

Community Services Department

Planning and Building

SHORT TERM RENTALS
ADMINISTRATIVE REVIEW
APPLICATION



Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775.328.6100

Administrative Review Permit for Short Term Rentals

Washoe County Code (WCC) Chapter 110, Section 110.319.05(a)(2), requires an application for an administrative review permit to establish Tier 2 short term rental (STR). A Tier 2 STR has a maximum occupancy of 11 – 22 persons and due to its higher occupancy, may require additional limitations to ensure compatibility with surrounding residential properties. The Director of the Planning and Building Division, or their designee, shall review the application request for compliance with the Development Code taking into consideration any testimony offered by affected property owners and the applicant. The Director, or their designee, may approve, approve with conditions, modify, modify with conditions, or deny the request. See WCC 110.306.25, for further information.

Development Application Submittal Requirements

Submit your application online at [OneNV.us](https://www.onenv.us)

1. **Fees:** See Master Fee Schedule. **Make check payable to Washoe County.**
2. **Development Application:** A completed Washoe County Development Application form and all supplemental questions.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed Administrative Review Permit for Short Term Rentals Application materials.
6. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with topography expressed in intervals of no more than five (5) feet IF there is a difference in elevation of the two dwellings of five (5) feet or more
 - c. Show all required yard setbacks, location and configuration of wells and well house, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
 - d. Date, north arrow, scale and number of each sheet in relation to the total number of sheets, and the name of person preparing the plans.
7. **Floor Plans:** Floor plans to scale with all rooms and spaces labeled for both the main dwelling unit and the detached accessory dwelling.

- Notes:
- (i) Applications must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
 - (ii) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized

studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.

- (ii) **Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.
- (iv) Please be advised that the Washoe County Director of the Planning and Building Division or their designee has the ability to determine if the application is incomplete, if it cannot be ascertained what the applicant is requesting, or if there is insufficient information to determine a favorable outcome.

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name: Tier II STR License Admin. Review Application			
Project Description: Application to have occupancy increased from existing Tier I STR permit to Tier II STR Permit with a maximum occupancy of 20. (Tier I Permit #WSTR22-0194)			
Project Address: 15030 N Timberline Drive, Reno, NV 89511			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets AND area locator):			
N Timberline Drive near Mt Rose Hwy			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
049-871-10	1.5 +/-		
Indicate any previous Washoe County approvals associated with this application: Case No.(s). Tier I STR Permit # WSTR22-0194			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name: WASHOE CAPITAL PARTNERS LLC		Name:	
Address: 751 DAUPHIN ST		Address:	
MOBILE, AL Zip: 36602		Zip:	
Phone: 251-333-7368 Fax:		Phone: Fax:	
Email: JARED@IRBYGROUP.COM		Email:	
Cell: 251-533-4726 Other:		Cell: Other:	
Contact Person: JARED IRBY		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name: WASHOE CAPITAL PARTNERS, LLC		Name: KARLIE REA (PROPERTY MGR)	
Address: 751 DAUPHIN ST		Address: 1160 ELMIRA ST #6	
MOBILE, AL Zip: 36602		MOBILE, AL Zip: 36604	
Phone: 251-333-7368 Fax:		Phone: 251-333-7368 Fax:	
Email: KAM@IRBYGROUP.COM		Email: KARLIE@IRBYRENTS.COM	
Cell: 251-423-9893 Other:		Cell: 228-731-4001 Other:	
Contact Person: KRISTEN IRBY		Contact Person: KARLIE REA	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Property Owner Affidavit

Applicant Name: Washoe Capital Partners, LLC

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, Jared Irby, as Manager of Warrior Operations LLC, manager of Washoe Capital Partners, LLC
(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 Building.

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

Assessor Parcel Number(s): 049-871-10

Printed Name Jared Irby

Signed 

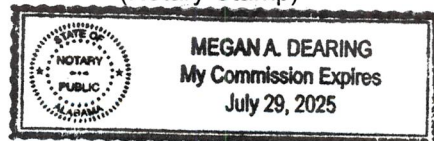
Address 751 Dauphin Street, Mobile, AL 36602

Subscribed and sworn to before me this _____ day of _____, _____.

Megan A. Dearing
Notary Public in and for said county and state

My commission expires: July, 29, 2025

(Notary Stamp)



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

- Owner
- Corporate Officer/Partner (Provide copy of record 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

**Administrative Review Permit Application
for a Short Term Rental
Supplemental Information**

(All required information may be separately attached)

1. What is the square footage of habitable area of the proposed short term rental (exclude the bathrooms, hallways, garage, etc)?

2720 sq. ft. plus 7 bedrooms

2. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Are any new roadway, driveway, or access improvements be required?.

no changes needed (parking available for up to 10 cars)

3. How are you planning to integrate the main dwelling and secondary dwelling to provide architectural compatibility of the two structures?

n/a

5. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Are any new roadway, driveway, or access improvements be required?

no changes needed (parking available for up to 10 cars)

6. What will you do to minimize any potential negative impacts (e.g. increased lighting, removal of existing vegetation, etc.) your project may have on adjacent properties?

n/a

7. Is the subject property part of an active Home Owners Association (HOA) or Architectural Control Committee?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please list the HOA name.
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8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a short term rental on your property?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please attach a copy.
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April 4, 2023

RE: Administrative Review Application for Tier II STR License
15030 N Timberline Drive Parcel No.: 049-871-10

PLEASE INCLUDE THIS LETTER WITH ANY NOTICE TO NEAR BY PROPERTY OWNERS

To Whom It May Concern:

My husband, Jared Irby, and I own (through our business Washoe Capital Partners LLC) an actively permitted Tier I STR (permit #WSTR22-0194) located at 15030 N Timberline Drive, Reno, Nevada. We have applied for a Tier II STR License to increase the permitted occupancy to 20 persons.

Please accept this letter as our opportunity to address any potential concerns regarding our Tier II approval. This property has quite a storied history with the permitting/STR department based on the actions of the previous owner. We have reviewed all the previous filings for this property and reviewed all of the concerns/complaints that were previously brought forward by neighbors.

First and foremost, I must emphasize that my husband and I—along with our companies—have *nothing to do with the previous owner, Troy Underwood*. We purchased the property last year from Mr. Underwood and he was nothing short of a nightmare during the entire process.

I can't begin to imagine what Mr. Underwood put his neighbors through over the years; reviewing our neighbors' past comments to Reno-Tahoe authorities has been enlightening. We love our Timberline neighbors and do not want them to fear "history repeating itself" should we be approved for a Tier II license.

My husband and I are professional real estate investors. We own hundreds of single-family homes and have almost 50 short-term rental units. We own our own, professionally staffed in-house property management company and also own a large in-house customer service call center, which is available 24/7. Our investment strategy with this property revolves around its ability to generate income as an STR when we are not using the property as a personal residence.

While we own and operate many other Airbnb/VRBO properties, the Timberline house is the only one that we consider to be "our house" and we treat it as such.

If we can get the Tier II approval, to achieve the income needed to make the investment feasible, we plan to eventually make the Timberline Drive house our part-time residence; we already use the property extensively for our family as our own mountain getaway. (Our family loves our second home! We live on the Gulf Coast and while we have beautiful beaches, we are at an extreme disadvantage when it comes to weather and geography that allows for snow skiing!) In the meantime, we are thrilled to be able to share our home with other families looking for a getaway.

In the 10 months since our purchase on June 3, 2022, my husband and I—along with our five children—have spent close to half our time in residence at this property. We have especially enjoyed exploring hiking trails this summer and the record amounts of snow this year! Best ski season we've ever had *plus* we were able to have our children experience their first “White Christmas” (which was Baby Caroline’s very first Christmas too!) Snow is a very exciting treat for us Southerners!

We believe that an increase to Tier II is necessary to accommodate larger families traveling with their children. As a family of seven, we understand how difficult it is to find accommodations that will fit an extended family with lots of children, especially when factoring in parents, inlaws, nannies, and extended family. The 10 person limit is reached instantly for a large family vacation.. This Tier II license is intended to allow for more flexibility when hosting Airbnb/VRBO guests who are traveling with their extended family, during the times our own family is not in residence.

