



MUNICIPALITY OF SKAGWAY, ALASKA  
HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING MINUTES

February 27, 2024  
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1. **Call to Order:**

Commissioner Wishon called the meeting to order at 5:30 p.m.

2. **Roll Call:**

**Present:** **Commissioners:** Rosemary Libert (via telephone), Steve Hites (via telephone), Marvin Wishon, William Lockette **NPS Liaison:** Annie Matsov **Assembly Ex-Officio:** Dan Henry (via telephone)

**Absent:**

3. **Approval of Minutes:**

- A. August 28, 2023
- B. September 25, 2023

**Motion/Second: Hites/Lockette** to approve the August 28, 2023 and September 25, 2023 meeting minutes.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.

4. **Proof of Notice:**

**Deputy Clerk Carr** indicated that proof of notice is printed on the back of the agendas and was posted on the municipal bulletin boards.

5. **Communications:**

- A. Statement of Contact
- B. Correspondence
- C. Hear Citizens Present
- D. Permitting Official's Report

6. **Unfinished Business:**

7. **New Business:**

- A. Permit Application No. 23-74: Skagway Kajun Spice, Lot 7A Block 22, Request to Place a Projecting Sign

**Motion/Second: Lockette/Hites** that Historic District Commission sign application No. 23-74 is in compliance with established Historic District guidelines.

**The Applicant, Kathy Phillips** was in attendance via Zoom and was provided an opportunity to introduce the application.

**Commissioner Hites** indicated that it appears the applicant is taking the existing sign and just repainting with a new business name.

**NPS Liaison Matsov** indicated that the proposed font is one of the approved fonts in code and that the size appears to be within the guidelines; however, the application does not indicate that the sign will be a minimum of eight feet above grade.

**Permitting Official Fairbanks** indicated that she would verify that the sign is 8-feet above the sidewalk before issuing the permit.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

- B. Sign Permit Application No. 23-75: Skagway Kajun Spice, Lot 7A Block 22, Request to Place a Façade Mounted Sign

**Motion/Second: Lockette/Hites** that sign application No. 23-75 is in compliance with Historic District guidelines.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

- C. Building Paint Approval Application No. 2024002: Jay Ashberg, Skagway Trading Co., Lot 12 Block 37, Request to Change Trim and Repaint South Side of Building

**Acting Chair Wishon** indicated that per SMC 19.12.015, Review of Building Plans, this application will require two meetings of the Historic District Commission for review before approving this application.

**Motion/Second: Hites/Lockette** that building permit application No. 2024002 is in compliance with Historic District guidelines.

**The Applicant, Jay Ashberg** was in attendance via Zoom and was provided an opportunity to introduce the application. He indicated that the colors chosen were from the list of approved paint colors.

**NPS Liaison Matsov** indicated that the blue color indicated on the application is not specified and the applicant should provide the color from the approved list before the second consideration of this application.

**Commissioner Hites** indicated that he agrees that the colors need to be specified by the applicant before the next meeting.

**Applicant Jay Ashberg** indicated that he would like to know if there are records from the previous owners so he can get the exact color and provide it to the commission.

**Permitting Official Fairbanks** indicated that she will look in the property file and provide that information.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

- D. Sign Permit Application No. 2024003: Jay Ashberg, Skagway Trading Co., Lot 12 Block 37, Request to Place a Projecting Sign

**Motion/Second: Hites/Libert** that sign permit application no. 2024003 is in compliance with established Historic District guidelines.

**Applicant Jay Ashberg** was provided an opportunity to introduce the application.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

- E. Sign Permit Application No. 2024004: Jay Ashberg, Skagway Trading Co., Lot 12 Block 37, Request to Place Façade Painted Signs

**Motion/Second: Hites/Wishon** that sign permit application no. 2024004 is in compliance with established Historic District guidelines.

**Applicant Jay Ashberg** was provided an opportunity to introduce the application.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

**8. Commission Discussion:**

- A. Additional Words for the Glossary of Terms
- B. Historic District Guideline Messaging
- C. Manufactured Colors of Metal Siding

**Commissioner Hites** indicated that he would like these three discussion items to be considered at a meeting where all commissioners can be physically present.

**The Commission** discussed Chair Hites' email correspondence with Mayor Bass regarding the existing teleconferencing policy. There were no objections regarding the correspondence.

**9. Adjournment:**

**Motion/Second: Lockette/Hites** to adjourn.

**The Motion passed by roll call vote, 4 yes, 0 no, 0 absent.**

**Acting Chair Wishon** adjourned the meeting at 6:31 p.m.

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Steve Hites, Chair

ATTEST:

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Steve Burnham Jr., Borough Clerk  
(SEAL)

DRAFT