LYON COUNTY PLANNING COMMISSION MEETING MINUTES

January 9, 2024

The January 9, 2024 meeting of the Lyon County Planning Commission was called to order by Commission Chairwoman Audrey Allan, at approximately 9:00 a.m. at the Lyon County Administrative Complex, 27 S. Main Street, Yerington, NV, 89447.

Attending staff: Community Development Director, Louis Cariola; Senior Planner, Lisa Nash; Planning Technician, Kerry Page; and Administrative Assistant, Shannon Juntunen were present.

1. Roll Call

Members present: Commissioners Audrey Allan, Loretta Sell, Ralph Ewing, Michael Carlson, Shannon Ceresola, Connie Kuzmicki and Mark Jones attended in chambers. A quorum was noted.

2. Pledge of Allegiance - The Pledge of Allegiance was led by Commissioner Carlson

3. Public Participation – None

4. Review and Adoption of the Agenda

Commissioner Ewing motioned to adopt the agenda as presented. Commissioner Jones seconded and the motion passed by unanimous vote (7 Ayes, 0 Nay, 0 Abstentions)

5. For Possible Action: Election of Officers

5.a. For Possible Action: Election of Officers. Appointment of the Chair, Vice Chair and Secretary.

Commissioner Ewing motioned to elect Audrey Allan as Chairwoman for 2024. Commissioner Carlson seconded.

Commissioner Ceresola motioned to elect Loretta Sell as Chairwoman for 2024. Commissioner Kuzmicki seconded.

Chairwoman Allan opened the vote for the nomination to elect Audrey Allan as Chair. The motion passed by majority vote (6 Ayes, Commissioners Sell, Allan, Kuzmicki, Carlson, Jones and Ewing; 1 Nay, Commissioner Ceresola; 0 Abstention). Commissioner Allan was elected to Planning Commission Chair.

Commissioner Jones motioned to elect Ralph Ewing as Vice-Chair. Commissioner Carlson seconded. The motion passed by majority vote (6 Ayes, Commissioners Jones, Carlson, Allan, Ceresola, Sell and Kuzmicki; 0 Nay; 1 Abstention, Commissioner Ewing).

Commissioner Jones motioned to elect Loretta Sell for Secretary. Commissioner Ewing seconded, the motion passed by unanimous vote (7 Ayes; 0 Nay; 0 Abstentions).

6. For Possible Action: Approval of Minutes

6.a. For Possible Action: To approve the minutes from the November 14, 2023 and the December 12, 2023 meetings.

Commissioner Ceresola motioned to approve the minutes from the November 14, 2023 meeting. Commissioner Sell seconded, the motion passed by unanimous vote (7 Ayes, 0 Nay, 0 Abstentions).

Commissioner Jones motioned to approve the minutes from the December 12, 2023 meeting.
Commissioner Ewing seconded, the motion passed by majority vote (6 Ayes; 0 Nay; 1 Abstention, Commissioner Allan).

7. **Presentation and Reading of Miscellaneous Correspondence**- There was none

8. **Advisory Board Reports** – Amanda Brinnand, with Stagecoach Advisory Board, gave a report on the letter of transmittal sent for agenda item 9.a. The Advisory Board expressed concern about the impact of increased traffic but did recommend approval of the item.

9. **Public Hearing Items**

   **9.a. For Possible Action:** To approve a Tentative Parcel Map request from James S. II and Annette Dee to divide a 40.82 – acre parcel into two (2) parcels, the smallest being 20.41 acres, located on the south side of Shawnee Road, approximately 0.5 miles to the east of the intersection of Iron Mountain Boulevard and Shawnee Road in Stagecoach (APN:015-355-07) PLZ-2023-047.

   Senior Planner, Lisa Nash presented the staff report. The applicant is requesting a Tentative Parcel Map (TPM) to subdivide an approximately 40.82-acre parcel to create two new 20.41-acre parcels. The applicants request is in conformance with the goals and policies of the Master Plan and meets the minimum acreage requirements of the zoning designation. Staff is recommending approval.

   The commissioners had question about water and the acreage of each parcel. Ms. Nash said the applicant currently has 2-acre feet of water and is aware they will need to purchase an additional 2-acre feet for the new parcel being created before recordation of the map. She confirmed that each parcel would be approximately 20.41 acres.