We have already been forced to turn down over a dozen families looking to book our home on Airbnb because their group had 12-15 people (the bulk of which is children). Those bookings represented close to six figures in revenue **and tens of thousands in potential tax revenue for Washoe County** with zero potential impact on the neighborhood or county provided services.

Unlike the previous owner, we will never tolerate a house party or allow large groups looking for a frat-house atmosphere. Our house is almost 10,000 sq ft and boasts six garage bays. 20 guests, would not come close to overoccupancy at this house, nor would an extended family of that size be noticed by neighbors—particularly when most of them are children.

We have been able to rent the home extensively under our Tier I license with ZERO complaints. We intend to maintain that high standard going forward. In fact, I am not aware of *any* code violations or complaints to any government authorities for ANY of our almost 50 professionally managed STR properties.

I would like to address the main concerns I categorized based on letters and complaints from neighbors when Mr. Underwood applied for a Tier II STR Permit:



1. **Mismanagement Concerns:** We own our own fully staffed property management company, Irby Property Management. We have seven full-time team members with full 24/7 coverage for customer service. With technology, our team can fully monitor our properties using security cameras and high-tech noise monitors. We have active alerts setup for our team to monitor the comings and goings at all our properties, with the highest priority being the Timberline property.

Additionally, we have coordinated with an amazing local team to handle cleaning, handyman services, and popup management concerns. Our local manager has their own team of people and they manage other local properties as well. The difference between self-management by an unsophisticated owner and a professional operation like ours is night and day.

IRBY screens and vets ALL tenants and renters. We do not accept bookings from new accounts or accounts with previous bad reviews. We have turned away many bookings at the property (and others we own) and will continue to do so as we deem appropriate.

2. **Traffic/Parking Concerns:** Simply put, there are no concerns with property management. The property has 6 garage bays and parking for at least 10 other vehicles. With occupancy capped at 20 - usually, this would be 4-5 vehicles max, based on our experience. We anticipate almost all of our bookings over 10 will be mostly families with children, groups traveling together, couples getaways, etc.
3. **Quiet Enjoyment of Neighborhood / Noise / Loud Music:** Our family loves how peaceful the Timberline neighborhood is and we do not want to disrupt that. Our guests are vetted by our professional, in-house, property management team and are instructed to remain respectful of neighbors and of our home. Additionally, we have internet-connected noise monitors installed throughout the interior and exterior of the property. These alert our 24/7 management team, who are then instructed to review the cameras and immediately contact the guests. With this solution we have not had an issue at other properties that haven't been resolved in minutes.
4. **Over Occupancy / Parties / Events:** Again, this simply won't happen in the future, and if a guest ever misleads us, with our technology solutions, we will find out within minutes and correct the issue. There will be no more "ragers", "keg parties" etc. Not only are we respectful of our legal obligation for our STR license, and respectful of our neighbors, but *this is our family's second home*. We will deal with any issue that comes up immediately per our internal processes, which involve quick expulsion from the property for any rule violations
5. **Trash / Bears Getting into the Trash:** We aren't sure how this situation even happened to begin with, but we have had zero issues with trash/bears/etc as we simply keep the cans locked up and



only put them out the day of trash pickup. Combined with the required “Bear Aware” educational materials required by Reno-Tahoe, we do not foresee garbage-foraging wildlife to be a significant issue in the future.

6. **Fireworks/Fire danger/Emergency Vehicle Access:** We do not allow smoking, fireworks, or solid-fuel source fires at all at our properties. We educate all guests on fire safety per Reno-Tahoe STR permitting requirements. We have also upgraded the fire extinguishers and updated the monitored fire alarm system upon purchase of the home. As Timberline is a high-fire danger zone, we want to ensure that none of our guests endanger this environmentally-sensitive area in any way. (*This is our family's second home- we don't want to risk anyone burning it down!*)

To summarize here are the actions we have taken to differentiate the property from previous ownership:

- In-house Professional Management Company with 24/7 monitoring and response processes
- Competent Reno-local professional management team, cleaning, and vendors
- Security cameras on doors and around the full perimeter with auto alerts to our 24/7 property management team
- Noise monitors installed outside and inside in multiple locations with automatic alerts to our 24/7 property management team
- Vetting of all tenants before booking: including past booking reviews, full contracts off Airbnb/VRBO platforms, and offline identity verification.
- Checking on groups throughout the stay by our professional customer service team as well as scheduling our maintenance vendors (cleaners, landscape, handymen, and pool cleaner)
- Active enforcement, through internal processes, of rules and Reno-Tahoe STR regulations including those regulating parties and over occupancy

We would like the opportunity to set ourselves apart from the previous owner and ask that you recommend the issuance of a Tier II STR license and related privileges for our property.

Thank you for your consideration,


Kristen Irby
Cell: 251-423-9893


Jared Irby
Cell: 251-533-4726





WASHOE COUNTY
Planning & Building Division
SHORT TERM RENTALS PERMIT
WEBSITE: www.washoecounty.us/str

1001 E. Ninth Street
Reno, NV 89520-0027

(775) 328-6100

Permit No: WSTR22-0194

Permit Type: Short Term Rentals

Applied: 10/06/2022

Planning Permit Number (if applicable):

Issued: 10/06/2022

Expire: 09/30/2023

Address: 15030 N TIMBERLINE DR
WASHOE COUNTY, NV. 89511

Parcel No: 049-871-10

Home Square Footage: 4730

MAXIMUM OCCUPANCY: 10

Number of Bedrooms: 6

Parking Spaces: 6

OWNER: Washoe Capital Partners LLC
1 St. Louis Street Ste 3400
MOBILE, AL 36602

Phone:

Email: pmaccounting@irby.co

LOCAL RESPONSIBLE PARTY:

Mobile: (775) 204-2322
(Must be text)

Email: marcus@handymaps.co

AUTHORIZED AGENT:

(Only if Applicable) 1 St. Louis Street Ste 3400
Mobile, AL 36602

Mobile: (228) 731-4001
(Must be text)

Office Phone:

Email: karlie@irbyrents.com

Permission is hereby granted to advertize and operate the short term rentals described in this application, in accordance with the Rules, Regulations and Ordinances of the County of Washoe, along with the plans and application filed herewith.

Initial disclosures below or on the next page.

IMPORTANT TIME DEADLINES:

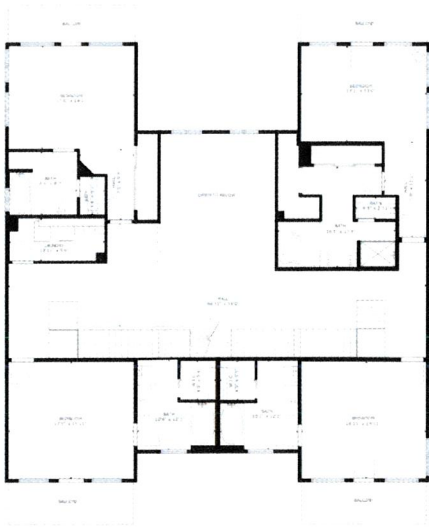
I UNDERSTAND THAT FINAL INSPECTION OR RENEWAL OF THIS PERMIT MUST BE MADE PRIOR TO THE EXPIRATION DATE OR NEW PLANS MUST BE SUBMITTED AND PERMIT FEES PAID PRIOR TO FINAL INSPECTION. PERMITS EXPIRE 12 MONTHS FROM THE DATE OF ISSUE, WITH NO GRACE PERIOD. IF THE DATE OF EXPIRATION FALLS ON A WEEKEND OR HOLIDAY, THE PERMIT MUST BE RENEWED ON THE LAST BUSINESS DAY PRIOR TO THE EXPIRATION. I UNDERSTAND THIS IS THE ONLY NOTICE I WILL RECEIVE FOR RENEWAL OF THE PERMIT AND KEEPING THE PERMIT RENEWED AND IN A VALID STATUS IS MY RESPONSIBILITY.

