

**STAFF REPORT FOR PLANNING COMMISSION MEETING OF MAY 29, 2013**

**FILE NO:** SUP-13-032

**AGENDA ITEM:** G-4

**STAFF AUTHOR:** Kathe Green, Assistant Planner

**REQUEST:** Special Use Permit to allow modification of an existing garage and guest building to increase the guest building area to more than 1,000 square feet (total 1,864 square feet) within the Single Family 2 Acre (SF2A) zoning district.

**APPLICANT/OWNER:** Norman and Betty Metcalf Family Trust

**LOCATION/APN:** 2032 Ash Canyon Road/007-572-13

**RECOMMENDED MOTION:** "I move to approve SUP-13-032, a Special Use Permit request to allow modification of an existing accessory structure to allow a total of 1,864 square feet to be used as a guest building on property zoned Single Family 2 Acre, located at 2032 Ash Canyon Road, APN 007-572-13, based on findings and conditions of approval contained in the staff report."



## **RECOMMENDED CONDITIONS OF APPROVAL:**

### **The following shall be completed prior to commencement of the use:**

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 considerations.
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 obtain a building permit from the Carson City Building Division for the proposed construction. Contact the Building Division for approximate fees, design criteria, number of plans to submit and general assistance in the City's Building Permit process.  
Project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.  
The plans submitted for review shall comply with the prescriptive requirements found in the Carson City Building Division handout titled: *RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS: One & Two Family Dwellings and Accessory Structures* This handout may also be found online at: [www.carson.org/building](http://www.carson.org/building).  
The current adopted codes will be in effect until September 1, 2013.
5. Project must conform to applicable CCMC and adopted International Fire Code.
6. The applicant shall obtain a Certificate of Occupancy and final inspection approval for all required improvements prior to commencing the use.
7. 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 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.

### **The following shall be submitted with a building permit application:**

8. The applicant shall submit a copy of the Notice of Decision and conditions of approval with the building permit application.
9. Provide a copy of a recorded deed restriction against the property, which has been filed with the City Recorder's Office and provide a copy of the recorded document to the Planning Division with the building permit application. The document must state that the guest building may only be occupied by the family members of the primary residence, as defined by Title 18 of the Carson City Municipal code, and their non-paying guests, and that the guest building may not be rented as a secondary dwelling unit or for any commercial purpose in compliance with Development Standards Division 1.4.10.

10. The overall size of the guest building portion of structure will not exceed 1,864 square feet.
11. One parking space for the use of the guest building is required for a total of three on the site. Parking within the existing garage is acceptable.

**The following are general requirements applicable through the life of the project:**

12. The modifications to the existing structure will be used as a guest building. The guest building will be used by the family and their non-paying guests. At no time will the guest building be used for commercial purposes or as a residential rental unit, in compliance with the required deed restriction.

**LEGAL REQUIREMENTS:** CCMC 18.02.080 (Special Use Permits), 18.04.050.2 (Single Family 2 Acre, Accessory Uses), 18.04.190 (Residential Districts Intensity and Dimensional Standards), 18.03.010 (Accessory Building or Accessory Structure and Guest Dwelling) and Development Standards Division 1.4 Guest Building Development.

**MASTER PLAN DESIGNATION:** Low Density Residential (LDR)

**PRESENT ZONING:** Single Family 2 Acre (SF2A)

**KEY ISSUES:** Would the proposed modification of the existing garage and guest building to allow more of it to be used as a guest building have an adverse impact on the adjacent residential neighborhood?

**SURROUNDING ZONING AND LAND USE INFORMATION**

NORTH: Single Family 2 Acre (SF2A)—Residential  
 SOUTH: Single Family 12,000 (SF12)—Residential  
 EAST: Single Family 2 Acre (SF2A)—Residential  
 WEST: Single Family 2 Acre (SF2A)—Residential

**ENVIRONMENTAL INFORMATION**

- 1 FLOOD ZONE: X-Shaded (areas of 1% annual chance of flood, less than 1 foot depth)
- 2 EARTHQUAKE FAULT: Moderate, zone II
- 3 SLOPE/DRAINAGE: Site is primarily flat
- 4 SOILS: 58- Surprise coarse sandy loam. 2-4% slopes

