

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

June 30, 2014 5:30 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. Minutes - May 19, 2014 Assembly Human Resources Committee Regular Meeting

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Historic Resources Advisory Committee - Annual Report & Appointments
2. Juneau Commission on Aging - Annual Report & Appointments
3. Juneau Commission on Sustainability - Annual Report & Appointments
4. Personnel Board - Appointment
5. Resolution 2689 A Resolution Amending the Juneau Local Emergency Planning Committee Membership and Bylaws and Repealing Resolution 2135.

B. Other Business

1. Ordinance 2014-08 An Ordinance Amending Title 20 of the City and Borough Code to Provide for the Regulation of Secondhand Dealers and Providing for a Penalty.
2. "Juneau Votes" Presentation

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

V. ADJOURNMENT

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Minutes - May 19, 2014 Assembly Human Resources Committee Regular Meeting

ATTACHMENTS:

Description	Upload Date	Type
☐ May 19, 2014 Assembly Human Resources Committee DRAFT Minutes	6/20/2014	Minutes

DRAFT MINUTES
ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

May 19 2014 6:00 PM

Assembly Chambers

I. ROLL CALL

Chair Jesse Kiehl called the meeting to order at 6:00p.m.

Committee members present: Jesse Kiehl, Jerry Nankervis, Loren Jones (telephonic)

Committee members absent: Kate Troll

Other Assemblymembers present: Mary Becker, Randy Wanamaker

Staff present: Deputy Clerk Beth McEwen, City Attorney Amy Mead, Deputy City Manager Rob Steedle, Chief Police Bryce Johnson, Lt. Kris Sell, Officer Bob Dilley, Senior Planner Beth McKibben, Municipal Clerk Laurie Sica

II. APPROVAL OF AGENDA

Ms. McEwen noted the draft Commercial Passenger Vehicle Regulations were to be found in the red folder.

III. APPROVAL OF MINUTES

A. March 17, 2014 Regular Human Resources Committee Meeting

There being no objection, the minutes of the March 17, 2014 regular Assembly Human Resources Committee meeting were approved.

B. April 7, 2014 Regular Human Resources Committee Meeting

There being no objection, the minutes of the April 7, 2014 regular Assembly Human Resources Committee meeting were approved.

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Juneau Human Rights Commission Annual Report & Appointments

Chairman Kiehl noted the Juneau Human Rights Commission annual report was to be found in the HRC packet. No representative was present from the commission to address the HRC. Mr. Jones pointed out that page two of the

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annual report mentioned the fact that the commission was no longer going to be doing the I AM JUNEAU events due to lack of funding. He asked if at one time the Assembly had funded the commission at an amount of \$5,000 and that money was not continued in future years. Mr. Kiehl remarked that his recollection was never a funding in the amount of \$5,000 but there had been one year in which the Assembly had funded their events up to \$2,500. Mr. Kiehl said that funding is not available this year but there still remains a pool of money available to all CBJ boards and commissions for which they may apply. He said that lacking that separate allocation is most likely the reason the prompt for that line in the annual report.

There are currently three open seats on the commission and one incumbent, Steve Wolf, has applied for reappointment. Ms. McEwen did note that the commission Chair Alavini Lata has indicated that they have had a hard time meeting recently due to lack of quorum and in fact, they were scheduled for a meeting at 5:30p.m. that same day and no one showed up for the meeting.

MOTION by Mr. Nankervis to recommend the Assembly reappoint Steve Wolf to the Juneau Human Rights Commission to a term expiring May 31, 2017 and asked for unanimous consent. Hearing no objection, the motion carried.

B. Liquor Licenses

None.

C. Other Business

1. Community Development Block Grant Process

Senior Planner Beth McKibben provided a memo in the packet with some proposed changes to the schedule and process for the HRC/Assembly review of the Community Development Block Grant applications. Ms. McKibben explained that based on the comments made last October regarding the schedule prompted her to work with Ms. McEwen to revise the schedule.

The main goal was to better align the applications with the Assembly Human Resources Committee schedule since there usually is not an HRC meeting in October due to the election/reassignment of Assembly Standing Committees. She said they also revised the schedule to allow for the applicants more time to put their information together for staff review for the staff's recommendation to the HRC. The final change was to eliminate the separate presentation to the HRC where we talk about the CBJ process and the grant process separately. Ms. McKibben explained the change would be to invite the Assemblymembers to the same meeting staff conducts with the proposers.

Additional discussion took place regarding the calendar and how the pieces fit. Ms. McKibben said that the final grant application is always due in Fairbanks by the first Friday in December and due to the Assembly election schedule, there are some portions of the scheduling that we do not have much control over but she felt the schedule as proposed could accomplish

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what they hoped for.

Mr. Jones said he was very happy with the changes and felt it would give them an earlier shot at reviewing and also give the applicants more time to prepare the materials.

Mr. Kiehl asked for clarification on the late September HRC recommendation vs. the Assembly resolution for approval. Ms. McKibben explained that once staff gets the recommendation from the HRC, they then schedule the resolution for the Assembly to be at one of the Assembly's November members. At that same time, staff works with the applicant to develop the full grant proposal. The information that is requested of pre-proposers to provide is not as in depth as what is required of the full application. That late September time frame for the HRC recommendation gives staff and the applicant additional time to do the full application so that it would be ready by the time the Assembly passed the resolution so the full packet could be sent to Fairbanks by the December deadline.

Chairman Kiehl said that since it was consensus of the committee to go with the proposed process/schedule for staff to proceed accordingly.

2. DRAFT Resolution 2686: A Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards.

Ms. Mead explained that when the project to combine/standardize the resolutions pertaining to the Advisory Boards, there had been language from one resolution that was accidentally omitted and this resolution was a housekeeping measure to incorporate that language back into the Advisory Board Rules of Procedure. That language relates to the removal of board members at the Assembly's discretion.

Mr. Jones asked if it had always required the vote of six members of the Assembly as opposed to a regular majority of five. Ms. Mead said the requirement for six members to vote on this was the language from the old resolution, it could be changed, but that was the previous language and hence the reason she drafted it with that language for this resolution. Mr. Jones said he did not object to the six member requirement but rather just wanted to check to make sure that was how it was previously written.

Mr. Nankervis said for purposes of discussion, he would be willing to just go with the regular majority of five members needed to pass a motion but he would be open to hearing from the other members as well as staff to see what their thoughts were.

Ms. Mead explained that there are certain motions have to be passed by the Assembly by a super majority such as Charter amendments but in this case, it would be a discretionary call. Mr. Jones said he was very comfortable requiring a six member vote. He said these are advisory boards and we want volunteers but for the Assembly to take action to remove someone, that it should require a super majority.

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Ms. Sica explained that with her experience with Roberts Rules of Procedure, granting something takes a majority vote but taking away a right or privilege often requires a super majority. Mr. Kiehl commented that having a higher standard for removing people lends some stability to the boards and commissions and keeps the Assembly from cleaning house on the boards and commissions whenever there is a shift in the majority on the Assembly. He feels that requiring the super majority provides for additional institutional stability.

MOTION by Mr. Jones to forward Resolution 2686 to the Assembly for adoption. Hearing no objection, the motion carried.

3. DRAFT Ordinance 2014-17: An Ordinance Amending the Commercial Passenger Vehicle Code.

Mr. Kiehl noted the draft ordinance in the packet as well as the draft regulations provided in the red folder.

Lt. Kris Sell reported that the change to the ordinance and regulations was drafted at the request of the Juneau Police Department. She explained that there are a number of criminally offensive sexual behaviors that would cost someone their Commercial Passenger Vehicle (CPV) license because they are exposed to a vulnerable population, the school uses those drivers to transport unaccompanied minors. Lt. Sell said that what they found was that when someone applies to have a CPV permit, there isn't anything currently in the code that allows them to deny that application up front. It would seem that one interpretation would be that the permit would have to be issued and then immediately take it back but that seems to be unnecessary gymnastics when it might be easier to clean up the ordinance to state that one of these types of convictions that would cost someone their license will also cause the application for a permit to be denied.

Mr. Jones asked the City Attorney about the wording of the ordinance, line 2, page 2, currently reads "**criminally offensive sexual behavior**" and then on line 18 it states "**for criminally sexual behavior**" and he said he didn't think there was any criminally in-offensive sexual behavior and that one of those sections needed to have the word "offensive" removed or added and that the same should be done for the regulations under 20 CBJAJC 40.310(6) as well. Ms. Mead agreed and said she would suggest removing the word "offensive" from the ordinance as well as the regulations documents.

MOTION by Mr. Jones to the Human Resources Committee forward Ordinance 2014-17 with the above language change to the Assembly for adoption. Hearing no objection, the motion carried.

IV. STAFF REPORTS

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones said he was asked by a fellow Assemblymember to bring up an issue related to the Commercial Passenger Vehicle Code. He said this issue is most likely the result of a number of changes made to the CPV code many years ago. He said as he

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understands it, the code as it currently stands, requires shuttle operators to have a minimum of three vehicles and they had to operate on a set schedule and route without any deviations. He was asking if staff could possibly come up with some ideas of how a vendor could run a shuttle to and from the ferry terminal on an "on call" type of basis. The thought would be that if someone came in on the ferry and had 2-3 hours to be able to go to Costco to shop, right now, if the ferry terminal to Costco is not on a set route, they could not deviate from that. He said he isn't sure he understands all the provisions but that he was asked to bring that forward to the HRC to see if they would be interested in having staff explore any possible options for the committee to consider.

Mr. Nankervis said those changes would in effect make them cabs and no longer shuttles. Mr. Jones asked if they could potentially look at trying to create a different definition for something that would fit this scenario which would possibly make this a hybrid that was neither a taxi or a shuttle. He asked if maybe this could be added to a future agenda for discussion purposes.

At Mr. Kiehl's request Officer Dilley explained that the code and regulations as currently, it defines a shuttle as operating on a set route and they cannot just pick and choose where they want to stop. They need to start at the starting point, stop at private property routes around the borough, but it doesn't allow them to do passenger directed services, that has been reserved for the taxi cabs, or least it has been in the past. Mr. Kiehl asked if there is any "on call" provision for a shuttle, if a shuttle has three points on its approved route, are they allowed to take passengers back and forth between two points until they get a call for the need at the third. Ofc. Dilley said it is not a call directed service. It is a set service so once they begin on a route, they have to stay on the route that they have registered with the police department. An example of this would be that a route going from Costco to WalMart to Fred Meyer and back to the ship could not have someone call from Costco after the shuttle reached WalMart call to have them picked back up at Costco before completing the full route. He said it is very proscribed as to what the shuttles are out there doing, whereas with a taxi cab, it is passenger directed the way it is currently written.

Additional discussion took place regarding what the intent was in Mr. Jones' proposal. Mr. Jones explained that it would most likely be a hybrid of the two types of permits. The thought would be for language to be proposed that would allow someone to have a non-taxi/non-shuttle service such that they could have a 16 passenger van that would meet the ferries and if 10 people wanted to pay and some wanted to go to Costco, some wanted to get dropped off at hotels downtown, etc, they could do that. He said he didn't think any of our taxis run that big. He said that he is aware of a bus available in Sitka when you get off the ferry that will drop you off at various places around town but that they also have taxis available as well. He said that the Assemblymember who brought this up to him felt that when they went from the former code/regulation language to the current language that it made it worse for certain services. He said he'd like to see some discussion at a future HRC meeting. He said it doesn't have to be soon but he thinks that with the Transit Plan not including any bus service out to the ferry terminal that there are some issues that need to be addressed to try to get some kind of on call service where you aren't tying up every taxi in town at the ferry terminal at the same time that there might be airplanes coming in.

Mr. Kiehl said that if the committee is amenable, he will add this to a future HRC agenda.

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He said his inclination would be to look to see what Sitka does since they seem to have that type of service in place. Mr. Nankervis said he thought that was what MGT did in years past. Mr. Nankervis also asked Ofc. Dilley if it was accurate that shuttle owners have to have three shuttles in order to operate a shuttle. Ofc. Dilley said shuttle operators are not limited on how many shuttles they have to have on the road or available in service. He said the only one limited is taxi cabs, they have to have a certain number of cabs on the street available for service per company.

Mr. Kiehl said he will do some additional research and schedule this for a future HRC meeting to have a more refined discussion. Mr. Nankervis asked if they could have staff members present at the time this is scheduled to be able to ask questions of. Ms. McEwen commented that the next regular HRC agenda that this could be scheduled for would be in August and that since this is the height of the CPV season, they may want to wait until the fall to schedule this matter. Mr. Kiehl said he would take that into consideration as he works on scheduling the future HRC agendas. Mr. Nankervis agreed that it would be good to put this off until possibly September since any changes would most likely not take effect until next year sometime and that would allow the CPV businesses to have some time to consider this outside the busy tourist season.

VI. ADJOURNMENT

There being no further business to come before the committee, Chairman Kiehl adjourned the meeting at 6:30p.m.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Historic Resources Advisory Committee - Annual Report & Appointments

MANAGER'S REPORT:

Click below for a link to the Historic Resources Advisory Committee Factsheet with associated links to the governing code/bylaws.

http://www.juneau.org/clerk/boards/BCF_factsheet.php?UID=25

ATTACHMENTS:

	Description	Upload Date	Type
☐	Historic Resources Advisory Committee Annual Report	6/25/2014	Presentation
☐	Historic Resources Advisory Committee Applications	6/26/2014	Exhibit

Historic Resources Advisory Committee

2013 Annual Report



**Prepared by:
City & Borough of Juneau
Community Development Department**

April 11, 2014

We are pleased to present to you the 2013 Annual Report of the City and Borough of Juneau's Historic Resources Advisory Committee (HRAC). Within this document you will find information regarding the HRAC's work over the past year and plans for the near future. Today, more than ever, it is essential for local governments to be responsible stewards of its historic resources in an effort to preserve and maintain the community's cultural and historic heritage. These resources create a sense of place, provide an economic boost for the tourism industry, and preserve the community character for future generations to enjoy.

A. Historic Resources Advisory Committee

- o In accordance with the City and Borough of Juneau (CBJ) Land Use Code and the Historic Resources Advisory Committee (HRAC) governing resolution, HRAC is entrusted with the following duties:
 - Review and make recommendations on local projects that might affect properties identified in the local Historic Preservation Plan;
 - Review and develop nominations to the National Register of Historic Places for properties within the City and Borough of Juneau;
 - Cooperate and consult 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;
 - Review and make recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum;
 - Cooperate and consult with the Parks and Recreation Department and the Parks and Recreation Advisory Committee on matters concerning the Juneau-Douglas City Museum; and
 - Perform other actions which are necessary and proper to carry out the above duties.
- o In 2013, the HRAC was comprised of the following members, with the specific seat held at the time of appointment and professional background:
 - Gary Gillette (Chair) - Architect, Member of Gastineau Channel Historic Society, and CBJ Liaison to the Treadwell Historic Preservation and Restoration Society;
 - Don Harris (Vice-Chair beginning November 2012) – Retired Psychologist, historic house owner, and board of directors for the Friends of the Juneau-Douglas City Museum;
 - Shauna McMahon (Recorder) - State Natural Resource Specialist, State Museum docent;

- Mark Sowers (Member since July 2013) - General Public with interest in Historic Preservation and a background in history, political science, and economics;
- Gerald Gotschall – Architect;
- Marie Darlin - Museum/Historic Knowledge;
- Myra Gilliam - US Forest Service Archaeologist;
- Marcy Sowers (Member since November 2013) – Native Alaskan representative; and
- Zane Jones (New member beginning in November 2013) – Architect.

In 2013, three new members were appointed, replacing three members; no members were re-appointed.

Jane Lindsey, Director of the Juneau-Douglas City Museum, along with Laura Boyce, and Jonathan Lange, Planners from the Community Development Department (CDD), served as the staff liaisons between the CBJ and the Historic Resources Advisory Committee. Laura Boyce remains as the main CDD staff liaison.

- o The Historic Resources Advisory Committee held regular monthly meetings on the first Wednesday of every month, with the exception of July, when no meeting was scheduled. Additionally, the annual retreat was held on Saturday, October 26th, 2013, in place of the regular November 5th meeting. The Building Permit Review Sub-Committee met in March to review proposed plans for improvements to a non-contributing building in the Downtown Historic District. All of the meeting agendas, minutes, and an attendance report have been attached to this report for review.
- o The Historic Resources Advisory Committee continued with the officers appointed in 2012 with Gary Gillette as the Chair, Don Harris as the vice-chair, and Shauna McMahon as the Recorder.

B. Local Preservation Ordinances

- o In 2013, the Downtown Historic District map was amended, by ordinance, to remove two properties. The Sealaska Heritage Institute requested that the map be amended to remove its recently purchased property from the Downtown Historic District. The Assembly approved the map amendment in January of 2013.
- o Additionally, in January, 2013, the Assembly adopted an ordinance that forbids off-site commercial advertisement in the Downtown Historic District.
- o The Comprehensive Plan was updated and adopted. The 2013 Plan includes a chapter on Historic Preservation. No significant changes were made to this chapter, however.

