

**DRAFT MINUTES**  
**Regular Meeting**  
**Historic Resources Commission**  
**Thursday, September 13, 2018 • 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**

Hope Sullivan, Planning Manager  
Ben Johnson, 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**

(5:30:53) – Chairperson Drews called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioner Hayes was absent.

<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	Absent	
Commissioner Michelle Schmitter	Present	
Commissioner Donald Smit	Present	
Commissioner Lou Ann Speulda	Present	

**B. PUBLIC COMMENTS**

(5:31:25) – Chairperson Drews entertained public comments; however, none were forthcoming.

**C. ACTION ON APPROVAL OF MINUTES FROM THE JULY 12, 2018 MEETING.**

(5:31:55) – Chairperson Drews introduced this item and entertained a motion. **Commissioner Smit moved to approve the July 12, 2018 meeting minutes as presented. Commissioner Speulda seconded the motion. Motion carried 6-0-0.**

**D. MODIFICATION OF AGENDA**

(5:32:16) – Chairperson Drews introduced the item and Ms. Sullivan noted that agenda item E-1 should be removed at the request of the applicant.

**E. PUBLIC HEARING MATTERS:**

**E-1 FOR POSSIBLE ACTION: HRC-18-115 - TO CONSIDER A REQUEST TO REMOVE A REAR CHIMNEY ON PROPERTY ZONED SINGLE FAMILY 6,000 (SF-6), LOCATED AT 112 N PHILLIPS STREET, APN 003-203-02.**

This item was removed from the agenda per the applicant's request.

**E-2 FOR POSSIBLE ACTION: HRC-18-122 – TO CONSIDER A REQUEST TO CHANGE OUT WINDOWS AND TO INSTALL A DOOR ON PROPERTY ZONED RESIDENTIAL OFFICE (RO), LOCATED AT 496 W. ANN STREET, APN 001-185-06.**

(5:33:10) – Chairperson Drews introduced the item. Ms. Sullivan presented the Staff Report with accompanying photographs, all of which are incorporated into the record, and responded to clarifying questions. Applicant John Miles gave additional clarification on the door size that was required by the Carson City Fire Department. Commissioner Block offered a “period-appropriate” door and Mr. Miles agreed. Ms. Sullivan clarified that the west elevation “can be handled” by a letter from the applicant outlining the modification. Discussion ensued regarding the materials to be used for the windows and Mr. Miles noted that he was open to using wood windows “as long as it’s cost effective”. There were no public comments. Ms. Sullivan received clarification from Mr. Miles that there would be no changes to the west elevation and that he was seeking to change the window on the north elevation and installing a new window and a new door on the north elevation. Chairperson Drews entertained a motion.

**(5:47:40) – Commissioner Block moved to approve HRC-18-122 a request modify the fenestration on the north side and east sides of the building to allow for enlarged egress windows (with a product other than vinyl) and add a replacement door panel of the period (based on the Chairman’s approval), on property zoned Residential Office (RO), located at 496 W. Ann Street, APN 001-185-06, based on the finding that the request is consistent with the design guidelines for the Historic District and the Secretary of the Interior Standards as noted in the Staff Report, and subject to the conditions of approval in the Staff Report. The motion was seconded by Vice Chair Darney. Motion carried 6-0-0.**

**E-3 FOR POSSIBLE ACTION: HRC-18-129 – TO CONSIDER A REQUEST TO REPLACE AN EXISTING WOODEN PICKET FENCE WITH A VINYL, WHITE PICKET FENCE ON PROPERTY ZONED SINGLE FAMILY 6000 (SF-6), LOCATED AT 302 THOMPSON STREET, APN 003-133-31.**

(5:51:06) – Chairperson Drews introduced the item. Ms. Sullivan presented the Staff Report and accompanying photographs, both of which are incorporated into the record, and noted that the applicant had acknowledged receipt of the agenda and the Staff Report which indicated the wood should be used instead of vinyl. Commissioner Speulda was informed that the both the trellis and the fence should be made of wood, a material consistent with the district. Vice Chair Darney suggested that the applicant submit a design of the arbor for administrative approval. Discussion ensued regarding the material use and Ms. Sullivan suggested modifying the motion to indicate that both the fence and the trellis materials must be wood. Chairperson Drews entertained public comments, and when none were forthcoming, a motion.