**SITE DEVELOPMENT INFORMATION**

- 1 LOT SIZE: 2.0 acres
- 2 PROPOSED STRUCTURE SIZE: Modification to existing 3,360 square foot garage/guest building, to change from the present 912 square feet to add 952 square feet to a total of 1,864 square feet used as guest building, with the remaining 1,496 square feet used as garage space.
- 3 PROPOSED STRUCTURE HEIGHT: Existing single story
- 4 PARKING: There is adequate space within the remaining 1,496 square feet garage space to accommodate the two spaces required for the primary residence, as well as the one space required for the guest building.
- 5 SETBACKS in SF2A zoning: No changes or expansions to size of existing garage/guest building.
- 6 VARIANCES REQUESTED: None

**ADDITIONAL REVIEWS**

U-95/96-45 was approved June 26, 1996 to allow construction of a detached accessory structure which exceeds 50% of the size of the primary structure. This is a modification of the original approval to allow more of the existing building to be used as a guest building.

#### **DISCUSSION:**

A Special Use Permit is required for the following reason:

- According to CCMC Section 18.04.050, Single Family 2 Acre, Guest Building is an allowed use, but a guest building which exceeds the maximum size of 1,000 square feet requires approval by Special Use Permit.

A guest building is allowed as an accessory use in the Single Family 2 Acre zoning district. This Special Use Permit is required due to the fact that the guest building would exceed the maximum allowed size of 1,000 square feet per Development Standards Division 1.4 Guest Building Development.

The guest building was previously reviewed and approved in conjunction with U-95/96-45, approval of a detached accessory building which exceeds 50% of the size of the primary structure. The original approval was for a garage and guest building combination. This is a request to allow the expansion of the existing guest building use within the building to allow more of it to be used as a guest building. There is no change proposed to the size of the existing building. The remaining area of the garage is adequate to provide the required three parking spaces on site, two spaces for the single family residence, and one space for the guest building with one bedroom proposed in the guest building. The size of the garage not used for the guest building is adequate to provide this on-site parking, with 1,496 square feet remaining in the unused area of the garage.

The garage/guest building is an existing long building, which is located perpendicular to the front of the property, with the guest quarters located at the rear of the building. The area to be modified will not be readily visible from the street or adjacent neighbors, as the exterior changes will be likely to be minimal, and limited to modifying the existing area to add living space. Exterior changes will be limited to the possibility, now or in the future, of the addition of windows and doors. No adverse effect is anticipated to the neighborhood with the modification of this section of the existing building.

**PUBLIC COMMENTS:** Public notices were mailed on May 13, 2013 to 30 adjacent property owners within 425 feet of the subject site. At the writing of this report no comments have been received in favor or opposition to the proposal. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on May 29, 2013 depending on the date of submission of the comments to the Planning Division.

**AGENCY COMMENTS:** All comments from various city departments and agencies which were received as of May 21, 2013 are included in this report. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

Building Division:

1. Project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.
2. The plans submitted for review shall comply with the prescriptive requirements found in the Carson City Building Division handout titled: *RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS: One & Two Family Dwellings and Accessory Structures* This handout may also be found online at: [www.carson.org/building](http://www.carson.org/building).
3. The current adopted codes will be in effect until September 1, 2013.

Engineering: No concerns

Fire: Project must conform to applicable CCMC and adopted International Fire Code

Health: No concerns

Environmental Health: No concerns

**FINDINGS:** Staff's recommendation is based upon the findings as required by CCMC Section 18.02.062 (Special Use Permits) enumerated below and substantiated in the public record for the project.

1. Will be consistent with the master plan elements.

Goal 1.1. Promote the efficient use of available land and resources.

Policy 1.1a Balanced Land Use Plan.

*The utilization of the existing building to accommodate two more people on the site is a more efficient use of available land and resources, instead of building a separate location for housing. The property is two acres in size, a large location that can easily house more than the two people who presently live here. This proposal is to allow the second housing unit to reflect the larger size of the primary structure and be in harmony with the scope and size of that structure.*

2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare or physical activity.