C. Survey and Inventory of Historic Properties

- o No new properties were surveyed or inventoried during 2013. Plans are in place to continue with the online population of the Historic Sites and Structures Database.

D. Preservation Planning Activities

- o During the annual Home Show held in March, 2013, CBJ Staff were on hand to answer questions from the public regarding historic preservation issues. There was also an article included in the annual CBJ Permit Center newsletter that discussed:
 - The Historic Resource Advisory Committee's function, members, and meeting time and place.

E. National Register Program Participation

- o During the 2013 calendar year, no new historic places were recommended.

F. Protection of Historic Properties

- o The CBJ Planning Commission, in coordination with the HRAC, reviews major developments within the Downtown Historic District and other civic projects for potentially harmful impacts to historic and cultural resources. Minor developments, such as building permits and sign permits, are handled solely at the staff level; however, it has been department policy to consult with HRAC during the building and sign permit review process. During 2013, development projects were reviewed for potentially harmful impacts to historic properties and/or historic and cultural resources within the City and Borough of Juneau. Many DOT projects as well as CBJ's own projects were reviewed for potential impacts to cultural and historic resources.
- o During 2013 the Historic Resources Advisory Committee welcomed the public as guest speakers to present historic preservation events and projects. The following is a list of events and projects that the HRAC gave recommendations to, received presentations of, and supported:
 - Douglas Harbor Historic Signage – Presenters: Sharon Gill with the Douglas Advisory Board.
 - Princess Sophia Shipwreck Memorial Efforts – Mary Lou Spatz.
 - CBJ Cemetery Maintenance Discussion – Ben Patterson with CBJ Parks and Recreation.
 - Centennial Commemoration of Starr Hill/Kennedy Mining Cabins – Claire Richardson spoke about anniversary celebration for Starr Hill.
 - Unites States Forest Service Proposed Trail Improvements and Historic Properties Consultation – Presenter: Rachel Myron, Forest Service Archaeologist.

- Downtown Storefront Façade Improvement Program – Presenter: Margo Waring and Brian Holst, Juneau Economic Development Council.
- Treadwell Mine Signage Grant Updates – Presenter: Gary Gillette.
- Treadwell Salt Water Pump House Re-Roof Project – Gary Gillette.

G. Public Education Projects

- o CBJ continues on an interpretive sign design in the City. These signs are to be located in the Last Chance Mine area and the Treadwell mine area. The signage is complementary to what is already provided in the city in the Perseverance Trail area and along the waterfront. The signage's intent is to identify and educate the public concerning the history and sites in and around Juneau.

H. Historic Preservation Grant Activities

- o CBJ was awarded a grant for the City Museum strategic plan creation. Work was completed on this project.

I. Attachments

- o HRAC Agendas & Meeting Minutes for the 2013 Calendar Year
- o Attendance Record of the HRAC for 2013
- o Downtown Historic District Boundary Amendment Ordinance
- o Downtown Off-site Commercial Solicitation Ordinance

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

Wednesday, January 9, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> abs </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> abs </u> Rico Worl	<u> X </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> X </u> Elizabeth Eskelin	<u> X </u> Gerald Gottschall

Staff: x Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 x Greg Chaney (CBJ Community Development)
 x Jon Lange (CBJ Community Development- new planner)

- I. Call to Order: 5:00 pm
- II. Approval of Agenda: approved with no changes
- III. Approval of Minutes: Correction to be made to Chris Mertl's name in the Arbor Day item and additional detail requested on the DOT 106 section 106 review mentioned in Committee Member Comments. Approved with those updates
- III. Approval of Special Meeting Minutes: approved unanimously with no changes. Thanks were offered to Laura Boyce for writing the minutes.
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:
 - 1. FY2013 CLG Grant Application Update

Gary Gillette gave brief update. Treadwell mill shelter construction project was not awarded by SHPO. Only 1 of 4 proposals received award. The design phase is ongoing and recently changed plans for roof. Shed style was proving to be too steep and a stepped roof design is now being considered. This step pattern has several possible advantages: potentially less cost and may reflect mining style.

2. FY2013 CLG Grant Applications for Second Round

Gary Gillette confirmed that SHPO intends to do a 2nd round of CLG Grants and noted that signs and interpretation proposals seem to have interest to SHPO. Interpreting specific equipment at Treadwell was one potential project given as a possible example for future proposal. Mr. Gillette also mentioned Historic Preservation Plan and Treadwell Office Building as other possible future proposals. He encouraged members to think about potential 2nd round proposals.

3. Downtown Historic District Boundary Amendment Update

The Planning Commission will be recommending to the full assembly the 5' setback boundary on Front Street that was recommended by HRAC at the HRAC December Special Meeting. As a result the Front Street façade of the proposed Sealaska building will be likely reviewed by HRAC.

Gary Gillette deferred meeting control for this specific item to Vice-Chair since project being discussed and reviewed is under his purview

4. Statter Harbor Cultural Resources Report & Determination of Eligibility

In the report by HDR no buildings of historical significance were eligible for historic register. Several committee members noted the thoroughness of the reference listings in the report.

-MOTION- HRAC concurs with findings of the Cultural Resource Report by HDR.
(Approved unanimously)

5. DOT Proposed Project- Back Loop Shared Use Path Rehab Project

Myra Gilliam asked about picnic area at Mendenhall River School and Shauna McMahon asked about Fox Farms. After discussion these were determined outside the project area. It was noted also that the project area was in largely previously disturbed area. Jon Lange will email that HRAC reviewed and had no comments.

6. DOT Proposed Project- Egan Dr. (Norway Pt. to McNugget) Additional Lighting Project

Greg Chaney noted that Egan Drive section was previously disturbed as it was built on fill. Gary Gillette noted that the full cut off lights were important to prevent light pollution outside of the road area. Jon Lange and Gary Gillette will coordinate on clarification on whether a specific 106 review will be coming later for this project.

VI. Old Business:

1. Existing Grant Updates

No current updates were presented.

VII. Committee Member Comments

1. Gastineau Apartments Update

Damage to concrete wall. Owner may try to rebuild.

2. Historic District Issues: boundary change precedent, commercial attractiveness, lighting

Impacts of 5' setback for Front and Seward area- set precedent for other pull outs of from the historic district instead of meeting standards, using variance process, etc. It was noted in other communities it was seen as a business advantage and pride to be in historic district and what could Juneau do more to raise commercial attractiveness of being in downtown historic district. It was noted that poor lighting has impact on welcoming feel of downtown, especially in winter.

3. Community Education and grant potentials

HRAC members discussed the possibility of grant funding for contractual cost of professional event planner for long discussed "meet and greet." Also talked about was reaching secondary school students with presentations, historic district tours, and related engagement.

VII. Next Regular Meeting

Wednesday, February 6, 2013. (City Hall, Room 224)

VIII. Adjournment: Approximately 6:30 pm

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

Wednesday, February 6, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> X </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> abs </u> Rico Worl	<u> X </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> X </u> Elizabeth Eskelin	<u> X </u> Gerald Gottschall

Staff: x Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 x Greg Chaney (CBJ Community Development)
 x Jon Lange (CBJ Community Development- new planner)

CDD Director Hal Hart also attended.

- I. Call to Order: 5:00 pm
- II. Approval of Agenda: One change- adding CLG grant item to Old Business. Approved unanimously
- III. Approval of Minutes: approved unanimously with no changes. Motioned by Marie Darlin
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:
 - 1. Sharon Gill- Presenting historic signage for Douglas Harbor

Sharon Gill is a representative from the Douglas Advisory Board which is a proposed recipient of a \$900 Juneau-Douglas City Museum Grant to create signage relating to Mike Pusich after whom the Douglas Harbor is being named. She handed out materials with proposed wording and noted layout would be similar to existing Treadwell signs but without logo or map. Gary Gillette noted that once in the template it is be easier to see what font size needs are and there may be opportunities to add additional photos in existing white space. Mr. Gillette suggested that consistency with current sign shape in Juneau is highly encouraged but that color choice can be flexible.

-MOTION- HRAC members support the preliminary signage design and content for the proposed Mike Pusich interpretive sign and encourage continued communication with HRAC as project proceeds.

2. DOT&PF Proposed Project – Glacier Hwy: Lena Point to Tee Harbor Reconstruction Project

A brief description of the project was given. It was noted by committee members that a Determination of Effect and Determination of Eligibility would be needed- especially for recreation area. Myra Gilliam provided specifics on current determinations and rec area stating that it is a 28 acre parcel on both sides of highway. Myra Gilliam did a determination of eligibility (yes, eligible for listing and the State Historic Preservation Office concurred with that finding. Ms. Gilliam also noted the location of the petroglyph site is the subject of some uncertainty, Gary noted he wants continued consultation as project efforts proceed.

-MOTION- Regarding the Glacier Hwy: Lena Point to Tee Harbor reconstruction project-HRAC concurs with the initial identification of historic resources in the proposed area of potential effect and HRAC has no knowledge of additional historic resources in the area of potential effect. HRAC also requests continued consultation on project. (approved unanimously)

3. DOT&PF Proposed Project- Egan Dr. Salmon Creek Intersection Safety Improvements

The HRAC members noted two possible historic sites in vicinity but these are outside the area of potential effect: Log House across from Twin Lakes and Tanner House 1.

-MOTION- Regarding the Egan Dr. Salmon Creek Intersection Safety Improvements -HRAC concurs with the initial identification of historic resources in the proposed area of potential effect and HRAC has no knowledge of additional historic resources in the area of potential effect. HRAC also requests continued consultation on project. (approved unanimously)

4. DOT&PF Proposed Project- Egan Dr. (10th St to Mendenhall Loop Rd) Pavement rehab

The HRAC members noted that the Behrend's Avenue and Highlands have potential from historic sites. Myra Gilliam noted that it would be helpful if DOT&PF would include a determination of eligibility column in the site listings with not evaluated, eligible, and not eligible as entry options.

-MOTION- Regarding the Egan Drive (10th St to Mendenhall Loop Rd Pavement rehab-HRAC concurs with the initial identification of historic resources in the proposed area of potential effect and HRAC has no knowledge of additional historic resources in the area of potential effect. HRAC also requests continued consultation on project

HRAC draws attention that additional sites are adjacent to the area of potential effect such as properties in the Behrend's Ave/Highlands area. and Glacier Highway that remain to be documented. (approved unanimously)

5. Boundary Meeting

Greg Chaney noted to HRAC that the General Assembly removed from the Juneau Historic District the area on Front Street (southeast side,) between main and Shattuck Way. HRAC had recommended that a 5 foot setback section remain in the Historic District. The Planning Committee had also supported that suggestion. The Assembly elected not to implement that 5 foot setback. HRAC members expressed concern about education on what historic district requirement entail. Gary Gillette asked about the whether the cultural center received federal funding (yes) and would need the section 106 process (required). Greg Chaney noted that a district boundary is different than the federally recognized historic district.

6. Recommendation that we look into make an amendment to the Downtown Historic District Design Standards and Guidelines to acknowledge and incorporate value of Native Alaska Heritage within the Design Standards

Greg Chaney noted that HRAC could promote public good will towards the design standards by incorporating Native Alaska Heritage in the design standards- especially given the public responses and comments regarding the boundary and design standards. Positive public attitude about the design standards is important to their implementation. CDD Director Hal Hart noted the walking tours in Victoria B.C. as a tool to generate positive public awareness and response. Myra Gilliam suggested inviting some in to talk about Native Alaskan Heritage in building design and HRAC committee members wondered who would be that expert to speak. Gary Gillette recommended keeping cultural heritage broad and worried about creating inflexibility if one cultural group is mentioned. Could using native Alaska heritage in design standards or in other outreach be a future model for other cultural representation was asked by Liz Eskelin.

VI. Old Business:

1. CLG grants- new round March 22

Gary Gillette mentioned that a second round of CLG grant submittals was being offered. He also mentioned tours and historic preservation plan contractor as examples of potential HRAC submittals. Action would have to be quick to meet deadline.

VII. Next Regular Meeting

Wednesday, March 6, 2013. (Juneau-Douglas City Museum)

VIII. Adjournment: Approximately 6:50 pm

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

Wednesday, March 6, 2013
Juneau-Douglas City Museum
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> X </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> X </u> Rico Worl	<u> X </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> X </u> Elizabeth Eskelin	<u>abs</u> Gerald Gottschall

Staff: x Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 x Jonathan Lange (CBJ Community Development)

- I. Call to Order: 5:05 pm
- II. Approval of Agenda: Gary Gillette proposed two items be added to Old business- CLG application and Juneau Comprehensive Plan update. Marie Darlin moved. Approved unanimously
- III. Approval of Minutes: Approved unanimously with no changes. Motioned by Marie Darlin
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:
- VI. Old Business:
 - 1. Main Street Upgrade Project Update

Work is expected to be in late march between 2nd and 3rd streets. Work near the JDCM is expected mid to late spring (weather dependent.) Jane Lindsey also noted that the Windfall Fisherman statue is maintained under Parks and Rec and is state owned.
 - 2. Museum Long Range Plan

Contractor (Ira) is almost done with plan draft. It is ~27 pages. Jane Lindsey mentioned that from the outsider perspective, the contractor has been interesting and valuable. Probably at next HRAC meeting the plan draft will be ready for HRAC review.

3. HVAC Remodel Update

Recently the proposal passed Section 106 reviews and project monies have been released to museum account. Jane Lindsey said that HRAC support helped expedite the project approvals and progress. Bid applications are being scored next week. Jane is also going to ask about energy use calculations and evaluation for baseboard heat.

4. CLG grants- new round March 22

Gary Gillette mentioned that a second round of CLG grant submittals was being offered. He discussed the previous submittal for construction of shelter for Treadwell stamp feature. Staff did not consider shelter to Salt Water Pump Building. Gary noted it seems likely the roof original was grey but later painted red- a brick red will be likely paint color choice for project. There is a recent picture of the of the Salt Water Pump building at Alaska Litho. Committee members noted the Salt Water Pump Building has been a popular feature of local artwork and highly encouraged an exhibit and/or coffee and collections with this focus would be a nice complement to the project. Myra Gilliam asked of the condition status of the foundation and other parts of the Salt Water Pump. Gary Gillette described the foundations as steel rods with concrete outside and that the concrete is eroded but the thick steel is largely intact. It was also mentioned that during winter salt water was sometimes used for mine processing.

-MOTION- HRAC supports submittal of Salt Water Pump House Roof Stabilization Project as 2nd round CLG Grant Proposal (Connie Munro Motioned, Marie Darlin Seconded.- Approved unanimously)

5. CBJ Comprehensive Plan

It was brought to attention that the CBJ Comprehensive Plan was being currently reviewed for update- including the Historic and Cultural Resources Chapter. There was some concern about Lack of consultation with HRAC in the review. Jonathan Lange noted the recent public notice efforts of meetings and media public notice of comment period. Comment period ends March 18. Rico Worl recommended that notice to interested parties would make a more comprehensive review. HRAC members did a brief overview of the current draft edits to the Historic and Cultural Resources chapter. Rico Worl noted that eliminating "Totems" in policy 16.4 would be appropriate. Members were encouraged to submit their own public comments to Ben Lyman by March 18.

There was some discussion of tools to implement and build awareness of Juneau Historic District Design Standards. The former Design Review Board for projects in the Juneau historic district was mentioned. Liz Eskelin raised the option of offering time and education to contractors about the Standards.

VII. Next Regular Meeting

Wednesday, April 3, 2013. (Room 224, City Hall)

VIII. Adjournment: Approximately 6:25 pm

Meeting Agenda of the
City and Borough of Juneau
Historic Resources Advisory Committee
Building Permit Review Subcommittee

Wednesday, March 27, 2013 CDD Conference Room, 4 th floor, Marine View Building 5:00 PM – 6:00 PM
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Members:

 X Gary Gillette (Chair) X Shauna McMahon (Recorder) X Gerald Gotschall

Staff: X Jonathan Lange (CBJ Community Development)

I. Call to Order

II. Approval of Agenda

III New Business

1. Klassique Jewelers and Jewelers International proposed new doors on South Franklin (Building permit 2013 0136, at 383 S. Franklin St.)

Gary Gillette stated that the Downtown Historic District Design Standards and Guidelines states for new construction in Chapter 7 section 7.29 "A building entrance shall appear similar to those used historically. Recess the building entrance." Gary also stated that the Downtown Historic District Design Standards and Guidelines do not state the Building Permit Review Subcommittee of HRAC has discretion to waive the requirements of the standards and guidelines.

Jonathan Lange agreed with Gary and also mentioned that the building is not a contributing historical building. The building was built in 1997, but is in the downtown historic district. When built the building complied with the standards and guidelines and has recessed entrances. The proposal is not to take away the recessed entrances but just to add two new doors.

Gary Gillette asked what the procedure would be if the building was a completely new building in the historic district and the plans did not show recessed entrances. Would the applicant have to get a variance? Discussion was made further on the proposed plan.

Gerald Gotschall made the subcommittee's recommendation to staff; given the proposed plan is not on a contributing historic building, the HRAC Building Permit Review Subcommittee's recommendation and comment to staff is that due to the following reasons the subcommittee supports the proposed plan: The construction is not irreversible, in that in the future the doors could be removed and the windows put back in place. The building already has recessed entries. The proposed doors maintain transparency. Finally the proposed doors look similar in characteristic to the style and doors of the building.

