

# Planning Commission Staff Report

Meeting Date: April 3, 2018 Agenda Item: 8C

SPECIAL USE PERMIT CASE NUMBER: WSUP18-0003 (U-Haul of Spanish Springs)

BRIEF SUMMARY OF REQUEST: To allow for rental of U-Haul vehicles and trailers as

part of a larger U-Haul facility.

STAFF PLANNER: Kelly Mullin, 775.328.3608, kmullin@washoecounty.us

# **CASE DESCRIPTION**

For possible action, hearing and discussion to approve a special use permit allowing for the rental of U-Haul vehicles and trailers from the subject property. This use type is classified as Automotive Sales and Rentals, which requires a special use permit in the Industrial regulatory zone in Spanish Springs per the Spanish Springs Area Plan Table C-3. The use is proposed as part of a larger ministorage and vehicle storage facility, which are allowed uses on the property and not part of this special use permit.

Applicant: AMERCO Real Estate Co.
Property Owner: Roger B. Primm Family Trust
Location: NW corner of Pyramid Way and

Sha Neva Rd, accessible from

Digital Ct

APNs/Sizes: 530-491-02 (±5 ac.), 530-491-03

(±5 ac.) and 530-491-04 (±10 ac.)

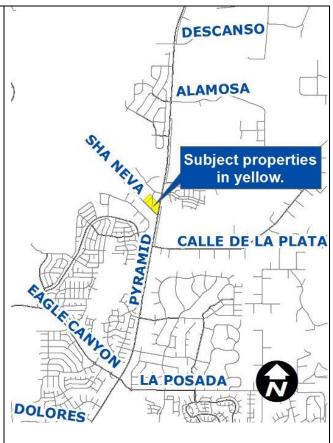
Master Plan: Industrial Regulatory Zone: Industrial Spanish Springs CAB: Spanish Springs

Code Section: Authorized in Article 810, Special

Use Permits

District: 4 – Commissioner Hartung
Sec./Town./Range: Section 23, T21N, R20E, MDM,

Washoe County, NV



#### STAFF RECOMMENDATION

**APPROVE** 

APPROVE WITH CONDITIONS

**DENY** 

# **POSSIBLE MOTION**

I move that after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Planning Commission approve with conditions Special Use Permit Case Number WSUP18-0003 for U-Haul, having made all five findings in accordance with Washoe County Code Section 110.810.30.

(Motion with Findings on Page 11)

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Conditions of Approval	Exhibit A
Agency Comments	Exhibit B
Public Notice Map	Exhibit C
Project Application	http://bit.ly/2FtfsCh

#### **Special Use Permit Purpose**

The purpose of a Special Use Permit is to allow a method of review to identify any potential harmful impacts on adjacent properties or surrounding areas for uses that may be appropriate within a regulatory zone; and to provide for a procedure whereby such uses might be permitted by further restricting or conditioning them so as to mitigate or eliminate possible adverse impacts. If the Planning Commission grants an approval of the Special Use Permit, that approval is subject to Conditions of Approval. Conditions of Approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

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

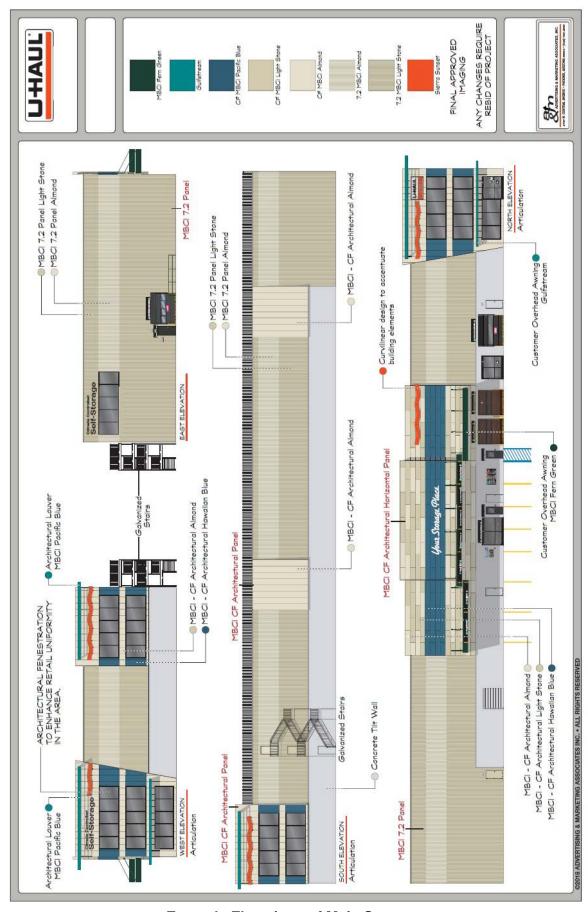
The Conditions of Approval for Special Use Permit Case Number WSUP18-0003 are attached to this staff report and will be included with the Action Order if the request is approved. The subject property is designated as Industrial. The proposed rental of U-Haul vehicles and trailers is classified within the Automotive Sales and Rentals use type, which is authorized in the Industrial regulatory zone with a special use permit, per Spanish Springs Area Plan Table C-3, *Allowed Uses (Commercial Use Types)*.



