Historic Resources Commission (HRC) Review

Exhibit No. 19

Start

1 — Applicant Inquires
- At Planning Division as to project's location within Historic District.

2 — Planning Technician
- Determines if project is within the Historic District and what exterior work will be performed.
- Provides copy of Historic District Guidelines and application form.
- Determines if there is a change of occupancy.

3A — No Occupancy Change
- Planning Department processes.

3B — Change of Occupancy
- Planning Division refers applicant to Building Division.

3B-1 — Process Finished for Planning Division
- Building Division reviews/ completes process.

4 — Application Submitted
- To Planning Division, per Checklist.
- Documentation of taxes paid current.
- Documentation of ownership.
- Plans submitted.
- Questionnaire completed.
- No fees are paid.

5 — Planning Technician
- Determines acceptance of the application/materials.

6A — Option No. 1
Application accepted.
- Stamps in application, plans, and materials.
- Assigns File #.
- Generates file for the project.
- Enters data into HTE system.
- Determines HR Commission meeting date.
- Routes packets to City departments/ divisions.

6B — Option No. 2
Application Not Accepted.
- Applicant must resubmit.

Back to No. 1

7 — City Departments/ Divisions
- Engineering and Building Division Review application/ materials per Municipal Code Title 18, Section 18.06 and appropriate development standards.
- Provides written comments/plan review comments via e-mail to Planning Division.

8 — Planning Division
Assigned Planner:
- Receives departmental and public comments.
- Prepares Staff Report, subject to approval by Planning Director.

Planning Staff:
- Prepares Site Map-includes in Staff Report.
- Creates Notice of Hearing.
- Proofs Notice.
- Creates mailing labels.
- Prepares meeting agenda.
- Mails/posts Notices.
- Prepares copies of Staff Report/ materials for Commission, applicant, staff, concerned citizens.
- Resolves issues of equipment/ location.
- Agenda prepared with Planning Director.
- Packets assembled routed to departments, newspaper, applicant, concerned citizens.

9 — Historic Resources Commission Meeting
- Staff Presentation.
- Hearing Opened.
- Hearing Closed.
- Decision rendered.

10A — Option No. 1
Approved.
- 10-day appeal process for any aggrieved party if appealed; matter goes direct to Board of supervisors.
- Notice of Decision prepared by Planning Staff, signed by Director and sent to applicant.

10B — Option No. 2
Denied.
- 10-day appeal process for any aggrieved party.
- If appealed the matter goes to the Board of Supervisors.
- Notice of Decision signed by Director and sent to applicant, planning staff.

10C — Option No. 3
Continuance.
- Applicant must resubmit.

Back to No. 4

11 — End of Review Process
- If not appealed, proceed to No. 12A-1.
- If appealed, proceed per Appeals Process, as follows.....

12A-1 — Planning Division
- Notice of Decision (NOD) letter prepared by Planning Staff.
- Staff files NOD with recorder.

12A-2 — Recorder
- Records signed Notice of Decision letter.

12A-3 — Planning Division
- Sends one copy of signed/recorded NOD to applicant.
- Puts signed recorder letter in project file.
- Enters data in HTE.

12A-4 — Process Ends

Appeals Process

12B-1 — Planning Division
Assigned Planner:
- Prepares Staff report, subject to approval by Planning director.

Planning Staff:
- Creates Notice of Hearing.
- Proofs Notice.
- Creates mailing labels.
- Prepares meeting agenda.
- Mails/post Notices.
- Prepares scopes of Staff Report/materials for Boards, applicant, staff, and concerned citizens.

12B-2 — Board of Supervisors Meeting
- Staff Presentation.
- Hearing Opened.
- Hearing Closed.
- Decision rendered.

To No. 12A-1

12B-2a — Option No. 1
- Approves appeal.

12B-2b — Option No. 2.
- Upholds denial.

12B-2c — Option No. 3
- Remanded to HRC or Planning Commission.

Back to No. 12A-1 for final approval process

Carson City, Nevada
Development Process
9/2/05

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