AGENDA ITEM #1: ROLL CALL

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if there is anything personally or professionally that would not allow an impartial or unbiased decision. Disclose if a site visit was done, location(s) of the visit, and what was seen.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the Memorial Day Brady Chapel open house. (ACTION ITEM)

AGENDA ITEM #4: CERTIFICATES OF APPROPRIATENESS
A. Matt Sanger of Round River Baking requests a certificate of appropriateness to repair brick, replace awnings and replace the front window at 250 N. Main Street. (ACTION ITEM)
B. Will Peterson of The Walrus and Carpenter requests a certificate of appropriateness to repaint the façade at 251 N. Main Street. (ACTION ITEM)
C. Pocatello Running Company, represented by Sign Up Signs and Graphics, requests a certificate of appropriateness and sign permit to reface the existing projecting sign and new door signage at 328 W. Clark Street. (ACTION ITEM)

AGENDA ITEM #5: IDAHO 100 WOMEN PROJECT
The Commission may wish to discuss the Idaho 100 Women Project that will take place in 2020. (ACTION ITEM)
The HPC hosted and attended the event. There was a quorum of members present.

**PRESENT:** Jacquee Alvord, Nick Nielson, Meaghan Milder and William Strength.

**STAFF:** Terri Neu

There was a quorum but no business was conducted. There were approximately 236 people in attendance and $264.18 in donations was collected.

Submitted by: ______________________ Approved on: ________________

Terri Neu, Assistant Planner
TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – June 19, 2019

RE: Certificate of Appropriateness to remove existing sign, repair brick, replace awnings, replace front window and square up the façade south of the front door at 250 N. Main Street, Kahn Building

REQUEST

Matt Sanger of Round River Baking requests a certificate of appropriateness to remove the existing sign, repair brick, replace awnings, replace front windows and square up the façade south of the front door at 250 N. Main Street.

BACKGROUND

This building was built before 1927. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, “This one-story brick building is constructed of brown brick and has a concrete cornice. The original brick façade of an early canvas awning is still present, but the store front has been altered.”

“In 1931 this building housed the Emil K. Kahn New and Second-Hand Furniture Store.”

ANALYSIS

Staff finds that Municipal Code Section 17.04.210(G),(H) and (I) require a Certificate of Appropriateness and that the Commission consider the general compatibility of proposed work to the property itself as well as to the surrounding district. Exterior design, arrangement, proportion, detail, scale, color, texture and materials should be taken into consideration.
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FOR
NEW CONSTRUCTION, DEMOLITION OR
BUILDING ALTERATION WITHIN THE
DOWNTOWN HISTORIC DISTRICT
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department two (2) Thursdays prior to the meeting date. Complete applications will be considered by the HPC within twenty-one (21) days of receipt.

APPLICATION DATE: 06/07/2019
APPLICANT NAME: Round River Baking
MAILING ADDRESS: 529 S. 7th Ave
PHONE NUMBER: 208-851-8693
ADDRESS OF BUILDING/PROPOSED BUILDING: 250 N Main

TYPE OF WORK:
☐ New Construction
☐ Demolition*
☒ Exterior Building Alteration (Sign)

TYPE OF REVIEW BEING REQUESTED:
☐ Preliminary Only
☐ Final Approval
☐ HLP Funding Assistance

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

BRIEF DESCRIPTION OF WORK:

1. Remove existing sign hanging off front of building; 2. Brick repair and replacement where needed along breezeway (including removing portions of plaster that are peeling). 3. Awning replacement with sunbrella fabric or corrugated metal; 4. Window replacement for front facade, including squaring up facades on s. side of door.

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

1. Photographs of existing conditions relative to adjacent buildings.
2. A clear statement and scope of the proposed work, to include such things as colors, materials, landscaping and signs. Must include samples of paint, materials, etc.
3. Colored drawings illustrating the size, height and completed appearance of the proposed work.
4. A site plan showing all existing and adjacent buildings and structures, as well as drawings of the proposed work.
5. In cases where the application is for demolition, the necessity for the demolition shall be justified in writing. This shall include at a minimum:

A. A detailed structural analysis conducted by a licensed architect or structural engineer.

B. The reasons for the building’s demolition and the urgency for so doing.

6. Any other information deemed necessary by the Commission. This should include information and materials to assist the Commission in evaluating the proposal based on the following factors:

A. Adverse impacts to the historical integrity of the property or structure shall be minimized.
   1. Changes to the defining characteristics of the building or site shall be minimized.
   2. Removal of historic materials and features of the building or site shall be minimized.
   3. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.

B. The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.

C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as the surrounding neighborhood or district.

E. The Historic Preservation Commission must consider the property’s suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of an person or organization willing to underwrite all or a portion of such costs.

7. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Council.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name: Matt Sanger

Signature of Building/Property Owner(S): __________________________  Date: 06/10/2019

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within forty-five days.
Replace awning with umbrella

Replace windows with metal frame

New glass door with metal frame
New awning across entire steps or entrance back of building. Sunbrella or corrugated metal.
Scrape off crumbing plaster

Patch bricks
Scrape off crumbling plaster

Replace awning
Building plans for hpc

Round River Baking
Land • Community • Craft

Sign on window only

Sunbrella fabric for awnings to match this color
Alter front facade to have windows flush with door (remove display area)
TO: Historic Preservation Commission
FROM: Terri Neu, Assistant Planner
DATE: Meeting Date – June 19, 2019
RE: Certificate of Appropriateness to repaint the façade at 251 N. Main Street, Golden Rule Building

REQUEST

Will Peterson of The Walrus and Carpenter requests a certificate of appropriateness to repaint the facade at 251 N. Main Street.

BACKGROUND

This building was built before 1927. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, “The corbelled brick cornice is visible above the remodeled store front of this single-story brick building.”

ANALYSIS

Staff finds that Municipal Code Section 17.04.210(G),(H) and (I) require a Certificate of Appropriateness and that the Commission consider the general compatibility of proposed work to the property itself as well as to the surrounding district. Exterior design, arrangement, proportion, detail, scale, color, texture and materials should be taken into consideration.

The brick has been painted for many years. The applicant is requesting to repaint it due to the fact that it is old and peeling.
PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184  FAX (208)234-6586

Received on: __________  
Application Deadline: __________  
HPC Meeting: __________

Dates for public hearing will not be scheduled until plan review approval has been received.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
FOR  
NEW CONSTRUCTION, DEMOLITION OR  
BUILDING ALTERATION WITHIN THE  
DOWNTOWN HISTORIC DISTRICT  
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department two (2) Thursdays prior to the meeting date. Complete applications will be considered by the HPC within twenty-one (21) days of receipt.

APPLICATION DATE: 6-10-19  APPLICANT NAME: Will Peterson  
MAILING ADDRESS: 251 N Main  PHONE NUMBER: 233.0821

ADDRESS OF BUILDING/PROPOSED BUILDING:__________________________________________________________

TYPE OF WORK:  
☐ New Construction  
☐ Demolition*  
☐ Exterior Building Alteration (Sign)

TYPE OF REVIEW BEING REQUESTED:  
☐ Preliminary Only  
☐ Final Approval  
☐ FILP Funding Assistance

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

BRIEF DESCRIPTION OF WORK:  Repaint facade

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

1. Photographs of existing conditions relative to adjacent buildings.

2. A clear statement and scope of the proposed work, to include such things as colors, materials, landscaping and signs. Must include samples of paint, materials, etc.

3. Colored drawings illustrating the size, height and completed appearance of the proposed work.

4. A site plan showing all existing and adjacent buildings and structures, as well as drawings of the proposed work.
5. In cases where the application is for demolition, the necessity for the demolition shall be justified in writing. This shall include at a minimum:

A. A detailed structural analysis conducted by a licensed architect or structural engineer.

B. The reasons for the building’s demolition and the urgency for so doing.

6. Any other information deemed necessary by the Commission. This should include information and materials to assist the Commission in evaluating the proposal based on the following factors:

A. Adverse impacts to the historical integrity of the property or structure shall be minimized.
   1. Changes to the defining characteristics of the building or site shall be minimized.
   2. Removal of historic materials and features of the building or site shall be minimized.
   3. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.

B. The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.

C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as the surrounding neighborhood or district.

E. The Historic Preservation Commission must consider the property’s suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of an person or organization willing to underwrite all or a portion of such costs.

7. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Council.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name: __________________________ Date: __________________

Signature of Building/Property Owner(S): __________________________

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within forty-five days.
TO: Historic Preservation Commission
FROM: Terri Neu, Assistant Planner
DATE: Meeting Date – June 19, 2019
RE: Certificate of Appropriateness for a face change on the existing projecting sign and new door signage at 328 W. Clark Street, Western Walls Gallery

REQUEST

Pocatello Running Company, represented by Sign Up Signs and Graphics, requests a certificate of appropriateness and sign permit to reface the existing projecting sign and new door signage at 328 W. Clark Street.

BACKGROUND

This building was built before 1921. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, “Both street frontages of this single-story red brick building have decorative brick banding. The lower storefront is masked with diagonal wood siding.”

ANALYSIS

Staff finds that Municipal Code Section 15.38.130(C) requires that the Commission consider the general compatibility of proposed work to the property itself as well as to the surrounding district. Exterior design, arrangement, proportion, detail, scale, color, texture and materials should be taken into consideration.

Municipal Code 15.20.230 governs size of signage within the Downtown Historic District as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirement</th>
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<tr>
<td>Business Frontage</td>
<td>21 feet</td>
</tr>
<tr>
<td>Total Sign Area Allowed</td>
<td>31.5 square feet</td>
</tr>
<tr>
<td>Sign Area Proposed</td>
<td>13.75 square feet (projecting – door signage is not included in total amount allowed.)</td>
</tr>
</tbody>
</table>
PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184  FAX (208)234-6586  

Received on: __________
Application Deadline: __________
HPC Meeting: __________

Dates for public hearing will not be scheduled until plan review approval has been received.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
FOR  
NEW CONSTRUCTION, DEMOLITION OR  
BUILDING ALTERATION WITHIN THE  
DOWNTOWN HISTORIC DISTRICT  
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department two (2) Thursdays prior to the meeting date. Complete applications will be considered by the HPC within twenty-one (21) days of receipt.

