

**City of Carson City  
Agenda Report**

**Date Submitted:** May 24, 2011

**Agenda Date Requested:** June 2, 2011

**Time Requested:** 10 minutes

**To:** Mayor and Board of Supervisors

**From:** Public Works - Planning Division

**Subject Title:** Action to introduce, on first reading, Bill No.\_\_\_\_\_, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualifications of Membership, to change the current HRC qualifications for membership, and other matters properly related thereto. (ZCA-11-019) (Lee Plemel)

**Summary:** The Historic Resources Commission is comprised of seven members, but the seventh seat has not been filled for the last two years. This proposal is to change the membership requirement to state that at least one member but not more than two serve from each of the five currently established qualifications for membership categories.

**Type of Action Requested:**

Resolution

Formal Action/Motion

Ordinance-First Reading

Other (Specify)

**Does This Action Require A Business Impact Statement:** ( ) Yes (X) No

**Planning Commission Action:** Recommended approval on April 21, 2011, by a vote of 6 ayes, 0 nays and 1 absent.

**Recommended Board Action:** I move to introduce, on first reading, Bill No.\_\_\_\_\_, an ordinance amending Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualifications of Membership, to change the current HRC qualifications for membership, and other matters properly related thereto.

**Explanation for Recommended Board Action:** The Board of Supervisors, pursuant to Carson City Municipal Code, is required to take final action on all code amendments. See the attached staff report to the Planning Commission for more explanation.

**Applicable Statute, Code, Policy, Rule or Regulation:** 18.02.075 Zoning Code Amendments

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** 1) Refer back to staff and Planning Commission and Historic Resources Commission for further review.

2) Do not introduce the ordinance (leave the code requirements the same as they are now).

**Supporting Material:**

- 1) Ordinance
- 2) Case Record
- 3) Planning Commission Staff Report

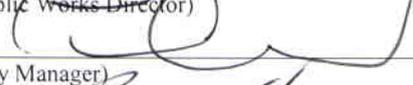
**Prepared By:** Janice Brod, Management Assistant V

**Reviewed By:**   
\_\_\_\_\_  
(Planning Division Director)

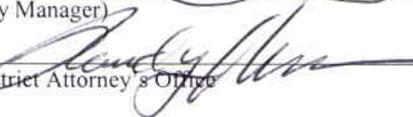
Date: 5-24-11

  
\_\_\_\_\_  
(Public Works Director)

Date: 5-24-11

  
\_\_\_\_\_  
(City Manager)

Date: 5/24/11

  
\_\_\_\_\_  
(District Attorney's Office)

Date: 5/24/11

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

BILL NO.

ORDINANCE NO. 2011-\_\_\_\_

AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE TITLE 18, ZONING, CHAPTER 18.06, HISTORIC DISTRICT, SECTION 18.06.025, QUALIFICATION OF MEMBERSHIP, TO EXPAND THE HISTORIC RESOURCES COMMISSION (HRC) QUALIFICATIONS TO ALLOW FOR FLEXABILITY IN FILLING THE VACANT HRC MEMBERSHIP POSITIONS, AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF SUPERVISORS OF CARSON CITY DOES ORDAIN:

SECTION I:

That the Carson City Municipal Code Title 18, Zoning, Chapter 18.06, historic District, Section 18.06.025, Qualification of Membership, is hereby amended, in part, by providing additional language which will result in more flexibility for Historic Resources Commission selection as related to the current qualifications, as follows:

**18.06.025 Qualifications of Membership.**

1. All members must reside in Carson City.
2. At least [~~two~~] 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 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.

SECTION II:

No other provisions of Title 18 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on \_\_\_\_\_, 2011.  
PROPOSED BY Supervisor \_\_\_\_\_  
PASSED \_\_\_\_\_, 2011

VOTE:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
ROBERT L. CROWELL, Mayor

ATTEST:

\_\_\_\_\_  
ALAN GLOVER, Clerk-Recorder

This ordinance shall be in force and effect from and after the \_\_\_\_ day of the month of \_\_\_\_\_ of the year 2011.

