



# Board of Adjustment Staff Report

Meeting Date: April 7, 2016

Subject: Variance Case Number VA16-001  
Applicant(s): Elise Fett & Associates, Ltd., on behalf of Susan M. Collins Trust  
**Agenda Item Number: 8A**  
Project Summary: Request to reduce the rear yard setback from 20-feet to 2.5-feet for an addition to the existing residence, and reduce the same rear yard setback from 20-feet to 5-feet for an attached garage  
**Recommendation: No recommendation**  
Prepared by: Kelly Mullin, Planner  
Washoe County Community Services Department  
Division of Planning and Development  
775.328.3608  
Phone: 775.328.3608  
E-Mail: [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)

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## Description

**Variance Case Number VA16-001 (Collins)** – Hearing, discussion, and possible action to approve a variance reducing the rear yard setback from 20-feet to 2.5-feet for an addition to the existing residence, and reducing the same rear yard setback from 20-feet to 5-feet for an attached garage.

- Applicant: Elise Fett & Associates, Ltd.
- Property Owner: Susan M. Collins Trust
- Location: 506 McDonald Drive, at the southeast corner of its intersection with McCourry Boulevard in Incline Village
- Assessor's Parcel Number: 124-071-01
- Parcel Size: ±0.41-acre
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 804, *Variances*
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV

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**Variance Definition**

The purpose of a Variance is to provide a means of altering the requirements in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties with the identical Regulatory Zone because of special features or constraints unique to the property involved; and to provide for a procedure whereby such alterations might be permitted by further restricting or conditioning the project so as to mitigate or eliminate possible adverse impacts.

NRS 278.300 (1) (c) limits the power of the Board of Adjustment to grant variances only under the following circumstances:

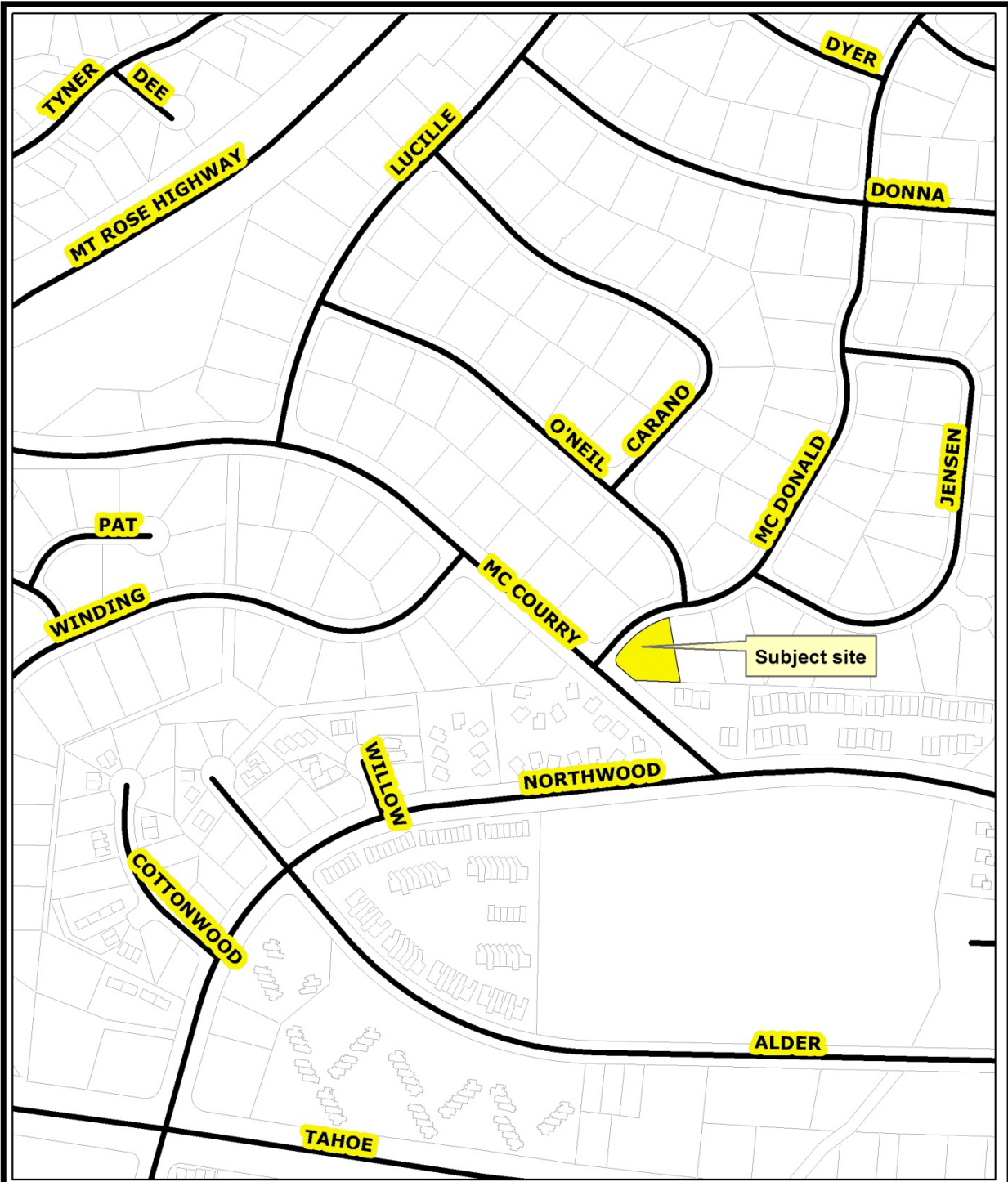
Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any regulation enacted under NRS 278.010 to 278.630, inclusive, would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, the Board of Adjustment has the power to authorize a variance from that strict application so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution.

The statute is jurisdictional in that if the circumstances are not as described above, the Board does not have the power to grant a variance from the strict application of a regulation. Along that line, under WCC Section 110.804.25, the Board must make four findings which are discussed in the staff report.

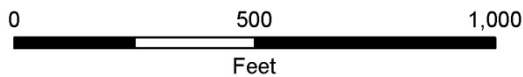
If the Board of Adjustment grants an approval of the Variance, that approval may be subject to Conditions of Approval. Conditions of Approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., a grading permit, a building permit, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure.
- Prior to the issuance of a business license or other permits/licenses.
- Some Conditions of Approval are referred to as "Operational Conditions." These conditions must be continually complied with for the life of the business or project.

Potential Conditions of Approval for Variance Case Number VA16-001 are attached to this staff report. Should the Board find that special circumstances exist and approve the requested variance, the conditions will be included with the Action Order.



Variance Case No. VA16-001  
Collins Residence



Source: Planning & Development

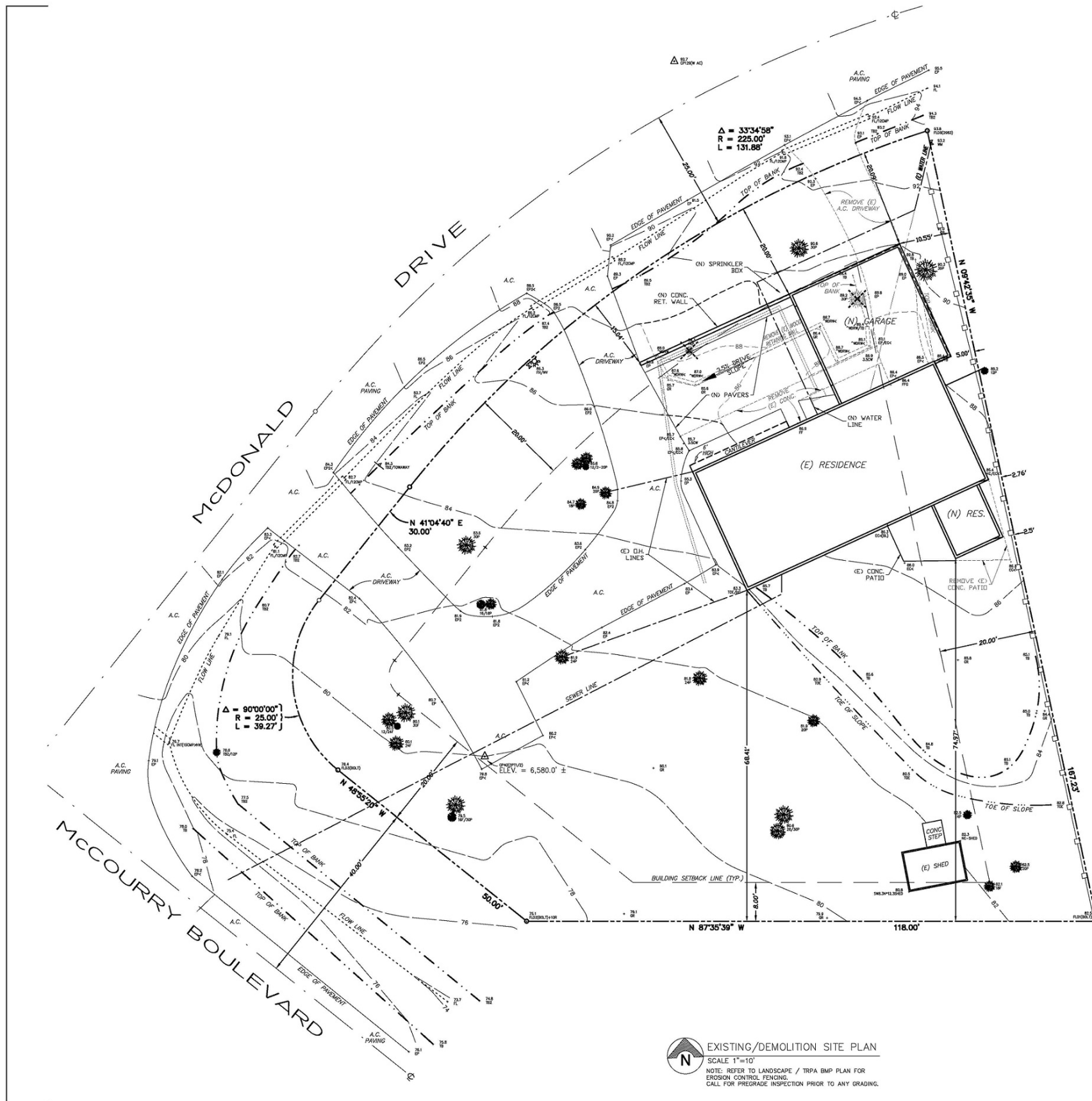
Date: February 26, 2016

Community Services  
Department, Planning  
and Development



Post Office Box 11130  
Reno, Nevada 89520 (775) 328-3600

Vicinity Map



**OWNER**  
 SUSAN M COLLINS TRUST  
 506 McDONALD DR.  
 INCLINE VILLAGE, NV 89451

**PROPERTY**  
 506 McDONALD DR.  
 INCLINE VILLAGE  
 WASHOE COUNTY, NEVADA  
 WOOD CREEK SUBDIVISION  
 LOT 86  
 APN: 124-071-01

**CONTACT PERSON**  
 ELISE FETT & ASSOCIATES  
 P.O. BOX 5989  
 INCLINE VILLAGE, NV 89450  
 (775) 833-3388

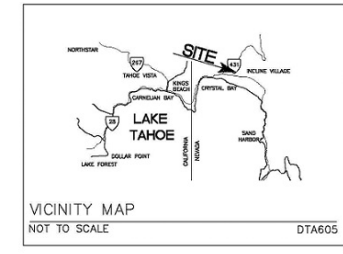
**LAND AREA**  
 18,110 SQ. FT.  
 0.4158 acres

**NOTE:**  
 1) EXISTING SURVEY & SITE PLAN PROVIDED BY KEN BARROW LAND SURVEYOR, ELISE FETT & ASSOCIATES, LTD. IS NOT RESPONSIBLE FOR THE ACCURACY OF THE EXISTING CONDITIONS ON THIS SITE PLAN.

