

**STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING OF
SEPTEMBER 25, 2017**

FILE NO: HRC-17-120

AGENDA ITEM: F-2

STAFF AUTHOR: Lee Plemel, AICP, Community Development Director

REQUEST: Approval of a request from Mike Pavlakis representing Allison MacKenzie, LTD (owner: Telegraph Associates LLC) to replace existing windows with bronze vinyl windows, to convert windows on the west elevation into a door, and to install a patio on the southwest corner of the building with fencing along the border on property zoned Residential Office (RO), located at 402 N. Division Street, APN 003-238-05.

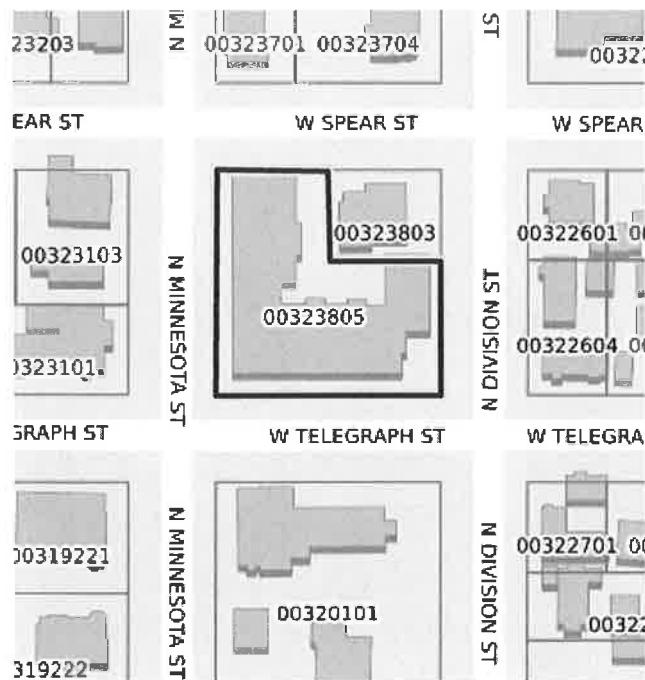
APPLICANT: Mike Pavlakis, Allison MacKenzie, LTD

OWNER: Telegraph Associates LLC

LOCATION: 402 N. Division St.

APN: 003-238-05

RECOMMENDED MOTION: "I move to approve HRC-17-120, a request from Allison MacKenzie LTD (owner: Telegraph Associates, LLC) to replace existing windows with bronze vinyl windows, to convert windows on the west elevation into a door, and to install a patio on the southwest corner of the building with fencing along the border on property zoned Residential Office, located at 402 N. Division Street, APN 003-238-05, based on the findings and conditions of approval outlined in the staff report, the Standards and Guidelines for Rehabilitation, the Carson City Historic District Guidelines and consistent with Historic Resources Commission Policies."



RECOMMENDED CONDITIONS OF APPROVAL

1. All development shall be substantially in accordance with the attached development plan.
2. All on and off-site improvements shall conform to City standards and requirements.
3. The applicant must obtain a building permit for the proposed improvement. All projects and improvements must be performed in accordance with Nevada State Revised Statute (NRS) 623 & 624 and Carson City Municipal Code 15.05.020.
4. All work is to be completed by contractors. All contractors are required to carry State and local licenses.
5. 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.
6. 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 may be rescheduled for the next Historic Resources Commission meeting for further consideration.
7. The open fencing (e.g. wrought iron) may not exceed four feet.
8. The stone utilized in the fencing is subject to review and approval by the Chair prior to installation.
9. HRC approval is based upon the project complying with the Standards and Guidelines for Rehabilitation, Carson City Historic District Guidelines, the Historic Resources Commission Policies and that the plans as submitted are in general conformance with the Secretary of the Interiors Standards.