Shauna McMahon agreed with the recommendation and provided a comment that the proposed doors might cause "congestion" inside of the store and outside (though the doors do swing into the store) with all the traffic on South Franklin Street during the summer tourism season.

IV. Adjournment 5:25PM

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

Wednesday, April 3, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u>abs</u> Gary Gillette (Chair)	<u>X</u> Don Harris (Vice-Chair)	<u>X</u> Connie Munro
<u>X</u> Shauna McMahon (Recorder)	<u>X</u> Rico Worl	<u>X</u> Myra Gilliam
<u>X</u> Marie Darlin	<u>X</u> Elizabeth Eskelin	<u>X</u> Gerald Gottschall

Staff: ___ Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 x Jon Lange (CBJ Community Development)

Public Guests: Mary Lou Spartz

- I. Call to Order: 5:03 pm Gary Gillette absent so Don Harris led meeting
- II. Approval of Agenda: . Approved unanimously
- III. Approval of Minutes: approved unanimously with no changes. Motioned by Marie Darlin

IV. Public Testimony on Non-agenda Items:

Mary Lou Spartz- Cemetary memorial conservation efforts for Walter Harper memorial who died on the Princess Sophia voyage. The etching is hard to read. Ms. Spartz has been doing research on Mr. Harper including talking with relatives and other parties in Whitehorse and Victoria. There is a Canadian commeration of Princess Sophia loss being planned. She also has been working with Steve Henrikson of the Alaska State Museum. Mr. Harper was an Irish-Athabaskan who ascended Mount McKinley. He travelled frequently with a bishop and met his wife Frances at Fort Yukon. Ms. Spartz wanted HRAC member thoughts on addressing the deterioration of the memorial: separate plaque with inscription text, re-etch inscription, replace the foundation and the inscription, other possibilities?

Oversight of cemetery- Marie Darlin mentioned Parks & Rec has responsibility

Ownership of the cemetery monuments- Myra Gilliam asked about the direct ownership. Connie Munro asked about whether it was owned and cared for by family.

Possible inscription treatment- Myra Gilliam mentioned incremental scrubbing as a potential method to improve visibility and readability of the memorial.

Have Parks & Rec Director discuss- Connie Munro requested that Jon invite the Parks and Rec Director to speak to HRAC regarding cemetery policy.

V. New Business:

1. Review of Draft HRAC 2012 Annual Report

The draft annual report was discussed. Connie Munro mentioned that highlighting public testimony presentations (Empty Chair, Treadwell Office, and Filipino society) would be good to draw attention to. Building reviews also could be highlighted. Marie Darlin and Myra Gilliam want to emphasize information that was brought to the board. Jon Lange asked that any comments for the Annual Report be submitted in the next two weeks.

2. DOT&PF Proposed Project- North Douglas Paving Rehabilitation- Roundabout to Fish Creek Road

Myra Gilliam asked if determination of eligibility was done on the North Douglas house listed in the project report. She wants to encourage project submittals to include a field for eligibility status. She also mentioned that there would be high probability site potential at stream outlets. The committee noted that as a paving project there was minimal new ground disturbance and a motion was proposed.

-MOTION-

Concur with initial identification of historic resources and initial area of potential effect in the North Douglas Paving Rehabilitation report. HRAC has no knowledge of additional historic resources in area of potential effect. HRAC requests continued consultation on project. Based on minimal new ground disturbance HRAC has no additional concerns. (motioned by Myra Gilliam, Seconded by Connie Munro)

VI. Old Business:

1. Summary of Building Permit Review Subcommittee decision on proposed new doors at 383 S. Franklin St. –Meeting March 27, 2013

Reviewed subcommittee's review of door construction project. The building did have other recessed doors so recessed pattern is present. The project is easily reversed to current state of windows. There was some discussion of how design standards are applied in reviews.

VII. Committee Member Comments

1. Mentioned was made of the recent Legislator History (1915- statehood) Presentations - some presentations had written summaries.

2. Connie Munro noted presentation and book by Vic Fisher- To Russia With Love

3. It was noted that the Evergreen Cemetery Booklet was being revised. A HRAC "field trip" in June was suggested

VII. Next Regular Meeting

Wednesday, May 1, 2013. (Room 224, City Hall)

VIII. Adjournment: Approximately 6:25 pm

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

Wednesday, May 1, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> X </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> abs </u> Rico Worl	<u> X </u> Myra Gilliam
<u> abs </u> Marie Darlin	<u> abs </u> Elizabeth Eskelin	<u> X </u> Gerald Gottschall

Staff: X Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 X Jon Lange (CBJ Community Development)

Public Guests: Travis Smith

- I. Call to Order: 5:00 pm
- II. Approval of Agenda: Approved unanimously
- III. Approval of Minutes: approved unanimously with no changes. Motioned by Connie Munro
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:
 - 1. Parks & Recreation Discussion – CBJ maintained Cemeteries – Ben Patterson

Round robin introductions were made for the benefit of Mr. Patterson. The recent inquiry regarding Walter Harper grave site has started internal discussion regarding memorial repairs and projects. Joe Juneau gravesite restoration interest has also brought the policy matter to light. Currently CBJ has no policy. Mr. Patterson proposed case by case evaluation in the future. He requested member input into defining a "historic grave." The Evergreen Cemetery brochure was noted by members as a good place to start a historic listing of gravesites.

Jane Lindsay: Preservation guidelines emphasize do no harm and reversibility. She also noted the Cemetery and Marker Assessment Form as a good resource

Gary Gillette: There was previous interest in nominating Evergreen Cemetery to National Register of Historic Places. SHPO wished to do a statewide listed instead. He also noted a 50 year threshold for historic listing.

Connie Munro: Ms. Spartz is considering placing on retainer a Seattle maintenance contractor for the Walter Harper gravesite.

Gary Gillette asked about contact from family of Walter Harper. Patterson said not yet but Ms. Spartz has been thorough in her research. Mr. Patterson asked the members for input on how to determine "family member" and at what point does it become public domain after estate.

Myra Gilliam: what are the owner responsibilities for the gravesite? Mr. Patterson replied that the city does edging, leveling, but does not have property rights or other care responsibilities to the memorial.

Members expressed support and encouragement of HRAC consultation being included in proposed policies related to historic gravesite memorials. Written verification of consultation with family owner of gravesite was also mentioned as important to the policy development. Incremental cleaning was noted as an important tool to try prior to more intensive projects.

2. Centennial Commemoration of Kennedy Str. Mining Cabins/Starr Hill- Claire Richardson & neighbors

Ms. Richardson gave an overview of proposed 100 year history celebration of area. She anticipates a Block Party permit for June 22. She is hoping to record neighbor stories and narratives as well as celebrating the notable artists of the area. She had mentioned possibly coordinating a First Friday JDCM exhibit- Jane Lindsay noted that exhibit planning often occurs a year in advance so that would not be a feasible option but that a coffee & collections presentation might be possible. Other potential exhibit venues noted by members included the JACC, The Canvas, and Rockwell's. Jane Lindsay suggested that walking tours and/or house tours may be a nice complement to the centennial. Both Jane Lindsay and Gary Gillette suggested the oral history work may be a good proposal for a viable local history grant.

3. Valley and Douglas Island Historic Properties Consultation and Discussion- Rachel Myron U.S.F.S archaeologist for Juneau Ranger District

Rachel Myron recounted recent U.S.F.S. efforts coordinating recreation & trails coordination with heritage section.

Peterson Trail: Routing efforts have been made to protect segments of trail with interpretation focused at trailhead. Archeological surveying continues possibly up to 2 miles this year. Use of the cabin has been increasing to about 200 nights and there has been work to mark circuit and winter route.

Treadwell Trail From CBJ boundary to Bonnie Brae work towards a NEPA evaluation is anticipated. Currently determination of eligibility to National Register of Historic Places is done and the Determination of Effect will be done later for the Treadwell Ditch Trail. The "culverts" on the Treadwell Ditch trail are actually classified as diversion structures.

W. Glacier Trail Research was initiated in 2005 during parking lot project. The vicinity once included one of the largest outdoor rifle ranges. Currently there is interest in developing a bike/ski path for pedestrians from Skater's Cabin to the trailhead

4. Temporary Structures & Food Carts in Downtown Historic District Discussion

Gary Gillette noted that technically there is 40 foot area in front of library that is in historic district. A cart is being proposed within that historic area. Travis Smith, The Rookery owner, gave a handout and discussed the cart proposal. The Cart is 10.5' long and would be colors like the current Valentine's Building (not the pink shown in photo). Don Harris noted the muted colors mentioned on page 28 of the design standards. Gerald Gotschall liked the mobility of the cart. Gary Gillette noted many past and present vendors included canopy or false front features.

-MOTION- HRAC request city notify current and potential temporary structure owners and inform of design standards and intent to implement for temporary structures next year. Allow variance for this year's "The Rookery" cart but acknowledge planned standards implementation for next year.

5. Mike Pusich Harbor Sign Review

Gary Gillette noted change to color scheme to aqua and green colors and passed around draft sign design.

6. CBJ Ordinance Regarding Hawking in Downtown Historic District.

Members were curious about limitation only to downtown historic district. The ordinance is being introduced 5/13. Draft ordinance was handed to members

7. Program Comment on Common Post- 1945 Concrete and Steel Bridges Discussions

Members thought about relevant bridges and older bridges but did not have feedback yet referencing the proposed general permit type scenario for those bridges. The members did express interest in inviting presenter on topic.

VI. Old Business:

1. Annual Retreat Discussion

Some topics of interest for an annual retreat included 1)a speaker on historic cemeteries, 2) further discussion on temporary buildings- create specific new standards, definitions, or continue status under structures 3) CLG Grants. It was noted that general advisory board member training was not a priority.

VII. Committee Member Comments

1. Relevant upcoming celebrations were mentioned- Alaska Mining Day (5/10) and International Museum day (5/18). Last Chance Museum was going to offer free admission for Alaska Mining Day.

2. HRAC interest in having a "Meet & Greet" with Gastineau Historic Society was mentioned.

VII. Next Regular Meeting

Wednesday, June 5, 2013. (Room 224, City Hall)

VIII. Adjournment: Approximately 7:10 pm

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

Wednesday, June 5, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> X </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> abs </u> Rico Worl	<u> abs </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> abs </u> Elizabeth Eskelin	<u> X </u> Gerald Gottschall

Staff: abs Jane Lindsey (CBJ, Juneau-Douglas City Museum)

 x Jon Lange (CBJ Community Development)

 abs Laura Boyce (CBJ Community Development)

Public Guests: Bill Young (owner of The Jewel Box)

- I. Call to Order: 5:07 pm
- II. Approval of Agenda: Approved unanimously
- III. Approval of Minutes: Approved unanimously with no changes.
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:
 - 1. ADOT/PF Project Discussion – Brotherhood Bridge

This project has previously been discussed at HRAC meetings. It is scheduled to go before the Planning Commission next Tuesday. Bridge sketches were shared. The bridge rail option 1 was noted for its simplicity and highlighting of medallion. There was additional clarification of current rafting pullout as it relates to visibility and interpretation- committee members noted that now pullout is farther downriver at "Don Abel's" area.

-MOTION- HRAC supports implementation plan as itemized in letter and supports bridge rail option 1. HRAC would appreciate overview plan of retaining wall, scenic overlook, and interpretation. (Motioned by Gary, Connie seconded.)

Jon Lange indicated he would draft short letter regarding the motion.

2. Downtown Historic District Signs- staff (also commentary by downtown store owner Bill Young)

The city is moving towards more active implementation of standards and codes regarding signs in the downtown historic district. Young wanted to be more informed regarding design standards relating to signs. He wants to utilize signage to bring consumers up to Front Street- indicating that many people turn before Front Street. It was indicated that only one business name can be on a sign. HRAC committee members mentioned the Senate Building as a signage option which addresses multiple businesses in one building. Mr. Young also noted the use of the above canopy area to give store information such as at Paradise Beads. There was discussion of drawing traffic using directional signs- "Historic Front Street Shops this way" or "More shops this way" or even on a larger scale -an archway or entrance to historic district. Gary Gillette mentioned that canopy lighting along with signage can be a part of attracting people to the area businesses-would like both to be an open topics for the committee. Guest Bill Young noted that sandwich sign codes were not being strongly enforced currently and thanked the Committee for their information.

VI. Old Business:

1. CBJ Grant Updates

The existing grant to design the stamp mill cover at Treadwell was reprogrammed to include work on the Saltwater Pump house roof. Vandalism of a sign at Treadwell was noted.

2. Follow up from Program Comment regarding Common Post-1945 Concrete and Steel Bridges
Teleconference – Staff

A PowerPoint print out of the presentation was distributed to board members. A list of bridges deemed significant is being compiled. This is part of streamlining project reviews of certain classes of bridges.

VII. Next Regular Meeting

Wednesday, August 7, 2013. (Room 224, City Hall)

VIII. Adjournment: Approximately 6:35 pm

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

Wednesday, August 7, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> X </u> Don Harris (Vice-Chair)	<u> X </u> Connie Munro
<u> X </u> Shauna McMahon (Recorder)	<u> ? </u> Mark Sowers	<u> X </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> </u> (vacant)	<u> abs </u> Gerald Gottschall

Staff: abs Jane Lindsey (CBJ, Juneau-Douglas City Museum)

 x Jon Lange (CBJ Community Development)

 x Laura Boyce (CBJ Community Development)

Public Guests: CDD Director Hal Hart
Luyiaminda C. Solangy
Brian Holst
Margo Waring
Ulysses Bohulano

- I. Call to Order: 5:07 pm
- II. Approval of Agenda: . Approved unanimously
- III. Approval of Minutes: approved unanimously with update to bridge option
- IV. Public Testimony on Non-agenda Items: none

V. New Business:

- 1. Downtown Façade Improvement Program Presentation- Margo Waring & Brian Holst

An annual storefront improvement competition is being developed by the Juneau Economic Development Council. Handouts were shared and three awards were described: current, most improved, and people's choice. The Southeast Section of the Alaska Chapter of the American Institute of Architects is a confirmed sponsor and Downtown Business Association is pending. There are provisions for improvements completed in recent years. Laura Boyce suggested that a letter from HRAC could be a weighting criterion for selection. Mr. Holst mentions hopes that HRAC could be a source of Judges and promotion for competition.

-MOTION- HRAC supports the Storefront Improvement Competition proposal (Motioned by Marie Darlin,

2. Building Permit Review for Downtown Historic District Building Renovation- CDD staff

An owner of L&J Hair is planning to have two door panels and shift to left and add window. Gary Gillette mentioned the windows should be even with door. Laura mentioned need for variance since current plans do not have recessed doors. Gary Gillette also mentioned under the standards canopies are flat, not sloped and further discussion of the slope continued such as "stepping" the slope. Ms. Solangy (business owner) noted that the function is transitioning from hair salon to store. Gary Gillette noted that the owner should continue consultation with Laura Boyce and Jon Lange at CDD.

3. City Museum Draft Long Range Plan Review and Discussion

Laura Boyce handed out draft plan to HRAC members. It was suggested that members review so can be discussed when Jane Lindsay is present.

4. Treadwell Grant Signage Review- Gary Gillette

Draft sign designs were shared. Myra encouraged citations of sources and information for readers to find further information. Laura Boyce asked about the projected lifespan of sign and Gary Gillette answered 10 years. Gary also mentioned some downtown signs need cleaning and Laura Boyce suggested he walked her around the sign needs in the near future. It was also mentioned that a "HRAC field trip around the signs" may be a possible venture at the retreat or in the future.

-MOTION- HRAC approves the signs and supports moving to production
(moved by Myra Gilliam, approved unanimously)

5. DOT/PF Project Discussion

Four projects that had updated scopes were presented. The projects had previously undergone HRAC review.

-MOTION- HRAC concurs with findings shown in the updated project scopes.
(Myra Gilliam motioned, Marie Darlin seconded)

VI. Old Business:

1. CBJ Grant Updates

There is an awarded grant for re-roofing the Salt Water Pumphouse. North Pacific Erectors has offered its overhead and profit as match. Juneau Truss Company is providing some support through truss materials. Wayne Jensen is volunteering his time for architectural design.

2. Retreat Planning - staff

HRAC preferred a Saturday morning retreat over an evening or extended meeting retreat. Some topics of interest included native design standards, signage in downtown historic district (such as sandwich signs), temporary structures, and historic house plaques. A walking tour was mentioned as a possible retreat activity. October 5 was mentioned as a potential date and the customs/port office building as potential location.

VII. Committee Member Comments

HRAC Member changes were noted. Elizabeth Eskelin has resigned and Mark Sowers is newly appointed. Members were encouraged to promote the current vacancy to relevant friends and acquaintances, ect.

VII. Next Regular Meeting

Wednesday, September 4 2013. (City Hall Room 224)

VIII. Adjournment: Approximately 6:35 pm

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

Wednesday, September 4, 2013
City Hall Building, Room 224
5:00 p.m. to 6:30 p.m.

