



## Carson City Planning Division

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2180 – Hearing Impaired: 711  
planning@carson.org  
www.carson.org/planning

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### MEMORANDUM

Historic Resource Commission meeting of March 8, 2018

**TO:** Historic Resource Commission **Item E-1**

**FROM:** Hope Sullivan, AICP  
Planning Manager

**DATE:** February 27, 2018

**SUBJECT:** **HRC-17-163 – Continued Review of Proposed Roof Mounted Solar Panels on property located at 314 West Fifth Street, APN 003-129-04.**

The Historic Resources Commission reviewed the subject application at its meeting of November 9, 2017. The matter was continued, with the concurrence of the applicant, to allow the applicant to provide supplemental information demonstrating why other locations on the building or site are not feasible for solar panels. The item was scheduled for the January 11, 2018 Commission meeting. At the request of the applicant, the matter was continued to the March 8, 2018 meeting to allow for revised plans. The applicant has advised that she will not be modifying the plans, and has not submitted supplemental information. The applicant has orally advised the staff that modifications to the panel location that will allow for the functionality of the solar panels is not feasible, and has requested that the Commission act on the application that was considered in November.

**Attachments:**

November 9, 2017 Staff Report to the HRC with attachments  
Late Material provided at the November 9, 2017 meeting  
Minutes of November 9, 2017

STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING OF  
NOVEMBER 9, 2017

FILE NO: HRC-17-163

AGENDA ITEM: E-2

STAFF AUTHOR: Hope Sullivan, AICP, Planning Manager

REQUEST: Approval of a request from Jennifer Yen to install roof mounted solar panels on property zoned Residential Office (RO), located at 314 West 5th Street, APN 003-129-04.