*There will be moderate noise during construction of the modification of the garage to guest building. However, the construction will mainly be inside the building, as the bulk of the construction will be to modify the interior of the building. Once the construction on the site is complete, the resultant guest building will continue to be residential in nature and the guest building expansion is not expected to cause objectionable noise, vibrations, fumes, odors, dust, glare or physical activity. The exterior of the building will only be moderately changed. The number of residents on the site as proposed will be an additional two, to a total of four. The guest building will be enlarged to accommodate a larger living area within the existing building parameters and limited by deed restriction to a guest building for nonpaying guests and family members. Exterior lighting exists on the site and is consistent with home usage and wattage.*

3. Will have little or no detrimental effect on vehicular or pedestrian traffic.

*Traffic would only be moderately increased as there would be an increase of two people who would permanently utilize this expansion. The existing garage parking on site is adequate, even with the reduction in the use of a portion of the existing building. A total of three parking spaces are required on site and have been provided by the applicant.*

4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.

*The project is not expected to have a negative effect on existing public services and facilities. The expansion of the existing living facilities in the building for the use of the proposed addition of two permanent residents on the property is not expected to create an overburden to public facilities. This is a two acre site, where larger homes and accessory structures are the usual situation, and where more people can be accommodated easily without negative impact to public services.*

5. Meets the definition and specific standards set forth elsewhere in this title for such particular use and meets the purpose statement of that district.

*The project is located in the Single Family 2 Acre zoning district which has the following purpose: provide for the development of low-density, large lot, single family detached dwellings residential units.*

*It is noted a guest building does not require approval of a Special Use Permit in this zoning district. A Special Use Permit is required due to the size of the guest building. The project met the required setbacks for an accessory structure when the building was constructed, and continues to meet the minimum required setbacks for this zoning district, which are : 50 feet on the front, 20 feet on the side, 20 on the street side and 30 feet on the rear, with a maximum height of 32 feet.*

6. Will not be detrimental to the public health, safety, convenience and welfare.

*The modification of the existing garage and guest building on the site should not be detrimental to the public health, safety, convenience and welfare. The number of residents on the site would increase to four, still a moderate number. No additional use of public facilities is proposed. The site would be deed restricted to limit the use to the family or non-paying guests, with no rental as a secondary living unit allowed.*

7. Will not result in material damage or prejudice to other property in the vicinity.

*A guest building which exceeds the maximum size of 1,000 square feet requires approval by the Special Use Permit process under Development Standards Division 1.4 Guest Building Development. Property owners within the vicinity have been notified of the public hearing for the consideration of this project. There is no proposed modification of the existing building that would be detrimental to the surrounding property owners in the vicinity. Many of the surrounding properties also have large homes with accessory structures, such as garages, recreational vehicle storage, storage units, carports, guest buildings, etc, and could also apply for a Special Use Permit, if desired, to allow for the construction of a larger guest building, garage or accessory structure on their properties.*

#### Attachments

Application SUP-13-032  
 Building Division comments  
 Engineering Division comments  
 Fire Department comments  
 Environmental Control comments  
 Health Department comments

H:\PIngDept\PC\PC\2013\Staff Reports\SUP-13-032 Metcalf Guest.doc

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MAY 10 2013

CARSON CITY  
PLANNING DIVISION

**Engineering Division  
Planning Commission Report  
File Number SUP 13-032**

**TO:** Planning Commission

**FROM:** Rory Hogen, E.I.

**DATE:** May 10, 2013

**MEETING DATE:** May 29, 2013

**SUBJECT TITLE:**

Action to consider the remodel of an existing structure that is more than 50% of the size of the primary structure.

**RECOMMENDATION:**

The Engineering Division has no preference or objection to the special use request.

**DISCUSSION:**

The Engineering Division has reviewed the conditions of approval within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses.

**CCMC 18.02.080 (2a) - Adequate Plans**

The plans are adequate for this review.

**CCMC 18.02.080 (5a) - Master Plan**

The request is not in conflict with any Engineering Master Plans for streets or storm drainage.

**CCMC 18.02.080 (5c) - Traffic/Pedestrians**

The request is not in conflict with pedestrian or traffic movements.

**CCMC 18.02.080 (5d) - Public Services**

No new City water, sewer or access services will be needed for this project.



