

# Cordova Historic Preservation Commission

Meeting NOTICE and AGENDA for Thursday, March 16, 2023 from 5:15-6:15 pm

Location: Meeting Room A, Cordova Center

and via teleconference

Join Meeting via teleconference only: In **Cordova**, call 253-7676 and use code 22244

Join Meeting via teleconference only: **Outside Cordova**, call 1-888-820-7676 and code 22244

## **Members and Affiliations (see City Code, Title 18, for more detail):**

Nancy Bird, Cordova Historian, *Secretary*

Jim Casement, Cordova public member

Heather Hall, Archaeologist (US Forest Service)\*

Sylvia Lange, Native Village of Eyak\*

Christy Mog, Archaeologist (US Forest Service)

Wendy Ranney, Cordova Historical Society, *Vice-Chair*

Seat vacant, Cordova Planning Commission member

*\*Re-appointment pending*

## **Meeting Agenda**

- 1. Call to Order and roll call**
- 2. Public Comment Period**
- 3. Approval of Agenda**
- 4. Approval of Minutes – 1) March 23, 2021 meeting**
- 5. Election of officers for 2023**
- 6. Review/discuss “evaluation” received from J. Bittner, Sept. 27, 2022**
  - **Goals identified for the next two years, outlined in Sept. 27, 2022 letter from Judith Bittner, State Historic Preservation Officer**
  - **Outline priorities for coming year**
- 7. Review/approve Annual Report to Alaska Office of History & Archeology**  
**Draft for Calendar Year 2022 will be distributed at the meeting**
- 8. Schedule next Commission meeting**
- 9. Public Comment Period**
- 10. Commission Closing Comments**
- 11. Adjournment**

## **Cordova Historic Preservation Commission**

### **Meeting Minutes – Tuesday, March 23, 2021**

The meeting was held via Zoom and teleconference.

**Members present:** Nancy Bird, Wendy Ranney, Cathy Sherman, Jim Casement and John Wachtel.

**Others present:** None.

The meeting was called to order by Chair Cathy Sherman about 5:05 pm.

#### **Approval of agenda**

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

#### **Approval of minutes**

**Motion by Bird**, seconded by Ranney to approve the minutes of July 16, 2020, as presented. **Motion passed** without objection.

#### **Review/Approval of Annual Reports to Alaska Office of History & Archeology**

**Motion by Casement, Seconded by Sherman** to approve the Calendar Year 2019 Report. Brief discussion. **Motion passed without objection.**

**Motion by Casement, Seconded by Sherman** to approve the Calendar Year 2020 Report. Brief discussion. **Motion passed without objection.**

#### **Historic Buildings Survey Project**

**Motion by Ranney, Seconded by Casement to adopt Resolution 21-01, Adopting a Survey Plan and recommending it be attached to the City's Comprehensive Plan.** In a brief discussion, Bird noted that this resolution is directed to the Planning and Zoning Commission; after review by that commission, a similar resolution will hopefully be forwarded to the City Council. Sherman said she would draft a memo to attach to the resolution. **Motion passed without objection.**

#### **Next steps for Survey Plan followup –**

- There was consensus to target the early fall of 2021 for a joint meeting of the CHPC with the Cordova Historic Society and also invite the general public to this meeting focused on the historic survey.
- Ranney will also explore setting up a high school class to help on this project (the Wednesday community/service classes).
- Sherman will investigate possible grants for training.

#### **Commission comments**

Sherman gave a brief update on efforts to secure grant funds for moving the Castle Inn building. The project is at a standstill. Bird also updated on the project to replace St. George's church roof, stating she's been unable to secure a contractor for the project. Fundraising efforts continue, as well as the search for a contractor.

**Next meeting date** will be determined but is targeted to be in early May.

**Motion to adjourn by Wachtel, seconded by Bird.** The meeting adjourned about 5:40 pm.

These minutes were approved XXX.