Members:

<u> X </u> Gary Gillette (Chair)	<u> abs </u> Don Harris (Vice-Chair)	<u> </u> (vacant)
<u> X </u> Shauna McMahon (Recorder)	<u> X </u> Mark Sowers	<u> X </u> Myra Gilliam
<u> X </u> Marie Darlin	<u> </u> (vacant)	<u> X </u> Gerald Gottschall

Staff: x Jane Lindsey (CBJ, Juneau-Douglas City Museum)

_x Jon Lange (CBJ Community Development)

abs Laura Boyce (CBJ Community Development)

Public Guests: Greg Smith – City maintenance
 Marcy- wife of new member Mark Sowers
 Theresa- JDCM HVAC project

- | | | |
|------|--|--|
| I. | Call to Order: 5:03 pm | |
| 1a | Member introductions | Round robin introductions for benefit of new HRAC member
Mark Sower has background in History, political science, and economics |
| II. | Approval of Agenda: | .Addition to new business- Brotherhood Bridge. Also switch New Business item 2 and New Business item #1 so allow arrival of project manager. Approved unanimously. |
| III. | Approval of Minutes: | approved unanimously |
| IV. | Public Testimony on Non-agenda Items: | none |
| V. | New Business: | |
| 2. | Museum Main Street Entrance Project Update | |

Jane Lindsay provided photos of current status of Main Street project. She noted that brick walkway is providing good congregation area and area to study totem. Some discussion was made regarding sloped angle of first step from corner of Main St and Calhoun to Museum.

1. Museum HVAC planning update

Project representative noted that design at 35% completion step. 11 condensing units on cement bases at back of museum are part of design.

3. Empty Chair Exhibit update

Sculpture at Capitol Park is planned for install July 2014. JDCM exhibit is scheduled for May 2014. It will include biographies of families and art related to internment event and representative artists such as artist "Fumi" (sp?). There are multiple grants for education events associated with Empty Chair project.

4. Treadwell Saltwater Pump House Exhibit Idea w/ CLG grant

Potential fundraiser at Douglas Island Museum was mentioned since location uses image as logo and has painting of subject. The mention of a JDCM exhibit and/or Coffee & Collection event featuring paintings with Saltwater Pump House as subject.

5. FY14 HBF Grant Applications Available

It was noted that Kim Keefer, City Director, has interest in digitizing Evergreen Cemetery Map as potential CLG prospect. Cost of ~\$70,000. HRAC member expressed interest in learning more about project description and methodology. Gary Gillette highlighted for City consideration and benefits that CLG project end dates would be September 2015 and grant 60/40 match requirement.

Gary Gillette mentioned potential Last Chance Mining area proposal associated with electrical tower leaning on transformer house. He recommended adding topics to October HRAC meeting after he obtains additional data relating to scope and costs.

The Preservation Plan was mentioned as perennial prospective CLG project idea. It was suggested that CBJ staff establish current CDD interest and support levels for such project.

6. Brotherhood Bridge

Commentary received by DOT regarding proposed interpretive panels was shared with HRAC members. Two main responses were shared by HRAC members. 1) It was noted that captioning and titling of bridge names may need further verification. For example, on Panel 1 it lists an original 1903 bridge but Marie didn't think the 1903 bridge had a superstructure. Marie Darlin noted the bridge name Lower Mendenhall Bridge. HRAC member further reiterated the need for precision in bridge names on the panels. 2) It was also observed that the formatting order of the panel titles (for example Bridge Brotherhood) would be helped with a more natural order. Guest Marcy Sowers noted the in panel discussion of eagle and raven it may be, more accurate to use moiety as opposed to clan. Gary Gillette said he would send comments directly to DOT representative Hillary Lindh.

Old Business:

1. CBJ Grant Updates- Long Range Planning

Contractor Ira completed his project and noted the help of having outside perspective. Jane Lindsay asked board for comments regarding next stages for the Long Range Plan- such as assembly adoption? Jane Lindsay was able to confirm that the totems associated with JDCM were historic. Satellite areas concept from Plan was further discussed by HRAC members-in particularly potentials related to schools, Willoughby District revamp, and possible Maritime Museum. Also talked about was the wording regarding "expansion limits" on page 9 of the Plan and the need for rephrasing to more accurately describe theoretical and practical limitations on grounds or building expansion. Jane Lindsay asked that any comments on the Plan be submittal by the end of the week.

2. Retreat Planning - staff

A Saturday October 26th date was established as this year's retreat date. The regular meeting will still be held October 2 allowing the retreat to be more focused. Retreat topics of interest include

- 1) signage, enforcement, and sandwich boards
- 2) temporary structures and standards
- 3) Plaques for contributing structures
- 4) Native design and standards.

Removal of current term limit language in by-laws was suggested as item in regular 10/2/13 meeting. Gary Gillette asked that Jon provide background on the retreat topics and the associated department direction/intents. This should help focus the retreat topic discussion.

VII. Committee Member Comments

none

VII. Next Regular Meeting

Wednesday, October 2, 2013. (City Hall Room 224)

VIII. Adjournment: Approximately 6:45 pm

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

Wednesday, October 2, 2013
Assembly Chambers
5:00 p.m. to 6:30 p.m.

Members:

___ Gary Gillette (Chair)	___ Don Harris (Vice-Chair)	___ <u>(vacant)</u>
___ Shauna McMahon (Recorder)	___ Mark Sowers	___ Myra Gilliam
___ Marie Darlin	___ <u>(vacant)</u>	___ Gerald Gotschall

Staff: _Abs_ Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 ___ Jon Lange (CBJ Community Development)
 Abs Laura Boyce (CBJ Community Development)

Guest: Marcy Sowers

- I. Call to Order: 5:03 pm
- II. Approval of Agenda: Approved unanimously.
- III. Approval of Minutes: Approved unanimously. Don Harris motioned approval.
- IV. Public Testimony on Non-agenda Items: none
- V. New Business:

1. Downtown Historic District – Seasonal Business Window Display Update

Jon described response from business members to window display inquiries. Examples of responses include “Give me something- I’ll put it up”, “What about concerns with broken windows”, and could we have elementary students to art?”

Guest Marcy Sowers proposed an art lottery or art contest to better address window displays. Perhaps propose a theme such as “historic Juneau”.

Last year the Alaska State Museum provided museum posters to businesses. When approached in person there was good business reception.

Myra Gilliam mentioned potential of doing enlargements of historic photos from Juneau-Douglas City Museum database. Guest Marcy Sowers mentioned pairing this with having older students do research of the photos. Practical aspects of coordination such efforts would need to be considered. Printing from digital photos and using new print paper might be ways to minimize costs.

V. New Business continued

2. Public Art

A proposed art installation was introduced and handout distributed. It included metal tree forms for installation on Main Street.

3. Auke Bay Area Plan

Presentations/workshops planned October 15 and October 19 as part drafting area plan. It is a CBJ multi-department project. The next stage is creating a steering committee. Gary Gillette and Myra Gilliam mentioned recent surveys for Auke Bay harbor and highway corridor project. It was suggested that these should be kept in mind in the planning efforts.

4. Consideration of By-law amendments

HRAC members identified current term structure – staggered three year terms. The July 1st start was mentioned – further research needed to find reason for that date.

-MOTION- HRAC committee proposes striking 2nd sentence in Section 3 of HRAC by-laws: “No member may serve more than two consecutive terms or six years, unless there are extenuating circumstances.”
(motioned by Myra Gilliam, approved unanimously)

CDD staff will confirm whether further action is needed to implement change.

VI. Old Business

1. Grant Ideas

Digitizing Maps- Parks & Rec proposed digitizing Evergreen Cemetery maps. Currently information on project scope or financial details is not known.

Last Chance Tower Project would require engineer assessment and remediation – possibly posed as multi-phase project.

Preservation Plan Likely supported by CCD director. John was asked to check with CCD direction on his interest/direction in Preservation Plan project.

Photo Inventory Inventory and Digitizing Juneau-Douglas City Museum photo collection

-MOTION- HRAC discussed four proposal ideas and supports having CCD forward two of the four projects as CLG proposals. (approved unanimously)

Gary Gillette asked Jon Lange to include CLG proposals as retreat item.

V1. Old Business cont.

2. CBJ Grant Updates – Gary

Gary Gillette provided update on Salt Water Pump house. The roof trusses are up. The trusses rest on plywood “shell” so concrete is not stressed.

3. Retreat Planning – staff

The date and location (10/26 – Port Customs & Visitors Center Conference Room) was reconfirmed. HRAC members were asked to bring potluck items. Five topics were listed as retreat agenda items

- 1) Temporary Structures and standards
- 2) Signs & Sandwich boards enforcement
- 3) Native design
- 4) Plaques for historic buildings
- 5) CLG updates

VII. Committee Member Comments

Myra mentioned the current Alaska Hotel renovation.

VIII. Next Meeting

Retreat, October 26, 2013 9am – noon at
Docks & Harbors Port Customs and Visitors Center Conference Room

IX Adjournment 6:35 p.m.

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

Saturday October 26, 2013, 2013
Port Authority Building
9:00-Noon

Members:

<u>X</u> Gary Gillette (Chair)	<u>X</u> Don Harris (Vice-Chair)	<u> </u> (vacant)
<u>X</u> Shauna McMahon (Recorder)	<u>X</u> Mark Sowers	<u>X</u> Myra Gilliam
<u>X</u> Marie Darlin	<u> </u> (vacant)	X Gerald Gotschall

Staff: X Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 Jon Lange (CBJ Community Development)
 X Laura Boyce (CBJ Community Development)

Guests: Ron Schramm	CBJ CCD Code Compliance Officer
Travis Goddard	CCD Planning Manager
Hal Hart	CCD Director

- I. Call to Order: ~9:00 am

- II. Approval of Agenda: Treadwell, JEDC contest, and January CID submittal proposed as addition to agenda. Approved unanimously.

- III. Approval of Minutes: Meeting minutes not distributed. Will be reviewed at next meeting.

- IV. Public Testimony on Non-agenda Items: none

- V. New Business:

1. City Museum Long Range Plan Review

Recently refining to incorporate recent comments. Next step is prioritizing actions and recommendations keeping in mind realistic implementation for staff of 4. This will then be given to City Manager. One recommendation of interest is moving Juneau-Douglas City Museum under Museums, Libraries and Archives instead of CBJ Parks & Rec. This would help provide archive advantages in processing documents and photos. It also assists in access to news of relevant grants, presents different department routines, and stresses museum centered focus. Another recommendation mentioned was promoting a multi-entity "cultural pass". SHPO has seen the draft plan.

V. New Business continued

2. Downtown Historic District Seasonal Building Discussion

Vendor area behind downtown library building has area in downtown historic district- 1st 40' closest to Franklin Street. It was noted that the city may be selling that property area which could ultimately impact the use of seasonal structures in that area. There are three positions on seasonal buildings for HRAC to consider in standards: view as temporary, have structures meet current standards, or develop new standards. One detail brought up was a providing incentive to seasonal structure owners to meet standards – such as permit cost differential or not having to move structure in off season. It was clarified that having seasonal structures remain can be problem for CBJ due to snow load and storm surge liabilities. It was noted that the concept of historic theme is pretty broad and could even include old style wall tents. Should HRAC specify wood or allow alternatives that have “historic” theme? Committee members did want to consider a standards addendum to address seasonal buildings and asked that CBJ staff write draft guidance on seasonal structures as new chapter that considers materials, signage and canopies.

A conversation on food carts followed. Currently sites are approved by a CBJ committee, with 4-5 sites specifically in the downtown historic district. The previous proposal by Fairweather Prints was mentioned as an example of interest in cart sites. A motion was made to address this pressure.

-MOTION- HRAC recommends to City Manager that Food carts in historic district be limited to at most 2 or 3 (motioned by Marie Darlin and approved unanimously)

3. Downtown Historic District Native Design Additions to Design Standards

It was noted that HRAC review of the recent Walter Soboleff Projects reflected comments addressing items such as architecture mass and window opening rather than “cultural style”. Native design style incorporation into standards has difficulties in identifying architectural elements and whether to support traditional styles or allow for dynamism of style. Another issue is how to incorporate a native design standard and yet still acknowledge diverse cultural influences. The Willoughby Plan and the Tlingit “village” legacy of the area make the Native Design discussion even more relevant. Shauna proposed a multi-cultural statement be developed for the introduction such as “HRAC acknowledges the influence of multiple cultures, including the local Tlingit, on Juneau’s heritage. It was suggested that CDD work on the practicalities and drafting of such a statement in the introduction.

4. Signage

CDD held a welcome & set up meeting in April as outreach to business owners. Laura especially wanted to reach some of the out-of-town owners who often come in for season preparation at that time. Ron Schramm described the stepped enforcement process. There is fan initial approach and education, a first citation (\$25), a second citation (\$25 now per sign), and third citation which requires court appearance (\$50 per sign). He also described the noticing period. Due to staffing limits, noticing, and the out of town ownership there is priority on education and outreach.

-MOTION- HRAC supports CBJ effort to address compliance through education and enforcement (motioned by Myra Gilliam, approved unanimously)

V. New Business continued

Laura Boyce called attention to 10.4 and 10.8 which reference signs adhered to glass or the overpowering of signage in window areas. Could increasing the allowable % of window coverage help storeowners better meet the standard? Laura mentioned wording regarding signage visible through windows/glass but not on the window. Committee members were encouraged to provide her any thoughts or comments on these signage details, particularly regarding the signage visible through windows but not on windows.

Issues surrounding sandwich board signs were described. Previously there was time limited statute that allowed sandwich boards with a permit and insurance. That statute has since expired. Ron Schramm noted that typically in enforcement sandwich signs are removed to the public works office. Part of the enforcement measure is that the owner has to travel to the office should they want the sign back. Myra Gilliam mentioned that the where standards mention prohibited roof type signs maybe an appropriate place to speak of sandwich boards.

5. Historic Plaque Program Discussion

Laura Boyce asked that any committee member interested in assisting on the historic plaques project to contact her. Specifically she mentioned the pricing and designing.

6. DOT Requests CIP project proposals

The committee members brainstormed CIP proposals. A previous example was The Treadwell Office Building project that was supported with the 1% sales tax. The following were brainstormed submittal ideas and a related motion drafted.

- Historic Markers
- Encasements for food carts
- Cemetery projects
- "Gateway" signs for Juneau Historic District
- Directional signs to Juneau-Douglas City Museum
- Street lighting

-MOTION- HRAC supports submitting CIP proposal of signs and related improvements to Downtown Historic District to promote as important neighborhood. (approved unanimously)

VI. Old Business

1. Grant Ideas

Digitizing Maps- Parks & Rec proposed digitizing Evergreen Cemetery maps. CCD made outreach for further information but no feedback.

Last Chance Tower

Project would require engineer assessment and remediation – possibly posed as multi-phased project. Could be CIP project but at roughly \$20,000 is very small compared to general CIP proposals.

Preservation Plan CCD Director did encourage the Preservation Plan efforts. CBJ did get approval to make application efforts on this. Match might be possible through CBJ staff time, however if work done through contractor then will need to work out source of match.

-MOTION- HRAC supports submittal of Preservation Plan as CLG Proposal if CBJ staff has time to draft Preservation Plan. Should staff time not be available HRAC supports saving project for next CLG grant cycle.
(motioned by Mark Sowers, approved unanimously)

2. Treadwell Update

Gary Gillette provided grant update. The interpretation signs on the stamp and the recreation activities have been installed on site. The Salt Water Pump House roof project is complete. It was mentioned that stamp structure construction might be a proposal to submit for consideration on the CIP list.

3. JEDC Competition

Gary Gillette noted he attended a preliminary steering committee meeting on the JEDC competition. HRAC representation on the steering committee was discussed. Laura Boyce said she could serve as HRAC representative on the steering committee.

VII. Committee Member Comments-none

VIII. Next Meeting

Wednesday December 4, 2013, 5:00 p.m. – Museum

IX. Adjournment ~12:00 pm

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

Wednesday, December 4 2013,
Juneau Douglas City Museum
5:00 p.m. to 6:30 p.m.

Members:

___ Gary Gillette (Chair)	___ Don Harris (Vice-Chair)	___ Marcy Sowers
___ Shauna McMahon (Recorder)	<u>abs</u> Mark Sowers	___ Myra Gilliam
___ Marie Darlin	___ Zane Jones	___ Gerald Gottschall

Staff: ___ Jane Lindsey (CBJ, Juneau-Douglas City Museum)
 ___ Jon Lange (CBJ Community Development)
 Abs Laura Boyce (CBJ Community Development)

Guest: Marcy Sowers

I. Call to Order: 5:03 pm

 Welcome to new members Zane Jones and Marcy Sowers and round robin introductions to members

II. Approval of Agenda: Approved unanimously.

III. Approval of Minutes: Both October 1 and Oct 26 retreat minutes were approved unanimously with typographic corrections to retreat minutes (pg 2 . . (an) HRAC review and pg. 3 adhered to "class" corrected to "glass"

IV. Public Testimony on Non-agenda Items: none

V. New Business:

1. Evergreen Cemetery Policy and HRAC

Draft policy regarding projects by non family members involving changes/updates to historic markers or memorials in Juneau cemeteries. The policy has HRAC reviewing application/work plan and includes owner approval and family consult. .Marcy Sowers is going to work on wording or line to create tone to better address potential cultural barriers and add clarity to scope of policy. It was also mentioned that outreach to Tlingit & Haida Central Council may be beneficial. Gary Gillette recommended a reference to the Historic District Design Standards & Guidelines do research of the photos. Practical aspects of coordination such efforts would need to be considered. HRAC members requested more information about where this policy applies and requested that Ben with Parks and Rec attend a near future meeting for additional clarification of jurisdictions. It was suggested that the draft policy wording of HRAC "will" review (submittals) to "may". Jane asked HRAC members to provide draft sentences and feedback to her. The HRAC members noted that development of this policy is a good intention.

