





**BOARD OF COMMISSIONERS**

1594 Esmeralda Avenue, Minden, Nevada 89423  
775-782-9821

**NOTICE AND ACKNOWLEDGEMENT OF RELEASE  
OF APPLICATION MATERIALS TO THE PUBLIC**

The applicant acknowledges that he or she is hereby noticed, advised, and accepts that:

- (1) Douglas County is a public entity and is subject to the Nevada Public Records Law (NRS Ch. 239) and the Nevada Open Meeting Law (NRS Ch. 241). The Board of County Commissioners, recognizing the importance of the various Douglas County advisory boards, has chosen to conduct the application review and interviews through a public meeting process. The applications and any materials submitted with the application will be made public as part of the meeting materials as required by NRS Ch. 241.
- (2) I, hereby acknowledge by submitting an application and any other information provided as part of the application process, I am waiving any and all confidentiality under Douglas County Code 2.02.130(7) and authorizing the release of my name, application, cover letter, resume, and any other information I have provided as a part of the application process; EXCEPT for number/street addresses, electronic mail addresses and phone numbers for myself, references, and supervisors which are specifically indicated below. All information, except for requested redacted material, will be treated as a public record and will be available to the members of the public and the media throughout this process.

\_\_\_\_\_ Request Redaction (initial). If marked, indicate which material you are requesting be redacted:

Phone Number: \_\_\_\_\_ Applicant  
 \_\_\_\_\_ References  
 \_\_\_\_\_ Supervisors

Number/Street Address: \_\_\_\_\_ Applicant  
 (City/State will not be redacted) \_\_\_\_\_ References  
 \_\_\_\_\_ Supervisors

Electronic Email Address: \_\_\_\_\_ Applicant  
 \_\_\_\_\_ References  
 \_\_\_\_\_ Supervisors

- (3) I, hereby acknowledge by submitting an application I waive any and all rights to further personal notice of the above referenced public posting of information and any notice that may be required by the Nevada Public Records Law or Nevada’s Open Meeting Law, and hereby consents to these actions.
- (4) Failure to timely return this NOTICE will be deemed to be an automatic withdrawal of the applicant from consideration for an advisory board as the, application and all other material submitted cannot legally be provided or considered by the Board of County Commissioners during its public meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## **Title 2 Administration and Personnel**

### **2.28 Genoa Historic District Commission**

2.28.010 Established--Membership

2.28.020 Chairman--Election and duties

2.28.030 Rules and regulations adoption

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#### **2.28.010 Established--Membership**

There is established in Genoa a historic district commission, the members of which shall be five members appointed by the board of commissioners. The board must choose persons qualified to serve on the historic district commission and fulfill its purpose stated in chapter 20.680.

A. All members shall serve without compensation. Members are, in order of preference, to be residents of the town of Genoa or zone 1, residents of zone 2, or residents of zone 3. The map showing the zones shall be kept on file with the Genoa town board.

B. At least one member shall be experienced in building construction.

C. One member be an architect, designer or engineer.

D. One member be a person actively involved in a state or local historical society or group.

E. The characteristics listed in subsections B, C and D above should not be vested in the same individual.

F. In the event that no person qualified to serve on the commission is available who also fulfills the conditions set forth in subsections A, B, C and D of this section the board of commissioners shall appoint a member at their discretion.

The board of county commissioners shall appoint any member not a member of the town board for a term of two years, and may reappoint any such member to a subsequent term of two years. Any vacancy occurring during any member's term shall be filled by the board of county commissioners. A person appointed to fill a vacancy occurring during a term shall serve out the unexpired term of the member replaced. Upon the expiration of the terms of members serving on the commission on the effective date of this ordinance, the board shall set the appointed members' terms so as to provide for the terms of two of the appointed member's terms ending on December 31st on even-numbered years and two of the appointed member's terms ending on December 31st of odd-numbered years. (Ord. 696, §1, 1995; Ord. 505, 1989, Ord. 427 §1, 1984; Ord. 212 §4, 1974)