# Cordova, Alaska

## Historic Preservation Commission

Date: approx.  
late 1990s

### Historic Preservation Mission Statement

The mission statement adopted for Cordova's Historic Preservation Plan states that the overall purpose for historic preservation in the community is as follows:

*The City of Cordova and its citizens seek to identify, protect, and preserve the community's historic and cultural resources in order to maintain and enhance the quality of life and economic well being of current and future generations.*

### Summary of Goals

The ten goals summarized below identify the major element of the historic preservation plan. The order that the goals appear does not necessarily indicate priorities, but instead reflect a logical sequence in which to best accomplish the preservation mission.

**Goal 1** Make preservation decision-making a normal function in citywide planning, rather than an exceptional one, through the creation of a historic commission who will advise and reduce administrative conflicts concerning historic preservation decisions.

**Action:** Establish a Historic Preservation Commission to serve as an advisory board to Planning and Zoning Commission.

- a. Draft legislation
- b. Establish Mission, Rules and Procedures
- c. Submit list of commission members annually.

Historian, Cordova Historical Society Representative, Eyak Village Representative, Planning and Zoning Representative, Representative from the Public at Large.



# Cordova, Alaska

## Historic Preservation Commission

*Adopted approx late 1990s*

**Goal II** Develop, maintain and strengthen preservation partnerships between municipal government, state government and federal agencies.

**Action:** Designate HPC member to serve as governmental liaison.

- a. Inform city officials of the HPC and its goals and current action and of the benefits of historic preservation. Develop working relationship with planning and zoning commission and council and maintain a regular exchange of information through monthly reports and minutes of meetings.
- b. Inform state and federal officials of Cordova HPC, its goals and current actions. Develop working relationship and regular exchange of information through annual CLG reports.

**Goal III** Maintain and strengthen support for historic preservation from individuals, the Cordova Historical Society (CHS), neighborhood organizations and business interests.

**Action:** Develop and maintain contact between HPC and individuals, CHS, neighborhood and business organizations.

- a. Prepare historic preservation brochure
- b. Hold public informational/educational meetings concerning the importance of historic preservation, workshops on National Registry nomination applications, public programs regarding specific preservation efforts within Cordova's history.
- c. Directly contact owners of historic property.

**Goal IV** Identify historic and cultural resources significant to Cordova's past.

**Action:** Review and update current sources, information currently available.

- a. Update Inventory Survey (Buildings/Property)
- b. Inventory of Local Cemeteries
- c. Review and Identify Potential New Projects.

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# Cordova, Alaska

## Historic Preservation Commission

Adopted approx  
late 1990s

**Goal V** Establish and support heritage tourism efforts appropriate to Cordova's historic resources and community needs.

**Action:** Accentuate the importance of history to tourism.

- a. Support the creation of a central visitors center
- b. Publish a new updated historic walking tour map.
- c. Solicit and provide media coverage of historic highlights.
- d. Plan/promote heritage festivals

**Goal VI** Provide the technical assistance necessary to improve historic properties.

**Action:** Compile Historic Preservation guidelines and info on available sources of funding and grants.

- a. Research and develop historic preservation design guidelines.
- b. Research/identify funding sources
- c. Publish historic preservation design guidelines handbook
- d. Provide info to public, business organizations and (proposed) historic district neighborhoods

**Goal VII** Increase public awareness of historic preservation in the community and improve preservation education efforts for various audiences.

**Action:** Designate HPC member to execute public relations.

- a. Devise sign program for city gateways (ferry terminal, cruise ship dock, airport terminal) and local historic districts and structures.
- b. Publish historic walking tour map.
- c. Create ad execute historic education program for school children K-6
- d. Establish yearly interest in History Day program



# Cordova, Alaska

## Historic Preservation Commission

*Adopted approx  
late 1990s*

**Goal VIII** Establish economic incentives to encourage the preservation of historic buildings and neighborhoods.

**Action:** Establish local property tax and credits for rehabilitation/restoration.

- a. Designate HPC member
- b. Research use of credits in other Alaskan communities.
- c. Inform city and state officials of benefits of credits, solicit their support.
- d. Draft legislation for submittal when local economy improves

**Goal IX** Conduct regular review and evaluation of historic preservation initiatives, goals and priorities with the historic preservation community.

**Action:** Develop this goal into HPC mission statement

- a. Develop inventory database and update regularly.
- b. Plan for annual public review of goals

**Goal X** Work to adopt strategies to conserve historic neighborhoods, which reflect their natural development. Historical roles and traditions, current needs and economic health and stability.