LEGAL REQUIREMENTS: CCMC 18.06.015 (Procedure for Proposed Project)

MASTER PLAN DESIGNATION: Mixed Use Residential (MUR)

ZONING: Residential Office (RO)

PREVIOUS REVIEWS:

- HRC-16-009 – Installation of a 20 foot tall flag pole
- HRC-08-034 - Replace Front Doors
- H - 93/94 - 7 – 2nd Story Above the Parking Lot

DISCUSSION:

The subject property is improved with a 15,655 two story office building. The building was constructed in 1972, and is not a contributing building to the district. The architectural style is akin to Santa Barbara Spanish style, which is not typical of the district. The building takes up nearly the entire block, and the “front” of the building is the east elevation.

The applicant is seeking to:

1. Replace existing metal windows with vinyl windows. The exterior color will be bronze. The only change to fenestration will be as noted in #2.
2. Replace existing windows on the west elevation with a door to the patio.
3. Install a patio on the southwest corner of the building, surrounded by a low wall with fencing.

Per the provisions of CCMC 18.06.015, any proposed project to construct, alter, remodel, restore, renovate, rehabilitate, demolish, remove or change the exterior appearance of a building or structure, or to place signs, fences, or lighting; or to construct parking areas of site improvements; or which affects the exterior landscape features and spaces that characterize a property and its environment shall not be started without prior approval of an application submitted to the Historic Resources Commission (HRC).

Per CCMC 18.06.060, the HRC shall make its decision based on the guidelines found in the most current edition of "The Secretary of the Interior's Standards for Rehabilitation," and the local standards, policies, and guidelines.

5.16 *Guidelines for Windows*
5.16.2 *Guidelines for New Construction*

The overall style of the new building will determine the appropriate design characteristics of the windows to be used. Windows for new buildings emulating 19th or early 20th century designs should emulate one of the 19th or early 20th century window styles and shall be vertically proportioned with a minimum ratio of 2 horizontal to 3 vertical and shall be single or double hung. Windows for new buildings emulating mid-20th century designs should use windows found in designs of those era (c. 1930-1960). The use of smoked, mirrored or tinted glass is not appropriate for use in the district.

The subject request is to replace the existing windows on a non-contributing building in the district. No change of fenestration is proposed. The applicant proposes to replace metal windows with vinyl windows. The exterior color of the vinyl windows is bronze, thus similar to the existing building. The building is a Spanish style, and the window placement and configuration reflects that style. Given that this is not a contributing building, that there is no change in fenestration, and that the new windows will use a similar color to the existing windows, staff recommends approval of the replacement windows.

5.17 *Doors*
5.17.3 *Guidelines for New Construction*

The overall style of the new building will determine the appropriate design characteristics of the doors to be used. Doors and entries make a strong design statement for any building. Balance, proportion, rhythm, scale and emphasis must all be considered when determining the style and design of doors. The use of highly ornamented and/or carved wood doors is discouraged. Likewise entry sidelights and/or transom windows should be

simple in design.

The applicant is proposing to replace existing windows on the westside of the building with a door. The “front” of the building is on the east side of the building. So, the door is not proposed on the dominant façade. The proposed door is not highly ornamental. Staff finds that given this is a non-contributing building, and the door will not be on the dominant side of the building, replacement of the windows with a door is consistent with the local guidelines.

5.27.4 *Site Elements*

When at all possible avoid substantial site alteration by importing or exporting fill materials. Generally speaking vacant lots in the district were once occupied by a building. Attempt to place the new building as near as possible to the same grade as the original. Carefully consider the placement and relationship of the public sidewalk, side and front yard fences, driveway, gardens and accessory buildings when determining the location of the new building on the lot.

The applicant proposes to install an at grade patio at the southwest corner of the site. The patio will be fenced with a low stone wall with wrought iron mounted on it. The stone will match the color of the building, and the wrought iron will match the wrought iron currently utilized on the building.

Staff would note that there are currently utility boxes along the road in this area, already compromising the appearance in the district. There is a landscape planter strip between the street and the sidewalk along the entire frontage of the property, which will remain with the addition of the patio area on the property side of the sidewalk. Staff finds that the placement of the patio will not compromise the site as it is currently flat, and that the fencing will be consistent with other fencing found in the district.

Per the fence standards, the fencing may not exceed four feet. Given the unusual color of the building, staff would recommend that the stone be subject to review and approval of the chair prior to installation.

Conclusion

Based on the ability to find consistency with local guidelines and the Secretary of the Interior's standards, staff recommends approval subject to the stated conditions.

