

State of Nevada
Department of Conservation and Natural Resources
Joe Lombardo, *Governor*
James A. Settelmeyer, *Director*
Arthur Krupicz, *Administrator*
Joseph Curtis, *Chair*

NOTICE OF PUBLIC MEETING & AGENDA COMSTOCK HISTORIC DISTRICT COMMISSION

Tuesday, December 2nd, 2025, at 5:00 pm

There will not be a 4:30pm workshop.

Meeting Location

The meeting will be held via TEAMS conference, accessible via electronic devices connected to the internet with listening and microphone capabilities. Video camera capability will also allow users to watch others in the meeting who are also using a video camera. The in-person option will be held starting at 5:00pm, December 2nd, 2025.

**Comstock History Center
Comstock Historic District Commission
20 North E Street,
Virginia City, NV 89440**

To join the Comstock Historic District Commission Meeting:

[Join the meeting now on Microsoft Teams](#)

Meeting ID: **299 300 139 928 94**

Passcode: **rX3mm37a**

- Meetings are audio-recorded and/or transcribed as part of the public record.
- Action may be taken on those items denoted "For possible action."
- At the discretion of the chair: items on the agenda may be taken out of order; two or more agenda items may be combined; agenda items may be removed from the agenda, or delay discussion relating to an item, at any time.

- **CALL TO ORDER - Pledge of Allegiance**
Chair of the Comstock Historic District Commission (CHDC), Mr. Joe Curtis
- **CALL FOR THE START OF THE RECORDING OF THE MEETING.**
CHDC Chair and Staff.
- **CALL FOR CONFIRMATION THE MEETING WAS PROPERLY POSTED.**
CHDC Chair and Staff.
- **ROLL CALL OF COMMISSIONERS AND DETERMINATION OF QUORUM.**
CHDC Chair and Staff.
- **APPROVAL OF AGENDA. (FOR POSSIBLE ACTION)**
Approval of the Agenda for Tuesday, December 2nd, 2025.
- **PUBLIC COMMENT.**
Public comments will be made on any matter relevant to the Commission. Public comments will be heard at the beginning and end of the meeting and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to three (3) minutes per person at the discretion of the Chair on specific agenda items. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. All those providing comments are asked to begin by stating their name for the record.
- **ADMINISTRATIVE ITEMS.**
 - I. Chair's Report
 - II. Commissioner Comments
- **APPROVAL OF OCTOBER 7, 2025 MINUTES. (FOR POSSIBLE ACTION) - APPENDIX A**
Minutes from October 7, 2025 CHDC Meeting.
- **ITEM ONE (FOR POSSIBLE ACTION) - APPENDIX B**
Revised Proposed Regulation of the Comstock Historic District Commission, LCB File No. R016-24
Discussion, review, and possible adoption of updates to proposed regulations. Two proposed changes, specifically addressing concerns raised by Senator Titus and Senator Daly during the recent Legislative Commission hearing. Clarifies the version of federal regulation referenced, as well as potentially providing additional specificity around district boundaries.
- **ITEM TWO (FOR POSSIBLE ACTION)**
Authorization to explore and negotiate a proposed agreement for services with Storey County
Discuss and possibly authorize the Commission Chair to explore and negotiate an agreement

with Storey County to provide contract services including potential staffing to the Comstock Historic District. To be brought back to the Commission for consideration at a future meeting.

- **PUBLIC COMMENT.**

Public comments will be made on any matter relevant to the Commission. Public comments will be heard at the beginning and end of the meeting and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to three(3) minutes per person at the discretion of the Chair on specific agenda items. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. All those providing comments are asked to begin by stating their full name for the record.

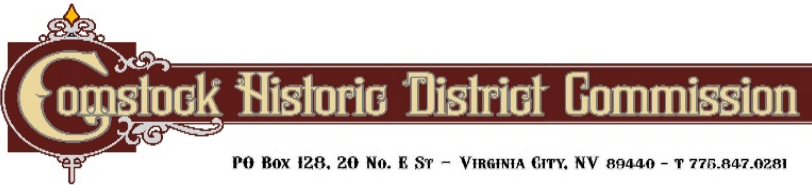
- **ADJOURNMENT. (for possible action)**

Members of the public who are disabled and require special accommodation or assistance at the meeting are requested to notify the Comstock Historic District Commission in writing c/o Nevada State Historic Preservation Office, at 901 South Stewart Street, Suite 3002, Carson City, NV 89701, by calling (775) 684-3448, or by emailing art.krupicz@shpo.nv.gov no later than 9:00am, December 2nd, 2025.

Supporting documents for agenda items are made available on our website at: <https://shpo.nv.gov/comstock-historic-district-commission>. Please contact the Commission office if you wish to obtain copies prior to the meeting by emailing the Nevada State Historic Preservation Office, at art.krupicz@shpo.nv.gov or by calling (775)684-3448.

This notice will be posted on or before 9:00am, on or before the third working day before the meeting at:

- The Comstock Historic District Commission office located at 20 North E Street, Virginia City, NV 89440; all notices are also posted online at <https://notice.nv.gov> and <http://shpo.nv.gov>



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APPENDIX A

MINUTES OF THE COMSTOCK HISTORIC DISTRICT COMMISSION

DATE: Tuesday, October 7, 2025

PLACE: Comstock Historic District Commission Office, 20 North E. Street, Virginia City, Nevada 89440

WORKSHOP MEETING: None

REGULAR MEETING TIME: 5:00 pm

CALL TO ORDER: 5:00 pm

PLEDGE OF ALLEGIANCE. The Pledge was recited.

COMMISSIONER ROLL CALL. Quorum was achieved.

Clay Mitchell – Present
Nancy Cleaves – Present
Julie Workman – Present
David Bates – Absent
Calvin Dillon – Present
Tammy Hendrix – Present
Nicole Ting – Present
Joe Curtis – Present
Mercedes de la Garza - Absent
District Officer, Shelley Smith - Present

OPENING PUBLIC COMMENT.

