

**DRAFT MINUTES**  
**Regular Meeting**  
**Historic Resources Commission**  
**Monday November 9, 2017 • 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

<b>Chair – Mike Drews</b>	<b>Vice Chair – Robert Darney</b>
<b>Commissioner – Jed Block</b>	<b>Commissioner – Gregory Hayes</b>
<b>Commissioner – Michelle Schmitter</b>	<b>Commissioner – Donald Smit</b>
<b>Commissioner – Lou Ann Speulda</b>	

**Staff**

Lee Plemel, Community Development Director  
Susan Pansky, Special Projects Planner  
Daniel Yu, Deputy District Attorney  
Tamar Warren, Deputy Clerk

**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. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. An audio recording of this meeting is available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(5:32:13) – Chairperson Drews called the meeting to order at 5:32 p.m. Roll was called; a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Mike Drews	Present	
Vice Chairperson Robert Darney	Present	
Commissioner Jed Block	Present	
Commissioner Gregory Hayes	Present	
Commissioner Michelle Schmitter	Present	
Commissioner Donald Smit	Absent	
Commissioner Lou Ann Speulda	Present	

**B. PUBLIC COMMENTS**

(5:32:44) – Chairperson Drews entertained public comments; however, none were forthcoming.

**C. ACTION ON APPROVAL OF MINUTES FROM THE JUNE 8, 2017 MEETING.**

(5:33:08) – Chairperson Drews introduced this item and entertained a motion. Commissioner Hayes moved to approve the September 25, 2017 meeting minutes as presented. Commissioner Speulda seconded the motion. Motion carried (6-0-0).

**D. MODIFICATION OF AGENDA**

(5:33:25) – Ms. Pansky indicated that items E-1 and E-3 have been withdrawn.

**E. PUBLIC HEARING MATTERS:**

**F-1 FOR POSSIBLE ACTION: HRC-17-135 - TO CONSIDER A REQUEST FROM WILLIAM E. KRANZ TO REPLACE FRONT DOOR ON PROPERTY ZONED RESIDENTIAL OFFICE (RO), LOCATED AT 214 WEST ROBINSON STREET, APN 003-285-06.**

This item has been withdrawn

**E-2 FOR POSSIBLE ACTION: HRC-17-163 - TO CONSIDER A REQUEST FROM JENNIFER YEN TO INSTALL ROOF MOUNTED SOLAR PANELS ON PROPERTY ZONED RESIDENTIAL OFFICE (RO), LOCATED AT 314 WEST FIFTH STREET, APN 003-129-04.**

(5:34:23) – Chairperson Drews introduced this item. Ms. Pansky presented the Staff Report, incorporated into the record, and responded to clarifying questions by the Commissioners. She also noted that applicant Dr. Jennifer Yen was present to answer questions.

(5:40:05) – Dr. Yen explained that the solar panels were designed to provide maximum sun source and would be placed toward the parking lot. Chairperson Drews cited an example of a solar panel installation done well and another that is “a terrible one that does not eliminate the view”. He also suggested having panels that are “flush with the roof” and not visible on a historic structure. Dr. Yen noted that panels could not be put on the garage roof because of a tree that blocked the sun. Discussion ensued regarding other placement options. Jeb Bateman, Energy Advisor with Tesla and Solar City, introduced himself and informed Commissioner Hayes that the textured shingles he had been reading about were not yet available in the area. He also outlined the upgrades to the structure to accommodate the most productive cells, adding that Dr. Yen’s roof was “brand new” and it wouldn’t be cost effective to remove it. He also noted that solar panels in parking lots were “an entirely different project and cost structure”. Commissioner Speulda suggested moving the panels three or four feet away from the gable. Discussion ensued regarding other placement locations for the solar panels. Vice chair Darney noted that the color of the shingles was well suited for not having a contrast with the solar panels.

(6:14:45) – Chairperson Drews suggested that the applicant return with “more options around that HVAC unit” which he believed was the best solution in order to “keep the integrity of the front part of that building and meet our standards”. Dr. Yen expressed concern about the complications of moving the air conditioning unit and its effects on the entire house. Mr. Bateman reviewed the guidelines and noted that they have met all the recommendations. Dr. Yen agreed to further research; however, she requested a decision at that time in order not to prolong the process. Mr. Bateman noted that since the garage was surrounded by concrete, trenching would be required, which could create additional challenges. He also noted that given the size of the project, eliminating one piece would eliminate the entire project, because “we barely have the ability to harvest sunshine on this property”. It was agreed to continue the item to the next meeting, and Chairperson Drews requested “as much documentation as we can on this project”. Mr. Bateman noted that the plans were already approved by a structural engineer. Commissioner Schmitter cautioned against taking away from the “character defining features” of the structure. Dr. Yen agreed to discuss the issues with the engineer for a response; however, she expected an answer at the next meeting. Ms. Pansky clarified that the three-foot setback indicated in the report was a fire department requirement. Mr. Plemel offered to examine the [City] codes for historic [property] exemptions. Dr. Yen agreed to further research and resubmission of the application. Chairperson Drews invited Mr. Bateman to contact any of the Commissioners for questions prior to the next meeting. There were no public comments.