**CODE ANALYSIS**  
 CODE EDITION - I.R.C. 2012  
 OCCUPANCY GROUP - 2-3  
 TYPE OF CONSTRUCTION - V

**LEGEND**

- EXISTING CONTOURS
- - - CONTOUR TO BE REMOVED
- PROPOSED CONTOURS
- TREE, DIAMETER & TYPE  
 P=PINE, F=FIR, C=CEDAR
- ✕ TREE TO BE REMOVED



REVISIONS	BY

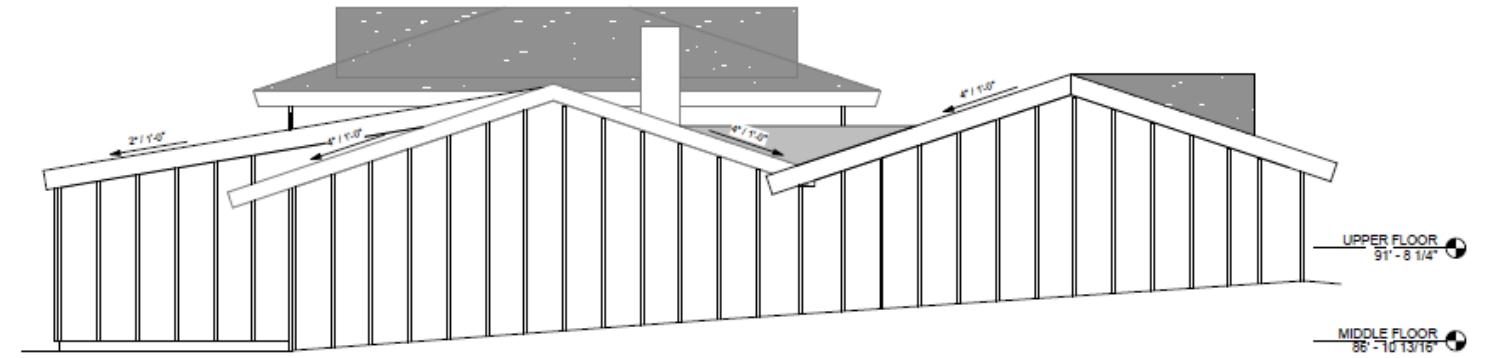
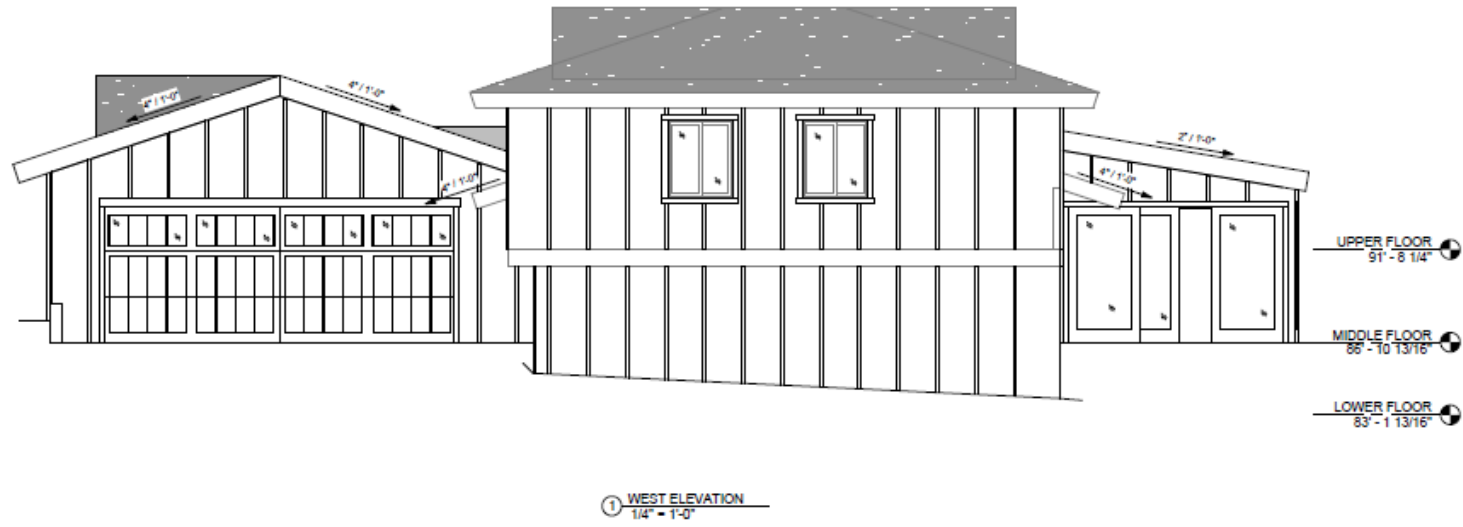
**ELISE FETT & ASSOCIATES, LTD.**  
 P.O. BOX 5989  
 INCLINE VILLAGE  
 NEVADA 89450  
 PHONE: (775)833-3388  
 FAX: (775)833-2388  
 elise@elisefett.com

**COLLINS RESIDENCE**  
 WOOD CREEK, LOT 86  
 506 McDONALD DR., INCLINE VILLAGE, NV.  
 APN: 124-071-01

DRAWN : KM	CHECKED : EF
DATE : 2-10-16	
SCALE : AS NOTED	
JOB NO : SR00-2	
DWG NO : Site.dwg	
SHEET	
<b>SP-1</b>	
OF	"SP" SHEETS

**EXISTING/DEMOLITION SITE PLAN**  
 SCALE 1"=10'  
 NOTE: REFER TO LANDSCAPE / TRPA BMP PLAN FOR EROSION CONTROL FENCING.  
 CALL FOR PREGRADE INSPECTION PRIOR TO ANY GRADING.

**Site Plan**



Elevations

**Project Evaluation**

*Background*

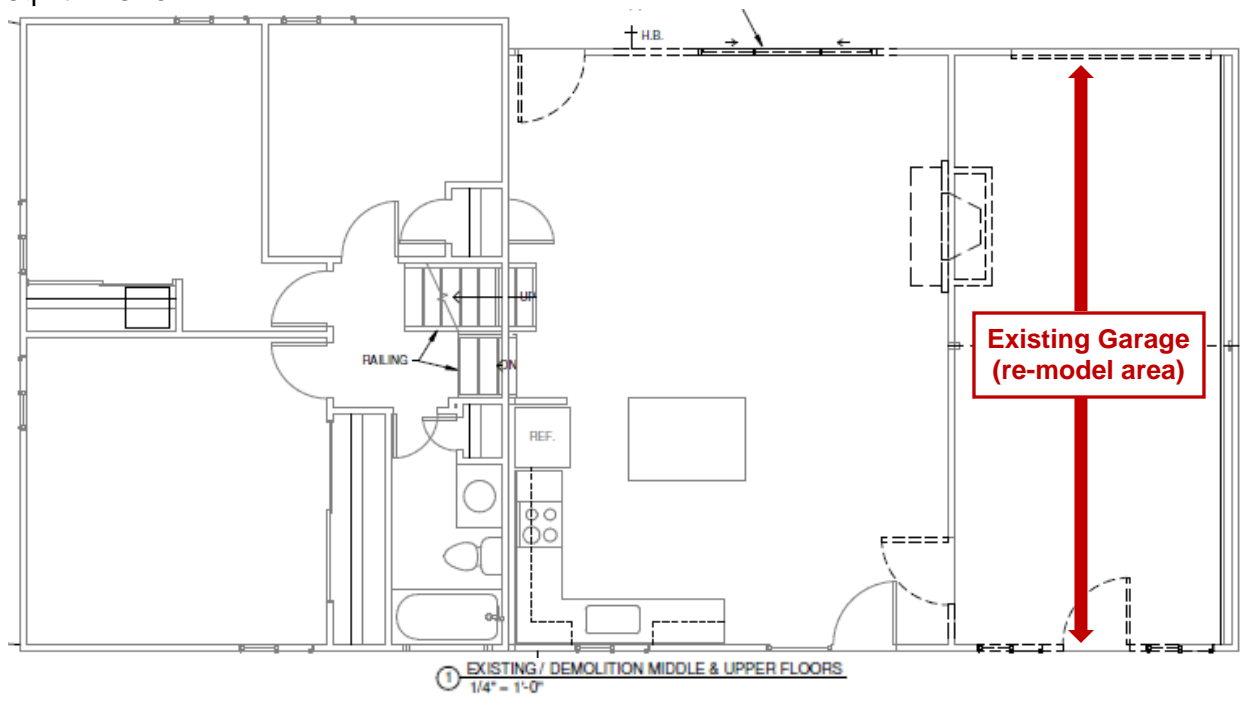
The 0.416-acre property is located at the southeast corner of McDonald Drive and McCourry Boulevard in Incline Village. The existing 1,750 sq. ft. home was built 2.5-feet from the eastern property line when it was constructed in 1964. A variance was granted in 1998 to formally legalize the location of the home. Variance Case No. VA16-001 seeks to allow for an addition and remodel of the existing residence, with a portion of the new construction also located up to 2.5 feet from the rear (eastern) property line. The home is split-level, with a limited main floor area that has stairs leading down to a lower level daylight basement and stairs leading to an upper floor.