Comstock Historic District Commission (CHDC) Chair, Joe Curtis opened the meeting to public comment by stating that comment relevant to the CHDC would be taken at the beginning and the end of the meeting and taken at the discretion of the Chair on all agenda items listed for possible action. Comments were limited to three minutes per person and not restricted by viewpoint. It was advised that no action would be taken on any matters raised during the public comment period and all members of the public providing comment would first be asked to begin by stating their name for the record. The Chair opened the floor to the public for comment, there was no public comment and the meeting proceeded.

ADMINISTRATIVE ITEMS.

The agenda was corrected on the following items: the Pledge of Allegiance was added to the agenda. Julie Workman moved to approve the changes, and Nancy Cleaves seconded the motion.

- I. Chair Report- Joe Curtis began his report by commenting on the use of RVs, trailers, shipping containers, and other items within the district that do not follow the design guidelines and may not

comply with state law. He reports any potential violations to the District Officer but believes the ongoing issues warrant future discussion. Nicole Ting advised that the District is limited to issuing Certificates of Appropriateness but stated she would conduct further research on the matter. Clay Mitchell suggested holding a future meeting or workshop that includes individuals who have violated applicable guidelines, in order to establish a proper procedure for handling such occurrences in the future.

- II. Staff Notes- Staff notes were sent to the Commissioners via email. Shelley Smith reported that she has been, and will continue, working with Storey and Lyon Counties to streamline the application process and simplify the steps for public use, as there is currently some confusion. The new equipment is still in process of being installed and expected to be completed shortly. In addition she is working on a new project with the local 4th grade class. The lesson plan is to teach students how to research improve their understanding of architectural details and planning, and build gingerbread houses. The project will be on display throughout the upcoming holiday season.

A concerned public comment was made regarding a new residential housing development near the Sutro Tunnel District boundaries. Ms. Smith explained that she has worked with the developers, who may encroach on the District boundaries. However, when the property was sold, the buyers were not informed that it was within the District. She has since ensured that both Lyon and Storey Counties have updated maps of the District to prevent such oversights in the future. The planned development would affect only a very small area, and she suggested a construction easement as a solution

She also wished to give Mercedes de la Garza compliments on her work in the rehabilitation of the St. Paul's Episcopal Church and commended the work completed.

- III. Correspondence - Clay Mitchell reported that more research and steps are being taken for Storey County to manage the Comstock Historic District Commission and keep the board local.

Tammy Hendrix made comment that she agreed with Joe Curtis' earlier thoughts on RVs and trailers within the Comstock and agreed on stronger penalties for public compliance.

APPROVAL OF THE JULY 1ST, 2025 MEETING MINUTES.

Calvin Dillon moved to approve, Tammy Hendrix seconded. The July meeting minutes were approved unanimously.

ITEM 1; REVISED PROPOSED REGULATION OF THE COMSTOCK HISTORIC DISTRICT COMMISSION, LCB FILE NO. R016-24.

The new proposed regulations were reviewed by the board and approved in their entirety. Mrs. Julie Workman complimented the revisions and felt that they had included everything the subcommittee had requested. Clay Mitchell moved to approve and adopted the new permanent regulations, and Julie Workman seconded. The motion was moved unanimously.

CLOSING PUBLIC COMMENT.

Claude Senton complimented the new screens installed in the conference room. Joe Curtis thanked him. Calvin Dillion thanked Joe Curtis for installing them.

Arthur Krupicz mentioned that he will soon send a State Historic Preservation Office Representative to join the Commission Board in future meetings. Mr. Curtis thanked him and said he looks forward to the addition and the inclusive input the State's representative will bring.

ADJOURNMENT.

Karen motioned to adjourn, and Calvin Dillon seconded the motion.

MEETING ADJOURNED: 5:48 pm

Minutes taken by Calvin Dillon as the District Admin Asst was absent, however it was recorded for record.

Minutes submitted by Calvin Dillon, reviewed by Chair Joe Curtis.

APPENDIX B

SECOND REVISED PROPOSED REGULATION OF THE COMSTOCK HISTORIC DISTRICT COMMISSION

LCB File No. R016-24

Amendment Proposed by the Comstock Historic District Commission

EXPLANATION: Matter in (1) ***blue bold italics*** is new language in the original regulation; (2) variations of **green bold underlining** is language proposed to be added in this amendment; (3) ~~red strikethrough~~ is deleted language in the original regulation; (4) ~~purple double strikethrough~~ is language proposed to be deleted in this amendment; (5) **orange double underlining** is deleted language in the original regulation proposed to be retained in this amendment.

Section 1. NAC 384.020 is hereby amended to read as follows:

384.020 1. The officers of the Commission consist of a Chair ~~{, a}~~ ***and*** Vice Chair , ~~{, a~~
Secretary and a Treasurer, as determined by the Commission.

2. The Commission may elect or appoint such other officers as it deems desirable. These officers shall perform the duties prescribed from time to time by the Commission.

3. Any two or more offices may be held by the same person, except the Office of Chair.

Sec. 2. NAC 384.040 is hereby amended to read as follows:

384.040 1. The Chair is the principal executive officer of the Commission . ~~{and shall~~
supervise and control all of the business and affairs of the Commission.

2. The Chair shall preside at all meetings of the Commission.

3. The Chair may sign, with the ~~{Secretary, or any other proper officer of the Commission~~
authorized by the Commission, ***Vice Chair,*** any deeds, mortgages, bonds, contracts, or other instruments which the Commission has authorized to be executed, except in cases where the signing and execution is expressly delegated by the Commission, or by statute, to some other officer or agent of the Commission.

4. The Chair shall perform the duties incident to his or her office and such other duties as

may be prescribed by the Commission from time to time.

5. The Chair, or his or her designee, has charge and custody of and is responsible for all funds and securities of the Commission. The Chair, or his or her designee, shall receive and give receipts for money due and payable to the Commission from any source whatsoever and shall deposit all such money in the name of the Commission in the Account for the Comstock Historic District created by NRS 384.170.

