

## **CARSON CITY HISTORIC RESOURCES COMMISSION**

### **Minutes of the April 19, 2012 Meeting**

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A Special meeting of the Carson City Historic Resources Commission (HRC) was scheduled for 5:30 p.m. on Thursday, April 19, 2012, in the Business Resources Innovation Center (BRIC), Conference Room "A", 108 East Proctor Street, Carson City, Nevada.

**PRESENT:** Chairperson Michael Drews  
Vice Chairperson Robert Darney  
Commissioner Jed Block  
Commissioner Elizabeth Dickey  
Commissioner Gregory Hayes

**STAFF:** Lee Plemel, Planning Director  
Jennifer Pruitt, Principal Planner  
Tamar Warren, 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** (5:36:49) – Chairperson Drews called the meeting to order at 5:36 p.m. Roll was called; a quorum was present. Commissioners Smit and Speulda were absent.

**B. MODIFICATION OF AGENDA** (5:37:10) – Chairperson Drews introduced the item. There were no modifications to the agenda.

**C. PUBLIC COMMENTS** (5:37:37) – Chairperson Drews entertained public comments; however, none were forthcoming.

**D. WORKSHOP TOPICS**

**E. THIS WORKSHOP WILL INCLUDE THE DISCUSSION RELATED TO THE FOLLOWING TOPICS:**

**E-1 Historic Resources Process** (5:39:50) – Chairperson Drews introduced the items. Ms. Pruitt gave an overview of the Planning Division staff and their responsibilities. She also walked the Commissioners through the Historic Resources Commission (HRC) processes and timelines, starting with applicant inquiries and following the necessary steps such as noticing and site visits, to the approval by the HRC and the Planning Commission. Ms. Pruitt gave the example of a building permit process which could take up to 18 weeks. In response to Vice Chairperson Darney's question, she explained that building permits would be obtained after HRC approval of a project. Ms. Pruitt also responded to Commissioner Hayes' question by noting that certain projects that have no changes and are just replacements, would be addressed through the permitting process, and would be approved administratively by the Chair as part of the final inspection. She addressed Vice Chairperson Darney's question regarding HRC boundaries and suggested agendizing the item for a future meeting. Chairperson Drews distributed a handout, incorporated into the record, and encouraged reading the document and following the links. He suggested following parliamentary procedure more closely in the future, and keeping the discussions specific to the agenda topics. He also encouraged members to comment on the applicants' requests by citing specific Secretary of State standards, and staying away from personal likes and dislikes. Chairperson Drews suggested pursuing consistency in making motions and decisions. He also entertained public comments; however none were forthcoming.

**E-2 HRC Window Replacement process** (6:27:09) – Chairperson Drews introduced the item. David and Greg Larkin of Capital Glass discussed their experiences with replacing glass in historic buildings. They addressed building codes versus acceptable replacements in historic structures. Discussion ensued regarding various window

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replacement scenarios. Mr. Larkin showed several samples using different materials, explaining that each situation was unique and that they evaluated situations on a case-by-case basis. Member Block suggested a resource guide to provides options for the applicants. Chairperson Drews entertained public comment; however, none were forthcoming.

(7:02:09) – Chairperson Drews called for a 10-minute recess.

(7:09:40) – The Commission reconvened at 7:09 p.m.

**E-3 HRC Exterior Wood Material Replacement process** (7:09:58) – Chairperson Drews introduced the item. Ms. Pruitt introduced Chuck Roberts, President of Silver State Millwork, explaining that he had over thirty years of experience. Mr. Roberts introduced himself and reviewed several projects they had undertaken. He also explained the process by which lumber is milled, the materials used, and the pricing structure. In response to a question by Commissioner Block, Mr. Roberts explained that most of the requests from their clients involved interior replacements. Discussion ensued regarding restoration versus replication, and custom versus mass-market moulding. In response to inquiries, Mr. Roberts noted that he did not advertise, and that his business was generated via word-of-mouth. Chairperson Drews entertained public comments; however, none were forthcoming.

**E-4 Historic Preservation Month 2012** (7:34:55) – Chairperson Drews introduced the item. Ms. Pruitt reminded the Commission that the Scavenger hunt would begin on May 1, 2012 and would end on May 14, 2012, and the information would be available on the Planning Division web site. She added that the applications could be obtained from the Planning Division, and noted that ads would appear on Carson Access Television, and there would be information in the Nevada Appeal. Ms. Pruitt stated that the forms would be available in the planning division until May 13, 2012. Commissioner Hayes noted this year's activity was more difficult. Ms. Pruitt also announced that Art Hannifin would receive the Historic Preservation Award early during the Board of Supervisors meeting on Thursday, May 3, 2012, which starts at 8:30 a.m. She encouraged the Commissioners to attend the meeting.

**F. PUBLIC COMMENTS** (7:38:38) – Chairperson Drews entertained public comments; however, none were forthcoming.

Mr. Plemel noted that the previously-discussed guides were a good idea for Staff to use during discussions with applicants. He also thanked the commissioners for this “great conversation”. It was agreed the web site should contain as much information as possible.

**G. ACTION ON ADJOURNMENT** (7:41:07) – Chairperson Drews entertained a motion to adjourn. **Commissioner Hayes moved to adjourn. The motion was seconded by Vice Chairperson Darney. The meeting was adjourned at 7:42 p.m.**

The minutes of the April 19, 2012 special meeting of the Carson City Historic Resources Commission are approved on this 10<sup>th</sup> day of May, 2012.

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Michael Drews, Chairperson