

## **Cordova Historic Preservation Commission**

### **Meeting Minutes – Wednesday, February 19, 2020**

**Members present:** Nancy Bird, Jim Casement, Wendy Ranney, and Cathy Sherman in Cordova, and via teleconference: Heather Hall and John Wachtel.

The meeting was called to order by Chair Cathy Sherman about 5 pm.

**Motion by Bird**, seconded by Ranney, to approve the agenda as presented. Motion passed without objection.

#### **Approval of minutes**

**Motion by Sherman**, seconded by Casement to approve the minutes of January 16, 2020. Unanimous approval was given.

#### **Review and approval of pre-development grant applications**

##### Castle Inn proposal

Sherman noted that a few items to complete this grant proposal will be gathered before its submittal. She expressed appreciation to the grants officer (Jean Ayers) for assistance in its completion.

##### Resolutions of support for grant applications

**Motion by Sherman**, seconded by Casement to approve Resolution 20-01 regarding the grant application titled “St. George’s Centennial Plus Facelift.” Motion passed unanimously.

**Motion by Casement**, seconded by Sherman to approve Resolution 20-02 regarding the grant application titled “Castle Inn Historic Structure Report.” Motion passed unimously.

#### **Cordova Historic buildings survey – discussion**

Two firms responded to the National Park Service’s Request for Qualifications to work on this project. The firms are Corvus Culture and True North Sustainable Development Solutions, both of Anchorage. Wachtel reminded the Commission that the next step is to approve a Scope of Work (SOW) document to be sent to these firms; they will be asked to include a fee proposal (estimate their costs) for this work. The SOW will provide detailed tasks for completion within a certain timeframe.

Following discussion, the following was unanimously supported for inclusion in the SOW:

- Kick-off meeting of the chosen firm to meet with Historic Commission members and others interested; the meeting tentatively would be planned in late March 2020 and Wachtel said he might be able to attend in person.
- May 2020 – week-long site visit by the firm
- July 2020 – draft report including two main deliverables: 1) spreadsheet of the historic building resources; and 2) methodology report with a template that others can use
- August 2020 – 95 percent completion
- September 2020 – 100 percent completion

Next steps Wachtel will draft the SOW and send it to the Commission members for review via email. He asked members to send comments on the SOW by no later than February 26.

**Next meeting date** is expected to be in late March. Agreement to try to determine the March meeting date by the end of February.

**Commission comments**

Ranney reported that she has continued to work on preparing a syllabus for a high school class and is now planning for this to run for a full school year. She expects to have more details for the Commission before the next meeting.

**Motion to adjourn** by Casement, seconded by Ranney. **No objections.** The meeting adjourned about 6 pm.

These minutes were approved May 20, 2020.