



CITY OF JUNCTION CITY
680 Greenwood ST.
www.junctioncityoregon.gov

Planning Commission Meeting Agenda
(Possible Quorum of the Council)

Date: Wednesday, June 17, 2020
Time: 6:30 – 9:00 p.m.
Location: *This meeting is virtual only*
Contact: Tere Andrews, 541-998-2153

To help prevent the spread of COVID-19, the City of Junction City will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Written testimony can be submitted but must be submitted by 4:00 p.m. on the date of the meeting. To email written testimony send to jcplanning@ci.junction-city.or.us. For City updates and resources on COVID-19, visit www.junctioncityoregon.gov.

To join the Planning Commission meeting via computer, tablet, or smartphone, please go to:

<https://join.freeconferencecall.com/cjcoregon>

You can also dial in using your phone.
United States: (508)924-2509

1. Open Meeting and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Welcome to New Commissioners
5. Approval of Minutes – May 20, 2020
6. Public Hearing: Conditional Use Permit, 200 Crona (File #CUP-20-14)
7. Agenda Forecaster
8. Commission Comments
9. Adjournment

Next Standing July 15, 2020 – Check with City for changes
Location is wheelchair accessible (WCA)
THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

1. Open Public Hearing
2. Staff Report
3. Applicant's Presentation
4. Public Testimony
5. Rebuttal of Testimony
6. Questions from the Planning Commission
7. Staff Summary
8. Close of Public Hearing
9. Deliberation and Recommendation/Decision by the Planning Commission

If you provide testimony, please state your name and address for the record. Testimony and evidence must be directed toward the applicable substantive criteria or other criteria believed to apply to the decision.

If you would like an opportunity to present additional evidence, arguments or testimony regarding the application at a later date, you may request during the hearing that the Planning Commission hold the record open.

Helpful Tips When Speaking Before the Planning Commission

Before the meeting begins, give a copy of any written materials to the Planning Secretary.

Please speak clearly keep in mind the meetings are recorded.

Before beginning your statement say your name and address for the record.

Speak to the Commission through the Chairperson. For example, "Mr. /Ms. Chair, members of the Commission ..."

In order to give everyone, the opportunity to speak the Planning Commission may set a time limit. Out of courtesy to citizens speaking after you, please respect the time limit.

The Junction City Planning Commission met in regular session on Wednesday, May 20, 2020 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon and remotely via internet and phone.

Present were: Planning Commissioners, Jeff Haag (Vice-Chair), James Hukill, Ken Wells, Beverly Ficek; Planning Alternate, Jack Sumner; Public Works Director, Gary Kaping; Contracted Planner, Jordan Cogburn; and Planning Secretary, Tere Andrews

Absent: None

1. OPEN MEETING AND REVIEW AGENDA

Vice Chair Haag opened the meeting at 6:30 pm and led the Pledge of Allegiance.

2. CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)

None.

4. APPROVAL OF MINUTES

- April 15, 2020

Motion: Commissioner Hukill made a motion to approve the April 15, 2020 minutes as written. Commissioner Wells seconded the motion.

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

5. PRELIMINARY PARTITION PLAT: MP-20-10, EDWARDS

Secretary Andrews began the review of the application for preliminary plat approval at 93801 Prairie Road. The proposed Major Partition was on an existing lot with frontage on the west side of Prairie Road in Junction City. The proposal would partition the one existing lot into three parcels and included a 40-foot wide private access road along the south property line. Proposed parcels two and three would gain access from the private access road. There were existing public utilities (i.e. fire hydrants, water, sanitary sewer, storm sewer) available to the subject property or within the public right-of-way.

Vice Chair Haag asked if the sewer line easement was existing or proposed.

Secretary Andrews replied there was an existing sewer connection in the northeast corner of the property. The easement was proposed to extend from the connection west and then south to serve the three proposed parcels.

A short discussion took place about the existing U-shaped driveway and whether it could remain. Director Kaping noted that so long as the existing U-shaped driveway met access spacing standards (per Public Works Design Standards), it could remain.

Planner Cogburn explained the proposal was reviewed under the provisions set forth under Junction City Municipal Code 16.05.040. There had been some discussion about extending a street through to the property to the east. However, the logical extension did not apply as the road network plan did not show future extension on the subject site. Public Works indicated they were comfortable with the private access road and Public Utility easement. Code required a 60-foot frontage on a roadway (public or private). The private access road met that criteria. There was one condition of approval (listed below) for a joint maintenance agreement of the private access.

Condition of Approval:

- The applicant shall prepare a Shared Access, Maintenance, and Utility Easement satisfactory to the City for the proposed private street prior to approval of the Final Plat. The required easement shall be recorded with the Final Plat.

MOTION: Commissioner Hukill made a motion to approve the Preliminary Partition Plat, file MP-20-10 based on the findings as stated in the Final Order. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

6. REVIEW OF PLANNING COMMISSION APPLICATIONS RECEIVED

CONSENSUS: By a unanimous consensus of the Planning Commission, applications from Jim Creech, Brian Wells, and Cindy Montgomery were recommended to the Mayor, with approval from the Council, to fill the three vacant Planning Commission regular seats.

7. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

8. COMMISSIONER COMMENTS

None.

9. ADJOURNMENT

Motion: Commissioner Hukill made a motion to adjourn the meeting. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Vice Chair Haag, Commissioners, Wells, Hukill, Ficek, and Sumner voted in favor.

The meeting adjourned at 7:06 p.m.

The next Standing Planning Commission meeting was Wednesday June 17, 2020 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Commission Secretary

Jeff Haag, Planning Commission Vice-Chair

DRAFT



JUNCTION PLANNING COMMISSION

AGENDA ITEM SUMMARY

Conditional Use Permit Application: 200 Crona St. (File: #CUP-20-14)

Meeting Date: June 17, 2020
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Tere Andrews
Contact Telephone: 541-998-4763

ISSUE STATEMENT

The applicant is requesting a Conditional Use approval to develop a beauty salon in the Duplex Residential Zoning District. Per Junction City Municipal Code 17.15.020(F), the Planning Commission may approve a proposal for Salon as a Conditional Use.

BACKGROUND

The Plan Designation of Medium Density Residential with a corresponding zoning of Duplex Residential (R2). There is an existing single-family home on the subject site. The applicant proposes to place an accessory structure on site to be used as a beauty salon which is a Conditional Use in the R2 zone. The applicant believes that all requirements are satisfied and requests that the Planning Commission approve the Conditional Use application.

Additional details of the proposal are included in the applicant's Conditional Use application and submitted documentation. All relevant materials are included as part of the public record and located in the application file for reference.

RELATED CITY POLICIES

JCMC 17.15 – Duplex Residential
JCMC 17.130 - Conditional Uses

PLANNING COMMISSION OPTIONS

1. Approve the Conditional Use Permit application to allow for the use of a Salon in the Duplex Residential Zoning District based on the Final Order as presented.
2. Approve the Conditional Use Permit application to allow for the use of a Salon in the Duplex Residential Zoning District based on modifications to the Final Order.
3. Deny the Conditional Use Permit application for the use of a Salon in the Duplex Residential Zoning District with findings to support the denial.

4. Table the item, direct Staff to provide more information and return to the next available meeting.

SUGGESTED MOTION

“I make a motion to approval/approve with conditions/deny/table the proposed Conditional Use Permit File: CUP-20-14 to allow for the use of a Salon in the Duplex Residential Zoning District based on the findings presented in the Final Order.”

