



MUNICIPALITY OF SKAGWAY, ALASKA
HISTORIC DISTRICT COMMISSION MINUTES

April 29, 2024
Page 1 of 6

1. **Call to Order:**

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

2. **Roll Call:**

Present: Commissioners: William Lockette, Steve Hites, Rosemary Libert, 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. March 26, 2024

Motion/Second: Lockette/Wishon to approve the minutes for March 26, 2024.

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

4. **Approval of Agenda:**

Motion/Second: Lockette/Libert 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

Deputy Clerk Carr indicated that the National Park Service Liaison sent a document regarding the glossary of terms to the commission.

C. Hear Citizens Present

D. Permitting Official's Report

6. **Unfinished Business:**

A. Second Reading and 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 ask to be recused from this item due to being the owner of the property.

Chair Hites indicated he approved Commissioner Libert's request to be recused.

The Applicant, Karl Klupar, indicated he is available to answer any questions. The structure will have a floor and the siding will be shiplap.

Motion/Second: Lockette/Wishon to approve permit for development application No. 2024010.

Chair Hites indicated that the applicant provided what was requested by the commission during the first reading of the application.

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

- B. Second Reading and Approval of Permit for Development Application No. 2024011: Katia Aryeh, Lot 8A Block 22, Request to Construct a Small Building and Tall Screen Walls

Motion/Second: Hites/Wishon for approval of permit for development application No. 2024011.

Commissioner Libert indicated that the new sketch provided by the applicant shows the commission's request to reduce the footage of the screen walls to the boardwalk.

NPS Liaison Matsov indicated that the windows and doors do not occupy 80% of the of the first-floor façade so she does not think the current design meets the HDC guidelines.

Charles Doland, of Doland Construction, indicated that historically most of the buildings in Skagway were retail, and this building was designed based on historical theaters and that is why there is not 80% window coverage.

Chair Hites indicated that historically theaters did have windows for most of the first floor, and the building plan presented is based on a hybrid of buildings, none of which were located in Skagway. That being said, the guidelines state, "historically ground floor windows and doors occupied 80% of the first-floor façade," but it does not state that they "will" or "shall."

NPS Liaison Matsov indicated that the sentence prior to that is a "shall" statement and believes that it still applies to the statement regarding 80% window coverage.

Chair Hites indicated that he disagrees and believes the "shall" statements apply to the style of the windows and not the percentage of the façade.

NPS Liaison Matsov indicated that the code states that windows in new construction shall be vertically proportioned with a minimum of two horizontal and three vertical and the updated drawings provided do not show a two to three ratio.

Charles Doland, of Doland Construction, indicated that if the windows in the Historic District were measured, he does not think that most of them would meet a two to three size proportion.

NPS Liaison Matsov indicated that the burden of proof is on the applicant when asking for an exception. She had hoped to see the horizontal headers on top of the windows and rails on the side as part of the trim package, but they are not in the updated drawing.

Charles Doland, of Doland Construction, indicated that he forgot to ask the architect to update that, but the intent is to have flat wide trim on all the windows.

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

7. New Business:

- A. Review for Compliance with Historic District Guidelines: Sign Permit Application No. 2024009: Diamonds International, Lot 11B Block 3, Request to Paint a Sign on Façade

Chair Hites invited the applicant representative to introduce the application.

Joshua Baskin, Operation & Sales Manager at Diamonds International, indicated that they have expanded into the old Sweet Tooth building and would like to paint the name "Diamonds International" above the current Sweet Tooth sign. They want to keep the Sweet Tooth sign to honor the history of the building.

Permitting Official Fairbanks indicated that she worked with the applicant to submit an application that would fall within the Historic District Guidelines.

Motion/Second: Hites/Lockette that sign application No. 2024009 is in compliance with Historic District guidelines.

NPS Liaison Matsov indicated that the font, size, and paint colors all meet the guidelines.

