

CARSON CITY HISTORIC RESOURCES COMMISSION

Minutes of the May 31, 2007 Meeting

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A meeting of the Carson City Historic Resources Commission was scheduled for 5:30 p.m. on Thursday, May 31, 2007 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Michael Drews
Gregory Hayes
Rebecca Ossa
Lou Ann Speulda

STAFF: Jennifer Pruitt, Senior Planner
Rose Mary Johnson, Management Assistant
Don Wilkins, Building Division Plans Examiner
Joel Benton, Senior Deputy District Attorney
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (1-0009) - Chairperson Drews called the meeting to order at 5:30 p.m. Vice Chairperson Lopiccolo and Commissioners Baker and Darney were absent.

B. DISCLOSURES (1-0014) - None.

C. PUBLIC COMMENT (1-0016) - None.

D. STAFF PUBLIC SERVICE ANNOUNCEMENTS (1-0023) - None.

E. PUBLIC HEARING:

E-1. HRC-06-238a ACTION TO CONSIDER A REQUEST TO AMEND A PREVIOUSLY-APPROVED APPLICATION FROM CARSON LODGE #1 F&A.M. TO ALLOW A CHANGE OF LOCATION FOR EXTERIOR AIR CONDITIONING UNITS TO THE SOUTH SIDE OF THE EXISTING BUILDING, ON PROPERTY ZONED DOWNTOWN COMMERCIAL (DC), LOCATED AT 113 EAST WASHINGTON STREET, APN 004-261-01 (1-0028) - Chairperson Drews introduced this item. Ms. Pruitt reviewed the staff report and agenda materials, and narrated pertinent slides. She commended the applicants on their application materials.

(1-0096) Alan Marsh, of Carson Lodge #1 F&A.M., introduced himself for the record. In response to a question, he explained the problems associated with the existing location of the air conditioning units and the purpose for requesting to relocate them. In response to a further question, he reviewed details of the proposed air conditioning units and their installation requirements. He responded to additional questions regarding the need to place the units five feet off the ground rather than under the building eaves, and the associated plumbing.

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Ms. Pruitt introduced Mr. Wilkins, and advised he had been working with the applicants on this project. In response to an earlier question, Mr. Wilkins advised that the proposed mounting method will conceal the refrigerant lines behind the air conditioning units.

Chairperson Drews called for additional commission questions or comments and for public comment. When none was forthcoming, he entertained a motion. Ms. Pruitt noted that the applicants had stipulated to paint the associated brackets and piping, and requested the commissioners to include this stipulation in the motion. Mr. Wilkins suggested also painting the electrical disconnect boxes. Mr. Marsh so stipulated to paint "everything that's required." **Commissioner Hayes moved to approve the request to amend the previously-approved application, from Carson Lodge #1 F&A.M., to allow a change of location for air conditioning exterior units to the south side of the existing building, on property zoned downtown commercial, located at 113 East Washington Street, to include painting of support pieces, holes, hardware, appropriately to match the paint of the building itself. Commissioner Speulda seconded the motion. Motion carried 4-0.**

E-2. DISCUSSION AND POSSIBLE ACTION REGARDING THE DRAFT CARSON CITY HISTORIC RESOURCES COMMISSION POLICY AND PROCEDURE MANUAL 2007 (1-0277) -

Chairperson Drews introduced this item. Ms. Pruitt discussed the purpose of the special meeting to review proposed language. She advised of a recommendation from Planning Division Director Walter Sullivan to defer action on this item until the full commission is in attendance. Chairperson Drews agreed, and expressed a preference for providing as much opportunity for public comment and input as possible. He suggested developing a process "so that any applicant applying for demolition knows what the process is, what they have to provide, and what we'll review." He listed details to be included in said process, and discussion followed. Ms. Pruitt discussed the importance of a specific process in light of the fact that applicants often work with staff for a significant period of time prior to actually submitting an application for review by the commission. She noted the significance of the commission's CLG grant application for funding to prepare reports for two existing historic churches. She discussed the importance of the demolition section to the policies and procedures manual, as well as to the Carson City Municipal Code.

In response to a question, Ms. Pruitt advised that the Planning Division utilizes the State Historic Preservation Office's contractor list. Commissioner Speulda suggested developing a flow chart. Ms. Pruitt responded to questions regarding the time table associated with revising the draft policies and procedures manual. She advised of the intent to involve Building Division staff in developing the demolition criteria. In response to a question, she advised that rebuilding plans are only required as part of the demolition permit process in the historic district.