MAILING ADDRESS: 3275 Hwy 30 W Pocatello, ID 83201  PHONE NUMBER: 208-232-2938
ADDRESS OF BUILDING/PROPOSED BUILDING: 328 W. Clark St  Pocatello, ID 83204

<table>
<thead>
<tr>
<th>TYPE OF WORK:</th>
<th>TYPE OF REVIEW BEING REQUESTED:</th>
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</thead>
<tbody>
<tr>
<td>□ New Construction</td>
<td>□ Preliminary Only</td>
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<tr>
<td>□ Demolition</td>
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<tr>
<td>□ Exterior Building Alteration (Sign)</td>
<td>□ FILP Funding Assistance</td>
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</tbody>
</table>

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

BRIEF DESCRIPTION OF WORK: Install Customer routed flat panel sign to existing frame. Colors are based on customer logo. Sign routed to shape of logo. Hours on door with logo.

---

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

1. Photographs of existing conditions relative to adjacent buildings.
2. A clear statement and scope of the proposed work, to include such things as colors, materials, landscaping and signs. Must include samples of paint, materials, etc.
3. Colored drawings illustrating the size, height and completed appearance of the proposed work.
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A. A detailed structural analysis conducted by a licensed architect or structural engineer.

B. The reasons for the building's demolition and the urgency for so doing.

6. Any other information deemed necessary by the Commission. This should include information and materials to assist the Commission in evaluating the proposal based on the following factors:

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C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as the surrounding neighborhood or district.

E. The Historic Preservation Commission must consider the property's suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of an person or organization willing to underwrite all or a portion of such costs.

7. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Council.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name: ____________________________ Date: 6/11/2019

Signature of Building/Property Owner(s): ____________________________ Date: ____________________________

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within forty-five days.

{cd}com/form/applications/voiciappropriateness.doc (rev. 01/13)
APPLICATION FOR A FACE CHANGE PERMIT
(For Signs with Legal/Conforming Status)

Filing Fee - $25.00

Permit #: __________________________
Receipt #: __________________________
Receipt Date: ________________________

Submittal Date: _____________________
Staff Contact: _______________________  

Sign Contractor Information:
Name: SignUp Signs & Graphics
Address: 3275 Pocatello, ID 83201
Phone: 208-232-2938
Email: jeremy@signup.graphics

Zoning: Commercial
Historic District: Yes☑ No☐
Illumination Source: N/A
Change in Illumination? Explain N/A

Business/Site Information:
Name: Pocatello Running Co.
Address: 328 W Clark St, Pocatello, ID 83204
Phone: 208-866-2977
Email: brian@runpoky.com

Type of sign(s): Flat Panel
Dimension of Face(s): 36"x55"

Power Source: Existing☐ New☐ If new, Electrical Contractor's name: N/A
(Must be a City of Pocatello licensed electrician)

Height (from ground level to top of sign(s)): 15'
Any change in height? Explain: N/A

Total Sign Area Existing on Site (Include all painted wall signs, pole signs, and window signs): 3'x4.5' Projecting

Building Frontage (per street front): 21'
Open Space (per street front): N/A
Multi-Use Facility (more than one tenant in bldg.): Yes☐ No☐

Does this signage overhang a public sidewalk or right-of-way? Yes☐ No☐

Allowable Sign Square Footage permitted per site and street (staff use only): ________________________

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION

1. A site plan which includes: the site with street locations, lot frontage dimensions, building location(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.

2. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.

Page 1 of 2
3. Photographs of the site showing building and proposed location of sign(s).

The applicant and business person hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. The approval of this sign does not permit the violation of any section of this or other City ordinances. We hereby acknowledge that we have read this application and certify that the information provided is correct. Further, we understand that it is the sign contractor’s responsibility to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Building Department three (3) days after submittal of a complete permit request. The sign contractor must call for a final inspection of the electrical work and general construction of the signage from the City Building Department (234-6158).

Signature of Sign Owner  Date  Signature of Sign Contractor  Date

Jeremy McLaughlin  6/11/19

Signature of Sign Owner  Date  Signature of Sign Contractor  Date

[Signature]

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferrable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY’S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

Staff Use Only below this line.

PERMIT INSPECTION – P&DS

Date: ______________________  By: ______________________
Status/Action: _________________________________________________

SIGN & ELECTRICAL INSPECTION - BUILDING

Date: ______________________  By: ______________________
Status/Action: _________________________________________________

Revised 10/01/16
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Notes:

July 5 – Newsletter deadline: Articles of 250 words ready for publication.
**August 2019**

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**Notes:**
Open House for business owners?