**Action:** Develop long-term HPC goals compatible to Cordova's Master Development plan and the public's needs.

- a. Increase public awareness of historic preservation and local history.
- b. Develop working group within HPC to develop and draft long-term goals.



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Natural Resources**

DIVISION OF PARKS AND OUTDOOR RECREATION  
Office of History & Archaeology

550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, AK 99501-3561  
907-269-8700

<http://dnr.alaska.gov/parks/oha>

September 27, 2022

File No.: 3350-1 Cordova

Helen Howarth, City Manager  
City of Cordova  
P.O. Box 1210  
Cordova, Alaska 99574

Re: City of Cordova CLG Review 2022

Dear Ms. Howarth:

Maria Lewis thoroughly enjoyed sitting down with you and members of the Commission on September 15, 2022, to review and discuss Certified Local Government (CLG) activities over the prior four years. It was an excellent opportunity to discuss current historic preservation issues specific to Cordova while outlining preservation goals for the future. Enclosed you will find a copy of the CLG Performance Standards Checklist that was discussed and completed during the meeting.

The goals that you outlined for the program over the next two years are excellent and should help the CLG focus on the activities that will help it succeed. Please let this office know how we can help you accomplish the following goals as effectively as possible:

- Prepare an update to the 2010 Draft Preservation Plan.
- Continue the Survey and Inventory program.
- Conduct more community outreach to educate the community about Historic Preservation.
- Update Cordova's Historic Walking Tour.
- Establish a better connection with Cordova's maritime history and nominate boats to the National Register of Historic Places.

I want to thank you and the historic preservation commissioners for all the hard work and dedication you bring to ensure that Cordova's history is shared with others and preserved for the future.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner  
State Historic Preservation Officer

JEB:mal  
enclosure

# ***City of Cordova***

## ***Certified Local Government***

### ***Performance Standards Checklist***

The CLG will maintain the following standards of performance, which will be used the SHPO in its periodic review of the CLG. On September 15, 2022, I met with Cathy Sherman (Commission Chair), Helen Howarth (City Manager), Nancy Bird (Commission Member), and Wendy Ranney (Commission Member) with the City of Cordova CLG.

#### **Local Legislation**

1. Did the CLG adopt changes to the local ordinance during the review period?

☐ Yes ☒ No

2. Did the CLG forward copies of all revisions of the ordinance, regulations, by-laws, or guidelines enacted during this period to the SHPO?

☒ Yes ☐ No

*There were no revisions to the ordinance, regulations, by-laws, or guidelines. There was a resolution (21-01) to adopt a survey plan and recommend it be attached to the city's comprehensive plan.*

3. The SHPO determined that all revisions above are consistent with the requirements and intent of the program.

☐ Yes ☐ No **Not Applicable**

*There were no revisions to the ordinance.*

4. The local government enforces appropriate state or local legislation for the designation and protection of historic properties, through a local ordinance which meets the requirements of the Alaska CLG program.

☒ Yes ☐ No

#### **Public Participation**

5. Did the CLG maintain an adequate and qualified Commission throughout the review period.

☒ Yes ☐ No



6. How many meetings did the Commission hold during the previous year? **One meeting**

*The Commission only met once last year, and the ordinance states that the Commission will meet twice a year at a minimum. Extraordinary circumstances related to the Covid-19 pandemic may have contributed to the Commission meeting only once during the previous year.*

7. Did the Commission maintain and operate in accordance with its written by-laws or rules of procedure, including conflict of interest rules?

☒ Yes ☐ No

8. Did the Commission obtain qualified expertise in the review of nominations, or any actions normally evaluated by a professional if such expertise was not available on the Commission?

☒ Yes ☐ No

9. Did all Commission members attend either a conference or training workshop on historic preservation issues this year, or did the CLG arrange for on-site training by SHPO?

