



Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105 • 314-290-8453 • FAX 314-863-0296 • TDD 314-290-8435

SITE PLAN REVIEW

What is site plan review?

The purpose of the site plan review process is to maintain the high quality of Clayton's residential neighborhoods and commercial districts and assure the compatibility of new development. Site plan review includes an interdepartmental review by City staff and approval by the City's Plan Commission. Site plan review is required for the following types of development:

1. Multi and single-family residential construction
2. Residential additions where the proposed addition is 50% or more of the total square footage of the principal structure
3. New commercial construction over 10,000 square feet
4. Accessory structures that exceed 25% of the total square footage of the existing principal structure
5. Three-car garages
6. Additional parking that could have an impact on the property
7. Conditional use permits, when associated with construction
8. Excessive grading
9. Any other type of development not listed above, at the discretion of the Director of Planning and Development

What is the Plan Commission?

The Plan Commission reviews development within the City of Clayton and is the final review for site plans associated with new construction. The Commission is made up of seven members appointed by the Board of Aldermen consisting of the City Manager, a member of the Board of Aldermen and five Clayton residents qualified by experience or other expertise. The Plan Commission considers the following factors in approving site plans:

- Impervious coverage, stormwater mitigation and maintenance
- Trash enclosures and HVAC placement
- Landscaping and replacement of trees that are removed
- Mitigation of nuisances to neighboring properties

What do I submit for site plan review?

The deadline to apply for site plan review is noon every Friday. Submittals must include the components listed below. **Incomplete submittals will not be accepted.**

- Completed and signed Site Plan Review application (pages 4-8). *If the project requires architectural review as well (most projects do), the Architectural Review Board application and \$135 fee must be submitted at the same time.*
- A \$1,035 submittal fee (*includes a \$285 application fee, \$450 deposit for landscape review, and \$300 deposit fee for Storm Water Prevention Pollution Plan (SWPPP)*).
- 4 copies (6 copies for commercial/institutional projects) of **complete and stapled** plan sets folded print side out to approximate 8 ½ X 11. Plan sheets should be 24" x 36" in size.
- Plan sets must include the follow items:
 - Current boundary survey
 - Proposed Site Plan (Civil and Architectural)
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Landscape Plan & Tree Protection Plan (per Chapter 405, Article XXX)
 - Floor Plans
 - Context Elevation (if Architectural Review is required)
 - Architectural Elevations (if Architectural Review is required)
 - Colored Renderings (if Architectural Review is required)
 - Colored photos of the property and adjacent properties
- A completed City of Clayton Tree Chart (excel spreadsheet). Contact kcranford@claytonmo.gov to request a blank spreadsheet.
- A PDF copy of the complete plan set and all supplemental documents (flash drive or email)
- A brief narrative describing the proposed project.
- Subdivision Trustee approval (via letter or signatures on plans), if applicable.

How does the site plan review process work?

An interdepartmental staff review is conducted every Thursday for applications that are received by the previous Friday. Within seven days of the staff review meeting, an email is sent to the applicant outlining plan deficiencies. Review of the proposed Landscape Plan and SWPPP are conducted by a third party, and those comments are forwarded to the applicant at the same time. The applicant has 30 days from the date of the deficiency email to submit revised plans addressing the listed deficiencies and concerns.

What do I submit for the Plan Commission meeting?

The Plan Commission/Architectural Review Board meets the first and third Monday of every month (unless otherwise posted). The application deadline is 3 p.m. on the Monday two weeks prior to the meeting. If the site plan is a component of a larger project requiring additional city approvals and/or a public hearing, such as rezoning or subdivision plat, the submittal deadline is greater than 14 days.

Revised plans submitted for the Plan Commission meeting will not be accepted unless they contain the following:

- A letter stating how each of the City's comments are addressed.
- 1 full-size plan set with amendments clouded and note referenced, and 10 half-size plan sets (without clouded amendments; typically 11 X 17)

- Amended applications (if applicable)
- A PDF copy of revised plans (flash drive or email)

Plans submitted in response to staff's comments may result in new or additional comments, and plans will only be put on the agenda when staff feels the submittal is complete and satisfactory.

