

STAFF REPORT FOR PLANNING COMMISSION MEETING OF MAY 25, 2022

FILE NO: VAR-2022-0200

AGENDA ITEM: 6.A

STAFF CONTACT: Heather Manzo, Associate Planner

AGENDA TITLE: For Possible Action: Discussion and possible action regarding a request for a variance to reduce the required side yard setbacks for a property zoned General Office ("GO") located at 607 East Spear Street, APN 004-235-02. (Heather Manzo, hmanzo@carson.org)

STAFF SUMMARY: The applicant is proposing a reduction to the required side yard setbacks from 10 feet to 5 feet for the development of a single-family residence on a vacant 33-foot-wide parcel. A variance is required. The Planning Commission is authorized to approve the variance.

PROPOSED MOTION: "I move to approve variance VAR-2022-0200, based on the ability to make all findings and subject to the conditions of approval contained in the staff report."

VICINITY MAP:



RECOMMENDED CONDITIONS OF APPROVAL:

1. The applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on and off-site improvements shall conform to City standards and requirements.
4. The applicant shall meet all the conditions of approval and commence the use for which this permit is granted, within 12 months of the date of final approval. A single, one-year extension of time may be granted if requested in writing to the Planning Division at least 30 days prior to the one-year expiration date. Should this permit not be initiated within one-year, and no extension granted, the permit shall become null and void.

LEGAL REQUIREMENTS: Carson City Municipal Code (“CCMC”) 18.02.050 (Review); 18.02.085 (Variances); and 18.04.115 (General Office (“GO”)); Carson City Development Standards (“CCDS”) 1.18 (Residential Development in Non-Residential Zones).

MASTER PLAN DESIGNATION: Mixed-Use Residential

ZONING: GO

KEY ISSUES: Will the approval of the variance request be in keeping with the standards of the CCMC?

SURROUNDING ZONING AND LAND USE INFORMATION:

NORTH: GO – Single Family Residences
EAST: GO – Single Family Residences
SOUTH: GO – Single Family Residences
WEST: GO – Single Family Residences

ENVIRONMENTAL INFORMATION:

FLOOD ZONE: X Shaded (areas of minimal flooding)
SLOPE/DRAINAGE: project area is flat
SEISMIC ZONE: Zone III, moderate earthquake potential, beyond 500 feet

SITE DEVELOPMENT INFORMATION:

PARCEL AREA: ±2,805 square feet
EXISTING DEVELOPMENT: Vacant

BACKGROUND: The subject site consists of a 33 foot wide by 85 foot deep parcel. The site was previously developed with a 27 foot wide single family residence that was constructed in 1907 and was demolished in 2019. The applicant wishes to develop the site. If application of the 10 foot side setbacks is applied to the property, the structure will be limited to 13 feet wide. Based on the narrowness of the lot and the required side setbacks, the applicant has applied for a variance to reduce the side yard setbacks in order to accommodate the construction of a new single family residence.

DISCUSSION: The applicant has requested a reduction of the side yard setbacks from 10 feet to 5 feet. The proposed 2-story single family residence has ±1,464 square feet of living space, a 2 car garage, and a 2nd level deck over the driveway. The project will comply with all other standards for development. The table below summarizes the setback standards and the proposed setbacks for the project.

Setbacks	CCMC Minimum	Proposed
Front	10 feet	20 feet
Side	10 feet	5 feet
Rear	0 feet	10 feet

A single family residence is allowed within the GO zoning district, but is subject to the design standards contained in CCDS 1.18 (Residential Development Standards in Non-Residential Zones). The applicant will need to demonstrate the design complies with CCDS 1.18 at the time of building permit submittal.

PUBLIC COMMENTS: Public notices were mailed on May 10, 2022, to 42 property owners, within 600 feet of the subject site, pursuant to the provisions of the Nevada Revised Statutes and the CCMC. As of the writing of this report no public comments had been received. Any comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting on May 25, 2022, depending on their submittal date to the Carson City Planning Division.

CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS: Plans were routed to commenting agencies, and the following comments were received. Comments have been incorporated into the conditions of approval, as appropriate.

Development Engineering:

Development Engineering has reviewed the request within our areas of purview relative to adopted standards and practices and to the provisions of C.C.M.C. 18.02.085, Variances:

CCMC 18.02.085(2)(a) - Adequate Plans

The information submitted by the applicant is adequate for this analysis.

CCMC 18.02.085(5)(a) – Site Constraints

The width of the lot is a site constraint, especially when taking into consideration that the side yard setbacks within the GO zone are 10 feet.

CCMC 18.02.085(5)(b) – Preservation and Enjoyment of Property Rights

There are adequate services to serve the project. The requested variance will allow the applicant to the same property rights as others within the neighborhood and within the same zoning district.

CCMC 18.02.085(5)(c) - Adverse Effects to the Public

Granting this request will not adversely affect to a material degree the health and safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.

Fire Department:

1. The project must comply with the International Fire Code and Northern Nevada Fire Code amendments as adopted by Carson City.

Building Division:

1. The applicant will need to apply for a permit using the Carson City permit center permitcenter.carson.org
2. The design will need to be in accordance with the 2018 Code Series and Northern Nevada Amendments (Building and Fire).

FINDINGS: Staff's recommendation is based upon the findings as required by CCMC Section 18.02.085 (Variances) enumerated below and substantiated in the public record for the project.

1. **That because of special circumstances applicable to the subject property, including shape, size, topography or location of surroundings, the strict application of the zoning ordinance**

would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classification.

CCMC 18.04.195 (Non-Residential District Intensity and Dimensional Standards) states that the minimum setbacks for this development are: Front = 10 feet, Side = 10 feet, Rear = 0 feet and the minimum lot width for properties within the GO zone is 60 feet wide. For lots that meet the minimum lot width standards, meeting the side setback standards can be achieved as the setbacks will accommodate a 40 foot wide structure. New development is subject to meeting code standards in the place at the time of application. Strict application of CCMC would deem the property nearly undevelopable as the lot is 33 feet wide which is considerably narrower than the minimum lot width of 60 feet within the GO zoning district. If code standards for side setbacks are applied to this property, the structure would be limited to 13 feet wide.

Due to the narrowness of the property, the applicant is requesting that the side yard setbacks be reduced to 5 feet to accommodate the construction of a single-family residence. The subject site is surrounded by GO zoned properties developed with single family residences. The request would be in character with surrounding development located within the same zoning classification.

2. **That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.**

Granting of the variance will allow the applicant to enjoy the same right to develop the site with a single family residence as other surrounding properties which do not have the same site constraints. Without the variance, the applicant's ability to develop the parcel will be impacted due to the narrowness of the property.

