

Cordova Historic Preservation Commission

Members: Jim Casement, Chair; Brooke Johnson, Wendy Ranney, John Wachtel, Heather Hall,
Cathy Sherman and Nancy Bird

Meeting Agenda: Thursday, November 21 2019 - 5:00 pm

Conference rooms, Lower level, Cordova Center

And via teleconference for those outside of Cordova

To access the meeting, dial 1-877-820-7676 and when prompted,
Enter Conference ID number 22233

AGENDA

1. Roll call and approval of Agenda
2. Approval of minutes from April 25, 2019
3. Cordova Historic buildings survey – discussion
 - a. High School Class
 - b. Training Workshop
 - c. Collaborating with Dixie Lambert's personal project
4. Review Chapter 18.90
5. Commission membership; thanks to departing members and welcome to new members
6. Planning for Election of Officers in new fiscal year (January 2020)
7. Next steps – next meeting date?
8. Adjournment

Cordova Historic Preservation Commission

Meeting Minutes – Thursday, April 25, 2019

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

Others: Bill Hall.

The meeting was called to order by Chair J. Casement about 5:15 pm.
The agenda was approved without objection.

Approval of minutes

Chair Casement asked that the minutes of March 14, 2019 be approved. Unanimous approval was given.

Discussion Cordova Historic building survey

The one-page outline titled “Cordova Historic Building Inventory Survey” and the “Historic Preservation Curriculum” description were discussed at some length. Bird reported that she had spoken with Dixie Lambert about collaborating on this project. Lambert is preparing a written publication which will probably include more information than required for the Commission’s project, and Lambert does not want to be involved with the school project.

The primary product required of the Commission for the Certified Local Government certification is to maintain an updated spreadsheet of historic properties.

Bird also reported on a meeting she had with Ranney and Kate Williams, the high school principal. The class the Commission is proposing to sponsor would start meeting on Wednesdays from August 21 to December 20. It would include 10th-12th grade students and be limited to 9 students. The class period would be between 77 and 100 minutes long. Field work would have to be limited to areas easily walked to by the students.

There was some discussion about the training workshop previously planned to occur in late August so that it could include the students as well as other community members interested in this project. Wachtel reiterated his willingness to help with that workshop which we hope will be led by Summer Louthan, from the State Office of History & Archaeology.

Several Commission members expressed support to continue to try to involve students in this project. They also want to re-double efforts to collaborate with and support Lambert’s project.

Hall wanted it noted that she has records from the Olsen Bay Fisheries Research Station at her house.

Cordova District Fisheries United records preservation

Bill Hall, who grew up in Cordova, briefly described an effort he is undertaking to help preserve and organize written records from CDFU’s past that are currently stored in boxes in the basement of their building. Hall is meeting with CDFU staff and Board members tomorrow to further discuss the project. He intends to write a grant to the Alaska Humanities Forum to obtain funds which would pay for someone to be hired to catalog the records. He has spoken with Dixie Lambert about having her do the actual work and she is interested. There was brief discussion on how the Historic Preservation

Commission might assist this project. Consensus agreement that a letter of support from the Commission is appropriate.

NEXT STEPS:

- Hall suggested we talk again with Lambert about partnering on a grant to support the building survey work, and reiterated support for collaborations with other entities such as the Native Village of Eyak and the high school.

Next meeting date To be determined.

Adjournment

The meeting adjourned at 6 pm.
These minutes were approved XXXX.

DRAFT

Background regarding amendments to Chapter 18.90

Minutes of April 13, 2017

Review and recommend proposed amendments to Cordova City Code, Chapter 18.90

Commission reviewed email exchange between N. Bird and Summer Louthan, an architectural historian from the State's Historic Office (Jan. 7 and 9, 2017) regarding requirements and recommendations for the ordinance to ensure the city be recognized as a Certified Local Government. Bird said the "second draft" of the proposed amendments incorporates Louthan's advice.

Discussion ensued. It was noted that the Historic District in Cordova was first established in 1985 when the city limits were much smaller. Consensus reached to review the ordinances as adopted in 1985, 1992 and 1995 for comparison with the current proposed amendments.