Attachments:

Application (HRC-17-120)

Hope Sullivan

From: Julian <julian@smithandharmer.com>
Sent: Wednesday, September 13, 2017 11:32 AM
To: Hope Sullivan
Subject: HRC-17-120

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Hope:

My wife and I own the Orion Clemens' home at 502 North Division Street.
We fully support Allison McKenzie Ltd.'s planned improvements to their
building at 402 North Division Street.

Best regards,
Julian C. Smith, Jr.

502 North Division Street
Carson City, Nevada 89703
775-883-3200

Carson City Planning Division 108 E. Proctor Street· Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org		FOR OFFICE USE ONLY: CCMC 18.06
FILE # HRC - 17 - <u>HRC - 17 - 120</u>		
APPLICANT Allison MacKenzie, Ltd.	PHONE # 775-687-0202	HISTORIC RESOURCES COMMISSION
MAILING ADDRESS, CITY, STATE, ZIP 402 N. Division Street, Carson City, NV 89703		FEE: None
EMAIL ADDRESS mpavlakis@allisonmackenzie.com		
PROPERTY OWNER Telegraph Associates, LLC	PHONE # 775-687-0202	SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies) including: Application Form with Signatures Written Project Description Site Plan Building Elevations Proposed Building Materials Documentation of Taxes Paid-to-Date
MAILING ADDRESS, CITY, STATE, ZIP 402 N. Division Street, Carson City, NV 89703		CD or USB DRIVE with complete application in PDF
EMAIL ADDRESS		
APPLICANT AGENT/REPRESENTATIVE Mike Pavlakis	PHONE # 775-687-0202	Application Received and Reviewed By:
MAILING ADDRESS, CITY, STATE, ZIP 402 N. Division Street, Carson City, NV 89703		Submittal Deadline: See attached Historic Resources Commission application submittal schedule.
EMAIL ADDRESS mpavlakis@allisonmackenzie.com		
Project's Assessor Parcel Number(s): 003-238-05	Street Address 402 N. Division Street, Carson City, NV 89703	
Project's Master Plan Designation Mixed Use Residential (R-O)	Project's Current Zoning RO - Residential Office	Nearest Major Cross Street(s) Telegraph and Division Streets
<p>Briefly describe the work to be performed requiring Historic Resources Commission 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.</p> <p>Installation of new exterior windows; the windows are identical to the existing windows except they are double pane.</p> <p>The windows are Milgard's Style Line Vinyl Windows; information from their website is attached.</p>		
<p>We are also requesting permission to install an exterior door and patio area on the south side of the first floor to create an outdoor lunch areas for employees. The patio door is Milgard's Tuscany Vinyl Door.</p> <p>The patio will include pavers and the installation of a low wall.</p> <p>Photos of the area and details of the proposed patio are attached.</p>		

Page 1 of 6

Reason for project:

We desire to install new windows to increase the energy efficiency of the building. We would like to add the patio as an outdoor space for our employees to enjoy lunch.

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

SUPPORTING DOCUMENTATION

Each application requires one complete original packet and three copies, folded to 8 1/2 x 11 inches, including a quality site plan and drawings showing work to be performed on the subject project which requires Historic Resources Commission approval. 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.

After the initial review and acceptance of your application by staff, an additional 14 copies will be required to present your project to the Historic Resources Commission.

Attached is a Plan Checklist to aid preparation of plans and architectural drawings. It is understood that all checklist items may 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

George Allison, Manager

Owner's Printed Name



Applicant's/Agent's Signature

Mike Pavlakis

Applicant's/Agent's Printed Name

Historic Resources Commission – Application for New Windows

Street Address: 402 N Division Street

Applicant: Mike Pavlakis

We are requesting permission to install new exterior windows at our office building. The new windows will be identical to the current windows except that they are double-pane and will increase the energy efficiency of the building.

The first three pages attached to this document provide details about the windows we intend to install. They are Milgard's Style Line Vinyl Windows. The exterior-facing frames will be bronze (highlighted on page 3).