DISCLAIMERS: INDEMNIFICATION: ACKNOWLEDGMENTS BY PERMITTEE:

I UNDERSTAND THAT THE INSPECTIONS PROVIDED BY WASHOE COUNTY ARE LIMITED TO VERIFYING COMPLIANCE WITH STR ORDINANCE, on 110.319.

I HEREBY AGREE TO DEFEND AND TO SAVE, INDEMNIFY AND KEEP HARMLESS THE COUNTY OF WASHOE AND ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST ALL LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES WHICH MAY ACCRUE AGAINST THE COUNTY IN CONSEQUENCE OF GRANTING OF THIS PERMIT, IN CONSEQUENCE OF THE COUNTY'S OWN NEGLIGENCE OR ITS OTHERS ACTS OR OMISSIONS WITH RESPECT TO THIS PERMIT, OR IN CONSEQUENCE OF THE USE OR OCCUPANCY, OR OTHERWISE BY VIRTUE THEREOF, AND WILL IN ALL THINGS STRICTLY COMPLY WITH THE CONDITIONS OF THIS PERMIT AND PROVISIONS OF THE RULES, REGULATIONS AND ORDINANCE OF THE COUNTY OF WASHOE.

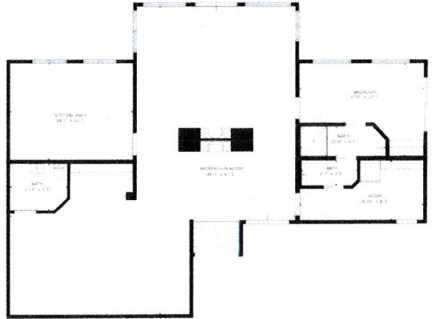
BY INITIALIZING THIS SECTION, YOU GRANT PERMISSION OF ENTRY TO THE STRUCTURE PERMITTED BY THIS PERMIT AND AUTHORIZE WASHOE COUNTY INSPECTORS TO ACCESS THE PROPERTY AT REASONABLE TIMES PROVIDED THAT CREDENTIALS BE PRESENTED TO THE OCCUPANT AND ENTRY REQUESTED FOR THE PURPOSES OF CONDUCTING REQUIRED INSPECTIONS ASSOCIATED WITH THIS PERMIT AND ENFORCE THE PROVISIONS OF WASHOE COUNTY CODE.