What happens at the Plan Commission Meeting?

Typically, each project will have two agenda items on the meeting agenda: site plan and architectural review. The applicant will receive a copy of the agenda and the staff report prior to the meeting date. Additionally, all adjacent property owners within 200 feet of the subject property will be mailed a copy of the agenda.

At the meeting, planning staff will read the site plan staff report, including its recommendation to approve, approve with conditions, or deny. The applicant will address the Plan Commission to discuss the site plan issues and to answer any questions of the Commission and the audience members. A vote will be taken to approve, continue or deny the proposal. Architectural review (if required) will immediately follow and has the same process.

What happens after the site plan is approved?

You will receive an email from the Planning Department within a week of the meeting stating that the project was approved, approved with conditions, tabled, or denied. The applicant must submit plans to the Building Official for a building permit to allow the construction to commence. The building permit plans must reflect all changes as approved by the Plan Commission. Application for building permits must be made within one year from the date of Plan Commission/ARB approval.



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APPLICATION FOR SITE PLAN REVIEW

Check off each box to indicate that the required items, in the quantities required, have been included in your submittal. Completion of this page does not mean the submittal is “sufficient,” it means that the application can be accepted for later sufficiency review by staff. Make sure to include all other items required for your specific project. **Incomplete applications will not be accepted.**

- Completed and signed Site Plan Review application (pages 4-8). ***If the project requires architectural review as well (most projects do), the Architectural Review Board application and \$135 application fee must be submitted at the same time.***
- A \$1,035 submittal fee (*includes a \$285 application fee, \$450 deposit for landscape review, and \$300 review fee for Storm Water Prevention Pollution Plan (SWPPP)*).
- 4 copies (6 copies for commercial/institutional projects) of **complete and stapled** plan sets folded print side out to approximate 8 ½ X 11. Plan sheets should be 24” x 36” in size.
- Plan sets must include the follow items:
 - Current boundary survey
 - Proposed Site Plan (Civil and Architectural)
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Landscape Plan & Tree Protection Plan (per Chapter 405, Article XXX “Trees & Landscaping Regulations)
 - Floor Plans
 - Context Elevation (if Architectural Review is required)
 - Architectural Elevations (if Architectural Review is required)
 - Colored Renderings (if Architectural Review is required)
 - Colored photos of the property and adjacent properties
- A completed City of Clayton Tree Chart (excel spreadsheet). Contact kcranford@claytonmo.gov or akrane@claytonmo.gov to request a blank spreadsheet.
- A PDF copy of the complete plan set and all supplemental documents (flash drive or email)
- A brief narrative describing the proposed project.
- Subdivision Trustee approval or comment (via letter or signatures on plans), if applicable.

This page was completed by:

Signature _____

Date _____

Print Name _____

Phone & Email _____

ALL APPLICABLE SECTIONS OF THIS APPLICATION MUST BE COMPLETED, AND THE APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS

(type or print)

Address of Project: _____

Project Description: _____

PARTIES OF INTEREST

The full legal names of owner (partnership, incorporation, etc.), applicant, agent, architect, landscape architect, planner, engineer and/or manager are required.