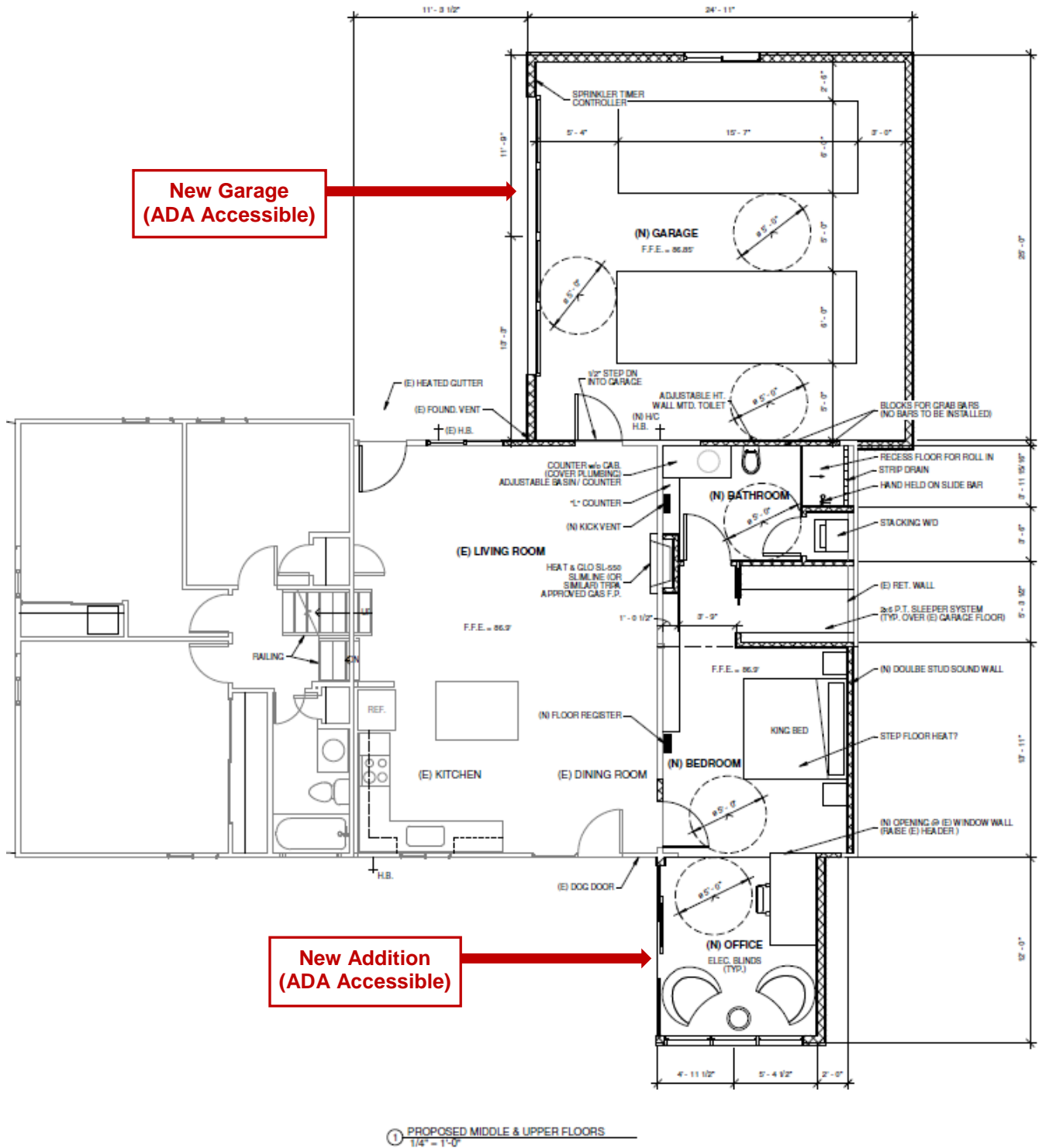
*Reason for the Request*

The property owner is mobility-impaired and due to the home’s stairs has become largely restricted to the main level, which contains a kitchen and living room. This project is intended to allow the property owner to remain in her home by providing sufficient living space on the main level of the residence. The addition and remodel will allow the property owner to have an ADA-accessible space that includes a living room, bedroom, bathroom with laundry facilities, and kitchen on the main floor. In addition, the current garage is sized for a single car and does not allow for sufficient room to safely maneuver a wheelchair while a vehicle is parked inside. Approval of the request would also allow for the creation of a wheelchair-accessible two-car garage so the property owner is able to enter and exit a vehicle safely inside the garage.

The current garage is accessed via a shaded, narrow driveway that descends from McDonald Drive at a 15+% slope and requires backing out onto the road. The new addition would not only allow for wheelchair access within the garage, it would also provide a safer, more level approach from the road via another driveway that exists on the property.

As shown on the floor plan below and on the following page, the existing garage would be re-modeled into a living area that contains a wheelchair-accessible bathroom, bedroom and laundry area. In addition, the new construction would include: (1) a wheelchair-accessible office area approximately 124 sq. ft. in size and (2) a wheelchair-accessible garage approximately 625 sq. ft. in size.







### *Setback Requirements*

Medium Density Suburban regulatory zone setback requirements for the parcel are 20-feet from the front and rear property lines, and 8-feet from the side. Because the parcel is a corner lot, both of the property lines abutting streets are considered fronts. Although the eastern property line functions more as a side yard because of its location to the driveway and house, the Washoe County Development Code defines it as the rear, so it has a 20-foot setback requirement. Similarly, although the southern property line functions more as a rear yard, it is considered by Code as a side yard and has an 8-foot setback.

As shown on the site plan on page 5, the existing garage is approximately 2.5-feet from the eastern property line (rear yard). The proposed new garage would range in distance from 5-feet to 10.5-feet from the eastern property line. If the garage were detached from the home and its roof mid-point height remained less than 12 feet, it would be allowed as close as 5-feet from the eastern property line without a variance. However, since it is attached to the main residence, a variance is required in order to construct the garage. The 124 sq. ft. office area would be 2.5 feet from the eastern property line at its closest point. The adjacent property to the east contains a home that is 22-feet from the subject parcel's eastern property line.

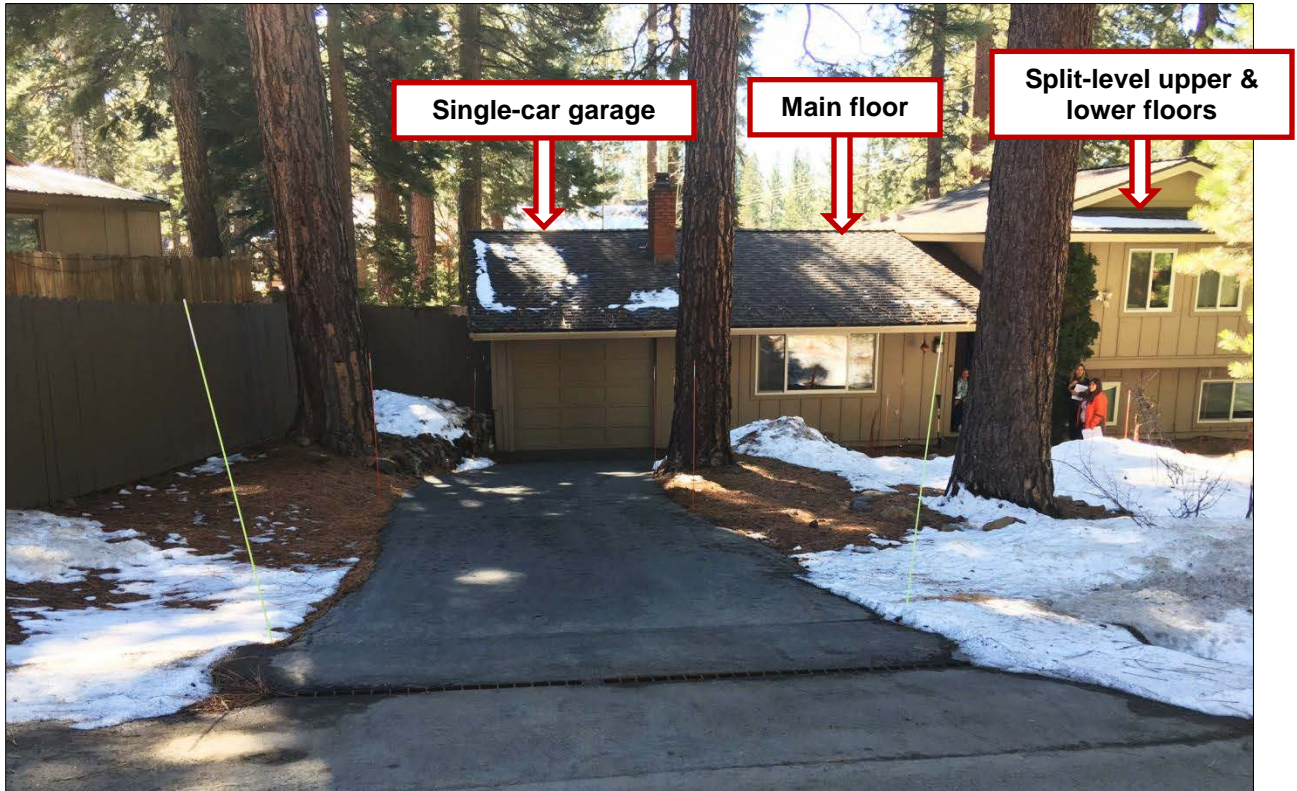
No reduction of the front yard setback is being requested.

### *Potential Alternatives to a Variance*

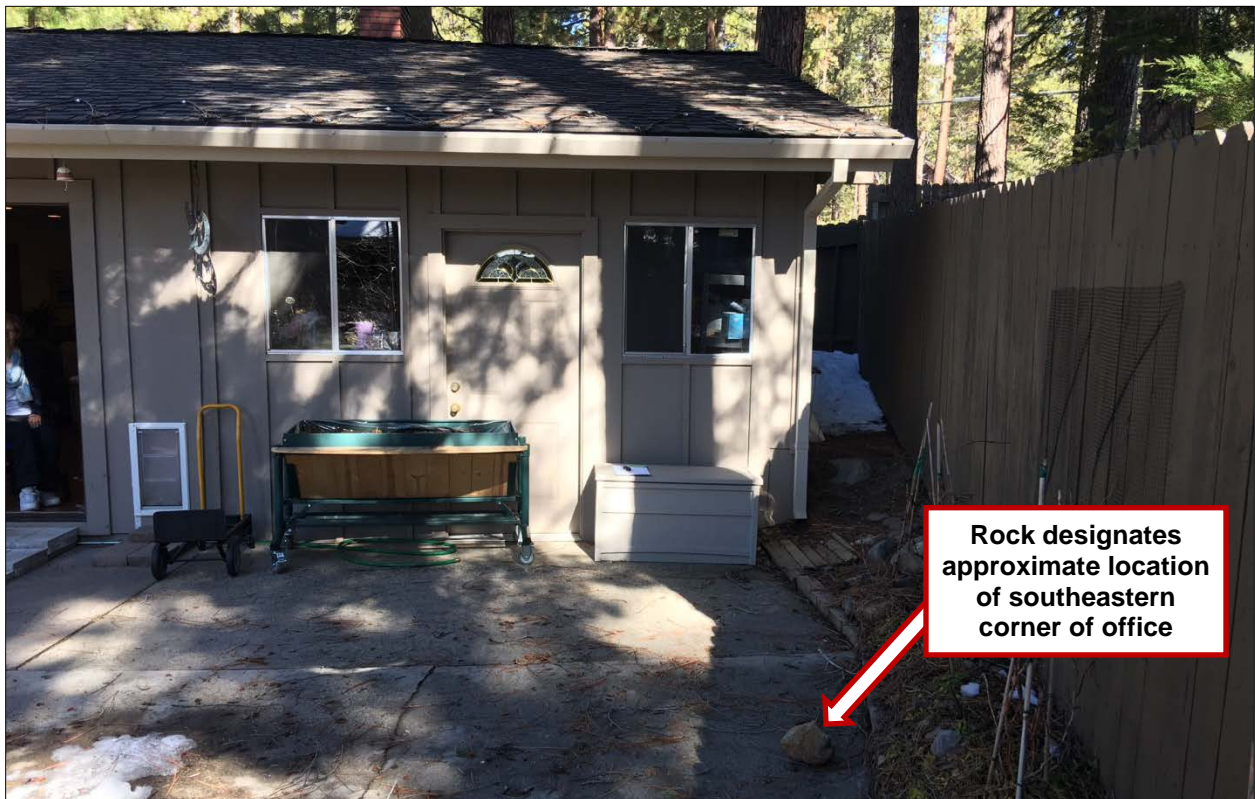
Potential alternatives to constructing the additions without a variance are complicated by the existing home's layout and split-level design, and the need for all areas to be wheelchair-accessible.