3. **That the granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.**

The intent of CCMC 18.04.195 is to apply setback standards to properties to provide adequate building separation from property lines. The requested 5 foot setback complies with building and fire standards and is consistent with the neighborhood character. The granting of the variance will not, under the circumstances of this particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.

Attachments:

Application VAR-2022-0200

April 13, 2022

Carson City Planning Division
108 E. Proctor Street
Carson City, Nevada 89701

RE: Major Project Review: MPR-2021-0441

Dear Sirs:

Herein I will describe the events and circumstances that led to us now engaging over my property at 607 E. Spear, Carson City, NV 89701.

I bought this property 'as is' (no inspection contingency) in November of 2017 for \$100,000. At that time, it was a small, 3-bedroom, 1-bath, 935-sqft single family residence that came with tenants who continued to rent from me as they had from the previous owner. The setbacks were 5' or less, as the west side of the property sat nearly on the property line.

When a major plumbing issue arose and we needed to dig deep into the structure of the house, I decided there was too much liability involved to let the tenants return, and I put them up in a hotel until they could find other accommodations.

In March of 2019, Bartosz Construction pulled a permit for me to demo the house, which included approximately \$10,000 of asbestos remediation. There was absolutely nothing salvageable about the structure and a complete demolition was performed. At no time was I advised, not even in the permit that was pulled, that I had a year to rebuild under the same zoning, use permit, setbacks, etc. And even if I had been notified, I was already under water by \$30,000 and didn't have the funds to rebuild at that time.

I subsequently tried to sell the lot but was unable to get any reasonable offers because I supposedly now only had 13' of buildable width, because the zoning was now 'commercial', with 10' setbacks, and my property is only 33' wide. Those unexpected restrictions made my lot worth 'maybe' \$50,000, which caused me financial harm. That whole block was (and still is) residential. There are many mixed use and multifamily structures in the general neighborhood.

So, just to have the right to build another economically reasonable residential structure, I have had to bring this before you and pay over \$2,000 to have you consider my situation. The losses on this project just keep adding up.

I humbly request that you approve the plans submitted herein and restore the setbacks to what I had when I originally bought the property. That way I can replace the neighborhood blight that I tore down with something that will beautify and enhance the city.

Sincerely,


Dawn Rickabaugh



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180
Hearing Impaired: 711

January 21, 2022

Dawn Rickabaugh
PO Box 308
Carson City, NV 89702
Digital distribution to dawn@notequeen.com

Major Project Review: MPR-2021-0441

Project Description: Application to discuss potential variance to setback requirements in the General Office (GO) zone due to lot size and dimensions. Application materials note that there was an existing structure that was demolished. Applicant wishes to develop the site, but would be limited based on current setback requirements.

Review Date: December 21, 2021

Major Project Review Comments

The following requirements and comments are provided for your use in preparing final plans and submittals for the project. Please be advised that the comments presented in this letter are based on the plans submitted with the Major Project Review application and may not include all the requirements or conditions which may be placed on the project at the time of submittal of planning applications for approval (if applicable) or final plans for building permits. It is hoped, however, that this review will expedite the completion of your project.

Some of the requirements noted below may have already been shown or otherwise indicated in the plans and need only be submitted in the final improvement plan form. Final on- and off-site improvement plans shall be submitted to the Building Division, (108 E. Proctor Street). These plans must contain all appropriate requirements of Development Engineering, Health, Utilities, Fire, and Planning Divisions/Departments.

Planning applications (if applicable), such as Master Plan Amendments, Zoning Changes, Special Use Permits, Variances, Lot Line Adjustments, Parcel Maps, etc. shall be submitted to the Planning Division (108 E. Proctor Street) for review and approval.

SITE INFORMATION:

Address: 607 East Spear Street
APNs: 004-235-02
Site Size: 2,805 square feet
Master Plan Designation: Mixed-Use Residential
Zoning: General Office (GO)

PLANNING DIVISION

Heather Manzo, Associate Planner

1. Allowable Uses – Allowed uses in the GO zoning district are outlined in CCMC 18.04.115. Residential uses are allowed in addition to some commercial uses that are generally lower intensity uses and appropriate within proximity to a neighborhood.
2. Setbacks – Division 1.18.4 (Residential Development in Non-Residential Zones) and CCMC 18.04.195 (Non-residential)

CCMC 18.04.195 outlines the minimum setbacks in the GO zoning district. Division 1.18 further expands on the base zoning setbacks and standards when residential development is proposed.

The setbacks for the GO zone are:

Division 1.18.4 specifies that setbacks shall be those established in the underlying zoning district subject to the following:

- a. Front = 10 feet (additional 5 feet for each story above the first; Side = 10 feet; Rear = 0 feet since the site abuts commercial zoning.
- b. A minimum 6-foot landscape buffer is required along all street frontages.

It was noted during the meeting that development may not be possible with the 10 foot side setbacks and that a 5 foot setback was more desired. A major variance will be required to reduce the required side setbacks to 5 feet.

3. Height - CCMC 18.04.195 (Non-Residential)

The maximum height is 50 feet in the GO zoning district.

4. Parking - Carson City Development Standards, Division 2. For residential development, 2 off-street parking spaces is required per unit. Most commercial uses which are allowed in the GO zoning district will require more parking than a single family residence. Please refer to Division 2.2 for parking requirements based on use.
5. Growth Management - CCMC 18.12

Growth Management applies to all residential, commercial, and industrial property that is required to be served by city water and/or sewer service within the consolidated municipality of Carson City.

ENGINEERING AND UTILITIES

Stephen Pottey, Development Engineering

Transportation:

1. Off-street parking must be provided per the table in CCDS 2.2. The driveway must meet Carson City Development Standards and Standard Details.

Water/Sewer:

2. Water and sewer connection fees must be paid. If these fees were paid in the past, then the difference between the old and new amounts of water/sewer usages must be paid for. Please see CCMC 12.01.030 for the water connection fee schedule and 12.03.020 for the sewer connection fee schedule.
3. A backflow preventer may need to be installed above grade in a hot box at the property line

for some commercial uses. Please refer to NAC 445A for a list of uses that require backflow preventers.

Storm Drainage and Flooding:

4. The current FEMA flood zone is Zone X (shaded) so no special flood mitigation is required.

General Comments:

5. Any engineering work done on this project must be wet stamped and signed by an engineer licensed in Nevada. This will include site, grading, utility and erosion control plans as well as standard details.
6. All construction work must be to Carson City Development Standards (CCDS) and meet the requirements of the Carson City Standard Details.
7. Fresh water must be used for Dust control. Contact the Water Operations Supervisor Public Works at 283-7382 for more information.
8. A private testing agreement will be necessary for the compaction and material testing in the street right of way. The form can be obtained through Carson City Permit Engineering.
9. If an existing water service is to be re-used, it must be checked for condition. It may need to be replaced. Any existing water and sewer services not being used must be abandoned at the main.
10. New electrical service must be underground.
11. Please show sufficient utility information to ensure that minimum spacing is met between water meters and dry utilities.
12. Any work performed in the street right of way will require a traffic control plan and a timeline type schedule to be submitted before the work can begin. A minimum of one week notice must be given before any work can begin in the street right of way.