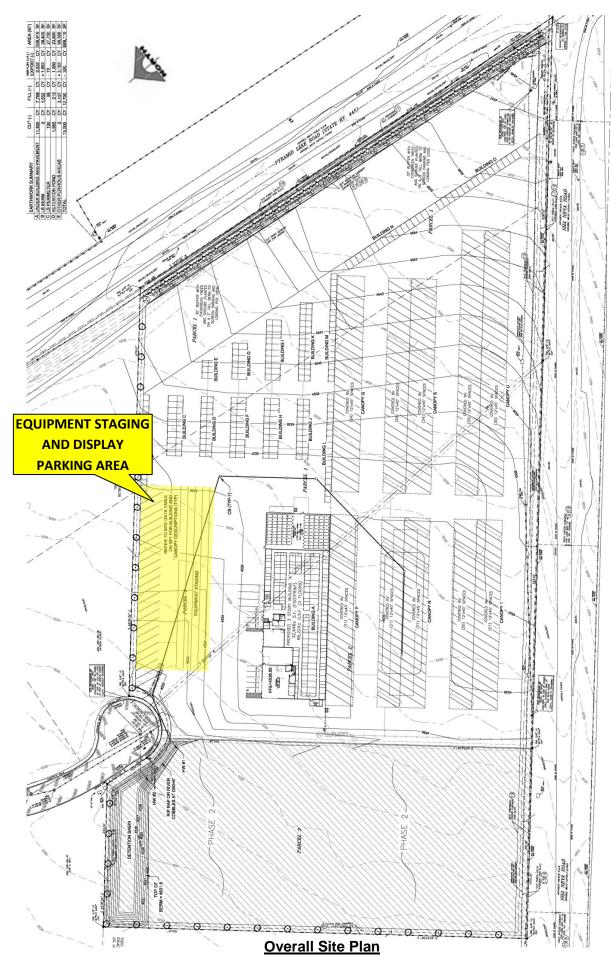
**Location Map** 

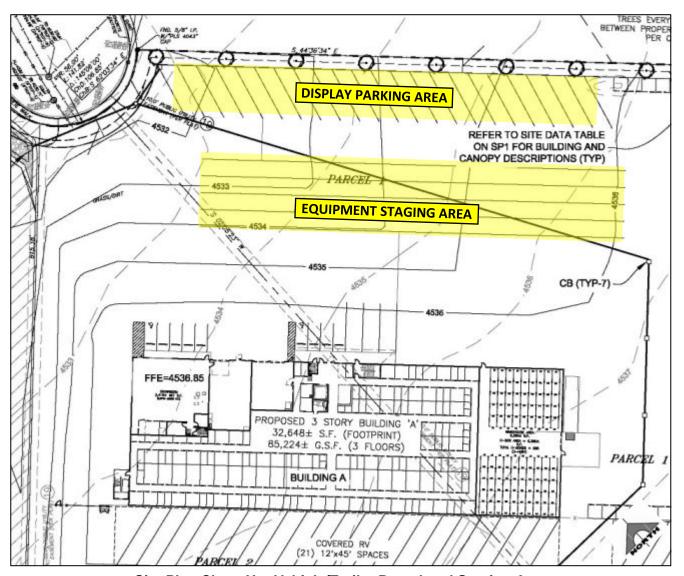


**Regulatory Zone Map** 



**Example Elevations of Main Structure** 





Site Plan Close-Up: Vehicle/Trailer Rental and Staging Area

#### **Project Evaluation**

U-Haul is seeking a special use permit to allow for the rental of U-Haul vehicles and trailers on a site comprised of three parcels totaling 20-acres within the Spanish Springs Business Park. The site has an Industrial regulatory zone. The proposed use is classified as Automotive Sales and Rentals, which requires a special use permit on Industrial properties in Spanish Springs. The vehicle and trailer rentals are proposed as part of a larger planned U-Haul facility that will include inside and outside mini-storage, interior U-Box storage, as well as vehicle/RV storage. It is important to note that these other uses are allowed by right within the Industrial regulatory zone and are not part of this special use permit. This permit is required only for the vehicle and trailer rental portion of the facility.

All rental vehicles and trailers will be located within the "Equipment Staging" and/or "Display Parking" areas identified on the site plan above. The applicant states that the site is designed to accommodate a maximum of 60 U-Haul vehicles (ex. pick-ups, vans and box trucks) and up to 40 trailers (ex. open and box-style). Proposed hours of operation for the vehicle and trailer rental are 7 a.m.-7 p.m., Monday-Thursday, and Saturday; 7 a.m.-8 p.m., Friday; and 9 a.m.-5 p.m. Sunday. The proposed hours have been included with Exhibit A as a recommended condition of approval.

Although the application identifies two phases for the overall project, the vehicle and trailer rental portion of the project will be completed during the first phase. Prior to the issuance of any building permits, the applicant will be required to combine the parcels so that all proposed structures and uses meet setback and buffer standards.

#### Grading

The site is relatively level, with a very gradual downslope from southwest to northeast. Grading for the overall project includes approximately 15.8-acres of disturbed area, 13,000 cubic yards of cut and 12,700 cubic yards of fill. Most of the earthwork will be balanced on site, and the majority of this work takes place in areas to be covered by building footprints, pavement, and ornamental landscaping. The remaining work falls below the threshold to require a special use permit for grading. Additionally, the Spanish Springs Business Park has already been granted a special use permit for the Park's overall grading, and on-site earthwork will be subject to the requirements of Article 438, *Grading Standards*.