One potential alternative for the garage is to detach it from the main home. Detached accessory structures that are 12-feet or less in height at the mid-point of the roof can be constructed as close as 5-feet to the rear and side property lines. Thus, if the new garage were detached from the home, it could be placed in the exact same location as proposed and not require a variance. However, the feasibility of constructing a detached garage is reduced when considering the need for weather-protected, level wheelchair access that provides a safe and simple transition from a vehicle to inside the home.

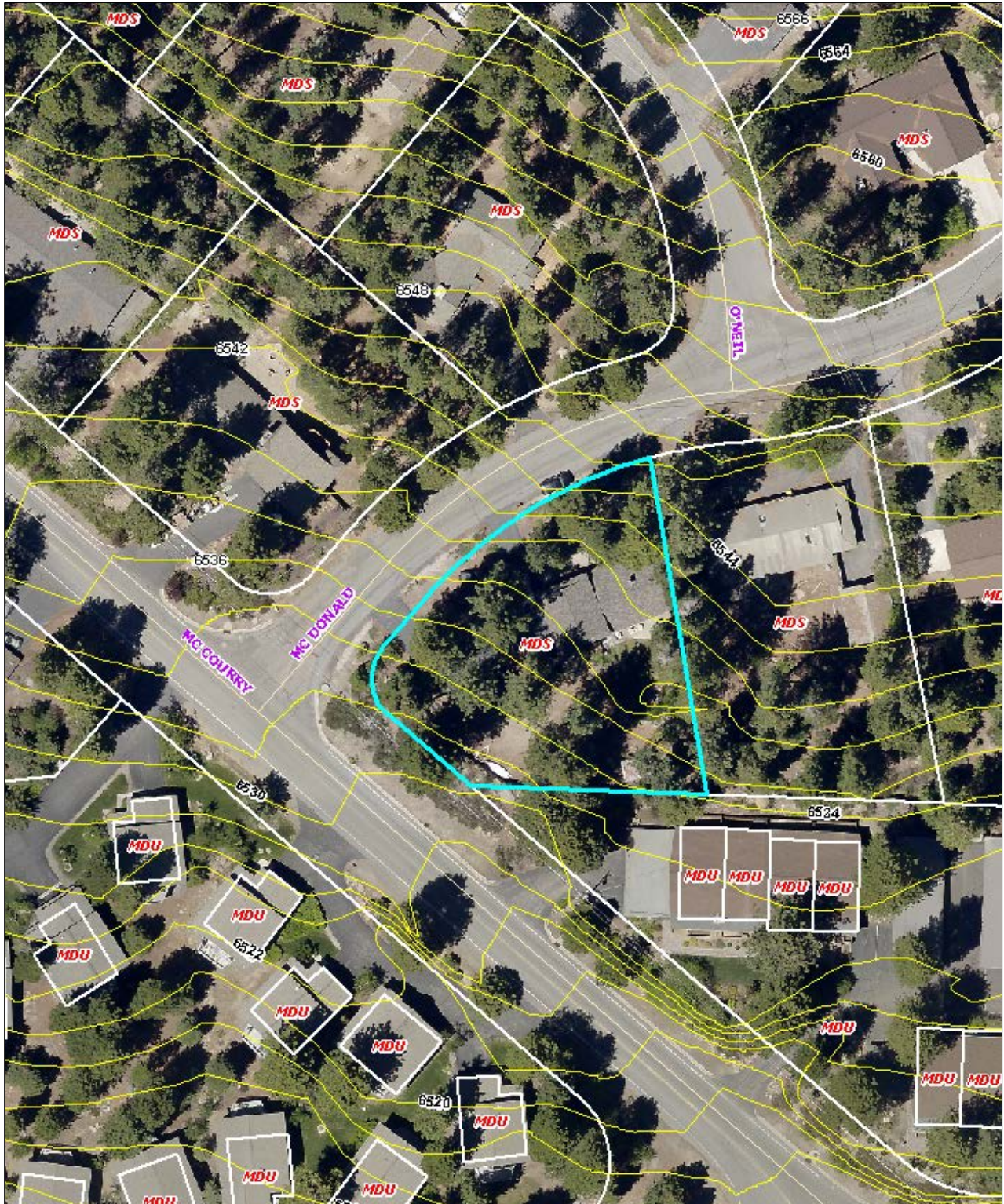
Additionally, the existing garage and main floor is on the eastern side of the home. This is the portion of the structure already located within the rear setback area, for which it was previously issued a variance in 1998. There is adequate room for an addition on the western side of the home; however, that side contains the split-level upper and lower floors. Building an addition on the western end of the home would not serve the intent of the project, which is to create a wheelchair-accessible living area on the main floor.



Northeastern edge of property, looking south from McDonald Drive



Rear of house and approximate location of proposed 124 sq. ft. office area



Overhead view of property (outlined in blue); shown with 2-foot contours

**Incline Village/Crystal Bay Citizen Advisory Board (IV/CB CAB)**

The proposed project will be presented by the applicant's representative at the regularly scheduled Citizen Advisory Board (CAB) meeting on March 28, 2016. Draft minutes from the meeting will be provided to the Board of Adjustment prior to the April 7, 2016 hearing for this item.

Letters of support were received from four neighboring property owners, plus the resident of the adjacent parcel to the east. Highlighted in yellow on the map below are the locations of property owners or residents who provided these letters.

**Reviewing Agencies**

The following agencies received a copy of the project application for review and evaluation:

- Washoe County Community Services Department
  - Planning and Development

- Engineering and Capital Projects
- Washoe County Health District
  - Vector-Borne Diseases Program
  - Environmental Health Division
  - Emergency Medical Services
- Regional Transportation Commission
- Washoe-Storey Conservation District
- Incline Village General Improvement District (IVGID)
- AT&T
- NV Energy
- Charter Communications
- North Lake Tahoe Fire Protection District

Two of the above listed agencies/departments that reviewed the application provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of each agency's comments and/or recommended conditions of approval and their contact information is provided. The Conditions of Approval document is attached to this staff report and will be included with the Action Order if the variance request is approved.

- Washoe County Planning and Development included standard conditions of approval associated with variance requests for setback reductions.  
**Contact: Kelly Mullin, 775.328.3608, [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)**
- Washoe County Health District – Emergency Medical Services recommended a standard condition of approval for clearly marking the street address number on the curb and dwelling to assist public safety agencies.  
**Contact: Christina Conti, 775.326.6042, [cconti@washoecounty.us](mailto:cconti@washoecounty.us)**
- The following six agencies responded stating they had no comments or conditions on the proposal: Washoe County Engineering and Capital Projects; Washoe County Health District Environmental Health Division and Vector-Borne Diseases Program; Regional Transportation Commission; Washoe-Storey Conservation District; and Incline Village General Improvement District.

### **Staff Comment on Required Findings**

Washoe County Code Section 110.804.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the variance request. Staff has completed an analysis of the application as outlined above. Comments on each of the required findings are as follows:

1. Special Circumstances. Because of the special circumstances applicable to the property, including either the: exceptional narrowness, shallowness or shape of the specific piece of property, or; by reason of exceptional topographic conditions, or; other extraordinary and exceptional situation or condition of the property and/or location of surroundings; the strict application of the regulation results in exceptional and undue hardships upon the owner of the property.

*Staff Comment: The driveway leading to the existing garage consists of a slope of approximately 15%. However, this is not considered unusually*

*steep for the Incline Village area. The property meets minimum lot width and size requirements for its regulatory zone, and is considered "Most Suitable" for development as identified in the Tahoe Area Plan's Development Suitability Map. However, as identified previously in this staff report, there are several mitigating factors specific to this property that may be taken into consideration when assessing the merits of this request, including the variance already issued in 1998 for a similar setback reduction.*

2. No Detriment. The relief will not create a substantial detriment to the public good, substantially impair affected natural resources or impair the intent and purpose of the Development Code or applicable policies under which the variance is granted.

*Staff Comment: The request was provided to a variety of public and private agencies for review. Six agencies responded that they had reviewed the request and had no comments or conditions of approval, with one additional agency recommending a single condition of approval. Letters of support were received from four neighboring property owners, plus the resident of the property immediately adjacent to the proposed new construction. The existing home is already located 2.5-feet from the eastern property line, and the proposed additions would not encroach any further. If the new garage were detached from the main residence, it could be placed in the same proposed location without a variance.*

3. No Special Privileges. The granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and the identical regulatory zone in which the property is situated.

*Staff Comment: A variance for the requested setback amount was already granted for the property in 1998. Since the property owner is mobility-impaired, she is not able to enjoy her existing home and property in the same fashion as other property owners in the vicinity. Granting the variance request will allow the owner to create an ADA-accessible space in which to live. The applicant has indicated that if the variance is not granted, the property owner will need to move from her home and find another accessible space in which to reside.*

4. Use Authorized. The variance will not authorize a use or activity which is not otherwise expressly authorized by the regulation governing the parcel of property.

*Staff Comment: The variance request is for a setback reduction only – it does not affect the use of the property, which will remain residential.*

5. Effect on a Military Installation. The variance will not have a detrimental effect on the location, purpose and mission of the military installation.

*Staff Comment: There is no military installation within 3,000 feet of the subject property; therefore, this finding is not applicable and not included with the motion options below.*

### **Recommendation**

After a thorough analysis and review of Variance Case Number VA16-001, staff believes that required findings #2-4 can be made. However, finding #1 for special circumstances applicable to the property is not as clear to determine. As outlined in the staff report, there are a number of reasons presented as to why the additions are necessary for the property owner to be able to continue to live at her home; however, those reasons do not translate specifically to the property. The Board is asked to determine if all of the appropriate findings can be made to grant the variance request. Two motion options have been provided for the Board's consideration.

### **Motions**

#### **Approval**

If the Board chooses to **approve** the request, a potential motion would be:

I move that after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Variance Case Number VA16-001 for Elise Fett & Associates, Ltd., on behalf of Susan M. Collins Trust, with the conditions included as Exhibit A to the staff report for this matter, having made all four required findings in accordance with Washoe County Code Section 110.804.25:

1. Special Circumstances. Because of the special circumstances applicable to the property, including either the: exceptional narrowness, shallowness or shape of the specific piece of property, or; by reason of exceptional topographic conditions, or; other extraordinary and exceptional situation or condition of the property and/or location of surroundings; the strict application of the regulation results in exceptional and undue hardships upon the owner of the property;
2. No Detriment. The relief will not create a substantial detriment to the public good, substantially impair affected natural resources or impair the intent and purpose of the Development Code or applicable policies under which the variance is granted;
3. No Special Privileges. The granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and the identical regulatory zone in which the property is situated;
4. Use Authorized. The variance will not authorize a use or activity which is not otherwise expressly authorized by the regulation governing the parcel of property.