FIRE DEPARTMENT

Dave Ruben, Fire Marshal

1. The project must comply with the International Fire Code (IFC) and Northern Nevada fire code amendments as adopted by Carson City.

BUILDING DIVISION

Corey Coleman, Building Official

1. Design to the 2018 Code Series and Northern Nevada Amendments (Building and Fire) and the State of Nevada Blue Book.
2. Provide submittal digitally to the permit center at permitcenter.carson.org. Initial reviews may take up to 15 days.
3. If a 5 foot setback is allowed, please note that there may be fire separation and opening protection requirements.

Conclusion

These comments are based on a very general site plan and do not indicate a complete review. All pertinent requirements of Nevada State Law, Carson City Code, and Carson City Development Standards will still apply whether mentioned in this letter or not.

Due to changing conditions of business and requirements for zoning, master plan and development codes of Carson City, this MPR information will expire and may need to be updated with a new MPR if the developer has not applied for a variance, or building permit if a variance is not required, within one year of the date of the MPR meeting. Please provide a copy of this MPR letter with any submittal in relation to the proposed project.

The aforementioned comments are based on the Major Project Review Committee's review. If you have any questions, please feel free to contact the following members of staff, Monday through Friday 8:00 AM to 4:00 PM.

Planning Division –

Heather Manzo, Associate Planner
(775) 283-7075
Email: hmanzo@carson.org

Engineering Division –

Stephen Pottey, Development Engineering
(775) 283-7079
Email: spottey@carson.org

Fire Prevention –

Dave Ruben, Fire Marshal
(775) 283-7153
Email: druben@carson.org

Building Division –

Corey Coleman, Building Official
(775) 283-7052
Email: ccoleman@carson.org

Sincerely,
Community Development Department, Planning Division



Heather Manzo
Associate Planner

cc: MPR-2021-0441

Carson City Planning Division
108 E. Proctor Street- Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

CCMC 18.02.085

FILE #

MAJOR VARIANCE

APPLICANT PHONE #
Dawn Rickabaugh (775)291-2009

FEE*: \$2,150.00 + noticing fee
*Due after application is deemed complete by staff

MAILING ADDRESS, CITY, STATE, ZIP
704 Highland St., Carson City, NV 89703

- SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies)
 - Application Form
 - Detailed Written Project Description
 - Site Plan
 - Building Elevation Drawings and Floor Plans
 - Variance Findings
 - Applicant's Acknowledgment Statement
 - Documentation of Taxes Paid-to-Date
- CD or USB DRIVE with complete application in PDF

EMAIL ADDRESS
dawn@notequeen.com

PROPERTY OWNER PHONE #
Dawn Rickabaugh (beneficiary of trust)

MAILING ADDRESS, CITY, STATE, ZIP
704 Highland St., Carson City, NV 89703

EMAIL ADDRESS
dawn@notequeen.com

Application Reviewed and Received By:

APPLICANT AGENT/REPRESENTATIVE PHONE #
Kristi Manwaring, Trustee is owner of record

Submission Deadline: Planning Commission application
submission [schedule](#).

MAILING ADDRESS, CITY, STATE, ZIP
she is my daughter, holding title to the property

EMAIL ADDRESS
through the trust, but I am the sole bene of the trust

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Project's Assessor Parcel Number(s):
004-235-02

Street Address
607 E. Spear. St.

Project's Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

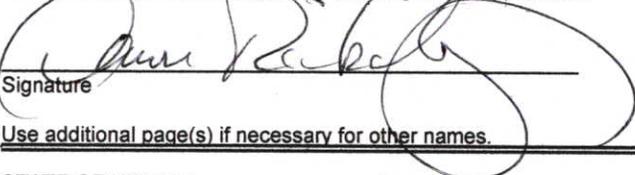
Anderson

Please provide a brief description of your proposed project below. Provide additional pages to describe your request in more detail.

Because of asbestos, etc., the previous improvement was totally demolished, thus I lost my 5' setbacks. I want them restored so I can build an economically viable project for this narrow 3,000 sqft lot.

PROPERTY OWNER'S AFFIDAVIT

I, Dawn Rickabaugh, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.


Signature

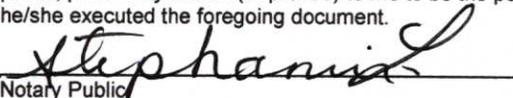
704 Highland St., Carson City
Address

4-7-22
Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY Carson City)

On April 7, 2022, Dawn Michelle Rickabaugh, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.


Notary Public



NOTE: If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

ACKNOWLEDGMENT OF APPLICANT

I certify that the foregoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one year of the date of the Planning Commission approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City Code requirements.

 Dawn Rickabaugh 4-25-22
Applicant's Signature Print Name Date

Carson City Planning Division 108 E. Proctor Street- Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org		FOR OFFICE USE ONLY: CCMC 18.02.085 MAJOR VARIANCE	
FILE #		FEE*: \$2,150.00 + noticing fee *Due after application is deemed complete by staff	
APPLICANT PHONE # Dawn Rickabaugh, beneficiary (775)291-2009		<input type="checkbox"/> SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies)	
MAILING ADDRESS, CITY, STATE, ZIP 704 Highland St., Carson City, NV 89703		<input type="checkbox"/> Application Form <input type="checkbox"/> Detailed Written Project Description <input type="checkbox"/> Site Plan <input type="checkbox"/> Building Elevation Drawings and Floor Plans <input type="checkbox"/> Variance Findings <input type="checkbox"/> Applicant's Acknowledgment Statement <input type="checkbox"/> Documentation of Taxes Paid-to-Date	
EMAIL ADDRESS dawn@notequeen.com		<input type="checkbox"/> CD or USB DRIVE with complete application in PDF	
PROPERTY OWNER PHONE # Kristi Manwaring, Trustee (626)241-7557		Application Reviewed and Received By: _____	
MAILING ADDRESS, CITY, STATE, ZIP 704 Highland St., Carson City, NV 89703		Submission Deadline: Planning Commission application submission <u>schedule</u>.	
EMAIL ADDRESS kristi@notequeen.com		Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.	
APPLICANT AGENT/REPRESENTATIVE PHONE #			
MAILING ADDRESS, CITY, STATE, ZIP			
EMAIL ADDRESS			
Project's Assessor Parcel Number(s): 004-235-02		Street Address 607 E. Spear St.	
Project's Master Plan Designation Mixed-Use Residential		Project's Current Zoning GO	
		Nearest Major Cross Street(s) Anderson	

Please provide a brief description of your proposed project below. Provide additional pages to describe your request in more detail.