ATTACHMENTS

- A. Application Materials
- B. Staff Report: CUP-20-14
- C. Public Hearing Notice
- D. Proposed Final Order

FOR MORE INFORMATION

Staff Contact: Tere Andrews
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us



CITY OF JUNCTION CITY
Planning & Building Department
LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ Fax 541-998-2773 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted:	Received By:	Fee Paid: \$	Supplemental Application:
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Section 1

LAND USE ACTION (SEE TABLE 1):

Conditional use permit

Section 2

Site Address: 200 Crona St	Location Description:
Property Size: 100 X 72	Assessor's Map & Tax Lot #: 900
Present Use: Yard area	Proposed Use: 120 sq ft 1c lieq at a time Salon
Brief Summary of Action Requested: I'd like to put a person usable shed in my yard that I'll convert to a small single chair Salon	
Are there other permit applications associated with this application? If yes, list: Electric & Plumbing	

Section 3

I have the following legal interest in the property (Circle one):

Owner of Record Lessee Contract Purchase Holder of an exclusive Option to Purchase

Written authorization from the owner to act as his/her agent must be provided if not the owner of record

Section 4

Applicant: Brandy Hall	
Address: 200 Crona St Jc OR 97448	
Phone: [REDACTED]	E-Mail: [REDACTED]
Property Owner: Same as above	
Address:	
Phone:	E-Mail:
Contact: (if different than Applicant)	
Address:	
Phone:	E-Mail:

City of Junction City
LAND USE APPLICATION

Section 5

Required Information

	Written statement describing proposal in detail
	Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making. <i>Note: See Type I information, at the beginning of this packet, for the municipal code chapters and/or sections related to your land use request</i>
	Three (3) paper copies of application packet including any plan sets
	Digital copy of application packet including any plan sets
	Non-refundable Application Fee

Section 6

Supplemental Application: Yes No

Attachment(S): Yes No

Section 7

Your signature below acknowledges the following:

- 1. Payment of the base fee may not cover the City's costs associated with processing the Application.**
Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.
- 2. The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.**
- 3. Signer agrees to pay all direct costs associated with processing this land use application.**

Applicant Signature: 

Date: 

To whom it may concern,

This is my application for a conditional use permit to put salon in a shed on my property.

We are going to use a 120sq ft shed made by Summit structures of Oregon. I've included the estimate of the shed we are looking at and the basic specs of summit sheds. The roof height does not exceed 10ft, it has 16in joists and 2x4s to frame the walls as well as pressure treated skids. We will put down a cement slab foundation for it to sit on. I've included a picture of a similar shed from summit website.

On graph paper are the plans for the inside. There's a small bathroom that includes a sink and toilet. And a hair washing sink on the same wall.

We will have a walkway going up to the front of the salon. And it will sit behind our fence so won't be seen from the front unless the gates are open. The placement is on the north side of our yard 5ft from the house with no eaves hanging over the fence. Included is a sketch of the tax lot with placement of the shed.

I plan on seeing 5-6 clients a day 2-3 times a week, with only one client at a time.

Please let me know if you need anything else.

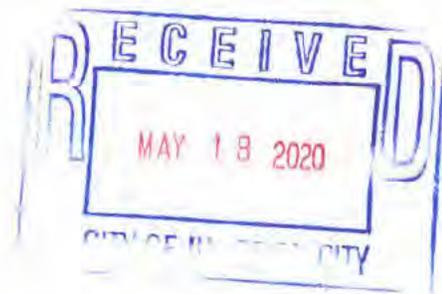
Thank you

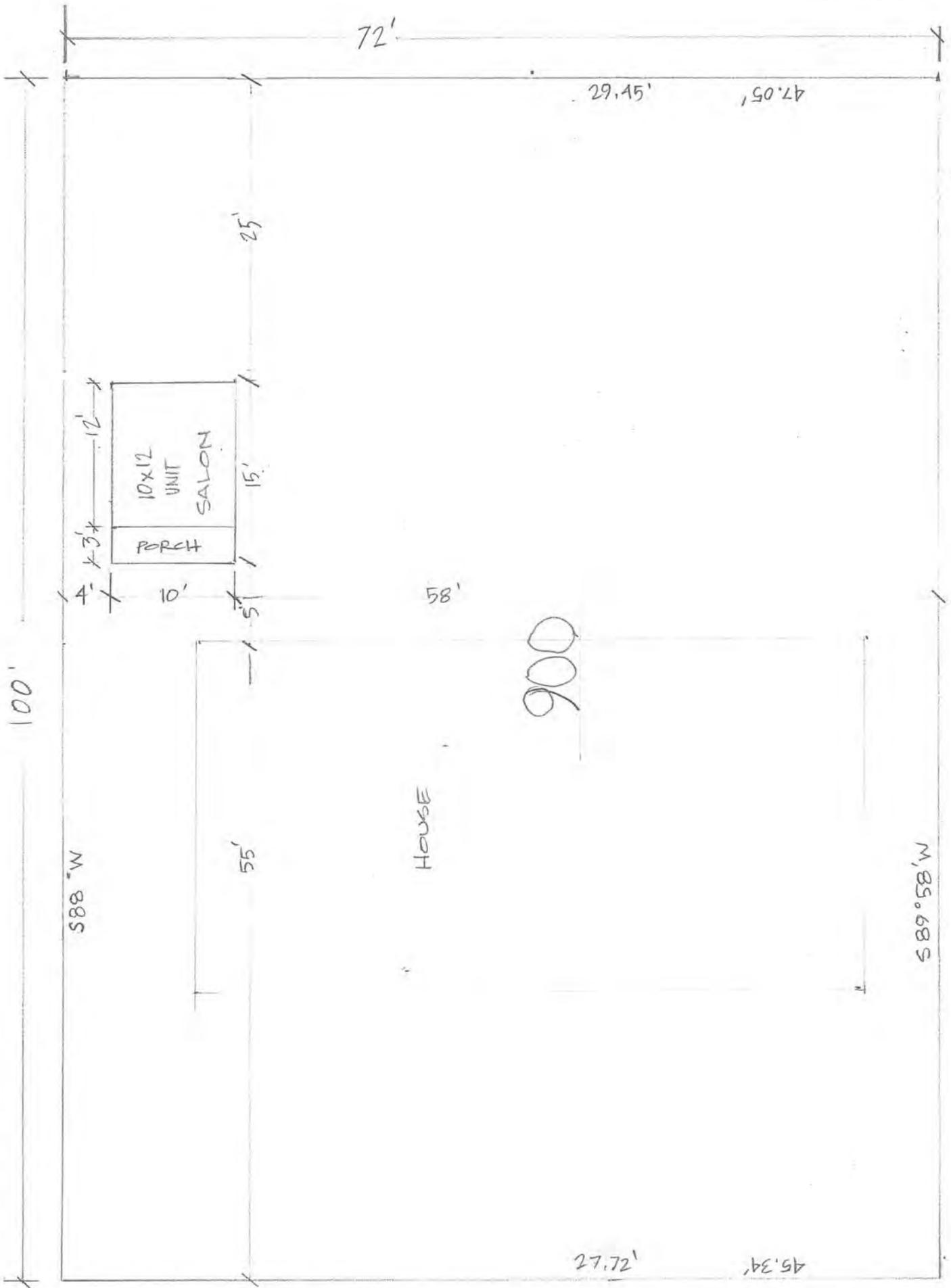
Sincerely

Brandy Hall

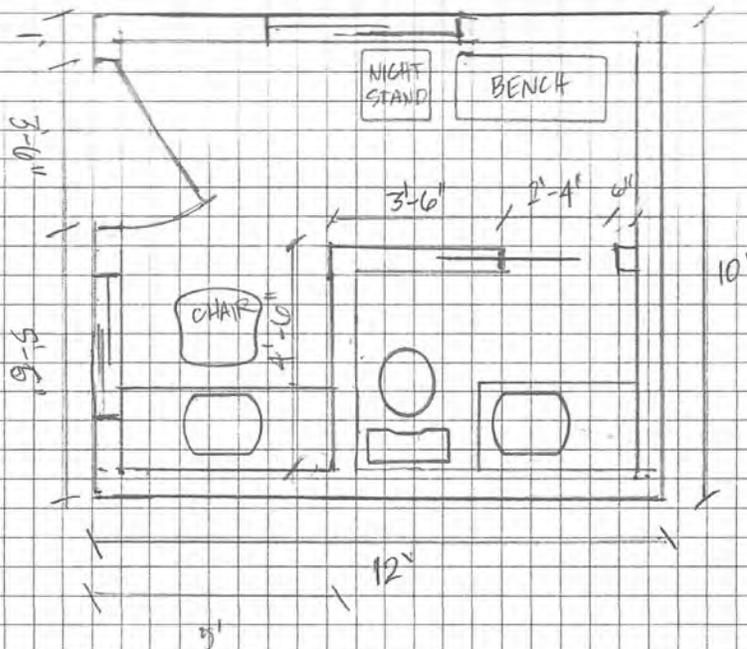
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[Redacted]