#### **Denial**

If the Board chooses to **deny** the request, a potential motion would be:

I move that after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment deny Variance Case Number VA16-001 for Elise Fett & Associates, Ltd., on behalf of Susan M. Collins Trust, having been unable to make all four required findings in







# Conditions of Approval

Variance Case Number: VA16-001

The project approved under Variance Case Number VA16-001 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on April 7, 2016. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. These Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable Codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

**Unless otherwise specified**, all conditions related to the approval of this Variance shall be met or financial assurance must be provided to satisfy the conditions of approval prior to issuance of a grading or building permit. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Development Division.

Compliance with the conditions of approval related to this Variance is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the Variance may result in the initiation of revocation procedures.

Washoe County reserves the right to review and revise the conditions of approval related to this Variance should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of Approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.
- Some “Conditions of Approval” are referred to as “Operational Conditions”. These conditions must be continually complied with for the life of the project or business.

**The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies.**

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District.**

**Any conditions set by the Health District must be appealed to the District Board of Health.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

**Washoe County Planning and Development Division**

1. The following conditions are requirements of the Planning and Development Division, which shall be responsible for determining compliance with these conditions.

**Contact: Kelly Mullin, 775.328.3608, [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)**

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this variance. Modification to the site plan may require amendment to and reprocessing of the variance.
- b. The applicant shall submit complete construction plans and building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits.
- c. A copy of the Final Order stating conditional approval of this variance shall be attached to all applications for administrative permits, including building permits, issued by Washoe County.
- d. The use of straw bales shall be prohibited during construction of the project. A filter-fabric fence or other acceptable alternative shall be utilized for erosion control.

**Washoe County Health District – Emergency Medical Services**

2. The following conditions are requirements of the Washoe County Health District – Emergency Medical Services Program, which shall be responsible for determining compliance with these conditions.

**Contact: Christina Conti, 775.326.6042, [cconti@washoecounty.us](mailto:cconti@washoecounty.us)**

- a. Prior to a Final Inspection or Certificate of Occupancy being issued, the street address number shall be clearly marked on both the curb (if applicable) and dwelling.

\*\*\* End of Conditions \*\*\*

February , 2016

Chris and Shelly Christiansen  
Northwood Estates Add Lt 50  
850 Northwood Blvd.,  
Incline Village, NV 89451

Washoe County Building Department  
Attn: Planning Administrator  
Post Office Box 11130  
Reno, NV 89520-0027

RE: SRCO-2 Addition Project – 506 McDonald Drive, Incline Village, NV  
APN 124-071-01 – Variance to Rear Setback

Dear Sir/Madam:

The purpose of this letter is to confirm our no-objection and support of the proposed variance to allow Sue and Rob Collins to build their proposed addition. We confirm our support for building within the existing set-back.

If you have any questions, please do not hesitate to contact us via email and/or our phone number

Sincerely,

*Chris Christiansen*

*Shelly Christiansen*

Chris and Shelly Christiansen

February 1, 2016

Buddy and Marcia Ellis  
845 O'Neill Way  
P.O.Box 4432  
Incline Village, Nv. 89450

Washoe County Building Department  
Attn: PLANNING ADMINISTRATOR  
P.O. Box 11130  
Reno, Nv. 89521-0027

RECEIVED

FEB 05 2016

WASHOE COUNTY  
BUSINESS LICENSE DIV.

RE; SRCO-2 Addition Project. - 506 McDonald Drive, Incline Village.Nv.

APN 124-071-01. - VARIANCE TO REAR SETBACK

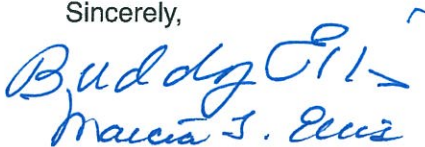
Dear Sir/Madam

The purpose of this letter is to confirm our no-objection and support of the proposed variance to allow Sue and Rob Collins to build their proposed addition . We confirm our support for building within the existing set-back.

If you have any questions, please do not hesitate to contact us at :

775 771 3837  
[marciate@me.com](mailto:marciate@me.com)

Sincerely,

Handwritten signature in blue ink that reads "Buddy Ellis" and "Marcia J. Ellis" on two lines.

Buddy and Marcie Ellis

VA16-001  
EXHIBIT B

February , 2016

2/28/16

Washoe County Building Department

Attn: Planning Administrator

Post Office Box 11130

Reno, NV 89520-0027

RE: SRCO-2 Addition Project – 506 McDonald Drive, Incline Village, NV

APN 124-071-01 – Variance to Rear Setback

Dear Sir/Madam:

The purpose of this letter is to confirm our no-objection and support of the proposed variance to allow Sue and Rob Collins to build their proposed addition. We confirm our support for building within the existing set-back.

If you have any questions, please do not hesitate to contact us via email and/or our phone number

775 815 3274

Sincerely,

Bob Feliciano



Print Name

Tenants

510 McDonald Drive

Incline Village, NV 89451

February 11, 2012

Gerald and Una Lewis

850 Northwood Blvd., #49

Incline Village, NV 89451

Washoe County Building Department

Attn: Planning Administrator

Post Office Box 11130

Reno, NV 89520-0027

RE: SRCO-2 Addition Project – 506 McDonald Drive, Incline Village, NV


APN 124-071-01 – Variance to Rear Setback

Dear Sir/Madam:

The purpose of this letter is to confirm our no-objection and support of the proposed variance to allow Sue and Rob Collins to build their proposed addition. We confirm our support for building within the existing set-back.

If you have any questions, please do not hesitate to contact us via email [blewis488@ac.com](mailto:blewis488@ac.com) and/or our phone number 808 542-0076.

Sincerely,



Gerald and Una Lewis

February 9, 2016

Washoe County Building Department  
Attn: Planning Administrator  
PO Box 11130  
Reno, Nevada 89520-0027

Re: SRCO-2 Addition Project – 506 McDonald Drive, Incline Village, NV

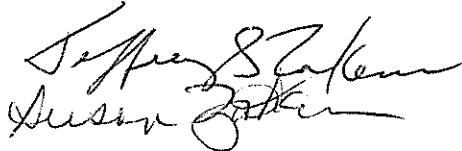
APN 124-071-01 Variance to Rear Setback

Dear Sir:

The purpose of this letter is to confirm our no-objection and support of the proposed variance to allow Sue and Rob Collins to build their proposed addition. We confirm our support for building within the existing setback.

If you have any questions, please do not hesitate to contact us at [zakemjs@gmail.com](mailto:zakemjs@gmail.com) or by telephone at 303-246-3684.

Sincerely,

Handwritten signatures of Jeffrey and Susan Zakem in black ink.

Jeffrey and Susan Zakem  
842 McCourry Blvd  
PO Box 7620  
Incline Village, NV 89450-7620

# WASHOE COUNTY HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

February 23, 2016

Donna Fagan  
Washoe County Community Services Department  
1001 E. Ninth Street, Bldg. A  
Reno, NV 89512

Dear Ms. Fagan:

I received your email dated February 21, 2016, requesting a review of the Agency Review Memo II regarding the variance application (Item 4).

Based on the submitted documentation, it is anticipated that there will be minimal impacts concerning EMS responses to the residential parcel. Additionally, it is not anticipated that there will be impacts concerning access to healthcare services and facilities. Should you need a complete Environmental Impact Assessment, please contact the Washoe County Health District's Division of Environment Health Services at (775) 328-2434.

Advanced Life Support (ALS) fire and ambulance services are provided by the North Lake Tahoe Fire Protection District. The closest station to the residential parcel is approximately one mile away.

There is also a hospital within proximity to the McDonald Drive site, should residents require such services. The Incline Village Community Hospital is approximately 0.4 miles away from the residence. There are also several other acute care hospitals and healthcare resources available in Washoe County.

I recommend the residential unit has the house number clearly marked on the curb and the dwellings so the residents can be quickly located by public safety agencies.

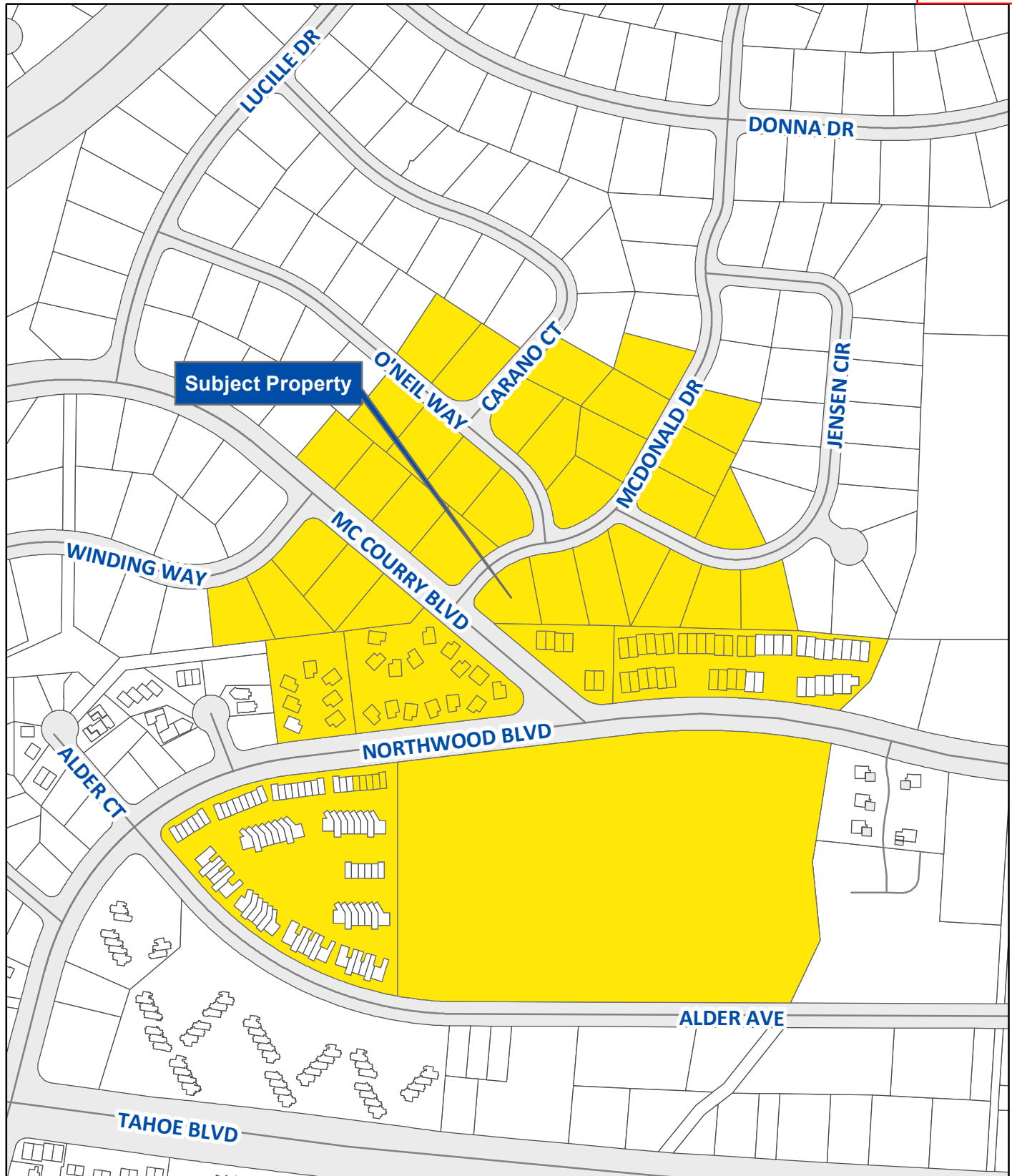
Please feel free to contact me if you have any questions.