Sec. 3. NAC 384.050 is hereby amended to read as follows:

384.050 1. In the absence of the Chair, or in the event of his or her inability or refusal to act, as determined by a majority of the Commission, the Vice Chair shall perform the duties of the Chair.

2. When acting as Chair, the Vice Chair has all the powers of and is subject to all the restrictions upon the Chair.

3. The Vice Chair shall perform such other duties as from time to time may be assigned to him or her by the Chair or by the Commission.

4. The Vice Chair may perform any of the actions described in subsection 5 of NAC 384.040 on behalf of the Chair.

Sec. 4. NAC 384.090 is hereby amended to read as follows:

384.090 1. The Commission, by resolution adopted by a majority of the Commissioners, may designate one or more committees, each of which must consist of two or more Commissioners.

2. The committees, to the extent provided in the resolution, have and shall exercise the authority of the Commission and the management of the Commission; but the designation of such committees and the delegation of authority to them does not operate to relieve the Commission or any individual Commissioner of any responsibility imposed upon the

Commission or the Commissioner by law.

3. The Commission may appoint an architectural committee composed of members who have expertise and background in architecture, engineering or design . ~~It, particularly as it relates to the architectural design and engineering methods used and employed in the Comstock Era between 1865 and 1880.~~ This committee's purpose is to advise and consult with the Commission on applications for certificates of appropriateness, make recommendations to the Commission, and perform such other duties and functions as the Commission deems advisable. The members of this committee need not be members of the Commission.

4. Other committees not having and exercising the authority of the Commission may be designated by a resolution adopted by the Commission. Except as otherwise provided in the resolution, the members of such a committee need not be members of the Commission. The Chair shall appoint the members of the committee. Any member of the committee may be removed by the Chair whenever in his or her judgment the best interests of the Commission will be served by the removal.

Sec. 5. NAC 384.110 is hereby amended to read as follows:

384.110 1. The Commission may employ ~~an Office Manager~~ *a District Officer* to ~~supervise all~~ *carry out the powers and duties described in subsections 2 and 3.*

2. The District Officer shall:

(a) Supervise:

(1) The office and day-to-day ~~routine~~ operations of the Commission ~~to supervise the~~ ;

(2) Any personnel employed by the Commission pursuant to NRS 384.080; and

(3) Any building inspectors ~~and handle violations.~~

~~—2.—The Office Manager shall advise~~ *designated by the Commission pursuant to NAC 384.190;*

(b) *Advise* the Commission of pending business and applications ~~and report~~ ;

(c) *Report* violations ~~†~~

~~3. The Office Manager shall interview~~ of this chapter or NRS 384.010 to 384.210, inclusive, and handle any such violations in any manner required by the Commission;

(d) *Interview* and advise applicants according to law and practice, ~~and shall advise them~~ including, without limitation, advising applicants of approved standards and details ~~†~~

~~4. The Office Manager shall review~~ ;

(e) *Review* applications for presentation to meetings of the Commission ;

(f) *Keep the minutes of the meetings of the Commission in one or more books provided for that purpose;*

(g) *See that all notices are given in accordance with the provisions of this chapter or as required by law;*

(h) *Be custodian of the records of the Commission, including all applications for certificates of appropriateness, and their disposition, drawings, photographs, maps, and the library of the Commission;*

(i) *Keep a register of the mailing address of each member of the Commission;* and ~~shall perform~~

(j) *Perform* such other duties as the Commission from time to time may assign.

3. *The District Officer may:*

(a) *Issue certificates of appropriateness on behalf of the Commission in accordance with NRS 384.115; and*

(b) *Exercise the powers granted to a building inspector or similar authority by NRS 384.190.*

Sec. 6. NAC 384.120 is hereby amended to read as follows:

384.120 1. ~~{Regular meetings of the Commissioners must be held}~~ *Except as otherwise provided in subsection 2, the Commission will hold a regular meeting at least once each month* at the Office of the Commission in Virginia City . ~~{on the first Tuesday of each month.}~~

2. *The requirements of subsection 1 do not apply if:*

(a) *Inclement weather or other uncontrollable circumstances make it impossible, impracticable or inadvisable for the Commission to meet;*

(b) *A quorum of members is unable to meet; or*

(c) *The Chair determines that there is not sufficient business to warrant meeting.*

~~{2.}~~ 3. Special meetings of the Commissioners may be called by or at the request of the Chair or two Commissioners. The Chair shall fix the time of the special meeting and the place of the meeting, which may be within or without the Historic District.

~~{3.}~~ 4. If less than a majority of Commissioners are present, a majority of the Commissioners present may adjourn a meeting from time to time without further notice.

Sec. 7. NAC 384.130 is hereby amended to read as follows:

384.130 1. ~~{Notice}~~ *Written notice* of a special meeting of the Commission must be given at least 7 days before the meeting . ~~{, by written}~~ *The* notice ~~{delivered}~~ *must be:*

(a) *Delivered* personally ~~{, or sent}~~ *to each Commissioner;*

(b) *Sent* by *regular* mail ~~{or telegram}~~ to each Commissioner, at his or her address as shown on the records of the Commission ~~{,}~~ *; or*