   **Public Comment**- Brian Guest, neighboring resident, expressed concern about increase in traffic and the impact it will have on Shawnee Road.

   Amanda Brinnand, a neighboring resident, also expressed concern with the impact of increased traffic.

   Commissioner Jones motioned to **approve** the request for a tentative parcel map to divide a 40.82 – acre parcel into two (2) parcels, the smallest being 20.41 acres, located on the south side of Shawnee Road, approximately 0.5 miles to the east of the intersection of Iron Mountain Boulevard and Shawnee Road in Stagecoach (APN:015-355-07) PLZ-2023-047. Based on the findings listed in the staff report and the 16 conditions of approval.

1. The developer shall comply with all Federal, State, County and special purpose district regulations.

2. Any future development will require connection to the public right-of-way and an encroachment permit from the Lyon County Roads Department will be required.

3. The developer shall make corrections of any engineering or drafting errors and other technical map corrections to the satisfaction of the County Engineer and Planning Director prior to submitting the final parcel map for recordation.

4. The developer shall pay the actual costs for County Engineer plan and map checking fees and County Inspector site improvement inspection fees, in accordance with the adopted County fee resolution in effect at the time, and provide proof of payment to the Planning Department prior to final parcel map recordation.

5. The developer shall pay in full all property taxes through the end of the fiscal year (June 30) prior to recordation of the final parcel map.
6. The developer shall provide the parcel map to the Lyon County GIS Coordinator in form and format compatible with the County geographical information system (GIS). The scale of the site plan, improvements, monuments and other items shall be in model space correctly oriented to coordinate system as established by the GIS Coordinator. Cover sheet and standard details need not be included.

7. The developer shall pay the required recording fees at time of final parcel map recordation.

8. No lot shall be offered for sale or sold and no building permits shall be accepted for processing until the final parcel map has been approved and recorded.

9. The developer shall comply with Lyon County’s storm drainage guidelines (revised September 2018).

10. The developer shall comply with Lyon County improvement requirements as set forth in Chapter 15.03.03 of the Lyon County Code.

11. The developer shall comply with the requirements of the Central Lyon Fire Protection District (CLFPD) including, but not limited to conformance with the 2018 editions of the International Fire Code (IFC) and International Wildland-Urban Interface Code (IWUIC) including the 2018 Northern Nevada Amendments to both the IFC and IWUIC as applicable to the satisfaction of the CLFPD.

12. The final parcel map will comply with the current Lyon County standards requiring a 7.5-foot public utility easement along the front property lines and 5-foot public utility easement along all side property lines for the proposed parcels prior to recordation.

13. The following items are required of all development:
   a. All construction shall comply with all applicable building and fire code requirements.
   b. Building permits shall be issued in compliance with Title 15 of the Lyon County Code.
   c. Site development work will require a site improvement permit(s) in accordance with Title 15.234 unless directly associated with a single family residential building permit.
   d. Structures placed on these parcels shall adhere to the County’s site and setback standards for the zoning district as it applies to each parcel at the time of development.
   e. Distinct and legible “temporary” addresses are required of any structures under construction until such time as permanent address numbers are installed and posted.
   f. All debris on construction sites must be contained and removed periodically as required for safety and cleanliness to the satisfaction of the Lyon County Building Department.
   g. Prior to any combustible materials being brought on site, street name signage shall be installed, if applicable, and emergency vehicle access has been installed to the satisfaction of the Central Lyon Fire Protection District.

14. Any further division may be subject to the imposition of subdivision improvement standards as may be legally imposed at the time. The developer shall place a note to this effect on the final parcel map prior to recordation.

15. Prior to the recordation of a Final Map, the applicant shall relinquish appropriate water rights to the State of Nevada. Pursuant to NRS 534.120(e), lots within Lyon County are required to dedicate 2.0 acre-feet for each lot created.

16. Approval of the tentative parcel map shall not constitute acceptance of the final parcel map. **Failure to submit a complete final parcel map and pay the required fees within one (1) year from the date of approval shall render the tentative parcel map approval as expired.** No extension may be granted after receiving approval of the tentative parcel map.

