



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: May 4, 2017

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint one member to the Historic Resources Commission for a term expiring February 2021.

Staff Summary: C.C.M.C. Chapter 18.06.020 provides for the Board of Supervisors to appoint seven members of the Historic Resources Commission (HRC). The categories for members are as follows: At least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified as an architect or a design professional with experience in historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be professionally qualified in building construction; at least one (1) member, but not more than two (2), shall be a professional in the field of historic preservation; at least one (1) member, but not more than two (2) members, of the HRC must be a professional in the disciplines of archeology, anthropology, history or related professions; at least one (1) person, but not more than two (2) persons who owns property and resides within the district. Applications were received from Michelle Schmitter and Rebecca Phipps.

Agenda Action: Formal Action/Motion

Time Requested: 30 mins

Proposed Motion

I move to appoint _____ to the Historic Resources Commission in the _____ category for a term expiring February 2021.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

C.C.M.C. Chapter 18.06.020 and 18.06.025

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Re-open the position for additional applicants

Board Action Taken:

Motion: _____

1) _____

2) _____


Aye/Nay

(Vote Recorded By)




HISTORIC RESOURCES COMMISSION


BOARD DETAILS




OVERVIEW



SIZE 7 Seats



TERM LENGTH 4 Years



TERM LIMIT N/A

Seven members, recommended by this commission and approved by the Board of Supervisors, to serve four year terms. Historic Resource Commission members include building, design and preservation professionals familiar with and sympathetic to the unique characteristics of older buildings, as well as property owners within the Historic District.



DETAILS

MEETINGS

- 5:30 p.m.
- Second Thursday of the Month
- Community Center, Sierra Room
- 851 East William Street, Carson City

POWERS & DUTIES

To review exterior development within the Historic District of Carson City. Typical duties include - review remodeling of historic structures; review and approve designs of new buildings within the historic district; consideration of historic property tax deferrals; consideration of historic grant opportunities; and, consideration of historic preservation awards.

ADDITIONAL INFORMATION

[CCMC_18.06.020_HRC.pdf](#)

ADDITIONAL INFORMATION

N/A



Carson City, NV

HISTORIC RESOURCES COMMISSION

BOARD ROSTER



JED BLOCK

2nd Term Feb 05, 2015 - Feb 28, 2019

Position Resident/Property Owner
Appointed by Board of Supervisors



ROBERT DARNEY

5th Term Mar 02, 2017 - Feb 01, 2021

Office Vice Chair
Position Architect



MICHAEL DREWS

2nd Term Feb 02, 2017 - Feb 01, 2021

Office Chair
Position Historical
Appointed by Board of Supervisors



DR. GREGORY HAYES

3rd Term Feb 05, 2015 - Feb 28, 2019

Position Resident/Property Owner



DONALD SMIT

2nd Term Jul 03, 2013 - Jul 31, 2017

Position Building Construction
Appointed by Board of Supervisors



LOU ANN SPEULDA-DREWS

3rd Term Feb 05, 2015 - Feb 28, 2019

Position Historical



VACANCY

Profile

Michelle

First Name

A

Middle Initial

Schmitter

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Historic Resources Commission

Question applies to Historic Resources Commission.

Historic Preservation

Select the position in which you are interested

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

University of Oregon

Major Subject:

Museum Management Historic Preservation

Degree Conferred:

M.S.

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

In 2006, when I was working on the capital campaign for the Carson Tahoe Cancer Center, I moved down from Incline Village to Carson City. I was excited to locate and purchase a historic house on the west side in January 2007 and have been interested in serving on the Historic Resources Commission ever since I became a resident of Carson City. I am a preservationist by training and believe strongly in the value that historic buildings bring to a community. In Oregon, I was part of the transformation of an economically depressed downtown into a thriving community at the mouth of the Columbia River. My current work providing historic preservation services includes working with architectural teams to outline treatment recommendations, review and provide comments on construction documents, write specifications for work, locate appropriate in-kind materials, and interface with SHPO and other review bodies. I meet the National Park Service qualification standards for architectural historian and work within the Secretary of Interior's Standards for the Treatment of Historic Properties.

List the community organizations in which you have participated and describe participation:

Carson Tahoe Health - Developed a sustainability plan for healthcare system and implemented projects; Foundation Manager to raise funds to support patient care programs and capital projects FISH - Facilitated Board Retreat Carson City Visitors Bureau - Committee Member | Reno/Tahoe Heritage Corridor Tahoe Fund - Facilitated Board retreat for newly formed bi-state environmental non-profit at Lake Tahoe Board Member/Treasurer - Incline Village & Crystal Bay Historical Society Committee Member - Tahoe Rim Trail Association Board Member/Treasurer - Nevada Museums Association

List your affiliation with professional or technical societies: *if required for the position.

Nevada Association of Architectural Historians National Trust for Historic Preservation US Green Building Council

[M_Schmitter_Bio_2017_AH_HPC.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Max Hershenow, AIA H+K Architects (775) 870-4882

Name, Telephone Number:

Michael "Bert" Bedeau Administrator, Virginia City National Historic Landmark District 775-847-0281

Name, Telephone Number:

Robbie Oxoby, R.A. State Public Works Division 775-684-4129

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Michelle A. Schmitter

MS | LEED Green Associate

705 WEST MUSSER STREET

CARSON CITY, NV 89703

TEL: 775.843.1389

EMAIL: mschmitter@att.net

SUMMARY

Michelle Schmitter has over 25 years of experience in the field of Historic Preservation. Between 1997 and 2005, Michelle served as an Executive Director at museum properties listed on the National Register of Historic Place in Oregon (Clatsop County Historical Society and Historic Deepwood Estate & Gardens), Maine (Bangor Museum & Center for History), New York (Chemung County Historical Society), and Nevada (Thunderbird Lodge Historic Site) where she planned and implemented large-scale preservation projects and interpretive programs.

Today, Michelle concentrates her efforts on projects in Northern Nevada and the Tahoe Basin and provides historic preservation and architectural history services. Michelle works with architectural teams, archaeologists, and planners to undertake Architectural Resource Assessments, Surveys, Preservation Plans, Historic Structure Reports, Tax Credit applications, and Recovery Plans. Michelle meets the National Park Service qualification standards for architectural historian, works within the *Secretary of Interior's Standards for the Treatment of Historic Properties*, and has extensive technical experience with multiple preservation, restoration, rehabilitation and reconstruction projects.

EDUCATION

M.S. Arts Administration: University of Oregon School of Architecture, 1996
Emphasis: Historic Preservation

Internship: White Pine Camp - Adirondack Great Camp, Paul Smiths, New York

B.A. Art History: Lake Forest College, 1989

RELEVANT PROFESSIONAL EXPERIENCE

Historic Preservation Consultant | MSCHMITTER CONSULTING Carson City, Nevada | January 2013 - present

Preservation consultant/architectural historian for architecture and cultural resource firms on projects in Northern California and Nevada; assess existing conditions and draft Historic Structure Reports, Preservation Plans, and restoration approaches for historic resources listed on the National Register; undertake Section 106 surveys for projects in rural Nevada, provide determinations of historical significance for projects in the Tahoe Basin, complete applicable ARA and DPR forms, and prepare mitigation reports as needed.