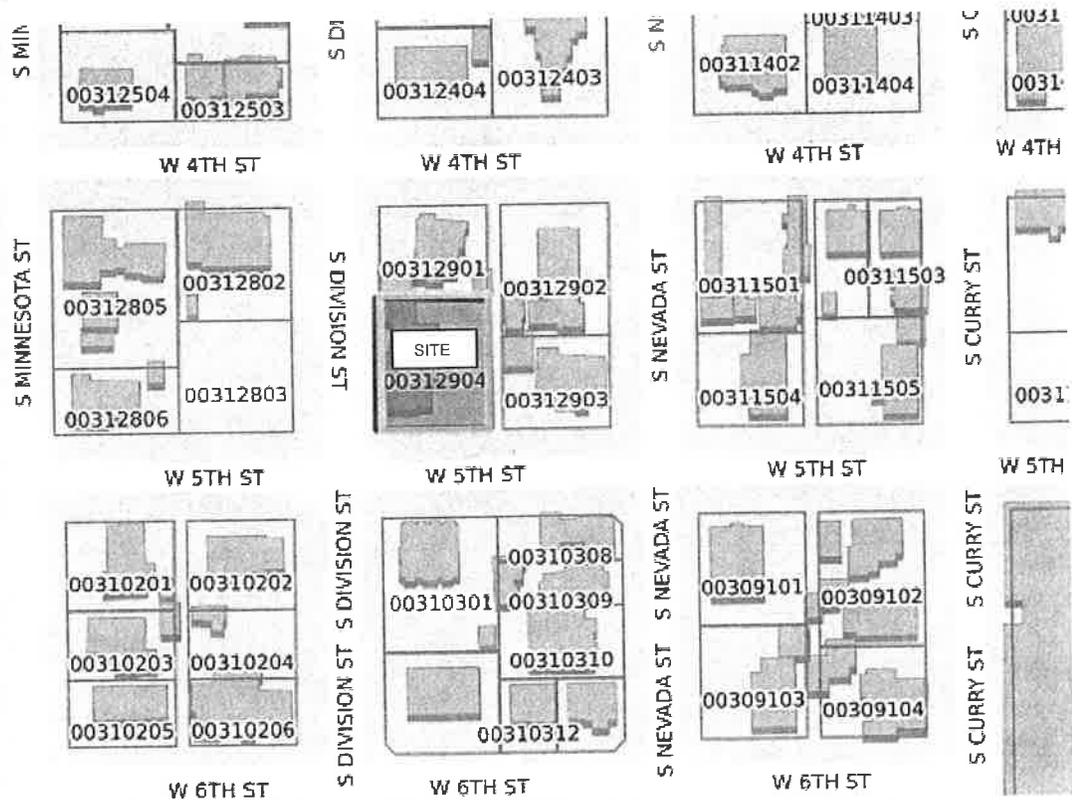
APPLICANT: Jennifer Yen

OWNER: Jennifer Yen and Don Ton

LOCATION: 314 West 5th Street

APN: 003-129-04

**RECOMMENDED MOTION:** "I move to approve HRC-17-163, a request from Jennifer Yen to install roof mounted solar panels on property zoned Residential Office, located at 314 West Fifth Street, APN 003-129-04, based on the findings 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 submitted plans.
2. All on and off-site improvements shall conform to City standards and requirements.
3. 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.
4. 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.
5. Roof mounted HVAC equipment must be removed. Relocation as ground mounted equipment is subject to HRC review and approval.
6. Panels proposed on the southern portion of the home are not permitted consistent with the National Park Service Guidelines on Sustainability for Rehabilitating Buildings which encourages units that are not visible or only minimally visible from the public right-of-way.

**LEGAL REQUIREMENTS:** CCMC 18.06.015 (Procedure for Proposed Project)

**MASTER PLAN DESIGNATION:** Mixed-Use Residential (MUR)

**ZONING:** Residential Office (RO)

**PREVIOUS REVIEWS:**

V-81-36: Variance from setbacks (expired as permits not pulled)

**DISCUSSION:**

According to the Assessor's Records, the house on this property was constructed in 1939. The property is utilized as an office, with a parking area on the southeastern portion of the site.

There is currently a large HVAC unit mounted on the eastern portion of the roof. Staff does not have a record of that unit being subject to HRC review. Staff recommends the removal of that unit as it is inconsistent with the guidelines. Staff recognizes the unit will likely need to be relocated so as to be ground mounted. The ground mounted location will be subject to HRC review.

The applicant is seeking solar panels in two areas: one on the roof in the front of the house, and on a roof section on the east side of the house.

As noted below, the Design Standards include standards for roofs.

#### 5.14.1 Guidelines for Historic Buildings

Original roofing material and features are to be retained and repaired if at all possible. If new roofing is necessary or desired, the preferred treatment is to replace the original with identical new material. If this is not possible or desirable, then the use of Fireclass A, organic felt or fiberglass matt composition type shingle, preferably in a “thick butt” design is acceptable. These are to be laid approximately five inches to the weather with straight and true exposed edge lines. Other roof features such as chimneys, dormers and/or decorative elements are to be retained. **New mechanical systems, solar panels, skylights and/or other devices on the roof are to be placed so they are inconspicuous from the street and in such a manner that no damage is done to any character defining features of the building.** (*Secretary of the Interior’s Standards for Rehabilitation (Standard Number: 2, 6) – bold added for emphasis*)

Staff would note that the HVAC roof mounted unit is inconsistent with this standard, and recommends that the applicant demonstrate HRC approval of the unit (staff has not found an HRC approval), or remove it from the roof. Ground mounting will require HRC review and approval.

In terms of the solar panels, staff finds the panels in the front of the house to be inconsistent with the standard to make them inconspicuous from the street. Staff finds that placement in the front will compromise the features of the building.

Staff finds the panels on the east are sufficiently inconspicuous, and will not compromise the features of the building, particularly since they are adjacent to a parking area.

#### Attachments:

Carson City Historic Survey 2000  
National Park Service Guidelines on Sustainability  
Application (HRC-17-163)

**Historical Survey 2000  
Carson City Historic District  
Carson City Community Development**



**Address:** 314 W. Fifth

**Location:** Northeast corner W. Fifth and S. Division

**Construction Date:** 1939 (assessor)

### **Historical Background**

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This parcel consists of lots 6, 7, and 10. The lots were sold individually until 1867 when J. P. Jones purchased the parcel. The parcel then had a succession of owners. T. J. Connolly bought the property in 1888 and was living at this address in 1895. Connolly was a laborer, a native of Ireland. He and his wife Abby, also a native of Ireland, had three children, all born in Nevada.