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#### **2.28.020 Chairman--Election and duties**

A. The commission shall elect from its membership a chairman and vice-chairman.

B. Duties of the chairman shall be to preside at meetings and be the signatory of any correspondence necessitated by operation of the commission. (Ord. 212 §5(a) and (b), 1974)

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**2.28.030 Rules and regulations adoption**

The commission may adopt rules and regulations regarding procedures consistent with this chapter and chapter 20.680 and 20.658 and shall submit the rules and regulations to the board of commissioners for its approval. The commission may employ clerical and technical assistance within the constraints of its budgeted funds, if any. (Ord. 945, 2000; Ord. 696, §2, 1995; Ord. 505, 1989; Ord. 212 §5(c), 1974)

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**2.28.040 Quorum**

Three members of the commission shall constitute a quorum, and it shall be necessary for the concurrence of a majority of all members present to vote on any action the commission desires to take. (Ord. 212 §5(d), 1974)

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**2.28.050 Meetings--Hearings**

A. The commission shall hold a public meeting on a regular day each month, unless there are no applications pending before the commission. Notice of the meetings shall be given in conformance with the provisions of chapter 241 of NRS, Open Meeting Law. Each application must be submitted on a form approved by the board of county commissioners and must contain or be accompanied by the information specified in the form

B. The chairman of the commission must notify the applicant in writing within ten working days after the application is submitted. If the chairman determines that the application is not complete and ready for hearing the notice must specifically state what items the applicant should further submit to complete the application. Upon submission of these items, the chairman shall notify the applicant within five days that the application is complete and ready for hearing. The notice must also inform the applicant of the date, time and place of the public meeting of the commission at which the application will be heard.

C. The commission must act on the applicant's complete application within sixty days after the date of the written notice of a complete application is given to the applicant pursuant to subsection B. The commission's failure to act on the applicant's complete application within sixty days means that the commission is deemed to have approved the application. The time limit prescribed in this subsection may only be extended by mutual consent of the applicant and the commission, and any extension may not exceed an additional sixty days beyond the original sixty day period. (Ord. 945, 2000; Ord. 505, 1989; Ord. 212 §5(e), 1974)

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**2.28.060 Commission actions**