#### Traffic and Utilities

Access to the site will be from the north via Digital Court. No traffic impact report is required for this facility, as the trips generated are anticipated to be below the threshold of 80 weekday peak hour trips. Sewer service will be provided by Washoe County, and water service provided by the Truckee Meadows Water Authority.

## Noise and Lighting

As proposed by the applicant and included as a recommended condition of approval, no exterior loudspeaker shall be used on the property. The photometric plan provided by the applicant shows that the lighting currently proposed results in spillover across the parcel boundaries. Prior to the issuance of building permits for the property, the applicant will be required to adjust the lighting design so that no spillover occurs. This is also included as a recommended condition of approval with Exhibit A.

#### Landscaping and Parking

Appendix B of the Spanish Springs Area Plan details design guidelines applicable to the business park. The overall project will be required to adhere to these standards, which will be enforced at time of building permit review and inspections. As designed, the project meets the setback minimums required by the Spanish Springs Area Plan, which call for a minimum of 250-feet from the highway for three-story buildings, and 150-feet for one- and two-story buildings. A 30-foot-wide landscaped buffer is also required along Pyramid Highway for all parcels within the business park.

#### Compatibility

This use is compatible with the surrounding industrial uses within the Spanish Springs Business Park. As shown on the map on page 5 of this staff report, the site is bordered by other Industrial properties to the north, west and south. To the east is Pyramid Highway. Across the highway to the northeast is Neighborhood Commercial property, with residential and rural properties across the highway to the east. As is visible in the site plan on page 6, the vehicle and trailer rental portion of the facility will be largely screened from properties to the east by the other allowed uses on the site, including the mini-storage buildings. Additionally, the rental area is proposed to be located several hundred feet west of Pyramid Highway, with additional screening provided by the landscaped buffer required along the highway.