Connolly sold the house to Dorcas Briggs in 1906. She lived there with Gilbert Briggs, who was in mining and later worked as a guard at the United States Mint. The Briggs rented rooms. Sol Briggs lived there and worked as a carpenter. Jacob Foster and George Jells were also carpenters who roomed there. Mr. and Mrs. E. H. Light rented a room; he worked as a broker. In 1917 Jesse Bright was living in the house. In 1920 Gilbert Briggs was sharing the house with Joseph Allen, who was employed as a laborer, along with Clarence Hannagen and Charles Priest, who worked as a clerk. In 1923, Clarence Hannagen was still

living in the house with Briggs, and working as a custodian at the Warren Engine Co.

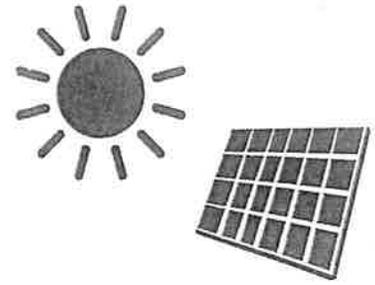
Gilbert Briggs sold the house to Parke and Dorothy Boneysteele in 1924. Boneysteele was an engineer for the State Highway Department. The Boneysteels shared the house with Huston D. Miles, who was a right-of-way engineer for the Highway Department.

Theodore and Marie Wilson lived in the house in 1929. Wilson was a salesman. Richard Barber bought the house in 1929. He was a salesman and lived there with his wife, Esther. George Barber, who was a grocer, also lived in the house in 1930. Kath Holbrook, the widow of Charles Holbrook shared the home, too, between 1930 and 1937.

Richard Barber sold the house in 1939 to John Ross. Ross was a lawyer and City Attorney, with an office in the Sweetland Building. He lived at 314 W. Fifth Street with his wife Margaret.

**Sources:** Stewart Title Posting Books; Carson City Directories; Carson City Telephone Directories; United States Census

# GUIDELINES FOR SOLAR ENERGY SYSTEMS



<b>Solar Technology</b> <i>(NPS, Illustrated Guidelines on Sustainability for Rehabilitating Buildings)</i>	
<b>Recommended</b>	<b>Not Recommended</b>
Considering on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.	Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.
Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.	Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.
Installing a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.	Placing a solar device in a highly-visible location where it will negatively impact the historic building and its site.
Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.	Installing a solar device on the historic building without first considering other locations.
Installing a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right of way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.	Installing a solar device in a prominent location on the building where it will negatively impact its historic character.
Installing a solar device on the historic building in a manner that does not damage historic roofing material or negatively impact the building's historic character and is reversible.	Installing a solar device on the historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.
	Removing historic roof features to install solar panels.
	Altering a historic, character-defining roof slope to install solar panels.
	Installing solar devices that are not reversible.
Installing solar roof panels horizontally – flat or parallel to the roof—to reduce visibility.	Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.
Investigating off-site, renewable energy options when installing on-site solar devices that would negatively impact the historic character of the building or site.	

Carson City Planning Division  
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CCMC 18.06

**HISTORIC RESOURCES COMMISSION**



**FILE # HRC - 17 - 163**

FEE: None

APPLICANT: Jennifer Yen (408) 396-5254

MAILING ADDRESS, CITY, STATE, ZIP: Carson City, NV 89703  
 314 W 5th St.

EMAIL ADDRESS: yendds888@gmail.com

PROPERTY OWNER: Ton & Jennifer Yen (408) 396-5254

MAILING ADDRESS, CITY, STATE, ZIP: Carson City, NV  
 314 W. 5th St.

EMAIL ADDRESS: yendds888@gmail.com

APPLICANT AGENT/REPRESENTATIVE: Solar City - Tesla (775) 221-5299

MAILING ADDRESS, CITY, STATE, ZIP: San Mateo, CA 94402  
 3055 Clearview

EMAIL ADDRESS: rsalmansen@solarcity.com

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

CD or USB DRIVE with complete application in PDF

Application Received and Reviewed By:

Submittal Deadline: See attached Historic Resources Commission application submittal schedule.

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

Project's Assessor Parcel Number(s):

003-129-04

Street Address

314 W 5th St.

Project's Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

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.