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APR 24 2013

CARSON CITY  
PLANNING DIVISION

April 24, 2013

We have reviewed SUP 13-032 and have the following comments:

1. Project must conform to applicable CCMC and adopted International Fire Code

***Dave Ruben***

Captain – Fire Prevention  
Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701

Office 775-283-7153  
Main 775-887-2210  
FAX 775-887-2209

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MAY 13 2013

CARSON CITY  
PLANNING DIVISION

May 13, 2013

Planning Commission May 29, 2013

Re: # SUP – 13-032

Dear Kathe,

After initial plan review the Carson City Environmental Control Authority (ECA), a Division of Carson City Public Works Department (CCPW), has the following requirements per the Carson City Municipal Code (CCMC) and the Uniform Plumbing Code (UPC) for the SUP –13 – 032 project:

1. ECA has no comments or requirements for the 2032 Ash Canyon project.

Please notify Mark Irwin if you have any questions regarding these comments, I can be reached at 775-283-7380.

Sincerely;

Mark Irwin  
Environmental Control Officer 3

c: Kelly Hale, Environmental Control Supervisor.

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MAY 13 2013

CARSON CITY  
PLANNING DIVISION

May 13, 2013

Planning Commission May 29, 2013

Dustin Boothe  
Health and Human Services

**SUP-13-030**

Carson City Health and Human Services has no comments, based on items submitted.

**GM-13-029**

Carson City Health and Human Services submitted a memo to the Planning Director, please see this memo for comments on this item.

**SUP-13-031**

Carson City Health and Human Services has no comments, based on items submitted.

**SUP-13-032**

Carson City Health and Human Services has no comments, based on items submitted.

Dustin Boothe, MPH, REHS  
Carson City Health and Human Services  
900 E. Long St.  
Carson City, NV 89706  
(775) 887-2190 ext. 7220

[dboothe@carson.org](mailto:dboothe@carson.org)

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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

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APR 26 2013

FILE # SUP - 13 SUP - 13 - 032

**SPECIAL USE PERMIT**

CARSON CITY  
PLANNING DIVISION

FEE: \$2,450.00 MAJOR  
\$2,200.00 MINOR (Residential zoning districts)

+ noticing fee and CD containing application digital data (all to be submitted once the application is deemed complete by staff)

**SUBMITTAL PACKET**

- ☐ 8 Completed Application Packets (1 Original + 7 Copies) including:
  - ☐ Application Form
  - ☐ Written Project Description
  - ☐ Site Plan
  - ☐ Building Elevation Drawings and Floor Plans
  - ☐ Proposal Questionnaire With Both Questions and Answers Given
  - ☐ Applicant's Acknowledgment Statement
  - ☐ Documentation of Taxes Paid-to-Date (1 copy)
  - ☐ Project Impact Reports (Engineering) (4 copies)

Application Reviewed and Received By:

Submittal Deadline: See attached PC application submittal schedule.

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.

Norman & Betty Family Trust

**PROPERTY OWNER**

751 Basque Way, Carson City Nevada, 89706

**MAILING ADDRESS, CITY, STATE, ZIP**

775.691.7538

**PHONE #**

**FAX #**

**Name of Person to Whom All Correspondence Should Be Sent**

Red & Tom Metcalf

**APPLICANT/AGENT**

751 Basque Way, Carson City, Nevada 89706

**MAILING ADDRESS, CITY, STATE ZIP**

775.691.7538

**PHONE #**

**FAX #**

tom@metcalfbuilder.com

**E-MAIL ADDRESS**

**Project's Assessor Parcel Number(s):**

8-072-31(old) 007-572-13 Current

**Street Address ZIP Code**

2032 Ash Canyon, Carson City, Nevada 89703

**Project's Master Plan Designation**

Suburban Residential

**Project's Current Zoning**

SF2A

**Nearest Major Cross Street(s)**

Washington Street

Briefly describe your proposed project: (Use additional sheets or attachments if necessary). In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. In accordance with Carson City Municipal Code (CCMC) Section: 18.03.030, or Development Standards, Division \_\_\_\_\_, Section \_\_\_\_\_, a request to allow as a conditional use is as follows:

Amendment of existing Special Use Permit U-95/96-45: Expansion of existing Chauffeur's Quarters within approved accessory structure exceeding 50% of the primary structure to accommodate aging parents.

**PROPERTY OWNER'S AFFIDAVIT**

I, Norman Metcalf, Trustee, 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.