Name of Owner(s) : _____

Complete Address (include zip code): _____

Phone Number (include area code): _____

Name of Applicant: _____

Complete Address (include zip code): _____

Phone Number (include area code) and E-mail: _____

Interest in Property: _____

Name of Applicant's Agent - if different from above: _____

Complete Address (include zip code) : _____

Phone Number and E-mail: _____

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: _____

Complete Address (include zip code): _____

Phone Number and E-mail: _____

SITE DESCRIPTION

Lot Number: _____ Block Number: _____ Locator Number: _____

Current Zoning: _____ Overlay or Urban Design District (If applicable): _____

Current Use of Site: _____

PROPOSED PROJECT

Briefly describe the project and intended use: _____

Project Type: Residential _____ Commercial _____ Mixed-Use _____

Is the intended use: Permitted _____ Conditional _____

Is this a Planned Unit Development (PUD) project? Yes _____ No _____

Will there be any dwelling units in the project? Yes _____ No _____

If yes, number and square footage of units: _____

SITE DEVELOPMENT

Total Square Footage of Site: _____ Square Footage of Building(s): _____

Total Square footage of Addition (if applicable) _____

Floor Area Ratio (FAR) [for commercial or mixed-use project] _____

Total Lot Impervious Coverage Percentage—Existing: _____ Proposed: _____

Total height of new structure (measured from average existing grade to the mean elevation of the pitched roof, or to the top of a flat roof): _____

Number of Floors: _____

Describe Stormwater Mitigation: _____

Stormwater Differential Runoff Calculations—Existing: _____ CFS

Proposed: _____ CFS Differential Runoff: _____ CFS

Total Number of Proposed Off-Street Parking Spaces: _____

Location of Proposed Parking: _____

Specify zoning waivers being requested, if any: _____

Public benefits being provided, if any: _____

Describe any amenities to be provided: _____

LAND DISTURBANCE

Check one of the three boxes below that accurately describes the proposed land disturbance associated with this application:

- Site Less Than 5,000 SF:** A Land Disturbance Permit and Storm Water Pollution Prevention Plan (SWPPP) are not required for sites with proposed land disturbance activities in an area less than 5,000 SF. Erosion and sediment control measures shall be provided as directed by the City's Public Works Department.

- Site Less Than One Acre but Equal to or Greater Than 5,000 SF:** A Storm Water Pollution Prevention Plan (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 SF. The SWPPP shall be separate from other site plan sheets. Refer to the Site Plan Review Checklist for requirements.

- Site Equal to or Greater Than One Acre:** A Land Disturbance Permit is required for all sites with proposed land disturbance activities in an area greater than 1 acre (43,560 SF). This is a separate permit that is required in addition to any other City permits. Application and information regarding a Land Disturbance Permit can be obtained from the Public Works Department (314-290-8575) or on the City's Website (claytonmo.gov) under Land Disturbance Requirements (SWPPP).

LANDSCAPE PLAN (a landscape plan is required even if the project does not include tree removal or new trees)

Are trees being removed in conjunction with this project? Yes _____ No _____

Are trees being installed in conjunction with this project? Yes _____ No _____

Please refer to Chapter 405, Article XXX "Trees and Landscaping Regulations" for further information

For Commercial or Mixed-use Projects Only: Provide a tabulation/breakdown of the total square footage of the site and what percentage and amount of square footage will be reserved for commercial space, residential, off-street parking, open spaces, parks, etc.

<u>Intended Use:</u>	<u>Square Footage</u>	<u>Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURES (FULL LEGAL NAME IS REQUIRED)

Signature of Property Owner (Required): _____

Print name: _____

Date: _____ Title: _____

Signature of Applicant (Required): _____

Print Name: _____

Date: _____ Title: _____

SITE PLAN REVIEW CHECKLIST

Submittal Requirements

- Completed and signed Site Plan Review application (pages 4-8). *If the project requires architectural review as well (most projects do), the Architectural Review Board application and \$135 fee must be submitted at the same time.*
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Plan Requirements

- The street address and legal description of the subject property.
- Zoning district, subdivision name, lot number, dimensions, area and zoning of adjacent parcels where different than site.
- A vicinity map with north point, scale and date.
- The proposed title of the project and the names, addresses and telephone numbers of the architect, landscape architect, planner or engineer on the project.
- The boundaries of the subject property, all existing property lines, setback lines, existing streets, buildings, watercourses, water ways or lakes, wetlands and other existing physical features in or adjoining the project.
- Location and identification of all easements (existing and proposed).
- Dimensions of existing and proposed roadway pavements, sidewalks and right-of-way width for streets abutting the site.
- The location and size of sanitary and storm sewers, water, gas, telephone, electric and other utility lines, culverts and other underground structures in or affecting the project, including existing and proposed facilities and easements for these facilities.

