Administrative Permit Staff Report
Meeting Date: February 2, 2017

Subject: Administrative Permit Case Number WADMIN16-0001
Applicant: Carlson and Associates
Agenda Item Number: 8C
Summary: Conversion of a portion of the first floor of an existing commercial office building into four residential apartments.
Recommendation: Approval with Conditions
Prepared by: Roger Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Development Division
Phone: 775.328.3622
E-Mail: rpelham@washoecounty.us

Description
Administrative Permit Case Number WADMIN16-0001 (Mays Building) - Hearing, discussion, and possible action to approve an Administrative Permit to allow the conversion of a portion of the first floor of an existing commercial office building into four residential apartments. The first floor of the building is 3662 square feet in size. Approximately 600 square feet is proposed to remain as a commercial office and approximately 3000 square feet is proposed to be converted into residential space.

- Applicant/Property Owner: Tim Carlson
  9 Silver Saddle Court
  Washoe Valley, NV 89704
- Location: 795 Mays Blvd, Incline Village NV. Approximately 150 feet south of the intersection of Mays Boulevard and Southwood Boulevard
- Assessor’s Parcel Number: 127-090-04
- Parcel Size: ± 0.54 acres
- Master Plan Category: Urban Residential (UR)
- Regulatory Zone: Medium Density Urban (MDU)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV
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Administrative Permit Definition

The purpose of an Administrative Permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Hearing Examiner or the Board of Adjustment must find that all of the required findings, if applicable, are true.

The Conditions of Approval for Administrative Permit Case Number WADMIN16-0001 are attached to this staff report and will be included with the Action Order, if approved by the Board of Adjustment.
Project Evaluation

The applicant is requesting to convert commercial offices into residential apartments within an existing building. The parcel is 0.54 acres in size and the Medium Density Urban (MDU) regulatory zone allows for 21 dwellings to the acre. This allows for a potential total of 11 dwellings on the subject parcel. Including the current request (and the six existing residential units) a total of 10 dwellings are proposed. Multi-Family dwellings are permissible in the MDU regulatory zone upon approval of an Administrative Permit in accordance with Table 110.302.05.1 (Table of Uses, Residential Use Types) of the Development Code.

The exterior of the building will not be modified. There is sufficient area for parking and sufficient lighting existing at this time. Potential traffic to the site will likely be reduced. Residential apartments require one parking space to be within a garage or a carport. A condition of approval has been recommended to require compliance with that requirement. There will be no changes to drainage, as there is no grading proposed. The applicant, however, must meet the minimum requirements for landscaping as provided for Washoe County Code (WCC) Chapter 110, Article 412, which includes 20% of the site being landscaped and certain buffers between the parking area and the property lines. A condition of approval has been recommended to require that final plans include the improvements as required.

The existing structure is within a residential regulatory zone, Medium Density Urban (MDU). The existing structure is surrounded by similar residential development. The existing office will remain in use as an existing, non-conforming use. Staff has not identified negative impacts associated with the conversion of a portion of the existing structure from offices to apartments.

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

Administrative permits are not required by WCC Chapter 110 to be presented at a Citizen Advisory Board meeting.

Reviewing Agencies

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

- Washoe County Community Services Department
  - Building and Safety Division
  - Engineering and Capital Projects Division
  - Roads, Operations
  - Planning and Development Division
- Washoe County Health District
  - Air Quality Management
  - Environmental Health Services Division
    - Vector-Borne Diseases Program
- Washoe County School District
- North Lake Tahoe Fire Protection District
- Regional Transportation Commission
- Washoe-Storey Conservation District
- Incline Village General Improvement District
- Nevada State Lands
- Tahoe Regional Planning Agency
- Tahoe Transportation District
Eight of the above listed agencies/departments responded. Comments and recommended conditions of approval, in response to their evaluation of the project application, were minimal. Most noted that they had no comment or that there was no anticipated impact associated with the proposal. District Health provided one condition that simply restates Health Code regarding regular disposal of waste, and Planning and Development included standard conditions as well as one condition of approval requiring compliance with landscaping requirements, as noted above. The recommended conditions of approval are attached as Exhibit A and will be included with the Action Order, if the application is approved by the Board of Adjustment.

**Staff Comment on Required Findings**

Section 110.808.25 of Article 808, *Administrative Permits*, within the Washoe County Development Code, requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows:

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.
   
   *Staff Comment: Residential apartments are allowed in the MDU regulatory zone.*

2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.
   
