



MUNICIPALITY OF SKAGWAY, ALASKA
HISTORIC DISTRICT COMMISSION MINUTES

September 25, 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, Nancy Corrington, Steve Hites (via telephone) **NPS Liaison:** Annie Matsov

Absent: Commissioners: Joel Probst **Assembly Liaison:** Dan Henry

3. **Approval of Minutes:**

A. August 28, 2023

Deputy Clerk Carr indicated that the minutes were not available to the commission for this meeting and they will be available at the next meeting.

4. **Approval of Agenda:**

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

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

5. **Communications:**

A. Statement of Contact

Commissioner Hites indicated that he had a short conversation with the applicant for Fairway Rentals' demolition application regarding why it was necessary to demolish the shed right away and he was informed that they had asbestos abatement scheduled later in the month.

B. Correspondence

C. Hear Citizens Present

D. Permitting Official's Report

6. **Unfinished Business:**

A. Application for Development No. 23-59: State of Alaska Department of Transportation and Public Facilities, Southcoast Region, Lot 5A Block 1, Request to Demolish the Boardwalk and Replace with ADA Compliant Sidewalk

Commissioner Libert requested if there was a response from the municipality regarding entering a Memorandum of Agreement with the state.

Deputy Clerk Carr indicated that the Assembly directed staff to negotiate an MOA with the state to maintain the boardwalk.

Main Motion/Second: Wishon/Hites that application no. 23-59 is in compliance with Historic District guidelines.

NPS Liaison Matsov indicated that she would like to make sure the commission is voting on the revised application.

Permitting Official Fairbanks indicated that the application in the packet is the revised version.

Commissioner Hites indicated that he would like to make sure that the new boardwalk would connect to the Portland House's entry.

Jason Osborne, R&M Consultants indicated that he is a consultant project manager working with the Department of Transportation on this project, and he can confirm that the boardwalk would connect to the Portland House in a similar fashion to the existing boardwalk.

NPS Liaison Matsov indicated that according to the drawings the step below the boardwalk would be concrete and that is a good compromise.

Secondary Motion/Second: Wishon/Corrington to amend the main motion to add the contingency that the MOA is approved by the city.

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

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

7. New Business:

- A. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 23-62: The Jewel Box, N70' E 1/2 Lot 11 & N70' Lot 12 Block 2, Request to Place a Sign Attached to Awning

Motion/Second: Hites/Wishon that Historic District Commission sign application No. 23-62 is in compliance with established Historic District guidelines.

Commissioner Corrington indicated that she would like to be recused from the next two applications because the applicant is her tenant.

Acting Chair Libert indicated she approves Commissioner Corrington's request to be recused.

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

- B. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 23-63: The Jewel Box, N70' E1/2 Lot 11 & N70' Lot 12 Block 2, Request to Place a Façade Mounted Sign

Motion/Second: Hites/Wishon that sign application No. 23-63 is in compliance with Historic District guidelines.

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

- C. Consideration of Demolition Application No. 23-64: Fairway Rentals, LLC., E ½ of Lots 9 & 10 and W ½ of Lot 11 Block 2, Request to Demolish a Storage Shed

Main Motion/Second: Hites/Libert that application No. 23-64 is in compliance with Historic District guidelines.

Applicant Rodney Fairbanks indicated that they were advised that any attempt to move the shed would cause it to fall apart. Inside the shed is a walk-in freezer that they will move to another location. He believes that the shed was put there in the late 1960's and is not of historical significance.

Commissioner Wishon indicated that the Canadian Bank of Commerce was located there at the turn of the century, so he does not believe the existing building to be a historic building.

Secondary Motion/Second: Hites/ Wishon to amend the main motion to indicate that the structure to be demolished is not a historic structure.

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

NPS Liaison Matsov indicated that according to Karl Gurke's photo essay that was included with the application, the House of Rich was located on this property during the Klondike Gold Rush, so neither the main structure nor the shed addition is historic.

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

- D. Consideration of Historic District Commission 2023 Schedule

Main Motion/Second: Hites/Wishon to approve the Historic District Commission 2023 meeting schedule.

Commissioner Hites indicated that he would be out of town until April 2024.

Commissioner Corrington indicated that she would be out of town until April 2024.

Commissioner Wishon indicated that he would be out of town until April 2024.

Commissioner Libert indicated that she would be in Skagway in October and potentially November, and would not be in Skagway in December or January 2024.

Commissioner Hites indicated that without a change to the teleconferencing policy, both he and Commissioner Corrington have used all 4 of their allowable meeting attendance via teleconferencing. He would recommend canceling the October, November, and December meetings due to lack of quorum. In October, there will be a new mayor and he may appoint new commissioners.

Secondary Motion/Second: Hites/Wishon to amend the main motion to remove the meetings for October 23, November 27, and December 18, 2023.

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

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

E. Consideration of Historic District Commission 2024 Schedule

Motion/Second: Hites/Wishon to approve the Historic District Commission 2024 Schedule.

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

8. Commission Discussion:

A. Additional Words for the Glossary of Terms

Commissioner Hites indicated that he would work on this through the winter and send an update to the commissioners through the clerk's office when available.

B. Historic District Guideline Messaging

Commissioner Libert indicated that the remaining discussion items should be carried over to the January meeting.

C. Manufactured Colors of Metal Siding


9. Adjournment:

Motion/Second: Hites/Wishon to adjourn.

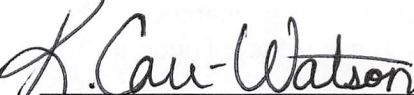
Motion passed by roll call vote, 4 yes, 0 no, 1 absent.

Acting Chair Libert adjourned the meeting at 6:34 p.m.




Steve Hites, Chair

ATTEST:


(AS DEPUTY CLERK)

Steve Burnham Jr., Borough Clerk
(SEAL)

Approved February 27, 2024