

Agenda of the City and Borough of Juneau
Historic Resources Advisory Committee
 Regular Meeting – October 6, 2021
 Zoom Webinar Meeting
DRAFT MINUTES

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

STAFF	
Name	Attendance
Allison Eddins	X
Beth McKibben	X
Niko Sanguinetti	

- I. Call to Order – Meeting was called to order at 5:05pm
- II. Approval of Agenda – October agenda was approved as is.
- III. Approval of September 2021 Minutes (postponed until November)
- IV. Public Comment – Don Harris attended the meeting as a member of the public. There was no public comment at this time.
- V. Historic District Design Review – application, workflow and checklist
 - Staff presented the materials that will help create the building permit review process for projects in the Downtown Historic District.
 - Committee members provided feedback on the application FAQ section.
 - Mr. Gillette asked if the HRAC Building Review Sub-Committee has the authority to make recommendations about building permits.
 - Staff will consult the bylaws, ordinance and the CBJ Clerk to determine the sub-committee authority.
 - Mr. Jones recommended that, when time permits, the full HRAC should review building permits as a way to give everyone an opportunity to provide input.

- Ms. Crossley reminded the group that HRAC does not meet every month and from the developer's perspective, waiting a month for a building permit review is a long time.
 - Ms. Crossley asked what happens if a property owner does not abide by the Design Standards and Guidelines.
 - Staff explained that it would become an enforcement issue and, since it's not a life and safety issue, it would likely not be a priority; not with our current system with only one Enforcement Officer.
 - Ms. Hieb stated that we are going for voluntary compliance and that most people will abide by the design standards.
 - Ms. Lihou asked if there were some example of submittal material that property owners could use to model their applications on.
 - Mr. Jones stated that there is not but it is a good idea and we should have an example.
 - Staff agreed that it's a good idea and will work on pulling an example together.
- VI. RFP Update
- The Juneau Townsite neighborhood will be broken into four quadrants. The building survey project will be broken into two phases. Phase I will include Q1 and 2; Phase II will include Q3 and 4.
 - Committee recommended removing the Fee Proposal requirement from the RFP or at least lowering the points given for a fee proposal.
- VII. Committee Comments
- Ms. Crossley shared her concerns about The Viking's new second story windows that were installed without HRAC approval and the window replacement were not part of the building permit.
 - Ms. Lorenz asked what the consequences are when a property owner does not comply with design standards.
 - Mr. Gillette expressed his frustration with the signs in the Historic District.
 - There are some changes to the sign permit application that can be made to ensure historic fonts are used.
- VIII. Adjournment

Next Meeting – November 3, 2021