Sincerely,



Christina Conti  
EMS Program Manager  
[cconti@washoecounty.us](mailto:cconti@washoecounty.us)  
(775) 326-6042



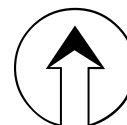


Public Notice Map

Variance Case No. VA16-001  
(Collins)

95 affected parcels selected within 500' of subject site  
(93 property owners)

Source: Planning and Development Division



Date: February 16, 2016

Community Services  
Department



Post Office Box 11130  
Reno, Nevada 89520 (775) 328-3600

Community Services Department  
Planning and Development  
**VARIANCE  
APPLICATION**



Community Services Department  
Planning and Development  
1001 E. Ninth St., Bldg A  
Reno, NV 89520

Telephone: 775.328.3600

## Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Development staff at 775.328.3600.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: SRCO-2 Collins Residence			
Project Description: <span style="color: blue;">Remodel and addition of an existing two story single family home to create a complete wheel-chair accessible single story main living level.</span>			
Project Address: 506 McDonald Drive Incline Village, NV 89451			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets <b>AND</b> area locator): 506 McDonald is located on the SE corner of McCourry & McDonald. It is approx .5mi from NV-431.			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No(s):	Parcel Acreage:
124-071-01	.416		
Section(s)/Township/Range: Woodcreek Subdivision T-16/R-18			
<b>Indicate any previous Washoe County approvals associated with this application:</b> Case No.(s).			
<b>Applicant Information</b> (attach additional sheets if necessary)			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: Susan M Collins Trust		Name: Elise Fett & Associates Ltd.	
Address: 506 McDonald Dr.		Address: PO Box 5989	
Incline Village, NV	Zip: 89451	Incline Village, NV	Zip: 89450
Phone: 775-831-3764	Fax: n/a	Phone: 775-833-3388	Fax: 775-833-2388
Email: sue@inclineatahove.com		Email: elise@elisefett.com	
Cell: 775-771-6333	Other: n/a	Cell: 775-762-3388	Other: n/a
Contact Person: Susan Collins		Contact Person: Elise Fett	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: Elise Fett & Associates Ltd.		Name:	
Address: PO Box 5989		Address:	
Incline Village, NV	Zip: 89450		Zip:
Phone: 775-833-3388	Fax: 775-833-2388	Phone:	Fax:
Email: julie@elisefett.com		Email:	
Cell: n/a	Other:	Cell:	Other:
Contact Person: Julie Rinaldo		Contact Person:	
<b>For Office Use Only</b>			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

# Variance Application Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to variances may be found in Article 804, Variances.

1. What provisions of the Development Code (e.g. front yard setback, height, etc.) must be waived or varied to permit your request?

In order to permit our request, the rear-yard setback of 20' needs to be reduced to 2.5'. The (e) residence has already been built within the setback as approved by variance case V5-30-98 that was for a 2.5' setback. The previously approved request and this new variance request are the same.

**You must answer the following questions in detail. Failure to provide complete and accurate information will result in denial of the application.**

2. What are the topographic conditions, extraordinary or exceptional circumstances, shape of the property or location of surroundings that are unique to your property and, therefore, prevent you from complying with the Development Code requirements?

The property is a pie shaped corner lot with an address off McDonald street (the longer "front yard"). The rear-yard setback was determined to be opposite the shorter front yard which faces McCourry. If the house were facing McCourry and had a McCourry address then the rear-yard designation would make sense. However, as that is not how the house was originally built the yard designations do not make sense for this property. Additionally, McCourry street is a main artery off of the SR-431 and therefore has significant traffic. This was likely a huge factor when the original home was built facing McDonald. Having the driveway off of McCourry would be significantly less safe, the noise level would be higher and intimacy at the front door reduced.

The northern corner of the property is where the driveway for the current garage is located. It is very high and street drainage flowing down toward the house has been an issue. In addition, this particular driveway is steep and shaded in the winter plus has large trees to maneuver around. The steepness and trees have resulted in car and house damage several times.

Finally, the configuration of the existing home does not feasibly accommodate a garage at the other end; there is no room for hallways between the bedrooms.

3. What steps will be taken to prevent substantial negative impacts (e.g. blocking views, reducing privacy, decreasing pedestrian or traffic safety, etc.) to other properties or uses in the area?

Approval of this variance ensures that the northern most driveway off of McDonald will be removed and therefore no cars will be backing onto McDonald. Additionally, the house is at a lower elevation than the neighboring properties. The visual magnitude of the properties when viewed from the neighboring properties is not being increased because the proposed additions are just one-story and lower than the existing two-story facade.

4. How will this variance enhance the scenic or environmental character of the neighborhood (e.g. eliminate encroachment onto slopes or wetlands, provide enclosed parking, eliminate clutter in view of neighbors, etc.)?

The house currently has a one car garage that is not safe to use in the winter and therefore the proposed two car garage will allow the cars currently parked in the driveway to be inside the new garage. The variance will also allow the residence to become ADA accessible by providing an enclosed entrance from a two car garage that is at the main living level and is large enough to be accessed by a wheel-chair. Additionally, it will allow for an office on the main living level. Incline Village does not have many wheel-chair accessible residences, supporting this variance is a small step in creating housing for an aging population.

Additionally, it will create a much more appealing curbside image. The current home has a dated facade and simple rectangular footprint. The proposed elevations will add more dimension for visual interest, and reduce driveway access to two. It will also allow the existing open area at the intersection to retain the trees and natural landscaping that create screening and privacy between the property and well traveled McCourry street.

5. What enjoyment or use of your property would you be denied that is common to other properties in your neighborhood?

Currently the tight one car garage can not be safely used in the winter and is too low and tight for a car inside to be accessed by wheel chair. When the garage is used, it requires backing out of the steep narrow drive onto McDonald which is also not standard. Other properties have safe access to a two car garage. By repositioning the garage, access and parking in the garage becomes a standard process as enjoyed by neighboring properties. In addition, it allows for the creation of a safe wheel-chair accessible entrance.

If the variance is denied, Sue Collins will not be able to use her house and will be forced to move. With the variance, we will be able to create a complete first floor living space that is wheel chair accessible.

6. Are there any restrictive covenants, recorded conditions or deed restrictions (CC&Rs) that apply to the area subject to the variance request?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please attach a copy.
------------------------------	--	-------------------------------

7. What is your type of water service provided?

<input type="checkbox"/> Well	<input checked="" type="checkbox"/> Community Water System
-------------------------------	--

8. What is your type of sanitary waste disposal?

<input type="checkbox"/> Individual Septic System	<input checked="" type="checkbox"/> Community Sewer System
---	--

Property Owner Affidavit

Applicant Name: Susan M. Collins, Trust

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA )  
COUNTY OF WASHOE )

I, Susan M Collins  
(please print name)

being duly sworn, depose and say that I am the owner\* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 124 07 101

Printed Name Susan M Collins, TTEE

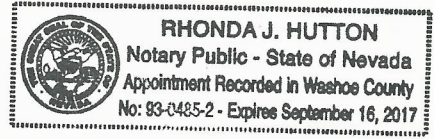
Signed [Signature]

Address 506 McDonald Drive  
Incline Village, NV 89451

Subscribed and sworn to before me this 9<sup>th</sup> day of December, 2015

(Notary Stamp)

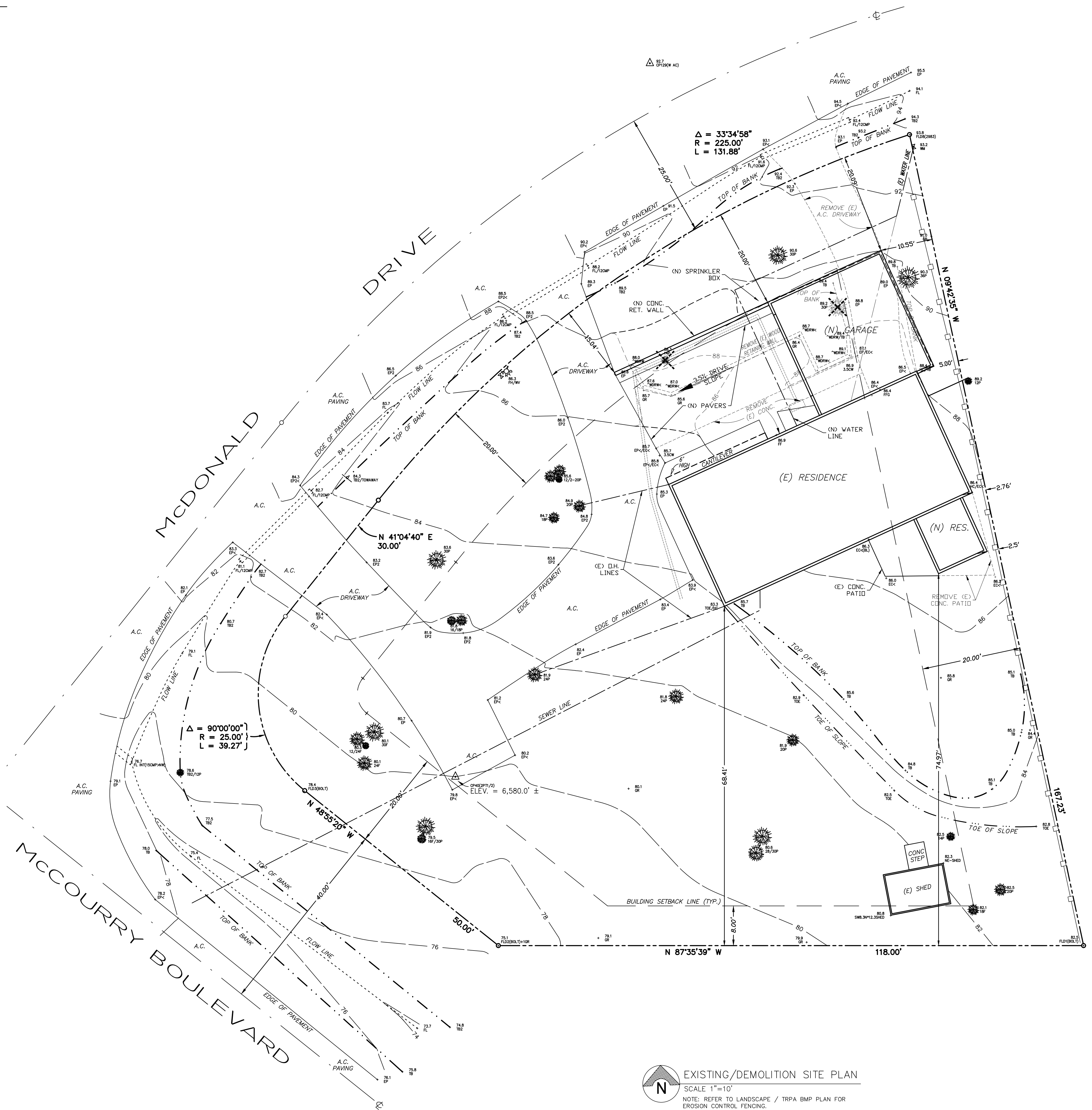
[Signature]  
Notary Public in and for said county and state



