



MUNICIPALITY OF SKAGWAY, ALASKA
HISTORIC DISTRICT COMMISSION MINUTES

March 26, 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), William Lockette, Marvin Wishon **NPS Liaison:** Annie Matsov

Absent: Assembly Ex-Officio: Dan Henry

[Clerk's Note: there is one vacant seat.]

3. **Approval of Minutes:**

A. February 27, 2024

Motion/Second: Hites/Libert to approve the minutes for February 27, 2024.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

4. **Approval of Agenda:**

Motion/Second: Hites/Lockette to approve the agenda.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

5. **Communications:**

A. Statement of Contact

B. Correspondence

C. Hear Citizens Present

Charles Doland indicated that he has submitted a building permit application and would like to request a special meeting.

D. Permitting Official's Report

Permitting Official Fairbanks indicated that:

- She reviewed the two sign applications from the last meeting, which did not indicate an 8-foot clearance, and can confirm that both signs meet the clearance requirements.
- She has added photos comparing existing paint colors of Building Paint Application #2024002 to colors approved by the guidelines. However, since the property owner is planning on repainting the same color that was already approved, she believes this falls under SMC 19.12.150 Ordinary Maintenance and Repair.

- She would like to recuse herself from applications 2024006 and 2024007 because she is a co-owner of the property.

6. Unfinished Business:

- A. 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

Motion/Second: Hites/Lockette that building paint application no. 2024002 is in compliance with Historic District guidelines.

NPS Liaison Matsov indicated that the color “Denim Wash No. 79” is from the approved paint palette and “Cream No. 1” is one of the suggested trim colors.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

7. New Business:

- A. Consideration of Healy Applications:
1. Approval of Permit for Development Application No. 23-71: Mike Healy, Jam, LLC., Lot 11 Block 25, Request to Alter Building Exterior

Commissioner Wishon indicated that he would like to recuse himself due to his being employed by the applicant.

Chair Hites indicated that should he grant Commissioner Wishon’s request, the meeting would no longer be in compliance with SMC 19.10.045(A)(5) which requires that at least two members be physically present in order to hold a meeting. There was a ruling by the Alaska Superior Court that determined that a paycheck does not constitute a conflict of interest. Additionally, he believes that Commissioner Wishon can remain objective and impartial, so he is denying the request to be recused. If the commission disagrees with his ruling, they may make a motion to overrule him at this time.

Motion/Second: Hites/Lockette that development application no. 23-71 is in compliance with Historic District guidelines.

Mike Healy, The Applicant indicated that he is available to answer any questions.

NPS Liaison Matsov indicated that generally egress doors swing out and this proposed door shows it swinging in.

Mike Healy, The Applicant indicated that the architect advised that the building already has two other fire exits so the door could swing inward so as not to impede on the boardwalk.

NPS Liaison Matsov indicated that the windows on either side of the door should be equal sizes to the other windows on the building so that they have the same architectural rhythm.

Commissioner Hites indicated that the façade with the new door can possibly be looked at as a separate façade to the existing and would not be required to have the same rhythm for the windows.

Mike Healy, The Applicant indicated that this project will not be started until the fall.

Motion/Second: Lockette/Libert to postpone application no. 23-71 to the April meeting.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

2. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024013: Mike Healy, BoomTown Buds, LLC., Lot 11 Block 25, Request to Place a Façade Mounted Sign

Motion/Second: Hites/Libert that sign application no. 2024013 is in compliance with Historic District guidelines.

NPS Liaison Matsov indicated that the fonts are from the list of recommended fonts, including the curlicue embellishments, and the size requirements are met.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

3. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024014: Mike Healy BoomTown Buds, LLC., Lot 11 Block 25, Request to Place a Projecting Sign

Motion/Second: Hites/Libert that sign permit application no. 2024014 is in compliance with established Historic District guidelines.

NPS Liaison Matsov indicated that the fonts are from the list of recommended fonts, including the embellishments, and the size requirements are met.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

4. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024015: Mike Healy, BoomTown Buds, LLC., Lot 11 Block 25, Request to Place a Façade Mounted Sign

Motion/Second: Hites/Libert that Historic District Commission sign application No. 2024015 is in compliance with established Historic District guidelines.

