



Carson City Planning Division

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MEMORANDUM

Historic Resource Commission of May 9, 2019

TO: Planning Commission **Item E-4**

FROM: Hope Sullivan, AICP
Planning Manager

DATE: April 30, 2019

SUBJECT: HRC-19-072 – For Possible Action: Discussion and possible action regarding the adequacy of the materials required per Carson City Municipal Code 18.06.050 for an application to the Historic Resource Commission. (Hope Sullivan, hsullivan@carson.org)

The Planning Commission is working with the staff in the Planning Division and the District Attorney's Office in updating Title 18. Given this review is in process, the Historic Resource Commission is asked to review Carson City Municipal Code (CCMC) 18.06.050 (Application Requirements) to determine if any modifications are necessary to ensure that materials are adequate for the Commission to make a decision.

CCMC 18.06.050 states the following:

18.06.050 - Application requirements.

1. *The applicant for any proposed project governed by this chapter, other than demolition or removal, shall submit to the planning and community development such forms, plans and fees as may be required by other provisions in the code.*
2. *Additionally, each applicant shall submit photographs, plans, descriptions, dimensions, drawings, sketches or other information and materials significant in scope and detail to allow meaningful review and determination of the ultimate appearance and impact of the proposed project.*
3. *The director may offer suggestions in the preparation of an adequate application.*
4. *Professional quality plans, renderings or materials shall not be required but the director or HRC may demand additional or clarified information.*

This agenda item is an opportunity for the Commission to advise the scope of detail it requires to make decisions, and to determine if modifications to 18.06.050 are desirable.