CARSON CITY HISTORIC RESOURCES COMMISSION

Minutes of the May 10, 2007 Meeting Page 1

A regular meeting of the Carson City Historic Resources Commission was scheduled for 5:30 p.m. on Thursday, May 10, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Michael Drews

Richard Baker Gregory Hayes Rebecca Ossa Lou Ann Speulda

STAFF: Walter Sullivan, Planning Division Director

Jennifer Pruitt, Senior Planner Sean Foley, Assistant Planner

Stacey Giomi, Fire Chief / Emergency Manager

Kevin Gattis, Chief Building Official

Edward Oueilhe, Senior Deputy District Attorney

Kathleen King, Recording Secretary

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, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

- **A. CALL TO ORDER AND DETERMINATION OF A QUORUM** (5:36:05) Chairperson Drews called the meeting to order at 5:36 p.m. Roll was called; a quorum was present. Vice Chairperson Lopiccolo and Commissioner Darney were absent.
- **B. ACTION ON APPROVAL OF MINUTES April 12, 2007** (5:36:28) Commissioner Hayes moved to approve the minutes. With regard to item G-4, Commissioner Baker clarified his comments pertinent to the nominated signage in that signs are not architecture. Chairperson Drews called for a second on the motion. Commissioner Baker seconded the motion; motion carried 4-0.
- **C. MODIFICATION OF AGENDA** (5:37:36; 6:47:09) Chairperson Drews modified the agenda to address item G-5 prior to item G-4.
- **D. DISCLOSURES** (5:37:55) Chairperson Drews advised of having worked with Gary Sheerin regarding item G-3.
- **E. PUBLIC COMMENTS** (5:38:19) None.
- F. STAFF PUBLIC SERVICE ANNOUNCEMENTS (5:38:40) None.

G. PUBLIC HEARING ACTION ITEMS:

G-1. PRESENTATION ON DISASTER PREPAREDNESS FOR CARSON CITY BY FIRE CHIEF STACEY GIOMI, CARSON CITY FIRE DEPARTMENT (5:38:58) - Chairperson Drews introduced this item. In response to a question, he explained the commission's interest in the City's disaster plan as pertaining to the historic district. Chief Giomi advised of various disaster plans mandated by federal and state laws, including an emergency operations plan, a broad, over-arching plan required by state law; a hazardous materials response plan; a hazard mitigation plan; and an exercise and training plan.

In response to a question, Chief Giomi explained the purpose of the hazard mitigation plan to analyze vulnerabilities and to mitigate them. He advised that the plan was developed in conjunction with community input via a survey which was included in every citizen's water bill. The plan rates vulnerabilities in terms of event magnitude, duration, and economic impact. Chief Giomi referred to earthquakes, as an example. He advised that the relative frequency of damaging earthquakes in this area is low. The potential damage from an earthquake is so severe, however, that "you can't ignore that event." Wild fires, which may be less expensive and occur more frequently, have to be planned for as well. Chief Giomi advised that ordinances are a key method for mitigating hazards. He referred to the provisions of the wild land urban interface ordinance as an example. He was uncertain as to whether hazard mitigation funding for historic structures is specifically addressed in the plan. He advised of the availability of federal pre-disaster mitigation funding, but explained the City has "typically not applied for that because it's a very difficult application process." He suggested directing staff to look into potential available funding.

Chief Giomi explained the process by which a federal disaster is declared and federal funding allocated. He explained two types of federal funding assistance: public assistance, which can be allocated to a local government to repair infrastructure; and individual assistance, which is provided to private property owners. He explained the process by which preliminary damage assessments are conducted pursuant to the City's emergency operations plan. Once a federal disaster is declared, public assistance is almost never denied. Individual assistance is not made available as often. In response to a question, Chief Giomi advised that individual assistance is typically allocated in the form of low-interest loans. In response to a further question, he compared historic districts and general improvement districts. General improvement districts are considered political subdivisions under state law and are, therefore, eligible for public assistance. An historic district is a designation assigned to an area by the local government.