2032 Ash Canyon, CC, 89703

18 April, 2013

Signature

*Norman L Metcalf*

Address

Date

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

STATE OF NEVADA  
COUNTY

On April 18, 2013, Norman L Metcalf, 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



LYNN DURAND  
NOTARY PUBLIC  
STATE OF NEVADA

No. 09-10305-5

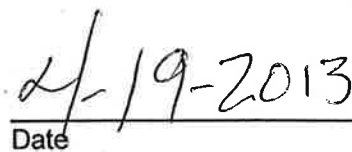
My Appt. Exp. June 26, 2013

NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. Planning personnel can help you make the above determination.

### ACKNOWLEDGMENT OF APPLICANT

I certify that the forgoing 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's 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

  
Date

## **Supplemental Data:**

### **Amendment of existing Special Use: U-95/96-45**

Expansion of existing Chauffeur's Quarters in the approved accessory structure existing on the property now exceeding 1,000sf Guest quarters allowance per city code to accommodate aging parents.

#### **Nature of Request:**

The Parents of the Baby Boomer generation have set the pattern of outliving their life expectancy by 15-20 years and has presented the unique and unexpected situation of needing minimal to extensive assistance in their later years. This issue has been addressed by Carson City by allowing Granny Quarters to be developed in Single Family zones.

This situation has now presented its self to the Metcalf family as the senior Metcalf's no longer wanting the burden of maintaining a large estate home and the need to simplify their lives while still fully active and ambulatory. Their solution is to have their adult son Tom move into the primary residence on their property and modify the existing Chauffeur's Quarters in the SPU approved accessory structure to allow them to live independently while having the security of family assistance on property as they age. Family history dictates that full to moderate assistance will become necessary in the future and they do not want to have be prematurely forced into an assisted or skilled living environment away from immediate family.

Where studio apartments have proved adequate for caring for a single advanced staged single parent, today's active seniors need to have larger living accommodations other than a postage stamp sized sleeping and dayroom. The changes in the dynamics of having two active parents needing accommodations to allow them a quality of life not previously considered necessary is where consideration of approving this Special Use Permit is warranted. Given the unique situation presented here supports the additional considerations and accommodations requested and does not set a dangerous precedent, but a benchmark for others to be considered.

In the Metcalf's situation, the current Chauffeur's Quarter does not provide living area to accommodate their lifestyle nor does the current bedroom allow for a full bedroom set and most importantly does not meet escape window codes to justify the addition of a full bedroom and accessible bathroom.

This situation leads us to our request for the expansion of the existing Chauffeur's Quarters to meet minimal senior living requirements for a two person occupancy. Given the nature and layout of our two plus acre property, the accessory building's location and orientation to the properties primary residence and surrounding neighborhood will have no adverse impacts and would be in compliance and in the spirit of Carson City's vision and guiding principles. Therefore we respectfully request the modification of the existing SUP as shown in the accompanying plans and documentation.

To insure this exception is not misused in the future, we propose to add a deeded restriction that the apartment be restricted for the care of a related family member, otherwise the building must be converted back to its originally approved use.

#### **Answers to Master Plan Policy Checklist.**

##### **Question 1:**

Given the existence of the current Chauffeur's Quarters, its conversion to accommodate a senior living apartment would not affect nor change the existing balance of the neighborhood character or use patterns already approved and established.

##### **Question 2:**

This request will have no effect or change in the use of recreational facilities.

##### **Question 3:**

Where there will be no direct impact on the economic vitality, the promotion and preservation of the family unit will both directly and indirectly persevere and enhance the economic environment of Carson City.

##### **Question 4:**

The ability to have multigenerational family units through history has proven to enhance and improve the quality of life in communities. The location of the exiting building, its relationship to the primary residence and the surrounding neighborhood benchmarks the standards that should be met by similar requests, strengthening the City's ability to adapt and guide the preservation of the family unit and its contribution to the community.

##### **Question 5:**

This expansion request will have no adverse effect on community services.