NPS Liaison Matsov indicated that the fonts are from the list of recommended fonts.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

- B. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024006: Patrick Barker, Lumberchaun, W ½ of Lot 11 Block 2, Request to Place a Projecting Sign

Motion/Second: Hites/Lockette that sign application No. 2024006 is in compliance with Historic District guidelines.

Cassandra Reed, Lumberchaun Ax Throwing, indicated that she is available to answer any questions the commission may have.

NPS Liaison Matsov indicated that the clover illustration is in the allowable fonts under wood type ornaments.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

- C. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024007: Patrick Barker, Lumberchaun, W ½ of Lot 11 Block 2, Request to Place a Marquee Sign

Motion/Second: Hites/Lockette that sign application No. 2024007 is in compliance with established Historic District guidelines.

Commissioner Hites indicated that the application says it is an awning but there are no pictures or drawings of an awning.

NPS Liaison Matsov indicated that she believes it is a matter of semantics, because the picture in the application does show a rigid roof line over the boardwalk and that is defined in code as a marquee sign, rather than an awning that would be made of cloth. Later in the application the marquee sign is marked as what is being applied for. The code stipulates that marquee signs shall not extend beyond the limits of the balcony fascia, and this proposed sign does extend beyond the top and bottom of the fascia.

Commissioner Hites indicated that he believes the limits of the fascia refer to the length and width of the fascia and not the height, so this sign would be in compliance as long as it does not go out longer than the fascia or wider than the boardwalk below.

Commissioner Wishon indicated that there is a chart for marquee sign length versus width and he does not see an issue with the size of this proposed sign.

NPS Liaison Matsov indicated that code is unclear on whether the sign is prohibited from going beyond just the length of the fascia or the width.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

- D. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024008: Patricia Moncibaiz, The Sittin' Sasquatch, Lot 8A Block 23, Request to Place a Projecting Sign

Motion/Second: Hites/Lockette that sign permit application no. 2024008 is in compliance with established Historic District guidelines.

Dave Moncibaiz, The Sittin' Sasquatch, indicated that this is an existing sign with a two-inch border, and they will just be changing the name.

NPS Liaison Matsov indicated that the sign size and fonts do meet the guidelines.

The Motion passed by roll call vote, 4 yes, 0 no, 0 absent, 1 vacancy.

- E. Approval of Permit for Development Application No. 2024010: Historic Skagway Inn, Lot 1 Block 3, Request to Construct a Shed

Commissioner Libert indicated that she would like to be recused since she is part owner.

Motion/Second: Hites/Lockette to advance Permit for Development Application No. 2024010 to the next meeting.

Karl Klupar, Historic Skagway Inn, indicated that they have a meat smoker that they would like to keep out of the rain.

NPS Liaison Matsov indicated that code dictates that the siding of new construction should reflect the prevailing style of the district and the proposed photo shows horizontal boards with gaps in between, which is not in the prevailing style.

Karl Klupar, Historic Skagway Inn, indicated that they are willing to remove the spacing between the boards.

Commissioner Hites indicated that since the property owner's intent is to keep equipment dry, then enclosing the gaps in the boards on the side is the best way to accomplish that and be within the Historic District guidelines.

The Motion passed by roll call vote, 3 yes, 0 no, 0 absent, 1 vacancy; with Commissioner Libert recused.

8. Commission Discussion:

- A. Additional Words for the Glossary of Terms

Commissioner Hites indicated that this will be discussed at the next meeting.

- B. Historic District Guideline Messaging

Commissioner Hites indicated there are going to be some changes in the directional signage and this should be discussed again when the commission can look at the signage.

- C. Manufactured Colors of Metal Siding

Commissioner Hites indicated that this should be discussed at the next meeting.

- D. General Discussion

The Commission discussed façade sign standards regarding size ratio to wall.

9. **Adjournment:**

Motion/Second: Lockette/Hites to adjourn.

There were no objections to adjourning the meeting.

Acting Chair Wishon adjourned the meeting at 6:55 p.m.

Steve Hites, Chair

ATTEST:

Steve Burnham Jr., Borough Clerk
(SEAL)

DRAFT