Minutes of December 4, 2017

Final review and recommendation regarding amendments to Cordova City Code, Chapter 18.90 –

Motion by Bird, seconded by Lange to recommend to the Cordova Planning and Zoning Commission the amendments included in the document titled "Second Draft" of amendments to Chapter 18.90, Cordova City Code.

Bird noted that the Commission had reviewed these amendments last April and requested that the prior city ordinances referenced in the code be reviewed before final approval of the proposed amendments. Copies of the 1992 ordinance amending the prior Chapter 18.90 in its entirety, and copies of 1994 and 1995 amendments were distributed to Commission members present. Bird highlighted the most substantial differences she found between the current Chapter 18.90 and the earlier versions. After brief discussion, the motion was passed without objection.

Minutes of April 5, 2018

Resolution 18-01, regarding the Commission's recommendation to Planning & Zoning on Title 18

Bird explained that the City Planner requested a resolution similar to 18-01 to forward the amendments previously recommended by the Historic Commission.

Motion by Bird, seconded by Sherman to approve Resolution 18-01.

Motion adopted without objection.

**CITY OF CORDOVA, ALASKA
CORDOVA HISTORIC PRESERVATION COMMISSION
RESOLUTION 18-01**

**A RESOLUTION OF THE CORDOVA HISTORIC PRESERVATION COMMISSION OF THE
CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE PLANNING & ZONING
COMMISSION OF THE CITY OF CORDOVA, ALASKA TO UPDATE CHAPTER 18.90 OF
THE CORDOVA MUNICIPAL CODE.**

WHEREAS, the Historic Preservation Commission reviewed chapter 18.90; and

WHEREAS, Chapter 18.90 was last reviewed and amended in 1995; and

WHEREAS, the Historic Preservation Commission determined that Chapter 18.90 entitled Cordova Historical District and Historic Preservation Commission needed updates; and

WHEREAS, the Historic Preservation Commission receives support and advice from the Alaska Historic Commission and the Alaska Office of History and Archaeology; and

WHEREAS, the Alaska Office of History and Archaeology provided recommended updates to Chapter 18.90 which were included in the update,

NOW, THEREFORE BE IT RESOLVED THAT the Cordova Historic Preservation Commission of the City of Cordova, Alaska hereby recommends to the Planning & Zoning Commission of the City of Cordova, Alaska to amend Chapter 18.90 of the Cordova Municipal Code, as detailed in the attached document (with deleted language shown as strike-outs and additions underlined) in order to update and clarify the purpose and authorities of the Cordova Historic Preservation Commission.

PASSED AND APPROVED THIS 5TH DAY OF APRIL, 2018

Jim Casement, Chair

ATTEST:

Samantha Greenwood, City Planner

Amendments to Chapter 18.90

Recommended by the Cordova Historic Preservation Commission 12-14-2017

Strikeouts are proposed deletions; underlined are proposed additions.

Chapter 18.90 - CORDOVA HISTORICAL DISTRICT AND HISTORIC PRESERVATION COMMISSION

Sections:

18.90.010 - Cordova ~~historical~~ Historic Preservation Commission established.

- A. There is created a historic preservation commission. The commission shall have seven members which shall consist of one currently sitting member of the Cordova planning and zoning commission, one current member of the Cordova Historical Society, one member selected by the Native Village of Eyak and four public members appointed by the mayor and confirmed by the city council. One of the public members shall be a Cordova resident with a demonstrated interest or knowledge of historic preservation. The final three members shall be professionals, as defined by the National Park Service Regulations, from the disciplines of history, architecture or architectural history, and archaeology.
- B. Ex Officio Members. The mayor and the city manager shall be ex officio members of the commission and shall have the privilege of the floor, but no right to vote.
- C. Terms of Office. Members of the commission shall be appointed for three-year terms, provided however, that in the first instance one member shall be appointed for one year, two members appointed for two years and two members appointed for three years.
- D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

(Ord. 751, 1995; Ord. 746 § 1, 1994; Ord. 691(part), 1992).

18.90.020 - Cordova ~~historical~~ Historic preservation commission-Officers.