FLOOR 3



FLOOR 4



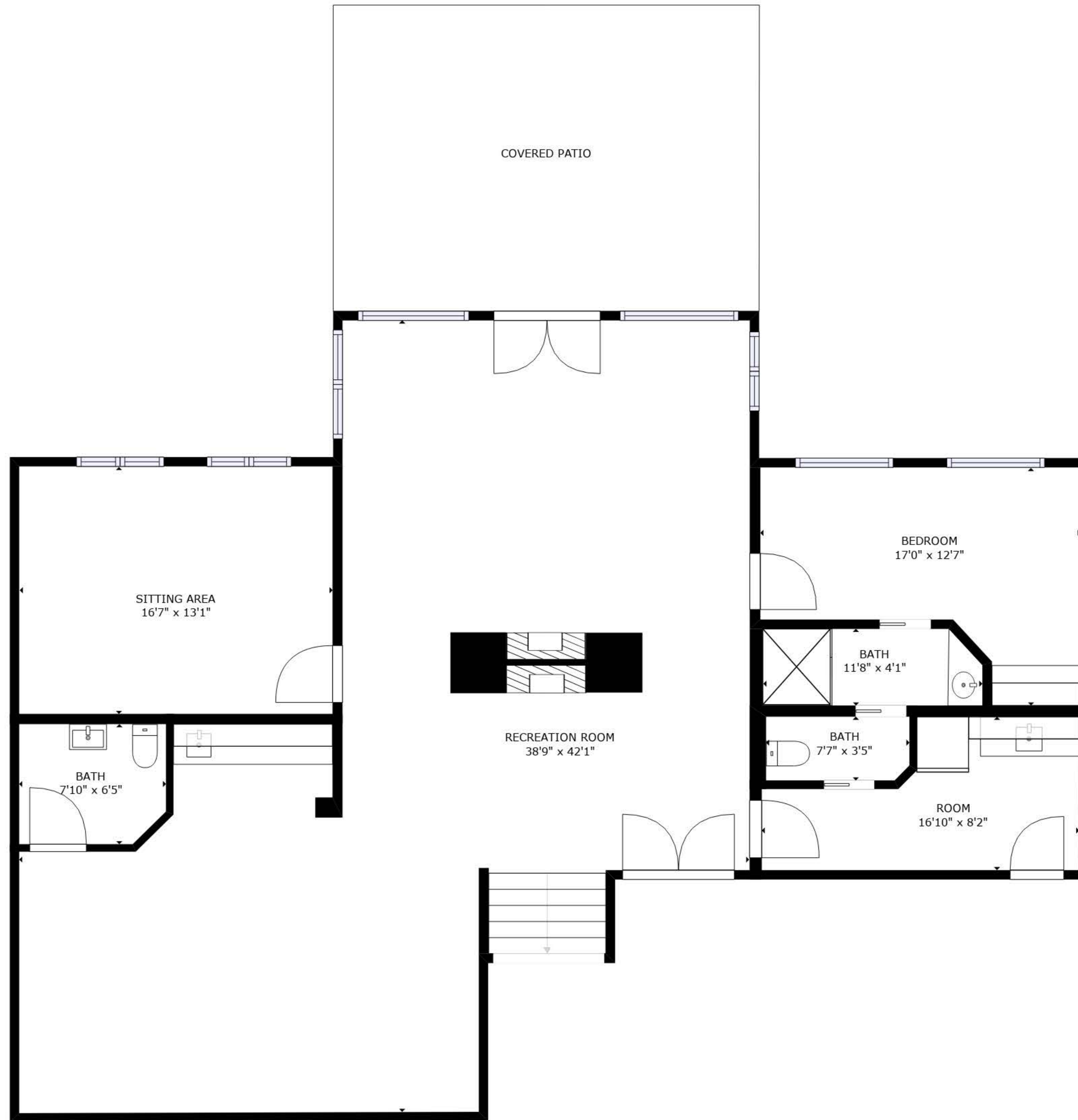
FLOOR 1



FLOOR 2

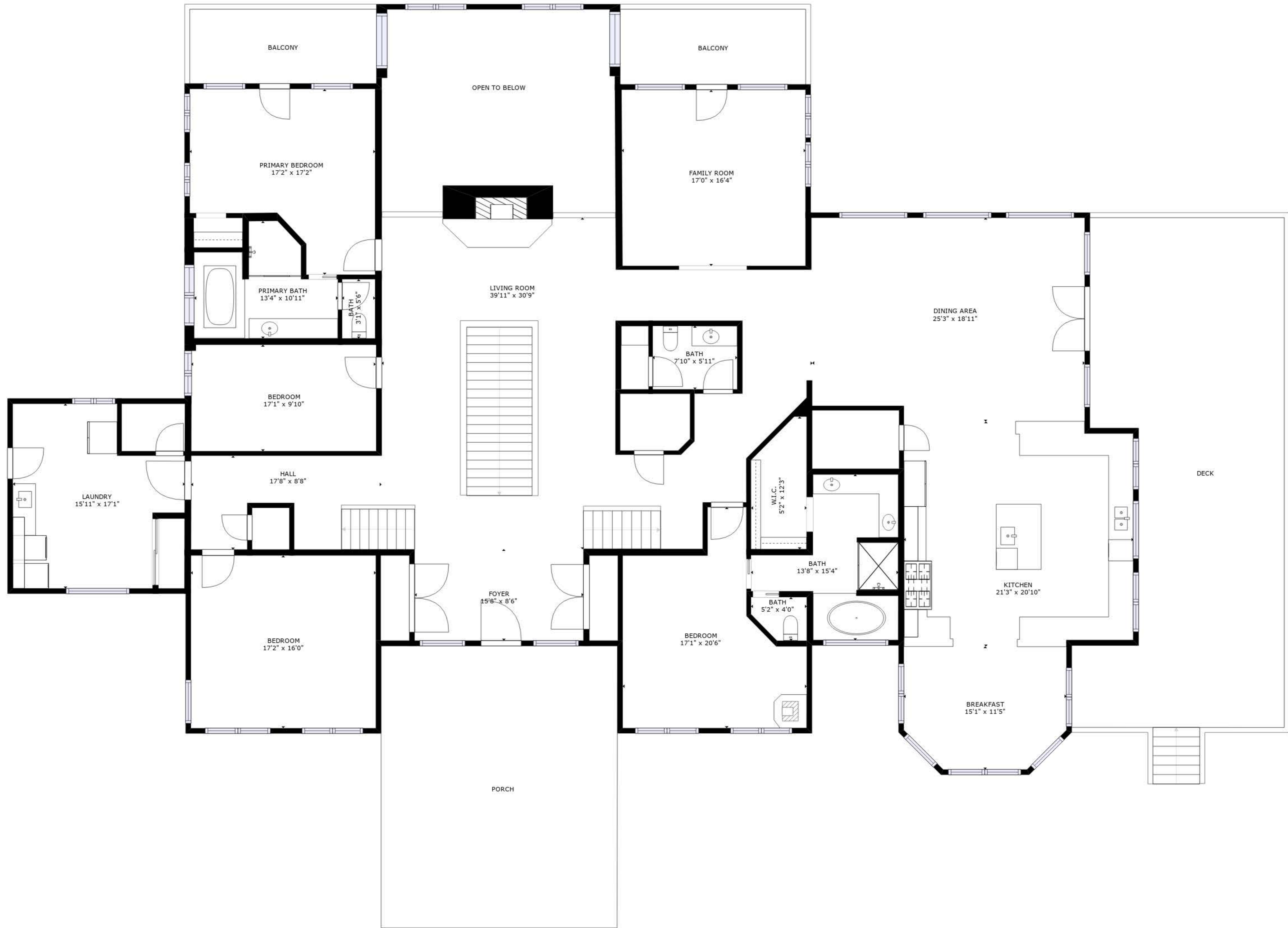
GROSS INTERNAL AREA
 FLOOR 1: 1720 sq. ft, FLOOR 2: 4516 sq. ft
 FLOOR 3: 2704 sq. ft, FLOOR 4: 277 sq. ft
 EXCLUDED AREAS: , PATIO: 368 sq. ft
 BALCONY: 604 sq. ft, DECK: 775 sq. ft
 PORCH: 573 sq. ft
 TOTAL: 9218 sq. ft

SIZES AND DIMENSIONS ARE APPROXIMATE. ACTUAL MAY VARY



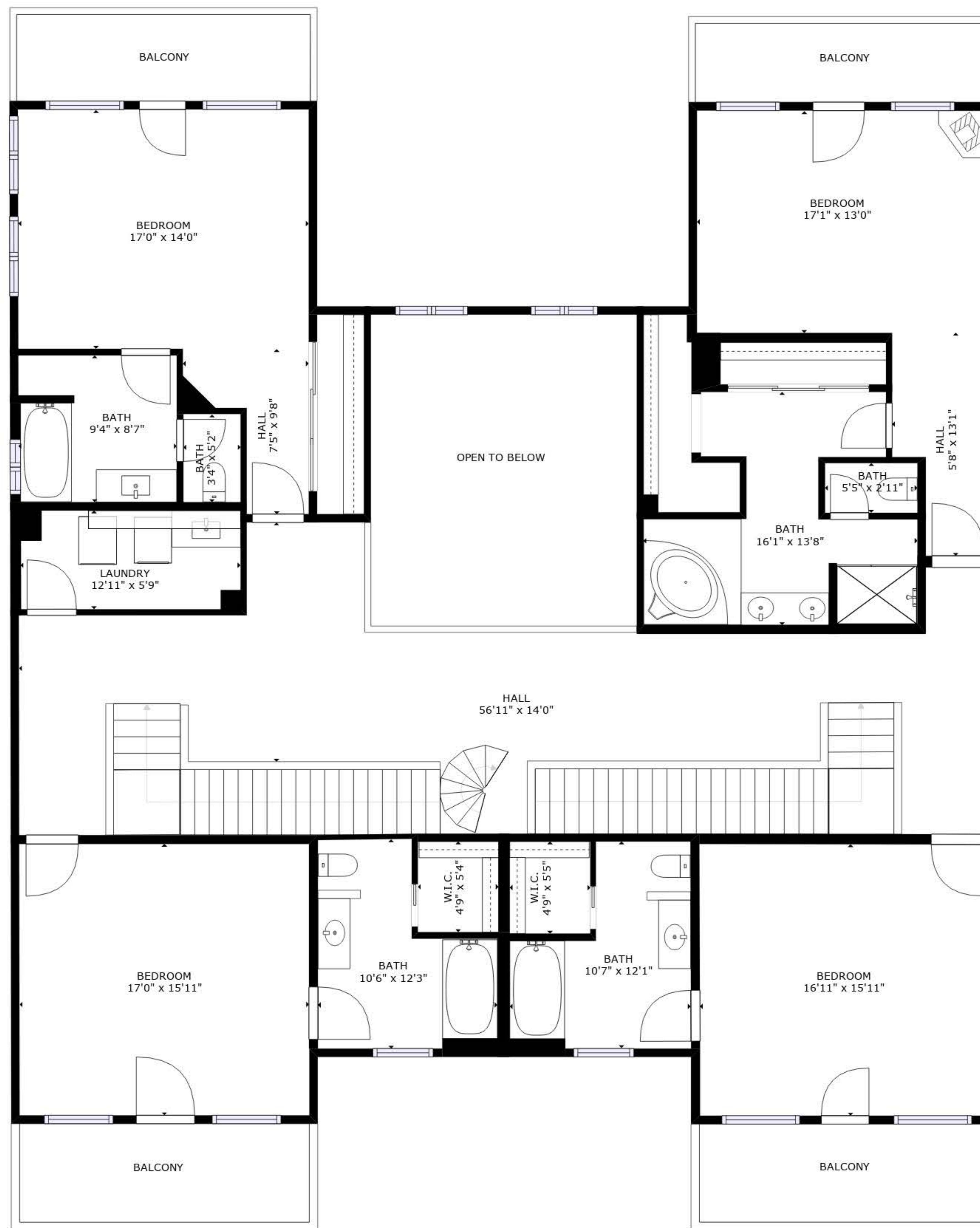
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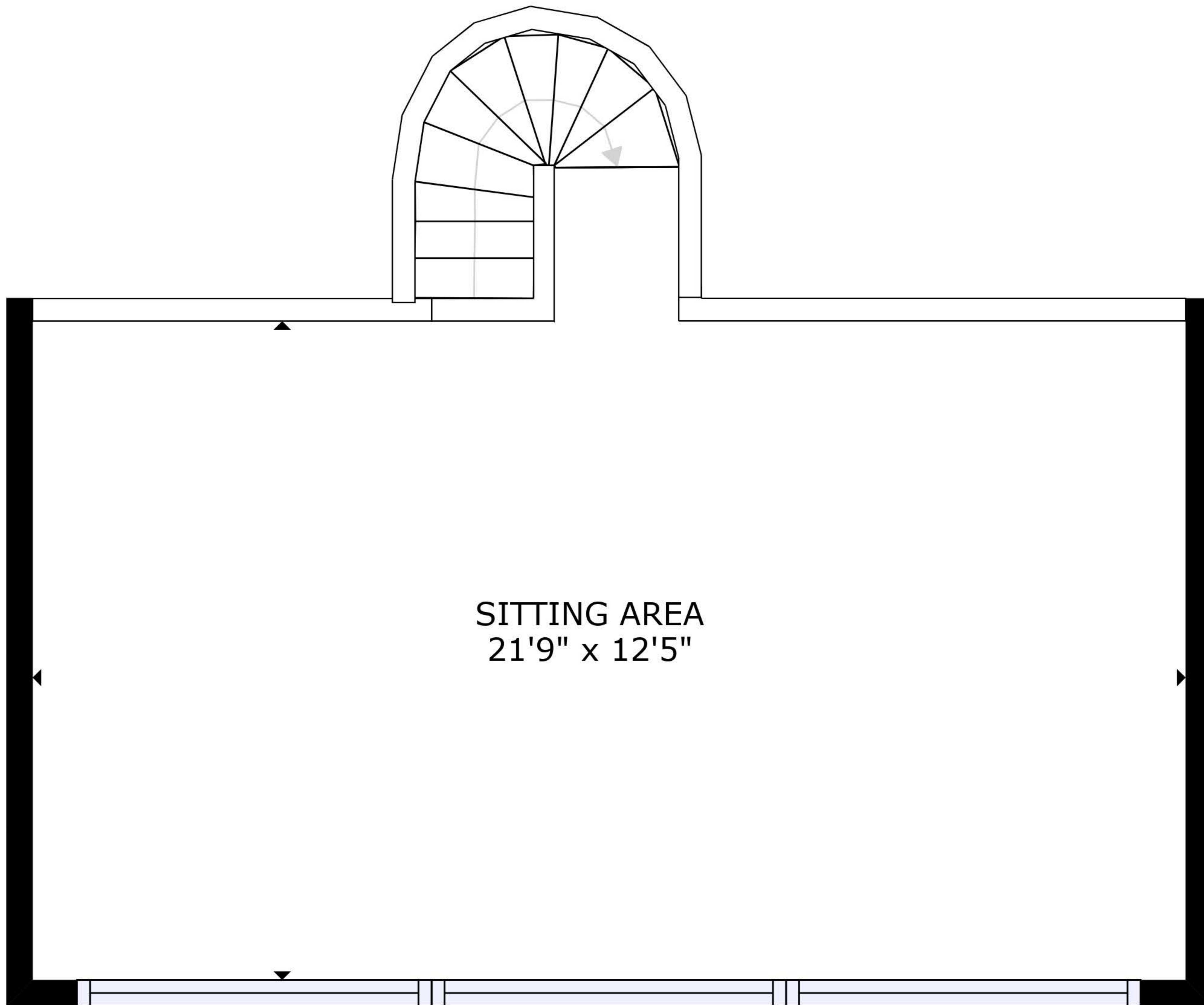
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SITTING AREA
21'9" x 12'5"