**(5:55:55) – Commissioner Block moved to approve HRC-18-129 on property zoned Single Family 6000 (SF-6), located at [302] Thompson Street, APN 003-133-31, based on the finding that the request is consistent with the design guidelines for the Historic District and the Secretary of the Interior Standards as noted in the Staff Report, and subject to the conditions of approval in the Staff Report, including that the fence and trellis material must be made of wood. The motion was seconded by Commissioner Speulda. Motion carried 6-0-0.**

**E-4 FOR POSSIBLE ACTION: HRC-18-118 – TO CONSIDER POTENTIAL PROJECTS THAT COULD BE FUNDED WITH THE HISTORIC PRESERVATION FUND IN FISCAL YEAR 2018.**

(5:56:48) – Chairperson Drews introduced the item. Ms. Sullivan presented the Staff Report which is incorporated into the record and responded to clarifying questions. Chairperson Drews suggested using HPF grant funds for a community training project about the Commission’s guidelines. Discussion ensued regarding the community training with the State Historic Preservation Office (SHPO) and potential topics. There were no public comments. Chair Drews suggested working with Ms. Sullivan on the potential community training project.

**E-5 FOR POSSIBLE ACTION: HRC-18-114 – TO CONSIDERATION POTENTIAL MODIFICATIONS TO SECTION 5.16 OF THE DEVELOPMENT STANDARDS REGARDING GUIDELINES FOR WINDOWS IN THE HISTORIC DISTRICT.**

(6:05:10) – Chairperson Drews introduced the item. Ms. Sullivan presented the agenda materials which are incorporated into the record. Discussion ensued regarding expanding the Commission’s explanation on windows and on “character defining windows”. Chairperson Drews suggested a checklist for property owners. Commissioner Smit noted inconsistencies with past approvals and the commission discussed window height requirements. Ms. Sullivan suggested reading the enclosed information on finding on fencing and noted that the vinyl fences are not allowed; however, the window requirements are not as firm. Commissioner Schmitter suggested “re-doing our guidelines” and making a checklist for property owners to list “the character defining features of the home”. Property owners’ cost concerns were also discussed. Commissioner Schmitter suggested having a workshop and Ms. Sullivan and Mr. Johnson suggested having a discussion among Ms. Sullivan and three members, as long as a quorum was not present, in order not to violate the Open Meeting Law. Ms. Sullivan also suggested against home color recommendations. There were no public comments.

**F. STAFF REPORTS**

**F-1 DISCUSSION ONLY**

**PLANNING DIVISION STAFF REPORT TO THE HISTORIC RESOURCES COMMISSION**

(6:44:56) – Chairperson Drews introduced the item and Ms. Sullivan noted that there were no additional reports from Staff.

**COMMISSIONER REPORTS/COMMENTS**

(6:45:13) – Vice Chair Darney noted that he has received a complaint from a client regarding obstacles such as debris or construction items in the right-of-way in the Historic District, and inquired about compliance. Ms. Sullivan suggested that he email her the property address and offered to forward the information to code enforcement. Commissioner Block noted that he had received the chain of title for Jack’s Bar since 1867, with 125 pages of backup. Commissioner Schmitter requested a report on the façade improvement program.

**FUTURE AGENDA ITEMS**

(6:47:14) – Chairperson Drews requested a briefing on Jack’s Bar and noted that Commissioner Schmitter had volunteered to assist the development team.

**G. PUBLIC COMMENTS**

(6:48:29) – Chairperson Drews entertained public comments; however, none were forthcoming.

**H. ACTION ON ADJOURNMENT**

(6:48:55) – Commissioner Smit moved to adjourn and Commissioner Speulda seconded the motion. The meeting was adjourned at 6:49 p.m.

The Minutes of the September 13, 2018 Carson City Historic Resources Commission meeting are so approved this 9<sup>th</sup> Day of January, 2019.

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MIKE DREWS, Chair