- A. The commission shall annually organize and elect a chair, vice-chair, and secretary at the first meeting of a new fiscal year following appointment of new commissioners, but in any event no later than July 31st of each year
- B. The chair shall preside over the meetings of the commission and shall exercise all powers usually incident to the office and shall be a voting member with full right to have his vote recorded in all deliberations of the commission.
- C. The vice-chair shall assume the duties of the chair in his absence. In case of the absence of both the chair and the vice-chair, the members present may elect a temporary chair for the meeting who shall, during such meeting, have full powers of the chair.
- D. The secretary shall be responsible for taking and typing minutes of all meetings of the commission, and for providing the minutes to the city clerk for distribution and recordkeeping.

(Ord. 751, 1995; Ord. 746 § 2, 1994; Ord. 691(part), 1992).

18.90.030 - Cordova ~~historical~~ Historic Preservation commission-Meetings.

- A. The commission shall meet regularly at a time and place set by the commission. The commission will meet twice a year at a minimum. The commission shall conduct business in accordance with the Open Meeting Laws of Alaska. This includes adequate public notice of all meetings including the meeting time, place and agenda items. Notice of postponement of any regular meeting must be given to each member and to the public at least twenty-four hours in advance.
- B. Special meetings may be called by the chair and at such times as the commission may determine necessary provided that at least twenty-four hours' notice of a special meeting is given to each member at his established residence or business, and to the public.
- C. The commission shall keep minutes of its proceedings showing the vote on each issue and the number absent or failing to vote. The commission shall keep records of its official actions, all of which shall be filed in the office of the city clerk and shall be kept as a public record.
- D. A majority of the membership of the commission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the commission present, provided that no action may be taken on any issue until minutes have been received by absent commission members. Action can then be taken at the next meeting. Action can be taken after the public hearing if a quorum is assembled and all members present are informed of the substance of public testimony.
- E. The commission shall conduct business using the latest edition of Robert's Rules of Order. All main motions shall be made in the affirmative.
- F. Any member who has a substantial personal interest or financial interest of any kind in any questions being voted upon shall identify his interest and declare a possible conflict of interest. He shall not be excused from voting thereon except with the concurrence of the majority of the members present.
- G. Any member of the commission anticipating an absence from commission meetings shall so advise the commission. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended for replacement to the mayor.
- H. All recommendations by the commission to the planning commission or to the city council shall be made by resolution. Resolutions shall be numbered consecutively within each year according to the sequence of approval and shall be signed by the chair and secretary.
- I. Rules and procedures of the commission may be amended at any regular or special meeting by a majority vote of the membership of the commission.

(Ord. 751, 1995; Ord. 691(part), 1992).

18.90.040 - Cordova ~~historical~~ Historic preservation commission-Powers and duties designated.

- A. ~~Survey and Inventory of Community Historic Resources. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need to know basis to protect sensitive site locations from possible vandalism. (Section 3.(a-c) CLG regulations). The survey shall be updated at least every ten years. Develop a local historic preservation plan providing for identification, protection, and interpretation of Cordova's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.~~

- B. Review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
- C. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the commission considers a National Register nomination which is normally evaluated by professionals in a commission, the commission will seek expertise in this area before rendering its decision.
- D. Provide Advice and Information. The commission shall act in an advisory role to the Cordova planning and zoning commission who will make recommendations to the Cordova city council. It shall also advise and assist other city officials and departments and the public regarding the identification, protection, and enhancement of local historic and archaeological resources. The commission shall work toward continuing education of citizens regarding historic preservation. It shall assist property owners in any way necessary including help with getting their property on the National Register and in identifying funding sources for specific projects.
- E. The commission shall support the enforcement of the Alaska Historic Preservation Act (AS 41.35).
- F. The commission shall support the enforcement of any local preservation laws that may be passed.
- G. The commission ~~may~~ shall draft or make recommendations on local preservation ordinances, a preservation plan, or an overall development plan with a preservation or "building style" theme and make recommendations to the planning and zoning commission who, in turn, will make recommendations to the city council.

(Ord. 751, 1995; Ord. 746 § 4, 1994; Ord. 691(part), 1992).

~~18.90.050 Continuation.~~

~~The city council, annually at the first meeting in November, by an affirmative vote, may continue the existence of the commission. In the absence of an affirmative vote by council, the commission will cease to exist within thirty days.~~

(Ord. 751, 1995; Ord. 746 § 5, 1994).