The next five pages are photos of the existing windows to be replaced. We are seeking to replace the windows facing Telegraph and Division Streets. The proposed windows will be the same size and will appear identical from the outside of the building.

looking for Style Line® Series Vinyl Doors?

Available Operating Styles

Overview

[**Style Line® Series Single Hung Window**](#)[**Single Hung Windows**](#)

[**Style Line® Series Horizontal Slider**](#)[**Horizontal Sliders**](#)

[**Style Line® Series Casement Window**](#)[**Casement Windows**](#)

[**Style Line® Series Awning Window**](#)[**Awning Windows**](#)

[**Style Line® Series Picture Window**](#)[**Picture Windows**](#)

[**Style Line® Series Radius Window**](#)[**Radius Windows**](#)

Style Line® Series Vinyl Windows



Style Line® Series vinyl windows are crafted with narrow frames to allow for more visible glass area. The slim-profile design minimize obstructed view between two windows, making Style Line Series a great choice to use in combinations that reflect a sleek, contemporary look. Frames are available in a multitude of neutral colors to blend with softer tones.

Enhance Style Line® Series windows with your choice of upgrades from The Comfort Package.



BUILDER Magazine Brand Survey
Western U.S. Results

The *Comfort* Package

More Glass, Less Frame

High strength design allows for more glass within a narrow frame. To create a smooth and sleek look, Milgard designed Style Line Series windows with minimal protruding hardware, slim-profile frames and neutral color finishes. Style Line Series casement and awning styles are operated by an innovative folding handle that tucks out of the way.



Milgard® Vinyl Window Frame Colors

INTERIOR Matching interior/exterior

White
(standard) Tan
(standard)

EXTERIOR Premium Exterior Finish with white interior

Ivory

Sand

Fog

Silver

Tweed

Classic Brown

Espresso

Bronze

Milgard vinyl windows are available in ten exterior frame colors. Choose from standard colors of tan and white or enjoy more color flexibility with premium exterior finishes to coordinate with your home design. From the newly popular 'fog' to rich, bold 'espresso', get inspired with all the possibilities.

To create color that lasts, Milgard developed a new coating technology that allows UV rays to pass through the paint and reflect off the vinyl frame. This preserves the exterior color and finish.

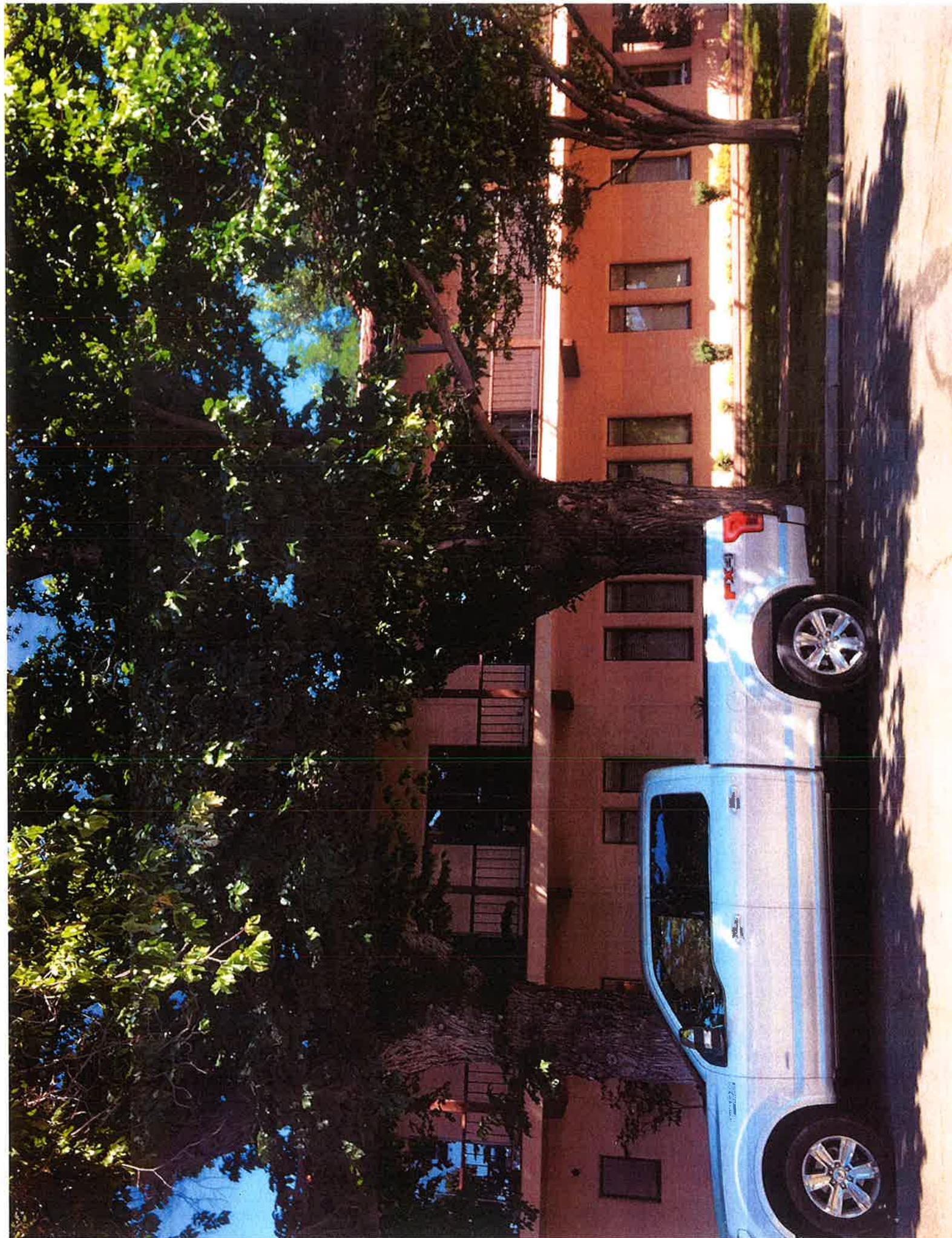
[**Explore the Color Palette >**](#)