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MAY 06 2013

CARSON CITY  
PLANNING DIVISION

**Supplemental Information: 03 May 2013**

**Revision of Supplemental Use Permit U-95/96-45**

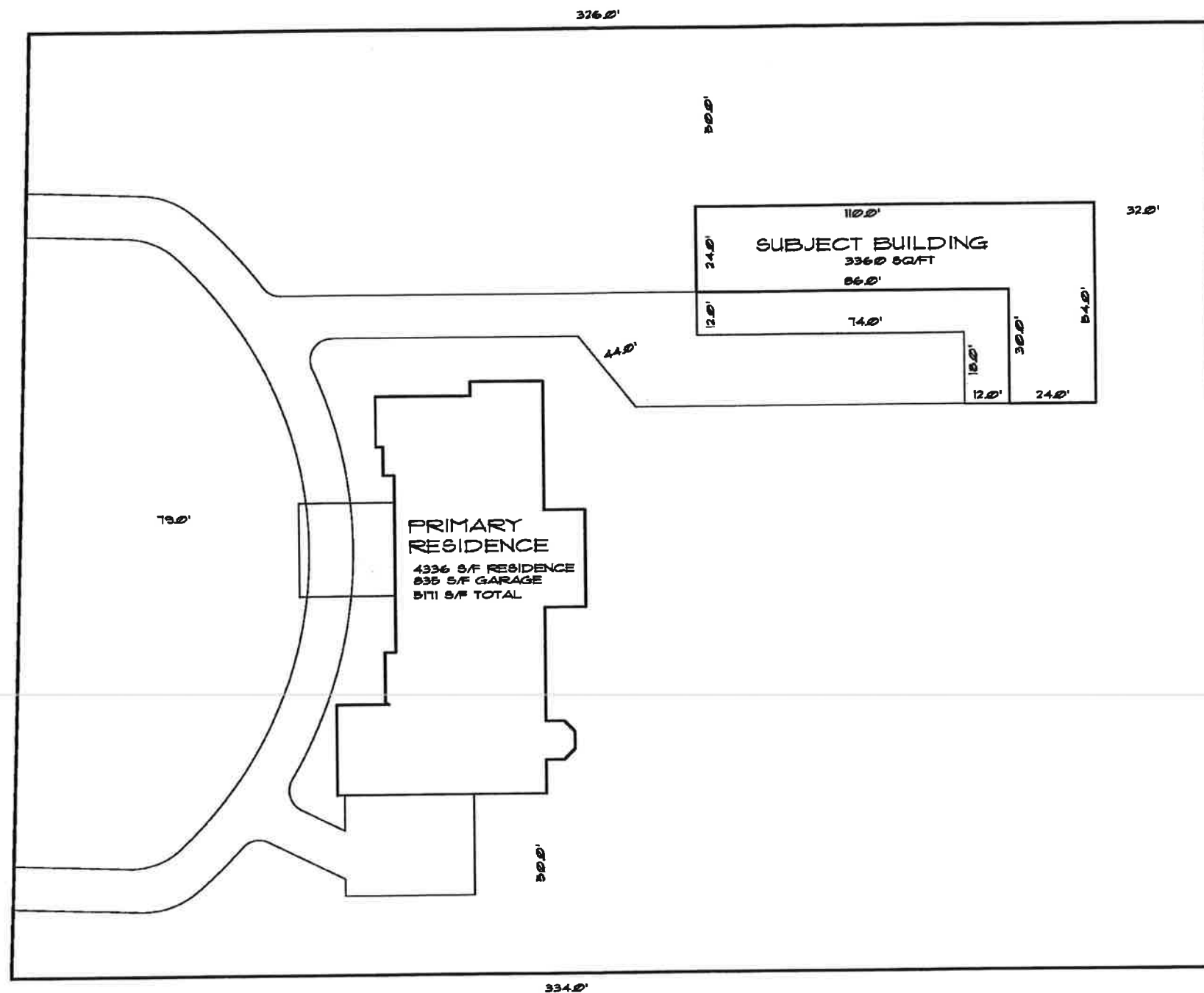
**Expansion of existing chauffeur's Quarters within approved assessor structure exceeding 50% of the Primary structure to accommodate aging parents.**

Metcalf Residence  
2232 Ash Canyon  
Carson City, Nevada

APN	: 007.572.013
Lot Size	: 2 acres (87,120 Sq/ft)
Main Residence	: 5,171 sq/ft
Accessory Structure	: 3,360 sq/ft
Existing Chauffer's Quarters	: 912 sq/ft
Proposed addition	: 952 sq/ft



NORTH  
SCALE: 1/32" = 1'-0"