V. New Business continued

2. Brotherhood Bridge Review

It was suggested that CBJ CCD Director be consulted regarding protocol in responding to the updated project review.

-MOTION- HRAC recommends that CBJ staff draft letter as appropriate that supports advancing of Brotherhood Bridge Project (Marcy Sowers moved, Marie seconded, Approved unanimously)

VI. Old Business

1. Museum HVAC planning update

Jane gave an update about the project schedule. On 12/18/13 the construction phase of the project funding will go before the CBJ Finance Committee for approval. Jane Lindsay mentioned the asbestos and heat source pumps aspects of the project. The planned 12x12 might be offsite at Centennial Hall depending on status of construction,

2. Long Range Plan Comments from HRAC Retreat

JDCM staff has retreat next week and will be discussing recommendations from Long Range Plan that may be reasonable in a five year scope with small staff. Several concepts were talked about by HRAC members including a “cultural pass”, coordinated exhibit themes across multiple local cultural facilities, and museum bus tours. Marcy indicated Goldbelt as a good resource for developing bus tour concept and for Long Range Plan feedback. Jane Lindsey noted that the draft Long Range Plan can be used for grant purposes and some internal uses. For formal adoption the Long Range Plan would go to the CBJ Assembly for approval.

3. Empty Chair

There are plans to develop an associated temporary exhibit to coordinate with the Empty Chair memorial. JDCM staff is working with Mary Abo and Greg Cheney on concepts for the exhibit.

4. Museum Walk Around

VII. Committee Member Comments - none

VIII. Next Meeting

January 8, 2014 at 5:00 pm. City Hall Room 224

IX Adjournment 6:20 p.m.

HRAC Attendance 2013

2013	Marie Darlin	Gary Gillette	Gerald Gotschall	Don Harris	Myra Gilliam	Shauna McMahon	Connie Munro	Rico Worl	Elizabeth Eskelin	Mark Sowers	Zane Jones	Marcy Sowers
9-Jan	X	X	X	X	X	X	ABS	ABS	X			
6-Feb	X	X	X	X	X	X	X	ABS	X			
6-Mar	X	X	ABS	X	X	X	X	X	X			
3-Apr	X	ABS	X	X	X	X	X	X	X			
1-May	ABS	X	X	X	X	X	X	ABS	ABS			
5-Jun	X	X	X	X	ABS	X	X	ABS	ABS			
3-Jul												
7-Aug	X	X	ABS	X	X	X				X		
4-Sep	X	X	X	ABS	X	X				X		
2-Oct	X	X	X	X	X	X				X		
26-Oct	X	X	X	X	X	X				X		
4-Dec	X	X	X	X	X	X				ABS	X	X
Absences	1	1	2	1	1	0	1	4	2	1	0	0
% of Meetings Missed	9.1%	9.1%	18.2%	9.1%	9.1%	0.0%	9.1%	66.7%	33.3%	20.0%	0.0%	0.0%

- NOTES:
- Annual Retreat for all members of HRAC and Staff.
 - This color signifies that the individual was not a member of HRAC at the time of the meeting.
 - Special Meeting
 - No Quorum
 - Annual vacation month.
 - X Present
 - ABS Absent

Presented by: The Manager
Introduced: 01/07/2013
Drafted by: J.W. Hartle

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2013-01

**An Ordinance Amending the Land Use Code By Adopting a
Revised Juneau Downtown Historic District Map.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough Code.

Section 2. Amendment of Section. CBJ 49.70.510 Map, is amended to read:
49.70.510 Map.

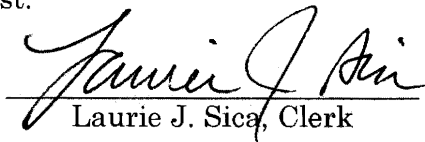
There is adopted for the purpose of defining the HST district in the City and Borough, the Juneau Downtown Historic District map, dated January 28, 2013, as the same may be amended from time to time by the assembly by ordinance. Additional height requirements shall be as specified in chapter 49.25, article IV. The map, as adopted or as amended, may identify special historic districts within the general historic district for the purpose of applying special regulations aimed at preserving or enhancing the special characteristics of the identified districts.

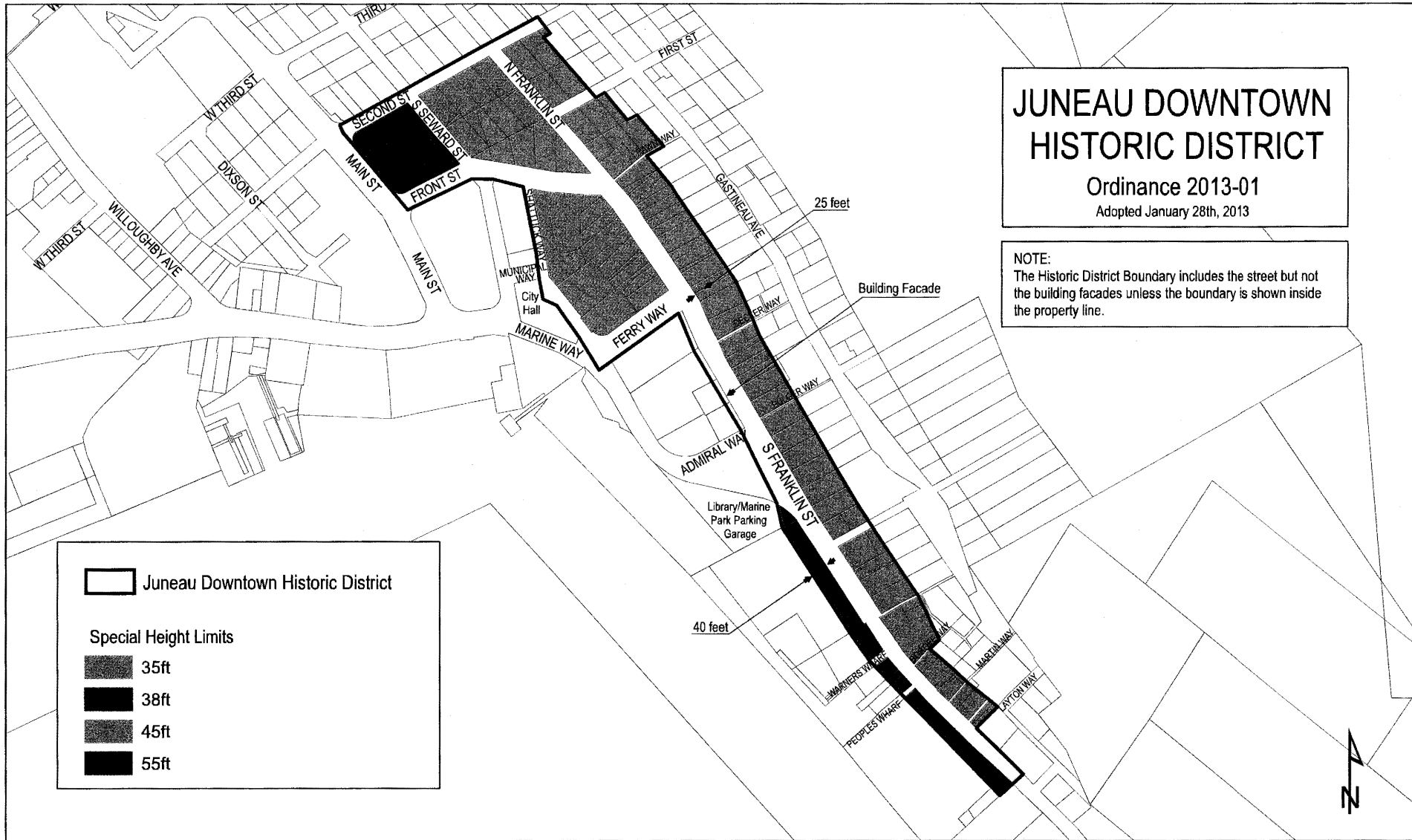
Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2013.


Merrill Sanford Mayor

Attest:


Laurie J. Sica, Clerk



Project Source: F:\gis_work\Quinn\Projects\CDD\historic boundary adjustment.mxd

Presented by: The Manager
Introduced: 01/28/2013
Drafted by: J.W. Hartle

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2013-05(b)

An Ordinance Restricting Off-site Commercial Solicitation Within the Downtown Historic District and Adjacent Areas.

WHEREAS, adopting limitations on the practice of off-site commercial solicitation, or "hawking," within the Downtown Historic District would help to ensure the safety and unobstructed passageway of sidewalks and roadways; and

WHEREAS, the United States Secretary of the Interior has officially recognized the unique historic character, culture, and charm of Juneau's Downtown Historic District in the National Registry of Historic Places; and

WHEREAS, approximately one million visitors arrive in Juneau annually, creating a thriving visitor industry largely within the limited area of the Juneau Downtown Historic District and areas adjacent to it; and

WHEREAS, enhancing the safety and enjoyment of these visitors is vital to the reputation and economic well-being of the community, and to protecting the integrity of enterprises offering goods and services in the City and Borough; and

WHEREAS, the Assembly of the City and Borough of Juneau has recognized an increase in off-site commercial solicitation activities, particularly in the Downtown Historic District and areas adjacent to it, such that the enjoyment and safety of visitors is jeopardized and the commercial environment unduly disrupted; and

WHEREAS, other municipalities with similar historic heritage within Southeast Alaska have successfully adopted restrictions to regulate off-site commercial solicitation activities, and at least one such ordinance has been upheld by the Supreme Court of the State of Alaska; and

WHEREAS, it is the intent of the Assembly to enact reasonable time, place, and manner restrictions only on commercial speech, without limiting expressive speech;

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NOW, THEREFORE, BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Code.

Section 2. Amendment of Chapter. Chapter 42.20 is amended by adding a new section CBJ 42.20.210, to read:

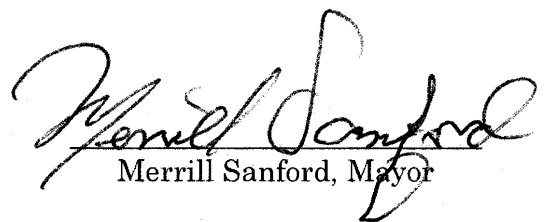
42.20.210 – Off-site Commercial Solicitation Restricted.

(a) **Limitations on Off-site Commercial Solicitation Activity:**

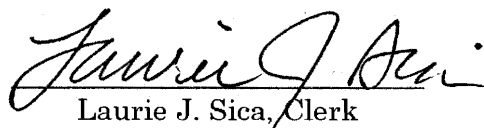
- (1) Except as allowed under CBJ 62.10.050 (Street Vending), CBJ 42.20.200 (Panhandling Restricted), or CBJ 85.25.60 (Dock Vending Permits), no person shall engage in off-site commercial solicitation within the Juneau Downtown Historic District, as it may be amended from time to time, or the adjacent areas as depicted in Exhibit A, except within an enclosed structure encompassing at least 200 square feet.
- (2) For purposes of this section, “off-site commercial solicitation” is defined as person-to-person efforts solely intended to interest pedestrians in, or to solicit the participation of pedestrians in, commercial transactions for private profit with a business, except when done entirely within an enclosed structure.
- (3) For purposes of this section, “business” is defined as any commercial activity in which any goods, services, tours, or edibles are sold or offered for sale.
- (4) Violation of this section is an infraction. In addition, the municipality may bring suit for injunctive relief where warranted.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 11th day of February, 2013.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Clerk



**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Juneau Commission on Aging - Annual Report & Appointments

MANAGER'S REPORT:

Click below for a link to the Juneau Commission on Aging Factsheet with associated links to the governing resolution.

http://www.juneau.org/clerk/boards/BCF_factsheet.php?UID=27

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Commission on Aging Annual Report & Attachments	6/26/2014	Report
☐	Juneau Commission on Aging Applications	6/26/2014	Exhibit

Juneau Commission on Aging Annual Report 2013 – 2014

Purpose. The Juneau Commission on Aging aims to promote the awareness of Juneau's changing demographic composition as the proportion of seniors grows at an unprecedented pace; to highlight the role of seniors as a tremendous social and economic resource for the Juneau community; and to advise the Assembly on how it can assist in improving local seniors' quality of life.

Membership. The Juneau Commission on Aging has had all seven of its seats filled this year:

MaryAnn VandeCastle, Chair
Elizabeth Terry, Vice-Chair
Pat Watt, Secretary
Cliff Cole
Marie Darlin
Dixie Hood
Mary Lou Spartz

Meetings. The Commission met monthly, usually on the second Thursday of the month, except for a summer hiatus in July and a holiday break in December. Most meetings are held at the Juneau Senior Center and feature a speaker who shares information about a topic of interest to Juneau seniors. Attendance by the public has varied.

We've had a wide variety of meeting guests this year, addressing a range of topics of importance to seniors. Our speakers have included two members of the Southeast Alaska Food Bank board, discussing emergency food assistance for seniors; Tlingit & Haida's elder services coordinator, updating us on the services available to elders; staff of the Alaska Commission on Aging to share information about the ACOA's 2014 senior legislative agenda and its bi-weekly legislative teleconferences; the CEO of United Way of Southeast Alaska with details on the 2-1-1 social services telephone referral system; the CBJ's finance director with information on the senior property tax and sales tax exemptions; McDowell Group staff to present information about the Juneau Economic Plan and gather information on senior economic priorities; and a

representative of SCSSTI regarding the demand study for assisted living and other senior services currently underway in Juneau.

Attendance. Meeting attendance by Commission members was good, with all scheduled meetings achieving a quorum. Absences included Cliff (3), Liz (1), Marie (1), and Pat (1) and remote call-ins included MaryAnn (2) and Mary Lou (1).

Activities. An important issue for the Commission this year was senior food insecurity. With the help of the Southeast Alaska Food Bank, we sponsored a Senior Food Forum in March, 2014 (report attached). This half-day workshop drew 25 community members, including service agency staff, food pantry volunteers, and individual seniors. While just a step in the right direction, the event generated many good ideas for future action to ensure that seniors are able to access the community's emergency food resources. Commission members also recently volunteered to assist in an informal evaluation of local food pantries' accessibility to seniors.

The JCOA sent comments to the CBJ regarding transit issues, a perennial concern of local seniors, in connection with the adoption of a new transit plan; we also forwarded comments on senior needs for safety and convenience on the ferry system, as various options are considered. We wrote a letter of support for expansion of the tai chi classes currently offered by Southeast Senior Services, in an effort to increase State funding to address the long wait list.

In February 2014, the JCOA gave a short presentation to the Alaska Commission on Aging at its quarterly meeting in Juneau. We presented our annual demographic update on Juneau's senior population (attached). Member Marie Darlin attended the ACOA's "Power of Aging" statewide conference in Anchorage in May, 2014, and shared information from the conference with JCOA members.

Individual members of the Commission are also working with the task force that is focused on bringing an assisted living home to Juneau. Members attend and present input at the meetings of other organizations such as the Alaska Pioneer Home Advisory Board and various local boards and commissions. At each JCOA meeting, members provide brief summaries of their attendance at senior-related functions and group meetings.

During Older Americans Month in May, 2014, the Juneau Commission on Aging sponsored a series of four 30-second radio spots highlighting Juneau seniors' contributions and concerns which ran on KJNO (630 AM), KINY (800 AM), KXXJ (1330 AM), and KSUP ("Mix 106" FM) during the month. Public service announcements drawing attention to Older Americans Month also ran on the KTOO radio stations.

The Commission prepared a budget request for FY 2015 which would have enabled us to produce and mail a one-page flyer to all borough postal customers containing contact information for services available to seniors and caregivers. The request was not funded; however, we are considering other means of getting the information out to the public, including internet or phone book presentation.

Plans. The Juneau Commission on Aging plans to continue with its monthly meetings featuring speakers and topics of interest to Juneau seniors. We hope to expand our pre-meeting publicity protocol in order to attract a larger number of attendees.

In addition to working toward the top priorities identified in the Commission's 2010 senior needs survey, including assisted living facilities, health care access, cost of living control, and a variety of transportation needs, other goals include improving seniors' access to information resources, ensuring that seniors' needs are met by community food programs, encouraging Juneau to become a senior-friendly community, creating learning opportunities for seniors, and advocating for a larger, fully staffed senior activity center.

