



MUNICIPALITY OF SKAGWAY, ALASKA
HISTORIC DISTRICT COMMISSION MINUTES

July 24, 2023
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1. **Call to Order:**

Chair Hites called the meeting to order at 5:30 p.m.

2. **Roll Call:**

Present: Commissioners: Steve Hites, Marvin Wishon, Rosemary Libert, Nancy Corrington

Absent: Commissioners: Joel Probst **NPS Liaison:** Annie Matsov **Assembly Liaison:** Dan Henry

3. **Approval of Minutes:**

A. June 26, 2023

Motion/Second: Wishon/Libert to approve the June 26, 2023 minutes.

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

4. **Approval of Agenda:**

Motion/Second: Wishon/Corrington to approve the agenda.

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

5. **Communications:**

A. Statement of Contact

Commissioner Corrington indicated that she would like to be recused during consideration of the sign permit application, as her tenant is the applicant.

Chair Hites indicated he approved Commissioner Corrington's recusal.

B. Correspondence

C. Hear Citizens Present

D. Permitting Official's Report

Permitting Official Fairbanks indicated that it was brought to her attention that there are some window signs that are on 2nd Avenue that may not be in compliance with Municipal Code and she asked that it be placed as a discussion item.

6. **Unfinished Business:**

7. **New Business:**

A. Sign Permit Application No. 23-53: Alyan, Inc., Luxury Jewelers, Lot 2A Block 2, Request to Place a Projecting Sign

[Clerk's Note: Commissioner Corrington was recused on this item.]

Chair Hites indicated that he would like the applicant to explain what size the font will be and if there will be a frame around the sign.

The Applicant indicated that the larger letters will be 4.25 inches, the smaller letters will be 1 inch, and there will be a wooden frame.

Motion/Second: Libert/Wishon that application No. 23-53 is in compliance with Historic District guidelines.

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

8. Commission Discussion:

A. Additional Words for the Glossary of Terms

Chair Hites indicated that since the NPS Liaison was going to provide a list of suggested words and definitions and is not present at the meeting tonight, he would like to put this off until the next meeting.

B. Window Sign Requirements

Chair Hites indicated that in the past, signs attached inside windows were not allowed, and some business owners just hung signs two or three inches away from the window.

Commissioner Corrington indicated that at some point that was no longer enforced due to an attorney pointing out that there is not a legal right to prohibit a business owner from doing something on the interior of their building.

Commissioner Libert indicated that she does not appreciate when there are handwritten signs taped to windows.

Permitting Official Fairbanks indicated that code states that signs applied to windows shall be no more than 20% of the window glass area, and signs on transoms and upper story windows shall be no more than 50% of the entire glass area. Additionally, the masking of display windows is prohibited.

Commissioner Libert indicated that she would like to know what the definition of "masking" is.

Permitting Official Fairbanks indicated that code defines masking as, "covering the interior or exterior of a window so as to block, conceal, or otherwise hide the interior of a business as viewed from the boardwalk; prohibited between May 1 and September 25, allowed during the off season if kept in good repair."

Commissioner Corrington indicated that she believes a legal opinion will need to be sought.

Permitting Official Fairbanks indicated that there is a business that applied for a sign permit and showed there would be a frame around the window as required; however, it has come to her attention that now that the signs are installed, they do not have a frame. She will write a letter to the business owners to have this corrected.

Commissioner Libert indicated that the same business owners have a large polar bear placed on the boardwalk, which she understands is also a violation to code.

Permitting Official Fairbanks indicated that there is code regarding statues, dolls, and mannequins.

Commissioner Libert indicated that she would also like to have a discussion regarding historic district signage and directional signage in the future.

9. Adjournment:

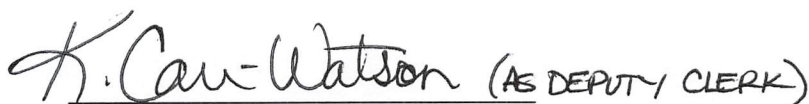
Motion/Second: Libert/Corrington to adjourn.

Motion passed with no objection.

Chair Hites adjourned the meeting at 6:29 p.m.


Steve Hites, Chair

ATTEST:


(AS DEPUTY CLERK)

Steve Burnham Jr., Borough Clerk
(SEAL)

Approved August 28, 2023