To replace the residential property demolished in 2019 with a new residential property using the 5' setbacks on the sides. There will be a 2-car garage on the 1st level to provide off street parking.

PROPERTY OWNER'S AFFIDAVIT

I, Kristi Manwaring, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

[Signature]
 Signature

704 Highland St.
 Address

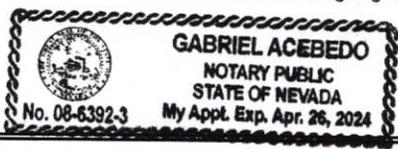
4/25/22
 Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
 COUNTY Carson city)

On April 25, 2022, Kristi Lynn Manwaring, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

[Signature]
 Notary Public



NOTE: If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

ACKNOWLEDGMENT OF APPLICANT

I certify that the foregoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one year of the date of the Planning Commission approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City Code requirements.


Applicant's Signature

Kristi Manwaring
Print Name

4/25/22
Date

MAJOR VARIANCE CHECKLIST

Each application must include the following information:

1. A Detailed Written Project Description
2. Response to the Variance Findings
3. Documentation of Taxes Paid-to-Date
4. Building Elevation Drawings and Floor Plans
5. Site Plan drawn at an appropriate scale or dimension to depict the parcel and containing the following information:
 - a. Show a north point arrow and site plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original site plan:



- b. Vicinity map must be shown on the site plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
 - c. Title block in lower right-hand corner including:
 - i. Applicant's name, mailing address, and daytime phone number (including area code).
 - ii. The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
 - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
 - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
 - v. Project title and permit request. (Example: Variance, Special Use Permit).
6. Property lines of the subject property with dimensions indicated.
7. All existing and proposed structures shall be shown, including:
 - a. Distances from property lines indicated by dimensions.
 - b. Distances between buildings shall be indicated on the plot plan.
 - c. Clearly label existing and proposed structures and uses, and show dimensions.
 - d. Square footage of all existing and proposed structures.
 - e. If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening and loading/unloading area location and design.
 - f. Elevations of any proposed structures/additions.
 - g. All easements.
8. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
9. Project access:
 - a. Show the location of street access and all existing accesses of neighboring properties including cross streets.
 - b. Show adjoining street names
 - c. Show all curb cuts with dimension.
10. Show the Assessor Parcel Number(s) of adjoining parcels.
11. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.
12. Show location of existing and proposed utilities and drainage facilities and indicate whether overhead or underground. Show the location of any septic lines/fields and wells.
13. If specific landscape areas are required or provided, show with dimensions.
14. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

MAJOR VARIANCE FINDINGS

State law requires that the Planning Commission consider and support the questions below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the required findings with as much detail as possible to ensure that there is adequate information supporting your proposal.

THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DOES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.

CCMC 18.02.085(5) FINDINGS.

- 1. That because of special circumstances to the subject property, including shape, size, topography or location of surroundings, the strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classifications.**

Explanation: Think about your situation and state what is different about your property that makes your variance request necessary. Is it the topography, the design, size, etc. or your parcel and why can you not redesign your project to fit within code requirements? Please understand that a "self-imposed" or "financial" hardship is not considered adequate reason for granting of a variance.

- 2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.**

Explanation: Would you be able to enjoy the same property rights on your property as your neighbors without the granting of this variance? Provide an explanation why the granting of this variance request is necessary for you to be afforded the same property rights as those properties around you with the same zoning code requirements.

- 3. That granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.**

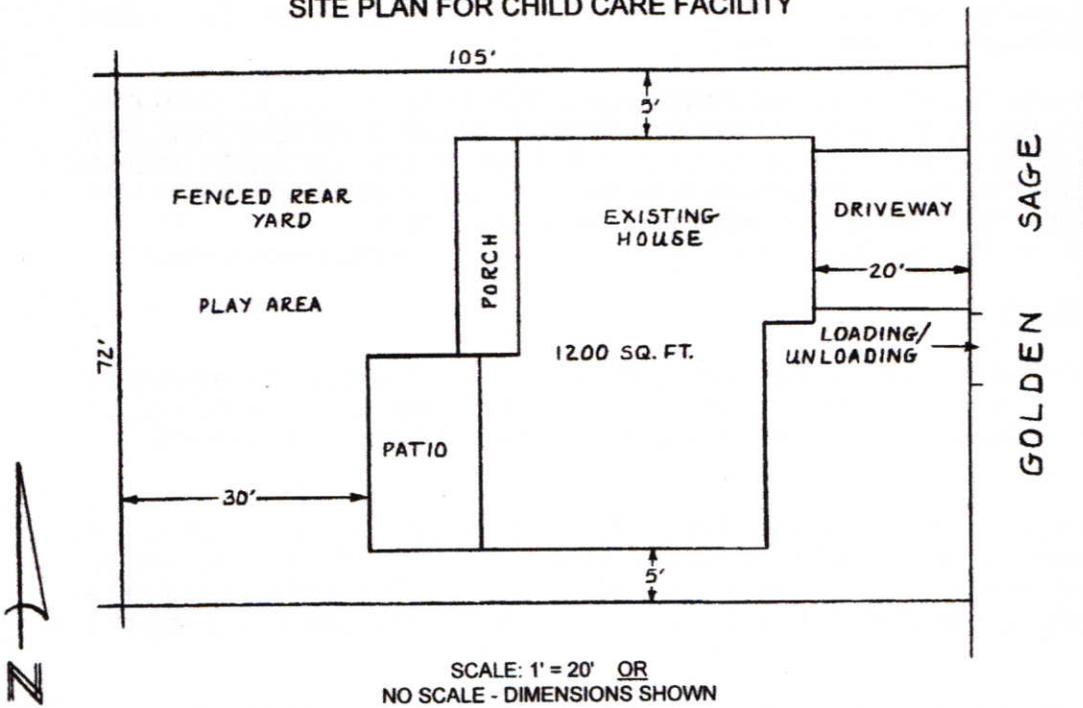
Explanation: State how the granting of your variance request may or may not result in actual damage to nearby properties or prejudice by your neighbors in a precedent-setting situation. State why your project will not be harmful to the public health, safety and general welfare.

If there is any other information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include the information.

Please type and sign the statement on the following page at the end of your findings response.