Preservation Projects, Condition Assessment Reports, Tax Credit Applications:

- C. Clifton Young Federal Building (1965) Lobby Renovation, Reno - Preservation Consultant, H+K Architecture
- Capitol Annex Improvements, Octagon Building (1906), Carson City - Preservation Consultant /Architectural Historian, Nevada State Public Works Board
- Stewart Indian School (1918 – 1967) Condition Assessment/Preservation Plan, Carson City, Nevada - Preservation Consultant, H+K Architecture
- Matrons Cottage (1925) Condition Assessment, Reno – Preservation Consultant/ Architectural Historian, Reno-Sparks Indian Colony
- Minden Flour Mill (1906) Window Condition Assessment, Historic Preservation Tax credit application, Minden - Architectural Historian, Bently Enterprises

- Pink House (1856) Adaptive Re-use/Rehabilitation/Tax Credit project, Genoa - Preservation Consultant /Architectural Historian, Dube Group Architecture
- Carson & Colorado Railroad Depot (1881) HSR/Preservation Plan, Dayton - Preservation Consultant /Architectural Historian, Dube Group Architecture
- Capitol Fence (1886) Historic Structure Report, Carson City - Preservation Consultant /Architectural Historian, Dube Group Architecture
- Governor's Mansion (1906) Exterior Improvements, Carson City - Preservation Consultant, Dube Group Architecture
- Hobart Creek Station (Red House, 1904/1911) Preservation Plan, Marlette Lake Water System - Architectural Historian, Dube Group Architecture
- George A. Bartlett House (1907) Condition Assessment Report, Tonopah - Architectural Historian, Dube Group Architecture

Section 106, ARA & DPR Forms, Mitigation Reports:

- Cabin (1934)/6730 Powderhorn, DPR Forms & Intensive Level Survey, Tahoma, CA - Architectural Historian, Ogilvy Consulting
- Cabin (1933)/5070 West Lake Boulevard, Resource Recovery Plan, Homewood, CA - Architectural Historian, Sagan Design Group
- Architectural Survey Report for Main Street, Fernley - Architectural Historian, Great Basin Consulting Group
- Alpine County Roadhouse (1965), Architectural Assessment/DPR Forms, Markleeville, CA - Architectural Historian, Great Basin Consulting Group
- Residence (1937)/ 4390 North Lake Boulevard, Architectural Resource Assessment, Carnelian Bay, CA - Architectural Historian, Ogilvy Consulting
- *The Logs* (1930/1940)/4090 North Lake Boulevard, Architectural Resource Assessment, Lake Forest, CA - Architectural Historian, Ogilvy Consulting
- Fox Peak Development Visual Assessment, Fallon - Architectural Historian, Great Basin Consulting Group
- Historical Evaluation of Residential Building (1946) located at 9893 Yacht Street, Kings Beach, CA - Architectural Historian, Ogilvy Consulting
- Meyers Mercantile (1906/1927) Architectural Resource Assessment, Minden - Architectural Historian, Bently Enterprises

Executive Director | Thunderbird Lodge Preservation Society

Incline Village, Nevada | March 2003 – April 2005

Managed daily operations of a 6-acre site/historic district including the evaluation and restructuring of the interpretive and rental programs to ensure a quality museum experience for all visitors; Moved non-profit to next level of growth and effectiveness by taking a comprehensive approach to the preservation and interpretation of the site and by elevating level of service to visitors and the community; Conducted constituent focus groups to aid in drafting a dynamic strategic plan that outlined strategies, goals and objectives to achieve for realization of new site vision; Identified need and acted as project manager for the development of detailed Master Plan for significant historic property at Lake Tahoe.

Executive Director | Clatsop County Historical Society

Astoria, Oregon | July 1998 – October 2001

Provided leadership and vision for Historical Society to serve as the driver for redevelopment efforts in downtown Astoria; Managed three diverse museums housed in historic buildings; Created and put into operation a detailed 3-year Strategic Plan that led the Society to a new level of organizational growth; Implemented a capital campaign for preservation, capital, and interpretive projects; Supervised five-person staff and volunteer corps of 60; Acting project manager for all buildings and grounds projects, including large-scale interior and exterior restoration project at the 1886 Flavel House and rehabilitation of

the Carriage House into an orientation center for visitors; Hired and supervised all outside contractors and consultants.

Executive Director | Historic Deepwood Estate Salem, Oregon | June 1997 - June 1998

Acting as "transitional" director, coordinated daily operations of an 1894 Queen Anne-style house museum with six acres of significant historic gardens; Performed organizational assessment and created plan that outlined new direction for the historic property located within a multi-acre Salem City Park; Provided Board with vision of creating a multigenerational, educational center and secured lead gift for new direction; Organized and managed collections care, building and landscape restoration, tours, rentals, staff, volunteers, fundraising activities, educational programs, membership campaign, public relations and marketing.

TRAINING

LEED Green Associate Certification, US Green Building Council, 2013
Introduction to Section 106, National Preservation Institute, Presidio, 2016
Preservation Training for Facility Managers, National Park Service, Presidio, 2004

PUBLICATIONS

Preservation Ethics, The Journal of the Associated Students of Historic Preservation, University of Oregon, Volume 7, Number 3, Spring 1995.

Thoughts on Mt. Shasta, Cultural Resource Management, National Park Service, Volume 18, Number 5, 1995.

Preservation of Astoria's Captain George Flavel House, Field Notes, Historic Preservation League of Oregon, Number 90, Fall 1999.

The Flavel House & Family, Clatsop County Historical Society CUMTUX, Volume 21, Number 3, Fall 2001.

PRESENTATIONS

Role of Non-profits in Preservation, University of Oregon School of Architecture Lecture, December 1, 1998.

New Technology for Collections Management (Workshop Moderator), Oregon and Washington Heritage Conference, September 28, 2000.

Consultant vs. In-house Preservation Planning & Management, AASLH Conference, September 26, 2002.

TAHO: A Collaborative Project, Nevada Museum Association Conference (NMA), September 28, 2004, Las Vegas, Nevada.

House with a History: Thunderbird Lodge (Site Host & Interviewee), Reno Public Television, KNPB Channel 5, May 14, 2005.

Reno Tahoe Territory Heritage Corridor Project, NMA Conference, September 15, 2005, Ely, Nevada.

Planning for New Technology in Museums, NMA Conference, September 18, 2007, Las Vegas, Nevada.

How Green Is Your Museum? NMA Conference, September 17, 2009, Eureka, Nevada.

Lake Tahoe Boom Eras & the Evolving Tahoe Landscape, University of Reno, Lake Tahoe Landscapes - Spring 2011, March 23, 2011 Lecture, Reno, Nevada.

The Good, the Bad, and the Just Plain Crazy, *ABC's of Exhibit Planning*, NMA Conference, October 16, 2013, Reno, Nevada.

Tahoe's Architectural Heritage, Gatekeeper's Museum, August 20, 2015, Tahoe City, California.

Profile

Rebecca

First Name

J.

Middle Initial

Phipps

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Historic Resources Commission

Question applies to multiple boards.

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Yes No

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Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Truman State University; Kirksville, MO University of Kansas; Lawrence, KS

Major Subject:

Truman: History KU: Museum Studies

Degree Conferred:

Truman: BA in history KU: Masters in Museum Studies

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have built my life around my passion for American history. Since I was a little girl I knew I was going to major in history. At college I discovered it was possible to have a career in history, so I continued my education earning a Master's degree in museum studies. Most of my career has been as a museum curator and director. I have worked in, maintained, and supervised restoration and maintenance projects for four buildings, three of which are on the National Register of Historic Places, as well as the state registers. Through this work I am familiar with the National Historic Preservation Act of 1966, the role of the SHPO, and the rules regarding the National Register properties. These buildings have also required that I extensively research Victorian and vernacular architecture and interior design. I have great experience in working for non-profit boards which has provided a base of knowledge which should transfer nicely to serving on the commission. I am very familiar with the legal responsibilities of serving, working within a framework of bylaws, open meeting laws and the amount of time necessary to be a valuable and contributing commission member. I have lived in Carson City just three years, but I feel quite at home here and greatly desire to become involved in and give back to the community, particularly by helping to preserve our history.

List the community organizations in which you have participated and describe participation:

Pinkerton Ballet Theater -- dancer and volunteer Battle Born Re-enactors -- Civil War re-enactor Carson City Historical Society -- first person interpreter (volunteer) Fourth Ward School Museum -- volunteer Muscle Powered -- participant

List your affiliation with professional or technical societies: *if required for the position.