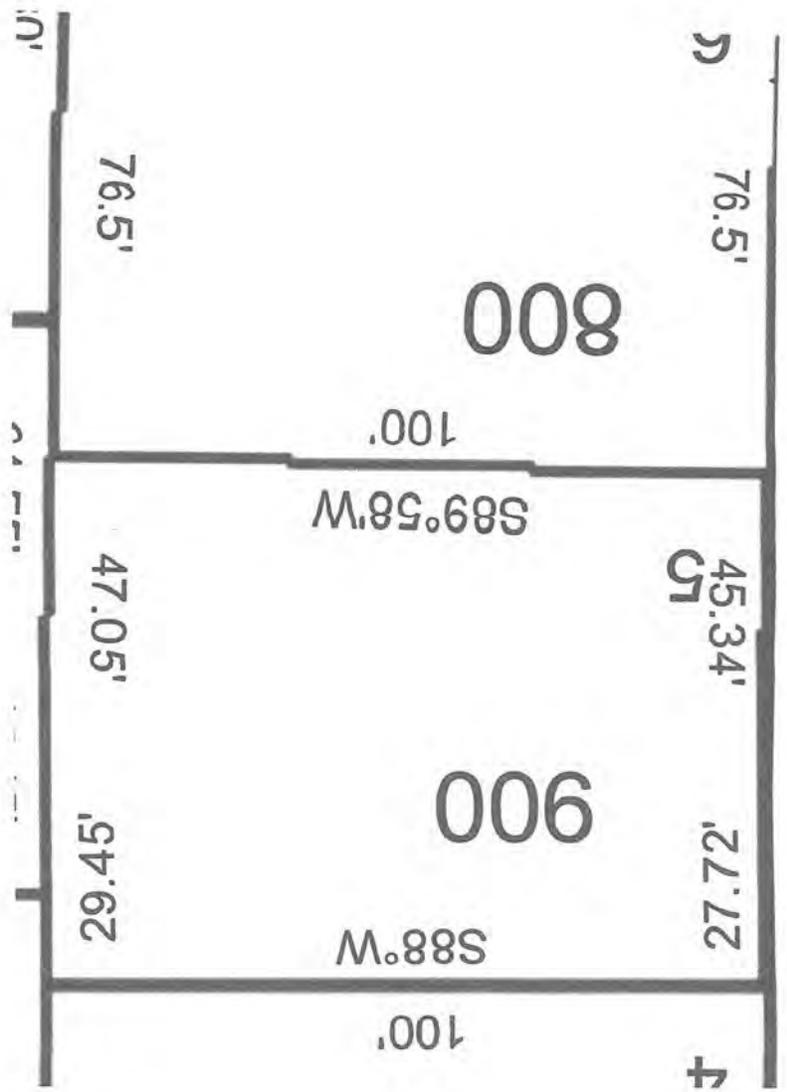
SCALE: 3/32" = 1'



NOTES:

- ENTRY DOOR CAN BE 32"
- WILL HAVE 2 WINDOWS SIZE TO BE DETERMINED
- POCKET DOOR @ BATHROOM
- WILL HAVE FRONT PORCH
- VAN WITH THE KITCHEN CABINETS ABOVE BATHROOM

SCALE:
 $\frac{1}{4}'' = 1'$







INVOICE # **0C-04554** Attachment A
 Order Type **New Build Sale**
 Date **05/14/2020**
 Agent **Mel Boss**

Invoice from:
Summit Structures Oregon
 3615 Pacific Blvd
 SW Albany, OR 97321
 541-243-5800

Ship to:
Brandy Hall
 200 Crona Rd
 Junction City, OR 97448
 [REDACTED]

Dealer:
Tangent
 33965 Hwy 99E
 Tangent, OR 97389
 5414090159

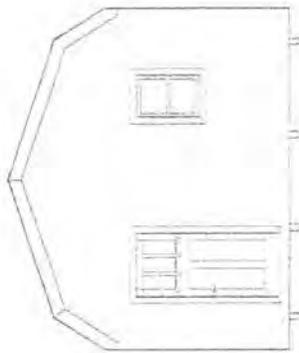
Description	Quantity	Total
Utility Shed 10x12 Serial Number US-1012-051420-02227 Siding: LP - White, Trim: LP - White, Roof: Metal - Dark Green	1	\$3,245.00
Front Porch Package	1	\$1,095.00
Snow Load - 60 PSF (\$1.25 / square foot)	1	\$150.00
	Subtotal	\$4,490.00
	Taxes	\$0.00
	Delivery	FREE
	Total	\$4,490.00
	Amount Due Today	\$1,122.50
	Remaining Balance	\$3,367.50

Brandy Hall's signature agrees to the Full Terms and Conditions; including:

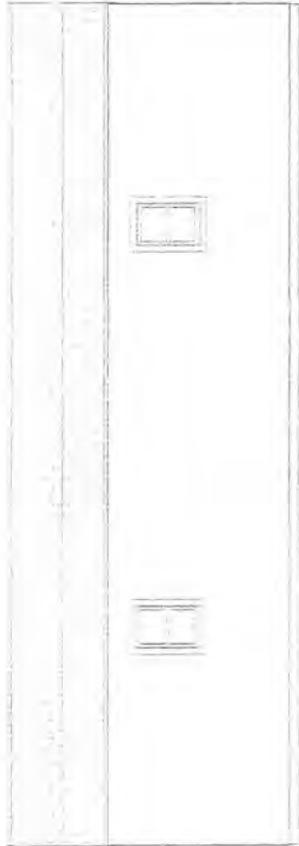
1. Driver supplied blocks are \$3 each.
2. Buildings are not recommended to be raised higher than 36" from the ground.
3. Site Preparation is the responsibility of the customer.
4. Overage Miles are \$3.50/mile for 8' wide units; \$4.50/mile for 10' & 12' units, and \$5.00/mile for 14' wide units, and \$3.50/mile for all onsite deliveries.
5. Permits and approvals from local authorities are the responsibility of the customer.
6. Any remaining amount due, is agreed upon to be paid in full at the time of delivery, or at the time of completion of an On Site Build.
7. There will be a \$50 administrative charge for changes in orders after 5 business days.
8. Cancellations after 3 business days will result in a 10% cancellation fee.
9. Summit Structures Oregon does not paint or stain on-site, nor is paint or stain provided for on-site builds.
10. All information given is true and accurate.

 Sign

 Date



End Elevation



Side Elevation

GENERAL NOTES

1. STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH 2015 IBC AND 2015 IRC.
2. ALL MATERIALS AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ABOVE CODES AT THE TIME OF MANUFACTURE.
3. DRAWINGS ARE NOT TO SCALE AND SHOULD NOT BE DIMENSIONED.
4. ALL DRAWINGS ARE THE PROPERTY OF THE DESIGNER AND SHALL NOT BE USED WITHOUT PERMISSION.
5. STRUCTURES ARE NOT FOR HUMAN HABITATION AND ARE CLASSIFIED AS "MINOR STORAGE UNITS".
6. SIDING FASTENERS SHALL NOT BE INSTALLED IN PANEL SIDING GROOVES.
7. STRUCTURES SHALL NOT BE PLACED IN FLOOD HAZARD ZONES.
8. STRUCTURES SHALL NOT BE USED IN LOCATIONS THAT HAVE A MAXIMUM GROUND SNOW LOAD OF GREATER THAN 30 PSF.
9. STRUCTURES HAVE 25YR RATED FIBERGLASS/ASPHALT SHINGLES OR 29GA METAL ROOF OVER WOOD SHEATHING.