My commission expires: September 16, 2017

\*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of recorded document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship



**OWNER**  
 SUSAN M COLLINS TRUST  
 506 McDONALD DR.  
 INCLINE VILLAGE, NV 89451

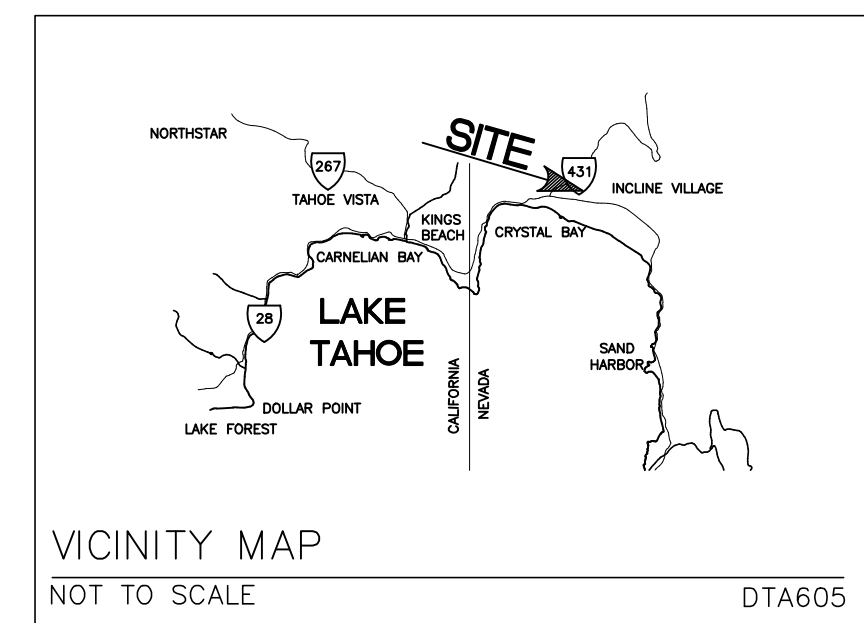
**LAND AREA**  
 18,110 SQ. FT.  
 0.4158 acres

**PROPERTY**  
 506 McDONALD DR.  
 INCLINE VILLAGE  
 WASHOE COUNTY, NEVADA  
 WOOD CREEK SUBDIVISION  
 LOT 86  
 APN: 124-071-01

**CONTACT PERSON**  
 ELISE FETT & ASSOCIATES  
 P.O. BOX 5989  
 INCLINE VILLAGE, NV 89450  
 (775) 833-3388

**CODE ANALYSIS**  
 CODE EDITION - I.R.C. 2012  
 OCCUPANCY GROUP - R-3  
 TYPE OF CONSTRUCTION - V

- LEGEND**
- EXISTING CONTOURS
  - CONTOUR TO BE REMOVED
  - PROPOSED CONTOURS
  - TREE, DIAMETER & TYPE  
P=PINE, F=FIR, C=CEDAR
  - TREE TO BE REMOVED



REVISIONS	BY

**ELISE FETT & ASSOCIATES, LTD.**  
 AIA • RCE  
 ARCHITECTURE  
 ENGINEERING

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 INCLINE VILLAGE  
 NEVADA 89450  
 PHONE: (775) 833-3388  
 FAX: (775) 833-2388  
 elf@elisefett.com

**COLLINS RESIDENCE**  
 WOOD CREEK, LOT 86  
 506 McDONALD DR., INCLINE VILLAGE, NV.  
 APN: 124-071-01

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 WOOD CREEK, LOT 86  
 506 McDONALD DR., INCLINE VILLAGE, NV.  
 APN: 124-071-01

DRAWN : KM	CHECKED : EF
DATE : 2-10-16	
SCALE : AS NOTED	
JOB NO : SRCO-2	
DWG NO : Site.dwg	
SHEET	

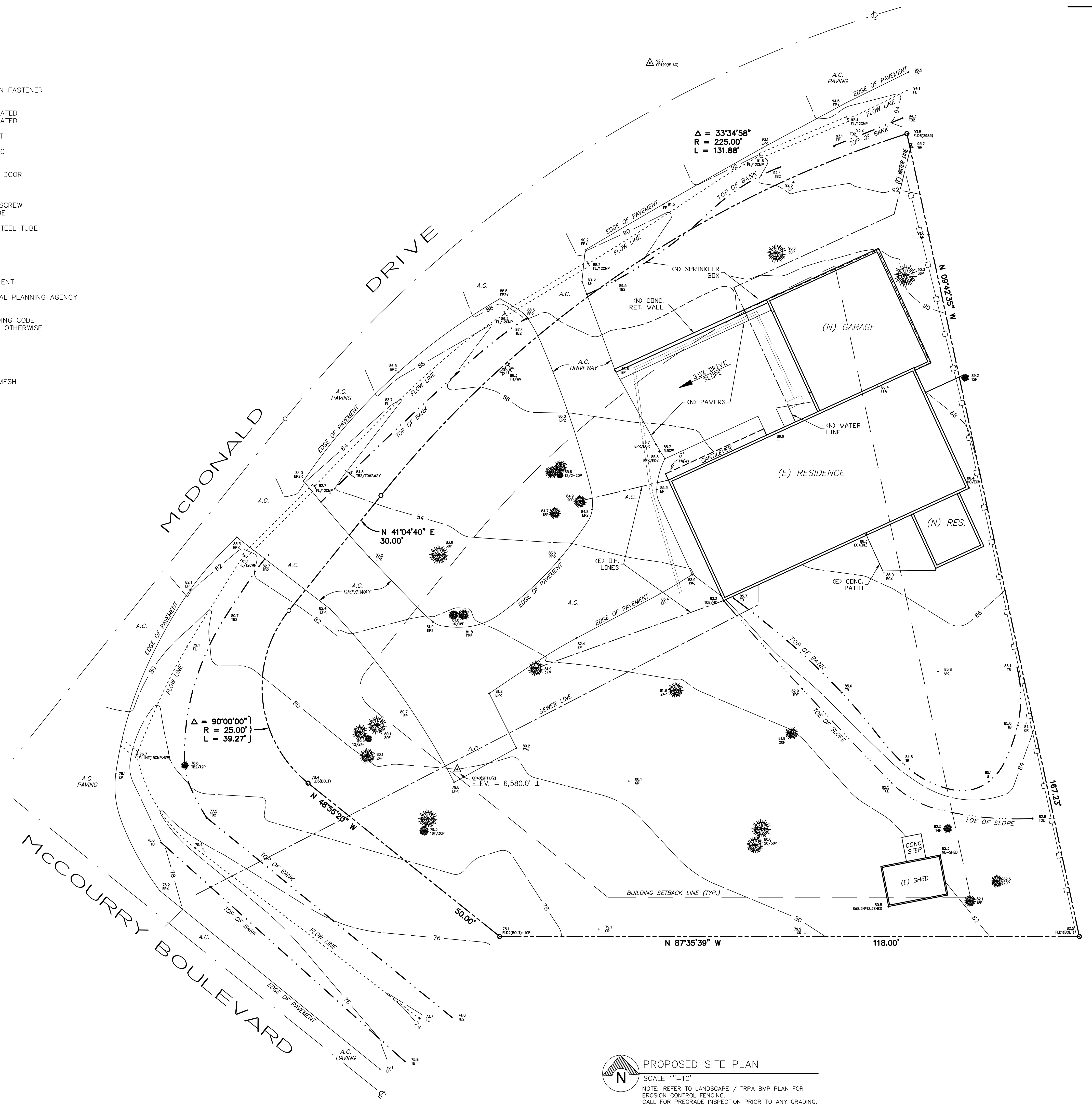
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ABBREVIATIONS

~	APPROXIMATE	ELEC.	ELECTRICAL	N.T.S.	NOT TO SCALE
AT	AT	ELEV.	ELEVATION	O.C.	ON CENTER
CL	CENTERLINE	EMB.	EMBEDMENT	OPNG.	OPENING
DIAMETER OR ROUND		ENT.	ENTRAINMENT	P.D.F.	POWDER DRIVEN FASTENER
PERPENDICULAR		E.O.F.	EDGE OF FRAMING	PLCS.	PLACES
#	POUND OR NUMBER	E.O.P.	EDGE OF PAVEMENT	PLYWD.	PLYWOOD
..	THEREFORE	EQ.	EQUAL	P.T.	PRESSURE TREATED
A.B.	AGGREGATE BASE	EQUIV.	EQUIVALENT	P.T.D.F.	PRESSURE TREATED DOUGLAS FIR
A.B.	ANCHOR BOLT	E.W.	EACH WAY	REINF.	REINFORCEMENT
A.C.	ASPHALTIC CONCRETE	EXIST.	EXISTING	REQ'D.	REQUIRED
A.F.D.	ABOVE FINISH DECK	EXT.	EXTERIOR	R.O.	ROUGH OPENING
A.F.F.	ABOVE FINISH FLOOR	F.F.	FINISH FLOOR	S.D.	SELF DRILLING
AL.	ALUMINUM	F.F.E.	FINISH FLOOR ELEVATION	S.F.	SQUARE FEET
AWG	AWNING	F.G.	FINISH GRADE	SGD	SLIDING GLASS DOOR
BD.	BOARD	FND.	FOUNDATION	SH	SINGLE HUNG
BLK.	BLOCK	FT.	FOOT OR FEET	SIM.	SIMILAR
BLKG.	BLOCKING	FTG.	FOOTING	SL	SLIDER
BM.	BEAM	FX	FIXED	S.M.S.	SHEET METAL SCREW
B.O.	BOTTOM OF	G.F.I.	GROUND FAULT (CIRCUIT)	S.O.G.	SLAB ON GRADE
BTWN.	BETWEEN	G.F.R.C.	GLASS FIBER REINFORCED CONCRETE	SQ.	SQUARE
B.W.	BOTH WAYS	GLB.	GLUE LAMINATED BEAM	S.S.T.	STRUCTURAL STEEL TUBE
C.J.	CONSTRUCTION JOINT	G.T.	GIRDER TRUSS	SYM.	SYMMETRICAL
CLG.	CEILING	GYP.	GYPHUM	THK.	THICK
CLR.	CLEAR	H.B.	HOSE BIB	T.O.	TOP OF
COL.	COLUMN	H.C.	HOLLOW CORE	T.O.G.	TOP OF GRADE
COMP.	COMPOSITION	HDWD.	HARDWOOD	T.O.P.	TOP OF PLATE
CONC.	CONCRETE	HORIZ.	HORIZONTAL	T.O.W.	TOP OF WALL
CONT.	CONTINUOUS	HT.	HEIGHT	T.P.	TOP OF PAVEMENT
CSMT.	CASEMENT	H.W.	HOT WATER HEATER	TRAP.	TRAPEZOIDAL
CU. FT.	CUBIC FOOT	INSUL.	INSULATION	T.R.P.A.	TAHOE REGIONAL PLANNING AGENCY
DBL.	DOUBLE	INT.	INTERIOR	TYP.	TYPICAL
DET.	DETAIL	L.B.	LAG BOLT	U.B.C.	UNIFORM BUILDING CODE
DF	DOUGLAS FIR	L.F.	LINEAL FOOT	U.N.O.	UNLESS NOTED OTHERWISE
DH	DOUBLE HUNG	LONG.	LONGITUDINAL	VERT.	VERTICAL
DIA.	DIAMETER	MAX.	MAXIMUM	W/	WITH
DN	DOWN	M.B.	MACHINE BOLT	W/O	WITHOUT
DR.	DOOR	MIN.	MINIMUM	WH	WATER HEATER
DWG.	DRAWING	MTL.	METAL	WP.	WATERPROOF
(E)	EXISTING	(N)	NORTH	W.S.	WOOD SCREW
EA.	EACH			W.W.M.	WELDED WIRE MESH
E.G.	EXISTING GRADE				