- Existing and proposed contour lines or elevations based on mean sea level data, unless otherwise waived by the Department of Planning and Development Services. The topographic survey shall depict the elevation of streets, alleys, buildings, structures, watercourses and their names. The topography shall be shown by adequate spot elevations.
 - Significant topographical or physical features of the site, including any existing or proposed water features. The elevation of the curb (if existing or proposed) in front of each lot shall be indicated.
 - The proposed nature and manner of grading of the site, including proposed treatment of slopes in excess of ten percent (10%) to prevent soil erosion and excessive runoff.
- Type, location, height and degree of brightness of all exterior lighting. Note on the plans that exterior lights over 75 watts in residential districts must be fully shielded.
- Overall dimensions of all structures and the gross floor plans of each floor within the proposed building.
- A separate landscape plan prepared and sealed by a registered landscape architect, certified arborist or other similarly qualified professional. A landscape drawing (showing existing trees/landscaping) is required even if the project does not include the removal of existing or addition of new trees/landscaping.
- A Storm-water Pollution and Prevention Plan (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 square feet. The SWPPP shall be a separate plan sheet and shall include the following information:
 - Existing and proposed contours.
 - Drainage facilities and methods for preserving the natural watercourse and patterns of drainage.
 - Identify limits of any areas to be disturbed by the proposed construction.
 - Amount of current impervious coverage and proposed impervious coverage.
 - Methods to mitigate additional impervious coverage and/or address drainage issues on the site.
 - Connection to storm sewer and/or method of controlling storm water run-off on-site.
 - Best Management Practices (BMPs) to reduce sediments and other pollutants associated with construction activities.
 - Location of siltation fences, hay bales and other runoff prevention methods (as well as other items as required by the site plan review process) and plans for maintenance of these installations during construction.
 - Schedule of street and sidewalk cleaning to alleviate mud and dirt on public right-of-way.
 - Seal of a registered Professional Engineer in the State of Missouri.
 - Benchmark information from the site survey.
 - Other information as required by the Director of Public Works or the Director of Planning & Development Services.
- Location and screening of trash containers and HVAC units.
- The location, height, type and material of all fences and walls.
- The materials, architectural style and distance from adjacent property lines of all proposed structures.
- Elevations of all proposed buildings.

- A context drawing depicting the street elevation of the proposed structure with existing structures shown on each side.
- The location of all proposed buildings and structures, accessory and principal, and a tabulation of the total number of stories and height, number of dwelling units and type and the overall project density in dwelling units per gross acre, where applicable.
- The location, dimensions and a tabulation of the total square footage in the project and the percentage and square footage thereof proposed to be allocated to any commercial uses, recreation areas, off-street parking, open spaces, parks, other required amenities and improvements, where applicable.
- Parking and loading facilities, required and proposed, including the number, size and location, including those facilities for the handicapped, as specified in the Building Code adopted by the City, as amended and as in force at the time of approval of the site plan.
- Each site plan shall bear the seal, signed and dated, of the licensed entity who prepared the drawing or under whose immediate personal supervision the site plan has been prepared. Revised plans and amended or modified approved plans shall also be so authenticated by the licensed entity who prepared the revision, amendment or modification to the drawing or under whose immediate personal supervision the site plan has been revised, amended or modified.
- Information shall be provided for the site itself and for an area within fifty (50) feet, or as required, of any property line of the site.