American Alliance of Museums American Association for State and Local History

[2016_Museum_CV.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Judy Friedman, President Tahoe City PUD Board of Directors The Paper Trail Secretarial & Business Solutions PO Box 6178 Tahoe City, CA 96145 530-581-5692 fax: 530-581-5695

Name, Telephone Number:

Lara Mather, Director Fourth Ward School Museum director@fourthwardschool.org 775-847-0975

Name, Telephone Number:

John E. Simmons Museologica 128 E. Burnside Street Bellefonte, Pennsylvania 16823-2010
simmons.johne@gmail.com 303-681-5708 www.museologica.com

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Rebecca J. Phipps

504 Mary Street
Carson City, NV 89703
775.461.0588

rebecca@smallorangecat.net

PROFESSIONAL PROFILE

- Experienced museum professional with historic house/building facilities operations management, policy evaluation and creation, with strong curatorial and managerial skills
- Strong curatorial background in U.S. history, especially American Victoriana, fashion history, textile history and preservation, and collection storage
- Skilled at photographic collection research, curation, and preservation
- Successful grant writer
- Innovative teacher devoted to education and learning
- Curious and avid lover of history
- Dedicated to applying interdisciplinary vigor and entrepreneurial spirit to museum management

KEYWORD PROFILE

Museum Director. Curator. Researcher. Educational Programming. Operations. Organizational Skills. Textiles. Fashion. Victoriana. Domestic Arts. Past Perfect. Grant Writing. Detail Oriented. Public Speaking. Masters Degree University of Kansas. Museum Studies. Bachelor's Degree Truman State University. History. Management. Policy. Planning. Entrepreneurial. Big Picture. Re-enactor. Enthusiastic. Professional. Practical. Budget. Rapid e-learning. Captivate.

Museum Experience

North Lake Tahoe Historical Society

Tahoe City, California

Executive Director

October 2013-December 2015

Museum Management

- Responsible for the daily operations and functions of a local history museum including the Gatekeeper's Museum and Watson Cabin
- Oversee and maintained three acre California State Park on which the main museum is located
- Attend and participate in historical society board meetings and present reports regarding the museum
- Develop standard procedures for various tasks including: accepting donations, processing memberships, and opening and closing
- Research and author policies including: collections, photographic reproduction, key usage and security, document retention, facility rental
- Centralize and organize the institutional records of both the historical society and museum
- Oversee museum gift shop; responsible for purchasing and seeking vendors; pricing, arranging merchandise;

Finances and Budget

- Manage \$240,000 annual budget
- Create and submit budget to the NLTHS Board of Director
- Process, code and classify bills
- Oversee bookkeeping services
- Create daily, weekly, monthly, and yearly financial reports using Quickbooks software
- Attend and participate in Finance Committee meetings; take minutes

Development and Fundraising

- Successfully write and apply for various grants; thus far receiving \$30,500 in grant funds
- Develop and execute fundraising events such as tea parties, dinners, and bus tours
- Oversee membership program; 600+ memberships
- Create and oversee annual year-end fundraising campaign
- Working with Development Committee Chair, create annual development plan and case statement
- Created the most successful year-end campaign in 12 years earning over \$15,000

Facilities Management

- Manage two-story, 10,000 sq. ft. 20th-Century museum building
- Manage two-story, 900 sq. ft. 1910 historic log cabin on the National Register of Historic Places
- Manage three acre park owned by California State Parks
- Initiate a complete survey of building needs
- Contracted for the first building and fire suppression inspection inspections since 1995 and oversaw the implementation including the replacement of all sprinkler heads
- Oversee, request bids, and contract for other minor building repairs and functions
- Oversee, request bids, and contract for landscaping services
- Developed procedures for the use and rental of museum space for special occasions and events; worked with caterers and patrons
- Negotiate and collaborate with local public utility district and county government regarding the ownership and use of the Watson Cabin
- Work with California State Parks to ensure proper maintenance and contract obligations regarding the park

Human Resources

- Supervise 1 full-time, 1 part-time staff members, and 10+ volunteers
- Responsible for personnel management and supervision, including: employee evaluation, hiring and firing, and determining yearly raises
- Create and conduct training workshops for staff and volunteers: collections care, museum operations, volunteer orientation, Past Perfect, professionalism
- Create job descriptions for Curator of Collections and Event Coordinator
- Recruit new volunteers

Public Relations

- Enhance local and regional media contacts; established organization's first press release list
- Give interviews with news media including regional newspapers, local radio, local television
- Write press releases on museum functions, programs, and exhibits
- Write and edit the NLTHS community magazine and Annual Report; oversee the graphic design
- Oversee the planning and hosting of member and public receptions
- Present programs for community, fraternal, and civic groups

- Oversee the creation of a new organizational website
- Write and design semi-weekly newsletters using Constant Contact.

Public Education

- Plan and oversee the implementation of adult and children's programs including artifact care workshops, lectures, concerts, and 1st person interpretations

Collections

- Develop standards, policies, and procedures for all aspects of collections care, acquisition and deaccession
- Responsible for all aspects of collections management: cataloguing, cleaning, data entry, tagging and marking, storage
- Initiate the first comprehensive inventory of all archival and artifact collections including the Marion Steinbach Indian Basket Collection which consists of 900+ baskets, 300+ photographs, 100+ books and journals, plus Marion's personal papers
- Create the first filing system of all accession and catalogue records according to current museum standards
- Initiate and complete the data entry of all accession records into Past Perfect
- Maintain Past Perfect data base
- Train and supervise staff and volunteers on all curatorial projects
- Cultivate relationships with existing and potential donors

Exhibits

- Responsible for all aspects of exhibition
- Create, design, and implement complete overhaul of all exhibits and displays for the first time in over 20 years
- Create, design, and initiate a 5-year plan to professionalize the Marion Steinbach Indian Basket Collection Exhibit to include for the first time: identification labels, interpretive information, interactive components, appropriate lighting, secure display cases, and safe shelving and display mounts. Also included is 3 to 5 year rotation plan to ensure the safety of the entire collection
- Initiate a summer temporary exhibit schedule that includes traveling and in-house exhibits
- Work and contract with traveling exhibit companies

Watkins Community Museum of History/Douglas County Historical Society

Lawrence, Kansas

Director

February 2003-February 2008

Museum Management

- Responsible for the daily operations and functions of a county museum housed in a historic structure
- Attended and participated in historical society board meetings and presented reports regarding the museum
- Developed standard procedures for various tasks including: answering telephones, creating purchase orders, accepting donations
- Research and authored policies including: photographic reproduction, key usage and security, gift shop, document destruction, media policies
- Researched and assisted in the writing of new Douglas County Historical Society (DCHS) Constitution and Bylaws

- Conducted a physical space efficiency study; implemented reallocation of space
- Introduced and implemented a Past Perfect installation to digitize collection records
- Contracted with IT consultants to create a computer network
- Computerized DCHS membership records
- Centralized, organized, and catalogued the institutional records of both the historical society and museum

Finances and Budget

- Managed \$250,000 annual budget
- Created and submitted budget to the DCHS Board of Directors
- Presented annual budget request to County Commissioners
- Successfully wrote and applied for various grants; received more than \$110,000 in grant funds
- Established a museum gift shop; responsible for purchasing and seeking vendors; pricing, arranging merchandise; supervising volunteers; created custom line of Christmas cards
- Developed and executed additional fundraising activities such as tea parties, dinner concerts, bus tours, and period entertainments

Facilities Management

- Managed four-story, 20,000 sq. ft. 1888 historic bank building on the National Register of Historic Places and Kansas Register of Historic Places
- Oversaw the \$1 million replacement of a storm-damaged, 120-year-old red slate roof which included working with insurance adjusters, contractors and maintaining documentation of the process
- Oversaw the installation of \$75,000 water sprinkler system to replace a defunct FM200 gas fire suppression system: collaborated with the fire marshal; directed the design to protect the building and collections; selected a contractor; negotiated an agreement with the contractor; applied for tax credits to offset installation costs
- Oversaw, requested bids, and contracted for other minor building repairs and functions such as wall repair, graffiti removal, floor repair, plumbing repairs, window replacement, marble staircase cleaning
- Developed procedures for the use and rental of museum space for special occasions and events; worked with caterers and patrons
- Supervised movie crews using the building: negotiated with directors and producers; collaborated with set designers

Human Resources

- Supervised 2 full-time, 7 part-time staff members, numerous interns, and 50+ volunteers
- Responsible for personnel management and supervision, including: employee evaluation, hiring and firing, and determining yearly raises
- Led staff meetings and weekly one-on-one conferences with staff members
- Created and conducted training workshops for staff and volunteers: collections care, museum operations, volunteer orientation, Past Perfect, professionalism
- Created job descriptions for the Archivist and Curator of Collections/Registrar
- Recruited new interns and volunteers