**E-3 FOR POSSIBLE ACTION: HRC-17-177 - TO CONSIDER A REQUEST FROM PRESTIGE CARE INCORPORATED TO INSTALL A MONUMENT SIGN ON THE WASHINGTON STREET FRONTAGE OF A PROPERTY ZONED MULTI-FAMILY APARTMENTS (MFA), LOCATED AT 1001 MOUNTAIN STREET, APN 001-201-34.**

This item has been withdrawn.

**E-4 FOR POSSIBLE ACTION: HRC-16-068 – REVIEW OF CLARIFYING LANGUAGE TO THE 2005 DESIGN GUIDELINES TO IDENTIFY DISCOURAGED MATERIALS.**

(6:33:47) – Chairperson Drews introduced the item. Ms. Pansky gave background and invited Deputy District Attorney Yu to present the revised ordinance draft. She also informed Chairperson Drews that Planning Manager Hope Sullivan had reviewed the information. Mr. Yu noted that he had incorporated previous discussions and language provided by the Chair into the version drafted by him, and explained the reasons behind his suggestions. He reviewed the proposed ordinance, incorporated into the record, and entertained comments from the Commissioners.

(6:40:45) – Commissioner Schmitter preferred the term “shall” to “must” and Mr. Yu clarified that he had used the term “for consistency” and that both words signified “a requirement”. She was also in favor of using “appropriate” in lieu of “authentic”. Discussion ensued regarding vinyl fences and Chairperson Drews noted that most of the fences in the District have been approved administratively because appropriate materials have been chosen by applicants. Vice Chair Darney preferred using strong language, and Commissioner Schmitter believed that vinyl windows should also be addressed at some point. Commissioner Block noted that as a resident in the district, he sees many violations; therefore “I really like the way you’ve crafted this”, referring to the use of “must” in the document to make it “crystal clear”. Commissioner Schmitter wished to have assurances that the guidelines were “definite”; however, Commissioner Hayes believed there were opportunities for exceptions. Mr. Plemel reiterated that the Board of Supervisors had requested a position from the Commission to be able to make decisions and to have clarity. Chairperson Drews noted that “the exemption is a great alternative to the “shoulds”. There were no public comments. Chairperson Drews entertained a motion.

**(6:49:42) – MOTION: I move to recommend to the Board of Supervisors adoption of an Ordinance Relating to Zoning: Amending Title 18 Appendix of the Carson City Municipal Code to revise certain guidelines for the design of fences located within the Historic District of Carson City; and providing other matters properly relating thereto.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hayes
<b>SECONDER:</b>	Speulda
<b>AYES:</b>	Drews, Darney, Block, Hayes, Schmitter, Speulda
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Smit

**F. STAFF REPORTS****F-1 DISCUSSION ONLY****PLANNING DIVISION STAFF REPORT TO THE HISTORIC RESOURCES COMMISSION**

(6:50:24) – Ms. Pansky referenced the late materials, incorporated into the record, and noted that the Planning Division, per the Commission’s request, would provide the attached year-to-date list of administrative reports at every meeting.

**COMMISSIONER REPORTS/COMMENTS**

(6:51:53) – There were no Commissioner reports or comments.

**FUTURE AGENDA ITEMS**

(6:52:01) – Ms. Pansky noted that Item E-2 will be agendized for the next meeting and that item E-3 will be brought back at a later date, after a project redesign. Commissioner Hayes requested discussion on “plastic windows”. Chairperson Drews suggested having a discussion on 2018 agenda items. In response to a question by Commissioner Schmitter, Ms. Pansky outlined the process of sending a Design Guidelines Handbook to all new District residents after a property transfer notification from the Assessor’s Office. She also noted that property owners, through the Historic Preservation Fund Grant Commission Assistance Mentoring Program, along with neighboring county commissions, were invited to a weekend workshop so they could learn about maintaining the historic integrity of their buildings.

**G. PUBLIC COMMENTS**

(6:55:46) – Chairperson Drews entertained public comments; however, none were forthcoming.

**H. ACTION ON ADJOURNMENT**

**(6:56:11) – Commissioner Hayes moved to adjourn and Commissioner Speulda seconded the motion. The meeting was adjourned at 6:56 p.m.**

The Minutes of the November 9, 2017 Carson City Historic Resources Commission meeting are so approved this 11<sup>th</sup> day of January, 2018.

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MIKE DREWS, Chair