Considering that Planning Division staff is responsible for damage assessment, pursuant to the emergency operations plan, Chief Giomi suggested it may be reasonable to call upon the commissioners to assist in assessing historic structures. He advised that the preliminary damage assessment is not extensive and is usually conducted by people who have general training in structural inspection. In response to a question, Chief Giomi advised there is no time line specified in the emergency operations plan or in any ordinance for repair or demolition of structurally damaged buildings. Establishing a time line would become a matter of public policy. Chief Giomi anticipated there would be no appetite for "just tearing a building down ... without getting an evaluation." He advised that any action taken would be progressive in conjunction with communication with the property owner. He expressed the opinion that designating a time line would be unreasonable "because it's so dependent upon the magnitude of a disaster or ... an event."

Mr. Gattis discussed Building Department procedures for addressing a structurally damaged building representing a public safety hazard. He advised there are many allowances in the adopted International Existing Building Code for historic buildings.

Commissioner Hayes discussed the importance of property owner education with regard to pre-disaster mitigation. Chief Giomi suggested that pre-disaster mitigation funds could be used on private property in consideration of the greater public good. He referred to the example of residences within a flood plain, and offered to research the matter. He advised that City officials have the authority, pursuant to various codes, to require property owners to take certain measures to stabilize or modernize buildings in conjunction with changes of use or occupancy.

Chairperson Drews called for public comment; however, none was forthcoming. Ms. Pruitt requested Commissioner Ossa to look into the possibility of CLG funding through the State Historic Preservation Office. Chairperson Drews advised of a FEMA cultural resources representative who is "looking for ways to creatively spend money." He thanked Chief Giomi and Mr. Gattis for their attendance and participation.

G-2. HRC-07-070 ACTION TO CONSIDER A REQUEST FROM TOM BROWN (PROPERTY OWNER: SILVER OAK DEVELOPMENT COMPANY, LTD.), TO ALLOW TWO HISTORIC MONUMENTS IN THE COMMON AREA KNOWN AS IVY BALDWIN CIRCLE, AND TO APPROVE THE LANGUAGE FOR THE MONUMENTS, ON PROPERTY ZONED RETAIL COMMERCIAL - PLANNED UNIT DEVELOPMENT (RC - PUD), LOCATED NEAR 3650 G.S. RICHARDS BOULEVARD, APN 007-461-17 (6:00:36) - Chairperson Drews introduced this item. Ms. Pruitt provided background information, and distributed to the commissioners and staff maps of the subject area. Chairperson Drews distributed to the commissioners and Ms. Pruitt proposed language for the monuments.

(6:02:13) Gary Sheerin, representing Tom Brown, introduced himself for the record and narrated slides pertinent to this item. He reviewed historic information on Ivy Baldwin. He circulated among the commissioners a photograph of the Ivy Baldwin monument, which included proposed language. He provided historic information on American Indians who lived in the area, and described the corresponding monument. He discussed proposed locations for the monuments, and requested the commissioners' approval of the proposed language.

In response to a question, Mr. Sheerin was uncertain as to the size of the monument plaques. He expressed a preference for both plaques to be reasonably the same size. The type size for the plaque commemorating the American Indians will be smaller because of additional language. Mr. Sheerin estimated the size of the two plaques at 2.5 feet by 2.0 feet. Discussion took place with regard to suggested revisions to the plaque language.

Chairperson Drews opened this item to public comment; however, none was forthcoming. He commended Silver Oak Development Company on their efforts to preserve and commemorate the site, and provided background information with regard to the same. He entertained a motion. **Commissioner Hayes moved to approve HRC-07-070**, a request from Tom Brown, property owner Silver Oak Development

Page 4

Company, to allow two historic monuments in the common area known as Ivy Baldwin Circle, and to approve the language for the monuments, as corrected, on property zoned retail commercial / planned unit development (RC / PUD), located near 3650 GS Richards Boulevard. Commissioner Baker seconded the motion. Motion carried 4-0. Chairperson Drews thanked Mr. Sheerin for his attendance and presentation.