(c) *Transmitted by electronic mail.*

2. Any Commissioner may waive notice of any meeting.

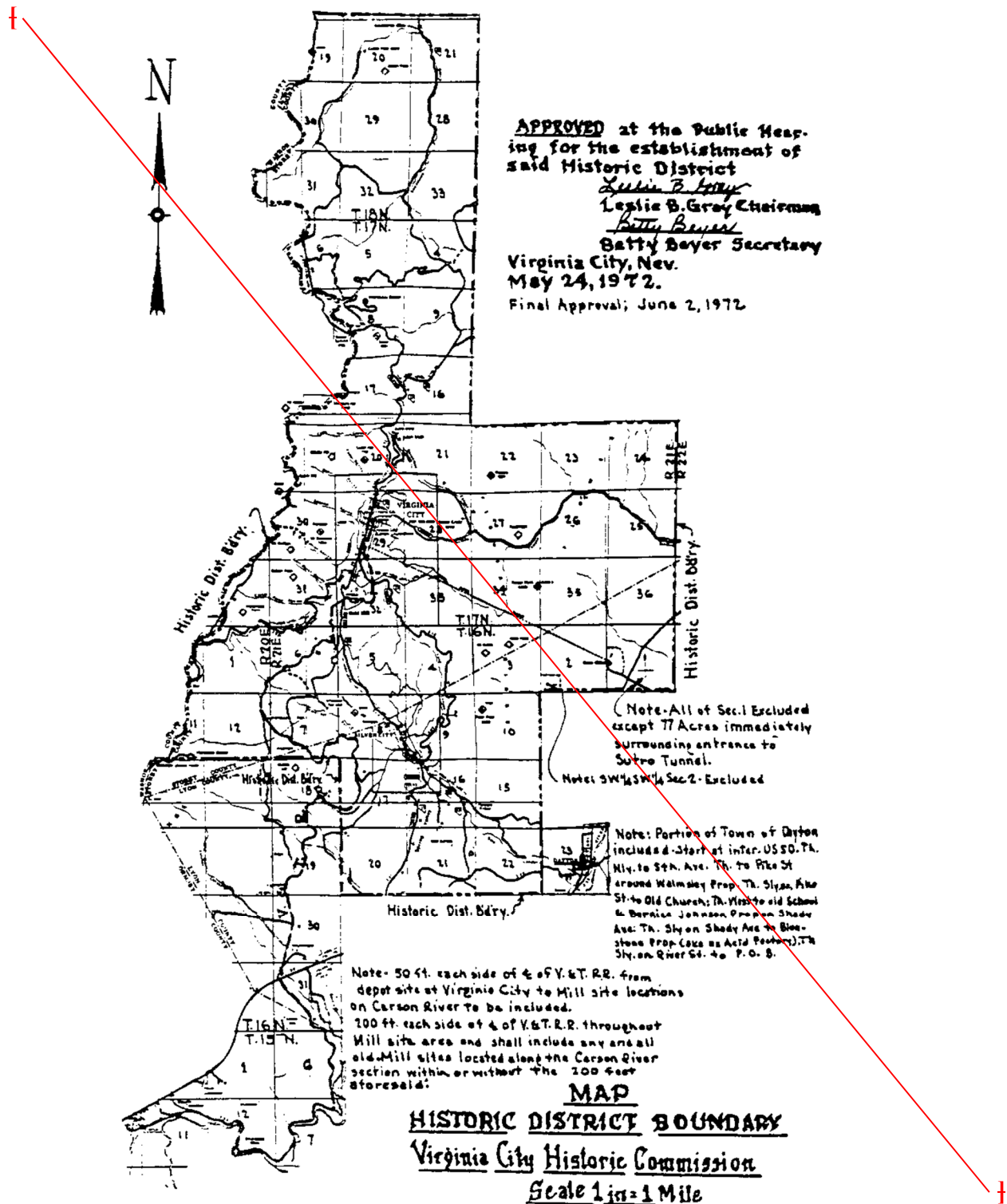
3. A Commissioner's attendance at a meeting constitutes a waiver of notice, except where the Commissioner attends for the express purpose of objecting to the transaction of business because it was not lawfully called.

4. The general nature of the business to be transacted at the special meeting must be set

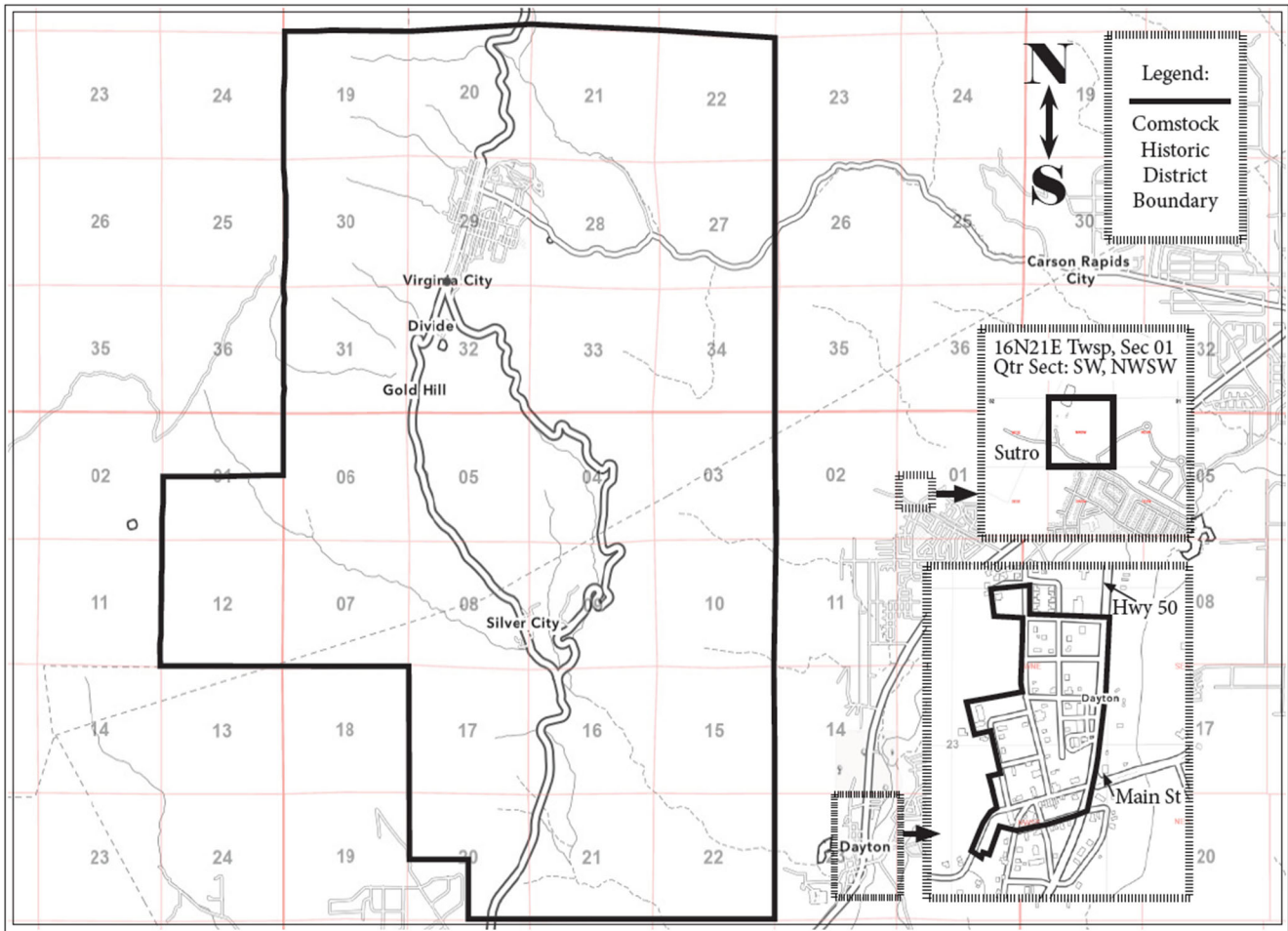
forth in the notice.