   *Staff Comment: The conversion of offices to apartments will not result in additional impacts upon utilities, roads, sewer, water and other necessary facilities.*

3. **Site Suitability.** That the site is physically suitable for residential apartments, and for the intensity of such a development.
   
   *Staff Comment: The structure is existing and will not be externally altered.*

4. **Issuance Not Detrimental.** That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.
   
   *Staff Comment: None of the reviewing agencies indicated that the proposal would result in a significant detriment to the public health, safety or welfare or be injurious to the property or improvements of adjacent properties or detrimental to the character of the surrounding area.*

5. **Effect on a Military Installation.** Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.
   
   *Staff Comment: There is no military installation in the required noticing distance of the project, therefore this finding is not required to be made.*

**Recommendation**

Those agencies which reviewed the application had no comment, or recommended minimal conditions, on the approval of the project. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN16-0001 is being recommended for approval with conditions. Staff offers the following motion for the Board’s consideration.
Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN16-0001 for Carlson and Associates, with the Conditions of Approval included as Exhibit A to this matter, having made all four required findings in accordance with Washoe County Code Section 110.808.25:

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;

2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;

3. **Site Suitability.** That the site is physically suitable for residential apartments, and for the intensity of such a development; and

4. **Issuance Not Detrimental.** That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;

**Appeal Process**

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Development Division within 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant: Tim Carlson
9 Silver Saddle Court
Washoe Valley, NV 89704
Conditions of Approval
Administrative Permit Case Number WADMIN16-0001

The project approved under Administrative Permit Case Number WADMIN16-0001 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on February 2, 2017. 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 Administrative Permit 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 Planning and Development.

Compliance with the conditions of approval related to this Administrative Permit 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 Administrative Permit may result in the initiation of revocation procedures.

Washoe County reserves the right to review and revise the conditions of approval related to this Administrative Permit 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 Name – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

   a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.

   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 and the Tahoe Regional Planning Agency. The applicant shall complete construction within the time specified by the building permits.

   c. The applicant shall attach a copy of the action order approving this project to all administrative permit applications (including building permits) applied for as part of this administrative permit.

   d. Best practice design guidelines shall be implemented to mitigate visual impacts.

   e. There shall be complete screening of roof mounted HVAC equipment.

   f. The plans shall show at least one parking space, within a garage or sheltered by a carport, set aside for the exclusive use of each of the residential apartments within the building. Apartment numbers shall be displayed on each garage or carport to indicate the exclusive use of that parking space.

   g. The plans shall show a minimum of 20% of the subject parcel improved with landscaping, and a buffer area around the parking area in accordance with Article 412 shall also be constructed, prior to the certificate of occupancy for any of the new apartments.

   h. A note shall be placed on all construction drawings and grading plans stating:

      NOTE:
      Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

   i. The following Operational Conditions shall be required for the life of the development:

      1. This administrative permit shall remain in effect until or unless it is revoked or is inactive for one year.

      2. Failure to comply with the conditions of approval shall render this approval null and void. Compliance with this condition shall be determined by the Planning and Development Division.
3. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the administrative permit to meet with the Planning and Development Division to review conditions of approval prior to the final sale of the site and/or the administrative permit. Any subsequent purchaser/operator of the site and/or the administrative permit shall notify the Planning and Development Division of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

**Washoe County Health District**

2. The following conditions are requirements of the Health District, which shall be responsible for determining compliance with these conditions. The District Board of Health 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.

**Contact Name – Wes Rubio, 775.328.2434, wrubio@washoecounty.us**

a. Periodic solid waste removal of animal confinement areas to prevent odors, flies, and other vectors must be in accordance with section 040.069 of the District Board of Health Regulations Governing the Prevention of Vector-Borne Diseases.

*** End of Conditions ***
January 5, 2017

Roger Pelham, MPA, Senior Planner
Washoe County Community Services
Planning and Development Division
PO Box 11130
Reno, NV 89520-0027

RE: Mays Building; APN 127-090-04
Administrative Permit; WADMIN16-0001

Dear Mr. Pelham:

The Washoe County Health District, Environmental Health Services Division (Division) Engineering has reviewed the above referenced project. Approval by this Division is subject to the following conditions:

1. The WCHD has reviewed the above proposed administrative permit and has no objections to the approval of the permit as proposed.
2. The property must comply with the following:
   a. Periodic solid waste removal of animal confinement areas to prevent odors, flies and other vectors must be in accordance with section 040.069 of the District Board of Health Regulations Governing the Prevention of Vector-Borne Diseases.