G-3. HRC-07-068 ACTION TO CONSIDER A REQUEST FROM DENNIS DOYLE (PROPERTY OWNER: ED WATERHOUSE), TO INSTALL DECORATIVE RAILING (RED BRICK 3-POST RAIL / WHITE SPINDLE AND TOP CAP) NOT TO EXCEED 36 INCHES IN HEIGHT, TO EXISTING CONCRETE PATIO, ON PROPERTY ZONED RESIDENTIAL OFFICE (RO), LOCATED AT 312 WEST MUSSER STREET, APN 003-211-03 (6:16:56) - Chairperson Drews introduced this item. Ms. Pruitt reviewed the staff report and narrated pertinent slides.

(6:19:04) Dennis Doyle, of Prestige Builders representing the property owner, introduced himself for the record. [Commissioner Speulda arrived at 6:19 p.m.] Mr. Doyle described previously-approved improvements to the subject property. He explained the purpose for the request to install the decorative railing, and described the proposed design. He displayed samples of the proposed railing and red brick.

Mr. Doyle responded to questions regarding the proposed brick material, the dimensions of the proposed brick posts, their relationship to the concrete pad, the height of the railing, and the dimensions of the concrete pad. He acknowledged that consideration had been given to landscape rather than materials to create the desired privacy. He advised that the property owners are in the process of developing a landscape plan which includes plantings around the concrete patio. Commissioner Hayes expressed a preference for using real brick. Mr. Doyle advised that the proposed brick material is "real brick," and reiterated the reasons for choosing it. Commissioner Hayes discussed the importance of delineating between the historic portion of a structure and additions. Mr. Doyle provided historic information on the addition of the concrete pad. He expressed a willingness to use a different brick material. He noted that the proposal will not use a lot of brick, and that once the landscape is planted, "less and less" brick will be visible. He responded to questions regarding the brick dimensions. Commissioner Ossa expressed concern with regard to the massing of the brick posts. Mr. Doyle described additional details of the railing design. He expressed a preference for the proposed brick material. In response to a question, he described the proposed design for the top of the brick column. Commissioner Ossa expressed a preference for no lighting on top of the brick column. Mr. Doyle responded to questions regarding the finish for the railing and the spacing between the spindles and the columns.

Chairperson Drews opened this item to public comment; however, none was forthcoming. Commissioner Ossa expressed a preference to include consideration for landscape in front of the railing as part of the motion. Chairperson Drews entertained a motion. Commissioner Speulda moved to approve HRC-07-068, a request to install a decorative railing consisting of red brick with white rail spindle and top cap to surround an existing concrete slab; that the concrete cap will have no lights; with the standard conditions of approval, including that landscape will be added to soften the edge of the patio. Commissioner Baker seconded the motion. Motion carried 5-0. Chairperson Drews thanked Mr. Doyle.

G-4. DISCUSSION ONLY REGARDING THE DRAFT CARSON CITY HISTORIC RESOURCES COMMISSION POLICY AND PROCEDURE MANUAL 2007 (7:12:28) - Chairperson Drews introduced this item. Ms. Pruitt advised that staff had arranged for a special meeting to take place on Thursday, May 31st at 5:30 p.m. Chairperson Drews discussed the purpose for requesting the special meeting to address this item. Consensus of the commission was to hold the meeting at the City Hall Capitol Conference Room.

G-5. DISCUSSION ONLY REGARDING MODIFICATION OF SIGNAGE STANDARDS WITHIN THE CARSON CITY HISTORIC DISTRICT (6:47:22) - Chairperson Drews introduced this item. Ms. Pruitt provided background information, and introduced Steve Reynolds of Sign Pro. Ms. Pruitt reviewed the agenda materials, and requested input of the commissioners. She expressed understanding for concerns regarding free-standing signage in the residential office area of the historic district. Commissioner Hayes reiterated some of the discussion which took place at the last commission meeting, including the suggestions to provide more examples of appropriate types of signage that are not larger than necessary and to consider appropriate font types and sizes for the historic district. Chairperson Drews expressed concern over limiting the artistic and correlative elements of certain font types for signage associated with certain buildings. He expressed understanding for the concern that sign scale and letter sizes should be unobtrusive. He expressed a preference for a "small sign with letters that take up most of the space that advertise the business than a 4 by 8 sign with letters that meet some kind of proportional standard." He suggested the commission's goal should be to establish a "character and compatibility standard" rather than a strict guideline for fonts.