The Spanish Springs CAB's March meeting was cancelled; therefore, this item was not heard. However, CAB members and the public were asked to contact the staff planner with any questions or comments regarding the proposed project. No comments have been received as of the date of this staff report.

Staff Report Date: March 16, 2018

#### **Reviewing Agencies**

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

- Washoe County Community Services Department
  - o Planning and Building Division
  - o Engineering and Capital Projects Division
- Washoe County Health District
  - o Air Quality Management Division
  - Environmental Health Services Division
  - Emergency Medical Services Program
- Washoe County Sheriff's Office
- Truckee Meadows Fire Protection District
- Regional Transportation Commission
- Nevada Department of Transportation
- Washoe-Storey Conservation District
- Truckee Meadows Water Authority

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

- Washoe County Planning and Building Division addressed operational requirements in effect for the life of the project.
  - Contact: Kelly Mullin, 775.328.3608, kmullin@washoecounty.us
- <u>Washoe County Engineering and Capital Projects Division</u> provided conditions related to grading, import/export of material, drainage, and stormwater management.
  - Contact: Leo Vesely, 775.328.2313, <a href="mailto:lvesely@washoecounty.us">lvesely@washoecounty.us</a>
- <u>Truckee Meadows Fire Protection District</u> identified fire and life safety codes with which the project must comply.
  - Contact: Denise Reynolds, 775.326.6000, <a href="mailto:dreynolds@tmfpd.us">dreynolds@tmfpd.us</a>
- Washoe County Health District, Air Quality Management Division addressed the need for a dust control permit.

Contact: Michael Wolf, 775.784.7206, <a href="mailto:mwolf@washoecounty.us">mwolf@washoecounty.us</a>

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

Washoe County Code (WCC) Section 110.810.30 requires that all of the following findings be made to the satisfaction of the Washoe County Planning Commission before granting approval of

the request. Staff has completed an analysis of the special use permit application and has determined that the proposal is in compliance with the required findings as follows.

- 1. <u>Consistency.</u> That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Spanish Springs Area Plan.
  - <u>Staff Comment:</u> The rental of U-Haul vehicles and trailers is consistent with the language of the Master Plan and Spanish Springs Area Plan. The facility will be required to adhere to all applicable standards, including Appendix B of the Area Plan, which details design guidelines for all parcels within the Spanish Springs Business Park.
- 2. <u>Improvements.</u> 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.
  - <u>Staff Comment:</u> Adequate facilities and services are available to support the proposed use. The site will be accessed from within the Spanish Springs Business Park off of Digital Court, and no additional traffic-related improvements have been requested by Washoe County's Engineering and Capital Projects Division. Water service will be provided by Truckee Meadows Water Authority and sewer service by the Washoe County Utility. Standard conditions of approval regarding drainage have been included with Exhibit A.
- 3. <u>Site Suitability.</u> That the site is physically suitable for the type of development and for the intensity of such a development.
  - <u>Staff Comment</u>: The 20-acre site is relatively level, free of significant vegetation other than low-lying brush, and is identified as "unconstrained" by the Spanish Springs Development Suitability Map. Located within the Spanish Springs Business Park, the site is surrounded on three sides by other industrial properties. The site is suitable for the proposed development.
- 4. <u>Issuance Not Detrimental.</u> 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.
  - <u>Staff Comment</u> The rental of U-Haul vehicles and trailers is not anticipated to offer any significant detriment at its proposed location within the business park and surrounded by other industrial properties. The rental area is several hundred feet west of Pyramid Highway. Screening from properties to the east will be provided by the landscaped buffer required along the highway, as well as from the exterior ministorage structures already allowed on-site.
- 5. <u>Effect on a Military Installation.</u> Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.
  - <u>Staff Comment:</u> There are no military installations within the required 3,000 foot noticing distance to the subject property.

#### **Recommendation**

Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, Special Use Permit Case Number WSUP18-0003 is being recommended for approval with conditions. Staff offers the following motion for the Commission'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 Washoe County Planning Commission approve with conditions Special Use Permit Case Number WSUP18-0003 for U-Haul, having made all five findings in accordance with Washoe County Code Section 110.810.30:

- 1. <u>Consistency.</u> That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Spanish Springs Area Plan;
- 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. <u>Site Suitability.</u> That the site is physically suitable for the type of development and for the intensity of such a development;
- 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;
- 5. <u>Effect on a Military Installation.</u> Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

#### **Appeal Process**

Planning Commission action will be effective 10 calendar days after the written decision is filed with the Secretary to the Planning Commission and mailed to the 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 that Board. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days from the date the written decision is filed with the Secretary to the Planning Commission and mailed to the applicant.