If you have any questions or would like clarification regarding the foregoing, please contact Wes Rubio, Senior Environmental Health Specialist at wrubio@washoeCounty.us regarding all Health District comments.

Sincerely,

Bob Sack, Division Director
Environmental Health Services Division
Washoe County Health District

BS:wr

Cc: File - Washoe County Health District
From: Emerson, Kathy
Sent: Tuesday, December 20, 2016 12:01 PM
To: Mark Regan
Cc: Pelham, Roger; Giesinger, Chad; Krause, Eva
Subject: RE: December Agency Review Memo II - WC Planning & Development

Thank you, Mark!

From: Mark Regan [mailto:mregan@nltfpd.net]
Sent: Tuesday, December 20, 2016 11:52 AM
To: Emerson, Kathy
Subject: RE: December Agency Review Memo II - WC Planning & Development

Morning,

**NLTDPD is good with all 3 Items**

From: Emerson, Kathy [mailto:KEmerson@washoeCounty.us]
Sent: Tuesday, December 20, 2016 11:40 AM
To: Mark Regan
Subject: December Agency Review Memo II - WC Planning & Development

Good Morning,

Please find the attached Agency Review Memo II with cases received in December by Washoe County Community Services Department, Planning & Development.

You've been asked to review the below-listed application as indicated. The item descriptions and links to the applications are provided in the memo. Please remember to send any agency review responses/comments directly to the Planner for the case, rather than replying to me.

**NLTFPD:** Items 1, 2, 4

Thank you!

Kathy Emerson
Administrative Secretary Supervisor | Community Services Department
kemerson@washoeCounty.us | 775-328-3615 | 1001 E. 9th St., Reno, NV 89512
www.washoeCounty.us/csd
DATE: December 30, 2016
TO: Roger Pelham, Planning and Development Division
FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division
SUBJECT: WADMIN16-0001
APN 127-090-04
MAYS BUILDING APARTMENTS

I have reviewed the referenced administrative permit case and have no conditions or comments.

LRV/Lrv
Roger - Case WADMIN16-0001 (Mays Building)

Eva - Case WPVAR16-0003 (Snyder Garage)

From: Meghan Kelly [mailto:mkelly@ntcd.org]
Sent: Tuesday, December 20, 2016 4:31 PM
To: Emerson, Kathy
Subject: RE: December Agency Review Memo II - WC Planning & Development

Thanks Kathy,

I do not have any comments.

Meghan Kelly, P.E.
Senior Project Engineer/District Manager
Nevada Tahoe Conservation District
Office: (775) 586-1610 ext. 30
Cell: (775)901-9251
Fax: (775) 586-1612
www.ntcd.org

NTCD's Mission Statement
To promote the conservation and improvement of the Lake Tahoe Basin's natural resources
by providing leadership, education, and technical assistance to all basin users.

From: Emerson, Kathy [mailto:KEmerson@washoe county.us]
Sent: Tuesday, December 20, 2016 12:00 PM
To: mkelly@ntcd.org
Subject: December Agency Review Memo II - WC Planning & Development

Good Morning Meghan,

Mark with NTCD gave me your email address. We have sent these agency review memos
to Doug Martin in the past. Sometimes the planners in our department would like input from
NTCD on our cases. In this case, they are asking if you have comments and or conditions for
items 1 and 4.

If you have questions or if I should send this to someone else, please let me know.

Kathy

From: Emerson, Kathy
Sent: Tuesday, December 20, 2016 11:35 AM
To: 'dmartin@ntcd.org'
Subject: December Agency Review Memo II - WC Planning & Development

Good Morning,

Please find the attached Agency Review Memo II with cases received in December by
Washoe County
Community Services Department, Planning & Development.
December 21, 2016

Mr. Roger Pelham, Senior Planner
Community Services Department
Washoe County
P.O. Box 11130
Reno, NV 89520

RE:  WADMIN16-0001 (Mays Building)
WPVAR16-0001 (Meyer-McSherry)
WPVAR16-0002 (Sierra RV Storage Lot)
WPVAR16-0003 (Snyder Residence)
WSUP16-0001 (Ophir Hill)

Dear Mr. Roger Pelham,

We have reviewed the above applications and have no comments at this time.