Chairperson Drews inquired as to the minimum height necessary for character visibility. Mr. Reynolds advised "it's all relative to distance and ... other factors like contrast." He narrated various slides which were displayed in the meeting room. He provided historic information on "old-fashioned, western fonts." He advised that new fonts are created "probably every day." He further advised of having considered the commission's concerns, as communicated by Ms. Pruitt, and that letter size and fonts should be less of a concern than whether the sign "fits in with the property that the sign's being put on." He noted that the commission makes "rather subjective" decisions with regard to appropriateness of materials and design, and suggested this is "probably going to be the best way to go when it comes to sign design. 'Does it fit with the building you have?" In response to a comment, Mr. Reynolds suggested developing code language that provides for sign professionals and business owners to present appropriate proposed designs to the commission so "... that you're not into a two or three month negotiation over what a sign might look like." Including such things as fonts and letter height criteria in the guidelines will create situations calling for "very subjective decisions." Mr. Reynolds discussed the value of signage which includes wayfinding. He expressed concern over "getting too many subjective things so everything becomes a negotiation rather than having code that can divine at least a part of it." He expressed the opinion that most of the historic buildings which have been converted to offices don't need 32 square feet of signage. He referred to a slide which was displayed in the meeting room as an example. In response to a comment, Ms. Pruitt advised that the sign size for each building is established by code at 32 square feet.

CARSON CITY HISTORIC RESOURCES COMMISSION

Minutes of the May 10, 2007 Meeting Page 6

Chairperson Drews expressed the opinion that the City has an adequate sign code and that it generally works well in the historic district. He reviewed the Historic District Guidelines for signage. He expressed opposition to codifying appearance, color, and size "because it may not fit in all cases." Mr. Reynolds read a portion of the Historic District Guidelines into the record, and suggested considering an amendment requiring the signage to be compatible, in design and materials, to the associated building. "If you start trying to write code about letter height, about colors, about fonts, you wind up in places that are extremely awkward." Commissioner Hayes suggested providing "better guidelines, more suggestions, some photos of signs" which represent particularly good examples in the historic district. Commissioner Ossa suggested adding the concept of proportion to the guidelines language. In response to a comment, Mr. Reynolds advised that negotiating space, in the sign industry, "can be a very awkward thing to do," and strongly recommended codifying criteria with regard to proportion.

In response to a question, Mr. Reynolds advised that sign professionals prefer to design signs "that you like to look at." He further advised that most, if not all, of the sign shops in Carson City "know what would look good" and design appropriate to the associated buildings. He suggested considering that many businesses don't need 32 square feet of signage; that 24 square feet should be adequate. He further suggested codifying the "allowable space," and considering design with the same criteria as that which is applied to every other project in the historic district.

Chairperson Drews suggested adding appropriate language the next time the Historic District Guidelines are updated. He further suggested that if Planning Division staff understands the commission's concerns, "they can filter a lot of these applications." Ms. Pruitt advised that a lot of requests for signs in excess of the code requirement are submitted to the Planning Division, but she could not recall the last special use permit application submitted for an office district. It's typically in the commercial district that applicants submit requests for signage in excess of the code requirement. Mr. Reynolds suggested that most business owners who move to the historic district do so "because they like the flavor of it and ... don't have an interest in changing it."

Chairperson Drews called for public comment; however, none was forthcoming. Ms. Pruitt and Mr. Foley acknowledged that signs are sometimes illegally installed. Ms. Pruitt advised that sign installations require a building permit. Chairperson Drews thanked Mr. Reynolds for his attendance and participation.