Respectfully submitted,

MaryAnn VandeCastle
Chair, Juneau Commission on Aging
June 25, 2014

Attachments: Juneau 2014 Senior Population Update
 Report on March 2014 Senior Food Forum

Juneau's Senior* Population

(Estimates by Alaska Dept. of Labor & Workforce Development)

* Residents age 60 and older; includes all CBJ seniors

Most Recent One-Year Period:

	2012	2013	Rate of increase
Juneau	5,204	5,467	5.05%
Alaska	104,741	110,794	5.78%

Previous Decade:

	2003	2013	Rate of increase
Juneau	3,031	5,467	80.37%
Alaska	60,843	110,794	82.10%

According to the U.S. Administration on Aging**, **Alaska has the fastest-growing senior population in the U.S.** for the past decade. (The primary reason for this is the large number of young people who relocated to Alaska during the economic boom of the 1970s and 1980s and are now aging in place.)

** A Profile of Older Americans: 2012

Senior Proportion of Total Population, 2013:

Juneau	16.5%	(Total Pop. = 33,064)
Alaska	15.0%	(Total Pop. = 736,399)

Median Age, 2013:

Juneau	37.9 (up from 36.2 in 2003)
Alaska	34.3 (up from 33.2 in 2003)
Haines census area	48.0 (highest; 12 census areas have a median > age 40)
Wade Hampton C.A.	22.9 (lowest; 5 census areas have a median < age 30)

Seniors-to-be in the coming decade:

Juneau residents age 50 – 59 in 2013: **5,571**

AK DOL Population Projections for Juneau:

	2025	2030
Number of seniors	8,474 (+ 55.0%)	8,769 (+60.4%)
Median age of population	40.9	41.6
Senior percentage of population	26.1%	27.1%

Juneau Commission on Aging

February 11, 2014

Juneau Commission on Aging

Senior Food Forum Report

A group of 25 people gathered for several hours on March 11, 2014 at the Juneau Senior Center for a brainstorming session on improving the food security and nutrition of Juneau seniors. Those in attendance included service providers, state agency staff, community volunteers, and individual seniors. Kevin Ritchie facilitated the session.

Resources: Food resource agency representatives (Marianne Mills for Southeast Senior Services, Marilyn Doyle of Tlingit & Haida Central Council Elderly Services Program, Sharon Barton of the Southeast Alaska Food Bank, and Karen Lawfer of the Resurrection Lutheran Church Food Pantry) presented brief overviews of their current services.

A list of Juneau food pantries and prepared meal programs taken from the United Way of Southeast Alaska's website was reviewed by those present, most of whom had been unaware of the existence of this resource. Most felt it was helpful but incomplete. Wayne Stevens of United Way invited participants to submit any additions or changes they're aware of so that the list can become a reliable reference for local seniors and programs.

<http://www.unitedwayseak.org/food-pantries-and-prepared-meals>

Wayne also emphasized that people (seniors or providers) can call 211 (from 8:30 a.m. to 5:00 p.m., Monday through Friday) to obtain information about available social services, including food resources, in Juneau.

Barrier Identification:

Participants split into three groups for a discussion to identify the barriers standing in the way of seniors in Juneau accessing adequate and appropriate nutrition. Note-takers in each group recorded every barrier mentioned. At the end of the discussion period each small group was asked to identify its top two barriers to report to the larger group.

The small groups chose very similar issues as their top barriers. All three groups cited a low level of **Information Sharing, Collaboration and Coordination, and Communication** as a major barrier. Agencies are not coordinating well to:

- gather data on the number of food-insecure seniors and the specific needs of seniors with respect to food issues
- identify available community food resources and how to access them
- coordinate resources to improve access for seniors
- communicate with seniors about where food is available and how and when they can get it

Discussion indicated that communication is disjointed. Seniors don't know how to find out what resources are available in Juneau. This information needs to be better communicated. Many of today's seniors themselves may also be disconnected from sources of community, and therefore not in a position to hear about the help that is out there. This **Isolation** is a related barrier affecting many older people – they are cut off from community, information, resources, and services. This also makes it difficult to identify those seniors in need of food.

Comments about this group of issues included:

- People who need it don't know what's available *or how to find out*
- We don't have comprehensive information about what the needs are and how they are currently being met
- Information about resources needs to be updated, shared, coordinated
- Seniors need places and ways to socialize; this is an important step in connecting them with community resources

Each group also identified **Transportation/Access** as a concern. This represented a cluster of difficulties seniors (who often don't have their own vehicles or no longer drive) face when attempting to access food, whether from a grocery store, food pantry, or the food bank.

Some of these included:

- high cost of transportation
- long wait for Care-A-Van when finished shopping

- first-come-first-served policies that favor those with vehicles, who can arrive early (unlike those who must take a bus)
- shopping logistics – bags of food are too heavy to lift; Care-A-Van only allows three bags per person, so people can't get enough food in one trip; etc.
- grocery stores don't deliver

Numerous additional barriers were mentioned in the small group discussions, including:

- High cost of food
- Hour(s) that food bank is open
- Food quality issues – lack of access to good quality nutritious food
- Need for education – about nutrition, menu planning, cooking safely, nutritional needs in aging
- Gathering food – difficult for elders
- Lack of access to fresh produce, farmers' markets
- Mobility issues – getting in and out of building, reaching items on shelves, low vision; stairs are a barrier
- Some don't feel safe cooking anymore
- Concern about who will carry or lift their groceries
- Inconsistent food supply – perishables, produce
- May lack knowledge of what to do with food received
- May lack desire or ability to prepare meals
- Difficulty knowing how to (or being able to) keep up with special diets
- Poverty issues – homelessness, lack of family support, can only afford small amounts of food at a time
- Is there enough food to meet the needs of all the seniors in the community who need it?
- Many seniors live in places that lack cooking facilities
- A lot of Alaskan seniors are taking care of their grandchildren – often prioritizing the childrens' food needs above their own

Solutions:

The group as a whole proposed solutions related to the two top priority barriers. The session yielded a surprising number of ideas that are workable within existing resources, and each with a number of advocates.

- **General implementation strategy** is to use the existing coordination group(s) below, adding additional members, and using the volunteers who advocated for each improvement.

A. Improving Communications and Coordination and Collaboration between agencies/organizations

- Coordination Method
 - More agencies **attend monthly “Food Summit”** for agency coordination sponsored by pantries – Pastor Tari, leader. (Wayne, Jo)
 - More agencies **attend monthly and annual “Elders and Caregiver”** meetings sponsored by CCTHITA. (Marilyn)
 - Consider consolidating the meetings.
- Coordination Activities
 - **Updated and Centralized Information on food system and resources:** Improve and continuously update food system information on the United Way website. (Nils, Wayne, Marsha, Sue, Susan)
 - **Flyers and ads:** And use this printable information on United Way website in:
 - Provision of information to “211” social services info system for access to seniors and providers.
 - Flyers: (Note: not fancy flyers, basically only copy and reprint updated information from UW website as needed). Use this cheap printed information for flyers on Care-A-Vans, CCS Senior Care Coordinators and other counseling/referral agencies, distribution at senior centers, food bank, and pantries, give to families of seniors.
 - Publicize availability of website and flyers on bus ads and on Care-A-Vans
 - **Coordinate Food Bank and Food Pantry open schedules** for best accessibility for seniors, and types of food needed. (Nils, Karen, Sharon, Laraine)
 - **Develop Better Data Collection to use for food appeals, grants, etc.** Work with all agencies and pantries, etc. to develop a more unified data collection system so continuous improvements can be made to food system. (Note: 6 years from now, in 2020, the Juneau Commission on Aging is scheduled to conduct its next senior survey – prepare questions on food issues.) (Laraine, Karen)

Other solution ideas mentioned:

- Produce a comprehensive resource directory – list services each agency provides, hours, location, etc. – in hard copy format
- Identify established channels that seniors are aware of, for getting the word out to them about available resources
- Provide more ways for seniors to interact in a community context that includes food – regular group dinners could ensure a healthy meal, human/social interaction, and access to information about resources in the community

B. Improve getting adequate food to seniors, and promote more choice for seniors:

- **Care-A-Van shopping and delivery:** Consider a “Pantry on Wheels” similar to the “Meals on Wheels” program. Food Bank offered to host Care-A-Van visits as an “agency” visit. (Note: The Food Bank is generally restricted to providing food to agencies.) Care-A-Van could be scheduled for visits with seniors, or agency/volunteers with individual senior “shopping lists.” Note: This is possibly a major improvement to senior access to food that they choose. (Darren, Marsha, Marilyn, Liz, Donna)
- **Consider having pantries at existing senior centers.** (Darren, MaryAnn)
- **Consider 1-2 “Seniors” times at Food Bank.** (Donna)
- **More Fresh Produce:** Consider starting fresh produce program with USDA similar to Anchorage program, possibly in cooperation with community gardens. (Pat)
- **Consider developing a “volunteer shopper” program for seniors:** (Mary Lou, Alicia, Carol, Zack, Laura, Laraine)
 - Use United Way volunteer website function to recruit volunteers and match seniors.
 - Consider a “neighbors matching” approach, seek volunteers from groups like Rotary, use an intergenerational model for recruiting volunteers.

Other solution ideas mentioned:

- Collaborate with the Cooperative Extension Service for information on local sustainable foods, cooking ideas, etc.

- Provide inter-generational programs for seniors and young people, that emphasize shopping, cooking, growing food, berry picking, etc.
- Provide mileage stipends to those who would like to volunteer with home-delivered meals (current supply of volunteers is low)
- No stairs; need ramps and elevators to reach pantries
- Identify grants that can help provide transportation to grocery store, food pantry, food bank (taxi token program, etc.)
- At food bank's annual meeting with member agencies, discuss how they can help outreach to seniors, better stock their pantries, etc.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Juneau Commission on Sustainability - Annual Report & Appointments

MANAGER'S REPORT:

Click below for a link to the Juneau Commission on Sustainability Factsheet with associated links to the governing resolution.

http://www.juneau.org/clerk/boards/BCF_factsheet.php?UID=7

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Commission on Sustainability Annual Report	6/26/2014	Report
☐	Juneau Commission on Sustainability Attendance Sheet 2013	6/26/2014	Report
☐	Juneau Commission on Sustainability Applications	6/26/2014	Exhibit

May 2014

Juneau Commission on Sustainability Annual Report June 2013 through May 2014

This report summarizes the Juneau Commission on Sustainability activities from June 2013 through May 2014.

Overview

In 2007, the City and Borough of Juneau Assembly established the Juneau Commission on Sustainability to research and advise the CBJ on community sustainability. The Commission's mission is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

The commission's powers and duties are to:

- Coordinate, propose, and promote sustainability initiatives amount residents, businesses, government, and non-governmental agencies and education organizations through education and outreach programs;
- make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability;
- research and apply for grants or other funds or CIPs from public or private agencies for the purpose of carrying out any of the provisions or purposes of the resolution establishing the commission;
- serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly and;
- act as liaison between the public and the CBJ Assembly on sustainability related issues.

The governing legislation for the Juneau Commission on Sustainability is City and Borough of Juneau Resolution 2401am, July 9, 2007. The mission of the former Juneau Energy Advisory Committee was folded into the policy and purpose of the Commission. Resolution 2401am also repealed Resolution 2376 relating to the Juneau Energy Advisory committee. The Commission's 2010 sunset date was removed by CBJ Resolution 2528, May 19, 2010.

Organization

I. Membership

The eleven member Commission is comprised of nine public members appointed by the Assembly, one member of the Assembly and one member of the Planning Commission. The Commission is supported by a CBJ staff liaison. The Commission's membership reflects environmental, social, economic, and governmental perspectives unified by the common interest of sustainability.

Current members are:

Member	Term Expires	Member	Term Expires
Lisa Weissler	6/30/2014, Chair	Steve Behnke	6/30/2015, Vice Chair
Lauren Heine	6/30/2016, Secretary	Kate Bevegni	6/30/2016
Bob Deering	6/30/2015	Jenni Leffing	6/30/2016
Duff Mitchell	6/30/2016	Amy Skilbred	6/30/2014
Darrell Wetherall	6/30/2015	Ben Haight	Planning Commission Liaison
Kate Troll	CBJ Assembly Liaison	Beth McKibben	CBJ Staff Liaison

Others who served on the Commission during the past year included:

Kate Troll, Chair (before election to Assembly)
Jerry Nankervis, CBJ Assembly Liaison

Persons who previously served on the Commission include:

- Public: Carol Anderson, Nathan Arentsen, Bob Bellagh, Sandy Boyce, Alida Bus, Catherine Fritz, Dave Hanna, Scott Jackson, Jonathan Kamler, Sarah Lewis, Sean Lynch, Greg McEwen, Sally Schlichting, Rick Wolk, Gayle Wood, Nancy Waterman, Amy Condra
- Assembly Liaison: Bob Doll, Karen Crane, Mary Becker
- Planning Commission Liaison: Dan Miller, Nancy Waterman, Nicole Grewe
- CBJ Staff Liaison: Maria Gladziszewski
- Previous chairs include: Gayle Wood, Sarah Lewis, Sandy Boyce, Sean Lynch, Alida Bus, Nancy Waterman, Kate Troll

II. Meetings and Subcommittees

The Commission holds a regular meeting on the second Wednesday of each month. Subcommittees meet at monthly work sessions, usually the fourth Wednesday of each month. The Commission holds an annual retreat in January to identify goals and strategies for the calendar year. Out of each retreat, subcommittees are formed to take action on the priorities identified.

Based on the January 2014 retreat, the Commission currently has the following subcommittees:

- Energy
- Solid Waste
- Sustainability Chapter, Comprehensive Plan Update

Past subcommittees include: Climate Action Plan Implementation (2012), Sustainability Indicators (2012, 2011, 2010), Initiatives (2012), Energy/Green House Gas (2011, 2010, 2009), Food Security (2011, 2010, 2009), Built Environment, City Operations, Solid Waste (ad-hoc) and Transportation.

A Commission member serves as a liaison with the CBJ Green Team.

Accomplishments for 2013-2014

I. Public Education and Outreach

Continued to update the Sustainable Juneau website (<http://www.juneau.org/sustainability/>). One of the top actions in the Juneau Climate Action Plan is the development of a website that “provides information on energy conservation and energy efficiency and connects residents and business owners to local services and expertise.”

With cooperation from CBJ, continued to refine and update the website, and to post current events and activities on Facebook: [https:// www.facebook.com/SustainableJuneau](https://www.facebook.com/SustainableJuneau).

Organized electric vehicle entry for 4th of July parade for the second year. Six electric vehicles participated in the event.

Provided information on electric vehicles on Earth Day at the Mendenhall Glacier Visitor Center.

Met with contractors preparing the CBJ Economic Development Plan. Heard presentation and provided feedback.

II. Energy

CBJ Energy Plan

One recommendations of the Juneau Climate Action & Implementation Plan (JCAP), adopted by the Assembly in 2011, was that the CBJ should develop an energy plan. At its January 2013 annual retreat, the Commission decided to make the development of an energy plan a top priority for the year. The JCAP establishes a community-wide emissions reduction target of 25% by the year 2032 and sets out a wide range of options for accomplishing this goal.

In January 2014, the Manager approved \$40,000 to contract for an energy plan. At request of the manager, the JCOS developed a draft scope of Work for the plan. However, in March, the contract process was cancelled due to budget concerns.

New Mendenhall Valley Library

Advocated for greater consideration of sustainability and energy efficiency in design of new Mendenhall Valley library. Met with planning staff. Prepared letter with recommendations.

District Heat Initiative

Hosted discussion, including presentation by Kevin Crowley on the Renewable Energy Cluster's District Heat Initiative, which consists of connecting the major heating loads in the Juneau Downtown area to a common heat distribution system served by a central heating plant.

Electric Vehicles

Developed draft resolution and letter to CBJ Assembly expressing support for electric vehicles and supporting infrastructure.

Briefed by Catherine Wilkins, CBJ Engineering, on development of EV Charging Stations

Cruise Dock Electrification

Reviewed and discussed proposal for using Cruise Ship funds to plan for and construct electrification infrastructure for new cruise ship dock. Briefed by Scott Willis, AEL&P, on the current hydropower situation. Developed letter of recommendation to CBJ Assembly.

III. Solid Waste

Hosted discussion on CBJ waste contract, with presentation by Jim Penor, participation by Friends of Recycling. Met with Arrow Refuse staff to discuss recycling and waste management.

Direction for 2014 – 2015

The Commission is focusing its attention during 2014-2015 on these priorities:

I. Energy Plan

- Work toward development of CBJ Energy Plan;
- identify opportunities for improving CBJ energy efficiency and cost savings, and support CBJ departments and staff working to achieve the goals of the JCAP and;
- develop early input concerning energy efficiency and other sustainability concerns to CBJ CIP projects and processes.

II. Solid Waste/Biosolids

- Assist CBJ in assessing options for reducing waste, and moving toward more sustainable solid waste management for Juneau and;
- monitor the effectiveness of the curbside recycling program.

III. Sustainability Chapter, Comprehensive Plan Update

- Get overview of next steps in CBJ Comprehensive Plan Update and;
- review existing sustainability chapter, identify revision and recommended changes.