Thank you for the opportunity to comment on these applications. Please feel free to contact me at 775-332-0174 or rkapuler@rtcwashoe.com if you have any questions or comments.

Sincerely,

Rebecca Kapuler
Planner

RK

Copies:  Bill Whitney, Washoe County Community Services
         Chad Giesinger, Washoe County Community Services
         Eva Krause, Washoe County Community Services
         Jae Pullen, Nevada Department of Transportation, District II
         Tina Wu, Regional Transportation Commission
         Daniel Doenges, Regional Transportation Commission
         Julie Masterpool, Regional Transportation Commission
         David Jickling, Regional Transportation Commission

Washoe County no comment 01032017
Roger:

I have **not comments** relative to

**Administrative Permit Case Number WADMIN16-0001 (Mays Building)**

Eric Crump
Operations Division Director
Washoe County Community Services Department
775.328.2182 (office)
775.386.3129 (cell)
ecrump@washoeCounty.us
3101 Longley Ln., Reno, NV 89502

Connect with us:
Cmail: www.washoeCounty.us/cmail
Twitter: www.twitter.com/washoeCounty
Facebook: www.facebook.com/washoeCounty

© Please consider the environment before printing this e-mail
From: Boster, Mike [mailto:MBoster@washoeschools.net]
Sent: Wednesday, December 28, 2016 04:15 PM
To: Krause, Eva
Subject: WADMIN16-001 (Mays Building)

Hi Eva,

Four new apartments in Incline will have a negligible impact on WCSD facilities and operations. All 3 schools in Incline Village are well under capacity. Hope this is helpful. Thank you for the opportunity to comment.

Mike Boster
Washoe County School District
775.789.3810
mboster@washoeschools.net
**Development Review Status Sheet**

**Date:** 12-21-16

**Attention:** rpelham@washoeCounty.us

<table>
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<td>APN:</td>
<td>127-090-04</td>
</tr>
<tr>
<td>Service Address:</td>
<td>Incline Village NV 89451</td>
</tr>
<tr>
<td>Owner:</td>
<td>Tim Carlson</td>
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<td>Phone:</td>
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<td>Fax:</td>
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<td>Email:</td>
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<tr>
<td>Mailing Address:</td>
<td>Tim Carlson 9 Silver Saddle Court Washoe Valley, NV 89704</td>
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**Administrative Permit Case Number WADMIN16-0001 (Mays Building)**

Hearing, discussion, and possible action to approve an Administrative Permit to allow the conversion of a portion of the first floor of an existing commercial office building into four residential apartments. The first floor of the building is 3662 square feet in size, approximately 600 square feet is proposed to remain as a commercial office and approximately 3000 square feet is proposed to be converted into residential space.

Assessor's Parcel Number(s): 127-090-04

- **Parcel Size:** ± 0.54 acres
- **Master Plan Category:** Urban Residential (UR)
- **Regulatory Zone:** Medium Density Urban (MDU)
- **Area Plan:** Tahoe
- **Citizen Advisory Board:** Incline Village / Crystal Bay
- **Development Code:** Article 808, Administrative Permits
- **Commission District:** 1 – Commissioner Berkbiger
- **Section/Township/Range:** Section 16, T16N, R18E, MDM, Washoe County, NV
- **Staff:** Roger D. Pelham, MPA, Senior Planner Washoe County Community Services Department Planning and Development Division

**Phone:** 775-328-3622
**E-Mail:** rpelham@washoeCounty.us

**Comments and Conditions:** IVGID has pre-approved this plan per IVGID water and sewer ordinance.

Completed by: Tim Buxton, Chief Inspector
Phone: (775) 832-1246  Fax: (775) 832-1260
Incline Village General Improvement District, 1220 Sweetwater Road, Incline Village NV 89451

The contents of this transmission are intended only for the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you receive this communication in error, please notify us immediately by telephone and return the original to us at the above address via US Postal Service. We will reimburse you for your postage. Thank you.