Sec. 8. NAC 384.150 is hereby amended to read as follows:

384.150



1.



2. The boundaries of the Historic District include all portions indicated on the map included in subsection 1 that are located within Storey and Lyon counties east of the Washoe County line and situated within:

- (a) Sections 19, 20, 21, 22, 27, 28, 29, 30, 31, 32, 33 and 34, T. 17 N., R. 21 E., M.D.B. & M.;*
- (b) Section 12 and S 1/2 of section 1, T. 16 N., R. 20 E., M.D.B. & M.;*
- (c) Sections 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 21, 22 and N 1/2 and SE 1/4 of section 20, T. 16 N., R. 21 E., M.D.B. & M.;*

(d) The NW 1/4 of the SW 1/4 of section 1, T. 16 N., R. 21 E., M.D.B. & M. that surrounds the entrance to Sutro Tunnel; and

(e) The portions of Old Town Dayton located within section 23, T. 16 N., R. 21 E., M.D.B. & M.

3. If a conflict occurs between the map included in subsection 1 and the description of the boundaries of the Historic District set forth in subsection 2, the boundaries of the Historic District set forth ~~in the map~~ in the written description included in subsection ~~1~~ 2 prevail.

Sec. 9. NAC 384.160 is hereby amended to read as follows:

384.160 1. The Commission will prepare and make available applications for certificates of appropriateness to applicants desiring to erect, reconstruct, alter, restore, move or demolish any structure within the *Historic* District, and may establish a reasonable fee to cover the cost of processing an application.

2. The Commission may issue guidelines or bulletins and instruction sheets from time to time setting forth the general policies of the Commission, design criteria, projects or work that may be undertaken without a certificate of appropriateness, and such other information and data which the Commission deems necessary to better inform and assist applicants in submitting their applications for such certificates. *The guidelines, bulletins or instruction sheets issued pursuant to this subsection may include, without limitation, specific information concerning requirements related to exterior signage within the Historic District.*

3. All applications for certificates of appropriateness must be filed with the Office of the Commission and must remain a part of its records.

4. Every application must be accompanied by *a written description of the proposed alteration, additions or changes and may include, without limitation,* drawings or plans of the

proposed alteration, additions or changes, ~~{and for new construction of buildings or property use,}~~ signed by the person, architect, or draftsman who prepared them. ~~{As used in this subsection, “drawing” means plans and exterior elevation drawn to scale with sufficient detail to show, so far as they relate to exterior appearances, the architectural design of buildings, including proposed materials, textures and colors, including samples of materials or color samples, and the plot plan or site lay-out, including all improvements affecting appearances, such as walls, walks, terraces, planting, accessory buildings, signs, lights and other elements.}~~

5. *The Commission may require an applicant to submit any additional information, documentation, drawings or photographs necessary to make a determination regarding the application.*

6. In the case of an application to alter or add to a structure within the *Historic* District, the application ~~{must}~~ *may* be accompanied by legible photographs of all sides of the structure. In the case of applications for demolition of structures, the applicant shall submit legible photographs of all sides of the ~~{building}~~ *structure* under consideration and photographs showing contiguous properties. In the case of an application to construct a new building in the *Historic* District, the application ~~{must}~~ *may* be accompanied by legible photographs of the adjoining properties. *In accordance with subsection 5, the Commission may require an applicant to submit any photographs described in this subsection.*

7. *As used in this section, “drawing” means plans and exterior elevation drawn to scale with sufficient detail to show, so far as they relate to exterior appearances, the architectural design of buildings, including proposed materials, textures and colors, including samples of materials or color samples, and the plot plan or site layout, including all improvements affecting appearances, such as walls, walks, terraces, planting, accessory buildings, signs, lights and other elements.*

Sec. 10. NAC 384.170 is hereby amended to read as follows:

384.170 ~~{1. Preservation is the first responsibility of}~~ *In addition to considering the factors set forth in NRS 384.140, in passing upon the appropriateness of an application pursuant to NRS 384.115 or 384.130, the Commission ~~{, and preservation is preferred to restoration.}~~ will consider:*

1. The Secretary of the Interior's Standards for the Treatment of Historic Properties set forth in 36 C.F.R. Part 68~~{,}~~ 1995.

2. The following principles:

(a) Architectural integrity ~~{is}~~, authenticity and retention of historic building materials are preferable to ~~{synthetic style.~~

~~—3.—Change~~ *substitute building materials and conjectural changes.*

(b) Alterations should be ~~{considered}~~ in ~~{relation to}~~ keeping with the ~~{remainder}~~ character of the ~~{building}~~ structure and ~~{its neighboring structures.~~

~~—4.—Change~~ *the Historic District.*

(c) Rehabilitating or restoring a structure to ~~{authentic}~~ its historic appearance is desirable.