Applicant: U-Haul/AMERCO Real Estate Co., Attn: Lora Lakov and David Pollock, 2727

N. Central Ave., #500, Phoenix, AZ 85004

Owner: Roger B. Primm Family Trust, 5100 Franktown Rd., Washoe Valley, NV 89704

Consultant: Nathan Robison, 846 Victorian Ave. #20, Sparks, NV 89431



# **Conditions of Approval**

Special Use Permit Case Number WSUP18-0003

The project approved under Special Use Permit Case Number WSUP18-0003 shall be carried out in accordance with the Conditions of Approval granted by the Planning Commission on April 3, 2018. 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.

<u>Unless otherwise specified</u>, all conditions related to the approval of this Special Use 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 the Planning and Building Division.

Compliance with the conditions of approval related to this Special Use 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 Special Use Permit may result in the institution of revocation procedures.

Washoe County reserves the right to review and revise the conditions of approval related to this Special Use 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 Building Division**

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

## Contact: Kelly Mullin, 775.328.3608, kmullin@washoecounty.us

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this special use 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. The applicant shall complete construction within the time specified by the building permits.
- c. 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.

- d. Prior to the issuance of a building permit, the applicant shall provide an updated lighting plan and photometric study showing no light spillover across the parcel boundaries.
- e. The following **Operational Conditions** shall be required for the life of the business:
  - i. This special use permit shall remain in effect until or unless it is revoked or is inactive for one year.
  - ii. This special use permit shall remain in effect as long as the use is in operation and maintains a valid business license.
  - iii. Failure to comply with the conditions of approval shall render this approval null and void.
  - iv. Vehicle and trailer rental hours of operation are limited to 7 a.m. 7 p.m., Monday-Thursday and Saturday; 7 a.m. - 8 p.m., Friday; and 9 a.m. - 5 p.m. Sunday.
  - v. All lighting and noise generated by the site shall comply with the provisions of the Washoe County Development Code and the Spanish Springs Area Plan.
  - vi. No exterior loudspeakers shall be used on-site.

vii. The applicant and any successors shall direct any potential purchaser/operator of the site and/or this permit to meet with the Planning and Building Division to review conditions of approval prior to the final sale of the site and/or this permit. Any subsequent purchaser/operator of the site and/or this permit shall notify the Planning and Building Division of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

### **Washoe County Engineering and Capital Projects**

2. The following conditions are requirements of the Engineering Division, which shall be responsible for determining compliance with these conditions.

### Contact: Leo Vesely, 775.328.2313, <a href="mailto:lvesely@washoecounty.us">lvesely@washoecounty.us</a>

- a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. All grading shall comply with County Development Code Article 438, Grading Standards. Silts shall be controlled on-site and not allowed onto adjacent property.
- b. The owner/developer shall obtain from the Nevada Division of Environmental Protection a Stormwater Discharge Permit for construction and submit a copy to the Engineering Division prior to issuance of a grading permit.
- c. The owner/applicant shall complete and submit the Construction Permit Submittal Checklist, the Performance Standards Compliance Checklist, and pay the construction stormwater inspection fee prior to obtaining a grading/building permit.
- d. A grading bond of \$2,000/acre of disturbed area shall be provided to the Engineering Division prior to any grading.
- e. If the import or export of materials is required, the applicant shall indicate on the plans where the exported material will be taken or where the imported material will be coming from, and a grading permit shall be obtained for the import/export site.
- f. Estimated total earthwork volumes and area of disturbance shall be indicated on the grading plans.
- g. The total area of impervious surfaces shall be indicated on the site plan.
- h. A hydrology/hydraulic report prepared by a registered engineer shall be submitted to the Engineering Division for review and approval. The report shall include the locations, points of entry and discharge, flow rates and flood limits of all 5- and 100-year storm flows impacting both the site and offsite areas and the methods for handling those flows. The report shall include all storm drain pipe and ditch sizing calculations and a discussion of and mitigation measures for any impacts on existing offsite drainage facilities and properties.
- i. Any increase in storm water runoff resulting from the development of the site shall be detained on site to the satisfaction of the County Engineer.

j. The slopes of the detention basin shall be set back a minimum of 5 feet from the property lines.