**PROPOSED SITE PLAN**  
 SCALE 1"=10'  
 NOTE: REFER TO LANDSCAPE / TRPA BMP PLAN FOR EROSION CONTROL FENCING. CALL FOR PREGRADE INSPECTION PRIOR TO ANY GRADING.

REVISIONS	BY

**ELISE FETT & ASSOCIATES, LTD.**  
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 ARCHITECTURE  
 ENGINEERING

P.O. BOX 5989  
 INCLINE VILLAGE  
 NEVADA 89450  
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 FAX: (775)833-2388  
 elise@elisefett.com

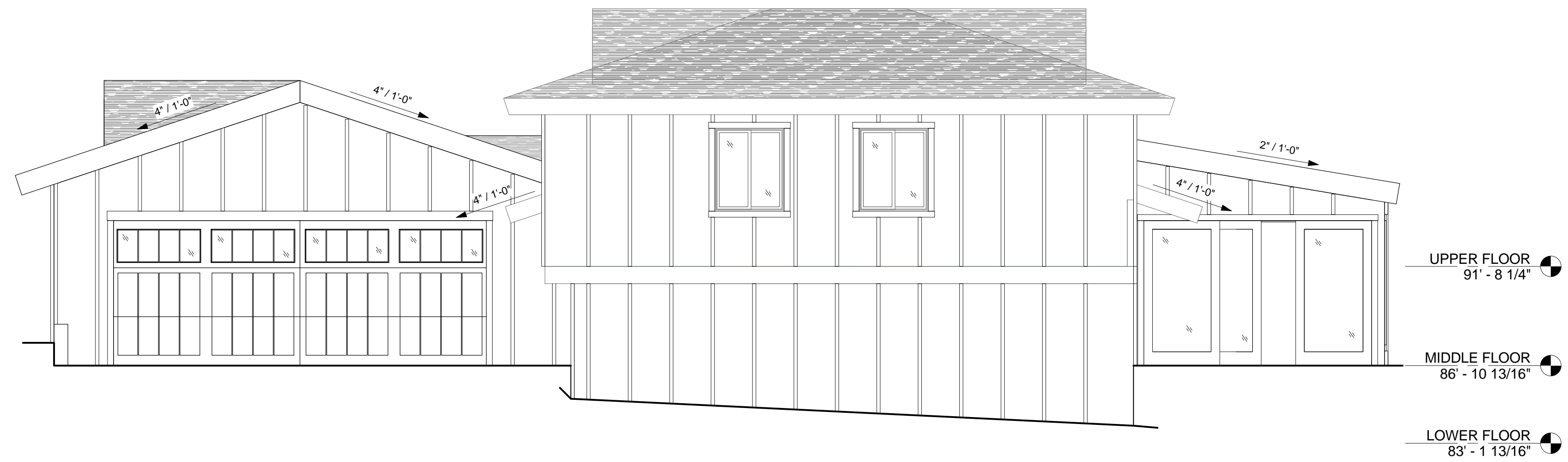
**COLLINS RESIDENCE**  
 WOOD CREEK, LOT 86  
 506 McDONALD DR., INCLINE VILLAGE, NV.  
 APN: 124-071-01

DRAWN : KM  
 CHECKED : EF  
 DATE : 2-10-16  
 SCALE : AS NOTED  
 JOB NO : SRCO-2  
 DWG NO : Site.dwg  
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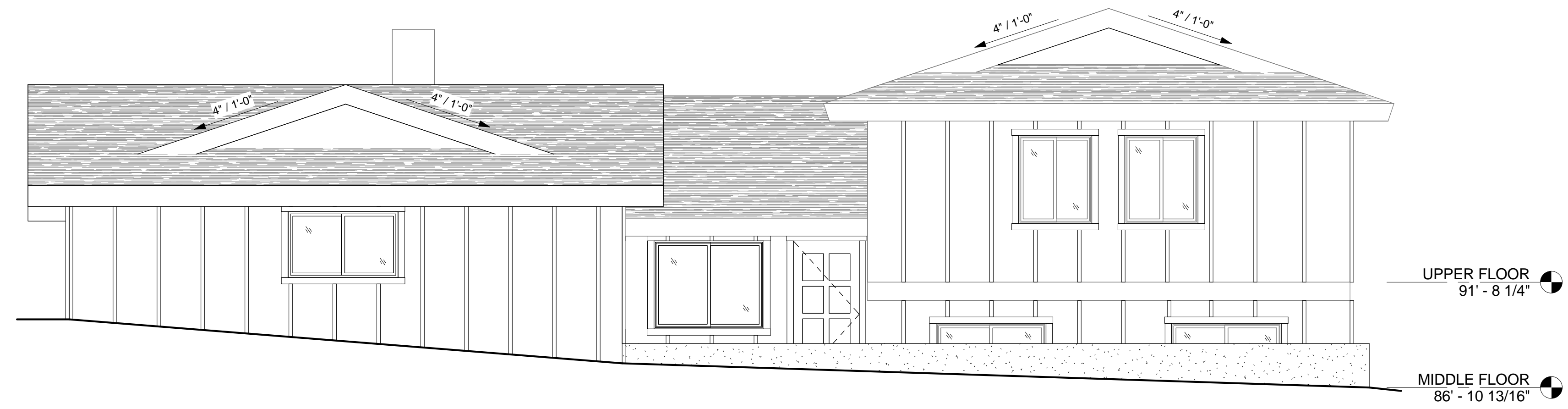
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① WEST ELEVATION  
1/4" = 1'-0"



② NORTH ELEVATION  
1/4" = 1'-0"

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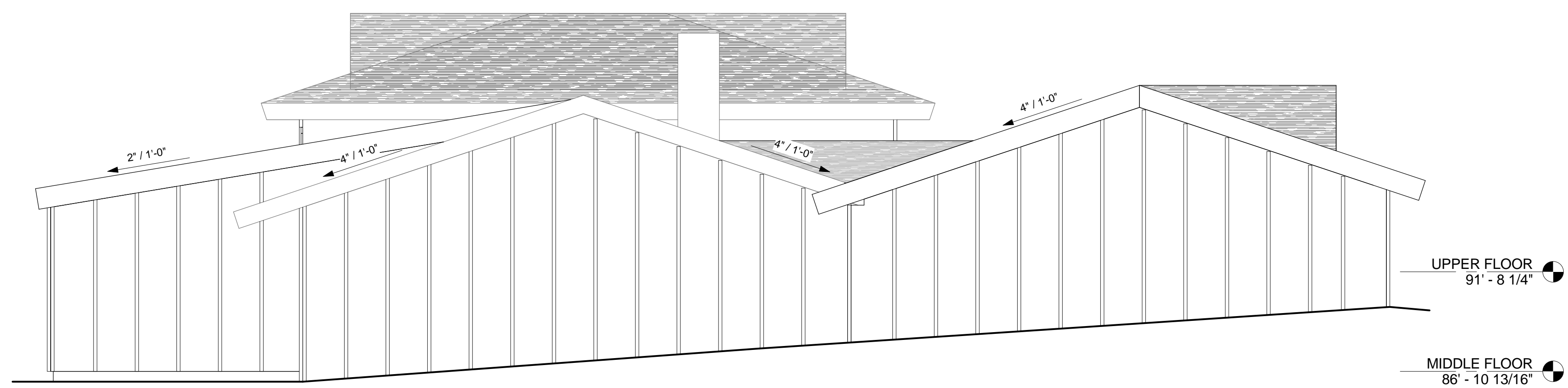
P.O. BOX 5989  
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NEVADA 89150  
PHONE: (775)833-3388  
FAX: (775)833-2388  
elise@elisefett.com

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APN: 124-071-01

DRAWN :	CHECKED :
DATE :	Issue Date
SCALE :	1/4" = 1'-0"
JOB NO :	SRCO-2
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A-3	
OF	SHEETS

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① EAST ELEVATION  
1/4" = 1'-0"



② SOUTH ELEVATION  
1/4" = 1'-0"

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elise@elisefett.com

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APN: 124-071-01

DRAWN :	CHECKED :
DATE :	Issue Date
SCALE :	1/4" = 1'-0"
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PRINT DATE :	2/11/2018 11:32:49
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OF	SHEETS

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② NORTHWEST\_1  
12" = 1'-0"



⑤ NORTHEAST\_1  
12" = 1'-0"



① SOUTHEAST\_1  
12" = 1'-0"



③ SOUTHWEST\_1  
12" = 1'-0"

REVISIONS	BY

P.O. BOX 5989  
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FAX: (775)833-2388  
elise@elisefett.com

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APN: 124-071-01

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PRINT DATE :	1/27/2018 14:58:17
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② NW alt\_1  
6" = 1'-0"



① NE alt\_1  
6" = 1'-0"



③ SE alt\_1  
6" = 1'-0"

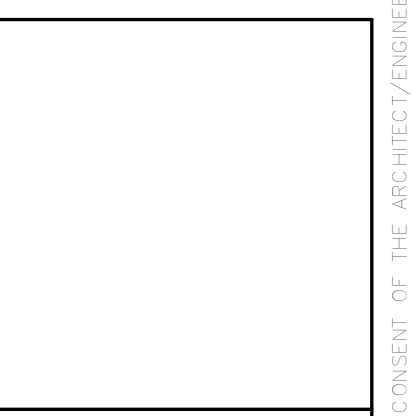


⑧ S alt\_2  
6" = 1'-0"

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elise@elisefett.com



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APN: 124-071-01

DRAWN :	CHECKED :
DATE :	Issue Date
SCALE :	6" = 1'-0"
JOB NO :	SRCO-2
PRINT DATE :	2/1/2018 14:44:22
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A-Y	
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