# STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING OF OCTOBER 10, 2013

FILE NO: HRC-13-082 AGENDA ITEM: F-1

STAFF AUTHOR: Susan Dorr Pansky, Planning Manager

**REQUEST:** Approval of a request from Harold Morris of Morris Engineering (property owner: 611 N. Nevada St. Property LLC) to convert a portion of the existing porch into office space and add a new fabric awning canopy to the front face of the building on property zoned Residential Office (RO), located at 611 North Nevada Street, APN 003-285-07.

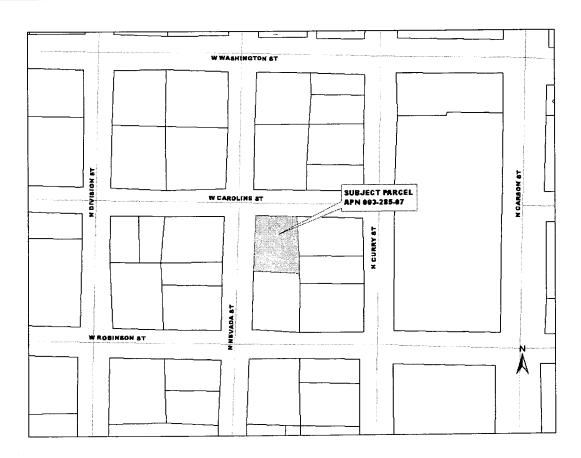
APPLICANT: Harold Morris/Morris Engineering

OWNER: 611 N. Nevada St. Property LLC

LOCATION: 611 North Nevada Street

**APN:** 003-285-07

RECOMMENDED MOTION: "I move to approve HRC-13-082, a request from Harold Morris of Morris Engineering (property owner: 611 N. Nevada St. Property LLC) to convert a portion of the existing porch into office space and add a new fabric awning canopy to the front face of the building on property zoned Residential Office, located at 611 North Nevada Street, APN 003-285-07, based on the Standards and Guidelines for Rehabilitation, Carson City Historic District Guidelines and with Historic Resources Commission Policies."



# **RECOMMENDED CONDITIONS OF APPROVAL:**

- 1. All development shall be substantially in accordance with the attached site development plan.
- 2. All on and off-site improvements shall conform to City standards and requirements.
- 3. The use for which this permit is approved shall commence within 12 months of the date of final approval. An extension of time must be requested in writing to the Planning Division 30 days prior to the one year expiration date. Should this request not be initiated within one year and no extension granted, the request shall become null and void.
- 4. Signage shall not be permitted on the awning without the approval of the Planning Division and Historic Resources Commission.
- 5. The applicant must sign and return the Notice of Decision within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item will be rescheduled for the next Historic Resources Commission meeting for further consideration.
- 6. The project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.
- 7. The applicant shall submit a copy of the signed Notice of Decision and conditions of approval with the Building Permit application.

LEGAL REQUIREMENTS: CCMC 18.06.015 (Procedure for Proposed Project)

MASTER PLAN DESIGNATION: Mixed Use Residential

**ZONING:** Residential Office (RO)

#### **PREVIOUS REVIEWS:**

• HRC-09-005. The Historic Resources Commission approved a request to add windows to the southeast side of the building in the upstairs area.

### **DISCUSSION:**

The subject property is a two-story office building that was constructed in 1997. The applicant proposes to enclose a portion of the existing porch to construct additional office space and accommodate a seating area in the office lobby. The proposed area of the building addition is approximately four feet deep by 11 feet wide. The applicant is also proposing to add a seven and a half foot wide by 10 foot deep fabric arched awning extending from the front entrance onto the subject property's walkway.

While the building is not a historic structure, it is located in the Historic District and is subject to historic district design standards. Pursuant to Carson City Development Standards, Division 5 – Historic Districts, the following sections apply to the proposed

porch enclosure and awning addition:

# 5.26 Guidelines for Additions to Historic Buildings (Overview)

The primary objective of the Carson City Historic Resources Commission is to protect and maintain the integrity of the historic resources in the Historic District. However, the Commission is committed to provide for the development of these resources in such a manner that does not impair their utility. It is recognized that additions are often necessary for a historic building to become functional in a modern context. It is also recognized that additions must be designed to be compatible and not detract from the building, its immediate surrounding or the district as a whole.