**CARSON CITY PLANNING COMMISSION**

**CASE RECORD**

**MEETING DATE:** April 27, 2011

**AGENDA ITEM NO.:** H-3

**APPLICANT(s) NAME:** N/A  
**PROPERTY OWNER(s):** N/A

**FILE NO.** ZCA-11-019

**ASSESSOR PARCEL NO(s):** N/A  
**ADDRESS:** N/A

**APPLICANT'S REQUEST:** Action to make a recommendation to the Board of Supervisors regarding a Zoning Code Amendment, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualifications of Membership, to change the current HRC qualifications for membership

**COMMISSIONERS PRESENT:**     KIMBROUGH     MULLET     SATTLER  
    DHAMI                     SHIRK                                     VANCE                                     WENDELL

**STAFF REPORT PRESENTED BY:** Jennifer Pruitt                     REPORT ATTACHED  
**STAFF RECOMMENDATION:**                     APPROVAL  
**APPLICANT REPRESENTED BY:** Jennifer Pruitt

No persons spoke in favor or in opposition of the proposal.

**DISCUSSION, NOTES, COMMENTS FOR THE RECORD:**

N/A

**MOTION WAS MADE TO RECOMMEND APPROVAL WITH THE FINDINGS AND CONDITIONS AS ENUMERATED ON THE STAFF REPORT**

**MOVED:** Vance    **SECOND:** Sattler    **PASSED:**    6/AYE    0/NO    /ABSTAIN    1/ABSENT

**SCHEDULED FOR THE BOARD OF SUPERVISORS**

**DATE:** May 19, 2011

## STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF APRIL 27, 2011

**FILE NO:** ZCA-11-019

**AGENDA ITEM:** H-3

**STAFF AUTHOR:** Jennifer Pruitt, Principal Planner

**APPLICANT:** Carson City Planning Division

**SUBJECT:** Action to make a recommendation to the Board of Supervisors regarding an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualifications of Membership, to expand the Historic Resources Commission qualifications to allow for more flexibility in filling the vacant HRC membership.

**RECOMMENDED MOTION:** I move to recommend to the Board of Supervisors approval of ZCA-11-019, an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualification of Membership, to expand the Historic Resources Commission qualifications to allow for more flexibility in filling vacant membership seats, based on the findings contained in the staff report.

### **BACKGROUND:**

Carson City's Historic Resources Commission was established in May of 1981. The HRC evolved from a cultural resources inventory that was undertaken to document the remaining historic structures within Carson City. In May of 1982, the Board of Supervisors created Carson City's Historic District.

The HRC as established consists of seven residents of Carson City, who collectively are experienced in Carson City history, design, building and preservation.

For the past few years the HRC has been experiencing difficulty retaining the seven member commission. The membership seat that has experienced the most difficulty is the Licensed Architect position. Currently the code provisions require two architects to serve on the HRC.

The majority of the Licensed Architects in Carson City at one time or another has served on the HRC. Architect Richard Baker served on the HRC from November 1997 through January 2008. Mr. Baker resigned from the HRC due to health reasons, his seat remained vacant until March 05, 2009, when Architect Derwin Bass was appointed by the Board of Supervisors. Unfortunately, in September of 2010 Mr. Bass had to resign due to the fact that he moved to Reno and would no longer be considered a Carson City resident. Past Architects on the commission include John Copoulos and Arthur Hannafin. Architect, Robert Darney is currently on the HRC and has served since 2001.

### **DISCUSSION:**

The HRC is proposing to modify the HRC membership criteria as identified in the Carson City Municipal Code 18.06.025 Qualifications of Membership. The modification would amend the seven member HRC composition, but not modify the groups associated with membership. Noted on page two of this staff report is the proposed minor modifications:

**18.06.025 Qualifications of Membership.**

1. All members must reside in Carson City.
2. At least [~~two~~] 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 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.

While the current ordinance has been effective in the past, with the proposed changes, the opportunity for residents of Carson City to serve on the HRC will be expanded. Carson City has been advertising for the HRC Architect position for almost a year with no application submittals. The goal of the Planning Division is to have a fully staffed seven member Historic Resources Commission within the next few months.