~~{5.}~~ *(d) In ~~{all}~~ planning new ~~{building plans,}~~ construction within the Historic District, extreme care should be observed. ~~{Each new building should be worthy of the area and a pride to the neighborhood. Since all}~~ All new construction ~~{aims to capitalize on the merits of the historic background of the District, it}~~ should ~~{also}~~ contribute ~~{its share of}~~ to the quality, character and desirability ~~{}~~ of the Historic District. All new construction should be compatible with the historic character of the Historic District and should not detract from the integrity of the Historic District.*

~~{6.}~~ *(e) Economic consideration should have little effect on the Commission's judgment insofar as permitting cheaper means of construction, decoration ~~{}~~ and ~~{fabrication.~~*

~~—7.—Imitations}~~ *building material selection.*

(f) *Direct imitation* of ~~old~~ *historic* styles ~~and fake architecture are~~ *is* not desirable. It is more important that new construction be in scale with older structures and ~~not detrimental~~ *be differentiated from them in order* to ~~buildings with historic and architectural worth~~ *not lend a false sense of history.*

Sec. 11. NAC 384.180 is hereby amended to read as follows:

384.180 ~~1.~~ Prior to a preparation of working drawings or calling for proposals or bids from contractors, prospective property developers, owners or agents may prepare preliminary ~~scale~~ drawings , ~~and outlines,~~ specifications, including color samples for outside work ~~1.~~ and photographs for review and informal discussion with the Commission. The purpose of this review is to acquaint the developer, owner or agent with the standards of appropriateness of design that are required of his or her proposed development.

~~{2. Preapplication review does not require formal application but does require notice to be given to the Commission at least 10 days before the date of the meeting in which the preliminary drawings are to be discussed.}~~

Sec. 12. NAC 384.190 is hereby amended to read as follows:

384.190 1. The Commission may designate any county or city building inspector within the *Historic* District to investigate, inspect and examine any structure, place or area within the *Historic* District . ~~in accordance with NRS 384.190.~~ ~~When a certificate of appropriateness is granted,~~ *Upon request,* a *county or city* building inspector ~~may be authorized by the Commission to make~~ *designated pursuant to subsection 1 may:*

(a) *Make* periodic inspections ~~and make~~ *of a structure, place or area within the Historic District;*

(b) *Provide* progress reports to the Commission ~~†~~

~~—3. The inspector may also be requested to report any† ; and~~

(c) *Report* violations of chapter 384 of NRS to the Commission and other appropriate authorities.

3. Except as otherwise provided in this section, a county or city building inspector designated by the Commission pursuant to subsection 1 does not have the authority granted to a building inspector or similar authority by NRS 384.190.

Sec. 13. NAC 384.060, 384.070 and 384.080 are hereby repealed.

TEXT OF REPEALED SECTIONS

384.060 Duties of Treasurer.

1. If required by the Commission, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Commission determines.

2. The Treasurer has charge and custody of and is responsible for all funds and securities of the Commission. The Treasurer shall receive and give receipts for money due and payable to the Commission from any source whatsoever and, in accordance with subsection 3 of NAC 384.080, shall deposit all such money in the name of the Commission in such banks, trust companies, or other depositories as are selected by the Commission.

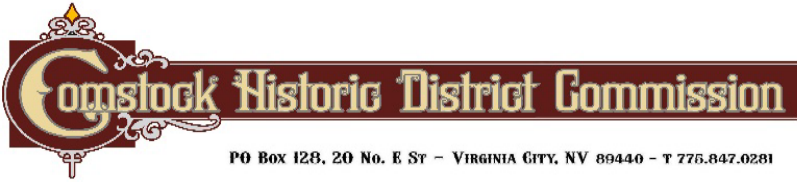
3. The Treasurer shall perform all the duties incident to his or her office and such other duties as from time to time may be assigned to him or her by the Chair.

384.070 Duties of Secretary. The Secretary shall:

1. Keep the minutes of the meetings of the Commission, in one or more books provided for that purpose;
2. See that all notices are given in accordance with the provisions of this chapter or as required by law;
3. Be custodian of the Commission's records, including all applications for certificates of appropriateness, and their disposition, drawings, photographs, maps, and the Commission's library;
4. Keep and maintain a card index system, as required by statute, and keep a register of the mailing address of each member of the Commission which must be furnished to the Secretary by the Commission; and
5. Perform all duties incident to his or her office and such other duties as from time to time may be assigned to him or her by the Chair or by the Commission.

384.080 Contracts, checks, deposits.

1. The Chair and Secretary may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Commission.
2. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Commission must be signed by the Treasurer and countersigned by the Chair or Vice Chair of the Commission.
3. All money of the Commission must be deposited from time to time to the credit of the Commission, in such banks, trust companies, or other depositories as the Commission may select. The Commission may also purchase time certificates of deposit.



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NOTICE OF INTENT TO ACT UPON A REGULATION

Notice of Hearing for the Adoption of Permanent Regulations of the Comstock Historic District Commission

LCB File No. R016-24P2

Public Meeting Details:

The CHDC will hold a public meeting to discuss and adopt proposed regulation changes:

Date: Tuesday, December 2, 2025

Time: 5:00 PM

Location: Comstock History Center, 20 North E Street, Virginia City, NV 89440

Virtual Access: Microsoft Teams

Meeting ID: 299 300 139 928 94

Passcode: rX3mm37a

How to Participate:

Submit written comments via email to [shpo-info\[at\]shpo.nv.gov](mailto:shpo-info[at]shpo.nv.gov) or mail to P.O. Box 128, Virginia City, NV 89440

Engage in shaping the future of the Comstock Historic District by attending or submitting your views.