**EXAMPLE
SPECIAL USE PERMIT/VARIANCE**

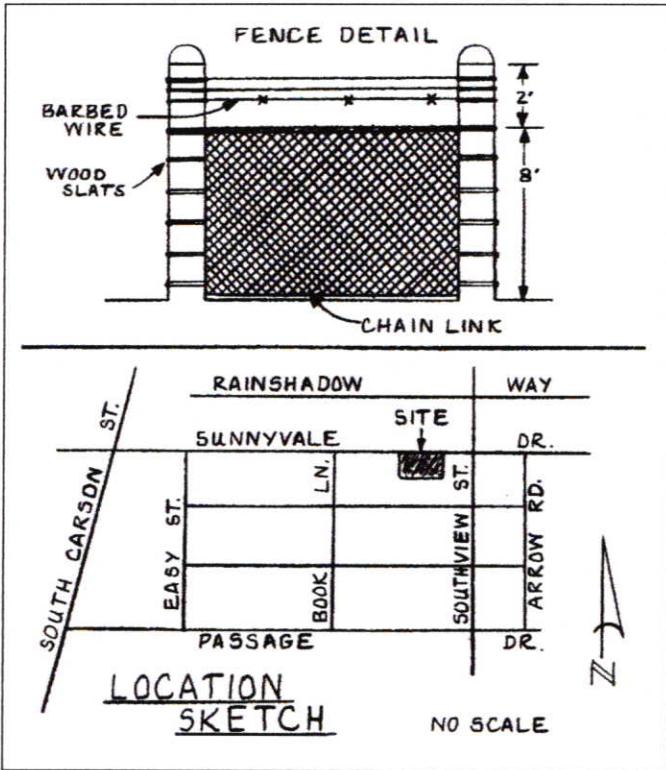
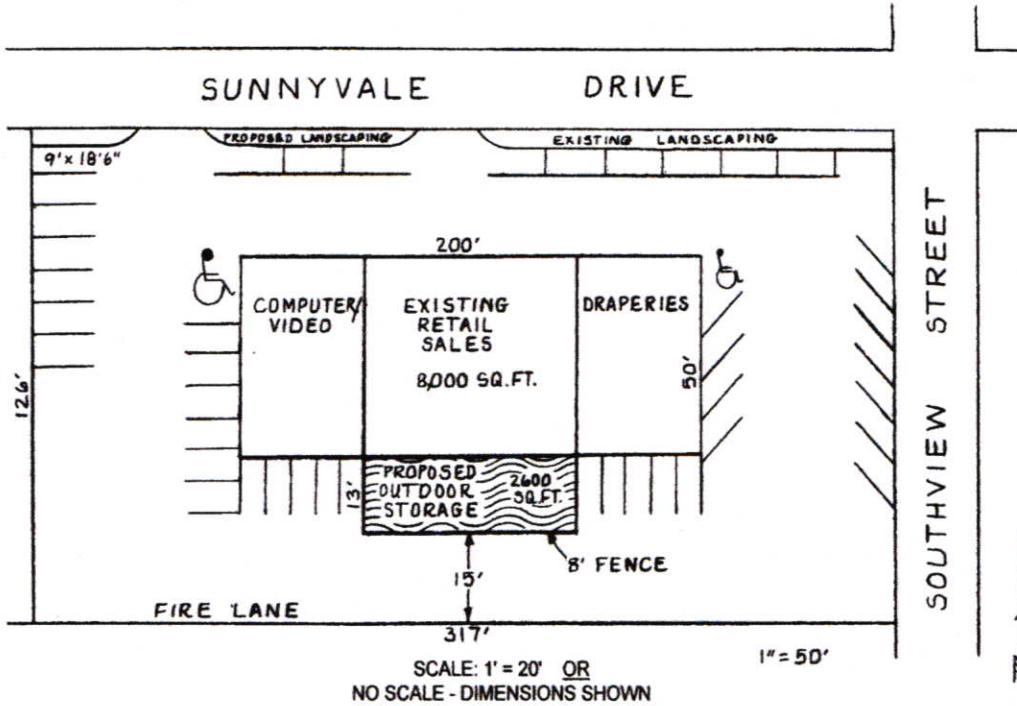
SITE PLAN FOR CHILD CARE FACILITY



<p>LOCATION SKETCH</p> <p>NO SCALE</p> <p>WEST SIDE OF GOLDEN SAGE, 3 HOUSES NORTH OF GEORGIA AVE.</p>	<p>OWNER: John Doe 123 Anyplace Carson City NV 89701 (775) 333-3333</p> <p>APPLICANT: SAME</p> <p>REQUEST: To allow a childcare facility</p> <p>LOCATION: 123 Golden Sage Drive</p> <p>ZONING: Single Family 6,000 (SF6)</p> <p>MASTER PLAN LAND USE DESIGNATION: Low Density Residential</p> <p>APN: 005-215-25</p> <p>Site Plan Prepared By John Doe</p>
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**EXAMPLE
SPECIAL USE PERMIT/VARIANCE**

SITE PLAN FOR COMMERCIAL OUTDOOR STORAGE



OWNER: John Doe
123 Anyplace
Carson City NV 89701
(775) 111-1111

APPLICANT: Jane Smith
345 Someplace
Carson City NV 89701
(775) 222-2222

REQUEST: To allow outdoor storage in Retail Commercial (RC) zone

LOCATION: 123 Anyplace

ZONING: Retail Commercial (RC)

MASTER PLAN LAND USE DESIGNATION: Commercial

APN: 005-215-25

Site Plan Prepared By Jane Smith

ADDRESSING MAJOR VARIANCE FINDINGS

1. That because of special circumstances to the subject property, including shape, size, topography or location of surroundings, the strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classifications.

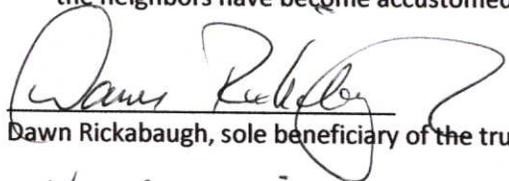
Explanation: My parcel is extremely narrow at 33' wide and 85' deep. Without the 'variance' being granted (which restores the setbacks I had when I bought the property) my buildable footprint would only be 13' wide by 60' deep (approximately 780 sqft without going vertical) which is about the size of a single wide mobile home. Of course, the zoning does not permit mobile homes. This is much different than a 23' wide footprint (original 5' setbacks) which would allow me to build something economically viable and be in conformity with the improvements of surrounding parcels on my block and directly across the street from me to the North. In short, the GO zoning decimates the value of this parcel by overly restricting what can be built on such a narrow lot. I am sure this will be an issue with more than just my parcel in time as there are several narrow lots in that general area. I was given no notice or warning that I would lose the setbacks within a year of the demolition, and a GO zoning for this type of lot seems very impractical and causes financial harm to property owners like me. The neighbors to the east and west of me have corner lots, and their homes are as close to Anderson and Walsh as possible, meaning that when my 5' setbacks are restored, the distance between my home and my neighbors' homes will remain far enough apart to prevent any change in privacy or concerns of fire catching easily from one house to the next.