The Planning Division provided the proposed amendments to the State Historic Preservation Office (SHPO) as recommended by the HRC in March 2011. The State Historic Preservation Officer, Ron James, is in support of the proposed amendments and noted that other commissions in the state and the country have been faced with the same unfortunate circumstances.

**PUBLIC NOTIFICATION REQUIREMENTS:** Public notices were published in the newspaper for the Zoning Code Amendment in accordance with the provisions of NRS and CCMC 18.02.045. As of April 15, 2011 no written comments have been received from the general public. No City departments had any written comments or concerns regarding this amendment. Any comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting, depending on their submittal date to the Planning Division.

**LEGAL REQUIREMENTS:** CCMC 18.02.050 (Review); 18.02.075 (Zoning Map Amendments and Zoning Code Amendments).

**FINDINGS:** Staff recommends the following findings for approval pursuant to the Carson City Municipal Code Section 18.02.075(5), Zoning Map Amendments and Zoning Code Amendments.

**1. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.**

*Rationale: The proposed Zoning Code Amendment is in substantial compliance with the goals, policies and action programs of the Master Plan by Carson City by seeking to preserve and enhance its historic resources by enforcing its existing preservation regulations and ordinances and updating them as needed and by encouraging historic preservation efforts through the use of financial, building, and related incentives for the restoration and rehabilitation of historic structures and facilities. (Guiding Principle 10: Protection of Historic Resources) Goal 10.1 Preserve and Enhance Historic Resources.*

**2. The proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.**

*Rationale: This Zoning Code Amendment will increase the opportunity for residents of Carson City to serve on the HRC. Carson City has been advertising for the HRC Architect position for almost a year with no application submittals. The goal of the Planning Division is to have a fully staffed seven member commission within the next few months.*

**3. The proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.**

*Rationale: The proposed amendment will have no impact on existing or planned public services or facilities, and will not adversely impact the public health, safety and welfare.*

Respectfully submitted,

PUBLIC WORKS, PLANNING DIVISION

*Jennifer Pruitt*

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Jennifer Pruitt, AICP, LEED AP  
Principal Planner

Attachments: CCMC 18.06.025  
Draft Ordinance



# CARSON CITY FIRE DEPARTMENT

*"Service with Pride. Commitment. Compassion"*

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## MEMORANDUM

TO: Community Development

FROM: Duane Lemons, Fire Inspector

DATE: April 1, 2011

SUBJECT: AGENDA ITEMS FOR APRIL 27, 2011 PLANNING COMMISSION MEETING.

We reviewed the agenda items for the Planning Commission Meeting and have the following comments:

- ZCA-11-019 Carson City Planning Division We have no concern with the applicant's request.
- SUP-11-021 Peter Tomaino The applicant must meet all codes and ordinances as they relate to this request.
- SUP-11-022 & VAR-11-023 Carson City School District The applicant must meet all codes and ordinances as they relate to this request.

DL/llb

## Jennifer Pruitt - Planning commission comments

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**From:** Dustin Boothe  
**To:** Kathe Green  
**Date:** 4/11/2011 12:00 pm  
**Subject:** Planning commission comments

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Kathe:

Please see comments below

ZCA-11-019

Carson City Health and Human Services has no comments regarding the project as described in the packet received.

SUP-11-021

Carson City Health and Human Services has no comments regarding the project as described in the packet received.

SUP-11-022

Carson City Health and Human Services has the following comments regarding this project:

1. Building plans must be submitted in accordance with Nevada Administrative Code (NAC) 444.56818 and any other applicable codes.
2. The submitted plans must meet all applicable standards set forth in NAC 444.56816 to 444.56862 inclusively.

VAR-11-023

Carson City Health and Human Services has no comments regarding the project as described in the packet received.

Dustin Boothe, REHS  
Carson City Health and Human Services  
900 E. Long St.  
Carson City, NV 89706  
(775) 887-2190 ext. 7220

Please Note I have a new E-Mail address.  
dboothe@carson.org

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