Public Relations

- Enhanced local and regional media contacts; established a press release list, developed media relations policy

- Gave numerous interviews with news media including regional newspapers, NPR, local radio, local television
- Wrote press releases on museum functions, programs, and exhibits
- Wrote, edited and designed quarterly museum newsletter and Annual Report
- Planned and hosted member and public receptions
- Presented programs for community, fraternal, and civic groups

Public Education

- Coordinated and planned an annual two-week event ("Civil War on the Western Frontier") which included lectures, children's programming, workshops, reenactments and performances
 - Created the Regiment of Patrons, a group of donors to underwrite the programs
 - Participation increased 60% in 2006, and another 41% in 2007
 - Performed in a supporting role in a musical in 2006
 - Performed as Giselle in ballet and monologue
- Planned and oversaw adult and children's programs including artifact care workshops, lectures, concerts, and 1st person interpretations

Community Projects

- Heavily involved in planning for the Freedom's Frontier National Heritage Area; served as a member of the Steering Committee 2004-2008
- Served as Coordinator of the New Harmonies: Celebrating American Roots Music of the Smithsonian's Museum on Main Street program: sought community partners, led the PR and Programming Committees, organized community meetings
- Acted as museum liaison for the Sesquicentennial Commission 2004
- Assisted in the planning of Chautauqua 2004 including participating in the reenactment of an 1850s temperance rally

Collections

- Developed standards, policies, and procedures for all aspects of collections care, acquisition and deaccession
- Initiated collections databasing; purchased and implemented Past Perfect
- Trained, advised, and assisted staff on curatorial projects
- Served as an active member of the Acquisitions Committee
- Cultivate relationships with existing and potential donors

Exhibits

- Oversaw all aspects of exhibition
- Worked and contracted with traveling exhibit companies
- Created numerous temporary and permanent exhibits:
 - Douglas County Cowgirls to accompany traveling exhibit Cowgirls: Contemporary Portraits of the American West Winter 2007-2008
 - Dias de los Muertos Fall 2007, 2006, 2005, 2004
 - All Dressed in White: Weddings of Douglas County Summer 2005
 - 150 Years of Lingerie 2004
 - Prairie Gold: Opportunity and Struggle, Douglas County 1700-1861

Carroll Mansion/Leavenworth County Historical Society

Leavenworth, Kansas

Interim Assistant Administrator

January 2003-February 2003

- Responsible for maintaining the financial accounts: generating checks, making payroll, making deposits and transfers, running financial reports
- Administered the membership program including initiating and completing the transfer of membership records into Past Perfect
- Managed the volunteer program

Curator of Collections

May 2001-February 2003

- Responsible for all collections and collections activity
- Responsible for all exhibits, including permanent, on-site period rooms, as well as temporary displays and exhibits
- Supervised 2 part-time collections staff and 10 volunteers.
- Served as primary media and publicity contact
- Executed highest-attended exhibit in museum history (Everhard Collection photographs).
- Initiated volunteer program including creation of policies, handbook, and training materials.
- Enhanced local media contacts; established a press release list; developed publicity guidelines
- Consolidated storage systems for greater efficiency
- Integrated multiple filing systems into a single usable and efficient system.
- Implemented museum-standard practices in storage, cataloguing, and accessioning systems
- Created, scheduled, and presented monthly training sessions for employees, volunteers, society members, the community-at-large, and other local museum staff regarding collections care, legal issues, basic museum functions, accessioning/de-accessioning processes, and artifact handling and cleaning

Cataloguer

October 2000-February 2003

- Responsible for the Everhard Photographic Collection (a collection of 35,000 glass-plate, nitrate, and acetate negatives): research; exhibit development; monitoring processes; ordering supplies; developing/implementing proper catalogue procedures; recruiting/training volunteers; supervised 20+ rotating volunteers; data entry; initiated exhibit plan.
- Assisted in writing a grant to the Kansas Humanities Council for an Everhard Exhibit, awarded \$10,000 on May 15, 2001

Consultant

June 2000-October 2000

- Advised Museum Administrator and Board of Directors: museum ethics; collection procedures; management; task development; organization/efficiency
- Trained staff on Past Perfect.
- Played "The Bride" in living history series for school children

The Truman Presidential Museum and Library

Independence, Missouri

Intern

Fall 2000-Winter 2001

- Processed/maintained manuscript collections: integrating accretions; reboxing/refoldering; photocopying for preservation; revised finding aids (Moulette Papers)
- Created finding aids for manuscript collections (L. Curtis Tiernan Papers):

- researched/wrote all components of the finding aids: summary page, biographical note, scope and content, series description, folder lists
- coded and posted html versions of the finding aids: (<http://www.trumanlibrary.org/hstpape/ tiernan.htm>)
- Maintained oral interview files
- Supervised/assisted visiting researchers
- Answered simple research requests
- Recorded more complex requests for senior archivists' attention
- Attended staff meetings
- Answered telephones

Wyandotte County Historical Society & Museum

Bonner Springs, Kansas

Curator of Collections/Registrar

June 1998-June 2000

Curatorial

- Managed 50,000 artifact collection: continuous inventory; records-keeping; environmental monitoring; simple artifact cleaning
- Initiated comprehensive evaluation of artifact storage methods; re-packed/re-stored as appropriate
- Initiated strategic evaluation of storage facilities; began planning for major expansion
- Wrote application for Conservation Assessment Program Grant: received grant 1999
- Developed curriculum and program for high school internship program; supervised, trained, and mentored 6 interns, including 1 intern from the Kansas State School for the Blind
- Initiated NAGPRA compliance

Registrar

- Responsible for registration, accession, and cataloging of all incoming collections
- Developed and initiated a comprehensive review and update process for existing collection
- Researched original accession records; clarified catalog as necessary
- Defined deaccession process; created standard operating procedures
- Began transfer of all existing and incoming accession records as well as Historical Society membership and volunteer contact information into database from paper records

Exhibits

- Responsible for all aspects of exhibition: four major yearly exhibits, three traveling exhibits/ displays, monthly displays, two yearly quilt shows
- Responsible for maintenance and long term development of three permanent galleries

Public Education/Public Relations

- Served as primary public relations contact and spokesperson; participated in numerous print and electronic media interviews
- Served as Volunteer Coordinator: developed volunteer handbook, implemented standard operating procedures, recruited and supervised 10-15 volunteers
- Developed and implemented internship program: supervised six high-school students 1998-1999
- Developed, designed, and presented public educational programs: recruiting guest speakers, scheduling events/lectures, funding

- Assisted with several documentaries: interviews, artifact interpretation, research
- Assisted researchers with artifacts, archives, and records
- Scheduled and led museum tours for school and community groups and general public

Museum Management

- Presented regular status reports to museum management and Historical Society Board
- Managed operations of museum gift shop: ordering, inventory tracking, accounting
- Participated in evaluation and vendor selection for integrated on-line database (AASLH PastPerfect); developed implementation plans and standard operating procedures
- Represented museum on various service committees (United Way, Black History Month)

1859 Jail, Marshal's Home, and Museum

Independence, Missouri

Intern

Summer 1996

- Created permanent interactive exhibit (Chain Gangs In Jackson County): overall design and execution, initial research, authored script, artifact location and interpretation, design and assembly of interactive elements design and execution of artwork
- Authored article ("Chain Gangs In Jackson County"); published in Jackson County Historical Society Journal (Fall 1997)
- Museum administration: opened/closed site, managed gift shop, supervised volunteers, data entry, attended board meetings
- Scheduled and led museum tours for school groups, community groups, and general public

Adair County Historical Society, Library, and Museum

Kirksville, Missouri

Intern/Curator of Textiles

1993-1996

- Accessioned and catalogued collection of over 300 textiles
- Implemented trinomial catalogue system
- Executed major improvements to artifact tracking systems, care, and management
- Assisted in planning and designing exhibits
- Catalogued and cared for non-textile artifacts

