Left - CustomCustom

ITEM & SIZES	LOCATION/ TAG	PRODUCT DESCRIPTION	UNIT PRICE/ EXTENDED PRICE
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 Unit 1,2 Glazing Type - Insulated, North, Glass Tint - Clear, Low-E, Argon Gas, Glass Strength - SSBUnit 0  
 \*\*\* GRILLES \*\*\*  
 Unit 1,2 Grille Type - SDL-OS w/ GBG, Grille Thickness/Style - 5/8" Sculptured, Grille Pattern - Colonial Single Glass: Number Wide - 2, Number High - 4Unit 0  
 \*\*\* SCREEN \*\*\*  
 Unit 1,0  
 Unit 2 Screen - Full, Screen Mesh Type - Charcoal Fiber, Screens Packed Separately - No  
 \*\*\* HARDWARE \*\*\*  
 Unit 1,0  
 Unit 2 Standard w/ Foldable  
 \*\*\* MULLS \*\*\*  
 Vertical CommonFrame 0.5" thick, 50" in lengthMull 0 Mull 0

147 Casement - Fixed - CustomCustom

Quoted by: Dan Cowan  
Capital Glass

Quote Number: 237807

Pages: 1 of 2 Print Date: 2/15/2012 9:42:27 AM

**RECEIVED**

**JAN 18 2012**

**CARSON CITY  
PLANNING DIVISION**