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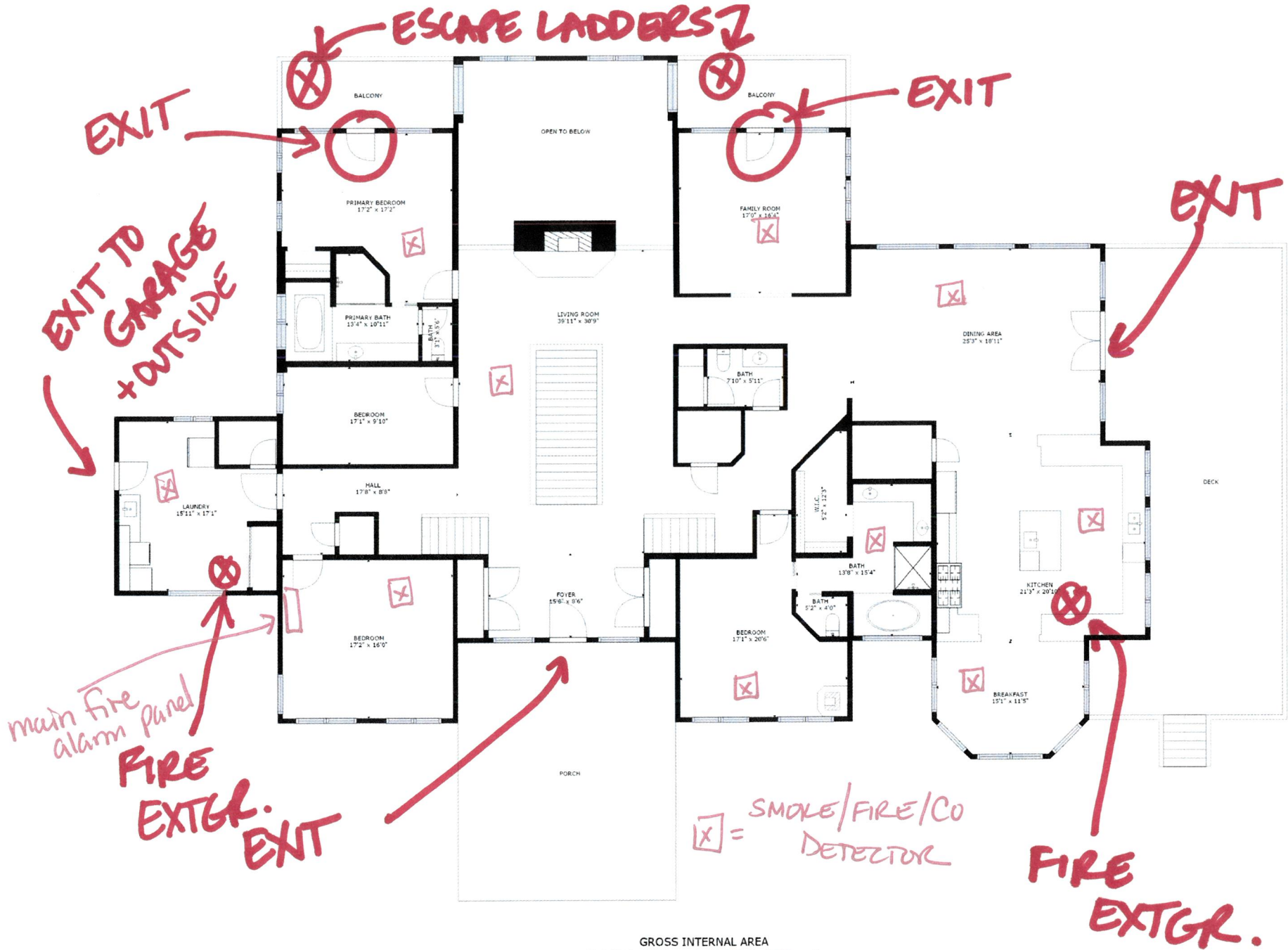
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DETECTIVE



