



FOR MUNICODE CREATION OF AGENDA

**Historic Resources Advisory Committee AGENDA**

December 3, 2022 at 10:00 AM

**City Hall Room 224 / Zoom Webinar**

**ANNUAL RETREAT**

I. Meeting Info

- a. <https://juneau.zoom.us/j/81546114102> or: 1-253-215-8782 Webinar ID: 815 4611 4102

II. Call to Order

III. Roll Call

IV. Approval of Agenda

V. Approval of Minutes

- a. None

VI. Public Participation

VII. Agenda Topics

- a. Review goals/actions from 2020 Historic & Cultural Preservation Plan
- b. Review Grant Opportunities [Grants \(alaska.gov\)](https://alaska.gov/grants)
- i. Certified Local Government (CLG)
  - ii. Historic Preservation Development & Pre-development
  - iii. Preserve Alaska
  - iv. Others
- c. Identify priority actions

VIII. Committee/Liaison Comments & Questions

IX. Next Meeting Date

- a. Regular Meeting – January 4, 2023

X. Adjournment

XI. ADA Notice

Preservation Program Administration and Management Tools — the framework for operating the Preservation Program, and the mechanisms for protecting historic and cultural resources	
Goals	Actions
Provide adequate CBJ resources to support the Preservation Program and allow it to reach a high level of performance;	Provide sufficient staff time and resources to administer the Program and Plan, and identify intern or volunteer opportunities to assist with Program administration.
	Conduct an annual informal review of the Program, to determine priorities for future actions and Program administration support needs.
Work to ensure HRAC membership reflects the diverse community of Juneau;	Actively solicit application from the Alaskan Native Community, the Filipino community, and the business community.
Educate HRAC so the committee is well-versed in the community's preservation vision and goals, and has the tools available to implement that vision;	Develop and implement annual HRAC training that includes roles and responsibilities, design review, inventorying, and identifying and documenting historic properties, including historic contexts and cultural landscapes.
	Support HRAC member attendance at the National Association of Preservation Commission's biennial conference, as well as other training opportunities, by applying for travel grant funding, and/or fundraising.
Implement a design review process for building permit applications within the Downtown Historic District, that is concise and well understood;	Work with HRAC members, development professionals, and property owners, to establish appropriate standards for application materials.
	Develop a "What to Expect" FAQ for the Downtown Historic District Design Review Process, to educate property owners, and clarify the decision-making process. These FAQ's should distinguish design standards from design guidelines.
	Provide examples of construction materials that meet the design standards on CDD's webpage and in the CDD Permit Center.
Review and enhance the Downtown Historic District Design Standards and Guidelines through a public process; and,	Periodically review and update the Historic District Design Standards and Guidelines, and any future design standards and guidelines, to ensure they reflect Juneau's full history and mix of architectural styles. Updated design standards should be user-friendly and enforceable.
Use existing regulatory tools to protect identified resources.	Engage property owners and the public in a discussion about nominating more of Juneau's historic neighborhoods to the National Register.
	Engage property owners and the public in the discussion of creating minimum design standards for Juneau's historic neighborhoods.

Incentives and Benefits — programs that assist property owners and support preservation	
Goals	Actions
Promote and enhance financial incentives for preservation;	Promote the use of federal tax credits by supporting annual training for developers and property owners.
	Create an application process for the Title 69 property tax exemption related to historic building preservation. Once the process is in place, CBJ should promote the program.
	CBJ staff should research the benefits of increasing the property tax exemption. These findings should be presented along with a recommendation to the CBJ Finance Committee.
Promote and enhance regulatory incentives;	Prepare and promote FAQ materials identifying land use and building code exceptions for the rehabilitation and/or reuse of historic buildings.
	Review land use and building codes to identify new regulatory incentives that may assist homeowners specifically. This could include the expansion of existing regulatory incentives.
Create and promote recognition incentives; and,	Develop a plaque program to recognize nationally and locally listed historic properties.
	Develop an annual preservation award program to honor those who care for CBJ's historic and cultural resources.
	Promote successful historic building rehabilitation projects that used incentives on the CDD webpage. Develop case studies to demonstrate redevelopment and rehabilitation projects that are feasible in Juneau. Identify applied incentives, and include financial information where appropriate, to illustrate how the projects were completed.
	Provide hard copies of materials regarding incentive programs for distribution at the CDD Permit Center.