**Note:** Send information to the case planner as prescribed on the memo from Dawn or the Washoe County Development.  TLB
Washoe County Development Application

Project Information

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<thead>
<tr>
<th>Project Name:</th>
<th>Carlson &amp; Associates</th>
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<tr>
<td>Description:</td>
<td>Mays Building</td>
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Project Address: 795 Mays Blvd Incline Village, Nevada 89704
Project Area (acres or square feet): 0.56 acres
Project Location (with point of reference to major cross streets AND area locator):

Southwood and Mays Blvd

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Section(s)/Township/Range: Incline Village

Indicate any previous Washoe County approvals associated with this application: Case No.(s), Permit Number 14-1023

Applicant Information (attach additional sheets if necessary)

<table>
<thead>
<tr>
<th>Property Owner: Carlson &amp; Associates</th>
<th>Professional Consultant:</th>
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<tr>
<td>Name: Tim Carlson</td>
<td>Name:</td>
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<tr>
<td>Address: 9 Silver Saddle Court Washoe Valley, NV</td>
<td>Address:</td>
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<tr>
<td>Zip: 89704</td>
<td>Zip:</td>
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<tr>
<td>Phone: 775-378-6563</td>
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<td>Fax:</td>
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<tr>
<td>Email: tca@carlson biz</td>
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<tr>
<td>Cell: 775-378-6563</td>
<td>Cell:</td>
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<td>Contact Person: Tim Carlson</td>
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Applicant/Developer:

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<tr>
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<th>Other Persons to be Contacted:</th>
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For Office Use Only

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<td>Master Plan Designation(s):</td>
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<td>CAB(s):</td>
<td>Regulatory Zoning(s):</td>
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Administrative Permit 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 administrative permits may be found in Article 808, Administrative Permits.

1. What is the type of project or use being requested?

   Apartments

2. What currently developed portions of the property or existing structures are going to be used with this permit?

   3662 sq ft. (first floor)

3. What improvements (e.g., new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

   Tenant improvements within existing building envelope, no change to exterior.
4. What is the intended phasing schedule for the construction and completion of the project?

Presently completed completed first phase, completion of project with this second.

5. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

Existing building is within residential area.

6. What are the anticipated beneficial aspects or effects your project will have on adjacent properties and the community?

Moderate income housing has been identified by the County as being needed.

7. What will you do to minimize the anticipated negative impacts or effects your project will have on adjacent properties?

Impacts are negligible as the adjacent properties are rental apartments and condo.
8. Please describe operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

None

9. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

29 parking spaces provided on site (see page A-1)

10. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

No changes

11. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

No changes other than handicap parking designation
Property Owner Affidavit

Applicant Name: Carson & Associates — Tim Carson Owner

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

[Signature]
(please print name)

being duly sworn, deposite 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): 12-400-004

Printed Name: [Signature]

Signed: [Signature]

Address: 9 Silver Spur Court

[Signature] (Notary Stamp)

Subscribed and sworn to before me this 12 day of December, 2019.

Regina Jones
Notary Public in and for said county and state
My commission expires: 11/30/2019

*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
## Bill Detail

### Back to Account Detail  
### Change of Address  
### Print this Page

#### Washoe County Parcel Information
- **Parcel ID:** 13700904
- **Status:** ACTIVE
- **Owner:** CARLSON & ASSOCIATES LTD PTSP
- **Assessor:** NA
- **Tax Year:** 2016
- **Market Value:** $109,000
- **Address:** 7200 E. HWY 140
- **City:** MINDEN
- **Zip Code:** 89403

#### Installsments

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The Washoe County Treasurer's Office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are made for the data herein. Use at your own risk. If you have any questions, please contact us at 775-388-5000 or tax@washoe County.us.

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox, or Safari.
Pay By Check

Please make checks payable to:
WASHSOE COUNTY TREASURER

Mail Address:
P.O. Box 30939
Reno, NV 89520-3099

Overnight Address:
1501 E. Ninth St., Ste D140
Reno, NV 89502-2645

Change of Address

All requests for a mailing address change must be submitted in writing, including a signature (unless using the online form).

To submit your address change online click here.
Address change requests may also be faxed to:
(775) 328-5580

Address change requests may also be mailed to:
Washoe County Treasurer
P.O. Box 30939
Reno, NV 89520-3099

The Washoe County Treasurer's Office makes every effort to produce and publish the most current and accurate information possible. No warranty, expressed or implied, are provided for this data either in the state or the interpretation of the data. For any questions, please contact us at (775) 328-5580 or treas@washoe.org.

This data is best viewed using Google Chrome, Mozilla Firefox or Safari.