LANDSCAPE PLAN INFORMATION

OVERVIEW

The main objectives of requiring a landscape plan are to fulfill the vision of greener neighborhoods and enhanced property values. Historically, properties were often clear cut removing large mature trees that could have been saved. In addition, the Board of Aldermen wanted to ensure as development continued that the larger structures on smaller lots did not reduce the amount of greenspace of the city. In 2016, Clayton adopted a new Trees & Landscaping Ordinance (Chapter 405, Article XXX) which focuses more on canopy coverage rather than caliper-per-caliper replacement as part of residential projects. The people of Clayton (residents, business owners, and visitors alike) benefit from a more beautiful city filled with trees, shrubs, and flowers. (Landscaping requirements for commercial projects differ from those of residential projects - please refer to the Trees & Landscaping Ordinance for specifics).

This guide has been created to assist developers and design professionals in the preparation of the landscape component of their project and to facilitate a complete review of the plans.

When a Landscape Plan Is Required

Projects which require Site Plan Review must also contain a landscape plan prepared by a Missouri licensed landscape architect or certified arborist. Typically, these projects consist of:

- New residential buildings
- New commercial and mixed use buildings
- Large additions
- Large accessory structures
- Other projects at the discretion of the Planning Department

City Approval Process

Because a landscape plan is a requirement of Site Plan Review, it must be included with the other necessary plan sheets (site plan, building elevations, etc.). A landscape plan showing existing landscaping is required even if the project does not include removal of existing landscaping or the addition of new landscaping. A landscape review deposit is required as part of the site plan review fee (refer to application). These fees must be paid when the project is submitted to the Planning and Development Department for Site Plan Review. The landscape review deposit is applied for the cost of the City's contracted Landscape Architect to review the project and provide recommendations to city staff. Site Plan Review is conducted by city staff on a weekly basis. After staff determines that the plans are complete and satisfactory, the project is scheduled for consideration by the Plan Commission.

LANDSCAPE PLAN COMPONENTS

A landscape plan is a component of every project that requires Site Plan Review. The landscape plan is an integral part of the review serving as the governing document for all landscape issues associated with a development and are to be drawn on a separate sheet from the site plan. The main components of a landscape plan are:

1. **Site information** based off the site plan (buildings, property lines, impervious areas, utilities, etc.)
2. **Tree inventory** showing existing trees to remain and those trees to be removed
3. **Tree schedule** including existing trees to be removed, trees to remain, and new plants to be installed--all listed by species and size (caliper inch)
4. **Tree protection** measures

Site Information

The landscape plan should be reflective of the site plan. Information contained in the site plan and transferred to the landscape plan includes:

- Lot lines
- Building lines
- Utilities (sewers, electric, water, gas)
- Impervious areas (retaining walls, driveways, sidewalks, trash, and HVAC enclosures)
- Contour/grading lines

Tree Inventory

All existing trees 1-caliper inch and greater should be identified on the landscape plan. Proper labeling should be used to differentiate between different species and types of trees (evergreen, deciduous, etc.). The caliper inch size of each tree needs to be provided; for needled evergreen trees, the height of the tree is to be used. Existing trees are measured at a Diameter Base Height (DBH) of 4.5 feet above grade.

Tree Schedule

A completed City of Clayton Tree Chart must be shown on the landscape plan and submitted separately (via email to akrane@claytonmo.gov or kcranford@claytonmo.gov) as an excel file (contact kcranford@claytonmo.gov to request a blank spreadsheet). The tree schedule is in the form of a table.

Tree Protection

The City has adopted tree protection standards geared toward limiting the amount of disturbance to the tree. Depending on the potential impact to the tree, preservation measures typically required include fencing around the tree, root pruning measures, and aeration systems.

Developers are required to follow the City's tree protection standards for those trees which are to remain on the property and which may be impacted by construction activity. The City of Clayton Tree Protection Notes and Tree Protection Details need to be shown on the landscape plan.