#### 5.26.1 Guidelines for Additions to Historic Buildings.

Additions to historic buildings need to be compatible in their configuration, design, style, scale, materials and architectural details with the distinctive character defining elements of the building. Additions shall be done in such a manner that they do not destroy significant original historical or architectural material, and if removed in the future, will not impair the essential form and integrity of the building nor damage historic fabric. Additions which seek to create an earlier appearance shall not be approved. Additions which are obviously incongruous to the building, or buildings in the immediate vicinity, or the district shall not be approved. (Standard Number: 9, 10)

#### 5.26.2 Guidelines for Additions to Non-Historic Buildings

Additions to non-historic buildings in the district will be treated in the same manner as additions to historic buildings, except that maintaining original building fabric will not be a consideration.

The addition of enclosed office space in the form of a porch conversion is proposed to be done in a manner that is compatible with the existing building in its configuration, design, style, scale, materials and architectural detail. And while awnings aren't specifically addressed in the Historic District Development Standards, the addition of an awning at the front entrance is compatible with the office use and would not conflict with the existing building. Awnings of varying type and size are relatively common in the district, and adding one to the subject property would not conflict with the surrounding neighborhood. Future removal of these additions, should they be necessary, would not impair the essential form and integrity of the building.

#### **PUBLIC COMMENTS:**

Public notices were mailed to the adjacent property owners to the subject parcel in accordance with the provisions of NRS and CCMC 18.02.045 on September 27, 2013. As of the completion of this staff report, no comments had been received. Any comments that are received after this report is completed will be submitted prior to or at the Historic Resources Commission meeting, depending on their submittal date to the Planning Division.

#### **Building Division comments:**

 The project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.

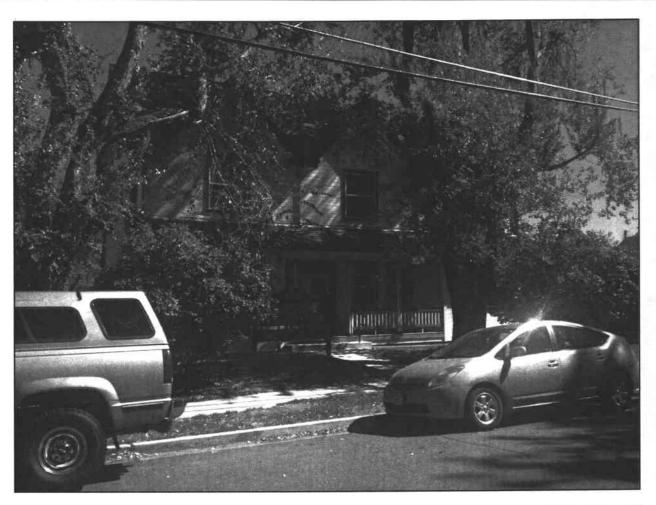
## **Engineering Division comments:**

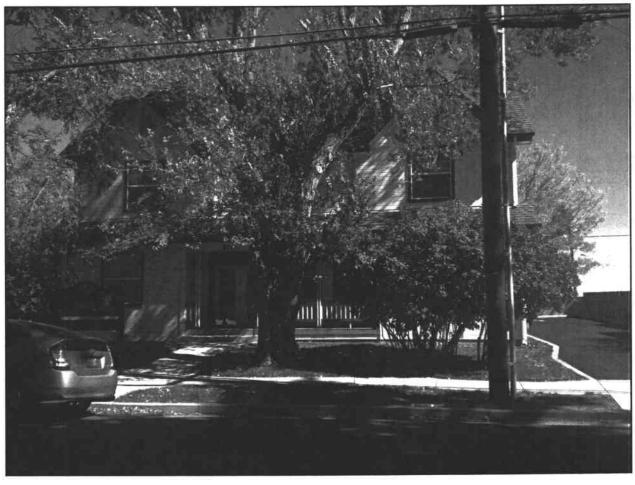
Development Engineering has no preference or objection to the request.

With the recommended conditions of approval and based upon the project complying with the Carson City Historic District Guidelines, the Historic Resources Commission Policies, and that the plans as submitted are in general conformance, it is recommended that the Historic Resources Commission approve the application submitted for HRC-13-082 subject to the recommended conditions of approval within this staff report.

#### Attachments:

Site Photos
Building Division Comments
Engineering Division Comments
Application (HRC-13-082)
Site Plan





611 N. Nevada Street—Site Photos

File # (Ex: MPR #07-111)	HRC-13-082		
Brief Description	Interior remodel and covered entry		
Project Address or APN	APN #003-285-07		
Bldg Div Plans Examiner	Kevin Gattis		
Review Date			
Total Spent on Review			

# **BUILDING DIVISION COMMENTS:**

NOTE: These comments <u>do not</u> constitute a complete plan review, but are merely observations based on the information provided.