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Steve Behnke	P	P	P	A	P	P	P	A	A	P		P
Lisa Weissler	P	A	P	P	P	P	P	P	P	A		P
Jenni Lefing	P	P	A	P	A	P	A	P	P	A		P
Kate Troll	A	P	P	P	P	P	A	P	A	P		P
Darrell Wetherall	P	A	P	P	P	A	P	A	P	A		P
Ben Haight	P	A	A	P	A	A	A	A	P	P		A
Duff Mitchell	P	P	P	P	P	P	P	P	P	P		P
Bob Deering	P	A	P	A	P	P	P	A	P	A		A
Kate Bevegni	P	P	A	P	A	P	P	P	P	P		A
Jerry Nankervis	A	P	A	A	A	A	A	A	A	P		
Amy Condra	X	P	A	A	A							
Amy Skilbred						P	P	P	P	A		P

No July meeting was scheduled

Procedures for Committees states a vacancy is created when a member misses more than 40 percent of the board meeting in a 12 month period. 40% of 12 is 4.8 or 5 meetings; if a member is physically unable to attend board meetings for a period of more than 90 days.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Personnel Board - Appointment

MANAGER'S REPORT:

Click below for a link to the Personnel Board Factsheet with associated links to the governing legislation.

http://www.juneau.org/clerk/boards/BCF_factsheet.php?UID=30

ATTACHMENTS:

Description	Upload Date	Type
☐ Personnel Board Applications	6/26/2014	Exhibit

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Resolution 2689 A Resolution Amending the Juneau Local Emergency Planning Committee
Membership and Bylaws and Repealing Resolution 2135.

MANAGER'S REPORT:

This resolution would approve changes to the Local Emergency Planning Committee (LEPC) Bylaws.

The LEPC requested revision of LEPC Bylaws to add one seat dedicated for Vulnerable Populations. The revised bylaws are set forth in the attachment to the resolution. These revisions are proposed in order to insure that vulnerable populations in our community remain as a primary focus for Emergency Operations Planning in our community.

RECOMMENDATION:

The Manager recommends this resolution be adopted.

ATTACHMENTS:

	Description	Upload Date	Type
☐	McEwen Memo to HRC re: LEPC Resolution and Bylaws Changes	6/26/2014	Cover Memo
☐	DRAFT Res 2689 LEPC	6/25/2014	Resolution
☐	DRAFT LEPC Bylaws	6/27/2014	By-Laws



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: Beth_McEwen@ci.juneau.ak.us

MEMORANDUM

DATE: June 26, 2014

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk *Beth McEwen*

cc: Local Emergency Planning Committee

RE: Revised Local Emergency Planning Committee (LEPC) DRAFT Resolution & Bylaws

Enclosed in your packet are the draft revisions to the Local Emergency Planning Committee governing resolution and bylaws.

At the January 27, 2014 Assembly Human Resources Committee meeting, the LEPC presented its annual report and indicated that it would be forwarding a request in the next six months for a revision to its governing resolution for the inclusion of a member to represent Juneau's vulnerable population. The State Emergency Response Commission has given verbal approval for the change in membership and the attached resolution sets out to accomplish that goal. Due to the change of the governing resolution, it was also prudent to take this opportunity to incorporate that and housekeeping changes to the LEPC bylaws.

The substantive changes to the resolution and bylaws are as follows:

- Adding a primary and alternate seat for a representative serving Juneau's vulnerable population and defining that category as well as defining a "voting member."
- Another substantive change to the bylaws was in Article VI Meetings and includes the removal of the specifics of when and where the meetings are held which was a request I had received from Emergency Programs staff.
- Another change that I would suggest to that section is the additional language added to #2 Special Meeting which states in part: "A meeting held at the request of the members shall be scheduled as soon as possible and preferably within three ten days of the written request." My suggestion is based on the fact that should a Special Meeting be necessary, it is most likely something of an urgent nature that shouldn't wait ten days before being held.
- Housekeeping measures which accomplish the following:
 - Incorporate the name "Juneau Local Emergency Planning Committee" rather than the former name "Capital City Emergency Planning Committee" in the bylaws;
 - Align the rules found in the bylaws with the Advisory Board Rules of Procedure; and
 - Repeal the previous bylaws and amendments and replace them with one clear document to follow.

While the LEPC has approved these changes in concept, this is also the first time they are receiving the actual revised documents for review. Following consideration by the HRC at its June 30 meeting, these will be formally before the LEPC at its July 9 meeting for approval and then submitted, with any revisions by the HRC and LEPC, for approval by the Assembly at its meeting on July 21. Following Assembly approval, the final signed documents will be sent to the State Emergency Response Commission.

Presented by: The Manager
Introduced: 01/28/20027/21/2014
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2135-2689

A Resolution Amending ~~Providing for Alternate Members on the Capital~~ ~~City~~ Juneau Local Emergency Planning Committee Membership and Bylaws and Repealing Resolution ~~1989~~ 2135.

WHEREAS, The Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances, and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment, and

WHEREAS, in 1991, pursuant to state and federal emergency planning and community right-to-know law, and at the request of the Assembly set forth in Resolution 1443, the Alaska State Emergency Response Commission designated the City and Borough of Juneau a Local Emergency Planning District, and

WHEREAS, pursuant to state designation as a Local Emergency Planning District, and under the authority of Resolution 1443 the Assembly appointed a Local Emergency Planning Committee, and

WHEREAS, in 1996, the Local Emergency Planning Committee was disestablished pursuant to Resolution 1830 and its functions made a part of the duties of a newly-created Emergency Management Advisory Group, and

WHEREAS, in 1999 the Assembly determined that disestablishment of the Local Emergency Planning Committee had been improvident and it was reestablished pursuant to Resolution 1989 in order to ensure compliance with federal and state community right-to-know law, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies, and

WHEREAS, alternate members of the Committee were established pursuant to Resolution 2135, and

~~the mission of the Committee would be aided by appointment of alternate members as contemplated in Section I(D)(6) of the Policies and Procedures of the Alaska State Emergency Response Commission;~~

WHEREAS, representatives of agencies catering to the needs of Juneau's vulnerable populations have been attending and participating in the work of the committee without vote for over a year;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Repeal of Resolutions. Resolution ~~1989~~ 2135 is repealed, provided that Resolution 1989, and Resolutions 1433 and 1830 repealed therein shall remain repealed and the Emergency Management Advisory Group remains disestablished.

Section 2. Designation as Local Emergency Planning District. Although Resolution 1433 remains repealed, ~~The~~ Assembly reaffirms the policy set forth in paragraph A of Resolution 1443 that the City and Borough of Juneau continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution ~~1434~~ 1433 is hereby reestablished pursuant to AS 26.23.073. The committee shall be known as the ~~Capital City Juneau~~ Local Emergency Planning Committee.

Section 4. Membership and Organization. (a) Membership. The City Manager or a designated representative shall be a member of the committee. The Committee shall be composed of the City and Borough Manager and not more than ~~ten~~ eleven additional primary members and ~~ten~~ eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The Committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

- (1) Elected Municipal Officials,
- (2) Peace Officers,
- (3) Firefighters/Emergency Medical Services,
- (4) General Public,
- (5) Bartlett Regional Hospital,
- (6) News Media,
- (7) The American Red Cross,

(8) Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986,

(9) Community Groups, and

(10) Hazardous Substance Transporters, and

(11) A Representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) Terms. Appointees other than the Manager shall serve three-year staggered terms. ~~of those first appointed, four members shall be appointed for a three year term, three members shall be appointed for a two year term, and three members shall be appointed for a one year term.~~ Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The Committee shall be organized as follows:

(1) The Committee shall elect annually from its members a chair and such other officers as it deems necessary. The Committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The Committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.

(2) A vacancy on the Committee shall exist:

(A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(C) If a member submits his or her resignation to the Assembly;

(D) If a member is physically unable to attend Committee and ~~standing committee meetings~~ for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Committee ~~and standing committee~~ meetings in a 12-month period.

(3) The chair of the Committee shall notify the ~~Assembly Clerk~~ of any vacancy on the Committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time. ~~Assembly shall nominate a new member for the unexpired term.~~

(4) The Committee shall meet as necessary to carry out the business of the Committee but no fewer than four times per year.

Section 5. Purpose. The Committee shall:

(a) Advise the Manager on emergency management issues.

(b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:

(1) an analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough, and

(2) identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.

(c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.

(d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.

(e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.

(f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-To-Know Act of 1986.

(g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the ~~Capital City~~ Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this ____ day of _____, 2014. ~~28th day of January, 2002.~~

~~Sally Smith~~ Merrill Sanford, Mayor

Attest:

Laurie Sica, Clerk

BYLAWS
CAPITAL CITY JUNEAU LOCAL EMERGENCY PLANNING COMMITTEE
JUNEAU, ALASKA

ARTICLE I - NAME

1. Name of the Committee. This organization shall be known at the ~~Capital City Juneau Local~~ Emergency Planning Committee ("CCLEPC").
2. Mailing Address. The mailing address of the CCLEPC is:

~~Capital City Juneau Local~~ Emergency Planning Committee
c/o ~~Capital City Fire/Rescue~~
CBJ Emergency Programs
~~820 Glacier Avenue~~ 155 S. Seward Street
Juneau, AK 99801

ARTICLE II - PURPOSE

The CCLEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska ("CBJ") pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the CCLEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the CCLEPC shall:

1. Advise the City Manager on emergency management issues.
2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.
3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.
4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.
5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.
6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.
7. Seek funding from state and federal agencies.

ARTICLE III -MEMBERSHIP

The ~~CC~~EPC is comprised of the City Manager (Emergency Management Coordinator) and not more than ~~ten~~ eleven primary members and eleven alternate members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials
 2. Law Enforcement
 3. Firefighters
 4. Member of the Public
 5. Bartlett Regional Hospital
 6. Broadcast and/or print media
 7. Red Cross
 8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)
 9. Community Group
 10. Hazardous Substance Transporter
 11. A Representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.
- For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the ~~CC~~EPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBI staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the municipal clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is encouraged to work with Emergency Programs staff members on the coordination of ~~responsible for~~ the preparation and transmittal of the Committee's minutes to

the office of the City Clerk. Election of officers occurs annually at a time set by the CCEPC. The term of office is for ~~three~~ one years, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The ~~CCE~~EPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. Regular meetings. The ~~CCE~~EPC shall meet as necessary to carry out the business of the committee but no fewer than four times per year. ~~at least monthly for regularly scheduled meetings. Meetings will be held on the third Tuesday of the month at the Juneau Fire Department, unless notification of another time or location is provided by the CCEPC Chair.~~

2. Special meetings. A special meeting deemed necessary to carry out the duties of the ~~CCE~~EPC may be called by the ~~CCE~~EPC Chair or upon written request of 3 ~~CCE~~EPC members. A meeting held at the request of the members shall be scheduled as soon as possible and preferably within ten days of the written request.

3. Quorum. A quorum shall consist of a simple majority of the voting members of the ~~CCE~~EPC. ~~members. A quorum for any subcommittee shall consist of a simple majority of those voting members appointed to the subcommittee.~~ A quorum shall be required to transact business.

4. Rules of Order. ~~CCE~~EPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with the Advisory Board Rules of Procedure resolution which may be amended from time to time, these bylaws or with special rules of order adopted by the ~~CCE~~EPC.

5. Minutes of Meetings. Accurate minutes of all meetings of the ~~CCE~~EPC shall be maintained in the custody of the CBJ Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each ~~CCE~~EPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the ~~CCL~~EPC. Opportunity will be provided at each meeting for members of the public to address the ~~CCL~~EPC on issues of local emergency preparedness.

ARTICLE VIII-VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not deliberate or vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

1. The Bylaws of the CCEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the CCEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote.
2. Repeal of Previous Bylaws and Amendments: All previous versions of these bylaws and any previous amendments are hereby repealed upon approval of these bylaws by the Assembly.
3. A copy of the signed Bylaws and any subsequent amendments shall be provided to the SERC, the City Clerk's office and any person requesting a copy.

Adopted by the Capital City Juneau Local Emergency Planning Committee for the City and Borough of Juneau, Local Emergency Planning District on the 21st day of March, 2000 day of , 2014.

TOM GEMMELL, CHAIR

~~RANDY WATERS,~~ VICE CHAIR

Approved by the Assembly on the _____ day of _____, 2014.

Laurie Sica, Municipal Clerk

~~**BYLAWS: FIRST AMENDMENT**~~
~~**CAPITAL CITY EMERGENCY PLANNING COMMITTEE**~~
~~**JUNEAU, ALASKA**~~

~~ARTICLE IV – OFFICERS AND DUTIES~~

~~The officers of the CCEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBJ staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the municipal clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is responsible for the preparation and transmittal of the Committee's minutes to the office of the City Clerk. Election of officers occurs annually at a time set by the CCEPC. The term of office is for one year, but officers may be re-elected to serve consecutive terms.~~

~~Adopted by the Capital City Emergency Planning Committee for the City and Borough of Juneau Local Emergency Planning District on the 211tday of March, 2000.~~

~~TOM GEMMELL, CHAIR.~~

~~RANDY WATERS, VICE CHAIR~~

**BYLAWS
JUNEAU EMERGENCY PLANNING COMMITTEE
AMENDMENT TWO**

ARTICLE I NAME

~~1. Name of the committee: This organization shall be known as the Juneau Local Emergency Planning Committee (Juneau LEPC).~~

~~a. Mailing Address: The mailing address of the Juneau LEPC is:~~

~~Juneau Local Emergency Planning Committee
c/o Emergency Programs Manager
155 S. Seward St.
Juneau, AK 99801~~

~~Adopted by the Juneau Emergency Planning Committee for the City & Borough of Juneau Local Emergency Planning District on the 27th day of September, 2005.~~

~~MICHAEL PATTERSON, CHAIR~~

~~RICHARD ETHERIDGE, VICE CHAIR~~

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Ordinance 2014-08 An Ordinance Amending Title 20 of the City and Borough Code to Provide for the Regulation of Secondhand Dealers and Providing for a Penalty.

MANAGER'S REPORT:

This Ordinance would impose certain record-keeping obligations on secondhand dealers, and would require dealers to retain property purchased for resale for a period of 30 days. This ordinance would codify a similar reporting and hold requirement for secondhand dealers as the State imposes upon pawnshops.

According to the Juneau Police Department, there has been a significant increase in theft reports since 2011 concerning stolen property sold to secondhand dealers. Because secondhand dealers are not regulated by the State in the same way pawnshops are, in most cases the stolen property has already been re-sold, altered, or shipped out of Juneau before the investigation has even begun, resulting in the irrevocable loss of the victim's property.

If adopted, this ordinance would assist JPD with its ability to successfully recover stolen items on behalf of victims and would aid the police and prosecutors in holding accountable those sellers who are knowingly purchasing stolen property for resale.

RECOMMENDATION:

The Manager recommends this ordinance be introduced, referred to the June 30, 2014 Assembly Human Resources Committee, and set for public hearing at the July 21, 2014 regular Assembly meeting.

ATTACHMENTS:

Description	Upload Date	Type
☐ Ordinance 2014-08	6/4/2014	Ordinance

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2014-08

An Ordinance Amending Title 20 of the City and Borough Code to Provide for the Regulation of Secondhand Dealers and Providing for a Penalty.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. New Chapter. Title 20 is amended to create a new chapter entitled CBJ 20.05 Secondhand Dealers, to read as follows:

20.05.010 Duty to maintain and submit electronic record of transactions.

(a) A person engaged in the business of buying and selling secondhand articles, except a bank or a person regulated by AS 08.76.100 - 08.76.590, shall maintain an electronic record containing the following information for all secondhand article transactions:

- (1) The date of the transaction;
- (2) The name of the secondhand dealer conducting the transaction;
- (3) The name, age, and address of the customer selling or consigning the secondhand article;

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3 (4) The type of government-issued identification used by the customer, the
4 name of the government agency that issued the identification, and the number written on
5 the identification;

6 (5) The amount of the purchase price paid by the secondhand dealer to the
7 customer; and

8 (6) A complete and accurate description of the secondhand item that is the
9 subject of the transaction, including as applicable:

10 (A) The item's brand name, model number, manufacturer's serial
11 number, and all letters and marks inscribed;

12 (B) The type of action and caliber or gauge, if the property is a
13 firearm; and
14

15 (C) If the secondhand article is a piece of jewelry, a digital
16 photograph, in .PNG, .JPEG, or .GIF format, of the article.

17 (b) Transactions shall be recorded in chronological order.

18 (c) A secondhand dealer may not falsify or intentionally fail to collect or maintain
19 an electronic record required by this section.

20 (d) An electronic report of all transactions shall be provided to the Juneau Police
21 Department on a weekly basis. The report is confidential under AS 40.25.100 - 40.25.220
22 and may only be used by a police officer to investigate a crime involving the property that is
23 the subject of the secondhand transactions.

24 (e) A person who violates any provision of this section is guilty of a B
25 misdemeanor and upon conviction is punishable by a fine of not more than \$1000, or by
imprisonment for not more than 90 days, or by both.