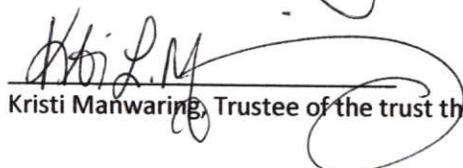
2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.

Explanation: As stated above, the corner lots next to me and behind me are not as narrow, so I am the only one on the block who would no longer be able to build a residential structure of the same size and economic value as my neighbors. I would hope that part of enjoying personal property rights is to have the value of my property reasonably preserved. I removed a blight from the neighborhood and simply want to replace it with something nice.

3. That granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.

Explanation: The structure that I demolished was unsafe and hazardous to the community. The new structure that I propose to build will be safe, a definite upgrade that would support property values in the area. Additionally, the 2-car garage will get vehicles off the street that for years clustered in front of the old structure. Restoring a residential structure like I propose will maintain the quiet enjoyment that the neighbors have become accustomed to.


Dawn Rickabaugh, sole beneficiary of the trust that owns the property


Kristi Manwaring, Trustee of the trust that owns the property

Carson City Property Inquiry

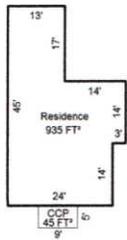
Property Information

Parcel ID	004-235-02	Parcel Acreage	0.0700
Tax Year	2021 <input type="button" value="v"/>	Assessed Value	14,986
Land Use Group	RES	Tax Rate	3.5700
Land Use	280 - Single Family Residential with Minor Improvements	Total Tax	\$524.27
Zoning	GO	Fiscal Year (2021 - 2022)	
Tax District	015	Total Unpaid All Years	\$0.00
Site Address	607 E SPEAR ST		

Pay Taxes

Sketches & Photos

Converted Sketch



Assessments

Taxable Value	Land	Building	Per. Property	Totals
Residential	42,000	817	0	42,817
Com / Ind.	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
Pers. Exempt				0
Total	42,000	817	0	42,817

Assessed Value	Land	Building	Per. Property	Totals
Residential	14,700	286	0	14,986
Com / Ind.	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
Pers. Exempt				0
Total	14,700	286	0	14,986

	New Land	New Const.	New P.P.	Omit Bldg
Residential	0	0	0	0
Com / Ind.	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
Totals	0	0	0	0

Assessor Descriptions					
Assessor Descriptions	Subdivision Name	Section	Township	Range	Block & Lot
	MUSSER DIVISION	17	T15N	R20E	BLK 47 LT 3

No Personal Exemptions

Billing Fiscal Year (2021 - 2022)							
Installment	Date Due	Tax Billed	Cost Billed	Penalty/Interest	Total Due	Amount Paid	Total Unpaid
1	8/16/2021	\$132.53	\$0.00	\$0.00	\$132.53	\$132.53	\$0.00
2	10/4/2021	\$130.58	\$0.00	\$0.00	\$130.58	\$130.58	\$0.00
3	1/3/2022	\$130.58	\$0.00	\$0.00	\$130.58	\$130.58	\$0.00
4	3/7/2022	\$130.58	\$0.00	\$0.00	\$130.58	\$130.58	\$0.00
Total		\$524.27	\$0.00	\$0.00	\$524.27	\$524.27	\$0.00

Payment History				
	Fiscal Year	Total Due	Total Paid	Amount Unpaid
+	(2021 - 2022)	\$524.27	\$524.27	\$0.00
+	(2020 - 2021)	\$504.01	\$504.01	\$0.00
+	(2019 - 2020)	\$503.68	\$503.68	\$0.00

[Show 23 More](#)

Related Names	
<p>CURRENT MAIL TO FOR 2022 (2022 - 2023)</p> <p>Name SPEAR REVOCABLE LIV TR 11/14/17</p> <p>Mailing Address KRISTI MANWARING, TRUSTEE PO BOX 308 CARSON CITY, NV, 89702-0000</p> <p>Status Account Current</p>	<p>CURRENT OWNER FOR 2022 (2022 - 2023)</p> <p>Name MANWARING, KRISTI TRUSTEE</p> <p>Mailing Address</p> <p>Status Account Current</p>
<p>OWNER FOR 2021 (2021 - 2022)</p> <p>Name SPEAR REVOCABLE LIV TR 11/14/17</p> <p>Mailing Address KRISTI MANWARING, TRUSTEE PO BOX 308 CARSON CITY, NV, 89702-0000</p> <p>Status Account Current</p>	<p>CURRENT OWNER FOR 2022 (2022 - 2023)</p> <p>Name SPEAR REVOCABLE LIV TR 11/14/17</p> <p>Mailing Address</p> <p>Status Account Current</p>
<p>OWNER FOR 2021 (2021 - 2022)</p> <p>Name SPEAR REVOCABLE LIV TR 11/14/17</p> <p>Mailing Address KRISTI MANWARING, TRUSTEE PO BOX 308 CARSON CITY, NV, 89702-0000</p> <p>Status Account Current</p>	<p>OWNER FOR 2021 (2021 - 2022)</p> <p>Name MANWARING, KRISTI TRUSTEE</p> <p>Mailing Address</p> <p>Status Account Current</p>

Structure 1 of 1

Sales history

DISCLAIMER: SOME DOCUMENTS MAY NOT BE SHOWN

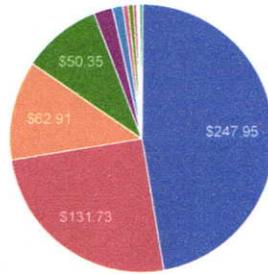
Year	Document #	Document Type	Sale Date	Sold By	Sold To	Price
2017	480616	GRANT BARGAIN SALE DEED	11/20/2017	JOE SHELLEY	REVOCABLE LIV TR 11/14/17 SPEAR	\$100,000
2005	339667	GRANT BARGAIN SALE DEED	7/15/2005	SHILES LLC	LINDA J & SHELLEY, JOE HILES	\$162,000
2004	327579	GRANT BARGAIN SALE DEED	11/5/2004	LINDA HILES	SHILES LLC	\$161,550