Commissioner Sell seconded, the motions passed by unanimous vote (7 Ayes; 0 Nay; 0 Abstentions).
9.b. For Possible Action: To forward a recommendation to the Board of Commissioners for a Commercial Subdivision Tentative Map request from Stan Lucas to merge five (5) existing parcels on the north side of Hwy 50, east and west of Traditions Parkway, to establish an approximately 125.13 acre commercial subdivision, creating the boundaries of the Traditions Commercial Center to allow for future commercial, retail, office, light industrial and multi-family residential development including a site for new Lyon County offices in Dayton (APNs 016-401-93 and -97, 016-406-03 and -11, 029-782-16), PLZ-2023-079.

Senior Planner, Lisa Nash presented the commission with an amended staff report. She explained the changes made to the staff report pertain to condition of approval #1 and provided clarification in several other conditions of approval, adding language to allow for record of survey to be submitted in lieu of a final map.

The applicant is requesting to merge five (5) existing parcels to establish an approximately 125.13 acre commercial subdivision, creating the boundaries of the Traditions Commercial Center to allow for future commercial, retail, office, light industrial and multi-family residential development including a site for new Lyon County offices in Dayton. Staff is recommending approval, the applicants request is in conformance with the goals and policies of the Master Plan and based on the applicants proposed future development, meets the standards for each zoning designation. It was noted that the applicant has decided to limit some of the allowable uses designated by the various zoning districts.

The commissioners had questions regarding Zoning and Master Plan inconsistency, proposed casino/motel, traffic and the proposed installation of a traffic signal, the proposed time line for this development versus the residential development of the various phases in the Traditions Subdivision and if the applicant has the ability to modify their phasing map in the future.

Community Development Director, Louis Cariola, explained how the Master Plan and Zoning are consistent and as long as the applicants request is consistent with the allowable uses and regulations of the zoning district it is allowable because zoning is what regulates land use. He explained the applicant has a previously approved conditional use permit to allow for a casino/motel, traffic and the signal are regulated by NDOT.

Don Smit, the applicants’ representative, addressed the commissioner’s question about traffic. He said they recently received approval to install the traffic signal and are hoping to have it in place in the next year. However, NDOT decides when to turn it on. As far as a time line for development of this project verses the surrounding residential development, the surrounding residential development is and will continue as this proposed commercial subdivision is being built.

Mr. Smit had a question about condition of approval # 23 in regards to the applicant being responsible for maintenance of both on and off street parking. He does agree with the applicant being responsible for off street parking, he stated he felt once the roads are completed and dedicated, the county should be responsible for on street parking.

Mr. Cariola responded the intent was to address the angled parking around the park area that will not be dedicated to the county. He agrees the rest of the on street parking should be the responsibility of the county once the roads have been dedicated. Staff will edit the condition of approval to clarify and reflect that.

Public Comment- There was none

Commissioner Sell motioned to forward a recommendation of approval to the Board of Commissioners for the applicant’s request for a Commercial Subdivision Tentative Map request from Stan Lucas to merge five (5) existing parcels on the north side of Hwy 50, east and west of Traditions
Parkway, to establish an approximately 125.13 acre commercial subdivision, creating the boundaries of the Traditions Commercial Center to allow for future commercial, retail, office, light industrial and multi-family residential development including a site for new Lyon County offices in Dayton (APNs 016-401-93 and -97, 016-406-03 and -11, 029-782-16), PLZ-2023-079. Based on the findings listed in the staff report and the 32 conditions of approval as amended.

4. Approval of the tentative map shall not constitute acceptance of the final map. **Approval of the tentative map shall lapse unless the final map, the first in a series of final maps or records of surveys is approved and recorded for the initial phase within four (4) years of tentative subdivision map approval,** and the final map or record of survey for each subsequent phase must be approved and recorded within two (2) years following recording of the final map or record of survey for the previous phase. The Board may grant a single extension of two (2) years for final map approval for each phase.

2. The applicant shall comply with all Federal, State, County and special purpose district regulations.

3. The developer shall provide the proposed Covenants, Conditions and Restrictions ("CC&Rs"), landscape maintenance association/homeowners association agreements, easements and/or other legal instruments containing sufficient detail to constitute enforceable provisions necessary for operation and maintenance by the developer and his successors, and assignees as well as the individual subdivision lot property owners as the project is subdivided and the individual lots sold for all common areas and storm drainage facilities (easements, channels and basins) as well as any other provisions necessary for the subdivision as approved, for review by the Community Development Director, the Utilities Director, the County Engineer and District Attorney’s Office. The approved legal instrument shall be signed and recorded prior to approval of a final map, the first in a series of final maps, or records of surveys, for the project parcels.

