

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

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

<b>STAFF</b>	
<b>Name</b>	<b>Attendance</b>
Allison Eddins	
Beth McKibben	
Niko Sanguinetti	

- I. Call to Order
- II. Approval of Agenda
- III. Approval of September 2021 Minutes (postponed until November)
- IV. Public Comment
- V. Historic District Design Review – application, workflow and checklist
- VI. RFP Update
- VII. Committee Comments
- VIII. Adjournment

**Next Meeting – November 3, 2021**



# APPLICATION FOR DOWNTOWN HISTORIC DISTRICT DESIGN REVIEW

See reverse side for more information regarding the review process and the materials required.

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

**ADDRESS:** \_\_\_\_\_

**DOES THIS PROJECT REQUIRE A BUILDING PERMIT?** ☐ YES ☐ NO

**WHAT IS THE HISTORICAL STATUS OF THE BUILDING? (Staff will complete this section)**

☐ CONTRIBUTING ☐ NON-CONTRIBUTING

**WHAT BEST DESCRIBES THIS PROJECT?**

- ☐ **TYPE A** - MINOR NO ALTERATION TO BUILDING STRUCTURE OR FOOTPRINT (Ex: window replacement; canopy replacement; exterior color scheme change; siding replacement or change)
- ☐ **TYPE B** - ALTERATION TO THE BUILDING STRUCTURE OR FOOTPRINT (Ex: removing recessed entryway; adding addition to existing building)
- ☐ **TYPE C** – NEW CONSTRUCTION

**SUBMIT A NARRATIVE THAT BRIEFLY EXPLAINS THE PROJECT.**

The narrative should include the following information:

- How the project will meet the applicable design standards and guidelines.
- If the project is unable to meet the design standards and guidelines, please explain why.
- Will the project impact or alter any significant exterior features of the structure? If yes, please describe which features will be impacted or altered.
- Will the project be a restoration or replacement?
- Will the project affect the placement of outdoor mechanical equipment?

**ADDITIONAL MATERIALS REQUIRED**

**TYPE A**

- A list of materials that will be used
- Current color photograph of building being altered and adjacent buildings
- Manufacturer's data on all visible fixtures that are part of the project showing size, form, color and method of installation.
- An elevation drawing drawn to scale showing architectural details such as doorways, windows, canopy, etc.

**TYPE B & C**

- A list of materials that will be used
- Current color photograph of building being altered and adjacent buildings
- Manufacturer's data on all visible fixtures that are part of the project showing size, form, color and method of installation.
- A conceptual elevation drawing drawn to scale showing architectural details such as doorways, windows, canopy, etc. The elevation drawing may need to be stamped by a licensed engineer or architect, if required by the Building Code.
- A site plan of the property drawn to scale, clearly showing streets, existing structures and all proposed changes. The site plan may need to be stamped by a licensed engineer or architect, if required by the Building Code.

## FREQUENTLY ASKED QUESTIONS

### What is the difference between a contributing building and a noncontributing building?

In a historic district, buildings are designated as either contributing or non-contributing. Contributing buildings contribute to the historical significance and character of the district. In Juneau's Downtown Historic District, buildings that were constructed between 1880 and 1940 and maintain their original character are contributing. Non-contributing buildings are those that, due to date of construction, alterations or other factors, do not contribute to the district's historic significance or character. A list of contributing buildings can be found here. <https://juneau.org/community-development/hsd-downtown-historic-district>

### What kinds of changes require a Historic District Design Review?

Exterior alterations to any property located within the Downtown Historic District requires a review. Exterior alterations include changing paint color, window replacement, adding or changing windows or doors, re-roofing, adding exterior utilities, construction of a new addition or standalone building, alteration of a storefront, creation of a driveway or parking area, and alteration to architectural features and other modification, such as cornices and kick plates.

### What can I expect during the review process?

The review process begins when the applicant submits drawings to the Community Development Department. A Preservation Planner will conduct an initial review of the drawings with the applicant at the time they are submitted. Once a full application is received, the plans will be reviewed at the next Historic Resources Advisory Committee (HRAC) meeting. These are public meetings and take place the first Wednesday of every month. If the next meeting is more than a week away, a Design Review Subcommittee meeting may be held to review the plans. Plans will be reviewed for compliance with the Downtown Historic District Design Standards and Guidelines. In general HRAC will review plans in order to determine the following:

- The proposed work preserves, enhances, or restores, and does not damage or destroy the exterior architectural features of the subject property within a historic district;
- The proposed work does not adversely affect the special character or special historic, architectural, or aesthetic interest or value of the landmark and its site, or the historic district;
- The architectural style, arrangement, texture, color, arrangement of color, and materials used for existing and proposed structures are compatible with the character of the existing landmark and its site or the historic district.

An overview of the design standards and guidelines can be found here. (INSERT PLACE HOLDER. THIS DOCUMENT IS COMING SOON)

### What is the Historic Resources Advisory Committee?

HRAC consists of nine members appointed by the CBJ Assembly. Members include architects, archeologists, professionals knowledgeable in the customs and language of the Tlingit, Haida and Tsimshian people, owners of locally recognized historic properties, people familiar with the operations and issues relating to museums, the general public. HRAC is tasked with reviewing and making recommendations about local projects that might adversely affect historic properties within the Downtown Historic District and properties identified in the Juneau Historic and Cultural Preservation Plan.