12/13/2016 12:27 PM

WADMIN16-0001
EXHIBIT D
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**Product Style:**
Type 1: Steel framed sliding doors 6-hour rated door 3/4" with boar inserts.
Type 2: Steel framed sliding doors 2-1/2" thick glass sliding door 6/3/4".
Type 4: Steel framed sliding doors 1/4" thick glass sliding door 6/3/4".
Type 5: Steel framed sliding doors 3/4" thick glass sliding door 6/3/4".
Type 6: Steel framed sliding doors 6/3/4" thick glass sliding door 6/3/4".
Type 7: Steel framed sliding doors 9/3/4" thick glass sliding door 6/3/4".

**Schedule Abbreviations:**
- AL: Aluminum
- SS: Stainless Steel
- BE: Bronze
- CH: Chrome
- OW: Oak
- ZR: Zuriene
- HU: Hardwood
- GD: Glass
- FD: Frosted Glass
- PX: Painted
- ST: Stain
- KG: Kilimiter
- ST: Standard
- EX: Exterior
- ST: Standard
- W: Weather
Bradley A. Johnson  
Sarah A. Hussong Johnson  
PO BOX 5485  
Incline Village, NV 89450  

January 9, 2017  

Mr. Roger Pelham  
Senior Planner  
Washoe County Planning and Development  
PO BOX 11130  
Reno, NV 89520  

Re: WADMIN16-0001 (Mays Building Residential Conversion)  

Dear Mr. Pelham:  

As residents of Incline Village and the owners of the adjacent single family dwelling (785 Mays Boulevard), we are writing to express our support for the conversion of commercial office space at 795 Mays Boulevard into additional residential units as well as to express our concerns about the completeness of the project application. The proposed project could provide much needed residential space within the core of Incline Village; however, the project as submitted is inconsistent with the requirements of the Washoe County Code. As we are unable to attend the project’s February 2, 2017 public hearing, we request that our written comments on the project application be included in the staff report to the Washoe County Board of Adjustment for their review.  

Our concerns fall entirely within the project’s compliance with the requirements of the Washoe County Code. We believe the project application, as submitted, fails to address Code requirements in four areas: proposed density, yards/setbacks/screening/landscaping, parking, and existing condition of the exterior of the building.  

**Proposed Density**  
The proposed project, as submitted, increases the number of residential units from six (6) units to ten (10) units. Section 110.406.10 of the Washoe County Code stipulates that “requirements for development occurring in the Tahoe area including, but not limited to, building placement standards shall be the most restrictive of Tahoe Regional Planning Agency (TRPA) standards and Washoe County standards.”  

Chapter 31.3.2 of the TRPA Code of Ordinances (TRPA Code) as well as the applicable Plan Area Statement limits multi-family dwelling density to 15-units per acre. If the property were strictly multi-family dwelling this would limit the property to eight (8) units.
\[ \frac{15 \text{ units}}{\text{acre}} \times 0.56 \text{ acres} = 8.4 \text{ units} \]

However, the property is mixed-use multi-family residential and commercial (520-square feet of revised commercial office space and 3,170-square feet of existing garages used for commercially leased private parking and personal storage). In this case, TRPA Code Chapter 31.5.2 further limits the density to six (6) units:

\[ \frac{9,258 \text{ square feet residential}}{12,948 \text{ square feet total building}} \times 15 \frac{\text{units}}{\text{acre}} = 10.7 \frac{\text{units}}{\text{acre}} \times 0.56 \text{ acres} = 5.99 \text{ units} \]

The proposed project, as currently submitted, is requesting an increase in residential units beyond the allowed maximum densities by four (4) units and by two (2) units if the commercial use were eliminated in a future plan revision. We believe increasing density beyond the code allowed maximums will have a negative impact on the quality of the neighborhood and adjacent property owner land values.

Yards/Setbacks/Landscaping/Screening
Table 110.406.05.1 of the Washoe County Code requires multi-family developments within MDU zoned areas to have five (5) feet side yards/setbacks and a 20 feet rear yard/setback. The proposed plan shows 11 parking spots within the 20 feet rear yard/setback. Additionally, the proposed plan shows five (5) spots abutting the five (5) foot side yard/setback but with no provisions for curb or wheel stops to prevent parking in the side yard. Washoe County Code Section 110.406.25 stipulates that “any yard required by the Development Code shall be open and unobstructed from the ground to the sky” and allowing parking in the rear and side yards would prevent this.

Additionally, Washoe County Code Section 110.412.50.c stipulates when a parking area adjoins a residential use, a landscaped buffer is required as follows:

1) The buffer shall be the width of the required yard for the entire length of the adjoining property line; and
2) The buffer shall include at least one (1) tree every twenty (20) linear feet, or fraction thereof, planted in off-set rows.