4. The entity created to administer the CC&Rs, the “Management Association”, will also review development proposals for compliance with the “Traditions Commercial Center Master Plan Design Guidelines” architectural and landscape standards, which were submitted by the applicant to supplement Lyon County Code requirements. Developers will be required to include review approvals from the Management Association in the application materials for any required entitlements (to include but not limited to Administrative Design Reviews (ADRs), Conditional Use Permits (CUPs), Variances, etc.) for applicable development.

5. The Traditions Commercial Center Master Plan Design Guidelines (TCCMPDG) overseen by the Management Association are an internal guideline for the development. The conditions and standards included in the TCCMPDG document can be more stringent or restrictive than Lyon County Development Code but can’t waive any requirements included in Lyon County Development Code.

6. Any proposed land use will be required to be an allowed use within the zoning districts as outlined in the Lyon County Land Use Tables (Title 15, Chapter 320). Any required permits/approvals required for a land use will need to be submitted to the Planning Department prior to submission of any required site improvement or building permits. This will include, but not be limited to, Conditional Use Permits (CUPs), Administrative Design Reviews (ADRs), Zoning Map Amendments, Variances, etc.

7. Prior to issuance of each Final Map or record of survey, the applicant shall submit for the County’s approval a landscape/treatment development plan for all common areas within that map/survey area.

8. The applicant shall submit and receive approval of a street-naming application prior to submittal of an application for a final map, first in a series of final maps, or records of surveys. Should any requested street name(s) be denied, the Community Development Director is authorized to administratively process a request for a replacement street name(s), obtain review and comment from the fire district with jurisdiction, Roads Department and any other appropriate agency, and approve a revised street name(s) without the requirement of a public hearing before the Planning Commission.
9. Before requesting a Will-Serve Letter for the final subdivision map, the developer must submit an LCUD application for water and sewer service and meet the requirements outlined in County Code, Title 9. The applicant shall provide written evidence (i.e. ‘will-serve’ letters) demonstrating that the proposed parcels are able to be served by municipal water and sewer systems prior to recordation of a final subdivision map, first in a series of final maps, or records of surveys for this project.

10. All property taxes must be paid in full through the end of the fiscal year (June 30) and any applicable agricultural deferred taxes shall be paid in full prior to recordation of any final map(s) or record of survey.

11. The applicant shall comply with the final subdivision map requirements as prescribed by NRS 278 and Title 15 of the Lyon County Code.

12. Required recording fees to be paid at time of recording map.

13. No lot shall be sold until a final subdivision map(s) or record of survey has been approved and recorded.

14. No building permits shall be accepted for processing until a final subdivision map or a record of survey has been approved and recorded.

15. The applicant shall make corrections of any engineering or drafting errors and other technical map corrections to the satisfaction of the County Engineer and Community Development Director prior to submitting a final subdivision map(s) or record of survey for recordation.

16. The applicant shall pay the actual costs for County Engineer plan and map checking and County Inspector site improvement inspection fees, in accordance with the adopted County fee resolution in effect at the time, and provide proof of payment to the Community Development Department prior to final subdivision map(s) or record of survey recordation.

17. The applicant shall provide the final subdivision map(s) or record of survey to the Lyon County GIS Coordinator in form and format compatible with the County geographical information system (GIS) pursuant to 15.607.08(B) of the Lyon County Code. The scale of the site plan, improvements, monuments and other items shall be in model space correctly oriented to coordinate system as established by the GIS Coordinator. Cover sheet and standard details need not be included.

18. The applicant shall comply with County requirements, in accordance with Chapter 15.234 of the Lyon County Code, mandating that a site improvement permit(s) be obtained for any disturbance occurring on the subject site.

19. Site improvement permit applications shall also include documentation of approval of a Stormwater Pollution Prevention Plan (“SWPPP”) permit and a Surface Area Disturbance (“SAD”) permit with the Nevada Department of Environmental Protection (NDEP) as well as approval of the tentative subdivision map from NDEP. Construction (including grading) cannot begin unless civil improvement plans have been reviewed and approved by the NDEP.