#### General

 Project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.





# Carson City Engineering Division Historic Resources Commission Report

611 N. Nevada St. File Number HRC 13-082

TO:

Historic Resources Commission

FROM:

Rory Hogen, Asst. Engineer, E.I.

DATE:

September 25, 2013

# **SUBJECT TITLE:**

Review of a Historic Resources Commission application for a minor remodel to 611 N. Nevada St., apn 03-285-07 to enclose a porch and move some windows.

# **RECOMMENDATION:**

Development Engineering has no preference or objection to the request.

# **DISCUSSION:**

The Engineering Division has reviewed the request within our areas of purview relative to adopted standards and practices. Construction must meet all requirements of the State of Nevada and Carson City.

•	,		SE ONLY:	
Carson City Planning Division 108 E. Proctor Street· Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org		PLANNING DIVISION		
FILE # HRC - 13 - 082		HISTORIC RESOURCES COMMISSION		
611 N NEVADA ST PROPERTY LLC		FEE: None		
PROPERTY OWNER 680 W NYE LN STE 202, CARSON C	CITY, NEVADA 89703	SUBMITTAL PACKET		
MAILING ADDRESS, CITY, STATE, ZIP 775-882-7198	775-883-4346	<ul> <li>□ Application Form with signatures</li> <li>□ Written Project Description</li> <li>□ 16 Completed Application Packets-Application form, maps, supporting documentation (1 Original + 15 Copies)</li> <li>□ CD containing application data (pdf format)</li> <li>□ Documentation of Taxes Paid-to-Date</li> </ul>		
jon@steelecpas.com	FAX #			
E-MAIL ADDRESS  Name of Person to Whom All Correst  MORRIS ENGINEERING, LTD.	pondence Should Be Sent			
APPLICANT/AGENT PHONE # 2865 MAC DRIVE, MINDEN, NEVADA 89423		Application Reviewed and Received By:		
MAILING ADDRESS, CITY, STATE ZIP 775-392-1384 PHONE # FAX #		Submittal Deadline: See attached HRC application submittal schedule.		
harold@morris-engr.com  E-MAIL ADDRESS	AA#			
Project's Assessor Parcel Number(s): 003-285-07	Street Address 611 North Nevada Street		<u>ZIP Code</u> 89703	
Project's Master Plan Designation Mixed Use Residential	Project's Current Zoning RO		Nearest Major Cross Street(s) Washington	
provide additional page(s) to show a more deta	illed summary of your project and p	roposal. NOTE:	orief description of your project and proposed use. The Historic District Ordinance and Historic District cants in preparing their plans. If necessary, attach	
The owners would like to modify the	he existing office building	constructed in	1997 with the following	
improvements to the front (west) e	exterior elevation:			
1) Convert the existing 4' deep x 1	11' wide porch to the right	of the entry d	oor to office space. The existing	
exterior wall will be moved to the f	front of the existing porch.	The two exis	sting windows will be relocated	
to the new wall. The recessed are	ea at the existing front doo	rs will remain	-	
2) Add a new 7.5' wide arched fab	oric awning canopy extend	ing out 10' fro	om the front face of the building.	
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Does the project require action by the Planning Commission or the Board o	f Supervisors? Yes X No If Yes, please explain
poes the project require action by the maining commission of the board of	r Supervisors Page 68 140 III Tes, picase explain
Will the project involve demolition or relocation of any structure within or into	o the Historic District? Yes No If Yes, please describe:
Reason for project:	
The owners would like to open up the existing lobby by	converting the existing front porch to interior
seating space. This improvement does not increase the	ne footprint of the existing building.
Additionally, the owners would like a new arched fabric	entry cover extending out from the edge of
the porch at the front doors. See the attached site plan	n, first floor plan and elevations.
SUPPORTING D	OCUMENTATION
performed on the subject project which requires HRC appro	nches, of quality site plan and drawings showing work to be val. Basically, this is any work which will affect the exterior of es, walls, or major landscaping. The name of the person appear on each sheet.
will not be included in <u>all</u> projects. The list is intended to	architectural drawings. It is understood that all checklist items give the applicant an idea of the breadth of review by the bject project. Photographs can be used for illustration and
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Owner's Signature	Applicant's/Agent's Signature
Jonathan Steele, CPA	Harold E Morris, P.E., S.E.
Owner's Printed Name	Applicant's/Agent's Printed Name
Pa	go 2
Pa	ge 2



