

Agenda of the City and Borough of Juneau
Historic Resources Advisory Committee
Regular Meeting – March 3, 2021
Zoom Webinar Meeting

Members:

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| ☐ Zane Jones (Chair) | ☐ Don Harris (Vice Chair) | ☐ Shauna McMahon (Recorder) |
| ☐ Sarah Hieb | ☐ Gary Gillette | ☐ Dorene Lorenz |
| ☐ Olivia Lihou | ☐ Chuck Smythe | ☐ Shannon Crossley |

Staff:

- | | | |
|---|--|--|
| ☐ Allison Eddins (CDD) | ☐ Beth McKibben (CDD) | ☐ Niko Sanguinetti (JDCM) |
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- I. Call to Order
- II. Approval of Agenda
- III. Approval Minutes (postponed)
- IV. Public Comment
- V. Draft Historic District Design Review Application and Design Guideline Handout
- VI. Review Bylaw Amendment Memo
- VII. New Business

Next Meeting – April 7, 2021

Minutes of the
City and Borough of Juneau
Historic Resources Committee Advisory Committee

March 3, 2021
Zoom webinar meeting
5:00 p.m. to 6:30 p.m.

Members:

___ Zane Jones (Chair) Abs Don Harris (Vice-Chair) ___ Shauna McMahon (recorder)

___ Sarah Hieb ___ Gary Gillette ___ Dorene Lorenz

___ Olivia Lihou ___ Chuck Smythe ___ Shannon Crossley

Staff:

___ Allison Eddins (CBJ Community Development)

___ Beth McKibben (CBJ Community Development)

___ Niko Sanguinetti (Juneau-Douglas City Museum Liaison)

I. Call to Order: 5:05 PM

II. Approval of Agenda: CLG grants added item in new business.
Housing Incentive added item in new
Approved unanimously.

III. Approval of Minutes: Not reviewed-postponed.

IV. Public Comment: none

V.

1. Draft Historic Design Review Application

Continued feedback on applicaetion form and guidances

“Stamped” drawings discussion (Zane Jones and Allison Eddins.

Type A drawings do not stamp. Zane Jones could check if sufficient to bring to HRAC. “Stamped” drawings submitted and signed by architect versus “not stamped” drawnings which do not required architect signing.

Design Review Process Overview

Three types of building project submittal: Existing, Additions to Existing, and New Contruction.

HRAC feedback to Draft

HRAC members can provide feedback back to Allison. Gary Gillette suggested that the guidance document be reinforced as “quick guide” referring reader to design statutes for specifics. Gary Gillette also mentioned the chronology of the standard could be added to 1st paragraph of guidance, noting community joint effort. There was a phrase “... Ensure speedy review...” in the guidance- Gary Gillette suggested replacing workd speed with alternate word. Term concepts “before modification”, modify existing, contributing, non-contributing could be helped with clarifications/discussions in the guidance. Chuck Smythe noted the “Juneau’s Historic District was placed on the . . .” could be improved by replacing term “placed” with “listed.”

VI. Review Bylaw Amendment Memo

The membership Article III section 2 was reintroduced related to terms relating to Alaska Native representation: ie specific groups and Tsmishian. Dorene Lorenz mentioned “indigenous people of southeast” as term for discussion. The current language was seen not being significant barrier to representation and the terminology effort probably didn’t merit a work of a stand aloof bylaw change.

VII. New Business

CLG grant

Gary Gillette noted that a new round of CLG grant submittals are coming due in April. Could this be an opportunity to incorporate goals such as surveys and register nomination. Will need to coordinate with CBJ Community Development Department regarding staff availability for local match. Allison Eddins said she would sent out three proposed CLG project from Preservation Plan and HRAC members vote. It was asked about incorporating new or existing subcommittee.

Historic District Ordinance

A ordinance update was given of interest to HRAC interest. CBJ will abate property tax if add residential unit(s) to downtown district building or bring formerly condemned unit to active. Allison will send link to ordinance. Dorene noted that there may be opportunity for property owners to combine federal financial assistance and local tax abatement.

Adjournment: 6:30 pm
Next meeting April 7, 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 ALTERATION NOT ALTERING BUILDING STRUCTURE OR FOOTPRINT (Ex: window replacement; canopy replacement; exterior color scheme change; siding replacement or change)
- ☐ **TYPE B** - ALTERATION THAT WILL ALTER 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.