9 Solar modules to be installed on roof top.

Site Plan & spec sheets attached.

Reason for project:

Reduce energy bill

Will this 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.

Jennifer Ken

Owner's Signature

Jennifer Ken

Owner's Printed Name

Rosie Salmonsens

Applicant's/Agent's Signature

Rosie Salmonsens

Applicant's/Agent's Printed Name

Permit Coordinator

Rosie Salmonsens

Late Info  
F-2

## Rea Thompson

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**From:** Jennifer Yen <yendds888@gmail.com>  
**Sent:** Tuesday, November 07, 2017 12:25 PM  
**To:** Rea Thompson  
**Subject:** Re: 11.9.17 HRC meeting



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

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Dear Rea:

According to the previous owner of 314 W 5th St., Carson City building, Dr Raymond Graber did the big remodel of the building in June 1977 with the city permit + drawing for electrical and plumbing system. The AC/heater machine was placed by the big crane machine with the city inspector on the site. So, the remodeling building was permitted and approved by the City.

He said after remodel, the fire department came to check also. This building was changing "RO" from residential use to commercial use at the time for the permit.

Please pass on and record on your end. So, in the future at least we have the record it is been remodeling in 1977 June.

Thank you very much,  
Jennifer Yen, DDS  
(O) 775-882-1111

On Fri, Nov 3, 2017 at 3:43 PM, Rea Thompson <[RThompson@carson.org](mailto:RThompson@carson.org)> wrote:

Hello Ms. Yen,

Attached is the Historic Resources Commission meeting agenda for November 9, 2017, so you may see when your item is going to be heard. Please be there by 5:30pm as the first item, E-1, has been withdrawn and your project, E-2, will be starting after the previous minutes have been approved.

Also attached is your application with the staff report. Hope Sullivan wrote the staff report and will be unavailable next week, but if you have questions regarding it please contact Lee Plemel at 887-2180 ext 7075 or [lplemel@carson.org](mailto:lplemel@carson.org)

The meeting place and time is on the agenda.

Late Info  
E-2

## OFFICIAL NOTICE OF PUBLIC HEARING

You are hereby notified that the Carson City Historic Resources Commission will conduct a public hearing on Thursday, November 9, 2017, regarding the item noted below. The meeting will commence at 5:30 p.m. and will be held in the Carson City Community Center, Sierra Room, 851 East William Street, Carson City, Nevada. For further information regarding this item, please contact the Planning Division at 775-887-2180.

**SUBJECT: Historic Resources Commission**

**HRC-17-163**

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. (Hope Sullivan)

**Staff Summary: The applicant is requesting to install roof mounted solar panels. The Commission will review the request to determine if the request is consistent with the Development Standards for the Historic District. Specifically, the Commission will determine if the devices are placed so as to be inconspicuous from the street in a manner that no damage is done to any character defining features of the building.**

The application materials are available for public review at the Planning Division, 108 E Proctor Street, Carson City, Nevada, 89701. If you have questions related to this application, you may contact Hope Sullivan, Planning Division Manager, at 775-887-2180 x 7922 ([hsullivan@carson.org](mailto:hsullivan@carson.org)). Staff reports are available approximately six days prior to the Historic Resources Commission meeting or online at [www.carson.org/agendas](http://www.carson.org/agendas) under Historic Resources Commission Agendas with Supporting Materials.

As an owner of property in the vicinity, you are invited to submit comments relative to this matter to the Historic Resources Commission (HRC), either in writing or at the HRC meeting. Written comments should be sent to the Carson City Planning Division at the above-noted address, via fax at 775-887-2278, or via e-mail at [planning@carson.org](mailto:planning@carson.org). Written comments received prior to packet distribution will be forwarded to the Commissioners for their review prior to the meeting; written comments received after that but by noon on the day of the meeting will be given to the Commissioners at the meeting.

I have no problem with Jennifer Yen installing solar panels at 314 W. 5th St

Robert (Bobbie) Benson  
402 S. Division

**RECEIVED**

NOV 06 2017

CARSON CITY  
PLANNING DIVISION

**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.

Attendee Name	Status	Arrived
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 agendaized 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