20. Prior to recordation of the Final Map(s) or Record of Survey, the applicant will need to include documentation of review by NDEP of civil improvement plans and final map(s) or record of survey.

21. The site improvements required by the terms of Title 15 of the Lyon County Code shall be inspected by the County as the work progresses. Such improvements shall not be started until the inspection fee, required as a prerequisite to the filing of the final map(s) or record of survey, has been paid.

22. Prior to any construction of improvements, a preconstruction conference shall be held between the contractor/developer and the appropriate County inspection personnel.

23. The applicant shall comply with Lyon County requirements as set forth in the adoption of Title 15 and as set forth in Title 15 of the Lyon County Code including, but not limited to:
a. The developer shall obtain all necessary encroachment permits and approvals as well as coordinate and comply with the requirements of the Roads Department;

b. The developer shall design the street alignments in compliance with AASHTO standards to the approval of the Road Superintendent;

c. The developer shall install all required signage, striping and traffic control improvements in compliance with Nevada Department of Transportation and Lyon County requirements;

d. The developer shall attain a Floodplain Development Permit from the County before construction or development begins within any area of special flood hazard established in subsection 15.800.07A of Lyon County Code. The permit shall be for all structures, including manufactured homes and accessory structures whether a building permit is required or not required as defined herein or in chapter 1200 of Lyon County Code, appendix A, and for all development, including fill and other activities, including river bank and stream bank erosion repair activities, as defined in chapter 1200 of Lyon County Code, Appendix A.

e. The developer shall install street lighting in compliance with the requirements of the Roads Department;

f. The developer shall submit a detailed geotechnical report with the final map(s) or record of survey for the project that includes roadway structural sections and the structural section calculations demonstrating that the proposed structural section is adequate to support the weight of the anticipated traffic;

g. The developer shall provide a slurry seal onto the streets and roadways in compliance with the current County standards every five (5) years from the date of installation of asphalt concrete paving of the subdivision’s streets and roadways until such time that the County accepts the offer for dedication for the rights-of-way for all streets and roadways within the subdivision; and

h. The developer shall make a perpetual offer of dedication for the right-of-way for all streets and roadways within the proposed commercial subdivision. The County rejects the offer of dedication at this time and will not accept the offer of dedication until the one year maintenance bond is released and dedication is approved by the County Roads Department Director, County Engineer, the County Utilities Department Director and the Community Development Director within the respective phase developed and the improvements are inspected and approved by the County.

i. Maintenance of parking areas within the Traditions Commercial Center, both on- and off-street parking, remain the responsibility of the property owners or managers and will not be maintained by the County.

j. Maintenance of parks within the Traditions Commercial Center development remain the responsibility of the property owners or managers and will not be maintained by the County.

24. Site Improvement/Building Permit applications shall also include documentation that the project satisfies Nevada Department of Transportation (NDOT) requirements for off-site traffic improvements (if any are warranted or required). The applicant shall be responsible for any off-site traffic improvements (if any are warranted or required) based on recommendations included in the Traffic Impact Study and/or as directed by the Lyon County Road Department.

25. The applicant shall comply with Lyon County’s Dayton Valley Drainage Master Plan. The applicant shall demonstrate that the proposed drainage facilities will comply with the Lyon County Drainage Guidelines to the satisfaction of the County Engineer and Utilities Department Director prior to recordation of the final subdivision map(s) or record of survey. Major drainage facilities shall be constructed in the first phase of development and each phase of building development shall have drainage improvements that tie into the major facilities and function without dependency on improvements in future phases of development.
a. The developer shall demonstrate to the satisfaction of the County Engineer, the County Utilities Department Director and the Community Development Director that provisions for maintenance and continued operation of the stormwater system have been developed and put in place prior to approval of a final subdivision map, first in a series of final maps or records of surveys for this project.

b. The applicant shall provide documentation that easements have been recorded to permit discharge of project-generated stormwater to all off-site properties receiving stormwater discharges prior to recordation of a final subdivision map, first in a series of final maps or records of surveys for this project.

c. The applicant shall demonstrate to the satisfaction of the County Engineer, the County Roads Department Director, the County Utilities Department Director, and the Community Development Director that facilities necessary to protect source water from potential stormwater contamination have been designed and will be installed prior to approval of a final subdivision map, first in a series of final maps or records of surveys for this project.

d. The applicant shall demonstrate to the satisfaction of the County Engineer, the County Roads Department Director, the County Utilities Department Director, and the Community Development Director that facilities necessary for the treatment of stormwater prior to discharge have been designed and installed prior to approval of a final subdivision map, first in a series of final maps or records of surveys for this project.

e. The applicant shall demonstrate to the satisfaction of the County Engineer, the County Road Department Director, the County Utilities Department Director and the Community Development Director that provisions for maintenance and continued operation of the stormwater system have been developed and put in place prior to approval of a final subdivision map, first in a series of final maps or records of surveys for this project.

f. Debris grates are required at the pipe inlets of the retention/detention basins.