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4 **20.05.020 Label or tag requirement.**

5 A secondhand dealer, upon purchasing an article or receiving an article in
6 consignment, shall affix to the article a legible, identifying label or tag to correspond to that
7 item's entry in in the electronic reporting system required by section 20.05.010.
8

9 **20.05.030 Customer and transaction limitations.**

10 (a) A secondhand dealer may not knowingly purchase secondhand articles
11 from a person who is:
12

13 (1) Under 18 years of age;

14 (2) Under the influence of alcohol or a controlled substance when the
15 influence is apparent; or

16 (3) Using the name of another person.

17 (b) A secondhand dealer may not knowingly accept or receive misappropriated
18 property from a person in a purchase transaction.
19

20 **20.05.040 Retention, storage and lease.**

21 A secondhand dealer shall store purchased or consigned secondhand property in a
22 secure area.
23

24 **20.05.050 Required holding period for purchased and consigned articles.**

25 (a) It is unlawful for a secondhand dealer to sell, transfer, exchange or otherwise
dispose of any purchased goods or articles required to be reported to the police department

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3 under the provisions of this chapter except as provided herein.

4 (b) Property reported as a result of transactions described in this chapter shall
5 not be sold, transferred, exchanged or otherwise disposed of until the property has been in
6 the custody of the reporting secondhand dealer for a period of at least thirty (30) days since
7 the property was reported to the police department pursuant to section 20.05.010(d).

8 (c) During the period that the property is held pursuant to this chapter, the
9 secondhand dealer shall preserve it in the condition in which it was received and shall not
10 dismantle, scrap, melt-down, press, transform, or otherwise disfigure it until it has been
11 held for the period required by this section. During the holding period, all items that have
12 been purchased or taken in on consignment must remain on the premises of the place of
13 business where the items were taken in by the secondhand dealer.
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16 **20.05.060 Employees.**

17 A secondhand dealer may not knowingly employ a person to work in a secondhand
18 shop if, within five years before the employment begins, the person was convicted of, entered
19 a plea of guilty to, entered a plea of no contest to, or had adjudication withheld for a felony
20 or misdemeanor involving dishonesty.
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25 **20.05.070 Issuance of police hold order.**

(a) When a police officer has probable cause to believe that property in the
possession of a secondhand dealer in a second hand shop has been misappropriated, the

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3 police officer may issue a police hold order that directs the secondhand dealer not to release
4 or dispose of the property until the police hold order terminates or a court orders the release
5 or disposal.

6 (b) A police hold order begins when the secondhand dealer or the secondhand
7 dealer's designee receives the police hold order.

8 (c) A police hold order may not exceed 30 days. However, if the probable cause
9 belief required by subsection (a) continues, a police officer may extend the police hold order
10 for two additional successive 30-day periods by giving written notification to the secondhand
11 dealer before the expiration of each 30-day period.

12 (d) A new police hold order may not be issued for the same property after the
13 second additional 30-day period allowed under this section. However, the termination of
14 the police hold order does not affect an existing evidentiary hold order on the same property
15 or prevent the issuance of an evidentiary hold order for the same property.

16 (e) A police hold order may be terminated before the end of a 30-day period by the
17 issuing officer or the officer's designee issuing a written release to the secondhand dealer.
18
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20 **20.05.080. Evidentiary hold order.**

21 (a) When property in the possession of a secondhand dealer may be needed as
22 evidence in a filed court action involving a criminal charge, the Juneau Police Department
23 may issue an evidentiary hold order to a secondhand dealer that directs the secondhand
24 dealer not to release or dispose of the property until the evidentiary hold order terminates
25 or a court orders the release or disposal.

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3 (b) A secondhand dealer who receives an evidentiary hold order under (a) of this
4 section shall hold the property until notified by the police department in writing of the
5 disposition of the filed court action. The police department shall notify the secondhand
6 dealer within 15 days after the disposition of the filed court action for which the property
7 may be needed as evidence.
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10 **20.05.090 Contents of hold order.**

11 A hold order issued under sections 20.05.070 and 20.05.080 must be in writing and
12 contain:

- 13 (a) The name of the secondhand dealer;
14 (b) The name, title, and identification number of the police officer issuing the hold
15 order;
16 (c) The number, if any, assigned by Juneau Police Department to the case, and,
17 for an evidentiary hold order, the number and caption of the filed court action;
18 (d) A complete description of the property being held, including the model
19 number and serial number, if any;
20 (e) The mailing address of the secondhand dealer shop where the property is
21 being held; and
22 (f) The expiration date of the hold order.
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25.05.100 Exemptions.

This chapter does not apply to:

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3 (a) A financial institution such as a commercial bank, savings bank, credit union,
4 premium finance company, small loan company, bank holding company, financial holding
5 company, trust company, savings and loan association, and deferred deposit advance
6 licensee under AS 06.50; or a financial institution organized under federal law;

7 (b) Persons engaged in the business of selling, trading, exchanging, consigning, or
8 otherwise dealing in recycling metal cans, paper, cardboard, or glass;

9 (c) Persons engaged in the business of selling, trading, exchanging, consigning, or
10 otherwise dealing in used books, tires (excluding rims), clothing, postage stamps, trading
11 cards, comic books, furniture (other than appliances), works of art placed on consignment by
12 the original artist, and sports memorabilia valued at one hundred dollars or less;

13
14 (d) Organizations that have been determined to be exempt from taxation,
15 pursuant to Section 50 I(c) of the Internal Revenue Code, by the Internal Revenue Service,
16 including churches and religious organizations;

17 (e) Persons engaged in the business of buying, selling, trading, exchanging,
18 consigning, or otherwise dealing in DVDs, CDs, videos, vinyl records, tapes, or computer
19 video games;

20 (f) Persons engaged in the business of buying, selling, trading, exchanging,
21 consigning or otherwise dealing in goods or articles that are not considered a precious item
22 and do not bear a serial number or owner applied number and that has a fair market value
23 of less than one hundred dollars (\$100.00); or

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25 (g) Persons engaged in the business of buying, selling, trading, exchanging,
consigning or otherwise dealing in goods or articles that are considered home decor items

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3 and do not bear a serial number or owner-applied number and hat have a fair market value
4 of less than five hundred dollars (\$500.00).

5 (h) Persons engaged in the business of buying, selling, trading, exchanging,
6 consigning or otherwise dealing in secondhand sports equipment.

7 (i) Casual or isolated transactions made by any person offering his or her own
8 personal property for sale, purchase or consignment or that are not made:

9 (1) Pursuant to a business license; or

10 (2) By secondhand dealers representing themselves to be in the business
11 of buying, selling, trading, exchanging, consigning or otherwise dealing in secondhand goods
12 or articles.
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15 **20.05.110 Inspection by police.**

16 If a police officer provides the case number assigned to the investigation for which
17 the inspection is being made, a secondhand dealer may not refuse to allow the police to
18 inspect during normal business hours the purchased or consigned property involved in the
19 investigation.
20

21 **20.05.120 Violations.**

22 Any person, firm, copartnership or corporation violating any provision of 20.05.020
23 – 20.05.110 is guilty of an infraction and upon conviction thereof, shall be punished
24 according to section 01.40.010.
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20.05.130 Definitions

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In this chapter:

Person means an individual, corporation, limited liability company, partnership or association.

Police department or police officer means the Juneau Police Department or a Juneau Police Officer.

Secondhand dealer means a person engaged in the buying, selling, trading, exchanging, or consigning used goods or articles, including, but not limited to: antiques; jewelry; precious metals, such as gold or gold-plated ware, silver or silver-plated ware, or platinum ware; precious and semi-precious stones; watches; bullion or coins. "Secondhand dealer" shall not include auctioneers.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2014.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

"Juneau Votes" Presentation

ATTACHMENTS:

Description	Upload Date	Type
☐ "Juneau Votes" Charter	6/26/2014	Presentation

JUNEAU VOTES CHARTER

Summary

Juneau Votes is a non-partisan collaborative community project whose goal is to increase voter registration, voter education, and voter turnout.

Background

The percentage of registered Juneau voters casting ballots in municipal elections has slowly eroded since 2010 and, while the population has gradually increased, the number of registered voters has not. Participation in primaries, state, and national elections follows this trend.

Lack of civic engagement is a concern to local officials and Juneau community leaders alike. Financial and other challenges loom that will likely require us, collectively, to make some difficult decisions. For the continued health of our community it is necessary to increase every resident's involvement as a stakeholder in community decision-making through the voting process.

The project, **Juneau Votes**, was initiated in the spring of 2014, after concerns about falling voting participation were raised in conversations among Assembly members, CBJ Library staff, school personnel, and members of the League of Women Voters of Juneau (LWV).

The project was formalized in early May, 2014.

Collaborating Organizations

Juneau Votes seeks to pool the resources of non-partisan civic and media organizations and, through them, to reach all Juneau residents with voting information and encouragement.

Participating organizations are added over time. The project's online presence is found at <https://www.facebook.com/JuneauVotes> where a current list of collaborating organizations is maintained.

Project Goals

The specific project goals are:

- To develop a database that can be used to compare registration and voting turnout in Juneau over time:
- To increase the number of voters registered prior to each primary, municipal, and general election:
- To increase the voter turnout at each primary, municipal, and general election as compared to similar elections in prior years.

Project Strategy

The **Juneau Votes** strategy is to increase community residents' awareness and understanding of:

1. Why voting matters for our community;
2. The nature of, and information about, the choices being made in each election;
3. The annual electoral calendar.
4. How to register and vote in each election.

JUNEAU VOTES CHARTER

5. What to expect on each ballot.

This strategy will be implemented by a number of activities and participation in community events. Examples include but are not limited to:

1. Voter registration drives for new and first-time voters
2. Production and distribution of informational materials
3. Production of banners, ads, buttons for distribution at community events
4. Float in 4th of July Parade
5. Public Service Announcements
6. Voter education forums and guides
7. Creation of and information sharing through Facebook
8. Print and online media coverage

Project Evaluation

Data will be collected so as to learn lessons and measure success. This will include:

1. Inputs - # of partners, count of materials printed or produced, number of community events or discrete activities engaged in, etc.
2. Outputs - # of people participating at events, counts of informational materials distributed, amount of media coverage by type, etc.,
3. Outcomes - # of new voters registered, total # of registered voters at each election, # of ballots cast in each election. These outcomes will be compared with prior years.

Project Oversight

The project will be overseen by a Steering Committee consisting of representatives from stakeholder organizations. The Steering Committee will establish ground rules and responsibilities for ensuring its own functioning.

The Steering Committee will make decisions about:

- Initiatives (which initiatives will be identified as belonging to ***Juneau Votes***)
- Priorities (the relative important of each ***Juneau Votes*** initiative)
- Funding (how to pay for any costs that arise)
- Assignments (who will be responsible for completing which ***Juneau Votes*** initiative)
- Conflicts (what to do about issues that may arise)

Attachments

- Juneau Municipal Election Voting Patterns
- 2014 Municipal Election Calendar
- 2014 State Election Calendar

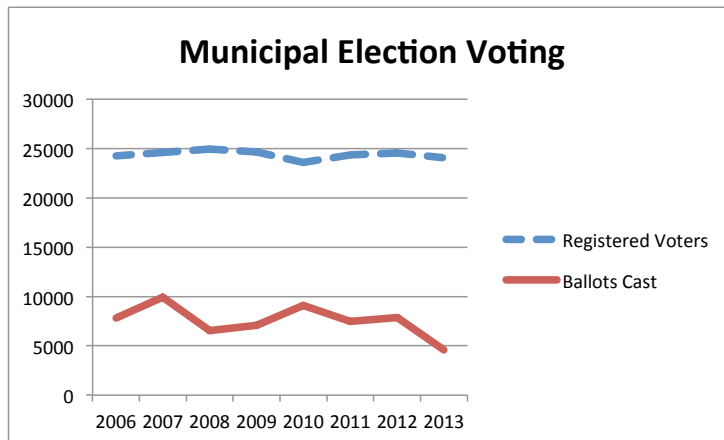
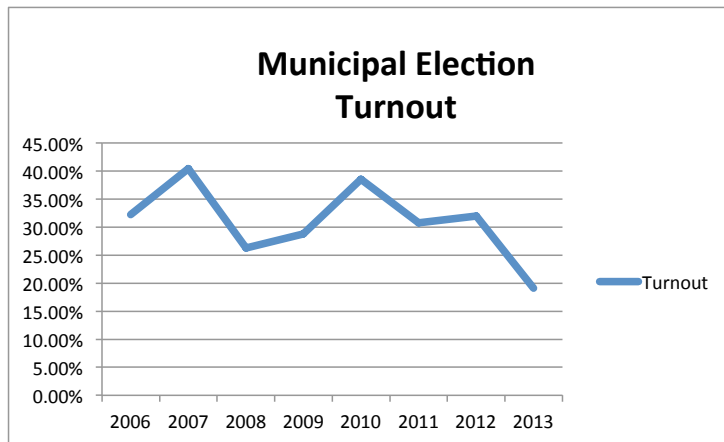
JUNEAU VOTES CHARTER

City Borough of Juneau Voting History

Juneau Voting Patterns

October Municipal Elections

Date	Turnout	Registered Voters	Ballots Cast
2006	32.21%	24239	7808
2007	40.40%	24613	9936
2008	26.31%	24925	6557
2009	28.80%	24666	7101
2010	38.50%	23593	9087
2011	30.80%	24334	7501
2012	32.00%	24565	7864
2013	19.10%	24081	4591



Source: <http://www.juneau.org/clerk/elections/documents>

JUNEAU VOTES CHARTER

City Borough of Juneau Municipal Election Calendar - 2014

Quick Reference Dates for October 7, 2014 Regular Election

January 1	Absentee-by-mail ballot applications available
June 9	First day for Assembly to adopt or the clerk to certify a petition for a Charter amendment proposition
July 14	Last day for Clerk to certify initiative or referendum petitions to submit to Assembly
August 11	Last Regular Assembly Meeting to Introduce Ballot Proposition
August 8	Last day for Assembly to adopt or the clerk to certify a petition for a Charter amendment proposition
August 8	Filing for Municipal and School Board Candidacy opens - 8:00 a.m.
August 18	Filing for Municipal and School Board Candidacy closes - 4:30 p.m.
August 25	Last Regular Assembly Meeting to Adopt Ballot Proposition
August 28	Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.
August 26	Earliest Ballot sent to Printer (latest August 28)
September 3	Last day to submit Notice of Election to media for publication
September 7	Notice of Election Posted / Published
September 22	Ballots available for Absentee Voting Absentee Voting Stations Open Earliest day to accept fax ballot applications Earliest day for personal representative voting
September 30	Last day to receive applications for absentee by-mail ballots in Clerk's office
October 2	Last day to file "write-in" candidacy letter of intent.
October 6	Last day to submit application for fax ballot - 5 p.m.
October 7	Election Day - Polls open 7 a.m. - 8 p.m. Election Central – City Hall Assembly Chambers – 7:00 p.m. - 10:30 p.m.
October 10	Final Count - Absentee & Questioned Ballots - TBA
October 14	Canvass Board Election Certification - TBA
October 14	Last Day to Contest Election – must be filed before or during review of election returns
October 16	Last Day to request Recount
October 20	First Regular Assembly meeting scheduled for New Assembly Members
October 24	Last Day to file for Judicial Review of Election in Superior Court



I:\WP\CLERKS\ELECTION\2014 Election\Calendar\Quick_Reference_Dates-2014_Regular_Election.doc

JUNEAU VOTES CHARTER

Alaska State and Federal Election Calendar

5/7/14, 3:13 PM



State of Alaska > Division of Elections > Election Information > Election Dates and Hours > 2013 Elections Dates and Hours

Find

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Election Resources

2014 Election Dates and Hours

Primary Election

- Election Day - Tuesday, August 19, 2014 - Polls are open from 7:00 a.m. – 8:00 p.m.
- Registration and Registration Updates Deadline – Sunday, July 20, 2014
- Early and In-Person Absentee, Special Needs and By-Electronic Transmission Voting Begins – Monday, August 04, 2014
- Absentee By-Mail Application Deadline – Saturday, August 09, 2014
- Absentee by Electronic Transmission Application Deadline – Monday, August 18, 2014, 5:00 p.m. Alaska Time

Regional Educational Attendance Area (REAA)

- Election Day - Tuesday, October 7, 2014 - Polls are open from 8:00 a.m. – 8:00 p.m.
- Registration and Registration Updates Deadline – Sunday, September 7, 2014
- In-Person and Special Needs Voting Begins – Monday, September 22, 2014
- Absentee By-Mail Application Deadline – Monday, September 29, 2014

General Election

- Election Day - Tuesday, November 4, 2014 - Polls are open from 7:00 a.m. – 8:00 p.m.
- Registration and Registration Updates Deadline – Sunday, October 5, 2014
- Early and In-Person Absentee, Special Needs and By-Electronic Transmission Voting Begins – Monday, October 20, 2014
- Absentee By-Mail Application Deadline – Saturday, October 25, 2014
- Absentee by Electronic Transmission Application Deadline – Monday, November 3, 2014, 5:00 p.m. Alaska Time

http://www.elections.alaska.gov/ei_ed_2013_dates.php

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