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## MEMORANDUM

Historic Resources Commission January 13, 2022

**TO:** Historic Resources Commission

**FROM:** Heather Ferris, Planning Manager

**SUBJECT:** **Item 5.E - HRC-2021-0467** For possible action: Discussion and possible action regarding a review of the notification procedures for new owners within the Historic District.

**STAFF SUMMARY:** The Historic Resources Commission (“HRC”) will review the notification procedures and discuss any necessary modifications.

Per the request of the HRC, the following item is on the agenda to discuss the current process for notifying new property owners within the Historic District.

On a monthly basis, the Assessor’s Office provides Planning Division staff with a list of new property owners in the Historic District. The Planning Division sends a letter to each new owner informing them that their property is in the Carson City Historic District and providing a brief summary of the types of projects that require HRC review. Additionally, each new property owner is provided with a booklet containing the Carson City Historic District Design Guidelines and a welcome brochure.