Show 3 More

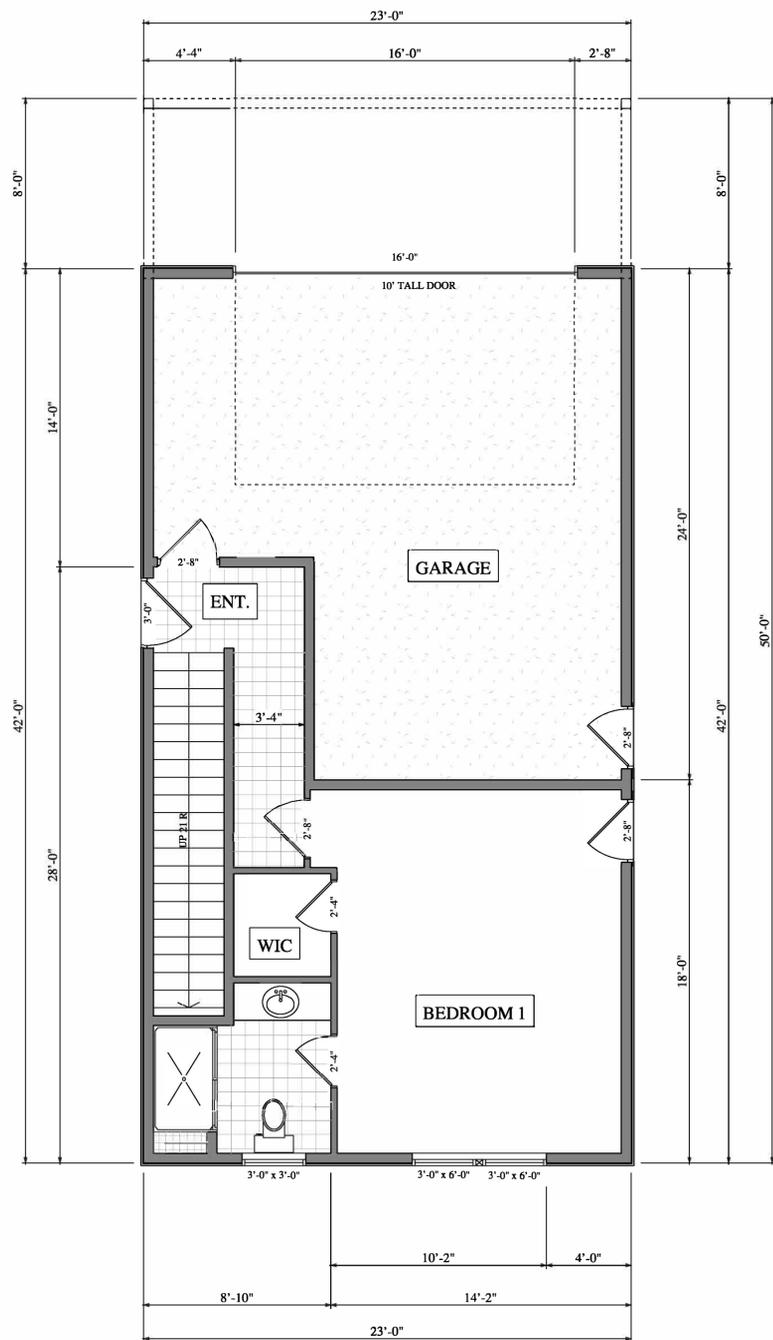
No Genealogy Information

Taxing Entities

Tax Entity	Tax Rate	Amount
REDEVELOPMENT	0.0000	\$247.95
CITY OPER.	1.9622	\$131.73
SCH. DEBT (V)	0.4300	\$62.91
SCHOOL OPER.	0.7500	\$50.35
STATE OF NV	0.1700	\$12.07
MEDICAL INDG	0.1000	\$6.71
SR. CIT.	0.0500	\$3.35
CAP.PROJ. (L)	0.0500	\$3.35
SUB-CONSERV.	0.0300	\$2.01
ACCIDENT INDG	0.0150	\$1.01
CO-OP EXT.	0.0128	\$0.86
Tax Entity Total	3.5700	\$522.30
EAGLE VLY GRND WTR	0.0000	\$1.97
Special Assessment Total	0.0000	\$1.97
Year Total	3.5700	\$524.27



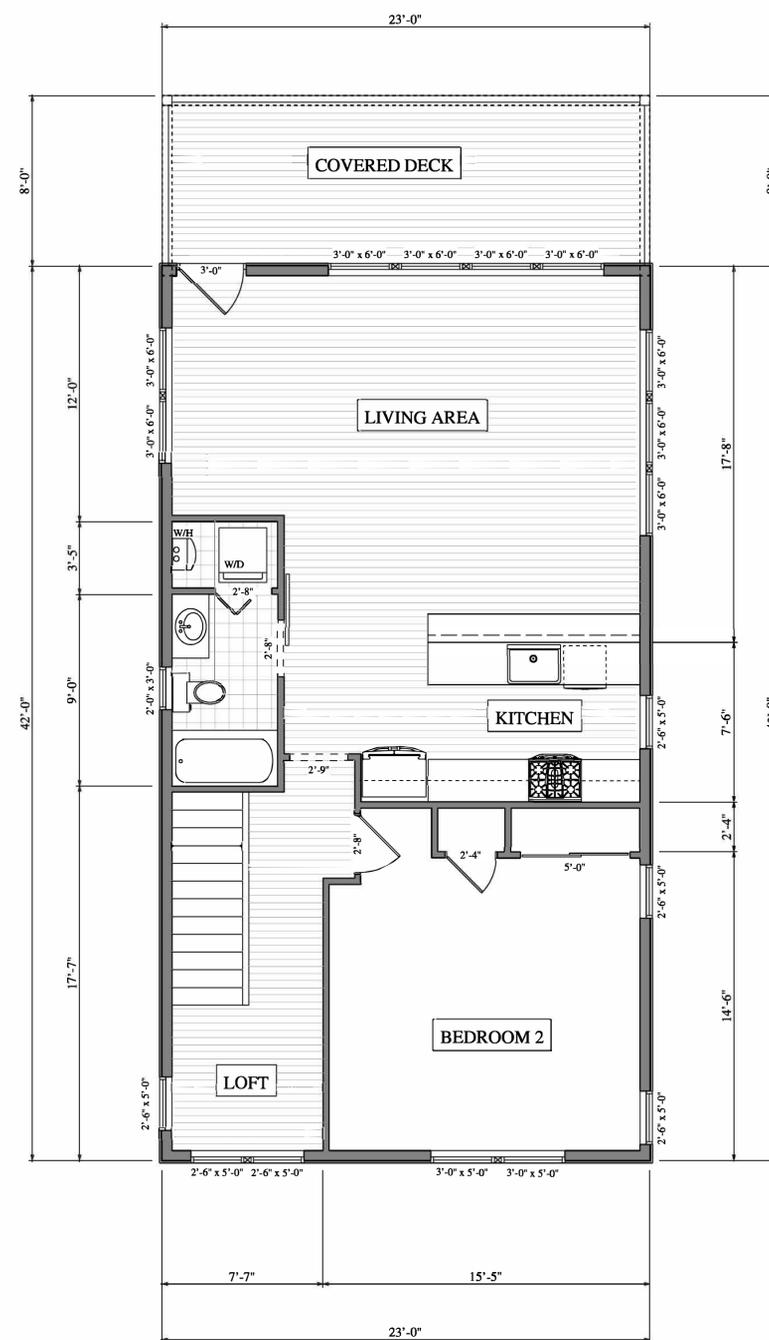
- REDEVELOPMENT
 - CITY OPER.
 - SCH. DEBT (V)
 - SCHOOL OPER.
 - STATE OF NV
 - MEDICAL INDG
 - SR. CIT.
 - CAP.PROJ. (L)
 - SUB-CONSERV.
 - ACCIDENT INDG
- ▲ 1/2 ▼



