

**CARSON CITY HISTORIC RESOURCES COMMISSION**

**Minutes of the January 10, 2013 Meeting**

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A meeting of the Carson City Historic Resources Commission (HRC) was scheduled for 5:30 p.m. on Thursday, January 10, 2013, in the Carson City Community Center, Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Michael Drews  
Commissioner Jed Block  
Commissioner Elizabeth Dickey  
Commissioner Gregory Hayes  
Commissioner Donald Smit  
Commissioner Lou Ann Speulda

**STAFF:** Lee Plemel, Planning Director  
~~Jennifer Pruitt, Principal Planner~~  
Joseph Ward, Senior Deputy District Attorney  
Kathy King, Deputy Clerk  
Transcribed by: Tamar Warren, Deputy Clerk/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's Office. These materials are available for review, in the Clerk's office, during regular business hours.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM** (5:30:12) – Chairperson Drews called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Darney was absent.

**B. MODIFICATION OF AGENDA** (5:30:51) – Chairperson Drews introduced the item. Mr. Plemel indicated that there were no modifications to the agenda. He also reminded the Commission that the Chairperson and Vice Chairperson elected in this meeting will begin serving at the Commission's February meeting.

**C. DISCLOSURES** (5:31:05) – Chairperson Drews introduced the item. There were no disclosures by Commission members.

**D. PUBLIC COMMENTS** (5:31:15) – Chairperson Drews entertained public comments; however, none were forthcoming.

**E. ACTION ON APPROVAL OF MINUTES** (5:32:16) – There were no minutes to approve.

**F. PUBLIC HEARING MATTERS**

**F-1 HRC-12-138 FOR POSSIBLE ACTION: TO MAKE NOMINATIONS FOR THE 2013 CARSON CITY HISTORIC PRESERVATION AWARDS FOR OUTSTANDING ACHIEVEMENTS IN HISTORIC PRESERVATION.** (5:33:27) – Chairperson Drews introduced the item. Mr. Plemel noted that Staff member Jennifer Pruitt had accepted an out-of-state position and, until a replacement is hired, he would be acting as Staff liaison to the Commission. Mr. Plemel indicated that the Commissioners had nominated several potential award recipients, incorporated into the record, during the previous meeting, and reminded the viewing public that they could submit additional nominations by obtaining a nomination form from the Planning Division office. Mr. Plemel also noted that the nominations and corresponding photographs would be viewed in the next meeting. Chairperson Drews read the list of nominations to date. Commissioner Hayes expressed appreciation for the nomination of his property; however, he suggested being removed from the list as he was a member of the Commission selecting the award recipient. Chairperson Drews entertained public comments; however, none were forthcoming.

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#### **F-2 HRC-12-150 FOR POSSIBLE ACTION: TO APPROVE THE HISTORIC RESOURCES COMMISSION ANNUAL REPORT FOR 2012 TO BE PRESENTED TO THE BOARD OF SUPERVISORS.**

(5:39:16) – Chairperson Drews introduced the item. Mr. Plemel noted that the by-laws required the Commission to submit an annual report to the Board of Supervisors outlining their activities regarding historic preservations. He added that Ms. Pruitt had done “a great deal of work” to prepare the report. Mr. Plemel suggested reviewing the report contents, then, in the form of a motion, making the recommendation to present the Board of Supervisors, with suggested changes. He presented the annual report in the form of a Staff Report, incorporated into the record, outlining the Commission’s accomplishments, the Historic Preservation Awards, the scavenger hunt, and the Historic Preservation Fund Grant Program. Discussion ensued regarding several administrative approvals that were not listed. Chairperson Drews entertained public comments, and when none were forthcoming, a motion. **Commissioner Hayes moved to approve the Historic Resources Commission Annual Report for 2012 to be presented to the Board of Supervisors. The motion was seconded by Commissioner Dickey. Motion carried 6-0.**

#### **F-3 HRC-12-028 DISCUSSION ONLY REGARDING AN UPDATE OF THE HISTORIC PRESERVATION FUND (HPF) GRANT TO 2012.** (5:47:23) – Chairperson Drews introduced the item. Mr. Plemel noted that he and Janice Brod, CDBG Grant Administrator, had taken over the management of the grant, due to the departure of Ms. Pruitt. He added that the next step would be to advertise for a consultant. Chairperson Drews offered his assistance to Ms. Brod, should she have any questions.

#### **F-4 HRC-12-148 FOR POSSIBLE ACTION: TO ELECT A HISTORIC RESOURCES COMMISSION CHAIRMAN AND VICE CHAIRMAN FOR THE PERIOD FEBRUARY 2013 TO JANUARY 2014.** (5:50:15) – Chairperson Drews introduced the item. Mr. Plemel reviewed some of the requirements such as the election of the Chair by a minimum of four votes. He also updated the Commission on the newly-adopted policies by the Board of Supervisors regarding committees and commissions. He noted that the City is presently reviewing these new policies and their impact on current boards. Mr. Ward confirmed that chairpersons could be elected to consecutive terms for the time being until the new policies become effective. Per Commissioner Hayes’ request, Mr. Plemel offered to e-mail the policies to the Commission members. Chairperson Drews entertained nominations for the position of Chairperson. **Commissioner Block moved to reappoint Chairperson Drews for another term as Chair. The motion was seconded by Commissioner Hayes.** Chairperson Drews entertained other nominations, and when none were forthcoming, a vote. **Motion carried 6-0. Commissioner Block moved to reappoint Vice Chairperson Darney for another term as Vice Chair. The motion was seconded by Commissioner Hayes.** Chairperson Drews entertained other nominations, and when none were forthcoming, a vote. **Motion carried 6-0.**

#### **G. STAFF REPORTS**

##### **PLANNING DIVISION STAFF REPORT TO THE HISTORIC RESOURCES COMMISSION.** (7:54:51) – Chairperson Drews introduced the item. Mr. Plemel noted that he had not anticipated being so “intricately involved” in Commission matters, adding that he looked forward to working with the Commission and “getting new Staff on board”. He also thanked the Commission for their “patience with me”.

##### **COMMISSIONER REPORTS/COMMENTS.** (7:56:03) – Chairperson Drews introduced the item. Commissioner Hayes confirmed that the scavenger hunt materials were due to Staff by the end of January. Chairperson Drews suggested considering Ms. Pruitt for a Historic Preservation Award as well. He also indicated that he would invite the new Supervisors to a meeting to familiarize them with the Commission, in case of an appeal.

##### **FUTURE AGENDA ITEMS** (7:57:32) – Chairperson Drews introduced the item and mentioned adding the Historic Preservation Awards and the Historic Preservation Grant on the next meeting’s agenda. Mr. Plemel suggested recognizing Ms. Pruitt with an award for her years of service. He also suggested discussing the scavenger hunt. Chairperson Drews suggested soliciting prizes from local businesses. Commissioner Block wished to add the Historic District and highway signs to a future agenda.

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**H. PUBLIC COMMENTS (6:01:05)** – Chairperson Drews entertained public comments; however, none were forthcoming.

**K. ACTION ON ADJOURNMENT (6:01:30)** – Chairperson Drews entertained a motion to adjourn. **Commissioner Block moved to adjourn. The motion was seconded by Commissioner Speulda. The meeting was adjourned at 6:02 p.m.**

The minutes of the January 10, 2013 meeting of the Carson City Historic Resources Commission are approved on this 14<sup>th</sup> day of February, 2013.

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**Michael Drews, Chairperson**