#### **Truckee Meadows Fire Protection District (TMFPD)**

3. The following conditions are requirements of TMFPD, which shall be responsible for determining compliance with these conditions.

# Contact: Denise Reynolds, 775.326.6000, <a href="mailto:dreynolds@tmfpd.us">dreynolds@tmfpd.us</a>

- a. The project must comply with the following codes for fire and life safety:
  - i. 2012 International Fire Code
  - ii. Chapter 60 Washoe County Code
  - iii. 2012 WUI Code
  - iv. All Applicable NFPA codes

# Washoe County Health District (WCHD)

4. The following conditions are requirements of the Washoe County 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.

# Air Quality Management District (AQMD) Condition Contact: Michael Wolf, 775.784.7206, mwolf@washoecounty.us

a. Prior to start of construction, the applicant shall submit a dust control permit to AQMD for review and possible approval.

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



# **WASHOE COUNTY**

# COMMUNITY SERVICES DEPARTMENT

**Engineering and Capital Projects Division** 

"Dedicated to Excellence in Public Service"

1001 East 9th Street PO Box 11130 Reno, Nevada 89520 Telephone: (775) 328-2040 Fax: (775) 328-3699

#### INTEROFFICE MEMORANDUM

DATE: March 07, 2018

TO: Kelly Mullin, Planning and Development Division

FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division

SUBJECT: WSUP18-0003

APN 530-491-02, 03 & 04 U-HAUL OF SPANISH SPRINGS

I have the referenced special use permit and have the following conditions:

- 1. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. All grading shall comply with County Code Article 438, Grading Standards. Silts shall be controlled on-site and not allowed onto adjacent property.
- 2. The owner/developer shall obtain from the Nevada Division of Environmental Protection a Stormwater Discharge Permit for construction and submit a copy to the Engineering Division prior to issuance of a grading permit.
- 3. The owner/applicant shall complete and submit the Construction Permit Submittal Checklist, the Performance Standards Compliance Checklist, and pay the construction stormwater inspection fee prior to obtaining a grading/building permit.
- 4. A grading bond of \$2,000/acre of disturbed area shall be provided to the Engineering Division prior to any grading.
- 5. If the import or export of materials is required, the applicant shall indicate on the plans where the exported material will be taken or where the imported material will be coming from, and a grading permit shall be obtained for the import/export site.
- 6. Estimated total earthwork volumes and area of disturbance shall be indicated on the grading plans.
- 7. The total area of impervious surfaces shall be indicated on the site plan.
- 8. A hydrology/hydraulic report prepared by a registered engineer shall be submitted to the Engineering Division for review and approval. The report shall include the locations,

points of entry and discharge, flow rates and flood limits of all 5- and 100-year storm flows impacting both the site and offsite areas and the methods for handling those flows. The report shall include all storm drain pipe and ditch sizing calculations and a discussion of and mitigation measures for any impacts on existing offsite drainage facilities and properties.

- 9. Any increase in storm water runoff resulting from the development of the site shall be detained on site to the satisfaction of the County Engineer.
- 10. The slopes of the detention basin shall be set back a minimum of 5 feet from the property lines.

LRV/Irv



February 23, 2018

Kelly Mullin, Planner TRUCKEE MEADOWS FIRE PROTECTION DISTRICT PO Box 11130 Reno, NV 89520-0027

RE: WSUP18-0003; U-Haul

Dear Ms. Mullin:

The Truckee Meadows Fire Protection District (TMFPD) has reviewed the above referenced project. Approval by the TMFPD is subject to the following conditions:

- 1. The project must comply with the following codes for fire and life safety;
- 2. 2012 International Fire Code
- 3. Chapter 60 Washoe County Code
- 4. 2012 WUI Code
- 5. All Applicable NFPA codes

Please contact me with any questions you may have.

Sincerely,

**Denise Reynolds** 