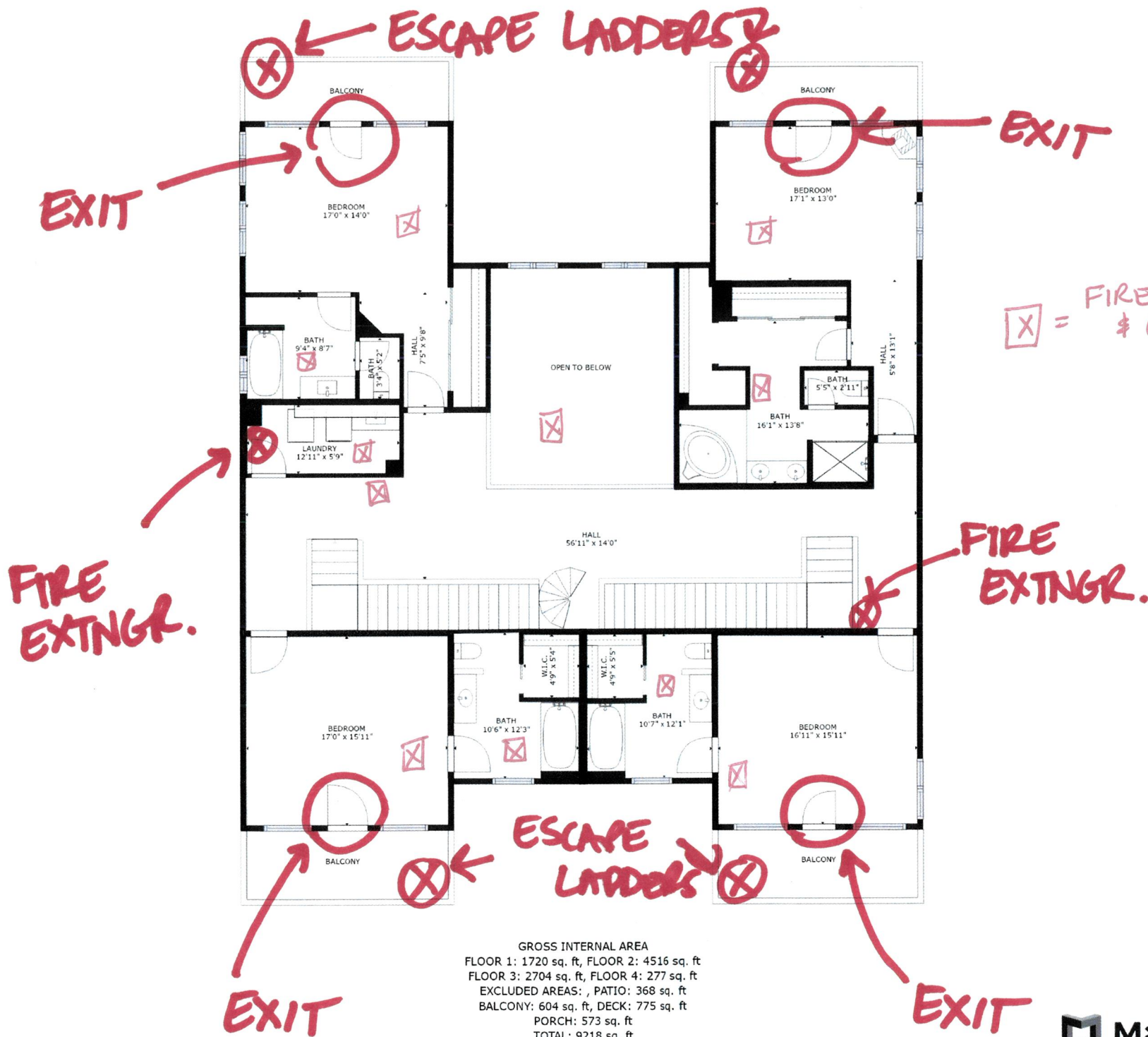
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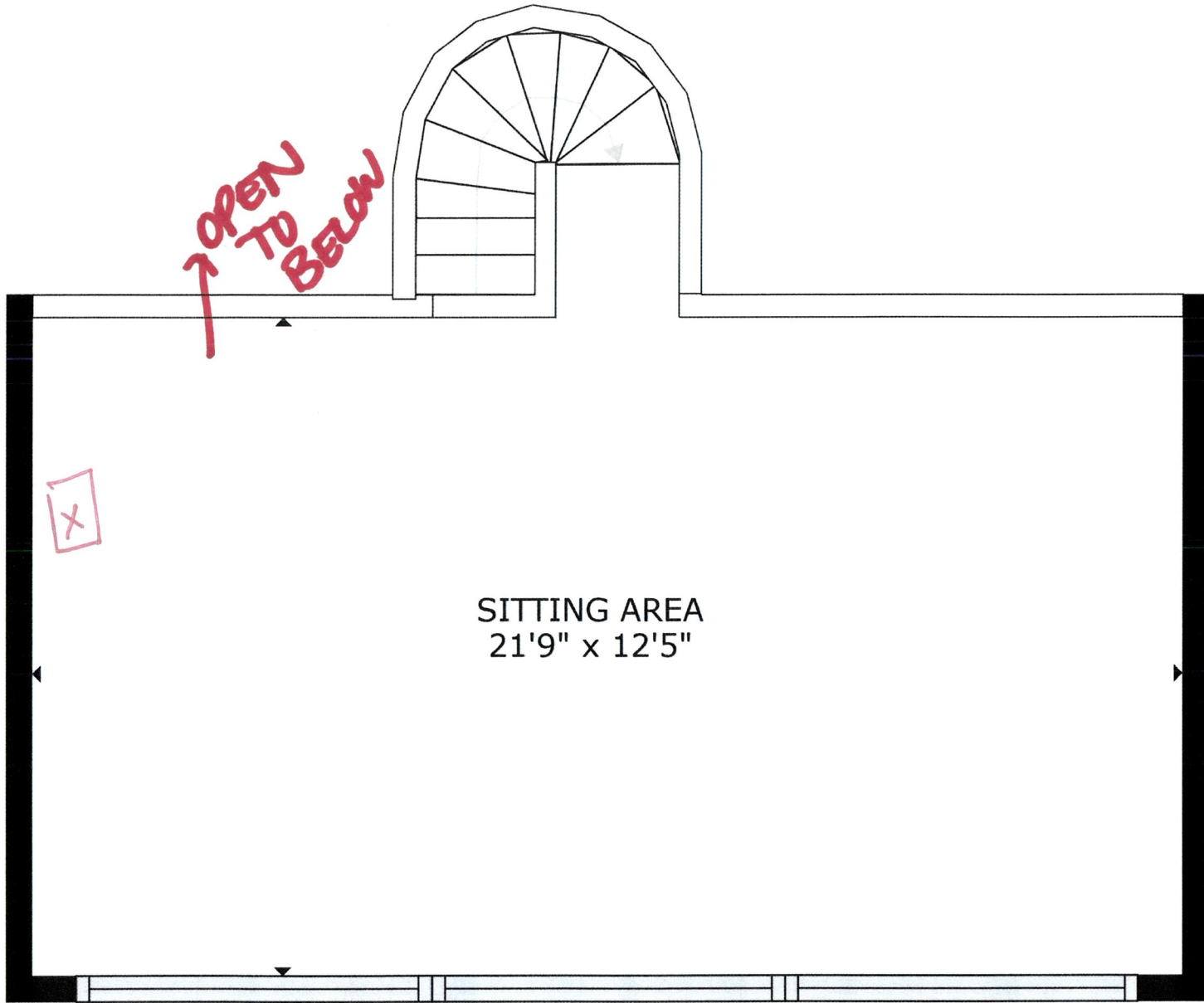
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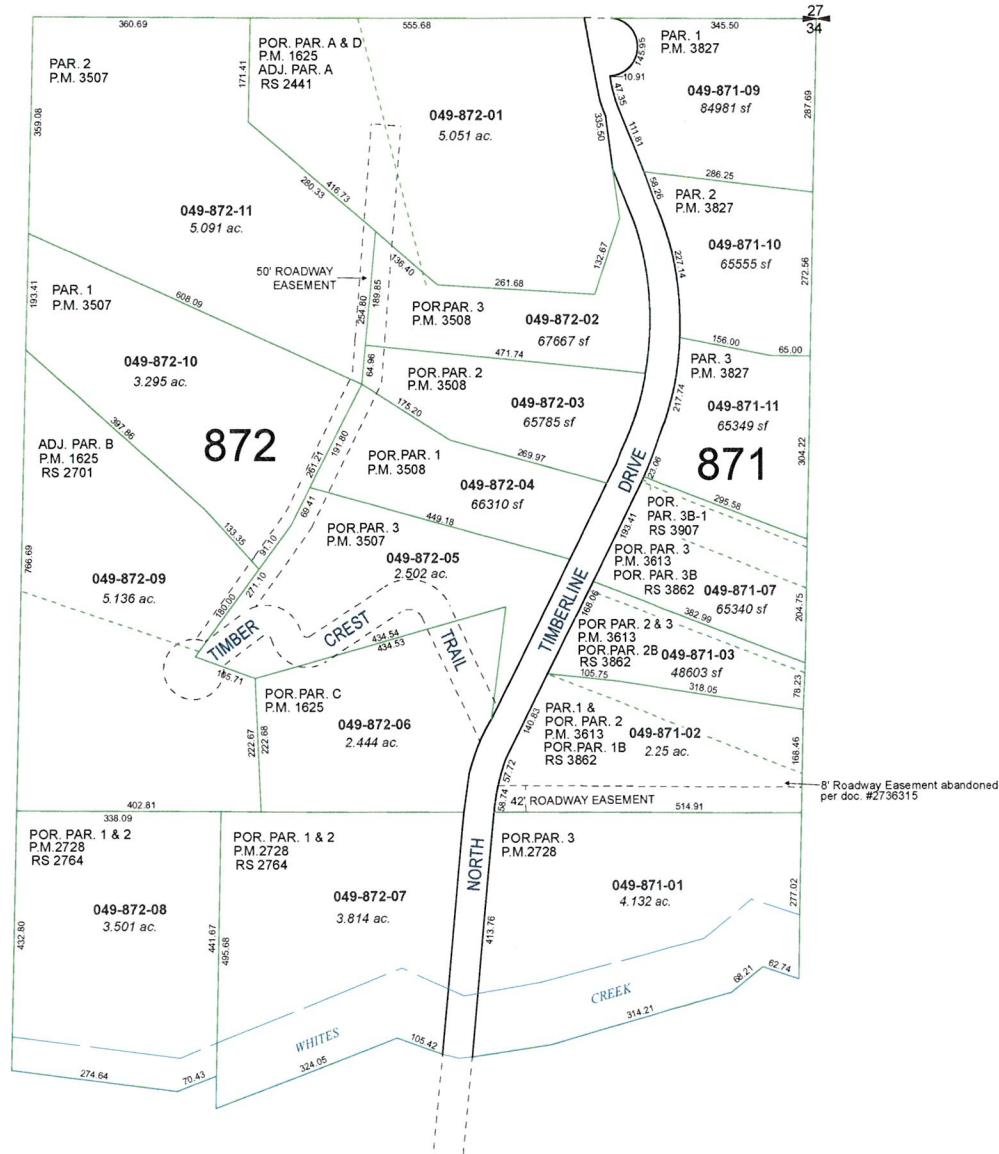