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

- B. First Reading of Permit for Development Application No. 2024020: RSD Properties, N 66' of Lot 6 & 66' of W ½ Lot 5 Block 26, Request to Build a Storage Shed

Chair Hites invited the applicant representative to introduce the application.

Ray Muetz, Applicant Representative, indicated that the intent is to change from employee housing to a bed and breakfast and will need storage space. They plan to build on an existing cement pad and make it look like the other outbuildings there. It will have one by six tongue and groove painted the same gold color.

Motion/Second: Hites/Lockette for first reading of permit for development application No. 2024020.

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. 2024021: Paul Nils Davis & Earl Stovall Jr., Bites on Broadway, Lot 8B Block 23, Request to Place a Projecting Sign

Motion/Second: Hites/Lockette that sign permit application no. 2024021 is in compliance with established Historic District guidelines.

Chair Hites indicated that the font type, size, and color meet all guidelines.

NPS Liaison Matsov indicated that the sign is more than eight feet above the boardwalk.

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

- D. First Reading of Building Paint Approval Application No. 2024022: Diamonds International, Lot 11B Block 27, Request to Repaint Building

Chair Hites invited the applicant representative to introduce the application.

Joshua Baskin, Diamonds International, indicated that he is available to answer any questions.

Motion/Second: Hites/Wishon for first reading of building paint application No. 2024022.

NPS Liaison Matsov indicated that the selected colors are from the approved paint pallet.

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

- E. First Reading of Building Permit Application No. 2024023: Sunbird Properties, LLC., Lot 12 Block 4, Request to Alter Building Exterior to Replace Second Floor Windows

Chair Hites invited the applicant to introduce the application.

Tony Heckle, Sunbird Properties, indicated that they want to replace the two bay windows on the second floor of the building. They would be identical to the windows that were approved in their building to the south.

Motion/Second: Hites/Lockette for first reading of building permit application No. 2024023.

NPS Liaison Matsov indicated that the proposal is for vinyl windows, which are allowed on a case-by-case basis.

Commissioner Libert indicated that it makes sense for these windows to match the ones that are next door.

Commissioner Wishon indicated that these buildings are reproductions and considered new construction.

Chair Hites indicated that he appreciates that they are a double hung window concept to put a sash across because that makes it appear more like the photographic record.

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

F. Scheduling Special Meeting

Deputy Clerk Carr indicated that permit for development and building applications require two meetings and since there is a time limit with these applications the commission may want to schedule a special meeting.

Chair Hites indicated that he would like to schedule a special meeting for Monday, May 20 at 5:30 p.m. to consider the applications that need a second reading.

G. Election of Officers

Motion/Second: Hites/Wishon to elect Commissioner Hites as chair.

The Motion passed with no objections.

Motion/Second: Hites/Wishon to elect Commissioner Wishon as vice-chair.

The Motion passed with no objections.

8. Commission Discussion:

A. Additional Words for the Glossary of Terms

Chair Hites indicated that he would like to add the definition of “masking” to the proposed list of words to be added to the code.

B. Historic District Guideline Messaging

Chair Hites indicated that he would like to provide businesses in the Historic District a small version of the guidelines to review.

C. Manufactured Colors of Metal Siding

D. Indicating Historic District Boundaries

Commissioner Libert indicated that it should be made clear to visitors where the Historic District begins and ends with appropriate signage.

Chair Hites indicated that he would like to invite the Tourism Director to the next regular meeting and asked that the Clerk’s office facilitate.

E. General Discussion

The Commission discussed neon signs and the boardwalk on 5th Avenue and State Street.

NPS Liaison Matsov indicated that she is leaving her position at the park and moving out of state. The Park Service has written to the mayor informing him of this resignation and recommending a replacement to begin in June.

9. **Adjournment:**

Motion/Second: Lockette/Wishon to adjourn at 7:03 p.m.

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

Steve Hites, Chair

ATTEST:

Steve Burnham Jr., Borough Clerk
(SEAL)

DRAFT