CITY OF CLAYTON TREE PROTECTION PLAN NOTES

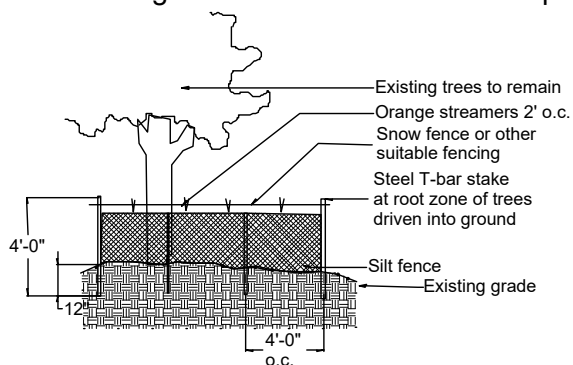
Any construction, demolition, site work or similar activity which may injure existing trees shall require the installation of tree protection measures as set forth in this section or as determined by the City's contracted landscape architect. The following tree protection measures are to be followed and must be noted on the landscape/tree preservation plan:

1. All tree protection measures shall be installed prior to the commencement of demolition, excavation, construction or site work.

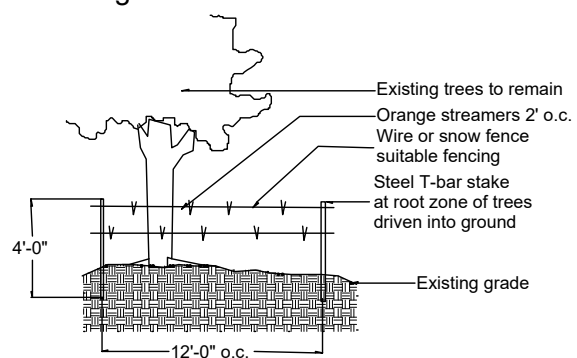
2. A pre-construction meeting shall be held on-site to review the installed protection measures with operators, construction supervisors, contractor's representatives, and the city representative (if required by the City).
3. Development impact shall not enter the Structural Root Zone (SRZ) of trees to be preserved. If this is not avoidable, the tree may have to be removed and tree replacement requirements will be applied.
4. Tree protection fencing shall be installed along the edge of the Tree Protection Zone (TPZ) of each preserved and impacted tree within the disturbed areas. Trees that share a TPZ can be fenced together in a cluster. Tree protection fencing shall be installed along hardscape edges that will remain intact. No more than 25 percent of the TPZ can be impacted.
5. The contractor on the site shall stake clearing limits in order to facilitate location for trenching and fencing installation for tree protection.
6. The sequence of tree preservation measures, if required, shall be as follows: tree protection fencing installation to establish the TPZ; root pruning trenching; tree pruning and chemical treatment; and aeration systems.
7. Tree protection fencing shall be maintained and repaired by the contractor for the duration of construction and approved by the City. No alteration shall occur without prior approval by the City.
8. Access to the TPZ by construction equipment, materials, or individuals that may cause harm to protected trees will not be allowed. Only limited access, if necessary, shall be permitted with the prior approval of the City.
9. All designated aeration zones shall be protected with temporary fencing until final grading.
10. Removal of trees, shrubs, or undergrowth from protected areas shall only be performed when necessary and must be done with hand tools only.
11. Utility locations should be planned for areas outside of the Tree Protection Zone (TPZ). Utilities that must cross through the TPZ of trees due to site constraints and utility design requirements must be approved by the City and will be directional bored. No open trenches are allowed. Tree protection fencing must be maintained on both sides of the boring alignment.
12. Attachment of any construction signs, fencing, etc. to any tree to be saved is strictly prohibited. Construction fence footings or support locations are required to be shown on the plan. Position post locations to span the TPZ. Upon completion of construction, all temporary barriers, fencing, and debris shall be removed from the site by the contractor.