PEIR SPECS

1. SUBMIT STRUCTURES LLC IS NOT RESPONSIBLE FOR THE PREPARATION OF THE SITE OR WHETHER THE SITE IS ACCEPTABLE FOR THE PROPOSED STRUCTURE.
2. PEIR LAYOUT AS SHOWN ON SHEET S-4 MAY BE ADJUSTED BASED ON SITE CONDITIONS, AS LONG AS THE MINIMUM DESIGN CRITERIA IS MET.
3. PEIRS ARE NOT REQUIRED WHEN THE SKIDS CAN BE SUPPORTED ON FIRM LEVEL GROUND. PEIRS UNDER OUTSIDE SKIDS ON A STRUCTURE WITH FOUR SKIDS MAY LIE PARALLEL WITH THE SKID IT SUPPORTS PROVIDED THAT THE PEIRS SUPPORTING THE INTERIOR SKIDS LIE PERPENDICULAR TO THEM.
4. PEIRS SHALL TYPICALLY BE 6"X6"X16' OPEN CELL OR SOLID CONCRETE BLOCKS DRY STACKED TO A MAXIMUM OF 35'. THE 24" BLOCK IN CONTACT WITH THE GROUND AT EACH PEIR SHALL BE A 4"X6"X16" SOLID BLOCK. OPEN CELL BLOCKS AND 2" THICK SOLID BLOCKS ARE NOT TO BE USED AS THE BASE OF ANY PEIRS. OPEN CELL BLOCKS ARE TO BE PLACED ON TOP OF SOLID BLOCKS AS NEEDED WITH THE OPEN CELLS RUNNING VERTICALLY.
5. CORNER PEIRS OVER 20' TALL SHALL BE DOUBLE STACKED CONCRETE BLOCKS WITH ALTERNATING DIRECTION OF BLOCKS ON EACH LAYER.
6. ALL FOUNDATIONS OVER 24" TALL SHALL BE DESIGNED BY A REGISTERED ENGINEER.

10. WOOD FRAMING SHALL COMPLY WITH THE ANSWER: NO'S 2018.
11. ALL ROOF DECKING TO BE 7/16" OSB.
12. ALL SIDING TO 1/2" OR 5/8" 1/4" PLYWOOD.
13. ALL FLOOR JOISTS TO BE PRESSURE TREATED (PT) #2.
14. ALL UNTREATED WOOD FRAMING TO BE #1 #2.
15. ALL EXTERIOR NAILS TO BE ZINC COATED.
16. ALL FLOOR DECKING TO BE 5/8" OR 3/4" PLYWOOD.
17. ALL SKIDS TO BE #2 PRESSURE TREATED (PT) #1 FOR GROUND CONTACT.

GENERAL SPECS
BARN STYLE STRUCTURE
SNOW LOAD=30PSF

DJK
DATE: 6/23/2018
SCALE:
NOPE
SHEET: S-1



SUMMIT STRUCTURES LLC
 MINI BARN SPECIFICATIONS
 IN ACCORDANCE WITH 2015 IBC

3X5 20 GA METAL TRUSS PLATE
 EACH SIDE OF RAFTER
 PRESSED IN PLACE

ASPHALT SHINGLES OR
 28 GAUGE METAL ROOF

7/16" OSB SHEATHING

DOUBLE 2X4 TCP PLATE

T111 SIDING

THERMAL RADIANT BARRIER

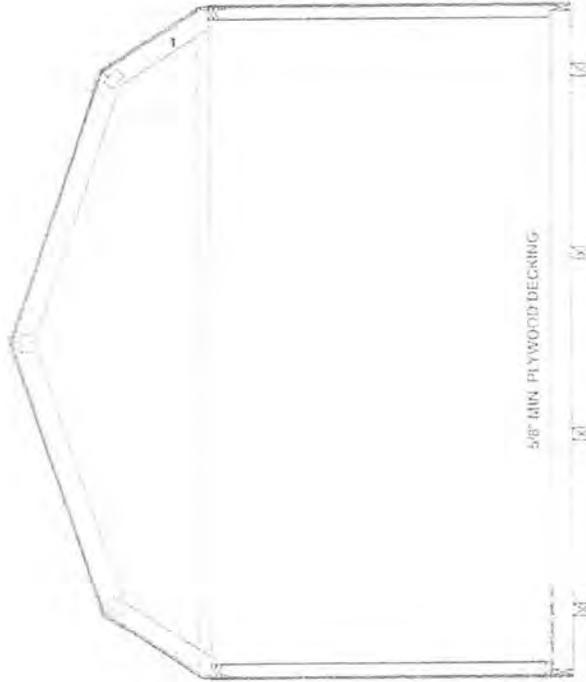
2X4 STUDS
 24" O.C. MAX

2X4 BOTTOM PLATE

4X6 FT STUDS

RAFTERS: 24" O.C. MAX	2X4
8", 10", 12", 14" WIDE	2X6
16" WIDE	2X8

BUILDING TIES	2X4-96" OC
6" WIDE	2X4-72" OC
10", 12" WIDE	2X4-48" OC
14" WIDE	2X6-24" OC
16" WIDE	



HEIGHT RELATIVE TO
 ROOF PITCH &
 BUILDING WIDTH

10 3/8" B. MAX

PT FLOOR JOISTS: 16" O.C.
6", 10", 12" WIDE
14", 16" WIDE
2X4
2X6



NO.	DESCRIPTION	DATE

SHEET TITLE
 FLOOR, WALL
 & ROOF FRAMING

PROJECT DESCRIPTION
 BARN STYLE STRUCTURE
 SNOW LOAD=30PSF

DATE: 6/23/2018
 SCALE: NONE
 SHEET: S-2



NO.	DESCRIPTION	BY	DATE

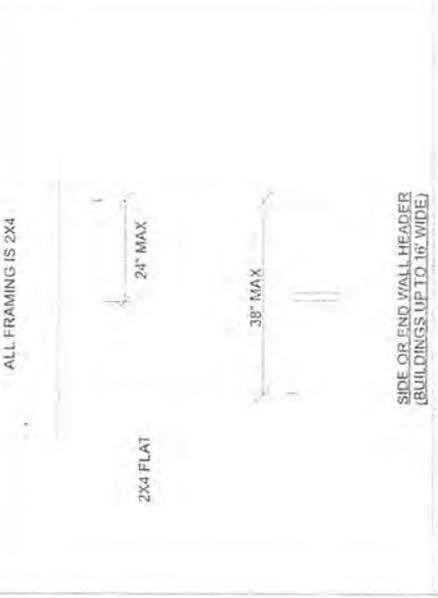
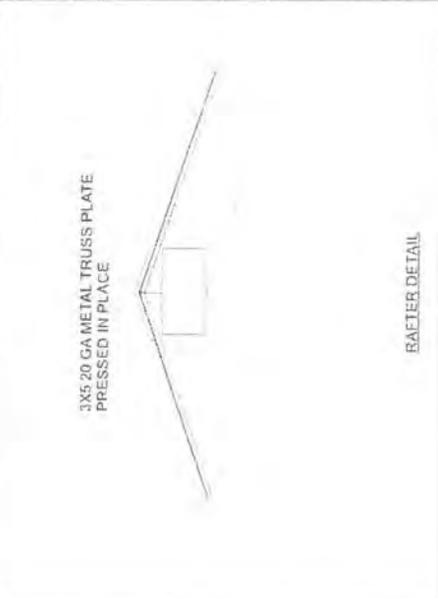
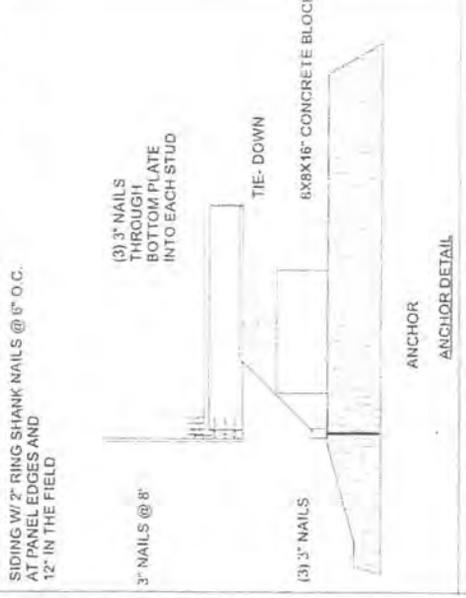
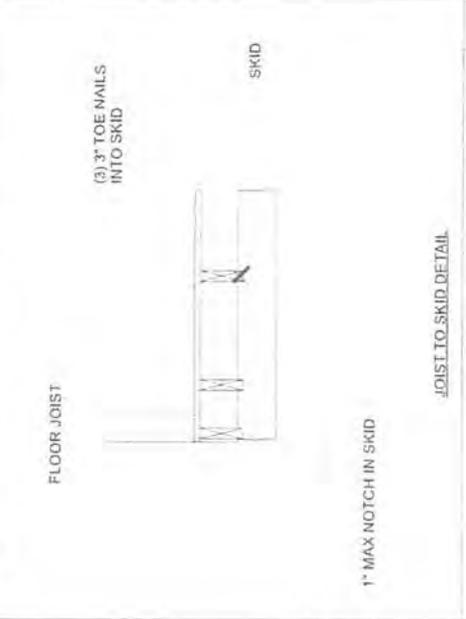
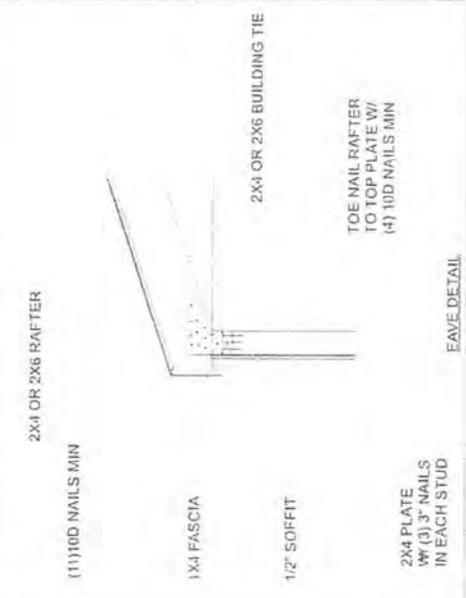
FRAMING DETAILS