Education and Interpretation — the tools to build awareness and strengthen skills to support preservation	
Goals	Actions
Work to create easily accessible materials that provide information about the incentive programs.	Maintain a portion of CDD’s website for the dissemination of materials regarding incentive programs. Promote the webpage through links on other CBJ webpages commonly visited by property owners and developers.
Work to establish educational opportunities for K-12 students to engage in preservation with HRAC and community partners;	Work with the Juneau School District to develop historic and cultural resources preservation curriculum. Consider creating a “Historic and Cultural Resource in a Box” research program.
	Establish a designated HRAC seat for a high school student.

Advocacy and Partnerships — the promotion of policies and strategic partnerships that support preservation efforts	
Goals	Actions
Provide training and technical assistance to promote and encourage preservation through the CBJ; and,	<p>Develop a webpage for technical information on preservation treatment approaches, techniques, and available assistance programs, for building and homeowners.</p> <p>Partner with the Alaska State Historic Preservation Office and Downtown Business Association to offer annual federal historic rehabilitation tax credit training to developers and other interested participants.</p> <p>Develop and provide an accredited historic real estate training program for realtors, developers, and contractors, to learn the benefits of historic building ownership, the benefits of preservation, and how to market and finance historic buildings.</p>
Accurately present the diverse history of Juneau's people and places through educational and interpretive materials, and be easily accessible to residents and visitors.	<p>Develop a comprehensive interpretive plan to guide future interpretation and way-finding development, and ensure the inclusion of the preservation of, and accurate inclusive education on, historic and cultural resources.</p> <p>Partner with the Alaska Tourism Industry Association and local organizations to develop and promote accurate, inclusive, and authentic heritage tourism programs for tour operators and the cruise ship industry.</p> <p>CBJ should further study the Douglas Indian Village and other Tlingit settlement sites, by researching written and oral history accounts, conducting interviews, and hosting public listening sessions. This could be funded through grants.</p> <p>Partner with local organizations and businesses to promote events and public art that celebrate Juneau's history and culture. These may include historic-themed pub crawls, cemetery tours, and murals.</p>
Establish relationships with preservation advocates, including non-profit organizations; government entities; Alaska Native tribes, corporations, and organizations; and, educational entities, to support and promote preservation goals; and,	Develop a comprehensive Preservation Marketing Program, to use in engaging partners and promoting preservation. Refer to advocacy and preservation marketing materials already produced by the National Trust for Historic Preservation, to assist in this effort.
Support preservation partners in pursuit of their preservation goals.	<p>Support the Main Street program. Consider technical assistance, funding, or organizational support, as appropriate.</p> <p>Any future Main Street Committee should have HRAC representation</p> <p>Encourage and assist Travel Juneau, in the marketing of Juneau, as a Heritage Tourism destination.</p> <p>Engage the AAHP on CBJ preservation issues. Consider an annual nomination of one historic or cultural resource to AAHP's annual list of the 10 most endangered. Engage local partners in preparation of nomination.</p>

Resource Inventory and Identification — the surveying and recognition of properties and places with cultural and historical significance	
Goals	Actions
Develop and maintain a comprehensive inventory of cultural and historic resources; and,	Use CBJ mapping resources, and year built tax assessment data, to identify and prioritize neighborhoods, and individual resources, for survey. Include review of previous survey efforts.
	Work with interested parties to ensure that breadth of Juneau’s cultural resources are surveyed and preserved.
	Update and maintain the borough-wide parcel database to identify all structures 50 years old and older, that are potentially eligible for listing on the National Register, and to identify all structures that should be documented prior to demolition.
	Hold a series of meetings with property owners in Juneau’s historic neighborhoods to share information about the nomination process and the benefits. If the majority of property owners are interested, the CBJ should pursue a nomination.
Create a public process for the identification and documentation of these resources.	Develop a mobile application program to inventory and document historic and cultural resources. Restrictions will need to be in place in order to protect sensitive cultural resources.
	Hold a public training event, and CBJ-wide surveying effort, annually during Preservation Month (May), or other appropriate time.



September 27, 2022

File No.: 3350-1 Juneau

Beth McKibben, Planner  
City & Borough of Juneau  
155 South Seward Street  
Juneau, AK 99801

Re: City and Bureau of Juneau CLG Review 2022

Dear Ms. McKibben:

Maria Lewis thoroughly enjoyed sitting down with you and members of the Historic Resources Advisory Committee (HRAC) on September 13, 2022, to review and discuss Certified Local Government (CLG) activities over the prior three years. It was an excellent opportunity to discuss current historic preservation issues specific to Juneau while discussing potential training and collaboration ideas. Enclosed you will find a copy of the CLG Performance Standards Checklist that was discussed and completed during the meetings.