CITY OF CLAYTON TREE PROTECTION DETAILS

The following details shall be used for the purpose of including on the Tree Preservation Plan:



**COMBINED SILT AND
TREE PROTECTION FENCE**

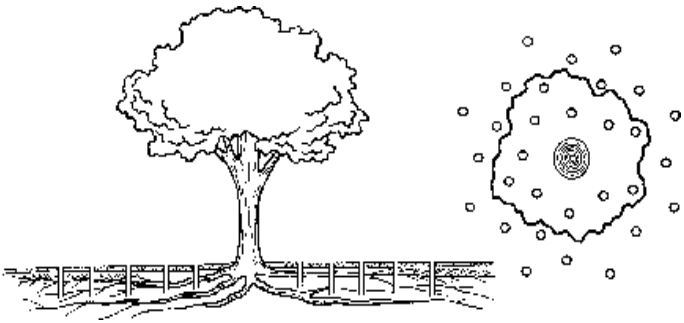


**CONSTRUCTION FENCE
FOR TREE PROTECTION**

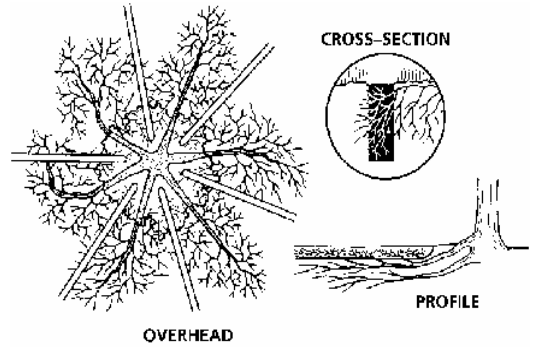
* Source: Steve Clark and Associates

*ROOT ZONE AERATION DETAIL - Drilling
Holes/Vertical Mulching **

NOTE: Holes are to be 2-4 inches in diameter and made about 3 feet on center, throughout the root zone of the tree. Depth shall be at least 12 inches and may be deeper if the soil



*ROOT ZONE AERATION DETAIL - Radial Aeration *NOTE: Narrow trenches are to be dug in a radial pattern throughout the root zone. Begin the trenches 4-8 feet from the trunk of the tree to avoid cutting any major support roots. Trenches are to extend at least as far as the dripline of the tree. Trenches are to be a minimum of 1 foot in depth and may need to be deeper if the soil grade has been raised. Trenches are to be backfilled with topsoil or compost. Finish top layer of trench with a minimum 3 layer of wood chips. This technique is to be used for only isolated trees, where the roots of other trees would not be damaged. * Source: International Society of Arboriculture*





2018 Plan Commission/Architectural Review Board Schedule

Projects requiring **Rezoning, Subdivision Plat, or Site Plan Review** must be reviewed by staff prior to being placed on a meeting agenda. Staff review meetings typically take place every Thursday. In order for a project to be considered at a staff review meeting, all applications required for the project along with fees and plans must be submitted to the Planning & Development Services Department by noon the Friday before.

Please contact the Planning and Development Services Department at 314-290-8453 or 314-290-8450 for additional information.

2018 MEETING DATES	SUBMITTAL DEADLINES (3 P.M.)
-	-
Tuesday, January 16 th	Tuesday, January 2 nd
Monday, February 5 th	Monday, January 22 nd
Tuesday, February 20 th	Monday, February 5 th
Monday, March 5 th	Tuesday, February 20 th
Monday, March 19 th	Monday, March 5 th
Monday, April 2 nd	Monday, March 19 th
Monday, April 16 th	Monday, April 2 nd
Monday, May 7 th	Monday, April 23 rd
Monday, May 21 st	Monday, May 7 th
Monday, June 4 th	Monday, May 21 st
Monday, June 18 th	Monday, June 4 th
Monday, July 2 nd	Monday, June 18 th
Monday, July 16 th	Monday, July 2 nd
Monday, August 6 th	Monday, July 23 rd
Monday, August 20 th	Monday, August 6 th
Tuesday, September 4 th	Monday, August 20 th
Monday, September 17 th	Tuesday, September 4 th
Monday, October 1 st	Monday, September 17 th
Monday, October 15 th	Monday, October 1 st
Monday, November 5 th	Monday, October 22 nd
Monday, November 19 th	Monday, November 5 th
Monday, December 3 rd	Monday, November 19 th
Monday, December 17 th	Monday, December 3 rd