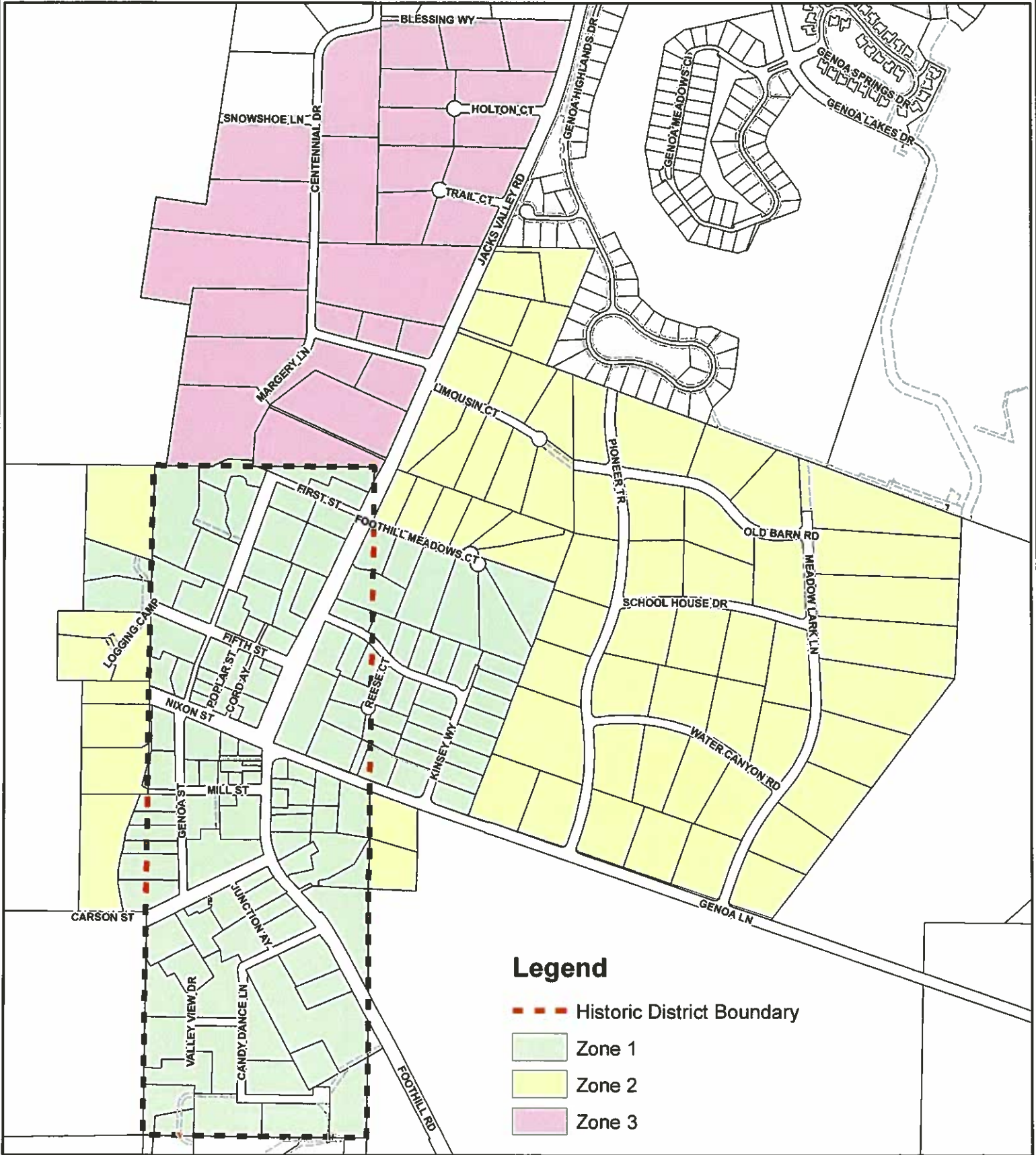
A. The commission's review is limited to exterior architectural features shown on the applicant's project application. If the exterior architectural features submitted by the applicant are not consistent with an architectural style recognized by the commission as being used historically in the district or if the combination of exterior architectural features are inconsistent with the applicant's proposed project, the commission may recommend

disapproval of the applicant's proposed project because of the architectural style or combination of exterior architectural features do not substantially achieve preservation, maintenance, protection and rehabilitation of the publicly visible architectural style of structures in the district. If the exterior architectural features submitted by the applicant are consistent with an architectural style recognized by the commission as being used historically in the district and the applicant's combination of exterior architectural features are consistent with the applicant's proposed project, the commission must recommend approval of the applicant's proposed project because the project preserves, maintains, protects or rehabilitates the publicly visible architectural style of structures in the district.





B. Exterior architectural feature means the outside design and style parts of the structure which are subject to view from a public street or place. Exterior architectural features include projections, recesses, eaves, and roof overhangs, roof plan, trim detail, wall and window treatment, siding material, building color, the use and design placement of signage and display advertising. Exterior architectural feature does not include interior plans, building features not subject to view from a public street or place, and matters addressed by county planning and zoning regulations outside of the provisions of this chapter, including but not limited to county zoning, building, electrical, plumbing, fire or safety codes and the county's review procedures conducted pursuant to these other regulations and codes. (Ord. 945, 2000.)

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# Genoa Historic District Appointment Zones



## Legend

-  Historic District Boundary
-  Zone 1
-  Zone 2
-  Zone 3

0 500 1,000 2,000 Feet

The data contained herein has been compiled on a geographic information system for the use of Douglas County. The data does not represent survey delineation and should not be construed as a replacement for the authoritative source, plat maps, deeds, resurveys, etc. No liability is assumed by Douglas County or MAGIC as to the sufficiency or accuracy of the data.