26. The applicant shall complete any and all required development improvements and facilities to the satisfaction of the Community Development Director, County Engineer, the County Road Department Director, Utilities Director, Building Official, Central Lyon County Fire Protection District or other authorized County personnel, as applicable, or an appropriate security must be provided and approved prior to recordation of a final subdivision map, first in a series of final maps or records of surveys. There may be temporary restrictions to obtaining building permits even with an acceptable security instrument depending on the County’s approval of the various systems. All facility construction shall be completed/installed to satisfaction of the Community Development Director, the Building Official, the County Engineer, the County Road Superintendent, the Utilities Department Director, the Facilities Department Director, Central Lyon County Fire Protection District, their respective designees or other authorized County personnel, as applicable prior to the issuance of a Certificate of Occupancy will be allowed in a single family residence for this project or if done in phases, that portion of the project.

27. The applicant shall comply with all applicable building and fire code requirements.

28. The water system must meet the requirements of the Lyon County Utilities Department and Central Lyon County Fire Protection District and be constructed in accordance with the following:

a. The location of fire hydrants shall be determined by the Central Lyon County Fire Protection District.

b. A minimum required fire flow is required for each fire hydrant as directed by the Central Lyon County Fire Protection District.

c. Prior to any combustible materials being brought on site, all required fire hydrants are to be installed and fully operating.
29. Distinct and legible “temporary” addresses are required of any structures under construction until such time as permanent address numbers are installed and posted.

30. The applicant will maintain the property until the development is complete. This maintenance will include the semi-annual mowing of all weeds within the development boundaries and the removal of noxious weeds when they are identified.

31. The applicant shall post and maintain a rules and regulations sign at the entryways to the property until it is fully developed. The signs shall be intended for the subcontractors performing work and shall include:
   a. No loud music;
   b. No alcohol or drugs;
   c. Dispose of personal trash and site debris;
   d. Clean up any mud and or dirt that is deposited from the construction parcels onto the streets; and
   e. No burning of construction or other debris on the property.

32. All debris on construction sites must be contained and removed periodically as required for safety and cleanliness to the satisfaction of the Lyon County Community Development Department.

Commissioner Carlson seconded, the motions passed by unanimous vote (7 Ayes; 0 Nay; 0 Abstentions).

RECESS TO CONVENE AS THE LYON COUNTY PUBLIC LANDS MANAGEMENT ADVISORY BOARD

10. Public Participation - None
11. Action Items - None
12. Board Member Comments - None
13. Future Agenda Items - None
14. Public Comment - None

ADJOURN TO RECONVENE AS THE LYON COUNTY PLANNING COMMISSION

15. Staff comments and Commissioner Comments:

Community Development Director, Louis Cariola spoke to the Commission regarding the yearly training on planning, public meeting processes, and asked the Commissioners to send topics/issues they would like to have further training or information on so he can include that in the yearly training. Mr. Cariola confirmed which commissioners are using their county issued emails, since the county pays for licensing Commissioners that are not using their emails IT will discontinue. He did remind them it is best practice to use their county issued emails for county business.

Mr. Cariola updated the Commission on recent action of the board.

At the January 4, 2024 meeting, the board approved the proposed ordinance to Allow Tiny Homes. Commissioner Allan asked if Tiny Homes will be allowed in Tiny Homes Park. Mr. Cariola responded they will be allowed as accessory dwelling per the direction of the Board of Commissioners. Commissioner Jones asked if they will be allowed to be used as a hardship. Mr. Cariola responded they will not be allowed as a hardship.
16. Public Participation - There was none
17. Adjournment at 10:06 a.m.

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Audrey Allan, Chairwoman

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Shannon Juntunen, Administrative Assistant