TYPE A

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 effect the placement of outdoor mechanical equipment?

TYPE B & C

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 effect 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 necessary, 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.

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

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 and the general public. HRAC is tasked with reviewing and making recommendations about local projects that might adversely effect 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 586-0770.

JUNEAU'S DOWNTOWN HISTORIC DISTRICT – THE DESIGN REVIEW PROCESS

Juneau's Downtown Historic District was recognized by the US Federal Government in 1994 with a listing on the [National Register of Historic Places](#). The National Register is the official list of the Nation's historic places worthy of preservation. The architecture of Juneau's downtown ranges mostly from Late Victorian to Mid-Century Modern. CBJ seeks to preserve this character through the Land Use Code and the Downtown Historic District Design Standards and Guidelines.

Exterior changes to existing properties and the erection of new structures within the Downtown Historic District shall comply with the Design Standards and Guidelines and with all applicable regulations in the CBJ Land Use Code. Projects will be reviewed by the Community Development Department for minor development and the Planning Commission for major developments. There is no fee for this review. Both the Community Development Department and the Planning Commission will rely on the expertise of the Historic Resources Advisory Committee (HRAC), a nine member volunteer board appointed by the CBJ Assembly.

HRAC may recommend approval of a project when the applicant/property owner can demonstrate:

- 1) In the case of modifications to existing buildings, the project will preserve the outward historical appearance and original design; or
- 2) In the case of new construction, the project will preserve the harmony of scale, architectural style, sidewalk level use and materials of the existing locale.

Below is a list of guidelines to consider when submitting a project for review. Adhering to these guidelines will help ensure a speedy review and approval process.

Modifying the Exterior of an Existing Building

- Preserve significant stylistic architectural features, such as but not limited to: canopies, storefront windows, cornices or decorative concrete castings, kick plates, transom windows, etc.
- Avoid adding elements or details that were not part of the original building. The exception to this standard is the addition of a canopy.
- Replacement of an original feature should occur only if the material is beyond repair.
- Replacement of missing or deteriorated architectural elements should be accurate. When construction of an element is impossible, develop a new design that is a simplified interpretation of it.
- Original wood building materials should not be covered.
- Using a historic paint color scheme is recommended. If the historic color scheme is not known, then an interpretation of color schemes on similar historic buildings is appropriate.
- Preserve the functional and decorative features of historic windows and the primary building entrance.
- Preserve the position, number and arrangement of historic windows and doorways in the building wall.
- Preserve the size and proportion of historic window and doorways.

- In a replacement window or door, use materials that appear similar to the original. Match, as closely as possible, the profile of the sash and its components to that of the original window. When replacing a door, use a design that has an appearance similar to the original door, or a door associated with the style of the building.
- Commercial storefront should not be altered, obscured or removed. If a storefront has been altered, restoring it to the original design is preferred. Alternative designs that are interpretations of traditional storefronts may be considered where the historic façade is missing and no evidence of it exists.
- Avoid altering the angle of a historic roof line. Maintain the perceived line and orientation of the roof as seen from the street.

New Additions to an Existing Building

- An addition should be compatible in scale, materials and character with the main building and should not damage or obscure architecturally important features of the main building.
- Additional stories may be added to an existing building if the addition is setback from the primary character defining façade. The design should be modest in character.
- Additional stories do not always have to be setback from the primary façade if the addition is distinguished from the existing building with a change in materials or a decorative band that separates the addition from the original.

New Construction

- New interpretations of traditional building styles are appropriate.
- New construction should be a balance of new and old design.
- New buildings are required to have canopies along the buildings sidewalk facing façade(s).
- A new building should incorporate a base, middle and cap. Interpreting these three basic building elements will help preserve the visual continuity of the street.
- Consider the placement and orientation of the new building. Maintain the existing building alignment along the street.
- Street facades should span the entire lot width. Avoid gaps between buildings. Exceptions are for access ways to a side or rear entrance.
- Align the height of window sills, moldings and mid-belt cornices with adjacent and nearby buildings.
- First floor heights should be equal to those of surrounding buildings. First floor heights are generally taller than upper floor heights.
- The scale and proportions of new storefronts and window patterns should be similar to those of existing historical buildings.
- Building materials should have similar characteristics as materials used historically. Synthetic materials are discouraged but are most appropriate on upper floors where they are less visible.
- Color schemes should reflect the historical color scheme of one muted primary color on the walls with one or two accent colors.