LOWER FLOOR PLAN

THIS LEVEL:
498 SQUARE FEET OF LIVING AREA
468 SQUARE FEET OF GARAGE AREA

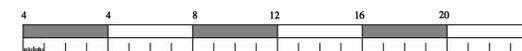
SCALE: 1/4"=1'-0"



UPPER FLOOR PLAN

THIS LEVEL:
966 SQUARE FEET OF LIVING AREA
184 SQUARE FEET OF DECK AREA

SCALE: 1/4"=1'-0"



NO.	REVISIONS/ISSUE	DATE

BARTOSZ CONSTRUCTION INC
3 CANYON DRIVE - CARSON CITY, NV 89703
NV LIC #31180A - EXP:5/31/2022 - MONETARY LIMIT: \$750,000.00

Single Family Residence - Major Variance
607 E Spear Street - Carson City, Nevada
APN: 004-235-02

FLOOR PLANS

Contractor: "Project Designer"
These Plans are provided & submitted by the contractor as an exemption to NRS 623.330 for work under the contractor's license category authorized under NRS 624. Bartosz Construction Inc. I am responsible for the design, preparation, and information shown on these plans.

Dawn Bartosz's Signature _____ Date _____

Applicant:
Dawn Rickabaugh
PO Box 308
Carson City, NV 89702
(775) 291-2009
dawn@notequeen.com

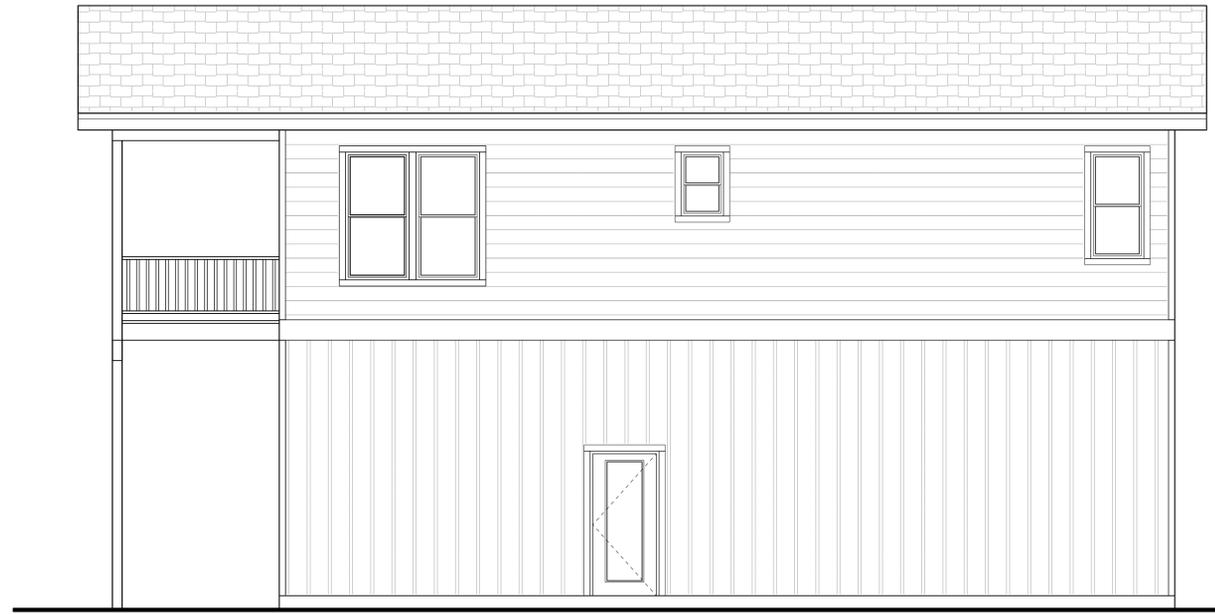
Property Owner:
Kristi Manwaring, Trustee
PO Box 308
Carson City, NV 89702
(626) 241-7557
kristi@notequeen.com

SHEET
DATE: April 11, 2022
A2

THESE PLANS ARE THE PROPERTY OF BARTOSZ CONSTRUCTION INC.



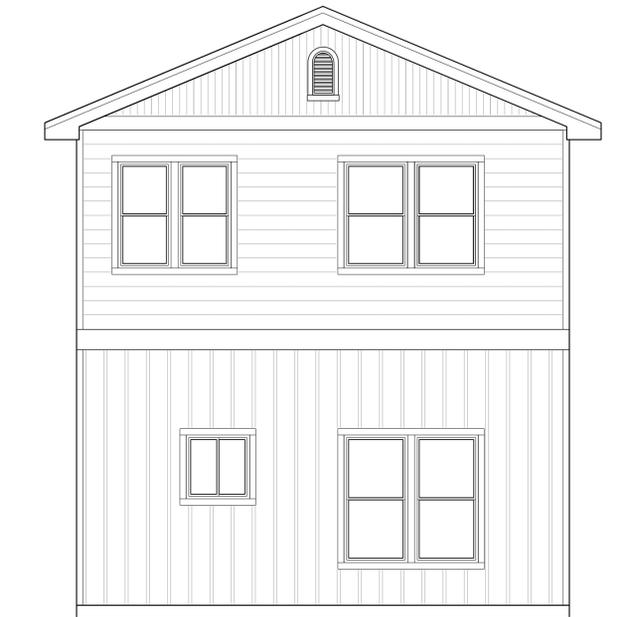
NORTH ELEVATION
SCALE: 1/4"=1'-0"



WEST ELEVATION
SCALE: 1/4"=1'-0"



EAST ELEVATION
SCALE: 1/4"=1'-0"



SOUTH ELEVATION
SCALE: 1/4"=1'-0"

NO.	REVISIONS/ISSUE	DATE

BARTOSZ CONSTRUCTION INC
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ELEVATIONS

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Dawn Bartosz's Signature

Date

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Dawn Rickabaugh
PO Box 308
Carson City, NV 89702
(775) 291-2009
dawn@notequeen.com

Property Owner:
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PO Box 308
Carson City, NV 89702
(626) 241-7557
kristi@notequeen.com

SHEET
DATE: April 11, 2022
A3