The following information is provided pursuant to the requirements of NRS 233B.0603:

1. The need for and the purpose of the proposed regulation or amendment.

The proposed revision of NAC 384 seeks to clarify and streamline the definitions, responsibilities, duties, and processes that pertain to the CHDC and its ability to carry out the requirements of NRS 384.

Revisions to NAC 384 include:

- Amending the district boundary to remove the Virginia City Highlands residential area. This will eliminate a large area that does not contain historic resources related to the Comstock.
- Streamlining the Certificate of Appropriateness (COA) process by formally allowing the District Officer to issue certain COAs administratively and removing a requirement that certain applications

for COA be accompanied by certain photographs and instead requiring each application to be accompanied by a written description of the proposed alterations additions or changes.

- Authorizing the Commission to require an applicant to submit any additional information, documentation, drawings or photographs necessary to determine whether to issue a COA to the applicant.
- Revising the principles that the Commission must consider when determining whether to issue a COA and eliminating a requirement that certain notice be given to the Commission before a preapplication review.
- Eliminating the CHDC Officer positions of Secretary and Treasurer.
- Removing the requirement that the Chair of the Commission supervise and control all of the business and affairs of the Commission.
- Removing the requirement that a member of the architectural subcommittee have specific experience relating to the architectural design and engineering methods used between 1865 and 1880, thereby authorizing the Commission to appoint any person who has expertise and background in architecture, engineering or design to an architectural committee.
- Renaming the Office Manager as the District officer and requiring the District Officer to perform certain duties previously performed by the Secretary of the Commission.
- Eliminating the requirement that the Commission meet on the first Tuesday of each month and instead requires the Commission to hold at least one regular meeting each month unless an exception applies.
- Authorizing the electronic transmission of notices for special meetings.
- Clarifying the powers granted to a county or city building inspector so designated.
- Eliminating the authorization for certain officers of the Commission to enter into contracts or sign checks on behalf of the Commission.

2. If the proposed regulation is a temporary regulation, the terms or the substance of the proposed regulation to be adopted, amended or repealed, or a description of the subjects and issues involved.

This is not a temporary regulation.

3. The estimated economic effect of the regulation on the business which it is to regulate and on the public. These must be stated separately and must include in each case:

a. Both adverse and beneficial effects; and

- On business: The CHDC foresees no adverse effects on regulated businesses resulting from the adoption of the proposed regulations as no new requirements or processes will be added. Beneficial effects to business will be a more streamlined process for obtaining COAs for small projects and a greater understanding of the CHDC's principles, requirements, and processes.
- On the public: The CHDC foresees no adverse effects to the public resulting from the adoption of the proposed regulations as no new requirements or processes will be added. Beneficial effects to

the public will be eliminating the requirement for design review of houses built in the Virginia City Highlands, a more streamlined process for obtaining COAs for small projects, and a greater understanding of the CHDC's principles, requirements, and processes.

b. Both immediate and long-term effects.

- On business: The CHDC foresees no immediate effect on regulated businesses resulting from the adoption of the proposed regulations as no new requirements or processes will be added. Beneficial long-term effects will be the more effective implementation of historic district regulations, which will result in the longevity of the district's historic character integrity and contribute to the economic resiliency of the area derived from heritage tourism.
- On the public: The CHDC foresees no immediate effect to the public resulting from the adoption of the proposed regulations as no new requirements or processes will be added. Beneficial long-term effects will be the more effective implementation of historic district regulations, which will result in the longevity of the district's historic character and integrity, in turn resulting in the protection of property values and improved aesthetics of the district in which they reside.

4. The methods used by the agency in determining the impact on a small business.

The CHDC public workshops afforded the opportunity for small businesses within the district to attend and contribute. No comments were received. The CHDC also reviewed its current policies and procedures to evaluate how the district guidelines and processes would affect small businesses. The Comstock Historic District is governed by an existing statute (NRS 384) that requires property owners in the district, including small businesses that own buildings, to receive a COA prior to altering the exterior of their building or prior to the construction of a new building. The regulations found in NAC 384 simply explain the principles, definitions, and processes by which NRS 384 is implemented. The proposed administrative regulation changes do not add new requirements or new processes. The proposed changes only serve to streamline and clarify the existing regulation. Because of this, the CHDC determined that there would not be adverse impacts on small businesses resulting from the proposed changes to NAC 384. On Jun 18, 2025 a public meeting of a committee formed by the Commission was held for the purpose of reviewing the proposed revisions. The committee determined to update the map based on accurate boundaries and clarify that CHDC donations would be placed in a state general fund account in the Comstock Historic District Commission name.

5. The estimated cost to the agency for enforcement of the proposed regulation.

The CHDC does not anticipate incurring any additional cost resulting from the proposed NAC 384 changes.

- 6. A description of and citation to any regulations of other state or local governmental agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the proposed regulation overlaps or duplicates a federal regulation, the notice must include the name of the regulating federal agency.**

The proposed regulation does not overlap or duplicate any existing regulation.

- 7. If the regulation is required pursuant to federal law, a citation and description of the federal law.**

The proposed regulation is not required by federal law.

- 8. If the regulation includes provisions which are more stringent than a federal regulation that regulates the same activity, a summary of such provisions.**

The regulation does not include provisions which are more stringent than a federal regulation that regulates the same activity.

- 9. Whether the proposed regulation establishes a new fee or increases an existing fee.**

The regulation does not create any new fees or increase existing fees.

- 10. If the proposed regulation is a temporary regulation, each address at which the text of the regulation may be inspected and copied.**

This is not a temporary regulation.

All parties wishing to comment upon the proposed upcoming action of the Comstock Historic District Commission may address their comments, data, views or arguments, in written form, by emailing [shelley.smith\[at\]shpo.nv.gov](mailto:shelley.smith[at]shpo.nv.gov), or by mailing to the following address: P.O. Box 128, Virginia City, NV 89440.

Written submissions must be received by the Comstock Historic District Commission on or before 9:00am on May 6, 2025. If no person who is directly affected by the proposed action appears to request time to make comments, the Commission may proceed immediately to act upon any written submissions.

