



MUNICIPALITY OF SKAGWAY, ALASKA  
HISTORIC DISTRICT COMMISSION MINUTES

April 5, 2023  
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1. **Call to Order:**

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

2. **Roll Call:**

**Present:** Commissioners: Marvin Wishon, Rosemary Libert, Steve Hites (via telephone), Nancy Corrington (via telephone), **NPS Liaison:** Annie Matsov, **Assembly Liaison:** Dan Henry

**Absent:** Commissioners: Joel Probst

[Clerk's Note: Commissioner Probst arrived late via telephone and due to SMC 19.10.045 which prohibits more than 2 members participating telephonically, he elected to leave the meeting.]

3. **Approval of Minutes:**

4. **Approval of Agenda:**

**Main Motion/Second:** Hites/Libert to approve the agenda.

**Secondary Motion/Second:** Hites/Libert to amend the agenda to include sign application No. 23-09 under Unfinished Business.

**Secondary Motion passed by roll call vote, 4 yes, 0 no, 1 absent.**

**Main Motion passed by roll call vote, 4 yes, 0 no, 1 absent.**

5. **Communications:**

A. Statement of Contact

B. Correspondence

C. Hear Citizens Present

**NPS Liaison Matsov** indicated that she would like to recuse herself from the discussions regarding National Park Service applications on this agenda.

D. Permitting Official's Report

6. **Unfinished Business:**

A. Sign Permit Application No. 23-09: Wild Yukon Furs, Inc., Lot 1A Block 2 Unit B, Request to Place a Façade Mounted Sign

**Vanessa Aegirdottir** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Libert/Hites** to postpone sign permit application No. 23-09 to the Friday, April 7 meeting so that the applicant can provide more information regarding the selected font.

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

**7. New Business:**

- A. Sign Permit Application No. 23-13: Kimberly Pruitt, Skagway Time Travel, S50' of 7 & 8 Block 24, Request to Place a Façade Mounted Sign

**Applicant** was not present to introduce application.

**Motion/Second: Hites/Libert** to postpone application No. 23-13 to the Friday, April 7 meeting.

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

- B. Sign Permit Application No. 23-14: Kimberly Pruitt, Skagway Time Travel, S50' of 7 & 8 Block 24, Request to Place a Projecting Sign

**Applicant** was not present to introduce application.

**Motion/Second: Hites/Corrington** to postpone application No. 23-14 to the Friday, April 7 meeting.

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

- C. Sign Permit Application No. 23-15: Greg Clem, Klondike Tours, Lot 6 Block 35, Request to Place a Projecting Sign

**Applicant Greg Clem** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Wishon** that sign application No. 23-15 is in compliance with established historic district guidelines.

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

- D. Sign Permit Application No. 23-16: Billi Clem, AK Fairytales, Lot 6 Block 35, Request to Place a Projecting Sign

**Greg Clem** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Wishon** that sign application No. 23-16 is in compliance with established historic district guidelines.

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

- E. Sign Permit Application No. 23-17: Jay Ashberg, Glacier Bay Trading Co., Lot 10 Block 35, Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Wishon** that sign application No. 23-17 is in compliance with established historic district guidelines.

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

- F. Sign Permit Application No. 23-18: Jay Ashberg, Glacier Bay Trading Co., Lot 10 Block 35, Request to Place a Projecting Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Libert** that sign application No. 23-18 is in compliance with established historic district guidelines.

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

- G. Sign Permit Application No. 23-19: Jay Ashberg, Glacier Bay Trading Co., Lot 10 Block 35, Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Corrington** that sign application No. 23-19 is in compliance with established historic district guidelines.

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

- H. Sign Permit Application No. 23-20: Jay Ashberg, Glacier Bay Trading Co., Lot 10 Block 35, Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Libert/Hites** that sign application No. 23-20 is in compliance with established historic district guidelines.

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

- I. Sign Permit Application No. 23-21: Jay Ashberg, Klondike Clothing, Lot 12 Block 35,  
Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Corrington** that sign application No. 23-21 is in compliance with established historic district guidelines.

**NPS Liaison Matsov** indicated that the font on the application is not one of the approved fonts, only a condensed version is an approved font.

**Applicant Representative Anna Bucker** indicated that they agree to select a font from the approved list in code.

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

- J. Sign Permit Application No. 23-22: Jay Ashberg, Klondike Clothing, Lot 12 Block 35,  
Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Libert** that sign application No. 23-22 is in compliance with established historic district guidelines.

**Applicant Representative Anna Bucker** indicated that they agree to select a font from the approved list in code.

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

- K. Sign Permit Application No. 23-23: Jay Ashberg, Klondike Clothing, Lot 12 Block 35,  
Request to Place a Façade Mounted Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Libert** that sign application No. 23-23 is in compliance with established historic district guidelines.

**Applicant Representative Anna Bucker** indicated that they agree to select a font from the approved list in code.

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

- L. Sign Permit Application No. 23-24: Jay Ashberg, Klondike Clothing, Lot 12 Block 35, Request to Place a Projecting Sign

**Applicant Representative Anna Bucker** was provided an opportunity to introduce the application to the Commission.

**Motion/Second: Hites/Libert** that sign application No. 23-24 is in compliance with established historic district guidelines.

**Applicant Representative Anna Bucker** indicated that they agree to select a font from the approved list in code.

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

**8. Commission Discussion:**

**Commissioner Hites** indicated that there will need to be discussions about the bigger picture when it comes to symbol decoration, design, logos, graphics and the concept of setting.

**9. Adjournment:**

**Motion/Second: Hites/Corrington** to adjourn at 7:41 p.m.

**Motion passed by roll vote, 4 yes, 0 no, 1 absent.**

  
Steve Hites, Chair

ATTEST:

 (AS DEPUTY CLERK)  
Steve Burnham Jr., Borough Clerk  
(SEAL)

