



September 18, 2014

**Subject: Downtown Historic District Off-season Requirements.**

Dear Property or Business Owner:

As the summer season comes to a close, we'd like to encourage you to start thinking about your off-season window displays.

You are located within the Juneau's Downtown Historic District, which has been listed on the National Register of Historic Places since 1994. The historic integrity of Juneau's Downtown District is nationally recognized and an important asset for our community. The *Downtown Historic District Design Standards and Guidelines* guide and regulate development in the Downtown Historic District, including off-season window displays.

**Off-season Window Displays**

If you are planning to close your business during the winter or non-tourist season, please remember that you must provide window displays that offer year-round interest. Some suggestions for appropriate window displays are photos of Juneau's historic past, scenes of Juneau's natural beauty, or a general display. Windows covered in butcher paper, newspaper, boards, or other blank coverings including blinds, do not meet the standard.

If your off-season window display includes signage, please remember that all signs, even signs placed behind the window, need a permit. If you are unsure what constitutes a sign, please contact the Permit Center. Generally, a permit will be needed for any sign on the building façade, any sign hanging under the canopy, any sign on the canopy edge, and window or door signs that are painted on, adhered to, and/or displayed through a window or door. Banner signs, sandwich board/A-frame signs, and any signs without a permit are not allowed and must be removed immediately.

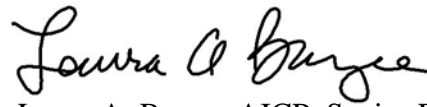
If you plan on returning next spring, we will be working with business and property owners regarding permitting and signage design. Avoid code enforcement next season by contacting us before you order your signage. All signs in the Downtown Historic District must adhere to the design requirements and we want you to start out next season on the right foot.

If you'd like a copy of the sign standards and/or the off-season window display requirements, please contact the Permit Center. You can also access the standards online at [www.juneau.org/history](http://www.juneau.org/history) and then click on the second link listed on that page for the *Downtown Historic District Design Standards and Guidelines*.

Please know that City Code establishes the requirements for off-season window displays and signage. Failure to comply with these rules can result in fines and could require a court appearance. Avoid these issues by planning ahead and working with staff to make sure you have a positive start next season by obtaining needed sign permits and to have a successful end to the season by having suitable window displays.

If you'd like to be contacted about future Downtown Historic District workshops for business and property owners, please provide your email address and contact information. If you have any comments or questions, you can contact me directly at (907) 586-0753 or by email at [laura\\_boyce@ci.juneau.ak.us](mailto:laura_boyce@ci.juneau.ak.us). You can reach the Permit Center at (907) 586-0770.

Sincerely,

A handwritten signature in black ink that reads "Laura A. Boyce". The signature is written in a cursive style with a large initial "L".

Laura A. Boyce, AICP, Senior Planner  
Community Development Department

Cc: File