Premium Exterior Vinyl Finishes are not available on jalousie windows.











Historic Resources Commission – Application for New Exterior Patio

Street Address: 402 N Division Street

Applicant: Mike Pavlakis

We are requesting permission to install an exterior door and patio area featuring pavers and a low wall on the south side of the first floor of the building (at the corner of Telegraph and Minnesota).

The first three pages attached to this document provide details about the exterior door we intend to install. It is a Milgard's Tuscany Vinyl Door. We will replace the windows around the door with Milgard's Style Line Vinyl Windows; they will match the current windows in size and shape but will be transparent rather than frosted glass. The exterior-facing frames will be bronze (highlighted on page 3).

The next page shows the West elevation scheme of the building with the proposed location of the new patio marked.

The next two pages are photos of the exterior where the patio would be installed. The first photo is unmarked; the second photo contains details about where we propose installing the patio, new door, and windows.

The next page is an example of the type of wall we propose installing around the patio. The wrought iron would match the current wrought iron on the exterior of the building, and we would choose a stone or brick that is similar in color and texture to the exterior of the building. We plan to use traditional pavers for the foundation of the patio; they would not be visible due to the wall.

The final page is a site plan showing the location of the proposed patio area.

looking for Tuscany® Series Vinyl Windows?

Available Operating Styles

Overview

Tuscany® Series Sliding Patio

DoorsSliding Patio Doors

Tuscany® Series French-Style Sliding

DoorsFrench-Style Sliding Doors

Tuscany® Series In-Swing French

DoorsIn-Swing French Doors

Tuscany® Series Out-Swing French

DoorsOut-Swing French Doors

Tuscany® Series Vinyl Patio Doors



Tuscany® Series vinyl patio doors can make a world of difference to your home. Each patio door is custom made from Milgard's signature vinyl formulation and crafted with award-winning hardware.

Tuscany® Series patio doors are built to meet or exceed **ENERGY STAR® standards** in all climate zones for your comfort.



BUILDER Magazine Brand Survey
Western U.S. Results

Signature Vinyl Formula

A combination of quality material and innovative engineering help create a high performance vinyl patio door. To ensure top quality from start to finish, Milgard begins by precisely controlling the vinyl compound formulation to withstand harsh climate conditions. We extrude our own frame material, and fabricate all Tuscany Series doors to order, for the tightest control over quality.