Chairperson Drews reviewed the draft demolition policy, included in the agenda materials. He noted that the requirement for an historic context was missing from the policy language, and suggested this as a possible CLG project. Commissioner Hayes suggested developing preamble language to the demolition policy. Commissioner Speulda reiterated the suggestion to develop a flow chart or a checklist. Chairperson Drews agreed, and suggested first conducting the evaluation. If the structure meets significance criteria, a condition assessment would be the next step. Discussion followed, and Ms. Pruitt advised that the Building Division is responsible for making decisions with regard to a structure's effect on public health, safety, and welfare. Chairperson Drews suggested that if the structure meets the condition assessment criteria, the next step would be determining economic feasibility. Discussion followed, and Chairperson Drews noted that the purpose of an economic analysis would not be to compare restoration to new

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construction. Additional discussion took place, and Ms. Pruitt reiterated the importance of establishing a clear process. Discussion took place with regard to notifying historic district property owners and realtors of historic district policies on a regular basis.

Ms. Pruitt suggested requiring anyone interested in demolition to first appear before the commission prior to the design phase of any project. She further suggested that the first meeting with the commission could be to discuss the historic district demolition policy. The commissioners agreed, and discussion followed. Ms. Pruitt noted the importance of requirements removing the “warm and fuzzy” element. She further noted the importance of establishing written policies for the benefit of those people who seem to want to “push the envelope” unless they “see it in writing.”

Chairperson Drews continued reviewing the proposed process, as follows: first a pre-design / demolition policy review meeting; then the significance evaluation; the general, physical condition assessment; and an economic feasibility study. He suggested that the economic feasibility study could include a number of alternatives. He further suggested that the demolition costs would be “an asterisk throughout.” Recycling / salvaging costs would also be a consideration. Following discussion, Chairperson Drews suggested phrasing the economic feasibility study as a cost / benefit analysis and using real engineering economic terms. Mr. Benton advised this concept would be more defensible in terms of historic significance and standardization.

Chairperson Drews suggested working on the demolition process policies between the commissioners prior to beginning to send revisions to Ms. Johnson. Discussion took place with regard to how to proceed to provide suggested revisions to Ms. Johnson. Ms. Pruitt requested the commissioners to provide their suggested revisions by the end of next week.

With regard to the cost / benefit analysis, Commissioner Hayes suggested including as many step-by-step alternatives as would be reasonable. With regard to moving a structure, Chairperson Drews discussed the significance of determining the integrity of the existing location as well as the potential location. He suggested including, in the policy language, the Secretary of the Interior’s Standards criteria for significance and integrity. In response to a question, he suggested that if saving the structure is determined to be infeasible, the next step would be mitigation, the first step for which would be documentation. Salvage would be a necessary part of the process, together with an approved site plan. Commissioner Hayes suggested that consideration should be given to determining the feasibility of saving portions of the structure and building around it before complete demolition is approved. Discussion took place regarding the significance of a comprehensive historic context for Carson City. Ms. Pruitt noted the importance of being able to estimate a time table for the applicant. Discussion followed, and Ms. Pruitt advised of flow chart creation software available in the Planning Division.

Chairperson Drews suggested language regarding fences, and Ms. Pruitt suggested concentrating on the Design Standard 5.24, Guidelines for Fences. At Chairperson Drews’ request, she read pertinent portions of the guidelines into the record. Following discussion, she suggested specifying in the language that vinyl fencing is prohibited in the historic district. Commissioner Hayes suggested including a prohibition against chain link fencing, as well.

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Chairperson Drews offered to develop a flow chart, and expressed an interest in presenting it to the full commission and receiving as much public comment as possible on the draft policies and procedures manual. Ms. Johnson pointed out revisions by District Attorney's staff which were indicated in the draft. Discussion took place regarding the importance of established findings in all commission actions, and the commissioners reviewed the pertinent portions of the draft policies and procedures manual. Additional discussion took place regarding the number of commissioners which constitutes a quorum. Ms. Johnson pointed out the revisions suggested by former Commissioner Peter Smith, and requested the commissioners' consideration.

F. ACTION ON ADJOURNMENT (1-1938) - Commissioner Ossa moved to adjourn the meeting at 7:07 p.m. Commissioner Speulda seconded the motion. Motion carried 4-0.

The Minutes of the May 31, 2007 Carson City Historic Resources Commission meeting are so approved this 13th day of September, 2007.

MICHAEL DREWS, Chair