We understand the HRAC plans to meet this winter for the next retreat and will formulate priorities and goals. However, based on the discussions during the review and conversations with commission members, the following are draft goals. Let us know if we can help with these goals.

- Advocate for more National Register nominations and historic tax credit use.
- Collaborate with the Main Street program which is currently in the City's economic development department.
- Request grants for training programs such as the Main Street conference in 2023 and the NAPC Forum in 2024.

I want to thank you and the HRAC members for all the hard work and dedication you bring to ensure that Juneau's history is shared with others and preserved for the future.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner  
State Historic Preservation Officer

JEB:mal  
enclosure

# ***City and Borough of Juneau Certified Local Government Performance Standards Checklist***

The CLG will maintain the following standards of performance, which will be used by SHPO in its periodic review of the CLG.

Review was conducted on September 13, 2022. Maria Lewis met with Beth McKibben, CBJ Planner earlier in the day and in the evening with commissioners Zane Jones, Chuck Smythe, Don Harris, and Sarah Hieb. Maria met with the Commission Chair, Shannon Crossley, on September 12, 2022.

## **Local Legislation**

1. Did the CLG adopt changes to the local ordinance during the review period?  
 Yes       No
2. Did the CLG forward copies of all revisions of the ordinance, regulations, by-laws, or guidelines enacted during this period to the SHPO?  
 Yes       No       N/A
3. The SHPO determined that all revisions above are consistent with the requirements and intent of the program.  
 Yes       No       N/A
4. The local government enforces appropriate state or local legislation for the designation and protection of historic properties, through a local ordinance which meets the requirements of the Alaska CLG program.  
 Yes       No

## **Public Participation**

5. Did the CLG maintain an adequate and qualified Commission throughout the review period.  
 Yes       No



6. How many meetings did the Commission hold during the previous year?  
*Nine. They held regular monthly meetings on the first Wednesday of every month, except for February, July, and November.*
7. Did the Commission maintain and operate in accordance with its written by-laws or rules of procedure, including conflict of interest rules?  
 Yes       No
8. Did the Commission obtain qualified expertise in the review of nominations, or any actions normally evaluated by a professional if such expertise was not available on the Commission?  
 Yes       No
9. Did all Commission members attend either a conference or training workshop on historic preservation issues this year, or did the CLG arrange for on-site training by SHPO?  
 Yes       No
10. Do all new appointees evidence a demonstrated interest, competence or knowledge of historic preservation?  
 Yes       No
11. Was an effort made to obtain qualified professionals to fill any vacancies?  
 Yes       No  
*The commission has no vacancies.*
12. Has the CLG forwarded to the SHPO resumes of any new Commission members appointed?  
 Yes       No
13. Do resumes for any professional members evidence compliance with Professional Qualification Standards outlined in the Guidelines?  
 Yes       No
14. Can the Commission demonstrate that it has an active program to designate landmarks and to review activities affecting local landmarks and historic districts?  
 Yes       No  
*At this time there is no active program to designate local landmarks, but they are interested in exploring options for this.*

15. Review and render opinions on all new construction and all alterations, repair, moving and demolition of structures and places within officially designated local historic district.

Yes       No

*CBJ has established Design Guidelines and Standards for the Downtown Historic District. Reviews are tied to permit applications and just advisory at this time. Need to create a line in the planning department that triggers a review by the commission.*

16. Work toward continuing education of citizens within the CLG's jurisdiction, regarding historic preservation issues and concerns with historic preservation.

Yes       No

*CBJ is working on education in the community, but they would like to be more intentional about it.*

17. Have all commission meetings been publicly announced, open to the public, had advertised agendas, and been held in accordance with the Alaska Open Meetings Act?

Yes       No

18. Has the Commission maintained and made available to the public careful minutes of all meetings?

Yes       No

19. Do the minutes include all decisions and actions of the Commission and the reasons for those decisions?

Yes       No

## National Register Nominations

20. Has the CLG changed by-laws or rules of procedure governing the process for accepting National Register applications from the public?

Yes       No

21. Has the CLG, as part of its process of handling National Register nominations, maintained an accurate record of each nomination it has received?

Yes       No

22. Did reports on nominations objectively evaluate the property(ies) in relation to National Register criteria?

Yes       No       N/A

23. Has the CLG forwarded copies of each nomination it has received to the SHPO?

Yes       No

24. Has the CLG reviewed and submitted copies of the Commission comments to SHPO for nominations forwarded to the CLG by the SHPO?

Yes       No

## Local Survey and Inventory

25. Have archaeological/architectural/historical survey of the CLG's area of jurisdiction been initiated and/or completed satisfactorily?