PROJECT DESCRIPTION
BARN STYLE STRUCTURE
SNOW LOAD=30PSF

DJK

DATE: 6/23/2018
SCALE: NONE
SHEET: S-3

SUMMIT STRUCTURE LLC
MINI BARN SPECIFICATIONS
IN ACCORDANCE WITH 2015 IBC



(2) 2x4	ENDWALL-UP TO 9' OPENING SIDEWALL-UP TO 4' OPENING
(2) 2x4 W/ 1/2" OSB SPACER	SIDEWALL-UP TO 6' OPENING UP TO 14' WIDE BUILDING
(2) 2x6 W/ 1/2" OSB SPACER	SIDEWALL-UP TO 6' OPENING UP TO 16' WIDE BUILDING
(2) 2x6 W/ 1/2" OSB SPACER 2x4	SIDEWALL-UP TO 9' OPENING HEADERS FOR OPENINGS GREATER THAN 36"

HEADER SIZING FOR OPENINGS GREATER THAN 36"



Junction City Public Works Department
11710 Elm Street / P.O. Box 250
Junction City, Oregon 97448
Ph: 541.998.4763 / fax: 541.998.2772
jcplanning@ci.junction-city.or.us
www.junctioncityoregon.com

FINDINGS OF THE JUNCTION CITY PLANNING DEPARTMENT:

STAFF REPORT FOR A CONDITIONAL USE PERMIT (FILE # CUP-20-14)

Application Summary:

Conditional Use application to allow a beauty salon in the Duplex Residential (R2) zone as an accessory use to the existing single-family home at 200 Crona Street.

Owner(s)/Applicant(s):

Brandy Hall, 200 Crona Street, Junction City OR 97448

Report Prepared by:

Tere Andrews, Planning Technician, Junction City Planning Department, 541-998-4763

Date of Report:

June 10, 2020

Subject Property/Zoning/Location:

200 Crona Street, Junction City Oregon; Tax Lot 00900 of Lane County Assessor's Map 15-04-32-44, Zoned R2, Duplex Residential, abutting the east side of Crona Street.

Relevant Dates:

Application submitted on May 18, 2020; deemed complete on May 22, 2020; Staff Report for a Conditional Use Permit application issued on June 10, 2020.

Associated Files:

None

REQUEST

The applicant/owner of the single-family home at 200 Crona Street requested Conditional Use approval to develop a salon in the Duplex Residential Zoning District. The proposal includes an accessory structure to be placed on the subject site and developed as the salon. Section 17.15.020(F) of the Junction City Municipal Code authorizes the Planning Commission to approve a Conditional Use proposal for a salon in the Duplex Residential zoning district.

PUBLIC NOTICE AND REFERRALS

JCMC 17.150.080 (B) states:

“With the exception of Type IV applications, notice of hearing or contemplated land use action shall be mailed to the applicant and to all owners and abutting property owners, including owners of property which would be abutting if there were not intervening

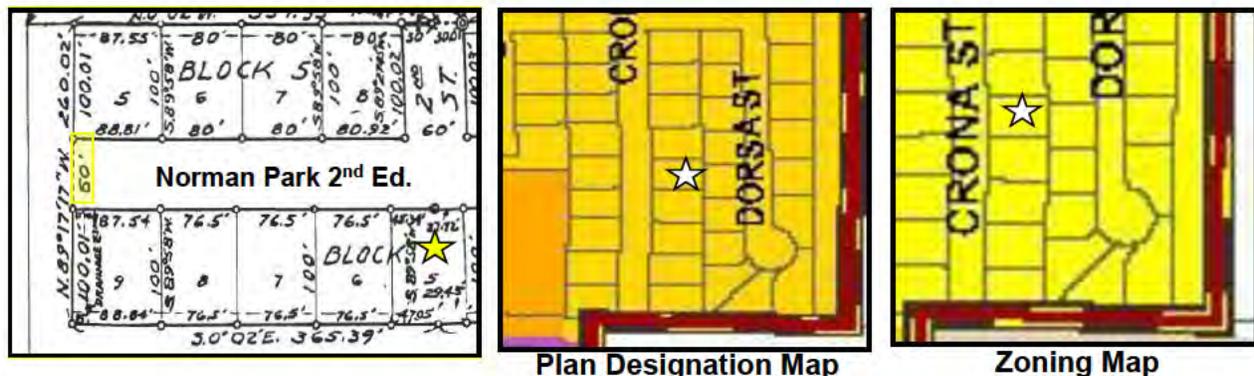
streets, of the property which is the subject of the notice. In addition, notice shall be provided to all owners of record of property on the most recent property tax assessment roll within 300 feet of the subject property. Notice shall be mailed at least 20 days before the date of the hearing or review.”

On May 22, 2020, Staff mailed a notice of public hearing to the applicant, property owners and residents within 300 feet of the subject site. To date no public comments have been received. A copy of the notice is included as an attachment to the Agenda Item Summary.

Referral comments on the application were also requested from various affected service providers and City departments on May 22, 2020. A copy of the notice and the comments received are included as an attachment. To date, the only comments received were informational from Public Works, and the Building Inspector indicating a commercial construction permits would be required at the time of placement of the accessory structure. All referral comments received by the Planning Department on this application are included in the application file for reference.

GENERAL PROPERTY INFORMATION

The applicant submitted a Land Use application for a proposed salon at 200 Crona Street, which is regulated as a Conditional Use under JCMC 17.15.020. The subject site is part of the Second Addition to Norman Park, a subdivision on the east side of Junction City. The right-of-way for Crona Street, as shown on the subdivision map, is 60-feet wide, as shown below. This was confirmed on Lane County Assessor’s Map # 15-04-32-44. The 60-foot width provides for two-way traffic as well as on-street parking along both sides of Crona Street. The site is currently designated Medium Density Residential on the Comprehensive Plan Designation Map, and zoned R2 (Duplex Residential). The surrounding, abutting properties are also designated Medium Density Residential with the corresponding zoning of R2, Duplex Residential as shown in these map excerpts:



The applicant stated in their narrative they would see one client at a time. The diagram included with the application materials shows one workstation and a restroom for customer use. The existing single-family home has a double width driveway to serve the

existing two-car garage. The applicant believes that all requirements are satisfied and requests that the Planning Commission approve the Conditional Use application.