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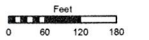
WINDOW W/
EGRESS

PORTION OF E1/2 OF NW1/4 OF SECTION 34
T18N - R19E

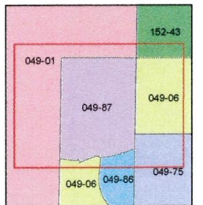
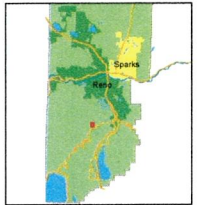


Assessor's Map Number
049-87

STATE OF NEVADA
WASHOE COUNTY
ASSESSOR'S OFFICE
1001 East Ninth Street, Building D
Reno, Nevada 89512
(775) 328-2231



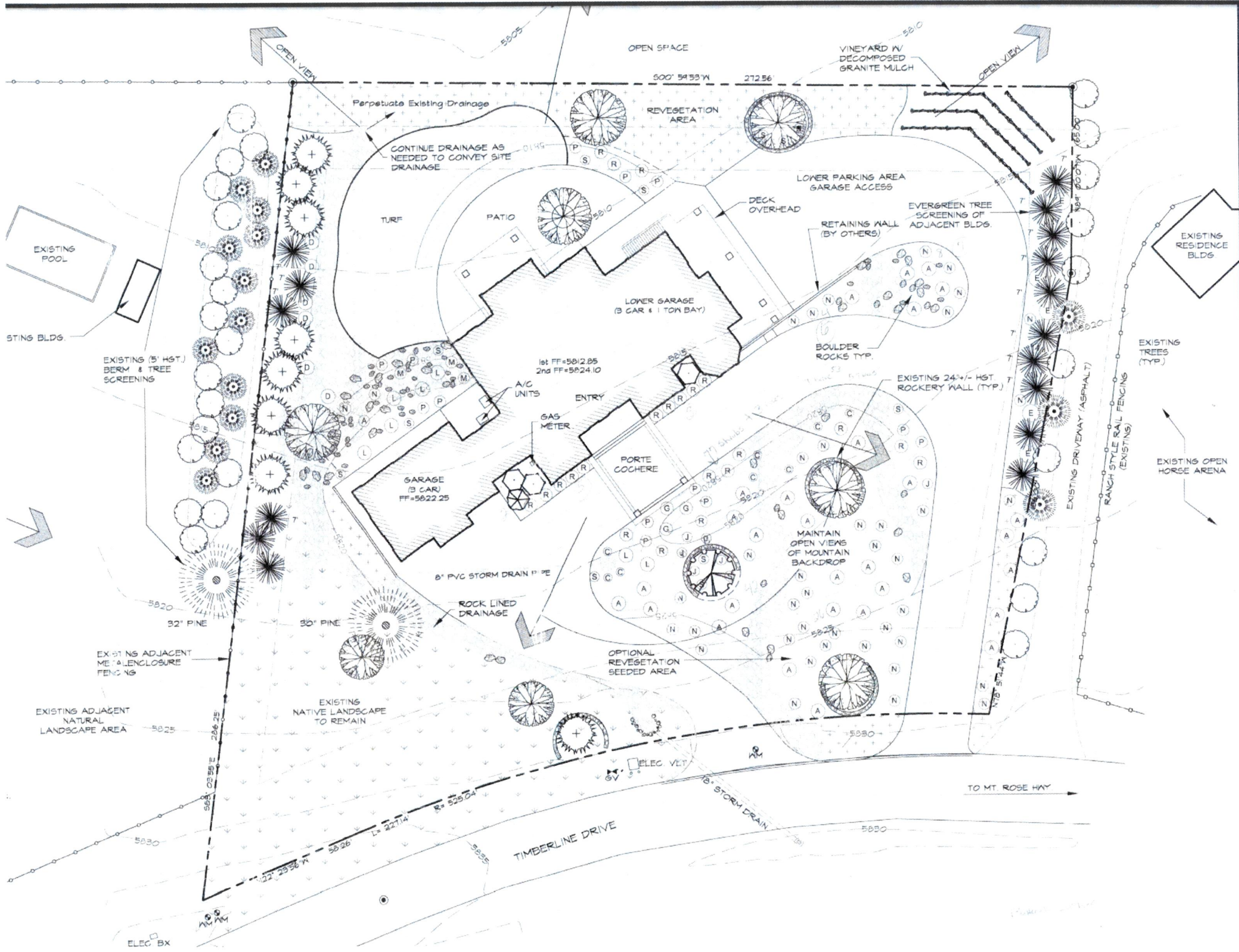
1 inch = 200 feet



created by: JKF 02/25/2019
updated: _____

area previously shown on map(s):
049-06

NOTE: This map was prepared for the use of the Washoe County Assessor for assessment and illustrative purposes only. It does not represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated hereon.



EXISTING POOL

STING BLDG.

EXISTING (5' HGT.) BERM & TREE SCREENINGS



EXISTING ADJACENT METAL ENCLOSURE FENCING

EXISTING ADJACENT NATURAL LANDSCAPE AREA

ELEC BX

Perpetuate Existing Drainage
CONTINUE DRAINAGE AS NEEDED TO CONVEY SITE DRAINAGE

OPEN SPACE

REVEGETATION AREA

VINEYARD W/ DECOMPOSED GRANITE MULCH

LOWER PARKING AREA GARAGE ACCESS

TURF

PATIO

DECK OVERHEAD

EVERGREEN TREE SCREENING OF ADJACENT BLDG

LOWER GARAGE (3 CAR + 1 TON BAY)

RETAINING WALL (BY OTHERS)

1st FF=5012.05
2nd FF=5024.10

A/C UNITS

ENTRY

BOULDER ROCKS TYP.

GAS METER

PORTE COCHERE

EXISTING 24" +/- HST ROCKERY WALL (TYP.)