Further, Washoe County Code Section 110.412.50.d stipulates when a parking or loading area adjoins a rear or non-street side yard of a residential use, a solid decorative wall or fence shall be erected along the entire length of the property line. This wall or fence shall be at least six (6) feet but not more than seven (7) feet in height.
The proposed project, as submitted, provides no screening or landscape buffer and proposes parking in the required side and rear yards. While the property presently has some fencing along the rear and side yards, most of it is chain link and the portions of fencing that is solid is in poor condition due to damage from immediately adjacent parking and snow storage. We believe allowing parking in the rear and side yards/setbacks and failure to provide adequate landscaping and screening will have a negative impact on the quality of the neighborhood and adjacent property owner land values. We are particularly sensitive to the screening issue due to the elevation change between parcels; headlights from vehicles parked in or adjacent to the proposed handicap spots shine directly into the windows of our home.

We have attached photos to illustrate our concerns below:

View of 785 Mays from vehicle parked at 795 Mays with headlights on:
Parking
Washoe County Code Section 110.410.10 stipulates that a multi-family development must have 1.6 parking spots per one (1) bedroom unit, 2.1 parking spots per two (2) bedroom unit; one (1) of which must be in an enclosed garage or carport. While the property appears to have an adequate number of existing exterior parking spots (though none are presently striped in accordance with Washoe County requirements), it is difficult to evaluate the number of spots in the application for the following reasons.

1) Access driveways and aisle widths are not dimensioned on the submitted plans.
2) Parking spots are shown in the rear yard as discussed earlier in this letter.
3) Submitted plans show no accommodation for trash cart storage as required by Incline Village General Improvement District Ordinance 1 – Article 4.1.C or for dumpster storage as required by Article 4.5.B. Trash storage could impact the number of spaces available depending on placement. The existing trash enclosure shown on the submitted
plans is a single bear shed capable of holding totes adequate for two (2) residential units as shown in the photo below:

4) Submitted plans show no accommodation for snow storage which impacts exterior parking availability in the winter. See photos below showing existing conditions:
Additionally, the proposed project, as submitted, provides no enclosed garage or carport parking as required by Washoe County Code Section 110.410.10. While the property has seven (7) existing garages, they are presently leased commercially for private parking and personal storage and are not included in the application’s parking calculations. If the garages are to be included in the residential unit parking allotment, there are still an inadequate number of enclosed or covered spots relative to the proposed number of multi-family residential units.

We believe providing an inadequate number of exterior and enclosed/covered parking spots will push parking to the Washoe County Right-of-Way (ROW) which is already congested in the
neighborhood. Parking in the ROW adjacent to the property will have a negative impact on the County’s ability to provide adequate snow removal and stormwater drainage as well as a negative impact on the quality of the neighborhood and adjacent property owner land values.

**Existing Condition of the Exterior of the Building**

The proposed project, as submitted, proposes no improvements to the exterior of the building which is in poor condition and in need of maintenance. Washoe County Code Section 50.304.3 defines blight as “conditions that substantially impair the livability of or community appearance of, or the safe, social or economic conditions of, the surrounding neighborhood or county community as stated in NRS 279.388, as amended. Such conditions include, without limitation, the accumulation of debris-refuse-rubbish; broken, rotting, crumbling, cracking or rusting fencing; broken windows; landscaping that is dead or dying, or exhibits uncontrolled growth; and any other similar conditions of disrepair and deterioration.” Further, Section 50.308.2.c states “In the unincorporated area of the county, a public nuisance is anything described in the Code as such and is further defined as maintenance of property, or any structure, in such a state of disrepair or deterioration that could cause or contribute to blight and cause a substantial reduction of economic value of neighboring properties.”

The following photos document the existing condition of the exterior of the property which shows peeling paint, rotting siding and trim materials, exposed wiring, and broken doors and windows:
We believe an approved project should include a requirement for exterior maintenance and improvements to address the existing property condition which, at present, negatively impacts the quality of the neighborhood and adjacent property owners.

We appreciate your consideration of our comments on the proposed project. We respectfully request that the enclosed comments be addressed and that the proposed project be brought into compliance with Washoe County Code prior to project approval by the Washoe County Board of Adjustment.

Sincerely,

Bradley A. Johnson  
Sarah A. Hussong Johnson

CC: Tim Carlson, Carlson & Associates