A copy of the official notice and the regulation to be amended will be on file at the State Library, Archives and Public Records, 100 Stewart Street, Carson City, Nevada, for inspection by members of the public during business hours.

Additional copies of the official notice and the regulation to be amended will be available at each Division office location detailed in the following section of this announcement and at the main public library in all counties in which an office of the agency is not maintained for inspection and copying by members of the public during business hours. The upcoming official notice and the text of the proposed revisions to the regulations will also be available in the State of Nevada Register of Administrative Regulations, which is prepared and published monthly by the Legislative Counsel Bureau pursuant to NRS 233B.0653, and on the Internet at <http://www.leg.state.nv.us>. Copies of the official notice and the proposed revisions to the regulation will also be mailed to members of the public at no charge upon request.

Upon adoption of any regulation, the Comstock Historic District Commission (CHDC), if requested to do so by an interested person, either before adoption or within 30 days thereafter, shall issue a concise statement of the principal reasons for and against its adoption and incorporate therein its reason for overruling the consideration urged against its adoption.

Notice of this meeting has been posted at the following locations:

- The Comstock Historic District Commission Office, 20 North E Street, Virginia City, Nevada
- Nevada Public Notice website: <https://notice.nv.gov>
- The Comstock Historic District Commission website: <https://shpo.nv.gov/comstock-historic-district-commission>.
- Nevada State Legislature website: www.leg.state.nv.us/App/Notice/A/
- Nevada State Library and Archives, 100 N. Stewart Street, Carson City, NV
- Department of Conservation and Natural Resources, 901 S. Stewart Street, Carson City, NV
- Storey County Courthouse, 26 South B Street, Virginia City, NV
- Grant Sawyer State Office Building, 555 E. Washington Ave., Las Vegas, NV
- Nevada State Historic Preservation Office, Las Vegas Office, 4747 Vegas Drive, Las Vegas, NV

This notice and its supporting materials are also available for public inspection at the following locations:

- Washoe County Library, 301 South Center Street, Reno, NV
- Carson City Library, 900 North Roop Street, Carson City, NV
- Douglas County Public Library, 1625 Library Lane, Minden, NV
- White Pine County Library, 950 Campton Street, Ely, NV
- Elko County Library, 720 Court Street, Elko, NV
- Lincoln County Library, 63 Main Street, Pioche, NV

- Esmeralda County Library, Corner of Crook & 4th Streets, Goldfield, NV
- Pershing County Library, 1125 Central Avenue, Lovelock, NV
- Mineral County Public Library, 20 Nevin Way, Yerington, NV
- Lyon County Library, 20 Nevin Way, Yerington, NV
- Churchill County Library, 553 South Main St., Fallon, NV
- Battle Mountain Branch Library, 625 South Broad St., Battle Mountain, NV
- Humboldt County Library, 85 East 5th St, Winnemucca, NV
- Eureka County Library, 80 Monroe St., Eureka, NV
- Clark County Library, 1401 E. Flamingo Rd., Las Vegas, NV
- Tonopah Public Library, 167 Central St., Tonopah, NV
- Storey County Community Library, 175 Carson St., Virginia City, NV

This notice will additionally be included in the regularly scheduled May 6, CHDC Agenda and posted no later than 9:00am, on or before the third working day before the scheduled May 6, 2025, meeting at the following locations:

- The Comstock Historic District Commission Office, 20 North E Street, Virginia City, Nevada
- Nevada Public Notice website: <https://notice.nv.gov>
- The Comstock Historic District Commission website:
<https://shpo.nv.gov/comstock-historic-district-commission>

Posted on 04/02/2025

SMALL BUSINESS IMPACT STATEMENT AS REQUIRED BY NRS 223B.0608

LCB File No. R16-24

March 26, 2025

- 1. A description of the manner in which comment was solicited from affected small businesses, a summary of their response and an explanation of the manner in which other interested persons may obtain a copy of the summary.**

The Comstock Historic District Commission (CHDC) and the State Historic Preservation Office (SHPO) determined that the regulation amendments do not impose a direct or significant economic burden upon a small business, or directly restrict the formation, operation, or expansion of a small business. Therefore, comments have not been solicited from small businesses, and no summary of their response is provided. Small businesses did have the opportunity to provide comment during the public meetings to discuss the amendments and during the period when the proposed amendments were posted publicly.

- 2. Describe the manner in which the analysis was conducted.**

The CHDC and SHPO did consider the potential impact of the regulation on small businesses. After careful examination, it was determined that the amendments to this regulation would not affect small businesses in any significant way. As a result, the CHDC logically concluded that no further analysis was necessary regarding the impact on small businesses.

- 3. The estimated economic effect of the proposed regulation on the small business which it is to regulate including, without limitation both adverse and beneficial effects and both direct and indirect effects.**

The regulation repeal does not impose an adverse or beneficial effect, or directly or indirectly affect small businesses.

- 4. Provide a description of the methods that the agency considered to reduce the impact of the proposed regulation on small businesses and a statement regarding whether the agency actually used any of those methods.**

The CHDC and the SHPO concluded that the proposed regulation does not impact small businesses, therefore, there was no need for the Commission to consider reducing the impact on small businesses.

- 5. The estimated cost to the agency for enforcement of the proposed regulation.**

There are no anticipated costs to the CHDC or the SHPO.

- 6. If the proposed regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.**

The proposed regulation change does not create a new fee or increase an existing fee.

- 7. An explanation of why any duplicative or more stringent provisions than federal, state or local standards regulating the same activity are necessary.**

Not applicable.

8. Provide a summary of the reasons for the conclusions of the agency regarding the impact of a regulation on small businesses.

The CHDC and SHPO concluded that there was no impact on small businesses with the adoption of these regulations.

I certify that, to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small businesses and that the information contained within the statement was prepared properly and is accurate.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Curtis", with a stylized, flowing script.

Joseph Curtis, Chair
Comstock Historic District Commission