☒ Yes ☐ No

*Commission members attended or watched OHA's CLG Basics webinar.*

10. Do all new appointees evidence a demonstrated interest, competence of knowledge of historic preservation?

☒ Yes ☐ No

*Some do or at least a desire.*

11. Was an effort made to obtain qualified professionals to fill any vacancies?

☒ Yes ☐ No

*Yes, but it was very challenging!*

12. Has the CLG forwarded to the SHPO resumes of any new Commission members appointed?

☒ Yes ☐ No

*Yes, still need to send in resume for newly Commission member, Christy Mog, Archaeologist.*

13. Do resumes for any professional members evidence compliance with Professional Qualification Standards outlined in the Guidelines?

☒ Yes ☐ No

14. Can the Commission demonstrate that it has an active program to designate landmarks and to review activities affecting local landmarks and historic districts?

☐ Yes ☒ No

*The CLG does not have a local landmark/district program*

15. Review and render opinions on all new construction and all alterations, repair, moving and demolition of structures and places within officially designated local historic district.

☐ Yes ☒ No

*The Commission does not render opinions on all new construction, alterations, etc. They do render opinions on significant activities.*

16. Work toward continuing education of citizens within the CLG's jurisdiction, regarding historic preservation issues and concerns with historic preservation.

☒ Yes ☐ No

*The Historic Society maintains a very active education program regarding historic preservation issues. The Commission does some education but could do more.*

17. Have all commission meetings been publicly announced, open to the public, had advertised agendas, and been held in accordance with the Alaska Open Meetings Act?

☒ Yes ☐ No

18. Has the Commission maintained and made available to the public careful minutes of all meetings?

☒ Yes ☐ No

*Minutes are posted to the City of Cordova's website.*

19. Do the minutes include all decisions and actions of the Commission and the reasons for those decisions?

☒ Yes ☐ No

## National Register Nominations

20. Has the CLG changed by-laws or rules of procedure governing the process for accepting National Register applications from the public?

☐ Yes ☒ No

21. Has the CLG, as part of its process of handling National Register nominations, maintained an accurate record of each nomination it has received?

☐ Yes ☐ No **Not Applicable**

*The Commission does not currently have a process to review, handle or maintain an accurate record of each nomination it has received.*

22. Did reports on nominations objectively evaluate the property(ies) in relation to National Register criteria?

☐ Yes ☐ No **Not Applicable**

23. Has the CLG forwarded copies of each nomination it has received to the SHPO?

☒ Yes ☐ No

24. Has the CLG reviewed and submitted copies of the Commission comments to SHPO for nominations forwarded to the CLG by the SHPO?

☐ Yes ☐ No **Not Applicable**

*The CLG has not received any nominations to review in the last couple years. The CLG plans to do this in the future and would like to promote the National Register Program.*

## Local Survey and Inventory

25. Have archaeological/architectural/historical survey of the CLG's area of jurisdiction been initiated and/or completed satisfactorily?

☒ Yes ☐ No

*A survey has been initiated but no completed.*

26. For CLGs whose survey have been completed, is there a system in place to keep the survey up-to-date?

☐ Yes ☐ No **Not Applicable**

27. Did the CLG prepare community-wide historical overviews, in conformance with OHA Criteria?

☒ Yes ☐ No

28. Has the CLG established and used written guidelines for the conservation of formally designated historic districts?

☐ Yes ☒ No

29. Has the CLG made all survey data available to the SHPO in an acceptable format?

☐ Yes ☒ No

*Survey is not complete yet.*

## Section 106

30. Has the CLG demonstrated compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, in regard to federal funded, assisted, or permitted activities undertaken by the local government?

☒ Yes ☐ No

*The Historical Society reviews Section 106 projects. The Commission would like to coordinate more activities with the Historical Society.*



31. Act in an advisory role to other officials, agencies, departments, boards, commissions, and committees of the local government with regard to the identification, protection and preservation of local historical resources.

☒ Yes      ☐ No

*Parks & Recreation and the Planning Commission.*

## Goals

Outline three to five goals for the program over the course of the next two-year review period.

1. *The CLG currently has a draft Preservation Plan and would like to complete/update their Preservation Plan.*
2. *Plan to continue working on their Survey and Inventory.*
3. *Commission would like to conduct more community outreach. They have plans to do this. They are currently working the local schools but would like to work more with the High School.*
4. *An update to the walking tour is also a current goal.*
5. *Establish a better connection with Cordova's maritime history and nominate boats to the NRHP.*