

**CARSON CITY HISTORIC RESOURCES COMMISSION**

**Minutes of the April 10, 2008 Meeting**

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A regular meeting of the Carson City Historic Resources Commission was scheduled for 5:30 p.m. on Thursday, April 10, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Michael Drews  
Vice Chairperson Robert Darney  
Gregory Hayes  
Mark Lopiccolo  
Rebecca Ossa  
Lou Ann Speulda

**STAFF:** Lee Plemel, Planning Division Director  
Jennifer Pruitt, Senior Planner  
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 QUORUM (5:31:55)** - Chairperson Drews called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Commissioner Ossa arrived at 5:35 p.m.

**B. ACTION ON APPROVAL OF MINUTES - March 13, 2008 (5:32:17)** - Vice Chairperson Darney moved to approve the minutes. Commissioner Speulda seconded the motion. Motion carried 4-0-1, Commissioner Lopiccolo abstaining.

**C. MODIFICATION OF AGENDA (5:32:43)** - None.

**D. DISCLOSURES (5:33:05)** - None.

**E. PUBLIC COMMENTS (5:33:20)** - None.

**F. PUBLIC HEARING MATTERS:**

**F-1. DISCUSSION ONLY REGARDING PUBLIC EDUCATION OF HISTORIC DISTRICT STANDARDS, SPECIFICALLY FENCING STANDARDS (5:33:57)** - Chairperson Drews introduced this item. Ms. Pruitt provided background information and reviewed the agenda materials. She read into the record language from a document entitled "Fencing Requirements for Carson City," and advised that the document will be revised based on recent amendments to the downtown design guidelines. She suggested this would be a good opportunity for the commission to recommend revisions and to add information to the document. She advised that Planning Division staff had compiled a list of landscape architects and fencing contractors in Carson City, Reno, Sparks, Douglas County, and Dayton to whom she proposed providing the fencing information and historic district design guidelines.

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Chairperson Drews expressed support for sending a letter and the design guidelines to landscape architects and fencing contractors. He expressed further support for incorporating language proposed by Commissioner Hayes in a written memo included in the agenda materials. In reference to his written memo, Commissioner Hayes suggested his proposed language could be expanded upon. He expressed the opinion that informational materials provided by the Planning Division should include more specificity, such as no plastic / vinyl fencing, no chain link fencing material visible from the street, etc. In response to a question, Ms. Pruitt reviewed the informational materials which are provided to anyone inquiring about fencing in the historic district. Commissioner Hayes suggested utilizing a larger font for the "Fencing Requirements" document as well as including language regarding the application process. He inquired as to the possibility of requiring a building permit for any fence constructed in the historic district. Ms. Pruitt offered to look into the possibility of revising the code. Commissioner Lopiccolo expressed understanding for Commissioner Hayes' suggestion, but the opinion that a building permit "isn't going to stop anybody from ... building a fence." He suggested "we need to find another way to police that." Commissioner Ossa expressed the opinion that notifying fence companies and independent handymen would be the most effective method of "getting the word out." In response to a question, Ms. Pruitt advised of approximately 300 properties in the historic district. Commissioner Lopiccolo expressed the opinion that it is the home owners' responsibility to police the historic district. He expressed support for re-educating historic district property owners. Vice Chairperson Darney agreed that the historic district property owners should be held responsible. He discussed the need to revise the language of the informational materials, and described it as confusing and contradictory. Additional discussion took place with regard to suggested revisions. Chairperson Drews suggested requesting Lowe's and Home Depot to post the informational materials in the fencing materials section of their stores.

Chairperson Drews called for public comment; however, none was forthcoming. Commissioner Hayes suggested following up after the initial mailing. Commissioner Ossa suggested the possibility of requesting grant funding for local public service announcements. In response to a question, Ms. Pruitt advised that revised language would be presented for review at the next commission meeting. She further advised that Planning Division staff spends a lot of time educating people on fencing requirements in Carson City. Chairperson Drews reiterated support for providing information to fencing contractors. Ms. Pruitt responded to questions of clarification regarding the agenda materials.

**F-2. DISCUSSION AND POSSIBLE ACTION REGARDING THE SELECTION OF THE 2008 CARSON CITY HISTORIC PRESERVATION AWARDS IN RECOGNITION OF SIGNIFICANT PRESERVATION ACCOMPLISHMENTS AND IN CELEBRATION OF NATIONAL HISTORIC PRESERVATION MONTH, MAY 2008 (5:50:32)** - Chairperson Drews introduced this item, and Ms. Pruitt reviewed the pertinent agenda materials. Commissioner Ossa nominated a structure on the corner of Spear and Nevada Streets, and responded to questions of clarification. In response to a question, Ms. Pruitt advised that the commission has nominated citizens in the past. She acknowledged sufficient funding to confer two awards. Discussion took place to clarify the St. Charles Hotel remodel nomination.