Yes       No

26. For CLGs whose survey have been completed, is there a system in place to keep the survey up-to-date?

Yes       No

*Not yet, but possibly in the future.*

27. Did the CLG prepare community-wide historical overviews, in conformance with OHA Criteria?

Yes       No

*These were completed for the recent Townsite survey and for the recent plan update*

28. Has the CLG established and used written guidelines for the conservation of formally designated historic districts?

Yes       No

*CBJ has Design Guidelines and Standards for the overlay Downtown Historic District. No guidelines have been established for other National Register eligible building or districts.*

29. Has the CLG made all survey data available to the SHPO in an acceptable format?

Yes       No

## Section 106

30. Has the CLG demonstrated compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, in regard to federal funded, assisted, or permitted activities undertaken by the local government?

Yes       No

*See annual reports in file for more detail on projects reviewed.*

31. Act in an advisory role to other officials, agencies, departments, boards, commissions, and committees of the local government regarding the identification, protection and preservation of local historical resources.

Yes       No

*Act in an advisory role to other agencies.*

## Goals

Outline three to five goals for the program over the course of the next two-year review period.

*The CLG plans to meet this winter for their next commission retreat. During the retreat they will formulate their goals and share them with us. However, based on the discussions over this review and conversations with commission members, the following could be considered draft goals until the final version is shared with our office.*

- 1. Advocate for more national register nominations and historic tax credit use. Members of the commission believe that if one building owner has a positive tax credit experience, more will be willing to apply.*
- 2. Collaborate with the Main Street program which is currently in the City's economic development department. Juneau recently joined the Main Street America economic development program and is currently the only Main Street program in Alaska.*
- 3. The CLG is interested in grants for training programs such as the Main Street conference and the NAPC Forum, but they need advance notice for approval to attend.*

## Historic Resources Advisory Committee Work Plan

### Background:

The Historic Resources Advisory Committee (HRAC) is made up of nine members, appointed by the Assembly for three year terms. The HRAC is comprised of the following: archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida People, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public. The Committee was established in 1987 to meet the requirements of the Certified Local Government program established by the National Historic Preservation Act.

### Duties:

The duties of the HRAC, as established in CBJ 49.10.410, are:

- Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;
- Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;
- Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;
- Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum;
- Cooperating and consulting with the library department on matters concerning the Juneau-Douglas City Museum; and
- Performing other actions which are necessary and proper to carry out the above duties.

### 2020 Historic & Cultural Preservation Plan:

The Historic and Cultural Preservation Plan is meant to guide efforts to preserve and protect the valuable historic and cultural resources of the Juneau community. The Plan is intended to encourage, and development activities to be sensitive to historic preservation and cultural resource values. The Plan establishes goals and actions that the community has determined to be important. The Plan defines policies that will serve as a roadmap for future activities, with an eye toward achieving the preservation goals.

The Plan recommends that work continue to document, protect, and preserve, significant historic and cultural resources, with CBJ providing a leadership role in this effort.

### Program Components: (areas of focus?)

- Administration & Management
- Education & Interpretation
- Resource Inventory & Identification
- Advocacy & Partnerships
- Incentives & Benefits

Historic Resources Advisory Committee  
Work Plan

DRAFT

### Potential CLG Grant Projects

HRAC would like to pursue grant funding for Fall 2021. The maximum grant amount is typically \$24,000. These are 60/40 matching grants. All of the projects below would likely require two rounds of grant funds.

Updating Surveys - The Preservation Plan sets a near term goal for CBJ to pursue grants and partnerships to support survey and inventory work. The work would be done to identify local historic neighborhoods eligible for listing on the National Register.

Below is a list of surveys that need updating:

- Juneau Townsite –1988
- Telephone Hill –1984
- Inventory of Historic Sites and Structures (Borough-wide survey) –1986
- Juneau Townsite – 1988
- Douglas Townsite - 1989
- Chicken Ridge Historic Buildings Survey – 1992
- Survey and Inventory of Historic Cemeteries in Douglas – 1995
- Casey-Shattuck Neighborhood Building Survey – 2004

Neighborhoods that have never been surveyed:

- The Behrends Avenue Neighborhood

Updating the Design Standards and Guidelines – The Preservation Plan sets a near term goal for a periodic review and update to the Historic District Design Standards and Guidelines to ensure they reflect Juneau's full history and mix of architectural styles. Updated design standards should be user-friendly and enforceable.

Officially Documenting the Destruction of the Douglas Indian Village – Near term goal that CBJ should further study the Douglas Indian Village, and other Tlingit settlement sites, by researching written and oral history accounts, conducting interviews, and hosting public listening sessions.