Milgard® Vinyl Door Frame Colors

INTERIOR Matching interior/exterior

White
(standard) Tan
(standard)

EXTERIOR Premium Exterior Finish with white interior

Ivory

Sand

Fog

Silver

Tweed

Classic Brown

Espresso

Bronze

Milgard® vinyl patio doors are available in ten exterior frame colors. Choose from standard colors of tan and white or enjoy more color flexibility with premium exterior finishes to coordinate with your home design. From the newly popular 'fog' to rich, bold 'espresso', get inspired with all the possibilities.

To create color that lasts, Milgard developed a new coating technology that allows UV rays to pass through the paint and reflect off the vinyl frame. This preserves the exterior color and finish.

[**Explore the Color Palette >**](#)

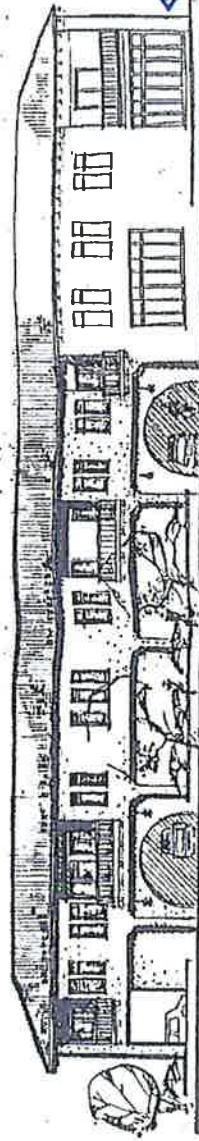
LAW OFFICE BUILDING

CARSON CITY, NV.
402 N. DIVISION ST.

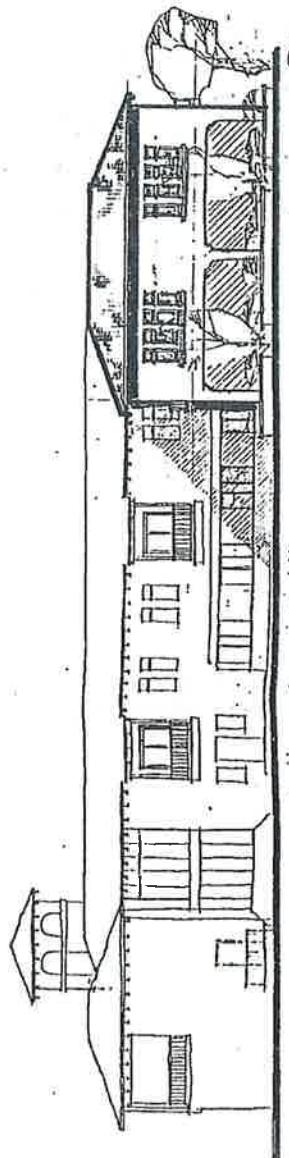
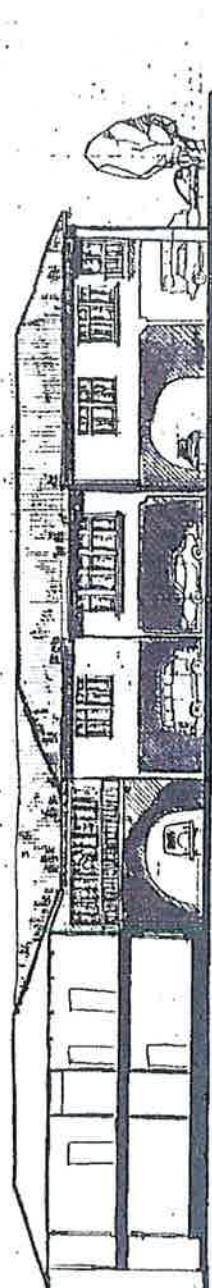
ARTHUR A HANNAFIN
ARCHITECT
4007 N. NEVADA STREET
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702-882-6455

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A NEW ADDITION



Proposed
location &
New patio
area





Patio Pav - Pav

Parque
Xanadu

Park
Pav