Chairperson Drews called for additional nominations from the commissioners and from the public. When none were forthcoming, he conducted a roll call vote on the nomination of Architect Richard Baker. The result was as follows: Commissioners Lopiccolo, Ossa, Darney, Speulda, Hayes, and Chairperson Drews - yes. **Nomination carried 6-0.** The roll call vote for the St. Charles Hotel tenant remodel was as follows: Commissioner Lopiccolo abstained. Commissioners Ossa, Darney, Speulda, Hayes, and Chairperson

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Drews - yes. **Nomination carried 5-0-1.** With regard to the Spear and Nevada Streets structure, Commissioner Speulda suggested leaving it on the list for next year in light of the available funding. Chairperson Drews suggested including the Lopiccolos in the St. Charles Hotel tenant remodel award, and the commissioners concurred. Commissioner Lopiccolo thanked the commissioners. Chairperson Drews entertained a motion. **Commissioner Speulda moved to confer 2008 Historic Preservation Awards on Architect Richard Baker and the St. Charles Hotel remodel, Firkin and Fox / the Lopiccolos. Commissioner Ossa seconded the motion. Motion carried 6-0.** In response to a question, Ms. Pruitt expressed the understanding that the award presentation would be agendized for the May 15<sup>th</sup> Board of Supervisors meeting. She acknowledged staff will prepare a press release.

**F-3. DISCUSSION ONLY REGARDING CERTIFIED LOCAL GOVERNMENT (CLG) GRANT 32-07-21632(1), HISTORIC STRUCTURES REPORTS FOR ST. PETERS EPISCOPAL CHURCH OF CARSON CITY AND THE UNITED METHODIST CHURCH OF CARSON CITY (5:56:45)** - Chairperson Drews introduced this item. Ms. Pruitt reviewed the pertinent agenda materials, and discussed the consultants' recent visit to Carson City. She anticipates having consultant reports ready to agendize for the June commission meeting. She advised of having met with the consultants, together with Chairperson Drews and Commissioner Ossa. She discussed assistance provided to the consultants by Planning Division staff. She expressed appreciation for the assistance provided to the consultants by church representatives and Chairperson Drews. She offered to pass any commission information along to the consultants. Chairperson Drews commended Planning Division staff on their consultant selection. Ms. Pruitt advised that the consultants have been in weekly contact with Commissioner Ossa, which has been extremely helpful to them. Chairperson Drews noted the number of unreinforced masonry structures in Carson City which will benefit from the analysis and documentation. Commissioner Ossa looks forward to the final report, and agreed that others will be able to use it as a guide. Chairperson Drews called for additional questions or comments and for public comment; however, none was forthcoming.

**F-4. DISCUSSION ONLY REGARDING THE DRAFT CARSON CITY HISTORIC RESOURCES COMMISSION POLICY AND PROCEDURE MANUAL (6:00:40)** - Chairperson Drews introduced this item. In reference to the pertinent agenda materials, Ms. Pruitt advised that all revisions provided by the commissioners had been incorporated into the draft manual. She further advised that attachments referenced throughout the manual will be included in the final version. She pointed out the demolition criteria, beginning at page 13 of the draft manual, and discussed the need to include a clear definition of "cultural resource" and to include ramifications associated with demolition through owner neglect. She requested the commissioners' review of the demolition criteria language. In reference to HRC Membership, Section 2(B), she discussed the difficulty associated with finding a second architect. She advised that former commissioner Richard Baker's position had been advertised for nearly two months without any application. She further advised that Commissioner Ossa had provided language, in the past, which would allow the commission to expand this section as to the available pool of applicants. Vice Chairperson Darney agreed that the provisions should be expanded, and suggested including landscape architects and engineers with preservation experience. He further suggested including the words "registered" or "licensed" in the criteria. Chairperson Drews suggested agendizing discussion regarding HRC membership for a future meeting. He discussed the possibility of expanding the HRC membership to include more citizens. Ms. Pruitt discussed the necessity of a code amendment to change the HRC membership. She noted that the manual had been in the process of being revised for the past couple years, and expressed the hope that the draft could be finalized within the next three months. She advised that the

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draft manual had been provided for review by the District Attorney's staff. Senior Deputy District Attorney Joel Benton will be providing revisions for the demolition section. Chairperson Drews suggested the possibility of scheduling a special meeting to specifically work on finalizing the draft manual. Commissioner Ossa advised that the Nevada CLG guidelines allow for membership flexibility, and offered to provide information. Chairperson Drews and Ms. Pruitt noted the requirements for review and approval of the manual by the State Historic Preservation Office and the Board of Supervisors. Chairperson Drews called for public comment; however, none was forthcoming.

**G. FUTURE COMMISSION ITEMS (6:10:49)** - Chairperson Drews and Ms. Pruitt reviewed the tentative May agenda.

**H. ACTION ON ADJOURNMENT (6:11:19)** - Motion was made, seconded, and carried to adjourn the meeting at 6:11 p.m.

The Minutes of the April 10, 2008 Carson City Historic Resources Commission meeting are so approved this 8<sup>th</sup> day of May, 2008.

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MICHAEL DREWS, Chair