Consulting Work

Stafford County Historical Society

Stafford, Kansas

October 2007-August 2013

Glass Plate Negatives

- Recommended as a consultant by the Kansas Humanities Council
- Assisted in writing and successfully received a collections care grant totaling \$3,500 with the Kansas Humanities Council. Lead workshops demonstrating the proper techniques in handling, cleaning, cataloguing, and storing glass plate negatives. Provide advice throughout the process

Clinton Lake Museum

Clinton, Kansas

2005

Training on Past Perfect

- Recommended as a consultant by the Kansas Humanities Council
- Trained the volunteer staff of a small local history museum on all aspects of Past Perfect and filed a report with the Kansas Humanities Council

Baker University

Ottawa, Kansas

2003

- Provided general information and techniques for collections care to the Special Collections library staff

Presbyterian Church

Leavenworth, Kansas

2001

- Surveyed the church records and wrote a report discussing storage and preservation methods

Grants and Fundraising Experience

Nevada Department of Education

Carson City, Nevada

Grants and Projects Analyst

March 2016-Present

- Develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by the Nevada Department of Education, and provide assistance to recipients in evaluating program effectiveness.
- Review and evaluate applications for subgrants submitted by organizations for program participation, determine eligibility, and recommend approval.
- Review, monitor and enforce recipient and subrecipient compliance to federal, state, and local laws and regulations; provide guidance for the uniform administration and used of federal or state funding for federal, state, and/or state-sponsored programs.
- Research, develop, recommend and implement long-range plans and projects within grant guidelines to maximize and enhance services provided.
- Provide technical assistance to service providers regarding program operations including grants management, program planning, and interpretation and analysis of regulations, policies and procedures.
- Conduct and/or assist in conduction workshops to provide guidance to service providers and program applicants regarding grant requirements, policies, and procedures.
- Compile data and prepare reports regarding program activities and funding sources.

Lawrence Arts Center

Lawrence, Kansas

Development Consultant

April 2009-August 2009 Volunteer; August 2009-January 2010 (contract)

Grant writing

- Identify and research potential foundations and granting programs
- Prepare grant proposals
- Steward and monitor grants

Fundraising

- Identify and research potential donors and members
- Collaborate with staff to create corporate development materials: annual report, 35th Anniversary View Book
- Meet with, discuss needs, and negotiate with prospective donors
- Steward existing donor base and monitor benefit packages

Kansas City Ballet

Kansas City, Missouri

Manager of Corporate and Foundation Giving

July 2008-December 2008

Corporate Giving

- Identify and research potential donors
- Collaborate with development and marketing teams to create corporate giving proposals
- Meet with, discuss needs, and negotiate with prospective donors
- Steward existing donor base and monitor benefit packages April 2009
- Schedule, plan, and create agendas and minutes for Corporate Leaders Committee meetings
- Plan events and campaigns
- Maintain records in Tessitura, an arts data base and ticketing system

Foundation Giving

- Identify and research potential foundations and granting programs
- Prepare grant proposals
- Steward and monitor grants

Accomplishments

- Obtained \$5,500 of in-kind donations
- Won grants totaling \$162,500

Education Experience

Learning Seed

Chicago, Illinois

Program Developer (Contract)

February 2010-December 2013

- Create interactive e-learning modules based on existing educational videos
- Advanced knowledge and use of Adobe Captivate, audio editing, video editing
- Knowledge and understanding of copyright and intellectual property law

Consultant, Author, and Researcher (Contract)

May 2007-February 2010

- Served as the primary consultant and researcher for the remaking of two established videos: Clothing Fibers (2008); Understanding Fabrics (2007)
- Served as the primary consultant and researcher for the rewriting of Fabric Lab (2009)
- Researched, selected images, and authored 2,000 Years of Clothing poster
- Additional research and fact-checking on many other videos.
- Authored Teaching Guides for classroom use to accompany videos: Reading Blue Jeans: Clothing and Culture (2008), Real Food: The Cost of Convenience (2008), Clothing Fibers (2008), Understanding Fabrics (2007), What is a Calorie? (2007)

University of Kansas

Lawrence, Kansas

Lecturer of Museum Management in the Museum Studies Program

Fall Semesters 2005-2007

- Designed and taught graduate course Museum Management
- Dedicated to preparing students for making a difference in the museum field
- Relentless in encouraging an entrepreneurial spirit
- Constantly looking for new materials for course
- Proficient in evaluation of student performance on oral examinations

Education

University of Kansas

Lawrence, Kansas

1999-2002

Masters of Historical Administration and Museum Studies, Honors, May 2002

Dr. David Katzman, Advisor

John Simmons, Advisor

Emphasis: American Studies and Material Culture

Coursework: Introduction to Museum Public Education; Principles and Practices of Museum Collection Management; Introduction to Museum Exhibits; Museum Management; Conservation Principles and Practices; Practical Archival Principles/Internship; The Nature of Museums; Concepts and Interpretations of American Culture; Research Methods for American Studies; Colloquium of Material Culture; American Folk Art; Globalization, Literature & Culture; Organizational Behavior; Administrative Skills and Leadership

Truman State University (formerly Northeast Missouri State University)

1993-1997

Kirksville, Missouri

Bachelor of Arts cum laude, May 1997

Dr. Mark Hanley, Advisor

Major Studies: History

Additional concentration: American literature

Honors:

Dean's List

President's Combined Ability Scholarship

Missouri State Teacher's Association Scholarship

Phi Alpha Theta (National History Honor Society)

Coursework: American History to 1877; American History Since 1877; America in the Revolutionary Era; History of Sexuality; American Old South; Central Asian History; Frontier and Western American History to 1900; European Social History Since 1700; US Intellectual History to 1965; African History I; Soviet Russia; Introduction to History; Writing About Literature; World Literature II; Survey of American Literature II; Contemporary American Literature; Literature of American Minorities; American Realism & Naturalism; Introduction to Public History; Survey of Art History II; 19th Century Art

Professional Development

- Strengthening your People Skills in the Work Place (Rockhurst University) May 2006
- Microsoft Office (Career Track) Spring 2006
- Management and Leadership (National Seminar Training) March 2006
- Legal Issues in Museum Administration (ALI-ABA) March 2006
- Communicating with Diplomacy and Tact (Career Track) Spring 2004
- Coping with Disruptive Events March 2002
- Learning to Hear the Stories II: "Made in Kansas" (Oral History & Traditions) March 2001
- Ethics Training (Unified Government) March 2000
- Fund Raising: Achieving Sustainability through Multiple Income Sources December 1999
- Fund Raising: Preparing the Budget Proposal December 1999
- Diversity Training (Unified Government) July 1999
- Costume & Textile Storage Workshop (Kansas Museums Association) March 1999
- Document Preservation Winter 1994

Professional Memberships

- American Association for State and Local History
- American Alliance of Museums

Research Interests

- Women's history 1850-1920

- Fashion history 1840-1950
- Maternity and child rearing as represented in Women's Magazines 1850-1940
- Domestic Manuals 1800-1940
- Home interiors and decorating 1800-1930
- Domestic Arts
- History of Sexuality
- Corsetry
- Social and Cultural History of the American Civil War
- American Victoriana
- Fibers and Fabrics
- Glass Plate Negatives

Activities

- Classical ballet dancer
- Historical re-enactor

Additional Experience

- **Hancock Fabrics:** Floor Manager
- **Blackwell Sanders Matheny Weary Lombardi, LLP:** File Clerk
- **Fragrance By Design:** Senior Sales Clerk
- **Adair County YMCA:** Child Care Provider
- **Payless Shoe Source:** Sales Clerk
- **Perkins Family Restaurants:** Hostess
- **Children's World Learning Centers:** Child Care Assistant

Carson City

Historic Resources Commission

Policy and Procedure Manual

Adopted

June 16, 2011



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1. Welcome Statement:

Welcome to the Carson City Historic Resources Commission commonly referred to as HRC. This document was developed to give new members background and guidance in their role as stewards of Carson City's architectural heritage. Many of the issues that you will review are complex, involving historic, economic, political, and life safety concerns. There are no easy answers to preserving historic resources, yet we hope by sharing knowledge of past experience, we can give you the insight to make the best decisions for Carson City.

Michael Drews
HRC Chairman 2008

NRS 384.005 Establishment of historic district by city or county.

