

Agenda of the City and Borough of Juneau
Historic Resources Advisory Committee
Regular Meeting – January 5, 2022
Zoom Webinar Meeting

MEMBERS	
Name	Attendance
Zane Jones	
Shannon Crossley	
Shauna McMahon	
Gary Gillette	
VACANT	
Sarah Hieb	
Olivia Lihou	
Dorene Lorenz	
Chuck Smythe	

STAFF	
Name	Attendance
Allison Eddins	
Beth McKibben	
Niko Sanguinetti	

- I. Call to Order
- II. Approval of Agenda
- III. Approval of December 2021 Minutes - postponed
- IV. Public Comment
- V. Sign Application Draft
- VI. Juneau Townsite Project Update
- VII. Committee Comments
- VIII. Adjournment

Next Meeting – February 2, 2022



SIGN PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROPOSED SIGNS

Description	Size (sq. ft.)	Materials	Mount Type	Illumination	Side of Building	Case Number <small>(To be filled in by Staff)</small>
i.e. Joe's Plumbing	10	Aluminum	Under Canopy	Internal	North	SGN
						SGN
						SGN
						SGN
						SGN

IS THE PROPOSED SIGN(S) LOCATED IN THE DOWNTOWN HISTORIC DISTRICT?

YES
NO

*If yes, see the back of this form for guidance on appropriate font types, sign colors and sign materials.

EXISTING SIGNS on BUILDING and/or SITE (or Freestanding sign(s) counted toward building)

Description	Size (sq. ft.)	Mount Type	Illumination	Side of Building	Case Number
i.e. Joe's Hardware	32	Façade	Internal	North	SGN2002 0001

TOTAL SIZE OF EXISTING and PROPOSED SIGNS on BUILDING and/or SITE

	Area of any Freestanding Signs	Total Area of Existing Signs	Total Area of Proposed Signs	Total Area of ALL SIGNS	Total ALLOWABLE Area*
North					
South					
East					
West					
TOTAL					

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SIGN FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin Adjustment	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

Sign Permit Application Instructions

Signs are outlined in CBJ 49.45

All signs constructed, altered, or changed in the City and Borough must comply with the Sign section of the Land Use Code. All sign permit applications are reviewed and approved by the Community Development Department.

Application: An application for a Sign Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Sign Permit and Development Permit Application forms.
2. **Fees:** The Sign Permit fee is \$50.00 for the first two signs, and \$20.00 for each additional sign. Any signs constructed or modified without a permit issued will be subject to double fees. All fees are subject to change.
3. **Submittals:** Sign Permit submittals shall include the following:
 - A. Plan View showing the location and dimensions of existing and proposed signs. (A photo of the façade with measurements shown will suffice.)
 - B. As-built Drawings, Site Plans or Aerial Views of building showing dimensions of each side of the building
 - C. Summary of Existing signs (on application)

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
2. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

Sign Permit Exemptions and Exceptions

Not every sign requires a permit. Please refer to CBJ 49.45.300 for more detail.

Downtown Historic District Design Standards and Guidelines

Historic District sign standards are outlined in CBJ 49.45.260

The purpose of the historic district sign standards are to enhance, protect, and preserve the distinctive historical character of the historic district. All signs within the historic district shall comply with the requirements of CBJ 49.45. In addition, the following standards shall apply:

- (a) Lettering style and symbols on signs shall be appropriate to the building's style and compatible with the lettering and style of other signs on the building.
- (b) The only sign appearing above the canopy or first floor level of a building shall relate to the name of the building or principal use within the building. This may be externally illuminated only and be in the plane of the storefront. Signs that are hung underneath the canopy and perpendicular to the building shall be no less than seven feet above the finished sidewalk. The preferred material for these signs is wood, with natural stain or painted finish and external illumination only. Signs within or fixed to canopy edges shall not be lighted and shall not extend past the bottom or one foot above the top of the canopy fascia, and shall not exceed 12 inches in overall height.
- (c) All sign proposals for buildings in the historic district require a permit from the community development department. The department will review plans for dimensions, placement, lettering styles, color, materials, legibility and appropriateness of style to the character of the historic district.

Lettering styles that were common between 1880 and 1940 are the most appropriate for the Downtown Historic District. Examples of appropriate lettering styles for each decade can be found by visiting the links provided below.

- 1880s to 1890s - <https://fontsinuse.com/search?terms=1880&page=1>
- 1900 to 1910 - <https://fontsinuse.com/tags/5129/1910s>
- 1910 to 1920 - <https://fontsinuse.com/search?terms=1920&page=1>
- 1920 to 1930 - <https://fontsinuse.com/search?terms=1930&page=1>
- 1930 to 1940 - <https://fontsinuse.com/search?terms=1940&page=1>
- 1940 to 1945 - <https://fontsinuse.com/search?terms=1945&page=1>