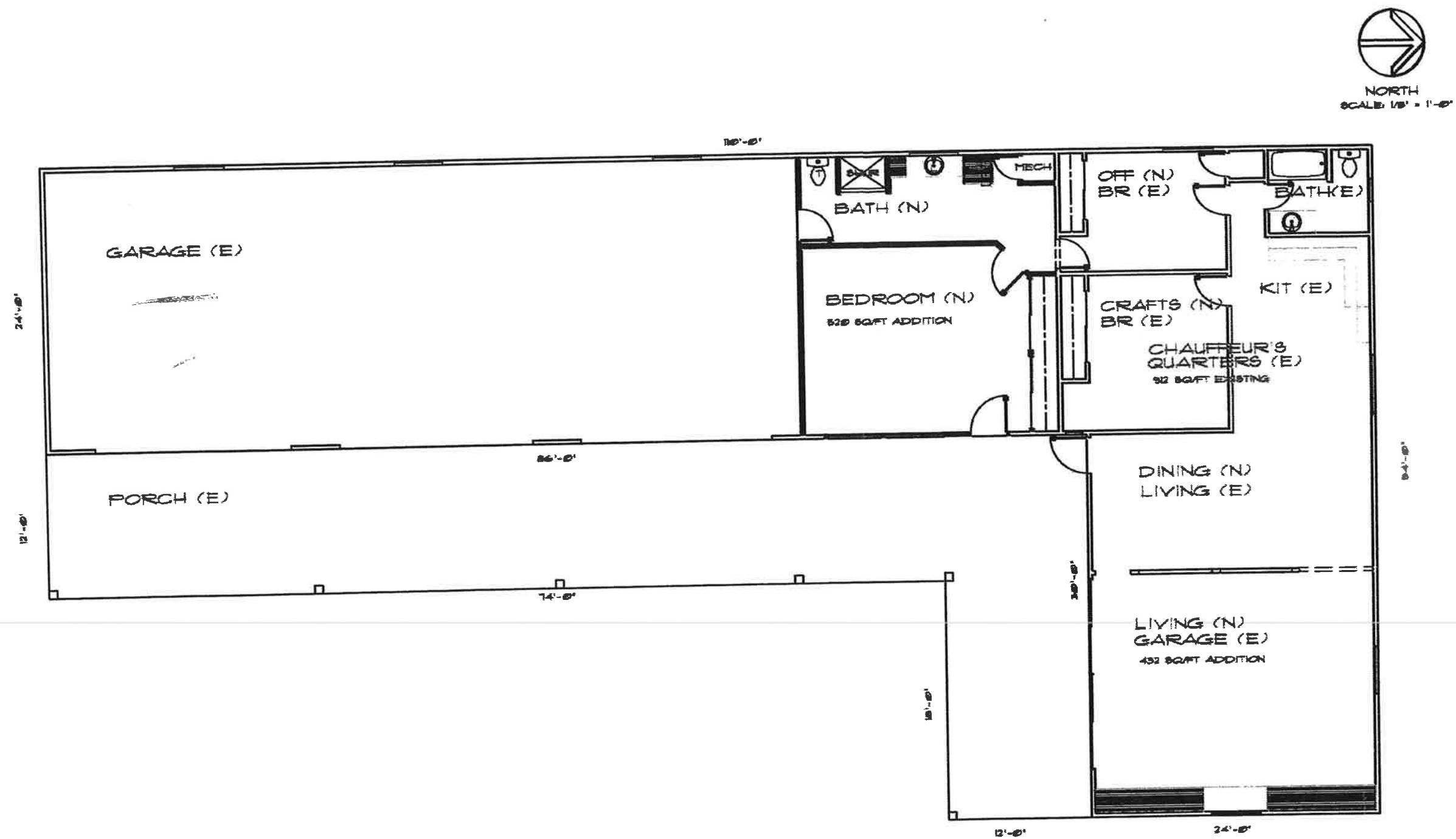


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CARSON CITY  
PLANNING DIVISION

METCALF RESIDENCE  
EXISTING CHAUFFEUR'S QUARTERS  
2032 ASH CANYON, CARSON CITY, NEVADA  
AFN 00757213  
03 MAY, 2013



METCALF RESIDENCE  
EXISTING CHAUFFEUR'S QUARTERS  
2032 ASH CANYON, CARSON CITY, NEVADA  
APN 007187213  
03 MAY, 2013

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