Any county or city may establish a historic district, the boundaries of which do not include the Comstock Historic District, for the purpose of promoting the educational, cultural, economic and general welfare of the public through the preservation, maintenance and protection of structures, sites and areas of historic interest and scenic beauty.

2. HRC Organization and Role:

A. Purpose of HRC:

Carson City's Historic Resources Commission (HRC) was established in May 1981. The Commission evolved from a cultural resources inventory that was undertaken to document the remaining historic structures within Carson City. This resource inventory completed in March 1980 also recommended the formation of two historic preservation districts within Carson City.

In May 1982, the Board of Supervisors (BOS) created Carson City's first historic district on the City's west side with support from the Nevada Landmarks Society, the Nevada Division of Historic Preservation & Archeology, the Westside Protective Association, and the Carson City Chamber of Commerce. The District's boundaries were recommended by the HRC, formerly known as the Historic Architecture Review Committee. In 1986, Carson City became a Certified Local Government as designated by the Nevada Division of Historic Preservation & Archaeology and the National Park Service.

HRC members include building, design and preservation professionals familiar with, and sympathetic to the problems of older buildings and sites. Property owners within the Historic District are also represented on the Commission.

According to Chapter 18.06 of the Carson City Municipal Code enacted in December 1981, and amended October 1985, the HRC carries out the purpose of the chapter and has the following responsibilities (18.06.030):

1. Advise the BOS on all matters concerning the historic resources of Carson City.
2. Recommend to the BOS resources to be designated historic.
3. Review the design of all exterior renovation, remodeling, or demolition of designated historic resources. Review new construction within historic districts.
4. Recommend to the BOS changes in local laws to enhance the historic resources of Carson City.
5. Recommend to the BOS public information programs to increase public awareness of the historic resources of Carson City.
6. Recommend to the BOS the purchase of historic resources in Carson City.

7. Assist and advise other departments, agencies and commissions regarding historic preservation in Carson City.
8. Recommend to the BOS special recognition of outstanding examples of historic preservation in Carson City.
9. Assist the City in the evaluation of the historic designation criteria for applications to the Open Space Use Assessment. (CCMC Chapter 21.02)

B. HRC Membership:

As established in Chapter 18.06, the HRC consists of seven voting members who are Carson City residents, and who collectively, are experienced in Carson City history, design, finance, and real estate.

The BOS appoints seven members from the following groups:

1. All members must reside in Carson City.
2. At least one member, but not more than two members of the HRC, must be professionally qualified as an architect or a design professional with experience in historic preservation.
3. At least one member, but not more than two members of the HRC, must be professionally qualified in building construction.
4. At least one member, but not more than two members of the HRC, shall be a professional in the field of historic preservation.
5. At least one member, but not more than two members of the HRC, must be a professional in the disciplines of archeology, anthropology, history or related professions.
6. At least one person, but not more than two persons who owns property and resides within the historic district, must be included in the membership.
7. The Board shall endeavor to include in the membership persons with demonstrated knowledge and interest in Carson City history and in design, finance, real property transactions, archeology or other matters likely to advance business of the HRC.

The members are appointed by the BOS and serve without compensation for a four year term. The City advertises in the local newspaper for residents who are interested in service on the HRC, and the BOS make their selection out of the

applications received. No formal recommendations are made by the HRC or the staff of the Planning Division.

C. Authority of HRC:

Two legislative acts, one State and one City, give the HRC authority to function.

State enabling legislation was passed to permit the creation of historic districts in the State of Nevada. This act, codified as NRS Chapter 384, Historic Districts, permits Nevada cities and counties to establish historic districts "for the purpose of promoting the educational, cultural, economic and general welfare of the public through the preservation, maintenance and protection of structures, sites and areas of historic interest and scenic beauty."

The ordinance, adopted by a county board of commissioners or city governing body, must contain criteria for preserving and rehabilitating buildings of historic significance and provide for a board to review proposed alterations to structures within the district. A public hearing must be held before the district is established. Once the district is established, the board of commissioners or city governing body may adopt any additional ordinance it determines is in the best interest of the district and its objectives.

In 1981, the City adopted what is now codified as Chapter 18.06 as the City's historic district ordinance. That act empowered the Carson City BOS to create the HRC for the purpose of reviewing construction and demolition within the historic district and advise the BOS on all matters relating to historic preservation. HRC has the authority to make binding decisions in reviewing exterior alterations to designated historic places and districts. Applicants may appeal the HRC decision to the BOS.

Attached are copies of both laws: the State Enabling Legislation (NRS Chapter 384), the City Ordinance (Chapter 18.06, and Development Standards Division 5, Historic District).

D. Administrative Organization:

Although the BOS appoints the members of the HRC, the members themselves elect from their constituency a chairman and other officers who may serve without limit at the pleasure of the BOS. HRC also shall adopt procedures necessary for the conduct of meetings and other business. HRC is bound by the Nevada Open Meeting Law (NRS Chapter 241) and other City policies regarding public meetings.

The HRC works closely with the Planning Division. In addition, the director of the division or his/her designee serves as the secretary to the Commission. As a matter of policy a Preservation Planner is assigned as staff to the Commission.

The Preservation Planner has an important role in reviewing all applications for alterations, new construction, and demolition permits in the City's historic district or regarding landmark sites. The Planner reviews the applications and prepares them for review by the HRC. The Planner attends all HRC meetings, prepares background material on projects for the HRC, follows up on all HRC actions, and performs administrative duties including noticing of all meetings.

3. Rules and Procedures – Purpose:

The purpose of these rules and procedures is to more fully implement the requirements and responsibilities outlined in the Historic District Ordinance (Chapter 18.06) which calls for preserving the historic character of Carson City through the preservation of its historic district, buildings, structures, sites and objects. Adopting procedures for the design review and other business of the Historic Resources Commission, hereafter termed "HRC", further enhances the processing of applications for exterior remodeling or alterations of individual historic sites or structures within the historic district, design of new structures within the historic district, and for demolition of individual historic sites or buildings within the historic district.

4. General Rules:

HRC is governed by the provisions of state and local law, especially Chapter 18.06, the Historic District Ordinance of Carson City.

5. Jurisdiction:

HRC's jurisdiction for requiring design review is mandated in Chapter 18.06 and is listed in Section 18.06.030. Historic Districts shall be delineated on the City's official zoning map with the symbol 'H'. The Planning Division shall keep HRC's official map showing all designated historic districts and sites. The list of such designated districts and historic places shall be referred to as "Carson City's Designated Historic Places."

6. Members, Officers, Staff and Duties:

Membership

HRC shall be composed of seven Carson City residents interested in preservation and knowledgeable about the heritage of the City.

Chairman

A chairman shall be elected by the members of HRC. His/her term shall be for one year; he/she may be re-elected without limit. The chairman shall decide all

points of order and procedure, subject to these rules, unless directed otherwise by a majority of the HRC in session at the time. The chairman shall appoint any committees found necessary to investigate any matters before HRC. The chairman shall have the right to vote.

Vice-Chairman

A vice-chairman shall be elected by the members of HRC from the membership in the same manner as the chairman. His/her term shall be for one year, and he/she may be re-elected without limit. He/she shall serve as acting chairman in the absence of the chairman, and at such times shall have the same powers and duties as the chairman.

Secretary

A member of the Planning staff, designated by the Director of the Planning Division, shall serve as secretary to the HRC. The secretary, subject to the direction of the chairman of HRC, shall keep all records, conduct all correspondence of the HRC, and generally supervise the clerical work of HRC. The secretary shall not be eligible to vote upon any matter. The secretary shall schedule the agenda for each meeting of HRC in consultation with the chairman.

Recording Secretary

A recording secretary shall be provided by the City to keep the minutes of all meetings.

Elections

At its regular meeting in January of each year, the Commission shall, as its first order of business following completion of scheduled public hearings, elect its officers for the coming calendar year.

The election of an officer shall be by affirmative vote of not less than four members of the Commission. The Commission shall elect a Chairman and a Vice-Chairman. The Executive Secretary of the Commission shall be the Director of the Planning Division or his/her designee.