### Can I get advice about the Downtown Historic District Design Standards and Guidelines before I submit plans?

Yes, it is recommended that applicants reach out to a CBJ Preservation Planner prior to drawing up plans. Preservation Planners are always available to work with applicants by simply coming in or calling the Community Development Department offices at 586-0753.



### Why is it important to provide list of materials and the manufacturer's data?

When working on a historic building it is important to use materials that are the same as the original. When that is not possible, materials should match the characteristics of the original. Individual building elements, including windows, doors and cornices, strongly affect the character of a building. Maintaining these building elements will help ensure that the structure maintains its historical integrity. If a historic structure loses too much of its original character, the structure will no longer be contributing to the Historic District; if enough structure become non-contributing the Historic District may be removed from the National Register of Historic Places.



Historic District Design Review Checklist (for HRAC Subcommittee use only)

**(INSERT INSTRUCTIONS FOR HRAC AND STAFF HERE)**

1. Are original building materials being used? ☐ Yes ☐ No
2. If no, do the materials look similar to the original? ☐ Yes ☐ No
3. If no, what alternative materials could be used? \_\_\_\_\_
4. Will the project maintain the existing mass and scale of the building façade? ☐ Yes ☐ No
5. If no, how will the project change the existing mass and scale of the building façade?  
\_\_\_\_\_
6. Will the project maintain the existing historical character of the building façade? ☐ Yes ☐ No
7. If no, how will the project change the historical character of the building façade?  
\_\_\_\_\_
8. What is your recommendation for this project, as presented?  
☐ Approval ☐ Approval with conditions ☐ ial
9. If you are recommending approval with conditions, what are the conditions?  
\_\_\_\_\_  
\_\_\_\_\_
10. If you are recommending ial, please list your reasons for this recommendation.  
\_\_\_\_\_  
\_\_\_\_\_

## Historic District Design Review – Process Flow

### Step 1. Applicant applies for Building Permit

- 1.a - Govern pop-up will alert Permit Tech that building is in the Historic District and that design review is required.
- 1.b – Applicant will submit completed Design Review application with required materials.
- 1.c - Permit Tech or Planner will review application for complete.
- 1.d - Design review application material is mainly the same as building permit application materials. In addition to the building permit submittals, a current color photograph of the building and manufacturer's data for project fixtures are required. Planners are encouraged to assist applicant by printing current Assessor's photo and manufacturer's data (usually found with Google search).

### Step 2. Permit Tech creates HST case in Govern; Admin Assistant creates paper file

- 2.a – Permit Tech will place the BLD in waiting for zoning until HST recommendation is received.
- 2.b - HST cases is assigned by the Planning Manager to HRAC staff liaison.

### Step 3. HRAC Design Review Subcommittee meeting will be scheduled.

- 3.a – Staff will complete the HD Design Review Checklist.
- 3.b - Planner will email subcommittee members a copy of the application material and HD Design Review checklist.
- 3.b - Meeting should take place within 5 business days from the planner being assigned the case.
- 3.c - Building Permit Review Subcommittee must be publicly noticed. Planner will work with CDD Admin for public notice.

### Step 4. Design Review Subcommittee meeting occurs.

- 4.a - At least 3 members need to be present for a quorum.
- 4.b - HRAC staff liaison and applicant are present.
- 4.c - Staff presents the project; applicant may add additional information; subcommittee may ask questions of staff and applicant.
- 4.d - Subcommittee members will review HD Design Review checklist during the meeting. Subcommittee members will discuss the checklist and make recommended changes.
- 4.e – Based on subcommittee recommendations, staff will make changes to the checklist.

### Step 5. Notice of Recommendation is issued.

- 5.a - Staff liaison drafts Notice of Recommendation based on the checklist created in step 4.e.
- 5.b - NOR is sent to the subcommittee chair for review and signing.
- 5.c - NOR and checklist are uploaded to Govern; I: drive and kept with the case file.

Step 5A. Recommendation is approval with no modifications.

5A .a - Govern steps to approve HST are complete.

5A. b – NOR and checklist are sent to applicant.

Step 5B. Recommendation is approval with conditions and conditions are met.

5B .a - Staff liaison will work with the applicant to make the suggested modifications.

5B. b - Revised materials are submitted.

5B. c - Staff determines if conditions are met. If staff cannot make the determination, a new subcommittee meeting must be called.

5B.d - A revised NOR and checklist are issued when conditions have be met.

5B .e - Hold on BLD Permit is removed.

Step 5C. Recommendation is denial.

5C .a -Staff liaison will work with the applicant to make the modifications necessary for a recommendation of approval.

5C .b - Applicant is willing to make modifications, see step 5B.

5C .c - Applicant is not willing to make modification, see Director. Director will decide if BLD permit should be denied.