Additional details of the proposal are included in the applicant's Conditional Use file and are further addressed in the applicant's supporting documentation. All submitted materials are included as part of the public record and located in the application file for reference. The following evaluation addresses details of the proposal in the context of compliance with the applicable approval criteria and related standards.

EVALUATION

The following findings demonstrate that the proposed development will comply with all applicable approval criteria and related standards as set forth in the Junction City Municipal Code (JCMC). Relevant application requirements and approval criteria are addressed at JCMC 17.15 Duplex Residential, 17.85 Access Management, and 17.130 Conditional Uses. The following evaluation includes findings of compliance with the applicable criteria and related standards as provided in the JCMC, with informational items noted where appropriate. The approval criteria and related standards are listed below in **bold**, with findings addressing each.

JCMC 17.15 DUPLEX RESIDENTIAL ZONE (R2)

17.15.020 Conditional uses permitted.

In an R2 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter [17.130](#) JCMC:

F. Beauty salon and barber shop.

Finding: The applicant proposes a salon that is located on her property at 200 Crona Street within the R2 zone. Therefore, findings relative to the required Conditional Use application will be addressed at JCMC 17.130. As shown in the findings below, the above criterion has been satisfied.

17.15.030 Lot size.

In an R2 zone, the minimum lot size shall be as follows:

- A. The minimum lot area for single-family dwellings shall be 5,000 square feet.**
- B. The minimum lot area for two-family dwellings (duplexes) shall be 7,000 square feet.**
- C. The minimum lot area for multiple-family dwellings shall be 7,500 square feet.**
- D. The minimum lot depth shall be 75 feet.**

E. The minimum lot width shall be 50 feet and 35 feet for cul-de-sac lots. [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 17, 1991.]

Finding: The request is not for a new single-family, duplex, or multi-family dwelling therefore, the criteria is not applicable. However, the existing single-family home is on a lot that is 73.06-feet wide by 100-feet deep and is 7,405 square feet in size. Therefore, the criteria would be met.

17.15.040 Setback requirements.

Except as provided in JCMC [17.95.060](#), in an R2 zone, the yards, measured from the property line to the foundation of the building with a maximum projection of three feet into any setback area as defined in JCMC [17.10.070](#), shall be as follows:

A. The front yard shall be a minimum of 18 feet to the front facade of the house and a minimum of 20 feet to the garage. Covered but unenclosed porches shall be allowed to be a minimum of 10 feet from the front property line, as long as they do not encroach into a public utility easement and comply with the vision clearance standards in JCMC [17.95.090](#) (see Appendix A, Diagram 4).

B. Each side yard shall be a minimum of six feet, measured from the foundation, except that on corner lots, the side yard on the street side shall be a minimum of 15 feet measured from the foundation.

C. The rear yard shall be a minimum of 15 feet, measured from the foundation. An exception shall be permitted where an accessory dwelling unit, garage, or other accessory structure is located at the rear lot line abutting an alley, in which case the setback shall be a minimum of four feet.

D. In the case of a duplex residential use on a corner lot where primary vehicular access is provided from two streets, then both yards abutting the street shall be considered the front yard with appropriate front yard setbacks (20 feet from property line to foundation of building). Setbacks for rear yards are measured separately for each residential dwelling opposite the front yard (see Appendix A, Diagram 2). [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 18, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be located in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.050 Height of buildings.

In an R2 zone, no building shall exceed a height of 35 feet. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 19, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be located in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.060 Lot coverage.

In an R2 zone, buildings shall not occupy more than 50 percent of the lot area. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 20, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be located in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.070 Setback exceptions.

In an R2 zone, the following architectural features are allowed to encroach into the setback yards: eaves, chimneys, bay windows, overhangs, and similar architectural features may encroach into setbacks by up to three feet; provided, that the State Fire Code is met. Walls and fences may be placed on property lines, subject to the standards in JCMC [17.95.020](#). Walls and fences within front yards shall additionally comply with the vision clearance standards in JCMC [17.95.090](#). [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 20A, 1991.]

Finding: As proposed, the accessory structure will not be located such that any architectural feature encroaches into a setback area. Therefore, the criteria can be satisfied.

JCMC 17.130 CONDITIONAL USES**17.130.030 Public hearing on conditional use.**

A. Before the planning commission may act on a request for a conditional use, it shall hold a public hearing. The hearing shall be held within 40 days after the application for the conditional use is filed. Notice of the hearing and criteria for granting or denying a permit shall be as follows:

See JCMC 17.150.080, Notice.

Finding: The application was filed on May 18, 2020. The Public Hearing is being held on June 17, 2020. The public hearing is being held within 40 days of the application filing.

Staff has provided notice in compliance with the standards at JCMC 17.150.080, as noted previously in this report. Therefore, this criterion has been satisfied.

B. Based on the testimony provided at the hearing, the planning commission shall develop findings of fact to justify either approving or denying a conditional use permit. The planning commission may approve such requests when it is determined the request is in conformance with all the following requirements:

- 1. The proposal is in conformance with the zoning ordinance;**
- 2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission;**
- 3. Public facilities are of adequate size and quality to serve the proposed use; and**
- 4. The proposed use will prove, or can be made to be through imposing conditions, reasonably compatible with surrounding properties. [Ord. 1037§ 1, 1997; Ord. 950 § 100, 1991.]**

Finding: As stated within the findings at JCMC 17.15, the proposal is in conformance with the applicable zoning ordinances.

The proposed development site consists of one legal lot, which is approximately 7,405 square feet in size. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

The Public Works director has stated that city services are of adequate size and quality to serve the proposed use.

Surrounding properties are residential by designation.

Beauty Salons are considered as a Conditional Use within the R2 (Duplex Residential) zone. Through the findings stated within this report, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

STAFF RECOMMENDATION

The Planning Department recommends Planning Commission approval of the Conditional Use Permit application to allow a beauty salon in the R2 Zone based on the findings listed above.



**CITY OF JUNCTION CITY
 PLANNING COMMISSION
 NOTICE OF PUBLIC HEARING
 AND OPPORTUNITY TO COMMENT**

The Junction City Planning Commission will hold a public hearing on **Wednesday, June 17, 2020 at 6:30 pm**, at City Hall, 680 Greenwood Street to take testimony on the following land use application.

FILE NUMBER	CUP-20-14
NATURE OF APPLICATION	Conditional Use Permit
APPLICABLE CRITERIA	Junction City Municipal Code Number 17.130; 17.15
APPLICANT/OWNER	Brandy Hall
LOCATION	200 Crona Street
ASSESSORS MAP & TAX LOT	15-04-32-44-00900
LAND AREA	.17 acres
ZONING	R2 (Duplex Residential)
PROPOSAL	Beauty Salon
STAFF CONTACT	Tere Andrews, Planning Tech, jcplanning@ci.junction-city.or.us or 541.393.7089

The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the Planning Commission’s decision to approve or deny the proposal.

Citizens may present testimony for or against the proposal by submitting written comments or by testifying at a public hearing on **Wednesday, June 17, 2020**.

If you would like your written comments to be included in the staff report, they must be submitted to the Planning Department office by **5:00 p.m. on Friday, June 5, 2020** Written comments may be submitted:

- at City Hall, 680 Greenwood Street in the Utility drop slot near the front door;
- by mail to Planning, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by e-mail to jcplanning@ci.junction-city.or.us

Your comments are important and will greatly improve the decision making process, please note that you will not receive an individual response to information submitted. By law, comments received that are not related to the approval criteria may not be considered.

The Planning Commission will review the request for compliance with applicable criteria based upon information in the application, the staff report and comments received and make a decision. Approval must include affirmative findings that are consistent with the Zoning Code and provisions of the Comprehensive Plan.

The staff report will be available for seven days prior to the public hearing contact the Planning Technician at 541-393-7089 or jcplanning@ci.junction-city.or.us. Copies of the applicable municipal code, the staff report, and related documents can purchased for the cost of copying. The Junction City Municipal Code is available on the city’s website at www.junctioncityoregon.gov. The public hearing will follow the city’s land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of



Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court.

Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.





PLANNING ACTION REFERRAL REQUEST FOR COMMENTS

Date: May 22, 2020
From: Tere Andrews, Admin, tandrews@ci.junction-city.or.us
File #: CUP-20-14, 200 Crona

Date Sent	Referral Agency	Response
	Junction City Administrator	
	Junction City Public Works	
	Junction City Police	
	Junction City Community Services	
	Junction City Finance Department	
	Junction City, City Recorder	
	Junction City Building Official	
	Junction City Rural Fire Protection District	
	Comcast Serviceability	
	Pacific Power	
	NW Natural	

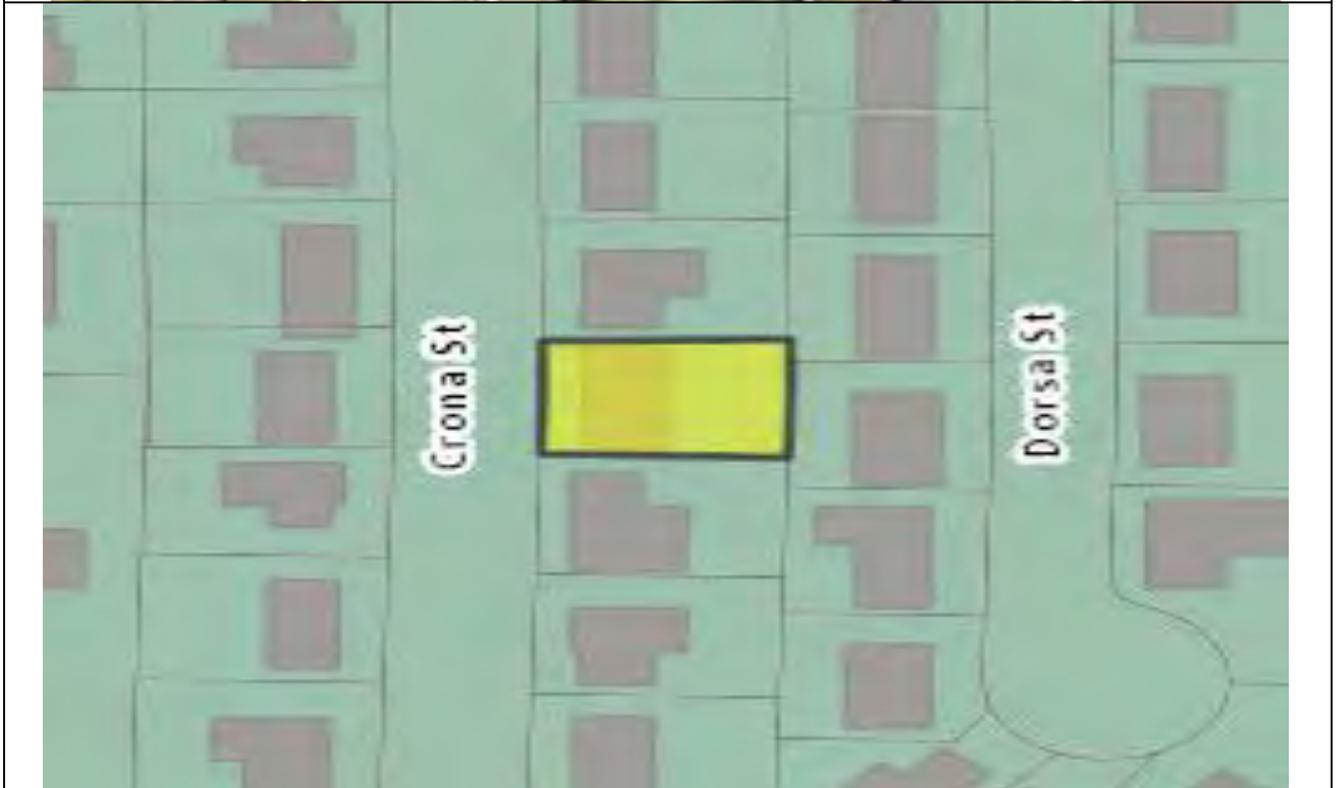
Applicant/Owner: Brandy Hall
Property Location: 200 Crona Street, Junction City Oregon, east side of Crona Street at 2nd Avenue

Assessors Map & Lot: 15-04-32-44-00900
Property Area: .17 Acres
Zoning District: R2 (Duplex Residential)

This is a request for a Conditional Use Permit for a Beauty Salon in the R2 zoning district. The salon is to be located in an accessory structure on the property with the existing single-family home at 200 Crona Street.

This notice is being sent to you for your review, comment, and conditioning. In order for your comments to be included as a part of the staff report, please have your comments in our office by **5:00 p.m. on Friday, June 5, 2020** at PO Box 250, Junction City Oregon, 97448; fax to 541.998.3140; or e-mail to tandrews@ci.junction-city.or.us

_____ We are not affected by the proposal.
 _____ We have reviewed the proposal and have no comments.
 _____ Our comments are attached.
 _____ Our comments are:



Tere Andrews

From: Russell Young
Sent: Thursday, May 28, 2020 10:59 AM
To: Tere Andrews
Subject: RE: Referral/Request for Comments

I have no objections to a home business as-long-as commercial permits are issued per OSSC 105.1 where public contact will be required.

Subject: Referral/Request for Comments

Good Afternoon,

Attached is a referral requesting your review and possible comment for a proposed beauty salon in the R2 zoning district at 200 Crona Street, Junction City Oregon. Please submit comment by 5pm on Friday, June 5, 2020. If you have questions, or difficulty with the attachment please let me know. Thank you.

Sincerely,
Tere Andrews
Planning Technician
City of Junction City
680Greenwood St/PO Box 250
Junction City OR 97448
541-998-2153

Disclosures:
Correspondence to and from this e-mail address may be subject to disclosure under Oregon Public Records Law.
If you have received this e-mail in error, please contact the sender. Use of the contents by anyone other than the original addressee is prohibited.

**PROPOSED FINAL ORDER OF THE
JUNCTION CITY PLANNING COMMISSION
CONDITIONAL USE PERMIT (CUP-20-14), 200 CRONA**

A. The Junction City Planning Commission finds the following:

- a. The applicant has submitted the application and supporting documents necessary for the Planning Commission to understand the proposed use and its relationship to surrounding properties as required by Junction City Municipal Code Section 17.130.020.
- b. The Junction City Planning Commission held a public hearing on June 17, 2020 after giving the required notice per Junction City Municipal Code Section 17.150.080.
- c. The Junction City Planning Commission has reviewed all material relevant to the Conditional Use Permit that has been submitted or presented by the applicant, staff, and the general public regarding this matter.
- d. The Junction City Planning Commission followed the required procedure and standards of reviewing conditional use permits as required by Junction City Municipal Code Section 17.130.030.

B. IT IS HEREBY ORDERED THAT the Junction City Planning Commission approves the Conditional Use Permit for a Salon in the Duplex Residential (R2) zone based on the following findings of fact:

Approval criteria are listed in bold. Findings addressing criteria, condition of approval and informational items included where appropriate.

JCMC 17.20 DUPLEX RESIDENTIAL ZONE (R2)

17.15.020 Conditional uses permitted.

In an R2 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter [17.130](#) JCMC:

F. Beauty salon and barber shop.

The applicant proposes a salon facility that is located on her property at 200 Crona Street within the R2 zone. Therefore, findings relative to the required Conditional Use application will be addressed at JCMC 17.130. As shown in the findings below, the above criterion has been satisfied.

17.15.030 Lot size.

In an R2 zone, the minimum lot size shall be as follows:

A. The minimum lot area for single-family dwellings shall be 5,000 square feet.

B. The minimum lot area for two-family dwellings (duplexes) shall be 7,000 square feet.

C. The minimum lot area for multiple-family dwellings shall be 7,500 square feet.

D. The minimum lot depth shall be 75 feet.

E. The minimum lot width shall be 50 feet and 35 feet for cul-de-sac lots. [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 17, 1991.]