GARAGE (3 CAR) FF=5022.25

8" PVC STORM DRAIN PIPE

ROCK LINED DRAINAGE

MAINTAIN OPEN VIEWS OF MOUNTAIN BACKDROP

OPTIONAL REVEGETATION SEEDING AREA

EXISTING NATIVE LANDSCAPE TO REMAIN

EXISTING DRIVEWAY (ASPHALT)

RANCH STYLE RAIL FENCING (EXISTING)

EXISTING OPEN HORSE ARENA

EXISTING RESIDENCE BLDG

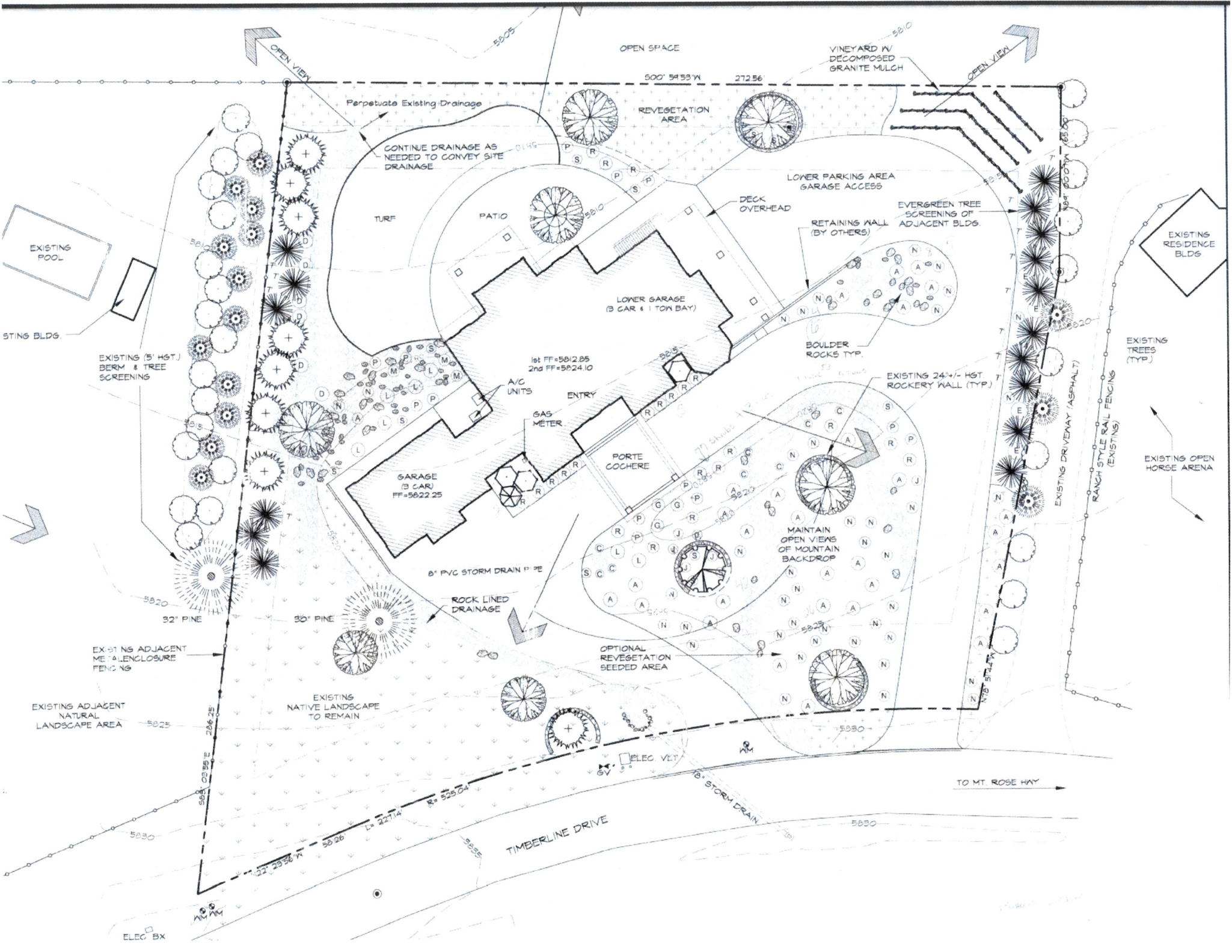
EXISTING TREES (TYP.)

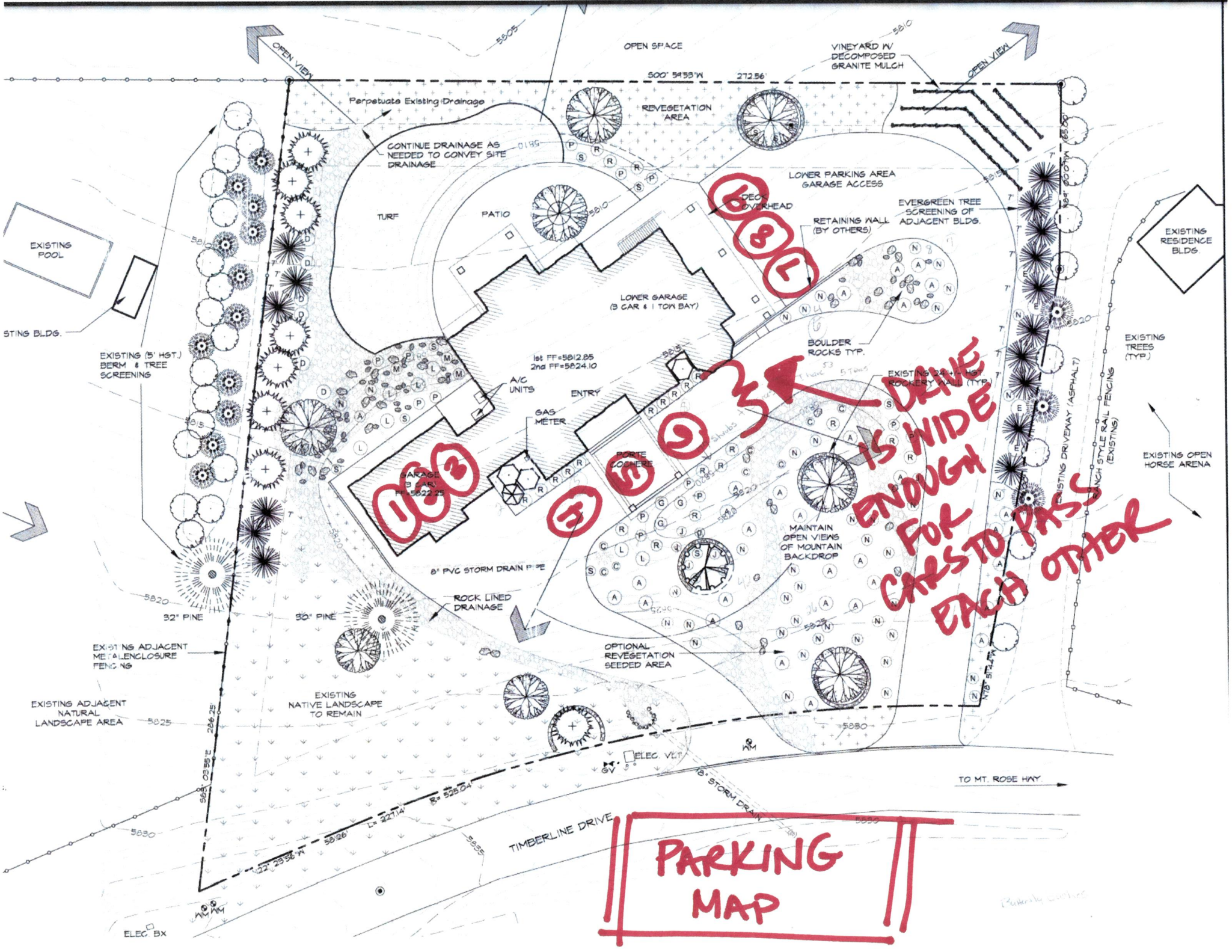
TO MT. ROSE HAY

TIMBERLINE DRIVE

8" STORM DRAIN

ELEC VERT





1003

3

5

6
8
7

IS DRIVE
ENOUGH
FOR
CARS TO PASS
EACH OTHER

PARKING
MAP

Plutonium Control