G-6. DISCUSSION ONLY REGARDING POSSIBLE AMENDMENT REVISIONS FOR FENCES WITHIN THE CARSON CITY HISTORIC DISTRICT (7:14:40) - Chairperson Drews introduced this item. Commissioner Hayes noted the importance of including explicit language "about what is not allowed within the district." Ms. Pruitt discussed the building permit requirement for walls exceeding six feet in height. Fences typical to residential districts are usually six feet or less and don't require a permit. Ms. Pruitt provided an overview of a pamphlet, which is made available to the public, regarding fencing criteria in Carson City. She read fine print at the bottom of the pamphlet into the record. She advised that any person who contacts the Planning Division with a question regarding fencing is provided a copy of the pamphlet. She suggested the possibility, if the budget permits, of providing the fencing criteria pamphlet to every property owner in the historic district. She noted that the Historic District Guidelines had been mailed to historic district property owners in the past, and suggested it may

need to be done again. She emphasized the importance of notifying historic district property owners of the requirement to present fencing projects to this commission prior to beginning work. She suggested working together to develop a cover sheet to attach to the pamphlet.

Chairperson Drews noted the commission's biggest concern is vinyl fencing products. He suggested adding language indicating that vinyl fencing materials are prohibited within the historic district. He agreed with the importance of notifying historic district property owners of the requirement to have fencing projects approved by this commission. Commissioner Hayes suggested also including language prohibiting chain link and other inappropriate metal fencing materials. He discussed the importance of improved cooperation from the fencing companies. Chairperson Drews suggested mailing the Historic District Guidelines to the fencing companies. He called for additional comments and questions of the commissioners and for public comment. Commissioner Speulda suggested providing an update to the fencing companies with regard to the prohibition against vinyl material in the historic district. Consensus of the commission was to direct staff to amend the ordinance regarding fencing. Ms. Pruitt suggested the fencing companies could be included in the ordinance amendment process. Commissioner Hayes reiterated the suggestion for more explicit language in the guidelines. Chairperson Drews requested staff to reagendize this item for discussion and action at the next regular meeting.

- G-7. DISCUSSION ONLY TO CONSIDER THE SELECTION PROCESS FOR THE 2008 HISTORIC PRESERVATION AWARDS IN RECOGNITION OF SIGNIFICANT PRESERVATION ACCOMPLISHMENTS AND IN CELEBRATION OF NATIONAL HISTORIC PRESERVATION MONTH, MAY 2008 (7:22:37) Chairperson Drews introduced this item. Ms. Pruitt reviewed the pertinent agenda materials. She acknowledged that this year's historic preservation awards would be presented at the May 17th Board of Supervisors meeting.
- G-8. DISCUSSION TO CONSIDER FUTURE CERTIFIED LOCAL GOVERNMENT ("CLG") GRANTS (7:23:37) Chairperson Drews introduced this item. Ms. Pruitt provided background information, and reviewed the pertinent agenda materials.
- **H. FUTURE COMMISSION ITEMS** (7:25:07) Ms. Pruitt advised of a request, from the owners of the Masonic Lodge, to relocate air conditioning units. She noted the possibility that an item would be agendized for the May 31st special commission meeting.

I. INTERNAL COMMUNICATION AND ADMINISTRATIVE MATTERS

I-1. COMMENTS AND STATUS REPORTS FROM STAFF (7:25:45) - Ms. Pruitt reiterated that the three historic preservation awards will be presented at the May 17th Board of Supervisors meeting. All the award recipients have been contacted and have indicated an intent to attend the meeting. Ms. Pruitt advised that the commission's website has been updated to feature the award recipients. Ms. Pruitt circulated a photograph of the City Hall display of the historic preservation award recipients. Chairperson Drews commended Planning Division staff on their efforts in regard to the historic preservation awards.

- **I-2. COMMENTS AND STATUS REPORTS FROM COMMISSIONERS** (7:27:40) Commissioner Ossa advised that the State Historic Preservation Office CLG grant review is still pending the federal government allocation. She will keep the commissioners posted.
- **J. ACTION ON ADJOURNMENT** (7:28:08) Commissioner Ossa moved to adjourn the meeting at 7:28 p.m. Commissioner Baker seconded the motion. Motion carried 5-0.

The Minutes of the May 10, 2007 Carson City Historic Resources Commission meeting are so approved this 14th day of June, 2007.

MICHAEL DREWS, Chair