Finding: The request is not for a new single-family, duplex, or multi-family dwelling therefore, the criteria is not applicable. However, the existing single-family home is on a lot that is 73.06-feet wide by 100-feet deep and is 7,405 square feet in size. Therefore, the criteria would be satisfied.

17.15.040 Setback requirements.

Except as provided in JCMC [17.95.060](#), in an R2 zone, the yards, measured from the property line to the foundation of the building with a maximum projection of three feet into any setback area as defined in JCMC [17.10.070](#), shall be as follows:

A. The front yard shall be a minimum of 18 feet to the front facade of the house and a minimum of 20 feet to the garage. Covered but unenclosed porches shall be allowed to be a minimum of 10 feet from the front property line, as long as they do not encroach into a public utility easement and comply with the vision clearance standards in JCMC [17.95.090](#) (see Appendix A, Diagram 4).

B. Each side yard shall be a minimum of six feet, measured from the foundation, except that on corner lots, the side yard on the street side shall be a minimum of 15 feet measured from the foundation.

C. The rear yard shall be a minimum of 15 feet, measured from the foundation. An exception shall be permitted where an accessory dwelling unit, garage, or other accessory structure is located at the rear lot line abutting an alley, in which case the setback shall be a minimum of four feet.

D. In the case of a duplex residential use on a corner lot where primary vehicular access is provided from two streets, then both yards abutting the street shall be considered the front yard with appropriate front yard setbacks (20 feet from property line to foundation of building). Setbacks for rear yards are measured separately for each residential dwelling opposite the front yard (see

Appendix A, Diagram 2). [Ord. [1116](#) § 1, 2003; Ord. [1037](#) § 1, 1997; Ord. [950](#) § 18, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.050 Height of buildings.

In an R2 zone, no building shall exceed a height of 35 feet. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 19, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.060 Lot coverage.

In an R2 zone, buildings shall not occupy more than 50 percent of the lot area. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 20, 1991.]

Finding: The above criteria applies to buildings in the R2 zone. A Building, as defined in JCMC 17.05.020 would need to be greater than 120 square feet or 10 feet in height. As proposed, the salon will be in an accessory structure that is 120 square feet and under 10-feet in height. Therefore, the criterion is not applicable.

17.15.070 Setback exceptions.

In an R2 zone, the following architectural features are allowed to encroach into the setback yards: eaves, chimneys, bay windows, overhangs, and similar architectural features may encroach into setbacks by up to three feet; provided, that the State Fire Code is met. Walls and fences may be placed on property lines, subject to the standards in JCMC [17.95.020](#). Walls and fences within front yards shall additionally comply with the vision clearance standards in JCMC [17.95.090](#). [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 20A, 1991.]

Finding: As proposed, the accessory structure will not be located such that any architectural feature encroaches into a setback area. Therefore, the criteria can be satisfied.

JCMC 17.130 CONDITIONAL USES

17.130.030 Public hearing on conditional use.

A. Before the planning commission may act on a request for a conditional use, it shall hold a public hearing. The hearing shall be held within 40 days after the application for the conditional use is filed. Notice of the hearing and criteria for granting or denying a permit shall be as follows:

See JCMC 17.150.080, Notice.

Finding: The application was submitted May 18, 2020. The Public Hearing before the Planning Commission was held June 17, 2020, less than 40 after the application was filed. Staff provided notice in compliance with the standards at JCMC 17.150.080. Therefore, this criterion has been satisfied.

B. Based on the testimony provided at the hearing, the planning commission shall develop findings of fact to justify either approving or denying a conditional use permit. The planning commission may approve such requests when it is determined the request is in conformance with all the following requirements:

- 1. The proposal is in conformance with the zoning ordinance;**
- 2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission;**
- 3. Public facilities are of adequate size and quality to serve the proposed use; and**
- 4. The proposed use will prove, or can be made to be through imposing conditions, reasonably compatible with surrounding properties. [Ord. 1037§ 1, 1997; Ord. 950 § 100, 1991.]**

Finding: As stated within the findings at JCMC 17.15, the proposal is in conformance with the applicable zoning ordinances.

The subject site consists of one legal lot, which is approximately 7,405 square feet in size. Therefore, the parcel is adequate in size and shape to accommodate the proposed use.

The Public Works director has stated that city services are of adequate size and quality to serve the proposed use.

Surrounding properties to the north, south, east, and west of the subject site are Medium Density Residential by Plan Designation, and corresponding zoning of R2 (Duplex Residential).

Beauty Salons are considered as a Conditional Use within the R2 (Duplex Residential) zone. Through the findings stated within this Final Order, the proposed use is considered compatible with the surrounding properties. Therefore, these criteria have been met.

This approval shall become final on the date this decision and supporting findings of fact are signed by the Chairperson of the Junction City Planning Commission. An appeal of the Planning Commission's decision must be submitted to the City Council within 12 days of this Final Order being mailed to all opponents. Appeals may be made by filing written notice with the City and paying the fee equal to the average cost as prescribed by the City Council, and cost of the written transcripts up to \$500, plus one-half the cost over \$500. If no appeal is taken within the 12-day period, the decision of the Planning Commission shall be final. An appeal of the City Council's decision must be submitted to the Land Use Board of Appeals within 21 days of the Council's decision becoming final.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City to respond to the issue precludes an action for damages in circuit court.

Signature:

Jeff Haag, Vice-Chair, Junction City Planning Commission

Approval Date:



PLANNING COMMISSION

AGENDA FORECASTER

Last 10-04-19 by J. Knope

TABLE OF CONTENTS

Contents

Current Business Items _____	1
Pending Business Items _____	<u>2</u>
Future Business Items _____	<u>4</u>
Draft Meeting Agenda – July 15, 2020 _____	<u>5</u>
<u>2020 Planning Commission Meeting Calendar</u> _____	<u>6</u>

CURRENT BUSINESS ITEMS

Current Business Items

<u>Item</u>	Public Hearing: CUP-20-14, 200 Crona
<u>Requested By</u>	Applicant
<u>Date Last at Planning Commission</u>	First Appearance
<u>Current Agenda Item Number</u>	6
<u>Item Description</u>	Review application & possible decision from the Planning Commission.
<u>Current Status/Update.</u>	New application

PENDING BUSINESS ITEMS

Pending Business Items

Item Final Major Partition (MP-20-15) Edwards
Requested By Applicant
Date Last at Planning Commission **First Appearance**
Item Description Request for partition of single lot into three parcels
Current Status/Update. New application

Item Preliminary Minor Partition: MP-20-11, 755 W 3rd
Requested By City
Date Last at Planning Commission **First Appearance**
Item Description Request for partition of a single lot into two parcels
Current Status/Update. New application

Item Commission Office Elections
Requested By Per PC By-Laws
Date Last at Planning Commission **December 18, 2019**
Item Description Commission Officer Elections
Current Status/Update. Annual elections

Item Discussion: Filing Unexpired Commission Terms
Requested By Planning Commission
Date Last at Planning Commission **December 18, 2019**
Item Description Discussion: filling unexpired-term Commission vacancies
Current Status/Update. Follow up to previous Commission discussion

FUTURE BUSINESS ITEMS

Future Business Items

Item Planning Commission Training Follow-Up

Requested By Applicant

Item Description Q & A Follow-Up to October 2019 Training with City Attorney

Item Zoning Code Updates

Requested By Staff

Item Description Updates to zoning code related to mobile food carts, and Flood Hazard Areas

DRAFT MEETING AGENDA – JULY 15, 2020

Draft Meeting Agenda – July 15, 2020

AGENDA

PLANNING COMMISSION MEETING

City of Junction City

680 Greenwood Street

Wednesday, July 15, 2020

6:30 P.M.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance
2. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
5. MP-20-11 755 W 3rd Ave
6. Officer Elections
7. Planning Commission Agenda Forecaster
8. Commissioner Comments
9. Adjournment

PLANNING COMMISSION CALENDAR - 2020

January						
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 PC Meeting

 PC Packets Distributed

 Holiday

 1/2 Day Holiday