The terms of the Chairman and Vice-Chairman shall be one year. The officers may be re-elected to additional terms if so desired by the Commissioners.

In the absence of the Chairman and Vice-Chairman, the quorum present shall appoint a Chairman Pro-tempore by majority vote.

Attendance at Meetings

HRC members shall faithfully and promptly attend all meetings of the HRC, and a member's conscientious performance of his or her duties shall be a prerequisite to continuing membership on the HRC. Should a member fail to attend three consecutive regular meetings of HRC, or more than half the regular meetings of HRC in a calendar year, and should there be no adequate excuse for such absences, the chairman, with the concurrence of a majority of the members of the HRC, may recommend to the BOS that a vacancy be declared and that the vacated position be filled.

Applications Involving Members

No HRC member shall take part in the hearing, consideration, or determination in any case in which he/she is a party or has financial interest.

7. Meetings:

Regular Meetings

Regular meetings shall take place at least once every two months or as determined by the chairman and secretary. All meetings will be noticed as required by the Nevada Open Meeting Law (NRS Chapter 241).

Special Meetings

One educational workshop will be sponsored each year and is mandatory for all members. The training can be either in-house or achieved by attendance at a training session given by another organization. The topics and time of the workshop will be voted on by the HRC.

Annual Meeting

An annual meeting will be held each January for the purpose of holding elections of officers, approval of the annual report, review of HRC policies and procedures, formulation of goals, and other issues of business as the HRC deems appropriate.

Cancellation of Meetings

Each member must telephone or email the secretary as soon as possible after receiving a meeting notice to verify attendance. Meetings may be cancelled not less than 24 hours prior to the meeting when it has been determined that a quorum will not be present. All applicants and members will be telephoned and emailed concerning the cancellation.

Quorum

A quorum shall consist of a majority of members of the HRC.

Conduct of Meetings

All meetings shall be open to the public. The order of business at regular meetings shall be as follows: (a) call to order and determination of a quorum; (b) approval of minutes of previous meetings; (c) new cases or applications; (d) continued or unfinished cases; (e) staff reports, information, reports by HRC members; (f) public comments; (g) new business; (h) adjournment. Meetings will be conducted according to Robert's Rules of Order in all cases not otherwise provided for in these rules.

Motions, Findings & Conditions

Motions by the HRC should clearly indicate the reason(s) for the decision. The motion, roll call of the vote by name and the reasons justifying HRC's action shall be included in the minutes of the meeting. HRC members, voting in the minority, can request that the minority position be recorded into the minutes of the meeting.

Seven standard conditions:

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. 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 considerations.
5. The applicant shall obtain a building permit from the Business Development – Business Resource Center “BRIC”, prior to commencing work. A permit can be applied for at the Permit Center at 108 East Proctor Street, Carson City. The applicant may go to <http://www.carson.org/Index.aspx?page=582> on the City's website or may visit the Permit Center for current copies of the submittal requirements and forms.

6. The applicant shall submit a copy of the signed Notice of Decision and conditions of approval with the building permit application.
7. HRC approval is based upon the project complying with the Standards and Guidelines for Rehabilitation, Carson City Historic District Guidelines, the Historic Resources Commission Policies and that the plans as submitted are in general conformance with the Secretary of the Interior's Standards.

Findings

The following finding statement will serve as a model for all findings. "Subject plans are approved with the findings that the plans as submitted are in general conformance with the Secretary of the Interior's Standards and Guidelines (cite specific standard), the Carson City's Historic District Guidelines (cite specific guidelines), and with HRC's policies (cite specific policy statements)."

8. Application Procedures:

Filing of Application

A complete application must be filed with the Planning Division as per current schedule of the HRC, including all required items specified on the application form. Applications will be reviewed by the secretary to check for the inclusion of all necessary information. If the application is not complete, the secretary will contact the applicant with a request for specific information. If the application is complete, the application will be scheduled for the next scheduled meeting of the HRC. Applications must be signed by the owner(s) of the property.

Agendas

HRC members shall receive meeting agendas five working days in advance of the meeting. Staff reports which outline the background and the pertinent information for each case, identify the issues involved, and which may include recommended action or background information may accompany the agenda.

Public Notice

HRC meeting agendas shall be posted in a minimum of three public places, including but not limited to the City Administrative offices, the Carson City Library, and the Carson City Community Center, which comply with the Nevada Open Meeting Law.

Approved Application

If an application is approved, the chairman shall sign one copy of the submitted plans with any approved conditions. A notice of the decision is sent to the applicant and property owner.

Denied Application

If an application is denied, the Building Division is notified. A notice of the decision including written reasons for the denial and a copy of the minutes of the meeting are sent to the applicant and property owner. Denials shall stand unless overruled on appeal by a vote of the BOS. Appeal of a HRC decision can be made by submitting to the Planning Division within 10 days of the action by the HRC. The letter shall state the reasons why the decision is unjustified or erroneous.

Administrative Review

The chairman has the authority to review and approve fencing projects and routine re-roofing projects which use similar materials or HRC approved materials. If the chairman refuses to approve an application, it shall be brought before the HRC and treated as a routine application. Records shall be kept of all administrative decisions. A written report of these decisions shall be included in the HRC's annual report and/or otherwise at HRC's request.

9. Consideration of Applications:

Presentation of Application and Arguments

Any party may appear in person or by authorized agent at the meeting. The chairman shall have the authority to limit debate. Unless HRC decides otherwise, the presentation of information shall proceed as follows:

- A. The staff presentation describing the application and issues.
- B. The applicant presenting arguments in support of the application and then other persons in support of the application.
- C. Persons opposed to the application presenting arguments against the application.
- D. Statements or arguments submitted by any official, commission, or department of the City, any State agency, or any local historical, preservation, or neighborhood group shall be presented as directed by the chairman.
- E. HRC discussion of evidence; how it relates to the design guidelines and policy statements.

- F. The chairman or such person as he shall direct will summarize the evidence which has been presented, giving all parties an opportunity to make objections or corrections.
- G. HRC shall deliberate whether to grant, deny, or approve with modifications agreeable to the applicant, the application at the end of the presentation after all evidence and opinions have been heard.

10. Reconsideration of Denied Applications:

The order of business for reconsideration of applications which previously have been denied shall be as follows:

- A. The chairman shall entertain a motion from a member of the HRC that the applicant be allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the HRC to determine whether or not there has been a substantial change in the facts, evidence or conditions relating to the application, provided however, that the applicant shall be given the opportunity to present any other additional supporting evidence, if the HRC decides to reconsider his application.
- B. After receiving the evidence, the HRC shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application which would warrant reconsideration. If the HRC finds by a majority vote that there has been such a change, it shall thereupon treat the request as a new application received at that time.

11. Modifications of Applications:

An approved or pending application may be modified by a request from the applicant. Such a request shall include a description of the proposed change and shall be accompanied by elevations, plans, or sketches, where necessary. If the HRC finds that the modification constitutes a substantial change, the applicant shall submit the information as a new application and it shall be treated as such.

12. Vote:

The vote of the majority of members shall be sufficient to decide matters before the HRC.

13. Annual Report:

The secretary shall prepare an annual report to be presented to the HRC at its annual meeting for their approval. The report shall include information about the number, type, and disposition of standard cases, administrative review cases, and information regarding other City or staff activities involving historic preservation. This annual report will be forwarded to the BOS.

14. Policy Document:

The HRC shall adopt and maintain a policy document which shall include guidelines and other statements indicating HRC's direction or approach to certain situations under their jurisdiction. The HRC may designate additional or more explicit policy guidelines as it deems necessary.

15. Appeals:

Appeals from the recommendation of the HRC shall be made as follows: An applicant or aggrieved party may appeal the HRC's recommendation to the BOS within 10 days of the filing of the HRC's recommendation. Said appeal must be in writing and shall state the reasons for the request. (See VIII Denied Applications).

16. Amendments:

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than a majority of HRC members, provided that such amendment shall first have been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

17. Designation Criteria:

The BOS may designate historic places and historic districts. A historic place may be located within or outside of a historic district. (CCMC 18.06.035)

A Historic Place is any building, structure, object, site, grounds, or garden which may be designated as a "Historic Place" if the following criteria is met:

- A. The designated item is over 50 years old;
- B. Is not unsound, dangerous or offensive; and
- C. Possesses one or more of the following characteristics:
 - 1. Reflects special elements of the city's cultural, social, economic, political, aesthetic, engineering, or architectural past;

2. Embodies the distinguishing characteristics of a style, period, method of construction or development in the city, or serves as a valuable example of the use of indigenous materials or craftsmanship;
3. Represents the notable work of a master builder, designer, or architect;
4. Represents a rare building type style, design, or indigenous building form;
5. Identifiable with persons or events significant in local, state, or national history.

Historic Districts are specific street faces, interrelated groupings of buildings faces, structures and grounds, or other geographically defined areas of the city may be designated as a "Historic District" if the following criteria are met:

- A. Appears to constitute a fairly distinct section of the city;
- B. Possess a general character or ambiance of a period of more than 50 years ago (through its architecture, landscaping, and other cultural development);
- C. Is worthy of preservation and protection for aesthetic interest or value, educational potential, and significance in Carson City's past.

Designation process, historic places and districts shall be designated by resolution of the BOS after notice is given to the owners of the property or properties, and after all public meeting requirements have been met.

18.06.005 - Title.

This chapter shall be known and may be cited in all proceedings as the Carson City Historic District Ordinance.

(Ord. 2001-23 § 2 (part), 2001).

18.06.010 - Purpose/applicability.

The purpose of this chapter is to promote the educational, cultural and economic values of Carson City, and the health, safety and general welfare of the public through the preservation, maintenance and protection of districts, sites, buildings, and objects of significant historical, archaeological and cultural interest within Carson City.

Process-oriented standards are contained in this section. Design-oriented standards are contained in the development standards which is parallel in authority to this section.

(Ord. 2001-23 § 2 (part), 2001).

18.06.015 - Procedure for proposed project.

Any proposed project to construct, alter, remodel, restore, renovate, rehabilitate, demolish, remove or change the exterior appearance of a building or structure; or to place signs, fences, or lighting; or to construct parking areas of site improvements; or which affects the exterior landscape features and spaces that characterize a property and its environment shall not be started without prior approval of an application submitted to the historic resources commission (HRC) as provided for by this chapter.

(Ord. 2001-23 § 2 (part), 2001).

18.06.020 - Historic resources commission (HRC).

There is created a body to be known as the historic resources commission (HRC) which shall consist of seven members appointed by the board.

(Ord. 2004-20 § 11 (part), 2004; Ord. 2001-23 § 2 (part), 2001).

18.06.025 - Qualifications of membership.

1. All members must reside in Carson City.
2. At least one (1) member, but not more than two (2) members of the HRC, must be professionally qualified as an architect or a design professional with experience in historic preservation.
3. At least one (1) member, but not more than two (2) members of the HRC, must be professionally qualified in building construction.
4. At least one (1) member, but not more than two (2) members of the HRC, shall be a professional in the field of historic preservation.
5. At least one (1) member, but not more than two (2) members of the HRC, must be a professional in the disciplines of archeology, anthropology, history or related professions.

6. At least one (1) person, but not more than two (2) persons who owns property and resides within the district, must be included in the membership.
7. The Board shall endeavor to include in the membership persons with demonstrated knowledge and interest in Carson City history and in design, finance, real property transactions, archeology or other matters likely to advance the business of the HRC.

(Ord. 2004-20 § 11 (part), 2004: Ord. 2001-23 § 2 (part), 2001).

(Ord. No. 2011-5, § 1, 6-16-2011)

18.06.030 - Duties of the HRC.

1. It shall be the duty of the HRC to serve as advisor to the board in all mailers concerning the identification, designation, preservation and enhancement of areas, sites and structures of historic significance in Carson City and take action on open space use assessments, National Register nominations, the survey and preservation of archaeological sites, and the survey and inventory of properties of historic significance and proposed projects governed by this chapter.
2. In this regard the HRC may:
 - a. Prepare and maintain an inventory of all property within Carson City having the potential for designation as archaeological property;
 - b. Prepare and maintain an inventory of all property within Carson City having the potential for designation as historic property;
 - c. Recommend to the board certain areas, places, buildings, structures and objects as appropriate for designation as historic provided in this chapter;
 - d. Review and recommend appropriate action regarding any construction, remodel, demolition, removal or other changes proposed for structures, fences visible from public right-of-ways or areas designated historic by the board, all as limited by this chapter;
 - e. Recommend to the board such changes in the zoning ordinance, building codes or other local laws as may enhance the purposes of this chapter;
3. Recommend to the board or conduct public information programs to increase public awareness of the value of archaeological, historic, architectural and cultural preservation in Carson City;
 - a. Recommend to the board the purchase of essential structures where private preservation is not feasible;
 - b. Cooperate with the state historic preservation office in designating structures, sites or areas for historical markers and plaques;
 - c. Assist and advise other city and state departments, agencies and commissions regarding historic properties in Carson City;
 - d. Recommend to the board that special recognition be given to structures, sites or areas which exemplify an outstanding example of historic preservation within Carson City.

(Ord. 2001-23 § 2 (part), 2001).

18.06.035 - Historic designation criteria.

1. Any cultural resource may be designated a "Historic Place" by the board if:
 - a. The cultural resource so designated has existed in the same basic form for more than fifty (50) years; and

- b. It is not unsound or dangerous; and
 - c. It is possessed of one (1) or more of the following characteristics:
 - (1) Exemplifies or reflects special elements of the city's cultural, social, economic, political, aesthetic, engineering or architectural past;
 - (2) Embodies the distinguishing characteristics of a style, period, method of construction or development in the city or serves as a valuable example of the use of indigenous materials or craftsmanship;
 - (3) Represents the notable work of a master builder, designer or architect;
 - (4) Represents a rare building type, style, design or indigenous building form;
 - (5) Identifiable with persons or events significant in local, state or national history.
2. Specific street faces, interrelated groupings of buildings, structures and grounds, or other geographically defined areas of the city may be designated an "Historic District" by the board if:
- a. It appears to constitute a fairly distinct section of the city,
 - b. It is possessed of a general character or ambiance, through prevailing architecture, landscaping and other cultural development, of a period more than fifty (50) years ago, and
 - c. It is worthy of preservation and protection for aesthetic interest or value, educational potential, and significance in Carson City's past.
3. A historic place may be located contiguous or non-contiguous to the historic district.
(Ord. 2001-23 § 2 (part), 2001).



February 17, 2017

Hope Sullivan, Planning Manager – CLG Representative
Carson City – Planning Division
108 E. Proctor Street
Carson City, NV 89701



RE: Nevada SHPO Appointees to Historic Preservation Commissions in CLGs

Dear Ms. Sullivan:

Traditionally, the Nevada State Historic Preservation Office (SHPO) has appointed or recommended one (1) commissioner to each certified local government's (CLG) historic preservation commission, including Carson City. I would like to advise you that this office will be discontinuing that practice in favor of a stronger array of training and education opportunities for CLG staff and commissioners.

The practice of appointing local commissioners was initially intended to provide direct support and expertise to local preservation commissions from advocates or professionals with experience in historic preservation. These appointments are not required under the federal regulations that govern the CLG program, and the Nevada SHPO does not require these appointments as part of the signed agreements between the National Park Service, the SHPO, and the local governments. As mentioned above, the practice of direct appointments or recommendations by this office will be discontinued. However, beginning in the 2017 calendar year, an enhanced offering of training and education programs will be provided to all CLG commissioners and staff, covering topics such as CLG and commissioner best practices, strategic preservation planning, and other topics as needed or desired.

In cases where SHPO staff members have been appointed to local commissions, their appointments will end immediately. Where necessary, preservation commissions are encouraged to seek out new appointees who meet their requirements and goals.

Again, we look forward to working with you as we transition to a new and more supportive role that we believe will benefit all parties and result in a more vibrant and better-informed preservation network. Should you have any questions, please contact the CLG Coordinator, Jim Bertolini, at (775) 684-3436 or jbortolini@shpo.nv.gov.

Sincerely,

Rebecca Palmer
Nevada State Historic Preservation Officer